

# WV Community Advancement and Development Partnership

Recipient: The Coal River Group

Project Title: Coal River Watershed Economic Development Initiative

Amount:

\$###,###

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## Section 1: Recipient

Organization	The Coal River Group (CRG)				
Executive Director	Bill Currey (Chairman)	E-mail			
Address		City	St. Albans	Zip	25177
Phone		County	Kanawha		

- Federal nonprofit certification, 501 (c) determination letter from the Internal Revenue Service, if applicable.
- Proof of active registration with the WV Secretary of State is attached.

## Section 2: Project Details

### Scope of Work and Proposed use of Grant Funds

The Coal River Group (CRG) has a strong history of successful environmental remediation projects and improvements to the Coal River Watershed - an 891 square mile area that includes over 500 creeks, 88 miles of river, and four incorporated towns. While that environmental work continues to be important, in recent years CRG has begun to focus not only on the environmental health of area waterways, but also on the economic health of Coal River Watershed communities. CRG is building on twelve years of momentum that have transformed the Big Coal and Little Coal Rivers from environmentally damaged waterways into an attractive water resource for flatwater kayaking, fishing, and recreation. In 2017, CRG plans to capitalize on this momentum in order to maximize the benefit of outdoor recreation to the local economy. With support from the WV Community Advancement and Development Partnership, the Coal River Group proposes the implementation of the Coal River Watershed Economic Development Initiative - a four part initiative that will significantly increase the economic benefits of outdoor recreation on the Coal River Watershed through: 1. Online Marketing Development; 2. River Access Point Improvement; 3. Entrepreneurship Training; and 4. the employment of a full-time Economic Development Coordinator.

### Scope of Work - Recreation Based Tourism & Diversifying the Regional Economy of the Coal River Watershed

Jobs in outdoor recreation constitute a major economic driver in West Virginia in certain locations that have a unique draw for tourism, such as the Hatfield-McCoy Trail, the New River Gorge, the Monongahela National Forest, and others. Following this model, CRG has led the development of what is likely the state's fastest growing and least publicized outdoor recreation industry - flatwater kayaking. Flatwater kayaking may not have the immediate excitement and adrenaline rush associated with the more well-established West Virginia whitewater industry - but as a result of its more placid nature, it is highly accessible and appeals to a broad user base. While whitewater kayaking may intimidate inexperienced boaters, flatwater kayaking allows for a safer and slower outdoor experience for people of all ages and levels of experience. Far from being detrimental to the whitewater industry, the growth of flatwater kayaking in the state will likely contribute to long-term growth in the whitewater industry. Flatwater kayaking allows people a safe and accessible introduction to fundamental kayaking skills which will be transferable to future whitewater pursuits. This trend will be exemplified this year when 'River Expeditions,' a Fayetteville based whitewater company, will promote their business at one of CRG's flatwater kayaking events.

Angler Kayaking is a significant contributor to the growing popularity of flatwater Kayaking in our region. The Big Coal and the Little Coal Rivers, like many of West Virginia's natural waterways, are largely inaccessible by heavier motorized fishing boats. In fact, 99% of the Coal River Water Trail is only available via kayak. Opening up access to less-fished areas of the river has brought a number of kayak fishermen to the region. As a direct result, Angler Kayaks and other fishing supplies are now sold locally in the watershed area. Angler Kayaks are specialized pieces of equipment that include fish radars and other electronics, and range in price from \$2500 -

Recipient: Coal River Group

Project Title: Coal River Watershed Economic Development Initiative

Amount: \$###,###

\$4000 per unit. Angler Kayaking is particularly beneficial to the economy because it brings consistent users to the river year-round, even in winter months, and they consistently purchase fishing supplies near the river. This model of opening up smaller creeks to fishing and kayaking could be a major economic help for some of West Virginia's smallest and most remote communities should they emulate CRG's pioneering methods.

CRG's annual event, Tour de Coal, is evidence of the growth in Flatwater Kayaking in WV, and of CRG's impact on the region's recreation economy. In 2015, 400 boaters attended the 12 mile paddling event - in 2016, the number attending rose to 1000. Initial projections for 2017 suggest that the growth rate will continue, with an estimated 1500 attendees of the event this year. The Tour de Coal is the largest flatwater kayaking event in WV, - and it represents a growing level of interest in flatwater kayaking nationally that is as of now relatively untapped in WV. The River Fest in St. Albans, and a number of new fishing tournaments in the region that are sponsored by local manufacturers of fishing lures, also represent the growing interest in flatwater kayaking locally.

### **Proposed Use of Grant Funds**

Capitalizing on the unique opportunity for economic growth presented by the Coal River Water Trail, The Coal River Watershed Economic Development Initiative will increase the visibility, accessibility, and viability of this economic driver in order to maximize economic benefit in the following ways:

**1. Online Marketing Development** In order to increase the economic gains in water recreation businesses, it is critical that CRG expands online marketing efforts to draw more people to the River Trail. CRG proposes the development of a strategic marketing campaign that specifically targets potential river users online. With a marketing campaign developed by a professional firm that uses digital-media and online marketing strategies, CRG will bring additional tourists to the Water Trail and its neighboring communities. This marketing campaign will include updates to the CRG website, social media linkages, lead-capturing efforts, promotional content creation, and improved search engine optimization (SEO). This marketing effort will work in synergy with the other economic development efforts proposed herein by increasing the overall visibility of the river and the number of recreational users visiting from other states and spending their time in the watershed area.

**2. River Access Point Improvement** CRG is currently responsible for the maintenance of 20 boat access points along the 88 mile Coal River Water Trail. CRG proposes the installation of informational signage, wayfinding signage, and more extensive maintenance of *all 20* river access sites. The installation of informational and wayfinding signage will raise awareness of the river asset among local people, and will make it easier for visitors to the area to locate the river access points. Wayfinding signage is an important piece of infrastructure that will noticeably increase the viability of tourism in the area. In addition to the recreational signage, improved maintenance of these sites would benefit the visible presentation of the resource and prevent litter and vandalism to the sites. Making Improvements to River Access Points works in synergy with the other economic development efforts proposed herein because it will increase buy-in from local people by making the river access seem more official and well tended, while simultaneously making the destinations more visually attractive for the marketing campaign.

**3. Entrepreneurship Training Program** The economic opportunity to create a locally owned river-based business has been created, but relatively few local residents have capitalized on it. In collaboration with Southern Community College, CRG proposes the development of an entrepreneurship training program that teaches area residents the fundamentals of owning and operating a river-based-tourism business. Through this program, Southern Community College will bring coaches to mentor start-up businesses in area communities. These workshops will teach basic skills of business ownership, and will use CRG's Coal River Kayak and Canoe business as a model for new entrepreneurs to follow. Some hurdles for prospective entrepreneurs in CRG communities include the procurement of a suitable business space, insurance and liability concerns, inventory development- these topics and more would be addressed by in this entrepreneurship program. This Entrepreneurship Training Program would work in synergy with the other economic development efforts proposed herein by increasing the capacity of local people to start businesses based on the economic

Recipient: Coal River Group

Project Title: Coal River Watershed Economic Development Initiative

Amount: \$###,###

opportunity of river-tourism.

4. Economic Development Coordinator In order to ensure the successful implementation of these new economic development efforts, CRG proposes the development of a single year contract Economic Development Coordinator (EDC) position. This staff position would be responsible for the implementation of these three economic development programs, while CRG's board and volunteers would provide community support to the EDC's efforts and continue the management of CRG's current programming.

## **Evidence of Need**

Community Need There are 19.93% of people living in poverty in the primary counties that comprise the Coal River Watershed. The four counties that constitute the majority of the Coal River Watershed are Lincoln, Boone, Raleigh, and Kanawha. Smaller portions of Putnam and Logan counties are also included in the watershed area. Lincoln County is designated "Distressed" by the ARC, with 26.5% of residents living in poverty as of the last US Census. Boone County is designated "At-Risk," with 21.1% in poverty, Raleigh County is designated "Transitional," with 17.1% in poverty, and Kanawha County is designated "Transitional" with 15% in poverty. While no poverty data exists specifically for the watershed, the watershed area of 891 square miles includes only four incorporated towns and a population of #####, meaning that CRG's service area includes an extremely rural segment of the counties served. The need for economic development is clear - new avenues for business development and job growth are essential to addressing poverty in the watershed.

Need For Online Marketing While the flatwater kayaking industry in the watershed has increased through CRG's efforts to create access, word-of-mouth promotion, and event based tourism, CRG's internet marketing and digital-media strategies have been limited. Online marketing is arguably the single most important way to reach new customers, and the CRG's efforts in this area have been constrained by lack of technical knowledge of contemporary internet marketing strategies. Without robust development of digital marketing from a professional firm, a large part of the Coal River Water Trail's potential user-base will remain unreached. Hiring a digital marketing firm to carry out this work will provide an effective solution to this need.

Need for River Access Improvements River Access Sites on the Coal River Water Trail are well known to local recreational users, however they are sometimes difficult to identify for visitors. Additionally, some local residents may not be aware of the larger efforts and significant opportunities that their local river access site represents - this can lead to a lack of care and stewardship for the area which leads to littering on these sites. CRG currently maintains these sites purely on a volunteer basis, and at times is unable to prevent the buildup of litter or damage on existing infrastructure. Increasing the visual appeal of these river access sites by introducing new signage and increasing the rate of maintenance of these sites would address this need.

Need for Entrepreneurship Training Only in recent years has the area served by CRG been opened up for river tourism. Prior to CRG's work, the river was only paddled and fished by a select few local enthusiasts, and the idea of tourists coming from major cities and across state borders to paddle the river was virtually unheard of. With hundreds of years of coal-mining history being the cultural and economic foundation of the Coal River Watershed, there is little-to-no basis of training in customer service, business ownership, marketing, and other tourism-based skills. In order to have viable small business development surrounding the Coal River Water Trail, CRG must first provide the support and training to make the prospect of starting a business less daunting for watershed residents. In similar areas, such as the Hatfield-McCoy Trail, customer-service training and the development of locally-owned-businesses have been significant barriers to the development of robust tourism-based economies; the Entrepreneurship Training Program will address a number of these barriers.

Need for Economic Development Coordinator In order to successfully manage the economic development initiatives proposed in this application, CRG must have a representative who is dedicated full-time to their implementation during this work intensive one-year period as the efforts launch. Throughout its history the CRG has been wholly run through volunteer efforts. While our visibility and our volunteer base is dedicated and growing, the proposed projects will require a level of time-commitment, consistency, focus, and expertise that

Recipient: Coal River Group

Project Title: Coal River Watershed Economic Development Initiative

Amount: \$###,###

can not realistically come from an unpaid volunteer. The person selected to fill this role would have specialized skill in the area of community and economic development.

### **Community Collaborations and Partnerships**

CRG owes its success to the diverse mixture of individuals and organizations who have contributed to its efforts throughout the years. Moving forward, a broad range of local, regional, state, and national partners will be central to our economic development efforts and the programs outlined in this proposal. CRG strongly values partnership ethics that promote a collaborative and inclusive decision making process that engages our many stakeholders. The greatest evidence of support from our community is our dedicated and representative volunteer base, who participate in river cleanups throughout the watershed throughout the entire year - even in the winter months.

One of CRG's key stakeholder groups at the local level are 'Watershed Advisory Groups', which are organized citizen groups who have an interest in all aspects of development related to the river. These groups allow for communication and input from community members who otherwise may not have a voice and representation in developmental efforts due to their rural location. We also work closely at the local level with the Economic Development Authorities of both Lincoln and Boone County, and with Southern Community College. Some of our most exciting partnerships are regional in nature, including an information exchange with the operators of the Hatfield-McCoy Trail with hopes to collaborate more formally in the future. CRG also partners with 'Fishing Report WV', an online fishing information exchange that leads river and creek cleanups by kayak fishermen throughout the state. Furthermore, many of CRG's environmental remediation projects were made possible only through the West Virginia Department of Environmental Protection and other state partners - CRG has consistently had a positive working relationship with WV state agencies. A full list of CRG partners is online.

CRG is has consistently chosen to focus on achievable goals that help the people of the Coal River Watershed. Focusing on visible problems, and being led by local people, CRG has consciously avoided the combative and often unproductive methods of other environmental groups who have at-times worked in the coal region. Directly as a result of these choices, CRG has garnered the support it needed to reclaim the Coal River Water Trail as a clean and beneficial river-resource. CRG is now moving forward with that base of support to expand the economic benefit of its work in the watershed.

### **Projected Outcomes**

Online Marketing Outcomes As a result of improving advertising materials and strategies by engaging a consulting group, CRG projects an increase in river-users of approximately 15% during the period covered by this grant, meaning a projected increase of ##### new tourists spending money in our region. In the long-term this growth rate would be sustained by the marketing knowledge gained by CRG as a part of its institutional memory which would enable it to better reach new users in the future. Furthermore, the impact of this marketing campaign would be compounded because many of the new river users reached through this effort would be very likely to become returning river-users as well.

River Access Improvements Outcomes As a result of River Access Improvements, CRG projects ## of River Access points will be visually improved and will therefore be more attractive to tourists and area residents. CRG also projects a 15% reduction in the amount of litter illegally dumped in these river access sites through more regular maintenance and a more formal visual presentation. This would mean approximately #####lbs of litter prevented from entering the river. The improved experience and broad awareness created by these improvements would be less measurable through data - yet would have significant long term results for the area.

Entrepreneurship Training Outcomes As a result of Entrepreneurship Training, CRG projects that within a one year period, two to four new river-related businesses will be opened in the watershed. CRG also projects that 5-10 already existing small businesses will expand their inventory to include more river-related merchandise. Following this one-year program period, which will further-establish the viability of river-based businesses on

Recipient: Coal River Group

Project Title: Coal River Watershed Economic Development Initiative

Amount: \$###,###

the area economy, CRG would project a slower but sustained growth of 1-2 river based businesses per year, eventually reaching a peak of about ## river-based business throughout the watershed after a # year period.

### **Sustainability of Project**

While this initiative will be carried out within a one year period, its economic impact will be much longer reaching in scope, and CRG will work to ensure that all aspects of the initiative are financially sustainable in future years. CRG has conducted informal discussions with major funders in the area including the Benedum Foundation and the Appalachian Regional Commission. CRG will measure outcomes during and after this one-year program in order to appropriately plan future projects in partnerships with other funders.

Sustainability of Online Marketing Development The knowledge gained by CRG's board through contracting with a professional marketing consultant would translate into the organization's institutional memory. As a result, CRG would be better equipped to effectively reach potential river users online in the future without relying on outside expertise. In this way, the investment in this aspect of the initiative would produce a sustainable result.

Sustainability of River Access Improvements The majority of the upfront cost associated with these River Access Improvements will be the installation of the informational signage on the site. Financially, the sustainability of this initiative would largely be related to funding increased maintenance of sites to prevent any damage to the investment. Due to the projected increase in river use and awareness associated with this Initiative overall, CRG projects that the risk of vandalism would go down significantly.

Sustainability of Entrepreneurship Training In later phases of the small-business development project, CRG would like to create a partnership with one or more national funders to create a small loan fund for small-business development. This concept has been modeled after the Benedum Foundation's small loan program, that supports recreation business development near the Allegheny Mountain Trail in Pennsylvania. Conversations about duplicating this model with CRG are currently underway with the Benedum foundation. As has been the case in other outdoor recreation communities, initial small-business owners trained by the entrepreneurship program will be duplicated by other residents who want to own their own business.

Sustainability of Economic Development Coordinator The Economic Development Coordinator will allocate 25% of his or her time to creating financial sustainability for CRG's Economic Development Programming - this will include in part the development of strategies to secure funding for the continuation of program based staffing positions in the future.

### **Timeline**

The entirety of the Coal River Watershed Economic Development Initiative will be carried out within a one-year period following the approval of this proposal. Online Marketing Development would begin with the hiring of a consultant, who would create a strategic plan which CRG would implement during the 2017 peak-tourism season. The River Access Improvements would begin with the installation of signage had highly visible boat ramps - installations would continue throughout the warm months until completed. The Entrepreneurship Training program would begin with curriculum development with our area partners, with the first entrepreneurship training classes first occurring in the Fall of 2017.

### **Similar Funding Received in the Past & Results**

Major funding of CRG projects has been provided by the WV Legislature Community Partnership Grants, the WV Department of Environmental Protection, the WV Division of Highways, the WV Stream Partners Grants, and the St. Albans Historical Society. This mixture of major organizational contributors from the state to the local level have enabled CRG to carry forward its mission of watershed stewardship and economic development. This grant funding has been used to implement the following programs: **add a list of major programs carried out with past grant funding here**

CRG has also been supported by AmeriCorps Volunteers In Service to America (VISTA) for one year full time service-terms. Similarly to the Economic Development Coordinator role, VISTAs focused on projects that built

Recipient: Coal River Group

Project Title: Coal River Watershed Economic Development Initiative

Amount: \$###,###

capacity for the expansion of CRG programming. They were awarded through a funding partnership with the Office of Surface Mining Reclamation and Enforcement (OSMRE).

### Project Area

Project site, property or building owner	CRG Science & Education Center - Tornado, WV
Counties Served:	Boone, Lincoln, Kanawha, Raleigh

Attach a copy of the property deed if project site(s) or building(s) are not publicly owned. Application WILL NOT be processed without a deed.

### Section 3: Project Budget and Narrative

Attach commitment letters for each funding source listed below. Please note, indirect costs are not eligible. Additional Lines may be added, if needed.

Line Items	CAD Partnership Funds	Match	Total
	\$	\$	\$
Online Marketing	\$ 25,000		\$ 25,000
River Access Point Improvement	\$ 20,000		\$ 20,000
River-Entrepreneurship Training	\$ 30,000		\$ 30,000
Economic Development Coordinator	\$ 30,000	\$ 10,000	\$ 40,000
<b>Total Project Cost</b>	<b>\$100,000</b>	<b>\$10,000</b>	<b>\$110,000</b>

Provide a detailed narrative for each line-item on a separate page.

Recipient: Coal River Group

Project Title: Coal River Watershed Economic Development Initiative

Amount: \$###,###

## **Budget Narrative**

### 1. Online Marketing Development

The entirety of the \$25,000 allocated in the budget for Online Marketing Development would be used to create and implement a strategic online marketing plan. Costs associated with the development of this plan would include hiring a qualified marketing consultant per WV State bidding requirements,

### 2. River Access Point Improvement

The entirety of the \$20,000 allocated in the budget for River Access Point Improvement would be used in the design and installation of informational and wayfinding signage on and around river access points on the Coal River Water Trail.

### 3. River-Entrepreneurship Training

The entirety of the \$30,000 allocated in the budget for River Entrepreneurship Training would be used in the design and implementation of a training program and associated materials to promote River Entrepreneurship to residents of the Coal River Watershed.

### 4. Economic Development Coordinator

The entirety of the \$40,000 allocated in the budget for the Economic Development Coordinator would be used to employ a full-time employee whose primary focus is the development of the Coal River Watershed Economic Development Initiative. This full time employee of CRG would spend approximately 25% of their time on each of the other three aspects of the initiative (online marketing, river access point improvement, river entrepreneurship training) respectively. The additional 25% of the Coordinator's time would be allocated toward the increasing the financial sustainability of CRG's economic development programming after the grant-term has been completed.

## **Matching Funds**

The Economic Development Coordinator's 25% time commitment to developing financial sustainability will be covered by CRG's matching share of \$10,000. This amount has been raised by CRG through a mixture of donations and earned-income through CRG's supporting boat rental business, and has been allocated to contribute to the hiring of a full-time staff person. This direct fundraising amount should be sustainable for CRG to provide to a full-time staff person each year, while the remaining 75% of the coordinator's compensation will be sourced through other means.

Recipient: Coal River Group

Project Title: Coal River Watershed Economic Development Initiative

Amount: \$###,###

**NOTES TO REVIEW BEFORE SUBMISSION: REMOVE THIS PAGE IN FINAL APPLICATION**

**ATTACHMENTS**

- **ATTACH Federal nonprofit certification, 501 (c) determination letter from Internal Revenue Service**
- **ATTACH Proof of active registration with the WV Secretary of State**
- **ATTACH a copy of the property deed for at least Rivercenter. (LEASE IS OK!) Ask grant agent if these are necessary for boat launches.**
- **ATTACH a CRG Bank Statement that shows the amount allocated as a match**
- **ATTACH a letter from CRG board of directors committing to the initiative**
- **ATTACH signed support letters from as many partners as possible, especially key partners mentioned in the application**

**BUDGET**

- **BUDGET - change the allocation of funds as needed - make sure these changes are reflected throughout**
- **BUDGET NARRATIVE - increase the level of detail of how money will be spent on each activity - do not exceed one page.**
- **MATCHING FUNDS - the 10% matching fund represented in this draft is the minimum I would recommend for a competitive application**
- **The budget currently shows 70% of grant funds going to programming and 30% supporting a staff position. Depending on the granting agency, the application may be more competitive at an 80% to 20% ratio. This could be achieved through increasing the match amount or lowering the position salary**

**NARRATIVE**

- **READ THROUGH THE NARRATIVE CLOSELY TO MAKE SURE EVERY ASPECT OF IT IS ACCURATE**
- **FILL IN ANY HIGHLIGHTED SPACES WHERE FIGURES HAVE BEEN LEFT OUT FOR CRG TO FILL IN!**
- **THE NARRATIVE MUST BE LESS THAN 5 PAGES!**

**OVERALL**

- **I believe working from this draft and the other notes above CRG can have a highly competitive application. The 3 part strategy presented in this application may be successful as is and I've made best efforts to make it so - however, it could be adapted to focus on only on one or two of the proposed activities - this would require a higher level of detailed information of how the specific activity would be carried out. If, for instance, CRG wants to focus 70k in funding on only the Entrepreneurship training aspect of this draft proposal, the application may become more competitive overall in the eyes of the reviewing agency. This would require a rewrite and a much higher level of detail in the application in order to fill in the space left by removing the other two proposed activities.**
- **Closely review the following link while making changes to the draft:**  
<https://drive.google.com/drive/folders/0ByQzn7WQ5jVbeVNTTy1rVIZ3ODQ>

Recipient: Coal River Group

Project Title: Coal River Watershed Economic Development Initiative

Amount: \$###,###

**CUTS - DELETE THIS PAGE ON FINAL APPLICATION!**

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CRG's five year development plan (2014-2019) focuses CRG's efforts on economic development for the region, and includes a focused series of programs that follow CRG's vision of "bringing life back to the Coal Rivers." In keeping with the plan, CRG is leading and sustaining efforts to diversify the regional economy by expanding outdoor recreation business opportunities, fostering recreation-based tourism through expanded marketing, and providing entrepreneurship training to potential river-based business owners.

Through kayaking events, the development of a successful for-profit boat rental business, and the creation of river access infrastructure - CRG has led the way toward making outdoor recreation a major contributor to the region's economy.

In CRG's early days, the organization preserved a number of key land parcels and established public river access locations throughout the watershed. The establishment of these access points for recreational use laid a foundation for what would over time grow to be a total of 20 boat launches in the 88 miles of the Coal River Water Trail. Each of these boat launches represents an established entryway for fishing, kayaking, and other river sports that has helped local people and tourists alike to connect to their waterway throughout CRG's 12 year history.

St. Albans is the largest town in the Coal River watershed, and is another great example of how the Coal River is already diversifying the local economy. Located on the Midland Trail (US Rte 60), the historic town offers visitors a host of restaurants, museums, and river-based recreation opportunities. The community's annual Riverfest celebration draws over 40,000 visitors each year and attracts many privately-owned sternwheelers for display.

Need for Economic Diversity

As its name indicates, the history of the Coal River watershed is intrinsically tied with a legacy of coal mining which predates the civil war and continues to present day. Along with many other communities, the rise and fall of ... mining and other extraction industries have resulted in economic instability in the region. While ... mining does still occur along the ... Rivers, the number of jobs in ... Mining have declined in recent years - meanwhile oil and gas companies have expanded throughout the watershed. While shifting from one extraction based energy industry to another does in some cases solve the immediate need for transitional employment, it does relatively little to diversify the region's economy in a lasting and meaningful way that supports robust economic health. Even if every ...-related job in the watershed were replaced by oil and gas production, the need to diversify the job-base by exploring new economic drivers would remain. Outdoor recreation is a new industry in the region that has the potential to grow into a significant contributor to economic diversity, which leads to long-term economic sustainability in an ever-changing world.

Through past efforts led by grassroots volunteers the river has been cleaned, and the infrastructure has been created - now is the time to effectively market these resources. This marketing campaign would be bid out to marketing firms per state regulations.

According to AAA, the majority of travelers in the US are looking to discover and learn about another culture - the Coal River Watershed offers that experience, and a professional marketing campaign will allow CRG to translate that effectively to potential visitors.

Recipient: Coal River Group

Project Title: Coal River Watershed Economic Development Initiative

Amount: \$###,###

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Part of CRG's five year plan is to increase access to the river through the creation of recreation hubs, modeled after the CRG River Center. Increasing the visual appeal of existing river access points is a significant step toward that larger goal.

At present the visibility of the Coal River as a recreation resource online has mostly been limited to self-publication on CRG's website, which contains a lot of information, but could benefit from a redesign with an eye for bringing in new users.

Local people would become more informed of the significance of the Water Trail as an economic opportunity, while tourists would find a more welcoming and well-maintained river access point when they visit the region.

Recipient: Coal River Group

Project Title: Coal River Watershed Economic Development Initiative

Amount: \$###,###

#### **Section 4: Assurances and Signature**

**The Recipient hereby assures the State of West Virginia that it will comply with the following laws, regulations, policies, and requirements:**

1. The Recipient will perform the work for which the grant was made as determined by the State.
2. The Recipient will start work on the project upon execution of the grant agreement.
3. The Recipient will comply with the equal employment provision of Titles VI and VII of the 1964 Civil Rights Act and Presidential Executive orders 11246 and 11375 in its hiring practices for work to be performed using grant funds.
4. The Recipient will solicit competitive bids on any major work element exceeding \$2,500 in cost as per West Virginia Purchasing Division procedures outlined in Section 3 of the Purchasing Division handbook, authorized by the WV Code of State Rules Title 148 Series 1.
5. The Recipient will comply with the provisions of the West Virginia Act on Wages on Construction of Public Improvements, West Virginia Code §21-5A for all contracts, involving, but not limited to, construction, reconstruction, demolition, improvement, enlargement, painting, decoration, alteration, and/or repair work necessary for the undertaking and completion of the project, regardless of the source of funds utilized to pay such construction contracts. Bids for such contracts shall be obtained by public notice as a Class II legal advertisement in compliance with the provisions of West Virginia Code §59-3.
6. The Recipient will pay State prevailing wage rates on contract construction unless federal funds are included in the project, in which case, the higher of the State's or Davis-Bacon wage rates will be paid on all contract construction.
7. The Recipient shall obtain professional services, such as consulting, through a request for proposals. Architectural or engineering services shall be pursued in accordance with West Virginia Code §5G.
8. The Recipient assures no costs will be incurred or commitments made relative to a grant prior to the approval of this grant and execution of a contract with the State of West Virginia.
9. The Recipient assures project sites and buildings will be publicly owned or owned by a federally certified nonprofit organization or CDFI. The use of grant funds at/for private property or private gain is prohibited.
10. The Recipient assures that any part of the project to be occupied by the general public will be made accessible to the handicapped.
11. The Recipient assures that any permits, licenses, or other requirements of particular State or Federal agencies necessary for the project's design, construction, or operation will be secured.
12. The Recipient will not subgrant any of the grant funds received to any of its officials or employees or the members of their families or to employees of the West Virginia Department of Commerce in any contracts awarded for work to be performed.
13. The Recipient will maintain and have available for inspection on written request by the State all records kept on the project including bid documents, copies of all contracts, contractors' payrolls, time sheets, and invoices.
14. The Recipient assures that it has the legal authority to apply for this grant, commit any local matching shares, authorize the person signing the grant to act as an agent for the Recipient and abide by the assurances described in section 4 of this application.

Recipient: Coal River Group

Project Title: Coal River Watershed Economic Development Initiative

Amount: \$###,###

**No application will be processed without the following documentation:**

- Application with Original Signature**
- Current IRS 501(c) Determination Letter, if applicable**
- Current Certificate of Existence/Authorization from WV Secretary of State**
- Deed to Project Site - Required If Property is Not Publicly Owned, if applicable**

I certify the information contained in this application is true and correct to the best of my knowledge. The submission of this application has been duly authorized by the governing body; and the Recipient will comply with all regulations, policies, guidelines, and requirements outlined by the State of West Virginia and Section 4 of this application.

**Organization**

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Name \_\_\_\_\_ Title \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

**ORIGINAL SIGNATURE REQUIRED-USE BLUE INK**

**West Virginia Development Office**  
**Community Advancement and Development Division**  
1900 Kanawha Boulevard, E. Building 6, Room 553  
Charleston, West Virginia 25305  
Phone: 304-558-2234  
Fax: 304-558-2246  
[www.wvcommerce.org](http://www.wvcommerce.org)