

03/08/2022

### ARPA-37

ARP Application - Jefferson County

**Status:** Active

**Date Created:** Dec 10, 2021

#### Applicant

Keith Lowry  
directorkeith@jccm.us  
238 W Washington St  
Charles Town, WV 25414-1532  
3047253186

#### Internal Section

##### STEP ONE

Please select the date for the Commission Meeting before completing the approval step

##### Commission Meeting Date

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##### STEP TWO

Please select decision, award amount (if approved) and additional comments (to be included in rejection letter)

##### Decision

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##### Award Amount

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##### Additional Conditions

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#### Certification

**PLEASE CERTIFY THAT YOU HAVE REVIEWED THE US TREASURY GUIDELINES REGARDING THE ELIGIBLE USES OF AMERICAN RESCUE PLAN STATE AND LOCAL RECOVERY FUNDS**

##### Digital Signature

Keith A. Lowry  
12/07/2021

Click here for more information  
(<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>)

#### Contact Information

##### Organization Name

Jefferson County Community Ministries, Inc.

##### Address

238 W. Washington Street Charles Town, WV 25414

##### Website (if applicable)

jccm.us

##### Phone Number

3047253186

**Email Address**

directorkeith@jccm.us

**Project Summary****Please provide a narrative overview or summary of your proposal, including but not limited to the following:****1. Brief description of the proposal**

Jefferson County Community Ministries is a faith-based organization focused on providing assistance to the needy within Jefferson County since 1983. The guiding principles are that all clients are treated with **unconditional acceptance, dignity, mercy, and grace** ensuring that everyone is welcomed, accepted and treated exactly how we would like to be treated.

COVID has affected Jefferson County and JCCM continues to offset many of those negative impacts in various ways. JCCM is seeking support to continue reducing and preventing homelessness, offsetting medical expenses, relieving economic harm to workers and households by providing financial and food assistance, and by continuing to operate an emergency shelter.

**2. Purpose and key anticipated outcomes**

JCCM operates 7 different departments, including: Intake, Clothing, Food Pantry, Cold Weather Shelter, Day Programs, Health Care, and Case Management. Each of the departments provide necessary services to anyone within Jefferson County in need. JCCM does not restrict services to any specific demographic. The goal of JCCM is to aid and guidance empowering clients to work out permanent solutions for meeting individual needs. The goal of JCCM is to enable self-sufficiency. All expenditures on behalf of clients are made with this goal in mind, and the understanding that every client is an individual. To accomplish the mission, JCCM employs 6 full time and 3 part time staff and utilizes over 80 volunteers. Funds raised by JCCM come mostly from private individuals, churches, civic organizations, private grants, and some public funded grants.

**3. Individuals or communities served**

JCCM serves approximately 1,800 individuals and 500 families per year. JCCM efforts relieve the community in general from the expense and effort of assisting these clients from public funds and operations. JCCM provides over 7,500 academic hours for potential students from Shepherd University to use in obtaining credentials for social work. Through the Case Management Department, we see approximately 300 clients a year. CM is the most time-consuming effort JCCM has. JCCM finds permanent housing for approximately 20 people per year. Qualifying clients for finding rental housing requires hundreds of hours for each client. JCCM partners with over 50 different agencies in serving our clients. As an example of our partnerships, West Virginia University Medical staff sees over 200 clients each year at JCCM, thus relieving the EMS system of being used to treat clients and local emergency rooms of being overburdened. JCCM also provides pharmaceutical costs to over 50 clients without insurance. In our Job Initiative Program (JIP) we provide approximately 6 minimum wage jobs to clients in need of work and need to learn about holding a job and gaining self-confidence. JCCM provides a cold weather shelter from November through March each year for approximately 150 nights with an average of 10 clients per night. We are looking to expand this program to year-round.

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

COVID-19 caused turmoil in many lives, including loss of work, income, and ability to formulate and stick to personal budgets. Through JCCM, many were able to maintain housing, feed and clothe families, obtain fuel to keep medical appointments and other important commitments, and find permanent housing. Due to client's lack of resources and requests for assistance, JCCM's output of services has increased by over 200% since January 2021. Accordingly, JCCM is expanding services to meet client's requests and needs. JCCM has not stopped services due to COVID 19. JCCM services are provided year-round. JCCM has shifted client assistance from only assisting homeless population to including preventing homelessness. We do this by assisting clients who are behind in utility and rent payments and other expenses. Preventing homelessness is vital to our county.

**5. Amount of funding requested**

403,000

**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**

403,000

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

Funds raised by JCCM come mostly from private individuals, churches, civic organizations, private grants, and some public funded grants.

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

Current expenses JCCM already pays: Emergency shelter (yearly expense of approximately \$44,000, including \$39,000 in salaries), other client expenses (i.e., medical, utility, rental assistance, fuel, moving assistance etc. of approximately \$53,000 per year), food and clothing collection and distribution yearly costs of approximately \$232,000, and pay for essential workers of approximately \$135,000 per year. JCCM spends approximately \$10,000 yearly for the Job Initiative program.

With additional funding from the American Rescue Plan, JCCM will fund costs associated with 1) Increase in salaries and expenses to cover a year-round shelter program of approximately **\$68,000** (includes salaries of approximately \$62,000 plus expenses of supplies, fuel etc. of \$6,000.) 2) Salaries and expenses for additional 2 full time and 1 part time case management staff of approximately - **\$85,000**, (increased salary expense of approximately \$80,000 plus associated expenses of \$5,000). JCCM is also seeking **\$250,000** towards the purchase of a permanent shelter facility (JCCM will leverage our current property for additional investment in securing a property).

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

The requested funding will allow JCCM to operate at full capacity for one year at expanded levels. It will also allow for expanded shelter services. The search for a permanent shelter property will inevitably take longer than one year.

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

JCCM provides un-restricted services to anyone in need within Jefferson County. JCCM has shifted client assistance from only assisting homeless population to including preventing homelessness. These funds would allow JCCM to continue providing necessary services and expand to meet the needs of clients. The greatest need is within JCCM's Case Management Department, where the most amount of time is required for each individual served. The second greatest need is for a year-round shelter and staff. We also need to construct additional office space for case management growth and facilitating health services. Obtaining a permanent shelter will ultimately reduce costs and improve community relations.

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

Our goal is to expand Case Management staff and exploring proposals for a year round shelter program.

**3. Please provide your project timeline**

JCCM has not stopped services due to COVID 19. JCCM services are provided year-round and we are seeking to expand services based on client's needs and requests for services. The year-round shelter program will require planning and preparation with an expected commencement in late 2022. Case Management increase will begin immediately upon receipt of funds. JCCM currently has 2 full time and 1 part time case managers, we look to expand to 4 full time and 2 part time case managers.

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

\$403,000.00

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

JCCM has over 50 partners that assist in providing necessary services to clients as needed. We do not have a financial relationship with any of them. We collaborate to provide services tailored to each individual client's needs. Some of our larger relationships are with WVU Medicine, Mountaineer Recovery Center, Star Lodge of Charles Town, and the over 80 community volunteers, without whom we could not operate. We share services of counseling and addiction recovery with MRC, medical needs, and concerns with WVU Medicine, logistical efforts with the Star Lodge of Charles Town. Our other partners contribute in many ways but to a smaller extent.

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

This money would give JCCM the requisite funds to immediately expand services while more permanent funding sources are sought. Simultaneously, contributions from other organizations and individuals would be used to extend our services for additional years.

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

JCCM is a cooperative ministry of local churches working with our community to provide assistance, with mercy and grace, to people in need while empowering them to find permanent solutions.

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

JCCM is a faith-based cooperative of local churches in Jefferson County, West Virginia which has assisted people in need since 1983. JCCM engages the community to provide physical and spiritual support for those in crisis situations, seeking to motivate and move them towards security and independence. JCCM has 7 departments including:

**Intake** both then and now, is the heartbeat to effective service. The goal & task of the Intake folks is to begin a relationship with the client in order to better understand how we can help meet both needs and goals. This critical process of building trust can, in many cases, take multiple visits in order to demonstrate the necessary trustworthiness that will facilitate more solid relationships and more focused and effective assistance. The Intake staff guides the client by looking at financial needs, such as help with a utility bill, fuel for cooking, heating or driving, medications, public transportation, food and clothing, and housing. Short term housing emergencies are also considered.

**Food Pantry** continues to provide food on a short-term emergency basis as well as long term care needs. We also partner with other agencies to ensure dated food stuffs are not wasted.

**Clothing Closet** has grown and adapted to fill the growing needs of our clients. We currently are giving out coats, shirts, blouses, pants, dresses, socks, undergarments, and shoes. We also have a fully operational laundry room where donated clothing is cleaned, dried, and folded. If we receive clothing in excess of our needs, we freely share the excess with our partners throughout Jefferson and Berkeley County.

**Cold Weather Shelter** is now a permanent part of our services. We operate from November through the end of March hand in hand with our members churches who provide the space, while we provide the staff.

**Day Programs** provide encouragement, work experience, and confidence to those who are seeking to improve themselves. These programs include the Jobs Initiative Program, Good Neighbor Academy, Life Skills Program, and Safe Space. Our partners provide budgeting and financial management classes, temporary work at minimum wage, and work with clients to clean up neighborhoods throughout Jefferson County. Additionally, through our Volunteer Income Tax Assistance program, our partners completed 109 tax returns totaling Federal Refunds of approximately \$118,500.

**Health Care** is another of our concerns. In partnership with West Virginia University Health and Shenandoah Community Health, we are finding ways to give health care to those in need. We arrange for health care visits at our building, in motel rooms and on the streets. We facilitated the giving of COVID vaccines to the homeless, minority groups, and the less served populations.

**The Case Management** staff are the lifeblood and caretakers of the process to help find individual solutions to the wide range of issues and challenges typically faced by those who come to us, including obtaining birth certificates, applying for identification cards, applying for medical benefits such as Medicaid and Medicare, and preventing homelessness and finding permanent housing for the homeless. Financial literacy, healthy eating, health and wellbeing, and employment are some of the situations that our case managers are called upon to help navigate with our clients--scheduling with inhouse programs & classes or referrals to outside agencies--are all coordinated by case managers drawing from a plan of action developed jointly with the client.

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

1. Putting homeless into permanent housing 2. Providing a cold weather shelter and 3. Providing case management services for solving long term problems.

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


Executive Committee consists of: Jake Cordell, President; Gary Dungan, Vice President, Chas Rennells, Treasurer; Janet Lowry Secretary; and Keith Lowry, Executive Director, and 28 covenant members making up the current board.

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


Keith Lowry, Executive Director; Greg Petersen, Deputy Director; John Cloyd, Assistant Director; Judy James, Administrative Assistant; Kasey Perdue, Case Management Department Head; Bethany Troxel, Intake Department Head, and Kari Dean, Food Pantry Department Head.

6. Please upload/attach the following financial documents, if applicable:

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

 StatementofFinancialPosition as of Nov 30 2021.pdf  
Uploaded by Keith Lowry on Dec 10, 2021 at 11:24 am

**Two years of audited financial statements**

 JCCM 2021 - 2020 Fin Rpt.pdf  
Uploaded by Keith Lowry on Dec 10, 2021 at 12:01 pm

**Current operating budget**

 Actual to Budget November 2021.xlsx

Uploaded by Keith Lowry on Dec 10, 2021 at 11:25 am

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



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**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).**

## YEAR 2018

NAME/ORGANIZATION	AMOUNT	RESTRICTION
Rogers Rissler Foundation	5,000	non-restricted
Giant Foods	15,258	non-restricted
Roxul USA Inc.	6,000	non-restricted
City of Charles Town	12,000	non-restricted
City of Ranson	7,390	non-restricted
Anonymous	5,000	non-restricted
L. Hardy Mason	5,000	non-restricted
United Way – CFC	5,267	non-restricted
E-Trade Financial	40,000	non-restricted
Asbury United Methodist Church	8,152	non-restricted
Charles Town Baptist Church	6,972	non-restricted
Shepherdstown Presbyterian Church	9,205	non-restricted

## YEAR 2019

NAME/ORGANIZATION	AMOUNT	RESTRICTION
Asbury United Methodist Church	5,748	non-restricted
Charles Town Baptist Church	7,356	non-restricted
E-Trade Financial	80,000	non-restricted
Eastern West Virginia Community Foundation	20,147	non-restricted
Everett Ehrlich	5,000	non-restricted
L. Hardy Mason	5,000	non-restricted
Mercedes Diaz Narvaez	5,000	non-restricted
Nora Roberts Foundation	5,000	non-restricted
Robert Schefner	6,733	non-restricted
Rockwool, Roxul USA Inc.	5,244	non-restricted
Rogers Rissler Foundation	5,000	non-restricted
Shepherdstown Presbyterian Church	7,259	non-restricted
Thomas Miller	8,000	non-restricted
United Way of the Eastern Panhandle Inc	5,000	non-restricted
Ahold Financial Services	15,405	non-restricted

## YEAR 2020

NAME/ORGANIZATION	AMOUNT	RESTRICTION
Hardy Mason	10,000	non-restricted
John Gonano	5,000	non-restricted
CT Moose	5,000	non-restricted
City of Charles Town	15,000	non-restricted
Eastern WV Community Foundation	25,105	non-restricted
United Way of the Eastern Panhandle	25,000	non-restricted
Asbury United Methodist Church Charles Town	6,550	non-restricted
Charles Town Baptist Church	6,760	non-restricted
Elk Branch Presbyterian Church	21,774	non-restricted

## YEAR 2020 continued

NAME/ORGANIZATION	AMOUNT	RESTRICTION
Bank of America	5,000	non-restricted
Rockwool	5,000	non-restricted
Small Business Administration	26,748	non-restricted
Surdna Foundation Inc	5,000	non-restricted
Rotary Club of Charles Town	10,000	non-restricted
The Bridge Community Church	5,094	non-restricted

NAME/ORGANIZATION	AMOUNT	RESTRICTION
2019 – Sheriff of Jefferson County	10,000	non-restricted
2020 - Sheriff of Jefferson County	9,000	non-restricted

**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 pandemic directly affected the residents of Jefferson County through lay-offs, business shutdowns, and other factors. Due to the pandemic, JCCM's requests for service increased dramatically. In addition, our volunteer staff was cut almost in half, as many were not comfortable working with our client base. Due to the lack of volunteers, JCCM has hired more staff to facilitate our services to the community.

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

It will aid our clients by providing the necessary services to prevent homelessness, and to find homes for those without. It will also allow for JCCM to continue providing the necessary services not offered by local governments.

### 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.

Ms. Diana Carpenter Email: carpenterdiana3@gmail.com, (mailto:carpenterdiana3@gmail.com.) phone: 304.261.8310

### 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





 JCCM Strategic Plan.2 (1) (1) (1) (2).docx

Uploaded by Keith Lowry on Dec 10, 2021 at 12:51 pm

## History

Date	Activity
Dec 7, 2021 at 1:05 pm	Keith Lowry started a draft of Record ARPA-37
Dec 10, 2021 at 12:51 pm	Keith Lowry added attachment JCCM Strategic Plan.2 (1) (1) (1) (2).docx to Record ARPA-37
Dec 10, 2021 at 12:52 pm	Keith Lowry submitted Record ARPA-37
Dec 10, 2021 at 12:52 pm	approval step Application Review was assigned to Michelle Gordon on Record ARPA-37
Dec 10, 2021 at 12:52 pm	changed the deadline to Dec 11, 2021 on approval step Application Review on Record ARPA-37

## Timeline

Label	Status	Activated	Completed	Assignee	Due Date
 Request Letter of Acknowledgement	Issued	Dec 10, 2021 at 12:52 pm	Dec 10, 2021 at 12:52 pm	-	-
 Application Review	Active	Dec 10, 2021 at 12:52 pm	-	Michelle Gordon	12/10/2021
 Commission Meeting	Inactive	-	-	-	-
 Meeting Finished Yes/No	Inactive	-	-	-	-