

**STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:**

A special meeting of Buckhannon City Council was held on January 11, 2018 at 3:30 pm in City Hall. The following persons were present:

Mayor	David McCauley	Present
Recorder	Susan Aloï	Present
Council Member	Mary Albaugh	Present
Council Member	Pam Cuppari	Present
Council Member	CJ Rylands	Present
Council Member	Robbie Skinner	Present
Council Member	David Thomas	Present
Director of Public Works	Jerry Arnold	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
Fire Captain	JB Kimble	Present
City Architect	Bryson VanNostrand	Present
Information Coordinator-Grant Researcher	Callie Cronin Sams	Present
Record Delta Newspaper		Present
InterMountain Newspaper		Present
Channel 3		Present

Guest-Mike Cozad

**Meeting Agenda Posted 0-08-18**

***Special Session of City Council of Buckhannon -3:30 p.m. in Council Chambers: Meeting Agenda for Thursday, January 11, 2018***

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- A. **Call to Order**
  - A.1 **Moment of Silence**
  - A.2 **Pledge to the Flag of the United States of America**
- B. **Recognized Guest**
  - B.1 **Callie Sams- Information Coordinator & Grant Researcher**
  - B.2 **Bryson VanNostrand-City Architect**
- C. **Strategic Issues for Discussion and/or Vote**
  - C.1 **Acceptance of Resignation of Fire Chief, Jim Townsend**
  - C.2 **Appointment of J.B. Kimble as Interim Fire Chief with added responsibilities & compensation**
  - C.3 **Discussion & Approval - VGF Volunteer Center Funding Grant**
  - C.4 **Discussion & Approval - FirstEnergy Foundation Grant Application for Colonial Theatre**
  - C.5 **Discussion & Approval - Increase Compensation to City Architect from \$200 to \$500 per Month**
- D. **Comments and Announcements**
  - D.1 **Mary Albaugh**
  - D.2 **Pamela Cuppari**
  - D.3 **C J Rylands**
  - D.4 **Robbie Skinner**
  - D.5 **David Thomas**
  - D.6 **Susan Aloï**
- E. **Mayor's Comments and Announcements**
- F. **Adjournment**

Revised /Posted 01-08-18

Mayor McCauley called to order led by a moment of silence and pledge to the US Flag.

**Strategic Issues for discussion and/or vote:**

- **Acceptance of Resignation of Fire Chief-James Townsend:**  
Mayor McCauley expressed Council's thanks toward Chief Townsend's service to the city.

**From:** James Townsend <[james.townsend@buckhannonwv.org](mailto:james.townsend@buckhannonwv.org)>  
**Date:** January 5, 2018 at 4:44:29 PM EST  
**To:** [jarnold.buckhannon@gmail.com](mailto:jarnold.buckhannon@gmail.com)  
**Cc:** [buckfire1153@gmail.com](mailto:buckfire1153@gmail.com)  
**Subject:** Resignation

Due to family circumstances, I am regrettably resigning the position I hold with City of Buckhannon, effective immediately.

Jim Townsend

Sent from my iPhone

**Motion Thomas/Albaugh to Accept the Resignation of Chief Townsend. Motion carried.**

- **Appointment of Fire Captain-JB Kimble as Interim Fire Chief:**

Mayor McCauley commented that by his position, Captain Kimble, takes on the duties of Chief in absence. Captain Kimble took on these duties a couple years ago when Chief Tacy retired.

Captain Kimble will be compensated an additional 10 hours per week unless more hours are needed to perform those duties until a new Fire Chief is selected. This is the same compensation he received during the last appointment.

**Motion Rylands/Cuppari to Appoint Captain Kimble as Interim Fire Chief with additional compensation as described. Motion carried.**

Mayor McCauley submitted the following job description from last hire and tentative time line to hire the new Fire Chief. He asked Council to be ready to make any changes to the job description by next Council meeting on January 18<sup>th</sup>.

**DRAFT: CITY OF BUCKHANNON, WEST VIRGINIA  
CHIEF OF FIRE DEPARTMENT**

The City of Buckhannon is currently accepting application materials from qualified individuals interested in the position of Fire Chief. Buckhannon is a progressive city located in central West Virginia, with a population of approximately 7,000 residents and is home to West Virginia Wesleyan College. The Department, including the Chief, consists of seven paid members and works in tandem with the Buckhannon Volunteer Fire Department.

Responsibilities include, but are not limited to preparing the Fire Department's requested annual budget, and sound administration of the approved budget during the fiscal year; directing the fire and emergency prevention efforts of the Fire Department; scheduling the work of all paid members; review and approval of all payroll materials; participating in the hiring and promotion of paid members of the Department; planning improvements of fire and emergency protection facilities in the City; assuring equipment and vehicle maintenance and inspection; establishing and enforcing training guidelines for paid members; developing sound policies for fire and emergency response; and performing all other supervisory duties reasonable or necessary to fulfill the general mission of the Department.

Applicants with a bachelor's degree are preferred; however, applicants with extensive experience in fire and emergency management who do not possess a college degree will receive strong consideration. In addition, applicants are required to have at minimum five years of experience in fire and emergency management.

The City of Buckhannon is EEOC employer and is committed to the principle of equal opportunity for all qualified persons, and employs without regard to any individual's creed, race, color, national or ethnic origin, religion, gender, age, or handicap.

The annual compensation for this position will be competitive, and commensurate with the successful applicants experience, training and education. In addition, the City of Buckhannon offers a competitive benefits package which includes health and retirement.

A completed application, available by contacting City Hall, including a resume and at least three professional references must be submitted by mail, and postmarked by no later than \_\_\_\_\_, 201\_, addressed to: Mayor of the City of Buckhannon, 70 East Main Street, Buckhannon, WV 26201. The City Council anticipates the appointment of the new Fire Chief in early 2016. Any questions regarding the Fire Chief position can be directed to Mayor \_\_\_\_\_ at 304-472-1651 or email [contactcityhall@buckhannonwv.org](mailto:contactcityhall@buckhannonwv.org)

**CITY OF BUCKHANNON –TIME TABLE FOR HIRING NEW CITY FIRE CHIEF – January 11, 2018**

- (1) January 11, 2018: Council formally accepts resignation of Jim Townsend effective, Friday, January 5, 2018 & appoints J.B. Kimble as interim fire chief; Council & Fire Department are provided with job description from 2016 fire chief search & asked for comment to possibly amend description of duties
- (2) January 18, 2018: Council approves final job description & authorizes advertising for position
- (3) January 22, 2018- February 2, 2018: Advertisements for position using various resources
- (4) February 24, 2018 (Saturday): Deadline for receipt or postmarking of all applications
- (5) Monday, February 26 – Tuesday, February 27: Review of applications by Council members & Fire Department members
- (6) March 1, 2018: Identify list of applicants for interviews – executive session of Council
- (7) Tuesday, March 13, 2018: Special city council meeting to conduct interviews – executive session
- (8) March 15, 2018: Selection & announcement of new Fire Chief during regular city council meeting – possible executive session before open session
- (9) April 1 – May 1, 2018: New Fire Chief will begin service
- (10) April 5 – May 2, 2018: First Council meeting for new Fire Chief

**Motion Skinner/Albaugh to approve the time line to follow to hire the next Fire Chief. Motion carried.**

- **VGF Volunteer Center Funding Grant:** Callie Cronin-Sams submitted and explained the following grant:



**VGF Volunteer Center Funding Request for Applications (RFA)**

Total Amount of Funding Available for Subgrants: \$175,000  
 Grants Available from \$5,000-\$30,000  
 Deadline for Application: January 16, 2018  
 Grants Awarded: March 1, 2018  
 Grant Period: April 1, 2018 – March 31, 2019  
 Match Required: 20% of the federal award (in kind or cash)  
 CFDA No.: 94.021

**Summary** Volunteer Generation Fund (VGF) grant funds support development and strengthening of the volunteer infrastructure in West Virginia through Volunteer Centers. All organizations funded under this RFA will be expected to support functions of a Volunteer Center external to their own organization: a) connect people with opportunities to volunteer and serve, b) increase capacity for organizations to engage volunteers in meaningful service, c) promote volunteering and d) develop internally and/or support partners in developing local programming/projects designed to utilize volunteerism as a solution to community problems.

Link to Application Materials: [www.volunteerwv.gov](http://www.volunteerwv.gov)

**About CNCS VGF**

The mission of CNCS is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. Through AmeriCorps, Senior Corps, the Social Innovation Fund, and the Volunteer Generation Fund, CNCS has helped to engage millions of citizens in meeting community and national challenges through service and volunteer action.

VGF grants will be used to develop and/or support community-based entities to recruit, manage, and support volunteers. CNCS seeks to fund effective approaches that expand volunteering, strengthen the capacity of volunteer connector organizations to recruit and retain skill-based volunteers, and develop strategies to use volunteers effectively to solve problems. Specifically, the VGF grants will support efforts that expand the capacity of volunteer connector organizations to recruit, manage, support and retain individuals to serve in high quality volunteer assignments.

Applicants that receive funding under this Notice may directly carry out the activities supported under the award, or may carry out the activities by making subgrants to community-based entities, supporting volunteer generation at these entities.)

**About Volunteer West Virginia**

Established in 1994 by Executive Order of Governor Gaston Caperton, Volunteer West Virginia achieved legislative status in 1995. Our bipartisan nature was confirmed and strengthened through the support of Governor Cecil Underwood's administration beginning in 1997. Our 25 Commissioners, appointed by the Governor, meet quarterly around the state. Volunteer West Virginia, the state's Commission for National and Community Service challenges West Virginians to strengthen their communities through service and volunteerism. We identify and mobilize resources, promote an ethic of service, and empower communities to solve problems and improve the quality of life for individuals and

families.

**Eligibility**

The following entities are encouraged to apply: non-profit organizations, local governments, community and faith-based organizations. Applicants must agree to operate as a volunteer center, and be able to receive federal funds. Applicants must have or develop a system for matching volunteers to organizations.

**Renewal**

Eligible for renewal for 3 years with increasing match for continuing applicants. Match requirements increase with each year and are as follows:

- 20% in the first year
- 30% in the second year
- 40% in the third year
- 50% in the fourth year and any later year in which a recipient receives a VGF grant.

**Purpose of Subgrants**

Volunteer West Virginia is granting funding of up to \$30,000 to local nonprofits or cities for expanding, developing, and strengthening volunteer infrastructure which will increase the ability of local organizations to successfully recruit, mobilize and retain volunteers.

**TECHNICAL ASSISTANCE:**

Volunteer West Virginia will host a VGF grant overview and technical assistance calls listed below. During the call, we will review the Request for Applications. Q&A will be made available on our website, [www.volunteerwv.org](http://www.volunteerwv.org).

Questions may be submitted by email to [Lisa.A.Tignor@wv.gov](mailto:Lisa.A.Tignor@wv.gov). Responses to questions will be posted on the website and reviewed during the following technical assistance call. To ensure a response, please submit questions before January 10, 2018 at 5 p.m. – Questions submitted after this time are not guaranteed to be answered.

**APPLICATION DEADLINES AND TIMELINE**

November 17, 2018	Application posted online
November 29, 2018 at 11 a.m.	Technical Assistance Call
December 12, 2018 at 11 a.m.	Technical Assistance Call
January 5, 2018 at 11 a.m.	Technical Assistance Call
January 12, 2018 at 11 a.m.	Technical Assistance Call
January 16, 2018	Applications due
March 1, 2018	Grants awarded
April 1, 2018	Grant period begins

**HOW TO APPLY**

Proposals and associated attachments must be submitted via Survey Monkey (<https://www.surveymonkey.com/r/VGFSub>) by 5:00 PM EST on January 16, 2018. All proposals that do

not meet the established deadlines or application requirements will not be considered

### VOLUNTEER GENERATION FUND GRANT REQUIREMENTS

Subgrant recipients will:

- Be identified as a local volunteer center on our website.
- Collaborate with Volunteer West Virginia on at least two of the following service events: the Martin Luther King Jr. Day of Service, Global Youth Service Day and the Governor's Day to Serve campaign.
- Participate as active thought partners in focus groups and discussions to develop the new Rural Volunteer Management Training Program. (2 meetings per year)
- Identify at least 5 local leaders to become Rural Volunteer Management Instructors in the first two years.
- Attend kickoff and training events to network with partners in the field.
- Report twice per year on progress including Output and Outcome measures of their grant application, strengths and challenges, and best practices identified through their work.
- Recruit at least 500 new volunteers who serve at least one hour, are not duplicated, and who are placed in high quality volunteer assignments with local organizations.
- Take an organizational assessment at the start of the project period and the end of the project period.

#### **Branding**

All VGF grantees selected for new funding are expected to use the term "Volunteer Center" in the title of the program/project. It is expected that this name will be used in promotional materials, communication, public meetings, press releases and other settings to advance the awareness of a network of Volunteer Centers that provide consistent, quality services.

Grantees are expected to include the VGF logo and the Volunteer West Virginia logo on all public materials related to this project.

### APPLICATION INSTRUCTIONS:

Applicants should address the items listed below in the relevant application sections as described. In writing the program narrative, please refer to the specifics detailed throughout this RFA.

All organizations funded under this RFA will be expected to support two or more functions of a Volunteer Center: a) connect people with opportunities to volunteer and serve (required), b) increase capacity for organizations to engage volunteers in meaningful service (required), c) promote volunteering via traditional and/or new media (optional) and d) develop internally and/or support partners in developing local programming/projects designed to utilize volunteerism as a solution to community problems (optional).

#### **Applicant Information**

Complete and update the cover sheet and general information fields

2. Identify the need for additional volunteer management resources in the community. The challenges may include any of the following or you may determine your own.
  - Zero volunteer centers
  - Training often does not translate into actionable steps
  - Lack of clear volunteer roles
  - Poor economy
  - Mountainous terrain is a challenge to commuting volunteers.
  - Lack of reliable internet and mobile phone coverage compounds problems.
  - The small permanent population is experiencing ongoing population loss. Young people leaving the state before or after college to find employment and opportunity elsewhere.
  - The average age of a volunteer is 50.
  - Higher percentage of working age people receiving Social Security Disability Insurance (SSDI) benefits
  - Just 54.1% of residents were considered part of the labor force in 2011, limited income means limited resources to devote to volunteering.
3. Describe your approach to addressing the need identified above in e2 and implement creative solutions to match volunteers with organizations in need. Additional points will be awarded for localities who develop *new and unique* solutions to locally defined challenges, for localities who utilize technology to overcome barriers for volunteers, and who specifically integrate community volunteers into flood recovery and future disaster planning efforts.
4. What types of volunteer positions best address the need established in e2?
5. Articulate a strategy and implementation plan for external messaging about volunteer opportunities. (Social Media, billboards, radio, etc.)
6. Set at least three short or long term goals for the volunteer center.
7. A description of the volunteer climate and existing infrastructure, including strengths and weaknesses.
8. A description of the top priorities for supporting organizations in developing high quality opportunities for volunteers.

#### **f. Performance Measures**

During the period, the grantee must implement three or more capacity building services as a result of the subgrant of funds. Services must include a new service or expansion of service. Grant funds cannot be used to cover existing activities. Practices may include any of the following: (Select 3 or more)

1. development of a written volunteer generation/recruitment plan
2. formal partnerships for volunteer recruitment
3. establishment of a volunteer unit within the program or organization
4. creation of volunteer manual/training/curriculum
5. regular supervision and communication with volunteers
6. liability coverage or insurance protection for volunteers
7. screening and matching volunteers to jobs
8. regular collection of information on volunteer involvement
9. written policies and job descriptions for volunteer involvement
10. recognition activities, such as award ceremonies

#### **General Information:**

Applicant:

Certifying Official: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Contact E-Mail Address: \_\_\_\_\_

DUNS#: \_\_\_\_\_ FEIN#: \_\_\_\_\_

This organization is a: (check one)

- Non profit
- Local government
- Faith-based /Community Organization

#### **VGF Application Narrative**

- Organizational History:** Provide a brief history of your work as an organization, including the year the organization was established. In addition, describe how the volunteer center program connects to the organizational mission and advances the goals of the agency. What expertise does your organization have with volunteerism and service and/or community development? Describe relevant experience with volunteer program development, volunteer management best practices, training, and capacity building.
- Partnerships:** Describe what organizations you already work with and how. How could these partnerships be leveraged to increase volunteers and develop high quality volunteer opportunities?
- Staff Responsibilities:** Identify the key program and fiscal positions/staff responsible for your proposed program, and the percent of time dedicated to the program. Explain relevant experience that staff has for administering a grant and program like VGF.
- Management and Monitoring:** Describe your capacity to manage a federal grant and to provide on-site monitoring of financial and other necessary systems. Provide examples of other grants received, including amount and duration. What infrastructure has your organization developed to ensure effective project oversight? Describe past experience in collecting and reporting performance measure data.
- Project Description**
  1. Describe the impact of a volunteer center operating in your community.
    11. annual measurement of volunteer impact, training and professional development for volunteers
    12. training for paid staff in working with volunteers.

#### **Budget**

**Before You Begin:** Your proposed budget should be sufficient to allow you to perform the tasks described in your program narrative and provide a full explanation of costs including their purpose, justification, and the basis of your calculation.

As you prepare your budget:

- All the amounts you request must be for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation, identifying the number of persons involved with an event, the cost per person or unit, and/or the annual salary cost.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).
- Allowable requests for Federal (CHCS) funds are between \$5,000 and \$30,000.
- Document match at 20% of federal funds requested. Match can be cash or in-kind.

Use the Budget Worksheet as a guide as you prepare your budget.

#### **SECTION I**

**A. Personnel Expenses** – Include the portion of principal staff time attributed directly to the operation of the project. List each staff position and a brief statement of responsibilities for each in the 'Position/Title' field. For each position, also include the annual salary, and the percentage of staff time that will apply to the grant.

**B. Personnel Fringe Benefits** – include costs of benefit(s) for each project staff. You can identify and calculate each benefit or show cost as a percentage of all salaries. If a fringe benefit amount is over 30%, please list covered items separately.

**C. Project Staff Travel** - Describe the purposes for which staff will travel. Costs allowable are transportation, lodging, subsistence, and other related expenses for local and outside the project area travel. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information. The standard mileage reimbursement should not exceed the federal mileage rate unless a result of the applicant's policy and justified in the budget narrative.

**D. Supplies** – include the funds for the purchase of consumable supplies and materials that does not fit the definition above. You must individually list any single item costing \$1,000 (one thousand) or more.

**E. Contractual and Consultant Services** - You may include costs for consultants related to the project's operations. Consultants used for evaluation should be included in F. Training & Evaluation below. Where applicable, indicate the daily rate for consultants.

F. Training & Evaluation – You may include the costs associated with training of staff working directly on the project, especially training that specifically enhances staff project implementation and professional skills. Where applicable, indicate the daily rate for consultants. Include costs for project evaluation activities, including additional staff time or subcontracts, use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity not budgeted in Section A. Personnel. This does not include the daily/weekly gathering of data to assess progress toward project objectives, but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

G. Other – These costs may include office space rental, utilities, and telephone and internet expenses that are specifically used for participants, directly involve project staff, and are not part of the organization's indirect cost/admin cost. In addition, these costs may include criminal history checks of staff. If costs are shared with other projects or activities, you must prorate the costs equitably. List each item and provide a justification in the budget.

## SECTION II

### 1. Definitions

Indirect costs are an allowable budget item in CNCS grants. IAW 2 CFR §200.414 Indirect (F&A) costs, grantees have the option of using an indirect cost rate which has been negotiated with, and approved by, their cognizant federal agency; or a non-federal entity, except those receiving more than \$35 million in direct federal funding, which has never received a federally negotiated indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. Grantees may also charge certain administrative costs directly as outlined in 2 CFR §200.413 Direct costs.

### 2. Calculating Administrative/Indirect Costs

CNCS allows applicants to include administrative (indirect) costs in budgets. Based on qualifying factors, applicants have the option of using a federal or state approved indirect cost rate, a 10% de minimis rate of modified total direct costs, or may claim certain administrative costs directly as outlined in 2 CFR 200.413.

### 3. Federally Approved Indirect Cost Rate Method

If you have a federally approved indirect cost rate, this method must be used and the rate will constitute documentation of your administrative costs. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final Indirect cost rate. Supply your approved IDC rate (percentage) and the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). CNCS does not restrict the overall indirect cost rate claimed; it is at your discretion whether or not to use your entire IDC rate to calculate administrative costs. If you choose to claim a lower rate, please include this rate under the Rate Claimed field.

### 4. De Minimis Rate of 10% of Modified Total Direct Costs

Organizations who have never, at any point in time, held a federally negotiated indirect cost rate and who receive less than \$35 million in direct federal funding, may indefinitely use a de minimis rate of 10% of modified total direct costs (MTDC). Additional information regarding what is included in the MTDC and use of this option can be found at 2 CFR 200.414 (f) and 200.68. If this option is elected, it must be used consistently across all federal awards.

5. Source of Funds. Describe the grantee match contributions by clearly indicating the source(s), the type of contribution (cash/in-kind), the amount (or estimate), and if the match is proposed or secured for your entire match. Identify each match source separately. Define all acronyms the first time they are used. The total amount of Source of Funds should equal the Grantee Share amount.

## Volunteer West Virginia Volunteer Center Funding

### VGF Application Narrative

a. Organizational History: Provide a brief history of your work as an organization, including the year the organization was established. In addition, describe how the volunteer center program connects to the organizational mission and advances the goals of the agency. What expertise does your organization have with volunteerism and service and/or community development? Describe relevant experience with volunteer program development, volunteer management best practices, training, and capacity building.

Buckhannon was established as a town by the Virginia General Assembly on January 15, 1816 and now serves as the county seat for Upshur County, which was created by an act of the Virginia General Assembly on March 26, 1851 from parts of Barbour, Lewis and Randolph counties (City of Buckhannon, 2018).

Beginning in 2007, the City of Buckhannon's Planning Commission began work on a strategic plan—"Buckhannon 2015"—with the support of the community. This plan has been accepted by City Council and since updated to its current form, "Buckhannon 2020". The strategic planning committee surveyed community members to learn what they appreciated about the town and what they envisioned for the future. One recurrent theme that planners identified from the survey results was that residents "appreciate the area's 'good' people who are helpful, considerate, and enthused with a strong sense of community spirit built upon strong faith-based underpinnings." In fact, the community strengths identified from the survey were ranked and "community sense of pride and volunteerism spirit" was the top ranked community strength. This sentiment was one of seven themes identified by the plan's authors when evaluating the survey results. Other themes included an appreciation for the following:

- safety/security of the area,
- outdoor recreation and natural beauty,
- vibrant downtown and business environment with historical theme and floral displays
- West Virginia Wesleyan College and the opportunities it brings to town
- City Services: ambulance, cemetery, fire department, library, parks, sewer, trash and recycling, and water
- Elizabeth J. "Binky" Poundstone River Walk Trail System & Park & area festivals and events

Meanwhile, "lack of opportunities" and "workforce opportunities & skill development capability" and "inadequate current education structure for the future" were identified as the top weaknesses. Establishing a volunteer center will help mitigate these weaknesses by providing opportunities for volunteers to practice existing skills and also learn new ones. Volunteers often list service experience on resumes, increasing their attractiveness to employers. They also have the opportunity to network with other community members, building trust and establishing rapport with business leaders that are active in volunteer organizations. This increases the likelihood of being offered employment. Volunteers may even decide to go into business as an entrepreneur, providing employment for other community members. Service learning is encouraged in the public school system and at West Virginia Wesleyan College. Volunteer opportunities that teach skills for the 21<sup>st</sup> Century workplace may be advertised through the Buckhannon Volunteer Center (BVC), including volunteering time as a coding club leader, and other professions/skills that are in high demand in the current workforce. This could be implemented as part of the Maker Space workshop series offered at Stockert Youth Center and the Charles Gibson Library.

Additionally, lack of citizen engagement or not "buying in" was identified as a top threat, along with a lack of planning and cooperation. Fortunately, this threat has largely been addressed through the establishment of Create Buckhannon (discussed in more detail later in the application) and greater cooperation between government entities and community organizations.

The creation of a formal Buckhannon Volunteer Center will allow the already active volunteer base, identified in the Buckhannon 2020 plan, to advertise opportunities, recruit new volunteers, match volunteers with rewarding projects and events, and retain these volunteers for future endeavors.

The following goals and objectives from the Buckhannon 2020 plan will be directly impacted by the creation of a Buckhannon Volunteer Center:

Objective A.2.2 of the Buckhannon 2020 plan's evaluation tool states:

*Local governments have secured an exciting and greatly increased level of community involvement as they pursue the Buckhannon 2015 goals and objectives. (The purpose of this objective is to capitalize on the strong sense of community spirit that pervades Buckhannon/Upshur and to channel that spirit and energy into collaborative efforts to advance the Buckhannon 2015 goals and objectives to fruition.)*

This remains an ongoing goal in the updated Buckhannon 2020 Plan. While an increased level of community involvement has already been achieved since the plan's 2015 version, the creation of the Buckhannon Volunteer Center will ensure continued engagement and help retain volunteers while attracting new ones.

Goal F.2 of the Buckhannon 2020 plan recommends completing a study of the fire department and emergency services. Aging volunteer fire fighters and emergency preparedness volunteers is listed as a need for this study. The Buckhannon Volunteer Center will be a resource for the Fire Department and Office of Emergency Management to advertise volunteer needs and training sessions.

Likewise, Goal F.3 of the Buckhannon 2020 plan notes the need for a plan for the Senior Center and its activities and services. The Buckhannon Volunteer Center will be able to advertise volunteer opportunities at the Senior Center.

Goal I.6 seeks to promote the City of Buckhannon and Upshur County as an attractive retirement community and a larger pool of volunteers is identified as part of the rationale for that goal. Hosting a volunteer center also serves as an attraction to many retirees looking for a place to retire. Many retirees desire to be active in their communities, and if they are new to the area they may not be aware of existing volunteer opportunities. A volunteer center will quickly connect these new residents with high quality volunteer experiences that match their interests and skill set via the assistance of a volunteer center coordinator and volunteer management system. The existence of such a system will draw new retiree residents who appreciate that feature. The ability to match new residents with philanthropic causes is in such demand that some senior housing developments are even offering this as an amenity. The City of Buckhannon will be meeting one of its strategic goals by offering this service.

Goal L.3 of the Buckhannon 2020 plan recommends the development of a Good Neighbor program through which volunteers help maintain the lawns, gardens and exterior properties of aging and low-income residents. This program could be promoted via the online volunteer management tool, connecting volunteers with neighbors in need.

During the community survey, many respondents claimed that volunteers were not valued by the City, since then the City has done a better job at embracing volunteerism; however, increasing service opportunities for volunteers and “not standing in the way” remains a prominent goal of the Buckhannon 2020 plan. Therefore, creation of the Buckhannon Volunteer Center will align with the strategic planning goals and objectives for the City.

**b. Partnerships: Describe what organizations you already work with and how. How could these partnerships be leveraged to increase volunteers and develop high quality volunteer opportunities?**

The City of Buckhannon is fortunate to have many active service organizations within the community that collaborate with the City to benefit our residents and visitors. Festival Fridays exemplifies a community partnership success story, as the successful recurring weekly event (during the warmer months) brings people together downtown at Jawbone Park for live music, food and shopping for goods crafted by local artisans. The event is organized by Create Buckhannon, a citizen volunteer group inspired by Create West Virginia and the West Virginia HUB and initiated as part of the strategic planning process that led to the Buckhannon 2015 and 2020 plans. Create Buckhannon organizes all aspects of Festival Fridays while the City provides space at Jawbone Park and has made park improvements that directly benefit hosting the event. Some of these improvements include sidewalks, a covered walkway and vendor area, performance stage and seating. The City also employs a fulltime horticulturist who directs the plantings--flowers, trees, and edible landscaping—within the park. These park enhancements provide a perfect backdrop for the Create Buckhannon volunteer-led event, Festival Fridays. Create Buckhannon has a formal partnership with the City of Buckhannon, as laid out in the Buckhannon 2015 and 2020 plans, and aims to “tap into every element of Buckhannon/Upshur’s deep wealth of talent and strong sense of community volunteerism” (Buckhannon 2015; 2020 Plan). Create Buckhannon has representation from:

*Artists community, banking community; board of education; Buckhannon watershed;*

*Buckhannon city planner; Buckhannon zoning officer; BURMA; chamber of commerce; churches, city council; county commission; county schools system; CVB downtown/main street coordinator; economic development authority; energy (coal, gas & oil) industry; legal community; Parish House; parks and recreation; planning commission; Region VII; Rock Cave; Rotary; senior citizens center; St. Joseph's hospital; transportation and highways; and West Virginia Wesleyan College. In addition, local citizens of all ages including retired city leaders, parents, college students and youth. (Buckhannon 2015; 2020)*

The City of Buckhannon also partners with the Upshur County Solid Waste Authority to offer curbside recycling within City limits and to host the annual Make It Shine cleanup campaign and promote Adopt-A-Highway and Adopt-A-Spot programs. During April, residents are encouraged to spruce up their property and take advantage of free disposal of debris and garbage.

West Virginia Wesleyan College and its Center for Community Engagement regularly partner with the City to provide community services and events. The college has partnered with the City on multiple occasions and was instrumental in the Buckhannon 2015 and Buckhannon 2020 planning process. The Buckhannon Community Garden represents an established and successful public-private-volunteer effort in the City as the raised beds, paths and benches were built by the City of Buckhannon on West Virginia Wesleyan College property, maintained cooperatively by volunteers and City personnel, and has water service offered free from the City. Students and faculty at West Virginia Wesleyan College also maintain a nature discovery loop at the Elizabeth J. "Binky" Poundstone Riverwalk Park where visitors can learn about native and invasive flora and fauna of the region.

Many visitors to the City of Buckhannon have traveled to the City to participate in the West Virginia Strawberry Festival, representing another solid partnership. The City of Buckhannon works with the WV Strawberry Festival Association to ensure a successful event each year, providing park space for the carnival, food and vending areas, electrical and water service and increased public safety personnel.

The City of Buckhannon's police and fire personnel work with local volunteer groups to increase public safety. Volunteers In Police Service and Community Emergency Response Teams are both active and participate in emergency response planning and recovery efforts. They also can assist in managing safety priorities during large events.

The recreational youth basketball program highlights a partnership between the City of Buckhannon and the Upshur County Board of Education who work together with Stockert Youth Center (an internal entity of the City) to offer youth basketball to all school-aged children in Upshur County. The two entities work together to ensure practice and game space utilizing the gyms at Stockert Youth Center and schools. Stockert Youth Center also offers an after school program, and the City provides bus transportation from all county schools to Stockert Youth Center. In the summer, SYC offers childcare and educational programming. Participating youth spend one day per week at the Upshur County Recreational Park and Pool, representing an additional partner. Volunteers assist the operation of Stockert Youth Center by volunteering as basketball coaches and providing programming for the after-school clubs and summer camps. Each fall, Stockert Youth Center hosts the Children's Festival with dozens of organizations providing education, art and activities for children. At the same time, the City of Buckhannon hosts Truck Fest in the adjacent Public Safety Complex parking lot, and children are able to climb in and explore police cars, fire and garbage trucks, and school buses.

The City of Buckhannon encourages public-private partnerships that are mutually beneficial to residents, visitors, and businesses. The City takes pride in the enthusiasm and dedication of community service organizations and their volunteers and will act to assist these groups whenever possible. As such, the City of Buckhannon looks



forward to enhancing our existing partnerships and building new ones through the development of a Buckhannon Volunteer Center.

c. **Staff Responsibilities:** Identify the key program and fiscal positions/staff responsible for your proposed program, and the percent of time dedicated to the program. Explain relevant experience that staff has for administering a grant and program like VGF.

As part of the grant application, the City of Buckhannon hopes to hire a Buckhannon Volunteer Center Coordinator (BVCC), a part-time position (20 hours per week) that will devote one hundred percent of their time to the Buckhannon Volunteer Center and managing the associated grant activities and deliverables. The BVCC will maintain the web-based volunteer management application, create and distribute informational posters/flyers, network with City departments and community organizations that need volunteers, and coordinate volunteer training opportunities using the online volunteer management system. The BVCC will also attend kickoff and volunteer center events as outlined in the grant request for applications.

The City of Buckhannon Information Coordinator and Grant Writer will assist in coordination of grant deliverables, including hiring the BVCC, procuring a volunteer management system that integrates with the City of Buckhannon's website, writing press releases and advertising the BVC, and attending kickoff and volunteer center events as outlined in the grant request for applications. The Information Coordinator and Grant Writer will be expected to spend five hours per week (13% of their time) dedicated to the BVC, which is valued at \$4,500.

The City of Buckhannon Director of Finance and Administration and Assistant will assist with grant budget and personnel management tasks, including hiring the BVCC and tracking grant expenses and reimbursements. It is expected that these employees will spend ½ per week (1% of their time) dedicated to the BVC. The associated cost, derived from the average of the Director and Assistant's salary at 1% and included in the grantee in-kind match, is valued at \$500. \$425 of that \$500 is used to meet the 20% match requirement. Please see the attached budget for detailed explanation of budget items, including source of funds and in-kind match sections.

d. **Management and Monitoring:** Describe your capacity to manage a federal grant and to provide on-site monitoring of financial and other necessary systems. Provide examples of other grants received, including amount and duration. What infrastructure has your organization developed to ensure effective project oversight? Describe past experience in collecting and reporting performance measure data.

The City of Buckhannon is a fully functioning municipality with fulltime staff with grants management experience dedicated to finance and administration. The City manages grant income and expenses through the City's accounting software and at least one administrative staff member is assigned to each grant to track income and expenditures. Grants are assigned separate account numbers so they can be identified in the General Ledger as separate line items. The City of Buckhannon is audited annually by a state-approved accounting firm. The City of Buckhannon's fiscal year ends June 30<sup>th</sup> of each year, at which time the books are closed and complete financial statements are provided for all separate funds. This process is guided by an independent Certified Public Accountant to ensure compliance with all state and federal reporting guidelines.

Currently, the City of Buckhannon is administering a Land and Water Conservation Fund Grant approved in 2014 in the amount of \$67,017 to construct ADA improvements at North Buckhannon Riverfront Park and will be completed in 2018.

e. **Project Description**

The City of Buckhannon will host a volunteer center, "Buckhannon Volunteer Center" (BVC), which will match volunteers with volunteering opportunities within the City. These opportunities will consist of City-sponsored

events and projects as well as volunteer opportunities sponsored by other organizations within the community. The grant funding will be used to pay for a part-time staff member to operate the Volunteer Center, volunteer management software application, advertising and promotion of the Volunteer Center and associated events, and training for volunteer leaders.

The part-time Buckhannon Volunteer Center Coordinator (BVCC) staff member will maintain the web-based volunteer center application and tracking system, create and distribute informational posters/flyers, network with City departments and community organizations that need volunteers, and coordinate volunteer training opportunities. The online volunteer management system will allow the public to search for volunteer opportunities and register to volunteer, as well as track volunteer numbers and activities for internal purposes. The BVC will organize volunteering opportunities under the following categories:

- [REDACTED] Environmental Stewardship
- [REDACTED],
- [REDACTED] and
- **healthy lifestyles**

The events and projects hosted by the City of Buckhannon and coordinating organizations will likely include (pending continued partnerships, funding and staff availability):

- April: Global Youth Service Day Make It Shine Cleanup, Adopt-A-Highway Spring Cleanup, Hillbilly Days
- May: Walk or Bike to School & Work Day, West Virginia Strawberry Festival, Festival Fridays
- June: Community Gardens, Festival Fridays
- July: Community Gardens, Festival Fridays, 4<sup>th</sup> of July Celebration at Jawbone Park
- August: Community Gardens, Festival Fridays, Lazy River Float to benefit Fishing Pier, RiverFest, Hope & Help Assembly with the Opportunity House
- September: National Preparedness Month Make A Plan Campaign, Festival Fridays, Governor's Day to Serve, Adopt-A-Highway Fall Cleanup, Children's Festival, Truck Fest, Fall Fest
- October: Community Composting Program & Volunteer Training, Haunted Riverwalk Trail, Halloween
- November: Recycling Campaign (social marketing, #buckhannonrecycles; recycling recruiters)
- December: Christmas Parade & Downtown Holiday Decoration Committee
- January: Martin Luther King, Jr. Day of Service Stockert Kids ActiveZone Fest
- February: Go Red for Heart Health event (Volunteer-led health cooking demonstrations and fitness classes at Stockert Youth Center)
- Ongoing: Stockert Youth Center, Coding Club and MakerSpace Workshops; Historic Site Upkeep, Good Neighbor Program, Dog Park

The advertising funds will be used to promote the Buckhannon Volunteer Center and alert the public to its existence and in how to access it, both via the web and by visiting Buckhannon City Hall or the Charles Gibson Library. The grant will pay for travel to volunteer leader training in public preparedness: this individual(s) will then lead a volunteer training workshop and will train volunteer leaders in public preparedness techniques for residents and businesses. This workshop(s) will be held during National Preparedness Month in September of 2018. These volunteers will be able to take these best practices back to their respective organizations, train new volunteers, and then those volunteers will be able to teach community members how to make a plan, create an emergency kit for their family and/or business, and follow the guidelines for disaster preparedness as outlined on the ready.wv.gov

website.

1. Describe the impact of a volunteer center operating in your community.

The Buckhannon Volunteer Center will provide a central location, both physically and virtually, for volunteers to find service opportunities and for organizations to request volunteers. The center will host opportunities to volunteer in-person, as well as online, to better serve a variety of demographic needs. For instance, volunteers may choose to join a Make It Shine Cleanup in April as part of the Global Youth Service Day, or they may choose to join a the social media campaign to increase recycling by sharing a photo of themselves with a City of Buckhannon/Upshur Solid Waste Authority recycling bin or at the Buckhannon Crossroads Recycling Center with the hashtag #buckhannonrecycles. This social marketing campaign will increase recycling rates in the community, improving the sustainability measure of waste reduction and reducing the City's landfill costs. Both of these examples focus on **environmental stewardship** & **community engagement** one of four focus areas that will be emphasized in the volunteer opportunities along with **economic development**, **arts and culture** and **healthy lifestyles**.

2. Identify the need for additional volunteer management resources in the community. The challenges may include any of the following or you may determine your own.

- Zero volunteer centers
- Training often does not translate into actionable steps
- Lack of clear volunteer roles
- Poor economy
- Mountainous terrain is a challenge to commuting volunteers.
- Lack of reliable internet and mobile phone coverage compounds problems.
- The small permanent population is experiencing ongoing population loss. Young people leaving the state before or after college to find employment and opportunity elsewhere.
- The average age of a volunteer is 50.
- Higher percentage of working age people receiving Social Security Disability Insurance (SSDI) benefits
- Just 54.1% of residents were considered part of the labor force in 2011, limited income means limited resources to devote to volunteering.

3. Describe your approach to addressing the need identified above in e2 and implement creative solutions to match volunteers with organizations in need. Additional points will be awarded for localities who develop new and unique solutions to locally defined challenges, for localities who utilize technology to overcome barriers for volunteers, and who specifically integrate community volunteers into flood recovery and future disaster planning efforts.

While the Buckhannon community has many active service organizations, the community does not currently have a central volunteer center to promote and find service opportunities. This represents a challenge, especially for new residents, or those that have not lived in the area long. Longtime residents often "know someone who knows someone" and information about volunteering needs and opportunities may travel via these channels. However, a newer or younger resident may not have access to these channels, not yet having the community contacts that

longtime residents may have. As such, a volunteer center would be very instrumental in reaching out to these audiences—new residents and youth.

The City of Buckhannon, and other local organizations such as Create Buckhannon, the Upshur County Development Authority, actively seeks to attract new residents and businesses to the area. By hosting a volunteer center, the City will offer a way for new residents, especially recent retirees, to become active in the community. Retirees often seek out places where their skills and experience will be appreciated, and the City of Buckhannon would like to welcome these individuals. In addition, businesses often look for philanthropic causes in the community that they may be involved in and donate funding to, in order to demonstrate their commitment to the community and create good public relations with their customer base.

The BVC will also reach out to another audience that may not be effectively targeted through traditional channels: youth. Because the BVC will include an online, searchable database of volunteering opportunities, it will better serve younger volunteers who are accustomed to being able to do most tasks via the web. Schoolwork, banking, even ordering a pizza, can all be done via mobile apps. By offering a mobile component to the BVC, we will better serve that generation by allowing them to find ideal volunteering opportunities and sign up on their phone or laptop.

4. What types of volunteer positions best address the need established in e2?

Volunteer positions that promote community pride & environmental sustainability, public preparedness, youth development and healthy lifestyles increase the livability and economic viability of our town, thereby retaining youth and young talent from the local school system and West Virginia Wesleyan College while also attracting new residents, young and old. In addition, the implementation of a volunteer center and CERT training for volunteer managers will increase community resilience and public preparedness for disasters and extreme weather events.

5. Articulate a strategy and implementation plan for external messaging about volunteer opportunities. (Social Media, billboards, radio, etc.)

The City of Buckhannon will promote the new Buckhannon Volunteer Center via online and print advertising, including paid FaceBook and other social media post promotion and advertisements in the local newspapers. The City of Buckhannon will advertise the BVC on the new LED billboard on North Locust Street. As part of the grant funding, the newly created Buckhannon Volunteer Center will purchase a volunteer management system, such as Galaxy Digital: Get Connected, to announce, promote and track volunteer opportunities and volunteers. If possible this system will align with any existing systems used by West Virginia Wesleyan College and the Upshur County Board of Education to track student community service hours. The online management system will share opportunities with volunteers via email and match opportunities with the appropriate volunteers, based on their skills and volunteering history.

6. Set at least three short or long term goals for the volunteer center.

- The goals of the Buckhannon Volunteer Center will be to increase volunteerism in the community, utilize volunteers to address goals and objectives of the Buckhannon 2020 plan, provide a hub for service and volunteerism in Buckhannon and the surrounding area, and improve community attractiveness and livability through volunteer projects within the four theme areas identified as high priorities. These priority areas include community pride & environmental stewardship, public preparedness, youth development and healthy lifestyles.

7. A description of the volunteer climate and existing infrastructure, including strengths and weaknesses.

The Buckhannon 2015 and 2020 plans identified volunteerism as a community strength, and there are many active service organizations in the area. These include, but are not limited to, Create Buckhannon, Buckhannon Rotary, Buckhannon Lions Club, Upshur Cooperative Parish: The Parish House and Crosslines, Inc., Opportunity

House, Adopt-A-Highway and Adopt-A-Spot Clubs, Buckhannon Garden Club, multiple WVU Extension Community Educational Outreach Services (CEOS) clubs, religious organizations, scouts, Upshur County Trails, Volunteers in Police Service (VIPS) and Community Emergency Response Team (CERT).

While the City hosts numerous volunteer groups, the glaring weakness is the lack of a central volunteer center where these organizations can post service needs and volunteers can search for opportunities to serve. The community would also benefit from additional training for volunteer leaders, particularly in public preparedness.

8. A description of the top priorities for supporting organizations in developing high quality opportunities for volunteers.

As the City of Buckhannon moves to implement strategic planning goals, such as retaining youth and attracting new residents, including retirees, the following service themes will help achieve these goals:

- environmental stewardship & [REDACTED]
- public [REDACTED],
- [REDACTED] and
- healthy lifestyles

The first theme focuses on community pride and environmental stewardship, both of which help strengthen a sense of place and allow residents to connect with their surrounding environment and community. We urge partnering organizations to demonstrate how their events and projects tie to this theme. Some example projects and organizations that already do fine work under this umbrella include the spring Make It Shine promotion in coordination with the Upshur County Solid Waste Authority and Adopt-A-Highway program, the Good Neighbor Program, West Virginia Strawberry Festival & Canoe Race, Festival Fridays, 4<sup>th</sup> of July Celebration, Community Gardens, River Fest, Christmas Parade and downtown holiday decorations committee, and trail work with the Upshur County Trails volunteer group. Some newly proposed volunteering projects for 2018 include the #buckhannonrecycles social media campaign, Community Composting Program, and Lazy River Float to promote the planned fishing pier at the Elizabeth J. "Binky" Poundstone River Walk Park.

The second theme revolves around public preparedness and asks partnering organizations to help residents become better prepared for disasters, whether natural or manmade. Existing organizations include the Volunteers in Police Service (VIPS) and Community Emergency Response Team (CERT) who partner with the Buckhannon City Police and the Upshur County Office of Emergency Management, as well as state organizations such as Volunteer West Virginia and Citizen Corps.

The third theme, youth development, is of vital importance for our community in order to retain young residents and to attract and retain professionals who are parents, or plan to have children, and want to live in an area with resources and activities for kids. Increasing the number of activities available for children and teens is also identified in the Buckhannon 2015 and 2020 plans as an important goal for our community and was a common response in the community survey as to what residents would like see improved. As West Virginia communities continue to fight the opioid epidemic, recreational, artistic and other positive outlets for youth, and all residents, will be crucial for improving the lives of children, teens and young adults. The activities at Stockert Youth Center, especially the extremely successful recreational youth basketball league and Children's Festival, highlight the existing opportunities for volunteers to serve in youth development. Proposed service activities that might be promoted by the BVC include a Coding Club at Stockert Youth Center and/or Charles Gibson Library and the MLK, Jr. Day Active Zone Kids Day in January.

In turn, this leads to our final theme of promoting healthier lifestyles. Happy and healthy youth grow up to be happier and healthier adults, and we want all of our residents to live the best life that they can. Therefore, the City of

Buckhannon and the Buckhannon Volunteer Center will promote service opportunities that reflect this goal. Some existing organizations and activities working under this theme include the Stockert Youth Center, Buckhannon Community Gardens, Upshur County Trails, and the Children's Festival. Upcoming events that could be highlighted by the BVC include January's Active Zone Fest, February's Go Red for Heart Health, Walk or Bike to School Day and the Lazy River Float.

#### f. Performance Measures

During the period, the grantee must implement three or more capacity building services as a result of the subgrant of funds. Services must include a new service or expansion of service.

Grant funds cannot be used to cover existing activities. Practices may include any of the (Select 3 or more)

1. development of a written volunteer generation/recruitment plan
2. formal partnerships for volunteer recruitment (WVWC, Upshur BOE, Upshur Senior Center, Create Buckhannon, Rotary, Lions Club)
3. establishment of a volunteer unit within the program or organization?
4. creation of volunteer manual/training/curriculum
5. regular supervision and communication with volunteers (Volunteer Coordinator, software system)
6. liability coverage or insurance protection for volunteers
7. screening and matching volunteers to jobs (software system, background checks)
8. regular collection of information on volunteer involvement (software system)
9. written policies and job descriptions for volunteer involvement
10. recognition activities, such as award ceremonies
11. annual measurement of volunteer impact, training and professional development for volunteers
12. Training for paid staff in working with volunteers.

#### Budget

Before You Begin: Your proposed budget should be sufficient to allow you to perform the tasks described in your program narrative and provide a full explanation of costs including their purpose, justification, and the basis of your calculation.

As you prepare your budget:

- All the amounts you request must be for a particular purpose. Do not include miscellaneous, contingency, or other undefined budget amounts.
- Itemize each cost and present the basis for all calculations in the form of an equation, identifying the number of persons involved with an event, the cost per person or unit, and/or the annual salary cost.
- Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- Do not include fractional amounts (cents).
- Allowable requests for Federal (CNCS) funds are between \$5,000 and \$30,000.
- Document match at 20% of federal funds requested. Match can be cash or in-kind.

Buckhannon Volunteer Center  
Section I.

	CNCS Share	Grantee Share	Total Amount
<b>A. Personnel Expenses</b>			
<i>Purpose - Title - Qty. Annual Salary - % Time</i>			
Volunteer Center Coordinator 100%	14000	0	14000
Information Coordinator & Grant Writer	0	4550	4550
Administrative & Financial Personnel	0	500	500
<b>Category Totals</b>	<b>14000</b>	<b>5050</b>	<b>19050</b>

	CNCS Share	Grantee Share	Total Amount
<b>B. Personnel Fringe Benefits</b>			
<i>Purpose - Calculation - Total Amount</i>			
Taxes & Benefits (10% of Volunteer Center Coordinator salary)	1400	0	1400
	0	0	0
<b>Category Totals</b>	<b>1400</b>	<b>0</b>	<b>1400</b>

	CNCS Share	Grantee Share	Total Amount
<b>C. Travel</b>			
<b>Staff Travel</b>			
<i>Purpose - Calculation</i>			
Rural Vol. Mgt. Kickoff & Meetings Mileage	535	0	535
Volunteer Leader Training Travel Mileage	200	0	200
<b>Category Totals</b>	<b>735</b>	<b>0</b>	<b>735</b>

	CNCS Share	Grantee Share	Total Amount
<b>D. Supplies</b>			
Office Space (10x10 space)		480	480
Telephone Service		73	73
Internet Service		150	150
Web-hosting		162	162
Volunteer Center Laptop	1100	0	1100
Volunteer Center Software	1400	0	1400
VC logo table cloth	250	0	250
VC logo drop down banner	400	0	400
VC folding table for display at events	100	0	100

Volunteer Recognition T-shirts	1250	0	1250
<b>Category Totals</b>	<b>4500</b>	<b>865</b>	<b>5365</b>

	CNCS Share	Grantee Share	Total Amount
<b>E. Contractual and Consultant Services</b>			
<i>Purpose - Calculation - Daily Rate</i>			
Purpose - Calculation - Daily Rate	0	0	0
	0	0	0
<b>Category Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>

	CNCS Share	Grantee Share	Total Amount
<b>F. Training &amp; Evaluation</b>			
<b>Staff Training</b>			
<i>Purpose - Calculation - Daily Rate</i>			
Purpose - Calculation - Daily Rate	0	0	0
	0	0	0
<b>Category Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>

	CNCS Share	Grantee Share	Total Amount
<b>G. Other Costs</b>			
<i>Purpose - Calculation - Daily Rate</i>			
Criminal Background Checks - For new volunteers when needed (wa	1250	0	1250
Advertising - 4 times per year	2000	0	2000
Advertising Rt. 20 LED Billboard	0	200	200
<b>Category Totals</b>	<b>3250</b>	<b>200</b>	<b>3450</b>
<b>Section I Totals</b>	<b>23885</b>	<b>6115</b>	<b>30000</b>

	CNCS Share	Grantee Share	Total Amount
<b>Section II.</b>			
<b>A. Administrative Costs</b>			
<i>Item - Calculation</i>			
Item - Calculation	0	0	0
	0	0	0
<b>Category Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Budget Totals</b>	<b>23885</b>	<b>6115</b>	<b>30000</b>	<b>30000</b>
<b>Percentage</b>	<b>79.62%</b>	<b>20.38%</b>	<b>100.00%</b>	

	Amount	Type	Source
<b>B. Source of Matching Funds</b>			
Administrative & Financial Personnel - Director & Assistant	6115	in-kind	Local
(Average of Director 55K & Asst 44K)			
Info. Coordinator & Grant Writer Time/Labor 13% of 35K			
Advertising on LED Billboard on Route 20 South			
Office Space (10x10 space)			
Telephone Service			
Internet Service			
Web-hosting			

Buckhannon Volunteer Center Budget

A. Personnel Expenses		Rate	Quant	Cost	
Volunteer Center Coordinator	Annual Salary	\$ 14,000.00	1	\$ 14,000	
(part-time position)	20 hours per week				
<b>B. Personnel Fringe Benefits</b>					
Taxes & Benefits	Annual Taxes	10%	\$14,000	\$ 1,400	
<b>C. Travel</b>					
Rural Vol. Mgt. Kickoff & Meetings Mileage	Mileage Reim. To	\$ 0.535	1000	\$ 535	
Volunteer Leader Training Travel Mileage	Trainings & Kickoff	\$ 0.535	374	\$ 200	
<b>D. Supplies</b>					
Volunteer Center Laptop		\$ 1,100.00	1	\$ 1,100	
Volunteer Center Software	Galaxy Digital or similar	\$ 1,400.00	1	\$ 1,400	
VC logo table cloth	For BVC promotion at	\$ 250.00	1	\$ 250	
VC logo drop down banner	Festival Friday's &	\$ 400.00	1	\$ 400	
VC folding table for display at events	other events	\$ 100.00	1	\$ 100	
Volunteer Recognition T-shirts (to reward new volunteers)		\$ 10.00	125	\$ 1,250	
<b>E. Contractual/Consultant</b>					
--					
<b>F. Training &amp; Evaluation</b>					
--					
<b>G. Other</b>					
Criminal Background Checks		\$50.00	25	\$ 1,250	
Advertising - 4 times per year	Newspaper	\$ 300.00	4	\$ 1,200	
	Social Media	\$ 200.00	4	\$ 800	
	Rt. 20 LED Billboard	\$200	1	\$ 200	Match
<b>Total</b>				<b>\$ 23,885</b>	<b>80%</b>
<b>Match</b>				<b>\$ 6,115</b>	<b>20%</b>
				<b>\$ 30,000</b>	
<b>In-Kind Source of Funds</b>					
Administrative & Financial Personnel - Director & Assistant	\$ 50,000.00	1%	1	\$ 500	\$ 500
(average of Director \$56k & Asst 44k)					
Info. Coordinator & Grant Writer Time/Labor	\$ 35,000.00	13%	1	\$ 4,550	\$ 4,550
Advertising 1 time on Rt. 20 LED Billboard	\$200			\$ 200	\$ 200
Office Space (10x10 space)	\$5/ft*2	\$ 40.00	12	\$ 480	\$ 480
Telephone Service	\$60.57 Per Month	\$ 726.84	10%	\$ 73	\$ 73
Internet Service	\$124.95 per month	\$ 1,499.40	10%	\$ 150	\$ 150
Web-hosting	\$135 Per Month	\$ 1,620.00	10%	\$ 162	\$ 162
			<b>Total In-Kind</b>	<b>\$ 6,115</b>	<b>\$ 6,115</b>
City of Buckhannon Cash Output				\$ -	\$ -

Telephone/Internet/Web-hosting ProRated 10%  
Mayor's Office

Recorder		
Director of Finance/Administrative Services		
City Attorney & Judge		
City Engineers		
Zoning		
Utilities		
Information Coordinator/Grant Writer		
Director of Public Works - Streets/Parks/Water/Waste		
Volunteer Center (if funded)		
<b>Personnel Time Match</b>	<b>Hours/Week</b>	<b>Percent of Time</b>
Information Coordinator & Grant Writer Time	5	13%
Promoting the Volunteer Center, hiring BVC Coordinator, volunteer event coordination		
Administrative Services Personnel Time	0.5	1%
Tracking grant expenses & reimbursements, hiring BVC coordinator, BVC purchase reconciliations, BVC personnel payroll and human resources/new hire activities		

Council discussed the matter and suggested changing the language in areas that describe programs, such as, "will be" to "possible or could be".

The 20% match will be contributed as in-kind from the city staff, rent, utilities and supplies.

**Motion Rylands/Albaugh to authorize the Mayor to execute and submit the grant documents. Motion carried.**

- **First Energy Foundation Grant application for Colonial Theatre:**

Mr. VanNostrand explained that corporate funding was needed and First Energy expressed some interest. Fifty percent funding of the project would qualify for naming rights if this were approved.

Council discussed the language in the grant application. They had just received the information today. Mayor McCauley commented the language is basically the same language as in the Art and Culture grant that was awarded last year.



Recorder Aloï had some concern that a feasibility study has not been developed or what the expectations are of the City's future contributions to the building or expectations from organizations that use the building. She was also concerned about some of the language may suggest promises about programs and long term uses to certain groups. She asked if, by Council approving grant, would this cause problems later by not following language regarding programs in the grant. However, she has had little time to review it.

Mayor McCauley believes much of this will be developed as the multi-use building is utilized. This grant if approved would provide the funds for events that can grow.

**Motion Rylands/Thomas to authorize Mayor McCauley to execute and submit the grant documents. Motion carried. Aloï abstained.**

January 11, 2018

Ms. Dee Lowery  
President, FirstEnergy Foundation &  
VP of Corporate Affairs & Community Involvement, FirstEnergy  
76 South Main Street  
Akron, OH 44308-1890

RE: Colonial Theatre Restoration Project – Buckhannon, West Virginia

Dear Ms. Lowery:

I bring you greetings from the City of Buckhannon. I am writing to you as mayor of Buckhannon hoping that FirstEnergy will partner with our community to help us realize the restoration of our historic Colonial Theatre that was acquired by the City last January. Our City was encouraged to apply for grant assistance through your Foundation by FirstEnergy's Greg Hefner, who has recently toured our downtown with me on a couple of occasions. We have several exciting public and private projects under way in our downtown that are positively redefining our streetscape.

Notwithstanding the impact of the downturn in the fossil fuel industries here, Buckhannon has been resilient and continues to flourish. We are a community passionately committed to the arts and historic preservation. That commitment is immediately apparent as you enter our beautiful downtown when greeted by our City Seal mural that features legendary, Delaware Indian Chief Buckongahelas and Samuel Pringle, the latter settling here more than 250 years ago, the two men engaged in a friendly pose.

The Colonial Theatre was constructed in 1924 and is situated across the street from Trader's Alley that connects our Main Street to Jawbone Park, the Park serving as a primary, outdoor venue for our performing arts. On Friday evening, June 30, thousands gathered in Jawbone Park for our weekly Festival Friday for terrific, musical and culinary fun that was coupled with our community's Fourth of July celebration culminating with fireworks. Our arts district is defined by this segment of our downtown, i.e., from the Colonial Theatre to Jawbone Park.

Our Colonial Theatre project will further enhance our community's delivery of the arts to our community, particularly serving our youth here. The restored theatre will offer space for all performing arts, special cinematic presentations, arts educational lab and training space, a place for music and other entertainment during inclement weather, and convenient, meeting space for several of our community organizations such as the West Virginia Strawberry Festival.

Having read your curriculum vitae online, I know that you have enjoyed a 35 year career in the energy field while starting out in Pittsburgh. I, too, have committed my past 35 years to Buckhannon as a public servant, hailing from Wheeling. One might observe that our careers have closely paralleled each other. We probably share a common perspective about assisting development. I realize that your Foundation receives many applications seeking assistance. Every applicant seeks to impress you with the importance and uniqueness of their own project.

I genuinely believe that our application is distinguishable from most other applications. I assure you that our project ultimately will prove successful. I say this because I know how determined my community is to realize restoration of our Colonial Theatre, while also now knowing that we have been notified of our award of a \$102,000 grant from the State of West Virginia's Division of Culture and History. Buckhannon had applied for \$102,000, so this full award is noteworthy of our State's finding that our project will prove successful. We have an excellent track record for success with projects such as this in Buckhannon. Success is contagious.

With our City's investment to date coupled with ongoing, private fund raising efforts, so far we have realized roughly a third of the funding necessary to complete this important restoration. A fair amount of demolition work already has been undertaken by City employees and community volunteers as we seek to begin the actual restoration phases that are largely contingent upon funding.

I also note that our community to my knowledge has never sought funding assistance before from the FirstEnergy Foundation. Participation in our success by your Foundation shall prove instrumental in our ability to proceed with this amazing project sooner than later. Everyone in our Buckhannon-Upshur community will greatly appreciate FirstEnergy being part of our success. ART26201, an IRC 501(c)(3) entity is waiting to serve as the receiving agency if our application proves successful.

If I may provide any further information about Buckhannon's application, please contact me at City Hall at 304-472-1651. I hope your Foundation will act favorably upon our grant request to support our exciting project. If you are in the Buckhannon area, please contact me so that I may offer you a personal tour of our facility and downtown!

Very truly yours,

David W. McCauley, Mayor

enclosure – City's FirstEnergy Foundation Grant Application

cc: Members of City Council  
 Members of the City's Consolidated Public Works Board  
 Amby Jenkins, City Administrator  
 Jerry Arnold, City Director of Public Works  
 Bryson VanNostrand, City Architect  
 Greg Hefner, FirstEnergy

FirstEnergy Foundation  
**Grant**  
 APPLICATION



FirstEnergy Foundation Grant Application

Contact Information

Legal Name of Organization: City of Buckhannon

Street Address and/or P.O. Box: 70 East Main Street

City: Buckhannon County: Upshur State: WV Zip Code: 26201

Phone: 304-472-1651 Fax: 304-472-0934 Web Site: www.buckhannonwv.org

Senior Administrator: David McCauley, Esq. Title: Mayor

Authorized Contact: Amby Jenkins Title: Director of Administration & Finance

Phone: 304-472-1651 E-mail: amby.j@buckhannonwv.org

Has your organization received funding from the FirstEnergy Foundation in the past? No

If so, when, and for what purpose?  
 \_\_\_\_\_

Organization Information

IRS 501(c)(3) Employer Identification Number (EIN) (if not accompanying application): 556900152

Years of organization's existence: Since 1933

Do you receive funds from the United Way, or other federated campaigns? No

Number of Volunteers: Dozens Number of Paid Staff: 65

Geographic Area Served (select all that apply):

MD  NJ  OH  PA  VA  WV

Mission and Purpose of Organization (500 words maximum):

The mission of the City of Buckhannon, WV is to deliver municipal services which meet the vital health, safety, and general welfare needs of the residents and which sustain and improve their quality of life.



**Overview**

Please select the FirstEnergy Foundation priorities that apply to your request.

- Help improve the vitality of our communities and key safety initiatives
- Promote local and regional economic support development and revitalization efforts
- Advance an educated workforce by supporting professional development, literacy, and science, technology, engineering and mathematics education initiatives
- Support FirstEnergy employee community leadership and volunteer interests

Describe the project/program, its purpose & how it will be implemented:

The project is to rehabilitate the historic Colonial Theatre, located in Buckhannon's historic Downtown District, at 43 East Main Street, and operate it as a community Arts Center, primarily focused on the performing arts. The basement and the first floor each contain 4,400 square feet and the balcony contains 2,100 square feet. There is also a small mezzanine beneath the balcony, which contains 350 square feet. The basement has never been developed, mostly because the original sloped floor reduced the basement headroom to less than five feet. However, with the first floor currently level, the complete basement can now be developed into usable program areas.

Phase I of the rehabilitation plan for the Colonial Theatre is to reconstruct the original proscenium and provide a multi-purpose "black box" performance and event space allowing for approximately 200 patrons. For accessibility concerns, the seating area and the main stage will remain in place, on one level, and be conducive for multi-purpose presentations and events. The first floor is expected to include a fine art gallery, located adjacent to the theater lobby, for the exhibition and sale of visual art. The requested funds from this grant program will go toward the new roofing assembly, interior plumbing, HVAC, electrical, and finish renovations, as well as lighting and sound equipment. The goal of the Phase I is to make enough improvements to render the first floor of the facility occupiable, as determined by the WV State Fire Marshal, and usable as a public assembly venue. At that point, we will be able to host fundraising events for the continued multi-phase rehabilitation effort.

For Phase II of the project, the existing balcony is planned to remain as a small auditorium with raked seating, containing approximately 100 seats, and will be used for intimate theatrical performances, readings, and cinematic presentations. Accessibility to the balcony will be provided by a new open stairway with an ADA compliant stair lift, as well as a renovated fire stair.

For Phase III of the project, the basement area will be fully renovated into instructional rooms, rehearsal space, and storage rooms. Accessibility to the basement area will be provided by one new fire stair, one renovated fire stair, and a new open stairway with an ADA compliant stair lift.

Explain how your request aligns with one or more of FirstEnergy Foundation's priority funding areas (500 words maximum):

The Colonial Theatre Rehabilitation is intended to be an expansion of the Student Youth Center's mission, by providing a public facility dedicated to the Arts in its historic Downtown District. In recent years, City officials have recognized the transformative nature of the cultural Arts on the health of its citizens, and understand that the cultural Arts play a primary role in how we evaluate our quality of life here in Buckhannon. They firmly believe that the Arts have a direct impact on our public health and overall community vitality. As such, returning the Colonial Theatre to its historic role of being the premier showcase for the performing Arts in the Downtown District, as a publicly owned and operated multi-use event facility, will place the Arts back on "center stage" of our community.

Colonial Theatre will be truly remarkable.

Buckhannon Upshur High School (BUHS) fully supports the Colonial Theatre rehabilitation project and believes their performing Arts program will benefit from the use of our multi-purpose venue. Their specific use cases include meetings, rehearsals, performances, presentations, recitals, competitions, and fundraisers. The performance spaces available at the BUHS facility utilize outdated equipment and are more suited for a graduation ceremony than a well-crafted theatrical performance. Their music and theater programs are growing rapidly, both in number of participants and in the quality of the performances. Students may now participate in the following music ensembles: Band, Jazz Band, Orchestra, Choir, Concert Choir, Chamber Choir, and Bluegrass.

Buckhannon Community Theatre, LLC (BCT) is a 501c3 non-profit community theater organization that performs several events each year in and around the Buckhannon area. Each year the organization leases large venues for their events (such as WVVC Virginia Thomas Law Performing Arts Center), and also some small assembly spaces (such as private meeting halls). However, there are no mid-sized professional performance venues (100-250 capacity) in the community at this time for BCT events. Their board has expressed a strong interest in making the Colonial Theatre its permanent home, given their desire to perform in smaller venues for multiple nights, rather than struggle to fill the larger venues currently available. In addition to the two auditoriums, they propose to utilize the basement areas of the building for storage needs, rehearsal space, and work areas.

Create Buckhannon, LLC is a 501c3 non-profit organization dedicated to positive community development at the grassroots level. In 2009, Create Buckhannon established Festival Fridays, a weekly celebration of live music, locally-produced farm products, arts and crafts, which is held on Friday evenings during the warm weather season. Create Buckhannon would like to lease the Colonial Theatre for the continuation of the Festival Fridays events during the cold weather season.

The WV Strawberry Festival, a Buckhannon tradition since 1936, has expressed strong interest in leasing the Colonial Theatre venue during their annual celebration in May, and hosting youth and adult pageants, as well as other festival activities.

VanHstrand Architects PLLC will provide all architectural design documents and construction administration services at no cost, which will save the project \$11,000 in professional fees.

**Funding Information**

List project/program overall budget/goal: \$195,000

**Phase I (FY18)**

- A. Property Purchase.....\$60,000
- B. Exterior Restoration
  - 1. Masonry Repointing.....\$ 3,000
  - 2. Stucco Repair.....\$ 5,000
  - 3. Marquee Restoration.....\$ 7,000
  - 4. Storefront Assemblies.....\$12,000
  - 5. Window Replacement.....\$ 8,000
  - 6. Roof Repair.....\$50,000
  - 7. New Entrance Façade.....\$10,000

We expect this project will eventually generate one full-time position (a Program Manager/Fundraiser), and as many as four part-time positions (including a House Manager and other technical staff). The collateral economic impact of this rehabilitated entertainment and educational facility on nearby businesses in the Downtown District, such as restaurants and retail stores, will be synergistic. In addition to the immediate impact of job creation, this project will provide additional business for downtown Buckhannon's many restaurants and independently-owned shops while open and in use, which will result in additional tax revenue for the city. The Americans for the Arts most recent Arts and Economic Prosperity report (2010) indicates that average individual spending for those who participate in arts events is \$24.60 per patron per event (in addition to the cost of the event ticket). While we realize that this number will be reasonably lower in our municipality—as there are no parking garages and fees—the economic impact will still be significant. Many community members tell us how vibrant the activity used to be around and within the Colonial Theatre when it was operated as a cinema, prior to 1980. [It should be noted that the historic walk-up Dairy Queen, constructed only two doors down from the Colonial Theatre in 1956, was developed to take advantage of the large crowds waiting outside on the sidewalk before or after a screening.] We have heard accounts of the Colonial from the 1970's period, that describe lines of patrons waiting to enter the building being hundreds of feet long, extending more than a city block. Our Elected Officials and our community members at large recognize the benefits that the rehabilitation of the Colonial Theatre would bring, from both an educational and an economic perspective.

The number of people this project/program will serve:

This project is being led by the City of Buckhannon, to serve the entire Buckhannon region and provide a highly-visible facility dedicated to nurturing and enhancing opportunities for the cultural arts. By developing this public Art Center, we are expressing our vision for the Arts to take a primary role in the ongoing efforts to maintain and improve the economic and cultural health of the Buckhannon region. The attached demographic information and map for Buckhannon (produced by Buxton in 2013) demonstrates a 26,814 population within a 20 minute drive time from the Downtown District, which includes areas of Upshur, Lewis, Barbour, and Randolph Counties. Other than the large Performing Arts Center on WVVC's campus, there are no public Arts programming venues within this geographic area. As such, the Colonial Theatre will stand out as a beacon for the Arts and serve the entire population within this target area.

The municipalities your project/program serves:

This project is being led by the City of Buckhannon, to serve the entire Buckhannon region and provide a highly-visible facility dedicated to nurturing and enhancing opportunities for the cultural arts.

FirstEnergy encourages collaboration between non-profits and others in the community. Please list collaborations or partnerships with non-profit organizations and others in your community as is it pertains to this request. (500 words maximum):

ART26201, LLC is a 501c3 non-profit organization dedicated to nurturing and promoting the Arts opportunities in the Buckhannon community. This organization launched the concept of this Art Center project, and is our primary community partner in managing the Arts Center, coordinating fundraising events, and developing program initiatives. ART26201 currently hosts a YOUNG FILMMAKERS CAMP in the summer, to teach youth (ages 10-15) the technical aspects of scripting, filming, and editing a film, and will conduct it in the Colonial Theatre once it is available.

West Virginia Wesleyan College (WVWC) currently offers many Arts programming opportunities to its students, by faculty in its English, Art, and Theater departments. The opportunity to provide them a unique "second stage" black box theater for additional programming, will not only enrich the relationship between the students and Buckhannon community, but will simultaneously build a synergistic environment of sharing and learning across the traditional "town" and "gown" barrier. We believe the potential outcomes of WVWC using the rehabilitated

**C. Interior Rehabilitation**

- 1. Selective Demolition.....\$ 6,000
- 2. New Fire Stairs.....\$18,000
- 3. Repair 1st Floor Subfloor.....\$ 4,000
- 4. Reconstruct 1st Floor Stage.....\$ 3,000
- 5. Construct Balcony Stage.....\$ 4,000
- 6. Construct Toilet Rooms.....\$10,000
- 7. Lobby Renovation.....\$12,000
- 8. Gallery Renovation.....\$ 5,000
- 9. Kitchen Renovation.....\$ 6,000
- 10. Fire Alarm System.....\$14,000
- 11. Catwalk.....\$10,000
- 12. Sound Equipment.....\$12,000
- 13. Lighting System.....\$16,000
- 14. Seating.....\$10,000
- 15. Curtains.....\$10,000

Phase I Total.....\$295,000

**Phase II – Balcony (FY19)**

- 1. Automatic Fire Suppression System....\$46,000
- 2. Balcony Auditorium Rehabilitation.....\$16,000
- 3. Balcony Auditorium HVAC.....\$ 9,000
- 4. Balcony Auditorium Finishes.....\$11,000
- 5. Balcony Auditorium Stairway.....\$ 6,000
- 6. Balcony Auditorium Chair Lift.....\$11,000
- 7. Balcony Stage Furnishings.....\$ 8,000
- 8. Balcony Sound Equipment.....\$ 8,000
- 9. Balcony Lighting System.....\$12,000

Phase II Total.....\$127,000

**Phase III - Basement (FY20)**

1. Basement Floor Repair (Concrete).....	\$ 8,000
2. Basement Toilet Room.....	\$ 7,000
2. Basement Walls & Ceilings.....	\$16,000
3. Basement HVAC.....	\$13,000
4. Basement Electrical.....	\$10,000
5. Basement Finishes.....	\$ 8,000
6. Basement Chair Lift.....	\$11,000
Phase III Total.....	\$73,000
Total Project Budget.....	\$495,000

Amount requested from FirstEnergy Foundation: \$ 250,000

Explain how FirstEnergy Foundation funds will be used (250 words maximum):

Funds from FirstEnergy would be applied to rehabilitation efforts, beginning with the Phase I work, which involves the exterior envelope and interior renovations on the first floor.

Has the FirstEnergy Foundation funded this project/program in the past? No. If so, please describe:

### Funding information (continued)

List committed funders and dollar amounts for this project/program:

City of Buckhannon.....	\$163,000
WV Division of Culture & History.....	\$102,000
ART26201, Inc.....	\$10,000

List potential funders and dollar amounts for this project/program:

Patottine Foundation of Buckhannon.....	\$20,000
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Explain how funders will be recognized (250 words maximum):

Major donors will be provided with permanent naming opportunities of the entire facility, as well as primary spaces within the facility. Promotion of major donors will be accomplished at all public fund-raising events, as well as in all printed and electronic advertisements in the news media for such events.

Colonial Theatre (Entire facility).....	\$250,000 (i.e. FirstEnergy Community Art Center)
1 <sup>st</sup> Floor Main Theatre.....	\$150,000 (i.e. FirstEnergy Concert Theatre)
Balcony Theatre.....	\$100,000 (i.e. FirstEnergy Balcony Theatre)
Art Gallery.....	\$50,000 (i.e. FirstEnergy Art Gallery)
Lobby & Box Office.....	\$25,000 (i.e. FirstEnergy Lobby & Box Office)
Basement Educational Studios (4 available).....	\$10,000 (i.e. FirstEnergy Educational Studio)

List of FirstEnergy employees involved with your organization:

Matthew G. Hefner  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Additional Documentation Required

Please provide the following information along with this application:

1. Photocopy of IRS 501(c)(3) letter (including description of 509(a) status if applicable)
2. List of Board of Trustees
3. Itemized program budget for current year or proposed budget

Applications without this information will not be considered.

Mail application to:  
 Dee Lowery, President  
 FirstEnergy Foundation  
 76 S. Main Street  
 Akron, OH 44308-1890

## IRS

### Governmental Information Letter

Government entities are frequently asked to provide a tax-exempt number or "determination" letter to prove its status as a "tax-exempt" or charitable entity. For example, applications for grants from a private foundation or a charitable organization generally require this information as part of the application process. In addition, donors frequently ask for this information as substantiation that the donor's contribution is tax deductible, and vendors ask for this to substantiate that the organization is exempt from sales or excise taxes. (Exemption from sales taxes is made under state law rather than Federal law.)

The Internal Revenue Service does not provide a tax-exempt number. A government entity may use its Federal TIN (taxpayer identification number), also referred to as an EIN (Employer Identification Number), for identification purposes.

Governmental units, such as states and their political subdivisions, are not generally subject to federal income tax. Political subdivisions of a state are entities with one or more of the sovereign powers of the state such as the power to tax. Typically they include counties or municipalities and their agencies or departments. Charitable contributions to governmental units are tax-deductible under section 170(c)(1) of the Internal Revenue Code if made for a public purpose.

An entity that is not a political subdivision but that performs an essential government function may not be subject to federal income tax, pursuant to Code section 115(1). The income of such entities is excluded from the definition of gross income as long as the income (1) is derived from a public utility or the exercise of an essential government function, and (2) accrues to a State, a political subdivision of a state, or the District of Columbia. Contributions made to entities whose income is excluded income under section 115 may be tax deductible to contributors.

In order for a government entity to receive a determination of its status as a political subdivision, instrumentality of government, or whether its revenue is exempt under Internal Revenue Code section 115, it must obtain a letter ruling by following the procedures specified in Revenue Procedure 2017-1 or its successor. There is a fee associated with obtaining a letter ruling.

As a special service to government entities, IRS will issue a "governmental information letter" free of charge. This letter describes government entity exemption from Federal income tax and cites applicable Internal Revenue Code sections pertaining to deductible contributions and income exclusion. Most organizations and individuals will accept the governmental information letter as the substantiation they need.

The City of Buckhannon has requested a "governmental information letter" from the IRS, and will forward it to FirstEnergy once received.

City of Buckhannon  
 70 East Main Street  
 Buckhannon, WV 26201



Phone: 304.472.1651  
 TDD: 304.472.9550  
 Fax: 304.472.0934

### ELECTED OFFICIALS ~ 2017



#### David McCauley, Mayor

Prior to being elected Mayor in 2016, Dave was General Legal Counsel for the City of Buckhannon for more than 32 years. He is the Director of the MBA Program at West Virginia Wesleyan College where he is a professor of Business. He orchestrated the City's formation and operation of Stockert Youth Center, and has served as President to several progressive organizations in Buckhannon. As a leader of the community, Dave has endeavored to expand the Arts within the City.



#### Mary Albaugh, Council Member

Previously serving on the City's Zoning Board of Appeals and also as interim City Recorder, Mary now volunteers many hours with the American Legion Post #7. She enjoys serving our veterans and youth of the community, and regularly volunteers at the Artistry on Main gallery.



#### Pam Cuppari, Council Member

Aside from owning a local beauty salon, *Appraise for Hair*, Pam is highly involved throughout the community. She has been a member of Buckhannon Community Theater for over 25 years. She has served on the Buckhannon City Council for 16 years, serves on the Consolidated Public Works Board, Chair of Fourth of July and Holiday Decor committee and serves on the board for Stockert Youth Center.



**C.J. Rylands, Council Member**

As an investor and owner of a locally popular restaurant chain, CJ is a community supporter of the Arts and redevelopment of downtown Buckhannon. CJ is a member of a local public arts organization, ART26201. As part of the Buckhannon Planning Commission, he has helped develop a new grass roots comprehensive plan for the City of Buckhannon. This launched him into his current role as a community activist with Create Buckhannon by partnering with a diverse group of people and organizations focusing on successful outcomes.



**Robbie Skinner, Council Member**

A Buckhannon native, Robbie is a 2007 graduate of Buckhannon-Upshur High School and a 2011 graduate of West Virginia Wesleyan College. He is currently an insurance agent with Mountain Lakes Insurance Agency and owner of Mountain State Photography. Robbie is also active in many community organizations including President of the Buckhannon-Upshur Chamber of Commerce, Board member and artist at Artistry on Main, member of Buckhannon City Council, Historic Landmarks Commission, Southern Upshur Business Association, Create Buckhannon, and Chapel Hill United Methodist Church.



**David Thomas, Council Member**

During his professional career, Dave worked for two Fortune 500 companies in finance, taught undergraduate and graduate school in business and finance, and had executive experience at West Virginia Wesleyan College up until his retirement in 1997. As a strong believer in small town communities, Dave has been an advocate for volunteerism since a young age. He has been a big brother for the YMCA, coached youth sporting teams, served on the Salvation Army Advisory Council, and is founding member of the foundation for better schools and of the Upshur County Economic Authority.



**Susan Aloi, Recorder**

Susan is the Director of the School of Business at West Virginia Wesleyan College where she teaches courses in management, leadership, nonprofit management, and social responsibility. In addition, Susan is a Teagle Assessment Scholar, a board member of the West Virginia Nonprofit Association, a strategic planning faculty member for the Society for College & University Planning, and a member of a Kettering Foundation research group on the Role of Business in Society. Susan is Recorder for the City of Buckhannon, secretary of the board of Artistry on Main, a member of Create Buckhannon and Upshur County Chamber of Commerce, and a lifetime member of Buckhannon Community Theatre.

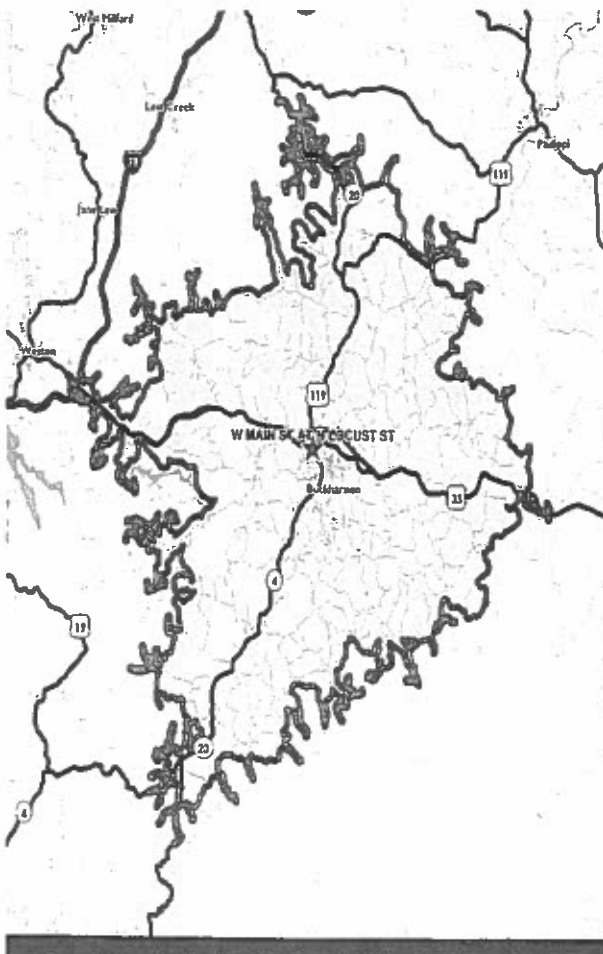
**COLONIAL THEATRE REHABILITATION  
BUDGET PROJECTION - FY2018**

**Expenses**

<b>Utilities</b>	
Voice/Data	\$ 1,500
Electricity	\$ 6,000
Natural Gas	\$ 6,000
<b>Misc. Maintenance</b>	
	\$ 2,000
<b>Program Director</b>	\$ 45,000 + \$15,000
<b>Technical Staff</b>	\$ 12,000
<b>Programming</b>	
Teaching Artists Fees	\$ 8,000
Performing Artists Fees	\$ 5,000
Royalties	\$ 1,500
<b>Total</b>	<b>\$102,000</b>

**Income**

<b>Youth Participation Fees</b>	\$ 25,000
<b>Venue Rental</b>	\$ 12,000
<b>Storage/Classroom Rental</b>	\$ 2,500
<b>Gallery Rent</b>	
20% Commission on Gallery Sales	\$ 1,500
30% Commission on Ticket Sales	\$ 15,000
Concessions Leasing	\$ 6,000
WVWC Partnership	\$ 7,500
<b>Corporate Underwriting</b>	
Individual Giving/Sponsorship	\$ 3,500
Gala Fundraiser	\$ 6,000
Grants	\$ 10,000
<b>Total</b>	<b>\$102,000</b>



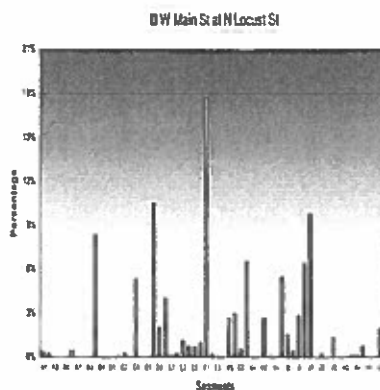
**Site 1 Analysis: W Main St at N Locust St**

**Drive-Time Trade Area**

The map on the previous page depicts the primary trade area for Site 1. The primary trade area consists of a twenty-minute polygon, determined by Buxton's proprietary drive-time technology.

**Psychographics**

The psychographic profile of the households within a twenty-minute drive-time of Site 1 is presented below.



**Dominant Segments**

A segment that represents at least three percent of a trade area is a dominant segment. By determining dominant segments and reviewing their segment descriptions, lifestyle habits and preferences can be identified. Please refer to Appendix C for additional segment description information.

Dominant Segment	Description	Households	% of All Households
B3	URBAN CONSUMER FAMILIES	711	4.37%
C4	FAMILY CONSCIENCE	650	3.92%
D3	WORKING MIDDLE CONSCIOUS	481	2.91%
H4	SMALL CITY CONSCIOUS	314	1.92%
H1	STANDARD CONSCIOUS	1,581	9.57%
G3	CSG: ABB GROUPS	354	2.15%
H1	WORKING MIDDLE LACKS	412	2.50%
H5	ENTRANCED FAMILIES	340	2.05%
J1	SCISSOR BEAR STYLE	410	2.49%

**UC DA**  
**Buxton**

**Buckhannon, WV: Trade Area**

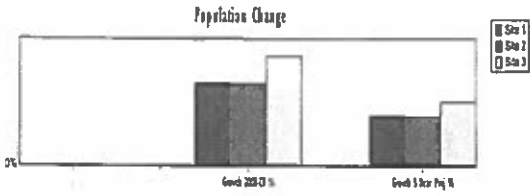
Shopping Centers  
GLA in sq. ft.  
● 100-500  
● 500-1000  
● 1000-5000

20 Minute Drive Time  
★ Site 1

Miles  
0 1 2 3 4

Analysis Geography: BRYSON, NY 01 - Mayor's Trade Area	Date: 10/10/2013
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Population Profile	Site 1	Site 2	Site 3
Five Year Projection	24,874	17,289	24,014
Current Year Estimate	24,324	17,239	24,258
2010 Census	23,558	16,499	23,214



Work Place Population	Site 1	Site 2	Site 3
Total	10,887	10,210	10,284

Household Profile	Site 1	Site 2	Site 3
Five Year Projection	14,726	11,110	9,199
Current Year Estimate	14,451	10,858	9,314
2010 Census	13,179	10,210	8,915



- Increase compensation to City Architect-Bryson VanNostrand from \$2400 per year to \$6000 per year:

Mayor McCauley commented on contributions by Mr. VanNostrand assisting with theatre grant, consulting on projects. Rylands remarked on successful grant written by Mr. VanNostrand for the theatre.

**Motion Albaugh/Skinner to approve increase in compensation to City Architect-Bryson VanNostrand from \$200 per month to \$500 per month. Motion carried.**

There being no further business to be transacted, meeting adjourned at 4:10 pm.

**Mayor David McCauley** \_\_\_\_\_

**Assistant Recorder Amberle Jenkins** \_\_\_\_\_