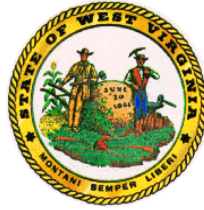


**Courthouse
Facilities
Improvement
Authority**



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Joseph M. Alongi
Chairman

Shelly Murray
Executive Director

Request for Funding Applications

Date: June 3, 2024
To: All West Virginia County Commissions
From: Shelly Murray, Executive Director
Subject: 22nd Cycle Funding and Application Schedule

The West Virginia Courthouse Facilities Improvement Authority (CFIA) is pleased to announce the acceptance of applications for its 22nd cycle of courthouse improvements. Applications and related information may be obtained through our website at www.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 22nd 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 10th – Grant Training at the CCAWV Conference at Stonewall Resort.
- July 9th & July 24th – Grant Training at the CFIA Office in Charleston at 10:00 a.m. Please email me to RSVP.
- September 9th - 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.
- **September 27, 2024 - Postmark deadline for 22nd cycle applications**
- November 2024 - Funding award notices sent via US postal service
- December 2024 - Contract signings will take place for all 22nd cycle grants.
- January 1, 2025- 22nd cycle contracts begin.

Please review the application information carefully. Our website, 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. 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 10th @ 9:30AM

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 9th

July 24th

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 trainings and would like grant training, please contact Shelly for a one on one session.