



## ARPA-27

ARP Application - Jefferson County

**Status:** Active

**Date Created:** Nov 3, 2021

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### Applicant

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### Internal Section

### Certification

**Digital Signature**

Roger L. Goodwin  
11/03/2021

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### Contact Information

**Organization Name**

Jefferson County Department of Engineering,  
Planning & Zoning

**Address**

116 East Washington Street, Charles Town, WV 25414

**Website (if applicable)**

jeffersoncountywv.org

**Phone Number**

304-728-3256

**Email Address**

rgoodwin@jeffersoncountywv.org

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### Project Summary

**1. Brief description of the proposal**

Create a customer work station for the Office of Building Permits & Inspections.

**2. Purpose and key anticipated outcomes**

Allow customers to access the digital building permits and inspections permit application system via computer and "Bluebeam" software located within the Office of Building Permits and Inspections; resulting in a customer self-serve station and improved customer access.

**3. Individuals or communities served**

Jefferson County citizens and the building industry.

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

Lack of a digital work station results in more face-to-face meetings between customers and office of permits and inspections staff. Increasing the risk of exposure to COVID-19.

**5. Amount of funding requested**

15,000

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

15,000

**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**

To pay for the cost of equipment and software.

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

Approximately 4 months.

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**Proposal Details**

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

Reduce wait times and face-to face exposure between customers and staff; thus reducing the risk of exposure to COVID-19

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

Reduced exposure to COVID-19 and improved customer service.

**3. Please provide your project timeline**

Implement two months after approval of funding. Need to coordinate with the information technology department.

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

15000

**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 is a one time funding request with negligible ongoing maintenance.

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**Organization Information**

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

To protect the public health, safety and welfare in the area of building construction and land development.

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

Engineering, Planning & Zoning has overseen land development projects in Jefferson County for more than 30 years.

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

- 1. Managed the bidding and construction of more that \$3 million of demolition and land development projects in Jefferson County.
- 2. Received floodplain management of the year award from State of West Virginia.
- 3. The Department of Engineering, Planning & Zoning has maintained a nearly level budget amount, and operated under budget for the past six years. Doing more work with the same level of staff by implementing more efficient work processes.
- 4. Managed the flood plains and flood insurance program in a manner that results in a 20% discount on flood insurance for the citizens of Jefferson County.

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

Jefferson County Commission and the Department of Engineering, Planning & Zoning.

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

Mike Monaghan, Lead Building Inspector - implementation and customer training.  
Rebecca Burns, Office Manager - project manager  
Russell Burgess - purchasing of equipment and installation.

**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 has slowed processes due to meeting social distancing requirements and the time involved in continuously cleaning and disinfecting customer service areas.

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

Creating a customer friendly environment and less exposure to COVID-19 between customers and staff.


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

Yes

**If yes, please explain**

Lost revenue = reduction in funding for capital funding = delayed completion of projects for the public health, safety and welfare.

**Upload supporting documentation for revenue loss**


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**Supplementary Information**

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

Roger Goodwin, rgoodwin@jeffersoncountywv.org, 304-728-3256

**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

**History**

Date	Activity
Nov 3, 2021 at 1:29 pm	Roger Goodwin started a draft of Record ARPA-27
Nov 3, 2021 at 2:13 pm	Roger Goodwin submitted Record ARPA-27
Nov 3, 2021 at 2:13 pm	approval step Application Review was assigned to Michelle Gordon on Record ARPA-27

Date	Activity
Nov 3, 2021 at 2:13 pm	changed the deadline to Nov 04, 2021 on approval step Application Review on Record ARPA-27