



# CHARLESTON ROOTS INITIATIVE

## Relocation Incentive Program Guidelines

### About the Program

The Charleston Area Alliance, the City of Charleston & Kanawha County are recruiting people to live, work and play in Kanawha County, West Virginia. The program is designed to attract people to fill career opportunities within the county's key industries.

### Details

The Charleston Roots Initiative relocation program will provide a monetary incentive of up to \$5,000 for people moving to Kanawha County, WV to assist with moving or other initial expenses. In addition to the financial contribution, the Charleston Area Alliance has partnered with the Charleston Convention & Visitors Bureau for event tickets and other community opportunities.

### Who can apply?

Applicants must be 18 years of age or older and, at the time of application and interview, reside outside of Kanawha County. You should be a worker seeking full-time employment in the Charleston area or be a worker who has accepted a full-time position in the Charleston area. The incentive program is limited to one award per person. **Please read the FAQ for full eligibility details.**

### What is the selection process?

1. The application and supporting materials are submitted to the Charleston Roots Website.
2. The applicant review committee reviews the applications, and if chosen, an interview is scheduled with the candidate.
3. Selected applicants will be notified and given 10 days to commit to the Program. After ten days without a commitment, the application will be removed from consideration.
4. Committed participants have 90 days from their commitment date to relocate to Kanawha County and secure employment.
5. The participant will receive \$2,500 upon verification of Kanawha County residence, full-time employment, and a W-9. The second \$2,500 is made six months after the first payment with proof of residence, full-time employment, and W-9.\*

*\*Participants may change residence and jobs but must still live in Kanawha County and be employed full-time.*

Questions? Contact Johanna Miesner at [JMiesner@CharlestonAreaAlliance.org](mailto:JMiesner@CharlestonAreaAlliance.org)



## Relocation Incentive Program FAQs

How are applicants selected?

**The CRI Selection Committee team reviews each application. Video interviews are conducted with each finalist selected.**

Is Charleston Roots offering jobs to the people who apply?

**No. Charleston Roots does not offer employment of any kind. It is up to the applicant to secure employment if chosen for this program.**

Can couples/families apply?

**Absolutely. Any individual who meets the eligibility criteria is welcome to apply, even if they are members of the same family or have a relationship with one another. For application purposes, all domestic partners/family members must apply in the same two-week calendar period. For example, if John Doe applies on September 1st, his partner must apply no later than September 14th to be considered.**

I currently work remotely. Can I apply?

**No. Due to the nature of the funding for this program, individuals who are employed remotely are not eligible for the incentive.**

I already live in Kanawha County. May I apply?

**No. Charleston Roots is intended for individuals who reside outside of Kanawha County at the time of application.**

Can I still apply if I just recently moved to Kanawha County?

**No, you are not eligible to apply if you recently moved to Kanawha County. Charleston Roots is intended for individuals who reside outside of Kanawha County at the time of application.**

Are there any age restrictions to apply for the Charleston Roots program?

**Individuals must be at least 18 years of age to apply.**

Can I apply if I'm not a US citizen?

**Individuals from outside the U.S. are eligible to apply, so long as they are permanent residents who possess a green card.**



## Relocation Incentive Program FAQs

If selected for the program, do I have to live in Kanawha County?

**Yes. Those selected for the Charleston Roots program must live within Kanawha County limits. The limits include surrounding areas such as South Charleston, Cross Lanes, St. Albans, Clendenin, and Sissonville.**

I've never been to Charleston and want to visit before I make the move. What are my options?

**Check out the Charleston Convention & Visitors Bureau page for more information about visiting the Charleston area. Once you've been accepted into the program and completed the required verification steps, you'll receive information to create your own Charleston Area & Kanawha County Welcome Package.**

If selected for the program, how soon can I move?

**The program requires selected participants to provide documentation within 90 days of employment and residency in Kanawha County.**

What are considered forms of residency and employment documentation?

**Residency: signed lease, utility bills, house deed (dated within 90 days of award acceptance)**

**Employment: Paystub, letter of employment (dated within 90 days of award acceptance)**

Can I apply if I'm already in the process of buying a house/signing a lease in Kanawha County?

**No. You are not eligible for the program if you're in process of buying a home or renting an apartment. This includes: in escrow, about to close on your home, have closed on your home, have already purchased a property in Kanawha County, or have signed a lease prior to being formally accepted into the program.**

Does Charleston Roots assist with housing?

**The Charleston Roots program does not provide assistance with locating housing.**