



ARPA-13

ARP Application - Jefferson County

Status: Active

Date Created: Oct 29, 2021

Applicant

Toni Milbourne
jccoafinance@frontier.com
103 W 5th Avenue
Ranson, WV 25438
304-724-7109

Internal Section

STEP ONE

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

Commission Meeting Date

--

STEP TWO

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

Decision

--

Award Amount

--

Additional Conditions

--

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

Toni Millbourne
10/29/2021

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

Address

Website (if applicable)

www.jccoa.org

Phone Number

304-725-4044

Email Address

jccoafinance@frontier.com

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

Acquisition of new walk-in cooler and walk-in freezer

2. Purpose and key anticipated outcomes

The new equipment will allow JCCOA to adequately maintain food temperatures and food supplies.

3. Individuals or communities served

JCCOA serves the senior citizen population in Jefferson County

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

The current equipment has become outdated and the need has risen as more and more seniors have obtained meals from the Center due to Covid.

5. Amount of funding requested

18,000

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

16,101.5

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

0

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

no matching funds to date

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

to purchase a new walk-in cooler and walk in freezer

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

dependent upon company delivery schedules

Proposal Details

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

To help maintain adequate temperatures for food in nutrition department.

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

The goal is to ensure that the cooler and freezer are in the best working order possible. The current units are outdated and frequently break.

3. Please provide your project timeline

As soon as possible

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

Total cost estimates before tax are 16104. Tax estimates are \$1,046. Project request does not include any necessary installation required.

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

No partners to date.

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

The new units would come with warranties and would replace years-old units that are beginning to consistently need repair.

Organization Information

1. Please provide your organization's mission statement.

Our mission guides us in supporting and providing services to Jefferson County Older Adults. JCCOA is here to help older adults remain independent and to stay in their homes as long as possible.

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

We are a non-profit agency dedicated to community outreach and committed to enhancing the quality of life for older adults through social, health and wellness, education, nutrition, recreation and various other supporting programs. Included are in-home care services to those who are in need of said services as well as transportation for non-emergency medical, personal needs, etc. JCCOA also provides meals, often seven days per week but generally five days per week.

3. Please describe three significant accomplishments of your organization.

JCCOA has provided continuous in-home care services to seniors within the community for many years, including throughout the Covid 19 pandemic. JCCOA increased nutrition services during the pandemic, providing meals to a significantly higher number of seniors in their homes than at previous times. JCCOA, throughout the pandemic, worked to contact seniors within the community on a daily basis via telephone to determine if said seniors had any needs.

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


BOD: Dale Manuel, Locke Wysong, Charlotte Bennett, Michael Shepp, Sarah Pierson, James Pierson. Executive Director: Amy Wellman

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


Amy Wellman, executive director, oversees any and all projects from start to finish. Toni Milbourne, finance officer, will be involved with purchase and payment and John Heminway will work with company on acquisition and installation, overseeing all aspects of the maintenance side of the project.

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


Cash flow statement for applicant's most recent fiscal year

 Uploaded by ... on


Two years of audited financial statements

 2 years audits-10292021134649.pdf
Uploaded by Toni Milbourne on Oct 29, 2021 at 2:36 pm

Current operating budget

 fy22 working budget-10292021132315.pdf
Uploaded by Toni Milbourne on Oct 29, 2021 at 2:37 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).

All grants are listed on the attached income projected FY22 portion of the working budget. This included JC Commission allocation for FY22. We received \$15,963 from County Commission in FY21 as grant match as well as \$2,379.92 via a block grant from the County Commission for FY21.

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.

We have not requested this project from any other source.

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 significantly impacted the senior community and their ability to leave their homes to secure food. The number of meals provided by JCCOA increased significantly which caused a higher need for food to be purchased and stored on-site.
- 2. How will ARP funding, if awarded, aid in the recovery from the COVID-19 pandemic?**
- This funding will ensure that the equipment necessary to maintain required food storage temperatures will be available as current equipment has nearly exhausted its life-span.
- 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.**
- Ashley Anderson, aanderson@regioneight.org 304-257-1221
- 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.**
- pdf

cooler freezer prices-10292021142004.pdf

Uploaded by Toni Milbourne on Oct 29, 2021 at 2:41 pm

Attachments

- pdf

ARPA-12 JCCOA \$100k Request email 2021-07-07.pdf





Uploaded by Michelle Gordon on Nov 2, 2021 at 1:05 pm

History

Date	Activity
Oct 29, 2021 at 2:18 pm	Toni Milbourne started a draft of Record ARPA-13
Oct 29, 2021 at 2:41 pm	Toni Milbourne submitted Record ARPA-13
Oct 29, 2021 at 2:41 pm	approval step Application Reviewwas assigned to Michelle Gordon on Record ARPA-13
Oct 29, 2021 at 2:41 pm	changed the deadline to Oct 30, 2021 on approval step Application Review on Record ARPA-13
Nov 2, 2021 at 1:05 pm	Michelle Gordon added attachment ARPA-13 JCCOA \$100k Request email 2021-07-07.pdf to Record ARPA-13

Timeline

Label	Status	Activated	Completed	Assignee	Due Date
-------	--------	-----------	-----------	----------	----------

Label		Status	Activated	Completed	Assignee	Due Date
	Request Letter of Acknowledgement	Issued	Oct 29, 2021 at 2:41 pm	Oct 29, 2021 at 2:41 pm	-	-
	Application Review	Active	Oct 29, 2021 at 2:41 pm	-	Michelle Gordon	10/29/2021
	Commission Meeting	Inactive	-	-	-	-
	Meeting Finished Yes/No	Inactive	-	-	-	-