LETTER OF AGREEMENT (FORM D)

The Northern West Virginia (WV) Brownfields Assistance Center at WVU is providing a FOCUS WV Brownfields Program grant made possible by contributions from the Claude Worthington Benedum Foundation.

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| Recipient Organization: |  |
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| Amount: | $5,000.00 |
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| Project Start Date: | June 3, 2019 |
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| Project Director Name: |  |
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| Project Director Title: |  |
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| Project Director Address: |  |
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| Project Director Phone: |  |
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| Project Director Fax: |  |
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| Project Director Email: |  |
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**Project Administration:** TheDirector of the Northern WV Brownfields Assistance Center will oversee the FOCUS WV Brownfields Program and the implementation of all grants. The goal of the FOCUS WV Brownfields Program is to facilitate the revitalization of brownfields in West Virginia communities.

The recipient organization will execute the project as described in the recipient organization’s proposal to the Northern WV Brownfields Assistance Center, directing any questions about the FOCUS WV Brownfields Program to the Northern WV Brownfields Assistance Center.

**Project Length:** The recipient organization will complete the funded project by February 29, 2020 and provide the required final report by March 31, 2020.

**Grantee Tax Status:** The recipient organization represents that it is currently a unit of government or tax-exempt organization as described in the Internal Revenue Code.

**Use of Funds:** The recipient organization will directly administer the project supported by the grant and agrees that no grant funds shall be used in any way other than as specifically set forth in this Letter of Agreement and the final proposal, budget, and related documents submitted to the Northern WV Brownfields Assistance Center. The recipient organization promptly shall repay any portion of the grant that for any reason is not used exclusively for the purposes of the grant.

The recipient organization agrees that funds may only be used for planning and design, and associated costs such as professional services, conferences, workshops and education programs. The recipient organization agrees that funds may not be used for the construction, maintenance, physical rehabilitation, or renovation of property.

**Payment:** The recipient organization will receive payment upon receipt of this Letter of Agreement signed by all parties.

**Reporting:** The recipient organization will provide midterm and final reports related to the activities the recipient organization conducted with grant funds according to reporting guidelines. The recipient organization will submit all reports to focuswv@mail.wvu.edu.

The recipient organization will provide complete and accurate report materials on time to the Northern West Virginia Brownfields Assistance Center.

The recipient organization will ensure that a check presentation with the Northern West Virginia Brownfields Assistance Center is completed before December 31, 2019.

The recipient organization agrees to send a minimum of one representative to participate in the FOCUS WV Brownfields Showcase Event to be held as a part of the 2019 WV Brownfields Conference.

**Changed Circumstances:** Should any change in circumstances occur that may affect the recipient organization’s ability to carry out the grant, the recipient organization is responsible for a prompt written explanation to the Northern West Virginia Brownfields Assistance Center.

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| [RECIPIENT ORGANIZATION NAME HERE][RECIPIENT NAME, TITLE HERE] |  | Date |
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| Northern West Virginia Brownfields Assistance CenterPatrick Kirby, Director |  | Date |