



CHARLESTON ROOTS INITIATIVE

Relocation Incentive Program Guidelines

About the Program

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

Details

The Charleston Roots Initiative relocation program will provide a monetary incentive of up to \$5,000 for people moving to Charleston, 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. Local residents who refer an individual that is selected for the program and relocates, are eligible for a \$500 incentive.

Who can apply?

Applicants must be 18 years of age or older and should presently reside outside of a 50-mile radius of Charleston, West Virginia. You should be a worker seeking full-time employment in the Charleston area, a worker who has accepted a full-time position in the Charleston area, or a full-time remote worker. The incentive program is limited to one award per person.

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, and any alternates will be notified and given ten days to commit.
4. Committed participants have 90 days from their commitment date to relocate to Charleston and secure employment.
5. The participant will receive \$2,500 upon verification of Charleston 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 Charleston and be employed full-time.*



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Relocation Incentive Program Timeline

Please review the below timeline for Charleston Roots applicants and participants. **This timeline is firm, and no exceptions will be made.** Failure to meet the deadlines set below will result in removal from the Roots Program.

Charleston Roots Application Timeline

- Application Portal Open: **June 3 - June 30, 2022. Portal will close at 5 p.m. on Thursday, June 30, 2022.**
- Selection Committee Review Period: **July 5 - 12, 2022**
- Notify Selected Applicants for Interviews: **Wednesday, July 13, 2022**
- Interviews with Selected Applicants: **July 14 - July 28, 2022**
- Notify Chosen Applicants: **Friday, July 29, 2022**
- Commitment from Applicants Due: **Monday, August 8, 2022, by 5 p.m., no exceptions**
- Alternates Notified: **Tuesday, August 9, 2022**
- Commitment from Alternates due: **Friday, August 19, 2022, by 5 p.m., no exceptions**

Charleston Roots Participation Timeline *(actual dates will vary between participants)*

- Program Participants must be **relocated and employed in Charleston within 90 days** of their program commitment date.
- Following their relocation and employment date, **participants and referrals have 60 days to submit documentation** for their first payment.
- 6 months after the first payment is sent, **participants and referrals have 60 days to submit documentation** for their second payment.