

APPLICATION FOR

2014 BAD Buildings Program

Brownfields, Abandoned, & Dilapidated Buildings

Application Due Date: Tuesday, January 7th, 2014

Please read all application materials prior to completing the application.

Completed applications may be submitted on or before Tuesday, January 7th, 2014 by U.S. Postal Service, commercial delivery service, or electronically.

ELECTRONIC SUBMISSIONS

- Proposals submitted via email must be submitted to Luke.Elser@mail.wvu.edu no later than 11:59 p.m. Eastern Time on Tuesday, January 7th, 2014.

HARD COPY SUBMISSIONS

- Proposals sent through the U.S. Postal Service or commercial delivery service must be postmarked by Tuesday, January 7th, 2014. Mail one (1) complete proposal to:

BAD Buildings Program
Attn: Luke Elser
Northern WV Brownfields Assistance Center
385 Evansdale Drive, Suite 201 (*for commercial delivery service*)
PO Box 6064 (*for U.S. Postal Service*)
Morgantown, WV 26506-6064

*The BAD Buildings Program is funded by
the Claude Worthington Benedum Foundation*

2014 BAD Buildings Program
Administrative Guidelines

Description of Funding Opportunity

Eight communities are sought for *Brownfields, Abandoned, Dilapidated Building Technical Assistance* funding. The technical assistance will include professional project support, GIS expertise, and redevelopment planning valued at \$10,000 to complete work as specified in the project proposals.

Eligibility*

APPLICANT: Eligible applicants include the following:

- Unit of local government;
- Non-profit organization;
- Government entity created by State Legislature;
- Redevelopment Agency that is chartered or otherwise sanctioned by the state.

The applicant will define the geographic area to be inventoried and prioritized as part of the program application. Typical areas will be based on municipal, town, community, or county boundaries.

MATCHING FUNDS: Matching funds are **not required** as part of the BAD Buildings Program. Evidence of matching or leveraged funds, however, may increase the competitiveness of the application.

*Please contact the Northern WV Brownfields Assistance Center for questions regarding applicant eligibility.

Applicant Obligations

1) **Capacity for Implementation**

Applicants must demonstrate their capacity to manage the activities of the BAD Building Program. Applicants should have successful experiences in leadership, economic development, community development and outreach, and/or capacity-building initiatives.

The applicant must provide a letter of support from the local municipal government indicating the government's support of the formation of a BAD Building Team as well as nominating at least one elected official to serve on the Team.

The applicant must be capable of completing the work described in the BAD Building Model:

- Forming a BAD Building Team;
- Surveying the community and identifying potential BAD Buildings; and
- Completing a BAD Building Redevelopment Plan.

2) **Reporting**

- A **mid-term report** will be due **June 30th, 2014**. This standardized 2-page report will include a completed activities list and next steps plan for completing the project.
- A **final report** will be due **December 19th, 2014**. This report will include a final narrative, a resources leveraged (including volunteers and in-kind) report, a community outreach plan, and a BAD Buildings Redevelopment Plan.

BAD Buildings Program Schedule

September 30, 2013	Release of Request for Applications
October 17, 2013	Webinar – BAD Buildings Program Overview
October 29, 2013	Webinar – BAD Buildings Program Overview
November 6, 2013	Webinar – BAD Buildings Program Overview
November 11, 2013	Webinar – BAD Buildings Program Overview
December 3, 2013	Webinar – Application Review Q&A
January 7, 2014	Applications Due
January 15 -31, 2014	Technical Assistance Awards Announced & Distributed
February – March 2014	Formation of BAD Buildings Team
April –June 2014	Creating BAD Buildings Inventory
June 30, 2014	Midterm Report Due
July – September, 2014	Review of Inventory and Prioritization
October – December, 2014	Development of BAD Buildings Redevelopment Plan
December 19th, 2014	Final Report Due

2014 BAD Buildings Program
APPLICATION CHECKLIST

Please use the following format in preparing your application; provide your application package in the order the sections are listed.

Please use standard 12 point font; 8-1/2" x 11" paper; and 1 inch margins. Do not bind application or place in a folder. Staple it at the upper left corner only. One (1) original application must be postmarked by January 7th, 2014 or submitted electronically no later than 11:59 p.m. EST January 7th, 2014.

- a. Application Cover Sheet** (Form A attached)
- b. Certifying Official Signature Page** (Form B attached)
- c. Community Description**
 - i. Description of the community.
 - ii. List of community stakeholders impacted by abandoned/dilapidated buildings in the community.
 - iii. Level of community involvement and other support for redevelopment of abandoned/dilapidated buildings.
 - iv. Previous or current efforts to address abandoned/dilapidated buildings in community.
- d. Description of Need**
 - i. Describe impacts abandoned/dilapidated buildings have on the community.
 - ii. Describe any potential reuses already identified for abandoned/dilapidated properties in the target community.
 - iii. Anticipated results of a successful abandoned/dilapidated building program.
- e. Capacity for Project Implementation**
 - i. Describe applicant ability to administer technical assistance activities.
 - ii. Identify how the community will be involved in the project.
 - iii. Provide a plan for continuing project activities after project completion.
- f. Letter of Support from local government entity**
- g. Signed letter(s) of support and commitment**

Include any letter(s) of support or commitment from partners, such as county commissions or community groups that state their interest in the project or a willingness to commit in-kind or cash contributions.
- h. Proof of non-profit status & non-profit mission statement, if applicable**

**2014 BAD BUILDINGS PROGRAM APPLICATION
COVER SHEET (Form A)**

Section I: APPLICANT/PROJECT INFORMATION and SUMMARY

A. General Information:

Applicant: _____

Certifying Official: _____ Title: _____

Contact Person: _____ Title: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

Project Name: _____

B. Community Information:

Name of Community: _____

County: _____

COMMUNITY DESCRIPTION (3 Page Limit)

1. Provide a detailed description of the community, including a community history and current community status, such as changing demographics, socio-economic shifts, major employment changes, and new/ongoing community development efforts.
2. Provide a list of community stakeholders impacted by abandoned/dilapidated buildings in the community.
3. Describe the current and historic level of community involvement and other support for redevelopment of abandoned/dilapidated buildings.
4. Describe any previous or ongoing efforts made to encourage redevelopment of local abandoned/dilapidated buildings in the community.

DESCRIPTION OF NEED (3 Page Limit)

1. Describe the impacts abandoned/dilapidated buildings are having on the community.
2. Describe any potential reuses already identified for abandoned/dilapidated properties in the target community. Detail any broader community goals that the proposed project may facilitate.
3. Detail the significance of an abandoned/dilapidated building program in the target community as well as the anticipated results of successful redevelopment or reuse of priority properties.

CAPACITY FOR PROJECT IMPLEMENTATION (2 Page Limit)

1. Detail applicant ability to administer technical assistance activities provided by the BAD Buildings Program.
2. Describe how the applicant plans to continue project activities after completion of the BAD Buildings Program.
3. Describe how the local community and stakeholder groups will be involved in the project.

SIGNATURE PAGE FOR CERTIFYING OFFICIAL (FORM B)

All approved applicants will be required to enter into a memorandum of agreement as a part of grant award and project commencement.

I certify that all statements in this application and the attached documents are true and correct to the best of my knowledge. Furthermore, I am authorized by my organization to apply for BAD Buildings Program.

Signature of Certifying Official/Applicant

Date

Title of Certifying Official/Applicant