

# West Side main street

A program of West Virginia State University Extension Service

## WEST SIDE MAIN STREET FAÇADE GRANT PROGRAM GUIDANCE & APPLICATION PACKAGE

### General

West Side Main Street (WSMS) is a program of West Virginia State University Extension Service begun in 2005 to revitalize Charleston's West Side commercial district while attempting to preserve and protect both the history and future. The WSMS is a volunteer driven organization dedicated to reviving the West Washington Street corridor through a 4 point approach: Design, Promotion, Economic Restructuring and Organization.

The WSMS Façade Grant Program (Program) offers financial assistance to business owners along West Washington Street. The first step to stimulating economic activity is creating an aesthetically pleasing business district that encourages new business development. This Program helps offset the costs associated with façade improvements to existing buildings.

The grants provide 50% matching funds to commercial and industrial businesses in amounts up to \$5,000. Grants are awarded on a first come first serve basis depending upon availability of funding. Funding is provided by the Charleston Urban Renewal Authority (CURA) and the State of West Virginia through Community Participation Grants.

Applicants may be either a property owner or tenant; however, approval of the property owner is required in order to meet the eligibility requirements.

Grants are intended for street elevations only and must be located in the West Side Main Street boundaries. (See map) Projects located in the Urban Renewal District (See map) must further the goals of the CURA plan.

Grants in the Elk City district are subject to additional requirements because of the utilization of State funds including:

- Design assistance for the project must be obtained prior to beginning the project
- Exterior building renovations must be designed by a professional approved by the State Historic Preservation Office (SHPO) and conform to the Secretary of Interior Standards.

- At least 2 bids must be obtained for purchase of materials such as windows, doors, awnings and other permanent fixtures
- Vendors must pay prevailing wage rates unless they are exempt from such labor laws
- If the building for which an owner receives a Community Participation grant is sold within 5 years, the owner must repay the grant.

Professional design assistance is offered through Main Street West Virginia at no cost, however the service must be approved by the State office or a fee will be charged. An historic preservation consultant will provide on-site technical advice to business and property owners. If you are considering submitting an application or wish to discuss the design assistance please contact the Program Director (see contact information).

### **Eligible Activities**

- New windows and doors
- Re-pointing of masonry
- Prepping and painting
- Façade restoration/rehabilitation
- Exterior lighting
- Awnings
- Signs
- Accessibility
- Landscaping

This list is meant to be illustrative and projects should not be limited to the aforementioned.

### **Geographical Eligibility**

- West Washington Street from Pennsylvania Avenue on the east to WV 21 on the west and one block on either side of Washington Street.
- See attached map to determine if your property falls within the delineated boundaries

### **Application Process**

- Contact the Program Director
- Complete *Application, Owner Authorization Form* and the *Hold Harmless Agreement*
- Attach written bids or justification of cost estimate
- Submit complete application package to the Program Director

### **Selection Process**

The application will be evaluated based on the following criteria:

- Completeness of the application (full description & solid cost estimates)
- Aesthetic/Design quality
- Historic accuracy
- Community benefit/level of need
- Maintenance plan
- Projects which further recommendation(s) provided by Main Street West Virginia design consultant

### **Review Process**

- WSMS review team consists of the Program Director, the Chairperson of the Design Committee, a member of the Design Committee, and the Main Street West Virginia design consultant
- Team will notify all applicants in writing of the status of their request following review of the application

### **Project Process**

- Applicant will be notified in writing of the grant award
- Work completed prior to the notification will NOT be eligible for reimbursement
- Applicant is responsible for obtaining a building permit and ensuring contractors are licensed and insured. Community Participation grants also require property owner to obtain at least 2 bids for work and to utilize contractors who pay prevailing wage rates.
- Applicant must be current on B&O taxes
- Any existing exterior code violations must be brought up to date prior to reimbursement
- Project should be completed within 6 months, if additional time is required to complete the project approval must be obtained or funds will be released for use by another grantee.
- Final inspection will be conducted following completion of the work.

### **Reimbursement Process**

- Reimbursement of eligible expenses will occur after completion of the project. A letter from the property owner requesting reimbursement, along with all receipts and cancelled checks must be submitted to the Program Director. Please arrange receipts and invoices in a manner that will allow the Program Director and the City and State agencies to see what the funds will be utilized for. A spreadsheet or other orderly manner of submitting this material will suffice.
- WSMS will submit a request for reimbursement to the granting agency along with the required paper work and a check will be forwarded to the property owner once funds are released from the granting agency. WSMS cannot guarantee a time frame for reimbursement as each agency has their own timeline for distributing checks. Funds must be approved by the City of Charleston and the WV Development Office before they are released to WSMS, therefore expect the process to take at least 6 weeks before reimbursement is received.
- Design changes not approved by WSMS will not be reimbursed
- Proof of payment is required so **KEEP ALL RECEIPTS & CANCELED CHECKS**
- Submit all documentation to the Program Director at the address below.

### **Additional Information and Questions should be directed to:**

Patricia McGill, Program Director  
 West Side Main Street Community Development Initiative  
 303 West Washington Street  
 Charleston, WV 25302  
 304.720.3161  
 director@westsidemainstreet.org



**APPLICATION**  
**FACADE GRANT PROGRAM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Physical Address: \_\_\_\_\_

Does Applicant own or lease? \_\_\_\_\_

Please fully describe the proposed project. (Use additional paper if needed)

\_\_\_\_\_

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Project Start Date: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_ (Attach written estimates or justification of cost estimate)

Amount Requested: \_\_\_\_\_ (50% of the total project cost not to exceed \$5,000)

My signature below acknowledges the following:

- Completion of the project within 180 days
- Attached guidance and requirements have been read and understood
- Community Participation Grantees must repay the grant if the building is sold within 5 years of the grant.
- Matching funds of at least 50% of the total project cost are required
- Work shall not commence until a written notice from WSMS has been issued
- Reimbursement will occur after completion of project and with submission of appropriate documentation
- Required permits are the responsibility of the owner/applicant
- B&O taxes must be current by the completion of the project
- Design changes not approved by WSMS will not be reimbursed
- Agree to have all receipts to WSMS by \_\_\_\_\_

Signed \_\_\_\_\_  
*Property Owner* *Date*

Signed \_\_\_\_\_  
*Applicant* *Date*

FOR OFFICE USE ONLY	
Date Received:	_____
Comments:	_____ _____ _____ _____
Project Score:	_____
Date Applicant Contacted:	_____
Work Items Completed:	_____ _____ _____
Date of Final Inspection:	_____
Date of Reimbursement:	_____



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## Façade Grant Agreement for Community Participation Funds

I understand that the façade grant funds that I am receiving are part of the West Virginia Community Participation Grant received by West Side Main Street. In order to comply with State requirements, I agree that if my building is sold within five (5) years of receiving the grant, I will be required to repay the entire sum to West Side Main Street to be reinvested in the façade grant program.

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Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

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Print Name of Owner \_\_\_\_\_



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## OWNER AUTHORIZATION FORM

I, \_\_\_\_\_ (property owner) hereby authorize  
\_\_\_\_\_ (applicant) to carry out improvements as  
specified in the accompanying West Side Main Street Façade Grant Program application,  
on my property at: \_\_\_\_\_. I also agree to  
sign the *Hold Harmless* agreement included in the application package that releases the  
West Side Main Street staff, volunteers, and affiliates from legal action pertaining to this  
project.

\_\_\_\_\_  
*Property Owner*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Notary*

**HOLD HARMLESS AGREEMENT**  
**BETWEEN**  
**WEST SIDE MAIN STREET, INC.**  
**AND**

\_\_\_\_\_  
**(Grantee)**

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2011, by and between the West Side Main Street, Inc, hereinafter called WSMS, and \_\_\_\_\_(Grantee), hereinafter called Applicant.

As a condition of the approval of the application of Applicant for the matching funds from WSMS to perform \_\_\_\_\_(scope of work), hereinafter called Project, the Applicant and WSMS mutually agree to the following:

1. In consideration for the WSMS granting these funds for the Project, the Applicant agrees to protect, defend, indemnify, exonerate and hold WSMS and their officers, employees and/or agents harmless from and against any and all suits, claims, liability, losses, liens and demands, fines, costs, criminal and civil penalties, causes of action or any other obligations arising out of or in any manner connected with the work contemplated by and/or preformed under this Agreement, whether prior to, during or any time after such work is being or has been performed, by either party, including (without limitation) incidents involving bodily injury, death, property damage or any violation or alleged violation of any federal, state, or local law or regulation.
2. Applicant understands the above release and knows the contents of the release.

\_\_\_\_\_  
*Property Owner*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Applicant*

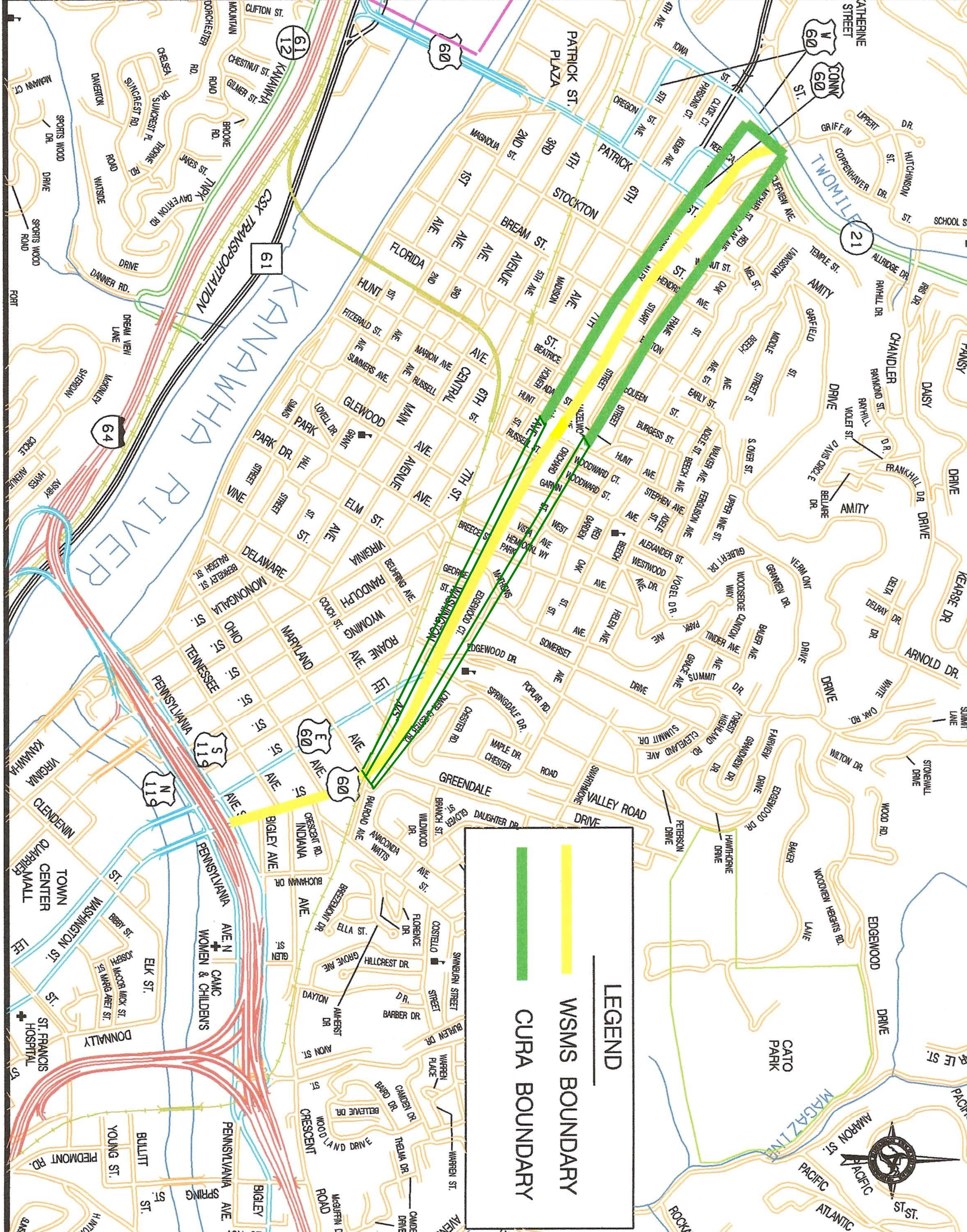
\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witness*


\_\_\_\_\_  
*Date*


\_\_\_\_\_  
*West Side Main Street*


\_\_\_\_\_  
*Date*



**LEGEND**

 CURA BOUNDARY

 WSMS BOUNDARY

 CURA BOUNDARY

