



United States Department of Agriculture

Food and
Nutrition Service

September 30, 2024

Mid-Atlantic
Regional Office
(MARO)

300 Corporate Blvd
Robbinsville, NJ
08691-1598

Janie M. Cole
Commissioner
West Virginia Department of Human Services
Bureau for Family Assistance
350 Capitol Street
Charleston, West Virginia 25301

Dear Commissioner Cole:

We are pleased to inform you that West Virginia's Supplemental Nutrition Assistance Program (SNAP) Outreach Plan for fiscal year (FY) 2025 is approved. The approved budget amounts are as follows:

Outreach Budget:

50% Federal Share: \$125,539.00

50% State Share: \$125,539.00

Total Outreach Plan Costs: \$251,078 .00

Thank you for your continued commitment to the Supplemental Nutrition Assistance Program. If you have any additional questions or concerns, please contact Linah Njoroge at Linah.Njoroge@usda.gov or 609-259-5073 or Joseph Rush at Joseph.Rush@usda.gov or 609-259-5076.

Sincerely,

DAVID GAGLIARDI
Director
Supplemental Nutrition Assistance Program
Mid-Atlantic Region

e-cc:

Marsha Stower

Jacquelyn P. Hoppe

Ashley Puffenbarger

Kent R Nowviskie

Bill Jenkins

Carmen Hui

Joseph Rush

Yvonne Fritz

Carmen Falcones-Espinoza

Amanda Gomes

Shawn Lyons

USDA is an equal opportunity provider, employer, and lender.

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 Human Services*

Fiscal Year: *2025 (October 2024 – September 2025)*

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) 304-907-1130 (office)	mark@ccwva.org

Certified By:

<Signature of Authorized Person>

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

8/15/24
Date

Certified By:

<Signature of Authorized Person>

Yara L. Buckner
State Food Stamp Agency Fiscal Reviewer

8/15/2024
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 \$54,329.¹ This figure places West Virginia households nearly \$20,000 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,² including 7.4% of the state's veteran population.³ An additional 31% of West Virginia's total population has incomes above federal poverty level but less than needed to meet basic needs in their community.⁴ Furthermore, food insecurity, defined as "inconsistent access to food needed to live an active and healthy life," is a reality for 15% of all West Virginians.⁵

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 12% of people who identify as Hispanic and 23% of people who identify as Black experience poverty.⁶ Additionally, 13% 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."⁷ Marshall University reports that consistent access to food is a struggle for students seeking higher education in Huntington as well.⁸ Data indicates roughly 28% of Marshall University students experience food insecurity.⁹ Finally, West Virginia families with mixed-status, defined as "a family whose members include people with different citizenship or immigration statuses,"¹⁰ may be at risk for financial and food insecurity as they may be reluctant to seek support for eligible family members.¹¹

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 will place particular emphasis on reaching out to those segments of West Virginia's population the Food and Nutrition Service has designated as a priority including individuals impacted by new able-bodied adults without dependents policies under the Fiscal Responsibility Act of 2023, older adults and persons with disabilities, students seeking higher education, and immigrant and mixed status households. Funding from West Virginia Department of Human Services (DoHS) will allow CCWVa to continue its efforts to help the most vulnerable West Virginians access food.

¹ United States Census Bureau

² United States Census Bureau

³ <https://usafacts.org/topics/veterans/state/west-virginia/>

⁴ United for ALICE, 2024 West Virginia Update

⁵ <https://map.feedingamerica.org/county/2022/overall/west-virginia>

⁶ United for ALICE, 2024 West Virginia Update

⁷ WVU tackles ongoing student food insecurity with on-campus pantry | WVU News | thedaonline.com

⁸ Home - Food Pantry (marshall.edu)

⁹ <https://mountainstatespotlight.org/2024/02/28/hunger-free-college-campus-act/#:~:text=In%20West%20Virginia%2C%2045%25%20of,independent%20study%20presented%20to%20lawmakers.>

¹⁰ https://www.nilc.org/issues/health-care/aca_mixedstatusfams/

¹¹ <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 individuals impacted by new able-bodied adults without dependents policies under the Fiscal Responsibility Act of 2023, older adults and persons with disabilities, students seeking higher education, and immigrant and mixed status households. 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 and Family Support Centers) 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. Furthermore, nutrition education will be distributed through WV SNAP-Ed.

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 DoHS office. CCWVa will also utilize the DFA-SNAP-1 paper application for individuals without broadband internet access. 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

Project Number	I. SNAP Outreach via Print Media, Direct Mail and Internet			
Goal	<i>Grantee and partner agencies expect through our efforts to reach 25,000 potentially SNAP eligible people in West Virginia with information that dispels myths, encourages them to inquire about eligibility, be pre-screened, and/or receive application assistance.</i>			
Timeline	Start	October 1, 2024	End	September 30, 2025
Description of Activity	<p><i>Grantee and partners will work to engage income eligible households, prioritizing those populations indicated by the Food and Nutrition Service and those individuals who are acknowledged by SNAP-Ed as likely being SNAP eligible, but not receiving the SNAP benefit.</i></p> <p><i>Outreach vehicles will include:</i></p> <p><i>A.) Promotional articles</i></p> <ul style="list-style-type: none"> <i>• In print media (i.e. newspapers, agency newsletters)</i> <i>• Online (i.e. social media, links to wvpath.wv.gov, on partner websites, Catholic Charities West Virginia website)</i> <p><i>B.) Printed promotional pieces (i.e. flyers, brochures, postcards)</i></p> <ul style="list-style-type: none"> <i>• Via direct mail</i> <i>• At direct service points within Catholic Charities West Virginia and partner agencies.</i> <i>• At events (i.e. health fairs, community events, prisoner reentry, senior centers)</i> <p><i>C.) Talking points on wvpath.wv.gov, eligibility and enrollment process</i></p> <ul style="list-style-type: none"> <i>• At in-person presentation</i> <i>• At in-person community events</i> <i>• At direct service in-take</i> 			
Contractor	<i>In-house</i>			
Role of the Contractor	<i>Catholic Charities West Virginia will develop marketing, trainings, and materials for internal staff and partner staff to adequately promote SNAP. As lead agency Catholic Charities West Virginia will also disseminate partner reporting amongst the partners and conduct quarterly meetings to analyze the reporting data and make adjustments or expand successes.</i>			
Partner 1	<i>United Way of Central West Virginia</i>			
Role of Partner 1	<i>Assist in promoting the benefits of SNAP assistance in addition to promoting in-person assistance and pre-application assistance provided by the Grantee and partners throughout their network.</i>			
Evaluation	<i>Catholic Charities West Virginia will utilize an electronic tracking/reporting mechanism to capture its outreach offices and partner agencies monthly inputs, outputs and outcomes. The data will be collated and redistributed to partners and agency program staff prior to a quarterly conference call where the collaborative will offer insights and suggestions for improvement of outcomes throughout the state. The information tracked will include, among other things, the number of people reached through outreach activities, number of pre-screenings conducted, number of submitted applications and estimated approval rate as a percentage of applications submitted.</i>			
Partner 2	<i>Goodwill Industries of Kanawha Valley, Inc.</i>			
Role of Partner 2	<i>Assist in promoting the benefits of SNAP assistance in addition to promoting in-person assistance and pre-application assistance provided by the Grantee and partners throughout their network.</i>			
Evaluation	<i>Catholic Charities West Virginia will utilize an electronic tracking/reporting mechanism to capture its outreach offices and partner agencies monthly inputs, outputs and outcomes. The data will be collected and redistributed to partners and agency program staff prior to a quarterly conference call where the collaborative will offer insights and suggestions for improvement of outcomes throughout the state. The information tracked will include, among other things, the number of people reached through outreach activities,</i>			

	<i>number of pre-screenings conducted, number of submitted applications and estimated approval rate as a percentage of applications submitted.</i>
Partner 3	<i>Facing Hunger Foodbank</i>
Role of Partner 3	<i>Assist in promoting the benefits of SNAP assistance in addition to promoting in-person assistance and pre-application assistance provided by the Grantee and partners throughout their network.</i>
Evaluation	<i>Catholic Charities West Virginia will utilize an electronic tracking/reporting mechanism to capture its outreach offices and partner agencies monthly inputs, outputs and outcomes. The data will be collected and redistributed to partners and agency program staff prior to a quarterly conference call where the collaborative will offer insights and suggestions for improvement of outcomes throughout the state. The information tracked will include, among other things, the number of people reached through outreach activities, number of pre-screenings conducted, number of submitted applications and estimated approval rate as a percentage of applications submitted.</i>

Project Number	II. In-person application assistance			
Goal	<i>Grantee and partner agencies expect through our efforts to provide in-person application assistance to 600 SNAP eligible people in West Virginia.</i>			
Timeline	Start	<i>October 1, 2024</i>	End	<i>September 30, 2025</i>
Description of Activity	<i>Grantee will provide in-person assistance at Catholic Charities West Virginia outreach offices and partner service sites or community events. These sites may include Family Support Centers, Family Resource Networks, 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 Human Services for their outreach staff and partners' staff and volunteers who will be providing in-person assistance.</i>			
Contractor	<i>In-house</i>			
Role of the Contractor	<p><i>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. Grantee will also use the DFA-SNAP-1 paper application for individuals without broadband internet access.</i></p> <p><i>In addition, as lead agency, grantee will:</i></p> <ul style="list-style-type: none"> <i>• Coordinate trainings in partnership with the Department of Human Services for their outreach staff and partners' staff and volunteers who will be providing in-person assistance.</i> <i>• Disseminate partner reporting amongst the partners and conduct quarterly meetings.</i> 			
Partner 1	<i>Goodwill Industries of Kanawha Valley, Inc.</i>			
Role of Partner 1	<i>Provide in-person eligibility pre-screenings and application assistance on-site.</i>			
Evaluation	<i>Catholic Charities West Virginia will utilize an electronic tracking/reporting mechanism to capture its outreach offices and partner agencies monthly inputs, outputs and outcomes. The data will be collated and redistributed to partners and agency program staff prior to a quarterly conference call where the collaborative will offer insights and suggestions for improvement of outcomes throughout the state. The information tracked will include, among other things, the number of pre-screenings conducted and number of applications submitted.</i>			

Partner 2	<i>Facing Hunger Foodbank</i>
Role of Partner 2	<i>Provide in-person eligibility pre-screenings and application assistance on-site.</i>
Evaluation	<i>Catholic Charities West Virginia will utilize an electronic tracking/reporting mechanism to capture its outreach offices and partner agencies monthly inputs, outputs and outcomes. The data will be collated and redistributed to partners and agency program staff prior to a quarterly conference call where the collaborative will offer insights and suggestions for improvement of outcomes throughout the state. The information tracked will include, among other things, the number of pre-screenings conducted and number of applications submitted.</i>

Project Number	III. Telephonic pre-screening and application assistance appointment scheduling			
Goal	<i>Grantee and partner agencies expect through our efforts to pre-screen 3,300 potentially SNAP eligible people in West Virginia via the toll-free number.</i>			
Timeline	Start	<i>October 1, 2024</i>	End	<i>September 30, 2025</i>
Description of Activity	<p><i>Grantee and partners will work together utilizing toll-free call centers where trained staff will provide callers with:</i></p> <ul style="list-style-type: none"> • <i>Information to clarify SNAP eligibility criteria and benefits</i> • <i>Eligibility pre-screenings</i> • <i>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</i> • <i>A follow-up appointment to eligible individuals with an in-person assistor at a grantee or project partner established site or coming event</i> 			
Contractor	<i>In-house</i>			
Role of the Contractor	<p><i>Grantee will provide partners administering the toll-free numbers with:</i></p> <ul style="list-style-type: none"> • <i>Program development assistance and promotion of the toll-free numbers</i> • <i>Coordination of trainings in partnership with Department of Human Services for partners' staff and volunteers who provide telephonic pre-screening assistance.</i> • <i>A calendar and schedule of grantee and partner site hours and coming SNAP outreach events where in-person assistors will be available.</i> • <i>Partner reporting and a quarterly meeting</i> 			
Partner 1	<i>United Way of Central West Virginia</i>			
Role of Partner 1	<p><i>Provide the toll-free number and trained staff and volunteers to:</i></p> <ul style="list-style-type: none"> • <i>Answer calls or return them within 48 hours</i> • <i>Offer information that clarifies SNAP eligibility criteria and benefits</i> • <i>Conduct the telephonic eligibility pre-screenings</i> • <i>Schedule appointments for eligible individuals with an in-person assistor or encourage them to apply online at wvpath.wv.gov.</i> 			
Evaluation	<i>Catholic Charities West Virginia will utilize an electronic tracking/reporting mechanism to capture its outreach offices and partner agencies monthly inputs, outputs and outcomes. The data will be collated and redistributed to partners and agency program staff prior to a quarterly conference call where the collaborative will offer insights and suggestions for improvement of outcomes throughout the state. The information tracked will include, among other things, the number of calls, number of pre-screenings conducted,</i>			

number of submitted applications and estimated approval rate as a percentage of applications submitted.

5. Outreach Project Staffing Details

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

Project 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)			\$43,511	\$43,511	\$43,511	\$87,022

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)			\$34,877	\$34,877	\$34,877	\$69,754

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)			\$29,846	\$29,846	\$29,846	\$59,692

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.)

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)			\$43,511	\$43,511	\$43,511	\$87,022
Other Direct Costs						
(h) Copying/Printing/Materials			\$50	\$50	\$50	\$100
(i) Internet/Telephone			\$350	\$350	\$350	\$700
(j) Equipment and Other Capital Expenditures			\$0	\$0	\$0	\$0
(k) Supplies and Non Capital Expenditures			\$195	\$195	\$195	\$390
(l) Building/Space			\$220	\$220	\$220	\$440
(m) Other			\$171	\$171	\$171	\$342
(n=h+i+j+k+l+m) Subtotal Other Direct Costs			\$986	\$986	\$986	\$1,972
Travel						
(n) Long Distance			\$698	\$698	\$698	\$1,395
(o) Local			\$4,303	\$4,303	\$4,303	\$8,605
(p=n+o) Subtotal Travel			\$5,000	\$5,000	\$5,000	\$10,000
(q) Contractual			\$10	\$10	\$10	\$20
(r=g+n+p+q) Total Personnel, Direct Costs, Travel, and Contractual			\$49,507	\$49,507	\$49,507	\$99,014
(s = Indirect cost rate X r) Indirect Costs			\$3,085	\$3,085	\$3,085	\$6,170
(t=r+s) TOTAL			\$52,592	\$52,592	\$52,592	\$105,184

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, 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	Non-Federal Funds						
	Expenses	(a) Public Cash	(b) Public In-kind	(c) Private Cash	(d=a+b+c) Total	(e) Federal Funds	(f=d+e) Total Funds
	(g) Personnel (Salary and Benefits)			\$34,877	\$34,877	\$34,877	\$69,753
	Other Direct Costs						
	(h) Copying/Printing/Materials			\$12	\$12	\$12	\$24
	(i) Internet/Telephone			\$0	\$0	\$0	\$0
	(j) Equipment and Other Capital Expenditures			\$0	\$0	\$0	\$0
	(k) Supplies and Non Capital Expenditures			\$115	\$115	\$115	\$230
	(l) Building/Space			\$220	\$220	\$220	\$440
	(m) Other			\$172	\$172	\$172	\$344
	(n=h+i+j+k+l+m) Subtotal Other Direct Costs			\$519	\$519	\$519	\$1,038
	Travel						
	(n) Long Distance			\$0	\$0	\$0	\$0
	(o) Local			\$2,293	\$2,293	\$2,293	\$4,586
	(p=n+o) Subtotal Travel			\$2,293	\$2,293	\$2,293	\$4,586
	(q) Contractual			\$10	\$10	\$10	\$20
	(r=g+n+p+q) Total Personnel, Direct Costs, Travel, and Contractual			\$37,699	\$37,698	\$37,699	\$75,398
	(s = indirect cost rate X r) Indirect Costs			\$1,323	\$1,323	\$1,323	\$2,646
	(t=r+s) TOTAL			\$39,022	\$39,022	\$39,022	\$78,044

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)			\$29,846	\$29,846	\$29,846	\$59,692
Other Direct Costs						
(h) Copying/Printing/Materials			\$13	\$13	\$13	\$28
(i) Internet/Telephone			\$1,450	\$1,450	\$1,450	\$2,900
(j) Equipment and Other Capital Expenditures			\$0	\$0	\$0	\$0
(k) Supplies and Non Capital Expenditures			\$15	\$15	\$15	\$30
(l) Building/Space			\$220	\$220	\$220	\$440
(m) Other			\$172	\$172	\$172	\$344
(n=h+i+j+k+l+m) Subtotal Other Direct Costs			\$1,870	\$1,870	\$1,870	\$3,740
Travel						
(n) Long Distance			\$0	\$0	\$0	\$0
(o) Local			\$0	\$0	\$0	\$0
(p=n+o) Subtotal Travel			\$0	\$0	\$0	\$0
(q) Contractual			\$10	\$10	\$10	\$20
(r=g+n+p+q) Total Personnel, Direct Costs, Travel, and Contractual			\$31,726	\$31,726	\$31,726	\$63,452
(s = Indirect cost rate X r) Indirect Costs			\$2,199	\$2,199	\$2,199	\$4,398
(t=r+s) TOTAL			\$33,925	\$33,925	\$33,925	\$67,850

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

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)			\$108,234	\$108,234	\$108,234	\$216,467
Other Direct Costs						
(h) Copying/Printing/Materials			\$75	\$75	\$75	\$150
(i) Internet/Telephone			\$1,800	\$1,800	\$1,800	\$3,600
(j) Equipment and Other Capital Expenditures			\$0	\$0	\$0	\$0
(k) Supplies and Non Capital Expenditures			\$325	\$325	\$325	\$650
(l) Building/Space			\$660	\$660	\$660	\$1,320
(m) Other			\$515	\$515	\$515	\$1,030
(n=h+i+j+k+l+m) Subtotal Other Direct Costs			\$3,375	\$3,375	\$3,375	\$6,750
Travel						
(n) Long Distance			\$698	\$698	\$698	\$1,395
(o) Local			\$6,596	\$6,596	\$6,596	\$13,191
(p=n+o) Subtotal Travel			\$7,293	\$7,293	\$7,293	\$14,586
(q) Contractual			\$30	\$30	\$30	\$60
(r=g+n+p+q) Total Personnel, Direct Costs, Travel, and Contractual			\$118,932	\$118,932	\$118,932	\$237,864
(s = Indirect cost rate X r) Indirect Costs			\$6,607	\$6,607	\$6,607	\$13,214
(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

**Catholic Charities West Virginia
JOB DESCRIPTION**

JOB TITLE: SNAP Outreach Director

OFFICE:	Remote
DEPARTMENT:	Catholic Charities West Virginia
SUPERVISOR'S TITLE:	Chief Program Officer
CLASSIFICATION:	Level 04
STATUS:	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 Director is responsible for the Catholic Charities WV statewide SNAP Outreach grant. The Director 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 Director will direct program training and activities within the agency and will also support partner program activities and training.

The Director 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 (2 positions)

OFFICE:	<i>1 Remote; 1 Princeton</i>
DEPARTMENT:	<i>Catholic Charities West Virginia</i>
SUPERVISOR'S TITLE:	<i>SNAP Outreach Director</i>
CLASSIFICATION:	<i>Level 03</i>
STATUS:	<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*

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



www.FACINGHUNGER.org

Job Title: SNAP Benefits Coordinator
Reports to: Agency Relations
Classification: Full Time, Non-Exempt
Location: Huntington WV and Food Bank Service Area

Job Summary:

This position will provide face-to-face or telephonic guidance and assistance with SNAP benefits applications to low-income applicants at a variety of convenient locations throughout the Food Bank's 17-county service area. The SNAP Benefits Coordinator provides guidance in understanding benefits and acts as the liaison for future client follow up and communications. Provides leadership and assistance to the organization by maintaining up-to-date knowledge and understanding of programming and policy issues related to the Supplemental Nutrition Assistance Program (SNAP) and a general awareness of other benefits, human services, and related knowledge for referral and educational purposes.

Key Responsibilities:

SNAP OUTREACH and SUPPORT

- Completes initial SNAP Benefits training and maintains training needed to remain up-to-date with Department of Health & Human Resources requirements
- Secures strategic locations where services to individuals/families are provided to maintain a full and productive outreach calendar such as Farmer's Markets, Agencies, Mobile Pantries, etc.
- Provides screening and SNAP application assistance to clients, both in person and via phone
- Coordinates, promotes, and conducts SNAP outreach to underserved and target populations
- Submits and maintains accurate case data
- Advocates in reducing barriers that currently hinder SNAP enrollment and attends SNAP meetings as required
- Assists with educating community partners and staff about SNAP and its importance to clients and the community
- Follows procedures necessary to maintain strict client confidentiality
- Creates a SNAP Program Manual and maintains updates
- Ensures that all clients are dealt with in a warm, courteous, and helpful manner

Administrative Duties:



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- Performs client follow up as needed for successful application completion, including but not limited to preparing and submitting client applications
- Tracks and reports SNAP-related metrics and key program deliveries
- Maintains positive rapport with partner agencies
- Works across departments to support an integrated approach to decreasing service gaps
- Maintains essential records in an organized fashion for quarterly reporting
- Implements and analyzes evaluation measures
- Collaborates with other members of the Programs Department on various projects including the pursuit of funding opportunities
- Create a tracking system and train the SNAP Advocacy Team on use

Qualifications

- Candidate must be able to pass criminal background check and drug screening
- Bachelor's degree with a background in a Social Science, Nutrition, Social Work, or another related field or equivalent education or professional experience required
- Valid WV Driver's License, clear MVR, and reliable transportation required
- Highly proficient in Microsoft Office programs including Word, Excel, and PowerPoint
- Demonstrated ability to work in a fast-paced environment with multifaceted demands
- Database knowledge is a plus

Personal Qualities

- Ability to work collaboratively across all Food Bank departments
- Highly self-motivated and able to use independent judgment in routine and non-routine situations
- Accuracy, timeliness, attention to detail, highly organized
- Highly flexible and able to multitask
- Able to learn the use of other software and application processes as needed
- Strong interpersonal and communication skills and an interest in working with low-income and diverse populations, including those who may be neurodivergent or have a history of trauma
- Ensures that the Facing Hunger Food Bank always exemplifies the highest standards of customer service
- Comfortable speaking to large groups





www.FACINGHUNGER.org

Work Environment

Work is value, goal, and deadline oriented. Regular and predictable attendance is required. Some travel required, some weekend work or extended hours may be required.

Physical Demands

The ability to occasionally lift, move, and carry objects weighing up to 10 lbs. safely and comfortably



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Goodwill Industries of Kanawha Valley, Inc.
Job Description

Job Title: Career Center Manager
Department: Mission Services
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: 1/3/2018, Rev. 3/4/19

Reports To: Director of Mission Services
Pay Grade: Gr 7
BYOD: Data Access
Approved By: President/CEO
Approved Date: 3/4/19

Summary: The Career Center Manager is responsible for the management and oversight of all programs and activities delivered from the Goodwill Prosperity Center (GPC), and for assigned staff, interns and volunteers providing direct client services in that location. S/he ensures administration of program services in compliance with applicable regulations and accreditation standards to support the achievement of strategic priorities and budgetary goals, including growth related to positive client outcomes, diversification of program funding, cultivation of collaborative partnerships, and community impact.

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

- Assist with the development of departmental procedures in compliance with GIWV policies, CARF standards and applicable State and Federal regulations.
- Participate in annual planning and assist in the preparation of the annual goals and budgets for the GPC as directed.
- Prepare and maintain program-service data, records and reports, including but not limited to service billing, case load, program utilization, job placement and retention, and performance management.
- Implement employment, education and training programs, managing and reporting program outcomes.
- Recommend program-service adjustments based upon evolving client needs and outcomes, community workforce trends, and regulatory requirements.
- Manage and report deliverables related to grant funded programs as assigned.
- Recruit, select and direct the activities and development of professional and technical staff for provision of direct client services.
- Ensure proper tracking of participant enrollment, attendance and progress, verifying individualized services that incorporate the input of persons served.
- Secure work orders and purchase orders to provide assessment, training, employment and advancement opportunities to clients served through the GPC.
- Oversee development of collaborative partnerships and engagement with employers, educational institutions, providers of support services, and individuals to maximize resources available at the GPC.
- Work collaboratively with Employer Engagement and Community Relations staff to schedule, publicize and promote GPC programs and activities.
- Attend meetings as directed and necessary to support the achievement of program, departmental and agency goals and objectives.
- Other duties as assigned.

Supervisory Responsibilities: This position supervises personnel providing direct service and administrative support in the GPC.

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

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Problem Solving – Identifies, researches, and resolves problems in a timely manner; Gathers and analyzes information skillfully and timely to choose the best solution; Able to work well independently or in a group

Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitors own work to ensure quality

Adaptability – Adapts to changes in the work environment; manages competing demands; Able to deal with frequent change, delays, or unexpected events

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

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.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Quantity – Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly

Dependability – Follows instructions and responds to management direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person with an alternate plan; Keeps 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: Individual must have a Bachelor's Degree in business or related field. A minimum of two years supervisory experience managing multiple programs, preferably in human services. A combination of education and experience will be considered.

Language Skills: Ability to read and interpret general business periodicals, professional journals, technical procedures, or government regulations. The individual must possess the ability to effectively present information in one-on-one and in small group situations to customers, clients and other employees of the organization.

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

Computer Skills: To perform this job successfully, an individual should be proficient in Microsoft Excel, Microsoft Word, Windows and Outlook and have a working knowledge of scheduling and relationship management software.

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 essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hand to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Regular local travel required.

Other Qualifications:

Must be of excellent moral character and be a good leader/role model. Must have a valid driver's license, a safe driving history, and reliable transportation. Must be able to pass criminal background check and drug screen.

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 quiet. Regular local and occasional out of town travel are required. Daily and weekly work schedules may vary, and may include evening and weekend work as priorities dictate.

Goodwill Industries of Kanawha Valley, Inc.
Job Description

Job Title: Employment Specialist
Department: Mission Services
FLSA Status: Non-Exempt
Prepared By: Human Resources
Prepared Date: 3/17/2017

Reports To: Training Services Coordinator
Pay Grade: Gr 3, Step 3
BYOD: Communication Only
Approved By: President/CEO
Approved Date: 3/17/2017

Summary: Contributes to the mission of Goodwill Industries by providing frontline associates support and connections to resources to maximize their potential, reduce turnover, improve customer service, and improve associate satisfaction. Works independently in the field to foster the development of adaptive social behaviors and vocational soft skills needed to increase retention and advancement opportunities for referred associates.

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

- Makes self available to work days and hours as required by referred associates' work schedules
- Sets a positive example and provides mentoring support for new and/or struggling frontline associates
- Consults with supervisory staff and referred frontline associates to determine job challenges and expectations, assess social and vocational barriers and develop strategies to improve work performance
- Reviews all appropriate records of referred associates and analyzes various data sources to develop and document an individualized plan of services that includes execution of appropriate referrals and interventions
- Coaches appropriate social skills necessary to develop and maintain positive relationships with customers, coworkers and supervisors
- Utilizes effective learning solutions and innovative approaches designed to meet business needs and produce measurable results
- Develops, delivers and documents results of individualized training, job aids and task analysis
- Uses observation, data collection and feedback to assess associate's application of learning, measure effectiveness and make adjustments to training and support interventions
- Transfers responsibility to associates in a systematic manner and at a pace appropriate to increase independent functioning
- Generates and submits case notes and other written reports as required to document services provided
- Tracks associates' progress and submits training records in an accurate, timely and confidential manner
- Keeps assigned associates, their supervisors and the coordinator informed of circumstances and potential barriers that may inhibit further progress
- Makes and documents referrals on behalf of assigned associates to partner agencies and organizations such as WVDRS to ensure appropriate service needs are met
- Recommends job and work site modifications where necessary
- Remains current and in compliance with applicable laws, policies, procedures, processes, systems and standards
- Attends meetings as directed
- Maintains a valid West Virginia Driver's License and a good driving record

Supervisory Responsibilities: This position has no supervisory responsibilities.

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

Business Acumen – *Knows how business works; Understands business implications of decisions; Stays alert to current and possible future policies, practices and trends; Aligns work with strategic goals*

Compassion – *Genuinely cares about people; Is concerned about others' work and non-work problems; Shows respect and sensitivity for cultural differences; Is sympathetic to the plight of others less fortunate; Demonstrates real empathy with the joys and pains of others*

Interpersonal Savvy - *Relates well to all kinds of people inside and outside the organization; Builds constructive and effective relationships; Uses diplomacy and tact; Can diffuse high tension situations comfortably; Focuses on solving conflict, not blaming; Maintains confidentiality; Keeps emotions under control; Remains open to others' ideas*

Approachability - *Is easy to approach and talk to; Makes efforts to put others at ease; Builds rapport well; Is sensitive to and patient with the interpersonal anxieties of others; Is a good listener; Is an early knower, getting informal and incomplete information in time to do something about it*

Planning/Organizing - *Sets goals and objectives; Accurately scopes out length and difficulty of tasks and projects; Uses time efficiently; Breaks down work into process steps; Organizes and schedules tasks; Anticipates and adjusts for problems and roadblocks; Manages competing demands; Measures performance against goals and evaluates results*

Motivating Others – *Creates a climate in which people want to do their best; Assesses each person's hot button and uses it to get the best out of him/her; Empowers others; Invites input from each person and shares ownership and visibility; Makes each individual feel his/her work is important; Is someone people like working for and with*

Problem Solving – *Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; Sees hidden problems; Is excellent at honest analysis; Exhibits sound and accurate judgment and uses reason even when dealing with emotional topics; Looks beyond the obvious and doesn't stop at the first answer; Works well in group problem solving situations; Meets challenges with resourcefulness*

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

Background, Education and Experience: Associates degree and at least two years related experience, or equivalent combination of education and experience. Ability to obtain and maintain security clearances as required to provide job-site based services.

Language Skills: Able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write and deliver oral reports and correspondence clearly and informatively; speak effectively before groups of customers or employees of organization; vary writing style to meet needs; listen, respond to questions, comprehend and seek clarification

Mathematical Skills: Able to interpret and present numerical data accurately and effectively; accurately perform basic mathematical functions

Reasoning Ability: Able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written and oral formats

Physical Demands: The physical demands described here are representative of those needed 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 this job, the employee is regularly required to stand; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk. The employee is occasionally required to sit and reach with hands and arms. Other physical demands may vary depending on caseload assignments.

Work Environment: The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work environment varies with each job.

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POSITION DESCRIPTION JOB TITLE: COMMUNITY IMPACT Director
REPORTS TO: PRESIDENT: Full time
TIMEFRAME: 40 hours/week Number of Employees Supervised:
0 Number of Volunteers Supervised: varies

GENERAL SUMMARY: The Community Impact Director is charged with developing relationships with various community sectors to engage them in bold community change efforts. This individual works collaboratively with staff, volunteers and community partners to develop, execute, and evaluate strategies that advance UWCWV's priorities and "Bold Goals". This position is responsible for supporting the development and management of activities associated with UWCWV's Community Impact priorities. This individual provides staff support of existing Community Impact initiatives as needed. In execution of duties, this position requires an extensive amount of time making presentations, coordinating projects and working closely with the non-profit community.

ASSIGNED PROJECTS: This position is responsible for all services supporting our community at large, as opposed to serving our grantee agencies. Community Initiatives currently include: Equal Footing Shoe Fund, Pantry Project, and several others. In addition to these initiatives this Community Impact Director will be the lead in building up our volunteerism efforts across our entire service area. Traditionally this has meant a Day of Caring and other one day events, this person would be expected to grow our efforts into long-term volunteering, skills based volunteering, and creating Affinity Groups to engage donors in meaningful experiences. Additionally, this position will develop an online repository of resources for community agencies to utilize. Project will require research into evidence-based, best practices within the health and human services field, finding and/or analyzing census data, building relationships within the research communities in our service area, and maintaining the resources for the community.

ESSENTIAL JOB FUNCTIONS: COMMUNITY IMPACT • Responsible for developing, implementing, and managing Community Impact projects and/or initiatives. • Develop strong working relationships with community based organizations, focusing on those organizations whose work aligns with UWCWV's Community priorities. Obtain a working knowledge of their programs, offering consultative and resource support as appropriate and needed. • Represent UWCWV in community meetings and community collaborations relating to Community Impact projects and initiatives. • Seek out and respond to strategic opportunities that leverage UWCWV's presence in and impact on the UWCWV community.

INITIATIVES & PROJECTS: • Manage all aspects of assigned UWCWV Initiatives and projects • Coordination of related coalition meetings and subcommittees • Coordination of related events • Management and reporting for related funding sources • Support UWCWV outcome measurement for initiatives and collaborations; including research and data collection. • Identify opportunities to expand UWCWV's Initiatives. • Work in partnership with Community Impact and Resource Development staff to develop and implement funding plans to support strategies, including support for Annual Campaign and grant writing activities.

QUALIFICATIONS/SKILLS REQUIRED: • Bachelor's degree and/or three years of related experience in volunteer management, social work, and human services fields. Equivalent

One United Way Square
Charleston WV 25301
tel 304.340.3500
fax 304.340.3508
www.unitedwaycww.org



United Way
of Central West Virginia

combination of education and experience with progressively increasing responsibility will be considered. • Strong communication (verbal and written) and interpersonal skills. • Practical understanding of research and statistics and the ability to articulate results. • Ability to analyze problems, develop and implement creative solutions. • Advanced computer abilities. • Proven track record of teaming with staff, volunteers and a diverse group of stakeholders. • Ability to plan and manage multiple tasks. • Skill in exercising a high degree of initiative, flexibility, judgment, discretion, and decision-making. • Experience in organizational and community development principles and practices preferred • Experience in working with and supporting volunteers and working with and supporting collaborations preferred.

† Catholic Charities West Virginia †
BOARD MEMBERS

Most Rev. Mark Brennan
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twiggbernie@gmail.com

Geraldine 'Gerri' Wright – Western (May 2023)
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Charleston WV 25304
304.552.3662
gwright@dwc.org

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	AUTHORIZED TO SIGN: (PLEASE MARK ALL THAT APPLY)
Mark Phillips _____ Printed Name	Contracts: <u> X </u>
President & Chief Executive Officer _____ Title	Invoices: <u> X </u>
mark@ccwva.org _____ e-mail address	Checks: <u> X </u>
	Budgets: <u> X </u>
	Expenditure Reports: <u> X </u>
	Other – Specify: _____
 _____ Signature	AUTHORIZED TO SIGN: (PLEASE MARK ALL THAT APPLY)
Danielle Doerr _____ Printed Name	Contracts: _____
Chief Financial Officer _____ Title	Invoices: <u> X </u>
ddoerr@ccwva.org _____ 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, 2024 - Sept. 30, 2025
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	50% \$ 61,812	100%	\$ 30,908
2. CCWVa SNAP Outreach Specialist	50% \$ 35,340	100%	\$ 17,670
3. CCWVa SNAP Outreach Specialist	50% \$ 34,742	100%	\$ 17,371
4. CCWVa IT Support Specialist	50% \$ 45,344	0.55%	\$ 125
8.			
9.			
10.			
11.			
12.			
13.			
14.			
PERSONNEL TOTAL			\$ 66,072

B. Fringe Benefits:

Component	Base	Rate	Total Cost
1. FICA	\$ 66,072	7.65%	\$ 5,055
2. Life & Disability	\$ 66,072	0.50%	\$ 330
3. Workers Compensation	\$ 66,072	0.30%	\$ 198
4. Retirement	\$ 66,072	6%	\$ 3,964
5. Health Insurance	\$ 9,740	Carrier Rate/50%	\$ 4,870
6. Unemployment Insurance	\$ 27,000	3%	\$ 405
FRINGE BENEFIT TOTAL			\$ 14,822

C. Equipment:

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

D. Supplies:

Item	Number	Rate	Total Cost
1. CCWVa Office Supplies	\$ 100	50%	\$ 50
2.			
3.			
4.			
5.			
SUPPLIES TOTAL			\$ 50

E. Contractual Costs:

Name	Service	Rate	Total Cost
1. Service Contracts	\$ 60	50%	\$ 30
2. Printing	\$ 150	50%	\$ 75
3. Communications	\$ 3,600	50%	\$ 1,800
5. Goodwill Industries of Kanawha Valley	\$ 28,000	50%	\$ 14,000
6. United Way of Central WV	\$ 12,000	50%	\$ 6,000
7. Facing Hunger Food Bank	\$15,815	50%	\$ 7,908
8.			
9.			\$ -
CONTRACTUAL COSTS TOTAL			\$ 29,813

F. Construction:

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

G. Other:

Item	Rate	Total Cost
1. CCWVa Staff Travel	\$ 14,000	\$ 7,000
2. CCWVa Staff Lodging & Meals	\$ -	\$ -
3. CCWVa Workshops/Trainings	\$ -	\$ -
4. CCWVa Building Costs	\$ 1,320	\$ 660
5. CCWVa Liability Insurance	\$ 10	\$ 5
6. CCWVa Office Equipment	\$ 920	\$ 460
7. Miscellaneous	\$ 100	\$ 50
8.		
9.		\$ -
10.		\$ -
OTHER TOTAL		\$ 8,175

H. Indirect Costs:

Formula:

Base	Rate	Indirect Costs
1. Total Personnel \$66,072	10.000%	\$ 6,607
2.		
3.		
4.		
5.		
INDIRECT COSTS TOTAL		\$ 6,607

CCWA SNAP OUTREACH BUDGET NARRATIVE

A. Personnel

See listing in Detailed Line Item Budget -- **\$66,072**

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 PATH 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 - **\$14,822**

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

Unemployment Insurance: Base was determined by multiplying FTE of the personnel who spend 100% of time on grant \$9,000 and then by 50% of the time on the grant, or $\$9,000 \times 3.0 \times 0.50$.

C. Equipment

None

D. Supplies

\$50

CCWWA 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. $\$100 \times 50\% = \50

E. Contractual Costs

\$29,813

- **Service Contracts: $\$60 \times 50\% = \30**
 - Contracts for cleaning SNAP office
- **Printing Costs: $\$150 \times 50\% = \75**
 - 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 1,500 pieces for a total cost \$150.
- **Contract with communications provider(s): $\$3,600.00 \times 50\% = \$1,800.00$**
 - Landline Toll-free number Princeton = $\$79.71$ per month $\times 12$ months = $\$956.52$
 - Cellular phones & 1 portable MiFi = $\$199.19$ per month $\times 12$ months = $\$2,390.28$
 - Internet devices – Princeton = $\$21.10$ per month $\times 12$ months = $\$253.20$

• **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	$\$23,281 \times 50\%$	$=\$11,640.50$
Fringe Benefits	$\$4,155 \times 50\%$	$=\$2,077.50$
Supplies	$\$200.00 \times 50\%$	$=\$100.00$
Travel	$\$364 \times 50\%$	$=\$182.00$
Total		$\\$14,000$

- **Facing Hunger Foodbank** 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	$\$15,039 \times 50\%$	$=\$7,519.50$
Fringe Benefits	$\$355 \times 50\%$	$=\$177.50$
Supplies	$\$200 \times 50\%$	$=\$100.00$
Travel	$\$222 \times 50\%$	$=\$111.00$

CCWA SNAP OUTREACH BUDGET NARRATIVE

Total **\$7,908**

- o **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

Personnel	\$9,150 x 50%	= \$4,575.00
Fringe Benefits	\$2,700 x 50%	= \$1,350.00
Supplies	\$150.00 x 50%	= \$75.00
Total		\$6,000.00

F. Construction

None

G. Other

\$8,175

- **Travel/Mileage Reimbursement**
 - o 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.
 - o Mileage reimbursement rate = \$12,605.00
(\$0.67 per mile X 18,813 miles = \$12,604.71 (\$12,605))
 - o Vehicle rental = \$1,395.00
(approximately \$93.00 per day with Enterprise @ 15 days)
 - o Total Travel/Mileage Reimbursement = \$14,000.00
- \$14,000.00 x 50% = \$7,000.00**

CCWVA SNAP OUTREACH BUDGET NARRATIVE

- **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. 2 SNAP staff work remotely.

Bldg Space Cost Calculation (Private Rented)		
	Building Address:none	
(a)	Total square feet occupied	525
(b)	Total staff	1
(c)	SNAP outreach staff	1
(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	\$1,320
(j) = (i) x (h)	SNAP Cost	\$1,320

\$1,320 x 50% = \$660

- **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.

\$920 x 50% = \$460

- **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 \$6,607 is 10% of the personnel costs of \$66,072. 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

CCWVA SNAP OUTREACH BUDGET NARRATIVE

Agreement" with the Department of Homeland Security. The agency has elected to use budget rate and amount in lieu of approved rate of 20.6316% of direct wages.

GRANTEE SUPPLIED FUNDS -- MATCHING

Catholic Charities West Virginia

Other Grants/Foundations/Donations - \$52,131

Sub-grantee of Catholic Charities USA/Walmart Foundation grant - \$40,000

Annual Appeal - \$5,500

Facing Hunger Foodbank

Sub-grantee Contribution \$7,908

Goodwill Industries of Kanawha Valley, Inc.

Sub-grantee Contribution \$14,000

United Way of Central West Virginia

Sub-grantee Contribution \$6,000

CATHOLIC CHARITIES

Unique Entity ID DTRBG44CLUY7	CAGE / NCAE 48G87	Purpose of Registration Federal Assistance Awards Only
Registration Status Active Registration	Expiration Date Nov 26, 2024	
Physical Address 2000 Main ST STE 214 Wheeling, West Virginia 26003-2829 United States	Mailing Address 2000 Main ST STE 214 Wheeling, West Virginia 26003-3315 United States	

Entity Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District West Virginia 02	State / Country of Incorporation West Virginia / United States	URL (blank)

Registration Dates

Activation Date Nov 28, 2023	Submission Date Nov 26, 2023	Initial Registration Date Dec 9, 2005
--	--	---

Entity Dates

Entity Start Date Jan 8, 1975	Fiscal Year End Close Date Jun 30
---	---

Immediate Owner

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

Highest Level Owner

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

Executive Compensation

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

No

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

Not Selected

Proceedings Questions

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

No

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

Not Selected

Within the last five years, had the business or organization (represented by the Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

Not Selected

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