

# Outreach Plan Template

## 1. Cover Page/Contact Information/Signatures

Multiple year plans: Complete Section 1 each year.

### SNAP Annual Plan for Outreach

State: *West Virginia*

State Agency: *Department of Health and Human Resources*

Fiscal Year: *2024 (October 2023 – September 2024)*

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	304-546-4652	cgarner@ccwva.org
Mark Phillips	President & Chief Executive Officer	412-720-1604 (cell) 304-905-9860 (office)	mark@ccwva.org

### Certified By:

<Signature of Authorized Person>

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

*8/10/23*  
Date

### Certified By:

<Signature of Authorized Person>

*Yancy Buchner*  
State Food Stamp Agency Fiscal Reviewer

*8/3/2023*  
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 inflation as well as the end of many pandemic-era benefits, like emergency Supplemental Nutrition Assistance Program (SNAP) benefits. West Virginia's median household income is \$51,248.<sup>1</sup> This figure places West Virginia households \$18,469 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 lives in poverty,<sup>2</sup> including 8.7% of the state's veteran population.<sup>3</sup> 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.<sup>4</sup>

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 20.1% of people who identify as Hispanic and 28.3% of people who identify as Black experience poverty.<sup>5</sup> Additionally, 11.5% of older adults, age 65 and over, have incomes below federal poverty level. Furthermore, research conducted at West Virginia University (WVU) reveals 45% of students at WVU face "some level of food insecurity."<sup>6</sup> Marshall University reports that food insecurity is a struggle for students seeking higher education in Huntington as well.<sup>7</sup> Finally, West Virginia families with mixed-status, defined as "a family whose members include people with different citizenship or immigration statuses,"<sup>8</sup> may be at risk for financial and food insecurity as they may be reluctant to seek support for eligible family members.<sup>9</sup>

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, older adults, 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.

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<sup>1</sup> United States Census Bureau

<sup>2</sup> United States Census Bureau

<sup>3</sup> Housing Assistance Council's "Supporting Veterans in West Virginia"

<sup>4</sup> Home | Hunger Free WV

<sup>5</sup> United States Census Bureau

<sup>6</sup> WVU tackles ongoing student food insecurity with on-campus pantry | WVU News | thedaonline.com

<sup>7</sup> Home - Food Pantry (marshall.edu)

<sup>8</sup> [https://www.nilc.org/issues/health-care/aca\\_mixedstatusfams/](https://www.nilc.org/issues/health-care/aca_mixedstatusfams/)

<sup>9</sup> <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, older adults age 65 and older, 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 families 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

<b>Project Number</b>	<b>I. SNAP Outreach via Print Media, Direct Mail and Internet</b>			
<b>Goal</b>	<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>			
<b>Timeline</b>	<b>Start</b>	October 1, 2023	<b>End</b>	September 30, 2024
<b>Description of Activity</b>	<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"> <li>• <i>In print media (i.e. newspapers, agency newsletters)</i></li> <li>• <i>Online (i.e. social media, links to wvpath.wv.gov, on partner websites, Catholic Charities West Virginia website)</i></li> </ul> <p><i>B.) Printed promotional pieces (i.e. flyers, brochures, postcards)</i></p> <ul style="list-style-type: none"> <li>• <i>Via direct mail</i></li> <li>• <i>At direct service points within Catholic Charities West Virginia and partner agencies.</i></li> <li>• <i>At events (i.e. health fairs, community events, prisoner reentry, senior centers)</i></li> </ul> <p><i>C.) Talking points on wvpath.wv.gov, eligibility and enrollment process</i></p> <ul style="list-style-type: none"> <li>• <i>At in-person presentation</i></li> <li>• <i>At in-person community events</i></li> <li>• <i>At direct service in-take</i></li> </ul>			
<b>Contractor</b>	<i>In-house</i>			
<b>Role of the Contractor</b>	<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>			
<b>Partner 1</b>	<i>United Way of Central West Virginia</i>			
<b>Role of Partner 1</b>	<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>			
<b>Evaluation</b>	<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>			
<b>Partner 2</b>	<i>Goodwill Industries of Kanawha Valley, Inc.</i>			
<b>Role of Partner 2</b>	<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>			
<b>Evaluation</b>	<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>			

<b>Project Number</b>	<b>II. In-person application assistance</b>			
<b>Goal</b>	Grantee and partner agencies expect through our efforts to provide in-person application assistance to 600 SNAP eligible people in West Virginia.			
<b>Timeline</b>	<b>Start</b>	October 1, 2023	<b>End</b>	September 30, 2024
<b>Description of Activity</b>	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.			
<b>Contractor</b>	In-house			
<b>Role of the Contractor</b>	<p>Grantee will provide in-person application assistance via wvpath.wv.gov at outreach offices, mobile food distributions, public health fairs, VITA sites and other places where target populations gather.</p> <p>In addition, as lead agency, grantee will:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Disseminate partner reporting amongst the partners and conduct quarterly meetings.</li> </ul>			
<b>Partner 1</b>	Goodwill Industries of Kanawha Valley, Inc.			
<b>Role of Partner 1</b>	Provide in-person eligibility pre-screenings and application assistance on-site.			
<b>Evaluation</b>	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.			

<b>Project Number</b>	<b>III. Telephonic pre-screening and application assistance appointment scheduling</b>			
<b>Goal</b>	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.			
<b>Timeline</b>	<b>Start</b>	October 1, 2023	<b>End</b>	September 30, 2024
<b>Description of Activity</b>	<p>Grantee and partners will work together utilizing toll-free call centers where trained staff will provide callers with:</p> <ul style="list-style-type: none"> <li>• Information to clarify SNAP eligibility criteria and benefits</li> <li>• Eligibility pre-screenings</li> </ul>			

	<ul style="list-style-type: none"> <li>• 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</li> <li>• A follow-up appointment to eligible individuals with an in-person assistor at a grantee or project partner established site or coming event</li> </ul>
<b>Contractor</b>	<i>In-house</i>
<b>Role of the Contractor</b>	<p>Grantee will provide partners administering the toll-free numbers with:</p> <ul style="list-style-type: none"> <li>• Program development assistance and promotion of the toll-free numbers</li> <li>• Coordination of trainings in partnership with Department of Health and Human Resources for partners' staff and volunteers who provide telephonic pre-screening assistance.</li> <li>• A calendar and schedule of grantee and partner site hours and coming SNAP outreach events where in-person assistors will be available.</li> <li>• Partner reporting and a quarterly meeting</li> </ul>
<b>Partner 1</b>	<i>United Way of Central West Virginia</i>
<b>Role of Partner 1</b>	<p>Provide the toll-free number and trained staff and volunteers to:</p> <ul style="list-style-type: none"> <li>• Answer calls or return them within 48 hours</li> <li>• Offer information that clarifies SNAP eligibility criteria and benefits</li> <li>• Conduct the telephonic eligibility pre-screenings</li> <li>• Schedule appointments for eligible individuals with an in-person assistor or encourage them to apply online at <a href="http://wvpath.wv.gov">wvpath.wv.gov</a>.</li> </ul>
<b>Evaluation</b>	<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.

### Budget Cost Calculation

#### Project 1

Expenses	Non-Federal Funds				(e) Federal Funds	(f=d+e) Total Funds
	(a) Public Cash	(b) Public In-kind	(c) Private Cash	(d=a+b+c) Total		
(g) Personnel (Salary and Benefits)			\$44,027	\$44,027	\$44,027	\$88,054

#### Project 2

Expenses	Non-Federal Funds				(e) Federal Funds	(f=d+e) Total Funds
	(a) Public Cash	(b) Public In-kind	(c) Private Cash	(d=a+b+c) Total		
(g) Personnel (Salary and Benefits)			\$34,233	\$34,233	\$34,233	\$68,466

#### Project 3

Expenses	Non-Federal Funds				(e) Federal Funds	(f=d+e) Total Funds
	(a) Public Cash	(b) Public In-kind	(c) Private Cash	(d=a+b+c) Total		
(g) Personnel (Salary and Benefits)			\$31,811	\$31,811	\$31,811	\$63,622



## 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.)

### Budget Cost Calculation

Project 1

Expenses	Non-Federal Funds				(e) Federal Funds	(f=d+e) Total Funds
	(a) Public Cash	(b) Public In-kind	(c) Private Cash	(d=a+b+c) Total		
(g) Personnel (Salary and Benefits)			\$44,027	\$44,027	\$44,027	\$88,054
Other Direct Costs						
(h) Copying/Printing/Materials			\$40	\$40	\$40	\$80
(i) Internet/Telephone			\$350	\$350	\$350	\$700
(j) Equipment and Other Capital Expenditures			\$0	\$0	\$0	\$0
(k) Supplies and Non Capital Expenditures			\$247	\$247	\$247	\$494
(l) Building/Space			\$275	\$275	\$275	\$550
(m) Other			\$1,054	\$1,054	\$1,054	\$2,108
(n=h+i+j+k+l+m) Subtotal Other Direct Costs			\$1,966	\$1,966	\$1,966	\$3,932
Travel						
(n) Long Distance			\$2,260	\$2,260	\$2,260	\$4,520
(o) Local			\$1,012	\$1,012	\$1,012	\$2,024
(p=n+o) Subtotal Travel			\$3,272	\$3,272	\$3,272	\$6,544
(q) Contractual			\$50	\$50	\$50	\$100
(r=g+n+p+q) Total Personnel, Direct Costs, Travel, and Contractual			\$49,315	\$49,315	\$49,315	\$98,630
(s = Indirect cost rate X r) Indirect Costs			\$3,007	\$3,007	\$3,007	\$6,013
(t=r+s) TOTAL			\$52,322	\$52,322	\$52,322	\$104,644

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.

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 liability insurance incurred as well as office equipment and miscellaneous expenses. Estimates were based on historical budget data.

Travel is based on the estimated travel for site visits and community event attendance. A portion of the travel for Project 1 is anticipated to be "long distance" and accounts for any lodging. 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. 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+e) Total Funds	
	(a) Public Cash	(b) Public In-kind	(c) Private Cash			(d=a+b+c) Total
(g) Personnel (Salary and Benefits)			\$34,233	\$34,233	\$34,233	\$68,466
Other Direct Costs						
(h) Copying/Printing/Materials			\$5	\$5	\$5	\$10
(i) Internet/Telephone			\$0	\$0	\$0	\$0
(j) Equipment and Other Capital Expenditures			\$0	\$0	\$0	\$0
(k) Supplies and Non Capital Expenditures			\$192	\$192	\$192	\$384
(l) Building/Space			\$275	\$275	\$275	\$550
(m) Other			\$150	\$150	\$150	\$300
(n=h+i+j+k+l+m) Subtotal Other Direct Costs			\$622	\$622	\$622	\$1,244
Travel						
(n) Long Distance			\$0	\$0	\$0	\$0
(o) Local			\$1,011	\$1,011	\$1,011	\$2,022
(p=n+o) Subtotal Travel			\$1,011	\$1,011	\$1,011	\$2,022
(q) Contractual			\$10	\$10	\$10	\$20
(r=g+n+p+q) Total Personnel, Direct Costs, Travel, and Contractual			\$35,876	\$35,876	\$35,876	\$71,752
(s = Indirect cost rate X r) Indirect Costs			\$1,289	\$1,289	\$1,289	\$2,578
(t=r+s) TOTAL			\$37,165	\$37,165	\$37,165	\$74,330

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.

Supplies and Non-Capital Expenditures are based on historical budget data for office supplies.

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 liability insurance incurred as well as office equipment and miscellaneous expenses. Estimates were based on historical budget data.

Travel is based on the estimated in-state travel for 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. These funds will be used to cover indirect costs for CCWVa to oversee the day to day operations of the program.

**Budget Cost Calculation**

Project 3

Expenses	Non-Federal Funds				(e) Federal Funds	(f=d+e) Total Funds
	(a) Public Cash	(b) Public In-kind	(c) Private Cash	(d=a+b+c) Total		
(g) Personnel (Salary and Benefits)			\$31,811	\$31,811	\$31,811	\$63,622
<b>Other Direct Costs</b>						
(h) Copying/Printing/Materials			\$5	\$5	\$5	\$10
(i) Internet/Telephone			\$1,650	\$1,650	\$1,650	\$3,300
(j) Equipment and Other Capital Expenditures			\$0	\$0	\$0	\$0
(k) Supplies and Non Capital Expenditures			\$41	\$41	\$41	\$82
(l) Building/Space			\$275	\$275	\$275	\$550
(m) Other			\$150	\$150	\$150	\$300
(n=h+i+j+k+l+m) Subtotal Other Direct Costs			\$2,121	\$2,121	\$2,121	\$4,242
<b>Travel</b>						
(n) Long Distance			\$0	\$0	\$0	\$0
(o) Local			\$0	\$0	\$0	\$0
(p=n+o) Subtotal Travel			\$0	\$0	\$0	\$0
(q) Contractual			\$10	\$10	\$10	\$20
(r=g+n+p+q) Total Personnel, Direct Costs, Travel, and Contractual			\$33,942	\$33,942	\$33,942	\$67,884
(s = indirect cost rate X r) Indirect Costs			\$2,110	\$2,110	\$2,110	\$4,220
(t=r+s) TOTAL			\$36,052	\$36,052	\$36,052	\$72,104

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.

Supplies and Non-Capital Expenditures are based on historical budget data for office supplies.

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 liability insurance incurred as well as office equipment and miscellaneous expenses. Estimates were based on historical budget data.

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. 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

#### Budget Cost Calculation

Expenses	Non-Federal Funds				(e) Federal Funds	(f=d+e) Total Funds
	(a) Public Cash	(b) Public In-kind	(c) Private Cash	(d=a+b+c) Total		
(g) Personnel (Salary and Benefits)			\$110,071	\$110,071	\$110,071	\$220,142
Other Direct Costs						
(h) Copying/Printing/Materials			\$50	\$50	\$50	\$100
(i) Internet/Telephone			\$2,000	\$2,000	\$2,000	\$4,000
(j) Equipment and Other Capital Expenditures			\$0	\$0	\$0	\$0
(k) Supplies and Non Capital Expenditures			\$480	\$480	\$480	\$960
(l) Building/Space			\$825	\$825	\$825	\$1,650
(m) Other			\$1,354	\$1,354	\$1,354	\$2,708
(n=h+i+j+k+l+m) Subtotal Other Direct Costs			\$4,709	\$4,709	\$4,709	\$9,418
Travel						
(n) Long Distance			\$2,260	\$2,260	\$2,260	\$4,520
(o) Local			\$2,023	\$2,023	\$2,023	\$4,046
(p=n+o) Subtotal Travel			\$4,283	\$4,283	\$4,283	\$8,566
(q) Contractual			\$70	\$70	\$70	\$140
(r=g+n+p+q) Total Personnel, Direct Costs, Travel, and Contractual			\$118,133	\$118,133	\$118,133	\$236,266
(s = indirect cost rate X r) Indirect Costs			\$6,406	\$6,406	\$6,406	\$12,812
(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

**REFERENCE**

**Grantee Name:** *Doddridge County Family Resource Network Inc*  
**Grantee Remittance Address:** *63 Lincoln Ave*  
*West Union WV 26456*  
**Grant ID Number:** *G240187*  
**Grant Award Number:** *GRNT2300001450*

<b>Invoice Period:</b>	<i>July 2023</i>	<b>Grantee WV Vendor #</b>
		<i>000000209724</i>
<b>Invoice Amount:</b>	<b><i>\$2,564.00</i></b>	

**DHHR PAYMENT AND VENDOR MAINTENANCE USE ONLY**

BFY	Fund	Sub-Fund	Dept	Unit	Appr	Obj	Sub-Object	Function	Payment Amount
2024	5362	0000	0511	2569	09900	3285	3885	0	982.00
2024	5362	0000	0511	2647	09900	3256	4231	0	600.00
2024	5362	0000	0511	2569	09900	3256	4231	0	982.00
0	0	0000	0511	0	0	0	0	0	0.00
0	0	0000	0511	0	0	0	0	0	0.00
0	0	0000	0511	0	0	0	0	0	0.00
0	0	0000	0511	0	0	0	0	0	0.00
0	0	0000	0511	0	0	0	0	0	0.00
0	0	0000	0511	0	0	0	0	0	0.00
0	0	0000	0511	0	0	0	0	0	0.00
0	0	0000	0511	0	0	0	0	0	0.00
0	0	0000	0511	0	0	0	0	0	0.00
<b>Total Payment</b>									<b>2,564.00</b>

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 2024

Date Submitted:

A. GENERAL INFORMATION:

Agency Legal Name: Catholic Charities West Virginia, Inc.

FEIN: 55-0391262

Program Name: SNAP Outreach

DUNS: 030070239

Mailing Address (where to mail official documents):

Telephone: (304) 905-9860

2000 Main Street, Wheeling, WV 26003

Fax Number: (304) 905-9861

Contact Person: Latrisha Whitelatch

Physical Address:

E-Mail Address: lwhitelatch@ccwva.org

Same as Above

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



7/10/23

Grantee Signature

Date

FOR BCF USE ONLY

x Mark Phillips

President & Chief Executive Officer

Print Name

Title

Grants Signature

Date Approved



*Catholic Charities West Virginia*  
**JOB DESCRIPTION**

**JOB TITLE: SNAP Outreach Coordinator**

<b>OFFICE:</b>	Western Regional Office, Charleston
<b>DEPARTMENT:</b>	Catholic Charities West Virginia
<b>SUPERVISOR'S TITLE:</b>	Regional Director Supervisor
<b>CLASSIFICATION:</b>	Level 07
<b>STATUS:</b>	Exempt

**I. SUMMARY:**

At Catholic Charities West Virginia (CCWVa), we have a culture deeply rooted in Catholic social teaching and respect all Catholic beliefs and practices.

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**

<b>OFFICE:</b>	<i>Southern Region</i>
<b>DEPARTMENT:</b>	<i>Catholic Charities West Virginia</i>
<b>SUPERVISOR'S TITLE:</b>	<i>SNAP Outreach Coordinator</i>
<b>CLASSIFICATION:</b>	<i>Level 02</i>
<b>STATUS:</b>	<i>Non-Exempt</i>

**I. SUMMARY:**

At Catholic Charities West Virginia (CCWVa), we have a culture deeply rooted in Catholic social teaching and respect all Catholic beliefs and practices.

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**

<b>OFFICE:</b>	<i>Catholic Charities West Virginia</i>
<b>DEPARTMENT:</b>	<i>Catholic Charities West Virginia</i>
<b>SUPERVISOR'S TITLE:</b>	<i>Chief Operating Officer</i>
<b>CLASSIFICATION:</b>	<i>Level 06</i>
<b>STATUS:</b>	<i>Non-Exempt</i>

**I. SUMMARY:**

At Catholic Charities West Virginia (CCWVa), we have a culture deeply rooted in Catholic social teaching and respect all Catholic beliefs and practices.

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: Case Manager, Romney**

<b>OFFICE:</b>	<i>Eastern Region. Romney Office</i>
<b>DEPARTMENT:</b>	<i>Catholic Charities West Virginia</i>
<b>SUPERVISOR'S TITLE:</b>	<i>Eastern Region Director</i>
<b>CLASSIFICATION:</b>	<i>Level 5</i>
<b>STATUS:</b>	<i>Non Exempt</i>

**I. SUMMARY:**

At Catholic Charities West Virginia (CCWVa), we have a culture deeply rooted in Catholic social teaching and respect all Catholic beliefs and practices.

The Case Manager is responsible for the coordination of program services at the Eastern Region's Romney office, which serves Grant, Hampshire, Hardy and Mineral counties. This includes programs which have the goal of helping families and individuals become more self-reliant and improve their overall circumstances.

Primary responsibilities of the Case Manager include working directly with individuals or families to assess their needs and develop and implement a comprehensive service plan based on those needs. Work also includes developing partnerships and recruiting volunteers to address client and community needs. The Case Manager is responsible for documenting all activities in this process and maintaining records according to guidelines/models provided.

Regular office hours are Monday-Thursday 8:30 am -4:30pm. However, the Case Manager must be flexible to work some evenings and weekends as needed to ensure maximum access for clients to services. This position will report to the Eastern Region Director based in Martinsburg.

The Case Manager will also carry out various program functions at the request of the Regional Director as needed.

The Case Manager must be able to work with persons of varied social, economic, and ethnic backgrounds.



## II. ESSENTIAL DUTIES:

- Conduct face-to-face interviews with clients to assess needs and eligibility for services.
- Oversee the client financial assistance programs;
- Assist clients by exploring all available options, identifying the client's own resources and available community and governmental resources, making appropriate referrals, and assisting in linking client with available resources; serving as facilitator and advocate when necessary;
- Document all work according to CCWVa protocol;
- Develop and maintain ongoing working relationships with agency partners, community social service agencies, faith-based organizations, schools, and coalitions to meet the larger needs of the community;
- Coordinate and manage special projects;
- Participate in organization, community, and social service/interagency meetings, including, but not limited to advisory council, vicariate and disaster meetings;
- Help promote the organization and its services through speaking engagements, news articles, etc.
- Participate in resource development and fundraisers;
- Recruit, train and oversee volunteers;
- Provide reports as required and/or requested;
- Perform other duties as needed, including providing office coverage and/or carrying out functions of regional programs, as directed by the Eastern Region Director;
- Represent the mission and work of Catholic Charities West Virginia, the Eastern Region, and its programs to the community.

## III. SUPERVISORY RESPONSIBILITIES:

- Supervise outreach worker, Title V Worker and volunteers

## IV. 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.

- Minimum of a Bachelor Degree in Social Work or related field;
- Experience working with at-risk and vulnerable populations;
- Excellent computer skills with the ability to track and analyze data;
- Excellent communication and interpersonal skills;
- Willingness to adapt to change in schedule, including evenings and weekends, if necessary;
- Knowledge of: federal, state and community resources; case management practices; populations served and their culture and needs;
- Ability to work collaboratively in a team environment;
- Must have transportation to travel as needed.

Ability to:

- Assess client and community needs and develop effective responses;
- Organize, prioritize and utilize effective time management techniques;
- Work independently;
- Respect confidentiality at all times;

- Respect clients' beliefs and choices;
- Provide coaching and positive reinforcement for individuals from a broad range of socio-economic, cultural and ethnic backgrounds;
- Excellent communication and interpersonal skills. Ability to speak in public and represent the organization with a variety of audiences and community sector;
- Navigate federal, state, and community resources;
- Work in a faith-based setting and be sensitive to Catholic social teachings;
- Conduct off-site interviews and attend meetings as needed.

#### V. 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 50 pounds;
- The employee must possess vision ability to read, write, and operate a motor vehicle.

#### VI. 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.

*Catholic Charities West Virginia*

**JOB DESCRIPTION**

**JOB TITLE:** Chief Program Officer

<b>OFFICE:</b>	Catholic Charities
<b>DEPARTMENT:</b>	Catholic Charities West Virginia
<b>SUPERVISOR'S TITLE:</b>	Chief Executive Officer
<b>CLASSIFICATION:</b>	Level 05
<b>STATUS:</b>	Exempt

I. SUMMARY:

At Catholic Charities West Virginia (CCWVa), we have a culture deeply rooted in Catholic social teaching and respect all Catholic beliefs and practices.

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 to 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, skill 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 judgement 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/CEO

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

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

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



## 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 †  
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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.

 _____ Signature	<b>AUTHORIZED TO SIGN:</b> (PLEASE MARK ALL THAT APPLY)
<u>Mark Phillips</u> Printed Name	Contracts: <u>X</u>
<u>President &amp; Chief Executive Officer</u> Title	Invoices: <u>X</u>
<u>mark@ccwva.org</u> e-mail address	Checks: <u>X</u>
	Budgets: <u>X</u>
	Expenditure Reports: <u>X</u>
	Other - Specify: _____
 _____ Signature	<b>AUTHORIZED TO SIGN:</b> (PLEASE MARK ALL THAT APPLY)
<u>Danielle Doerr</u> Printed Name	Contracts: _____
<u>Chief Financial Officer</u> Title	Invoices: <u>X</u>
<u>ddoerr@ccwva.org</u> e-mail address	Checks: <u>X</u>
	Budgets: <u>X</u>
	Expenditure Reports: <u>X</u>
	Other - Specify: _____

SIGNATURE OF BOARD PRESIDENT: 

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, Inc.		
2. Preparer's Name and Title:			
3. Date of Preparation:		4. Period Covered:	Oct 1, 2023-Sept 30, 2024
Boxes 5- 8 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	\$ 59,687	100%	\$ 29,844
2.	CCWVa SNAP Outreach Specialist	\$ 33,030	100%	\$ 16,515
3.	CCWVa SNAP Outreach Specialist	\$ 33,424	100%	\$ 16,712
4.	CCWVa IT Support Specialist	\$ 44,023	1.98%	\$ 436
5.	CCWVa Romney Case Manager	\$ 34,905	1.20%	\$ 209
6.	CCWVa Chief Program Officer	\$ 68,302	1.00%	\$ 342
7.				\$ -
8.				
9.				
10.				
11.				
12.				
13.				
14.				
<b>PERSONNEL TOTAL</b>				<b>\$ 64,058</b>



**B. Fringe Benefits:**

Component	Base	Rate	Total Cost
1. FICA	\$ 64,058	7.65%	\$ 4,900
2. Life & Disability	\$ 64,058	0.30%	\$ 192
3. Workers Compensation	\$ 64,058	0.45%	\$ 288
4. Retirement	\$ 64,058	6%	\$ 3,843
5. Health Insurance	\$ 4,878	Carrier Rate/50%	\$ 2,439
6. Unemployment Insurance	\$ 13,688	3%	\$ 411
<b>FRINGE BENEFIT TOTAL</b>			<b>\$ 12,073</b>

**C. Equipment:**

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

**D. Supplies:**

Item	Number	Rate	Total Cost
1. CCWVa Office Supplies	250	50%	\$ 125
2.			
3.			
4.			
5.			
<b>SUPPLIES TOTAL</b>			<b>\$ 125</b>

**E. Contractual Costs:**

Name	Service	Rate	Total Cost
1. Service Contracts	\$ 140	50%	\$ 70
2. Printing	\$ 100	50%	\$ 50
3. Communications	\$ 4,000	50%	\$ 2,000
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.			\$ -
<b>CONTRACTUAL COSTS TOTAL</b>			<b>\$ 37,514</b>

**F. Construction:**

Item	Rate	Total Cost
1.		
2.		
3.		
<b>CONSTRUCTION TOTAL</b>		

**G. Other:**

Item	Rate	Total Cost
1. CCWVa Staff Travel	\$ 8,066	\$ 4,033
2. CCWVa Staff Lodging & Meals	\$ 100	\$ 50
3. CCWVa Workshops/Trainings	\$ -	\$ -
4. CCWVa Building Costs	\$ 1,650	\$ 825
5. CCWVa Liability Insurance	\$ 10	\$ 5
6. CCWVa Office Equipment	\$ 800	\$ 400
7. Miscellaneous	\$ 100	\$ 50
8.		
9.		\$ -
10.		\$ -
<b>OTHER TOTAL</b>		<b>\$ 5,363</b>

H. Indirect Costs:

Formula:

Base	Rate	Indirect Costs
1. Total Personnel \$64,058	10.000%	\$ 6,406
2.		
3.		
4.		
5.		
	INDIRECT COSTS TOTAL	\$ 6,406

## 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	\$ 64,058
B. Fringe Benefits	\$ 12,073
C. Equipment	\$ -
D. Supplies	\$ 125
E. Contractual Costs	\$ 37,514
F. Construction	\$ -
G. Other	\$ 5,363
<b>Total Direct Costs:</b>	<b>\$ 119,133</b>

H. Indirect Costs	\$ 6,406
<b>Total Indirect Costs:</b>	<b>\$ 6,406</b>

**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: \_\_\_\_\_

x/10/23

DHHR Approval Signature: \_\_\_\_\_

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

## CCWVA SNAP OUTREACH BUDGET NARRATIVE

### A. Personnel

See listing in Detailed Line Item Budget -- **\$64,058**

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 - **\$12,073**

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

Unemployment Insurance: Base was determined by multiplying FTE of the personnel by \$9,000 and then by 50% of the time on the grant, or  $\$9,000 \times 3.0418 \times 0.50$ .

### C. Equipment

None

### D. Supplies

**\$125**

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.  $\$250 \times 50\% = \$125$

**E. Contractual Costs**

**\$37,514**

- **Service Contracts:  $\$140 \times 50\% = \$70$** 
  - Contracts for cleaning SNAP office and photocopier rental
- **Printing Costs:  $\$100 \times 50\% = \$50$** 
  - 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 1,000 pieces for a total cost \$100.
- **Contract with communications provider(s):  $\$3,999.96 \times 50\% = \$1,999.98$  (~~\$2,000.00~~)**
  - Toll-free number =  $\$28.11$  per month  $\times 12$  months =  $\$337.32$
  - Cellular phones & 1 portable MiFi =  $\$181.10$  per month  $\times 12$  months =  $\$2,173.20$
  - Landlines – Charleston and Princeton =  $\$69.08$  per month  $\times 12$  months =  $\$828.96$
  - Internet devices – Charleston and Princeton =  $\$55.04$  per month  $\times 12$  months =  $\$660.48$

- **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	$\$9,651 \times 50\%$	= $\$4,825.50$
Supplies	$\$600 \times 50\%$	= $\$300.00$
Travel	$\$400 \times 50\%$	= $\$200.00$
<b>Total</b>		<b><math>\\$23,886.00</math></b>

- **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:
  - 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](http://WVPATH.org)

CCWVA SNAP OUTREACH BUDGET NARRATIVE

Personnel	\$15,752 x 50%	=\$7,876.00
Fringe Benefits	\$5,356 x 50%	=\$2,678.00
Supplies	\$110 x 50%	=\$55.00
Other	\$1,798 x 50%	=\$899.00
<b>Total</b>		<b>\$11,508.00</b>

**F. Construction**

None

**G. Other**

**\$5,363**

- **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. Their travel primarily includes onsite application assistance provided at various locations around the state. Other travel or rental expenditures would include supervisory visits 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 = \$3,646.00  
(\$0.655 per mile X 5566.4 miles)
  - Vehicle rental = \$4,420.00  
(approximately \$66.00 per day with Enterprise @ 67 days)
  - Total Travel/Mileage Reimbursement =  
**\$8,066 x 50% = \$4,033.00**
- **Lodging reimbursement**
  - Lodging provided in the event there is a need for a supervisory visit. \$100.00
  - \$100.00 x 50% = \$50.00**
- **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.

CCWVA SNAP OUTREACH BUDGET NARRATIVE

**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	\$1,650
(j) = (i) x (h)	<b>SNAP Cost</b>	<b>\$1,650</b>

**\$1,650 x 50% = \$825**

- Liability Insurance
  - Liability Insurance is the portion of CCWVa insurance chargeable to SNAP program.

**\$10 x 50% = \$5**

- Office Equipment – amount budgeted for any computers, printers, scanners, required software packages or licenses and/or any other office equipment needed to conduct outreach events/trainings, application assistance or screenings.

**\$800 x 50% = \$400**

- 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 \$6,406 is 10% of the personnel costs of \$64,058. 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 18.1571% of direct wages.

**GRANTEE SUPPLIED FUNDS – MATCHING**



CCWVA SNAP OUTREACH BUDGET NARRATIVE

Catholic Charities West Virginia

Other Grants/Foundations - \$13,268

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

Individual donations - \$33,877

Goodwill Industries of Kanawha Valley, Inc.

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

United Way of Central West Virginia

Individual donations from Neighborhood Investment 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) DIGIDUNS Number
030070239


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

7. Subrecipient (Grantee) Fully 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 Mark Phillips Title President & CEO  
 Signature  Date 7/10/23 Phone # 304-907-1130

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

<b>1. Subrecipient (Grantee) Legal Name</b>	<b>2. Subrecipient (Grantee) D/B/A Name</b>
Goodwill Industries of Kanawha Valley, Inc.	

<b>3. Subrecipient (Grantee) Federal EIN Number</b>
059843821


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

<b>5. Subrecipient (Grantee) Type (Please check all that apply)</b>	
<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) _____

<b>6. Subrecipient (Grantee) Address/ Place of Organization</b>			
<b>City:</b>	Charleston	<b>Zip +4:</b>	25302-9998
<b>State:</b>	West Virginia	<b>County:</b>	Kanawha

<b>7. Subrecipient (Grantee) Fully Compensated Officers (if applicable)</b>		
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 7/6/23 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) EIN Name
United Way of Central West Virginia	

3. Subrecipient (Grantee) Grant/Proposal Number
793081563

4. Subrecipient (Grantee) Physical Location			
<b>Street 1:</b>	1 United Way Square	<b>State:</b>	West Virginia
<b>Street 2:</b>		<b>Zip +4:</b>	25301-1000
<b>City:</b>	Charleston	<b>County:</b>	Kanawha

5. Subrecipient (Grantee) Type (Please check one 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			
<b>City:</b>	Charleston	<b>Zip +4:</b>	25301-1000
<b>State:</b>	West Virginia	<b>County:</b>	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 Margaret Ann O'Neil Title President

Signature  Date 7-6-2023 Phone # 304-340-3503

CATHOLIC CHARITIES WEST VIRGINIA, INC. Active Registration

Unique Entity ID  
DTRBG44CLUY7

Your registration was activated on 2023-01-26. It expires on 2024-01-24, which is one year after you submitted it for processing. To update or renew your registration, begin from your Entities Workspace.

## More About the Entity Status Tracker

[Getting Started with Registration](#)

[Entity Status Guide](#)

[Legend](#)

[What if my entity fails TIN validation?](#)

[What if my entity fails CAGE validation?](#)

[More Help](#)



Validate Entity  
Not Complete



Get Unique Entity ID  
Completed



Core Data  
Completed



Assertions  
Completed



Reps & Certs  
Completed



POCs  
Completed



Submit  
Completed



Processing  
Completed



Active  
Completed

## Danielle Doerr

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**From:** donotreply@sam.gov  
**Sent:** Thursday, January 26, 2023 8:47 AM  
**To:** Danielle Doerr  
**Cc:** Danielle Doerr  
**Subject:** Registration Activated for CATHOLIC CHARITIES WEST VIRGINIA, INC. / DTRBG44CLUY7 / 48G87 in the U.S. Government's System for Award Management (SAM).

This email was sent by an automated administrator. Please do not reply to this message.

Dear Danielle Doerr, Danielle Doerr,

The registration for CATHOLIC CHARITIES WEST VIRGINIA, INC. / DTRBG44CLUY7 / 48G87 is now active in the U.S. federal government's System for Award Management (SAM). If you did not provide a Commercial and Government Entity (CAGE) Code during the registration process, one has been assigned to you by the Defense Logistics Agency (DLA) CAGE Program.

To remain eligible to do business with the federal government, you must renew your entity's registration in SAM every year. The annual renewal date for the registration is 2024-01-24 10:52:41.313.

You may invite additional users to manage or review your entity registration by following these steps:

1. Go to <https://www.sam.gov> and log in.
2. On the Workspace page, scroll down to the User Directory.
3. Enter the email address of the user you want to invite and select Enter or select the email address from the list.
4. On the next page, select the Assign Role button in the top right corner of the page.
5. On the Assign Role page, follow the instructions provided and then select Send Invitation at the bottom of the page.
6. The user will be notified.

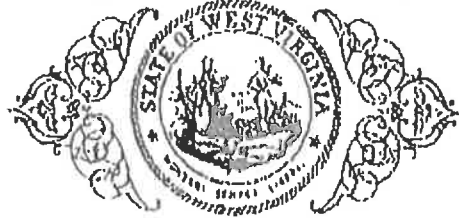
All invitees will receive an email message from SAM with instructions on how to complete the process.

Remember, this process is entirely FREE to you. It is FREE to register and maintain your registration in SAM. It is FREE to get help with your registration. Contact our supporting Federal Service Desk at [www.fsd.gov](http://www.fsd.gov), or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally).

In addition, if you are located in the U.S. and its outlying areas, you can get FREE support from your local Procurement Technical Assistance Center (PTAC), an official resource for government contracting assistance. Go to <http://www.aptac-us.org/> to find your closest PTAC.

Thank you,  
The System for Award Management (SAM) Administrator <https://www.sam.gov>

# 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*