

APPLICATION FOR

BAD Buildings Program

Brownfields, Abandoned, & Dilapidated Buildings

Please read all application materials prior to completing the application.

Completed applications may be submitted by U.S. Postal Service, commercial delivery service, or electronically.

ELECTRONIC SUBMISSIONS

- Proposals submitted via email must be submitted to Shae.Strait@mail.wvu.edu

HARD COPY SUBMISSIONS

- Mail one (1) complete proposal to:

BAD Buildings Program
Attn: Shae Strait
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 a program of the Northern West Virginia Brownfields Assistance Center made possible through funding from the Claude Worthington Benedum Foundation

2015 BAD Buildings Program Administrative Guidelines

Description of Program Opportunity

Communities across the state are sought for *Brownfields, Abandoned, Dilapidated (BAD) Building Technical Assistance* funding. The technical assistance will include professional project support, mapping 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 are based on municipal, 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.

Program Definitions

A BAD Buildings Team is a volunteer team comprised of local citizens, elected officials, and other stakeholders. This Team will conduct the BAD Buildings survey and inventory as well as decide upon the future direction and efforts it will take to address targeted BAD Buildings.

A BAD Buildings Survey is a preliminary visual survey of all properties within the target area to identify potential BAD Buildings. Additional site research will be conducted to determine if specific properties are abandoned, vacant, or dilapidated and should be added to the BAD Buildings Inventory, which is the compilation of all properties surveyed and researched.

The BAD Buildings Program includes tools to help communities address properties that are brownfields (properties with real or perceived environmental contaminants), abandoned (owner has given up responsibility for the property), vacant (owner does not occupy/cannot find tenants for the property), or dilapidated (properties with significant aesthetic or structural impairments).

The Teams will create a BAD Buildings Redevelopment Plan which will include a complete BAD Buildings Inventory as well as the identification of prioritized, high value properties for targeted redevelopment. The Plan will also include specific next steps to begin addressing the BAD Buildings, such as the creation of owner outreach, marketing, and prevention strategies. Key team leaders who will lead the project going forward will be identified to implement the strategies and continuation of redevelopment efforts.

Applicant Obligations

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.

Applicants who can demonstrate support and commitment from the local municipal government, such as a letter of commitment, indicating the government's support of the formation of a BAD Building Team will strengthen the evaluation of an application.

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

- Forming a BAD Buildings Team
- Surveying the community and identifying potential BAD Buildings
- Creating an inventory of properties from the survey
- Prioritizing properties based on community priorities
- Contacting priority property owners
- Completing a BAD Building Redevelopment Plan

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. [Avoid leaving any questions blank as thorough answers will increase the competitiveness of your application.]

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.

a. Application Cover Sheet (Form A attached)

b. Community Description

- i. Describe the community and define the targeted geographic area
- ii. List the community stakeholders impacted by abandoned/dilapidated buildings in the community.
- iii. Describe level of community involvement and previous/current efforts to address abandoned/dilapidated buildings

c. 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. Detail anticipated results of a successful abandoned/dilapidated building program.

d. Capacity for Project Implementation

- i. Describe applicant ability to administer technical assistance activities.
- ii. Identify how the community will be engaged and involved in the program.
- iii. Identify anticipated members of the BAD buildings team.

e. Signed letter(s) of support and commitment

Include any letter(s) of support or commitment from stakeholder organizations or partners.

f. Proof of non-profit status & non-profit mission statement, if applicable

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

Section I: APPLICANT/PROJECT INFORMATION and SUMMARY

A. General Information:

Applicant: _____

Lead Contact Person: _____ Title: _____

Second 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 (2 Page Limit)

1. Provide a detailed description of the target 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. Include a description of community support for redevelopment projects or addressing abandoned/dilapidated buildings.

DESCRIPTION OF NEED (2 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 anticipated results and impacts of successful redevelopment or reuse of priority properties in the target community.

CAPACITY FOR PROJECT IMPLEMENTATION (2 Page Limit)

1. Detail applicant ability to administer technical assistance activities provided by the BAD Buildings Program, including identifying a Team Leader, whose role will be to implement the first steps of the BAD Buildings Model (i.e., a call to action, forming the Team, and acting as a local point of contact for volunteers).
2. Describe how the local community and stakeholder groups will be engaged and involved in the program.
3. Identify anticipated members of the BAD Buildings Team, such as local government, community organizations, or volunteers in the community who have expressed an interest in addressing local abandoned/dilapidated buildings.