

## **Eligibility Criteria, Timeline, Processes, & Reporting**

### **Organizational Eligibility Criteria:**

- The information must be submitted by a nonprofit, 501(c)(3) organization meeting the legal requirements of the Internal Revenue Service (IRS). A copy of the Exemption Determination Letter from the IRS must be submitted.
- Good Standing: Applicants must be in good standing with state licensing and regulatory agencies.
- Service Accountability: Established programs and agencies must demonstrate consistent impact through measurable services. Start-ups and pilot programs may demonstrate capacity and anticipated outcomes through a detailed implementation plan, measurable objectives, and projected service counts.
- Demonstrated Capacity: The applicant must demonstrate their ability to provide the proposed services or implement the proposed project as related to the funding request.
- Site Visit Requirement: All funded organizations must agree to a scheduled site visit by the grant committee during the review process. This visit will be used to verify program activities, assess service delivery, and ensure capacity.
- Prior to completing the Letter of Intent, please review the **Approved Uses and Core Strategies (Exhibit A)**.

### **Financial Verification**

#### **Pursuit of the West Virginia Code §29-19-5, §7-5-17A and the federal Single Audit Act of 1984, as amended in 1996:**

- **Audits:**
  - Nonprofits spending \$1 million or more in federal funds must submit a current single audit.
  - Nonprofits exceeding \$500,000 in annual contributions must submit an audited financial statement.
  - Nonprofits receiving \$100,000 or more in state grants, awards, tax credits or other funding must submit a copy of their annual financial report submitted to the State Auditor.

- **Reviews**
  - Nonprofits exceeding \$200,000 but not \$500,000 in annual contributions must submit a reviewed financial statement.
- **Supplemental Financial Documents**
  - Board verification that financial statements are reviewed quarterly.
  - A balance and income statement for year-to-date.
  - The 990-EZ or 990 for the most recent tax year. If an extension was filed and approved, the extension must be submitted. Upon completion, the 990 must be submitted for review.

### **Application and Funding Timeline**

<b>August 4, 2025</b>	City Council to Approve Committee Members
<b>August 8 and 11, 2025</b>	Committee Members to receive platform training.
<b>September 05, 2025</b>	Letter of Intent closes at 5 PM
<b>September 8 – 19, 2025</b>	Committee finalizes review and rubric
<b>September 22, 2025</b>	Committee meets to approve invited applicants
<b>September 23, 2025</b>	Notifications sent out to applicants
<b>October 24, 2025</b>	Application Closes at 5 PM for Invited Applicants
<b>October 27, 2025</b>	Committee begins review process— Application and Site Visits
<b>November 18, 2025</b>	Committee meets to make final recommendations
<b>November 20-December 8, 2025</b>	MOUs signed, mailing addresses provided for check distribution
<b>December 15, 2025</b>	Checks Distributed

### **Review Process**

The City of Charleston’s Opioid Settlement funding request is a competitive grant process guided by the Opioid Settlement Committee confirmed by the Charleston City Council. The Opioid Settlement Committee will have at least one person in long-term opioid recovery.

Both the Letter of Intent and full grant application will be reviewed by the Opioid Settlement Committee; any conflicts of interest will be disclosed prior to reviewing the applications.

### **Step One**

The Letter of Intent will open on August 5 at 9:00 AM and close on September 5 at 5:00 PM. Late submissions will not be accepted.

- Applicants can request between **\$10,000** and **\$50,000** in Opioid Settlement Funds.
- United Way of Central West Virginia staff will conduct a preliminary review to ensure that applicants have 501(c)(3) tax-exempt status, the application is complete, and all required documentation has been submitted.
- The Opioid Settlement Committee will review the Letters of Intent using a rubric to ensure that each agency or organization has provided sufficient program or service details demonstrating alignment with the **Approved Uses** and **Core Strategies**.
- Approved applicants will receive an electronic invitation with a link to the full application.

### **Step Two**

- Invited applicants have until **October 24, 2025, at 5:00 PM** to complete the full application. No late applications will be accepted.
- United Way of Central West Virginia staff will conduct a preliminary review to ensure each application is complete and the required documentation has been submitted. Applicants with **incomplete and/or incorrect documentation will be automatically disqualified**.
- The Opioid Settlement Committee will evaluate each application using a rubric to confirm that the agency or organization has clearly outlined its program or services and demonstrated alignment with the Approved Uses and Core Strategies.
- The Opioid Settlement Committee will conduct a site visit during the review process to ensure delivery of services falls within the City of Charleston's jurisdiction and the agency has the capacity to serve the targeted population. During the site visit, it is recommended the organization's Executive Director/CEO, Chief Financial Officer and Board Chair be present to answer any questions.
- The Opioid Settlement Committee will collaborate to determine award amounts based on the application and site visit. **Submission of an application and participation in a site visit do not guarantee funding.**
- Applicants will be notified of their application status by **November 20, 2025**. Applicants awarded funding will need to complete the Memorandum of Understanding and confirm mailing address by **December 8, 2025**.
- Checks will be distributed to the approved applicants on **December 15, 2025**.

### **Reporting Standards**

Calendar invites will be sent to awardees with information detailing the requirements and links to the required submissions.

- Approved applicants must complete **Interim Reports** and provide updates on outcomes progress and outputs, finances (budget vs. actual), accomplishments and challenges.
- **Final Reports** will be submitted no later than Jan. 31, 2026. The final report will include:
  - A summary of completed activities and success story
  - Beneficiary Report: Number of unduplicated individuals served due to funding, demographic details, service type along with number of unduplicated individuals receiving service type, and the number of service units provided.
  - Outcomes Report
  - Budget Recap