

Outreach Plan Template

1. Cover Page/Contact Information/Signatures

Multiple year plans: Complete Section 1 each year.

FOOD STAMP PROGRAM Annual Plan for Outreach

State: West Virginia

State Agency: Department of Health and Human Resources

Fiscal Year: 2023 (October 2022 – September 2023)

Primary Contacts: Complete the table with the name, title, phone and email address for those State food stamp agency personnel who should be contacted with questions about the outreach plan. Add additional rows if needed.

Name	Title	Phone	Email
Chris Garner	SNAP Outreach Coordinator	(304)345-8861	cgarner@ccwva.org
Beth Zarate	President & Chief Executive Officer	(304)905-9871	bethzarate@ccwva.org

Certified By:

<Signature of Authorized Person>

Janie M. Cole
State Food Stamp Agency Director (or Commissioner)

8/11/22
Date

Certified By:

<Signature of Authorized Person>

Janie M. Cole
State Food Stamp Agency Fiscal Reviewer

7/26/2022
Date

2. Statement of Need

West Virginia households are composed of proud, hardworking, diverse and resilient people whose daily struggles to make ends meet are compounded by rising costs of food and fuel as well as the toll of an ongoing pandemic. West Virginia's median household income is \$48,037.¹ This figure places West Virginia households \$16,957 below the national average. Poverty presents challenges in the hills and hollows of nearly every rural community and in West Virginia's major cities alike. Roughly 17% of the state's total population, including 9% of the state's veteran population, lives in poverty.² Additionally, food insecurity, defined as "inconsistent access to food needed to live an active and healthy life," is a reality for 13.9% of all West Virginians.³

Although many people in the Mountain State must make difficult decisions about how best to use their limited resources as costs associated with shelter, heat, water and food continue to rise, poverty and food insecurity disproportionately impact segments of West Virginia's total population. Available statewide data reveals that 18.9% of people who identify as Hispanic and 29% of people who identify as Black experience poverty.⁴ Furthermore, 32.6% of students enrolled in undergraduate degree programs throughout the state live in poverty.⁵ Research conducted at West Virginia University (WVU) reveals 36.6% of students at WVU are food insecure.⁶ Marshall University reports that food insecurity is a struggle for students seeking higher education in Huntington as well.⁷ Finally, West Virginia families with mixed-status, defined as "a family whose members include people with different citizenship or immigration statuses,"⁸ may be at risk for financial and food insecurity as they may be reluctant to seek support for eligible family members.⁹

While it is troubling to learn that tens of thousands of West Virginians struggle to make ends meet and put food on their tables, there is hope. West Virginia offers numerous programs to help people with low or no incomes meet their basic needs. The Supplemental Nutrition Assistance Program (SNAP) helps alleviate food insecurity and hunger by providing food purchasing assistance. SNAP benefits afford households the opportunity to reallocate their financial resources from their food budget to costs associated with housing, utilities, medical needs or transportation. Unfortunately, many people who qualify for SNAP do not apply because they are misinformed or unaware that their household is eligible to receive this assistance. Additionally, the stigma associated with living in poverty may prevent households from enrolling in SNAP.

Catholic Charities West Virginia (CCWVa) and its partner organizations work together to offer SNAP outreach and enrollment services across all 55 West Virginia counties. CCWVa and its partners identify the barriers to SNAP enrollment and address those challenges through public awareness, education, pre-screening activities and enrollment assistance. CCWVa meets people where they are to help connect them to this vital benefit. CCWVa and its partner organizations place particular emphasis on reaching out to those segments of West Virginia's population disproportionately impacted by poverty and hunger including, but not limited to, persons who identify as Black or Hispanic, veterans, students seeking higher education and families with mixed immigration status. Funding from West Virginia Department of Health and Human Resources would allow CCWVa to continue its efforts to help the most vulnerable West Virginians access food.

¹ West Virginia - Census Bureau Profile

² West Virginia - Census Bureau Profile

³ Home | Hunger Free WV

⁴ West Virginia - Census Bureau Profile

⁵ West Virginia Poverty Rate (welfareinfo.org)

⁶ WISH4Campus | Lifestyle Intervention: Olfert Research Lab | West Virginia University (wvu.edu)

⁷ Home - Food Pantry (marshall.edu)

⁸ https://www.nifc.org/issues/health-care/aca_mixedstatusfams/

⁹ <https://wvpolicy.org/wp-content/uploads/2020/01/WVCBP-State-of-Working-WV-2019-PRINT.pdf>

3. Outreach Plan Summaries

Executive Summary: *Provide a brief overview of your outreach plan. Briefly describe your goals and expected results. Include the target audiences and the outreach strategies that will be implemented. Give a general description of your evaluation plan. (Suggested length: Not more than 1 page)*

Catholic Charities West Virginia (CCWVa) proposes to continue building upon the SNAP outreach plan currently in place. This plan will seek out all of West Virginia's low-income families and individuals but will specifically target people who identify as Black or Hispanic, mixed status families, higher education students, and West Virginia's veteran population. Efforts will be directed statewide and will include the following projects.

I. SNAP Outreach via Print Media, Direct Mail and Internet

Outreach materials will be made available in English as well as Spanish through all CCWVa outreach centers, immigration service locations, food pantries, veteran's facilities, and through all of our partner locations across the state. Outlets other than CCWVa and its partner agencies (e.g. Family Resource Networks) have also been, and will continue to be, sought out for dissemination of outreach tools. Focus will also be placed on furthering the partner agency's comprehensive print, direct mail and online awareness regarding SNAP benefits and eligibility. CCWVa will continue to develop marketing materials and conduct trainings for all internal and partner staff to adequately promote SNAP to our targeted groups.

II. In-person application assistance

In-person assistance will continue to be available at CCWVa outreach offices, partner service sites and community events where target populations gather. Utilizing the WV People's Access to Health (WVPATH) online application will allow the client to electronically sign their application and immediately forward it to the DHHR office. CCWVa will also utilize DHHR's paper SNAP application where internet connection is not available. CCWVa will be responsible for coordinating trainings for outreach staff, partners' staff and volunteers who will be providing SNAP application assistance.

III. Telephonic pre-screening and application assistance appointment scheduling

CCWVa has established a toll-free helpline to provide instant access to information and assistance. When individuals call the toll-free number they can be screened for potential benefit eligibility, receive information on in-person application assistance, or may schedule an appointment to receive assistance in completing a SNAP application.

Follow-up Plan. Four weeks after the application is complete CCWVa contacts participants to confirm progress, outcomes and trouble-shoot. An online tracking system has been developed to accomplish this. The tool helps ensure clients do not fall through the cracks and receive the benefit if eligible.

Project I – Project III will be focused on clarifying SNAP eligibility criteria and benefits, and encouraging non-participating individuals and underserved groups to complete/submit a SNAP application either on their own or through in-person assistance. The follow-up plan will serve as a means of determining our approval rate, while also helping assess and instill client satisfaction.

Evaluation Plan. CCWVa will utilize an electronic tracking/reporting mechanism to capture its outreach offices and partner agencies monthly inputs, outputs and outcomes. The data will be collated and redistributed to partners and agency program staff prior to a quarterly conference call where the collaborative will offer insights and suggestions for improvement of outcomes throughout the state. Data will include:

- Number of print advertisements; impressions based on circulation; resulting calls or visits to a site.
- Number of press releases; subsequent articles; resulting calls or visits to a site.
- Number of direct mail pieces to identified target populations; resulting calls or visits to a site.
- Number of calls and visits to sites.
- Number of pre-screenings conducted.
- Number of submitted applications
- Estimated Approval Rate percentage of applications submitted (confirmed approvals + applications submitted with successful follow-up).
- Projected local economic activity generated by application approvals.
- Overall client experience via brief surveys conducted during application follow-up.

Projected Outcomes

- Catholic Charities West Virginia and partner agencies expect through our efforts to reach 25,000 potentially SNAP eligible people in West Virginia.
- Catholic Charities West Virginia and partner agencies expect to provide SNAP application assistance to 600 people in West Virginia.
- Catholic Charities West Virginia and partner agencies expect to pre-screen 3,300 potentially SNAP eligible people in West Virginia.
- Catholic Charities West Virginia and partner agencies expect to have an 80% Estimated Approval Rating.

Summary of Projects: Complete the table to provide a summary of the projects/initiatives you will implement. Give each project/initiative a number and a title. Refer to each project/initiative by number and title throughout the rest of your outreach plan. Add more lines as needed. The first row of this table is completed to provide an example.

Project Number	Title	Geographic Area	Target Audience	Contracted (list contractor) or In-House?
1	SNAP Outreach via Print Media, Direct Mail and Internet	Statewide	People who are likely eligible, but not currently receiving SNAP	In-house
2	In-person application assistance	Statewide	People who are likely eligible, but not currently receiving SNAP	In-house
3	Telephonic pre-screening and application assistance appointment scheduling	Statewide	People who are likely eligible, but not currently receiving SNAP	In-house

4. Outreach Project Details

Project Number	I. SNAP Outreach via Print Media, Direct Mail and Internet			
Goal	<i>Grantee and partner agencies expect through our efforts to reach 25,000 potentially SNAP eligible people in West Virginia with information that dispels myths, encourages them to inquire about eligibility, be pre-screened, and/or receive application assistance.</i>			
Timeline	Start	October 1, 2022	End	September 30, 2023
Description of Activity	<p><i>Grantee and partners will work to engage income eligible young families, communities of color, mixed status families, and veterans.</i></p> <p><i>Outreach vehicles will include:</i></p> <p><i>A.) Promotional articles</i></p> <ul style="list-style-type: none"> • <i>In print media (i.e. newspapers, agency newsletters)</i> • <i>Online (i.e. social media, links to WVPATH.org on partner websites, Catholic Charities West Virginia website)</i> <p><i>B.) Printed promotional pieces (i.e. flyers, brochures, postcards)</i></p> <ul style="list-style-type: none"> • <i>Via direct mail</i> • <i>At direct service points within Catholic Charities West Virginia and partner agencies.</i> • <i>At events (i.e. health fairs, community events, prisoner reentry, senior centers)</i> <p><i>C.) Talking points on WVPATH.org, eligibility and enrollment process</i></p> <ul style="list-style-type: none"> • <i>At in-person presentation</i> • <i>At in-person community events</i> • <i>At direct service in-take</i> 			
Contractor	<i>In-house</i>			
Role of the Contractor	<i>Catholic Charities West Virginia will develop marketing, trainings, and materials for internal staff and partner staff to adequately promote SNAP. As lead agency Catholic Charities West Virginia will also disseminate partner reporting amongst the partners and conduct quarterly meetings to analyze the reporting data and make adjustments or expand successes.</i>			
Partner 1	<i>United Way of Central West Virginia</i>			
Role of Partner 1	<i>Assist in promoting the benefits of SNAP assistance in addition to promoting in-person assistance and pre-application assistance provided by the Grantee and partners throughout their network.</i>			
Evaluation	<i>Catholic Charities West Virginia will utilize an electronic tracking/reporting mechanism to capture its outreach offices and partner agencies monthly inputs, outputs and outcomes. The data will be collated and redistributed to partners and agency program staff prior to a quarterly conference call where the collaborative will offer insights and suggestions for improvement of outcomes throughout the state. The information tracked will include, among other things, the number of people reached through outreach activities, number of pre-screenings conducted, number of submitted applications and estimated approval rate as a percentage of applications submitted.</i>			
Partner 2	<i>Goodwill Industries of Kanawha Valley, Inc.</i>			
Role of Partner 2	<i>Assist in promoting the benefits of SNAP assistance in addition to promoting in-person assistance and pre-application assistance provided by the Grantee and partners throughout their network.</i>			
Evaluation	<i>Catholic Charities West Virginia will utilize an electronic tracking/reporting mechanism to capture its outreach offices and partner agencies monthly inputs, outputs and outcomes. The data will be collected and redistributed to partners and agency program staff prior to a quarterly conference call where the collaborative will offer insights and suggestions for improvement of outcomes throughout the state. The information tracked will include, among other things, the number of people reached through outreach activities, number of pre-screenings conducted, number of submitted applications and estimated approval rate as a percentage of applications submitted.</i>			

Project Number	II. In-person application assistance			
Goal	<i>Grantee and partner agencies expect through our efforts to provide in-person application assistance to 600 SNAP eligible people in West Virginia.</i>			
Timeline	Start	October 1, 2022	End	September 30, 2023
Description of Activity	<i>Grantee will provide in-person assistance at Catholic Charities West Virginia outreach offices and partner service sites or community events. These sites may include Aging and Disability Resource Centers, senior housing communities, food pantries or mobile food distributions, soup kitchens, shelters, churches, VITA sites, public health fairs and other places where target populations gather. Grantee will coordinate trainings in partnership with the Department of Health and Human Resources for their outreach staff and partners' staff and volunteers who will be providing in-person assistance.</i>			
Contractor	<i>In-house</i>			
Role of the Contractor	<i>Grantee will provide in-person application assistance via WVPATH.org at outreach offices, mobile food distributions, public health fairs, VITA sites and other places where target populations gather.</i> <i>In addition, as lead agency, grantee will:</i> <ul style="list-style-type: none"> • <i>Coordinate trainings in partnership with the Department of Health and Human Resources for their outreach staff and partners' staff and volunteers who will be providing in-person assistance.</i> • <i>Disseminate partner reporting amongst the partners and conduct quarterly meetings.</i> 			
Partner 1	<i>Goodwill Industries of Kanawha Valley, Inc.</i>			
Role of Partner 1	<i>Provide in-person eligibility pre-screenings and application assistance on-site.</i>			
Evaluation	<i>Catholic Charities West Virginia will utilize an electronic tracking/reporting mechanism to capture its outreach offices and partner agencies monthly inputs, outputs and outcomes. The data will be collated and redistributed to partners and agency program staff prior to a quarterly conference call where the collaborative will offer insights and suggestions for improvement of outcomes throughout the state. The information tracked will include, among other things, the number of pre-screenings conducted and number of applications submitted.</i>			

Project Number	III. Telephonic pre-screening and application assistance appointment scheduling			
Goal	<i>Grantee and partner agencies expect through our efforts to pre-screen 3,300 potentially SNAP eligible people in West Virginia via the toll-free number.</i>			
Timeline	Start	October 1, 2022	End	September 30, 2023
Description of Activity	<i>Grantee and partners will work together utilizing toll-free call centers where trained staff will provide callers with:</i> <ul style="list-style-type: none"> • <i>Information to clarify SNAP eligibility criteria and benefits</i> • <i>Eligibility pre-screenings</i> 			

	<ul style="list-style-type: none"> • Encouragement to eligible individuals to complete and submit SNAP application either on their own or through in-person assistance provided by grantee or project partners • A follow-up appointment to eligible individuals with an in-person assistor at a grantee or project partner established site or coming event
Contractor	<i>In-house</i>
Role of the Contractor	<p>Grantee will provide partners administering the toll-free numbers with:</p> <ul style="list-style-type: none"> • Program development assistance and promotion of the toll-free numbers • Coordination of trainings in partnership with Department of Health and Human Resources for partners' staff and volunteers who provide telephonic pre-screening assistance. • A calendar and schedule of grantee and partner site hours and coming SNAP outreach events where in-person assistors will be available. • Partner reporting and a quarterly meeting
Partner 1	<i>United Way of Central West Virginia</i>
Role of Partner 1	<p>Provide the toll-free number and trained staff and volunteers to:</p> <ul style="list-style-type: none"> • Answer calls or return them within 48 hours • Offer information that clarifies SNAP eligibility criteria and benefits • Conduct the telephonic eligibility pre-screenings • Schedule appointments for eligible individuals with an in-person assistor or encourage them to apply online at WVPATH.org
Evaluation	<p>Catholic Charities West Virginia will utilize an electronic tracking/reporting mechanism to capture its outreach offices and partner agencies monthly inputs, outputs and outcomes. The data will be collated and redistributed to partners and agency program staff prior to a quarterly conference call where the collaborative will offer insights and suggestions for improvement of outcomes throughout the state. The information tracked will include, among other things, the number of calls, number of pre-screenings conducted, number of submitted applications and estimated approval rate as a percentage of applications submitted.</p>

5. Outreach Project Staffing Details

Staffing Table: Use this table as a worksheet to calculate the staffing cost for each project. Add more lines to the table as needed. The total in column f should be placed in the personnel line item (column f, row g) on your project budget detail table in section 6. The first row of this table is completed to provide an example.

Project Number 1							
Staff Person Title	Staff Person Name	(a) % FTE Outreach	(b) Salary	(c = aXb) Outreach Salary	(d) Benefits Rate	(e = cXd) Outreach Benefits	(f=c+e) Total
CCWVa SNAP Outreach Coordinator	C. Garner	60%	\$ 56,582	\$ 33,949	18.85%	\$ 6,399	\$ 40,348
CCWVa SNAP Outreach Specialist	A. McMillen	35%	\$ 31,837	\$ 11,143	18.85%	\$ 2,100	\$ 13,243
CCWVa SNAP Outreach Specialist	M. Kelly	35%	\$ 31,462	\$ 11,012	18.85%	\$ 2,076	\$ 13,088
CCWVa IT Support Specialist	K. Fischer	0.40%	\$ 44,023	\$ 176	18.85%	\$ 33	\$ 209
CCWVa Romney Outreach	P. Fultz	1.33%	\$ 9,031	\$ 120	18.85%	\$ 23	\$ 143
CCWVa Grant Specialist	L. Whitelatch	3.00%	\$ 40,329	\$ 1,210	18.85%	\$ 228	\$ 1,438
CCWVa Chief Program Officer	S. Lindsay	3.00%	\$ 68,302	\$ 2,049	18.85%	\$ 386	\$ 2,435
Director, I & R	K. Cooper	11.72%	\$ 33,000	\$ 3,868	34.00%	\$ 1,315	\$ 5,183
I & R Assistant	K. Frazier	11.73%	\$ 15,600	\$ 1,829	34.00%	\$ 622	\$ 2,451
Goodwill SNAP Outreach Specialist	S. Stone	10.00%	24,650	\$ 2,465	26%	\$ 641	\$ 3,106
Goodwill Director of Mission Services	D. Gum	7.13%	65,125	\$ 4,643	26%	\$ 1,207	\$ 5,850
Project 1 Totals				\$72,464		\$ 15,030	\$87,494

Project Number 2

Staff Person Title	Staff Person Name	(a) % FTE Outreach	(b) Salary	(c = aXb) Outreach Salary	(d) Benefits Rate	(e = cXd) Outreach Benefits	(f=c+e) Total
CCWVa SNAP Outreach Coordinator	C. Garner	20%	\$ 56,582	\$ 11,316	18.85%	\$ 2,133	\$ 13,449
CCWVa SNAP Outreach Specialist	A. McMillen	20%	\$ 31,837	\$ 6,367	18.85%	\$ 1,200	\$ 7,567
CCWVa SNAP Outreach Specialist	M. Kelly	20%	\$ 31,462	\$ 6,292	18.85%	\$ 1,186	\$ 7,478
CCWVa IT Support Specialist	K. Fischer	0.80%	\$ 44,023	\$ 352	18.85%	\$ 66	\$ 418
CCWVa Romney Outreach	P. Fultz	2.68%	\$ 9,031	\$ 242	18.85%	\$ 46	\$ 288
Goodwill SNAP Outreach Specialist	S. Stone	90.00%	\$ 24,650	\$ 22,185	26%	\$ 5,768	\$ 27,953
Goodwill Director of Mission Services	D. Gum	12.02%	\$ 65,125	\$ 7,828	26%	\$ 2,035	\$ 9,863
Project 2 Totals				\$54,582		\$12,434	\$67,016

Project Number 3

Staff Person Title	Staff Person Name	(a) % FTE Outreach	(b) Salary	(c = aXb) Outreach Salary	(d) Benefits Rate	(e = cXd) Outreach Benefits	(f=c+e) Total
CCWVa SNAP Outreach Coordinator	C. Garner	20%	\$ 56,582	\$ 11,316	18.85%	\$ 2,133	\$ 13,449
CCWVa SNAP Outreach Specialist	A. McMillen	45%	\$ 31,837	\$ 14,327	18.85%	\$ 2,701	\$ 17,028
CCWVa SNAP Outreach Specialist	M. Kelly	45%	\$ 31,462	\$ 14,158	18.85%	\$ 2,669	\$ 16,827
CCWVa IT Support Specialist	K. Fischer	0.80%	\$ 44,023	\$ 352	18.85%	\$ 66	\$ 418
Director, Information & Referral (I&R)	K. Cooper	20.69%	\$ 33,000	\$ 6,827	34%	\$ 2,321	\$ 9,148
Information & Referral Assistant	K. Frazier	20.69%	\$ 15,600	\$ 3,228	34%	\$ 1,098	\$ 4,326
Project 3 Totals				\$50,208		\$10,988	\$61,196

Project 1 Totals			\$72,464		\$15,030	\$87,494
Project 2 Totals			\$54,582		\$12,434	\$67,016
Project 3 Totals			\$50,208		\$10,988	\$61,196
Outreach Staffing Totals			\$177,254		\$38,452	\$215,706

6. Outreach Project Budget Details and Narrative

Budget Detail Table: Complete the budget detail table for each project listed in the Summary Table in Section 3 above. The table rows and columns are labeled and include math formulas to help you calculate the budget. Enter the personnel costs from your staffing table in section 5 in column f, row g. If there are no contracts, leave row q blank.

Budget Narrative/Justification: Provide a budget narrative that explains and justifies each cost and clearly explains how the amount for each line was determined. Be sure to provide details for what is included in the line labeled "other" on the line item budget. (Suggested length: Not more than 2 pages each.)

Expenses	Non-Federal Funds			(e) Federal Funds	(f=d+e) Total Funds
	(a) Public Cash	(b) Public In-kind	(c) Private Cash		
(g) Personnel (Salary and Benefits)			\$43,747	\$43,747	\$87,494
Other Direct Costs					
(h) Copying/Printing/Materials					
(i) Internet/Telephone			\$84	\$84	\$168
(j) Equipment and Other Capital Expenditures			\$350	\$350	\$700
(k) Supplies and Non Capital Expenditures			\$87	\$87	\$174
(l) Building/Space			\$759	\$759	\$1,518
(m) Other			\$200	\$200	\$400
(n=h+i+j+k+l+m) Subtotal Other Direct Costs			\$1,075	\$1,075	\$2,150
Travel					
(n) Long Distance					
(o) Local			\$949	\$949	\$1,898
(p=n+o) Subtotal Travel			\$3,810	\$3,810	\$7,620
(q) Contractual					
(r=g+n+p+q) Total Personnel, Direct Costs, Travel, and Contractual			\$4,759	\$4,759	\$9,518
			\$140	\$140	\$280
			\$51,201	\$51,201	\$102,402
(s = indirect cost rate X r) Indirect Costs					
			\$2,983	\$2,983	\$5,966
(t=r+s) TOTAL			\$54,184	\$54,184	\$109,368

Copy/Printing/Materials is for promotional pieces (i.e. brochures, postcards, flyers) and the printing/copying of training materials.

Internet/Telephone expenses associated with disseminating outreach tools/materials and trainings and also phone conferencing and the toll free number.

Equipment and Other Capital Expenditures are budgeted expenses for office equipment needed to conduct outreach events and trainings.

Supplies and Non-Capital Expenditures are based on historical budget data for office supplies, routine office copying and correspondence postage.

Building/Space is calculated according to the Building Space Cost Calculation provided by FNS which uses total building square footage and breaks out the space occupied by SNAP staff only.

Other includes a portion of the utilities and liability insurance incurred, and also a small allowance for staff to attend SNAP related workshops during the grant year. Estimates were based on historical budget data.

Travel is based on the estimated travel for trainings, site visits, and community event attendance. Approximately 20% of the travel for Project 1 is anticipated to be "long distance" and accounts for any lodging and/or meals purchased. The project estimates are based on historical budget data for travel.

Contractual includes a portion of any CCWVa service contracts as they relate to the agency's SNAP program. Estimates are based on historical budget data.

Indirect Costs are calculated at 10% of CCWVa's total personnel/salary costs for Project 1 (\$59,659). These funds will be used to cover indirect costs for CCWVa to oversee the day to day operations of the program.

Project 2

Expenses	Non-Federal Funds				(e) Federal Funds	(f=d+s) Total Funds
	(a) Public Cash	(b) Public In-kind	(c) Private Cash	(d=a+b+c) Total		
(g) Personnel (Salary and Benefits)			\$33,508	\$33,508	\$33,508	\$67,016
Other Direct Costs						
(h) Copying/Printing/Materials			\$9	\$9	\$9	\$18
(i) Internet/Telephone			\$0	\$0	\$0	\$0
(j) Equipment and Other Capital Expenditures			\$213	\$213	\$213	\$426
(k) Supplies and Non Capital Expenditures			\$154	\$154	\$154	\$308
(l) Building/Space			\$200	\$200	\$200	\$400
(m) Other			\$9	\$9	\$9	\$18
(n=h+i+j+k+l+m) Subtotal Other Direct Costs			\$586	\$586	\$586	\$1,170
Travel						
(n) Long Distance			\$0	\$0	\$0	\$0
(o) Local			\$1,767	\$1,767	\$1,767	\$3,534
(p=n+o) Subtotal Travel			\$1,767	\$1,767	\$1,767	\$3,534
(q) Contractual			\$5	\$5	\$5	\$10
(r=g+n+p+q) Total Personnel, Direct Costs, Travel, and Contractual			\$35,866	\$35,866	\$35,866	\$71,730
(s = indirect cost rate X r) Indirect Costs			\$1,229	\$1,229	\$1,229	\$2,457
(t=r+s) TOTAL			\$37,094	\$37,094	\$37,094	\$74,188

Copy/Printing/Materials is for printing/copying of training materials and SNAP applications.

Internet/Telephone expenses associated with phone conferencing and the toll free number, as well as the cost incurred by CCWVa and the partner sites to have access to the internet and WV inROADS online application.

Equipment and Other Capital Expenditures are budgeted expenses for office equipment needed to conduct in-person assistance at outreach offices, partner sites and community events.

Supplies and Non-Capital Expenditures are based on historical budget data for office supplies, routine office copying and correspondence postage.

Building/Space is calculated according to the Building Space Cost Calculation provided by FNS which uses total building square footage and breaks out the space occupied by SNAP staff only.

Other includes a portion of the utilities and liability insurance incurred, and also a small allowance for staff to attend SNAP related workshops during the grant year. Estimates were based on historical budget data.

Travel is based on the estimated in-state travel for trainings, site visits, and community event attendance. The project estimates are based on historical budget data for travel.

Contractual includes a portion of any CCWVa service contracts as they relate to the agency's SNAP program. Estimates are based on historical budget data.

Indirect Costs are calculated at 10% of CCWVa's total personnel/salary costs for Project 2 (\$24,569). These funds will be used to cover indirect costs for CCWVa to oversee the day to day operations of the program.

Project 3

Expenses	Non-Federal Funds				(a) Federal Funds	(f=d+a) Total Funds
	(a) Public Cash	(b) Public In-kind	(c) Private Cash	(d=a+b+c) Total		
(g) Personnel (Salary and Benefits)			\$30,598	\$30,598	\$30,598	\$61,198
Other Direct Costs						
(h) Copying/Printing/Materials			\$8	\$8	\$8	\$16
(i) Internet/Telephone			\$1,400	\$1,400	\$1,400	\$2,800
(j) Equipment and Other Capital Expenditures			\$0	\$0	\$0	\$0
(k) Supplies and Non Capital Expenditures			\$42	\$42	\$42	\$84
(l) Building/Space			\$200	\$200	\$200	\$400
(m) Other			\$0	\$0	\$0	\$0
(n=h+i+j+k+l+m) Subtotal Other Direct Costs			\$1,650	\$1,650	\$1,650	\$3,300
Travel						
(n) Long Distance			\$0	\$0	\$0	\$0
(o) Local			\$0	\$0	\$0	\$0
(p=n+o) Subtotal Travel			\$0	\$0	\$0	\$0
(q) Contractual			\$5	\$5	\$5	\$10
(r=g+n+p+q) Total Personnel, Direct Costs, Travel, and Contractual			\$32,253	\$32,253	\$32,253	\$64,506
(s = indirect cost rate X r) Indirect Costs			\$2,008	\$2,008	\$2,008	\$4,016
(t=r+s) TOTAL			\$34,261	\$34,261	\$34,261	\$68,522

Copy/Printing/Materials is for copying/printing of SNAP related materials including flyers and other promotional pieces, as well as the printing/copying of screening and training materials.

Internet/Telephone expenses associated with the toll free number, telephonic pre-screenings and phone conferencing.

Equipment and Other Capital Expenditures are budgeted expenses for office equipment needed to conduct screenings and scheduling at outreach offices, partner sites and community events.

Supplies and Non-Capital Expenditures are based on historical budget data for office supplies, routine office copying and correspondence postage.

Building/Space is calculated according to the Building Space Cost Calculation provided by FNS which uses total building square footage and breaks out the space occupied by SNAP staff only.

Other includes a portion of utilities, liability insurance incurred and also a small allowance for staff to attend any workshops during the grant year. Estimates were based on historical budget data.

Travel is based on the estimated in-state travel for trainings and site visits. The project estimates are based on historical budget data for travel.

Contractual includes a portion of any CCWVa service contracts as they relate to the agency's SNAP program. Estimates are based on historical budget data.

Indirect Costs are calculated at 10% of CCWVa's total personnel/salary costs for Project 3 (\$40,153). These funds will be used to cover indirect costs for CCWVa to oversee the day to day operations of the program.

7. Budget Summary

Line Item Budget: Complete the line item budget table below to present an overall line item budget for the entire outreach plan. Summarize the information presented in the budget detail tables for each project to complete this table. The table rows and columns are labeled and include math formulas to help you calculate the budget. If you have no contracts, leave row q blank.

LINE ITEM BUDGET SUMMARY

Expenses	Non-Federal Funds				(e) Federal Funds	[(d+e) Total Funds
	(a) Public Cash	(b) Public In-kind	(c) Private Cash	(d=a+b+c) Total		
(g) Personnel (Salary and Benefits)			\$107,863	\$107,863	\$107,863	\$215,706
Other Direct Costs						
(h) Copying/Printing/Materials			\$101	\$101	\$101	\$202
(i) Internet/Telephone			\$1,750	\$1,750	\$1,750	\$3,500
(j) Equipment and Other Capital Expenditures			\$300	\$300	\$300	\$600
(k) Supplies and Non Capital Expenditures			\$955	\$955	\$955	\$1,910
(l) Building/Space			\$800	\$800	\$800	\$1,200
(m) Other			\$1,084	\$1,084	\$1,084	\$2,168
(n=h+i+j+k+l+m) Subtotal Other Direct Costs			\$4,790	\$4,790	\$4,790	\$8,580
Travel						
(n) Long Distance			\$949	\$949	\$949	\$1,898
(o) Local			\$6,577	\$6,577	\$6,577	\$11,154
(p=n+o) Subtotal Travel			\$6,526	\$6,526	\$6,526	\$13,052
(q) Contractual			\$150	\$150	\$150	\$300
(r=g+n+p+q) Total Personnel, Direct Costs, Travel, and Contractual			\$119,319	\$119,319	\$119,319	\$238,638
(s = indirect cost rate X r) Indirect Costs			\$6,220	\$6,220	\$6,220	\$12,440
(t=r+s) TOTAL			\$125,539	\$125,539	\$125,539	\$251,078

8. Assurances

Check to Indicate You Have Read and Understand the Assurance Statement	Assurance Statement
√	The State food stamp agency is accountable for the content of the State outreach plan and will provide oversight of any sub-grantees.
√	The State food stamp agency is fiscally responsible for outreach activities funded under the plan and is liable for repayment of unallowable costs.
√	Outreach activities are targeted to those potentially eligible for benefits.
√	Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program.
√	If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed.
√	Documentation of State agency costs, payments, and donations for approved outreach activities are maintained by the State agency and available for USDA review and audit.
√	Contracts are procured through competitive bid procedures governed by State procurement regulations.
√	Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.
√	Program activities do not supplant existing outreach programs, and where operating in conjunction with existing programs, enhance and supplement them.
√	Program activities are reasonable and necessary to accomplish outreach goals and objectives.

By signature on the cover page of this document, the State food stamp agency director (or Commissioner) and financial representative certify that the above assurances are met.

9. Attachments

- FNS-366A (Budget Projection)
- Indirect Cost Rate Agreement

**WV DEPARTMENT OF HEALTH AND HUMAN RESOURCES
BUREAU FOR CHILDREN AND FAMILIES
OFFICE OF OPERATIONS
DIVISION OF GRANTS AND CONTRACTS**

**350 CAPITOL STREET, ROOM 730
CHARLESTON, WEST VIRGINIA 25301**

FEDERAL GRANT APPLICATION COVER SHEET Private Agency

State Fiscal Year 2023

Date Submitted:

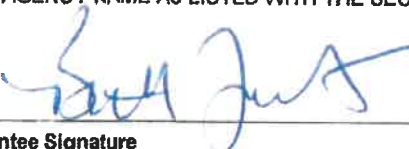
A. GENERAL INFORMATION:

Agency Legal Name: Catholic Charities West Virginia	FEIN: 55-0391262
Program Name: SNAP Outreach	DUNS: 030070239
Mailing Address (where to mail official documents): 2000 Main Street, Wheeling, WV 26003	Telephone: (304) 905-9860
	Fax Number: (304) 905-9861
Physical Address:	Contact Person: Latrisha Whitelatch
Same as Above	E-Mail Address: lwhitelatch@ccwva.org
	Operating Hours: Monday – Friday 8:30 a.m. to 4:30 p.m.

COUNTIES SERVED: Statewide

B. REQUIRED ATTACHMENTS: Please check to show attached.

- STAFF CAPABILITY:** Job descriptions for all positions paid from this grant must be attached.
- AGENCY BOARD OF DIRECTORS:** Attach current Governing Board Roster, include names, addresses, email, and phone numbers, if a nonprofit organization.
- AUTHORIZED SIGNATURE(S):** An Authorized Signature Form must be completed and submitted, indicating which staff person(s) and board member(s) are authorized to sign official documents, such as grants, invoices, checks, etc. Must be signed with BLUE INK.
- LINE ITEM BUDGET:** Signed detailed line item budget of projected expenditures on the Department's standardized Budget Form. (faxed or scanned signatures are acceptable)
- BUDGET NARRATIVE:** Written description summarizing costs charged to the grant.
- N/A LETTERS OF UNDERSTANDING:** If applicable – contact your contract specialist if you are unsure if this applies to your grant.
- SUBRECIPIENT GRANTEE INFORMATION FORM – WV DHHR FINANCE A-1000:** Complete and sign form (faxed or scanned signatures are acceptable) (NOTE: BLOCK 4 ON THE A-1000 FORM MUST MATCH THE PHYSICAL ADDRESS IN SAM, including the four-digit zip code extension.)
- SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION:** Update SAM registration for State Fiscal Year. Expiration date must be no less than 60 days after the grant start date. Example: Grant Start Date: October 1, SAM expiration date must be 11/30 or later.
- AGENCY NAME AS LISTED WITH THE SECRETARY OF STATE:**

X  7-8-22

Grantee Signature	Date	FOR BCF USE ONLY	
X Beth Zarate	President & Chief Executive Officer		
Print Name	Title	Grants Signature	Date Approved

Catholic Charities West Virginia
JOB DESCRIPTION

JOB TITLE: SNAP Outreach Coordinator

OFFICE:	Western Regional Office, Charleston
DEPARTMENT:	Catholic Charities West Virginia
SUPERVISOR'S TITLE:	Regional Director Supervisor
CLASSIFICATION:	Level VII
STATUS:	Exempt

I. SUMMARY:

The SNAP Outreach Coordinator of Catholic Charities West Virginia is committed to advancing the mission of Jesus Christ, consistent with the core purpose and Gospel values enunciated in the Catholic Charities WV Code of ethics.

The SNAP Outreach Coordinator is responsible for the Catholic Charities WV statewide SNAP Outreach grant. The Coordinator will work with agency staff, Department of Health and Human Resources and contract partners in all phases of a grant cycle, and is responsible for drafting, tracking, and reporting for the grant. The Coordinator will direct program training and activities within the agency and will also support partner program activities and training.

Located in Charleston, the Coordinator will travel throughout the state regularly and have a proven ability to communicate effectively with internal and external partners, throughout a large geographical area.

II. ESSENTIAL DUTIES:

- Coordinate all phases of the State SNAP Outreach Grant cycle, including but not limited to drafting, outcome tracking, monitoring, and reporting.
- Identify and establish community partners to function as subgrantees, and work with subgrantees to ensure compliance with grant requirements and outcomes.
- Coordinate all phases of additional agency grant funding pertaining to SNAP.
- Direct agency and subgrantee outreach and enrollment activities and training in compliance with the approved contract.
- Collaborate with Development and Marketing Department on promotional materials.
- Collaborate with Finance Department to plan and administer the grant budget, including but not limited to monitoring and reporting agency SNAP outreach and subgrantee budget activity.
- Supervise multiple SNAP Outreach Specialists, located in CCWVa outreach offices throughout the state.

III. ADDITIONAL DUTIES:

- Assist in research and identifying sources for matching grant funds.
- Develop relationships with community organizations throughout the state to expand outreach.
- Collaborate with Regional Director Supervisor and Regional Directors in promoting awareness of SNAP outreach and enrollment program, and make appropriate referrals internally and externally.
- Other duties as assigned by supervisor.

IV. SUPERVISORY RESPONSIBILITIES:

- CCWVa SNAP Outreach Specialists.
- Senior Workers and/or Volunteers.

V. QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, demonstrating initiative and responsibility. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Bachelor's Degree in related field, with preference given to Master's Degree.
- Minimum 2 years relevant experience, i.e. SNAP or similar public benefit programs. (years of experience may substitute for educational requirement).
- Minimum of 2 years experience in large scale program management and staff supervision.
- Excellent verbal, interpersonal, and organizational skills.
- Knowledge of community resources throughout the state.
- Proficiency in Microsoft Office and previous experience with database entry and reporting.
- Ability to represent and interpret the mission and work of Catholic Charities West Virginia.

VI. PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to talk or hear. The employee is occasionally required to stand, walk, use hands to write, type, etc.
- The employee must possess vision ability to read, write, and operate a motor vehicle.

VII. WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The noise level in the work environment is usually mild to moderate.
- May be exposed to varying weather conditions due to job-related travel.

Catholic Charities West Virginia
JOB DESCRIPTION

JOB TITLE: SNAP Outreach Specialist

OFFICE:	<i>Southern Region</i>
DEPARTMENT:	<i>Catholic Charities West Virginia</i>
SUPERVISOR'S TITLE:	<i>SNAP Outreach Coordinator</i>
CLASSIFICATION:	<i>Level II</i>
STATUS:	<i>Non-Exempt</i>

I. SUMMARY:

The SNAP (Supplemental Nutrition Assistance Program) Outreach Specialist, as a member of Catholic Charities West Virginia, is committed to advancing the mission of Jesus Christ, consistent with the core purpose and Gospel values enunciated in the Catholic Charities West Virginia Mission Statement.

The SNAP Outreach Specialist will work closely with the SNAP Outreach Coordinator in developing relationships with community organizations which is essential in carrying out the mission and vision of Catholic Charities West Virginia and the SNAP Outreach grant. One of the primary responsibilities of the SNAP Outreach Specialist is to provide training on SNAP enrollment within the agency and support our partner program activities. In addition, the SNAP Outreach Specialist will work closely with local DHHR offices to insure a successful SNAP application process.

The SNAP Outreach Specialist must be able to work with persons of varied social, economic and ethnic backgrounds.

II. ESSENTIAL DUTIES:

- Specialist will be fully trained in SNAP, the enrollment process, and systems.
- Participate in & conduct training sessions on SNAP and the SNAP enrollment process.
- Develop strong working relationships with community agencies, sub-grantees and DHHR for the purpose of assisting in the SNAP application process.
- Communicate with SNAP Outreach Coordinator, community partners & Regional Offices.
- Attend fairs, festivals, and other events to promote SNAP enrollment and outreach.
- Gather data and compile reports as needed.
- Work with SNAP Outreach Coordinator and CCWVa Office of Development and Marketing to develop promotional materials for SNAP enrollment outreach.
- Meet with SNAP Outreach Coordinator as required.
- Responsible for the accurate accounting of time worked, travel and expenses through invoice and time sheets.

III. ADDITIONAL DUTIES:

- Complete online or paper eligibility applications through the enrollment system.
- Responsible for the screening of potential enrollees.
- Responsible for the scheduling of appointments, including follow up, as needed.
- Ensure appropriate accompanying documentation is sent to DHHR upon each completed application.

- Responsible for entering, filing, and maintaining all documentation through the program.
- Ensure immediate and thorough communication to supervisor of any problems and provide recommended resolution to identified problems.
- Participate in assigned meetings and trainings as needed.
- Develop an effective working relationship with other agency staff/volunteers.
- Attend all appropriate training.
- Navigate federal, state, and community resources.

IV. SUPERVISORY RESPONSIBILITIES:

- None

V. QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Bachelor's degree in social service or related field or High School diploma and three years experience in the social service field.
- Understanding and/or experience in community outreach.
- Ability to work with economically disadvantaged clientele with compassion, understanding and positive attitude.
- Knowledge of community resources and services.
- Sensitivity and understanding of cultural values and traditions of the local communities.
- Excellent written and verbal skills.
- Excellent communication and interpersonal skills.
- Excellent computer skills with the ability to track data and generate reports.
- Willingness to adapt to change in schedule, including evenings and weekends, if necessary.
- Ability to work collaboratively in a team environment and independently.
- Must have transportation to travel as needed.

VI. PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to talk or hear. The employee is occasionally required to stand, walk, use hands to write, type, etc.
- The employee must occasionally lift and/or move up to 25 pounds.
- The employee must possess vision ability to read, write, and operate a motor vehicle.

VII. WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The noise in the work environment is usually moderate.
- May be exposed to varying weather conditions due to job-related travel.

**DIOCESE OF WHEELING-CHARLESTON
JOB DESCRIPTION**

JOB TITLE: Technology Support Specialist

OFFICE:	<i>Catholic Charities West Virginia</i>
DEPARTMENT:	<i>Catholic Charities West Virginia</i>
SUPERVISOR'S TITLE:	<i>Finance Director</i>
CLASSIFICATION:	<i>Level VI</i>
STATUS:	<i>Non-Exempt</i>

I. SUMMARY:

The Technology Support Specialist as a member of Catholic Charities West Virginia (CCWVa) is committed to advancing the mission of Jesus Christ, consistent with the core purpose and Gospel values enunciated in the Diocesan Services' Mission Statement.

The Technology Support Specialist is the lead agent responsible for support of computer applications and training of personnel in achieving and maintaining efficient and productive computing skills.

II. ESSENTIAL DUTIES:

- Troubleshoot, repair, maintain, install and performs testing activities on computer equipment peripherals, and computer network workstations.
- Provides basic and intermediate training in computer operations and office applications to all staff of Catholic Charities WV, who will be of varying skill levels.
- Provides client services by researching and documenting issues and problems; forwarding necessary actions; providing response to client and ensuring results.
- Provides training and software applications support to the CCWVa user community.
- Provides support to users relating to hardware problems to the CCWVa user community.
- Documents procedures for users to access CCWVa computer systems and software.

III. ADDITIONAL DUTIES:

- Implements ongoing in-house support and training systems for various software programs, including but not limited to, Microsoft Windows, Word, Excel, Outlook, PowerPoint, Publisher, Access.
- Establishes and maintains a help desk support for all clients.
- Performs other job-related duties as assigned.

IV. SUPERVISORY RESPONSIBILITIES:

- Supervise IT Assistant

V. QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Proficient and proven training skills with adults.
- Excellent communication skills (written and oral) and interpersonal skills – in person, via computers, video conferencing, and telephone.
- A pleasant, professional, and efficient work style.
- Demonstrate a working knowledge of the diagnostic process with hardware and software.
- Demonstrate a working knowledge of system diagnostic tools such as Hijack This, Ad-Ware, Malware Removal software.
- Ability to maintain confidentiality.
- Ability to show proper initiative, anticipates needs, and troubleshoots problems.
- Ability to work collaboratively in a team environment.

VI. PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must have a valid driver's license. Travel as necessary to the various CCWVa offices located throughout the state.
- While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision.

VII. WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- While performing the duties of this job, the employee is frequently exposed to risk of electrical shock.
- The noise level in the work environment is usually moderate.

Catholic Charities West Virginia
JOB DESCRIPTION

JOB TITLE: Outreach Coordinator

OFFICE:	Eastern Region
DEPARTMENT:	Catholic Charities West Virginia
SUPERVISOR'S TITLE:	Regional Director
CLASSIFICATION:	Level II
STATUS:	Non-Exempt

I. SUMMARY:

The Outreach Coordinator for the Eastern Region, as a member of Catholic Charities West Virginia, is committed to advancing the mission of Jesus Christ, consistent with the core purpose and Gospel values enunciated in the Catholic Charities Code of Ethics.

The Outreach Coordinator's responsibilities include representing the Catholic Church in assisting the elderly, youth and economically disadvantaged in obtaining needed services.

II. ESSENTIAL DUTIES:

- Completes emergency assistance applications.
- Accepts and makes referrals to and from other assisting agencies.
- Assists director in determining client eligibility for aid.
- Maintains financial records and records of assistance as required by Catholic Charities and other governing agencies.
- Compiles monthly reports of assistance provided.
- Contacts appropriate utility companies, pharmacies, etc., with information of assistance.
- Works with other organizations to develop needed community programs.
- May require travel and occasional home visits.

III. ADDITIONAL DUTIES:

- Assists with special/seasonal events as needed.
- Attends appropriate training.
- Attends staff meetings.
- Works with pastors to develop/sustain their parish social action committee.
- Attempts to locate other resources to enhance our ability to serve the poor.
- Fulfills emergency duties as assigned by Regional Director.
- Assists in recruitment, training, and supervision of volunteers.

IV. SUPERVISORY RESPONSIBILITIES:

- May supervise volunteers.

V. QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- High school or equivalent, plus sufficient experience in social service field.
- Bachelor's degree preferred.
- WV Social Work License eligibility.
- Ability to work with economically disadvantaged clientele with compassion, understanding and a positive attitude.
- Own transportation helpful.
- Ability to work collaboratively in a team environment.

VI. PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle or feel objects and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision (peripheral vision, depth perception).

VII. WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The noise level in the work environment is usually moderate.
- While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock.
- May be exposed to varying weather conditions due to required travels that is job related.

Catholic Charities West Virginia
JOB DESCRIPTION

JOB TITLE: Grant Specialist

OFFICE:	<i>Development and Marketing</i>
DEPARTMENT:	Catholic Charities WVa
SUPERVISOR'S TITLE:	Director of Development & Marketing
CLASSIFICATION:	Level IV
STATUS:	Non-Exempt

I. SUMMARY:

The Grant Specialist of Catholic Charities West Virginia is committed to advancing the mission of Jesus Christ, consistent with the core purpose and Gospel values enunciated in the Catholic Charities WV Code of ethics.

The Grant Specialist is responsible for the Catholic Charities WV statewide grant systems administration. The specialist will work with agency staff in all phases of a grant cycle and maintain current and accurate records of agency grants. The Grant Specialist plays an important role by providing support to the Agency and the Development & Marketing Office and participating in all fundraising activities including donor relations and special events.

Located in Charleston or Wheeling, the Specialist will travel throughout the state regularly and have a proven ability to communicate effectively via the internet.

II. ESSENTIAL DUTIES:

- Maintain and improve agency grant data management systems.
- Coordinate the cycle of agency grants with internal grant teams.
- Draft and edit grant applications and reports.
- Coordinate the preparation of and analyze the budget portions of grant applications and reports.
- Support the agency relationships with funding organizations.

III. ADDITIONAL DUTIES:

- Research suspect and prospect funding opportunities.
- Carefully proofread and confirm data in draft grant applications and reports
- Communicate the agency brand with clarity, consistency and authenticity
- Support advocacy activities especially those related to grant funding
- Support all fundraising activities of the Development & Marketing department (i.e. special events, donor relations, etc.)
- Other duties as assigned by the Director of Development & Marketing.

IV. SUPERVISORY RESPONSIBILITIES:

- No supervisory responsibility.

V. QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, demonstrates initiative and responsibility. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Bachelors Degree or higher, preferably in business/technical writing or journalism.
- Excellent verbal and interpersonal skills
- Advanced experience with data management and Excel
- Experience in or knowledge of human service industry
- Proven ability to collaborate and work with little supervision
- Proficiency in Microsoft Word and PowerPoint
- Ability to work within dead lines
- Ability to organize and prioritize work
- A minimum of three years' experience, preferably in a not-for-profit
- Committed to the social mission of the Church

VI. PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit. The employee is required to use hands to finger, handle, or feel objects and talk & hear. The employee is occasionally required to stand and /or walk.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

VII. WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The noise level in the work environment is usually moderate.

**DIOCESE OF WHEELING-CHARLESTON
JOB DESCRIPTION**

JOB TITLE: Chief Program Officer

OFFICE:	Catholic Charities
DEPARTMENT:	Catholic Charities West Virginia
SUPERVISOR'S TITLE:	Chief Executive Officer
CLASSIFICATION:	IX
STATUS:	Exempt

I. SUMMARY

The Catholic Charities Chief Program Officer, as a member of Catholic Charities West Virginia, is committed to advancing the mission of Jesus Christ, consistent with the core purpose and Gospel values enunciated in the Catholic Charities Code of Ethics.

This position works closely with the Chief Executive Officer (CEO), Chief Operating Officer (COO), Chief Financial Officer (CFO), Chief Advancement Officer (CAO), and Directors to direct and manage all aspects of Catholic Charities West Virginia programs that serve vulnerable populations across the state. The position is responsible for supervision of assigned agency programs which includes oversight of program leadership, meeting program outcomes, public image of the agency, financial management, fund development and expansion of existing programs and new programs.

II. ESSENTIAL DUTIES

- Develop, implement and review program data, outcomes, and process and systems improvement on a regular basis through the use of objective and standardized agency measurement tools.
- Review program-specific outcome data collection and reporting processes, and recommending modifications when appropriate. Assure that documentation of program-specific outcome systems (targets, tools, timelines, and data collection methods) are kept current and readily available to staff.
- Work closely with Office of Advancement to ensure the financial stability of all programs.
- Using various needs assessment tools, research, plan, develop, and implement new programs, per the agency's new program procedures, that fulfill and support the agency's mission.
- Provide input in hiring new program staff, and provide training, guidance, and support to program staff as needed/requested.
- Work with supervisees to monitor financial performance and bring new program revenue to the agency.
- Ensure high-quality compassionate program delivery and collaborate both internally and externally to ensure the continuum of care for clients.
- Working with Directors and the Executive Team, take the lead to ensure agency programs maintain program performance and excellence, following all mandates and policies of the agency and funders.
- Work closely with CEO and COO on strategic planning, policy and procedures.
- Represent the agency and promote its programs and services across the state.

III. ADDITIONAL DUTIES

- Supply agency staff and BOD with program data as needed
- Provide trainings for staff on programs and implementation processes as needed.
- Cultivate and develop collaborative partnerships with parishes, other agencies, researchers, and others at the state level.
- Reach out to other Catholic Charities agencies or social service organizations in other parts of the state or country to learn about best practices and innovations to address identified needs.
- Performs other job-related duties as assigned by the CEO.

IV. SUPERVISORY RESPONSIBILITIES

- State Wide Program Directors

V. QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required:

- Bachelors degree required/Masters degree preferred, with at least 3 years of experience in social service program management and development.
- Advanced analytical and communication skills, including public speaking.
- Excellent interpersonal skills, organizational and planning ability.
- Prior use and understanding of computers, social service software, database and spread sheet applications.
- Ability to work collaboratively with varied groups, staff and individuals and to work independently.
- Ability to compile and communicate accurate reporting information, including metrics.
- Compassion, solid judgment and leadership skills.
- Successful development and grant management experience.
- Knowledge and understanding of Catholic Social Teaching.
- Maintain a valid driver's license and vehicle liability insurance, clean driving record and ability to pass required background checks.
- Willingness to travel and work irregular hours when necessary.

VI. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The employee typically sits to perform the duties of this position. The employee must have good hearing and vision to use a computer and operate a motor vehicle. The position does require the employee to move around with some frequency.
- The employee must occasionally lift and/or move up to 25 pounds.

VII. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The noise level in the work environment is usually moderate.

Goodwill Industries of Kanawha Valley, Inc.
Job Description

Job Title: SNAP Outreach Specialist
FLSA Status: Exempt
Pay Grade: 2
Prepared By: Director of HR
Prepared Date: 4/1/2015

Reports To: Director of Mission Services
Department: Administration
BYOD: Not applicable
Approved By: President/CFO

Summary: Responsible for coordination of Goodwill WV SNAP Outreach Program.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Become fully knowledgeable in the WV SNAP Program.
- Provide detailed explanation of outreach and screening opportunities to member agencies, particularly food shelves/pantries, providing training and assistance when possible.
- Provide detailed explanation of benefits to potentially eligible people.
- Assist eligible people with applications and support materials for WV SNAP program.
- Outreach to working poor, families, and seniors as well as to diverse cultural and immigrant populations.
- Collect required data and as assigned, develop and implement systems and materials necessary for the tracking of program efforts, processes and outcomes.
- Provide explanation of a variety of SNAP benefits to community members and organizations through public presentations and one-on-one meetings.
- Identify barriers that prevent the people from fully utilizing SNAP program.
- Maintain confidential information.

Supervisory Responsibilities: Supervises program participants in work environment or classroom as assigned.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability- Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit situation; Able to deal with frequent change, delays, or unexpected events.

Problem solving- Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Oral Communication- Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; participates in meetings.

Written Communication- Writes clearly and informatively; Edits work for spelling and grammar; varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Diversity- Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment;

Ethics- Treats people with respect; Keeps commitments; Inspires the trust of others; Work with integrity and ethically; Upholds organizational values.

Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Innovative- Displays original thinking and creativity; Meets challenges with resourcefulness.

Planning/Organizing- Uses time efficiently; Organizes or schedules other people and their tasks.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonably accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Associates degree with relevant experience required; at six months related experience and/or training; or equivalent combination of education and experience. Work experience that includes provision of services to persons with barriers to employment including disabilities and other disadvantaging conditions.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manual. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate discounts, interest, commissions, proportions, percentages, area circumference and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Also able to deal with instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few or a variety of concrete variables in standardized and non-standard situations.

Computer Skills: To perform this job successfully, an individual should have knowledge of the Internet, Publisher, Spreadsheet, and Word Processing software.

Other: Must have a valid driver's license, reliable transportation and be able to pass criminal background check.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, feel, and reach with hands and arms. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

I have read the job description for SNAP Outreach Specialist.

Signature

Print Name

Date

Goodwill Industries of Kanawha Valley, Inc.
Job Description

Job Title: Director of Mission Services
Department: Mission Services
Reports To: President/CEO
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: 3/6/2013
Approved By: President/CEO
Approved Date: 3/6/2013

Summary: Works under the general administrative direction of the President/CEO with the latitude for independent action within the area of responsibility. Makes routine operational decisions within organizational policy, while referring major decisions to the President/CEO with a recommended course of action. Also plans, organizes and administers all phases of the Mission Services programs and services. Additionally, integrates, coordinates and interprets those services both within the organization and the community.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Prepares and manages annual budget plans based on trends, information received from funding agencies, and the organizations strategic plan. Prepares and presents outcome measurement reports at specified intervals.
- Prepares and manages the Mission Services performance goals, indicators, and data collection systems.
- Enhance the levels of services and programs offered to targeted service population.
- Integrates his/her department's programs services within the organization.
- Develops and manages direct reports in the areas of case management, career assessment and planning, vocational training, job placement, employment retention and advancement, and specialized certifications.
- Coordinates CARF accreditation activities and develops departmental policies to ensure compliance with all GIKV policies, CARF standards, and other applicable regulations.
- Attends conferences, training seminars, and other meetings to further Goodwill objectives and to increase his/her professional competence.
- Plans and administers in-service training programs for departmental and other Goodwill staff as appropriate.
- Identifies grant opportunities, prepares grant applications, and manages grant funded programs to achieve desired outcomes.
- Represent the organization at meetings or conferences as assigned.
- Coordinates with department directors on matters of mutual interest and confers with them closely on client movement and recommends changes in procedures to improve operations.
- Coordinates closely with governmental organizations, service agencies and individuals, especially ones with a vested interest in or affecting targeted service populations.

- Develops and conducts community needs assessments.
- Recommends and develops new training programs as indicated by community needs assessments.
- Participates in monthly board and committee meetings as directed.
- Enhance strategic positioning and community collaborations through involvement in outreach activities, stakeholder education opportunities, and participation on external committees and task forces.
- Participate in state and regional associations as directed.
- Secure, manage, and maintain contracts with partners to increase work opportunities for persons served.
- Other duties as assigned.

Supervisory Responsibilities:

Supervises and directs the work of the Mission Services department directly or through other supervisory staff. Because of the specialized nature of the services performed, this person may work with and supplement the work of other staff.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical -- Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; designs work flows and procedures.

Design -- Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

Technical Skills -- Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares experience with others.

Interpersonal Skills -- Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication -- Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

Written Communication -- Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs.

Leadership -- Exhibits confidence in self and others; Inspires and motivates others to perform well; Gives appropriate recognition to others.

Managing People -- Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services.

Diversity -- Demonstrates knowledge of BEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Builds a diverse workforce.

Ethics -- Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Judgment -- Exhibits sound and accurate judgment; Supports and explains reasoning for decision; Makes timely decisions.

Professionalism -- Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: M.A. degree in Rehabilitation Counseling, Psychology, or three to five years experience in related field. Related specialized experience may be considered for a portion of the formal education requirement. Experience in Rehabilitation Services and Human Relations is required. At least one year of management experience is desired.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, training and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively speak and present information and respond to questions from groups of managers, clients, customers and the general public.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages and to draw and interpret bar graphs.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Computer Skills: Knowledge of internet software, spreadsheet software and word processing software.

Certificates, Licenses, Registrations: Career Development Facilitator or Social Work license preferred.

Other Qualifications:

Physical Demands: While performing this job, employee is regularly required to sit, use hands to finger, handle or feel and talk or hear. The employee is required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work environment is relatively quiet.

Signature

Date

UNITED WAY OF CENTRAL WEST VIRGINIA

Job Title: Information and Referral Specialist

Reports to: Community Services Director

Job Summary: The Information and Referral (I&R) Specialist has responsibility for all aspects of the Information and Referral Program. The Specialist is responsible for operation of I&R policy; maintenance of the community services database; operation of the Christmas Bureau program; publications; collection of statistics on needs as expressed by callers; outreach for marketing the program; training and supervision of the AmeriCorps members, interns and volunteers.

Duties and Responsibilities:

1. Provide administrative oversight of the I&R Program, which includes program reporting, documenting activities, researching best practices, collecting and articulating data, adhering to and maintaining budget expenditures.
2. Maintains program quality and provides future development of the program.
3. Trains, supports and supervises the AmeriCorps member to operate the Information and Referral phone line.
4. Provide information and referral services to individuals seeking assistance via telephone call, walk-in, email, etc.
5. Screen and educate individuals on **SNAP** benefits. Pre-screen interested parties to determine eligibility. If qualified advise them of the enrollment process.
6. Educate AmeriCorps member on **SNAP** benefits qualifications and train them to promote enrollment to qualified un-enrolled callers. Train them to go through pre-screening qualifications with callers.
7. Trains and supervises volunteers and interns to assist with coverage of the I&R program.
8. Ensures the I&R phone line is adequately staffed during all hours of operation.
9. Supports and directs staff to manage the information technology aspects of the I&R service including the I&R database, publications and an internet presence.
10. Develops positive public relations and communications in the community by providing informational programs to interested groups and organizations. Prepare newsletters and media materials, serve on community boards, councils, and committees.
11. Provide **SNAP** benefit information at all community events attended by I&R.
12. Coordinate the operation of the Christmas Bureau.
13. Represents United Way of Central WV on the WV 211 Collaborative.
14. Share **SNAP** benefit information with WV 211 Collaborative. Keep information updated on a monthly basis along with current data exports.
15. Represents United Way of Central WV with West Virginia Mountain AIRS.
16. Attends Community Services Committee meetings.

17. Share **SNAP** benefit information with the Kanawha Valley Collective. Keep information updated.

Community Services Data Base:

1. Administers the maintenance of the I&R resource database to national I&R standards.
2. Stays informed of software, hardware and other information technology developments to keep I&R in step with current technology.
3. Exports the I&R database to the WV 211 database in accordance with the WV 211 partnership agreement.

Publishing:

1. Maintains an internet presence for the I&R Service with listings of services available to community and volunteer opportunities listings.

I&R Marketing and Outreach:

1. Supervises marketing and outreach activities for I&R/211 services.
2. Gives presentations on I&R/ 2-1-1 services, **SNAP** benefit information and the local health and human services network to professional groups and community organizations.
3. Organizes program participation in community events to promote I&R/211 services and heighten the presence of I&R in the community.
4. Networks in the community by maintaining a presence in meetings and events to explain the role of I&R/ 2-1-1 and to promote collaborations and partnerships that strengthen the community health and human services infrastructure.

Community Needs Statistics:

1. Maintains a system for cataloging statistics on needs expressed by callers to the I&R service and referrals made to community programs for meeting those needs. Basic demographic information on each caller will be a part of this data.
2. Provides reports and analysis of I&R call statistics for planning purposes to planning bodies, funding entities, agencies, and other organizations.
3. Provide reports and analysis of I&R call statistics on **SNAP** benefit information shared with callers.

Fiscal Responsibilities:

1. Approves and monitors program expenditures; works with the Community Services Director to prepare I&R budgets and special funding requests.
2. Seeks additional grants to support the program operations.

Qualifications

1. High School Diploma.
2. Excellent organizational, interpersonal, and communication skills. Previous phone referral/counseling experience is preferable.
3. Must be able to work effectively with a broad range of organizations.
4. Ability to analyze needs and apply resources effectively to meet those needs.
5. Knowledgeable of information technology issues, including telecommunications, Internet applications and database technology.
6. Community outreach, education or publicity experience.
7. Demonstrated ability to work independently.
8. Computer experience including Microsoft Word, Excel and Internet.
9. Knowledge and experience of human service systems.



**United Way
of Central West Virginia**

Job Description

Title: Information & Referral Assistant
Classification: Non-Exempt, Part-time
Reports to: Information & Referral Specialist
Location: United Way of Central WV Office
Salary: \$15,600

Qualifications:

High School Diploma. Proficient in Microsoft Office Suite, including Excel. Excellent verbal and written communication skills; good phone communication skills and a compassionate disposition. Ability to collect, enter and analyze data. Well organized, detail oriented and have the ability to multi-task effectively.

Position Description:

This position will assist the United Way of Central WV Information & Referral program activities. This includes responding to Information and Referral (I&R) calls and provide referrals for individuals; contacting service agencies to obtain updated information; updating Service Point (web-based platform) information; data entry and analysis; creating spreadsheets and reports; organizing and maintaining agency files; assisting with mailings; assisting with recruitment of volunteers.

Information and Referral Responsibilities:

1. Assist with responding to Information and Referral (I&R) calls and provide referrals for individuals who need services.
2. Contact service agencies in a six county area to obtain updated information about services provided.
3. Meet professional standards for provision of I&R services.
4. Assists the director in managing the information technology aspects of the I&R service including the database, publications and an Internet presence.
5. Helps I&R develop positive public relations and communications in the community by providing informational programs to interested groups and organizations.
6. Assists in the operation of the Christmas Bureau (fielding calls and entering applications).
7. Assists director with marketing and outreach activities for I&R/WV 2-1-1 services.
8. At all times, respects the confidentiality of all parties accessing I&R services.

† Catholic Charities West Virginia †
BOARD MEMBERS

Most Rev. Mark Brennan
Bishop of Wheeling-Charleston
P.O. Box 230
Wheeling, WV 26003
(W) 304.233.0880 x.228
bishop@dwc.org

Lori Bishop - Southern
72 Believers Drive
Northfork WV 24868
(H) 304.862.4128 (c) 304.952.8015
twinmomma86@gmail.com

Janet Boyle - Northern
14 Bae Mar Place
Wheeling WV 26003
(c) 304.280.7488
jboyle@ghost-writers.com

Margy Burnus - Eastern
P O Box 1652
Elkins WV 26241
(H) 304.636.0646; (C) 919.223.6198
mburnus@cebridge.net

Michael A. Farris - Southern
209 Homewood Drive
Beckley WV 25801
(H) 304.575.6196
MFarris@suddenlink.net

Sister Jane Harrington (Chairman) -- Western
1502 – 23rd Street
Vienna WV 26105
(H) 304.295.0866
jharringtonssjc@gmail.com

Matthew Herrtek - Northern
1239 Wren Drive
New Martinsville WV 26155
(H) 304.455.1285; (c) 304.771.3345
mattwayside@yahoo.com

Miri Hunter – Western
253 Ariel Heights (W) 1411 Virginia St East Suite #100
Charleston WV 25311 Charleston WV 25301
(W) 304.720.3119; (c) 304.552.4622
mhunter@suttlecpas.com

Sister Pat Murray – Western
4401 Virginia Avenue SE
Charleston WV 25304
606.626.7871
pmurray@csjoseph.org

Laura Reed – Northern
1 Damian Road
Wheeling WV 26003
304.280.1894 (c); 304.243.0077 (h)
slreed05@comcast.net

Jennifer Sizer – Northern
146 Frank Burchinal Road
Morgantown WV 26508
304.216.6710
jandsizer@aol.com

Deacon Thom Trunzo – Northern
495 Sanitarium Road
Washington PA 15301
724.705.5154
te.trunzo@gmail.com

Bernard Twigg - Northern
204 – 12th Street
GlenDale WV 26038
(H) 304.843.1045; (W) 304.234.9225
twiggbernie@gmail.com

Danny Vance (Vice-Chair) - Western
2950 Staunton Road
Huntington WV 25702
(C) 304.638.7867
dannyvance@servicepump.com

**WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
BUREAU FOR CHILDREN AND FAMILIES
OFFICE OF FINANCE AND ADMINISTRATION
DIVISION OF GRANTS & CONTRACTS**



AUTHORIZED SIGNATURES

AGENCY NAME: Catholic Charities West Virginia

AGENCY STREET ADDRESS: 2000 Main Street, Wheeling, WV 26003

AGENCY MAILING ADDRESS: Same as Above

The following individual(s) has/have been duly authorized by the Board of Directors, Commissioner, Superintendent, or Owner (if private for-profit) to sign financial documents (i.e., invoices, checks, contracts/agreements, budgets and/or expenditure reports) submitted to the West Virginia Department of Health and Human Resources as indicated below.

<p style="text-align: center;"> _____ Signature</p> <p style="text-align: center;">Beth Zarate _____ Printed Name</p> <p style="text-align: center;">President & Chief Executive Officer _____ Title</p> <p style="text-align: center;">bethzarate@ccwva.org _____ e-mail address</p>	<p>AUTHORIZED TO SIGN: (PLEASE MARK ALL THAT APPLY)</p> <p>Contracts: _____ <input checked="" type="checkbox"/></p> <p>Invoices: _____ <input checked="" type="checkbox"/></p> <p>Checks: _____ <input checked="" type="checkbox"/></p> <p>Budgets: _____ <input checked="" type="checkbox"/></p> <p>Expenditure Reports: _____ <input checked="" type="checkbox"/></p> <p>Other – Specify: _____</p>
<p style="text-align: center;"> _____ Signature</p> <p style="text-align: center;">Danielle Doerr _____ Printed Name</p> <p style="text-align: center;">Chief Financial Officer _____ Title</p> <p style="text-align: center;">ddoerr@ccwva.org _____ e-mail address</p>	<p>AUTHORIZED TO SIGN: (PLEASE MARK ALL THAT APPLY)</p> <p>Contracts: _____</p> <p>Invoices: _____ <input checked="" type="checkbox"/></p> <p>Checks: _____ <input checked="" type="checkbox"/></p> <p>Budgets: _____ <input checked="" type="checkbox"/></p> <p>Expenditure Reports: _____ <input checked="" type="checkbox"/></p> <p>Other – Specify: _____</p>

SIGNATURE OF BOARD PRESIDENT: _____

SIGNATURE OF OWNER: _____

SIGNATURE OF SUPERINTENDENT/COMMISSIONER/PRESIDENT: _____

DATE SUBMITTED TO DEPARTMENT: _____

WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES
 BUREAU FOR CHILDREN AND FAMILIES
 OFFICE OF FINANCE AND ADMINISTRATION
 DIVISION OF GRANTS & CONTRACTS

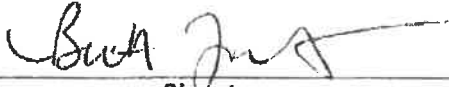

AUTHORIZED SIGNATURES

AGENCY NAME: Catholic Charities West Virginia

AGENCY STREET ADDRESS: 2000 Main Street, Wheeling, WV 26003

AGENCY MAILING ADDRESS: Same as Above

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<div style="text-align: center;">  _____ Signature </div> <div style="text-align: center; margin-top: 10px;"> Beth Zarate _____ Printed Name </div> <div style="text-align: center; margin-top: 10px;"> President & Chief Executive Officer _____ Title </div> <div style="text-align: center; margin-top: 10px;"> bethzarate@ccwva.org _____ e-mail address </div>	<p>AUTHORIZED TO SIGN: (PLEASE MARK ALL THAT APPLY)</p> <p>Contracts: _____ <input checked="" type="checkbox"/></p> <p>Invoices: _____ <input checked="" type="checkbox"/></p> <p>Checks: _____ <input checked="" type="checkbox"/></p> <p>Budgets: _____ <input checked="" type="checkbox"/></p> <p>Expenditure Reports: <input checked="" type="checkbox"/></p> <p>Other – Specify: _____</p>
<div style="text-align: center;">  _____ Signature </div> <div style="text-align: center; margin-top: 10px;"> Danielle Doerr _____ Printed Name </div> <div style="text-align: center; margin-top: 10px;"> Chief Financial Officer _____ Title </div> <div style="text-align: center; margin-top: 10px;"> ddoerr@ccwva.org _____ e-mail address </div>	<p>AUTHORIZED TO SIGN: (PLEASE MARK ALL THAT APPLY)</p> <p>Contracts: _____</p> <p>Invoices: _____ <input checked="" type="checkbox"/></p> <p>Checks: _____ <input checked="" type="checkbox"/></p> <p>Budgets: _____ <input checked="" type="checkbox"/></p> <p>Expenditure Reports: <input checked="" type="checkbox"/></p> <p>Other – Specify: _____</p>

SIGNATURE OF BOARD PRESIDENT: M. Jane Hecington

SIGNATURE OF OWNER: _____

SIGNATURE OF SUPERINTENDENT/COMMISSIONER/PRESIDENT: _____

DATE SUBMITTED TO DEPARTMENT: _____

**West Virginia Department of Health and Human Resources
Detailed Line Item Budget**

General Information			
1. Grantee Name:	Catholic Charities West Virginia		
2. Preparer's Name and Title:	Latrisha Whitelatch, Grant Specialist		
3. Date of Preparation:	July 8, 2022	4. Period Covered:	Oct 1, 2022-Sept 30, 2023
Boxes 5-9 are to be completed by DHHR Personnel			
5. Grant Agreement Number:		6. Change Order Number:	
7. Original Grant Amount:		8. Revised Grant Amount:	

Complete the following worksheets based on information and procedures provided in the *Instructions for Preparing the WVDHHR Detailed Line Item Budget*.

A. Personnel:

#	Position	Salary/Rate	Percent of Time on Grant	Total Cost
1.	CCWVa SNAP Outreach Coordinator	\$ 56,582	100%	\$ 28,291
2.	CCWVa SNAP Outreach Specialist	\$ 31,837	100%	\$ 15,919
3.	CCWVa SNAP Outreach Specialist	\$ 31,462	100%	\$ 15,731
4.	CCWVa IT Support Specialist	\$ 44,023	2.00%	\$ 440
5.	CCWVa Romney Outreach	\$ 9,031	4.02%	\$ 182
6.	CCWVa Grant Specialist	\$ 40,329	3.00%	\$ 605
7.	CCWVa Chief Program Officer	\$ 68,302	3.00%	\$ 1,025
8.				
9.				
10.				
11.				
12.				
13.				
14.				
PERSONNEL TOTAL				\$ 62,193

B. Fringe Benefits:

Component	Base	Rate	Total Cost
1. FICA	\$ 62,193	7.65%	\$ 4,758
2. Life & Disability	\$ 62,193	0.30%	\$ 187
3. Workers Compensation	\$ 62,193	0.45%	\$ 280
4. Retirement	\$ 62,193	6%	\$ 3,732
5. Health Insurance	\$ 4,422	Carrier Rate/50%	\$ 2,211
6. Unemployment Insurance	\$ 18,480	3%	\$ 554
FRINGE BENEFIT TOTAL			\$ 11,722

C. Equipment:

Item	Item Cost	DHHR %	Total Cost
1.			
2.			
3.			
4.			
5.			
EQUIPMENT TOTAL			\$ -

D. Supplies:

Item	Number	Rate	Total Cost
1. CCWVa Office Supplies	800	50%	\$ 400
2. Postage	400	50%	\$ 200
3.			
4.			
5.			
SUPPLIES TOTAL			\$ 600

E. Contractual Costs:

	Name	Service	Rate	Total Cost
1.	Service Contracts	\$ 300	50%	\$ 150
2.	Printing	\$ 200	50%	\$ 100
3.	CCWVa Toll-Free Number	\$ 3,500	50%	\$ 1,750
5.	Goodwill Industries of Kanawha Valley	\$ 47,772	50%	\$ 23,886
6.	United Way of Central WV	\$ 23,016	50%	\$ 11,508
7.				\$ -
8.				\$ -
9.				\$ -
CONTRACTUAL COSTS TOTAL				\$ 37,394

F. Construction:

	Item	Rate	Total Cost
1.			
2.			
3.			
CONSTRUCTION TOTAL			

G. Other:

	Item	Rate	Total Cost
1.	CCWVa Staff Travel	\$ 12,001	\$ 6,001
2.	CCWVa Staff Lodging & Meals	\$ 650	\$ 325
3.	CCWVa Workshops/Trainings	\$ 250	\$ 125
4.	CCWVa Building Costs	\$ 1,200	\$ 600
5.	CCWVa Liability Insurance	\$ 20	\$ 10
6.	CCWVa Office Equipment	\$ 600	\$ 300
7.	Miscellaneous	\$ 100	\$ 50
8.			\$ -
9.			\$ -
10.			\$ -
OTHER TOTAL			\$ 7,411

H. Indirect Costs:

Formula:

	Base	Rate	Indirect Costs
1. Total Personnel \$62,193		10.000%	\$ 6,219
2.			
3.			
4.			
5.			
		INDIRECT COSTS TOTAL	\$ 6,219

BUDGET SUMMARY

When you have completed the budget worksheets, verify the totals transferred for each category to the spaces below.

Budget Category	Amount
A. Personnel	\$ 62,193
B. Fringe Benefits	\$ 11,722
C. Equipment	\$ -
D. Supplies	\$ 600
E. Contractual Costs	\$ 37,394
F. Construction	\$ -
G. Other	\$ 7,411
Total Direct Costs:	\$ 119,320

H. Indirect Costs	\$ 6,219
Total Indirect Costs:	\$ 6,219

Total Grant Award \$ 125,539

The following sections are for informational purposes only.

Grantee Supplied Funds	Amount
I. Cost Sharing or Matching	\$ 125,539
J. Other Grantee Supplied Funds (Not a requirement of the Grant award)	\$ -

Total Grantee Funds \$ 125,539

Program Income	Amount
K. Program Income (Projected)	\$ 251,078

Total Program Income \$ 251,078

Grantee's Signature: 

Date: 7-8-22

DHHR Approval Signature: _____

Date: _____

CCWVA SNAP OUTREACH BUDGET NARRATIVE

A. Personnel

See listing in Detailed Line Item Budget -- \$62,193

This is a 50% matching grant; therefore, the Total Cost of Personnel was determined by taking 50% of each salary and multiplying it by the amount of time spent on the grant.

- Project I – SNAP Outreach via print media, direct mail, and internet
 - Personnel will develop marketing trainings and materials for internal staff and partner staff to adequately promote SNAP, disseminate partner reporting amongst the partners and conduct quarterly meetings to analyze the reporting data and make adjustments or expand successes.
- Project II – In-person application assistance
 - Personnel will provide in-person application assistance via WV inROADS at outreach offices, mobile food distributions, public health fairs, Volunteer Income Tax Assistance (VITA) sites, veteran's service locations, and other places where target populations gather.
- Project III – Telephonic pre-screening, application assistance, and appointment scheduling
 - Personnel will provide coverage for incoming calls to our toll-free application assistance line, helping to pre-screen callers for benefits eligibility, answer questions, and set appointments.

In addition as lead agency, grantee will:

- Coordinate trainings in partnership with Department of Health and Human Resources for their outreach staff and partners' staff and any volunteers who will be providing in-person assistance.
- Disseminate partner reporting amongst the partners and conduct quarterly meetings to analyze the reporting data and make adjustments or expand successes.
- Provide partners administering the toll-free numbers with program development assistance and promotion of the toll-free numbers.
- Coordinate trainings in partnership with Department of Health and Human Resources for partners' staff and volunteers who will be providing telephonic pre-screening assistance.
- Develop a calendar and schedule of grantee and partner site hours, as well as coming SNAP outreach events where in-person assistors will be available.

B. Fringe Benefits

See listing in Detailed Line Item Budget - \$11,722

FICA, Life & Disability, Workers Compensation, Retirement, Health Insurance, and Unemployment.

Unemployment Insurance: Base was determined by multiplying the FTE of the Personnel by \$12,000 and then by 50% of the time on the grant, or $\$12,000 \times 3.08 \times 0.50$. One PTE were not included in this calculation – CCWVa Romney Outreach (\$9,031).

C. Equipment

None

D. Supplies

\$600

CCWVA SNAP OUTREACH BUDGET NARRATIVE

Office supplies refers to paper, pens, binding materials, file folders and other consumable materials related to organizing and managing the schedules and written records and correspondence required by the program. $\$800 \times 50\% = \400

Postage for general communication is for shipping and mailing documents and reports related to program management and delivery. Postage for direct mail is the required postage to mail bulk promotional materials (i.e. brochures, flyers, postcards, etc.). $\$400 \times 50\% = \200

E. Contractual Costs

\$37,394

- **Service Contracts: $\$300 \times 50\% = \150**
 - Contracts for cleaning SNAP office and photocopier rental
- **Printing Costs: $\$200 \times 50\% = \100**
 - Copy/Printing - Primarily, our SNAP outreach program utilizes fliers to communicate valuable information in print form to our target population. Our promotional fliers will be single sided and will be readily made into single page, bi-fold, tri-fold, and poster size pieces. These fliers will be developed and printed at an average cost of \$0.10 per piece. With an estimated quantity of 2,000 pieces for a total cost \$200.
- **Contract with communications provider(s): $\$3,500 \times 50\% = \$1,750$**
 - Toll-free number = $\$49.63$ per month $\times 12$ months = $\$595.56$
 - Cellular phones = 3 phones $\times \$52.59$ per month $\times 12$ months = $\$1,893.24$
 - Landline = 1 landline $\times \$44.25$ per month $\times 12$ months = $\$531.00$
 - Internet = 1 internet device $\times \$40.01$ per month $\times 12$ months = $\$480.12$
- **OUTREACH PARTNER AGENCIES**
 - **Goodwill of the Kanawha Valley** will assist in promoting the benefits of SNAP assistance in addition to promoting in-person assistance and pre-application assistance provided by the Grantee and partners throughout their network. Provide in-person eligibility pre-screenings and application assistance on-site.

Personnel	$\$37,121 \times 50\%$	$=\$18,560.50$
Fringe Benefits	$\$9,651 \times 50\%$	$=\$4825.50$
Supplies	$\$600 \times 50\%$	$=\$300$
Travel	$\$400 \times 50\%$	$=\$200$
Total		$\\$23,886$

- **United Way of Central West Virginia** will assist in promoting the benefits of SNAP assistance in addition to promoting in-person assistance and pre-application assistance provided by the Grantee and partners throughout their network. Additionally, United Way of Central West Virginia will provide the toll-free number and trained staff and volunteers to:

CCWVA SNAP OUTREACH BUDGET NARRATIVE

- Answer calls or return them within 48 hours
- Offer information that clarifies SNAP eligibility criteria and benefits
- Conduct the telephonic eligibility pre-screenings
- Schedule appointments for eligible non-participating individuals with an in-person assistor or encourage them to apply online at WVPATH.org

Personnel	\$15,752 x 50%	= \$7,876.00
Fringe Benefits	\$5,356 x 50%	= \$2,678.00
Supplies	\$110 x 50%	= \$55
Other	\$1,798 x 50%	= \$899
Total		\$11,508

F. Construction

None

G. Other

\$7,411

- **Travel/Mileage Reimbursement**
 - Travel is identified as transportation outside of the staff member's local area that is required to deliver the services identified in the grant. Currently, SNAP staff are located in Clarksburg, Charleston, and Princeton. Their travel primarily includes onsite application assistance provided at various locations around the state. Other travel or rental expenditures would include supervisory visits, training sessions, and other direct client-related SNAP assistance. For trips covering more than 200 miles round trip, Catholic Charities' travel policy requires usage of a rental vehicle in lieu of reimbursing mileage for use of a personal vehicle.
 - Mileage reimbursement rate = \$9,912
(\$0.625 per mile X 15,859.2 miles = \$9,912 for three full-time staff)
 - Vehicle rental (contract rate with Enterprise) = \$37.99 per day (55 days) = \$2,089
 - Total Travel/Mileage Reimbursement = \$12,001
\$12,001 x 50% = \$6,001

- **Lodging and meal reimbursement**
 - Lodging and meal reimbursements are provided to the program director and (2) full-time program staff and are utilized during quarterly training/supervisory visits. There will be a total of 4 visits in the northern region and 4 visits in the southern region. One of those training/supervisory visits in each region will require an overnight stay by the program director to allow for an extended training session.
 - (4 quarterly - Northern region visit) x (2 employees) x (\$26 per day) = \$208

CCWVA SNAP OUTREACH BUDGET NARRATIVE

- (1 overnight stay – Northern region) X (1 employee) X (\$117 per night) = \$117
- (4 quarterly - Southern region visit) x (2 employees) x (\$26 per day) = \$208
- (1 overnight stay – Southern region) X (1 employee) X (\$117 per night) = \$117
- Total \$650
- **\$650 X 50% = \$325**
- Workshops and Trainings
 - Workshops and trainings line item includes budgeted amount for staff to conduct SNAP-related trainings and workshops.
 - 2 workshops at \$125 each = \$250
\$250 x 50% = \$125
- Building Space/Costs
 - CCWVa building space/costs have been calculated according the Building Space Cost Calculation provided by FNS which uses total building square footage and breaks out space occupied by SNAP staff only,
\$1,200 x 50% = \$600

Bldg Space Cost Calculation (Private Rented)		
Building Address:none		
(a)	Total square feet occupied	525
(b)	Total staff	3
(c)	SNAP outreach staff	3
(d) = (c) / (b)	SNAP outreach staff percentage	100.0%
(e) = (d) x (a)	Square footage used by SNAP outreach staff	525
(f)	Avg % of time each SNAP staff member devotes to SNAP	100.0%
(g) = (e) x (f)	Chargeable SNAP square feet	525
(h) = (g) / (a)	% of square feet chargeable to SNAP	100.0%
(i)	Total Annual Cost	\$1,200
(j) = (i) x (h)	SNAP Cost	\$1,200

- Liability Insurance
 - Liability Insurance is the portion of CCWVa insurance chargeable to SNAP program.
\$20 x 50% = \$10
- Office Equipment – amount budgeted for any computers, printers, scanners, required software packages or licenses and/or any other office equipment needed to conduct outreach

CCWVA SNAP OUTREACH BUDGET NARRATIVE

events/trainings, application assistance or screenings. Anticipated expenses for the fiscal year include:

- o Credenza w/lock for securing files – SNAP Outreach Coordinator = \$600

\$600 x 50% = \$300

- Miscellaneous – amount budgeted for any unexpected expenses that do not fall within any of the other line items.

\$100 x 50% = \$50

**Calculations are based on historical information.*

H. Indirect Costs

The budgeted amount of \$6,219 is 10% of the personnel costs of \$62,193. These funds will be used to cover Indirect Costs for CCWVa to oversee the day to day operations of the program. CCWVa's Indirect Costs are to cover the following expenses: Chief Executive Officer expenses incurred as part of the grant agreement, Chief Finance Officer and Bookkeeper, Administrative Assistants, supplies, legal fees, etc. CCWVa is a direct recipient of Federal Grants and has an approved "Indirect Cost Negotiation Agreement" with the Department of Homeland Security. The agency has elected to use budget rate and amount in lieu of approved rate of 22.7707% of direct wages.

GRANTEE SUPPLIED FUNDS – MATCHING

Catholic Charities West Virginia

Other Grants/Foundations - \$5,000

Sub-grantee of Catholic Charities USA/Walmart Foundation grant - \$43,000

Individual donations from Annual Appeal - \$42,145

Goodwill Industries of Kanawha Valley, Inc.

Retail and building maintenance contract revenue – \$23,886

United Way of Central West Virginia

Individual donations from Neighborhood Invest Program appeal - \$11,508

For DHHR Use Only:
Grant Number _____

West Virginia Department of Health and Human Resources
Subrecipient (Grantee) Information Form – DHHR Finance A-1000
Please see the Instructions for Completion of the Subrecipient (Grantee) Information Form

1. Subrecipient (Grantee) Legal Name		2. Subrecipient (Grantee) DBA Name	
Catholic Charities West Virginia, Inc.		Catholic Charities West Virginia, Inc.	

3. Subrecipient (Grantee) 9-Digit DUNS Number
030070239

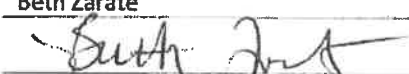
4. Subrecipient (Grantee) Physical Location			
Street 1:	2000 Main Street	State:	West Virginia
Street 2:	Suite 214	Zip +4:	26003-3315
City:	Wheeling	County:	Ohio

5. Subrecipient (Grantee) Type: (Please check one box only)	
<input type="checkbox"/> A - State Government <input type="checkbox"/> B - County Government <input type="checkbox"/> C - City or Township Government <input type="checkbox"/> D - Special District Government <input type="checkbox"/> E - Regional Organization <input type="checkbox"/> F - U.S. Territory or Possession <input type="checkbox"/> G - Independent School District <input type="checkbox"/> H - Public/State Controlled Institution of Higher Learning <input type="checkbox"/> I - Indian/Native American Tribal Government (Federally Recognized) <input type="checkbox"/> J - Indian/Native American Tribal Government (Other than Federally Recognized) <input type="checkbox"/> K - Indian/Native American Tribally Designated Organization <input type="checkbox"/> L - Public/Indian Housing Authority	<input checked="" type="checkbox"/> M - Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) <input type="checkbox"/> N - Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) <input type="checkbox"/> O - Private Institution of Higher Education <input type="checkbox"/> P - Individual <input type="checkbox"/> Q - For-Profit Business (Other than Small Business) <input type="checkbox"/> R - Small Business <input type="checkbox"/> S - Hispanic-serving Institution <input type="checkbox"/> T - Historically Black Colleges and Universities (HBCUs) <input type="checkbox"/> U - Tribally Controlled Colleges and Universities (TCCUs) <input type="checkbox"/> V - Alaska Native and Native Hawaiian Serving Institutions <input type="checkbox"/> W - Non-domestic (non-US) entity <input type="checkbox"/> X - Other (Please explain) _____

6. Subrecipient (Grantee) Primary Place of Performance			
City:	Wheeling	Zip +4:	26003-3315
State:	West Virginia	County:	Ohio

7. Subrecipient (Grantee) Highly Compensated Officers (If applicable)		
Officer Name	Title	Total Compensation

NOTE: This form must be signed by an individual no lower than the Executive Director or Chief Financial Officer.

Printed Name Beth Zarate Title President & CEO
 Signature  Date 6-20-20 Phone # 304-905-9871

For DHHR Use Only:
Grant Number _____

West Virginia Department of Health and Human Resources
Subrecipient (Grantee) Information Form – DHHR Finance A-1000
 Please see the Instructions for Completion of the Subrecipient (Grantee) Information Form

1. Subrecipient (Grantee) Legal Name		2. Subrecipient (Grantee) DBA Name	
Goodwill Industries of Kanawha Valley, Inc.			

3. Subrecipient (Grantee) 9-Digit EUNS Number
05-984-3821


4. Subrecipient (Grantee) Physical Location			
Street 1:	215 Virginia Street, West	State:	West Virginia
Street 2:		Zip +4:	25302-9998
City:	Charleston	County:	Kanawha

5. Subrecipient (Grantee) Type (Please check one box only)	
<input type="checkbox"/> A - State Government <input type="checkbox"/> B - County Government <input type="checkbox"/> C - City or Township Government <input type="checkbox"/> D - Special District Government <input type="checkbox"/> E - Regional Organization <input type="checkbox"/> F - U.S. Territory or Possession <input type="checkbox"/> G - Independent School District <input type="checkbox"/> H - Public/State Controlled Institution of Higher Learning <input type="checkbox"/> I - Indian/Native American Tribal Government (Federally Recognized) <input type="checkbox"/> J - Indian/Native American Tribal Government (Other than Federally Recognized) <input type="checkbox"/> K - Indian/Native American Tribally Designated Organization <input type="checkbox"/> L - Public/Indian Housing Authority	<input checked="" type="checkbox"/> M - Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) <input type="checkbox"/> N - Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) <input type="checkbox"/> O - Private Institution of Higher Education <input type="checkbox"/> P - Individual <input type="checkbox"/> Q - For-Profit Business (Other than Small Business) <input type="checkbox"/> R - Small Business <input type="checkbox"/> S - Hispanic-serving Institution <input type="checkbox"/> T - Historically Black Colleges and Universities (HBCUs) <input type="checkbox"/> U - Tribally Controlled Colleges and Universities (TCCUs) <input type="checkbox"/> V - Alaska Native and Native Hawaiian Serving Institutions <input type="checkbox"/> W - Non-domestic (non-US) entity <input type="checkbox"/> X - Other (Please explain) _____

6. Subrecipient (Grantee) Primary Place of Performance			
City:	Charleston	Zip +4:	25302-9998
State:	West Virginia	County:	Kanawha

7. Subrecipient (Grantee) Highly Compensated Officers (if applicable)		
Officer Name	Title	Total Compensation

NOTE: This form must be signed by an individual no lower than the Executive Director or Chief Financial Officer.

Printed Name Dan Owen Title Chief Executive Officer
 Signature  Date 23 June 2022 Phone # 304-346-0811

For DHHR Use Only:
Grant Number _____

West Virginia Department of Health and Human Resources
Subrecipient (Grantee) Information Form – DHHR Finance A-1000
 Please see the instructions for Completion of the Subrecipient (Grantee) Information Form

1. Subrecipient (Grantee) Legal Name	2. Subrecipient (Grantee) DBA Name
UNITED WAY OF CENTRAL WEST VIRGINIA	

3. Subrecipient (Grantee) Digit DUNS Number
793081563

4. Subrecipient (Grantee) Physical Location			
Street 1:	1 UNITED WAY SQ	State:	WV
Street 2:		Zip +4:	25301-1000
City:	CHARLESTON	County:	KANAWHA

5. Subrecipient (Grantee) Type (Please check the box only)	
<input type="checkbox"/> A - State Government <input type="checkbox"/> B - County Government <input type="checkbox"/> C - City or Township Government <input type="checkbox"/> D - Special District Government <input type="checkbox"/> E - Regional Organization <input type="checkbox"/> F - U.S. Territory or Possession <input type="checkbox"/> G - Independent School District <input type="checkbox"/> H - Public/State Controlled Institution of Higher Learning <input type="checkbox"/> I - Indian/Native American Tribal Government (Federally Recognized) <input type="checkbox"/> J - Indian/Native American Tribal Government (Other than Federally Recognized) <input type="checkbox"/> K - Indian/Native American Tribally Designated Organization <input type="checkbox"/> L - Public/Indian Housing Authority	<input checked="" type="checkbox"/> M - Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) <input type="checkbox"/> N - Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) <input type="checkbox"/> O - Private Institution of Higher Education <input type="checkbox"/> P - Individual <input type="checkbox"/> Q - For-Profit Business (Other than Small Business) <input type="checkbox"/> R - Small Business <input type="checkbox"/> S - Hispanic-serving Institution <input type="checkbox"/> T - Historically Black Colleges and Universities (HBCUs) <input type="checkbox"/> U - Tribally Controlled Colleges and Universities (TCCUs) <input type="checkbox"/> V - Alaska Native and Native Hawaiian Serving Institutions <input type="checkbox"/> W - Non-domestic (non-US) entity <input type="checkbox"/> X - Other (Please explain) _____

6. Subrecipient (Grantee) Primary Place of Performance			
City:	CHARLESTON	Zip +4:	25301-1000
State:	WV	County:	KANAWHA

7. Subrecipient (Grantee) Highly Compensated Officers (If applicable)		
Officer Name	Title	Total Compensation
N/A		

NOTE: This form must be signed by an individual no lower than the Executive Director or Chief Financial Officer.

Printed Name Margaret Ann O'Neal Title President
 Signature *Margaret Ann O'Neal* Date 7/1/2021 Phone # 304-340-3503



CATHOLIC CHARITIES WEST VIRGINIA, INC.

ALERT! This entity is only available FOR OFFICIAL USE ONLY.

DUNS Unique Entity ID 030070239	SAM Unique Entity ID DTRBG44CLUY7	CAGE / NCAGE 48G87
Purpose of Registration Federal Assistance Awards Only	Registration Status Active	Expiration Date Mar 10, 2023
Physical Address 2000 Main ST STE 214 Wheeling, West Virginia 26003-3315 United States	Mailing Address 2000 Main ST STE 214 Wheeling, West Virginia 26003-3315 United States	

Business Information

Doing Business as CATHOLIC COMMUNITY SERVICES OF THE DIOCESE OF WHEELING-CHARL	Division Name (blank)	Division Number (blank)
Congressional District West Virginia 01	State / Country of Incorporation West Virginia / United States	URL (blank)
MPIN *****7151		

Registration Dates

Activation Date Mar 14, 2022	Submission Date Mar 10, 2022	Initial Registration Date Dec 9, 2005
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Entity Dates

Entity Start Date Jan 9, 1975	Fiscal Year End Close Date Jun 30
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Immediate Owner

CAGE (blank)	Legal Business Name (blank)
-----------------	--------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
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Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Not Selected

Proceedings Questions

Is your business or organization, as represented by the DUNS Number on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix X11?

No

Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Not Selected

Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty,

reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

Not Selected

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure
Corporate Entity (Tax Exempt)

Entity Type
Business or Organization

Organization Factors
(blank)

Profit Structure
Non-Profit Organization

Socio-Economic Types

Check the registrant's Reqs & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments
Yes

Debt Subject To Offset
No

EFT Indicator
0000

CAGE Code
48G87

Electronic Funds Transfer

Account Type
Financial Institution

Routing Number
Account Number

Lock Box Number

Automated Clearing House

Phone (U.S.)
Fax

Email

Phone (non-U.S.)

Remittance Address

Entity Information

EIN
*****1262

Type of Tax
Applicable Federal Tax

Taxpayer Name
Catholic Charities West Virginia Inc

Tax Year (Most Recent Tax Year)
2017

Name/Title of Individual Executing Consent
Cfo

TIN Consent Date
Mar 10, 2022

Address
2000 Main ST STE 214
Wheeling, West Virginia 26003

Points of Contact

Accounts Receivable POC

☒
DANIELLE DOERR, Mrs.
ddoerr@ccwva.org
3049059872

Electronic Business

☒ 2000 Main Street

DANIELLE DOERR, Mrs.
ddoerr@ccwva.org
3049059872

Wheeling, West Virginia 26003
United States

Government Business

✕
DANIELLE DOERR, Mrs.
ddoerr@ccwva.org
3049059872

2000 Main Street
Wheeling, West Virginia 26003
United States

Past Performance

✕
DANIELLE DOERR
ddoerr@ccwva.org
3049059872

2000
Wheeling, West Virginia 26003
United States

Beth Zarate, Mrs
bethzarate@ccwva.org
3049059860

2000 Main Street
Wheeling, West Virginia 26003
United States

Security Information

Company Security Level
(blank)

Highest Level Employee Security Level
(blank)

Service Classifications

NAICS Codes

Primary

NAICS Codes

NAICS Title

Size Metrics

IGT Size Metrics

Annual Revenue (from all IGTs)
(blank)

Worldwide

Annual Receipts (in accordance with 13 CFR 121)
(blank)

Number of Employees (in accordance with 13 CFR 121)
(blank)

Location

Annual Receipts (in accordance with 13 CFR 121)
(blank)

Number of Employees (in accordance with 13 CFR 121)
(blank)

Industry-Specific

Barrels Capacity
(blank)

Megawatt Hours
(blank)

Total Assets
(blank)

Electronic Data Interchange (EDI) Information

This entity did not enter the EDI information

Disaster Response

This entity does not appear in the disaster response registry.

State of West Virginia



Certificate

I, Betty Ireland, Secretary of State of the State of West Virginia, hereby certify that

Articles of Amendment to the Articles of Incorporation of
CATHOLIC COMMUNITY SERVICES OF THE DIOCESE OF WHEELING-CHARLESTON, INC.

Are filed in my office as required by the provisions of the West Virginia Code and are found to conform to law. Therefore, I issue this.

CERTIFICATE OF AMENDMENT TO THE ARTICLES OF INCORPORATION

changing the name of the corporation to

CATHOLIC CHARITIES WEST VIRGINIA, INC.



*Given under my hand and the
Great Seal of the State of
West Virginia on this day of
April 7, 2008*

Betty Ireland

Secretary of State