



## ARPA-5

ARP Application - Jefferson County

**Status:** Active

**Date Created:** Oct 28, 2021

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### Applicant

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### Internal Section

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### Certification

**Digital Signature**

Alissa Meeks  
10/27/2021

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### Contact Information

**Organization Name**

City of Charles Town

**Address**

101 E. Washington Street

**Website (if applicable)**

www.charlestownwv.us

**Phone Number**

304-724-3253

**Email Address**

ameeks@charlestownwv.us

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### Project Summary

**1. Brief description of the proposal**

This proposal is to request funding for the implementation of a new Jefferson County Social Services Liasion/Coordinator position. The Mayor's Select Committee on Homelessness Report generated a key finding for the need of a county position which will provide coordination and adequate county-wide collaboration with social service agencies on both the federal and state levels and advocate and ultimately leverage more resources for our community. Other components of this Liaison position would coordinate with Jefferson County Community Ministries and develop strategies for funding and community engagement,

as well as being responsible for securing various affordable housing resources for the county. Furthermore, as a shared community effort, this position will be able to present future policy recommendations to our local municipalities and county commission as a way forward to minimize the homelessness effects.

## **2. Purpose and key anticipated outcomes**

The purpose for the Social Services Liaison position is to bear responsibility for coordinating various affordable housing resources in the County in an attempt to obtain funding and additional resources to assist the homeless and at risk of homelessness population. The position's duties would involve contact with local, state and government officials, community leaders, and other individuals to protect and promote the overall community's interest in making homelessness a brief event for those vulnerable populations. Key anticipated outcomes involve developing partnerships with housing and community providers and organizations to assist the County homeless population, coordinate with community volunteer organizations to create positive community engagement opportunities for the homeless, prepare and present policy recommendations, generate increased resources and funding to assist the homeless population and those agencies who serve in a social services capacity.

## **3. Individuals or communities served**

The entire Jefferson County homeless community, Jefferson County government, City of Charles Town, City of Ranson, City of Shepherdstown, City of Harpers Ferry, City of Bolivar, Jefferson County Community Ministries, other entities serving the Social Services field.

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

The Covid pandemic has produced unique challenges across all segments of a community. Nowhere is this more evident than the pandemic's influence on homelessness and affordable housing. The pandemic caused critical increases in eviction filings, health care access for homeless and limited resources for shelters since many shelters and emergency housing were forced to reduce capacity given the public health crisis element. Moreover, others were forced to unemployment by job layoffs, business closures, and overall family incomes were reduced by the need to provide childcare for children being out of school. These unusually unique circumstances caused a greater demand on social services and created a substantial effect on the homeless and those at risk of homelessness. The demand for this request is evident with the growing homeless population and the need for additional funding and resources designated to serving those at risk.

## **5. Amount of funding requested**

150,000

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

150,000

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

25,000

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

City of Charles Town

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

ARP funds will be used to fund the Jefferson County Social Services Liaison position to include salary, benefits, and insurances coverages and any other HR needs.

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

The role of the Jefferson County Social Services Liaison position will be a full-time, permanent position that will be able to become operational as soon as the job description is posted and an applicant is hired.

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## **Proposal Details**

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

Many of the social service providers and organizations that serve our community are located outside Jefferson County; thus, Jefferson County needs a position/office to provide adequate county-wide collaboration with local, State and Federally sponsored social service agencies. Many of these federal and state social service agencies were created to serve the Eastern Panhandle but are located in Berkeley County and as such, lack adequate collaboration, connection, or service offerings to meet Jefferson County needs.

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

The goal of the creation of the Social Services Liaison position is to plan, organize, connect, and direct policies related to the county-wide housing projects and homelessness programs. This position would be able to generate additional resources and ascertain funding to assist the homeless population in our area. It would further be a goal to engage landlords to create housing and rental assistance incentives and coordinate with community volunteer organizations to create positive community engagement opportunities for those experiencing homelessness. This position would also represent the county and local municipalities at local workshops and meetings regarding housing issues and assist in educating the community on changing policy needs as it relates to affordable housing.

### **3. Please provide your project timeline**

The proposed project timeline is based on the ever-increasing homeless population and the demand on resources. It is vitally important funding is received as soon as possible to begin coordinating the job posting and recruiting potential applicants. It would be ideal to have the position filled within the next 6 to 12 months.

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

150000

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

This position proposal was generated by the Report of the Mayor's Select Committee on Homelessness which is comprised of: the Mayor of Charles Town, several local government officials from City of Charles Town, City of Ranson, Jefferson County Commission, Town of Bolivar, numerous citizen representatives, several charity organizations, law enforcement, Jefferson County Community Ministries, WV Coalition to End Homelessness and other social service programs. The members and key collaborative partners of the Select Committee have comprised the report in a joint and collect effort aimed at developing recommendations for policymakers and service providers that will render homelessness a rare and brief event in our community.

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

The plan for sustaining the Social Service Liaison position after the grant has been able to provide the initial startup funding is for the position to be collectively funded by supporting government entities to include funding by Jefferson County, City of Charles Town and other municipalities, respectfully. Furthermore, as essential element of the position is to research available state and federal grant funding to further sponsor the position.

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## Organization Information

### 1. Please provide your organization's mission statement.

The City of Charles Town is a community that offers an exceptional quality of life for all residents by: (1) promoting access to jobs and livelihoods; (2) providing well-planned, safe, and secure neighborhoods; (3) delivering quality public services; (4) preserving and promoting its unique history and cultural heritage for residents and visitors alike to enjoy; and (5) stimulating a business friendly culture that embraces innovation and encourages entrepreneurship, business development, and growth.

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

Charles Town has a long, rich history dating back to its founding in 1786. The Washington family had significant land holdings in the Eastern Panhandle during colonial times. Charles Washington, the youngest brother of President George Washington, donated the four corners of the George Street and Washington Street intersection to the city for public use. The Jefferson County Court House, Charles Town City Hall, Charles Town Post Office, and Charles Washington Hall were later built on this land and to this day they serve as a historic focal point for the community.

Today, the City of Charles Town is home to approximately 5,700 residents and boasts a rich history with prominent historical sites and cultural assets. Located just inside the eastern gateway of West Virginia, it is just an hour's drive to the greater Baltimore/Washington, D.C. metropolitan area. Because of this proximity and the availability of commuter train service, Charles Town is an attractive home for commuters in the region where the cost of living is about 30% lower than similar DC suburbs in northern Virginia and Maryland.

The City of Charles Town has a vibrant downtown Mainstreet experience which continues to grow with businesses and family activities. The City sponsors numerous events to include a WV Heritage Day, Car Fest, Christmas events, and other family-oriented weekend activities.

### 3. Please describe three significant accomplishments of your organization.

Charles Town Ambassador Program; Charles Town Skate Park; the new Charles Town Police and Water Facilities

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

- Mayor Bob Trainor
- Council Member James Kratovil
- Council Member Elizabeth Ricketts
- Council Member Jeff Hynes
- Council Member Kevin Tester
- Council Member Jean Petti
- Council Member Julie Philabaum
- Council Member Micheal George
- Council Member Rikki Twyford
- City Manager Daryl Hennessy

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

- Mayor Bob Trainor – Mayor's Select Committee on Homelessness
- City Manager Daryl Hennessy – Mayor's Select Committee on Homelessness
- Special Projects Manager Alissa Meeks – Mayor's Select Committee on Homelessness

**Cash flow statement for applicant's most recent fiscal year**

 Uploaded by ... on


**Two years of audited financial statements**

 FINAL - FY2020 Audit Report.pdf  
Uploaded by ... on Oct 28, 2021 at 2:38 pm

**Current operating budget**

 FY22 General Fund Budget.pdf  
Uploaded by ... on Oct 28, 2021 at 2:39 pm

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

 Uploaded by ... on

**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).**

National Park Service Grants for revitalization of Star Lodge and First Free School; WV State Historic Properties (SHPO) Grant for Free School roof (in-progress of construction); Land and Water Conservation Grant for Skate Park (completed)

**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.**

N/A

**Impact of the COVID-19 Pandemic**

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

The Covid pandemic has produced unique challenges across all segments of a community. Nowhere is this more evident than the pandemic’s influence on homelessness and affordable housing. The pandemic caused critical increases in eviction filings, health care access for homeless and limited resources for shelters since many shelters and emergency housing were forced to reduce capacity given the public health crisis element. Moreover, others were forced to unemployment by job layoffs, business closures, and overall family incomes were reduced by the need to provide childcare for children being out of school. These unusually unique circumstances caused a greater demand on social services and created a substantial effect on the homeless and those at risk of homelessness. The demand for this request is evident with the growing homeless population and the need for additional funding and resources designated to serving those at risk.

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

Receiving ARP funding to cover the initial costs of creating a County Social Services Liaison position would aid in the community’s recovery of the Covid pandemic by allowing resources to be offset and used in other capacities for social services versus covering the initial salary of the position. The creation of the Social Services Liaison position is to plan, organize, connect, and direct policies related to the county-wide housing projects and homelessness programs. This position would be able to generate additional resources and ascertain funding to assist the homeless population in our area ultimately reducing the economic impact of Covid. It would further be a goal to engage landlords to create housing and rental assistance incentives and

coordinate with community volunteer organizations to create positive community engagement opportunities for those experiencing homelessness. This position would also represent the county and local municipalities at local workshops and meetings regarding housing issues and assist in educating the community on changing policy needs as it relates to affordable housing.

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

No

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## Supplementary Information

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


Alissa Meeks  
ameeks@charlestownwv.us  
304-724-3253

### 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.

 Homelessness\_Report\_Apr2021 - Final Signed.pdf  
Uploaded by ... on Oct 28, 2021 at 4:06 pm

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## Attachments

 homelessness press release.docx  
Uploaded by ... on Oct 28, 2021 at 4:10 pm

 Social Services Coordinator position description.pdf  
Uploaded by ... on Oct 28, 2021 at 4:13 pm

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## History

Date	Activity
Oct 27, 2021 at 3:24 pm	Alissa Meeks started a draft of Record ARPA-5
Oct 28, 2021 at 4:10 pm	Alissa Meeks added attachment homelessness press release.docx to Record ARPA-5
Oct 28, 2021 at 4:13 pm	Alissa Meeks added attachment Social Services Coordinator position description.pdf to Record ARPA-5
Oct 28, 2021 at 4:14 pm	Alissa Meeks submitted Record ARPA-5
Oct 28, 2021 at 4:14 pm	approval step Application Review was assigned to Michelle Gordon on Record ARPA-5
Oct 28, 2021 at 4:14 pm	changed the deadline to Oct 29, 2021 on approval step Application Review on Record ARPA-5
Nov 2, 2021 at 12:19 pm	Michelle Gordon changed 5. Amount of funding requested from "1500000" to "150000" on Record ARPA-5