

Grants Committee Meeting Agenda

Tuesday, August 4, 2026, 6:30 p.m.

Town Hall, 104 N. King Street

Join online by Zoom:

<https://us06web.zoom.us/j/86067120451?pwd=fWNLscmYpiOmof8Pknlig4oZKNXa8i.1>

Or join by telephone:

Dial: (301) 715-8592

Meeting ID: 860 6712 0451

Passcode: 818383

1. Getting committee online
2. Call to Order
3. Approval of Minutes
4. Public Comment
5. Ongoing Business
 - a. Review Upcoming grants
 - i. Shuttle concept and emergency planning tips - Mary (5 mins)
 - ii. Chesapeake Bay Trust Green Streets – Mayor (5 mins)
 - iii. Trail grants – Mayor (5 mins)
 - iv. Other priorities for fall development – Grant Opportunity Tracker (15 mins)
 - b. Final intake form - review and adopt (5 mins)
 - c. Update on Grant RFQ applications – Mayor (5 mins)
6. New Business
 - a. Committee charter draft – Em (15 minutes)
7. General Committee Discussion
8. Adjournment

Materials:

Intake form (to be shared with public)

Committee charter draft (internal draft document)

Grant Opportunity Tracker (to be shared with public)

SHEPHERDSTOWN GRANTS COMMITTEE MEETING MINUTES

Tuesday, July 7, 2026 – 6:15 p.m.

Town Hall – 104 North King Street, Shepherdstown

1. Call to Order The meeting was called to order at 6:20 p.m.

2. Attendance

- a. Members present:** James Gatz (J Gatz), Emily Samide (E Samide), Shannon Thomas (S Thomas).
- b. Staff present:** Carl Musser (C Musser), Hunter Wetzel (H Wetzel).
- c. Visitors present:** Jerry Bock (J Bock), Historic Shepherdstown; Stephanie Unger (S Unger), Historic Shepherdstown.

3. Approval of Minutes

- a.** Motion made by J Gatz to approve the minutes as drafted; seconded by S Thomas. Motion carried.

4. Public Comment

- a.** No general public comment was recorded before the Historic Shepherdstown presentation.

5. Historic Shepherdstown Entler Roof Presentation

- a.** J Bock and S Unger presented Historic Shepherdstown's proposed Preservation Alliance of West Virginia grant application for repair and painting of the Entler Building Complex metal roof. The application is due July 31, 2026; the project was discussed at approximately \$32,000, with a 25% cash match and an estimated grant request of approximately \$26,850.
- b.** The committee discussed the town's role, a town support letter, Historic Shepherdstown serving as grantee, federal procurement, cash flow/reimbursement, lease language, HLC review, and whether the International Property Maintenance Code applies.
- c.** Motion made by J Gatz to recommend the Entler roof grant request to Town Council. Seconded by S Thomas. Motion carried. Historic Shepherdstown will share the final application materials with the town.

6. Ongoing Business

- a. Review Grant Tracker Spreadsheet/Upcoming Grants:** The Safe Streets grant remains pending. Congressionally directed spending items also remain pending, with possible updates near late July or early August.
- b. Discussion of Draft Documents – Intake Form:** The committee reviewed the draft grant intake form and discussed accepting equivalent proposal materials, identifying capacity earlier, and clarifying routing/sign-off for relevant committees, departments, or stakeholders.
- c. Updated Confirmed Current Town-Funded Projects List:** The committee reviewed the Shepherd Family Burial Ground gate restoration grant, AARP American Square Plaza/Market House pedestrian plaza pilot, Chesapeake Bay Trust compost program

pending final Tabler MOU, West Virginia Office of Energy doors grant, and Mills Group pro bono Tobacco Warehouse conceptual plan.

- d. Update on Grant RFQ Applications:** RFQ responses are under review, with interview requests expected by the end of the month.

7. New Business

- a. Norfolk Southern Application:** The committee reviewed a draft railroad crossing/emergency preparedness concept, including hazmat equipment, training, evacuation planning, a multi-agency exercise, and a corridor safety baseline. Support was expressed in concept, subject to fire department support and clarification of roles and remaining application work.
- b. CSX Grant Backgrounder:** The committee discussed whether the CSX opportunity fits the MARC shuttle concept and noted that the material may be more useful elsewhere or as support for a safety-related concept.
- c. Grants Under Consideration:** The committee discussed focusing volunteer time on town priorities and active opportunities, including a possible Chesapeake Bay Trust/Green Streets, Green Jobs, Green Towns construction opportunity.
- d. Shepherdstown Key Facts Document:** The committee discussed using the document as a grant-writing resource, with demographic and factual information to be vetted and sourced before use.
- e. Strategy for Streetscape Funding:** The committee discussed aligning streetscape funding with town priorities, water/sewer infrastructure planning, and a coordinated scope.
- f. Funding Brief for Water Board:** The committee discussed coordinating directly with the Water and Sewer Boards before developing a funding strategy.

8. Action Items

- a.** Reorder the grant intake form process.
- b.** Review and vote on the final intake form at the next meeting.
- c.** Follow up with Mary Fortuna on Norfolk Southern roles, fire department support, and subject-matter participation.
- d.** Discuss the Chesapeake Bay Trust Green Streets, Green Jobs, Green Towns opportunity and Water Board funding brief at the next meeting.
- e.** Review the WVDOT trail grant portal/instructions and deadlines.
- f.** Streamline research/resources to fit committee capacity.

9. General Committee Discussion

- a.** Members agreed to move the regular meeting start time from 6:15 p.m. to 6:30 p.m.
- b.** The committee discussed new Town Council priority setting, coordination with the Water and Sewer Boards, a possible West Virginia Department of Transportation trails grant, and future committee membership and recruitment.

10. Adjournment

- a.** The meeting adjourned at approximately 8:05 p.m.

COMMUNITY GRANT INTAKE FORM

Grants Committee | Town of Shepherdstown, WV

Note: Determine whether this form will be posted on the website and how it will be distributed.

How This Process Works

This form is the first step in requesting Town support for an external grant opportunity. Once submitted, the Grants Committee will review the proposal and determine next steps. Please complete all applicable fields and attach supporting documents before submitting.

1. Applicant completes and submits this form to the Grants Committee.
2. The Grants Committee reviews the proposal and refers the project to the appropriate Town department.
3. If the project aligns with Town priorities, the project advances to a town committee or commission for further review.
4. The committee or commission will then review the project and meet with the grants committee. If the Grants Committee has the capacity to support it, and potential funding opportunities can be identified, the item is placed on a Town Council agenda for formal action.
5. Upon Town Council approval, the next step is determining how and by whom the application will be created and submitted.
6. Once submitted, the completed form and all attachments are filed with the Town Clerk.

Section 1: Grant Opportunity

Grant Name / Program

Granting Agency / Funder

Suggested Grant Program Link / URL

Application Deadline

Match Required?

- ☐ No match required
- ☐ Cash match required — Amount: \$ _____
- ☐ In-kind match required — Describe: _____
- ☐ Both cash and in-kind match required

If a match is required, describe the source and availability on a separate sheet.

Total Grant Amount Requested

Total Project Cost (including grant funds and other funding sources)

Section 2: Applicant & Contact Information**Name of Sponsoring Organization**

Organizational Role / Department

Contact Person (Form Preparer)

Title / Position

Email Address

Cell Phone

Other Phone / Office

Section 3: Project Details**Name of Project**

Project Description

Attach additional sheets if more space is needed.

Project Start Date

Project End Date / Completion

Community Benefit

Describe the public benefit and who will be served.

Estimated Number of Beneficiaries

Alignment with Comprehensive Plan

Cite the specific goals, objectives, or strategies from the [Town's Comprehensive Plan](#) that this project supports.

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Section 4: Grants Committee Use Only — Do Not Write Below This Line

Date Discussed at Committee Meeting

Applicable Funding Identified

Decision to Present to Town Council

- ☐ Refer to Town Council
☐ Refer to Committee / Commission

Notes

Committee Sign-Off

Committee Lead Signature: _____ Date: _____

Print Name / Title: _____

Filing Instructions

Retain the completed form and all attachments in the project file. Forward a copy to the Town Clerk upon committee decision.

Shepherdstown Grant Deadlines

Deadline	Grant / Program	Funder	Projects/Notes	Link
OPEN NOW. Rolling. Requests are accepted on an on-going basis until funds are fully expended for the fiscal year.	Chesapeake Bay Trust Community Engagement and Restoration Mini Grant		<i>This may be the same grant that was awarded for composting? Not sure. Going from Karl's memo because it's not posted on Town website.</i> “We encourage projects that accomplish multiple benefits, such as meeting community goals and improving environmental health. We aim to fund community engagement and/or restoration projects that connect community members to local natural resources, promote health and well-being, and encourage behavior changes that benefit environmental health.” Applicants may request up to \$5,000.	https://cbtrust.org/community-engagement/
8/1/2026 – 11/30/2026	Walmart Foundation – Spark Good Local Grants	Corporate	Walmart believes that investing in local communities strengthens our business as well as the communities we serve. Local cash grants ranging from \$250 to \$5,000.	walmart.org – Local Giving Programs
8/17/2026	DOJ COPS Microgrant	Federal	Officer recruitment, training, retention	https://cops.usdoj.gov/cpdmicrogrants
8/24/2026	USDA Regional Conservation Partnership Program (RCPP) Classic for federal fiscal year (FY) 2026	Federal	Potential partners are invited to propose RCPP projects where NRCS and partners co-invest in impactful and innovative solutions to on-farm, watershed, and regional natural resource concerns. Jefferson County, WV (where Shepherdstown sits) is one of the eight WV counties in the Chesapeake Bay Watershed CCA. Multiple independent sources — the West Virginia portion of the Chesapeake Bay Watershed includes Berkeley, Grant, Hampshire, Hardy, Jefferson, etc • Shepherdstown/Jefferson County is inside the Chesapeake Bay Watershed CCA boundary. ✓ • The CCA's only two priority resource concerns are inadequate habitat and water quality degradation. If the project addresses either of those (streambank restoration, riparian buffers, stormwater/nutrient management, aquatic or wildlife habitat, etc.), Shepherdstown clears both the geographic and topical eligibility bar for the CCA funding pool. If the project is something outside those two concerns, it would need to go through the State/multistate pool instead.	https://www.nrcs.usda.gov/programs-initiatives/rcpp-regional-conservation-partnership-program/how-to-apply
09/04/2026	Homeland security grant program	West Virginia	Apply for train safety? Work with Fire Department? Eligible subrecipients generally encompass the following organizational categories across all fiscal years:	https://www.fema.gov/grants/preparedness/homeland-security

Deadline	Grant / Program	Funder	Projects/Notes	Link
			Local Government Units: This includes county, city, township, and municipal governments. In practice, funding is routinely routed to local public safety entities, including emergency management agencies, local law enforcement, fire departments, public health agencies, and Emergency Medical Services (EMS). Projects managed under this platform must demonstrate a clear alignment with building or sustaining core capabilities linked to terrorism preparedness. Common allowable cost categories across all fiscal years include: Planning & Organization: Developing risk assessments, emergency plans, and community outreach.	https://wv-emd.wizehive.app/program/wvemmd-hsgp/applicant/application/info?cycleId=1Ca7r7c5uwkWV2FKnQ8fQ5
9/9/2026	US DOT Innovative Coordinated Access and Mobility Partnership Grants ICAM	Federal	This program provides competitive funding to support innovative projects for the transportation disadvantaged that will improve the coordination of transportation services and non-emergency medical transportation services. Town is eligible provided the application is submitted through an eligible local governmental entity, public transit operator, or as a subrecipient under the West Virginia Department of Transportation	https://www.transit.dot.gov/grants/innovative-coordinated-access-and-mobility-pilot-program
9/30/2026	US DOI American Battlefield Protection Program (ABPP) – Battlefield Land Acquisition Grant (BLAG)	Federal	Battlefield Land Acquisition Grants (BLAG) enable State and local governments to permanently protect historic battlefield lands through fee-simple acquisition or through the purchase of an interest in the land through a preservation covenant. ABPP administers Battlefield Land Acquisition Grants using funds appropriated from the Land and Water Conservation Fund.	https://www.nps.gov/orgs/2287/battlefield-land-acquisition-grants.htm
8/31/2026	WV REAP – Covered Electronic Devices Recycling	State	Grants available to counties/municipalities for CED recycling or takeback programs, collection events, and recycling education programs.	dep.wv.gov/REAP
11/7/2026 (est.)	MD Chesapeake Bay Watershed	State (MD)	Up to \$100K. This program provides support for watershed restoration project designs and permitting and for watershed planning and programmatic	cbtrust.org/grants/watershed-assistance

Deadline	Grant / Program	Funder	Projects/Notes	Link
	Assistance Grant Program		development. The goal of the projects funded through this opportunity will be to improve water quality	
Rolling (10/1 – 9/30 cycle)	USDA Water & Waste Disposal Loan & Grant Program	Federal – Loan	Funds for drinking water, sanitary sewer, solid waste, and storm water systems in eligible rural areas.	rd.usda.gov – Water & Waste Disposal