



American Rescue Plan Act
**Façade Rehabilitation and Interior Improvement Grant
Program Guidelines**

PROGRAM OVERVIEW

The City of Morgantown, through the use of American Rescue Plan Act (ARPA) funds, has developed a Façade Rehabilitation and Interior Improvement Grant Program (herein after referred to as the “Façade Grant”). The Façade Grant seeks to encourage private investment in the community by assisting property owners and business owners adversely impacted by the COVID-19 pandemic with repairs and improvements to commercial buildings and businesses in the City’s B-4, General Business District. Ensuring Morgantown has a vibrant downtown and waterfront area is critical to the City’s long-term growth and prosperity for area residents and business alike.

The Façade Grant is a reimbursable grant requiring a 30% percent match. To help offset the rising cost of materials and doing business, commercial property owners and business owners can apply for up to \$20,000 in grant funds to rehabilitate a building’s façade or make interior improvements.

Example: if a grant request is submitted for \$20,000, the required 30% match would be \$6,000 for a total project cost of \$26,000.

ELIGIBILITY

- This grant is available to commercial building and business owners in the in B-4, General District during. This district includes downtown Morgantown and the Wharf District (as shown in Addendum A).
- A property owner must include a copy of the deed to the property. For a business to be eligible, the application must include a copy of a signed lease agreement at least two years in length for the eligible commercial unit along with a letter from the property owner endorsing the project.
- Construction work must not have begun on the proposed project prior to applying and being approved for the grant.
- Applicants must demonstrate that proposed improvements would not be feasible without financial assistance from this grant opportunity considering the adverse and ongoing impacts associated with the COVID-19 pandemic and that the proposed improvements would positively contribute to the appearance and vibrancy of the B-4 District.
- Applicants and contractors must be in good standing with local taxes, fees, and licensing.

USE OF FUNDS

Grant funds can be used for the following types of improvements:

Exterior Improvements:

- Rehabilitation, reconstruction, or restoration of the exterior, streetside of a building's façade, including structural components integral to the façade.
- Glass, windows, doors, lintels, trim and accessories that are a part of the streetside façade.
- Signage, lighting, grill work, awnings and similar exterior work to the façade.
- Roof repair and restoration, rehabilitation, and major repairs designed to extend the useful life of the building.
- Cleaning the structure's exterior using approved methods.
- Restoration of cornices, caps, parapet walls and storm water drainage systems including gutters and downspouts.
- Provisions that enable Americans with Disabilities Act (ADA) accessibility without detracting from the building's appearance.

Interior Improvements:

- Structural repairs
- Electrical upgrades
- Plumbing upgrades and fixtures (e.g. sinks, toilets, etc.)
- Heating, ventilation, and air conditioning (HVAC)
- Flooring, interior doors, and ceilings
- Demising walls
- Drywall and painting
- Improved accessibility (e.g. ramps, handrails, accessible washrooms)
- Fire safety compliance (e.g. sprinklers)
- Improvements related to health and safety
- Asbestos and other hazardous materials abatement

Ineligible uses of funds include the following:

- Non-permanent fixtures such as bar tops or cabinetry
- Appliances, furniture, window coverings and other moveable objects
- Lightbulbs, fuel, tools, consumables, cell phone fees and other incidental costs
- Permit fees, service fees and insurance
- Landscaping

APPLICATION PROCESS

STEP 1: SUBMISSION

Potential applicants must be the building owner of record or business owner having a lease agreement that will be in affect at least two years upon project completion. In addition to completing the application attached hereto, applicants shall submit the following information:

- Documentation showing loss of business income is COVID-19 related or that the project would not be feasible without financial assistance from the grant program as a result of the ongoing adverse impacts of COVID-19.
- Business financials to include Income Statement (or Profit and Loss Statement) which is no more than one year old and/or Business Balance Sheet which is no more than one year old; or the most recent tax return.
- Information on other financial assistance requested/granted.
- Written narrative specifying how grant funds will be used and how they will positively contribute to the appearance and vibrancy of the General Business (B-4) District.
- Evidence of property ownership or current lease.
- When applicable, the property/business owner must provide a Federal Employment Identification Number (FEIN)
- Letters of Support

All applications and supporting documents shall be submitted to Rodney Bohner, Senior Planner with the Development Services Department – Planning and Zoning Division. Applications can be emailed to rbohner@morgantownwv.gov or delivered to the Planning and Zoning Division at 389 Spruce Street, Morgantown, WV 26508, Attn: Rodney Bohner. For more information, please contact Rodney Bohner at 304.284.7433 or at the email above.

While funds can be used for exterior or interior improvements, one application shall be submitted for each type of project. This is necessary to ensure projects are properly scored and reviewed in accordance with applicable guidelines.

Information contained in the application, such as tax returns, revenue information, and lease terms, may be proprietary and/or confidential information that you would not want distributed to the public, whether due to business competition concerns or because it includes personal identification numbers or tax information. The City will attempt to protect that information from disclosure to the extent that it is able to do so. While City records are generally available to the public, proprietary business information and personal information such as Social Security Numbers can be withheld from disclosure. In order to assist in protecting this information, applicants should clearly mark all information and documents that they believe are proprietary, confidential, or otherwise not to be disclosed. Identifying this information will assist the City in protecting information from disclosure under FOIA or federal reporting requirements.

STEP 2: APPLICATION REVIEW

The first round of applications will be reviewed and scored by a committee (“the Committee”) designated by the Administration of the City of Morgantown in conjunction with input from the City’s Downtown Design Review Committee and other City agencies with purview. City agencies include but are not limited to Code Enforcement Division, Fire Marshall’s Office, Engineering/Public Works Department and Morgantown Utility Board.

Applications will be reviewed against the eligibility requirements and the guidelines of the Façade Grant. Partial applications will not be reviewed. Please further note that preference will be given to applications where exterior improvements are prioritized. The following outlines the steps involved in the review process:

- Upon receipt of a completed application, staff will visit the subject project to review the preliminary scope of work.
- If an application is approved by the Committee, staff will submit detailed project information to the West Virginia State Historic Preservation Office (SHPO) for review in accordance with National Preservation Act of 1966. This will require staff to take photographs of the existing conditions of the façade and/or interior improvement (when applicable) and submit them to SHPO for consideration along with other documentation. A copy of the Section 106 Review Process and information to be submitted to SHPO (by staff) is attached hereto in Addendum B.
- If work is performed on historic structures, the proposed rehabilitation work must comply with the U.S. Secretary of the Interior’s Standards for the Treatment of Historic Properties. Other work will be reviewed by SHPO for its effect on historic structures in the project area.
- If SHPO determines there is no adverse effect to historical resources, the application will move forward to Step 3. If SHPO determines that there may be an adverse impact to historical resources, staff will work with applicant to mitigate/resolve SHPO’s concerns. If an amicable agreement cannot be reached between the applicant, SHPO, and the Committee, the application will be denied and closed.

To be considered in the first round of funding applications should be submitted to the primary point of contact listed above by **Thursday, June 2, 2022 at 4 p.m.** Applications received thereafter will be reviewed on a rolling (first come, first served) basis and awarded based on the availability of funds. Staff may reach out for additional information. All decisions to approve or decline an application are final and cannot be appealed.

In instances where proposed work is not in keeping with the City’s Planning and Zoning Code, the applicant may need to request a variance from the Morgantown Board of Zoning Appeals (BZA). As such, any approval from the Committee would be contingent on approval from the BZA.

STEP 3: APPROVAL

Once an application is approved, the City of Morgantown will issue an award letter to the awardee that outlining next steps. This includes the execution of a subrecipient agreement.

STEP 4: SUBRECIPIENT AGREEMENT

- The Subrecipient Agreement outlines the responsibilities of the City and the applicant, along with the approved scope of work for an approved project, maximum grant amounts, timelines for completion and other general terms.
- Applicants must submit all documentation necessary to draft a Subrecipient Agreement within 15 days of receiving an award letter.
 - Awardees must submit a minimum of three quotes for all eligible work including a detailed cost breakdown. This could be three quotes from three general contractors or three quotes per subcontractor for each category of work. The lowest bidder must be selected in each instance in accordance with Federal program guidelines.
 - The Subrecipient Agreement must be signed by all parties involved within ten (10) days of the draft being shared with the applicant. This includes the property owner and/or tenant.
 - The property owner must sign the subrecipient agreement, even if the tenant will be doing the work and receiving the grant.
 - If the documentation is not submitted or the Agreement is not signed in a timely manner, the file will be closed, and grant funding will be reallocated to other projects. The applicant may re-apply to participate in the program in the next application period.

STEP 5: CONSTRUCTION

The project shall commence within 30 days of executing a subrecipient agreement and shall be completed in accordance with the timeline specified in Subrecipient Agreement. Projects that are not completed within the specified timeline may request an extension from the Committee if there are extenuating circumstances. Otherwise, the file will be closed, and the grant funding will be reallocated to other projects. Note, requesting an extension does not necessarily mean it will be approved, therefore subrecipients are encouraged to complete their projects in the specified timeline.

Awardees are responsible for applying for and securing all relevant City of Morgantown permits.

STEP 6: REIMBURSEMENT REQUEST(S)

- Each subrecipient will have a schedule of reimbursement payments or stage payments.
- Requests for payment will be reviewed by staff, who will verify satisfactory work performance. If staff discerns inadequate work or noncompliance with agreement requirements, the request for payment will not be honored until the problem issues are resolved satisfactorily.

- Final payment will be made when all compliance requirements are met and the work is verified and approved. The contractor will provide the subrecipient with a one-year guarantee on all work performed plus, if applicable, any manufacturer's guarantee.
- The subrecipient and/or contractor must also furnish the City with copies of all receipts for materials used on the project.

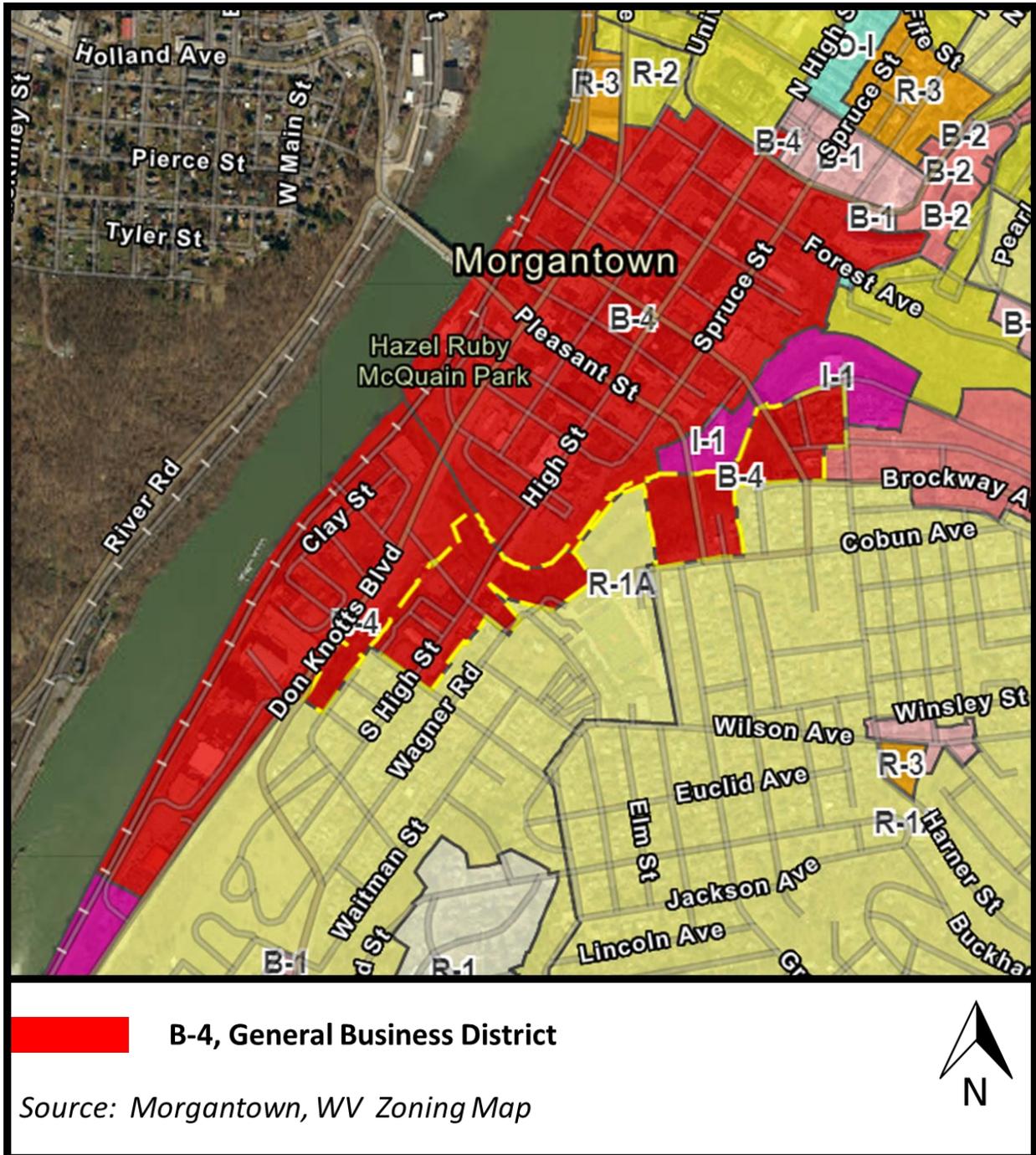
If the documentation is not submitted in a timely manner, the file will be closed and grant funding will be reallocated.

STEP 7: MAINTENANCE

The applicant must maintain all improvements supported through the Façade Grant for a minimum of two years, including clear and uncluttered windows and doors. If the improvements are not maintained or if the property is sold within the same period, up to 50% of the matching grant may need to be repaid to the City of Morgantown.

ADDENDUM A

B-4, GENERAL BUSINESS DISTRICT MAP

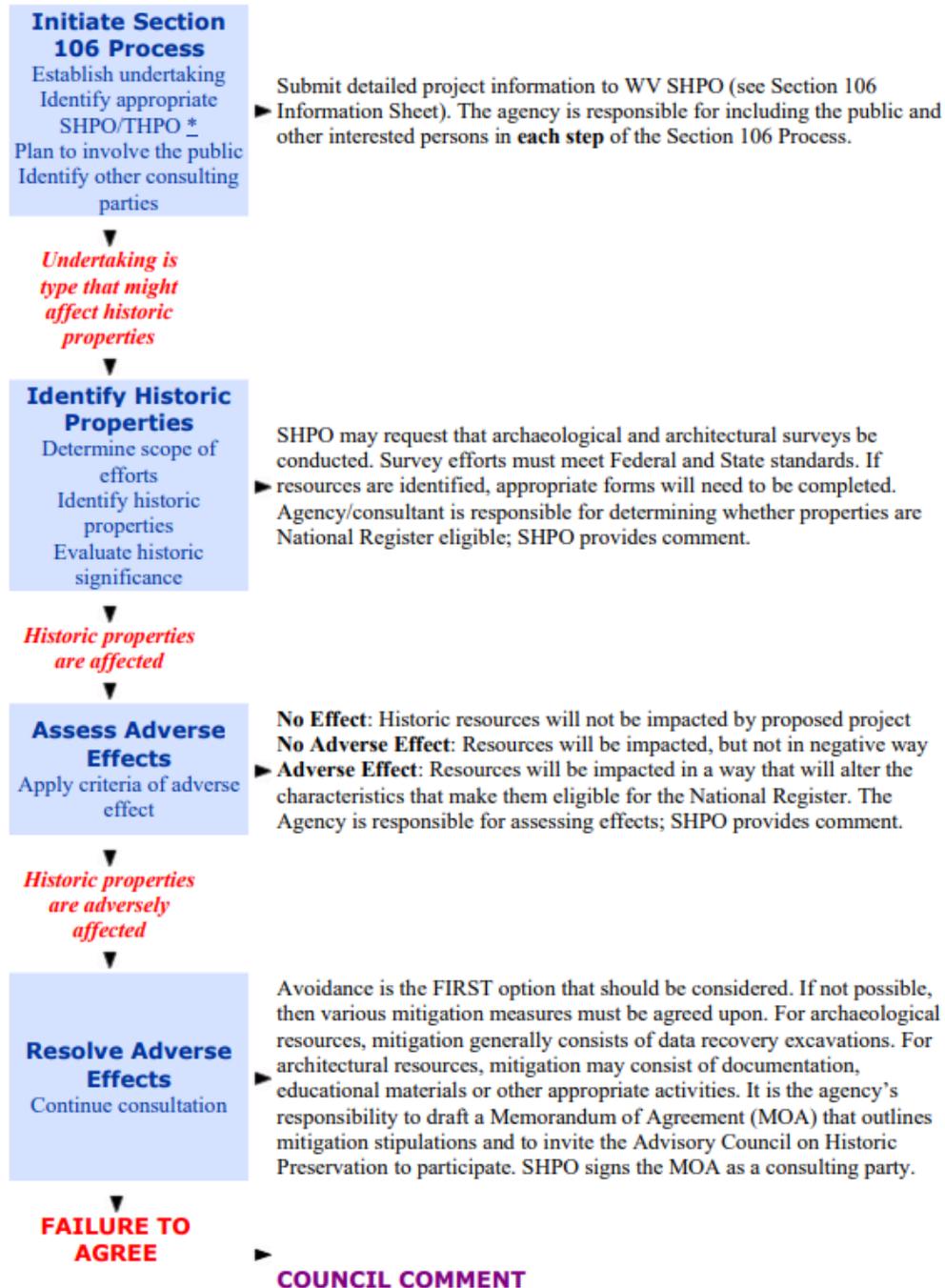


ADDENDUM B

WV STATE HISTORIC PRESERVATION OFFICE

SECTION 106 REVIEW PROCESS AND INFORMATION

Section 106 Regulations Flow Chart



Source: WV State Historic Preservation Office (website)

West Virginia SHPO Information Sheet for Section 106 Review Projects

The following information is needed for SHPO staff to be able to complete a review of a federal or state funded or permitted project (undertaking):

I. General Information regarding all project submissions:

Is this project a new submission or supplemental information relating to a previously submitted project?

If this is supplemental information, please identify the project FR# (our project file number).

a. Project Name

b. Federal Agency, if applicable (agency providing funds, permit, license or assistance)

c. Federal Agency Contact Person: Name, Street Address, Phone Number, email

d. State Agency, if applicable

e. State Agency Contact Person: Name, Street Address, Phone Number, email

f. Project Contact Person: (individual(s) who are knowledgeable of project activities). Name, Street Address and Phone Number, email

g. Project Street Address, City, County, Zip Code

h. Project Location: Please attach the appropriate USGS Topographic Quadrangle Map indicating the location of the project. If applicable, attach a street map indicating the location(s) of specific addresses. If providing UTM coordinates, please specify whether the projection is NAD 27 or 83. For DEP projects, it is required that a 1"-500' scale (Engineering Map) be submitted in addition to the USGS Topographic Map. All maps must clearly depict the project boundaries.

g. Project Description: Describe the activities proposed within the defined project area and provide any available information regarding past land use of the project area. Provide the project size, including acres or project right-of-way length and width. If applicable, describe proposed construction depths. If the project will involve building rehabilitation or renovation, please identify materials and provide any available drawings, plans and specifications. If demolition is proposed, please provide cost comparison of repair vs. demolition, explanation of alternatives considered or justification as to why structure cannot be rehabilitated. This may include copies of building inspection or engineering reports.

h. Project Photographs: These should document the project area showing general views, known disturbances, any rock outcrops, and buildings and/or structures (50 years or older) within

and adjacent to project area. All photographs should be clear, concise, clearly labeled and keyed to a project map.

Photographs of buildings should incorporate the entire building. These may include photographs of the front, back and sides of the building. It is important that you provide photographs that show the entire building as well as photographs of any particular areas where any alterations will occur (e.g., a change in the windows, doors, lighting, etc.).

- i. Date of Construction for existing buildings that will be directly or indirectly impacted by the project.

II. Identification of Cultural Resources

Please provide any information regarding the following within or adjacent to project area:

- a. Known archaeological sites
- b. Cemeteries
- c. Structures
- d. Historic Structures or Districts

If there are standing structures within or adjacent to the project area, please provide photographs. You may be asked to submit an WV Historic Property Inventory Form for any structure 50 years or older within the project area or if with the line of sight of the project. Forms and instructions can be found at <http://www.wvculture.org/shpo/forms.html>. Information regarding National Register listings may be found at <http://www.wvculture.org/shpo/nr.html>

This information can be mailed to:

**Review and Compliance Staff
State Historic Preservation Office
WV Division of Culture and History
1900 Kanawha Boulevard East
Charleston, WV 25305**

The office has 30 days to review a project. Please insure that all information is provided; missing information may delay the completion of review.

36 CFR 800 outlines the steps of the review process.

The activity that is the subject of this publication has been financed in part with Federal funds from the National Park Service, Department of the Interior. The Division of Culture and History receives Federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in the departmental Federally Assisted Programs on the basis of race, color, national origin, age, or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Office of Equal Opportunity, National Park Service, 1849 C Street, NW, Washington, D.C. 20240.



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Program Application**

Section 1 – Applicant Information

Applicant Name: _____

Applicant is the: Property Owner Agent of the Property Owner Tenant

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

Email Address: _____

Is the applicant in good standing with State and local taxes, fees, etc.: Yes No

If the applicant is not the property owner, please fill out the following:

Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

Email Address: _____

Is the Property Owner in good standing with State and local taxes, fees, etc.: Yes No

Exterior Improvement Application:

Interior Improvement Application:

*** Please attach additional sheets of paper if the space provided for each question below is not sufficient.**

Section 2 – Business Information (only applicable for tenants)

Type of business: Existing New

Number of Years in Business: _____

Days/Hours of Operation: _____

Business Website: _____

How many employees are working presently: Part-Time _____ Full-Time: _____

How many employees worked before COVID-10: Part-Time _____ Full-Time: _____

Please describe the nature of your business:

Section 3 – Project Information and Use of Funds

Building Address: _____

Property fronts which street: _____

Proposed Scope of Work (*please describe the existing conditions, potential use of funds, construction schedule and check all the boxes that apply below*):

Is the property designated as a National Historic Landmark?

- Yes No

Is the property listed or eligible for listing in the National Register of Historic Places?

- Yes No

Is the project located in a local historic district?

- Yes No

Exterior Improvements:

- Rehabilitation, reconstruction, or restoration of the exterior, street-side of a building's façade, including structural components that are integral to the façade.
- Glass, windows, door, lintels, trim, and accessories that are a part of the streetside façade.
- Signage, lighting, grill work, awnings, and similar exterior work to the façade.
- Roof covering, restoration, rehabilitation, and major repairs designed to extend the useful life of the building for at least seven more years.
- Cleaning of the structure's exterior using approved methods.
- Restoration of cornices, caps, parapet walls and storm water drainage systems, including gutters and downspouts.
- Provisions that enable Americans with Disabilities Act (ADA) accessibility without detracting from the building's appearance.

Interior Improvements:

- Structural repairs
- Electrical upgrades
- Plumbing upgrades and fixtures (i.e. sinks, toilets, etc.)
- HVAC
- Flooring and/or interior doors and/or ceilings
- Demising walls
- Drywall and/or painting
- Improved accessibility (i.e. ramps, handrails, accessible washrooms)
- Fire safety compliance (i.e. sprinklers)
- Improvements related to health and safety
- Asbestos/other hazardous materials abatement

Describe how the proposed improvements described above will improve the appearance and vibrancy of the City's General Business (B-4) District:

Provide any other pertinent information which would be helpful in the grant decision making process. If attaching documents not listed in this application, please list attachments here. This includes but is not limited to any photographs, renderings, or architectural plans for the proposed improvements.

Section 4 – COVID Impacts and Financial Information

Estimated Total Project Cost: _____

Estimated Total Grant Request: _____

Cash Match to be Provided: _____

Please indicate the source of other funds requested or committed to the proposed project described above (including the required 30% match) and attach any supporting documentation to the application:

Source: _____ Amount: _____

Requested Committed

Please describe how your property or business has been impacted by the COVID-19 pandemic and explain the need for financial assistance to complete the proposed project:

Have you applied for additional financial assistance from other local, state, or federal resources related to this project or the impacts of COVID-19?

Yes No

If yes, please list the funding source (name), amount requested, status of your application and how the funds were used:

Application Checklist:

- Copy of lease or ownership of building enclosed: Yes No
- Copy of most recent tax return enclosed: Yes No N/A
- Most Recent Income (or Profit and Loss) Statement Enclosed (if applicable): Yes No N/A
- Copy of current City of Morgantown Business License? Yes No N/A
- Are you current with local taxes and fees? Yes No
- Letter of support from the Property Owner (if applicable): Yes No N/A
- Photographs of existing conditions: Yes No
- Site plan or rendering of the proposed improvements (if applicable): Yes No
- Other letters of support: Yes No

APPLICANT SIGNATURE

I understand that in order for my request for funds to be approved, I must agree to work with and follow the recommendations of the grant committee. I also understand that monies are granted on a reimbursement basis; following completion of work and those improvements, changes not approved by the committee will not be funded.

Applicant Name (printed): _____

Applicant Signature: _____

Date: _____

Application Review – Staff and Committee Only

Date Received: _____

Grant Requested: _____

Date Approved: _____

Date Subrecipient Agreement Executed: _____

Date Project File Closed (Project Deemed Complete): _____

Total Grant Funds Expended: _____

The Program Committee Comments/Recommendations:

Downtown Design Review Comments/Recommendations:

WV SHPO Comments:

Comments from Fire Marshall's Office:

Comments from the Code Enforcement Division:

Comments from the City Engineering/Public Works Department:

Comments from the Planning and Zoning Division:

Comments from the Morgantown Utility Board:

Other Comments:
