



ARPA-12

ARP Application - Jefferson County

Status: Active

Date Created: Oct 29, 2021

Applicant

Toni Milbourne
jccoafinance@frontier.com
103 W 5th Avenue
Ranson, WV 25438
304-724-7109

Internal Section

Certification

Digital Signature

Toni Milbourne
10/26/2021

Contact Information

Organization Name

Jefferson County Council on Aging

Address

103 W 5th Avenue

Website (if applicable)

jccoa.org

Phone Number

304-725-4044

Email Address

jccoafinance@frontier.com

Project Summary

1. Brief description of the proposal

One-time stipends for full and part time staff who worked throughout the pandemic.

2. Purpose and key anticipated outcomes

To provide financial compensation to staff who worked on the front lines during the pandemic.

3. Individuals or communities served

Full time and part-time in-home care aides, nutrition and transportation employees who served the senior citizen community during the pandemic.

4. How the COVID-19 pandemic has necessitated this request

These individuals served as front-line workers during the time when the coronavirus was most prevalent. They interacted with members of the senior community on a daily in-person basis.

5. Amount of funding requested

86,000

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

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7a. Amount of matching funds raised or committed by your organization

0

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

There are not matching funds available

8. How ARP funds, if awarded, will be used

To pay a one-time stipend, less applicable taxes, to 11 full time employees (\$4,000 each) and 21 part time employees (\$2,000 each).

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

Funds will be immediately distributed

Proposal Details

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

To compensate front-line employees who worked during the pandemic.

2. Please describe goals and expected outcomes of your proposal.

To provide compensation for those who were most at-risk in their jobs, yet worked front-line throughout the pandemic.

3. Please provide your project timeline

Immediately upon receipt of the funds

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

86,000

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

none

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

Does not require sustainability. This is a one-time stipend.

Organization Information

1. Please provide your organization's mission statement.

Our mission guides us in supporting and providing services to Jefferson County Older Adults. JCCOA is here to help older adults remain independent and to stay in their homes as long as possible.

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

We are a non-profit agency dedicated to community outreach and committed to enhancing the quality of life for older adults through social, health and wellness, education, nutrition, recreation and various other supporting programs. Included are in-home care services to those who are in need of said services as well as transportation for seniors for non-emergency medical as well as personal needs (i.e., shopping, etc.).

3. Please describe three significant accomplishments of your organization.

JCCOA has provided continuous in-home care services to seniors within the community for many years, including throughout the Covid-19 pandemic. JCCOA increased nutrition services during the pandemic, providing meals to a significantly higher number of seniors in their homes than at previous times. JCCOA, throughout the pandemic, worked to contact seniors within the community on a daily basis via telephone to determine if said seniors had any needs.

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

BOD members: Dale Manuel, Locke Wysong, Charlotte Bennett, Michael Shepp, Sarah Pierson, James Pierson. Executive Director: Amy Wellman

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

Amy Wellman, Executive Director; Toni Milbourne, Finance Officer, Nutrition staff (FT) to receive stipends: Alyssa Holler, Marie Heminway, Jeannie Tsuneishi. Transportation: John Heminway; IHC: Georgette Breeden, Kim Lavelly, Dawnelle Cooper, Faith Dodson, Stephanie Miller, Crystal Smith, Robin Webster. PT Staff to receive stipends: Nutrition: Billy Smith; IHC: Andrew Black, Brandi Boho, Ashley Burns, Judy Carroll, Linda Catlett, Barbara Clayton, Mary Elliott, Pam Evans, Sue Ford, Robert Green, Tina Good, Robin Harding, John Heinen, Kelly Hite, Elizabeth Hottel, Doris Jones, Cheslea Shepherd, Danielle Thornsby, Alice Wilt, Tammy Woomer.

Cash flow statement for applicant's most recent fiscal year

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Two years of audited financial statements

 2 years audits-10292021134649.pdf
Uploaded by Toni Milbourne on Oct 29, 2021 at 1:53 pm

Current operating budget

 fy22 working budget-10292021132315.pdf
Uploaded by Toni Milbourne on Oct 29, 2021 at 1:27 pm

If the applicant has not been audited, please include an unaudited balance sheet and income statement as prepared by the applicant



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7. List any federal, state, local or private grant awards or funding received in the last three years and the current status of those funds. If your organization has previously received funds from Jefferson County, please list the amount, nature of the project(s) and current status of the funding and project(s).

All grants we receive are listed on Income Projected FY22 portion of budget attached. This included JC Commission for FY22. We received \$15,963 from County Commission in FY21 as well as \$2,379.92 via a block grant from the County Commission in FY21.

8. If you have made an application for funding for this project from other sources (city, state, private or non-profit organizations) please list the same here.

We have not requested this project from any other source.

Impact of the COVID-19 Pandemic

1. Please explain the impact of the COVID-19 pandemic and how it relates to your request.

Covid-19 impacted our staff because they were front-line workers who worked throughout the pandemic, going into the homes of seniors to provide in-home care as well as to drive them to non-emergency medical appointment and to provide them meals on a daily basis. Our staff did this without regard to the potential dangers of contracting the virus.

2. How will ARP funding, if awarded, aid in the recovery from the COVID-19 pandemic?

By providing staff with this additional stipend, it would show appreciation for their dedication to this significant portion of our county's population would have otherwise been left without meals or even without in-person contact.

3. Are you requesting lost revenue due to COVID-19

No

Supplementary Information

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

Ashley Anderson, aanderson@regioneight.org 304-257-1221

2. Please include any supplementary information or documentation (such as letters of support, newspaper articles, etc) which you feel will be essential to the County's review.

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Attachments

 JCCOA \$100k Request email.pdf

Uploaded by Michelle Gordon on Nov 2, 2021 at 1:01 pm

 ARPA-12 JCCOA \$100k Request email Clarification 2021-07-09.pdf

Uploaded by Michelle Gordon on Nov 2, 2021 at 1:02 pm

History

Date	Activity
Oct 26, 2021 at 1:26 pm	Toni Milbourne started a draft of Record ARPA-12
Oct 29, 2021 at 1:56 pm	Toni Milbourne submitted Record ARPA-12
Oct 29, 2021 at 1:56 pm	approval step Application Review was assigned to Michelle Gordon on Record ARPA-12
Oct 29, 2021 at 1:56 pm	changed the deadline to Oct 30, 2021 on approval step Application Review on Record ARPA-12
Nov 2, 2021 at 1:01 pm	Michelle Gordon added attachment JCCOA \$100k Request email.pdf to Record ARPA-12
Nov 2, 2021 at 1:02 pm	Michelle Gordon added attachment ARPA-12 JCCOA \$100k Request email Clarification 2021-07-09.pdf to Record ARPA-12