

# American Rescue Plan Act (ARPA) Funding Application

[Print](#)**Submitted by:****Status:** Open**Priority:** Normal**Assigned To:** Jonathan Storage**Due Date:** Open**Attachments**

- [Board of Directors Meeting\\_12.3.21.pdf](#) - 2021-12-15 04:54:44 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](mailto: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:**

WVCAN Supplemental Rent Costs

**\* Organization Name:**

West Virginia Child Advocacy Network

**\* Address:**

601 Morris Street, Suite 200 Charleston, WV 25301

**\* Primary Contact Person:**

Kate Flack

**Title:**

CEO

**\* Phone:**

(304) 414-4455

**\* Email:**

kate@wvcan.org

**Federal Tax ID:**

38-3784521

**If applicable: DUNS Number:**

831258715

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:**

WVCAN Board Of Directors: President Shiloh Woodard, Child Protect of Mercer County Vice President Robert Peters, Esq., Zero Abuse Project Secretary Margot Evick, Randolph-Tucker Children's Advocacy Center Treasurer Kevin Highlander, CPA, Baker Tilly Mickey Blackwell, Ed.D., WV Association of Elementary/Middle School Principals Thomas Hancock, Esq., Nelson Mullins Joe Kenaston, WV Conference of the United Methodist Church Cara Knechtly, Woomer, Nistendirk & Associates, PLLC Yvonne Lee, Fairness WV; Healthy Grandfamilies Scott Miller, Just For Kids, Inc. Maureen Runyon, Children's Advocacy Center at Women & Children's Hospital Susan Scharf, The Lighthouse Child Advocacy Center John Shott, Attorney at Law Amber Talley, SARAH's House Child Advocacy Center Mimi Wilson, community member

Senior Staff Members: Chief Executive Officer Kate Flack Chief Strategy Officer Grace Stewart

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

Children's Justice Task Force (CJTF) The WV CJTF, a multidisciplinary group of public and private agencies and individuals, is committed to the protection of children from abuse and neglect. CJTF's mission is to identify barriers to the successful resolution of child abuse and neglect issues and to educate and advocate for change. The CJTF examines statewide policy and legislation regarding the investigative, administrative, and judicial handling of cases of child abuse and neglect. This review, in turn, helps make the legal process less traumatic for victims. The CJTF works in collaboration with several organizations and agencies in the child welfare realm. Court Improvement Program (CIP) The mission of the CIP is to identify, promote, and create initiatives that make the court system more responsible and efficient in achieving safety, permanence, well-being, due process, and timely outcome for children and families in the child welfare system. Statewide Victim Advocacy Collaborative Meeting of statewide coalitions, networks and agencies who provide service to victims of crime in WV. Participants include WVCADV, WVFRIS, WVCASA, WVCAN, JCS and individual representatives. Sexual Assault Forensic Examination (SAFE) Commission Staffed by JCS, the focus of the SAFE Commission is improving and standardizing the statewide response to sexual assault. Southern Regional Children's Advocacy Centers (SRCAC) WVCAN yearly signs an MOU with SRCAC that clarifies roles and communication surrounding training and technical assistance for WV CACs. The intent is to avoid duplication of services and to enhance resources available to local CACs. In addition to this MOU, WVCAN participates in monthly Chapter conference calls facilitated by SRCAC in which WVCAN can ask for input and information from other chapters in the Southern Region. The State Coordinator also attends a yearly Chapter Summit, headed by SRCAC. In addition, WVCAN regularly collaborates with its membership, 21 local Child Advocacy Centers, including CAMC Women & Children's Hospital Children's Advocacy Center.

**BUDGETARY OVERVIEW - Must match Budget Worksheet****\* Funds Requested**

\$24,000

**\* Total Program/Project Cost**

\$62,976 (total rent for 24 months)

**Annual Organization Budget**

\$1,206,343

**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

The West Virginia Child Advocacy Network (WVCAN) is the statewide coalition of Child Advocacy Centers (CACs). The mission of WVCAN is to better serve children and families when concerns of child abuse arise by supporting the development, growth and continuation of CACs and multidisciplinary investigative teams in West Virginia. CACs rely on WVCAN to provide training and technical assistance, advocate on their behalf, raise public awareness about child abuse, and promote efforts to prevent it. WVCAN is also leading expansion efforts to ensure no WV child lives more than an hour from a CAC. Currently our CACs officially serve 44 counties and last year served more than 4,600 new children. We are asking for the City of Charleston to provide us with a \$24,000 grant to supplement current monthly rent costs for our nonprofit. Currently we pay \$2,624 monthly and would use \$1,000 a month to supplement the rent fees for a total of 24 months. We recognize that a request for rent relief for a statewide entity may seem like it is not the City's responsibility to support. A couple of notes to consider: -Throughout the COVID-19 pandemic, WVCAN and child advocacy centers around the state remained open providing emergency support for children and families in need. Now more than ever, family stress, economic insecurity, and often the absence of the network of community support are putting kids at higher risk of abuse, neglect, and exploitation. -From FY20 (July 1, 2019 to June 30, 2020) to FY21 (July 1, 2020 to June 30, 2021), our revenues dipped \$246,072 -Our member Child Advocacy Center in Charleston served 10% of the children seen statewide -A prorated amount of annual revenues lost per children served in Charleston is ~\$24,000 -Despite the dip in revenues over the past year and a half, our support to the 21 Child Advocacy Centers across the state did not decrease – it increased – and included finding funding support to continue operations, technical assistance, quality improvement, continued county expansion work, raising awareness for CAC needs and children's increased risk factors, spearheading prevention efforts, and more. -Despite being a statewide capacity generator, we are a small business located in Charleston with 7 employees, paying City taxes and contributing to the vibrancy and economy of this City -While we have strengthened our ability to work remotely, we have found we greatly benefit from in-person interaction with our team, while still being able to provide each team member their own office to reduce transmission risk, and hosting member Child Advocacy Centers when they come to Charleston. Our current space, in Appalachian Power Park, is perfectly designed for us to do both. -We are a financially strong organization, with three months of cash reserves built. However, we do not deem it prudent for us to take on the liability of a large multi-year rental contract using our unrestricted net assets during the downturn in revenues and current federal funding crisis with the Victims of Crime Act (WV's 84 victim-serving agencies are facing 66% cuts next fiscal year) without ARP support.

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?

- Yes  No

If no, when is expected completion year?

2023

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:

We are asking for the City of Charleston to provide us with a \$24,000 grant to supplement current monthly rent costs for our nonprofit. Currently we pay \$2,624 monthly and would use \$1,000 a month to supplement the rent fees for a total of 24 months.

5. Describe the need for this program/project:

-Throughout the COVID-19 pandemic, WVCAN and child advocacy centers around the state remained open providing emergency support for children and families in need. Now more than ever, family stress, economic insecurity, and often the absence of the network of community support are putting kids at higher risk of abuse, neglect, and exploitation. -From FY20 (July 1, 2019 to June 30, 2020) to FY21

(July 1, 2020 to June 30, 2021), our total revenue dipped \$246,072 -Our member Child Advocacy Center in Charleston served 10% of the children seen statewide -A prorated amount of annual revenues lost per children served in Charleston is ~\$24,000 -Despite the dip in revenues over the past year and a half, our support to the 21 Child Advocacy Centers across the state did not decrease – it increased – and included finding funding support to continue operations, technical assistance, quality improvement, continued county expansion work, raising awareness for CAC needs and children’s increased risk factors, spearheading prevention efforts, and more. -Despite being a statewide capacity generator, we are a small business located in Charleston with 7 employees, paying City taxes and contributing to the vibrancy and economy of this City -While we have strengthened our ability to work remotely, we have found we greatly benefit from in-person interaction with our team, while still being able to provide each team member their own office to reduce transmission risk, and hosting member Child Advocacy Centers when they come to Charleston. Our current space, in Appalachian Power Park, is perfectly designed for us to do both. -We are a financially strong organization, with three months of cash reserves built. However, we do not deem it prudent for us to take on the liability of a large multi-year rental contract using our unrestricted net assets during the downturn in revenues and current federal funding crisis with the Victims of Crime Act (WV’s 84 victim-serving agencies are facing 66% cuts next fiscal year) without ARP support.

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

The Charleston Area Medical Center Women & Children's Hospital Child Advocacy Center (CAC) provides direct services to children affected by abuse and their non-offending caregivers. Our organization is the membership organization supporting this CAC as well as 20 additional CACs across the state.

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

We collaborate with other state victim-serving agencies (including the WV Coalition Against Domestic Violence and the WV Foundation for Rape Information and Services) on statewide initiatives, including interagency service agreements, prevention initiatives, public policy initiatives, training and quality assurance work, as well as with our 21 member Child Advocacy Centers.

#### 8. How will duplication of services be prevented?

There is only one chapter serving CACs in every state.

### 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.

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

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

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

### 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.

PPP Loan #1 \$50,700 forgiven 11/02/20 VOCA Supplemental funds \$27,700 awarded 7/30/20 PPP Loan #2 outstanding \$81,055

**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.**

State CAC Grant 19-CAC-20 – July 2018 – June 2019 – Award \$50,221 – Spent 19-CAC-22 – July 2018 – June 2019 – Award \$112,255 – Spent 20-CAC-21 – July 2019 – June 2020 – Award \$152,417 – Spent 20-CAC-23 – July 2019 – June 2020 – Award \$24,000 – Spent 21-CAC-21 – July 2020 – June 2021 – Award \$132,417 – Spent 22-CAC-21 – July 2021 – June 2022 – Award \$142,449 – Active Federal VOCA Grant 18-VA-013 – Oct 2019 – Sept 2020 – Award \$102,279 – Spent 18-VA-013 Supplemental – Oct 2019 – Sept 2020 – Award \$27,700 – Spent 18-VA-078 – Oct 2020 – Sept 2021 – Award \$210,052 – Spent 18-VA-104 – Oct 2021 – Sept 2022 – Award \$161,740 – Active National Children’s Alliance Grant NCA19 – Award \$190,000 – Spent NCA20 – Award \$190,000 – Spent NCA21-OC – Award \$75,000 - Active NCA21-SP – Award \$147,000 - Active Southern Regional CAC Grant SRCAC 2019 – Award \$15,000 - Spent SRCAC 2021 – Award \$15,000 - Spent Benedum Grant Benedum 2018-2019 – Award \$100,000 – Spent Benedum-COVID 2020 – Award \$50,000 – Spent Bernard McDonough Foundation Grant McDonough 2020 Award - \$50,000 - Spent McDonough 2021 Award - \$25,000 – Spent Sisters of St Joseph Health & Wellness Foundation Grant SSJ 2019 Award - \$10,000 – Spent SSJ-COVID 2020 Award - \$45,000 – Spent SSJ 2021 Award - \$18,000 – Active The Greater Kanawha Valley Foundation Grant GKVF 2019 – Award \$15,000 – Spent GKVF-COVID 2020 – Award \$34,500 – Active Encova Foundation Grant 2019 Award - \$200,000 – Spent 2020 Award - \$200,000 – Spent 2021 Award - \$200,000 – Active Cary Foundation Grant CARY 2019 Award - \$200,000 - Active Pallottine Foundation of Huntington Grant PAL 2020 Award - \$9,100 – Spent

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

We will use general revenues to supplement the City ARP funds for our rental agreement, if awarded.

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

We are prepared to relocate to a smaller office space and require our staff to work remotely more often to ensure safe working conditions.

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

We anticipate the federal Crime Victims’ Fund will replenish in 2-3 years following the VOCA Fix Act which passed Congress summer 2021. Additionally, when we can host our state-wide conference in person, we will be able to generate additional revenues to support our work.

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

WVCAN has a Board Approved Financial Manual that contains the policies and procedures pertaining to the organization’s fiscal management. These policies and procedures are designed to meet the following objectives: 1. Provide for overview of the financial structure. 2. Define responsibilities and limits of the board, committees, and staff. 3. Provide a framework for accounting system.

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

We employ a bookkeeper who accounts for our assets using QuickBooks.

**REQUESTED BUDGET WORKSHEET**

**Revenue Source Projections**

List all Estimated Funding for this Program/Project

**\* Proposed City ARPA Funding**

\$24,000

**Internal/Self-Funding**

**Donations/Other Fundraising**

\$37,976

**Government Grants/Other**

**\* TOTAL REVENUE**

\$62,976



### Expenses Projections

List all Estimated Expenses for this Program/Project

#### Salaries/Wages

Amount Requested from City

Amount from Other Sources

Total Estimated Expenses

---

#### Benefits & Matchings

Amount Requested from City

Amount from Other Sources

Total Estimated Expenses

---

#### Contracted Services

Amount Requested from City

Amount from Other Sources

Total Estimated Expenses

---

#### Program Materials

Amount Requested from City

Amount from Other Sources

Total Estimated Expenses

---

#### Marketing

Amount Requested from City

Amount from Other Sources

Total Estimated Expenses

---

#### Supplies

Amount Requested from City

Amount from Other Sources

Total Estimated Expenses

---

#### Other

Amount Requested from City

Amount from Other Sources

Total Estimated Expenses

---

\$24,000

\$37,976

\$62,976

## Total Expenses

### \* Amount Requested from City

\$24,000

### \* Amount from Other Sources

\$37,976

### \* Total Estimated Expenses

\$62,976

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.

The West Virginia Child Advocacy Network (WVCAN) is the statewide coalition of all local Child Advocacy Centers (CACs) in the Mountain State. The mission of WVCAN is to better serve children and families when concerns of child abuse arise by supporting the development, growth and continuation of Child Advocacy Centers (CACs) and multi-disciplinary investigative teams (MDITs) in West Virginia. In 2006, when it was founded, WVCAN consisted of two nationally-accredited centers and a handful of developing centers. Today, there are 21 accredited CACs in West Virginia's major cities and some of the state's most rural communities. Each has a separate budget and strategic plan built around community needs. The team approach they use helps coordinate treatment, investigation and prosecution, saving an average of \$1,000 per child victim on court costs, child protection services, and investigation, compared to communities without CACs. Accreditation through the National Children's Alliance also helps assure the highest standard of care is provided to victims, reducing unnecessary trauma. In the Mountain State, CACs rely on WVCAN to extend their reach, provide training and technical assistance to improve the quality of services they provide and enhance their organizational stability, advocate on their behalf at the state and national level, raise public awareness about child abuse and promote efforts to prevent it. WVCAN is also the leader in active expansion efforts to ensure all 55 counties are officially served and no WV child lives more than an hour from a CAC.

### 2. Provide the organization's mission statement/purpose.

The West Virginia Child Advocacy Network works together to support hope, healing, and justice for children affected by abuse.

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

Claude Worthington Benedum Foundation Kim Tieman Ktieman@benedum.org Sisters of St. Joseph Health & Wellness Foundation Elizabeth Collins Ecollins@ssjhwf.org Bernard McDonough Foundation Bob Boone Rboone@mcdonoughfoundation.org Southern Regional Children's Advocacy Center Caroline Rossi Crossi@nationalcac.org National Children's Alliance Shannon Spillman Sspillman@nca-online.org The Greater Kanawha Valley Foundation Megan Simpson Msimpson@tgkvf.org

## 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.

We were unable to do as many in-person meetings. Specifically with major donors and hosting our statewide conference, which is a revenue-generator. We were unable to travel on-site to our member CACs to provide technical assistance, so we had less travel costs but were able to provide adjusted support virtually. Thanks to several foundation partnerships, we were able to increase our sub-granting 40% to our CACs, from \$185,115.42 (FY20) to \$257,971.27 (FY21) to assist in their community-based COVID response. Our member Child Advocacy Centers continued to provide direct services, and while they experienced a slight dip in service numbers to children impacted by abuse from FY19 to FY20, the FY21 service numbers rose above FY19 numbers. 4,604 new children were served by WV CACs in FY21 alone.

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

See attached draft financial statements. Our FY20 numbers have been audited and our FY21 numbers are in the process of being audited and confirmed.

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

It will enable us to remain in an office space where our operations thrive and will tide us through a time where we need to cut as many costs as possible.

### **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

Kathryn L. Flack

12/15/2021

Authorized representative of Applicant/Organization

Format: MM/DD/YYYY

\* PRINTED NAME:

Kathryn L. Flack



**\* TITLE OF APPLICANT:**

CEO

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**\* ORGANIZATION NAME:**

West Virginia Child Advocacy Network

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# *WVCAN Board of Directors Meeting*

## December 3, 2021

**ATTENDEES:** Cara Knechtly, Shiloh Woodard, Amber Talley, Kevin Highlander, Joe Kenaston, Robert Peters, John Schott, Tom Hancock, Scott Miller, Susan Scharf, Margot Evick, Mimi Wilson, Maureen Runyon, Kate Flack, Grace Stewart, and Jesse Sowards

### **DISCUSSION:**

**Welcome & Introductions | Presentation of minutes from October board meeting | Executive Committee Report | Public Policy update – Shiloh Woodard, President:** Shiloh calls the meeting to order.

- Minutes from October board meeting: Shiloh asks for consensus on the board meeting minutes from October. Consensus is reached.
- **Executive Committee Report:**
  - October: The committee reviewed Kate’s performance goals and made updates, with a goal of Kate making virtual visits to CACs. They chose to continue the current lease of WVCAN’s office on a month-to-month basis due to uncertainties with VOCA cuts. The committee approved concierge contract for Collaborate for \$10,000.
  - November: The annual conference in April has been moved to virtual. They approved \$5,000 of board pledges will be used for One With Courage videos. The committee approved a contract for advanced forensic interview training that focuses on survivors with disabilities; this will cover 13 trainings. The committee approved WVCAN’s COVID testing policy, approved the auction from April’s SHINE event will benefit CACs, and accepted the nomination of Tom Hancock as president-elect.
  - Shiloh asks for consensus on these actions. Consensus is reached.
  - A full board action to note since October board meeting: City of Charleston ARPA application resolution voted upon electronically - unanimous.
- Public Policy update: Membership ratified the updated legislative agreement during the December 2<sup>nd</sup> meeting. The public policy work group was established, met, developed an application process that will allow CACs to bring legislation issues to WVCAN’s attention, and decided on Basecamp as the mechanism for membership involvement on policy issues. The legislative advocacy day will be virtual and will take place on January 18<sup>th</sup>.

### **WVCAN Financials Presentation & Budget Modification – Kevin Highlander, Treasurer:**

- Kevin provides an overview of the balance sheet as of Sept. 30<sup>th</sup> and compares between this year and last. Overall, the balance sheet is comparable to the previous FY.
- Kevin reviews the WVCAN budget modification proposal and Q1 actuals and explains discrepancies are due to timing of invoices or restrictions because of COVID. The budget also now accounts for two new employees at WVCAN moving onto the insurance.
- Shiloh asks for consensus on proposed budget modifications. Consensus is reached.

### **WVCAN Operations & Programs Report to Board – Kate Flack, CEO, & Grace Stewart, Chief Strategy Officer:**

- Technical Assistance:
  - 2 CACs received assistance around meeting national standards and reaccreditation support
  - Overall, 7 CACs received technical assistance on 11 issues/opportunities around discipline-specific best practices and survivor-centered approach
  - Technical assistance around development/revision of medical protocols at 2 CACs discussed; will include agreed upon methods for meeting this national standard. In-depth discussion with 1 CAC around documentation practices related to meeting this national standard
  - 2 CACs received technical assistance with using their case tracking/data management systems: case review tracking, client special needs
  - 4 CACs received TA on grant applications
- Training
  - FI Peer Review attendance in October: 37
  - FI Peer Review attendance in November: 40
  - MH Consult Call attendance: 22
  - 1 County Leadership team received facilitation
  - 1 CAC received on-site Collaborate training
  - Participation in the Reimagining Justice in the Mtn. State Conference
  - FIND FI Training opportunity finalized with WVDDC
- Expansion
  - 1 meeting facilitated with stakeholders in unofficially served county (Preston)
  - 1 Site review for Encova County Expansion grant was held
- Awareness
  - Kate will be presenting at the WV Principals Conference December 6<sup>th</sup> and will distribute prevention awareness documents.
  - Kate will be presenting to health funders on December 9<sup>th</sup> about CAC needs and bridging the VOCA gap for next year.
  - Kate presented to the United Methodist Women's Conference in Huntington.

- WVCAN and CACs sent thank you letters to legislators for HB336
- WVCAN is receiving a three-year, \$600,000 grant for tech security that will help approximately 10 CACs who currently do not have any tech security.
- Kate and Jesse attended the NCA Chapter Equity Summit
- WVCAN supported partnering statewide organizations in providing child sexual abuse prevention education in local communities.

#### **Organizational Management Committee Report – Tom Hancock, Chair:**

- Tom reviews the accomplishments of the Organizational Management committee, which include policy updates surrounding COVID, offboarding procedures, updating the finance manual, and implementing cybersecurity policies.
- The committee discussed alternate funding sources (such as Medicaid), CAC engagement, and retention.

#### **Membership Services Committee Report – Susie Scharf, Chair:**

- Two new CAC directors (Greg Collins and Monica Booth) have been added to the committee.
- Planning is underway for the conference in April.
- The committee created ways to honor Trudy Laurenson with a new One With Courage award.
- Membership Services facilitated a COVID policy discussion. The committee also facilitated a meeting with CACs about benefits for employees.
- The committee is currently working on data reports.
- CACs are taking part in “Operation Holiday Care Package.”

#### **Awareness Committee Report – Margot Evick, Chair:**

- Drafts for local media are currently being compiled in advance of legislative advocacy day. These will be also provided to CACs, tailored to their specific data.
- The McElroy family has agreed to partner with WVCAN as Storytellers.

#### **Fund Development Committee Update – Mimi Wilson, Chair:**

- 14 out of 15 board members have made their pledges. This money will be going toward One With Courage videos for the nominees in April. The remaining amount will go to the CAC Sunshine Fund.
- On Giving Tuesday, WVCAN shared Amazon Wishlists/Amazon Smiles for CACs on social media.
- Fund Development continues to work on SHINE sponsorship opportunities, with the new level of Polaris for \$20,000.

- The next meeting with December 7<sup>th</sup>, 2:30-4:00.

**Special Election: President-Elect (FY23 President) – Shiloh Woodard, President:** The Executive Committee has nominated Tom Hancock as the president-elect. Shiloh opens the floor for questions and comments. Board members vote via link provided during zoom meeting. Unanimous support for Tom. Tom will join the Executive Committee as President-Elect, then assume the Presidency in July 2022.

**Announcements & Closing – Shiloh Woodard, President:**

- Look for SHINE Storytellers Flight on WVCAN Facebook page – like, share, comment!
- January 26-27, 2022 Virtual Strategic Planning
- March 4, 2022 Virtual Board Meeting 9:30-noon
- April 21, 2022 Clay Center Charleston SHINE Celebration
- May 4-5, 2022 Board Meeting & Joint Board-Membership Strategic Planning Retreat at Adventures on the Gorge in Fayetteville (Meals & accommodations covered by WVCAN)

**MEETING ADJORNED AT 11:45.**

*Meeting minutes provided by Jesse Sowards, WVCAN*



**West Virginia Child Abuse Network  
d.b.a. WV Child Advocacy Network  
Statements of Financial Position  
as of June 30,**

DRAFT

12-2

	2021	2020
<b>Assets:</b>		
Cash in Checking Accounts	\$ 210,530	\$ 381,059
Board-Designated Operating Reserve	<u>252,123</u>	<u>91,974</u>
Total Cash	462,653	473,033
Grant Funding Requested and Receivable	50,921	86,278
Brickstreet-Promise to Give- Current	200,000	200,000
Prepaid Insurance	-	1,147
Other Prepaid Expenses	1,811	-
Other Receivables	<u>3,823</u>	<u>10,184</u>
Total Current Assets	719,208	770,642
Promise to Give	<u>181,312</u>	<u>363,014</u>
Total Non-Current Assets	181,312	363,014
Total Assets	<u>\$ 900,520</u>	<u>\$ 1,133,656</u>
<b>Liabilities:</b>		
Accounts Payable	\$ 6,300	\$ 6,999
Salary Payable	-	9,998
Current Payroll Tax Liabilities	2,714	6,002
Vacation Accrual	15,448	13,745
Health Care Reimbursement Fund	7,286	1,054
Grants Payable to Individual Centers	-	3,969
Other Accounts Payable	<u>-</u>	<u>-</u>
Total Current Liabilities	31,748	41,767
<b>Non-Current Liabilities:</b>		
Payroll Protection Loan	<u>81,055</u>	<u>50,700</u>
Total Liabilities	112,803.00	92,467
<b>Net Assets:</b>		
<b>Without Donor Restrictions</b>		
Undesignated Net Assets	63,355	134,627
Board Designated Operating Fund	<u>313,628</u>	<u>190,376</u>
Total Net Assets Without Donor Restrictions	376,983	325,003
With Donor Restrictions	<u>410,734</u>	<u>716,186</u>
Total Net Assets	787,717	1,041,189
Total Liabilities and Net Assets	<u>\$ 900,520</u>	<u>\$ 1,133,656</u>

No assurance is provided on these statements  
See attached disclosures

**West Virginia Child Abuse Network  
d.b.a. WV Child Advocacy Network  
Statements of Activity  
for year ended June 30  
2021**

	2021			2020		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
<b>CHANGES IN NET ASSETS</b>						
Grant Revenue						
Federal Grants	\$ 362,545	\$ 4,116	\$ 366,661	\$ 284,965	\$ 7,791	\$ 292,756
Federal Grant - PPP Loan Forgivent	50,700	-	50,700	-	-	-
State Grants	132,417	-	132,417	187,910	-	187,910
Foundation Grants	52,194	25,306	77,500	290,533	88,564	379,097
Total Grant Revenue	597,856	29,422	627,278	763,408	96,355	859,763
Other Revenue:						
Membership Dues	10,500	-	10,500	10,300	-	10,300
Training Fees	2,055	-	2,055	-	-	-
Donations	48,078	-	48,078	33,110	-	33,110
Donated Products or Services	33,526	-	33,526	26,948	-	26,948
Reimbursements for travel expense	1,463	-	1,463	(815)	-	(815)
Interest Income	231	-	231	655	-	655
Promise to Give - Amortization of NPV Dis	-	18,298	18,298	-	53,824	53,824
Other Income	-	-	-	550	-	550
Total Other Revenue	95,853	18,298	114,151	70,748	53,824	124,572
Fundraisers	-	-	-	3,166	-	3,166
Net assets released from purpose restrictic	353,172	(353,172)	-	196,768	(196,768)	-
Total Revenue	1,046,881	(305,452)	741,429	1,034,090	(46,589)	987,501
Expenses:						
Administrative	120,261	-	120,261	144,482	-	144,482
Fundraising Expenses	4,396	-	4,396	16,075	-	16,075
Program Service Expenses	870,244	-	870,244	750,774	-	750,774
Total Expenses	994,901	-	994,901	911,331	-	911,331
Increase in Net Assets	51,980	(305,452)	(253,472)	122,759	(46,589)	76,170
Beginning Net Assets	325,003	716,186	1,041,189	202,244	762,775	965,019
Ending Net Assets	\$ 376,983	\$ 410,734	\$ 787,717	\$ 325,003	\$ 716,186	\$ 1,041,189

No assurance is provided on these statements  
See attached disclosures

DRAFT

12-2

**West Virginia Child Abuse Network  
d.b.a. WV Child Advocacy Network  
Notes to Financial Statements  
June 30, 2021 and 2020**

Net Assets with Donor Restrictions are specifically restricted by donors for various purposes or future periods:

Net assets with donor restrictions consist of the following:

	2021	2020
Promised –Brickstreet- timing restriction	\$381,312	\$563,014
Brickstreet –for county expansion	-	56,317
Benedum Foundation- COVID	-	40,471
Sisters of St. Joseph –board-membership retreat	9,190	19,593
NCA – personnel expenses	4,116	7,791
Pallottine – CAC team training	-	4,000
TGKVF- COVID	9,116	-
McDonough Foundation- HR-SP consultant expense	7,000	25,000
Total	\$410,734	\$716,186

Estimates:

Management uses estimates and assumptions in preparing these financial statements in accordance with generally accepted accounting principles. Actual results could vary from the estimates that were used.

Allocation of Expense:

Expenditures are directly charged to functional expense categories based on purpose.

Advertising Cost:

Advertising costs are expensed as incurred.

**3.Liquidity and Availability:**

The Organization manages its liquid resources by focusing on fundraising efforts, including grant applications and actively monitoring expenditures compared to anticipated funding.

The following represents financial assets as of June 30, 2021 expected to be available within one year to meet the cash needs for operations:

Cash (including board designated operating reserve)	\$462,653	
Grants Billed and Receivable	50,921	
Promise to Give – Current	200,000	
Other Receivables and prepaid expense	5,634	
Total	\$719,208	

The Organization will continue to submit grant applications to government agencies and private foundations that have provided funding in the past; significantly all of these grantors historically have provided consistent funding and we do not anticipate significant changes.

## GENERAL INFORMATION

\* **Name of Project/Program:** Supporting Child Advocacy Centers and Child Survivors of Abuse

\* **Organization Name:** West Virginia Child Advocacy Network

\* **Address:** 601 Morris Street, Suite 200 Charleston, WV 25301

\* **Primary Contact Person:** Kate Flack

**Title:** CEO

\* **Phone:** 304-414-4455

\* **Email:** kate@wvcn.org

**Federal Tax ID:** 38-3784521

**If applicable: DUNS Number:** 831258715

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

WVCAN Board Of Directors:

President Shiloh Woodard, Child Protect of Mercer County

Vice President Robert Peters, Esq., Zero Abuse Project

Secretary Margot Evick, Randolph-Tucker Children's Advocacy Center

Treasurer Kevin Highlander, CPA, Baker Tilly

Mickey Blackwell, Ed.D., WV Association of Elementary/Middle School Principals

Thomas Hancock, Esq., Nelson Mullins

Joe Kenaston, WV Conference of the United Methodist Church

Cara Knechtly, Woomer, Nistendirk & Associates, PLLC

Yvonne Lee, Fairness WV; Healthy Grandfamilies

Scott Miller, Just For Kids, Inc.

Maureen Runyon, Children's Advocacy Center at Women & Children's Hospital

Susan Scharf, The Lighthouse Child Advocacy Center

John Shott, Attorney at Law

Amber Talley, SARAH's House Child Advocacy Center

Mimi Wilson, community member

Senior Staff Members:

Chief Executive Officer Kate Flack

Chief Strategy Officer Grace Stewart

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

*Children's Justice Task Force (CJTF)* The WV CJTF, a multidisciplinary group of public and private agencies and individuals, is committed to the protection of children from abuse

and neglect. CJTF's mission is to identify barriers to the successful resolution of child abuse and neglect issues and to educate and advocate for change. The CJTF examines statewide policy and legislation regarding the investigative, administrative, and judicial handling of cases of child abuse and neglect. This review, in turn, helps make the legal process less traumatic for victims. The CJTF works in collaboration with several organizations and agencies in the child welfare realm.

*Court Improvement Program (CIP)* The mission of the CIP is to identify, promote, and create initiatives that make the court system more responsible and efficient in achieving safety, permanence, well-being, due process, and timely outcome for children and families in the child welfare system. Statewide Victim Advocacy Collaborative Meeting of statewide coalitions, networks and agencies who provide service to victims of crime in WV. Participants include WVCADV, WVFRIS, WVCASA, WVCAN, JCS and individual representatives.

*Sexual Assault Forensic Examination (SAFE) Commission* Staffed by JCS, the focus of the SAFE Commission is improving and standardizing the statewide response to sexual assault.

*Southern Regional Children's Advocacy Centers (SRCAC)* WVCAN yearly signs an MOU with SRCAC that clarifies roles and communication surrounding training and technical assistance for WV CACs. The intent is to avoid duplication of services and to enhance resources available to local CACs. In addition to this MOU, WVCAN participates in monthly Chapter conference calls facilitated by SRCAC in which WVCAN can ask for input and information from other chapters in the Southern Region. The State Coordinator also attends a yearly Chapter Summit, headed by SRCAC.

In addition, WVCAN regularly collaborates with its membership, 21 local Child Advocacy Centers, including CAMC Women & Children's Hospital Children's Advocacy Center.

### **BUDGETARY OVERVIEW - Must match Budget Worksheet**

- \* **Funds Requested** \$24,000
- \* **Total Program/Project Cost** \$1,175,314

**Annual Organization Budget** \$1,175,314

### **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**

The West Virginia Child Advocacy Network (WVCAN) is the statewide coalition of Child Advocacy Centers (CACs). The mission of WVCAN is to better serve children and families when concerns of child abuse arise by supporting the development, growth and continuation of CACs and multidisciplinary investigative teams in West Virginia. CACs rely on WVCAN to provide training and technical assistance, advocate on their behalf, raise public awareness about child abuse, and promote efforts to prevent it. WVCAN is also leading expansion efforts to ensure no WV child lives more than an hour from a CAC. Currently our CACs officially serve 44 counties and last year served more than 4,600 new children.

We are asking for the City of Charleston to provide us with a \$24,000 grant help build organizational capacity within our Network. Over the past 16 years, CACs have grown from two-person shows to staff teams as large as 20; from board of directors made up exclusively of team members to a diverse groups of community leaders who care deeply about children in danger; and from spreadsheets and word documents to a networked system of case management and data tracking. These exciting changes also put pressure on the infrastructure built and leaders hired 16 years ago. Therefore, the work of WVCAN to equip and provide network-wide solutions to organizational capacity challenges becomes more critical every year.

-Customized technical assistance and trainings to CACs in preparing to meet the 2023 Revised National Standards for Accreditation - As WVCAN's capacity has grown, the Chapter has received a significant influx of requests for technical assistance related to the National Children's Alliance (NCA) Standards. WVCAN provides specialized technical assistance related to NCA Standard implementation to all centers with the goal of offering on-site assistance to each program at least once every other year. These offerings range from re-accreditation assistance, to financial management assistance, to team training, to strategic planning. WVCAN has created clear benchmarks, technical assistance materials, standardized trainings, and a formalized feedback process for developing and maintaining CAC services that meet national standards.

-Resources and Retention - CAC work requires tenure and expertise. We want to do our best to ensure that CACs can train and retain staff that exude quality, professionalism, and compassion. This is why we began and hope to continue conducting a CAC

compensation and retention survey which we de-identify and share with CACs. This helps ensure that staff are being adequately and fairly compensated at each CAC. Additionally, WVCAN will assist CACs in obtaining equipment that is up-to-date, supports their high-quality services, and is technically secure, meeting HIPAA standards of PHI security.

-Developing CAC Leadership - In focus group sessions associated with strategic planning in FY21-22, CACs in WV expressed an interest in the Chapter partnering with them to develop the next generation of CAC executive leadership in WV. To that end this project seeks to facilitate peer mentoring, coaching and training, to maintain healthy and sustainable organizations.

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** X

**Expand an existing program/project**

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

**Yes**

**No** X

**If no, when is expected completion year?** 2023

**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** X

**Negative Economic Impacts** X

**Services to Disproportionately Impacted Communities** X

**Premium Pay**

**Infrastructure**

**Other**

*You must choose at least one option*

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

We are asking for the City of Charleston to provide us with a \$24,000 grant help build organizational capacity within our Network.

**5. Describe the need for this program/project:**

Last year, 1 in every 100 of WV's children walked through the door of a Child Advocacy Center for the first time, referred there for allegations of victimization including serious physical abuse, sexual abuse, witness to homicide, exposure or depiction in pornography, and drug endangerment. Unlike childhood cancer or autism, conversations about child abuse have historically been taboo. However, with recent attention to the impacts of childhood victimization, individuals and communities are starting to recognize the need to act.

Child Advocacy Centers in West Virginia served 4,604 in children who were alleged victims of child sexual and serious physical abuse in FY2021. The Centers for Disease Control recently estimated the lifetime cost of abuse at \$210,012 per victim. While that number is staggering, it pales in comparison to the human impact. Children who experience sexual abuse face an increased risk for a multitude of adverse outcomes throughout their lifespan. Adverse Childhood Experiences (ACEs) have been shown to have a correlation with the following: poor academic performance, dropping out of high school, self-mutilation, persistent post-traumatic stress disorder, drug and alcohol abuse, increased risk for abuse in subsequent relationships, difficulty in forming meaningful and trusting relationships, cognitive deficits, depression, dissociative symptoms, and suicide. Early identification of victims and strong support can significantly reduce the likelihood of the aforementioned human costs.

WVCAN and our local CACs believe that every child victim of violence or trauma needs a safe, supportive environment to share their experiences and begin their healing process. A circle of care surrounds the child and family including victim and family advocates, law enforcement, child protective services, social workers, forensic interviewers, medical personnel and other professionals. WVCAN exists to keep the professionals forming this circle of care resourced, equipped and focused on their critical jobs. Because of rapid growth, much of WVCAN's efforts were traditionally focused on the presenting challenge of the day. With new CACs coming along rapidly, several centers applying for accreditation/reaccreditation each year, and limited staff capacity, WVCAN's focus with assisting centers in different stages of development and organizational life was primarily reactionary in the first 8 years of its organizational life. We are strategically building our capacity to meet the demands of the network and the children we serve and focusing on proactive quality improvement initiatives.

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

The Charleston Area Medical Center Women & Children's Hospital Child Advocacy Center (CAC) provides direct services to children affected by abuse and their non-

offending caregivers. Our organization is the membership organization supporting this CAC as well as 20 additional CACs across the state.

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

We collaborate with other state victim-serving agencies (including the WV Coalition Against Domestic Violence and the WV Foundation for Rape Information and Services) on statewide initiatives, including interagency service agreements, prevention initiatives, public policy initiatives, training and quality assurance work, as well as with our 21 member Child Advocacy Centers.

**8. How will duplication of services be prevented?**

There is only one chapter serving CACs in every state.

**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.**

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

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

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

**Budget**

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

**Yes**

**No X**

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

**Yes X**

No

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

PPP Loan #1 \$50,700 forgiven 11/02/20

VOCA Supplemental funds \$27,700 awarded 7/30/20

PPP Loan #2 outstanding \$81,055

**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.**

**State CAC Grant**

19-CAC-20 – July 2018 – June 2019 – Award \$50,221 – Spent

19-CAC-22 – July 2018 – June 2019 – Award \$112,255 – Spent

20-CAC-21 – July 2019 – June 2020 – Award \$152,417 – Spent

20-CAC-23 – July 2019 – June 2020 – Award \$24,000 – Spent

21-CAC-21 – July 2020 – June 2021 – Award \$132,417 – Spent

22-CAC-21 – July 2021 – June 2022 – Award \$142,449 – Active

**Federal VOCA Grant**

18-VA-013 – Oct 2019 – Sept 2020 – Award \$102,279 – Spent

18-VA-013 Supplemental – Oct 2019 – Sept 2020 – Award \$27,700 – Spent

18-VA-078 – Oct 2020 – Sept 2021 – Award \$210,052 – Spent

18-VA-104 – Oct 2021 – Sept 2022 – Award \$161,740 – Active

**National Children's Alliance Grant**

NCA19 – Award \$190,000 – Spent

NCA20 – Award \$190,000 – Spent

NCA21-OC – Award \$75,000 - Active

NCA21-SP – Award \$147,000 - Active

**Southern Regional CAC Grant**

SRCAC 2019 – Award \$15,000 - Spent

SRCAC 2021 – Award \$15,000 - Spent

**Benedum Grant**

Benedum 2018-2019 – Award \$100,000 – Spent

Benedum-COVID 2020 – Award \$50,000 – Spent

**Bernard McDonough Foundation Grant**



McDonough 2020 Award - \$50,000 - Spent  
McDonough 2021 Award - \$25,000 – Spent

**Sisters of St Joseph Health & Wellness Foundation Grant**

SSJ 2019 Award - \$10,000 – Spent  
SSJ-COVID 2020 Award - \$45,000 – Spent  
SSJ 2021 Award - \$18,000 – Active

**The Greater Kanawha Valley Foundation Grant**

GKVF 2019 – Award \$15,000 – Spent  
GKVF-COVID 2020 – Award \$34,500 – Active

**Encova Foundation Grant**

2019 Award - \$200,000 – Spent  
2020 Award - \$200,000 – Spent  
2021 Award - \$200,000 – Active

**Cary Foundation Grant**

CARY 2019 Award - \$200,000 - Active

**Pallottine Foundation of Huntington Grant**

PAL 2020 Award - \$9,100 – Spent

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

We will use individual and corporate donations, membership dues, foundation grants, and government grants to supplement the City ARP funds for organizational capacity, if awarded.

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

We would have to seek additional funding opportunities to help supplement programmatic needs.

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

We anticipate the federal Crime Victims' Fund will replenish in 2-3 years following the VOCA Fix Act which passed Congress summer 2021. Additionally, when we can host our state-wide conference in person, we will be able to generate additional revenues to support our work.

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

WVCAN has a Board Approved Financial Manual that contains the policies and procedures pertaining to the organization’s fiscal management. These policies and procedures are designed to meet the following objectives:

1. Provide for overview of the financial structure.
2. Define responsibilities and limits of the board, committees, and staff.
3. Provide a framework for accounting system.

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

We employ a bookkeeper who accounts for our assets using QuickBooks.

**REQUESTED BUDGET WORKSHEET**

**Revenue Source Projections**

**List all Estimated Funding for this Program/Project**

**\* Proposed City ARPA Funding \$24,000**

**Internal/Self-Funding**

**Donations/Other Fundraising \$50,000**

**Government Grants/Other \$852,362**

**\* TOTAL REVENUE \$926,362**

**Expenses Projections**

**List all Estimated Expenses for this Program/Project**

**Salaries/Wages**

**Amount Requested from City**

**Amount from Other Sources**

**Total Estimated Expenses**

**Benefits & Matchings**

**Amount Requested from City**

**Amount from Other Sources**

**Total Estimated Expenses**

**Contracted Services**

**Amount Requested from City**

**Amount from Other Sources**

**Total Estimated Expenses**

**Program Materials**  
**Amount Requested from City**  
**Amount from Other Sources**  
**Total Estimated Expenses**

**Marketing**  
**Amount Requested from City**  
**Amount from Other Sources**  
**Total Estimated Expenses**

**Supplies**  
**Amount Requested from City**  
**Amount from Other Sources**  
**Total Estimated Expenses**

**Other**  
**Amount Requested from City**  
**Amount from Other Sources**  
**Total Estimated Expenses**

**Total Expenses**

- \* **Amount Requested from City** \$24,000
- \* **Amount from Other Sources** \$1,151,314
- \* **Total Estimated Expenses** \$1,175,314

**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.**

The West Virginia Child Advocacy Network (WVCAN) is the statewide coalition of all local Child Advocacy Centers (CACs) in the Mountain State. The mission of WVCAN is to better serve children and families when concerns of child abuse arise by supporting the development, growth and continuation of Child Advocacy Centers (CACs) and multi-disciplinary investigative teams (MDITs) in West Virginia. In 2006, when it was founded, WVCAN consisted of two nationally-accredited centers and a handful of developing centers. Today, there are 21 accredited CACs in West Virginia's major cities and some of the state's most rural communities. Each has a separate budget and strategic plan built around community needs. The team approach they use helps coordinate treatment, investigation and prosecution, saving an average of \$1,000 per child victim on court

costs, child protection services, and investigation, compared to communities without CACs. Accreditation through the National Children's Alliance also helps assure the highest standard of care is provided to victims, reducing unnecessary trauma. In the Mountain State, CACs rely on WVCAN to extend their reach, provide training and technical assistance to improve the quality of services they provide and enhance their organizational stability, advocate on their behalf at the state and national level, raise public awareness about child abuse and promote efforts to prevent it. WVCAN is also the leader in active expansion efforts to ensure all 55 counties are officially served and no WV child lives more than an hour from a CAC.

**2. Provide the organization's mission statement/purpose.**

The West Virginia Child Advocacy Network works together to support hope, healing, and justice for children affected by abuse.

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

Claude Worthington Benedum Foundation

Kim Tieman

[Ktieman@benedum.org](mailto:Ktieman@benedum.org)

Sisters of St. Joseph Health & Wellness Foundation

Elizabeth Collins

[Ecollins@ssjhwf.org](mailto:Ecollins@ssjhwf.org)

Bernard McDonough Foundation

Bob Boone

[Rboone@mcdonoughfoundation.org](mailto:Rboone@mcdonoughfoundation.org)

Southern Regional Children's Advocacy Center

Caroline Rossi

[Crossi@nationalcac.org](mailto:Crossi@nationalcac.org)

National Children's Alliance

Shannon Spillman

[Sspillman@nca-online.org](mailto:Sspillman@nca-online.org)

The Greater Kanawha Valley Foundation

Megan Simpson

[Msimpson@tgkfvf.org](mailto:Msimpson@tgkfvf.org)

## **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.**

We were unable to do as many in-person meetings. Specifically with major donors and hosting our statewide conference, which is a revenue-generator.

We were unable to travel on-site to our member CACs to provide technical assistance, so we had less travel costs but were able to provide adjusted support virtually.

Thanks to several foundation partnerships, we were able to increase our sub-granting 40% to our CACs, from \$185,115.42 (FY20) to \$257,971.27 (FY21) to assist in their community-based COVID response.

Our member Child Advocacy Centers continued to provide direct services, and while they experienced a slight dip in service numbers to children impacted by abuse from FY19 to FY20, the FY21 service numbers rose above FY19 numbers. 4,604 new children were served by WV CACs in FY21 alone.

Throughout the COVID-19 pandemic, WVCAN and child advocacy centers around the state remained open providing emergency support for children and families in need. Now more than ever, family stress, economic insecurity, and often the absence of the network of community support are putting kids at higher risk of abuse, neglect, and exploitation.

From FY20 (July 1, 2019 to June 30, 2020) to FY21 (July 1, 2020 to June 30, 2021), our total revenue dipped \$246,072. Our member Child Advocacy Center in Charleston served 10% of the children seen statewide. A prorated amount of annual revenues lost per children served in Charleston is ~\$24,000.

Despite the dip in revenues over the past year and a half, our support to the 21 Child Advocacy Centers across the state did not decrease – it increased – and included finding funding support to continue operations, technical assistance, quality improvement, continued county expansion work, raising awareness for CAC needs and children's increased risk factors, spearheading prevention efforts, and more.

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

See attached draft financial statement. Our FY20 numbers have been audited and our FY21 numbers are in the process of being audited and confirmed.

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

It will enable us to increase our organizational capacity and support to locally-based child advocacy centers including CAMC Women & Children’s Hospital Children’s Advocacy Center to ensure a child-centered response to allegations of abuse. We will also be able to fund workshop presenters at our virtual statewide conference without charging participants. Due to the pandemic, we had to switch our annual statewide conference to a virtual platform which has challenged our operations. We lost revenue not holding it in-person due to lack of sponsorships and registration fees.

**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.”**

You must choose at least one option **YES**

\*

**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.**

You must choose at least one option **YES**

**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>**

You must choose at least one option **YES**

\*

**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.**

You must choose at least one option **YES**

\*

**3. The information submitted to the City of Charleston ("City") in this application, and substantially in connection with this application, is true and correct.**

You must choose at least one option **YES**

\*

**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.**

You must choose at least one option **YES**

\*

**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.**

You must choose at least one option **YES**

\*

**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.**

You must choose at least one option **YES**

\*

**7. I certify that the requested funding is needed to ensure this program/project will occur within the City limits of Charleston West Virginia.**

You must choose at least one option **YES**

\*

**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.**

You must choose at least one option **YES**



\* **Signature**

\* **Date 12/15/21**

\* **PRINTED NAME:** Kathryn L. Flack

\* **TITLE OF APPLICANT:** CEO

\* **ORGANIZATION NAME:** West Virginia Child Advocacy Network

**Upload a File**