



## ARPA-7

ARP Application - Jefferson County

**Status:** Active

**Date Created:** Oct 29, 2021

---

### Applicant

---

### Internal Section

### Certification

**Digital Signature**

Russell Burgess  
10/29/2021

---

### Contact Information

**Organization Name**

Jefferson County Commission

**Address**

124 E Washington Street

**Website (if applicable)**

www.jeffersoncountywv.org

**Phone Number**

304-728-5605

**Email Address**

rburgess@jeffersoncountywv.org

---

### Project Summary

**1. Brief description of the proposal**

Upgrade of Jefferson County Communications Email Systems

**2. Purpose and key anticipated outcomes**

Purpose is to upgrade the Jefferson County Communications Email Systems as they are outdated causing issue's with communications to inform the public, notification of public meetings and communicate with public safety officials, business and the public. Anticipated outcome is a robust communications platform

that allows us to effectively and timely communicate with the public, safety officials, businesses and the public.

**3. Individuals or communities served**

Jefferson County, West Virginia

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

Covid-19's changes to how staff, the public and safety officials communicate to ensure social distancing and safety caused a significant shift in how we need to be able to communicate with the public in a timely and effective manner. Means to distribute information have placed a burden on old outdated communications emails systems that are necessary to inform the public, business and safety officials of important information, meetings changes taking place.

**5. Amount of funding requested**

75,000

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

0

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

0

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

0

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

Request for Bids will be published to upgrade outdated communications email system

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

90 days

---

**Proposal Details**

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

Ability to effectively communicate with the public, businesses and safety officials

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

Successful upgrade of systems providing the ability to distribute information in a timely and effective manner.

**3. Please provide your project timeline**

Immediately

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

75000

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

n/a

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

System will be budgeted for as needed in non Covid-19 pandemic times.

**Organization Information**

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

The Jefferson County Commission's Office of Information Technology has as its underlying purpose the goal of providing technology solutions to enable efficient, effective, and comprehensive access to the county's information and services.

To accomplish this goal, the Office of Information Technology will develop, enhance, and manage the Commission's software and data networks to provide all information and services in such a way as to maximize these resource's utilization.

The Office of Information Technology will support all Jefferson County Commission departments and services with reliable and secure systems to support the county's services and functions.

The Office of Information Technology will utilize the cost efficient hardware and software to meet the above goals, while striving to provide all Jefferson County Commission departments with the most effective tools available.

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

The Jefferson County Commission's Office of Information Technology was formed in 2013 to serve the Information Technology needs of Jefferson County, West Virginia public officials, departments and elected officials.

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

Unifying technology expenditures across departments and elected officials. Implementing and Active Directory infrastructure across departments and elected officials. Establishing an Information Technology HelpDesk.

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

Jefferson County Commission, West Virginia Commissioners and Elected Officials

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

Russell Burgess, Director of Information Technology. Project and Implementation Manager


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

 Uploaded by ... on

**Two years of audited financial statements**

 Uploaded by ... on

**Current operating budget**

 Uploaded by ... on

**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).**

n/a

**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.**

Covid-19's changes to how staff, the public and safety officials communicate to ensure social distancing and safety caused a significant shift in how we need to be able to communicate with the public in a timely and effective manner. Means to distribute information have placed a burden on old outdated communications emails systems that are necessary to inform the public, business and safety officials of important information, meetings changes taking place.

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

Establish effective and timely communications email systems for Jefferson County, West Virginia

**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.**

Thomas Reilly, treilly@tek-advisors.com, 304-261-1438

**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.**

Uploaded by ... on

---

### Attachments

No attachments

---

### History

Date	Activity
Oct 29, 2021 at 11:50 am	Russell Burgess started a draft of Record ARPA-7
Oct 29, 2021 at 12:56 pm	Russell Burgess submitted Record ARPA-7
Oct 29, 2021 at 12:56 pm	approval step Application Review was assigned to Michelle Gordon on Record ARPA-7
Oct 29, 2021 at 12:56 pm	changed the deadline to Oct 30, 2021 on approval step Application Review on Record ARPA-7