

**Courthouse  
Facilities  
Improvement  
Authority**



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**Request for Funding Applications**

Date: June 23, 2014  
To: All West Virginia County Commissions  
From: Melissa Garretson Smith, Executive Director  
Subject: 12<sup>th</sup> Cycle Funding and Application Schedule

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The West Virginia Courthouse Facilities Improvement Authority (CFIA) is pleased to announce the acceptance of applications for its 12th cycle of courthouse improvements. Applications and related information may be obtained through our website at [www.cfia.wv.gov](http://www.cfia.wv.gov) under the "Grant Application" tab. All items are in PDF format and accept entered data. Completed applications can be printed and can be saved to your computer. In addition, we have enclosed a hard copy of the application.

It should be noted that there are limitations to the amount of funds available. It has been determined by the Authority's Board of Directors that the funding cycle must be limited to a maximum CFIA contribution of \$100,000 per approved project. The Authority Board has determined that grant awards will provide an 80% maximum contribution, with the county applicant responsible for a minimum of 20% of the project value. The following examples should help to clarify the program parameters:

<u>Example #</u>	<u>Project Value</u>	<u>CFIA Contribution</u>	<u>County Applicant</u>
#1	\$125,000	\$100,000 (80%)	\$25,000 (20%)
#2	\$60,000	\$48,000 (80%)	\$12,000 (20%)
#3	\$300,000	\$100,000 (maximum)	\$200,000

In order to facilitate county applicant's cash flow concerns, the Authority's Board has adopted a modified reimbursement schedule. This schedule permits up to three payments based on progress reports and supporting expenditure documentation. Each request will be reimbursed at 80% of the submitted amount, however, no request shall exceed the total grant award. Should your project receive funding, you will find the Quarterly Progress Report, the Reimbursement Request form and the Project Completion Report guidelines on our website.

The 12<sup>th</sup> cycle funding and application schedule is as follows:

- July 10th – Grant Application training offered at our office in Charleston. Please email Melissa or call to RSVP. The training will begin at 10:30 a.m.
- July 31<sup>st</sup> – Grant Application training offered in Bridgeport at the offices of Thrasher Engineering. Directions are enclosed. The training will begin at 10:30 a.m. Please email Melissa or call the CFIA office to RSVP.
- September 19th - Receiving deadline for draft review. Not required, but suggested. This is NOT a postmark deadline. This deadline is for the application actually being received by the CFIA office.
- **October 3, 2014 - Postmark deadline for 12<sup>th</sup> cycle applications**
- November 2014 - Funding award notices sent via US postal service
- December 2014 - Contract signings will take place for all 12<sup>th</sup> cycle grants.
- January 1, 2015- 12<sup>th</sup> cycle contracts begin.

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Please review the application information carefully. Our website, [www.cfia.wv.gov](http://www.cfia.wv.gov), should answer any questions you may have. However, if it does not, please contact our office. Upon submission, your application should be organized into seven (7) Tabs. The Tabs are explained in the application.

In addition, you may only apply under ONE project category. Please only submit Tab II and Tab III which apply to ONE specific category. It is not necessary to complete or return those portions of the application which do not relate to your project. Only one project per county will be funded in each cycle.

We look forward to hearing from you in the near future. Please do not hesitate to contact us if you have questions or if additional information is required. Melissa can be reached via email at: [melissa.smith@wvcfia.com](mailto:melissa.smith@wvcfia.com) or phone: (304) 558-5435.