



**Town of Berryville  
Central Business District Commercial  
Building and Site Improvements Grants**

**Grant Details  
February 11, 2022**

Overview

The Town of Berryville American Rescue Plan Act of 2021 Implementation Plan provides for up to two hundred and fifty thousand dollars (\$250,000) in reimbursement grants to the owners of commercial properties in Berryville's Central Business District who make qualifying improvements to their properties. The reimbursable grant limit has been set at twelve thousand five hundred dollars (\$12,500) per principal structure (no more than two principal structures per parcel will be considered for grants/cost of site improvements will count against reimbursable limit for principal structure). Subgrantees will be reimbursed for the cost of agreed-upon improvements.

Subgrantees will utilize this funding to improve their properties and thereby enhance the entire central business district.

To qualify for reimbursement grants a property must:

- be located within Berryville's Central Business District as described in Appendix C of the Town of Berryville American Rescue Plan Act of 2021 Implementation Plan (adopted by the Town Council on July 13, 2021 and available for review at [www.berryvilleva.gov](http://www.berryvilleva.gov)), and
- not currently be in use for residential purposes (including residential rental units).

Improvements must be included in the following list to be considered for cost reimbursement:

- accessibility improvements (with primary focus on providing access into business),
- business sign replacement or refurbishment,
- building façade beautification and improvement, and
- site cleaning and beautification.

The Town will not reimburse property owners for property/building improvements that are not agreed to in advance and made a part of an agreement between the two parties.

The Town reserves the right to withdraw or amend this grant application process, including its schedule, at any time without prior notice.

#### Schedule

- |   |                                      |
|---|--------------------------------------|
| - Grant announcement and call for applications                              | February 11, 2022                    |
| - Town will begin accepting applications                                    | February 28, 2022                    |
| - Applications accepted until all dedicated funds are expended or           | January 3, 2023<br>12:00 p.m. (ET)   |
| - Deadline for eligible work to be completed                                | December 15, 2023<br>12:00 p.m. (ET) |
| - Deadline for required reporting/documentation to be submitted to the Town | December 15, 2023<br>12:00 p.m. (ET) |

#### Grant Application Submission, Review, and Award Process

- Applications with required supporting documentation must be submitted to the Berryville Town Clerk. To be considered for award of grant funds, property owners must submit one original and two copies of a completed grant application, detailed project narrative, and completed budget sheet to the Town by either of the following methods:
  - 1) mail to: Town of Berryville, Attention: Paul Culp, Town Clerk, 101 Chalmers Court, Suite A, Berryville, VA 22611, or
  - 2) hand-deliver to: Town of Berryville Business Office, 101 Chalmers Court, Suite A, Berryville, VA 22611, Attention: Paul Culp, Town Clerk
- The Town Clerk will review applications and make a preliminary determination of completeness. This determination will be made within 7 days of application submission. The Town Clerk's determination will be communicated to the applicant by email.
  - Note: This preliminary determination of completeness will be based on the inclusion of necessary elements of the application. Such initial determination does not mean that additional information will not be required when detailed review of the application occurs.
  - o If an application is deemed complete by the Town Clerk, it will be forwarded to the Town Manager or designee for review. The Town Manager or designee will render a decision on the application within 30 days of the preliminary determination of completeness and inform the applicant of the determination.
  - o If the application is deemed incomplete by the Town Clerk, then the Town Clerk will inform the applicant of the reasons for his determination. The applicant may submit an amended application for review.
- Applications will be reviewed by the Town Manager or his designee.
  - o The Town Manager or designee will work with applicants to develop an application that the Town Manager may approve.

- If the Town Manager approves an application, the Town and the applicant will execute the required subgrantee agreement.
- If the Town Manager denies an application, then the Town Manager or designee will inform the applicant of the reasons for his determination. The applicant may submit an amended application for review.
- The applicant will secure all required permits.
- The applicant will complete the work enumerated in the executed agreement.
- Once work has been completed and all required inspections have been passed, the applicant will provide the Town Clerk with all required documentation.
- The Town Manager or designee will review the documentation, and if all documentation is complete, the Town Manager will authorize the release of reimbursement funds.
- The Town's Treasurer will provide reimbursement within 30 days of Town Manager's or designee's approval.

### Grant Review Criteria

To qualify for reimbursement grants a property must:

- be located within Berryville's Central Business District as described in Appendix C of the Town of Berryville American Rescue Plan Act of 2021 Implementation Plan (adopted by the Town Council on July 13, 2021), and
- not currently be in use for residential purposes (including residential rental units).

Improvements must be included in the following list to be considered for cost reimbursement:

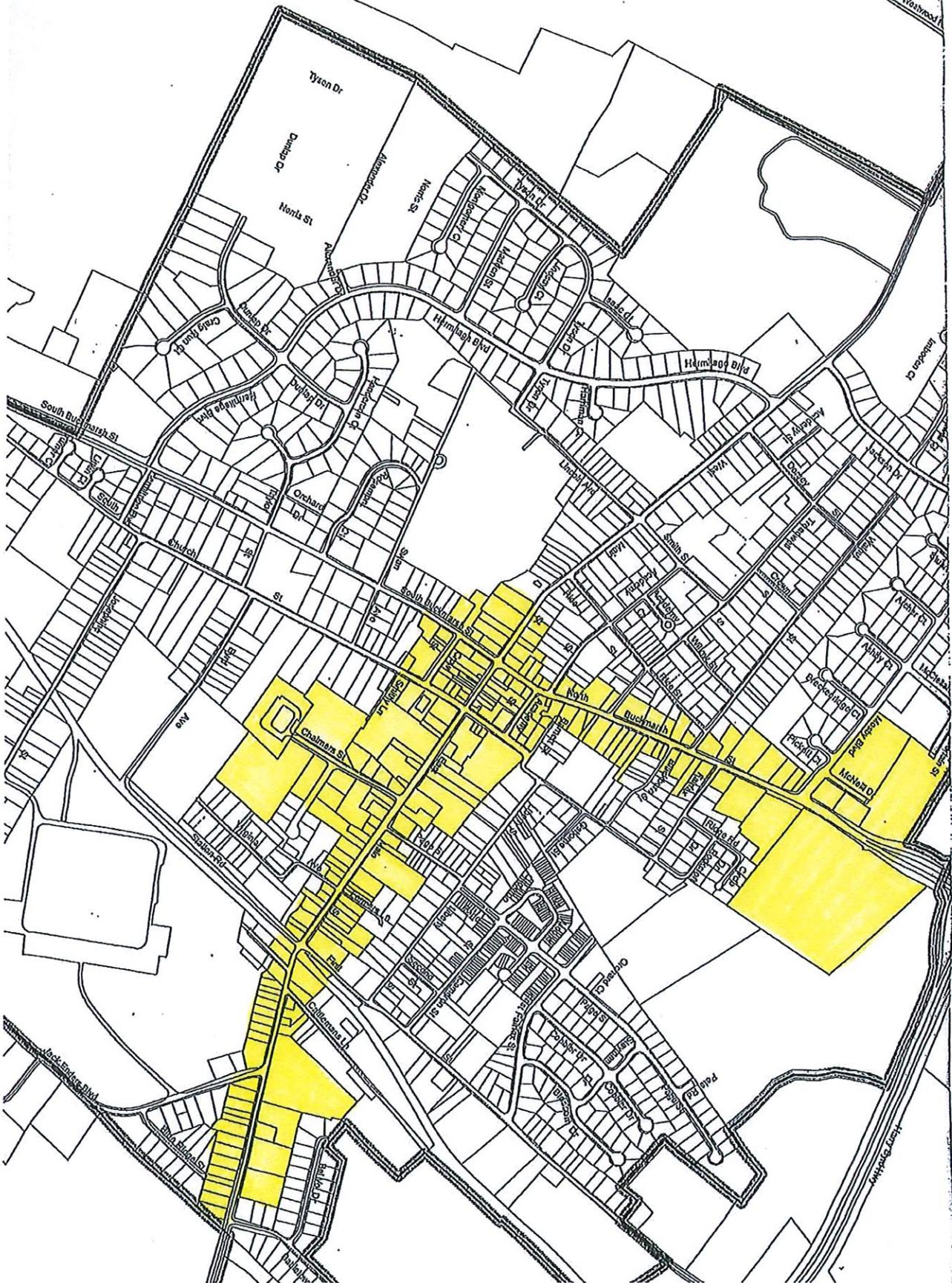
- accessibility improvements (with primary focus on providing access into business),
- business sign replacement or refurbishment,
- building façade beautification and improvement, and
- site cleaning and beautification.

### Appeals

Applicants aggrieved by a decision of Town staff related to this grant may appeal said decision to the Town Council within 30 days of the determination. Appeals must be directed to the Town Clerk and will be heard by the Town Council within 45 days of receipt of the appeal. The Town Council will render a decision on appeals within 75 days of receipt of the appeal. The Town Council may confirm the decision in whole or in part or reverse the decision entirely. The Town Council will communicate its decisions on appeals within 15 days of the decision.

NOTE: Certain exterior improvements to structures within the Berryville Historic District and the Historic Access Corridor Overlay Zoning District require review and approval prior to work being commenced. Subgrantee is responsible for obtaining architectural review approvals as a part of the building (Clarke County Building Department) and zoning permit (Town of Berryville Community Development Department) process.

# Appendix C Description of Central Business District





**American Rescue Plan Act (ARPA)  
Central Business District Commercial  
Building and Site Improvement Grants  
Grant Application**

To be considered for award of grant funds, property owners must submit one original and two copies of a completed grant application and budget sheet to the Town by either of the following methods:

- 1) mail to: Town of Berryville, Attention: Paul Culp, Town Clerk, 101 Chalmers Court, Suite A Berryville, VA 22611, or
- 2) hand-deliver to: Town of Berryville Business Office, 101 Chalmers Court, Suite A, Berryville, VA 22611, Attention: Paul Culp, Town Clerk

All required materials must be submitted before the submission deadline in order for an application to be considered. The Town will begin accepting applications for these grants on February 28, 2022. The Town will enter into reimbursement agreements until all funds have been committed or January 3, 2023, whichever comes first.

**General Information**

1. Property owner's name: \_\_\_\_\_
2. Property owner's mailing address: \_\_\_\_\_
3. Property owner's email address: \_\_\_\_\_
4. Property owner's phone number: \_\_\_\_\_
5. Primary contact person (name/title): \_\_\_\_\_
6. Primary contact person's phone number: \_\_\_\_\_
7. Primary contact person's email address: \_\_\_\_\_
8. Property street address and Tax ID #: \_\_\_\_\_

**Proposal Narrative**

(Please limit to 800 words and attach sketches, drawings, or plans  
that accurately describe the project)

1. Project scope – Please include the following details, as applicable:
  - a. Describe the property in question.
  - b. Provide details about property's current use/tenants.
  - c. Provide details about project for which owner is requesting funds.
  - d. Describe the identified need for the project.
2. Project Outcomes – Please include the following details, as applicable:
  - a. Describe the anticipated outcomes for owner's project.

3. Contingency Planning – Please include the following details, as applicable:
  - a. Describe how the owner would address the shortfall if the cost of the project exceeds the project budget.
  
4. Project Budget – Please include the following details, as applicable:
  - a. Briefly explain expected project expenses related to this proposal.
  - b. Identify in detail how the grant funds would be spent.

Please complete the attached project budget overview and submit with your application.

**2022 PROJECT BUDGET OVERVIEW / INCOME AND EXPENSES**

Owner name: \_\_\_\_\_

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

Property Tax Map ID #: \_\_\_\_\_

**Expenses**

Expense Categories	Project Budget (proposed)
Permits	
Contractors / Trades	
Supplies/Materials	
Inspections	
Professional Fees	
Other (identify)	
<b>TOTAL EXPENSES</b>	<b>\$</b>

NOTE: Certain exterior improvements to structures within the Berryville Historic District and the Historic Access Corridor Overlay Zoning District require review and approval prior to work being commenced. Subgrantee is responsible for obtaining architectural review approvals as a part of the building (Clarke County Building Department) and zoning permit (Town of Berryville Community Development Department) process.



### CERTIFICATION AND ACKNOWLEDGEMENT

Applicant certifies to the best of its knowledge that:

1. The information submitted to the Town of Berryville ("Town") in this application, and in connection with this application, is true and correct.
2. The applicant is in compliance with applicable laws, regulations, ordinances, and orders applicable to it that could have an adverse material impact on the project. Adverse material impact includes lawsuits, criminal or civil action, bankruptcy proceedings, regulatory action by a government entity, or inadequate capital to complete the project.
3. The applicant is not in default under the terms and conditions of any grant or loan agreements, leases, or financing arrangements with its creditors that could have an adverse material impact on the project.
4. The applicant has disclosed, and will continue to disclose, any occurrence or event that could have an adverse material impact on the project.

Applicant acknowledges that:

1. This application and other materials submitted to the Town will constitute public records subject to disclosure under the Commonwealth of Virginia Freedom of Information Act.
2. Submitting false or misleading information in connection with an application may result in the applicant being found ineligible for financial assistance under the funding program, and the applicant or its representative may be subject to civil and/or criminal prosecution.
3. A Subgrant Agreement will be required as part of the approved funding should the application be approved.

### CERTIFIED AND ACKNOWLEDGED:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_