




OSF-1
Opioid Settlement Fund
Application
Status: Active
Submitted On: 4/12/2024

Primary Location
No location

Applicant

 Heather Darr

 1429 Lee St. East
Charleston, WV 25301

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*

 **Heather Anne-Marie Darr**
Apr 11, 2024

[Click here for more information.](#)

Example

Contact Information

Organization Name*

Rea of Hope, Inc.

Address* ?

1429 Lee St. East

Website (if applicable)

[REDACTED]

Phone Number* ?

[REDACTED]

Email Address*

[REDACTED]

 Tax ID Number

Tax ID Type*

TIN

Tax ID Number*

[REDACTED]

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 *

Rea of Hope, Inc. seeks funding for the salary of our Program Director as well as an office enclosure in an existing building to create a centralized location for programming, case management, and peer recovery support services coordination.

Example

2. Purpose and key anticipated outcomes*

The purpose of this funding request is to enable Rea of Hope to continue to provide programming, case management, and certified peer recovery support specialist services to women in recovery from Opioid Use Disorder and Substance Use Disorder/Mental Health conditions. Creating an office for the Program Director is integral in providing a centralized location for all resident services.

Key anticipated outcomes include following graduates at 30 days, 90 days, 6 months, and 1 year post graduation to assess effectiveness of the program. At one year post graduation from Phase 1 (287 graduates), 79% are clean and sober, 84% are working, 90% are living in a safe place, 98% have no new pending legal problems, and 75% are still attending self-help meetings. At one year post graduation from Phase 2, (109 graduates), 90% are clean and sober, 97% are working, 98% are living in a safe place, 98% have no new pending legal problems, and 88% are still attending self-help meetings.

3. Individuals or communities served*

Rea of Hope (ROH), Inc. serves West Virginia women (and their minor children) from all counties in WV in recovery from alcohol and/or drug addiction. ROH has served 638 WV women, 23% aged 18-24; 32% aged 25-30; 18% aged 31-35; 11% aged 36-40; 8% aged 41-45; and the remaining 8% were aged 46-65. 75% of residents have been homeless, 65% of residents have been IV users, 78% are mothers, and 90% have experienced domestic violence or abuse/assault. Literacy abilities and socioeconomic status of residents are from all strata. 95% of residents are Caucasian, non-Hispanic with no language barriers.

4. Amount of funding requested*

118860.87

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

118860.87

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

5000

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

Rea of Hope, Inc.

Example

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

If awarded, the Opioid Settlement funds will be utilized to pay one year's salary for the Program Director and enclose an office space providing a centralized location for programming, case management, and peer recovery support services. This is essential for program operations and continuity of services.

Example

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

Rea of Hope, Inc. seeks funding for the salary of our Program Director as well as an office enclosure in an existing building to create a centralized location for Approved Uses of Opioid Settlement Funds including, but not limited to: programming, case management, and peer recovery support services coordination. Detailed exhibit A schedule B category B description below.

Rea of Hope will meet the Approved Uses in Exhibit A, Schedule B, Part 1: Treatment, Category B- Support People in Treatment and Recovery.

B-1. Our Program Director provides support for people in recovery from OUD and co-occurring SUD/MH conditions through evidence based or evidence informed programs or strategies by providing wraparound services to individuals with OUD and any co-occurring SUD/MH conditions by providing comprehensive case management services, transportation to appointments, instruction of life skills classes, and employment preparedness. Representing Rea of Hope, Program Director has working relationships with several local employers and is able to help place those entering our program in recovery from OUD or any co-occurring SUD/MH condition with jobs.

B-2. Rea of Hope's Program Director is a part of the team that provides the full continuum of care of treatment and recovery services for OUD and any co-occurring SUD/MH conditions, including supportive housing, peer support services, case management, and connections to community-based services. Rea of Hope provides housing in Phase 1 of its program from 6 months to 1 year, and in Phase 2 the stay is unlimited. Certified Peer Recovery Support Specialist (PRSS), Brittany Wolfe, our Program Director is on call 24 hours a day guiding persons with OUD and any co-occurring SUD/MH conditions through the challenges of recovery. Program Director facilitates classes, provides transportation, helps secure childcare, and educates on community resources. Case management services are provided for all persons with OUD and any co-occurring SUD/MH conditions. They meet with Program Director/case manager weekly to review goals. The Program Director/case manager provides support in several ways, which include but are not limited to being a liaison /advocate with court systems, healthcare systems, child protective services, and probation officers, and referring to community-based services.

B-5. Rea of Hope's Program Director provides community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions. ROH admits persons with OUD and any co-occurring SUD/MH conditions directly from jails and prisons, as well as those on probation and in drug court. Persons with OUD and any co-occurring SUD/MH conditions have access to an attorney from Legal Aid of West Virginia, facilitated by Program Director, that provides on-site education and counseling. They are reintegrated into society through organized social activities encouraging group cooperation.

B-7. Rea of Hope's Program Director provides support through transportation to treatment or recovery programs or services for persons with OUD and any co-occurring SUD/MH conditions. Transportation is provided to 12 step self-help meetings, Dr.'s appointments, and to other service providers as needed.

Example

B-8. Rea of Hope's Program Director provides employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions through comprehensive case management and weekly life skills classes. These include but are not limited to, healthy relationships, domestic violence, anger management, 12 step sponsorship, employment preparedness, financial literacy, and rental counseling. Program Director also provides referral support and services for vehicle acquisition including but not limited to Jobs & Hope WV, Wheels to Work, etc.

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

If awarded funding, it will take Rea of Hope approximately 16 months to complete the project. ROH would immediately begin the demolition and enclosure of the office. The Program Director's salary would run from 10/1/2024 to 9/30/2025.

Proposal Details

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

The opioid epidemic has created an increased need for services provided by Rea of Hope. An additional case manager was hired to accommodate this need. Staff requirements have also been adjusted, and once a peer recovery support specialist reaches 2 years of sustained recovery, certification is required to continue in best practices.

Rea of Hope serves WV women suffering from Opioid Use Disorder and Substance Use Disorder/Mental Health conditions and their minor children. The need for safe, affordable, and supportive housing remains strong based on ROH's own collected data. 20% of the women seeking services in FY 23 were admitted (compared to an average 28%) due to more women seeking services, and ROH's limited number of beds. The need for housing this special population has increased with the growing opioid epidemic and foster care crisis. According to the WV Office of Drug Control Policy, in 2023 (provisional data from January 2023 to October 2023) a reported 1,224 West Virginians died from overdose deaths. As of October 31, 2023, there were 6,222 youth in foster care, many due to addiction and overdose deaths. There has been an increased desire of Phase 1 graduates to continue into Phase 2 transitional housing to remain in safe sober housing. Extended support is critical, especially for women who are being reunited with their children from foster care. Since Phase 2 opened in 2008, over 400 children have been reunited with their mothers.

Example

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

A. The office enclosure will take approximately 90 days from demolition to completion.

The office enclosure will approximate the following steps:

1. Tear out the front porch down to the floor joists.
2. Sister new floor joists on the existing joists to level the floor.
3. Remove the ceiling but leave the two brick walls for aesthetic purposes.
4. Remove the existing front door.
5. Frame walls to enclose the porch with the exterior wall to be 80% glass.
6. Install a new exterior door with security lock.
7. Install a 18,000 BTU mini split for heating and cooling.
8. Complete a turn key job on the inside of the addition, including lighting, flooring, trim, painting, etc.
9. Pull all necessary permits
10. Clean up and dispose of all of the construction debris.

B. The Salary of the Program Director will be paid bi-weekly over the Federal Fiscal Year, from 10/1/2024-9/30/2025

3. Please provide your project timeline* ⓘ

The office enclosure will begin upon dissemination of funds and take approximately 90 days for completion. The Program Director's salary will be paid bi-weekly over the Federal Fiscal Year from 10/1/2024-9/30/2025

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

The total proposed budget is \$118,860.87

\$55,000.00 salary \$63,860.87 office

See attached office enclosure budget itemization

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

The contractor that will be responsible for demolition and construction is Larry Tucker Incorporated, contractor license number [REDACTED]

Example

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

Haley Walker, the Executive Director of Rea of Hope oversees the Program Director.

The Executive Director, Haley Walker, graduated from Rea of Hope ('09) and New Life Apartments (NLA), and has 15 years of personal recovery. She is responsible for the development of the properties and program, as well as fundraising, financial planning and budgeting, community relations, and advocacy work. She is a Certified Addictions Counselor and received her Regents bachelor's degree in education from West Virginia State University. She also holds a certificate in Psychiatric Rehabilitation.

The Program Director, Brittany Wolfe, graduated both phases of the Rea of Hope program ('17), has 7 years of recovery, and is a Certified Peer Recovery Support Specialist. She holds a Bachelor of Science degree from West Virginia State University. She meets weekly with residents, provides support, and is a liaison/advocate with court systems, healthcare systems, child protective services, and probation officers. Ms. Wolfe also supervises all case management and peer support staff. She is pursuing her Master of Public Administration at West Virginia State University.

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

We are now in the fourth quarter of our eighteenth year of operating and Rea of Hope is collecting program fees on the average of \$7500 a month. We are utilizing the Mayor's Office of Economic Community Development (MOECD) to assist with utilities. ROH has received grants from the Division on Alcoholism and Other Drug Abuse for operating expenses since opening in 2005. We also have a strong donor base providing a projected \$72,000 in donations and small gifts from individuals, churches, organizations, and civic groups. We continue to utilize the WV Neighborhood Investment Program, tax credits as a tool for fund raising. We apply for state and federal grants along with several private foundations as we continue to explore new options and foundations. In 2023 we held our annual fund-raising event, Miracles on Lee Street, raising over \$92,000. Our mailing list for our quarterly newsletter has increased to over 950. The Rea of Hope website continues to evolve, www.reaofhope.org. We established the Rea of Hope Foundation, managed by TGKVF. Our Board is committed to ensuring the future of Rea of Hope by donating their expertise, time, and financial pledges. Rea of Hope's strength is in diversifying sources of funding and not becoming complacent. We are constantly exploring new avenues for financial security; one of those is applying for this grant.

Example

Organization Information

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

The purpose of Rea of Hope is to help West Virginia women suffering from alcohol and/or drug addiction by teaching the life skills and self-sufficiency required to reach sustained recovery, while providing safe, affordable, and supportive housing for them and their children.

Example

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

The Rea of Hope (ROH) was formed in 2001. The first home at 1429 Lee St. opened in 2005; in 2008, ROH began to provide housing for graduates and their minor children at 200 Beauregard St. In 2012, ROH added a house at 204 Beauregard St., and an apartment building at 206 Beauregard St. for graduates who desired to remain a part of our program while living independently. In January 2020, the ROH leased an apartment for a mother and her 4 children for them to be reunited from foster care. In August 2020, the ROH purchased a duplex (investing \$234,740.36 of its own long-term reserves) at 1411 Quarrier St., bringing the total number of apartments to 11. In January 2022, with Ryan Brown Funding, ROH finished construction of a 3-bedroom, 2.5 bath home in the rear of the 1411 Quarrier St. property (this allowed ROH to discontinue leasing the apartment). Rea of Hope's properties are staffed 24/7 by Peer Recovery Support Specialists (PRSS) who are certified or in the process of becoming certified. ROH provides beds for 14 women for a period of 6 months to 1 year in Phase 1; after completing, graduates may then transition to Phase 2 (New Life Apartments) with no time constraints on stay, successful completion at 6 months.

The activities that take place as a part of the ROH program begin with addressing immediate needs for a safe place to live, obtaining medical care when necessary, and putting support in place to begin the hard work of recovery/rebuilding lives. Prior to admission, women are required to have completed treatment (inpatient, intensive outpatient, prison programs, etc.). Completion of treatment before sober living is a predictor of success. Once arriving in sober living, residents who have a solid foundation and knowledge of their disease and exposure to the 12-step community (Alcoholics Anonymous or Narcotics Anonymous) have an increased chance of succeeding. Both things are typically acquired in treatment programs; without exposure to these before sober living, women are starting out behind. ROH has found that new admissions are lacking in both areas. This is attributed to shorter length of stay in treatment, and lack of attendance at outside 12 step meetings.

To increase engagement and knowledge about the disease of addiction, Rea of Hope has implemented a 2-week curriculum "First Things First". This is a 10-day course that begins upon admission and is designed to ensure that each woman has a basic understanding of the disease of addiction, its progression, and a solid foundation to build a 12-step oriented, abstinence-based recovery upon. All these elements are critical for increased chance of sustained recovery. The longer a woman is engaged in a supportive environment, the greater are her chances for sustained recovery. Since implementing the program of First Things First, Rea of Hope has seen a decrease in women leaving prior to the 30-day mark, and an increase in successful completion of Phase 1.

The First Things First curriculum has a topic presented every day, beginning with Day 1: Disease Concept and Progression. During day 1, discussions and activities include: Am I an addict? the disease of addiction, alcohol is a drug, disease timeline, and disease progression. Day 2: Family Illness and Family Roles, discussions and activities include: identifying your family role, how to break out of your role. Day 3: Obtaining and Maintaining Full-time Employment, discussions and activities include: safe workplaces conducive to recovery, how to complete applications, model interviewing, and maintaining employment. Day 4: Triggers, discussions and activities include: what are triggers, discuss and identify triggers, ways to plan to avoid triggers, what to do

Example

when you encounter a trigger. Day 3: The 12 Steps and 12 Traditions, discussions and activities include: introduction to the Big Book of Alcoholics Anonymous and the Basic Text of Narcotics Anonymous and their 12 steps and 12 traditions, other recovery literature. Day 6: Sponsorship, Meetings, Home Groups, Service, discussions, and activities include: what is sponsorship? What is appropriate meeting protocol and behavior, the importance of a home group, and service work. Day 7: Relapse Prevention, discussions and activities include: What is a relapse? How does it start? How can you identify signs of an impending relapse? Creation of a relapse prevention plan. Day 8: Goodbye Letter/Your Story, discussions and activities include: write a goodbye to your drug of choice and addiction, writing your story. Day 9: Rea of Hope Rules and Regulations, discussions and activities include reviewing Rea of Hope handbook, question and answer session regarding rules and regulations, WVARR introduction (West Virginia Alliance of Recovery Residences, an agency responsible for oversight of recovery homes, their standards and practices). Day 10: Sharing Our Experience Strength and Hope, activities and discussions include: listening to others share their stories, sharing your story, staff sharing of their experiences.

ROH's activities are all designed to improve the quality of life for residents and their minor children. ROH seeks to increase access to quality in all forms of healthcare by advancing health equity, removing barriers, eliminating disparities, and teaching the necessary life skills to reach sustained recovery. ROH implements a 12 step recovery oriented and personal responsibility driven program. One evidence-based practice used is Motivational Interviewing (MI), which is client-centered counseling style for eliciting behavioral change by helping clients to explore and resolve ambivalence. ROH staff utilize the following techniques which include establishing rapport with the client, listening, and reflecting feelings, and asking open-ended questions to explore the client's own motivations for change. Additionally, affirming the client's change-related statements and efforts, eliciting recognition of the discrepancy between current behavior and desired life goals, asking permission before providing information or advice, and responding to resistance without direct confrontation. Motivational Interviewing, an evidenced based practice, enhances the client's self-efficacy for change which aligns with ROH's mission of ensuring self-sufficiency.

Additional critical activities provided include parent/caregiver support, skill building, case management, continuing care, behavior management, peer support, supported employment, permanent supportive recovery housing, 12 step support, emotional support through therapeutic mentoring, with referrals for general medical, dental, mental health, and psychiatric care.

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). *

see attached other project funding FYE 21 22 & 23

Example

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

See attached ROH Board Members 2024.

The Rea of Hope (ROH) staff leadership team consists of an Executive Director, Program Director, Grants Manager, Case Manager, and a Facilities Assistant. Rea of Hope has 9 full-time and 4 part-time staff involved in program implementation.

The Executive Director, Haley Walker, graduated from Rea of Hope ('09) and New Life Apartments (NLA), and has 15 years of personal recovery. She is responsible for the development of the properties and program, as well as fundraising, financial planning and budgeting, community relations, and advocacy work. She is a Certified Addictions Counselor and received her Regents bachelor's degree in education from West Virginia State University. She also holds a certificate in Psychiatric Rehabilitation.

Program Director, Brittany Wolfe, graduated both phases of the program ('17), has 7 years of recovery and is a Certified Peer Support Specialist. She holds a Bachelor of Science degree from West Virginia State University. She meets weekly with residents, provides support, and is a liaison/advocate with court systems, healthcare systems, child protective services, and probation officers. Ms. Wolfe also supervises all case management and peer support staff. She is pursuing her Master of Public Administration at West Virginia State University.

Heather Darr, Grants Manager, has worked at the ROH for 9 years and has 10 years of recovery. She is NCHEC certified in Rental Housing Counseling, Pre-Purchase Homeownership Education, and Homeownership Counseling. She has a Bachelor of Arts from the University of Charleston in Psychology. She collects program fees, writes our quarterly newsletter, maintains our databases, and tracks outcomes. Ms. Darr writes and manages grants. She is pursuing her Master of Public Administration at West Virginia State University.

Case Manager, Tiffany Lipscomb, graduated both phases of the program ('18), is a Certified Peer Support Specialist, and has 6 years of recovery. She is currently pursuing her bachelor's degree from West Virginia State University. She meets weekly with residents, provides support, and is a liaison/advocate with court systems, healthcare systems, child protective services, and probation officers. She also maintains our waiting list and coordinates admissions.

Facilities Assistant, Tammie Slider, graduated from both phases of the program ('21), is a Certified Peer Support Specialist, provides administrative support to the Executive Director, and oversees building maintenance.

Example

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

In addition to the Board of Directors, Executive Director, Program Director, and key staff/members our organization, Peer Recovery Support Specialists have an integral role in program implementation.

The opioid epidemic has required Rea of Hope to add staff and adjust their requirements to meet this increased demand for services and continue best practices. Requiring peer recovery support staff to become certified once eligible is one of the adjustments our program has made. Rea of Hope currently has 6 Certified Peer Recovery Support Specialists, and 1 in the process of becoming certified. All 6 Peer Recovery Support Specialists (PRSS) have completed both phases of the program and have a minimum of 1 year of personal recovery. Certification is obtained through the West Virginia Certification Board for Addiction and Prevention Professionals. PRSS are supervised and report to the program director who evaluates their performance at 90 days, and then annually. PRSS duties include but are not limited to providing emotional, informational, instrumental, and affiliational support. Examples include facilitating classes on nutrition, meal planning, financial responsibility, educational opportunities (GED and those seeking college degrees), and employment preparedness. PRSS also assist in providing transportation, securing childcare, and educating on all community resources available. PRSS are the backbone of the program, and because of their own personal recovery and passion to help others, they have chosen to work here and give back. PRSS staff assist and empower all residents in the following life domains, which include residential, financial, education, socialization, spiritual, legal, medical/dental/vision, mental health, and family relationships.

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

Cash flow statement for applicant's most recent fiscal year



FYE 6.30.23 cash flow.pdf

Two years of audited financial statements



two years of audited financial statements.pdf

Current operating budget



current operating budget.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

Example

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.*

na

Example

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

Rea of Hope has had many accomplishments within the last three years. In addition to graduate success, celebrating 287 Rea of Hope Phase 1 and 109 New Life Apartment Phase 2 graduates, Rea of Hope has also expanded, and won the Recovery House of the Year Award.

Rea of Hope takes great pride in its outcomes for successful graduates. ROH follows graduates for 30 days, 90 days, 6 months, and 1 year post graduation. They are tracked in 5 areas: are they still clean and sober, are they working, are they living in a safe place, do they have any new pending legal problems, and are they still attending self-help meetings. The most recent outcomes are as follows:

Rea of Hope Outcomes based on 287 successful completions.

April 2005 to March 31, 2024

One-year post- graduation (267 out of 287 meet this time frame)

79%	Clean and Sober	
84%	Working	
90%	Living in a safe place	
98%	No new pending legal problems	
75%	Attending meetings	

New Life Apartments Outcomes based on 109 successful completions

March 31, 2024

One-year post- graduation (101 out of 109 meet this time frame) (unable to contact 1)

90%	Clean and Sober	
97%	Working	
98%	Living in a safe place	
98%	No new pending legal problems	
88%	Attending meetings	

In 2022, Rea of Hope finished construction on a 3-bedroom, 2.5 bathroom home for graduates and their minor children. Funding for this was received through a grant award from the Ryan Brown Fund, administered by West Virginia Department of Health and Human Resources, in the amount of \$276,673.00. A mother and four of her children were reunited here from foster care.

In 2023, Rea of Hope won Recovery House of the Year Award from the West Virginia Office of Drug Control Policy. "These awards recognize West Virginians who have made extraordinary contributions to the field of addiction and programs," said Interim Director of DHHR's Office of Drug Control Policy. "The recipients exemplify the highest standards for compassionate care and are inspirational leaders to advocates and communities across the state."

Example

Supplementary Information

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

Megan Simpson
The Greater Kanawha Valley Foundation
178 Summers St.
Charleston, WV 25301



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.



letters of support.pdf

Attachments



Office enclosure budget itemization is as follows.docx

Office enclosure budget itemization is as follows.docx
Uploaded by Heather Darr on Apr 12, 2024 at 9:10 AM



Other Project Funding FYE 21 22 23.pdf

Other Project Funding FYE 21 22 23.pdf
Uploaded by Heather Darr on Apr 12, 2024 at 9:11 AM



ROH Board Members 2024.docx

ROH Board Members 2024.docx
Uploaded by Heather Darr on Apr 12, 2024 at 9:11 AM



Office Enclosure estimate and photos.pdf

Office Enclosure estimate and photos.pdf
Uploaded by Heather Darr on Apr 12, 2024 at 12:25 PM

Example

History

Date	Activity
4/29/2024, 9:20:07 AM	Heather Darr changed 9. Which Core Strategies or approved uses will be met from "<p style='margin-top:0in;margin-right:0in;margin-bottom:8.0pt;margin-left:.5in;line-height:107%;f..." to "<p style='margin: 0in 0in 8pt; font-size: 11pt; font-family: Aptos, sans-serif; line-height: norm..." on Record OSF-1
4/29/2024, 9:20:07 AM	Heather Darr submitted a new version of Record OSF-1
4/26/2024, 9:50:38 AM	Chris Settles submitted a change request on Record OSF-1
4/12/2024, 12:26:36 PM	changed the deadline to Apr 13, 2024 on approval step Application Review on Record OSF-1
4/12/2024, 12:26:34 PM	Heather Darr submitted Record OSF-1
4/12/2024, 12:19:25 PM	Heather Darr updated secured field "Tax ID Number" to "xxx-xx-4408" on Record OSF-1
4/11/2024, 12:57:35 PM	Heather Darr started a draft of Record OSF-1

Timeline

Label	Activated	Completed	Assignee	Due Date	Status
✓ Application Review	4/12/2024, 12:26:35 PM	-	-	4/12/2024	Active
📄 Request Letter of Acknowledgement	4/12/2024, 12:26:35 PM	4/12/2024, 12:26:35 PM	-	-	Completed