

# WEST VIRGINIA FIRST FOUNDATION, INC.

## Initial Opportunity Grant / Request for Applications

September 5, 2024

### I. Introduction.

West Virginia First Foundation, Inc. (“Foundation”) was created according to the terms, provisions, and principles stated in the *West Virginia First Memorandum of Understanding* (“MOU”) entered into by and among the State of West Virginia, counties, cities, villages, and towns located within the geographic boundaries of the State of West Virginia (“MOU”). The MOU directed that the State and the Local Governments create an independent private foundation for receiving and disbursing opioid funds and for the purposes set forth in the MOU and the Foundation’s governing documents.

The Foundation is organized and exists as a nonprofit, nonmember corporation under W. Va. Code 31E-1-101 *et seq.* and is to be operated exclusively for charitable, educational, and scientific purposes within the meaning of § 501(c)(3) of the Internal Revenue Code of 1986, as amended, to hold, invest manage, and distribute the proceeds of Judgments and other funds for the support of evidenced-based strategies, programming or services used to expand the availability of treatment for individuals affected by substance abuse disorders or addiction; develop, promote and provide evidence-based substance use prevention strategies; provide substance use avoidance and awareness education; engage in enforcement to curtail the sale, distribution, promotion, or use of opioids and other drugs; decrease the oversupply of licit and illicit opioids; and support recovery from addiction to be performed by qualified providers as described in the MOU.

**Exhibit A of the MOU defines the Core Strategies and Approved Purposes (See Schedule B of Exhibit A) for which funds may be distributed.**

Prior to full deployment of a needs assessed, statewide and regional data driven, and software vetted application process, the Foundation will employ an initial grant and award disbursement model for Fiscal Year 2024 to ensure funds are being deployed to benefit West Virginians (the “Initial Opportunity Grants”). The applications for Initial Opportunity Grants will be reviewed first by the Initial Opportunity Committee and Expert Panel, and finally by the Board of Directors, who will ultimately approve the grants. The Foundation shall award grants in accordance with the MOU.

**The Initial Opportunity Grants are a once-off disbursement process and procedure, and future rounds of funding or other engagements will be informed by this process but may not maintain the same style or form. The Foundation recognizes the great need, and as such has a desire, to deploy funds as quickly as possible for the benefit of West Virginians. The Foundation reserves the right to work with applicants, whether funded or not with Initial Opportunity Grants, in all future funding efforts.**

## **II. Fund Allocation; Target Areas.**

The Foundation has budgeted not less than \$19,200,000.00 for Initial Opportunity Grants. The Initial Opportunity Grants shall be limited to applicants in the following areas:

1. Diversion programs (LEAD, CIT, QRTs, Police and Peers, Day Report, etc.) and interdiction programs;
2. Youth Prevention and workforce development;
3. Child Advocacy Centers/Neonatal Abstinence Syndrome programs; and
4. Transitional/Recovery Housing expansion. Note, this Target Area is limited to currently certified operators within the State of West Virginia.

(individual a “Target Area” and collectively the “Target Areas”). Applications will not be considered unless the Initial Opportunity Grants will be used in a Target Area. The Foundation, upon consultation with its Expert Panel, in its sole discretion will determine whether an application concerns one or more Target Area.

Each Region will be allocated \$800,000.00 in each Target Area. The Foundation may issue up to four (4) awards per Target Area per Region. The Foundation shall not be required to expend the full amount of funds allocated to each Region. Applicants may apply for up to \$800,000.00 in each Target Area. The Foundation may award less than the amount requested by an applicant. As part of their application, applicants are required to submit a project budget. Applicant’s project budget may not allocate more than 10% of the requested funds to indirect costs.

## **III. General Information; Obligations.**

Applicants with a statewide presence may apply for Initial Opportunity Grants in either the Region wherein the applicant is headquartered or where the project will be located. Applicants may not apply for Initial Opportunity Grants in more than one Region. Applicants may apply for Initial Opportunity Grants in multiple Target Areas within the same Region. For example, an applicant in Region 5 may apply for funds allocated to Youth Prevention and funds allocated to Child Advocacy Centers.

Initial Opportunity Grants will only be allocated for Core Strategies and Approved Purposes. Each applicant must execute the certification and agreement attached hereto as Attachment A. If awarded, funds must be expended within twelve (12) months of receipt. Recipients may apply for extensions up to six (6) months in total, provided, however, the Foundation will require additional reporting. Funds for all recipients of Initial Opportunity Grants will be disbursed in four tranches with the first tranche being 40% of the total grant and each of the subsequent three tranches being 20% of the total grant (40% / 20% / 20% / 20%).

**Initial Opportunity Grants may not be used to supplant or replace existing funding by an applicant.**

**Initial Opportunity Grants will only be awarded to organizations that (i) qualify for IRC 501(c)(3) tax exempt status; (ii) are tax exempt under IRC 115; or (iii) other similar**

**organizations that fulfill a charitable or public purpose, excluding for profit entities, as the Foundation may deem appropriate.**

Recipients of Initial Opportunity Grants will be required to submit financial and accounting reports showing the use of each tranche of funds in accordance with their applications and the Core Strategies and Approved Purposes (“Grant Report(s)”). Recipients may submit their Grant Reports using the form attached Attachment B. Recipients may submit their Grant Reports using their own form so long as it includes at least the information shown on the attached form report. The Foundation reserves the right to request and require additional information on the Grant Reports.

Grant Reports shall be submitted to the Foundation upon the exhaustion of each tranche of funds. The Foundation may make inquiries based on the review of the Grant Reports and each recipient shall fully cooperate with the Foundation’s inquiries. Subsequent tranches may not be disbursed until such time as the Foundation has reviewed and approved the prior Grant Report. The final Grant Report shall be made within sixty (60) days of the exhaustion of the final tranche and shall include a consolidated report on the use of all grant funds.

**The Foundation may withhold future tranches of Initial Opportunity Grants for the failure of a recipient to timely submit a Grant Report or if the Foundation, in its sole discretion, determines there is an irregularity or issue with the Grant Report and the recipient’s use of funds. Each recipient shall indemnify and hold harmless the Foundation for any liability or cost arising from the failure of the recipient to timely file a Grant Report or properly use the funds.**

The Foundation reserves the right to take all action it deems necessary, including prohibiting future awards to applicants, for failure of a recipient to comply with the obligations, duties, and other provisions of this Initial Opportunity Grant, or any other violation or breach of law of law or the MOU by a recipient.

If funds are used by a recipient to purchase real property, and such real property is sold within ten (10) years from the date of purchase, then recipient shall use the proceeds from the sale of the real property to further the goals and objectives of the Foundation as stated in the MOU.

Formal, written applications for the Initial Opportunity Grants are due on or before 11:59pm on October 5, 2024, by PDF file transmitted by email to the Foundation c/o Jonathan Board at IOG@wvfirst.org (the “Foundation Contact”).

The schedule of deadlines for the Initial Opportunity Grants is described below. The Foundation in its sole discretion and for any reason reserves the right to vacate, extend, or modify part or all of the schedule of deadlines. In such case, the Foundation will notify each potential or actual applicant for which the Foundation has contact information. Any notice of vacation, extension, or modification of the schedule of deadlines for the Initial Opportunity Grants will be posted to the Foundation’s website. The Foundation will not extend the deadline to accommodate any single potential Applicant irrespective of its unique circumstances. If you have any questions, please email the Foundation Contact on or before the question deadline shown in the table below.

DEADLINE	ACTION
September 5, 2024	Request for Applications Published
No deadline	Notice of Intent to Apply
September 13, 2024	Deadline to submit questions to the Foundation
September 20, 2024	Answers given to all applicants
October 5, 2024	Application deadline
On or before December 31, 2024	Awards

The Foundation invites each potential applicant to give the Foundation its notice of intent to apply an application; however, no potential applicant is required to give the Foundation a notice of intent to apply as condition to the Foundation's consideration of its application so long as the application is timely submitted. Notices of intent will be and remain confidential. The filing of the notice of intent to apply shall not stay or extend in anyway the application deadline.

The Foundation may make reasonable investigations to determine the ability of the applicant to comply with the Initial Opportunity Grant requirements. To the extent possible, such information shall be included in the application. Additionally, upon the Foundation’s written request, the applicant shall furnish all such information and data for this purpose.

By submitting an application, an applicant certifies to the Foundation that it will conform to the Federal Civil Rights Act of 1964, as amended, the West Virginia Human Rights Act and analogous laws and statutes of the United States and of West Virginia; and that the applicant will not discriminate against any employee or applicant for employment with the applicant because of race, religion, color, sex, sexual orientation, national origin, age, disability, or any other basis prohibited by federal or state law relating to discrimination in employment, except where there is a *bona fide* occupational qualification reasonably necessary to the normal operation of the applicant.

The Board will determine the finalists and recipients of Initial Opportunity Grants in its sole discretion based on its review of the applications. Applications will be scored by the IOC and Expert Panel based on the scoring rubric included in this packet. The scoring rubric is only one element of consideration for the Board. The Board may also consider the opinions and comments of the Expert Panel, impressions of the Board during interviews or site visits, and other intangible factors.

#### **IV. Applications.**

Each application is limited to pages described in each section below with dimensions of 8.5" by 11", 1" margins, and 12-point Times New Roman font. Applicants may use their own form so long as it meets the requirements and is responsive to each item in this application. Applicants

must submit 2024 Disbursement Application Cover Sheet attached hereto as Attachment C with their notice of intent to apply or their application.

**A. Applications for Initial Opportunity Grants must include and comply with, and are subject to, the following general terms and conditions:**

1. Submit any written Notice of Intent to Apply, together with contact information, by PDF file transmitted by email to the Foundation Contact. The Foundation invites each potential applicant to give the Foundation its notice of intent to submit an application; however, no potential applicant is required to give the Foundation a notice of intent to submit its application as condition to the Foundation's consideration of its application so long as its application is timely submitted.
2. Submit your application by PDF file transmitted by email to the Foundation Contact. Include all exhibits at the end of your application. The application must be received by the Foundation Contact on or before 11:59pm eastern time on October 5, 2024.
3. The Foundation reserves the right in its sole discretion to reject any and all applications, to waive any irregularities in or omissions from any application or the Initial Opportunity Grant process, and to negotiate or hold discussions with any applicant.
4. The names of all applicants and recipients of Initial Opportunity Grants are subject to public disclosure.
5. In its sole discretion, the Foundation may decide to choose no application for award of a Initial Opportunity Grant. In its sole discretion, the Foundation may, after submission of the applications, choose to request additional information from any applicant or request an interview with any applicant.
6. Prior to awarding any grant, the Foundation may conduct an unannounced site visit to the project location or headquarters of the applicant. The site visit may be considered in determining a grant.
7. After receiving a grant, recipients may be subject to unannounced site visits at the project location or headquarters of the applicant. This site visit may be considered, together with the Grant Reports, in making subsequent grant disbursements. Receipt of any award is contingent on recipient agreeing to such site visits.
8. If you have any questions, contact by email the Foundation Contact.

**B. Applications must respond cite and respond to each item below describing the Project Narrative:**

1. Identify the problem to be addressed and the needs to be met by the project.
2. Amount of funds requested and total amount of funds required for the project.

3. Which Core Strategies or Approved Purposes will be met?
4. Describe the goals and overall impact of the project or program, including the geographic area served.
5. Identify the project as a new, additional, or continuing program.
6. What unique service(s) would the community be deprived of if you do not undertake this project?
7. Identify any regulatory approvals, if required, for the project.
8. Discuss the implications of this project in relation to the organization's ongoing operational expenses and purpose.
9. Describe your project's objectives, activities, strategies, staffing, partners, timelines (including beginning and end dates), and explain how the design will enable you to address the problem or need.
10. Explain your organizations sustainability plan, including but not limited to, other financing sources or strategies you are developing, strategies for the longevity of the proposed program or project.
11. Please identify any other applications made for funding for this project from other sources (city, state, private, or nonprofit organizations).

*The above project narrative is limited to 8 pages. Applicants should name the file "narrative" and submit it in PDF format.*

**C. Applications must respond cite and respond to each item below describing the Project Financials:**

1. Submit a project budget and narrative explaining how the Initial Opportunity Grants will be used, ensuring it includes sufficient detail to confirm compliance with the Initial Opportunity Grant requirements.
2. Provide a detailed line-item budget that identifies the requested funds from the West Virginia First Foundation and the overall budget for the proposed project.

*The project financials are limited to a five (5) page budget narrative and detailed line-item budget. Applicants should name the files "budget narrative" and "detailed line-item budget," respectively, and submit them in PDF format.*

**D. Applications must include the following attachments:**

1. Provide copies of (i) the advance or definitive IRS determination letters indicating 501(c)(3) tax-exempt status; (ii) evidence showing tax exempt status under IRC 115; or (iii) evidence of other similar tax exempt or charitable status.
2. Copies of the pages of the most recent 990, if any.
3. Provide copies of the organization's articles of incorporation, a Certificate of Existence from the West Virginia Secretary of State's office, and a Letter of Good Standing from the West Virginia Tax Division.
4. Describe yourself or your organization, including a brief history, corporate structure, and a description of its employees.
5. Please identify the project's anticipated leadership and staff members and provide their resume(s).
6. Give your local servicing office contact information, including primary contacts. Include the address, telephone number, email, and website.
7. Describe any material litigation, regulatory, or legal proceedings in which you, including against individuals and parent entities, subsidiaries, affiliates, or any of the principals, are or have been involved over the five years preceding the date of your response.
8. Describe your history of or commitment to social responsibility through philanthropy, volunteering, *etc.*, specifically in West Virginia communities.
9. List any federal, state, local, or private grant awards or funding received in the last three years and the current status of those funds.
10. Please provide a detailed overview of your organization's finances, including the current operating budget with itemized expenses and revenues, a cash flow budget, and the latest audited or compiled financial statements (e.g., 990, Profit and Loss Statement, etc.).
11. Describe in detail any and all unique characteristics of the project.
12. Letter of support from the local government authority wherein the project will exist.
13. The Certification and Agreement attached to this Request for Applications as Attachment A.

***The above attachments are limited to thirteen (13) total attachments. Applicants should name the files to their corresponding number (E.G., 501 (c) 3 determination letter – File name: Attachment 1) and send them in PDF format.***

**CERTIFICATION AND AGREEMENT**

The undersigned, \_\_\_\_\_, as the duly authorized representative of \_\_\_\_\_ (the "Organization"), hereby represents, certifies, and agrees as follows, for and on behalf of the Organization:

1. All documents, responses, and other information provided in the Organization's Initial Opportunity Grant application are true and accurate.
2. All funds, if any, granted by the West Virginia First Foundation, Inc., shall be used for Core Strategies and Approved Purposes as those terms are defined in the West Virginia First Memorandum of Understanding ("MOU").
3. The Organization shall maintain and provide documentation to evidence the funds are used for Core Strategies and Approved Purposes.
4. The Organization agrees to verify the accuracy and completeness of all information provided to the West Virginia First Foundation, Inc., as may be required from time to time by the West Virginia First Foundation, Inc.
5. The Organizations acknowledges its responsibility to ensure that the certification and verification processes are conducted in accordance with requirements and standards promulgated by the West Virginia First Foundation, Inc., from time to time.
6. The Organization shall conduct periodic reviews of its certification and verification practices to ensure ongoing compliance and accuracy.
7. The Organization shall timely and fully respond to all inquiries and request of the Foundation.
8. The Organization shall not use any funds awarded by the Foundation to supplant or replace existing funding.
9. The Organization agrees to and shall comply with all requirements, obligations, duties, and any other provisions stated in the Initial Opportunity Grant Request for Applications.

Executed and by the undersigned on this \_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
(Organization Name)

By: \_\_\_\_\_  
(Signature of Representative)

\_\_\_\_\_  
(Printed Name)

Its: \_\_\_\_\_  
(Title of Representative)





**WEST VIRGINIA FIRST FOUNDATION, INC.**

**Initial Opportunity Grant**

**Cover Sheet**

Date of Application: \_\_\_\_\_

Legal Name of Organization:

\_\_\_\_\_  
(Should be the same as on IRS determination letter and as supplied on IRS Form 990)

\_\_\_\_\_  
City: \_\_\_\_\_ State: WV

Zip: \_\_\_\_\_

Mailing Address, if different from above:

\_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email for Point of Contact: \_\_\_\_\_

Phone for Point of Contact: \_\_\_\_\_

Website: \_\_\_\_\_

Project Name: \_\_\_\_\_

Identify Region for use of funds: \_\_\_\_\_

Identify "Target Area" for use of funds: \_\_\_\_\_

Total Amount Requested: \_\_\_\_\_

General Application Purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# WEST VIRGINIA FIRST FOUNDATION, INC.

## INITIAL OPPORTUNITY GRANT SCORING RUBRIC

### Scoring Methodology

The scoring methodology is divided into five key criteria, each aligned with best practices and evidence-based approaches. Each criterion is weighted to reflect its importance in achieving WVFF's guiding principles, with the total possible score of 100.

#### Scoring Rubric:

1. Evidence-Based Strategies (25)
2. Relationship to Foundation's Strategic Vision (20)
3. Implementation and Sustainability (20)
4. Transparency and Fairness (15)
5. Impact and Measurability (20)

### 1. Evidence-Based Strategies (25)

- **25-20:** The application clearly outlines a plan to use evidence-based interventions and practices. It includes comprehensive strategies supported by research and data, with a focus on proven methods for reducing SUD and overdose rates.
- **19-15:** The application mentions evidence-based strategies but lacks detail or comprehensiveness. Some strategies are well-supported by research, but others are less certain.
- **14-10:** The application includes a mix of evidence-based and unproven strategies. Limited detail on how evidence will guide implementation.
- **9-5:** The application includes few evidence-based strategies, relying mostly on untested methods.
- **4-0:** The application lacks evidence-based strategies and does not reference relevant research or data.

### 2. Relationship to Foundation's Strategic Vision (20)

- **20-16:** The project outcomes or activities align with WVFF's mission, vision, and goals of the Initial Opportunity Grants. The project description and application provide evidence of this alignment and a clear path towards deploying the funds to achieve such goals.
- **15-11:** The project elements align with WVFF's mission, vision, or the goals of the Initial Opportunity Grants, but not all.
- **10-6:** The project is tangentially but not directly related to the WVFF strategic vision or RFP goals.
- **5-1:** There is a lack of an explicit relationship between the project and the WVFF vision or RFP goals.

### **3. Implementation and Sustainability (20)**

- **20-16:** The application provides a clear, realistic plan for implementation with detailed timelines, resource allocation, and stakeholder involvement. It includes strategies for long-term sustainability and ongoing funding.
- **15-11:** The application includes a general implementation plan but lacks some details. Sustainability is addressed but not comprehensively.
- **10-6:** The application includes an implementation plan with significant gaps or lack of clarity. Sustainability is minimally addressed.
- **5-1:** The application provides a vague or incomplete implementation plan with no clear sustainability strategy.

### **4. Transparency and Fairness (15)**

- **15-12:** The application outlines a transparent decision-making process with clear criteria for fund allocation. It includes plans for community involvement and regular reporting on progress and outcomes.
- **11-8:** The application mentions transparency and fairness but lacks detailed plans. Some elements of community involvement and reporting are present.
- **7-4:** The application provides minimal information on transparency and fairness. Limited community involvement and reporting plans.
- **3-1:** The application briefly mentions transparency and fairness without providing substantial plans or details.

### **5. Impact and Measurability (20)**

- **20-16:** The application includes clear, measurable goals and outcomes. It outlines specific metrics for tracking progress and evaluating success, with plans for regular data collection and analysis.
- **15-11:** The application includes measurable goals but lacks some detail on metrics and evaluation. Plans for data collection and analysis are present but underdeveloped.
- **10-6:** The application includes general goals with limited measurability. Plans for tracking and evaluation are unclear or incomplete.
- **5-1:** The application provides vague goals with no clear metrics for tracking progress. Minimal plans for evaluation.

Each application will be evaluated by the Initial Opportunity Committee and Expert Panel using the above rubric with scores totaled. Applications will be ranked based on their overall score. The scoring rubric is only one element of consideration for the Board. The Board may also consider the opinions and comments of the Expert Panel, impressions of the Board during interviews or site visits, and other intangible factors.