



ARPA-20

ARP Application - Jefferson County

Status: Active

Date Created: Nov 2, 2021

Applicant

Michelle Gordon
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Charles Town, WV 25414
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Internal Section

Certification

Digital Signature

Michelle Gordon
11/02/2021

Contact Information

Organization Name

Jefferson County Commission

Address

PO Box 250, Charles Town, WV 25414

Website (if applicable)

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Phone Number

304-724-8425

Email Address

mgordon@jeffersoncountywv.org

Project Summary

1. Brief description of the proposal

Restoration of CAD Administrator eliminated due to revenue loss in FY20 and FY21.

2. Purpose and key anticipated outcomes

Restore the full time position of CAD Administrator through 12/31/2024 and then fund it with General County / e911 Subscriber fees.

3. Individuals or communities served

All Jefferson COunty residents and businesses. This position also serves all public safety offices such as e911 Communication Center, Jefferson County Sheriff's Office, Jefferson County Emergency Services Agency, and Volunteer Fire Departments.

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

This was a new position that was to be filled effective 07/01/2020 (FY21). However, the pandemic caused general county revenue loss. As a result, vacant positions were placed on hold. This position was then cut during the FY22 budget preparations as revenue had not been restored to normal yet. In FY21, the county began receiving ARPA funding to restore revenue lost during the pandemic that will bridge the gap for general county operations until 12/31/2024. It is anticipated that funding after this point will come from the normalized general revenues.

5. Amount of funding requested

246,000

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

0

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

Funding will be used to fill this position until 12/31/2024. After that date, general county revenues will be used to fund this position.

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

1-3 month to advertise, recruit and fill the vacancy.

Proposal Details

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

This position will resolve the problem of understaffing in the e911 Communications center for CAD administration.

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

To restore this eliminated position and fill public safety needs.

3. Please provide your project timeline

1-3 months to advertise, recruit and fill the vacancy. This position will be funded by ARPA funds through 12/31/2024 and then remain filled with general county revenue after that.

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

246000

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.

This position will be funded by ARPA funds through 12/31/2024 and then remain filled with general county revenue after that.

Organization Information

1. Please provide your organization's mission statement.

Jefferson County Government

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

Jefferson County Government

3. Please describe three significant accomplishments of your organization.

Jefferson County Government

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

Jefferson County Government

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

Jefferson County Government

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.

This was a new position that was created in FY21. The pandemic caused general county revenue loss. As a result, vacant positions were placed on hold. This position was then cut during the FY22 budget preparations as revenue had not been restored to normal yet. In FY21, the county began receiving ARPA funding to restore revenue lost during the pandemic that will bridge the gap for general county operations until 12/31/2024. This position is needed to fulfill public safety needs.

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

This will restore a position needed for public safety needs.

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.

Michelle Gordon, mgordon@jeffersoncountywv.org, (mailto:mgordon@jeffersoncountywv.org,) 304-724-8425
Russ Burgess, rburgess@jeffersoncountywv.org (mailto:rburgess@jeffersoncountywv.org)
Jeff Polczynski, jpolczynski@jeffersoncountywv.org

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
Nov 2, 2021 at 2:10 pm	Michelle Gordon started a draft of Record ARPA-20
Nov 2, 2021 at 2:32 pm	Michelle Gordon submitted Record ARPA-20
Nov 2, 2021 at 2:32 pm	approval step Application Review was assigned to Michelle Gordon on Record ARPA-20
Nov 2, 2021 at 2:32 pm	changed the deadline to Nov 03, 2021 on approval step Application Review on Record ARPA-20