



## ARPA-21

ARP Application - Jefferson County

**Status:** Active

**Date Created:** Nov 2, 2021

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### Applicant

Michelle Gordon  
mgordon@jeffersoncountywv.org  
PO Box 250, 124 E Washington St  
124 E Washington St  
Charles Town, WV 25414  
3047248425

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### Internal Section

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### Certification

#### Digital Signature

Michelle Gordon  
11/02/2021

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### 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

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### Project Summary

#### 1. Brief description of the proposal

Restoration of County Commission Administrative position eliminated due to revenue loss in FY20 and FY21.

**2. Purpose and key anticipated outcomes**

Restore the full time position of County Commission Administrative position through 12/31/2024 and then fund it with General County

**3. Individuals or communities served**

This position primarily serves commission elected officials and departments. The position also services county residents and businesses when needed.

**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 initially placed on hold. This position was subsequently cut during the FY22 budget preparations as revenue had not returned 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**

165,000

**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 months to recruit and fill this position.

**Proposal Details**

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

This position was created to alleviate workload from executive staff members. This position is needed to better serve the needs of employees, departments and elected officials.

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

Filling this position will ensure that departmental needs are met timely and efficiently. This position will enable the County Administrator to focus on top level county needs both internally and externally.

**3. Please provide your project timeline**

1-3 months to recruit and fill this position. This position would remain filled after the ARPA funding deadline of 12/31/2024.

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

165000

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

na

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

This position would be funded with ARPA funding through 12/31/2024. ARPA funding is being used by the county to bridge the revenue gap that occurred as a result of the pandemic. IT is anticipated that revenue will return to normal levels by 12/31/2024 and that this position will be funded by general revenues after that point.

**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).**

**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.**

none

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**Impact of the COVID-19 Pandemic**

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

The pandemic caused general county revenue loss. As a result, this position was cut during the FY22 budget preparations.

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

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.

**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.**

Michelle Gordon, mgordon@jeffersoncountywv.org (mailto:mgordon@jeffersoncountywv.org) 304-724-8425

**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**

No attachments

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**History**

<b>Date</b>	<b>Activity</b>
Nov 2, 2021 at 2:48 pm	Michelle Gordon started a draft of Record ARPA-21
Nov 2, 2021 at 3:01 pm	Michelle Gordon submitted Record ARPA-21
Nov 2, 2021 at 3:01 pm	approval step Application Review was assigned to Michelle Gordon on Record ARPA-21
Nov 2, 2021 at 3:01 pm	changed the deadline to Nov 03, 2021 on approval step Application Review on Record ARPA-21