



Joseph M. Alongi
Chairman

Shelly Murray
Executive Director

Request for Funding Applications

Date: June 3, 2025
To: All West Virginia County Commissions
From: Shelly Murray, Executive Director
Subject: 23rd Cycle Funding and Application Schedule

The West Virginia Courthouse Facilities Improvement Authority (CFIA) is pleased to announce the acceptance of applications for its 23rd cycle of courthouse improvements. Applications and related information may be obtained through our website at cfia.wv.gov under the "Grant Application" tab. In addition, we have enclosed a hard copy of the application. 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 23rd cycle funding and application schedule is as follows:

- June 3rd – Emailed grant application. Please let me know if someone in your office would like an emailed version of the application.
- June 3rd – Application Announcement mailed to every County Commission Office.
- June 8th – Grant Training at the CCAWV Conference at Stonewall Resort.
- July 15th & July 30th – 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 being received by the CFIA office prior to 3 p.m. that day.
- **September 26, 2025 - Postmark deadline for 23rd cycle applications**
- November 2025 - Funding award notices sent via US postal service
- December 2025 - Contract signings will take place for all 23rd cycle grants.
- January 1, 2026 - 23rd cycle contracts begin.

Please review the application information carefully. Our website, 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 soon. Please do not hesitate to contact me if you have questions or if additional information is required. I can be reached via email at: shelly.murray@wvcfia.com , office phone: (304) 558-5435 or cell phone (304) 380-4032.

Grant Application Training to be conducted at the CCAWV Conference – Stonewall Resort

June 8th @ 4:30PM

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:

July 15th

July 30th

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