



State of West Virginia

Example

July 8, 2024

OSF-18
Opioid Settlement Fund
Application
Status: Active
Submitted On: 7/1/2024

Primary Location
No location

Applicant

700 South Park Road
Charleston, WV 25304

Internal Section

Decision

—

Award Amount

—

Additional Comments

Certification

PLEASE CERTIFY THAT YOU HAVE REVIEWED THE SCHEDULE A CORE STRATEGIES AND SCHEDULE B-APPROVED USES

Digital Signature*

Katie Bush
Jun 13, 2024

[Click here for more information.](#)

Contact Information

Organization Name*

Union Mission Ministries, Inc.

Address*

700 South Park Road

Example

Website (if applicable)

Phone Number*

Email Address*

Tax ID Number

Tax ID Type*

TIN

Tax ID Number*

Project Summary

Please provide a narrative overview or summary of your proposal, including but not limited to the following:

1. Brief description of the proposal *

To purchase 4 vehicles for our West Virginia Addiction Recovery Residences (WVARR)-certified addiction recovery and sober living programs, which will house up to 48 men and 6 women (sober living).

2. Purpose and key anticipated outcomes*

The purpose of purchasing these vehicles is to provide needed transportation to each of our addiction recovery residents (and any of our sober living residents who do not have their own transportation). Each resident has individual appointments for health and career goals, and all of them go to group activities, such as Alcoholics Anonymous, etc. With this in mind, we need more (and by extension, more reliable) vehicles to provide the proper amount of transportation for each until they can find their own methods of transportation.

Key anticipated Outcomes:

Improve each resident's access to proper health and dental care by 30%. Residents would be able to attend more group outings, improve attendance to current recovery groups such as Alcoholics Anonymous (AA), provide more educational opportunities, and provide more group "fun" activities to help develop healthy hobbies. Residents would be able to have more open availability at work, opening more hours to work without worry of how to get to and from work.

Example

3. Individuals or communities served*

We serve individuals with substance use disorders, alcohol use disorders, and addictive/codependent behaviors. We are in the Charleston-Kanawha City area, but our clients come from all over West Virginia and some from outside our state. We are certified to accept up to 48 men at a time (and 6 women in our women's sober living program). 80% of our residents transitioning out of the criminal justice system.

4. Amount of funding requested*

200000

5. Amount of any bids or cost estimates received to date, if applicable

0

6. Amount of matching funds raised or committed by your organization*

0

7. Source of matching funds raised or committed by your organization*

NA

8. How Opioid Settlement funds, if awarded, will be used*

We would like to purchase 4 vehicles for recovery residents' transportation, 3 passenger vans and one small vehicle.

9. Which Core Strategies or approved uses will be met*

Core Strategies:

B. Medication-Assisted Treatment (MAT) Distribution and other Opioid-related treatment

4. Treatment and recovery support services such as residential and inpatient treatment, intensive outpatient treatment, outpatient therapy or counseling, and recovery housing that allow or integrate medication with other support services.

E. Expansion of warm hand-off programs and recovery services

4. Provide comprehensive wrap-around services to individuals in recovery including housing, transportation, job placement/training, and childcare

F. Treatment for Incarcerated Population

1. Provide evidence-based treatment and recovery support for persons with OUD and co-occurring SUD and MH disorders transitioning out of the criminal justice system.

Example

10. How long it will take you to complete the project if awarded funding

As soon as we receive funding, we will have the vehicles purchased within 3 months or less.

Proposal Details

1. Please describe the problem or need which your project seeks to address*

Transportation in West Virginia is difficult. There are a lot of rural areas that have no access to public transportation, so cars are a necessity to continually work. Cars are a huge barrier to entry for many low-income individuals and families.

In a 2019 Self-Advocacy Resource and Technical Assistance Center (SARTAC) survey on individuals with disabilities and the state of public transportation in West Virginia, 23% reported that there was no public transportation available to them in their community. 36.9% of those who have public transportation available to them in their community reported that they were not able to utilize it for various reasons (such as inaccessible to those with disabilities, workplaces not within range of the bus stop, etc.) (Southall, 2019)

Our residents do not typically have transportation of their own. We assist in starting financial plans with them and teach budgeting so that they can ultimately save while they are with us, utilize resources available to them, and can buy their own car or some other type of reliable transportation before or after they leave our program.

All our residents need transportation to and from important health appointments, job interviews, classes, and group meetings such as Alcoholics Anonymous, Celebrate Recovery, etc. Our current vehicles are very old, have many miles on them, and are not reliable anymore.

Kanawha Valley Regional Transportation Authority (KRT) is our local public transportation company. KRT recently decided to shut down multiple routes throughout WV, and unfortunately, that includes the South Park route (the road where we are located) (Heiskell and McCallister, 2024). Vehicles for transportation will be even more important when these changes are implemented since many of our residents rely on the bus to get to and from work when they can.

2. Please provide the details regarding the design and strategy of your proposal*

We plan to purchase 3 passenger vans and one small vehicle to upgrade our current vehicles so that we can provide the proper amount of transportation.

Example

3. Please provide your project timeline* ?

As soon as we receive the funding, we plan to have the vehicles purchased within 3 months of receiving it.

4. Please provide your project's total proposed budget.*

\$200,000

5. Please list any partners in this proposal, and the partner's role and your relationship with them.*

N/A

6. Please identify the anticipated leadership of the proposal and upload/attach their resume(s) or CVs*

Denise Kennedy, her resume is attached.

7. Please describe your plan for sustainability of the project or initiative after the grant award has been exhausted

We have been using vehicles given to us years ago for all of these programs, including some of our staff using their personal vehicles if the company vehicles are unavailable.

We will use the vehicles purchased with this grant money until they are no longer fixable. According to AARP.org, vehicles last an average of 12 years or 200,000 miles, whichever comes first (Budd, 2018). Once they are unfixable in 12 years or more, we will apply for more grant funding from another source or ask our donors to help fund new vehicles for this program.

Example

Organization Information

1. Please provide your organization's mission statement. *

Our mission is to help hurting people in West Virginia, and as such, we strive to provide for the physical needs of those individuals.

2. Describe the history of your organization, tell us about your current programs and activities*

Union Mission Ministries, Inc. was founded on October 11, 1911, by Pat Withrow with a financial gift of \$100 from a prominent Charleston businessperson. Withrow, who also helped start 40 other missions across North America, served as our director until 1956. In the beginning, Union Mission provided shelter for the homeless and job opportunities on a limited basis, but it soon expanded to and focused on other areas of social service. For more information on Union Mission or any of its programs, please visit our website at <http://www.unionmission.com>.

Our current programs:

1. Union Mission Men's Shelter – our downtown rescue facility for men;
2. Union Mission Men's Addiction Recovery – our WVARR-certified residential, education, and work program for individuals committed to recovery;
3. Union Mission Men and Women's Sober Living – WVARR-certified sober living facilities for men and women
4. Union Mission Outreach – which provides food & supplies to those in need through 3 channels:
 1. Family Services – for individuals/families in crisis or facing food insecurity & reach out for help. House fires, unemployment, domestic violence, and poverty are just a few reasons why families come to Union Mission for assistance.
 2. Bud Young Emergency Response Team - for people in rural settings around the Kanawha Valley who could use Union Mission's services but cannot travel to Charleston to receive our help. With the help of community leaders, schools, and churches, we find and help people struggling with basic needs.
 3. General food distribution – for men at our shelter, men & women in our recovery programs & to food pantries across the state.
 4. Sustainable Agriculture – Our effort to provide nutrient-dense produce and poultry for our residents and Family service clients.
1. Union Mission Preschool – a Kanawha County licensed preschool that aims to provide a high-quality curriculum to teach and enhance the social, emotional, physical, and academic development of children in a loving and caring environment.

Two programs that help fund what we do:

1. Union Mission Thrift Store, which provides discounted prices on clothing, home goods, appliances, furniture, and more.
2. The Find, a second-hand boutique selling the best of the best clothing, home goods, etc. in a curated setting.

Example

3. List any federal, state, local or private grant awards or funding received in the last three years and the current status of those funds. If your organization has previously received funds from Kanawha County, please list the amount, nature of the project(s) and current status of the funding and project(s). *

2023

United Way of CWV	\$17,000.00	Project is still in progress
Pallottine Foundation	\$10,075.00	Project is still in progress
First Energy Foundation	\$5,000.00	Spent
Martha Gaines and Russell Wehrle Memorial Foundation	\$5,000	Spent
River Valley	\$11,000	Spent
First Presbyterian Mission Grant	\$3,000	Spent
H.B. Wehrle Foundation	\$5,000	Spent

2022

Martha Gaines and Russell Wehrle Memorial Foundation	\$5,000	Spent
River Valley	\$8,000	Spent
First Presbyterian Mission Grant	\$4,000	Spent
Walmart	\$2,000	Spent
CRC Foundation Inc.	\$1,000	Spent
H.B. Wehrle Foundation	\$5,000	Spent

2021

Martha Gaines and Russell Wehrle Memorial Foundation	\$5,000	Spent
River Valley	\$2,500	Spent
River Valley	\$11,000	Spent
First Presbyterian Mission Grant	\$3,000	Spent
Daywood Foundation	\$7,000	Spent
CRC Foundation Inc.	\$1,000	Spent

Example

4. Please list your Owner(s), Board of Directors, senior staff members, or other key members of your organization:*

List of Board Members

- | | |
|--------------------------------------|---|
| 1. Lisa Pack, Chairwoman | Homemaker/CPA |
| 2. Mitri Ghareeb, DDS, Vice Chairman | Ghareeb Dental Group |
| 3. Otis O'Connor, Secretary | Retired: Steptoe & Johnson |
| 4. Kurt Higginbotham | Rail Connection, Inc. |
| 5. Tom Toliver | Retired – John Amos Plant |
| 6. Steven Corbin | Medical Sales |
| 7. Tom Minturn | Owner/Operator of Chick-fil-A MacCorkle Ave. & Southridge |
| 8. Cheryl Carey | Site Manager at FamilyCare Health Center/Pastor |

Executive Leadership:

- | | |
|--------------------|----------------------------------|
| 1. Jason Quintrell | CEO |
| 2. Gearry Bailey | Vice President of Finance and HR |

Example

5. Please list the staff involved with this project and describe their roles and responsibilities:*

Denise Kennedy

Title: Addiction Recovery Director

Department: Addiction Recovery

Report to: Administration

Purpose: To provide administrative leadership for Addiction Recovery. To oversee and be accountable to Administration for the planning, programming, personnel, and operation of the Union Mission Addiction Recovery. To communicate and implement administrative strategies, goals and vision to Addiction Recovery Coordinators and Associates.

Duties

- To formulate steps necessary to establish effective addiction recovery program for men, sober living residences for men and women.
- To establish rules and parameters for residents as well as a progressive class structure that enables residents to achieve victory over addiction.
- To oversee the implementation of Recovery curriculum.
- To build rapport and represent UM Addiction Recovery within law enforcement and the judicial system community as it relates to Recovery residents.
- To represent Union Mission Ministries well to any/all visitors.
- To engage the CEO with proper recruitment, training, and supervision of Recovery volunteers and staff.
- To communicate clearly, appropriately, and honestly with the Administration, Recovery Coordinator, Recovery Associates, volunteers, and residents.
- To collaborate with Human Resources in mandatory job training from Administration and for Addiction Recovery Staff.
- To be readily available to Administration and/or Recovery Coordinators.
- To facilitate disciplinary measures with the Recovery Coordinator(s).
- To conduct Recovery staff and/or resident meetings on a regular basis.
- To communicate success stories with Development on a weekly basis.
- To create and submit statistical and narrative reports as required by Administration.
- To establish relationships with the community service organizations.
- To oversee the Addiction Recovery Programs' cooperation with other internal UM Departments as it relates to Recovery Residents.
- To conduct proper Recovery employee evaluations as deemed necessary through Human Resources.
- Participate in all necessary meetings throughout Union Mission.
- To create, review and update the Recovery Policies and Resident Handbook/manuals on an annual basis.
- To maintain proper files through the segregating of medical files and Spero case log notes.
- To maintain communication and relationship with WVARR to ensure our certification is current and all facilities are up to standard.
- To maintain safety, security and confidentiality of the Addiction Recovery campus, residents, and resident records.
- To complete any and all tasks assigned by the CEO and/or Administration.

Janae Biram is a licensed Peer Recovery Support Specialist (PRSS) in addition to the below job description.

Title: Recovery Support Services Coordinator

Dept: Client Services

Report to: Director of Recoveries

Full-Time

Purpose: Help with recovery applications and intake paperwork as needed

(Work as part of the Client Services team)

Duties and Responsibilities

- Work with assigned residents (8-10) as Case Manager
- Barrier removal
- Assist with legal matters.
- Secure birth certificates, ID and social security cards if needed.
- Plan, write and implement class materials for vocational/life skills classes for both WAR and MAR (once weekly)
- Schedule guest teachers for subjects in their fields and to introduce residents to a broader view.
- Evaluate residents educational/vocational needs to address any issues or barriers prior to Vocational Phase (address learning disabilities via outsource i.e., Premier Counseling)
- Coordinate continuing education for residents, i.e., Kanawha County Adult Education courses.
- Coordinate GED classes and tests through KCAE for residents who want and need a GED.
- Plan and implement the pre-vocational phase of residents to insure they are ready for application and interview process (this consist of 4 one-on-one meetings 4 weeks prior to vocational date)
- Assist with compiling resume, facilitate mock interviews, discuss appropriate work attire, shop for interview outfit if needed, provide resident with materials to study interview skills.
- Stay in contact with residents during their vocational phase via weekly check ins.
- Meet with residents after they receive a paycheck to work budgeting as well continue budgeting check ins.
- Follow-Up with former residents by organizing and implementing: Monthly mailing which includes the UMM newsletter, devotionals, and other materials.
- Birthday cards
- Monthly gatherings
- Yearly picnic and Christmas party
- Private Facebook group-UMM Recovery Family
- Check on various former residents randomly via text, fb messenger or phone.
- Other duties as assigned.

Tim Koehler

Title: Addiction Recovery Coordinator

Department: Addiction Recovery

Report to: Addiction Recovery Director

Purpose: To facilitate the daily managerial operations of the Union Mission Addiction Recovery to staff and residents as prescribed by the Addiction Recovery Director.

Duties

- To provide work schedules for staff with Director approval.
- To order necessary supplies and materials for Addiction Recovery.
- To maintain proper files through the segregating of medical files and Spero case log notes.
- To readily be available to all Recovery Associates and Residents
- To represent Union Mission Addiction Recovery well to any and all visitors.
- To maintain that Addiction Recovery facilities are in good order and appearance.
- To conduct phone screens for potential residents and make intake arrangements if necessary.
- To complete resident exit process when necessary.
- To ensure dorm rooms are clean and prepared for occupancy and to make sure other cleaning duties are performed by staff, as necessary.
- To assign chores to residents and to oversee their completion.
- To facilitate disciplinary measures as coordinated with the Recovery Director
- To maintain safety, security and confidentiality of the Addiction Recovery campus, residents, and resident records.

Example

- To arrange Recovery Associate's weekly one-on-one case management sessions with each assigned resident.
- To assess each resident's situation/needs with Recovery Director.
- To concisely document Spero case notes in the resident's case file.
- To participate in mandatory job training from Recovery Director and Human Resources.
- To facilitate all Urine Analysis with Recovery Staff and residents.
- To complete any and all tasks by CEO and/or Recovery Director.

6. Please upload/attach the following financial documents, if applicable:

Cash flow statement for applicant's most recent fiscal year



2023 Profit and Loss (1).xlsx

Two years of audited financial statements



2022 audit.pdf

Current operating budget



2024 Budget Revision.xlsx

If the applicant has not been audited, please include an unaudited balance sheet and income statement as prepared by the applicant



No File Uploaded

7. If you have made an application for funding for this project from other sources (city, state, private or non-profit organizations) please list the same here.*

N/A

8. Please describe three significant accomplishments of your organization within the last three years

80% of our residents who graduate from our addiction recovery program stay sober for at least 2 years.
WVARR certification success- 2022
Through our men's emergency shelter, 53 men found stable housing and gainful employment in 2023.

Example


Supplementary Information

1. Please enter contact information (name, email, and phone) for at least one third-party reference. *

2. Please include any supplementary information or documentation (such as letters of support, newspaper articles, etc) which you feel will be essential to the County's review.

 UMMRecLetter.pdf


Attachments



Optional: Additional Proposal Leadership resume(s) or CVs

Denise Kennedy Resume.docx


Uploaded by Katie Bush on Jul 1, 2024 at 1:00 PM



Works Cited.docx

Works Cited.docx

Uploaded by Katie Bush on Jul 1, 2024 at 1:02 PM



Union Mission-Audit for 2020 and 2021.pdf

Union Mission-Audit for 2020 and 2021.pdf

Uploaded by Katie Bush on Jul 1, 2024 at 1:08 PM

History

Date	Activity
7/1/2024, 1:09:01 PM	changed the deadline to Jul 02, 2024 on approval step Application Review on Record OSF-18
7/1/2024, 1:08:59 PM	Katie Bush submitted Record OSF-18

Date

6/13/2024, 3:06:10 PM

Activity

Katie Bush started a draft of Record OSF-18

Example

Timeline

Label	Activated	Completed	Assignee	Due Date	Status
✓ Application Review	7/1/2024, 1:09:00 PM	-	-	7/1/2024	Active
📄 Request Letter of Acknowledgement	7/1/2024, 1:09:00 PM	7/1/2024, 1:09:00 PM	-	-	Completed