



CITY OF CHARLESTON West Virginia



Council Member – 12th WARD

Joseph Jenkins
839 Gordon Drive
Charleston, West Virginia 25303
304-575-9202
joseph.jenkins@cityofcharleston.org

Finance Committee, Chair
Parking Committee, Chair
Parks and Recreation Committee

AGENDA
FINANCE COMMITTEE MEETING
Monday, August 1, 2022
6:30 PM

AV ROOM #308, CITY HALL, CHARLESTON, WV

AVAILABLE TO VIEW VIA LIVESTREAM AT <https://charlestonwv.civicclerk.com/web/home.aspx>

I. DISCUSSION:

- a. Approval of Previous Minutes 7-18-2022

II. RESOLUTIONS:

- a. Resolution No. 697-22 - Authorizing approval of Amendment No. 1 of the FY 2022—2023 Coal Severance budget.
- b. Resolution No. 700-22 - Authorizing approval of Amendment No. 2 of the FY 2022—2023 General Fund budget.
- c. Resolution No. 701-22 - Authorizing the Mayor or City Manager to renew an annual software maintenance contract with Tritech Software Systems for the provision of a records management system for the Charleston Police Department.
- d. Resolution No. 702-22 - Authorizing the Mayor or City Manager to enter into task force or other cooperative agreements with federal law enforcement agencies.
- e. Resolution No. 703-22 - Authorizing the Mayor or City Manager to enter into a contract with Sustainable Strategies DC, LLC for the provision of funding advocacy and grant writing services.
- f. Resolution No. 704-22 - That the Mayor or City Manager is authorized to grant American Rescue Plan Act ("ARPA") funds to Hope Community Development Corporation in the total amount of \$500,000 and to execute appropriate agreements.
- g. Resolution No. 705-22 – Authorizing approval of Amendment No. 1 of the FY 2022—2023 Coliseum & Convention Center / Municipal Auditorium budget.

- h. Resolution No. 706-22 - Authorizing the Mayor or City Manager to enter into a contract with McClanahan Construction Company, LLC for Phase 2 of the 2022 Summer Concrete Sidewalk & Accessible Ramp Project.

***Meetings may be recorded and broadcast via internet <https://charlestonwv.civicclerk.com>**

MINUTES
FINANCE COMMITTEE MEETING
6:00 P.M., JULY 18, 2022
AV ROOM #308, CITY HALL

Joseph Jenkins, Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:00 p.m., July 18, 2022.

A silent roll was taken by the Clerk and a quorum was established. The following committee members were present:

Joseph Jenkins, Chair
Bobby Reishman, Vice Chair
Ben Adams
Brent Burton
Mary Beth Hoover
Chad Robinson

Absent:
Becky Ceperley

Other Councilmembers present:
Shannon Snodgrass
Bobby Brown
Brady Campbell
Jennifer Pharr

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Reishman asked for unanimous consent to dispense with the reading of the minutes for the July 5, 2022 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

b. State Auditor Presentation – The State Auditor’s Office gave a presentation and update on the online finance transparency tool, the recording for which can be seen <https://charlestonwv.civicclerk.com/Web/Player.aspx?id=1491&key=-1&mod=-1&mk=-1&nov=0>

From the audience, City Treasurer Vic Grigoraci, asked if there were basic comparative financial statements. A representative of the State Auditor’s Office replied that there was an option for that through the Stories feature. Grigoraci asked if there was a way to compare June of this year to June of last year, for example. They replied that it was possible, but the report would need to be generated, essentially. They clarified that what was being shown was budget, revenues and expenses.

From the audience, Councilmember Snodgrass asked who decided what data was being shown. They replied that the Auditor’s doesn’t mandate any reports, and it was up to the discretion of the Finance Office.

Councilmember Jenkins confirmed with Finance Director Andy Wood, that every revenue and expense in the City, including non-budgeted funds, is being reported.

II. RESOLUTIONS:

- a. Resolution No. 693-22 – Authorizing approval of Amendment No. 1 of the FY 2022-2023 General Fund Budget as indicated on the attached list of accounts.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That Amendment No. 1 of the FY 2022-2023 General Fund Budget as indicated on the attached list of accounts is approved.

City Manager, Jonathan Storage, added that the purpose of the budget amendment is to roll over unspent but necessary funds for various Capital Outlay expenses, as well as to recognize the receipt of funds restricted for particular purposes (such as the Ball Park Debt Service, pre-paid expenses, etc.). The roll over cost for the City Attorney's Office is to keep the account at a balance of \$1.2 million, which is the City's annual out-of-pocket limit.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 693-22 approved.

- b. Resolution No. 694-22 – Authorizing the Mayor or City Manager to submit a grant application to the Department of Justice Edward Byrne Memorial Justice Assistance Grant program in the amount of \$71,523.00 and administer any funds awarded.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to submit a grant application to the Department of Justice Edward Byrne Memorial Justice Assistance Grant program in the amount of \$71,523.00 and administer any funds awarded, where the Charleston Police Department will utilize awarded funds to purchase audio and video equipment and crime scene supplies.

Storage added that the City has applied for this grant annually since 2005.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 694-22 approved.

- c. Resolution No. 695-22 – Authorizing the Mayor or City Manager to grant American Rescue Plan Act (“ARPA”) funds to The Greater Kanawha Valley Foundation in the total amount of \$350,000 and to execute appropriate agreements establishing the terms and conditions imposed upon the recipient, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to grant American Rescue Plan Act (“ARPA”) funds to The Greater Kanawha Valley Foundation in the total amount of \$350,000 and to execute appropriate agreements establishing the terms and conditions imposed upon the recipient, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted. The grant is approved in full or in part based upon information submitted to the City in the grant recipient’s City of Charleston ARPA grant application, attached hereto as Exhibit A. The City Manager is directed to withhold grant funding to the grant recipient should the City Manager determine that the grant recipient has failed to adhere to the obligations established in the agreement or fails to adhere to applicable local, state, or federal law.

Storage added that the funds will be used to continue to create conditions for artists and businesses to thrive by connecting local artists with businesses and patrons, as well as with a seed-investment program.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 695-22 approved.

- d. Resolution No. 696-22 – Authorizing the Mayor or City Manager to grant American Rescue Plan Act (“ARPA”) funds to West Virginia Child Advocacy Network in the total amount of \$24,000 and to execute appropriate agreements establishing the terms and conditions imposed upon the recipient, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to grant American Rescue Plan Act (“ARPA”) funds to West Virginia Child Advocacy Network in the total amount of \$24,000 and to execute appropriate agreements establishing the terms and conditions imposed upon the recipient, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted.

The grant is approved in full or in part based upon information submitted to the City in the grant recipient’s City of Charleston ARPA grant application, attached hereto as Exhibit A. The City Manager is directed to withhold grant funding to the grant recipient should the City Manager determine that the grant recipient has failed to adhere to the obligations established in the agreement or fails to adhere to applicable local, state, or federal law.

Storage added that the funds will be used to serve children and families when concerns of child abuse arise. The organization supports the development, growth and continuation of the State’s child advocacy centers and teams by providing training, raising public awareness and promoting efforts to prevent child abuse.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 696-22 approved.

- e. Resolution No. 698-22 – Authorizing the Mayor or City Manager to take all appropriate action to convey any and all interest the City has in those particular rights of way situated in the Allen Addition of the City of Charleston, as more fully detailed herein, to the Charleston Land Reuse Agency (“CLRA”), pursuant to the authority granted in West Virginia Code § 1-5-3.

whereas, the Allen Addition of the City of Charleston contains certain paper public rights-of-way that were never opened by the City of Charleston, but to which the City of Charleston retains an ownership interest that cannot be adversely possessed, some of which rights-of-way are named on the various recorded maps as Anthony Street and Thomas Street and others which are not named, all of which are set forth in the map attached to this resolution; and

WHEREAS, the adjacent property owners to these paper public rights-of-way have used the public rights-of-way as their own property for more than ten years before a September 2, 2016, order of the Kanawha County Circuit Court in Civil Action No. 07-C-416, which gave the owners certain adjacent property by adverse possession, but—due to the public rights-of-way being owned by a governmental entity—the City maintained its ownership in the public rights-of-way; and

WHEREAS, the northernmost portion of the public rights-of-way is in and adjacent to the private cemetery known as the Hope Cemetery or Bond Cemetery, which has recently experienced access issues due to the difficulty of turning a vehicle around on the private drive through the cemetery; and

WHEREAS, the CLRA is willing to facilitate the process of dividing and transferring the public rights-of-way to the adjacent property owners and working to provide better access to the cemetery through a turnaround within the property; and

Whereas, the City has no plans to develop these public rights-of-way, has no current use for these public rights-of-way, and otherwise has no need for the property; and

Whereas, the CLRA Board has formally requested that the Charleston City Council convey the City’s interest in the property to the CLRA for the benefit of the community; and

Whereas, West Virginia Code § 1-5-3 permits public bodies to convey real property to other public bodies for less than fair market value, and without public auction; and

Whereas, the City Council recognizes that there is a lack of need for the property in comparison to the benefit to the City if the property is conveyed to the CLRA; and

Whereas, the City Council recognizes that there is a demonstrable need for the property by the CLRA to be able to facilitate the distribution of the property and the access to the

cemetery, all of which is beneficial to the public.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to take all appropriate action to convey any and all interest the City has in those certain public rights-of-way situated in the Allen Addition of Charleston, WV, as shown on the attached map, to the Charleston Land Reuse Agency.

City Attorney, Kevin Baker, added that Piccadilly Street is the main street in that area. Part of the backyards is an old paver street that was never developed. The owners of the properties tried to get control of the property through the courts in 2006, but were not able to due to complicated property law. The resolution grants rights-of-way to the Land Reuse Agency, who will then give them to the adjacent property owners. Additionally, one of the property owners has erected a gate near the cemetery, which makes it very difficult for local traffic to turn around. The resolution will allow for the CLRA to help facilitate the building of a tun-around and the removal of the gate.

Councilmember Jenkins asked if there were going to be problems with other not being able to get to the back of their properties. Baker replied that that would not be a problem because the same people own one side of the street as the other side.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 698-22 approved.

Councilmember Reishman motioned to adjourn the meeting.
Meeting adjourned.

Resolution No. 697-22

Introduced in Council:

August 1, 2022

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance

1 Resolution No. 697-22 – Authorizing approval of Amendment No. 1 of the FY 2022—2023 Coal
2 Severance budget as indicated on the attached list of accounts.

3

4 Be it Resolved by the Council of the City of Charleston, West Virginia:

5

6 That Amendment No. 1 of the FY 2022-2023 Coal Severance budget is approved as indicated on
7 the attached list of accounts.

Coal Severance Fund FY 2022-2023 Budget Amendment No. 1 - August 1, 2022

Revenues and Fund Balances

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
002 298 0	Assigned Fund Balance	Coal Severance Tax - Balance on Hand	20,000	44,494	64,494
Net Increase/(Decrease) to Revenues				44,494	

Expenditures

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
002 000 00 000 5 566 Transfers		Contributions to Other Funds	100,000	44,494	144,494
Net Increase/(Decrease) to Expenditures				44,494	

Description:
To recognize coal severance tax receivable to establish the beginning balance for FY 2023

Reportable: To maintain compliance with the budgetary guidelines of the State of West Virginia.

Resolution No. 700-22

Introduced in Council:

August 1, 2022

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance

- 1 Resolution No. 700-22 – Authorizing approval of Amendment No. 2 of the FY 2022—2023
- 2 General Fund budget as indicated on the attached list of accounts.
- 3
- 4 Be it Resolved by the Council of the City of Charleston, West Virginia:
- 5
- 6 That Amendment No. 2 of the FY 2022-2023 General Fund budget is approved as indicated on
- 7 the attached list of accounts is approved.

General Fund FY 2022-2023 Budget Amendment No. 2 - August 1, 2022

Revenues and Fund Balances

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
					-
Net Increase/(Decrease) to Revenues				-	

Expenditures

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 910 01 000 5 566	Coliseum and Convention Center	Debt Service Subsidy	578,000	(44,494)	533,506
001 436 00 000 2 230	Building Commission	Contracted Services	500,000	44,494	544,494
Net Increase/(Decrease) to Expenditures				-	

Description:

To align Coliseum Debt Services Subsidy with current estimates and reallocate the balance to the Building Commission for contracted services for enhancements to the vacant structure registry.

Reportable: To maintain compliance with the budgetary guidelines of the State of West Virginia.

Resolution No. 701-22

Introduced in Council:

August 1, 2022

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance

Resolution No. 701-22 – Authorizing the Mayor or City Manager to renew an annual software maintenance contract with Trittech Software Systems (DBA “CentralSquare”) in the amount of \$72,898.61 for the provision of a records management system for the Charleston Police Department.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to renew an annual software maintenance contract with Trittech Software Systems (DBA “CentralSquare”) in the amount of \$72,898.61 for the provision of a records management system for the Charleston Police Department.



INSTRUCTIONS: This form must be submitted to the City Manager's Office for any purchase of materials or supplies costing **\$2,500 or more**. A minimum of **3** quotes is required for this form.

CITY OF CHARLESTON
Purchase Request

Date: 7/1/2022

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: _____

Renewal of software maintenance contract
for the CPD records management system.

Purchase justification: _____

Needed to keep software and hardware up to date.

If approved, the total purchase price will be: \$ 72,898.61

(Check One)

- ☐ The price is less than the \$25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the \$25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).
- ☒ The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to **ITEM A** on page 2.)

I have contacted the following responsible vendors and have attached their written quotes for the requested item(s): (Minimum of 3 Quotes Required)

- | | | |
|----|--|---|
| 1. | <u>Tritech Software Systems</u> | Price Quote: \$ <u>72,898.61</u> |
| 2. | _____ | Price Quote: \$ _____ |
| 3. | _____ | Price Quote: \$ _____ |
| 4. | _____ | Price Quote: \$ _____ |
| 5. | _____ | Price Quote: \$ _____ |

The apparent low-bid vendor *meeting specifications* is: **Tritech Software Systems**

AND

☒ The low-bid vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records, and I recommend authorizing the purchase through the low-bid vendor.

OR

☐ I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with _____ because:

Additionally, the recommended vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records.

ITEM A (For Sole Source Procurements ONLY)

Explain what is unique about this vendor/brand and why your department must purchase this product:

This is a software renewal for the Tritech Records Management system so they are the sole source. Original Purchase C.A. 12/19/2016 from Zuercher(name changed to Central Square &Tritech is subsidiary).

Identify at least 1 independent third party who has verified the vendor is a sole source for the item(s) requested to be purchased, and submit his/her written opinion regarding the vendor's sole source status:

(Name & Phone Number) _____

REQUESTOR'S DECLARATION

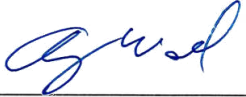
I declare that I have fully complied with the letter and intent of the City Code as it pertains to procurement and have exercised reasonable precaution to procure the item(s) requested above at the lowest price, consistent with good service and quality.

I also declare that I have no personal or business relationship with the listed vendor(s) that would be considered a conflict of interest, except as follows:

(List Actual, Potential, or Perceived Conflicts of Interest) _____

Request Submitted By: Lisa Fisher for CPD Department: City Manager's Office

Is this purchase being paid with grant funds? ☐ Yes ☒ No

Funds Approval:  Date: 7/13/2022 Council action needed
Authorized Financial Officer

Account Number: 001-700-00-000-2-216 (budgeted)

City Manager Approval: _____ Date: _____

Renewal Order #: Q-97074
Start Date: August 29, 2022
End Date: August 28, 2023
Billing Frequency: Yearly
Subsidiary: Tritech Software Systems

Renewal Order prepared for:
Greg Lucas, Corporal
Charleston Police Department
501 Virginia Street East
Charleston, WV 25301
(304) 348-6472

Thank you for your continued business. We at CentralSquare appreciate and value our relationship and look forward to serving you in the future. CentralSquare provides software that powers over 8,000 communities. More information about all of our products can be found at www.centralsquare.com.

WHAT SOFTWARE IS INCLUDED?

	PRODUCT NAME	QUANTITY	TOTAL
1.	Administration Server License	1	2,164.76 USD
2.	Extend Adapter License	1	606.54 USD
3.	Mobile Server License	1	3,463.61 USD
4.	Mobile NCIC Client License	40	0.00 USD
5.	Mobile Records Client License	40	6,581.79 USD
6.	Portal Server License	1	2,857.66 USD
7.	Records Server License	2	20,785.16 USD
8.	Records - N-DEx Adapter (IA IEPD)	1	0.00 USD
9.	Property and Evidence Extend Client License	2	121.55 USD
10.	Records - WV Crime Reporting (UCR) Interface	1	0.00 USD
11.	Reporting Server License	1	0.00 USD
12.	Zuercher Suite - Time Synchronization Interface	1	0.00 USD
13.	Zuercher Suite Warm Standby GIS Server (Virtualized Server, OS, Software, Analytics, Installation & Testing)	1	3,117.78 USD
14.	Zuercher Suite Warm Standby NCIC Server (Virtualized Server, OS, Installation & Testing)	1	1,385.67 USD
15.	Zuercher Suite - WEAPON/NCIC interface (Basic Queries)	1	2,020.81 USD

WHAT HARDWARE IS INCLUDED?

	PRODUCT NAME	QUANTITY	TOTAL
1.	Zuercher Suite Production GIS Server (Virtualized Server, OS, Software, Analytics, Installation & Testing)	1	3,117.78
2.	Zuercher Suite Production NCIC Server (Virtualized Server, OS, Installation & Testing)	1	1,385.67
3.	Zuercher Suite Production Server (Dell Server, OS, Zuercher Suite Base Software, DB, Installation & Testing)	1	9,527.14
4.	Zuercher Suite Training/Testing Server (Dell Server, OS, Zuercher Suite Base Software, DB, Installation & Testing)	1	6,235.55
5.	Zuercher Suite Warm Standby Server (Dell Server, OS, Zuercher Suite Base Software, DB, Installation & Testing)	1	9,527.14

Renewal Order Total: 72,898.61 USD

Billing Information

Fees will be payable within 30 days of invoicing.

Please note that the Unit Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of \$21.37656 will be shown as a Unit Price of \$21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Unit Price displayed above.

Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of the Customer. This is not an invoice.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer on the Renewal Order Form.



Revenue Tracking System

Main Menu \ Account/Contractor Status Inquiry

Basic Account Information

Account ID #	31688	Business and Occupation Active:	
Account Name:	TRITECH SOFTWARE SYSTEMS	Business License Active:	No
DBA:		City Services Fee Active:	No
Status:	ACTIVE	Status Date:	02/11/2021
Date Entered RTS:	02/11/2021	Date Start:	01/01/2011
Location Code:	OUTSIDE	SIC:	7372
Phone Number:	(407) 304-3235	Cell Number:	
Contact Name:	FRANCESCA ROGERS		

Account Physical Address

Attention To:
Address 1: 1000 BUSINESS CENTER DRIV
Address 2:
City, State: LAKE MARY, FL 32746

Account Mailing Address

Address Type: Account Physical Address

Lookup Results :

Trace Number: 62746

Results: **The Account is allowed to have transactions**

[RETURN TO INQUIRE](#)

Logged in User: **Fisher, Lisa**

Wednesday, June 22 2022

[Logout](#)

CITY OF CHARLESTON

Police Department

Purchase Request Form

Date: 27-Jun-22 Purchase Order #: _____Vendor: Tritech Software Systems Phone #: 800-727-8088Contact: Mabel Joss (mabel.joss@centralsquare.com) Fax: _____Address: 1000 Business Center Drive Lake Mary FL 32746
(Street, City, State, Zip)

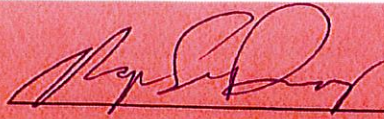
Quantity	Description	Unit Price	Total Price
1	Administration Server License	\$2,164.76	\$2,164.76
1	Extend Adapter License	\$606.54	\$606.54
1	Mobile Server License	\$3,463.61	\$3,463.61
40	Mobile NCIC Client License	\$0.00	\$0.00
40	Mobile Records Client License	\$164.54	\$6,581.79
1	Portal Server License	\$2,857.66	\$2,857.66
2	Records Server License	\$10,392.58	\$20,785.16
1	Records - N-Dex Adapter (IA IEPD)	\$0.00	\$0.00
2	Property and Evidence Extend Client License	\$60.77	\$121.55
1	Records - WV Crime Reporting (UCR) Interface	\$0.00	\$0.00
1	Reporting Server License	\$0.00	\$0.00
1	Zuercher Suite - Time Synchronization Interface	\$0.00	\$0.00
1	Zuercher Suite Warm Standby GIS Server (Virtualized Server, OS, Software, Analytics, Installation & Testing)	\$3,117.78	\$3,117.78
1	Zuercher Suite Warm Standby NCIC Server (Virtualized Server, OS, Installation & Testing)	\$1,385.67	\$1,385.67
1	Zuercher Suite - WEAPON / NCIC Interface (Basic Queries)	\$2,020.81	\$2,020.81
1	Zuercher Suite Production GIS Server (Virtualized Server, OS, Software Analytics, Installation & Testing)	\$3,117.78	\$3,117.78
1	Zuercher Suite Production NCIC Server (Virtualized Server, OS, Installation & Testing)	\$1,385.67	\$1,385.67
1	Zuercher Suite Production Server (Dell Server, OS, Zuercher Suite Base Software, DB, Installation & Testing)	\$9,527.14	\$9,527.14
1	Zuercher Suite Training/Testing Server (Dell Server, OS, Zuercher Suite Base Software, DB, Installation & Testing)	\$6,235.55	\$6,235.55
1	Zuercher Suite Warm Standby Server (Dell Server, OS, Zuercher Suite Base Software, DB, Installation & Testing)	\$9,527.14	\$9,527.14
	TOTAL		\$72,898.61

Requested By: Corporal Greg Lucas Date: 27-Jun-22Purpose of Request: Zuercher software update/maintenanceDivision Commander:
☐ Denied ☒ Approved _____ Date: _____Bureau Commander:
☐ Denied ☐ Approved _____ Date: _____Chief of Police: ON BACK

Form CPDPR Revised 05/20/05

Chief of Police:

☐ Denied ☒ Approved



Date: 6/27/22

Budget Officer:

☐ Denied ☐ Approved

Date: _____

Council Action Date: _____

Account: _____

Resolution No. 702-22

Introduced in Council:

August 1, 2022

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance

Resolution No. 702-22 – Authorizing the Mayor or City Manager to enter into reimbursable task force or other reimbursable cooperative agreements with federal law enforcements agencies of the United States of America.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to enter into reimbursable task force or other reimbursable cooperative agreements with federal law enforcements agencies of the United States of America, provided that any such agreements are approved as to form by the City Solicitor and approved by the Chief of Police. This authorization will expire at 11:59 p.m. on July 31, 2023.

Resolution No. 703-22

Introduced in Council:

August 1, 2022

Adopted by Council:

Introduced by:

Bobby Reishman

Referred to:

Finance

Resolution No. 703-22 – Authorizing the Mayor or City Manager to enter into a contract with Sustainable Strategies DC, LLC, in an amount not to exceed \$90,000 per year for the provision of funding advocacy and grant writing services.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to enter into a contract with Sustainable Strategies DC, LLC, in an amount not to exceed \$90,000 per year for the provision of funding advocacy and grant writing services, as detailed in Exhibit A, attached.



Sent via email to Jonathan.Storage@CityofCharleston.org,
Amy.Goodwin@CityofCharleston.org, and Matthew.Sutton@CityofCharleston.org

August 1, 2022

The Honorable Mayor Amy Shuler Goodwin
Charleston, WV

City Manager Jonathan Storage
Charleston, WV

**Re: Proposal for Resource Advocacy & Grantwriting Services
for the City of Charleston**

Dear City Manager Storage, Mayor Goodwin, and Chief of Staff Sutton:

On behalf of Sustainable Strategies DC (S²), I am pleased to provide this proposal for funding advocacy services for the City of Charleston, WV. In summary, S² proposes to support Charleston's community priorities by providing ongoing services to identify sources of funding from congressional appropriations, federal infrastructure legislative packages, federal grants, State of West Virginia grants, and philanthropic foundation sources; support Charleston in pursuing these resources with legislative requests, grant applications, and other resource requests; support effective Charleston advocacy to officials in the U.S. Congress, White House, federal agencies, Office of the Governor, state agencies, and the West Virginia legislature; and provide other government affairs services to maximize the effectiveness of the City of Charleston's efforts.

Below I outline a proposed scope of work, propose a fee of \$7,500 per month for a period of 12 months, and provide background on the S² team and the firm's experience.

We hope that the Charleston team has a solid and positive sense of the capacity of the S² team to support the city's funding efforts, given our work with you over much of 2021 and during 2022 so far. We are pleased that Charleston's funding advocacy is supported by a "Resource Roadmap" which we produced with you, and that the city will make real progress as it puts into action its U.S. DOT RAISE Planning Grant and \$5.35 million in congressionally directed grants for seven different projects which the city secured in Fiscal Year 2022. We are also cautiously optimistic that Charleston will benefit from being part of the selection of the ACT Now Coalition's EDA Challenge grant, which could provide up to \$18 million in direct resources for the revitalization of the Kanawha Manufacturing complex as the new "Charleston LIFT Center", and from a substantial number of grant applications and congressional earmark projects pending now. Further, there are other funding sources which we expect to emerge in the coming months, which would match other priority projects which you have identified, which we can help Charleston pursue.

We have found, over the three decades at this kind of work for localities, that the most effective approach is to be on a monthly retainer on a yearly basis, as that allows the city to take advantage of our services on a regular, ongoing basis for a variety of projects. Below we propose that approach for Charleston.

SCOPE OF WORK

In summary, Sustainable Strategies DC proposes to support Charleston's projects by:

- Coordinating with Charleston leadership on fundable components of your projects, approaches for shaping your projects to be most eligible and competitive for funding, actions to overcome barriers to funding, and other **strategic consulting**.
- Participating with Office of the Mayor, Office of the City Manager, City Department leadership, and key community organizational stakeholders on **monthly Zoom or conference call meetings** to review the opportunities in the Charleston Resource Roadmap, to review new federal/state/philanthropic funding opportunities that emerge, and to conduct key tasks on pending funding projects. Our team would also plan to visit Charleston at least once annually and more as appropriate, to visit with key stakeholders and participate in key funding meeting locally.
- Drafting and submitting **grant and other resource application packages**.
- Supporting Charleston on drafting and submitting requests to the Charleston congressional delegation of Senator Joe Manchin and Senator Shelley Moore Capito for **“Community Project” earmarks in the annual federal appropriations legislative process**.
- Supporting and participating in Charleston **advocacy to federal and state officials** regarding your requests for resources and to propel your specific applications. This should include a once-annual or more frequent advocacy trip by the Charleston team to Washington, DC; and advocacy meetings in the State capitol. Our team will help the City effectively strategize for, plan, set up, and conduct these advocacy visits.
- Coordinating with Charleston to **troubleshoot** project and funding implementation as needed.
- Identifying opportunities for Mayor Goodwin to provide congressional testimony, participate in meetings with the White House and federal agencies, and other activities that can **raise the profile of the City of Charleston**, its needs, and its progress.
- Providing **regular updates** to Charleston leadership on federal activities, legislation, policies, and proposals of interest to the city and its key stakeholders through our firm's “S2 Spotlight” newsletter, our “S2 Client Alert” memorandum, our regular funding webcasts for clients, and other sources of information.

Here are details on the components of the proposed scope of work:

- 1.) **Strategic Consulting:** Sustainable Strategies DC will support Charleston leadership with strategic counsel on how to shape projects to be most fundable, how to overcome barriers to funding, how to form partnerships with other public/private/non-profit entities to be most effective in leveraging funding, and other recommendations. Our firm represents only units of local government (or allied nonprofits and economic development organizations), and we understand municipal issues, best practices, and strategies for revitalization that we will bring to Charleston's projects and priorities.
- 2.) **Resource Roadmap Updates:** We have worked with Charleston leadership to produce a Resource Roadmap for your funding advocacy. This should serve as an ongoing guide to City funding prioritization and advocacy. Further, we will provide a year-end report to City

officials at the end of the calendar year on progress/success toward your funding goals, and update the Roadmap at the beginning of the calendar year to reflect changes in funding opportunities, progress on local projects, and other factors.

- 3.) **Grant Applications:** Sustainable Strategies DC will provide full-service grant-writing to Charleston including identifying sources of funding for particular projects (or evaluating new funding opportunities to determine if they could support Charleston efforts), providing a gameplan for undertaking each grant effort, drafting the grant, assembling attachments, supporting the City in obtaining letters of stakeholder support, and packaging and submitting applications (or supporting city departments in submitting). Note that “grants” could mean a grant, but could also mean a subsidized loan, technical assistance, a designation, or other resource from the federal or state government. In cases where a Charleston department official or allied agency is taking the lead on the actual drafting of an application, S² can support the effort with upfront strategic shaping of the application, proofreading, or other assistance.
- 4.) **Earmarks for Community Projects:** As we expect the Congress to continue the congressional appropriations “earmarking” process in the coming cycles, our team will work with City officials to identify and prioritize Charleston’s requests for appropriations earmarks. Under this retainer proposal, we will continue to monitor and guide Charleston’s efforts to secure the pending FY2023 earmarks in the current cycle underway now, prepare Charleston for the FY2024 process, and conduct all of the steps necessary to develop and submit FY2024 requests. That will include a much-needed analysis of what worked, and what did not work, in the FY2022 and FY2023 processes. That is, our team will analyze the final results of the FY2023 earmarking (as we did in FY2022), review the results from our nationwide municipal practice, consult with congressional appropriations staffers, and determine what kinds of projects got funded, what levels of funding were provided, what appropriations accounts were more fruitful, and what limitations on the process impeded municipal earmarking efforts. All of that analysis will be used to boost Charleston’s prospects in the FY2024 cycle.
- 5.) **Support for Advocacy:** The Mayor and her team have robust and positive relationships with federal and state officials. We will help you utilize your position and relationships to be most effective in advocating for your earmark requests, grant and resource applications, federal legislative and policy goals, and other support from the WV congressional delegation. As we discussed, although our firm does not focus our efforts on working with individual State of West Virginia delegates and senators, we do have expertise and solid skills in supporting WV city efforts to advocate to the Office of the Governor and state agency officials to promote resource requests to the state as well as efforts to secure state backing for pending federal resource requests. This advocacy support will take place on an ongoing basis, with a particular focus on the resource requests and applications we are moving with Charleston. Also, this activity typically includes visits to Washington, DC to meet with White House, federal agency, and congressional members and staff, as well as visits to the state capitol (that’s you!) to promote resource efforts. Our retainer services to cities typically involve at least one visit to the U.S. capitol and one state-focused visit annually, and at other times as needed for major resource proposals.
- 6.) **Troubleshooting:** S2 does not provide ongoing grant management, compliance tracking, forms and reporting, and other grant implementation services, which are best done by city department staff with day-to-day involvement in implementing grants or managing compliance

activities. However, sometimes there are troubles or snags in grant implementation, blocks at a particular funding agency, or compliance issues that must be addressed. Our firm does support our retainer city clients in troubleshooting solutions, working through issues with agency officials, and otherwise supporting ongoing implementation of your projects.

- 7.) **Boosting Charleston's Profile:** Often, the mayors and other city leaders we serve can tout the progress of their initiatives, or identify priority concerns and needs, through congressional testimony, participation in federal agency meetings, at roundtable events, in local events and celebrations of project success, and in media outreach. These efforts can boost your city, as well as build momentum for further resources for your priority community projects. S² will remain vigilant to these potential opportunities for Mayor Goodwin, City Manager Storage, and the City of Charleston, and support you in participating in such activities.
- 8.) **Regular Updates:** City staff designated by the Office of the Mayor and the City Manager will continue to be on our client email list for our once-weekly electronic newsletter called the “**S2 Spotlight**”, which provides a brief overview of upcoming grant and other resource opportunities or other key information from Washington. For our regular/retainer clients, we also provide more in-depth “**S2 Client Alerts**” on the most promising opportunities, which provide a detailed explanation of the funding source and how it could be used in the locality, so that you can judge whether you want to ask S2 to pursue that particular opportunity. The S2 Client Alerts are also used to explain important legislative, policy, regulatory or other issues that are important to know. S2 also typically conducts many **webcast** sessions during the year, explaining funding resources, legislation, or other relevant issues, which we will invite Charleston to participate in. Also, at the end of each calendar year, we will provide the City of Charleston with a **year-end report** on projects conducted, results achieved, efforts still underway, and other important information.

FEE PROPOSAL

Sustainable Strategies DC proposes monthly fee of \$7,500 to cover each of the months of August 2022 through July 2023, for a total of \$90,000 in compensation, to cover the scope of services outlined above, the City of Charleston will be charged out-of-pocket costs associated with our services, which could include reasonable and travel (airfare, lodging, per diem) costs (all long-distance travel will be pre-approved by the client). We will bill monthly for these services, in the month after the work was provided, and appreciate prompt return of the monthly fee and any cost reimbursements.

BACKGROUND ON SUSTAINABLE STRATEGIES DC

Sustainable Strategies DC is a government affairs and strategic consulting firm based in Washington, DC that helps clients secure resources for revitalization and other community needs. We primarily represent local governments, with a focus on sustainable economic development, community revitalization, infrastructure, brownfields revitalization and smart growth, first responders, arts and cultural projects, and other municipal priorities. Sustainable Strategies DC provides consulting on community revitalization, project funding guidance, grantwriting services,

congressional and agency advocacy, support for the formation of public-private partnerships, and environmental legal counsel.

Our firm has worked in West Virginia for clients including Advantage Valley, Barboursville, Charleston, Charles Town, Coalfield Development Corporation, Foundation for the Tri-State Community, Friends of Blackwater, Generation WV, Huntington, Jefferson County, Marshall University, Martinsburg, Morgantown, Nitro, Ranson, Ronceverte, South Charleston, Tech Connect, Tri-State Shale Coalition, Vision Shared, Weirton, West Virginia University, Wheeling, the WV High Tech Consortium, and the West Virginia Municipal League.

We have helped communities across America succeed on innovative local projects and secure hundreds of millions of dollars in resources for those projects. See our “Client Success Matrix” at www.StrategiesDC.com for examples of the progress our clients have made with our support.

KEY STAFF

The entire team will support Charleston, but the work will be led by Matt Ward and Sarah Marin.

Matt Ward, CEO: Matt is both the CEO, and a legal practitioner at the Ward Washington Law Firm. Prior to the launch of Sustainable Strategies DC, Matt was a partner and Sustainable Communities practice group leader at The Ferguson Group (TFG). He joined TFG in 2005 after being a partner at the Washington, DC law firm Spiegel & McDiarmid, where he provided advocacy consulting on sustainability issues to communities for more than a decade. He is a co-founder of the National Brownfields Coalition and the Brownfield Communities Network, and he has served as national policy director to a number of organizations including the National Association of Local Government Environmental Professionals, the National Association of Towns and Townships, the Climate Communities coalition, the Mayors Automotive Coalition, the Manufacturing Alliance of Communities, and the American Waterfront Revitalization Coalition. Matt received his B.A., magna cum laude, from American University and his J.D. from the University of Virginia. Matt served as a city councilman and planning commission member in his hometown of Charles Town, WV for more than a decade. Matt is a West Virginia native and lives with his family in Charles Town.

Sarah Marin, Senior Associate & Client Services Manager: Sarah supports clients and staff in meeting community needs. She is a recent graduate of the George Washington University where she received her B.A. in International Affairs with focuses in International Environmental Studies and Global Public Health and a minor in Sustainability. Prior to joining the team, Sarah worked at Justice and Sustainability Associates, LLC where she served in a Project Coordinator capacity.

Andrew Seth, President: Prior to his role as the President of Sustainable Strategies DC, Andrew Seth was a partner and the Director of Coalitions at The Ferguson Group. He is the Executive Director of the Climate Communities coalition and directed the American Waterfront Revitalization Coalition. He previously served as a project manager on environmental issues at the International City/County Management Association, where he directed the Local Government Environmental Assistance Network. Prior to joining ICMA, Andrew was a member of the government affairs team at Spiegel & McDiarmid. He began his environmental career at the conservation non-profit American Rivers. Andrew received his B.S., summa cum laude, from

Salisbury State University and a M.S. in Resource Administration and Management from the University of New Hampshire.

Ashley Badesch, Partner: Ashley, who runs the firm's Western Office, received her M.P.P. with a focus in Environmental Policy from the University of Virginia Frank Batten School of Leadership & Public Policy. Ashley also received a B.A. with Distinction in Spanish with a minor in philosophy at UVA. She co-founded the Zero Waste Initiative, an effort to divert over 90 percent of all waste from landfills through composting and recycling, and served as the Chair of the Board of SustainaUnity and the Student Coordinator of Materials Task Force for the President's Environmental Footprint Reduction Plan.

Debra Figueroa, Principal in the Western Office, received her MA in Political Science with a focus on Environmental Policy from the University of Florida and a BA in Political Science, summa cum laude, from Eckerd College. She was mostly recently the City Manager for the City of Glenwood Springs, CO and the Assistant Borough Manager for Carlisle, PA. In these positions, she oversaw largescale infrastructure initiatives, emergency management and resiliency programs, and lead the municipalities highly successful grants teams. Debra Figueroa lives in Glenwood Springs with her family.

Rhea Rao, Associate & Grant-Writer: Rhea Rao serves as an Associate and Grantwriter for Sustainable Strategies DC, assisting clients on their grant proposals and other needs. She is a recent graduate of the George Washington University where she received her Bachelor's degree in International Affairs with concentrations in International Environmental Studies and Global Public Health, alongside a minor in Sustainability. Prior to joining the team, Rhea worked at the Public Leadership Education Network, where she served as a Program Assistant.

Spiro Maleki, Associate in the Western Office: Spiro Maleki is an Associate in the firm's Western Office, assisting clients on their resource strategies, grant proposals and other needs. He is a recent graduate of the University of California, with a double major in Public Affairs and Geography. Previously, he served in the Los Angeles Mayor's Office of Innovation.

We would be pleased to discuss this further, to refine the scope, or to answer any other questions or directions you have. We would also be happy to work with the Office of the City Manager on a contract document to execute this arrangement, if City Council approves this proposal. The team at Sustainable Strategies DC is honored to be supporting the good work of the great City of Charleston.

Sincerely,

A handwritten signature in black ink that reads "Matt Ward". The signature is stylized with a large, looped "M" and a cursive "Ward".

Matt Ward
CEO

MWW/jd

Resolution No. 704-22

Introduced in Council:

August 1, 2022

Adopted by Council:

Introduced by:

Bobby Reishman

Referred to:

Finance

Resolution No. 704-22 – Authorizing the Mayor or City Manager to grant American Rescue Plan Act (“ARPA”) funds to Hope Community Development Corporation in the total amount of \$500,000 and to execute appropriate agreements establishing the terms and conditions imposed upon the recipient, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to grant American Rescue Plan Act (“ARPA”) funds to Hope Community Development Corporation in the total amount of \$500,000 and to execute appropriate agreements establishing the terms and conditions imposed upon the recipient, including ongoing duties for reporting on expenditure and programmatic activities and binding covenants to spend funds in accordance with the purposes for which such funds were granted. The grant is approved in full or in part based upon information submitted to the City in the grant recipient’s City of Charleston ARPA grant application, attached hereto as Exhibit A. The City Manager is directed to withhold grant funding to the grant recipient should the City Manager determine that the grant recipient has failed to adhere to the obligations established in the agreement or fails to adhere to applicable local, state, or federal law.

American Rescue Plan Act (ARPA) Funding Application

[Print](#)

Submitted by:

Status: Open

Assigned To: Jonathan Storage

Priority: Normal

Due Date: Open

Attachments

- [HOPE Bd Resolution - Ltrs of Support.pdf](#) - 2021-12-15 11:11:24 pm



American Rescue Plan Act (ARPA)

Funding Application

Non-Profit, Community Groups, Neighborhood Associations, and Businesses

APPLICATION DEADLINE: December 15th 2021

Application must be completed in full to be considered. Applications may be submitted online using this fillable form. But forms and attachments may also be submitted by email to ARPA@cityofcharleston.org or by U.S. Mail to City Manager's Office, 501 Virginia Street East Charleston, WV 25301.

All requests for funding **must be directly related to COVID-19 mitigation or recovery efforts** and must fall within the parameters of at least one of the goals set by the treasury department along with other requirements listed within this application.

GENERAL INFORMATION

* Name of Project/Program:

West Side Revive Movement/HOPE Community and Populations Health, Poverty Solutions and Economic Development Center - West Side Revive HOPE Center

* Organization Name:

HOPE Community Development Corporation

* Address:

600 Kanawha Blvd., West --- 1039 Central Avenue, Charleston, West Virginia 25302

* Primary Contact Person:

Reverend Matthew J. Watts

Title:

President & CEO

* Phone:

* Email:

304-343-4673

hopewdc@aol.com

Federal Tax ID:

55-0763261

If applicable: DUNS Number:

319348318

To obtain a DUNS number please visit <https://fedgov.dnb.com/webform> After obtaining, please register your organization with the System for Award Management at <https://sam.gov/SAM/>

List the organization’s owner(s), Board of Directors, senior staff members, and other key members:

Board of Directors Senior Staff Members 2021-2022 Edward B. Gordon Mr. Ricardo Martin - President Term Dates: 2017 - Present Mr. Kenneth Hale -- Board Vice President Term Dates: 2015 - Present Mr. David Fryson, Esq. Term Dates: 2003 - Present Mr. Orlando Craighead -- Secretary Term Dates: 2018 - Present Mr. James Rollins -- Treasure Term Dates: 2018 - Present

Describe any partner organizations, their roles, and your relationship with them:

Two years ago HOPE CDC recruited the Center for Rural Health Development to include the West Side of Charleston in the CRD Wild Wonderful Healthy WV Initiative; HOPE CDC is serving as the lead West Side organization through an MOU with the CRD and the Wild Wonderful Healthy Charleston West Side Initiative (WWHCWS). The WWHCWS Initiative is housed in the HOPE Center. The Center for Rural Health Development (CRHD) commits to do the following to support the West Side Revive Movement Initiative (WSRMI) and the HOPE Community and Populations Health and Poverty Solutions and Economic Development Project: 1. Continue to provide consultation and technical assistance in the development of the West Side comprehensive Community Health Improvement Plan CHIP and the HOPE Center. 2. Continue to identify potential resources to support the plan. 3. Other agreed mutually agreed upon projects. 4. Serve as HOPE CDC’s fiscal agent as required. 5. Serve on the WSRMI Advisory Board The Charleston Black Ministerial Alliance (CBMA) is a collaborative of over 40 African American ministers and over 40 local Church Congregations. The CBMA was established over 51 years by local African American ministers to promote racial economic justice and equity. Rev. Matthew J. Watts is a member of the CBMA and serves as the chair-person of the Community Affairs Committee. (CBMA) commits to do the following: 1. Promote the center through the Alliance Churches, 2. Serve on the Center Advisory Team; participate in convening and hosting community meetings at the center. 3. Consider having an office at the center as long as it is affordable. Cabin Creek Health Systems (CCHS) is the original Federally Qualified Community Health Center established by some local Coal Miners. Cabin Creek Health Systems is one of the most respected Community Health Centers in WV. They are making plans to establish CCHC on the West of Charleston in 2022. Dr. Craig Robinson, CCHS Executive Director, has reached out to HOPE CDC and Rev. Watts and has contracted with HOPE CDC to assist CCHS in connecting their propose planned Center to the West Side of Charleston. Commits to do the CCHS commits to the following: 1. Partner with HOPE CDC to apply for grants to help fund the HOPE Center. 2. Provide HOPE CDC with technical assistance and consultation in developing the Center. 3. To refer clinic patients to the HOPE Center that will benefit from services. 4. Designate a CCHS employee to serve as a member of the West Side Revive Movement Advisory Council. Community Works of West Virginia is one office Certified Development Financial Institution in WV. Community Works primary focus is the development of safe, affordable single and multi-family housing for low to moderate individuals and families. Community Works also provides homeowner financing and housing rehab financing. HOPE CDC has been a member of Community Works network of members for the past seven years. In 2017 Community Works partnered with HOPE CDC to submit a grant proposal to J.P. Morgan in response to their Pro Neighborhood Request for Proposals. Community Works and HOPE CDC used the West Side Revive Movement Model and the HOPE Center Concept as the basis for the proposal. Although the Community Works/HOPE Proposal was not funded, it made the final round of 10 out of over 500 applicants. Community Works commits to do the following: 1. To provide homeownership and financial literacy, counseling and education to West Side residents at the HOPE Center and CWWV Crede Housing Center. 2. To have a satellite office presence at the HOPE Center on the West Side. 3. To assist West Side residents in finding homeownership financing. 4. To purchase lots from HOPE CDC to construct new houses. 5. To serve on the WSRMI Advisory Board. The Charleston Branch NAACP (NAACP) is the oldest civil rights organization in West Virginia. Rev. Matthew J. Watts has been a member of the Charleston Branch NAACP since 1996 and currently serves as the 2nd Vice President and as the co-chair of the Political Action Committee. The Charleston Branch NAACP commits to do the following: 1. To promote the West Side Revive Movement Initiative – HOPE Center through the network of the NAACP membership. 2. To designate a member of the NAACP executive committee to serve on the WSRMI – HOPE Center Advisory Board. 3. To have the NAACP president or his designee to serve on the Wild Wonderful Charleston’s West Side Community Health Improvement Committee. 4. To have the NAACP President or his designee to serve as a member of the McGee Foundation West Side Collaborative Team Advisory Committee. 5. To participate and support community meetings as appropriate. 6. To maintain a satellite presence at the Center The Tuesday Morning Group (TMG) is a community based advocacy group establish in 2007 by Reverend James Ealy and Reverend Matthew J. Watts. The TMG was

originally established to establish to convene African American ministers to advocate for establishment of Mary C. Snow West Side Elementary School and to advocate the fair development and efficient effective execution of the West Community Renewal Plan. The TMG later expanded it's membership to include non clergy community leaders and expanded its advocacy role to include city, county and state level advocacy. The TMG has served as a sounding board for HOPE CDC in its development of the West Side Revive Movement Initiative and the HOPE Community and Populations' Health and Poverty Solutions and Economic Development Center. As a founding member and convener of the TMG, Rev. Watts has insured that HOPE CDC maintained a closely alignment with the TMG. The TMG commits to do the following: 1. To serve as sounding board and to continue to provide HOPE CDC consultation and technical assistance in the development and execution of the West Side Revive Movement and the HOPE Community and Populations and Poverty Solutions and Economic Development. 2. To serve on the West Revive Movement Advisory Committee To assist HOPE CDC in promoting the West Side Revive and the HOPE Center 3. To maintain a satellite office at the Center. 4. To assist with other mutually beneficial and agreed-to projects. Thomas Health Systems is the second largest hospital system in the Kanawha Valley with a largest presence in Charleston (Saint Francis Hospital along with a second presence in South Charleston (Thomas Memorial Hospitals). HOPE CDC establish formal relationship with Mr. Dan Laffeur several years ago. Thomas Health Systems commits to do the following: 1. To provide HOPE CDC with technical assistance and consultation in its development and implementation of the HOPE Fitness and Wellness Center 2. To provide workshops in chronic disease management and other topics of interest. 3. To assist HOPE CDC in developing a program to address both child and adult obesity 4. To assist with other mutually agreed-to projects

BUDGETARY OVERVIEW - Must match Budget Worksheet

* Funds Requested	* Total Program/Project Cost	Annual Organization Budget
\$1,462,600	\$1,562,600	\$300,000

Request Summary

1. Provide a narrative overview/summary of the request.
- Topics that may be included but not limited to:
- a. Purpose and anticipated outcomes

b. Individuals, entities, or communities served

c. How the pandemic has necessitated this request

d. Amount of any estimates and bids received to date

e. Timeline for project completion

Project Narrative Summary HOPE Community Development Corporation (HOPE CDC) with support from an array of partners are seeking funding from the City of Charleston ARAP funds to establish the West Side Revive HOPE Community and Populations' Health Poverty Solutions Center and at the building owned by HOPE CDC at 1039 and 1100.Central Avenue on the West Side of Charleston. The HOPE CPHPSC will house and serve as the anchor project for the West Side Revive Revitalization and Transformation Movement Initiative (West Side Revive). The West Side Revive Movement is a comprehensive placed-based, people-focused model that has a legislative and programmatic frame work to promote community and population's health by addressing poverty, substance abuse, education, housing, social services coordination, workforce development and economic development, and other social determinants of health in the context of comprehensive community development. The West Side Revive Movement is designed to be a Cross-Sector Collaborative Partnership between over 40 organizations from the following sectors: community-based organizations, health, mental health, public health, education, government, business, philanthropic and other groups. The Center for Rural Health Development has agreed to include the West Side community in the Center's state-wide Wild Wonderful Healthy West Virginia initiative. The CRHD facilitates guiding and providing consultation and technical assistance to the Wild, Wonderful, Healthy, Charleston West Side Cross-Sector Collaborative Partnership to help the Partnership develop a comprehensive Community Health Improvement Plan (CHIP) to improve community and populations health for the West Side residents. The Wild Wonderful and Healthy West Side initiative is housed and anchored at the HOPE CPHPSC Center and HOPE CDC is serving as the lead community-based organization. Other strategic HOPE CDC projects that will be housed at the Center will include: 1) HOPE Affiliate Workforce Center in partnership with Workforce WV, Kanawha County Workforce Investment Board, WV Adult Basic Education and WV Vocational Rehabilitation Services; 2) HOPE Youth and Family Services Clearinghouse Collaborative Team in partnership with the WV DHHR; 3) HOPE Neighborhood Housing and Economic Stabilization Project Initiative (NHESPI) in partnership with Community Works of WV; 4) HOPE Fitness and Wellness Center with support from Thomas Health Systems and Cabin Creek Health Systems; 5) HOPE Youth and Adults Literacy Center in partnership with Kanawha County Schools and Kanawha County Public Library; 6)HOPE-TALKS Mentoring and Youth Development Movement; 7) HOPE Restaurant and Commercial Kitchen in partnership with the Kanawha Institute for Social Research and Action (KISRA) and; 8) the KISRA Paradise Farm in partnership with the Kanawha Institute of Social Research and Action (KISRA). The HOPE Affiliate Workforce is the key HOPE Strategic Project designed to address the economic and workforce development challenges confronting the West Side and its residents. This will be accomplished by full implementation of the 2014 federal and 2016 state Workforce Innovation and Opportunity Act (WIOA) legislation for youth and adult who reside on the West Side of Charleston. The Affiliate

Center will operate in partnership with Workforce WV, WIB-KC, WV Voc-Rehab, WVABE and other partners. The WIOA legislation is designed to coordinate federal, state and locally funded job training and employment programs into a strategically aligned comprehensive workforce development system to provide job training and employment services to potential workers and to meet the labor demands of local employers based the local demand occupations. The WIOA-funded workforce development system is designed to govern a state's entire work regarding job training, workforce development identification of demands occupations, and identification of services to: employers, dislocated workers, African Americans and other minorities, ex-offenders, single mothers, court-involved youth, welfare recipients, senior citizens and others with barriers to employment. The cornerstone of the WIOA funded workforce development system is the local One-Stop Centers where all workforce development activities are to be coordinated. The HOPE Affiliate Workforce Center will provide West Side residents with easy access to the entire Workforce WV system and to the array of job training, employment and support services offered at the One-Stop. This could be a game changer for West Side residents and businesses. The Affiliate will provide West Side residents with easy access to the job training, employment and support services offered by the One-Stop. Local businesses will be able to post job openings to receive applicants to fill job openings that will help them expand their businesses that will promote economic development on the West Side of Charleston. The HOPE Youth and Family Services Clearinghouse is a second key HOPE Strategic Project housed at the HOPE CPHPC Center that complements the Affiliate Workforce Center. The purpose of the Clearinghouse is to coordinate social support services to address barriers that would keep clients from participating in and successfully completing job training and entering and maintaining employment. This will include services like staple housing, transportation, childcare, utility assistance, food security, domestic violence counseling, mentoring for children etc. HOPE CDC will work with the WVDHHR and local community and faith-based organizations to provide these services through a comprehensive strategically aligned system. Providing and coordinate these services are essential to clients' success because, as stated above, the federal WIOA targets and gives priority to those populations that experience barriers to employment. HOPE CDC's role in this project will be: 1) to serves as site manager; 2) provide office space to tenants; 3) to manage the computer technology center; 4) to promote the Affiliate Center residents; 5) to assist clients in acquiring documentation to register and enroll at the Center; 6) coordinate support services to clients; 7) to provide case management; 8) to provide soft skills training including job coaching; and 9) to provide job referrals. HOPE CDC has an in-depth knowledge of WIOA along with a proven track record of working closely with the WV State Workforce WV Office and the local workforce development board. Rev. Matthew J. Watts has served on the state workforce development board since its inception in 2000. HOPE CDC has received and successfully managed, implemented and executed federal, state and private workforce development grants. This has included a federal grant from the U.S. Department of Labor to serve as manager and intermediary for five sub-grantees along with a state and local WIA grants to serves as the youth One-Stop and youth services provider for the Kanawha County Workforce Development Board. HOPE CDC also has thorough understanding of the WV DHHR social services system as evidenced by HOPE CDC being selected WV DHHR Cabinet Secretaries to serve as the operator of a Youth and Family Services Clearinghouse. Clients, local residents and community residents will also be able to utilize and benefit from the HOPE Computer and Technology Center (HOPE CATC). The HOPE CATC is essential to the Affiliate Center because the entire workforce development systems are on-line and most employers require job applicants to inquire and apply for employment on-line. HOPE CDC will also free computers classes and computer access to the community residents as a strategy to close the digital divide. Local residents will also have access to housing referrals through the HOPE NHESPI; Health and fitness support through the HOPE Fitness and Wellness Center; healthy foods access through the KISRA Paradise Farm and the HOPE Commercial Kitchen; and mentoring for their dependent children through the HOPE-TALKS Mentoring Movement Initiative. The West Side of Charleston was a distressed neighborhood prior to the Covid-19 Pandemic as documented in the needs section of this proposal as evidenced by high poverty rates, high crime, slum and blighted housing, low labor participation, low education attainment and poor community and population health outcomes and lower life expectancy than other parts of Charleston, Kanawha County and West Virginia. The Covid-19 Pandemic has further exacerbated these conditions. This is particularly true in the area of educational achievement of school age children. Prior to the Pandemic the West Side's school age children's achievements were among the lowest in the state despite having the highest rates of per-pupil expenditure in the state. The unprecedented disruption of public schools caused by the Pandemic has resulted in West Side students falling further behind academically and emotionally. Research suggests the key to improving student academic achievement is by stabilizing, strengthening families and building community supports. Prior to the Pandemic, according to the Centers for Disease Control and the Robert Woods Johnson Foundation, West Virginia ranked near the bottom nationally with the poorest community and health outcomes. A recent report suggests that West Virginia ranks 50th among the 50 states with the poorest community and populations' health outcomes. And the West Side flats ranks near the bottom in West Virginia. HOPE CDC has obtained some bids and has compiled some budgets quotes totally 1 million dollars to perform renovations and to complete necessary demolition. HOPE estimates a project completion date of December 31, 2022 if funds are awarded by March 1, 2022.

Attach any additional information such as bids, concepts, designs, letters of support, etc. If submitting electronically the documents must be in PDF, Excel, or Word format and total file size must not exceed 10 megabytes.

Program/Project Details

- * 1. The funding will be used to:
- ☐ Start a new program/project
 - ☐ Maintain an existing program/project
 - ☒ Expand an existing program/project

* 2. If funded, will the program/project be completed within FY 2022?

If no, when is expected completion year?

☒ Yes ☐ No

3. Which eligible ARPA Expenditure Category does this program/project represent (See

<https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf> for further details)? Please check all that apply:

*

- ☒ Public Health
- ☒ Negative Economic Impacts
- ☒ Services to Disproportionately Impacted Communities
- ☐ Premium Pay
- ☐ Infrastructure
- ☐ Other

4. Briefly describe the program/project funds are being requested for:

HOPE Community Development Corporation (HOPE CDC) with support from an array of partners are seeking funding from the City of Charleston ARAP funds to establish the West Side Revive HOPE Community and Populations' Health Poverty Solutions Center and at the building owned by HOPE CDC at 1039 and 1100 Central Avenue on the West Side of Charleston. The HOPE CPHPSC will house and serve as the anchor project for the West Side Revive Revitalization and Transformation Movement Initiative (West Side Revive). The West Side Revive Movement is a comprehensive place-based, people-focused model that has a legislative and programmatic framework to promote community and population's health by addressing poverty, substance abuse, education, housing, social services coordination, workforce development and economic development, and other social determinants of health in the context of comprehensive community development. The West Side Revive Movement is designed to be a Cross-Sector Collaborative Partnership between over 40 organizations from the following sectors: community-based organizations, health, mental health, public health, education, government, business, philanthropic and other groups. The Center for Rural Health Development has agreed to include the West Side community in the Center's state-wide Wild Wonderful Healthy West Virginia initiative. The CRHD facilitates guiding and providing consultation and technical assistance to the Wild, Wonderful, Healthy, Charleston West Side Cross-Sector Collaborative Partnership to help the Partnership develop a comprehensive Community Health Improvement Plan (CHIP) to improve community and populations health for the West Side residents. The Wild Wonderful and Healthy West Side initiative is housed and anchored at the HOPE CPHPSC Center and HOPE CDC is serving as the lead community-based organization. Other strategic HOPE CDC projects that will be housed at the Center will include: 1) HOPE Affiliate Workforce Center in partnership with Workforce WV, Kanawha County Workforce Investment Board, WV Adult Basic Education and WV Vocational Rehabilitation Services; 2) HOPE Youth and Family Services Clearinghouse Collaborative Team in partnership with the WV DHHR; 3) HOPE Neighborhood Housing and Economic Stabilization Project Initiative (NHESPI) in partnership with Community Works of WV; 4) HOPE Fitness and Wellness Center with support from Thomas Health Systems and Cabin Creek Health Systems; 5) HOPE Youth and Adults Literacy Center in partnership with Kanawha County Schools and Kanawha County Public Library; 6) HOPE-TALKS Mentoring and Youth Development Movement; 7) HOPE Restaurant and Commercial Kitchen in partnership with the Kanawha Institute for Social Research and Action (KISRA) and; 8) the KISRA Paradise Farm in partnership with the Kanawha Institute of Social Research and Action (KISRA). The HOPE Affiliate Workforce is the key HOPE Strategic Project designed to address the economic and workforce development challenges confronting the West Side and its residents. This will be accomplished by full implementation of the 2014 federal and 2016 state Workforce Innovation and Opportunity Act (WIOA) legislation for youth and adult who reside on the West Side of Charleston. The Affiliate Center will operate in partnership with Workforce WV, WIB-KC, WV Voc-Rehab, WVABE and other partners. The WIOA legislation is designed to coordinate federal, state and locally funded job training and employment programs into a strategically aligned comprehensive workforce development system to provide job training and employment services to potential workers and to meet the labor demands of local employers based on the local demand occupations. The WIOA-funded workforce development system is designed to govern a state's entire work regarding job training, workforce development identification of demand occupations, and identification of services to: employers, dislocated workers, African Americans and other minorities, ex-offenders, single mothers, court-involved youth, welfare recipients, senior citizens and others with barriers to employment. The cornerstone of the WIOA funded workforce development system is the local One-Stop Centers where all workforce development activities are to be coordinated. The HOPE Affiliate Workforce Center will provide West Side residents with easy access to the entire Workforce WV system and to the array of job training, employment and support services offered at the One-Stop. This could be a game changer for West Side residents and businesses. The Affiliate will provide West Side residents with easy access to the job training, employment and support services offered by the One-Stop. Local businesses will be able to post job openings to receive applicants to fill job openings that will help them expand their businesses that will promote economic development on the West Side of Charleston. The HOPE Youth and Family Services Clearinghouse is a second key HOPE Strategic Project housed at the HOPE CPHPSC Center that complements the Affiliate Workforce Center. The purpose of the Clearinghouse is to coordinate social support services to address barriers that would keep clients from participating in and successfully completing job training and entering and maintaining employment. This will include services like stable housing, transportation, childcare, utility assistance, food security, domestic violence counseling, mentoring for

children etc. HOPE CDC will work with the WVDHHR and local community and faith-based organizations to provide these services through a comprehensive strategically aligned system. Providing and coordinate these services are essential to clients' success because, as stated above, the federal WIOA targets and gives priority to those populations that experience barriers to employment. HOPE CDC's role in this project will be: 1) to serves as site manager; 2) provide office space to tenants; 3) to manage the computer technology center; 4) to promote the Affiliate Center residents; 5) to assist clients in acquiring documentation to register and enroll at the Center; 6) coordinate support services to clients; 7) to provide case management; 8) to provide soft skills training including job coaching; and 9) to provide job referrals. HOPE CDC has an in-depth knowledge of WIOA along with a proven track record of working closely with the WV State Workforce WV Office and the local workforce development board. Rev. Matthew J. Watts has served on the state workforce development board since its inception in 2000. HOPE CDC has received and successfully managed, implemented and executed federal, state and private workforce development grants. This has included a federal grant from the U.S. Department of Labor to serve as manager and intermediary for five sub-grantees along with a state and local WIA grants to serves as the youth One-Stop and youth services provider for the Kanawha County Workforce Development Board. HOPE CDC also has thorough understanding of the WV DHHR social services system as evidenced by HOPE CDC being selected WV DHHR Cabinet Secretaries to serve as the operator of a Youth and Family Services Clearinghouse. Clients, local residents and community residents will also be able to utilize and benefit from the HOPE Computer and Technology Center (HOPE CATC). The HOPE CATC is essential to the Affiliate Center because the entire workforce development systems are on-line and most employers require job applicants to inquire and apply for employment on-line. HOPE CDC will also free computers classes and computer access to the community residents as a strategy to close the digital divide. Local residents will also have access to housing referrals through the HOPE NHESPI; Health and fitness support through the HOPE Fitness and Wellness Center; healthy foods access through the KISRA Paradise Farm and the HOPE Commercial Kitchen; and mentoring for their dependent children through the HOPE-TALKS Mentoring Movement Initiative.

5. Describe the need for this program/project:

The West Side of Charleston story is one of slavery, segregation, social disintegration, systematic disinvestment and simple neglect. This has resulted in the stunted growth of the West Side community economically, intellectually, educationally, socially, psychologically, and spiritually. This has resulted in a public health crisis on the West Side. The stunted growth and public health crisis of the community is most acutely manifested in the lack of motivation and low academic performance of children who attend public schools. These children live in a community characterized by high rates of concentrated poverty, single female headed households, substance abuse, domestic violence, crime, drug trafficking and child abuse and neglect. The high number of over-challenged and overwhelmed families has resulted in the weakened capacity of the community to create a healthy wholesome environment for children that would support and encourage high academic achievement. To put it bluntly, the West Side of Charleston community no longer has the family resiliency and strength or the community capacity to produce a high number of high achieving students. Many children conceived on the West Side began to fall behind at conception. Many are born to women who abuse drugs during their pregnancy while other children experience adverse childhood experiences. Others have been victims of child abuse and neglect. Far too many of the children have been traumatized. Many of these children have emotional problems which result in doctor's prescribing them medication to control their behavior. Many West Side children lose at an extremely early age their birthright of a childhood of innocence. There is little time for innocence for children who live on the West Side. The public schools on the West Side of Charleston could do more to improve student school attendance and academic performance. But the schools alone cannot overcome the complex social pathology in the homes and community that discourage, de-motivates and at times crushes the spirits of many of the children who reside on the West Side. The schools are often excoriated as the convenient scapegoats for the children's poor attendance and mediocre academic performance, when in fact the public schools on the West Side actually serve as the community's most accurate "social pathological diagnostic centers". That is, the schools diagnose the most severe social pathologies which are most profoundly manifested in the group with the weakest social immune system, that being the children. For over 60 years, the city of Charleston's primary response to challenges facing the West Side has been increased police presence and more law enforcement. Most would agree that policemen's presence and law enforcement are essential to confront the criminal element in a community, but they alone are not enough. The revitalization of the West Side will require a renewed commitment from each of the major institutions: the home, Church, public schools, city, county and state governments, non-profit and civic organizations and private business. Each must fulfill its respective moral, ethical, spiritual and/or legal responsibilities to the children and the West Side residents. If there is a division of labor and everyone does their part, then the West Side can break and shed the chains that stunts its growth and become a model residential community of health and wellness. The questions that beg for responses are: are the political, social, economic and cultural leaders in Charleston prepared to admit that new ideas need to be tried. And are these leaders willing to set down at the table of reason as equals with local grass roots leaders to work together to identify and implement the best ideas to move the West Side forward. If so, that would be the beginning of a much needed New West Side story. Summary of West Side of Charleston, WV Demographics 1. Nearly 18,000 people, 35% of Charleston's population live on the West Side 2. 27% of all individuals live in poverty 3. 24% of families live in poverty 4. There are nearly 4,000 children who live on the West Side of Charleston. 5. 62% (2,480) of the children are under the age of 12 6. 38% of all children on the West Side live in poverty 7. 52% of All West Side Children under age 5 live in poverty 8. 55% of All Black Children on the West Side live in poverty 9. 82% of All Black Children under 5 live in poverty 10. Annual Per Capita Income for Whites on the West Side is \$30,190 11. Annual Per Capita Income for Blacks on the West Side is \$13,166 12. 70 % of West Side Students are not reading at grade level 13. 38% (1,520) of all crime committed in Charleston is committed on the West Side 14. 800 vacant structures exist on the West Side 15. Only 14% of West Side Children live with both parents in the home

6. List other Charleston organizations in Charleston that address this need:

While there are organizations in Charleston that operate some programs similar to that of HOPE CDC , there are no other organizations that actually seek to coordinate their programs through a comprehensive, holistic, strategic aligned model as proposed by HOPE CDC through the comprehensive West Side Revive Movement and the HOPE Center. Some of the organizations that operate similar programs are as follows: Housing: Religious Coalition for Community Renewal; Habitat for Humanity, Community Works of WV, Workforce Development: Kanawha County Workforce Development Board, Bridge Valley Community and Technical College, Social Services Coordination: No one to my knowledge Health, Fitness and Wellness for Children and Adults: City Parks and Recs, YMCA Economic Development: WV State University Land Grant Economic Development Center Education; Various school programs on the West Side Health and Medical Care: Family Care, Health Right Healthy Foods: West Side Community Gardens, KISRA

7. Describe the level of collaboration with other organizations on this program/project:

As evidenced by the attached letters of support from the Collaborative Partners, HOPE CDC has a broad cross-sector of collaborative partners on this project initiative. These partners include the WVDHHR-early childhood development and social services coordination; Kanawha County Schools and the Kanawha County Library-education and literacy programs; Workforce WV; Kanawha County Workforce Development Board; WV Vocational Rehab Services; WV Adult Basic Education-Adult Basic Education, Job Training and Workforce Development; WV State Univ. Economic Development Center; New Economy Works WV-Economic Development, Health and Wellness; Thomas Health Systems; Fun Fitness Foundation; etc.

8. How will duplication of services be prevented?

In developing the framework for the HOPE Youth and Family Services Clearing House, we compiled a mapping of all services provided to West Side Residents sorted by functional category. By mapping of services HOPE CDC was able to identify gaps in services delivery. There are many services that are now being offering in Charleston but they are not offered on the West Side of Charleston therefore they are not being utilized by West Side resident because they are not accessible. The purpose of the HOPE Center Clearing House is to connect residents to an array of services at a single location to avoid duplication of services and to improve the efficiency effectiveness of services delivery.

Program Requirements and Objectives

1. Identify the target recipients of proposed services. Specify the number of City residents the program will serve during the fiscal year and explain the basis upon which this number is calculated.

The targeted recipients for services will be youth and adults who reside on the West Side of Charleston, however; all residents who reside in Charleston, WV will be eligible for services It would be difficult to estimate an accurate number of residents served, but it would be in reason to estimate that it an excess of 1,000 residents per year would be served by one or more of the partner organizations operating programs out of the HOPE Center. We arrive at this number by calculating that we would serve at least three different individuals per day.

2. List any eligibility requirements the program has with respect to age, gender, income, or residence.

Recipients would have to be a least 18 years of age or be accompanied by a parent or guardian or have written parental consent. Recipients would have to be a resident of Charleston (No gender or income requirement). Priority would be given to low income West Side Residents.

3. If this is a continuing activity, describe a measurable outcome of the previous year's work regardless of funding source.

3. Helped five families avoid eviction during the Pandemic Assisted over 1,000 individuals in obtaining the COVID-19 Shot

4. If this is a new program describe two anticipated measurable outcomes for the proposed program.

At least 25 individuals will receive job training. At least 25 individuals will be placed in employment.

Budget

* 1. Has the organization received funding from the City of Charleston in the past for a similar program/project?

☐ Yes ☒ No

* 2. Has the organization requested funding from other Federal, State, or Local government entities for any program/project support related to COVID-19?

☐ Yes ☒ No

3. If yes, explain from which entities and the amounts requested for each program/project.

N/A

4. List any other Federal, State, Local, or private funding or grant awards received in the last three years and the amount and status of each award.

None

5. Briefly summarize project revenues and expenses related to this request. This should coincide with the budget worksheet.

During the first year we will continue to be supported from rental housing revenue and revenue generated by consulting contract services that HOPE provides. In the second year, we anticipate generating a revenue from rental office space, from a catering service, and from event planning. Over 71% of the expenses is a one-time expense to rehab the building.

6. If this request is not fully funded, what adjustments to the program/project is the organization prepared to make?

We will delay renovations to the 1100 Avenue Central Building with the exception of replacing the roof, and we will focused our work on the 1039 Central Avenue Building. We are also submitting a request to the Kanawha Commission for ARPA funds to support this project.

7. Describe the plan for sustainability of the program/project or initiative after the requested award has been exhausted.

The bulk of the funds that HOPE CDC is requesting are to cover the one time cost to renovate the HOPE owned buildings. HOPE CDC has several revenue generating project that will generate revenue to sustain the project after these project funds are exhausted. The HOPE renovated buildings and additional HOPE Rental Houses will provide HOPE with the capacity to have the ongoing ability to generate revenue apart from a dependency on grant. This has been the HOPE model for the past seven years. These projects include: HOPE Rental Properties; HOPE Lawn Care Business, HOPE CDC Catering, Event Planning and Meetings Space Rentals. HOPE Office Space Rentals.

8. Briefly describe the organization’s fiscal oversight / internal controls to minimize opportunities for fraud, waste, and mismanagement.

HOPE finances are maintained in the QuickBooks accounting systems. Each grant or funding sources is kept separate. Each request for purchase requires a purchase requisition signed and approved by the President/CEO. Each check written requires two signatures which include that of the President/CEO and the Secretary Treasure. All requisitions, receipts and cancelled checks are collected and compiled in notebook binders by month. The monthly bank statement is reconciled each month with the QuickBooks accounting system. All incoming checks are removed from their envelopes, copied and logged into the check list sheet. The Secretary prepares deposit slips and presents checks to the chief of staff to review before deposit. Checks are deposited and deposited tickets are filed in their receipt notebook. Chief of Staff then logs deposit into QuickBooks. For this grant the West Virginia Center for Rural Health Development has agreed to serve as HOPE CDC fiscal agent to insure financial fidelity

9. How does your agency plan to separate ARPA funds from other agency funds for purposes of identification, tracking, reporting and auditing?

As stated above the West Virginia Center for Rural Health Development has agreed to serve HOPE CDC fiscal agent for ARPA funds and HOPE CDC will maintain a separate checking account for ARPA funds.

REQUESTED BUDGET WORKSHEET

Revenue Source Projections

List all Estimated Funding for this Program/Project

* Proposed City ARPA Funding	Internal/Self-Funding
\$1,462,600	\$60,000
Donations/Other Fundraising	Government Grants/Other
\$40,000	\$0.00
* TOTAL REVENUE	
\$1,562,600	

Expenses Projections

List all Estimated Expenses for this Program/Project

Salaries/Wages

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
\$275,000	\$70,000	\$345,000

Benefits & Matchings

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
\$73,500	\$30,000	\$103,500

Contracted Services

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
\$1,064,100	\$0.00	\$1,064,100

Program Materials

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
\$0.00	\$0.00	\$0.00

Marketing

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
\$0.00	\$0.00	\$0.00

Supplies

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
\$0.00	\$0.00	\$0.00

Other

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
\$50,000	\$0.00	\$50,000

Total Expenses

* Amount Requested from City	* Amount from Other Sources	* Total Estimated Expenses
\$1,462,600	\$100,000	\$1,562,600

NOTE: Revenues and Expenses must balance, and the use of requested funds must be directly related to COVID-19 recovery efforts.

Organizational Details

1. Describe the history of the organization and its current programs and activities.

Organizational History and Demonstrated Capacity HOPE Community Development Corporation (HOPE CDC) is a 501 (c) 3 organization that began operating programs in 1994 and was formally established in 1997 by its current President and CEO, Rev. Matthew J. Watts. HOPE is governed by a five (5) member board of directors. HOPE CDC has had consistency in its leadership since its inception. HOPE has a combined staff of 5 people with over 100 years of combined experience of leading comprehensive community development efforts and providing services to low income youth and families. HOPE CDC has an annual budget of roughly \$300,000 and assets over \$2.5 million dollars. HOPE CDC has become one of the most recognized and respected non-profit organizations in West Virginia that addresses reducing child and adult poverty through comprehensive family and community development by focusing on education, employment and training, economic development, housing, and support services coordination to low income individuals and families. Overview of HOPE CDC Major Accomplishments 2001 - 2021 2001 - 2004 HOPE designed, developed and implemented the HOPE Youth Development Movement Initiative. The HOPE Youth Movement is a comprehensive, holistic, integrated model that provides services to youth through a continuum of care. In July 2001 the Kanawha County Region III Workforce Investment Board (WIB-KC) selected HOPE CDC as its largest youth service provider for WIA eligible youth ages 14-21. HOPE met all the WIA performance goals for literacy, numeracy, graduation and job placement for over 400 youth from 2001-2004. 2003 - 2004 HOPE CDC was selected as one of eight grantees out of 444 applicants by the US Department of Labor Employment and Training Administration to receive a \$350,000 grant to serve as a Grantee Intermediary. This demonstration project enabled HOPE to establish the HOPE Workforce Development Center to serve as a One Stop Satellite Affiliate to coordinate and to connect the target populations to training, employment, and supportive services. HOPE CDC also met or exceeded all the fiscal goals and performance measures for this grant and was recognized as a best practices program by the U.S. Department of Labor. 2004 - 2009, HOPE CDC partnered with Prestera Mental Health Services to submit and was awarded a 4-year \$1.7 million dollars grant from the US Department of Health and Human Services (DHHS) SAMHA Division to establish the "Re-Entering Our Communities Successfully" (ROCS) initiative for incarcerated youth. The goal of ROCS was to improve the success of juveniles returning to the community by providing them with intense case management. HOPE CDC served over 125 youth, met all the performance measures for this grant and ranked in the top three of the thirty-five (35) grant recipients across the nation. 2009 to present, HOPE established the HOPE Neighborhood Housing and Economic Stabilization Program Initiative (NHESPI) to use housing rehab, upgrades and weatherization as a job training, employment and economic development driver for the West Side of Charleston. HOPE has attractive over \$5 million dollars of investment for this project. HOPE CDC has purchased over 60 properties, rehabbed 25 houses, demolished 12 structures and provided classroom and paid on-the-job training experiences for over 110 low income individuals and have provided over 35 low income families with safe affordable housing. 2011 to present, HOPE CDC assumed the lead role in developing the West Side Revitalization and Transformation Movement Plan (West Side Revive Movement) for the West Side Flats area of the West Side. This West Side Revive Movement provides a template for the comprehensive redevelopment of the West Side of Charleston. 2012 - Reverend Matthew J. Watts and HOPE CDC assisted Delegate Bobbi Hatfield and Senate President Jeff Kessler in getting the WV Legislature to pass and Governor Earl Ray Tomblin to sign into law Senate Bill 611 -- Special Community-Based Pilot Demonstration Project to Improve At-Risk Youth (§18-21-1 through §18-21-4). This legislation called for the establishment of a comprehensive Youth and Family Services Clearinghouse to coordinate extensive wrap around services for youth and their families HOPE CDC was selected as the lead community-based organization by the WV DHHR Secretary. 2013 to present HOPE CDC worked with Governor Earl Ray Tomblin and the WV Legislature to include a Special Community Development School Pilot Project on the West Side of Charleston as a component of the Senate Bill 359-18-3-12 education reform legislation passed by the WV legislature. HOPE CDC was selected as lead CBO. 2015 - HOPE CDC led an effort to get the WV Legislature to pass Senate Bill 582 - The West Side Revive Movement Comprehensive Plan that would have established the West Side Revive Movement as a Demonstration Pilot Project to address child and adult poverty and other social determinants of health in the context of comprehensive community development. Both houses of the WV Legislature voted unanimously to pass the bill. However; Governor Earl Ray Tomblin vetoed the bill on a minor philosophical difference. 2015 - HOPE CDC submitted the West Side Revive Movement Comprehensive Plan to the West Virginia Center for Big Ideas located in the WVU President's office as a possible Big Idea for the WV Center for Big Ideas consideration. WVU President E. Gordon Gee selected the West Side

Revive Movement as one of four community revitalization ideas for which the Center would provide consultation and technical assistance. 2016 - HOPE CDC worked with Dr. Rahul Gupta, Commissioner of the West Virginia Bureau of Public Health and members of the West Virginia legislature to draft a bill that would establish the West Side of Charleston as a demonstration community to develop a Minority Healthy Advisory Team (MYHAT) as a structure to improve community and populations health and address health disparities by addressing the social determinants of health including poverty and substance abuse. 2016 - HOPE CDC was awarded a \$60,000 grant from the West Virginia Division of Justice and Community Services to support the establishment of the HOPE Youth and Family Services Disproportionate Minority Contact Project (DMC) as a strategy to reduce the number of minority youth with contact with the Kanawha County Juvenile Justice System. 2017 – 2019 HOPE CDC developed the draft for what would become the Governor's Bill (House Bill 2724) that would be introduced in the WV Legislature by the House Speaker and Senate President. The Bill passed both houses with overwhelming support. House Bill 2724 authorized the Director of the Herbert Henderson Office of Minority Affairs to establish a Pilot Project to serve as a model to promote public health in communities across West Virginia. The model shall address poverty, substance abuse and other social determinants of health; improve community and populations health; improve labor force participation; and support economic development through comprehensive community development in rural, suburban and urban communities. The Governor's Bill (House Bill 2724) is based on the West Side Revive Movement developed by HOPE CDC with support from the Tuesday Morning Group. 2019 – Present HOPE CDC recruited the Center for Rural Health Development (CRHD) to include the West Side Community in their Wild Wonder Health West Side Initiative. The Center will provide technical assistance and consultation to the West Collaborative to assist them in developing a comprehensive health improvement plan

Strategic Projects and Activities

1. HOPE Community and Populations Health Center

2. Health Poverty and Public Policy Solutions Center

3. HOPE Neighborhood Housing and Economic Stabilization Program Initiative (HOPE NHESPI)

4. HOPE Innovative Affiliate Workforce Economic and Small Business Development Center

5. HOPE Youth and Family Services Clearinghouse

6. HOPE Health, Fitness and Wellness Center

7. HOPE Community Kitchen

8. HOPE-Talks Mentoring and Youth Development Movement

9. HOPE-Paradise Farm in Partnership with Kanawha Institute for Social Actions (KISRA)

2. Provide the organization’s mission statement/purpose.

HOPE, Vision, Mission Strategic Plans and Strategic Projects

I. Vision of HOPE Community Development Corporation The West Side of Charleston Flats is a model residential community promoting a culture of health and wellness.

II. Mission of HOPE Community Development Corporation To equip and empower West Side Flats residents to lead the culture of health revitalization of the West Side Flats community by executing the West Side Revive Movement Plan

III. Strategic Goal of the West Side Revive Movement The goal of the West Side Revive Movement is to improve individual and community health by addressing child and adult poverty and other social determinants of health, (i.e., early childhood development, K-12 education, health, mental health, workforce and economic development, etc.) through comprehensive community development.

IV. Strategic Plans

A. West Side Revive Movement Initiative The WSRMI is a comprehensive plan that has a placed-based people-focused legislative and programmatic framework to improve community and populations health.

B. Wild Wonderful Healthy Charleston West Side WWHWC will develop a comprehensive Community Health Improvement Plan (CHIP)

3. List any third-party references that can verify the organizations qualification or prior grant experience.

WV Center for Rural Health

COVID-19 Impact

1. Explain the impact of the COVID-19 pandemic and how it relates to your request. For example, reduction in services, closures, increased costs, community impact, etc.

As previously stated, the West Side of Charleston was a distressed community was distressed before Covid-19 emerged. COVID-19 further exacerbated those conditions. In particular, many low-income workers were either put out of work or were given reduced hours. This resulted in many being unable to make their rent payments. This was true of several families that rent from HOPE CDC. Many businesses and services were closed including the schools. This placed economic and emotional stress on many families.

2. If funds are being requested to replace revenue lost due to COVID-19, provide details, and attach supportive documentation.

Not Applicable

3. If awarded, how will ARPA funding aid in the recovery from the COVID-19 pandemic?

If funded, the West Side Revive Movement-HOPE Community and Populations Health, Poverty Solutions and Economic Development Center would aid in the recovery from COVID-19 by creating opportunities for West Side of Charleston residents that does not currently exist. These opportunities include:

1. HOPE Perinatal and Early Child Center in partnership with WV DHHR

2. HOPE Youth and Family Services Clearinghouse in partnership with WV DHHR

3. HOPE Youth and Adult Literacy Center in partnership with Kanawha County Schools and Kanawha County Public Library

4. HOPE Workforce Development Center in partnership with Workforce WV, WV Voc-Rehab, WV Adult Basic Education

5. HOPE Neighborhood Housing and Economic Stabilizations Project

6. HOPE Health, Fitness and Wellness Center in partnership with the Fun, Fitness Foundation and Thomas Health Systems

7. HOPE Economic Development Center in partnership with New Economy

Works WV 8. HOPE Talks Mentoring in partnership with the Tuesday Morning Group 9. HOPE-KISRA Paradise Farms in Partnership with the Kanawha Institute for Social Research and Action (KISRA) 10. HOPE Health Restaurant, Catering Business and Commercial Kitchen This initiative will not only aid the recovery from COVID-19. It will also stabilize and strengthen families which will help to improve education outcomes for school age children. These initiatives will also provide job training and employment opportunities that will drive economic development. Research suggests that over time these initiatives operating in a comprehensive system will reduce poverty and improve community and population’s health. This will result in a New West Side Story.

THE APPLICANT UNDERSTANDS:

- *
☒ 1. This application and other materials submitted to the City may constitute public records which may be subject to disclosure under the West Virginia Freedom of Information Act. Documents containing sensitive information may be marked as “confidential.”
- *
☒ 2. Submitting false or misleading information in connection with an application may result in the applicant being found ineligible for financial assistance under the funding program, and the applicant or its representative may be subject to civil and/or criminal prosecution.

THE APPLICANT CERTIFIES THAT:

- *
☒ 1. I have reviewed the US Treasury guidelines regarding the eligible uses of American Rescue Plan State and Local recovery funds. <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-fund/request-funding>
- *
☒ 2. By submitting this request, I represent that I am an authorized officer, or member of the organization for which I am submitting, and the information contained in my submittal is true and correct to the best of my knowledge and belief.
- *
☒ 3. The information submitted to the City of Charleston (“City”) in this application, and substantially in connection with this application, is true and correct.
- *
☒ 4. The applicant is in compliance with applicable laws, regulations, ordinances and orders applicable to it that could have an adverse material impact on the project. Adverse material impact includes lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory action by a governmental entity or inadequate capital to complete the project.
- *
☒ 5. The applicant is not in default under the terms and conditions of any grant or loan agreements, leases or financing arrangements with its other creditors that could have an adverse material impact on the project.
- *
☒ 6. I understand and agree that I must disclose, and will continue to disclose, any occurrence or event that could have an adverse material impact on the project.
- *
☒ 7. I certify that the requested funding is needed to ensure this program/project will occur within the City limits of Charleston West Virginia.
- *
☒ 8. The Board of Directors or governing body of the organization has approved submission of this application. Please attach a copy of the authorizing resolution or meeting minutes using the file upload.

* Signature	* Date
Matthew J. Watts	12/15/2021
Authorized representative of Applicant/Organization	Format: MM/DD/YYYY

* **PRINTED NAME:**

Reverend Matthew J. Watts

* **TITLE OF APPLICANT:**

President & CEO

* **ORGANIZATION NAME:**

HOPE Community Development Corporation

Upload a File

Choose File

No file chosen

HOPE Community Development Corporation

Offering HOPE, Help and Healing for Hurting Families and Communities

Board Resolution

We have carefully read the information provided for the American Rescue Plan Act (ARPA) Grant funding application. It is understood that this Proposal is a grant funding proposal. This Proposal serves as a formal request for consideration for funding within the guidelines of this Initiative. It is understood that the Proposals will be reviewed by review committee to determine the extent to which they meet the criteria required.

We hereby certify that, to the best of our knowledge, all information presented in connection with this Proposal is accurate. We agree to, and fully understand, this Proposal, and accept its terms and conditions. We also verify that the board of directors of HOPE Community Development Corporation has approved the submission of this Proposal.

Kenneth Hale
Board Vice President

12/13/2021
Date

.....
Helping Others Pursue Excellence

Rev. Matthew Watts, CEO
Hope Community Development Corporation
1039 Central Avenue
Charleston, West Virginia 25302

Re: Letter of Support

December 12, 2021

Dear Pastor Watts,

On behalf of the Center for Rural Health Development (Center), I am pleased to provide HOPE Community Development Corporation with this letter of support for grant proposals to the City of Charleston WV (City) to request funds from the City's Community Development Block Grant Funds (CDBG) and the City's American Recovery Act Funds (ARA). It is the Center's understanding that HOPE CDC is also requesting funds from the Kanawha County Commission's (Commission) ARA funds. Furthermore, it is the Center's understanding that HOPE CDC is requesting these funds to fully establish the West Side Revive HOPE Community and Population Health and Poverty Solutions Center.

Over the past year and a half, the Center has worked closely with HOPE CDC and its West Side Partners to establish the Wild, Wonderful and Healthy Charleston West Side (WWHCWS) initiative. The WWHCWS resulted from your diligence and persistence in persuading the Center to include the West Side of Charleston community as one of the Center's Wild, Wonderful Healthy West Virginia communities. While working with you and your HOPE CDC staff the Center has been impressed with your commitment and passion to see improvements in the health outcomes for West Side residents and the community. The Center has also been impressed with your understanding that to improve community and health outcomes takes a long term commitment and a comprehensive strategic plan that shapes public policy, systems and the environmental conditions within the community where the residents live. HOPE also understands that the work to address health disparities in a community, takes a broad-based, cross-sector collaborative consisting of representatives from the government, private business, health, mental health, community and faith-based groups and local residents.

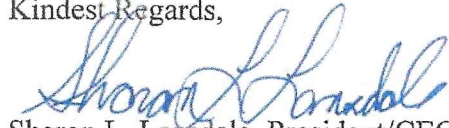
The Center believes that the West Side Revive Movement Model which has a legislative and programmatic framework designed to address the social determinants of health such as poverty, education, job training, employment, economic development, housing, healthy foods, etc., through a comprehensive development is consistent with research and evidence-based best practices. The Center believes that the West Side Revive Movement Model anchored by the HOPE Community and Populations and Poverty Solutions Center could provide the foundation to improve community health and well-being for residents of the community.

The Center commits to the following to support the West Side Revive Movement Project:

1. Continue to provide consultation and technical assistance in the development of the West Side comprehensive Community Health Improvement Plan (CHIP) and the HOPE Center.
2. Continue to identify potential resources to support implementation of the CHIP.
3. Serve as HOPE CDC's fiscal agent as needed.
4. Serve on the WSRMI Advisory Board

We wish you the best with your grant requests. Please let me know if the Center can be of further assistance

Kindest Regards,



Sharon L. Lansdale, President/CEO

The Charleston Black Ministerial Alliance Inc.

Rev. Roberta Smith, President

905 Main Street, Charleston, WV 25302

Phone: 304-549-2332

Email: charlestoncbma@yahoo.com

December 18, 2021



Member Churches

All Nations Revival
Allen Chapel AME
Bethlehem Baptist
Central Community
Church in The City
Community Baptist
Ebenezer, Charleston
Ebenezer, Logan
Ferguson Memorial
First Baptist, Boomer
First Baptist, Chas.
First Baptist, KC
First Baptist, London
First Baptist Vandalia
Liberty Baptist
Metropolitan Baptist
Mount Zion Baptist
New Covenant
Baptist
New Hope Baptist
Pilgrim Home Baptist
Rimson Memorial
Riverview Baptist
Shaffer Chapel AME
Shiloh Baptist
Simpson UMC
Saint Paul AME
Saint Paul Baptist
Tabernacle O Praise
Valley Christian AOG
Vineyard in the Hills

Rev. Matthew Watts

Hope CDC

700 Kanawha Blvd

Charleston, WV 25302

Dear Reverend Watts:

The Charleston Black Ministerial Alliance (CBMA) is pleased to provide HOPE Community Development Corporation (HOPE CDC) with this letter of support for HOPE CDC's grant applications to the City of Charleston and the Kanawha County Commission. It is the CBMA's understanding that HOPE CDC is applying to the City for funding from the City of Charleston's American Recovery Act Funds (ARA) and from the City's Community Development Block Grant (CDBG) funds and from the Kanawha County Commission's ARA funds.

Furthermore, it is the CBMA's understanding that HOPE CDC is requesting these funds to support the full establishment of the West Side Revive Movement Community and Populations' Health Center. The CBMA understands that the center will house the West Side Revive Movement Initiative which is a comprehensive strategically aligned plan designed to improve community and populations health by addressing poverty and other social determinants of health like education, job training, employment referrals, economic development, healthy foods, wrap around social services coordination, etc.

The CBMA further understands that the center will also house HOPE CDC's foundational projects dealing with housing, youth and family development, workforce and economic development, early childhood development and health and wellness. The CBMA is particularly excited about the fact that the HOPE Center will house the HOPE Youth and Family Services Clearinghouse which will coordinate a plethora of social services provided by a cross collaborative array of partners.

The CBMA is particularly pleased to provide this letter of support because we recognize that the WSRM Center is not merely a HOPE CDC production, but rather a broad-based cross-sections collaborative of an array of partners from the government, community, religious, non-profit, and private sectors.

The CBMA as a participating partner, is willing to promote the center through the Alliance Churches, serve on the Center Advisory Team, participate in convening and hosting community meetings at the center. The CBMA will also consider having an office at the center as long as it is affordable.

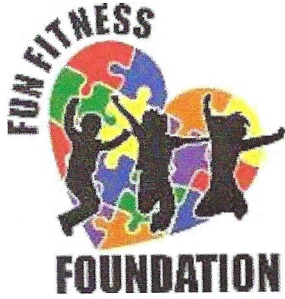
The CBMA is excited about the project and wish you much success in your grant applications with the City and the Kanawha County Commission.

The CBMA is please to support this worthwhile and much needed project. Please feel free to call me 304 549-2332 if I can be of further assistance.

Respectfully submitted,

Rev. Roberta Smith

Rev. Roberta Smith, President
Charleston Black Ministerial Alliance



Fun Fitness Foundation Inc.
Email: Funfitnessfoundation@gmail.com
Phone: 681-234-KIDS (5437)
Website: www.funfitnesswv.com
@Fun Fitness Foundation – Facebook & Instagram

December 15, 2021

Re: Letter of Commitment for HOPE CDC

To Whom It May Concern:

The Fun Fitness Foundation Inc. is excited provide HOPE Community Development Corporation (HOPE CDC) with this letter of support for HOPE's grant applications to the City of Charleston, WV, and the Kanawha County Commission. The Fun Fitness Foundation is a 501c3 nonprofit organization formed in May 2018 in Charleston, WV. With West Virginia leading the nation in adult and childhood obesity, their mission is to help curb the obesity rate in the state by providing fun fitness activities and programs to the community.

In 2018, the organization provided physical fitness & financial literacy programming into Kanawha County Schools. In 2019 they facilitated the Zumbini in the Community program, free mommy and me baby Zumba classes with Fun Fitness Kids Club LLC.

They also received The WV Governor's Office - Herbert Henderson Minority Affairs, BRIDGE grant that helped facilitate the Fun Fitness Challenge for students and families, held in May 2020 during National Physical Fitness Month. The virtual fun fitness challenge garnered the attention of United States Senator Joe Manchin (D-WV) where monetary prizes were given to the top three winners and gifts for all participants. The challenge was culminated by a free Fun Fitness Festival in June 2020 with music, fun fitness activities, healthy refreshments, and additional prizes & gifts for fitness games during the event.

The Fun Fitness Foundation also created the WV Kids Business Expo in 2019 as a fundraiser to help provide fun fitness activities within the community. Between 2019 - 2021, between four separate events, the WV Kids Business Expo helped over 50 youth entrepreneurs showcase their business and participate in a small business pitch contest to win funds toward their business.

It is our understanding that HOPE CDC intends to fully establish the West Side Revive Movement's Community and Populations Health and Poverty Solutions Center in the building owned by HOPE CDC at 1039 and 1100 Central Avenue. To support the HOPE CDC project and its partner's efforts, we commit to do the following:

1. To promote the West Side, Revive Movement – HOPE Center to our network.
2. To designate a member of our executive team to serve on the WSRMI – HOPE Center Advisory Board.
3. Appoint a designee to serve on the Wild Wonderful Charleston's West Side Community Health Improvement Committee.
4. To maintain a satellite presence at the Center.

The Fun Fitness Foundation Inc. is excited to support and to be an active participant in this worthwhile endeavor.

Kindest regards,

Traci Phillips

Executive Director – Fun Fitness Foundation Inc.



**Cabin Creek
Health Systems
Administrative Office**
104 Alex Lane
Charleston, WV 25304
Phone 304.734.2040
Fax 304.734.2047

**Cabin Creek
Health Center**
5722 Cabin Creek Road
P.O. Box 70
Dawes, WV 25054
Phone 304.595.5006
Fax 304.595.2936

**Riverside
Health Center**
1 Warrior Way, Suite 103
Belle, WV 25015
Phone 304.949.3591
Fax 304.949.3791

**Clendenin
Health Center**
107 Koontz Ave., Suite 200
Clendenin, WV 25045
Phone 304.548.7272
Fax 304.548.7149

**Sissonville
Health Center**
6135 Sissonville Drive
Charleston, WV 25312
Phone 304.984.1576
Fax 304.984.1565

**Kanawha City
Health Center**
4602 MacCorkle Ave., SE
Charleston, WV 25304-1848
Phone 304.205.7535

Sunnyside Health Center
108 Lee St., E., Room 129
Charleston, WV 25301
Phone 304.205.7541
Fax 304.205.7549

December 13, 2021

Rev. Matthew J. Watts
President/CEO
HOPE Community Development Corporation
600 Kanawha Blvd.
Charleston, WV 25302

Dear Reverend Watts:

The Cabin Creek Health Systems (CCHS) is pleased to provide HOPE Community Development Corporation (HOPE CDC) with this letter of support for HOPE's grant applications to the City of Charleston and the Kanawha County Commission. It is CCHS's understanding that HOPE CDC is applying for funding from the City's Community Development Block Grant (CDBG) funds and the City's the Commission's American Recovery Project (ARP) funds. Furthermore, it is CCHS's understanding that HOPE CDC is seeking this fund to fully implement phase I of the West Side Revive Movement's – Community and Populations Health and Poverty Solutions Center.

CCHS understands that the West Side Revive Movement is a comprehensive model designed to improve community and populations addressing poverty and other social determinants of health, like education, employment, economic development, housing, healthy foods, etc. CCHS understands that HOPE Center will serve as the anchor for the West Side Revive Movement and the HOPE Youth and Family Services will serve as the anchor to coordinate wrap-around services for youth and families who reside on the West Side of Charleston.

As you and I have discussed, CCHS is excited to support the project because we believe that it will compliment the Federally Qualified Health Center that CCHS plans to construct at the old Kroger/U.S. Post Office Branch on Ohio Avenue on the West Side of Charleston. CCHS intends to partner with the HOPE CDC, other West Side human service and church organizations, including the Tuesday Morning Group. CCHS commits to the following:

1. Partner with HOPE CDC to obtain funding to support the HOPE Center's activities and services.
2. Collaborate with Hope CDC in addressing the major health problems the plague the West Side and provide technical assistance and consultation in developing the Center.

3. To serve patients referred by the Center and support the development of systems to identify people and families with untreated medical and behavioral risks and obtain appropriate care.
4. Designate a CCHS employee to serve as a member of the West Side Revive Movement Advisory Council.

Good luck with your grant applications. CCHS looks forward to partnering with HOPE CDC and the Tuesday Morning Group (TMG) in 2022.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Craig Robinson".

Craig Robinson, MPH
Executive Director



NEW ECONOMY WORKS WEST VIRGINIA

Dear Pastor Watts:

I am pleased to provide HOPE Community Development Corporation (HOPE CDC) with this letter of support for HOPE's grant applications to the City of Charleston (City) and the Kanawha County Commission (Commission).

New Economy Works WV (NEW WV), is a non-extractive loan fund that brings the power of big finance under community control. We assist with business plan development, through sharing capital and resources to support local cooperative businesses, we are building the infrastructure necessary for a truly just, democratic and sustainable new economy. In 2021, we were able to successfully help Phat Daddy's on Da Tracks secure \$131,000 in business capital to fuel their start up venture.

It is NEW WV's understanding that HOPE is applying for funding through the City's Community Development Block Grant program (CDBG) and America Recovery Act (ARA) funds and from the Commission's ARA funds. Further, NEW WV understands that HOPE will use these funds to fully establish the West Side Revive Movement's Community and Populations Health and Poverty Solutions Center in the building owned by HOPE CDC at 1039 and 1100 Central Avenue. NEW WV believes that the HOPE Center is designed to address poverty and other social determinants of health through place-based people focused comprehensive community development. This project seeks to build infrastructure and programming addressing the social determinants of health, that overtime, may decrease disparities in the areas of health, education and income between African Americans and non-African Americans on the West Side of Charleston.

The aspect of the HOPE Center that increases economic opportunity, business development support and income disparities is of particular interest to NEW WV. These disparities have a long and deep history of being inadequately addressed. We believe that the West Side Revive Movement – HOPE Center can serve as the anchor for a New West Side that is well resourced and available to give its people a hand up out of the chains of poverty.



To support the HOPE CDC project and its partner's efforts, NEW WV commits to do the following:

1. To promote the West Side Revive Movement – HOPE Center through our local, regional and national networks.
2. To designate a member of NEW WV to serve on the WSRMI – HOPE Center Advisory Board.
3. To have the NEW WV Director of Lending or his designee to serve on the Wild Wonderful Charleston's West Side Community Health Improvement Committee.
4. To have the NEW WV Director of Lending or his designee to serve as a member of the McGee Foundation West Side Collaborative Team Advisory Committee.
5. To participate and support community meetings as appropriate.
6. To maintain a satellite presence at the Center.
7. To provide cooperative business development education & workshops
8. To provide technical assistance to West Side business owners
9. To provide comprehensive financial literacy education

New Economy Works West Virginia is pleased to support and to be an active participant in this meaningful project.

In cooperation,

Mavery L. Davis, CPA
Director Of Lending
New Economy West Virginia

October 7, 2020

Reverend Matthew Watts
1039 Central Avenue
Charleston, WV

Re: WorkForce West Virginia Partnership with HOPE Community Development Corporation

Dear Reverend Watts:

WorkForce West Virginia is pleased to partner with HOPE CDC in establishing an affiliate WorkForce Center at 1039 Central Avenue, Charleston, WV 25302. This public-private partnership presents an extraordinary opportunity to improve job and career options for Charleston's West End's workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. Additionally, the affiliate WorkForce Center will directly provide an array of employment services and connect customers to work-related training and education to improve labor force participation.

WorkForce West Virginia will provide up to \$100,000 to establish the affiliate WorkForce Center in partnership with HOPE CDC. Additionally, WorkForce will partner with the Region 3 Workforce Development Board and with existing One-Stop partners such as West Virginia Adult Basic Education and West Virginia Rehabilitation Services to leverage additional resources and to ensure our partnership enjoys long term sustainability.

WorkForce looks forward to collaborating closely with your leadership to build an outstanding WorkForce Center. You have my support and best wishes on this unique and exciting venture.

Sincerely,



Scott A. Adkins
Acting Commissioner

Risk Assessment Tool	
Grantee Name:	HOPE Community Development Corporation
Grant Program Name:	West Side Revive HOPE Center
Grant #:	
Grant Amount:	\$500,000
Grant Period:	June 20, 2022 - December 31, 2026
Monitor Period:	June 20, 2022 - December 31, 2026
Date of Review:	8-Apr-22
Date of Last Review:	13-Jun-22

#	Question	Points	Assessment -- Yes; No; N/A (select from drop down)	Score (1=yes)	Comments
1	Has the applicant managed federally funded grant programming in the last 24 months?	1	No	0	Does receive multiple foundation level grants
2	Was the applicant subject to a financial statement audit in the last 24 months, and had no findings? If any findings, list the number and details.	1	No	0	
3	Was the applicant free of any audit findings received within the past 5 years? If findings were made, how many, and nature of finding(s).	1	N/A	0	
4	Does the applicant have the capacity to manage and implement federal regulations including 2 CFR 200 and other specific federal regulations pertaining to items such as (segregation of duties, cash handling, contracting procedures, and personnel and travel policies). (2 CFR 200.303 - Internal Controls)	1	Yes	1	
5	Have key staff been instrumental in the funds process or generally remained stable in the past year?	1	Yes	1	
6	Has the applicant's financial or grant management system (technology or other) remained unchanged in the last 12 months? If changes were made, please explain in the comments section.	1	Yes	1	
7	Does the applicant's accounting system segregate expenditures by funding source? (Per 2 CFR 200.302, system must be sufficient to permit the preparation of reports and tracing of funds.)	1	Yes	1	
8	Has SAM.gov been checked to determine that the applicant is not debarred, suspended, or does not show delinquent federal debt in Sam.gov? (2 CFR 200.214)	1	Yes	1	
9	Does the applicant have documented procurement policies in alignment with the procurement regulations of 2 CFR Part 200?	1	Yes	1	
10	Does the applicant maintain central file locations for all grants, loans or other types of financial assistance?	1	Yes	1	
11	Does the applicant have a Conflict-of-Interest Policy in place and is it documented?	1	Yes	1	
12	Does (or did) the applicant require, collect and document any expenditure/financial reports from subrecipients (from other current or past), and if so how frequently?	1	N/A	0	No Subrecipients
13	Has the applicant been consistent/timely with prior program reporting requirements?	1	N/A	0	Does not receive any federal grants requiring reporting. Does conduct quarterly and annual reporting for other funders.
14	Have the applicant's financial reports for any previous programming been adequate, accurate and on time?	1	N/A	0	Does not receive any federal grants requiring reporting

Available Total 14

Total Risk Score 8

LEGEND

High Risk	Less than	4
Medium High	Between	4-7
Medium Low	Between	8-11
Low Risk	Greater than	11

Notice of Award

Beneficiary Name: HOPE Community Development Corporation	Name of Awarding Agency: City of Charleston, West Virginia
Beneficiary's UEI Number: LNE3J7MB2LS1	Award Date: 8/1/2022
Program Name: West Side Revive HOPE Center	Award Period of Performance: 8/1/2022 – 12/31/2024
Award Program Description: The City of Charleston Non-Profit Fund addresses the financial and programmatic needs of Non-Profit Organizations in the community, as required to implement programming consistent with the economic, social, and health goals identified by the City.	
Total Amount of Funds Obligated by this Agreement: \$500,000	Total Amount of Funds obligated to the Beneficiary: \$500,000
Terms & Conditions: All requirements imposed by the City of Charleston, West Virginia (the City) on the Beneficiary so that the award is used in accordance with the City of Charleston guidance, U.S. Treasury guidance, and the terms and conditions of the award of City of Charleston Non-Profit Fund.	
Incorporated Documents: 1. Notice of Award 2. Beneficiary Agreement 3. Exhibit A – Scope of Work 4. Exhibit B – Project Budget	

Beneficiary Agreement

Minimum Requirements include:

- All requirements imposed by the City of Charleston, West Virginia (the City) on the Beneficiary so that the award is used in accordance with the City of Charleston guidance, U.S. Treasury guidance, and the terms and conditions of the award of City of Charleston Non-Profit Fund.
- Any additional requirements imposed by the City on the Beneficiary, including identification of any performance requirements.
- Terms and conditions concerning the closeout the award.

THIS AGREEMENT is made by and between the City of Charleston, West Virginia (the City), with offices located at 501 Virginia St. E., WV 25301, and HOPE Community Development Corporation, (hereinafter referred to as “Beneficiary”) with administrative offices at 600 Kanawha Blvd W, Charleston, WV 25302 (each being at times referred to as “Party” or “Parties”).

WITNESSETH:

WHEREAS, the purpose of this Agreement is to provide for the award of financial assistance by the City to assist the Beneficiary with funding such necessary expenses to implement programming consistent with the economic, social, and health goals identified by the City, as are described in this Agreement and the attachments hereto, subject to the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual terms and conditions, promises, covenants and payment hereinafter set forth, the receipt and sufficiency of which is hereby acknowledged, the City and the Beneficiary agree as follows:

Section 1: Compliance

- A. Beneficiary acknowledges that Fund payments made by the City to the Beneficiary are not considered to be grants but are “other financial assistance”. The Beneficiary agrees to comply with all other applicable Federal, state, and local laws, regulations, and policies governing the funds provided under this Agreement. The Beneficiary further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.
- B. During the performance of this Beneficiary Agreement, the Beneficiary shall comply with all applicable federal laws and regulations, including but not limited to the provisions in this Agreement and the required federal provisions. Violations of law will be referred to the proper authority in the applicable jurisdiction.
- C. Contracts awarded by the Beneficiary under this Agreement shall comply with all applicable Federal laws, regulations, executive orders, Department of Treasury policies, procedures, and directives. With respect to any conflict between such federal requirements and the terms of the contract and/or the provisions of state law and except as otherwise required under federal law or regulation, the more stringent requirement shall control. The Beneficiary must comply with all applicable Federal law, regulations, executive orders, Department of Treasury policies, procedures, and directives.

Section 2: Term

- A. This Agreement shall begin upon the date last executed by the Parties (the “Effective Date”) and shall remain in effect until March 31, 2027 (the “Expiration Date”) unless terminated earlier as defined in Section 6.
- B. The Beneficiary shall be eligible to receive funding for eligible and allowable costs (as defined in Section 3) through December 31, 2024 (the “Covered Period”).

Section 3: Funding

- A. Subject to the terms and conditions of this Agreement, the City shall pay the Beneficiary, on an advance payment basis, up to a maximum of \$500,000 to implement the projects and/or activities described in the Scope of Work (SOW). It is understood and agreed that any additional funds necessary in connection with the projects and/or activities described in the SOW above and beyond this amount are the sole responsibility of the Beneficiary.

Section 4: Duplication of Benefits

- A. The Beneficiary hereby certifies and affirms that the projects and/or activities to be funded under this Agreement shall not result in a prohibited duplication of the benefits obtained by the Beneficiary, any sub-sub recipient (as defined in 2 C.F.R. §§ 200.92-93), or any individual or entity that is a beneficiary of such projects and/or activities from other programs (such as the American Rescue Plan Act), other local, state, or federal funding sources (e.g. the Stafford Disaster Relief and Emergency Assistance Act, etc.), private insurance, or other private organizations. It is the Beneficiary’s responsibility and obligation to implement processes to ensure compliance with this paragraph. The Beneficiary acknowledges and agrees that it has an affirmative obligation to promptly identify and report any duplication of benefits to the City. In the event that the Beneficiary recovers costs incurred under this Agreement and reimbursed by the City from another source, the Beneficiary shall reimburse the City for all recovered funds originally provided under this Agreement. Interest on any refund shall be calculated based on the prevailing rate used by the State Board of Administration. Interest shall be calculated from the date(s) the payment(s) are recovered by the Beneficiary to the date repayment is made to the City by the Beneficiary.

Section 5: Reporting Requirements

- A. Performance Reports. Reports are due to the City no later than five (5) days after the end of each period listed below (until all funds are expended and project implementation goals are met):
 - June 30, 2022, due July 5, 2022
 - September 30, 2022, due October 5, 2022
 - December 31, 2022, due January 5, 2023
 - March 31, 2023, due April 5, 2023
 - June 30, 2023, due July 5, 2023
 - September 30, 2023, due October 5, 2023
 - December 31, 2023, due January 5, 2024
 - March 31, 2024, due April 5, 2024
 - June 30, 2024, due July 5, 2024
 - September 30, 2024, due October 5, 2024
 - December 31, 2024, due January 5, 2025

- March 31, 2025, due April 5, 2025
- June 30, 2025, due July 5, 2025
- September 30, 2025, due October 5, 2025
- December 31, 2025, due January 5, 2026
- March 31, 2026, due April 5, 2026
- June 30, 2026, due July 5, 2026
- September 30, 2026, due October 5, 2026
- December 31, 2026, due January 5, 2027

The report shall appear on the Beneficiary's letterhead and outline progress of items to date.

- B. Final Report. Within twenty (20) days following the close of project implementation by the Beneficiary under this Agreement, the Beneficiary shall submit a "Final Project Report," in which the Beneficiary shall describe the status of the Beneficiary's implementation of all projects and/or activities undertaken under this Agreement.

Section 6: Termination

- A. Termination for Cause. the City may terminate this Agreement for cause at any time if any covenant, warranty, or representation made by the Beneficiary in this Agreement, the SOW, or in any application materials for funding submitted to the City in connection with this Agreement shall at any time be false or misleading in any respect, or in the event of the failure of the Beneficiary to satisfactorily perform any task, deliverable, or activity under this Agreement or otherwise comply with the terms and conditions of this Agreement. Prior to termination, the City shall provide fifteen (15) days written notice of its intent to terminate and shall provide the Beneficiary an opportunity to consult with the City regarding the reason(s) for termination.
- B. Termination for Convenience. This Agreement may be terminated for convenience by either Party upon providing the non-terminating Party with ten (10) days written notice.
- C. Effect of Termination. Costs incurred by the Beneficiary after termination of this Agreement shall not be reimbursable unless expressly authorized by the City prior to the effective date of termination.

Section 8: Contracting

- A. Contracting. In procuring goods and services under this Agreement, the Beneficiary shall use its own documented procurement procedures, provided that such procurements conform to applicable state and federal law including 2 C.F.R. 200.320 "Methods of Procurement to be Followed".

The Beneficiary may Contract work under this Agreement as necessary without the prior written consent of the City, subject to the any conditions or limitations imposed by applicable state and federal law. Regardless of any Contract, the Beneficiary is ultimately responsible for all projects, programs, activities, and services undertaken by Contractors under this Agreement. The Beneficiary agrees to be responsible for the fulfillment of all work elements included in any Contract and agrees to be responsible for the payment of all monies due under any Contract. It is understood and agreed by the Beneficiary that the City shall not be liable to any Contractor for any expenses or liabilities incurred under the Contract and that the Beneficiary shall be solely liable to the Contractor for all expenses and liabilities incurred under the Contract.

For all procurements of \$50,000 or above, advice should be sought from the City of Charleston Finance Department, who must be notified of the intention to carry out the procurement at the earliest possible opportunity, and in any case prior to advertising or issuing a Request for Proposals.

Section 9: Closeout

- A. The City will close out this Agreement when it determines that all activities and all applicable administrative actions have been completed. Unless an extension is approved by the City, within twenty (20) calendar days after the Expiration Date, the Beneficiary must submit any outstanding reports, including the Final Project Report, as well as any required reporting on awards.

On behalf of the Beneficiary, I understand and agree to the foregoing terms and conditions of the award of a portion of the financial assistance obligated by the City under the City of Charleston Non-Profit Fund, and hereby certify my authority to execute this agreement on Beneficiary's behalf.

Name

Title

Date

Phone Number

Signature

Exhibit A – Scope of Work

With the funding received from the City, HOPE Community Development Corporation (HOPE CDC) will establish the West Side Revive HOPE Community and Populations' Health Poverty Solutions Center at the facilities owned by HOPE CDC at 1039 Central Avenue on the West Side of Charleston. The HOPE CPHPSC will house and serve as the anchor project for the West Side Revive Revitalization and Transformation Movement Initiative (West Side Revive). The West Side Revive Movement is a comprehensive placed-based, people-focused model to promote community and population's health by addressing poverty, substance abuse, education, housing, social services coordination, workforce development and economic development, and other social determinants of health in the context of comprehensive community development.

HOPE CDC will utilize the grant funds to supplement additionally gathered funding to finance the demolition and renovations necessary to initiate and house the West Side Revive HOPE Center.

The Beneficiary projects that it will require a period of one year to implement and achieve the goals of the program.

The objectives to be tracked through performance reports include:

- Progress towards completion of the development of the West Side Revive HOPE Community and Populations' Health Poverty Solutions Center (% quarterly)

Exhibit B – Project Budget

Purpose	Amount
Renovations to 1039 Central Avenue	\$500,000
Total Program Cost	\$500,000

Resolution No. 705-22

Introduced in Council:

August 1, 2022

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance

1 Resolution No. 705-22 – Authorizing approval of Amendment No. 1 of the FY 2022—2023
2 Coliseum & Convention Center / Municipal Auditorium budget as indicated on the attached list
3 of accounts.
4

5 Be it Resolved by the Council of the City of Charleston, West Virginia:
6

7 That Amendment No. 1 of the FY 2022-2023 Coliseum & Convention Center / Municipal
8 Auditorium budget is approved as indicated on the attached list of accounts is approved.

CCCC Revenue Fund FY 2022-2023 Budget Amendment No. 1 - August 1, 2022

Revenues and Fund Balances

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
402 358 00 0342	CCCC Revenue	Transfers in from Coal Severance	100,000	44,494	144,494
402 358 00 0341	CCCC Revenue	Tfrs. in from General Fund - Debt Service	578,000	(44,494)	533,506
Net Increase/(Decrease) to Revenues				-	

Expenditures

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
				-	
Net Increase/(Decrease) to Expenditures				-	

Description:

To align sources of transfer-in revenues with estimated coal severance revenue.

Resolution No. 706-22

Introduced in Council:

August 1, 2022

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance

Resolution No. 706-22 – Authorizing the Mayor or City Manager to enter into a contract with McClanahan Construction Company, LLC, in the amount of \$536,337.00 for Phase 2 of the 2022 Summer Concrete Sidewalk & Accessible Ramp Project pursuant to a competitive bidding process.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to enter into a contract with McClanahan Construction Company, LLC, in the amount of \$536,337.00 for Phase 2 of the 2022 Summer Concrete Sidewalk & Accessible Ramp Project pursuant to a competitive bidding process.

2022 Concrete Sidewalk accessible Ramp Project Summer 2022
Bid Opening Date 4/26/22

			McClanahan Construction 744 Poca Road Poca WV 25159 304-766-3355 Bruce@mcclanahanconstruction.com		RK Construction 47 Omers Drive Frametown, WV 26623 304-364-2815 rk@rkconstructioncompany.com		Jim Construction PO Box 3926 Charleston WV 25339 304-343-7448 russkerkes@suddenlinkmail.com			
Item	Unit	Qty	Unit Cost	Item Total	Unit Cost	Item Total	Unit Cost	Item Total		
Item 3.01 Concrete Ramp and Sidewalk	SF	16,260	\$25.80	\$419,508.00	\$24.41	\$397,044.60	\$28.26	\$459,507.60		
Item 3.02 Curb and Gutter	LF	690	\$45.00	\$31,050.00	\$87.88	\$60,637.20	\$59.41	\$40,992.90		
Item 3.03 Integral Curb	LF	1,555	\$25.80	\$40,119.00	\$62.90	\$97,809.50	\$23.40	\$36,387.00		
Item 3.04 Plain Curb	LF	320	\$33.00	\$10,560.00	\$59.15	\$18,928.00	\$16.53	\$5,289.60		
Item 3.05 -Detectable Warning Surfaces	EA	117	\$250.00	\$29,250.00	\$305.78	\$35,776.26	\$152.00	\$17,784.00		
Item 3.06- Curb Inlet Adjustment	EA	12	\$300.00	\$3,600.00	\$2,719.63	\$32,635.56	\$265.00	\$3,180.00		
Item 3.07- Asphalt Replacement	TON	5	\$450.00	\$2,250.00	\$2,307.64	\$11,538.20	\$677.00	\$3,385.00		
Base Bid Total			\$536,337.00		\$654,369.32		\$566,526.10			
Local Vendor Preference (4% or \$5,000)			(\$5,000) \$531,337.00		(\$5,000) \$649,369.00		(\$5,000) \$561,526.10			