



Joseph M. Alongi  
Chairman

Melissa Garretson Smith  
Executive Director

### Request for Funding Applications

Date: June 14, 2023  
To: All West Virginia County Commissions  
From: Melissa Garretson Smith, Executive Director  
Subject: 21<sup>st</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 21<sup>st</sup> 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. In addition, we have enclosed a hard copy of the application. If the website prompts you to enter a password, just click cancel and the documents should open. I have also emailed the application to county grant managers that I have on file.

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 the 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 21<sup>st</sup> cycle funding and application schedule is as follows:

- June 14th – Emailed grant application. Please let me know if someone in your office would like an emailed version of the application.
- June 15<sup>th</sup> – Application Announcement mailed to every County Commission Office.
- June 26<sup>th</sup> – Grant Training at the CFIA Office in Charleston at 10:00 a.m. Please email me to RSVP.
- July 10<sup>th</sup> & July 12<sup>th</sup> – Grant Training at the CFIA Office in Charleston at 10:00 a.m. Please email me to RSVP.
- September 8th - 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 prior to 3 p.m. that day.
- Further information on back of this sheet. Please turn over.

- **September 29, 2023 - Postmark deadline for 21<sup>st</sup> cycle applications**
- November 2023 - Funding award notices sent via US postal service
- December 2023 - Contract signings will take place for all 21<sup>st</sup> cycle grants.
- January 1, 2024- 21<sup>st</sup> cycle contracts begin.

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.

Grant training is not required for grant submission, but is strongly encouraged. In addition, if you have specific questions, please email or call me anytime prior to the grant deadline submission. I am here to help.

I look forward to hearing from you in the near future. Please do not hesitate to contact me 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) , office phone: (304) 558-5435 or cell phone (304) 380-4032.

## **Grant Application Training to be conducted at the CFIA Office in Charleston. All trainings will begin at 10:00 a.m. Dates for the Trainings:**

- June 26<sup>th</sup>
- July 10<sup>th</sup>
- July 12<sup>th</sup>

**Please contact Melissa to register for a training. Space is limited to 10 participants per session. If you are unable to attend any of the scheduled trainings and would like grant training, please contact Melissa for a one on one session.**