



ARPA-38

ARP Application - Jefferson County

Status: Active

Date Created: Apr 4, 2022

Applicant

Jennifer Myers  
jmyers@jcprc.org  
235 Sam Michaels Lane  
Shenandoah Junction, West Virginia 25442  
13047283207

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

Jennifer Myers  
04/01/2022

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 Parks & Recreation Commission

Address

235 Sam Michaels Lane

**Website (if applicable)**

www.jcprc.org

**Phone Number**

3047283207

**Email Address**

jmyers@jcprc.org

**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 Parks and Recreation seeks to expand and construct outdoor public spaces for the health and well-being of its community through the construction of the outdoor tennis (3)/pickleball courts(3) in Jefferson County to be located at James Hite Park.

**2. Purpose and key anticipated outcomes**

The Jefferson County Parks and Recreation Commission is requesting support from ARPA Funding to expand capacity of outdoor recreational opportunities for residents of Jefferson County.

Studies show the population of Jefferson County is growing at a rate of 7.55%, which means Jefferson County is the 3<sup>rd</sup> fastest growing population in the State of West Virginia, behind Berkeley County (growth of 17.61%) and Monongalia County (growth rate of 9.07%) (<https://worldpopulationreview.com/us-counties/states/wv>) (<https://worldpopulationreview.com/us-counties/states/wv>)

**3. Individuals or communities served**

Jefferson County Parks & Recreation provides recreational and arts programming for the entire population of Jefferson County including those of Charles Town, Ranson, Bolivar, Harpers Ferry, Shepherdstown, and Shenandoah Junction. Currently, JCPRC provides indoor pickleball for residents.

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

Early in the COVID-19 pandemic WV provided a list of essential services and public outdoor space was prominent on the list with outdoor recreation identified as an essential activity, even during the periods of stay-at-home orders.

Efforts to navigate the COVID-19 pandemic response while keeping public health a priority made evident the importance of public outdoor spaces and programs that allow for social distancing to occur. Coronavirus has helped the sport of pickleball continue its participation growth across the United States, much due to the ability to social distance.

According to the Sport and Fitness Industry Association (SFIA), pickleball participation grew by a whopping 21.3% last year as Americans looked for new ways to stay active during the pandemic. (<https://www.bbc.com/news/world-us-canada-56324048>) (<https://www.bbc.com/news/world-us-canada-56324048>)

And it's sociable, a big bonus during the pandemic when people have been struggling to get together safely. As gyms and other recreation centers closed, pickleball became a popular outdoor alternative.

Participation and interest in outdoor activities grew faster than previous years. While this is likely due to response to COVID-19, growth continues to remain higher than any other measured data, including grocery stores, workplaces, transit, and more. The value in outdoor recreational opportunities has been noticed and celebrated in West Virginia and around the United States. If new opportunities for shared community experience in our parks become available, it is reasonable to expect this momentum and appreciation for outdoor spaces to be maintained or grow.

**5. Amount of funding requested**

241,000

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

241,000

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

30,000

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

JCPRC will contribute from capital toward the project.

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

ARP funds will be used to develop and construct three (3) tennis/pickleball courts at James Hite Park.

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

9-12 months

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**Proposal Details**

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

As outdoor space continues to be at a premium due to the pandemic, JCPRC anticipates continued high usage through the remainder of this public health crisis. Moreover, as population growth continues, JCPRC anticipates continuous growth in usage for the foreseeable future. With the strain on indoor and outdoor facilities, JCPRC finds it necessary to expand infrastructure and build outdoor spaces for the community to gather, while still providing social distancing opportunities. There are currently no dedicated pickleball courts in Jefferson County

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

When this project is complete, James Hite Park will have three pre-lined tennis/pickleball courts. The average Pickleball player is between the ages of 37-50. This means the courts will be used by a segment of Jefferson County that is rarely utilizing other recreation or sports facilities in the park systems at the same rate. The expected outcome is to have more people of more ages centering health and wellness activities into their daily lives; a vitally important goal given current adult obesity rates in Jefferson County and our community.

**3. Please provide your project timeline**

Design/Permit, RFP, and Construction Timeline:

- Design & Permit: 3-6 months
- RFP 1-2 months
- Construction: 1 month from Notice To Proceed to Final Completion

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

\$241,000 (tennis & pickleball) \$220,000 (pickleball only)

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

Pickleball Community

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

Once construction is complete, the pickleball courts at James Hite Park will be open and available to the public for play from sunrise to sunset daily. The local pickleball community has already exhibited high standards of the condition of the courts, so it is anticipated they will become unofficial partners to help keep the courts in acceptable condition, however general maintenance of the courts, parking, and surrounding fields at the park will become part of the seasonal and full-time maintenance staff who are already maintaining our parks. This project is not expected to raise concern for future budgetary needs beyond general, appropriate maintenance of the courts.

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**Organization Information**

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

Jefferson County Parks and Recreation exists to provide places and recreation opportunities for all people to gather, celebrate, contemplate, and engage in activities that promote health, well-being, community, and the environment. Its mission is to take a leadership role in harnessing resources for planning, developing, implementing, evaluating, and operating a county-wide system parks, recreation, conservation areas, and trail opportunities for people who live, work, and visit here.

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

The Jefferson County Parks and Recreation Commission (JCPRC), established in 1970 per WV Code Chapter 7, Article 11, is a component unit of the Jefferson County Commission. As specified in WV Code 7-11-3 the commission consists of eleven members who are bona-fide residents of the county and own real estate within the county, each serving a term of three years.

JCPRC, a 501c3 organization, operates or maintains nine county parks that encompass over 400 acres of park land and a variety of park facilities, including the Jefferson County Community Center, the AMP, picnic pavilions, concession stands, walking trails, playgrounds, tennis courts, athletic fields, and open space. In addition, JCPRC offers over 400 program opportunities each year to youth and adults in the county. As part of programming, JCPRC offers numerous special events each year. JCPRC generates approximately 51% our budget from revenue-based programming and facility rentals.

3. Please describe three significant accomplishments of your organization.

AMP at Sam Michaels Park – 40 year project brought to fruition

JCPRC offers over 400 programs, events, and activities per year for our community that promote public health already in place. Additional programs will be added as parks grow- In the last fifteen years, JCPRC has received close to \$3,000,000 in Grant funding that has helped to exponentially grow the impact of Jefferson County Parks tax allocations and impact fees collected over the years.

Pending addition of 86 acres of parkland.

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

JCPRC Board of Directors: Giordana Baker, Missy Thompson, Jimmy Pierson, Heather Morgan, Dale Manuel, Debra Lee Allen, Paul Marshall, Toni Milbourne, Susan Benzinger, 2 open positions

Clare Ath – Jefferson County Commission Liaison

JCPRC Senior Staff: Jennifer Myers, Director, David Kling, Assistant Director, Tim Michaels, Park Manager, Brenda Whittington, Finance Coordinator, Becki Zaglifa, Community Development Coordinator, Tommy Van Vliet, Program Coordinator, Shane Hovatter, Park Maintenance, Mary Kate Baker, Customer Engagement and Services Assistant

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

Jennifer Myers, Director


Paul Marshall, JCPRC Treasurer (Volunteer)

Tim Michael, Park Manager


David Hill, Construction Manager (Volunteer)

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

Cash flow statement for applicant's most recent fiscal year

 Statement of Cash Flows.pdf  
Uploaded by Jennifer Myers on Apr 1, 2022 at 3:26 pm


Two years of audited financial statements

 Financial Statements.pdf  
Uploaded by Jennifer Myers on Apr 1, 2022 at 3:27 pm

Current operating budget

 Operating Budget.pdf  
Uploaded by Jennifer Myers on Apr 1, 2022 at 3:27 pm

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).

The JCPRC has received funding from the following over the past three years. All grants received have been used, nothing is outstanding.

2020 Levitt Foundation-	(Sam Michaels Park-Summer Concert Series)
2020 LWCF	(James Hite Park-Playground)
2020 First Energy	(Sam Michaels Park-ADA Sidewalk)
2019 Herbert Henderson	(Mobile Recreation)
2020 Cares Act-State of WV	(Reimbursement for Covid Expenses)
2022 Earmark from Omnibus Bill	(Pending, Phase II AMP)
2022 Levitt Foundation-	(Pending, Sam Michaels Park-Summer Concert Series)

\*JCPRC has current applications in process for LWCF and WVC&H in the amount of \$390,000

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.

Early in the COVID-19 pandemic WV provided a list of essential services and public outdoor space was prominent in the list with outdoor recreation identified as an essential activity, even during the periods of stay-at-home orders. Park usage in WV grew is estimated to have grown 200% over pre-pandemic levels.

Populations flooded public parks in response to mitigation of the COVID-19 pandemic. When theaters, gyms, restaurants, and school classrooms were closed, families and whole communities flocked to parks, trails, disc golf, tennis, etc.

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

Populations flooded public parks in response to mitigation of the COVID-19 pandemic. COVID-19 responses redirected activities and focus to outdoors, which elevated the urgency to further develop and maintain park spaces in Jefferson County. Pickleball brings a community together. Adding pickleball courts to our community will help enhance recreational experiences for our older active population.

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.


Eric Lewis, Eric Lewis ejlewis@oll-cpas.com

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.

 Pickleball Letters of Support.pdf  
Uploaded by Jennifer Myers on Apr 1, 2022 at 3:56 pm

Attachments





 Hite Road Concept\_0.jpg  
Uploaded by Jennifer Myers on Apr 1, 2022 at 3:41 pm

 Revised - ATC CORP - Hite Park Budgetary Estimate - 4-1-2022.pdf  
Uploaded by Jennifer Myers on Apr 4, 2022 at 10:29 am

History

Date	Activity
Apr 1, 2022 at 2:58 pm	Jennifer Myers started a draft of Record ARPA-38
Apr 1, 2022 at 3:41 pm	Jennifer Myers added attachment Hite Road Concept_0.jpg to Record ARPA-38
Apr 4, 2022 at 10:29 am	Jennifer Myers added attachment Revised - ATC CORP - Hite Park Budgetary Estimate - 4-1-2022.pdf to Record ARPA-38
Apr 4, 2022 at 10:30 am	Jennifer Myers submitted Record ARPA-38
Apr 4, 2022 at 10:30 am	approval step Application Review was assigned to Michelle Gordon on Record ARPA-38
Apr 4, 2022 at 10:30 am	changed the deadline to Apr 05, 2022 on approval step Application Review on Record ARPA-38

Timeline

Label	Status	Activated	Completed	Assignee	Due Date
 Request Letter of Acknowledgement	Issued	Apr 4, 2022 at 10:30 am	Apr 4, 2022 at 10:30 am	-	-
 Application Review	Active	Apr 4, 2022 at 10:30 am	-	Michelle Gordon	04/04/2022
 Commission Meeting	Inactive	-	-	-	-
 Meeting Finished Yes/No	Inactive	-	-	-	-