CITY OF CHARLES TOWN

CITY COUNCIL WORKSHOP
AGENDA • FEBRUARY 6, 2023

Workshop **COUNCIL CHAMBERS** **6:00 PM**
101 E Washington Street, Charles Town, WV 25414

CALL TO ORDER

WORKSHOP TOPIC

: **2023-161:** American Rescue Plan Act (ARPA) - Community Request Allocation, Phase 2 - Application Review
ARPA Fund Applications 1.pdf
ARPA Fund Applications 2.pdf

ADJOURNMENT

Information Only
NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at:

https://www.charlestownwv.us/government/agendas-and-minutes/

City Council Workshop
101 East Washington Street
Charles Town, WV 25414

Meeting: 02/06/23
Department: City Council Workshop
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-161: American Rescue Plan Act (ARPA) - Community Request Allocation, Phase 2 - Application Review

ATTACHMENTS:

- ARPA Fund Applications 1.pdf
- ARPA Fund Applications 2.pdf

ARPA FUNDING APPLICATIONS
February 6, 2023

Keith Lowery, Executive Director
Jefferson County Community Ministries
238 W. Washington Street
Charles Town, WV 25414

Project Narrative: JCCM is seeking support to continue reducing and preventing homelessness. They have expanded the homeless shelter services to provide on-going assistance all year, providing assistance with rent and utilities to keep people housed when possible, along with case management services to assist with these processes. We have seen a 200% increase in the demand for these services in the wake of Covid 19.

Amount Requested: Requesting $123,000.00 in ARPA funds for these projects. The Homeless Shelter requires $38,000.00 in funding for the remainder of the year. In addition, requesting $85,000.00 to fund case management which will allow for appropriate support to individuals needing housing placement and support as well as assistance to individuals and families at risk of homelessness to maintain appropriate housing.

APPLICATION FOR AMERICAN RESCUE PLAN ACT (ARPA) FUNDS FROM CHARLES TOWN'S ALLOCATION

(DEADLINE FOR FINAL APPLICATIONS - JANUARY 27, 2023 BY 5:00 PM)

CONTACT INFORMATION

NAME OF APPLICANT ORGANIZATION: Jefferson County Community Ministries

NAME OF PRIMARY CONTACT: Keith Lowry, Executive Director

ORGANIZATION MAILING ADDRESS: 238 W. Washingtin St.

Charles Town	WV	25442
CITY	STATE	ZIP

WEBSITE ADDRESS: jccm.us

EMAIL ADDRESS: directorkeith@jccm.us

TELEPHONE: 304-728-3168

PROJECT SUMMARY (applicant may respond in the space provided below or attach a separate document)

Please provide a detailed narrative of your project with specific data where appropriate, including but not limited to the following:

1. Brief Description of project.

See attached document

2. Which of the following categories best describes your project (see attached supplemental document for additional details; check one):

- ☐ Address Negative Economic Impacts
- ☐ Capital Expenditures for Community Revitalization, Economic Stimulus, Response, and Recovery
- ☐ Housing Assistance
- ☐ Water, Sewer, or Broadband Infrastructure
- ☒ Community and Social Services
- ☐ Support Public Health
- ☐ Other

3. Purpose and key anticipated outcomes (if your organization is seeking funds to address Negative Economic Impacts, you must demonstrate that either your organization was specifically harmed by the pandemic and that the recovery funds will help address those impacts, or that your organization serves or will serve community members or groups negatively affected by the COVID-19 Pandemic).

4. Individuals or communities served. Include details about those served in Charles Town and how the project benefits the citizens of Charles Town. Projects that also include benefits for those living outside of Charles Town may still be considered for funding.

5. Total project budget.

6. Amount of ARPA funding requested and specific use to complete the project. *Please provide a prioritized list and description of project funding elements, including an itemized breakout of costs to be considered in the event of an award of partial funding of the request.*

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

8. Source of matching funds raised or committed by your organization.

9. Describe how the COVID-19 pandemic has necessitated this request.

10. Provide a project timeline that includes the number of months to complete the project after an award (Funds must be obligated by December 31, 2024, and expended by December 31, 2026).

11. Include a list of other partners in the project, relationship to your organization, and their role in completing the project.

12. Describe your plan for sustainability of the project/initiative after the grant award has been exhausted.

ORGANIZATIONAL INFORMATION

1. Please provide your organization's mission statement and goals.

2. Describe the history of your organization and list any significant current programs and activities.

3. List the Owner(s), Board of Directors, and senior staff members of your organization.

4. List the staff involved with this project and describe their roles and responsibilities.

5. If your organization has previously received funds from the City of Charles Town, please list the amount, nature of the project(s), and current status of the funding and project(s).

6. If you have an application for funding for this project with any other sources (city, state, federal, private, or non-profit entity), please list the same here.

SUPPORTING DOCUMENTS (Please provide the following materials with your application)

- Current operating budget
- Two years of financial statements (audited if available)
- Cash flow statement for most recent fiscal year

CERTIFICATION

I certify that I have reviewed the US Treasury Guidelines regarding the eligible uses of American Rescue Plan State and Local Fiscal Recovery Funds and, to the best of my knowledge, believe the request to be eligible for assistance. I further certify that I am authorized to submit this application request on behalf of the organization requesting the funds, and I acknowledge that the City Council reserves the right to accept or deny any application, with or without a formal explanation to the applicant.

Ken A Young _____ 1/27/23

Signature of Applicant Date

CHARLES TOWN MANAGEMENT REVIEW FOR ELIGIBILTY

☐ Eligible for ARPA Funding ☐ Not-Eligible for ARPA Funding

Accounting Manager Signature: _____ Date: _____

City Manager Signature: _____ Date: _____

CHARLES TOWN CITY COUNCIL REVIEW

☐ Approved ☐ Partially Funded ☐ Denied

City Council Meeting Date: _____

Amount of Funding: $_____

Application Revised: November 21, 2022 – Due by 5:00 PM on January 27, 2023

ARPA CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS
SUPPLEMENTAL INFORMATION

The U.S. Department of Treasury issued its Final Rule for the American Rescue Plan Act's (ARPA) Coronavirus State and Local Fiscal Recovery Funds on January 6, 2022. The Final Rule contains new details regarding the use of funds to respond to acute pandemic needs, fill revenue shortfalls for state and local governments, address the negative economic impacts of the pandemic, revitalize neighborhoods and business districts, and support the communities and populations hardest-hit by the COVID-19 crisis. Organizations interested in seeking a share of Charles Town's local recovery funds should review these additional details on eligibility before submitting a request.

In the Final Rule, Treasury has added "nonprofits" in most cases whenever "small businesses" are mentioned as eligible for funding. Some units of governments were using the omission of "nonprofits" in these eligible use areas as reasons to not support nonprofit organizations. The updated guidance confirms that, in most every instance, when small businesses are eligible for support, so are nonprofits, because nonprofits are businesses too.

ELIGIBLE PROJECTS

Support Public Health Response and Building Stronger Communities Through Investments in Housing and Neighborhoods. The Final Rule enumerates a broader set of uses in response to the public health crisis.

These investments may include construction and improvement of parks, public plazas, outdoor recreation spaces, green spaces, recreational facilities, sidewalks, pedestrian safety features like crosswalks, projects that increase access to healthy foods, streetlights, neighborhood cleanup, rehabilitation of blighted properties, demolition of abandoned or vacated properties, and other projects that revitalize public spaces.

Address Negative Economic Impacts. The Final Rule recognizes that the pandemic caused certain populations to be "impacted" or "disproportionately impacted". Eligible uses may include rehiring public sector workers, workforce training, health insurance coverage, providing aid to households facing food, housing, or other financial insecurity, offering small business assistance, supporting nonprofit organizations, extending support for industries and businesses hardest hit by the crisis including the tourism/travel/hospitality sector, and engaging in community revitalization activities.

Please note that when providing recovery funds to address negative economic impacts, applicants must demonstrate that the specific organizations aided, or the class of organizations aided, were actually harmed by the COVID health emergency and/or its negative economic impacts and must confirm that the recovery funds will help address those impacts. Further, the recovery fund assistance provided to businesses, non-profits, or households must be reasonably proportional to the extent and type of harm experienced and not "grossly disproportionate" to the type or extent of COVID harm experienced.

The Final Rule designates two categories to help determine if a small business is in an industry that has been impacted due to the COVID-19 public health emergency. These include:

- Industries in the travel, tourism, or hospitality sectors; and
- Any industry outside the above sectors that have experienced at least 8% employment loss from pre-pandemic levels or is experiencing comparable or worse economic impacts as the national travel, tourism, and hospitality sectors as of January 6, 2022.

Assistance to Small Businesses and Non-Profits. To assess which small businesses and non-profits were impacted, the City may consider a variety of factors ranging from financial insecurity to increased costs. Eligible uses include loans, grants, in-kind assistance, or technical assistance to help mitigate financial hardship. The Final Rule further clarifies that recovery funds may be provided to a small business or non-profit even when that sub-recipient organization is not itself financially harmed by the pandemic but is serving beneficiaries who are impacted.

Capital Expenditures for Public Health or Economic Response. The Final Rule clarifies and expands the use of recovery funds for capital expenditures. Projects eligible for capital expenditures include funding for public facilities, schools, health and medical facilities, telemedicine facilities, COVID testing or vaccination sites, testing lab and equipment, emergency operations centers and equipment, public health data systems and technology, emergency response equipment, congregate living facilities, incarceration settings, homeless shelters, affordable housing, and other such expenditures. Depending on the amount of recovery funds invested, the City may be required to submit a written justification in advance of an award.

Water, Sewer, and Broadband Infrastructure. In addition to clean drinking water and wastewater projects, the Final Rule confirms that stormwater management infrastructure, lead pipe testing and replacement, and other remedial activities are also permitted uses for the funds. Necessary investments include projects that are required to maintain a level of service that, at minimum, meets applicable health-based standards or establishes or improves broadband service to underserved populations to reach adequate levels to permit a household to work or attend school, and that are unlikely to be met with private sources of funds. The standards for underserved areas in which funds may be invested for reliable broadband services have been made more flexible, allowing investment in areas with service levels below 100 megabits per second (Mbps) download and 20 Mbps upload speeds.

Project Summary (applicant may respond in the space provided below or attach a separate document)

Please provide a detailed narrative of your project with specific data where appropriate, including but not limited to the following:

1. Brief Description of project.

   Jefferson County community ministries is a faith-based organization focusing on aiding 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, excepted, and treated exactly how we would like to be treated.

   JCCM operates the only homeless shelter in Jefferson County. We are currently able to accommodate men and women at the shelter while families with children are referred to other agencies outside of Jefferson County. When necessary, they are given vouchers for a hotel stay.

   Anyone who stays at the shelter or who is given a voucher for a hotel stay meets with our case management team. In this way, we can assist clients with finding permanent solutions to housing needs. Anyone who is at risk of homelessness also meets with our case management team to resolve issues that enable them to remain housed if possible. This is a labor-intensive process and requires numerous hours of case management per client. In addition, our case managers see clients who need help filling out paperwork, obtaining vital documents, establishing services and other critical important assistance.

2. Which of the following categories best describes your project:

   Community and Social Services

3. Purpose and key anticipated outcomes (if your organization is seeking funds to address Negative Economic Impacts, you must demonstrate that either your organization was specifically harmed by the pandemic and that the recovery funds will help address those impacts, or that your organization serves or will serve community members or groups negatively affected by the COVID-19 Pandemic).

   Covid has greatly 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. Our priorities are to increase our efforts to find affordable housing options for our homeless clients while also helping to keep people from losing current housing. We have expanded our homeless shelter services to provide on-going assistance all year. We provide assistance with rent and utilities to keep people housed when possible, and we provide case management services to assist with these processes. We have seen a 200% increase in the demand for these services in the wake of Covid 19. People are coming to us for help, and we are trying to meet these needs. The pandemic has reduced the number of volunteers coming in to help resulting in the need to hire additional staff. Rising food costs and higher needs are taking a toll on resources.

Project Summary (applicant may respond in the space provided below or attach a separate document)

Please provide a detailed narrative of your project with specific data where appropriate, including but not limited to the following:

1. Brief Description of project.

   Jefferson County community ministries is a faith-based organization focusing on aiding 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, excepted, and treated exactly how we would like to be treated.

   JCCM operates the only homeless shelter in Jefferson County. We are currently able to accommodate men and women at the shelter while families with children are referred to other agencies outside of Jefferson County. When necessary, they are given vouchers for a hotel stay.

   Anyone who stays at the shelter or who is given a voucher for a hotel stay meets with our case management team. In this way, we can assist clients with finding permanent solutions to housing needs. Anyone who is at risk of homelessness also meets with our case management team to resolve issues that enable them to remain housed if possible. This is a labor-intensive process and requires numerous hours of case management per client. In addition, our case managers see clients who need help filling out paperwork, obtaining vital documents, establishing services and other critical important assistance.

2. Which of the following categories best describes your project:

   Community and Social Services

3. Purpose and key anticipated outcomes (if your organization is seeking funds to address Negative Economic Impacts, you must demonstrate that either your organization was specifically harmed by the pandemic and that the recovery funds will help address those impacts, or that your organization serves or will serve community members or groups negatively affected by the COVID-19 Pandemic).

   Covid has greatly 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. Our priorities are to increase our efforts to find affordable housing options for our homeless clients while also helping to keep people from losing current housing. We have expanded our homeless shelter services to provide on-going assistance all year. We provide assistance with rent and utilities to keep people housed when possible, and we provide case management services to assist with these processes. We have seen a 200% increase in the demand for these services in the wake of Covid 19. People are coming to us for help, and we are trying to meet these needs. The pandemic has reduced the number of volunteers coming in to help resulting in the need to hire additional staff. Rising food costs and higher needs are taking a toll on resources.

4. Individuals or communities served. Include details about those served in Charles Town and how the project benefits the citizens of Charles Town. Projects that also include benefits for those living outside of Charles Town may still be considered for funding.

JCCM serves all of the residents in Jefferson County including Charles Town and Ranson. We are the only food pantry, clothing closet, and shelter available to the public in Jefferson County. JCCM serves anyone in need of our services including individuals and families. We provide services on a case by case basis to ensure that clients are assisted with regard to their specific circumstances.

5. Total Project Budget

JCCM's Homeless Shelter has a projected budget of $112,000 this year.
Our Case Management program has a projected budget of $199,000 to meet the increased demand for case management services in Jefferson County.

6. Amount of ARPA funding requested and specific use to complete the project. Please provide a prioritized list and description of project funding elements, including an itemized breakout of costs to be considered in the event of an award of partial funding of the request.

We are requesting $123,000.00 in ARPA funds for these projects. Our Homeless Shelter still requires $38,000.00 in funding for the remainder of the year. In addition, we are requesting $85,000.00 to fund case management which will allow us to provide appropriate support to individuals needing housing placement and support as well as assistance to individuals and families at risk of homelessness to maintain appropriate housing. This includes 3,400 additional hours of case management above and beyond our current service level.

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

JCCM has received $30,000 in matching funds towards our Homeless Shelter expenses. In addition, JCCM has committed $44,000 from our operating budget for salaries for shelter employees totaling $77,000 in matching funds for the shelter project. JCCM has committed an additional $114,000 from our operating budget for 5,221 case-management hours.

8. Source of matching funds raised or committed by your organization.

JCCM has been gifted $30,000 in ARPA funds from the City of Bolivar, and we received $10,000 from Cloudbreak for our general operating budget. We have been promised $80,000 from Jefferson County for the year and have received $20,000 of that money to date for general operations. We have also received $24,000 from the Neighborhood Investment Program (NIP)), $20,000 from the estate of Frank and Deanna Avey-Motikeit, and $5,000 from the Town of Bolivar for use as general operating funds.

9. Describe ho the COVID-19 pandemic has necessitated this request.

COVID-19 has hit the community and social service providers especially hard. Homelessness is on the rise and food needs are higher than ever. As stated above, the 200% increase in the need for our services has caused a tremendous strain on our budgets. The loss of jobs and the increase in food prices decreases donations given to JCCM and increases the requests for services we give out.

10. Provide a project timeline that includes the number of months to complete the project after an award (Funds must be obligated by December 31, 2024, and expended by December 31, 2026).

The services we provide are ongoing, but the amounts discussed in the budget sections are for a fiscal year of services and will be exhausted as we provide services as described for the year.

11. Include a list of other partners in the project, relationship to your organization, and their role in completing the project.

We partner with local churches to provide volunteers for the shelter program and local individual donors who provide food for the shelter. Our case management involves partnerships with several organizations including WVU medicine, mountain recovery center, Star Lodge of Charlestown, and the over 80 community volunteers, without whom we could not operate. We share services of counseling and addiction recovery with Mountaineer Recovery Center, medical needs, and concerns with WVU medicine, logistical efforts with the Star Lodge of Charlestown. Our other partners contribute in many ways but to a smaller extent.

12. Describe your plan for sustainability of the project/initiative after the grant award has been exhausted.

As part of our sustainability plan, we have hired a Development Director to apply for grants and awards on our behalf. In addition, we have strengthened partnerships with agencies who have access to additional funding that share our same vision. We are applying for grant funds that will meet the needs above once ARPA funds have been exhausted.

ORGANIZATIONAL INFORMATION

1. Please provide your organization's mission statement and goals.

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 and list any significant current programs and activities.

JCCM is a faith-based cooperative of churches 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, seeking to motivate and move them towards security and independence. JCCM has eight departments including: Intake, Food Pantry, Clothing Closet, Case Management, Day Programs, Homeless Shelter, WVU Medical Clinic, and Mental Health Services.

3. List the Owners(s), Board of Directors, and senior staff members of your organization.

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

4. List the staff involved with this project and describe their roles and responsibilities.

Keith Lowry, Executive Director; Todd Humphrey, Deputy Director; John Cloyd, Assistant Director; Judy James, Finance Officer; Kasey Perdue, Case Management Department Head; Bethany Troxel, Intake Department Head; and Kari Dean, Food Pantry Department Head.

5. If your organization has previously received funds from the City of Charles Town, please list the amount, nature of the project(s), and current status of the funding and project(s).

We received $65,000 of ARPA funds from Charles Town. This money went to a critical roof repair at our main location.at 238 West Washington St, Charles Town.

6. If you have an application for funding for this project with any other sources (city, state, federal, private, or non-profit entity), please the same here.

We do not currently have any applications pending for these projects with any other funding sources.

ARPA FUNDING APPLICATIONS
February 6, 2023

Matt Ward
Friends of Happy Retreat
Mordington Avenue
Charles Town, WV 25414

Project Narrative: Friends of Happy Retreat (FOHR) are requesting funding for the design and engineering of a new sidewalk on Mordington Avenue in front of, and around, the Happy Retreat property which is jointly owned by FOHR (buildings plus 2.3 acres) and the City of Charles Town (10 acres).

In addition to the exterior grounds designs and engineering already in the works, this sidewalk facility on Mordington Avenue in front of the Happy Retreat property would involve full surveying, full stormwater planning to keep stormwater from sheeting onto Mordington Avenue, and ADA accommodations and crosswalks at the intersection of Mordington Avenue and Blakely Place. Since a sidewalk only on the Happy Retreat frontage would be disconnected from any other sidewalk facilities in the neighborhood the design should be extended to reach the existing sidewalk networks.

Amount Requested: $115,000 to cover funding for Mordington Avenue sidewalk design costs.

Friends of Happy Retreat

January 27, 2023

John Barkley
City Manager
City of Charles Town

Subject: Funding to Conduct Design & Engineering of Sidewalk on Mordington Avenue

Dear City Manager Barkley, Mayor Trainor, and City Councilmembers:

I write on behalf of the Friends of Happy Retreat (FOHR) regarding funding for the design and engineering of a new sidewalk on Mordington Avenue in front of, and around, the Happy Retreat property which is jointly owned by FOHR (buildings plus 2.3 acres) and the City of Charles Town (10 acres). FOHR is not going to be able to design that sidewalk facility with the ARPA grant you provided to FOHR in 2022 and, based on substantial conversations with City staff and consultants, the decision on proceeding with that project needs to be returned back to City officials for consideration.

In early 2022, FOHR approached the City Council to request ARPA grant funding in order to conduct design and engineering of several exterior features on both the city's and FOHR's portions of the Happy Retreat exterior grounds, including a new and improved entry drive, a parking facility, hardscapes and walking paths, ADA accessibility facilities, landscaping, signage, and lighting. The exterior grounds plan was based on concept plans and design instructions already produced from the firm Landmarks / Stromberg-Garrigan Associates (Landmarks SGA). FOHR brought those Landmarks SGA plans to both the Charles Town Parks & Recreation Commission, and the Charles Town City Council, for presentation, review and input.

Those exterior grounds plans were well-received by Parks & Rec and by Council, but there was one piece of input from both bodies, that our final design plans should include the design of a sidewalk facility on Mordington Avenue in front of the Happy Retreat property frontage. We readily agreed, because it is a good idea.

Then, the City of Charles Town gave a very generous ARPA grant to FOHR to conduct the exterior grounds designs and engineering.

However, we have conducted substantial work on this plan, and have found that the Mordington sidewalk design task is beyond our capacity to handle. Consider:

- Landmarks SGA said that it would be a difficult sidewalk facility to design, because it would be located on an embankment, where there is already existing utility poles and lines in the way. Further, the designs would require full surveying, full stormwater planning to keep stormwater from sheeting onto Mordington Avenue, and further should have ADA accommodations and crosswalks at the intersection of Mordington Avenue and Blakely Place. Landmarks SGA said that, for the portion of Mordington only on the Happy Retreat frontage, the design costs would be $24,000. Further, Landmarks SGA suggested that a sidewalk only on the Happy Retreat frontage would be disconnected from any other sidewalk facilities in the neighborhood (that kind of sidewalk to nowhere is often called a "worm"), and that the design should be extended to reach the existing sidewalk networks.
- I worked with Charles Town Director of Community & Economic Development Alissa Meeks to bring the task to the City's on-call transportation engineering consultant firm, Kimley-Horn. We reviewed the project and its key requirements, and determined that the best approach to a sidewalk on Mordington Avenue would be to continue it from the Happy Retreat grounds in an easterly direction to Mordington's intersection with S. George Street directly across from the 661 S. George facility housing police and municipal court facilities, where it will connect to what is expected to be a new sidewalk facility on the east side of S. George Street that has now been planned to fill the sidewalk gap there between the Police Department and Mason Street. Likewise, the new Mordington Street sidewalk facilities should extend from the FOHR property in a northwesterly direction in front of the Jefferson County School Board facilities to connect to the existing city sidewalk network at Weiricks Row near Fisherman's Hall. This full, connected sidewalk approach would also connect to the future Augustine Trail project underway now.

  However, the cost for Kimley-Horn design and engineering of this sidewalk approach came in at **$114,687.** See the attached proposal from Kimley-Horn.

Director Meeks and FOHR have been discussing the idea of putting an application into the City of Charles Town for ARPA grant funding to cover the Mordington Avenue sidewalk design costs (perhaps an application from Parks & Rec or some other organization). However, there is concern among city staff that this is an expensive ARPA request for a new sidewalk project, when other, potentially higher priority sidewalk projects are already under consideration (for instance, the matches required on the Augustine Trail, and the new sidewalk to fix the gap on S. George Street between Mason-Police Department).

So, instead of submitting an ARPA request by January 27 as we had initially planned, Alissa and I decided to instead write a letter to the City Manager and City Council, conveying that FOHR will be unable to design the Mordington Avenue sidewalk, raising the issue for budgetary consideration, and asking for your input. Note that Alissa and I agree that this Mordington Avenue project could potentially be supported by grant funding, such as Safe Routes to School funding (given educational functions taking place at the school board facilities), Transportation Alternative Program funding, or other such grants, which might be able to pick up 80% of design costs.

If it is the desire of City Council to have an ARPA grant request for this $115,000 project prepared for consideration now, I would be happy to prepare one quickly. Likewise, I am happy to work with City staff to identify and pursue potential grant opportunities.

Also, be assured that the design for the Happy Retreat grounds to be conducted in the coming months by Landmarks SGA, will fully take into account that a future sidewalk may be designed and constructed along the frontage of Mordington Avenue, so that we do not design anything that would preclude a future sidewalk or make it unduly difficult to design in the future.

As a quick point of information, Landmarks SGA has been retained on the Happy Retreat exterior grounds planning project, they have already conducted full surveying of the property, and they are ready to move into a full design process now, starting with preliminary designs, and then moving into stakeholder input from the newly-formed "Happy Retreat Exterior Grounds Task Force". That Task Force includes representatives from the City (Alissa Meeks), Parks & Rec, Jefferson County Schools, the Jefferson Convention & Visitors Bureau, neighborhood representatives, and others. When Landmarks SGA professionals come to town on a couple occasions to present and to take input, they would like to convene with both this Task Force, and the full Council in workshop, as this transformational project should have broad engagement with the community. We will keep in communication with you on the proposed schedule for these activities.

Thank you for your consideration of this information, and Alissa and FOHR are happy to discuss any of these issues further with you, or proceed on your instructions.

Sincerely,

Matt Ward
FOHR board member

cc: Walter Washington, FOHR President
Alissa Meeks
Todd Wilt

Attachment (1)

Kimley»Horn

January 24, 2023

Ms. Alissa Meeks
Director of Community Development
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

Re: 5G Engineering Services - On Call Contract – Mordington Avenue Sidewalk

INTRODUCTION

Kimley-Horn and Associates, Inc. (Kimley-Horn) is pleased to submit this task order proposal to the City of Charles Town (City) for professional services to design a sidewalk along Mordington Avenue. Our project understanding and proposed scope of services, schedule, and fee for our services are discussed below.

PROJECT UNDERSTANDING

In coordination with the City, Kimley-Horn understands the desire for the design of an approximate 1,600 linear foot sidewalk along Mordington Avenue between Weiricks Row to the west and S George Street to the east. A project area exhibit can be found as **Attachment 2** to this proposal.

Kimley-Horn understands that the City is requesting Kimley-Horn's assistance in developing final design documents to complete the Mordington Avenue Sidewalk project with ADA accessible facilities. Kimley-Horn will provide the information and supporting materials to the Town as described in the scope of services below.

SCOPE OF SERVICES

Based on the above project understanding, this proposed scope of services will be provided by a team of people within Kimley Horn. Mark Phillips will lead this project and be the primary point of contact (POC) for this work. Kimley Horn staff who will be supporting this project may include the following individuals:

- Mark Phillips, PE, Project Manager
- Samantha Stratton, WPIT, Environmental
- Miguel Tyshing, EIT
- Olivia Brown, EIT
- Alex Bachy, EIT

Specific tasks to be completed as part of this project are outlined as follows:

Task 1 – Project Management

This task includes the anticipated project meetings; coordination with the City; and routine project management activities including monthly project invoicing.

1.1 – Kickoff Meeting: Kimley-Horn will facilitate a meeting with the City to confirm the scope of this project. Kimley-Horn will prepare the agenda, attend the meeting, and follow up with meeting notes. Kimley-Horn will conduct a site visit with the City and other interested parties at the time of the kickoff meeting to identify any specific issues or concerns with the proposed improvements. If additional services are identified at this meeting, a new task order amendment will need to be approved prior to starting the additional work.

1.2 – Project Coordination: Kimley-Horn will participate in up to six (6) calls with the City to review project progress and related issues. Kimley-Horn will participate in up to four (4) coordination meetings with the City and other stakeholders (WVDOH and Property Owners) as necessary throughout the course of the project.

Task 1 Deliverables:

- *Kickoff meeting materials and notes*
- *Progress meeting materials and notes*

Task 2 – Information Gathering

Kimley-Horn will complete a review of relevant available plans from nearby developments and road projects that are pertinent to the project. Kimley-Horn assumes the City will provide the latest plans and CAD files for any ongoing projects in the vicinity of the project.

2.1 – Existing Conditions Survey: Kimley-Horn will utilize our subconsultant, GRS Group LLC, to complete a detailed topographic and right-of-way survey. Survey will be completed within the limits of the project site. Topographic survey will reflect manmade and natural features and visible utilities within the limits of each project site. Elevations will be obtained at a twenty-five (25) foot interval with contours being generated at a one (1) foot interval. Trees, 4" diameter at breast height or larger and wetlands, if marked, will be located at the time of the survey. Underground utility information to be included in survey file will be based upon surface features and utility company markings. GRS does not guarantee the underground utilities shown will include all the utilities in the area, either in service or abandoned. GRS does not certify that the utilities will be shown in the exact location, however GRS will locate the utilities based upon the available information. This information will be collectively analyzed and compiled into an appropriately scaled AutoCAD 2018 drawing document from which existing conditions plans for each project site will be prepared. See **Attachment 3** for GRS proposal.

GRS will also provide up to four (4) easement plats for the properties potentially requiring easements adjacent to S George St. It is assumed that the City properties will not require easement or right-of-way acquisition or plats.

Task 3 – Preliminary Plan Design (30% Plans)
Kimley-Horn will prepare preliminary construction plans for the project, based upon the project area shown in **Attachment 2**. The sidewalk improvements will be prepared in accordance with the latest edition of the West Virginia Erosion and Sediment Control Best Management Practice Manual, Jefferson County Stormwater Management Ordinance, 2012 AASHTO Guide for the Development of Bicycle Facilities, 2004 AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities, the 2011 AASHTO Green Book, ADA Design Standards, and the City of Charles Town Subdivision and Land Development Ordinance. It is assumed that project improvements are generally limited to those improvements necessary to implement the sidewalk.

The Preliminary Design Plans will depict the following:

- Title Sheet including Location Map and Sheet index
- Construction Alignment Data Sheet
- General Notes
- Typical Sections
- Existing Conditions & Demolition Plan Sheets
- Sidewalk Plan & Profile Sheets
- Entrance Profiles
- Construction Details
- Phase 1 and Phase 2 Erosion and Sediment Controls and Notes Sheets
- Erosion and Sediment Control Details
- Traffic Management Plan (1 Sheet – Assumed Type A with TTCs)
- SWPPP Sheets
- Preliminary Drainage Layout (conveyance only, no storm water management facilities are assumed to be required for the project, anticipates nutrient credit purchase)
- Preliminary Drainage Calculations (Adequate Outfall, SWM Narrative, and VRRM Calculations, and Rip-Rap Sizing calculations)
- Drainage Descriptions (Included on Plan Sheets)
- Drainage Profiles
- Grading Details Sheet (ADA Compliance)
- Signing and Pavement Markings Sheets
- Cut and fill limits of construction
- Limits of proposed right-of-way, and permanent and temporary easements.
- Quantities and Opinion of Probable Cost estimated in MS Excel format for Preliminary Plans

The Preliminary Design Plans will be provided to the City for review and comment. It is assumed that the City will submit the plans to other necessary review agencies. One round

of comments received from the City during the plan review at this stage will be formally addressed in writing and the plans will be revised prior to advancement of the plans to the final design stage.

Kimley-Horn will develop the design of ditches and channels, and erosion and sediment control (ESC) and will include these items in the design plans. Drainage and erosion and sediment control information required by the City will also be included on the design plans.

Kimley-Horn will compile drainage computations, including pre-, and post-development discharges, capacities, and supporting data such as drainage areas (with maps), ground cover calculations, etc. in a drainage narrative to be provided with the plan submissions. This outfall analysis will provide pre and post 10-year storm calculations for the project. It is anticipated that a water quantity waiver will be provided due to the lack of space for SWM. Kimley-Horn will address one round of comments, per submission, received from the City during the plan reviews at these stages.

Task 3 Deliverables:

- *Preliminary Design Plans (30%) – PDF format submitted electronically*
- *Preliminary Design Engineer's estimate – Excel and PDF format submitted electronically*
- *Preliminary Design Comment Response Forms – PDF and Word submittal*

Task 4 – Final Design

4.1 – Detailed Design Plans (90% Plans): Detailed Design Plans will be developed by Kimley-Horn for the project as reflected in **Attachment 2** to a 90% plan design stage. In addition to revising and resubmitting the sheets that were submitted with the Preliminary Design Plans, the Detailed Design Plans will be updated to include the following design elements:

- Updated plan sheets addressing City comments
- Landscaping Plans
- Final Drainage Design
- Final Plan Design
- Easement and Right-of-Way Plats by GRS
- Updated quantities estimated in MS Excel format for 90% design

Kimley-Horn will provide the Detailed Design Plans as a submission to the City for review and comment. Improvements will be submitted as one plan set. It is assumed that at the time the plans are revised based on the 90% design comments from the City Kimley-Horn will submit up to four (4) easement plats to the City for review and acquisition of the easements and right-of-way necessary for the project. It is understood that the City will be responsible for the coordination and cost to acquire any and all easements or right-of-way on the project. Kimley-Horn will provide up to one consolidated round of plan changes to accommodate property owner requests. Further changes will be subject to a contract amendment.

4.2 – Final Design Plans (100% Plans): Final Design Plans will be developed by Kimley-Horn to 100% completion stage and will be used for construction. It is assumed that this task will begin upon completion of easement and right-of-way acquisition by the City. In addition to the plan sheets that were submitted with the Detailed Design Plans (90% Plans), the following elements of the plan assembly will be submitted:

- Updated plan sheets addressing City comments
- Revision Data Sheet
- Special design details sheets
- Special provisions (up to 2)
- Signed and Sealed Plans
- Quantity estimated in MS Excel format for Final Plans

Information that was provided in the Detailed Design Plans will be revised as necessary and provided on the Final Design Plans.

Kimley-Horn will provide the Final Design Plans with the plan submission for the Final Construction Design Phase. One round of comments from the City received during the plan reviews at this stage will be addressed if determined to be appropriate. Once one round of comments from the City are addressed, Kimley-Horn will make a final submission of plans to the City along with a request to advertise the project for construction.

Task 5 – Stormwater Design Services
Drainage Design will be performed in accordance with the latest edition of the WV DOH Design Directives Section 500, West Virginia Stormwater Management and Design Guidance Manual, West Virginia Erosion and Sediment Control Best Management Practice Manual, 2013 Virginia Stormwater Management Handbook, Jefferson County Stormwater Management Ordinance, and City of Charles Town Subdivision and Land Development Ordinance Article 1334.

The City of Charles Town must comply with the Chesapeake Bay Preservation Act and West Virginia Stormwater Management Program (WVSMP) Regulations. It is assumed that this project will disturb less than one (1) acre and be exempt from WVSMP regulations, however, will be required to have a Stormwater Management Plan, and a Stormwater Pollution Prevention Plan (SWPPP). It is assumed that nutrient credits will be purchased to meet the water quality needs for the project. Water quantity is assumed to be waived due to the lack of right-of-way for the installation of stormwater management facilities.

RESPONSIBILITIES OF THE CITY

It is assumed that the City will provide the following:

- Coordination with WVDOH, and Jefferson County as necessary
- Timely review of project submittals, in accordance with the project schedule

ADDITIONAL SERVICES

The following services are not included in the scope of services but can be provided as additional services if required and authorized by the City. Compensation for additional services will be agreed to prior to their performance:

- Project Specifications
- Utility coordination and relocation, It is assumed that no utility relocation will be necessary as a result of this project.
- Stormwater Management/BMP Design. It is assumed that nutrient credits will be acquired for the project
- Design Waivers/Exceptions
- Environmental permitting, NEPA, and Historic Architecture or Archaeological Surveys
- Public Outreach and Public Meetings
- Public Utility (water and sewer) design
- Geotechnical Analysis and borings (It is assumed no geotechnical design or assessment is required)
- Right of Way acquisition support (It is assumed the City will utilize the plats provided to acquire easements and right-of-way)
- Traffic Signal Plans, Lighting Design, or Electrical Design
- IFB and Contract Documentation
- Bidding and Construction Phase Services.

Schedule:
It is understood that Kimley-Horn will complete this task order on a mutually agreeable schedule with the intent of submitting the final plans before the due date based on the funding deadlines.

FEE

Kimley-Horn will perform the scope of services described above on a lump sum basis not to exceed **$114,687**, as detailed in **Attachment 4**. This fee estimate uses the approved rate schedule from Kimley-Horn's 5G Engineering Services On-Call Contract.

CLOSURE

Kimley-Horn appreciates the opportunity to provide these services to you. Please contact Kimley Horn Project Manager, Mark Phillips at Mark.Phillips@kimley-horn.com or 703-870-3631 with any questions.

Very truly yours,
KIMLEY-HORN & ASSOCIATES, INC.



Mark Phillips, P.E.
Contract Manager
Associate

City of Charles Town
SIGNED:

PRINTED NAME: _____

TITLE:_____

DATE: _____

ATTACHMENTS

1. Standard Provisions
2. Project Scope Area
3. Survey Proposal from GRS Group LLC
4. Kimley-Horn Hourly Rate Fee Sheet

Kimley»Horn

KIMLEY-HORN AND ASSOCIATES, INC.
STANDARD PROVISIONS

1) **Consultant's Scope of Services and Additional Services.** The Consultant will perform only the services specifically described in this Agreement. If requested by the Client and agreed to by the Consultant, the Consultant will perform Additional Services, which shall be governed by these provisions. Unless otherwise agreed to in writing, the Client shall pay the Consultant for any Additional Services an amount based upon the Consultant's then-current hourly rates plus an amount to cover certain direct expenses including telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Other direct expenses will be billed at 1.15 times cost.

2) **Client's Responsibilities.** In addition to other responsibilities herein or imposed by law, the Client shall:
   a. Designate in writing a person to act as its representative, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.
   b. Provide all information and criteria as to the Client's requirements, objectives, and expectations for the project and all standards of development, design, or construction.
   c. Provide the Consultant all available studies, plans, or other documents pertaining to the project, such as surveys, engineering data, environmental information, etc., all of which the Consultant may rely upon.
   d. Arrange for access to the site and other property as required for the Consultant to provide its services.
   e. Review all documents or reports presented by the Consultant and communicate decisions pertaining thereto within a reasonable time so as not to delay the Consultant.
   f. Furnish approvals and permits from governmental authorities having jurisdiction over the project and approvals and consents from other parties as may be necessary.
   g. Obtain any independent accounting, legal, insurance, cost estimating, and feasibility services required by Client.
   h. Give prompt written notice to the Consultant whenever the Client becomes aware of any development that affects the Consultant's services or any defect or noncompliance in any aspect of the project.

3) **Period of Services.** Unless otherwise stated herein, the Consultant will begin work after receipt of a properly executed copy of this Agreement. This Agreement assumes conditions permitting continuous and orderly progress through completion of the services. Times for performance shall be extended as necessary for delays or suspensions due to circumstances that the Consultant does not control. If such delay or suspension extends for more than six months, Consultant's compensation shall be renegotiated.

4) **Method of Payment.** Client shall pay Consultant as follows:
   a. Invoices will be submitted periodically for services performed and expenses incurred. Payment of each invoice will be due within 25 days of receipt. The Client shall also pay any applicable sales tax. All retainers will be held by the Consultant and applied against the final invoice. Interest will be added to accounts not paid within 25 days at the maximum rate allowed by law. If the Client fails to make any payment due under this or any other agreement within 30 days after the Consultant's transmittal of its invoice, the Consultant may, after giving notice to the Client, suspend services and withhold deliverables until all amounts due are paid.
   b. If the Client relies on payment or proceeds from a third party to pay Consultant and Client does not pay Consultant's invoice within 60 days of receipt, Consultant may communicate directly with such third party to secure payment.
   c. If the Client objects to an invoice, it must advise the Consultant in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections will be waived, and the invoice shall conclusively be deemed due and owing. If the Client objects to only a portion of the invoice, payment for all other portions remains due.
   d. If the Consultant initiates legal proceedings to collect payment, it may recover, in addition to all amounts due, its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings. Such expenses shall include the cost, at the Consultant's normal hourly billing rates, of the time devoted to such proceedings by its employees.
   e. The Client agrees that the payment to the Consultant is not subject to any contingency or condition. The Consultant may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction"

or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without prejudicing any right of the Consultant to collect additional amounts from the Client.

5) **Use of Documents.** All documents and data prepared by the Consultant are related exclusively to the services described in this Agreement and may be used only if the Client has satisfied all of its obligations under this Agreement. They are not intended or represented to be suitable for use or reuse by the Client or others on extensions of this project or on any other project. Any modifications by the Client to any of the Consultant's documents, or any reuse of the documents without written authorization by the Consultant will be at the Client's sole risk and without liability to the Consultant, and the Client shall indemnify, defend and hold the Consultant harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. The Consultant's electronic files and source code remain the property of the Consultant and shall be provided to the Client only if expressly provided for in this Agreement. Any electronic files not containing an electronic seal are provided only for the convenience of the Client and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the documents prepared by the Consultant, the hardcopy shall govern.

6) **Intellectual Property.** Consultant may use or develop its proprietary software, patents, copyrights, trademarks, trade secrets, and other intellectual property owned by Consultant or its affiliates ("Intellectual Property") in the performance of this Agreement. Unless explicitly agreed to in writing by both parties to the contrary, Consultant maintains all interest in and ownership of its Intellectual Property and conveys no interest, ownership, license to use, or any other rights in the Intellectual Property to Client. Any enhancements of Intellectual Property made during the performance of this Agreement are solely owned by Consultant and its affiliates.

7) **Opinions of Cost.** Because the Consultant does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to the costs of construction and materials, are made solely based on its judgment as a professional familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.

8) **Termination.** The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, or upon thirty days' written notice for the convenience of the terminating party. The Consultant shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by the Consultant as a result of such termination.

9) **Standard of Care.** The standard of care applicable to Consultant's services will be the degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by the Consultant's performance of services, and it is agreed that the Consultant is not a fiduciary with respect to the Client.

10) **LIMITATION OF LIABILITY.** In recognition of the relative risks and benefits of the Project to the Client and the Consultant, the risks are allocated such that, to the fullest extent allowed by law, and notwithstanding any other provisions of this Agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate, of the Consultant and the Consultant's officers, directors, employees, agents, and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages whatsoever arising out of or in any way related to the services under this Agreement from any causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of the Consultant or the Consultant's officers, directors, employees, agents, and subconsultants, shall not exceed twice the total compensation received by the Consultant under this Agreement or $50,000, whichever is greater. Higher limits of liability may be negotiated

for additional fee. This Section is intended solely to limit the remedies available to the Client or those claiming by or through the Client, and nothing in this Section shall require the Client to indemnify the Consultant.

11) **Mutual Waiver of Consequential Damages.** In no event shall either party be liable to the other for any consequential, incidental, punitive, or indirect damages including but not limited to loss of income or loss of profits.

12) **Construction Costs.** Under no circumstances shall the Consultant be liable for extra costs or other consequences due to unknown conditions or related to the failure of contractors to perform work in accordance with the plans and specifications. Consultant shall have no liability whatsoever for any costs arising out of the Client's decision to obtain bids or proceed with construction before the Consultant has issued final, fully approved plans and specifications. The Client acknowledges that all preliminary plans are subject to substantial revision until plans are fully approved and all permits obtained.

13) **Certifications.** All requests for the Consultant to execute certificates, lender consents, or other third-party reliance letters must be submitted to the Consultant at least 14 days prior to the requested date of execution. The Consultant shall not be required to execute certificates, consents, or third-party reliance letters that are inaccurate, that relate to facts of which the Consultant does not have actual knowledge, or that would cause the Consultant to violate applicable rules of professional responsibility.

14) **Dispute Resolution.** All claims arising out of this Agreement or its breach shall be submitted first to mediation in accordance with the American Arbitration Association as a condition precedent to litigation. Any mediation or civil action by Client must be commenced within one year of the accrual of the cause of action asserted but in no event later than allowed by applicable statutes.

15) **Hazardous Substances and Conditions.** Consultant shall not be a custodian, transporter, handler, arranger, contractor, or remediator with respect to hazardous substances and conditions. Consultant's services will be limited to analysis, recommendations, and reporting, including, when agreed to, plans and specifications for isolation, removal, or remediation. The Consultant will notify the Client of unanticipated hazardous substances or conditions of which the Consultant actually becomes aware. The Consultant may stop affected portions of its services until the hazardous substance or condition is eliminated.

16) **Construction Phase Services.**
   a. If the Consultant prepares construction documents and the Consultant is not retained to make periodic site visits, the Client assumes all responsibility for interpretation of the documents and for construction observation, and the Client waives any claims against the Consultant in any way connected thereto.
   b. The Consultant shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall Consultant have any authority or responsibility to stop or direct the work of any contractor. The Consultant's visits will be for the purpose of endeavoring to provide the Client a greater degree of confidence that the completed work of its contractors will generally conform to the construction documents prepared by the Consultant. Consultant neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.
   c. The Consultant is not responsible for any duties assigned to it in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and its means and methods; that the contractor shall indemnify the Client and the Consultant for all claims and liability arising out of job site accidents; and that the Client and the Consultant shall be made additional insureds under the contractor's general liability insurance policy.

17) **No Third-Party Beneficiaries; Assignment and Subcontracting.** This Agreement gives no rights or benefits to anyone other than the Client and the Consultant, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole benefit of the Client and the Consultant. The Client shall not assign or transfer any rights under or interest in this Agreement, or any claim arising out of the performance of services by Consultant, without the written consent of the Consultant. The Consultant reserves the right to

augment its staff with subconsultants as it deems appropriate due to project logistics, schedules, or market conditions. If the Consultant exercises this right, the Consultant will maintain the agreed-upon billing rates for services identified in the contract, regardless of whether the services are provided by in-house employees, contract employees, or independent subconsultants.

18) **Confidentiality.** The Client consents to the use and dissemination by the Consultant of photographs of the project and to the use by the Consultant of facts, data and information obtained by the Consultant in the performance of its services. If, however, any facts, data or information are specifically identified in writing by the Client as confidential, the Consultant shall use reasonable care to maintain the confidentiality of that material.

19) **Miscellaneous Provisions.** This Agreement is to be governed by the law of the State where the Project is located. This Agreement contains the entire and fully integrated agreement between the parties and supersedes all prior and contemporaneous negotiations, representations, agreements, or understandings, whether written or oral. Except as provided in Section 1, this Agreement can be supplemented or amended only by a written document executed by both parties. Any conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by the Consultant. If Client requires Consultant to register with or use an online vendor portal for payment or any other purpose, any terms included in the registration or use of the online vendor portal that are inconsistent or in addition to these terms shall be void and shall have no effect on Consultant or this Agreement. Any provision in this Agreement that is unenforceable shall be ineffective to the extent of such unenforceability without invalidating the remaining provisions. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.


Beckwith St
E Wall St
S Samuel St
Charles Town Utility Board
Julius Town
S George Street Ext
Shutter St
Mordington Ave
Blakeley Pl
S George St
Mason St
The Cottage Kitchen
Our Best Friends Pet Grooming & Services
S Charles St
Ann St
Saint Philip's Episcopal Church
S Lawrence St
W Academy St
Weiricks Row
Jefferson County BOE

6703 Deland Court
Springfield, VA 22152
(703) 727-5828 Cell
(703) 763-2320 Fax
grsgroup.llc@gmail.com
www.grsgroupllc.com

January 24, 2023

Kimley-Horn Associates, Inc.
11400 Commerce Park Dr., Suite 400
Reston, VA 20191

Attention: Mark Phillips, P.E

RE: Mordington Avenue
Charles Town, WV 20147

Dear Mark:

It is a pleasure to present our Proposal for Professional Land Surveying Services to be rendered in connection with the above referenced project. Our understanding of the work scope at the present time is to prepare a Boundary and Topographic Survey of Mordington Avenue.

Based upon this our office will perform the following.

BOUNDARY & TOPOGRAPHIC SURVEY

GRS will obtain owners' names, tax maps, deeds, filed maps, utility maps, highway plans, flood map from FEMA and other documentation available. GRS will then perform a site visit to locate property corner evidence which will be used to establish the property lines of the adjoining parcels. A topographic survey including manmade and natural features and visible utilities will be performed within the public right of way and 15' to 25' onto the adjoining parcels. Elevations will be obtained at a thirty (30) foot interval with contours being generated at a one (1) foot interval. The topography will be based upon NAVD 88 datum and NAD 83 grid. Underground utility information will be based upon surface features, utility company mark outs, and mapping provided by the client. GRS does not guarantee the underground utilities shown will comprise all the utilities in the area, either in service or abandoned. GRS does not certify that the utilities are shown in the exact location, however GRS will locate the utilities based upon the available information. This information will be collectively analyzed and compiled into an appropriately scaled AutoCAD 2018 drawing document.

Fee: $ 10,400

EASEMENT PLATS

GRS will prepare an easement plats as directed by Kimley-Horn in accordance with Jefferson County, WV requirements.

Fee: $ 2,000/Each

Mordington Ave
Charles Town, WV 25414
January 24, 2023

If during the course of the field survey, boundary analysis or deed review an issue arises concerning the overall property boundary, your office will be notified immediately to discuss resolution. If this issue requires additional fieldwork or research time an estimate will be provided to you at that time. Furthermore, it is assumed that access to the site in question will be coordinated directly by your office. This will be required in order to fulfill our surveying requirements and must be established 48 hours prior to the scheduling of field crews.

Professional Land Surveying Services can be initiated immediately upon acceptance of this Contract and with our current commitments, the completed product being finalized approximately FIVE (5) weeks thereafter. If adverse weather conditions encumber the performance of field activities, the time frame will be adjusted accordingly.

If the terms and conditions of this Proposal are acceptable to you, please forward a Sub-consultant Agreement for our signature.

Should you have any questions or comments pertaining to this matter or if I can provide any further assistance, kindly contact me at your convenience.

Sincerely,

GRS Group LLC

Kevin F. Steinhilber

Kevin F. Steinhilber, L.S.

*Rates per Contract No. RFP 5G Engineering Services On-Call between the City of Charles Town and Kimley-Horn

City of Charles Town

	Task	Staff							Total Hours	Fee Estimate
		Principal	Architect/Engineer 1	Architect/Engineer 2	Architect/Engineer 3	Junior Architect/Engineer 1	Junior Architect/Engineer 2	Administrative		
		$262.00	$212.00	$165.00	$144.00	$122.00	$109.00	$96.00		
Task 1 - Project Management	*Kickoff Meeting & Site Visit*		2	2	2			1	7	$1,138.00
	Project Coordination		18	4	10		10	10	52	$7,966.00
	Subtotal	0	20	6	12	0	10	11	59	$9,104.00
Task 2 - Data Collection	*Survey Coordination*		2			2			4	$668.00
	Subtotal	0	2	0	0	2	0	0	4	$668.00
Task 3 - Preliminary Plan Design	*Title Sheet, Location Map, Sheet Index*		2	2	2	8	12		26	$3,326.00
	Construction Baseline		2	2		4	8		16	$2,114.00
	General Notes & Typical Sections		2	2	2	6	8		20	$2,646.00
	Existing Conditions & Demolition Plans		1	2		8	12		23	$2,826.00
	Plan and Profile Sheets		2	6	12	24	36		80	$9,994.00
	Construction Details		2	2		4	2		10	$1,460.00
	Erosion and Sediment Control Sheets & Details		2	4	4	8	12		30	$3,944.00
	Hydraulics Design & Calculations Plans		8	12	4	4	20		48	$6,920.00
	Signing and Pavement Marking		4	4	2	4	12		26	$3,592.00
	Driveway Profiles		2	2		8	8		20	$2,602.00
	Grading Detail Sheets		4	6	2	10	8		30	$4,218.00
	Traffic Management Plan		2	2	2	4	8		18	$2,402.00
	Cost Estimate		2	2	2	4	2		12	$1,748.00
	Subtotal	0	35	48	32	96	148	0	359	$47,792.00
Task 4 - Final Design	*90% Plan Design*									
	Updated Plan Sheets		4	8	12	32	54		110	$13,686.00
	Landscaping Plans		2	8	2	6	12		30	$4,072.00
	Drainage Design		4		8	4	12		28	$3,796.00
	Cost Estimate		2	2	2	4	2		12	$1,748.00
	100% Plan Design									
	Updated Plan Sheets		4	2	8	12	24		50	$6,410.00
	Design Details		2			6	6		14	$1,810.00
	Final Cost Estimate		2	2	2	4	1		11	$1,639.00
	Final Signed and Sealed Plans		4	2		2			8	$1,422.00
	Subtotal	0	24	24	34	70	111	0	263	$34,583.00
Task 5 - Stormwater Design	*WVDOT/City of Ranson Drainage Design*		4	2	6	2	6		20	$2,940.00
	Subtotal	0	4	2	6	2	6	0	20	$2,940.00
	Total Hours:	0	85	80	84	170	275	11	705	$95,087.00
	Total Cost:	$0.00	$18,020.00	$13,200.00	$12,096.00	$20,740.00	$29,975.00	$1,056.00		

Total Hours to Complete:	705
Expenses (field visits and project meetings)	$1,200.00
GRS Group Topographic Survey and up to 4 Plats	$18,400.00
Total Lump Sum Fee:	$114,687.00

ARPA FUNDING APPLICATIONS
February 6, 2023

Melissa Glascock
Needful Things, LLC
218 W. Washington Street
Charles Town, WV 25414

Project Narrative: Needful Things, LLC would like to expand into an additional 2,000 square feet of space, known as "Needful Things Too," providing enough additional booth space to accommodate 20+ new small businesses to operate.

Amount Requested: $58,000 for materials, construction, surveillance equipment, credit card terminals, and labor.

RECEIVED

JAN 27 2023

BY:

APPLICATION FOR AMERICAN RESCUE PLAN ACT (ARPA) FUNDS FROM CHARLES TOWN'S ALLOCATION

(DEADLINE FOR FINAL APPLICATIONS - JANUARY 27, 2023 BY 5:00 PM)

CONTACT INFORMATION

NAME OF APPLICANT ORGANIZATION: Needful Things, LLC

NAME OF PRIMARY CONTACT: Melissa Glascock

ORGANIZATION MAILING ADDRESS: 218 W. Washington Street

Charles Town | WV | 25414

CITY | STATE | ZIP

WEBSITE ADDRESS: Needfulthings-website.com

EMAIL ADDRESS: needfulthingstoo@gmail.com

TELEPHONE: 304-279-2822

PROJECT SUMMARY (applicant may respond in the space provided below or attach a separate document)

Please provide a detailed narrative of your project with specific data where appropriate, including but not limited to the following:

1. Brief Description of project.

Needful Things, LLC would like to continue expansion in to an additional 2000 sqft of space, known as "Needful Things Too". This space, once transformed, will offer opportunity to 20+ small retail businesses without the stress of over-head and start up capital. The scope of work will be frame (8) 5'x7' booths +/-, frame (8) 8'x8'booths +/-, and (7) 6'x6' booths +/-. Note: Both framing to be 2"x4" studs with finished wall height to be 8' tall. Walls will be braced in the field with a cross support along the front and covered with MDO (medium density overlay) ½" primed white plywood interior wall covering. The framing will house new 20-amp circuits for (28) new receptacles, and emergency back-up exit fixtures. The floors will be carpeted and new luxury vinyl planks for walkways. An additional, 5 surveillance cameras will be installed and the drivit on the exterior roof to be recoated to prevent water intrusion to the space.

2. Which of the following categories best describes your project (see attached supplemental document for additional details; check one):

- ☐ Address Negative Economic Impacts
- ☐ Capital Expenditures for Community Revitalization, Economic Stimulus, Response, and Recovery
- ☐ Housing Assistance
- ☐ Water, Sewer, or Broadband Infrastructure
- ☐ Community and Social Services
- ☐ Support Public Health
- ☒ Other

3. Purpose and key anticipated outcomes (if your organization is seeking funds to address Negative Economic Impacts, you must demonstrate that either your organization was specifically harmed by the pandemic and that the recovery funds will help address those impacts, or that your organization serves or will serve community members or groups negatively affected by the COVID-19 Pandemic).

As a purpose, when Needful Things Emporium re-opened its doors in June 2021, it welcomed 22 small businesses to experience retail setting without enduring the cost of doing business, the hardships and commercial overhead that comes with a brick and mortar. The key to this anticipated outcome is with the renovation of the additional space in Needful Things Too, it would not only bring forth 20 more small business retail opportunities but will give the City an economic boost in foot traffic, exploration, and commerce. It will also stimulate a small business to grow large enough and able to take on a brick and mortar on their own, hence further boosting the capabilities of taking on a permanent store front for continuing business.

4. Individuals or communities served. Include details about those served in Charles Town and how the project benefits the citizens of Charles Town. Projects that also include benefits for those living outside of Charles Town may still be considered for funding.

In 1981, Needful Things, LLC, then known as Charles Town Thrift shop, opened their doors. The business model was to purchase private estates, delinquent storage, and bankruptcies. Units would be filtered, cleaned, and priced for the sales floor which was open to the public. This allowed the community a second-hand shopping experience that could fit every budget. The business thrived serving Charles Town and neighboring cities, in addition to tourist and visitors from other areas and States. In 1991, Needful Things bought the St. George building on main street Charles Town. For 30 years this business model was successful and brought foot traffic and commerce to Downtown. At the end of December 2019, amidst the pandemic, Needful Things, LLC, closed its doors to the public and began to implement its new business model, which is now known as Needful Things Emporium. The once open concept retail store, transformed into 22 booths of varying size, offering to date 41 small businesses the opportunity to sell their items without the enduring the cost of a brick and mortar. As one of the largest store fronts on Mainstreet, Needful Things, LLC has offered the community and visitors the comfort of not only retail therapy, but also by participating in City events promoting the comradery amongst merchants and the community. For 18 months, Needful Things Emporium has offered more shopping opportunities, more destination location, more to do in Charles Town that is beneficial to the economy and the exposure that Charles Town needs. With the flood of developments and people to Charles Town and neighboring areas, Needful Things fills the void/need that the public asks for.

5. Total project budget.

The project budget is $58,000.00. The breakdown is as follows:
•$14,500.00 lumber and materials, $12,000.00 construction, $3500.00 paint, $3000.00 electrical
$2800 Roof drivit repair, $15,000 flooring, $5000 surveillance
$1,000 Point of sales terminal and credit card accessibility
$1500 Casual labor

6. Amount of ARPA funding requested and specific use to complete the project. *Please provide a prioritized list and description of project funding elements, including an itemized breakout of costs to be considered in the event of an award of partial funding of the request.*

Needful Things, LLC requests any if all, assistance from the ARPA funding. This grant would not only enable a long-time business and building owner to further bring commerce to Charles Town but also fortify the City's interest in increasing the drawl and curiosity of a historical town. The specific use of the completed project is to bring more commerce to downtown Charles Town. As a small business this assistance enables not only the business to expand but also give the community more options for their needs. Needful Things, LLC has embedded itself in historical Charles Town for 40 years. Striving to be a pillar of the community, a shopping destination, and avid participant in City functions and events.

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

Needful Things, LLC is requesting ARPA project to fund any or all of the whole project. Needful Things, LLC has partnered with our financial bank to further fund the project. In these times of high interest rates and floating primes, all assistance is greatly requested. . Needful Things, LLC has secured a line of credit to enable what the ARPA cannot fund. The priority for funding is essential. Needful Things, LLC is prepared to take on the project, however, funding, even if retroactive, is essential to the growth of commerce and community.

8. Source of matching funds raised or committed by your organization.

The Bank of Clarke County has been Needful Things, LLC financial institution and will match any ARPA funding.

9. Describe how the COVID-19 pandemic has necessitated this request.

Covid-19 crippled a business and business model that had persevered over 40 years in downtown Charles Town. In times of layoffs and the unknowing, Needful Things, LLC fought through the pandemic to keep its doors open to the community. In the wake of a Worldwide pandemic, Needful Things, LLC has strived to keep its business. The pandemic forced change of business models and thoughts of being a business owner. Needful Things, LLC as one of the largest store fronts on main street Charles Town needs the ARPA to assist in the enabling of commerce for Charles Town.

10. Provide a project timeline that includes the number of months to complete the project after an award (Funds must be obligated by December 31, 2024, and expended by December 31, 2026).

Due to the extreme need and out pouring of interest in Needful Things, LLC current business model Needful Things, LLC has set forth the expansion to increase business. The timeline is as follows:
December 16, 2022 Put in for building permit
January 12, 2023 Permit granted
January , 2023 Demolition begins
February 1, 2023 Materials delivered
March 1, 2023 completion for project
March 15th +/- Grand opening for increased commerce in downtown Charles Town

11. Include a list of other partners in the project, relationship to your organization, and their role in completing the project.

The partners in this project are the owners of the building.
Alice Masemer
Dwayne Masemer
Melissa Glascock
All partners have a deep embedded interest in the success of Charles Town business and the community it serves.

12. Describe your plan for sustainability of the project/initiative after the grant award has been exhausted.

The sustainability plan for Needful Things, LLC after the grant award has been exhausted is to continue to serve the community, the tourist, and the neophyte homeowners that explore and patronize their new area. It will house possibly 80 small businesses as vendors. It will become a shopping destination. It will bring commerce and foot traffic to downtown Charles Town and enlighten visitors experience to our historical City..

ORGANIZATIONAL INFORMATION

1. Please provide your organization's mission statement and goals.

Please see attached documents

To provide a commercial space for neophyte small businesses to experience and learn the business owner lifestyle for their wares before committing to a brick and mortar. To continue on a trajectory of success for the future. To mentor and guide the small business through trials and tribulations that exist in being a self-sufficient business owner.

2. Describe the history of your organization and list any significant current programs and activities.

Needful Things, LLC has been embedded in downtown Charles Town for 40 years. It's start as "Charles Town Thrift Shop" that grew and transformed into Needful Things, LLC (circa 1991) at its current location at 218 W. Washington Street (one of the largest store fronts on main street) to serve its community and visitors for a unique shopping experience. Needful Things, LLC participates in all City-wide and Charles Town Now events. Needful Things, LLC prides itself on the ability to serve its patrons with their retail needs.

3. List the Owner(s), Board of Directors, and senior staff members of your organization.

Alice Masemer, Partner
Dwayne Masemer, Partner
Melissa Glascock, Partner

4. List the staff involved with this project and describe their roles and responsibilities.

Needful Things, LLC has enlisted several professional companies to erect and solidify the project. The only staff member is Melissa Glascock to oversee the project and the official inspector from Charles Town to ensure that it is a safe and compliant project.

5. If your organization has previously received funds from the City of Charles Town, please list the amount, nature of the project(s), and current status of the funding and project(s).

Needful Things, LLC has not received funds previously.

6. If you have an application for funding for this project with any other sources (city, state, federal, private, or non-profit entity), please list the same here.

Needful Things, LLC has no other applications for this [project.

SUPPORTING DOCUMENTS (Please provide the following materials with your application)

- Current operating budget
- Two years of financial statements (audited if available)
- Cash flow statement for most recent fiscal year 2023 documents in process can be made available in coming weeks

CERTIFICATION

I certify that I have reviewed the US Treasury Guidelines regarding the eligible uses of American Rescue Plan State and Local Fiscal Recovery Funds and, to the best of my knowledge, believe the request to be eligible for assistance. I further certify that I am authorized to submit this application request on behalf of the organization requesting the funds, and I acknowledge that the City Council reserves the right to accept or deny any application, with or without a formal explanation to the applicant.

Melissa A Blascoch 1/26/23

Signature of Applicant Date

CHARLES TOWN MANAGEMENT REVIEW FOR ELIGIBILTY

☐ Eligible for ARPA Funding ☐ Not-Eligible for ARPA Funding

Accounting Manager Signature: _____ Date: _____

City Manager Signature: _____ Date: _____

CHARLES TOWN CITY COUNCIL REVIEW

☐ Approved ☐ Partially Funded ☐ Denied

City Council Meeting Date: _____

Amount of Funding: $_____

Application Revised: November 21, 2022 – Due by 5:00 PM on January 27, 2023

ARPA CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS
SUPPLEMENTAL INFORMATION

The U.S. Department of Treasury issued its Final Rule for the American Rescue Plan Act's (ARPA) Coronavirus State and Local Fiscal Recovery Funds on January 6, 2022. The Final Rule contains new details regarding the use of funds to respond to acute pandemic needs, fill revenue shortfalls for state and local governments, address the negative economic impacts of the pandemic, revitalize neighborhoods and business districts, and support the communities and populations hardest-hit by the COVID-19 crisis. Organizations interested in seeking a share of Charles Town's local recovery funds should review these additional details on eligibility before submitting a request.

In the Final Rule, Treasury has added "nonprofits" in most cases whenever "small businesses" are mentioned as eligible for funding. Some units of governments were using the omission of "nonprofits" in these eligible use areas as reasons to not support nonprofit organizations. The updated guidance confirms that, in most every instance, when small businesses are eligible for support, so are nonprofits, because nonprofits are businesses too.

ELIGIBLE PROJECTS

Support Public Health Response and Building Stronger Communities Through Investments in Housing and Neighborhoods. The Final Rule enumerates a broader set of uses in response to the public health crisis.

These investments may include construction and improvement of parks, public plazas, outdoor recreation spaces, green spaces, recreational facilities, sidewalks, pedestrian safety features like crosswalks, projects that increase access to healthy foods, streetlights, neighborhood cleanup, rehabilitation of blighted properties, demolition of abandoned or vacated properties, and other projects that revitalize public spaces.

Address Negative Economic Impacts. The Final Rule recognizes that the pandemic caused certain populations to be "impacted" or "disproportionately impacted". Eligible uses may include rehiring public sector workers, workforce training, health insurance coverage, providing aid to households facing food, housing, or other financial insecurity, offering small business assistance, supporting nonprofit organizations, extending support for industries and businesses hardest hit by the crisis including the tourism/travel/hospitality sector, and engaging in community revitalization activities.

Please note that when providing recovery funds to address negative economic impacts, applicants must demonstrate that the specific organizations aided, or the class of organizations aided, were actually harmed by the COVID health emergency and/or its negative economic impacts and must confirm that the recovery funds will help address those impacts. Further, the recovery fund assistance provided to businesses, non-profits, or households must be reasonably proportional to the extent and type of harm experienced and not "grossly disproportionate" to the type or extent of COVID harm experienced.

The Final Rule designates two categories to help determine if a small business is in an industry that has been impacted due to the COVID-19 public health emergency. These include:

- Industries in the travel, tourism, or hospitality sectors; and
- Any industry outside the above sectors that have experienced at least 8% employment loss from pre-pandemic levels or is experiencing comparable or worse economic impacts as the national travel, tourism, and hospitality sectors as of January 6, 2022.

Assistance to Small Businesses and Non-Profits. To assess which small businesses and non-profits were impacted, the City may consider a variety of factors ranging from financial insecurity to increased costs. Eligible uses include loans, grants, in-kind assistance, or technical assistance to help mitigate financial hardship. The Final Rule further clarifies that recovery funds may be provided to a small business or non-profit even when that sub-recipient organization is not itself financially harmed by the pandemic but is serving beneficiaries who are impacted.

Capital Expenditures for Public Health or Economic Response. The Final Rule clarifies and expands the use of recovery funds for capital expenditures. Projects eligible for capital expenditures include funding for public facilities, schools, health and medical facilities, telemedicine facilities, COVID testing or vaccination sites, testing lab and equipment, emergency operations centers and equipment, public health data systems and technology, emergency response equipment, congregate living facilities, incarceration settings, homeless shelters, affordable housing, and other such expenditures. Depending on the amount of recovery funds invested, the City may be required to submit a written justification in advance of an award.

Water, Sewer, and Broadband Infrastructure. In addition to clean drinking water and wastewater projects, the Final Rule confirms that stormwater management infrastructure, lead pipe testing and replacement, and other remedial activities are also permitted uses for the funds. Necessary investments include projects that are required to maintain a level of service that, at minimum, meets applicable health-based standards or establishes or improves broadband service to underserved populations to reach adequate levels to permit a household to work or attend school, and that are unlikely to be met with private sources of funds. The standards for underserved areas in which funds may be invested for reliable broadband services have been made more flexible, allowing investment in areas with service levels below 100 megabits per second (Mbps) download and 20 Mbps upload speeds.

ARPA FUNDING APPLICATIONS
February 6, 2023

Jamila Fleet
African American Community Association of Jefferson County
P.O. Box 843
Charles Town, WV 25414

Project Narrative: Charles Town based non-profit African American Community Association of Jefferson County (AACA) seeks funding for an outdoor community amphitheater at Fisherman's Hall "shovel-ready" for later construction. With conceptual designs and a projection of community benefits already provided by the West Virginia University, Design & Community Development Program under its "Fulcrum Project", this project is ready for the next stage.

Amount Requested: $69,500 for preliminary design, surveying, excavation analysis, a site/civil engineering plan, electrical/theater/sound consulting, final design, permitting, construction bid documentation, construction cost estimation, and production of materials for fundraising for construction.

APPLICATION FOR AMERICAN RESCUE PLAN ACT (ARPA) FUNDS FROM CHARLES TOWN'S ALLOCATION

(DEADLINE FOR FINAL APPLICATIONS - JANUARY 27, 2023 BY 5:00 PM)

CONTACT INFORMATION

NAME OF APPLICANT ORGANIZATION: African American Community Association of Jefferson County

NAME OF PRIMARY CONTACT: Jamila Fleet

ORGANIZATION MAILING ADDRESS: P.O. Box 843

Charles Town	WV	25414
CITY	STATE	ZIP

WEBSITE ADDRESS:

EMAIL ADDRESS: Jamila.Fleet@ics-wv.com

TELEPHONE: 703-945-8265

PROJECT SUMMARY (applicant may respond in the space provided below or attach a separate document)

Please provide a detailed narrative of your project with specific data where appropriate, including but not limited to the following:

1. Brief Description of project.

This ARPA request from the Charles Town-based, non-profit African American Community Association of Jefferson County (AACA) seeks funding to get an outdoor community amphitheater at Fisherman's Hall "shovel-ready" for later construction. With conceptual designs and a projection of community benefits already provided by the West Virginia University, Design & Community Development Program under its "Fulcrum Project", this project is ready for the next stage. In the future, this outdoor stage, amphitheater, and pavilion at Fisherman's Hall can be used for cultural heritage, musical and theater performances, African-American Film Fests, outdoor movie nights, educational presentations, community gatherings and festivals, and tourism not only for the African-American organizations that have preserved and revitalized Fisherman's Hall, but for the broader community. This grant would pay for preliminary design, surveying, excavation analysis, a site/civil engineering plan, electrical/theater/sound consulting, final design, permitting, construction bid documentation, construction cost estimation, and production of materials for fundraising for construction. See the attached slide decks from the AACA, and the West Virginia University's "Fulcrum" program.

2. Which of the following categories best describes your project (see attached supplemental document for additional details; check one):

- ☐ Address Negative Economic Impacts
- ✔ Capital Expenditures for Community Revitalization, Economic Stimulus, Response, and Recovery
- ☐ Housing Assistance
- ☐ Water, Sewer, or Broadband Infrastructure
- ☐ Community and Social Services
- ☐ Support Public Health
- ☐ Other

3. Purpose and key anticipated outcomes (if your organization is seeking funds to address Negative Economic Impacts, you must demonstrate that either your organization was specifically harmed by the pandemic and that the recovery funds will help address those impacts, or that your organization serves or will serve community members or groups negatively affected by the COVID-19 Pandemic).

The U.S. Treasury Final Rule on "Coronavirus State and Local Fiscal Recovery Funds" (January 27, 2022) specifically identifies as an eligible use of the fund, investments in projects which "build strong, healthy communities through investments in neighborhoods" including investments in "public plazas" which can help boost "healthier living environments", enhanced mental health outcomes, and public safety in underserved neighborhoods (see 87 Fed. Reg. at 4372-73).

The Charles Town community has no outdoor amphitheater or similar space. In this case, the project will create an outdoor amphitheater at a prominent African-American community center restored over 20 years with the City's backing, adjacent to Board of Education and Star Lodge No. 1 properties used as a festival grounds, across from an elementary school, on what has been known as the "Black Main Street" in the west side neighborhood of Charles Town. This economic revitalization and outdoor public space can become a source of healthy community engagement for all groups.

4. Individuals or communities served. Include details about those served in Charles Town and how the project benefits the citizens of Charles Town. Projects that also include benefits for those living outside of Charles Town may still be considered for funding.

The primary beneficiaries of the Fisherman's Hall outdoor amphitheater will be the downtown and West End neighborhoods around this community center, and the minority groups who cherish this location for community gatherings, education, meetings, and other important civic functions. Black musical traditions hearkening back to the Chitlin' Circuit performance once held at Fisherman's Hall can be part of our city's future festivities. Key users include the African American Community Association of Jefferson County, Star Lodge No. 1 Free & Accepted Masons, and the NAACP Jefferson County Branch, which hosts the African American Heritage Festival each August at this location (with a rented stage for performances . . .).
But this amphitheater can and should be used by the broader community as well, as a spot for outdoor music, theater, and presentation. This can include the 400 families part of Wright-Denny Intermediate School, with its long-tradition of community engagement in its indoor auditorium and through its music programs.

5. Total project budget.

$74,500

6. Amount of ARPA funding requested and specific use to complete the project. *Please provide a prioritized list and description of project funding elements, including an itemized breakout of costs to be considered in the event of an award of partial funding of the request.*

Community, stakeholder, and potential user charrette/input engagement -- $3,500
Preliminary design -- $8,000
Surveying - $6,000
Excavation analysis for rocky hillside – (civil/site engineer) - $7,500
Site/civil plan - $12,500
Electrical/theater/sound consultants -- $7,500
Final Design -- $7,500
Permitting (stormwater, excavation, building permits, SHPO Section 106) -- $5,000
Renderings, brochures & photo-realistic designs for fundraising -- $2,000
Construction bid documents. $15,000

$5,000 is provided as applicant match, with a total ARPA grant request of $69,500

If a partial award is given, AACA and its allies will seek other funding, or complete fewer of the total pre-development design and engineering phases that must be done before we can fundraise, bid, and complete future construction.

TOTAL BUDGET = $74,500

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

$5,000, secured

8. Source of matching funds raised or committed by your organization.

West Virginia University Fulcrum Project (sourced by the Claude Worthington Benedum Foundation and the WVU Foundation). See, e.g. www.davis.wvu.edu/news/2022/10/28/fulcrum-project-awarded-benedum-grant-to-continue-impacting-communities-and-students

9. Describe how the COVID-19 pandemic has necessitated this request.

COVID harmed our downtown, our public gatherings, and our public tourism. This project will help renew all three, providing a more healthy community through a neighborhood investment. This is particularly important for minority and lower-income communities, who have been more adversely affected by the pandemic, as recognized throughout the findings of the U.S. Treasury Coronavirus Recovery Fund Final Rule.

10. Provide a project timeline that includes the number of months to complete the project after an award (Funds must be obligated by December 31, 2024, and expended by December 31, 2026).

Stakeholder and user input phase: Months 1-3
Preliminary design, surveying, excavation analysis, site/civil engineering, acoustic design: Months 4-8
Permitting, final design, construction bid documentation: Months 7-10
Community presentation on final designs: Month 11

11. Include a list of other partners in the project, relationship to your organization, and their role in completing the project.

NAACP of Jefferson County, program supporter
Jefferson County Schools, will be engaged in planning design, and programming use
Jefferson County Convention & Visitors Bureau, will be engaged in planning design and programming use
The Mills Group (design, engineering, project management)

12. Describe your plan for sustainability of the project/initiative after the grant award has been exhausted.

Key to this project will be fundraising for construction, and our plan is briefly summarized on page 6, at question 6 below.

The African American Community Association of Jefferson County has been sustainable and professional in its management of Fisherman's Hall since 1994, and is confident that it will be an effective manager and maintenance organization for the future amphitheater.

Key to usage of the amphitheater will be robust partnerships with Jefferson County Schools, arts and cultural organizations, heritage tourism, Charles Town Now, and other community organizations. See the attached presentation from AACA on the value and potential for "Cultural Heritage" initiatives such as this one for Charles Town.

ORGANIZATIONAL INFORMATION

1. Please provide your organization's mission statement and goals.

The African American Community Association of Jefferson County (AACA) was founded to restore the extremely degraded and unsafe "Fisherman's Hall" building on S. West Street, and to maintain, manage, and use it as a community center for all of the community, including its African-American citizens, families, and visitors.

2. Describe the history of your organization and list any significant current programs and activities.

W.E.B. Du Bois, one of the nation's most prominent civil rights activists and leaders, led the establishment of the Niagara Movement (with very prominent events in Harpers Ferry in 1906), and the NAACP (in 1909). He was at the forefront of supporting the "Grand Order of the Galilean Fishermen", one of America's oldest and (then) most prominent Black fraternal orders. The Fisherman established 225 "Fisherman's Hall" tabernacles from New England to the Gulf of Mexico, including one built on "Black Main Street" in west Charles Town in 1885. The facility bacame part of the America's "Chitlin Circuit" for black artists, and hosted Billie Holiday, Tina Turner, Ray Charles and others. Our is the only one left, still be used for African-American community purposes.

But in the 1980s and 1990s, this city's Fisherman's Hall had fallen to near-ruin, and the street in front of it was an open-air illegal narcotics market, leading to two federal stings, and even an Oprah Winfrey show on the problems. Local African-American leaders decided something had to be done about it, and organized the AACA to restore and sustain Fisherman's Hall, taking possession in 1994 and finishing restoration in 2015 by leveraging a number of resources. For the past several years, AACA and other organizations have been using it as a space for health clinics, educational courses, civil rights meetings, festivals, community meals, literacy training, non-profit use, and other community activities.

3. List the Owner(s), Board of Directors, and senior staff members of your organization.

All-volunteer Board of Directors includes:
Daphne Wahl - President
Jamila Jones- Vice President
Vanette Jackson - Treasurer
Harold Stewart
Dale Manuel
George Rutherford

4. List the staff involved with this project and describe their roles and responsibilities.

Project leader: Jamila Fleet, AACA Board Member
George Rutherford, AACA Board Member
Jim King, Director of Shepherdstown Office of The Mills Group
Matt Ward, project volunteer

5. If your organization has previously received funds from the City of Charles Town, please list the amount, nature of the project(s), and current status of the funding and project(s).

Not in past 20 years. The restoration of the Fisherman's Hall building, conducted with Save America's Treasures funding, WV Department of Commerce Small City Block Grants, and grants from then-Governor Manchin, fell slightly short of total costs. Then-Mayor Randy Hilton led a city decision to provide funding to complete the restoration, which was fully successful.

6. If you have an application for funding for this project with any other sources (city, state, federal, private, or non-profit entity), please list the same here.

We do not have other funding applications filed or planned. We plan to file applications to the following grant sources for construction funding, but these grants are hard to secure for projects unless they are "shovel-ready", which is why city ARPA investments like this are so important. Funding sources to be sought:

- WV Division of Arts, Culture & History "Cultural Facilities Grant" (up to $1 million, 50:50 match)
- WV Economic Enhancement Grant, tourism category (no limit on amount, match strongly encouraged)
- ARC POWER Grant (up to $1.5 million, 50:50 match) and/or ARC Area Development Grant (up to $750,000, 50:50 match)
- HUD EDI congressionally-directed spending project through support of Senators Manchin & Capito

SUPPORTING DOCUMENTS (Please provide the following materials with your application)

- Current operating budget
- Two years of financial statements (audited if available)
- Cash flow statement for most recent fiscal year

CERTIFICATION

I certify that I have reviewed the US Treasury Guidelines regarding the eligible uses of American Rescue Plan State and Local Fiscal Recovery Funds and, to the best of my knowledge, believe the request to be eligible for assistance. I further certify that I am authorized to submit this application request on behalf of the organization requesting the funds, and I acknowledge that the City Council reserves the right to accept or deny any application, with or without a formal explanation to the applicant.

Jennifer M. Jones Fleet _____ 1-27-2023

Signature of Applicant Date

CHARLES TOWN MANAGEMENT REVIEW FOR ELIGIBILTY

☐ Eligible for ARPA Funding ☐ Not-Eligible for ARPA Funding

Accounting Manager Signature: _____ Date: _____

City Manager Signature: _____ Date: _____

CHARLES TOWN CITY COUNCIL REVIEW

☐ Approved ☐ Partially Funded ☐ Denied

City Council Meeting Date: _____

Amount of Funding: $_____

Application Revised: November 21, 2022 – Due by 5:00 PM on January 27, 2023

ARPA CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS
SUPPLEMENTAL INFORMATION

The U.S. Department of Treasury issued its Final Rule for the American Rescue Plan Act's (ARPA) Coronavirus State and Local Fiscal Recovery Funds on January 6, 2022. The Final Rule contains new details regarding the use of funds to respond to acute pandemic needs, fill revenue shortfalls for state and local governments, address the negative economic impacts of the pandemic, revitalize neighborhoods and business districts, and support the communities and populations hardest-hit by the COVID-19 crisis. Organizations interested in seeking a share of Charles Town's local recovery funds should review these additional details on eligibility before submitting a request.

In the Final Rule, Treasury has added "nonprofits" in most cases whenever "small businesses" are mentioned as eligible for funding. Some units of governments were using the omission of "nonprofits" in these eligible use areas as reasons to not support nonprofit organizations. The updated guidance confirms that, in most every instance, when small businesses are eligible for support, so are nonprofits, because nonprofits are businesses too.

ELIGIBLE PROJECTS

Support Public Health Response and Building Stronger Communities Through Investments in Housing and Neighborhoods. The Final Rule enumerates a broader set of uses in response to the public health crisis.

These investments may include construction and improvement of parks, public plazas, outdoor recreation spaces, green spaces, recreational facilities, sidewalks, pedestrian safety features like crosswalks, projects that increase access to healthy foods, streetlights, neighborhood cleanup, rehabilitation of blighted properties, demolition of abandoned or vacated properties, and other projects that revitalize public spaces.

Address Negative Economic Impacts. The Final Rule recognizes that the pandemic caused certain populations to be "impacted" or "disproportionately impacted". Eligible uses may include rehiring public sector workers, workforce training, health insurance coverage, providing aid to households facing food, housing, or other financial insecurity, offering small business assistance, supporting nonprofit organizations, extending support for industries and businesses hardest hit by the crisis including the tourism/travel/hospitality sector, and engaging in community revitalization activities.

Please note that when providing recovery funds to address negative economic impacts, applicants must demonstrate that the specific organizations aided, or the class of organizations aided, were actually harmed by the COVID health emergency and/or its negative economic impacts and must confirm that the recovery funds will help address those impacts. Further, the recovery fund assistance provided to businesses, non-profits, or households must be reasonably proportional to the extent and type of harm experienced and not "grossly disproportionate" to the type or extent of COVID harm experienced.

The Final Rule designates two categories to help determine if a small business is in an industry that has been impacted due to the COVID-19 public health emergency. These include:

- Industries in the travel, tourism, or hospitality sectors; and
- Any industry outside the above sectors that have experienced at least 8% employment loss from pre-pandemic levels or is experiencing comparable or worse economic impacts as the national travel, tourism, and hospitality sectors as of January 6, 2022.

Assistance to Small Businesses and Non-Profits. To assess which small businesses and non-profits were impacted, the City may consider a variety of factors ranging from financial insecurity to increased costs. Eligible uses include loans, grants, in-kind assistance, or technical assistance to help mitigate financial hardship. The Final Rule further clarifies that recovery funds may be provided to a small business or non-profit even when that sub-recipient organization is not itself financially harmed by the pandemic but is serving beneficiaries who are impacted.

Capital Expenditures for Public Health or Economic Response. The Final Rule clarifies and expands the use of recovery funds for capital expenditures. Projects eligible for capital expenditures include funding for public facilities, schools, health and medical facilities, telemedicine facilities, COVID testing or vaccination sites, testing lab and equipment, emergency operations centers and equipment, public health data systems and technology, emergency response equipment, congregate living facilities, incarceration settings, homeless shelters, affordable housing, and other such expenditures. Depending on the amount of recovery funds invested, the City may be required to submit a written justification in advance of an award.

Water, Sewer, and Broadband Infrastructure. In addition to clean drinking water and wastewater projects, the Final Rule confirms that stormwater management infrastructure, lead pipe testing and replacement, and other remedial activities are also permitted uses for the funds. Necessary investments include projects that are required to maintain a level of service that, at minimum, meets applicable health-based standards or establishes or improves broadband service to underserved populations to reach adequate levels to permit a household to work or attend school, and that are unlikely to be met with private sources of funds. The standards for underserved areas in which funds may be invested for reliable broadband services have been made more flexible, allowing investment in areas with service levels below 100 megabits per second (Mbps) download and 20 Mbps upload speeds.

Explanation of Attachments

- PDF pages 10-14: This is the amphitheater design concept that was selected during the WVU-sponsored Fulcrum project as the favored starting point for design and engineering.

- PDF pages 15-21: Slidedeck from WVU Design & Community Development team

- PDF pages 22-37: Slidedeck presentation from the African American Community Association's Jamila Fleet on the potential for Cultural Heritage investments to boost Charles Town

- PDF page 38: Current budget of the African American Community Association of Jefferson County









CHARLES TOWN FISHERMAN'S HALL:

CREATING COMUNITY SPACE
CHARLES TOWN, JEFFERSON COUNTY, WEST VIRGINIA

DESIGN ALTERNATIVES

ter Butler,
ector of Design and Community
velopment
sociate Professor of
ndscape Architecture
tension Specialist in
ndscape Architecture

iira Lay, BSLA Student
iitlyn Lewis, MLA Student
lday Datta, MLA, PhD Student



INTRODUCTION

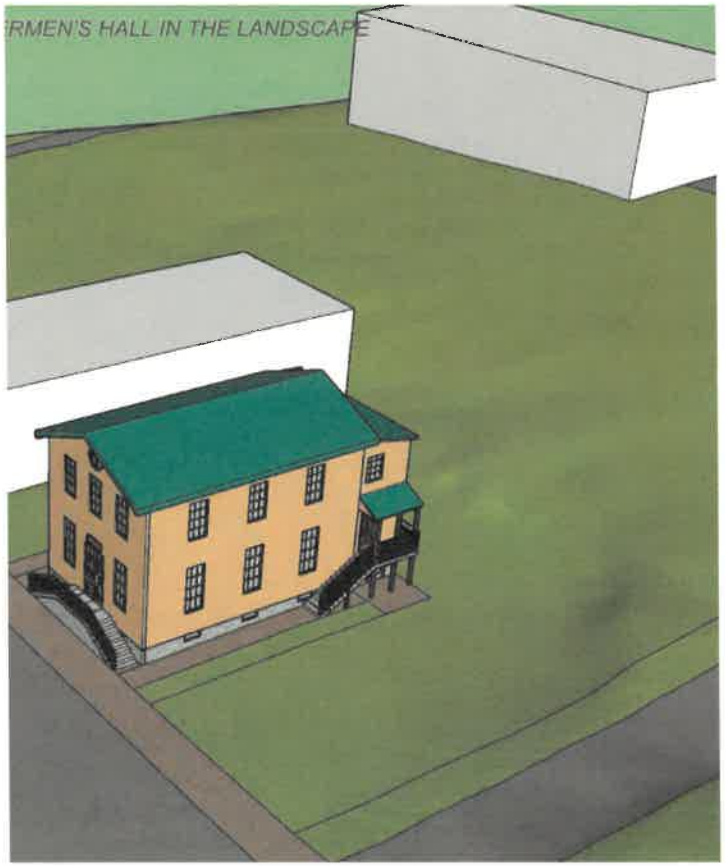
Fishermen's Hall was founded by formerly enslaved residents of Jefferson County during Reconstruction as a way to encourage k wealth and continues to be a black-run community space in Charles Town. Recently, the building was restored by the African rican Community Association of Jefferson County to serve as an event space, meeting space, and community center for Jefferson nty residents.

Innovative Community Solutions proposes to undertake a project that will initiate our efforts to impact Community Economic elopment in a historically African American area of Charles Town, WV. Community Economic Development initiatives balance nomic development with social, cultural, environmental and tourism desires of the local area. This Fulcrum Project proposal seeks stance in developing a Public Amphitheater at the historic Fishermen Hall in Charles Town, W.V.

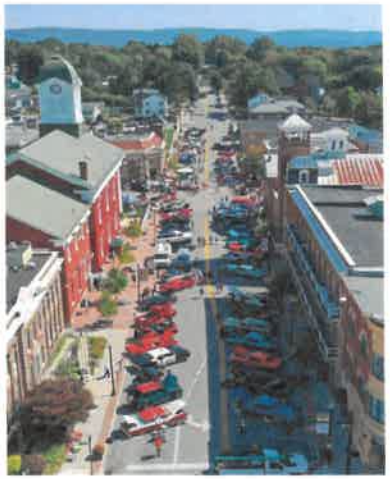
ASPECT

- SITE CONTEXT
- LOT ANALYSIS
- DESIGN ALTERNATIVES
- COMPARISON

https://mtvsolar.com/fishermen-hall-community-giveback-program-launch/



SITE INVENTORY & ANALYSIS





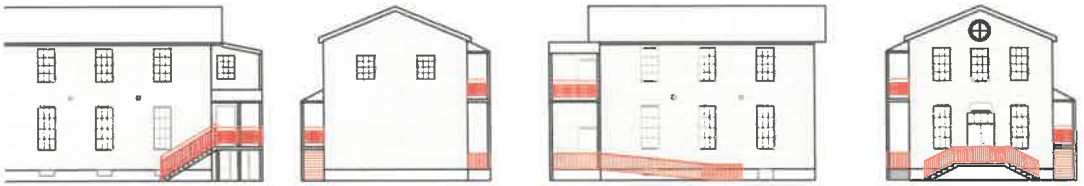
ONTEXT

RMEN'S HALL IS LOCATED IN CHARLESTOWN WEST VIRGINIA IN JEFFERSON COUNTY. THE CITY OF CHARLES TOWN IS APPROXIMATELY HOUR OUTSIDE OF WASHINGTON D.C. AND 15 MINUTES OUTSIDE OF HISTORIC HARPER'S FERRY WEST VIRGINIA. CHARLES TOWN IS THE WHERE ABOLITIONIST JOHN BROWN AND THE FORMER SLAVES WHO AIDED IN HIS REBELLION WERE HANGED. CHARLES TOWN HAS A D AND RICH AFRICAN AMERICAN HISTORY, PARTICULARLY IN A STATE WITH SO LITTLE DIVERSITY GENERALLY SPEAKING. FISHERMEN'S IS LOCATED IN A PREDOMINATELY BLACK NEIGHBORHOOD. IT SITS IN A RESIDENTIAL DISTRICT WITH A COMMUNITY LEARNING CENTER NG DIRECTLY BEHIND THE BUILDING.



SITE INVENTORY & ANALYSIS

MAGE

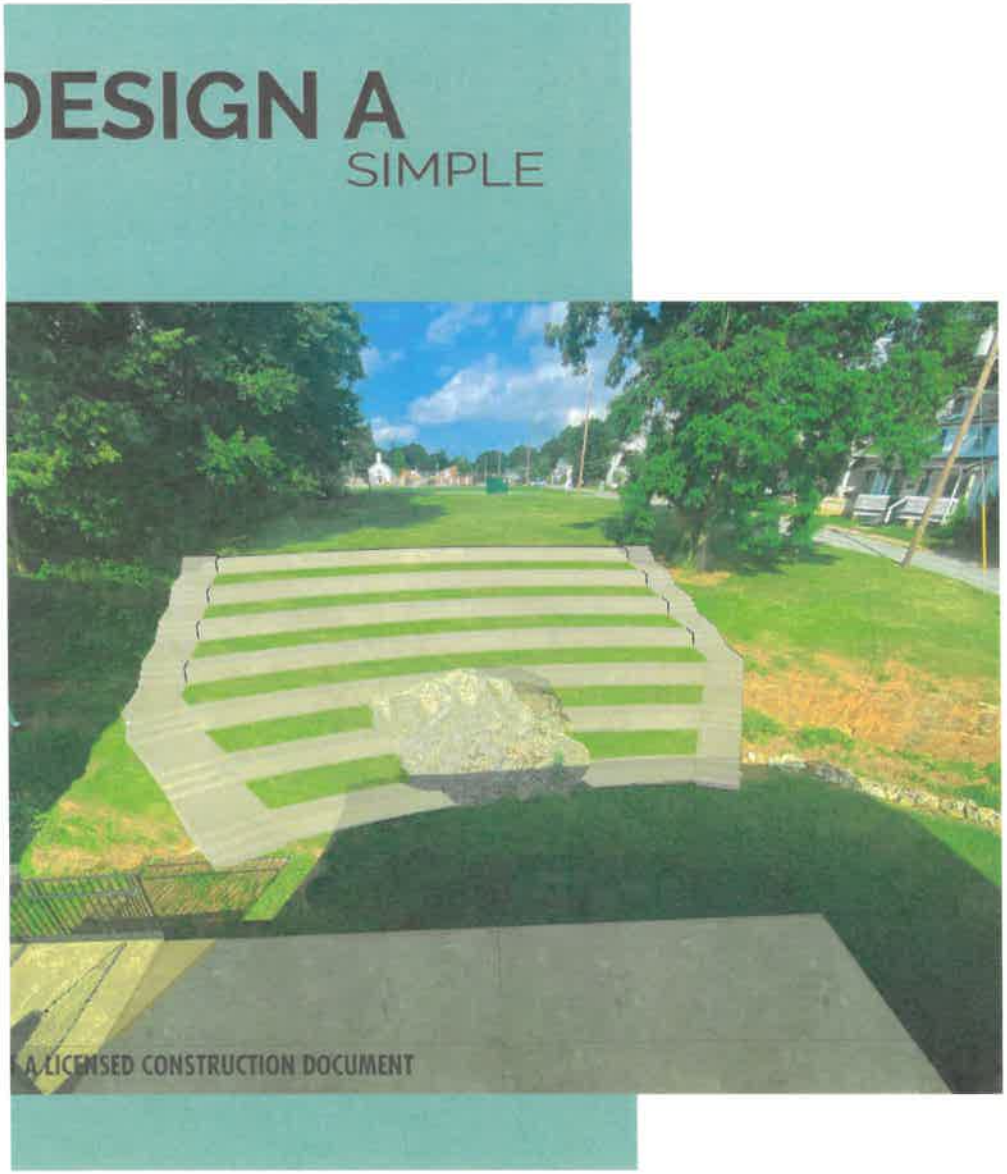


ISHERMEN'S HALL



OT ANALYSIS

SITE IN QUESTION IS THE LOT SURROUNDING FISHERMEN'S HALL. HERE THERE IS CURRENTLY A MODERATELY STEEP SLOPE THAT HAS N TURNED INTO A FLOWER BED. FISHERMEN'S HALL WAS FORMERLY A TAVERN, AND AS A RESULT THERE IS A GOOD DEAL OF BROKEN SS AND SALVAGE MATERIAL SCATTERED ABOUT. THE MAITENANCE STAFF AT FISHERMEN'S HALL HAS BEEN MAINTAINING THIS FLOWER BED MPROVE THE QUALITY OF THIS SPACE. STORMWATER CURRENTLY RUNS DOWN THIS SLOPE AND ACCUMULATES AT THE FOUNDATION OF HALL WHICH HAS CAUSED FLOODING AND THREATENED THE INTERGRITY OF THE HISTORIC ARTIFIACTS INSIDE. THE SPACE HAS SEVERAL GE ROCKS WHICH HAVE BEEN USED AS ANCHORS FOR HOMES HISTORICALLY AND ADD CHARACTER TO THE HILLSIDE.



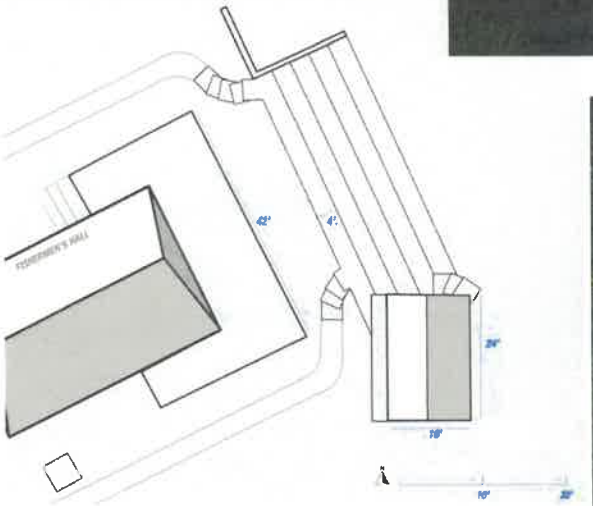


THIS IS A SIMPLE APHITHEATRE AND STAGE DESIGN. THE STAGE HAS RAMP AND STAIR ACCESS WHILE LEAVING A GAP FOR THE A/C UNIT BEHIND THE BUILDING.



DESIGN
COMPLEX

LICENSED CONSTRUCTION DOCUMENT



IS A MORE COMPLEX AMPHITHEATRE WITH A
;NED STAGE AND OFFSET PAVILLION AS WELL.
DEA HERE AIMS TO MAXIMIZE CREATIVE USE
IE SLOPE AND CREATE A SWALE TO COLLECT
NATER.



DESIGN A

- ALLOWS FOR STORM WATER FILTRATION THROUGH LARGE SWATHS OF GRASSY AREAS
- PROVIDES PATH AND RAMP ACCESS TO THE PROPOSED STAGE
- FEASIBLE AND ECONOMICAL
- GIVES ROOM FOR AC UNIT ACCESS

DESIGN B

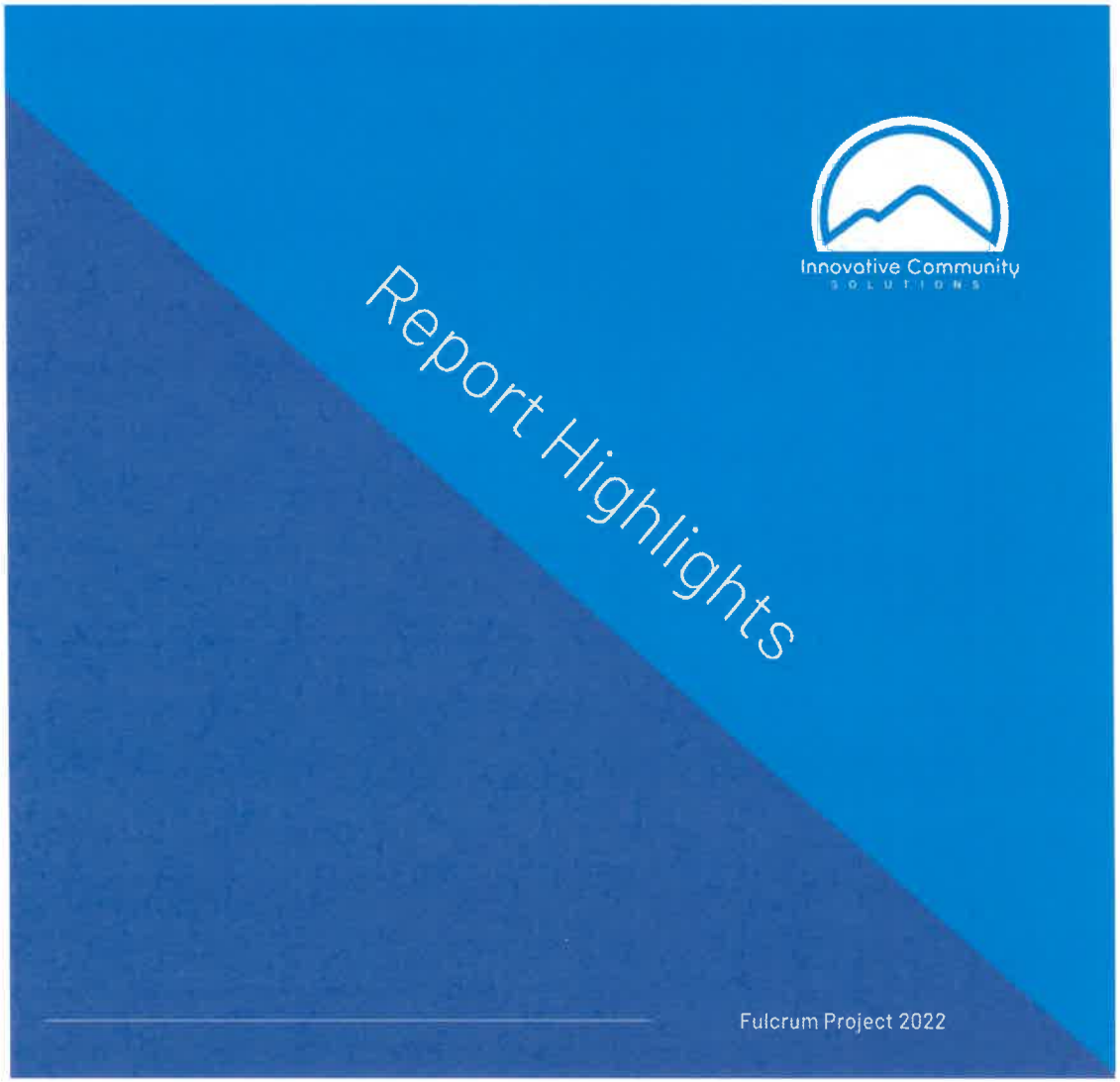
- PROPOSED PAVILLION ALLOWS FOR SHADY GATHERING SPACE
- LARGE STAGE WITH OVERHEAD STRUCTURE
- PATH ACCESS TO STREET
- STORM WATER SWALE AT THE BASE OF AMPHITHEATER SEATING.

Cultural Heritage Development Goals

Innovative Community
SOLUTIONS

Report as of
February 28, 2022

Fulcrum Project 2022



PART 1
Introduction

PART 2
What is Curltural Heritage Tourism

PART 3
Community Economic Development

PART 4
Alignment with Sustainable Development Goals

PART 5
Possible Success Partners

Introduction



Jamila Jones

Innovative Community Solutions

Innovative Solutions TECHNOLOGY

My name is Jamila Jones. I am owner of Innovative Solutions Technology, founder of Innovative Community Solutions and I am a member of the Eastern Panhandle BCT Board of Advisors. I also serve on the boards of the African American Community Association of Jefferson County, NAACP Economic Development Committee and Jefferson County Black History Preservation.

I am passionate about seeing my community grow, thrive and succeed. I believe in developing teams and programs so that initiatives can go farther via collaborative ideas and energy. I am hopeful that your committee may find interest in the opportunities I will present today

Jamila M. Jones-Fleet

The Big Picture

Let's take a high level view for context.





Cultural Heritage Tourism

The National Trust for Historic Preservation defines cultural heritage tourism as "travel to experience the places, artifacts and activities that authentically represent the stories and people of the past and present, including cultural historic and natural resources.

Innovative Community Solutions believes there is an opportunity in Charles Town to leverage a network of community partners to bring some of the benefits this type of development offer to include:

- Historic Landmarks Preservation
- Cultural Preservation
- Economic Development
- Community Empowerment
- Sustainable Economies

Community Economic Development

Cultural Heritage Tourism is one pillar in our approach to spur community economic development



Alignment with Sustainable Development Goals

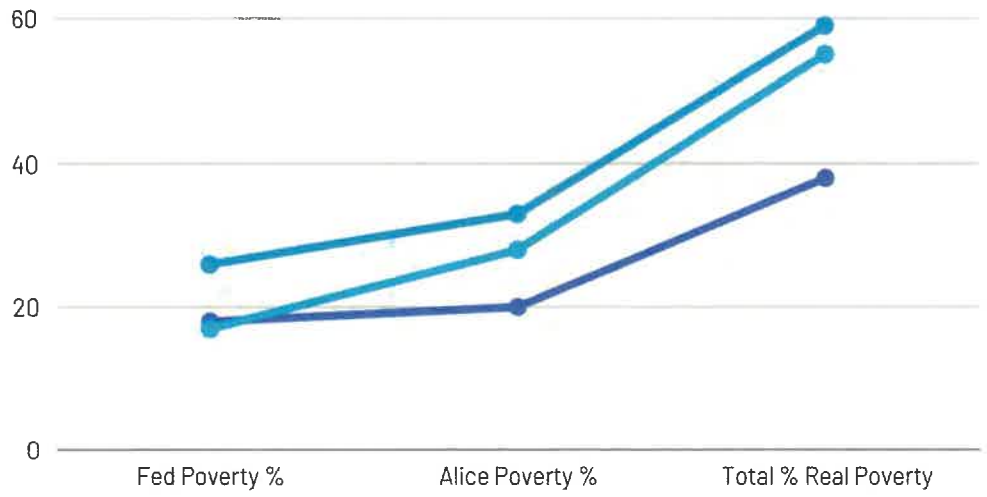
Our initiatives map to a greater vision beyond Charles Town. We seek to create a repeatable model for other rural and semi-rural communities across the state.



Evidenced Based Impact Targets

Our working group of community partners will analyze local and regional data to formulate feasible, beneficial solutions for our community. The overarching goal of all success partners is to ultimately impact the community economic development in Charles Town and Jefferson County WV.

Asset Limited, Income Constrained,Employed (ALICE) data can provide us specific geographical references as to the needs in our community



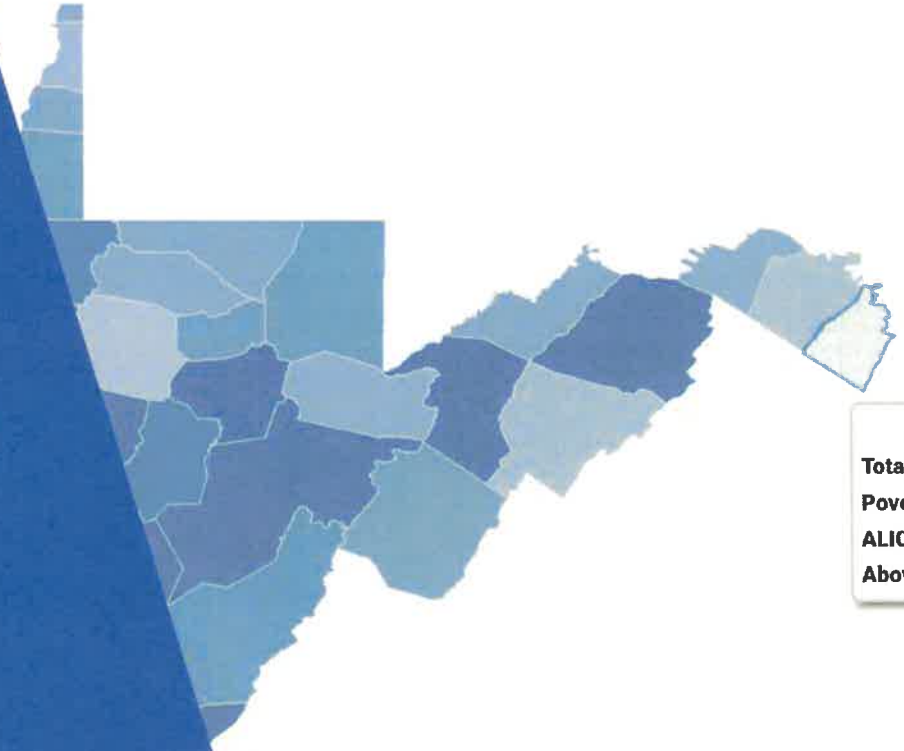
Jefferson Poverty Levels

Berkeley Poverty Levels

State Poverty Levels

ccording to ALICE data, the
umber of households living
bove the ALICE poverty line in
efferson County is 18%.
nother 10% live at the Federal
overty Level.

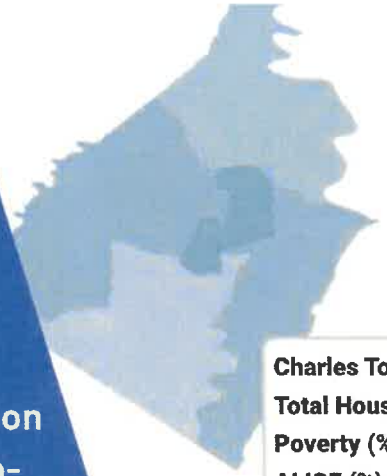
https://www.unitedforalice.org/state-overview/WestVirginia



Jefferson County, West Virginia	
Total Households:	20,891
Poverty (%):	10%
ALICE (%):	18%
Above ALICE Threshold (%):	72%

urther examination
f the data by sub-
istricts shows that
harles Town and
artinsburg offer
ne best chances to
ffect change.

https://www.unitedforalice.org/state-overview/WestVirginia



Charles Town district, Jefferson County, West Virginia	
Total Households:	4,574
Poverty (%):	18%
ALICE (%):	20%
Above ALICE Threshold (%):	62%



Adam Stephens district, Berkeley County, West Virginia	
Total Households:	5,822
Poverty (%):	26%
ALICE (%):	33%
Above ALICE Threshold (%):	41%

Here & Now

While we will have many doors yet still to open, our current opportunity is the Fulcrum Project.



onsored by: THE HUB West Virginia



FULCRUM PROJECT : FISHERMEN HALL AMPHITHEATER

Be a useful tool in developing a local economic impact project.

1. Experience applied leadership, creative solution development & networking with WVU Davis College & WV HUB.



PARTNER FOR COMMUNITY DEVELOPMENT

Partnering with us now delivers :

1. Volunteer and community service experience.
2. Leadership development training.
3. Possible Board Member development through our new Volunteer Corps.

How Can You Help?



START SMALL

Fulcrum is the Pilot Project to great things..

1. Build a reportoire
2. Be a part of our team.
3. Manifest small wins and work toward larger wins.

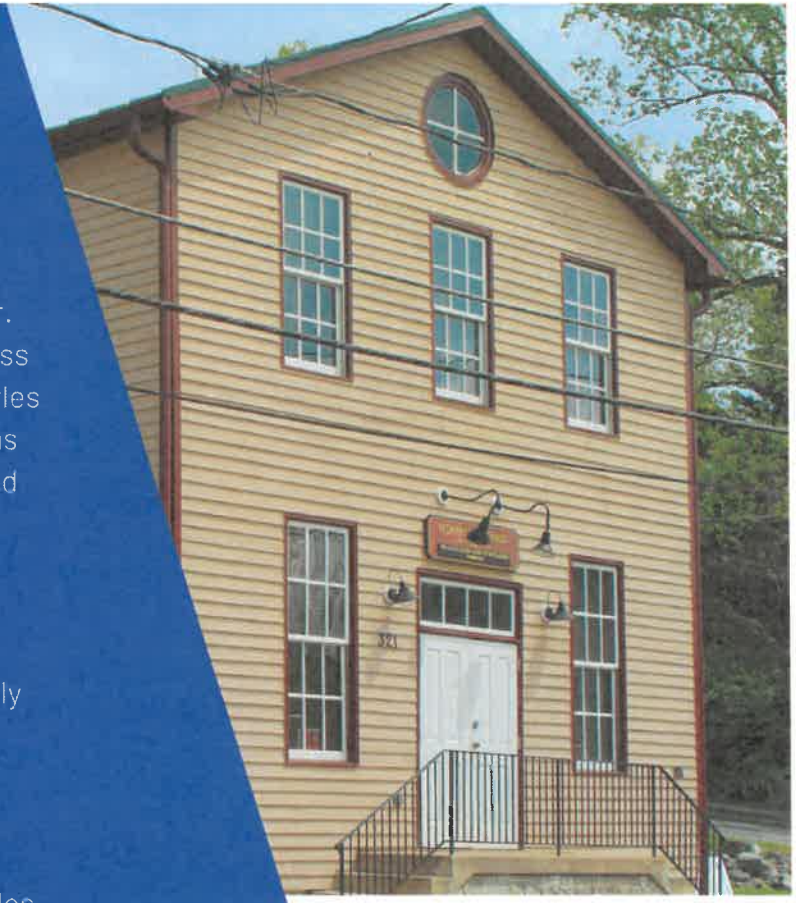
Fishermen Hall

21 S WEST ST, CHARLES TOWN, WV 25414

With African Americans no longer enslaved in the turn of the century, many frican Americans looked for organizations or places where they could prosper. lany of them joined churches and organizations where they could loudly express heir thoughts and bond with their peers. The Galilean Temple was built in Charles own on June 6, 1885. The Galilean Temple, now known as Fishermen's Hall, was uilt for African Americans; specifically the local tabernacle of the Grand United rder of the Galilean Fishermen. The Galilean Temple also encouraged black nterprise in Jefferson County.

Fishermen's Hall contributed to the economic growth of African Americans uring that time period. The building functioned as an African American ommunity center. Many showmen and comics like Silas Green who were widely opular at that time in the African American world came to Fishermen's Hall.

Today, the building is known as Fishermen's Hall and it has been restored by he African American Community Association of Jefferson County. Senator obert C. Byrd contributed to the restoration of Fishermen's Hall in 2009. The uilding was created in the center of the African American Community of Charles own by Dogtown and Big-End. Many African Americans still live by Fishermen's all in the present day. Fishermen's Hall is centrally located in the Charles Town frican American community (Speight, 2014).



AACAJC

URRENT SPACE

CRUM PROJECT : HERMEN HALL PHITHEATER

place based development is atic because the history of rman Hall as the community r of the African American nunity presents a compelling story storation.



)SSIBLE FUTURE VISION

ILCRUM PROJECT : SHERMEN HALL MPHITHEATER

ssible future impacts in the nmunity:

- .Summer Heritage Music Fests
- .Food Truck Competition & Entertainment
- .Outdoor movie nights
- .Cultural Presentations
- .African American Film Fest



JTURE VISION

.CRUM PROJECT : HERMEN HALL PHITHEATER

ible future impacts in the nunity:

ummer Heritage Music Fests

ood Truck Competition &

ntertainment

utdoor movie nights

ultural Presentations

frican American Film Fest



AACAJC 2023 PROPOSED BUDGET

INCOME	
Donation	2000
Rental	4000
Grants	8000
Fund/Ltr	2000
Others	2400
TOTAL	**18400**

EXPENDITURES	
Bldg Mgr	2400
Electric	5000
Insurance	1300
Internet	1200
Office Supplies	300
Repair/Maint.	1000
Water/Sewer	800
Taxes	100
Exercise/Health	4800
Misc	1500
TOTAL	**18400**

ARPA FUNDING APPLICATIONS
February 6, 2023

Greg Sager
Jefferson County Little League
P.O. Box 339
Ranson, WV 25438

Project Narrative: JCLL registration numbers continue to rise, from 350 in 2017 to over 500 registrants in 2022. With a total of 773 players registered in the most recent spring and fall seasons, the league has experienced a growing demand for additional playing space and amenities like fencing, lighting, and equipment.

Amount Requested: $557,024 for fencing, lighting, and equipment.

APPLICATION FOR AMERICAN RESCUE PLAN ACT (ARPA) FUNDS FROM CHARLES TOWN'S ALLOCATION

(DEADLINE FOR FINAL APPLICATIONS - JANUARY 27, 2023 BY 5:00 PM)

CONTACT INFORMATION

NAME OF APPLICANT ORGANIZATION: Jefferson County Little League

NAME OF PRIMARY CONTACT: Greg Sager

ORGANIZATION MAILING ADDRESS: PO Box 339

Ranson	WV	25438
CITY	STATE	ZIP

WEBSITE ADDRESS: jcllwv.com

EMAIL ADDRESS: JeffersonCountyLittleLeague@Yahoo.com

TELEPHONE: 304-283-2208

PROJECT SUMMARY (applicant may respond in the space provided below or attach a separate document)

Please provide a detailed narrative of your project with specific data where appropriate, including but not limited to the following:

1. Brief Description of project.

JCLL has been growing as Jefferson County grows. Our registration numbers were close to 350 in 2017 and in 2022 we broke 500 registrants for the spring. We had 773 total players for the spring and fall season. With the growth of players, the league has to continue to grow in playing space. In 2017, JCLL worked with Jefferson County Schools on an agreement to add more playing space and facility upgrades including lights. We are working closely with members of the league to get as much work donated as possible. The hard costs to get donated are the costs for materials like fencing, lighting, and equipment. This is where we need your help.

2. Which of the following categories best describes your project (see attached supplemental document for additional details; check one):

- ☐ Address Negative Economic Impacts
- ☐ Capital Expenditures for Community Revitalization, Economic Stimulus, Response, and Recovery
- ☐ Housing Assistance
- ☐ Water, Sewer, or Broadband Infrastructure
- ☒ Community and Social Services
- ☐ Support Public Health
- ☐ Other

3. Purpose and key anticipated outcomes (if your organization is seeking funds to address Negative Economic Impacts, you must demonstrate that either your organization was specifically harmed by the pandemic and that the recovery funds will help address those impacts, or that your organization serves or will serve community members or groups negatively affected by the COVID-19 Pandemic).

The funds will help with equipment, fencing, or lighting costs that help JCLL provide a place for the families of Charles Town and Jefferson County play baseball and softball.

4. Individuals or communities served. Include details about those served in Charles Town and how the project benefits the citizens of Charles Town. Projects that also include benefits for those living outside of Charles Town may still be considered for funding.

JCLL's boundaries cover 90% of the residence in Jefferson County and all the students attending a school in Jefferson County. In 2022, we had 773 players for the spring and fall season with 290 players owning a Charles Town address. Each year, the number of Charles Town residents that join JCLL grows since Charles Washington Little League (AKA Charles Town / Ranson LL) dissolved in 2017.

5. Total project budget.

JCLL is providing several items in hopes that any help can be given. Any help with the equipment and hardware listed will be appreciated. See spreadsheet attached

6. Amount of ARPA funding requested and specific use to complete the project. *Please provide a prioritized list and description of project funding elements, including an itemized breakout of costs to be considered in the event of an award of partial funding of the request.*

See spreadsheet attached

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

JCLL paid for the complete addition of the Tee Ball fields in 2022. With the help of donations from league members and allocated funds, we built two fields for Tee Ball. The total for the project was nearly $100,000.

8. Source of matching funds raised or committed by your organization.

JCLL uses funds acquired through registration and fundraising to help with projects. We also reach out to members to help donate labor and equipment they may have.

9. Describe how the COVID-19 pandemic has necessitated this request.

More and more people are wanting to get out and play. Our numbers really started growing during COVID. The ballfield gave people a since of normalcy.

10. Provide a project timeline that includes the number of months to complete the project after an award (Funds must be obligated by December 31, 2024, and expended by December 31, 2026).

If awarded money for fencing or lighting, the work will have to be completed during the summer months of 2023. The spring season ends in June and the fall season starts at the end of August.

11. Include a list of other partners in the project, relationship to your organization, and their role in completing the project.

Virginia Ground Works - Help provide heavy equipment and labor for extending the parking lot, building the Tee Ball fields, and is helping to build the new 50/70 field.

Harpers Ferry Adventure Park - Help provide heavy equipment and labor for extending the parking lot, building the Tee Ball fields, and is helping to build the new 50/70 field.

12. Describe your plan for sustainability of the project/initiative after the grant award has been exhausted.

JCLL has been creative over the years to help continue to repair and fix the grounds as needed. We have worked on areas each year such as dugout replacement, bleacher replacement, upgrading the concession stand, and other projects. The equipment and materials in this requests are larger items that will require additional help. The league will continue to work on our list piece by piece as we continue to maintain.

ORGANIZATIONAL INFORMATION

1. Please provide your organization's mission statement and goals.

The objective of JCLL shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger
and happier children and will grow to be good, decent, healthy and trustworthy citizens.

2. Describe the history of your organization and list any significant current programs and activities.

JCLL originally chartered in 1953. In 1985, the league created an agreement with Jefferson High School to use the school's property. Since then, the league has been working with JCS to help provide baseball and softball for the ages 4 through 16. In 2021, JCLL won their first Major Little League state championship. While JCLL has won several 10, 11, Junior, and Senior level state championships, they were never able to with the 12 year old Major level. With the win in 2021, the league has won a state title at every age.

3. List the Owner(s), Board of Directors, and senior staff members of your organization.

Greg Sager - President since 2016
Lauren Will - Vice President since 2019
Josh Didion - Treasurer Since 2019
Larry Guerra - Fields & Facility Director since 2017
Mike Moulton - Director Junior Baseball since 2017

4. List the staff involved with this project and describe their roles and responsibilities.

Larry Guerra - Manages the property and activities during the day
Toby Surrat - Concessions Director and helps to find labor and equipment donations
Dina Didion - Fundraisor Director
JR Hefner - Member who helps with labor and equipment
Steve Krop - Member who helps with labor and equipment

5. If your organization has previously received funds from the City of Charles Town, please list the amount, nature of the project(s), and current status of the funding and project(s).

No funds recieved

6. If you have an application for funding for this project with any other sources (city, state, federal, private, or non-profit entity), please list the same here.

No other applications

SUPPORTING DOCUMENTS (Please provide the following materials with your application)

- Current operating budget
- Two years of financial statements (audited if available)
- Cash flow statement for most recent fiscal year

CERTIFICATION

I certify that I have reviewed the US Treasury Guidelines regarding the eligible uses of American Rescue Plan State and Local Fiscal Recovery Funds and, to the best of my knowledge, believe the request to be eligible for assistance. I further certify that I am authorized to submit this application request on behalf of the organization requesting the funds, and I acknowledge that the City Council reserves the right to accept or deny any application, with or without a formal explanation to the applicant.

Greg Sager _____ 1/27/2023 _____

Signature of Applicant Date

CHARLES TOWN MANAGEMENT REVIEW FOR ELIGIBILTY

☐ Eligible for ARPA Funding ☐ Not-Eligible for ARPA Funding

Accounting Manager Signature: _____ Date: _____

City Manager Signature: _____ Date: _____

CHARLES TOWN CITY COUNCIL REVIEW

☐ Approved ☐ Partially Funded ☐ Denied

City Council Meeting Date: _____

Amount of Funding: $_____

Application Revised: November 21, 2022 – Due by 5:00 PM on January 27, 2023

ARPA CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS
SUPPLEMENTAL INFORMATION

The U.S. Department of Treasury issued its Final Rule for the American Rescue Plan Act's (ARPA) Coronavirus State and Local Fiscal Recovery Funds on January 6, 2022. The Final Rule contains new details regarding the use of funds to respond to acute pandemic needs, fill revenue shortfalls for state and local governments, address the negative economic impacts of the pandemic, revitalize neighborhoods and business districts, and support the communities and populations hardest-hit by the COVID-19 crisis. Organizations interested in seeking a share of Charles Town's local recovery funds should review these additional details on eligibility before submitting a request.

In the Final Rule, Treasury has added "nonprofits" in most cases whenever "small businesses" are mentioned as eligible for funding. Some units of governments were using the omission of "nonprofits" in these eligible use areas as reasons to not support nonprofit organizations. The updated guidance confirms that, in most every instance, when small businesses are eligible for support, so are nonprofits, because nonprofits are businesses too.

ELIGIBLE PROJECTS

Support Public Health Response and Building Stronger Communities Through Investments in Housing and Neighborhoods. The Final Rule enumerates a broader set of uses in response to the public health crisis.

These investments may include construction and improvement of parks, public plazas, outdoor recreation spaces, green spaces, recreational facilities, sidewalks, pedestrian safety features like crosswalks, projects that increase access to healthy foods, streetlights, neighborhood cleanup, rehabilitation of blighted properties, demolition of abandoned or vacated properties, and other projects that revitalize public spaces.

Address Negative Economic Impacts. The Final Rule recognizes that the pandemic caused certain populations to be "impacted" or "disproportionately impacted". Eligible uses may include rehiring public sector workers, workforce training, health insurance coverage, providing aid to households facing food, housing, or other financial insecurity, offering small business assistance, supporting nonprofit organizations, extending support for industries and businesses hardest hit by the crisis including the tourism/travel/hospitality sector, and engaging in community revitalization activities.

Please note that when providing recovery funds to address negative economic impacts, applicants must demonstrate that the specific organizations aided, or the class of organizations aided, were actually harmed by the COVID health emergency and/or its negative economic impacts and must confirm that the recovery funds will help address those impacts. Further, the recovery fund assistance provided to businesses, non-profits, or households must be reasonably proportional to the extent and type of harm experienced and not "grossly disproportionate" to the type or extent of COVID harm experienced.

The Final Rule designates two categories to help determine if a small business is in an industry that has been impacted due to the COVID-19 public health emergency. These include:

- Industries in the travel, tourism, or hospitality sectors; and
- Any industry outside the above sectors that have experienced at least 8% employment loss from pre-pandemic levels or is experiencing comparable or worse economic impacts as the national travel, tourism, and hospitality sectors as of January 6, 2022.

Assistance to Small Businesses and Non-Profits. To assess which small businesses and non-profits were impacted, the City may consider a variety of factors ranging from financial insecurity to increased costs. Eligible uses include loans, grants, in-kind assistance, or technical assistance to help mitigate financial hardship. The Final Rule further clarifies that recovery funds may be provided to a small business or non-profit even when that sub-recipient organization is not itself financially harmed by the pandemic but is serving beneficiaries who are impacted.

Capital Expenditures for Public Health or Economic Response. The Final Rule clarifies and expands the use of recovery funds for capital expenditures. Projects eligible for capital expenditures include funding for public facilities, schools, health and medical facilities, telemedicine facilities, COVID testing or vaccination sites, testing lab and equipment, emergency operations centers and equipment, public health data systems and technology, emergency response equipment, congregate living facilities, incarceration settings, homeless shelters, affordable housing, and other such expenditures. Depending on the amount of recovery funds invested, the City may be required to submit a written justification in advance of an award.

Water, Sewer, and Broadband Infrastructure. In addition to clean drinking water and wastewater projects, the Final Rule confirms that stormwater management infrastructure, lead pipe testing and replacement, and other remedial activities are also permitted uses for the funds. Necessary investments include projects that are required to maintain a level of service that, at minimum, meets applicable health-based standards or establishes or improves broadband service to underserved populations to reach adequate levels to permit a household to work or attend school, and that are unlikely to be met with private sources of funds. The standards for underserved areas in which funds may be invested for reliable broadband services have been made more flexible, allowing investment in areas with service levels below 100 megabits per second (Mbps) download and 20 Mbps upload speeds.

ARPA FUNDING APPLICATIONS
February 6, 2023

Mary Stevanus
To The ResQ, Inc.
33 Bufflehead Drive
Harpers Ferry, WV 25425

Project Narrative: A pet food pantry is critically needed in the Charles Town area so that low income and struggling pet owners are not forced to surrender or abandon pets they can no longer feed. To The ResQ (TTR), an animal rescue group, proposes to establish the first pet food pantry in the Eastern Panhandle to keep pets and their people together.

Amount Requested: $5,000 to help maintain a minimum level of resources for the pet food pantry over two years.

APPLICATION FOR AMERICAN RESCUE PLAN ACT (ARPA) FUNDS FROM CHARLES TOWN'S ALLOCATION

(DEADLINE FOR FINAL APPLICATIONS - JANUARY 27, 2023 BY 5:00 PM)

CONTACT INFORMATION

NAME OF APPLICANT ORGANIZATION: To The ResQ, Inc.

NAME OF PRIMARY CONTACT: Mary Stevanus

ORGANIZATION MAILING ADDRESS: 33 Bufflehead Drive

Harpers Ferry	West Virginia	25425
CITY	STATE	ZIP

WEBSITE ADDRESS: http://totheresq.org

EMAIL ADDRESS: helpmeowt@totheresq.org

TELEPHONE: 301-432-7014

PROJECT SUMMARY (applicant may respond in the space provided below or attach a separate document)

Please provide a detailed narrative of your project with specific data where appropriate, including but not limited to the following:

1. Brief Description of project.

See attached file

2. Which of the following categories best describes your project (see attached supplemental document for additional details; check one):

- ☐ Address Negative Economic Impacts
- ☐ Capital Expenditures for Community Revitalization, Economic Stimulus, Response, and Recovery
- ☐ Housing Assistance
- ☐ Water, Sewer, or Broadband Infrastructure
- ☒ Community and Social Services
- ☐ Support Public Health
- ☐ Other

3. Purpose and key anticipated outcomes (if your organization is seeking funds to address Negative Economic Impacts, you must demonstrate that either your organization was specifically harmed by the pandemic and that the recovery funds will help address those impacts, or that your organization serves or will serve community members or groups negatively affected by the COVID-19 Pandemic).

See attached file

4. Individuals or communities served. Include details about those served in Charles Town and how the project benefits the citizens of Charles Town. Projects that also include benefits for those living outside of Charles Town may still be considered for funding.

See attached file

5. Total project budget.

See attached file

$5,000

6. Amount of ARPA funding requested and specific use to complete the project. *Please provide a prioritized list and description of project funding elements, including an itemized breakout of costs to be considered in the event of an award of partial funding of the request.*

See attached file

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

See attached file

8. Source of matching funds raised or committed by your organization.

See attached file

9. Describe how the COVID-19 pandemic has necessitated this request.

See attached file

10. Provide a project timeline that includes the number of months to complete the project after an award (Funds must be obligated by December 31, 2024, and expended by December 31, 2026).

See attached file

11. Include a list of other partners in the project, relationship to your organization, and their role in completing the project.

See attached file

12. Describe your plan for sustainability of the project/initiative after the grant award has been exhausted.

See attached file

ORGANIZATIONAL INFORMATION

1. Please provide your organization's mission statement and goals.

See attached file

2. Describe the history of your organization and list any significant current programs and activities.

See attached file

3. List the Owner(s), Board of Directors, and senior staff members of your organization.

See attached file

4. List the staff involved with this project and describe their roles and responsibilities.

See attached file

5. If your organization has previously received funds from the City of Charles Town, please list the amount, nature of the project(s), and current status of the funding and project(s).

See attached file

6. If you have an application for funding for this project with any other sources (city, state, federal, private, or non-profit entity), please list the same here.

See attached file

SUPPORTING DOCUMENTS (Please provide the following materials with your application)

- Current operating budget
- Two years of financial statements (audited if available)
- Cash flow statement for most recent fiscal year

CERTIFICATION

I certify that I have reviewed the US Treasury Guidelines regarding the eligible uses of American Rescue Plan State and Local Fiscal Recovery Funds and, to the best of my knowledge, believe the request to be eligible for assistance. I further certify that I am authorized to submit this application request on behalf of the organization requesting the funds, and I acknowledge that the City Council reserves the right to accept or deny any application, with or without a formal explanation to the applicant.

Mary Stevanus _____ _____

Signature of Applicant Date

CHARLES TOWN MANAGEMENT REVIEW FOR ELIGIBILTY

☐ Eligible for ARPA Funding ☐ Not-Eligible for ARPA Funding

Accounting Manager Signature: _____ Date: _____

City Manager Signature: _____ Date: _____

CHARLES TOWN CITY COUNCIL REVIEW

☐ Approved ☐ Partially Funded ☐ Denied

City Council Meeting Date: _____

Amount of Funding: $_____

Application Revised: November 21, 2022 – Due by 5:00 PM on January 27, 2023

ARPA CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS
SUPPLEMENTAL INFORMATION

The U.S. Department of Treasury issued its Final Rule for the American Rescue Plan Act's (ARPA) Coronavirus State and Local Fiscal Recovery Funds on January 6, 2022. The Final Rule contains new details regarding the use of funds to respond to acute pandemic needs, fill revenue shortfalls for state and local governments, address the negative economic impacts of the pandemic, revitalize neighborhoods and business districts, and support the communities and populations hardest-hit by the COVID-19 crisis. Organizations interested in seeking a share of Charles Town's local recovery funds should review these additional details on eligibility before submitting a request.

In the Final Rule, Treasury has added "nonprofits" in most cases whenever "small businesses" are mentioned as eligible for funding. Some units of governments were using the omission of "nonprofits" in these eligible use areas as reasons to not support nonprofit organizations. The updated guidance confirms that, in most every instance, when small businesses are eligible for support, so are nonprofits, because nonprofits are businesses too.

ELIGIBLE PROJECTS

Support Public Health Response and Building Stronger Communities Through Investments in Housing and Neighborhoods. The Final Rule enumerates a broader set of uses in response to the public health crisis.

These investments may include construction and improvement of parks, public plazas, outdoor recreation spaces, green spaces, recreational facilities, sidewalks, pedestrian safety features like crosswalks, projects that increase access to healthy foods, streetlights, neighborhood cleanup, rehabilitation of blighted properties, demolition of abandoned or vacated properties, and other projects that revitalize public spaces.

Address Negative Economic Impacts. The Final Rule recognizes that the pandemic caused certain populations to be "impacted" or "disproportionately impacted". Eligible uses may include rehiring public sector workers, workforce training, health insurance coverage, providing aid to households facing food, housing, or other financial insecurity, offering small business assistance, supporting nonprofit organizations, extending support for industries and businesses hardest hit by the crisis including the tourism/travel/hospitality sector, and engaging in community revitalization activities.

Please note that when providing recovery funds to address negative economic impacts, applicants must demonstrate that the specific organizations aided, or the class of organizations aided, were actually harmed by the COVID health emergency and/or its negative economic impacts and must confirm that the recovery funds will help address those impacts. Further, the recovery fund assistance provided to businesses, non-profits, or households must be reasonably proportional to the extent and type of harm experienced and not "grossly disproportionate" to the type or extent of COVID harm experienced.

The Final Rule designates two categories to help determine if a small business is in an industry that has been impacted due to the COVID-19 public health emergency. These include:

- Industries in the travel, tourism, or hospitality sectors; and
- Any industry outside the above sectors that have experienced at least 8% employment loss from pre-pandemic levels or is experiencing comparable or worse economic impacts as the national travel, tourism, and hospitality sectors as of January 6, 2022.

Assistance to Small Businesses and Non-Profits. To assess which small businesses and non-profits were impacted, the City may consider a variety of factors ranging from financial insecurity to increased costs. Eligible uses include loans, grants, in-kind assistance, or technical assistance to help mitigate financial hardship. The Final Rule further clarifies that recovery funds may be provided to a small business or non-profit even when that sub-recipient organization is not itself financially harmed by the pandemic but is serving beneficiaries who are impacted.

Capital Expenditures for Public Health or Economic Response. The Final Rule clarifies and expands the use of recovery funds for capital expenditures. Projects eligible for capital expenditures include funding for public facilities, schools, health and medical facilities, telemedicine facilities, COVID testing or vaccination sites, testing lab and equipment, emergency operations centers and equipment, public health data systems and technology, emergency response equipment, congregate living facilities, incarceration settings, homeless shelters, affordable housing, and other such expenditures. Depending on the amount of recovery funds invested, the City may be required to submit a written justification in advance of an award.

Water, Sewer, and Broadband Infrastructure. In addition to clean drinking water and wastewater projects, the Final Rule confirms that stormwater management infrastructure, lead pipe testing and replacement, and other remedial activities are also permitted uses for the funds. Necessary investments include projects that are required to maintain a level of service that, at minimum, meets applicable health-based standards or establishes or improves broadband service to underserved populations to reach adequate levels to permit a household to work or attend school, and that are unlikely to be met with private sources of funds. The standards for underserved areas in which funds may be invested for reliable broadband services have been made more flexible, allowing investment in areas with service levels below 100 megabits per second (Mbps) download and 20 Mbps upload speeds.

To The ResQ, Inc. EIN -88-2585547

Application for American Rescue Plan Act (ARPA) Funds Charles Town ARPA

1. **Brief description of project**

A pet food pantry is critically needed in the Charles Town area so that low income and struggling pet owners are not forced to surrender or abandon pets they can no longer feed. To The ResQ (TTR), an animal rescue group, proposes to establish the first pet food pantry in the Eastern Panhandle to keep pets and their people together. This pantry will provide free temporary assistance to dog and cat owners for wet and dry food as well as donated pet supplies such as cat litter, flea and tick medications, and basic care items. Food will be distributed 2 times per month at a central location and delivery will be available for disabled or non-driving pet owners, such as senior citizens. Service will be limited to residents of Jefferson County and surrounding areas.

TTR will hold ongoing food drives and post donation boxes at local businesses. The combination of ARPA funds and donations will support the work of the "ResQ Pantry". The ResQ Pantry will also serve as a clearinghouse of information about local resources, rescues, shelters, free vaccine clinics, as well as animal health and care.

2. **Which category best describes your project?**
   X Community and Social Services

3. **Purpose and key anticipated outcomes**

   The purpose of the pantry is to keep pets at home with their owners and keep them from becoming surrenders or abandoned animals. That is our purpose AND our anticipated outcome. Homeless animals can be found on streetcorners, barns and abandoned properties in Charles Town and beyond. All ARPA funds received from the City of Charles Town will directly alleviate the hunger and suffering of pets and their owners. Pets are often the only friends and comfort people, especially the elderly and home-bound have. Pets provide vital emotional support and companionship for elderly, disabled, and lonely people and the loss of their pets could have serious mental health consequences.

   Hundreds of pets and owners could be served at the pet food pantry per year. Twice weekly food deliveries will keep pets in their homes and off the streets of Charles Town. The pantry combined with the work of local animal rescue groups will have a significant impact on the number of stray and homeless animals in our area.

4. **Individuals or communities served – how the project benefits citizens of Charles Town**

   Pet food pantry services will focus on supporting elderly, disabled, veterans and low-income people who rely on their pets for love and companionship. Many of the people who have already asked for help are elderly, on fixed incomes with little hope of improving their financial

situation. SNAP, and other benefits programs do not allow the purchase of pet food, so support from the pantry is critical. When pets can stay in their homes do NOT end up in shelters facing the risk of euthanasia.

Jefferson County has no full-service Humane Society that will accept surrendered pets. The Animal Welfare Society of Jefferson County is able to take in only a fraction of animals to be surrendered and Animal Control will only accept dogs. Lucky animals are taken in by animal local rescue groups, unlucky ones often end up in the streets, homeless. To The ResQ will work with rescues and local veterinary clinics to feed and care for these animals and ensure that they are spayed or neutered to end the cycle of needless reproduction.

5. **Total project budget**

To The ResQ began distributing pet food to requestors in January 2023. Currently we are operating the pantry with donated foods and funds raised at local events. This restricts the number of pet owners we can serve and the amount of food we can provide. ARPA funds will allow us to expand operation of the pantry significantly.

Currently, with no building or permanent location our expenses are low. We are an all volunteer organization so all funds received will go directly to purchase and distribute food.

Of the $5,000 we are requesting we will allocate:

Cat food (wet and dry) - 50% = $2,500

Dog food (wet and dry) – 40% = $2,000

Other supplies and expenses – 10% = $500 (includes flea/tick, dewormer, litter, etc. as needed)

$5,000 will help maintain a minimum level of resources for the pet food pantry over two years. We anticipate a significantly higher cost once the pantry is established. The total cost of operating pantry for 2 years is estimated at $15,000. TTR fundraising will work to meet these additional costs.

We understand that all funds must be expended by December 31, 2026.

6. **Amount of ARPA funding and specific use to complete the project. Prioritized list and description of funding elements, itemized breakdown of costs**

To the ResQ is requesting $5,000 to fully establish a pet food pantry to serve the needs of low-income pet owners in Jefferson County. Combined with donations and ongoing fundraising this amount would get the pantry well established and potentially self-sustaining into the future.

Almost all of the funds will be used to purchase food for dogs and cats, with some used to purchase flea/tick meds, wormer, and other general supplies if possible. Large bags of dog and cat food will be divided into smaller portions to make best use of limited resources. For example, a 20-pound bag of dry cat food (with lower unit cost) will be divided into 3 portions to feed three cats.

Estimate per average size dog per month= 1 20 lb bag of dry food and 8 cans of wet food = $30

Estimate per cat per month= 1 20 lb bag of dry food and 8 cans of wet food = $31

Supplies such as flea/tick meds, dewormer, heartworm meds, etc. will be distributed only when it is donated to the pantry or we can purchase it with significant savings such as at Revival Animal Health.

Pregnant and lactating cats and dogs and their babies will require special foods designed to support their nutrition al needs, such as Royal Canin Mother and Baby cat or kitten, may be purchased as needed. Also, foods for animals with specific nutritional needs, such as Hill's Science diet may be purchased as needed to maintain animal health.

We have a generous donation of 3 pallets of cat litter which we will distribute upon request. We will distribute donated litter or we can purchase it with significant savings if on sale or via Walmart.com. The ResQ Pantry will not charge for any food or materials distributed through the pantry.

We anticipate that a majority of requests will be for cat food, both wet and dry, and that is where most ARPA funds will be spent.

Of the $5,000 we are requesting we will allocate:

Cat food (wet and dry) - 50% = $2,500

Dog food (wet and dry) – 40% = $2,000

Other supplies and expenses – 10% = $500 (includes flear/tick, dewormer, litter, etc. as needed)

To The ResQ, Inc. is an all-volunteer 501(c)3 in West Virginia. No funds will be used for staffing or other expenses.

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

Fundraising is an ongoing task for any nonprofit, including To The ResQ. We have a fundraising and events committee that actively works to raise funds through online donations, raffles, online and silent auctions, and sales campaigns such as Krispy Kreme donuts sales. We have an experienced grantwriter working not only to win grants but also to establish partnerships with major animal rescue funders such as the Petco Foundation, Bissell Pet Foundation and Petsmart Foundation. These organizations can provide long-term renewable financial support to TTR to support the pet food pantry.

Part of our matching funds result from a large donation of cat litter we received from Purina. The approximate value of the pallets of litter is $2000. This litter will be distributed at no cost through the pantry.

In addition to special events, we will pursue funding through grants, auctions, and direct donations throughout the year, with a primary focus on promoting and supporting spay/neuter activities.

8. **Source of matching funds**

TTR will supplement ARPA funds awarded through a combination of donations, fundraising, grants, and special events. Our first major fundraiser, "Caturday Night Fever" a 1970's disco-themed gala was held in November 2022 at the Hollywood Casino in Charles Town and was a great success. The event was sponsored by TTR, but in addition to TTR, it benefited a dozen rescues, including the Berkeley County Humane Society. In addition to special events, we will pursue funding through grants, auctions, and direct donations throughout the year, with a primary focus on promoting and supporting the food pantry and spay/neuter activities.

TTR received a generous donation of 3 pallets of Tidy Cat cat litter from Purina with an estimated value of $2,000. This and food and equipment already purchased for the pet food pantry will be part of our matching funds.

9. **Describe how the covid pandemic has necessitated this request**

The Covid pandemic and rising inflation has created a breaking point for many pet owners, especially those on a fixed income. Supply chain problems caused by the covid lockdowns made pet foods harder to get and more expensive. Pet owners on SNAP or other benefits are not able to purchase pet foods and must considered surrendering or rehoming their beloved pets. Providing supplemental food will help keep pets in their owners' home.

In addition, abandoned pets congregate wherever they can find food: dumpsters, restaurants, barns, and someone's back yard. Cat colonies require food to survive, but more importantly they need to be humanely trapped, spayed or neutered, and ultimately rehomed. To the ResQ works directly with animal rescue groups doing TNR (Trap-Neuter-Release) to remove homeless animals from the streets of Charles Town and give them better, safer lives.

10. **Provide a timeline that includes number of months to complete the project after an award**

The basis of the pet food pantry is already established but it will continue to grow and expand for the foreseeable future. Our website at https://totheresq.org/the-resq-pantry has extensive information about the pantry program along with a link to the online application to receive aid from the pantry. We have received multiple requests for assistance in one month.

The pantry will continue to increase services and operation so there is no real "completion date". We hope to expand services and distributions and be fully operational in 6 months. We will purchase pet food each month to maintain freshness. We will need to modify amounts needed each month based on need and number of requests. Our goal is to extend our services, not using ARPA funds, to include spay/neuter clinics, vaccine events, education events and more.

11. Include a list of other partners in the project, relationship to your organization, their roles

TTR has developed a network to support most of the animal rescue groups in the area including Mountain Cat TNR, Rescue Me WV, Freedom Hearts Animal Rescue, Neighborhood Cats, Mini Meows, and The Cat's Voice WV. We will work with these groups to identify pet owners in need and deliver services to them from the Pantry. Rescue groups often work together to expand their impact and reach more animals in need with limited resources.

We will call upon our members and these groups to help with transporting food/litter to events, deliveries of food to home-bound requesters, and for emergency transport to veterinarians as needed.

12. Describe plan for sustainability of the project

TTR has an active fundraising & events committee which works to ensure a continuous stream of funds to support our activities including the ResQ Pantry. We are developing a network of rescue groups and resources to support our activities and the rescue community. We are using our website, Facebook pages, email, and text to recruit new members and educate the public on the problem of animal overpopulation in the area and the resource available to solve this problem.

TTR has volunteers to help and a physical location to store and package food. We are exploring options to expand our services by teaming with rescue groups, human food banks, and national organization to continue and expand the work of the food bank. We will be pursuing grants and other funding opportunities to sustain the work of the pet food pantry.

ORGANIZATIONAL INFORMATION

Org mission statement and goals

To The ResQ (TTR) is a 501(c)(3) charitable organization with a mission to provide support to animal rescues, shelters and community-owned pets. We want to enable the rescue community to maximize its collective ability to save at-risk animals through fundraising, networking and services with the ultimate goal of ending the unnecessary euthanasia of animals due to overcrowding at shelters.

TTR will help animal rescues, shelters and community-owned pets through spay/neuter, TNR, transporting animals to low-cost veterinary clinics for medical care, education, and fundraising to pay for these services. As experienced rescuers, we know rescue groups must focus on the

animals in their care, and To The ResQ will step up to provide support for their fundamental operations.

Our biggest goal is critically needed and central to reducing animal overpopulation in the region: establishing a low-cost spay/neuter clinic in Jefferson County. Spay/neuter is the only way to control in growth in the Eastern Panhandle. We are developing a network of rescues and concerned individuals to ultimately make all Panhandle shelters no-kill.

Describe history of organization and any current programs/activities

Our animal rescue activities will focus on the Eastern Panhandle of West Virginia, and nearby areas. West Virginia, like most rural areas, has serious problems with animal overpopulation and homelessness. There are few low-cost spay/neuter clinics, pet food banks and no-kill shelters in the area. Rescues are inundated with requests for help with stray animals and many low-income people cannot afford vet care. TTR was incorporated as a 501(c)3 in July 2022 to help achieve some of these goals. To The ResQ has many innovative programs to help the community and rescues, including:

The ResQ Shuttle: TTR will transport animals needing spay/neuter, vaccines, or other medical care to low-cost clinics. We will also use this service to transport at-risk animals in overcrowded shelters to safety. There will be no charge for transportation, but the cost of medical care will be paid by the rescue or pet owner.

VIVA (Veterans In the VA) Fosters Program: TTR will provide foster care or help pay for temporary housing for the pets of veterans receiving medical care at the Martinsburg WV VA Hospital. If veterans need help with spay/neuter or vaccines for their pets during this time, the program will help them with these services as well.

The ResQ Pantry: TTR will assist struggling pet owners with pet food and other supplies, like litter, flea/tick treatments, etc. The goal of this program is to prevent the surrender of pets by caring and responsible pet owners due to financial hardship.

The ResQ Fund: This program is a veterinary care assistance program which will provide financial assistance for pets in need. While this fund is primarily for spay/neuter and vaccines, it may also be used for medical emergencies or illnesses.

FunRaising: We aim to put the FUN back in fundraising! Our first major fundraiser, "Caturday Night Fever" a 1970's disco-themed gala was held in November 2022 and was a great success. The event was sponsored by TTR, but in addition to TTR, it benefited a dozen rescues, including the Berkeley County Humane Society. Each rescue received a portion of funds raised at the event. In addition to events, we will pursue funding through grants, auctions, and direct donations throughout the year, with a primary focus on promoting and supporting spay/neuter activities.

List the Owner, Board of Directors and senior staff

As noted in our mission statement To The ResQ as an organization was officially incorporated on August 4, 2022 but TTR was an idea years in development. As experienced animal rescuers the staff of TTR understands the support and services rescue groups need most to save the most animals.

Anna D'Amico Holland is the founder and President of To The ResQ. Inc. Ms. Holland, along with most of the other members, is well know in the cat rescue community in the Panhandle and has extensive experience operating a non-profit 501(c)3 organization. She will oversee all operations at the pet food pantry and ensure that all regulations are followed and obligations under the ARPA agreement are met.

Board of Directors 2023

Anna D'Amico Holland – President and Director of Operations
Cindy Windham – Director of Engagement
George Holland – Secretary/Treasurer and Executive Advisor
Mia Holland – Vice President
Luisa Holland – Vice President
Elaine Bolyard – Member -at-Large
Susan Brown – Member -at-Large
Dawn Hoffman – Member -at-Large
Staci Kief – Member -at-Large
Mary Stevanus – Member -at-Large and Grants Director

Staff involved in this project and roles

Mary Stevanus will serve as Manager of the ResQ Pet Food Pantry. She will oversee all operations, inventory, purchasing, deliveries, and communications.

Anna D'Amico Holland will oversee all operations of the pantry along with fundraising, promotion, accounting and management.

Dottie Kracke will serve as Senior Advisor and liaison with rescue groups, local government and the Animal Welfare Society of Jefferson County, where she was a long-term volunteer.

Any previous funds from City of Charles Town?

None

If you have an application for funding for this project with any other sources list here

TTR has funded the pet food pantry from funds raised through events, fundraising, cash donations, and donated store gift cards. In the future we hope to apply for grants to support our pantry.

ARPA FUNDING APPLICATIONS
February 6, 2023

Ann Paonessa, President
Charles Town Now
P.O. Box 733
Charles Town, WV 25414

Project Narrative: This Charles Town Now initiative involves the design and installation of a unified wayfinding signage, with a focus on the downtown area. This project represents an opportunity for the community to both brand its identity and direct visitors to attractions, parks, parking, public facilities and other points of cultural, historic and recreational interest.

Amount Requested: Charles Town Now is asking the City to allocate $350,000 for the project, and that the City manage the project. CTN is prepared to assist the City by providing technical assistance and support in the RFP and design phases of the project.

APPLICATION FOR AMERICAN RESCUE PLAN ACT (ARPA) FUNDS FROM CHARLES TOWN'S ALLOCATION

(DEADLINE FOR FINAL APPLICATIONS - JANUARY 27, 2023 BY 5:00 PM)

CONTACT INFORMATION

NAME OF APPLICANT ORGANIZATION: Charles Town Now

NAME OF PRIMARY CONTACT: Ann Paonessa, President

ORGANIZATION MAILING ADDRESS: P.O. Box 733

Charles Town (CITY) WV (STATE) 25414 (ZIP)

WEBSITE ADDRESS: www.charlestownnow.com

EMAIL ADDRESS: charlestownnowwv@gmail.com

TELEPHONE: 304-885-4971 (Ann Paonessa office)

PROJECT SUMMARY (applicant may respond in the space provided below or attach a separate document)

Please provide a detailed narrative of your project with specific data where appropriate, including but not limited to the following:

1. Brief Description of project.

This request is for the fabrication and installation of wayfinding signage in the city, with a focus on the downtown core. The proposed budget in this request is to implement wayfinding throughout the city, thereby creating a unified wayfinding system and resulting in a more meaningful impact. A wayfinding system can help connect people to places using the built environment and serves as an easily understandable visual guide. Wayfinding is an opportunity for a community to both brand its identity and direct visitors to local tourist attractions, parking, parks, public facilities and government services, and other points of interest. Communities across the country are or have implemented wayfinding to not only highlight points of interest, but the signage provides an economic benefit. Visitors are able to explore a community with greater ease, resulting in a better experience, discovering points of interest and staying longer resulting in more economic benefits to shopping and dining venues. Further, visitors who have a quality experience in a community are more likely to share and recommend to their friends and family that they should visit said community.

The design of these signs is nearly complete, which has been a collaborative process between City staff and the Design Committee of Charles Town Now (CTN). However, the funding for the fabrication and installation has not been allocated. The funding of this initiative will benefit business owners, the City, and Charles Town Now.

2. Which of the following categories best describes your project (see attached supplemental document for additional details; check one):

- ☐ Address Negative Economic Impacts
- ☐ Capital Expenditures for Community Revitalization, Economic Stimulus, Response, and Recovery
- ☐ Housing Assistance
- ☐ Water, Sewer, or Broadband Infrastructure
- ☐ Community and Social Services
- ☐ Support Public Health
- ☐ Other

3. Purpose and key anticipated outcomes (if your organization is seeking funds to address Negative Economic Impacts, you must demonstrate that either your organization was specifically harmed by the pandemic and that the recovery funds will help address those impacts, or that your organization serves or will serve community members or groups negatively affected by the COVID-19 Pandemic).

Charles Town Now is composed of, represents. and promotes businesses within downtown Charles Town. Nearly all of the businesses that Charles Town Now supports and promotes were significantly impacted by the COVID-19 Pandemic. All businesses had lost substantial revenue from the considerable drop in customer visits, services that were postponed by clients, and the closures that occurred. This was a significant time of uncertainty, stress, and financial impact on all businesses. It has taken more than two years for businesses to "recover," meaning sales are returning to 2019 levels, but there is no way for those businesses to "recover" lost sales that occurred during that time.

In keeping with Charles Town Now efforts of promoting these businesses, the purpose and key outcomes of wayfinding are:

- Reduce travel frustrations, getting lost, finding parking, discovering community amenities and the like which can have an impact on the experience of the visit and desire to return.
- Motivate traffic to enter retail areas and disperse to local businesses.
- Increase per capita daily spending and increase economic impact.
- Create a sense of place and community. The signage creates a cohesive theme and is an expression of the city's brand. Signage is about more than navigation.
- A form of continuous and long-lasting marketing effort.

While people do use mobile mapping systems to get from one place to another and these systems are convenient, they don't provide other types of information for visitors. By adding wayfinding signs, when visitors arrive in the city, they need to be provided with information that gets them to their destination without opening their phones (also possibly being unsure of what to search for) or asking strangers for directions. Wayfinding makes it effortless for visitors to find shopping, dining, and points of interests within the community.

As noted in question 1, whether it be visitors or citizens of the community, the better the experience, the more likely it is for return visits and/or recommendations shared with friends and family to visit Charles Town. Although the focus of this request is particularly for signage in the downtown area, it would be much more impactful for the City and downtown businesses if signage was provided along key gateways into the city that directed visitors to downtown.

The City has identified wayfinding as a priority in two different plans and implementing this initiative would result in the realization of that goal. Those two plans are the:

- Walkability and Connectivity Study
- Historically HIP Charles Town 2040 Comprehensive Plan

The chapters in the Comprehensive Plan on "A Vision for Downtown Charles Town," "Growth and Land Use," and "Mobility, Accessibility and Connectivity" all discuss the importance of wayfinding. The Plan also notes in several locations that wayfinding should be implemented in the short term (0-4 years) after the adoption of the Comprehensive Plan. The section titled "Mobility, Accessibility and Connectivity" on page 118 discusses in detail the benefits of wayfinding, which states the following:

> *"Building Blocks: Wayfinding*
>
> The 2016 Walkability and Connectivity Study identified a preliminary wayfinding program that is highlighted by vehicular and pedestrian and bicyclist signage. A wayfinding signage system (see Figures 41 and 42) for Charles Town should be organized to direct visitors and residents to major attractions and destinations, regardless of their transportation mode. Signage should be strategically located along priority routes that connect to areas of high activity. In addition to navigation, the signs can alert newcomers to the presence of these attractions and encourage "pedestrian propulsion," or some element of the street that entices one to walk farther than originally intended. Fortunately, the City has many points of interest located in its downtown that are within walking distance."

It is resoundingly clear that this is an important initiative to the City and is a benefit to citizens of the community, visitors, business owners, and the City's own goals, both economically and for creating a sense of place and community.

4. Individuals or communities served. Include details about those served in Charles Town and how the project benefits the citizens of Charles Town. Projects that also include benefits for those living outside of Charles Town may still be considered for funding.

While much of this question is answered in item #3 above, it is important to expand upon those served and the benefits to citizens of Charles Town. Wayfinding will benefit visitors, citizens of the City, downtown businesses, the City and Charles Town Now. As provided above in detail, visitors will have a better experience when visiting, but it is important to note that citizens will also benefit from clarity of signage when trying to locate parks, parking, and other amenities. Further, all citizens in the City benefit from having a thriving and successful downtown. It improves the quality of life and creates a sense of identity in the community and results in greater revenue from the economic activity generated from the businesses. These attributes also provide significant positive benefit to the City, business owners and Charles Town Now.

5. Total project budget.

Charles Town Now is requesting the city allocate $350,000.00 for this project. Please note that Charles Town Now is not requesting the City to transfer these funds to CTN, but that the City earmark these funds in its own budget for this initiative, using ARPA funding as the source. Charles Town Now is a partner in the design phase and can assist in the development and reviewing of the request for proposals (RFP) that will be necessary. However, CTN does not have the staff technical resources or capacity to be the project manager for this wayfinding project. Charles Town Now believes that role could be best accomplished by the City.

6. Amount of ARPA funding requested and specific use to complete the project. *Please provide a prioritized list and description of project funding elements, including an itemized breakout of costs to be considered in the event of an award of partial funding of the request.*

Charles Town Now does not have a specific budget or itemized list of costs. However, CTN has contacted other communities to provide an estimate of cost. Provided below are the communities contacted, cost, and year, if known. As Council is aware, both material and labor costs have increased in nearly all sectors of the economy over the past two years.

Martinsburg, WV – $454,000 in 2018. *See wayfinding images attached.*

Strasburg, VA – Recent bids came in from $350,000 to $480,000. Value engineered lowest bid to a little below $300,000. *See wayfinding proposal attached. Project currently underway.*

Front Royal, VA – $234,000 for fabrication in 2021. Installation would likely have been approximately $100,000 or more, given increases in construction costs in the last 18 months. *See attached sample of installation plan.*

Wytheville, VA – $800,000 for fabrication and installation.

The following communities have also developed, fabricated and/or installed Wayfinding initiatives: Elkins, WV ; Warrenton, VA; Frostburg, MD ; and Culpeper, VA. They were also contacted by CTN to provide a benchmark on costs, but no figures were obtained as of the application deadline. CTN will provide any updates from these communities at the February 6th special session.

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

No matching funds have been raised or will be committed by Charles Town Now. In review of this application request, consideration should be given by City Council that there are no other funding sources for wayfinding signage, whether that be local, state, or federal sources, and the ARPA funds are the most likely option for the City to fund this initiative.

8. Source of matching funds raised or committed by your organization.

Not applicable.

9. Describe how the COVID-19 pandemic has necessitated this request.

See question 3.

10. Provide a project timeline that includes the number of months to complete the project after an award (Funds must be obligated by December 31, 2024, and expended by December 31, 2026).

Timeline:

- March 2023 – Design to be finalized

- May 2023 – Council approval to release a request for proposals (RFP)
- July-September 2023 – RFP released for 60 days of advertising
- September 2023 – Charles Town Now Design Committee and City staff review RFP's
- November/December 2023 – Negotiation, possible value engineering, and award contract
- January-June 2024 – Approval from WV Department of Highways for installation of signs in state right-of-way.
- January-June 2024 - Fabrication of signs
- June-September 2024 – Installation

11. Include a list of other partners in the project, relationship to your organization, and their role in completing the project.

As noted in question 5, Charles Town Now is relying on the City of Charles Town for this partnership. Identified partners at the City are:

- City Council
- Infrastructure Committee
- Finance Committee
- City Manager
- Department of Community Development
- Department of Public Works

The symbiotic relationship between Charles Town Now and the City is well known and established. The two organizations have a mutual goal of creating a vibrant and thriving downtown.

12. Describe your plan for sustainability of the project/initiative after the grant award has been exhausted.

The installation of the signs is a onetime expense and will have a long-lasting benefit to the community.

ORGANIZATIONAL INFORMATION

1. Please provide your organization's mission statement and goals.

To preserve, promote and enhance the physical, social, cultural and economic vitality of Charles Town's historic downtown center with an unwavering commitment to its growth and sustainability.

2. Describe the history of your organization and list any significant current programs and activities.

Incorporated in 2011 as Discover Downtown Charles Town, Inc. (dba Charles Town Now), our organization uses the Main Street four-point approach to downtown revitalization. This multifaceted approach, developed by Main Street America, focuses on four key areas: Organization (volunteer-based, community driven non-profit); Design (physical); Promotions (social/cultural); and Economic Vitality (economic). Achieved Main Street accreditation in 2018.

Major Programs and Activities:

1) **Robust Social Media Presence.** Charles Town Now has over 9,700 followers on Facebook and a reach of 16.961; over 1,800 followers on Instagram with a reach of 3,063; and 3,023 followers on TikTok with over 21,000 views. These long-developed followings allow us to promote downtown events/happenings and individual business promotions on an on-going basis to attract residents, visitors and new businesses to our historic downtown.

2) **Events for 2023.** Charles Town Now has the following events planned for this coming year: Murder Mystery Theatre/Dinner (February – SOLD OUT!); Blooms & Blossoms (April); WV Fest (June); Christmas in July (July); Car Show (September); Downtown Trick or Treat (October); Small Business Saturday (November); and Tree Lighting (December). Note: WV Fest and Car Show are City run events. CT now funds and staffs a portion of the event which is TBD in 2023. For the Tree Lighting, we offer a pre-event ornament making workshop for kids and an opportunity to visit with Santa prior to the event.

3) **Market Analysis Study.** Conducted in November 2021 in cooperation with Downtown Strategies and Main Street West Virginia, the market analysis study identified potentially sustainable businesses to target and attract to our downtown. It's proved to be an invaluable tool for businesses seeking to locate in downtown Charles Town.

4) **Promotion of City's Revive!, Façade and Sidewalk Grants as well as Federal and State Historic Tax Credit Programs.** These applications do not happen by accident! While the City has funded these programs, Charles Town Now has made a purposeful

effort to promote and foster applications for these funding opportunities that encourage investment and reinvestment in our downtown CT Now co-hosted a Tax Credit Workshop in July of 2022 in Charles Washington Hall that was well attended and are looking forward to many of these in-the-works projects coming to fruition.

5) **CT Now Discount Card.** Charles Town Now continues to manage, market and sell a discount card program on an annual basis that encourages local and regional residents to shop local and patronize our downtown businesses on a continual basis. Cards are sold for $10 each and offer varying discounts at a wide variety of shops and restaurants.

3. List the Owner(s), Board of Directors, and senior staff members of your organization.

Board of Directors: Ann Paonessa, President; Sheryl Stering, Vice President; Hannah Amiet, Secretary; Daphne Wahl, Treasurer; Kareem Washington; Kathy Skinner; Moises Cardenas; Angela Kable Johnson.

In addition, we have multiple committee members and community volunteers for events and special projects.

The Board works closely with the City's Economic Development and Downtown Coordinator Liz Cook, but employs no paid staff of its own.

4. List the staff involved with this project and describe their roles and responsibilities.

Not applicable. See **#11** above for the partnership we propose in managing and completing the project.

5. If your organization has previously received funds from the City of Charles Town, please list the amount, nature of the project(s), and current status of the funding and project(s).

The organization has received funding for various small projects over the years and enjoyed a cooperative partnership with the City overall. In recent years, the City's support has been primarily in-kind, providing staff resources for our programs and activities (i.e. Economic Development and Downtown Coordinator, Maintenance Crew and CTPD). Most recently, the

City provided funding to Charles Town Now for street art located on Charles Street. Charles Town Now successfully managed and implemented that initiative.

6. If you have an application for funding for this project with any other sources (city, state, federal, private, or non-profit entity), please list the same here.

Not applicable.

SUPPORTING DOCUMENTS (Please provide the following materials with your application) – SEE ATTACHED

- Current operating budget
- Two years of financial statements (audited if available)
- Cash flow statement for most recent fiscal year

CERTIFICATION

I certify that I have reviewed the US Treasury Guidelines regarding the eligible uses of American Rescue Plan State and Local Fiscal Recovery Funds and, to the best of my knowledge, believe the request to be eligible for assistance. I further certify that I am authorized to submit this application request on behalf of the organization requesting the funds, and I acknowledge that the City Council reserves the right to accept or deny any application, with or without a formal explanation to the applicant.

Lisa M. Parsons, President Charles Town Now — Signature of Applicant

1/27/2023 — Date

CHARLES TOWN MANAGEMENT REVIEW FOR ELIGIBILTY

☐ Eligible for ARPA Funding ☐ Not-Eligible for ARPA Funding

Accounting Manager Signature: _____ Date: _____

City Manager Signature: _____ Date: _____

CHARLES TOWN CITY COUNCIL REVIEW

☐ Approved ☐ Partially Funded ☐ Denied

City Council Meeting Date: _____

Amount of Funding: $_____

Application Revised: November 21, 2022 – Due by 5:00 PM on January 27, 2023

ARPA CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS
SUPPLEMENTAL INFORMATION

The U.S. Department of Treasury issued its Final Rule for the American Rescue Plan Act's (ARPA) Coronavirus State and Local Fiscal Recovery Funds on January 6, 2022. The Final Rule contains new details regarding the use of funds to respond to acute pandemic needs, fill revenue shortfalls for state and local governments, address the negative economic impacts of the pandemic, revitalize neighborhoods and business districts, and support the communities and populations hardest-hit by the COVID-19 crisis. Organizations interested in seeking a share of Charles Town's local recovery funds should review these additional details on eligibility before submitting a request.

In the Final Rule, Treasury has added "nonprofits" in most cases whenever "small businesses" are mentioned as eligible for funding. Some units of governments were using the omission of "nonprofits" in these eligible use areas as reasons to not support nonprofit organizations. The updated guidance confirms that, in most every instance, when small businesses are eligible for support, so are nonprofits, because nonprofits are businesses too.

ELIGIBLE PROJECTS

Support Public Health Response and Building Stronger Communities Through Investments in Housing and Neighborhoods. The Final Rule enumerates a broader set of uses in response to the public health crisis.

These investments may include construction and improvement of parks, public plazas, outdoor recreation spaces, green spaces, recreational facilities, sidewalks, pedestrian safety features like crosswalks, projects that increase access to healthy foods, streetlights, neighborhood cleanup, rehabilitation of blighted properties, demolition of abandoned or vacated properties, and other projects that revitalize public spaces.

Address Negative Economic Impacts. The Final Rule recognizes that the pandemic caused certain populations to be "impacted" or "disproportionately impacted". Eligible uses may include rehiring public sector workers, workforce training, health insurance coverage, providing aid to households facing food, housing, or other financial insecurity, offering small business assistance, supporting nonprofit organizations, extending support for industries and businesses hardest hit by the crisis including the tourism/travel/hospitality sector, and engaging in community revitalization activities.

Please note that when providing recovery funds to address negative economic impacts, applicants must demonstrate that the specific organizations aided, or the class of organizations aided, were actually harmed by the COVID health emergency and/or its negative economic impacts and must confirm that the recovery funds will help address those impacts. Further, the recovery fund assistance provided to businesses, non-profits, or households must be reasonably proportional to the extent and type of harm experienced and not "grossly disproportionate" to the type or extent of COVID harm experienced.

The Final Rule designates two categories to help determine if a small business is in an industry that has been impacted due to the COVID-19 public health emergency. These include:

- Industries in the travel, tourism, or hospitality sectors; and
- Any industry outside the above sectors that have experienced at least 8% employment loss from pre-pandemic levels or is experiencing comparable or worse economic impacts as the national travel, tourism, and hospitality sectors as of January 6, 2022.

Assistance to Small Businesses and Non-Profits. To assess which small businesses and non-profits were impacted, the City may consider a variety of factors ranging from financial insecurity to increased costs. Eligible uses include loans, grants, in-kind assistance, or technical assistance to help mitigate financial hardship. The Final Rule further clarifies that recovery funds may be provided to a small business or non-profit even when that sub-recipient organization is not itself financially harmed by the pandemic but is serving beneficiaries who are impacted.

Capital Expenditures for Public Health or Economic Response. The Final Rule clarifies and expands the use of recovery funds for capital expenditures. Projects eligible for capital expenditures include funding for public facilities, schools, health and medical facilities, telemedicine facilities, COVID testing or vaccination sites, testing lab and equipment, emergency operations centers and equipment, public health data systems and technology, emergency response equipment, congregate living facilities, incarceration settings, homeless shelters, affordable housing, and other such expenditures. Depending on the amount of recovery funds invested, the City may be required to submit a written justification in advance of an award.

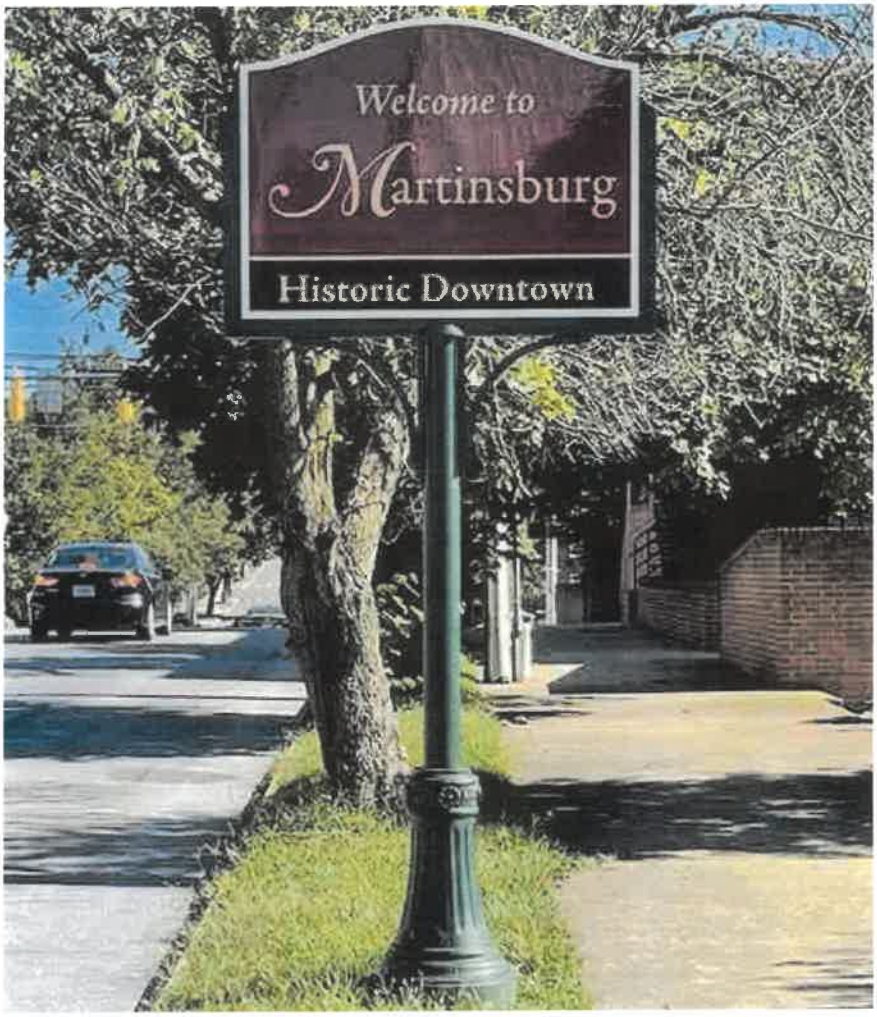
Water, Sewer, and Broadband Infrastructure. In addition to clean drinking water and wastewater projects, the Final Rule confirms that stormwater management infrastructure, lead pipe testing and replacement, and other remedial activities are also permitted uses for the funds. Necessary investments include projects that are required to maintain a level of service that, at minimum, meets applicable health-based standards or establishes or improves broadband service to underserved populations to reach adequate levels to permit a household to work or attend school, and that are unlikely to be met with private sources of funds. The standards for underserved areas in which funds may be invested for reliable broadband services have been made more flexible, allowing investment in areas with service levels below 100 megabits per second (Mbps) download and 20 Mbps upload speeds.





LARGE VEHICULAR DIRECTIONAL SIGN | SMALL MODULAR DIRECTIONAL SIGN | ILLUMINATED PARKING LOCATOR WITH PEDESTRIAN INFORMATION | PARKING LOCATOR POST AND PANEL | PEDESTRIAN INFORMATION SIGNS | BANNER PROTO-TYPES



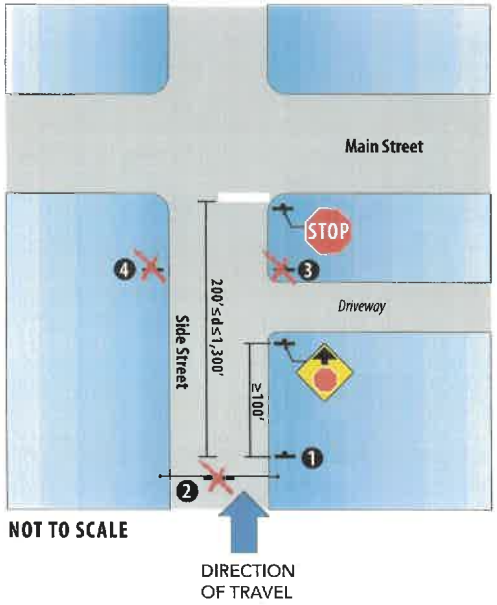

Welcome to
Martinsburg
Historic Downtown


Visitor Center
P


CSX
W KING ST
E KING ST
W JOHN ST
E JOHN ST
CSX
CSX
Walk Downtown Martinsburg


P
MARTIN

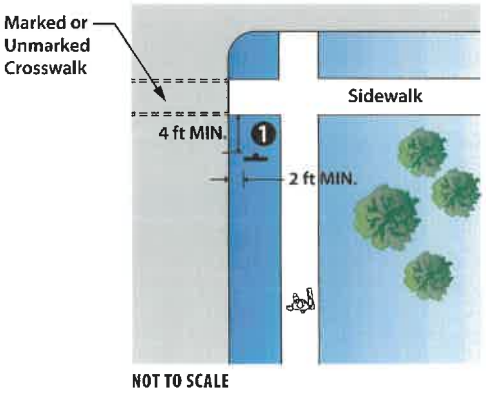
GUIDELINES FOR SIGN PLACEMENT



1. Appropriate Wayfinding Sign Placement.
2. Signs may not be placed overhead.
3. Signs may not obstruct driveway or cross street sign distance.
4. Signs must be on the right side of the road.

■ Signs should be located to take advantage of natural terrain, to minimize the impacts on the scenic environment and to avoid visual conflict with other regulatory, warning, and guide signs within the public right-of-way.

■ Wayfinding signs should be placed such that they do not adversely impact, obstruct or detract from regulatory and warning signs. Placement should consider the posted speed limit and running speeds of vehicles on the roadway. While it may not be possible in congested urban settings where the speed limit is 25 mph, wayfinding signs should be located a minimum of 100 feet, or longer if speeds are higher, from other traffic control devices.



1 Appropriate Wayfinding Sign Placement near Crosswalks.

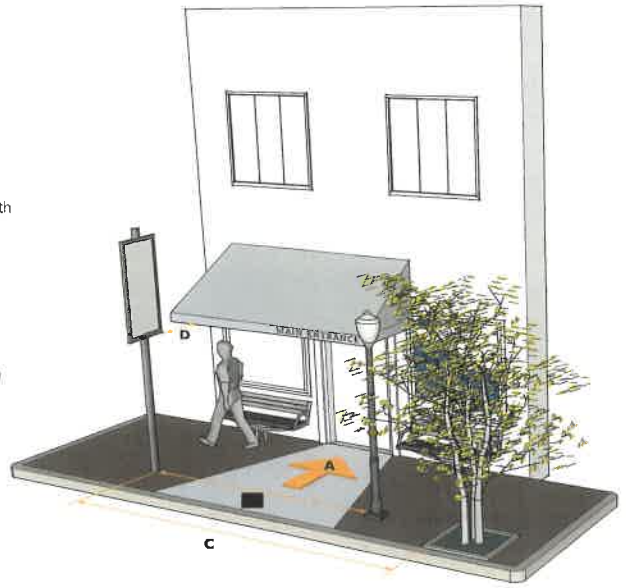
■ In urban areas where crosswalks exist, signs should not be placed within 4 feet in advance of the crosswalk.

A. Locate sign so as not to interfere with building entrance.

B. Locate sign structure a minimum of 15'-0" back from utility structure.

C. Locate front of sign 15'-0" to 20'-0" back from tree foliage.

D. Locate sign a minimum of 2'-0" from other obstructions.



FRAZIER ASSOCIATES
ARCHITECTURE • COMMUNITY DESIGN • WAYFINDING
213 NORTH AUGUSTA STREET, STAUNTON, VA 24401
PHONE 540.886.6230 FAX 540.886.6626
www.frazierassociates.com

STRASBURG, VA
WAYFINDING SIGN SYSTEM
MASTER PLAN

Strasburg, Virginia

COLOR PALETTE

- P1 Pantone 309 C
- P2 Pantone 313 C
- P3 Pantone 2603 C
- P4 Pantone 368 C
- P5 Black
- P6 3M Diamond Grade Reflective Sheeting #4090

REVISION DATE

PROJECT NO. 2019-0022

SCALE: AS SHOWN

PROJECT MANAGER: SH

CHECKED BY:

DRAWN BY: SCH

DATE: April 1, 2020

GUIDELINES FOR SIGN PLACEMENT

SHEET 3



G1: Primary Monumental Gateway Sign

G2: Strasburg Historic Downtown Sign

FRAZIER ASSOCIATES
ARCHITECTURE • COMMUNITY DESIGN • WAYFINDING
213 NORTH AUGUSTA STREET, STAUNTON, VA 24401
PHONE 540.886.8230 FAX 540.886.8678
www.frazierassociates.com

STRASBURG, VA
WAYFINDING SIGN SYSTEM
MASTER PLAN

Strasburg, Virginia

COLOR PALETTE

- P1 Pantone 309 C
- P2 Pantone 313 C
- P3 Pantone 2603 C
- P4 Pantone 368 C
- P5 Black
- P6 3M Diamond Grade Reflective Sheeting #4090

REVISION DATE

PROJECT NO. 2019-0022

SCALE: AS SHOWN

PROJECT MANAGER: SH

CHECKED BY:

DRAWN BY: SCH

DATE: April 1, 2020

WAYFINDING SIGN SYSTEM: GATEWAY SIGNS

SHEET 5



T1: STRASBURG TRAILBLAZER SIGN
Speed limits 30 MPH and greater

T1: STRASBURG TRAILBLAZER BACK

T2: STRASBURG TRAILBLAZER SIGN
Speed limits 25 MPH and lower

T2: STRASBURG TRAILBLAZER BACK

FRAZIER ASSOCIATES
ARCHITECTURE • COMMUNITY DESIGN • WAYFINDING
213 NORTH AUGUSTA STREET STAUNTON, VA 24401
PHONE 540.885.5230 FAX 540.885.5828
www.frazierassociates.com

STRASBURG, VA
WAYFINDING SIGN SYSTEM
MASTER PLAN

Strasburg, Virginia

COLOR PALETTE

- P1 Pantone 309 C
- P2 Pantone 313 C
- P3 Pantone 2603 C
- P4 Pantone 368 C
- P5 Black
- P6 3M Diamond Grade Reflective Sheeting #4090

REVISION DATE

PROJECT NO. 2019-0022

SCALE: NTS

PROJECT MANAGER: SH

CHECKED BY:

DRAWN BY: SCH

DATE: April 1, 2020

WAYFINDING SIGN SYSTEM: DIRECTIONAL SIGNS

SHEET 6



FRONT SIDE BACK SIDE

P1: Parking Identification Sign
Two-Sided Sign for Multi-Directional Vehicular Traffic

K1: Information Kiosk
Option for Two-Sided Kiosk

K2: Pedestrian "You Are Here" Map

FRAZIER ASSOCIATES
ARCHITECTURE • COMMUNITY DESIGN • WAYFINDING
213 NORTH AUGUSTA STREET, STAUNTON, VA 24401
PHONE 540.886.6230 FAX 540.886.8629
www.frazierassociates.com

STRASBURG, VA
WAYFINDING SIGN SYSTEM
MASTER PLAN

Strasburg, Virginia

COLOR PALETTE

- P1 Pantone 309 C
- P2 Pantone 313 C
- P3 Pantone 2603 C
- P4 Pantone 368 C
- P5 Black
- P6 3M Diamond Grade Reflective Sheeting #4090

REVISION DATE

PROJECT NO. 2019-0022

SCALE: AS SHOWN

PROJECT MANAGER: SH

CHECKED BY:

DRAWN BY: SCH

DATE: April 1, 2020

WAYFINDING SIGN SYSTEM: DIRECTIONAL SIGNS

SHEET 7



G1: County Primary Monumental Gateway Sign

G2: Front Royal Monumental Gateway Sign

G3: Front Royal Historic Downtown Sign

FRAZIER ASSOCIATES
ARCHITECTURE • COMMUNITY DESIGN • WAYFINDING
313 NORTH AUGUSTA STREET, STAUNTON, VA 24401
PHONE 540.886.8631 FAX 540.886.8633
www.frazierassociates.com

WARREN COUNTY & FRONT ROYAL, VA
WAYFINDING SIGN SYSTEM
MASTER PLAN

Warren County, Virginia

REVISION DATE

PROJECT NO. 2017-0105

SCALE: AS SHOWN

PROJECT MANAGER: SH

CHECKED BY:

DRAWN BY: SCH

DATE: February 21, 2020

WAYFINDING SIGN SYSTEM: GATEWAY SIGNS

SHEET 5



T1: County Trailblazer Sign

T2: Front Royal Trailblazer Sign

P1: Parking Directional Sign
Attached to same trailblazer post in same location.

P2: Parking Stand-Alone Directional Sign

FRAZIER ASSOCIATES
ARCHITECTURE • COMMUNITY DESIGN • WAYFINDING
212 NORTH AUGUSTA STREET, STAUNTON, VA 24401
PHONE 540.885.8331 FAX 540.885.8878
www.frazierassociates.com

Warren County & Front Royal, VA
Wayfinding Sign System
Master Plan
Warren County, Virginia

REVISION DATE

PROJECT NO. 2017-0105

SCALE: AS SHOWN

PROJECT MANAGER: SH

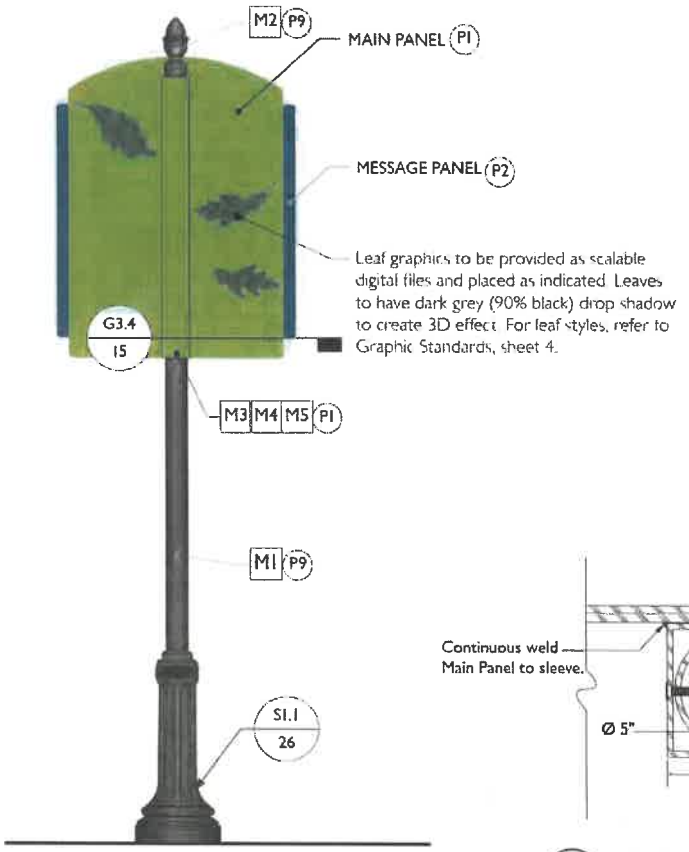
CHECKED BY:

DRAWN BY: SCH

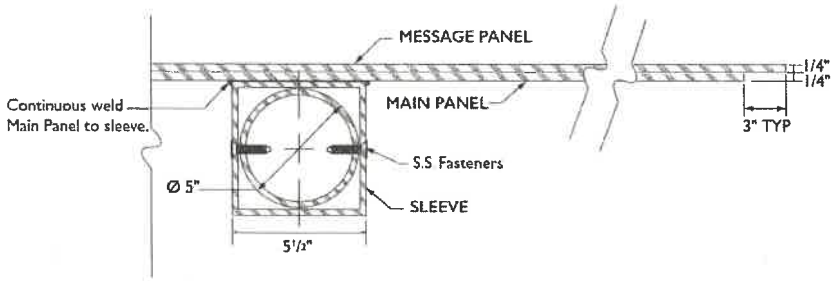
DATE: February 21, 2020

WAYFINDING SIGN SYSTEM: DIRECTIONAL SIGNS

SHEET 6



G3.3 MOUNTING DETAILS
Scale: 1/2" = 1'



G3.4 SECTION DETAILS
Scale: 1/2" = 1'

G3: MOUNTING:

M1 POST: Use Niland Company-Grand Cleveland Series: GCL-17-SS-12 or an approved equal. Use Anchor Base/Dent post or an approved equal. Installation to meet Virginia's Department of Transportation's specifications and regulations for the proper installation of signs and be breakaway as required. If breakaway base is required, use Dent Industries, or approved equal. The size and specifications to be determined by Sign Fabricator's structural engineer. For Breakaway Details, see sheet 26.

M2 FINIAL: Use Acorn finial to fit 5" post. Finial to be painted black to match post color.

M3 MOUNTING SLEEVE ASSEMBLY: .25" thick, aluminum square, sleeve sized to fit over 5" steel post. Sleeve to be mechanically fastened and spot welded to back of main panel. Slide mounting sleeve assembly over post and mechanically fasten sleeve to post. No through-bolts visible on sign face. Mounting sleeve to be primed and painted as indicated using Matthews Acrylic Paint, or an approved equal.

M4 Any reinforcement, fasteners, or fittings shall be painted so as to be inconspicuous. All exposed hardware shall be tamper-resistant, non corrosive fasteners. The size and quantity to be determined by fabricator's structural engineer.

M5 METAL PROTECTION: Where dissimilar metals contact each other, or where metal contacts other corrosive substrates, protect against galvanic action or corrosion by painting contact surfaces with bituminous coating or by other permanent separation as recommended by metal manufacturer or cited metal standard.

G3: INSTALLATION NOTES:

1. Installation to meet Virginia Department of Transportation's specifications and regulations for the proper installation of signs and to be breakaway as required. Use Dent Industries, or an approved equal.
2. For general sign locations see Vehicular Sign Location Map Sections A-E, sheets 35–50.

SIGN FABRICATOR NOTES:

1. Sign fabricator/contractor shall provide fully engineered drawings including, but not limited to, foundation, electrical and structural for all sign types to Owner for review and approval prior to sign fabrication.
2. Sign fabricator/contractor shall be responsible for all site engineering. This shall include verifying the mounting conditions and providing a detail drawing for each mounting condition.

FRAZIER ASSOCIATES
ARCHITECTURE • COMMUNITY DESIGN • WAYFINDING
212 NORTH AUGUSTA STREET, STAUNTON, VA 24401
PHONE 540.885.8731 FAX 540.885.8879
www.frazierassociates.com

WARREN COUNTY & FRONT ROYAL, VA
WAYFINDING SIGN SYSTEM
MASTER PLAN

Warren County, Virginia

COLOR PALETTE

P1	Pantone 370 C
P2	Pantone 294 C
P3	Pantone 468 C
P4	Pantone 7483 C
P5	Pantone 476 C
P6	Pantone 730 C
P7	C=40, M=85, Y=98, K=29
P8	CorTen Steel
P9	Black
P10	3M Diamond Grade Reflective Sheeting #4090

SPECIFICATIONS KEY

- P# Color Identification
- S# Sign Panel Specifications
- M# Sign Mounting Specifications

REVISION DATE

PROJECT NO. 2017-0105

SCALE: AS SHOWN

PROJECT MANAGER: SH

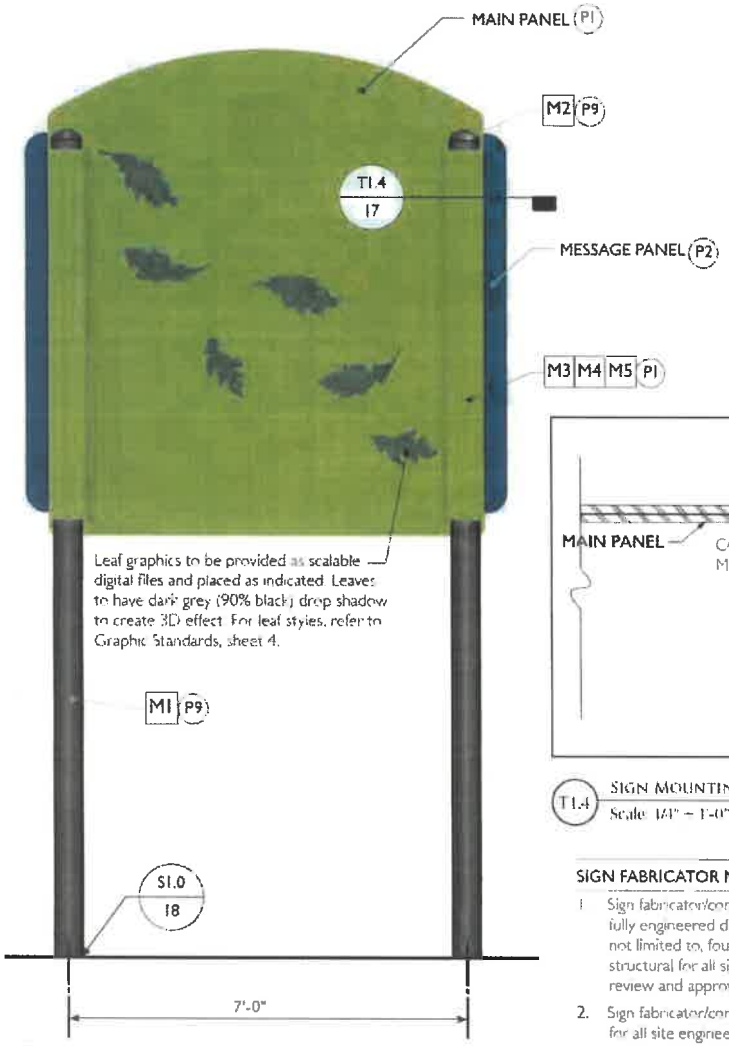
CHECKED BY:

DRAWN BY: SCH

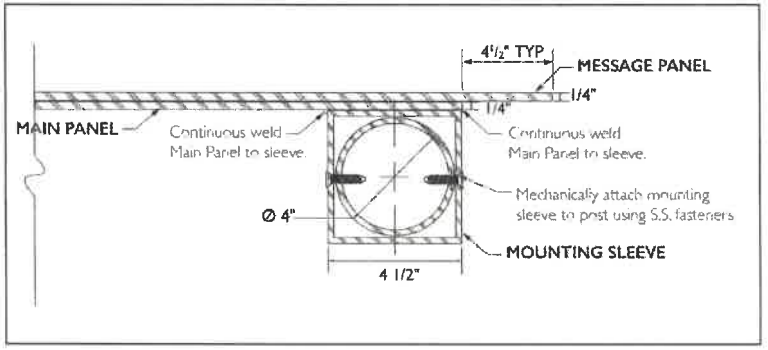
DATE: February 21, 2020

G3: FRONT ROYAL HISTORIC DOWNTOWN MOUNTING DETAILS

SHEET 15



T1.3 SIGN PANEL & MOUNTING DETAILS
Scale: 1/2" = 1'-0"



T1.4 SIGN MOUNTING DETAILS
Scale: 1/4" = 1'-0"

T1: MOUNTING :

M1 POST: Use 2 - 4" steel post-variable heights. Use Anchor Base/Dent Breakaway Industries post or an approved equal. Installation to meet Virginia's Department of Transportation's specifications and regulations for the proper installation of signs and be breakaway as required. If breakaway base is required, use Dent Breakaway Industries, or approved equal. The size and specifications to be determined by Sign Fabricator's structural engineer.

M2 POST CAP: To be 4"-Dome cap or an approved equal and painted to match post color.

M3 MOUNTING SLEEVE: .25" thick, aluminum square, sleeve sized to fit over 4" steel post. Sleeve to have a continuous weld to back of main panel. Slide mounting sleeve assembly over post and mechanically fasten sleeve to post. No through-bolts visible on sign face. Mounting sleeve to be primed and painted using Matthews Acrylic Paint, or an approved equal and painted to match P1.

M4 Any reinforcement, fasteners, or fittings shall be painted so as to be inconspicuous. All exposed hardware shall be tamper-resistant, non corrosive fasteners. The size and quantity to be determined by fabricator's structural engineer.

M5 METAL PROTECTION: Where dissimilar metals contact each other, or where metal contacts other corrosive substrates, protect against galvanic action or corrosion by painting contact surfaces with bituminous coating or by other permanent separation as recommended by metal manufacturer or cited metal standard.

SIGN FABRICATOR NOTES:

1. Sign fabricator/contractor shall provide fully engineered drawings including, but not limited to, foundation, electrical and structural for all sign types to Owner for review and approval prior to sign fabrication.
2. Sign fabricator/contractor shall be responsible for all site engineering. This shall include verifying the mounting conditions and providing a detail drawing for each mounting condition.

NOTES:

T1: INSTALLATION NOTES:

1. Installation to meet Virginia Department of Transportation's specifications and regulations for the proper installation of signs and to be breakaway as required. Use Dent Breakaway, Industries or an approved equal.
2. For general sign locations refer to Vehicular Sign Location Map Sections A-E, sheets 35–50.

T1: VEHICULAR TRAILBLAZER SIGNS

SIGN WIDTH	SIGN HEIGHT	QUANTITY
8'-0"	9'-0"	1
8'-0"	8'-6"	2
8'-0"	8'-3"	4
8'-0"	8'-0"	4
8'-0"	7'-6"	2
8'-0"	7'-0"	4
8'-0"	6'-6"	4
8'-0"	5'-6"	5
QUANTITY TOTAL		30

FRAZIER ASSOCIATES
ARCHITECTURE • COMMUNITY DESIGN • WAYFINDING
315 NORTH AUGUSTA STREET, STAUNTON, VA 24401
PHONE 540.885.8231 FAX 540.886.8826
www.frazierassociates.com

WARREN COUNTY & FRONT ROYAL, VA
WAYFINDING SIGN SYSTEM
MASTER PLAN

Warren County, Virginia
COLOR PALETTE

- (P1) Pantone 370 C
- (P2) Pantone 294 C
- (P3) Pantone 468 C
- (P4) Pantone 7483 C
- (P5) Pantone 476 C
- (P6) Pantone 730 C
- (P7) C-40, M-85, Y-98, K-29
- (P8) CorTen Steel
- (P9) Black
- (P10) 3M Diamond Grade Reflective Sheeting #4090

SPECIFICATIONS KEY

- (P#) Color Identification
- S# Sign Panel Specifications
- M# Sign Mounting Specifications

REVISION DATE

PROJECT NO. 2017-0105
SCALE: AS SHOWN
PROJECT MANAGER: SH
CHECKED BY:
DRAWN BY: SCH
DATE: February 21, 2020

T1: VEHICULAR TRAILBLAZER MOUNTING DETAILS

SHEET 17

ARPA FUNDING APPLICATIONS
February 6, 2023

Doug Perks, Curator
Jefferson County Historical Society
600 Mordington Avenue
Charles Town, WV 25414

Project Narrative: This project, initiated by the Jefferson County Historical Society, includes four (4) new historical wayfinding signs celebrating Charles Town's history and replacing and updating the deteriorated signs currently located in the downtown area.

Amount Requested: JCHS requests $2,500 for the design, production and installation of new and improved wayfinding signs using "gel coat" technology for a longer life span.

APPLICATION FOR AMERICAN RESCUE PLAN ACT (ARPA) FUNDS FROM CHARLES TOWN'S ALLOCATION

(DEADLINE FOR FINAL APPLICATIONS - JANUARY 27, 2023 BY 5:00 PM)

CONTACT INFORMATION

NAME OF APPLICANT ORGANIZATION: Jefferson County Historical Society

NAME OF PRIMARY CONTACT: Doug Perks, Curator

ORGANIZATION MAILING ADDRESS: 600 Mordington Avenue

Charles Town	WV	25414
CITY	STATE	ZIP

WEBSITE ADDRESS: http://JeffersonHistoricalWV.org/index.html

EMAIL ADDRESS: perkssonny9@live.com

TELEPHONE: 304.876.2616

PROJECT SUMMARY (applicant may respond in the space provided below or attach a separate document)

Please provide a detailed narrative of your project with specific data where appropriate, including but not limited to the following:

1. Brief Description of project.

This project seeks $2,500 for the design, production, and installation of four historical wayfinding signs celebrating Charles Town's history, to replace and update the deteriorated signs there now, on the 100 block of North George Street in the heart of downtown.

Twenty years ago, the City of Charles Town undertook a major, multi-million dollar revitalization of its degraded downtown streetscapes, along the length of Washington Street and for two blocks on George Street in the central business district. The culmination of this project was a 2003 ribbon-cutting and downtown festival with keynote speaker Senator Robert C. Byrd, where four historical wayside signs were unveiled celebrating the significant history and highlights of our community. One sign features "Charles Washington's Town" describing the founding of the city, a second is titled "Afoot in Historic Charles Town" and includes a walking tour map, the third is about "Exploring the Washington Heritage Trail" putting Charles Town in the context of that federally-designated National Scenic Byway, and the fourth describes the "Two Treason Trials" that happened here. See attached PDFs.

These signs were designed, produced, and installed as a gift from two expert interpretive designers, Bruce Kaiser and Mark Johnson, who live locally and worked at the National Park Service's Design Center in Harpers Ferry, which produces all the signs for the U.S. national park system.

These signs in downtown Charles Town are now well past their expected 15-year lifespan, and deteriorating badly. Bruce Kaiser has graciously offered to support their upgrade and replacement, by working with the community to update the content and design to refresh the story, to obtain the signs, and to install them for free. These will use a new "gel coat" technology with an expected longer lifespan. The ARPA grant will pay only for the costs of materials from the sign printing company.

2. Which of the following categories best describes your project (see attached supplemental document for additional details; check one):

- ☐ Address Negative Economic Impacts
- ☒ Capital Expenditures for Community Revitalization, Economic Stimulus, Response, and Recovery
- ☐ Housing Assistance
- ☐ Water, Sewer, or Broadband Infrastructure
- ☐ Community and Social Services
- ☐ Support Public Health
- ☐ Other

3. Purpose and key anticipated outcomes (if your organization is seeking funds to address Negative Economic Impacts, you must demonstrate that either your organization was specifically harmed by the pandemic and that the recovery funds will help address those impacts, or that your organization serves or will serve community members or groups negatively affected by the COVID-19 Pandemic).

The U.S. Treasury Final Rule on "Coronavirus State and Local Fiscal Recovery Funds" (January 27, 2022) specifically identifies as an eligilbe use of the fund, investments in projects which "build strong, healthy communities through investmens in neighborhoods" including investments in "public plazas" (see 87 Fed. Reg. at 4372). This Fund has a goal, much like the long-held aim of the City of Charles Town, to promote a walkable community which brings citizens and visitors outside on well-connected streets, to enjoy the downtown. As the core of our downtown improvement initiatives is to be "historically hip", it is fitting to have well-crafted and attractive historical interpretive signs like these, which help our residents and tourists alike understand just how special and meaningful Charles Town is to the region. Note that, while the text content of these existing signs has stood the test of time (even if the materials have not), we believe now is a good time to refresh and update that text, to reflect some of the other significant and interesting history of this community, including the role of African Americans in Charles Town. This text will be developed collaboratively with key stakeholders.

4. Individuals or communities served. Include details about those served in Charles Town and how the project benefits the citizens of Charles Town. Projects that also include benefits for those living outside of Charles Town may still be considered for funding.

This project will serve all residents of and visitors to Charles Town's downtown. It will be located in the heart of downtown, where Charles Washington designated the public square at the corner of George & Washington Streets, across the street from the Visitors Center, alongside the historic Courthouse, and a block from the Jefferson County Historical Museum. We are sure that each Councilmember and staffperson in the city has heard or felt the feeling that "this city is so historic, it is unbelievable!". These wayside signs are meant to capture that feeling, and provide educational details to citizen and tourist alike.

5. Total project budget.

$2,500

6. Amount of ARPA funding requested and specific use to complete the project. *Please provide a prioritized list and description of project funding elements, including an itemized breakout of costs to be considered in the event of an award of partial funding of the request.*

$2500 requested, to cover $2,410 total cost for the production of the four signs, plus $90 for incidental project costs. See enclosed vendor material cost estimate.

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

The Jefferson County Historical Society will provide in-kind resources of approximately $5,000, in the form of the contribution to design, production, installation, and oversight of a top expert in this field, Bruce Kaiser of the firm Waysides, together with the substantive content expertise of the Historic Society's curator Doug Perks, the Washington family historian Walter Washington, George Rutherford of the Jefferson County African American Heritage Association, and others.

8. Source of matching funds raised or committed by your organization.

In-kind contributions of the applicant and its partners.

9. Describe how the COVID-19 pandemic has necessitated this request.

COVID harmed our downtown, our public gatherings, and our public tourism. This project will help renew all three, providing a more healthy community through a neighborhood investment.

10. Provide a project timeline that includes the number of months to complete the project after an award (Funds must be obligated by December 31, 2024, and expended by December 31, 2026).

After award, this project should take three months:
Month 1: Updating content with input from community stakeholders, updated design
Month 2: Production of new signs
Month 3: Installation of signs, and ribbon-cutting ceremony conducted with support of Main Street Charles Town, Discovery Downtown Charles Town, NAACP, African American Heritage Association, Jefferson County Historical Society, and others.

11. Include a list of other partners in the project, relationship to your organization, and their role in completing the project.

Key organizations will be involved in ensuring the substantive content of the signs reflects the narrative we seek to convey for the coming 20 years:
Jefferson County Historical Society, African American Heritage Association, NAACP Jefferson County Branch, Washington Heritage Trail Inc., Jefferson County Convention & Visitors Bureau, Discover Downtown Charles Town, City Council, and Charles Town Main Street.
Former NPS Design Center professional, and owner of the firm Waysides, Bruce Kaiser will oversee and significantly support the project at no cost other than materials.

12. Describe your plan for sustainability of the project/initiative after the grant award has been exhausted.

Once in, these signs should last well for 20+ years.

ORGANIZATIONAL INFORMATION

1. Please provide your organization's mission statement and goals.

The Jefferson County Historical Society helps history come alive for Charles Town and Jefferson County.

2. Describe the history of your organization and list any significant current programs and activities.

The Jefferson County Historical Society curates, explains, and celebrates the substantial history of this county and its communities. The Society's historical magazine provides over 80 years of articles chronicling the important places, people and events of this place. The Society is headquartered at the Happy Retreat mansion, one of Charles Town's crown jewels for history, tourism, and events, and we keep the 150+ years archives of the Spirit of Jefferson Advocate newspaper there.

3. List the Owner(s), Board of Directors, and senior staff members of your organization.

The Jefferson County Historical Society is an all-volunteer organization with a board of directors which includes President James Gibson, Vice President Dan Rowzie, Treasurer Barbara Gibson, Recording Secretary Stephen Hall, Corresponding Secretary Betsy Wells, Guardian Editor Christine Snyder, Historian Doug Perks, Curator John Bagladi, Board Members at Large James Glymph, Eric Jenkins, and Susan Buckles, along with a number of esteemed emeritus members.

4. List the staff involved with this project and describe their roles and responsibilities.

Volunteers Doug Perks and Matt Ward will guide the project, organize substantive stakeholder input, and coordinate with involved city officials. Volunteer professional Bruce Kaiser will oversee the project.

5. If your organization has previously received funds from the City of Charles Town, please list the amount, nature of the project(s), and current status of the funding and project(s).

N/A

6. If you have an application for funding for this project with any other sources (city, state, federal, private, or non-profit entity), please list the same here.

N/A

SUPPORTING DOCUMENTS (Please provide the following materials with your application)

- Current operating budget
- Two years of financial statements (audited if available)
- Cash flow statement for most recent fiscal year

CERTIFICATION

I certify that I have reviewed the US Treasury Guidelines regarding the eligible uses of American Rescue Plan State and Local Fiscal Recovery Funds and, to the best of my knowledge, believe the request to be eligible for assistance. I further certify that I am authorized to submit this application request on behalf of the organization requesting the funds, and I acknowledge that the City Council reserves the right to accept or deny any application, with or without a formal explanation to the applicant.

Dr James Allen _____ 1-19-2023 _____

Signature of Applicant Date

CHARLES TOWN MANAGEMENT REVIEW FOR ELIGIBILTY

☐ Eligible for ARPA Funding ☐ Not-Eligible for ARPA Funding

Accounting Manager Signature: _____ Date: _____

City Manager Signature: _____ Date: _____

CHARLES TOWN CITY COUNCIL REVIEW

☐ Approved ☐ Partially Funded ☐ Denied

City Council Meeting Date: _____

Amount of Funding: $_____

Application Revised: November 21, 2022 – Due by 5:00 PM on January 27, 2023

ARPA CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS
SUPPLEMENTAL INFORMATION

The U.S. Department of Treasury issued its Final Rule for the American Rescue Plan Act's (ARPA) Coronavirus State and Local Fiscal Recovery Funds on January 6, 2022. The Final Rule contains new details regarding the use of funds to respond to acute pandemic needs, fill revenue shortfalls for state and local governments, address the negative economic impacts of the pandemic, revitalize neighborhoods and business districts, and support the communities and populations hardest-hit by the COVID-19 crisis. Organizations interested in seeking a share of Charles Town's local recovery funds should review these additional details on eligibility before submitting a request.

In the Final Rule, Treasury has added "nonprofits" in most cases whenever "small businesses" are mentioned as eligible for funding. Some units of governments were using the omission of "nonprofits" in these eligible use areas as reasons to not support nonprofit organizations. The updated guidance confirms that, in most every instance, when small businesses are eligible for support, so are nonprofits, because nonprofits are businesses too.

ELIGIBLE PROJECTS

Support Public Health Response and Building Stronger Communities Through Investments in Housing and Neighborhoods. The Final Rule enumerates a broader set of uses in response to the public health crisis.

These investments may include construction and improvement of parks, public plazas, outdoor recreation spaces, green spaces, recreational facilities, sidewalks, pedestrian safety features like crosswalks, projects that increase access to healthy foods, streetlights, neighborhood cleanup, rehabilitation of blighted properties, demolition of abandoned or vacated properties, and other projects that revitalize public spaces.

Address Negative Economic Impacts. The Final Rule recognizes that the pandemic caused certain populations to be "impacted" or "disproportionately impacted". Eligible uses may include rehiring public sector workers, workforce training, health insurance coverage, providing aid to households facing food, housing, or other financial insecurity, offering small business assistance, supporting nonprofit organizations, extending support for industries and businesses hardest hit by the crisis including the tourism/travel/hospitality sector, and engaging in community revitalization activities.

Please note that when providing recovery funds to address negative economic impacts, applicants must demonstrate that the specific organizations aided, or the class of organizations aided, were actually harmed by the COVID health emergency and/or its negative economic impacts and must confirm that the recovery funds will help address those impacts. Further, the recovery fund assistance provided to businesses, non-profits, or households must be reasonably proportional to the extent and type of harm experienced and not "grossly disproportionate" to the type or extent of COVID harm experienced.

The Final Rule designates two categories to help determine if a small business is in an industry that has been impacted due to the COVID-19 public health emergency. These include:

- Industries in the travel, tourism, or hospitality sectors; and
- Any industry outside the above sectors that have experienced at least 8% employment loss from pre-pandemic levels or is experiencing comparable or worse economic impacts as the national travel, tourism, and hospitality sectors as of January 6, 2022.

Assistance to Small Businesses and Non-Profits. To assess which small businesses and non-profits were impacted, the City may consider a variety of factors ranging from financial insecurity to increased costs. Eligible uses include loans, grants, in-kind assistance, or technical assistance to help mitigate financial hardship. The Final Rule further clarifies that recovery funds may be provided to a small business or non-profit even when that sub-recipient organization is not itself financially harmed by the pandemic but is serving beneficiaries who are impacted.

Capital Expenditures for Public Health or Economic Response. The Final Rule clarifies and expands the use of recovery funds for capital expenditures. Projects eligible for capital expenditures include funding for public facilities, schools, health and medical facilities, telemedicine facilities, COVID testing or vaccination sites, testing lab and equipment, emergency operations centers and equipment, public health data systems and technology, emergency response equipment, congregate living facilities, incarceration settings, homeless shelters, affordable housing, and other such expenditures. Depending on the amount of recovery funds invested, the City may be required to submit a written justification in advance of an award.

Water, Sewer, and Broadband Infrastructure. In addition to clean drinking water and wastewater projects, the Final Rule confirms that stormwater management infrastructure, lead pipe testing and replacement, and other remedial activities are also permitted uses for the funds. Necessary investments include projects that are required to maintain a level of service that, at minimum, meets applicable health-based standards or establishes or improves broadband service to underserved populations to reach adequate levels to permit a household to work or attend school, and that are unlikely to be met with private sources of funds. The standards for underserved areas in which funds may be invested for reliable broadband services have been made more flexible, allowing investment in areas with service levels below 100 megabits per second (Mbps) download and 20 Mbps upload speeds.

APPLICATION MATERIALS:

- Please note that the PDFs of the four wayfinding signs attached are slightly different from the actual signs, as the Historical Society does not have the computer program used for design of these boards, and our program converted the font. The font in the attached materials is somewhat distorted, and less attractive, than the actual files and what will be the actual wayfinding signs.

- Note also that these signs may change slightly in content, after a community stakeholder consultation process, which the City of Charles Town is of course welcomed to provide input on.

- Last page of these attachments is a vendor quote for the highest-quality wayfinding signage available, a "gel coat laminate" panel material.

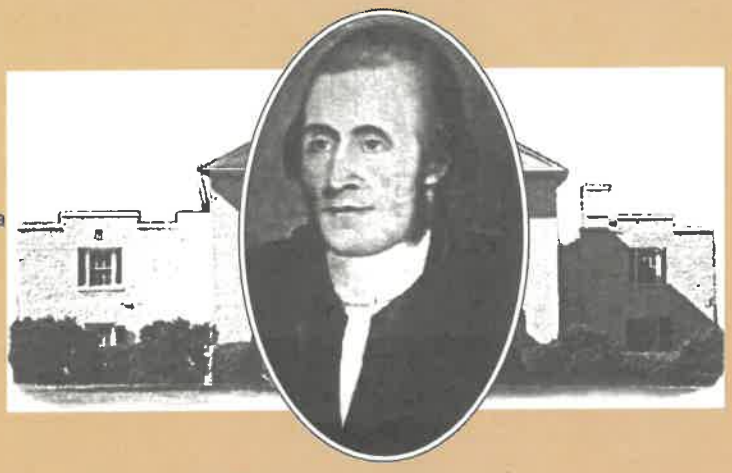


Charles Washington's Town

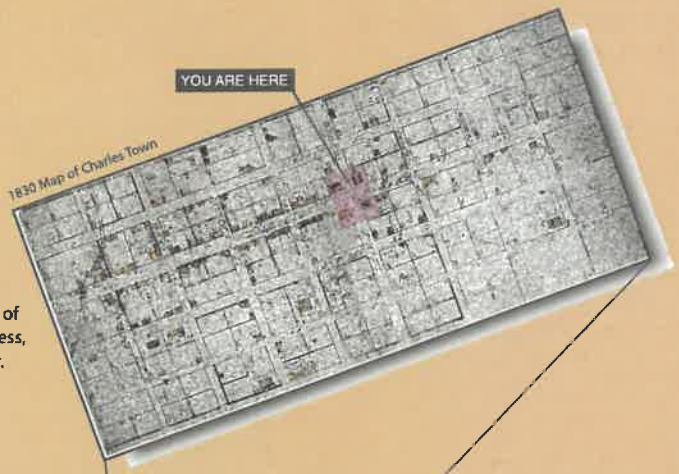
You now stand in the center of a town that is almost as old as the United States, laid out on 80 acres of Washington lands in 1786 — four years before the First President took office.

Charles Washington, youngest of the five brothers of the General, spent most of his life as a successful businessman in Fredericksburg, Virginia. In the fall of 1780, 42-year-old Charles moved here, bringing his family west of the Blue Ridge, and building a new log home he called Happy Retreat on lands he had inherited at the death of his half-brother Lawrence. Brother George was a frequent guest.

When Charles petitioned the General Assembly of Virginia to incorporate his new town in 1786, he donated four lots here, at the center, to be available for town and county buildings. Although Charles Washington died shortly before today's Jefferson County was established, his "public lots" grew to be the hub for business and government for a county he accurately forecast would grow and prosper.



This is the only known portrait of Charles Washington (1738-1799). You can still see his home Happy Retreat about one half mile from here if you take the walking tour of historic Charles Town.



Charles named the streets of his town for liberty, Congress, and his brothers and sister.



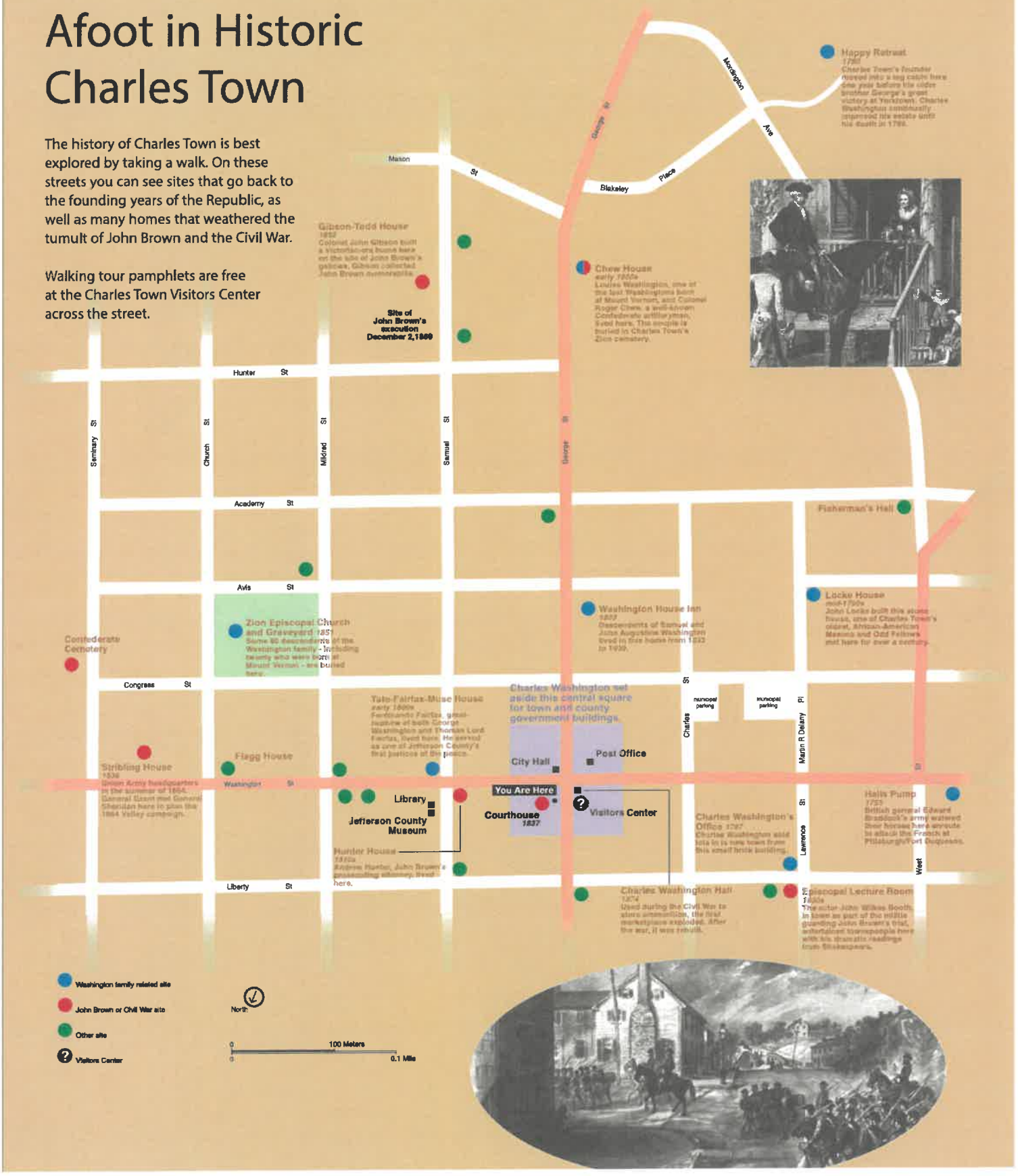
Eighteen-year-old surveyor George Washington bought his first 453 acres of real estate just a few miles southwest of where you now stand in 1750.

George quickly convinced other members of his family to buy lands he had seen in the Shenandoah Valley while surveying for Lord Fairfax. Before long, the Washingtons held title to over 6,000 acres of today's Jefferson County, all close to Charles Town.

Afoot in Historic Charles Town

The history of Charles Town is best explored by taking a walk. On these streets you can see sites that go back to the founding years of the Republic, as well as many homes that weathered the tumult of John Brown and the Civil War.

Walking tour pamphlets are free at the Charles Town Visitors Center across the street.



Two Treason Trials

Jefferson County's Most Famous Trial

In the room immediately behind this wall, the abolitionist John Brown and five of his raiders were tried for treason against the state of Virginia, murder, and inciting slaves to rebel. Brown had led 21 men to seize the federal arsenal and armory at Harpers Ferry on the night of October 16, 1859 to start an insurrection to topple slavery. Fifteen people died before the raiders were taken.



John Brown



Jefferson County jurors in the court rooms in front of you found Bill Blizzard innocent. Then miner J.E. Wilburn and his son were found guilty of murder and sent to prison.

One other miner, Walter Allen, was convicted of treason. The rest of the 1922 miner trials were moved to other venues.



Jurors in this courthouse convicted Brown and his surviving men. All were subsequently hanged.



Bill Blizzard and his wife outside this courthouse.

Treason Trials in Charles Town — Again

Sixty three years after John Brown' s raid, labor leader Bill Blizzard and about 800 miners from the coalfields near the Kentucky border were brought to this historic courthouse for trial. The charges were treason against the state of West Virginia and murder. Violence between mine guards and miners in counties 250 miles away had boiled over into full-scale open warfare in the summer of 1921. Fifteen thousand miners armed themselves and marched toward Blair Mountain, going up against trenches and machine guns. At least two dozen men died before
federal troops arrived and the fighting subsided.

WAYSIDES
PLANNING DESIGN PRODUCTION INSTALLATION REHAB

Bruce Kaiser
brucealexanderkaiser@gmail.com
304-886-6362
PO Box 65 Summit Point WV 25446

DATE: 12/20/2022 **QUOTE: 0006**

Historical Wayside signs beside Jefferson County Courthouse on N. George Street

Qty.	Description	Unit Price	Extended Price
2	32.5"w x 45"h x .125 Gel Coat Laminate (GCL) Panels. Both different. Single-faced. Matte finish. Square cut. No holes.	$535.00	$1070.00
2	36"w x 45"h x .125 Gel Coat Laminate (GCL) Panels. Both different. Single-faced. Matte finish. Square cut. No holes.	$595.00	$1190.00

Sale Ammount:	**$2260.00**
Estimated Frieght to 25414:	**$150.00**
Total Ammount:	**$2410.00**

Price includes installation of panels in exisiting bases.

Bruce Kaiser

7:08 PM
01/18/23
Cash Basis

JEFFERSON COUNTY HISTORICAL SOCIETY
Profit & Loss
January through December 2022

	Jan - Dec 22
Ordinary Income/Expense	
Income	
4000 · Dues	8,071.38
4010 · Donations	8,080.00
4100 · Printed Publication Sales	933.00
4105 · JCHS GEAR	25.00
7000 · Bank Interest	4.24
7001 · CD Interest	926.26
7002 · CASH TRANSFER	10.00
7003 · UPS DIVIDEND	560.90
Total Income	18,610.78
Expense	
Programs	4,702.63
Insurance	703.85
Publications	4,180.85
Marketing & Publicity	1,336.57
Contingency Fund	2,850.00
Discretionary Fund	170.13
Administrative	1,172.04
Total Expense	15,116.07
Net Ordinary Income	3,494.71
Net Income	3,494.71

ARPA FUNDING APPLICATIONS
February 6, 2023

Steve Brewer
Old Opera House
204 N. George Street
Charles Town, WV 25414

Project Narrative: The Old Opera House will replace the HVAC system in the OOH Theater and smaller HVAC systems throughout the building with modern equipment to provide for better health and safety of patrons, performers, staff and volunteers.

Amount Requested: OOH requests $400,000 to allow for the removal and replacement of existing fuel oil boiler systems and air handlers and filters to provide a first line of defense against COVID and other airborne toxins.

APPLICATION FOR AMERICAN RESCUE PLAN ACT (ARPA) FUNDS FROM CHARLES TOWN'S ALLOCATION

(DEADLINE FOR FINAL APPLICATIONS - JANUARY 27, 2023 BY 5:00 PM)

CONTACT INFORMATION

NAME OF APPLICANT ORGANIZATION: Old Opera House

NAME OF PRIMARY CONTACT: Steve Brewer

ORGANIZATION MAILING ADDRESS: 204 N George Street

Charles Town	WV	25414
CITY	STATE	ZIP

WEBSITE ADDRESS: www.oldoperahouse.org

EMAIL ADDRESS: ooh@oldoperahouse.org

TELEPHONE: 304-725-4420

PROJECT SUMMARY (applicant may respond in the space provided below or attach a separate document)

Please provide a detailed narrative of your project with specific data where appropriate, including but not limited to the following:

1. Brief Description of project.

All information for this grant application is on attached separate document

2. Which of the following categories best describes your project (see attached supplemental document for additional details; check one):

- ☐ Address Negative Economic Impacts
- ☐ Capital Expenditures for Community Revitalization, Economic Stimulus, Response, and Recovery
- ☐ Housing Assistance
- ☐ Water, Sewer, or Broadband Infrastructure
- ☐ Community and Social Services
- ☒ Support Public Health
- ☐ Other

3. Purpose and key anticipated outcomes (if your organization is seeking funds to address Negative Economic Impacts, you must demonstrate that either your organization was specifically harmed by the pandemic and that the recovery funds will help address those impacts, or that your organization serves or will serve community members or groups negatively affected by the COVID-19 Pandemic).

4. Individuals or communities served. Include details about those served in Charles Town and how the project benefits the citizens of Charles Town. Projects that also include benefits for those living outside of Charles Town may still be considered for funding.

5. Total project budget.

6. Amount of ARPA funding requested and specific use to complete the project. *Please provide a prioritized list and description of project funding elements, including an itemized breakout of costs to be considered in the event of an award of partial funding of the request.*

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

8. Source of matching funds raised or committed by your organization.

9. Describe how the COVID-19 pandemic has necessitated this request.

10. Provide a project timeline that includes the number of months to complete the project after an award (Funds must be obligated by December 31, 2024, and expended by December 31, 2026).

11. Include a list of other partners in the project, relationship to your organization, and their role in completing the project.

12. Describe your plan for sustainability of the project/initiative after the grant award has been exhausted.

ORGANIZATIONAL INFORMATION

1. Please provide your organization's mission statement and goals.

2. Describe the history of your organization and list any significant current programs and activities.

3. List the Owner(s), Board of Directors, and senior staff members of your organization.

4. List the staff involved with this project and describe their roles and responsibilities.

5. If your organization has previously received funds from the City of Charles Town, please list the amount, nature of the project(s), and current status of the funding and project(s).

6. If you have an application for funding for this project with any other sources (city, state, federal, private, or non-profit entity), please list the same here.

SUPPORTING DOCUMENTS (Please provide the following materials with your application)

- Current operating budget
- Two years of financial statements (audited if available)
- Cash flow statement for most recent fiscal year

CERTIFICATION

I certify that I have reviewed the US Treasury Guidelines regarding the eligible uses of American Rescue Plan State and Local Fiscal Recovery Funds and, to the best of my knowledge, believe the request to be eligible for assistance. I further certify that I am authorized to submit this application request on behalf of the organization requesting the funds, and I acknowledge that the City Council reserves the right to accept or deny any application, with or without a formal explanation to the applicant.

Alma Brewer _____ 1-27-2023

Signature of Applicant Date

CHARLES TOWN MANAGEMENT REVIEW FOR ELIGIBILTY

☐ Eligible for ARPA Funding ☐ Not-Eligible for ARPA Funding

Accounting Manager Signature: _____ Date: _____

City Manager Signature: _____ Date: _____

CHARLES TOWN CITY COUNCIL REVIEW

☐ Approved ☐ Partially Funded ☐ Denied

City Council Meeting Date: _____

Amount of Funding: $_____

Application Revised: November 21, 2022 – Due by 5:00 PM on January 27, 2023

ARPA CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS
SUPPLEMENTAL INFORMATION

The U.S. Department of Treasury issued its Final Rule for the American Rescue Plan Act's (ARPA) Coronavirus State and Local Fiscal Recovery Funds on January 6, 2022. The Final Rule contains new details regarding the use of funds to respond to acute pandemic needs, fill revenue shortfalls for state and local governments, address the negative economic impacts of the pandemic, revitalize neighborhoods and business districts, and support the communities and populations hardest-hit by the COVID-19 crisis. Organizations interested in seeking a share of Charles Town's local recovery funds should review these additional details on eligibility before submitting a request.

In the Final Rule, Treasury has added "nonprofits" in most cases whenever "small businesses" are mentioned as eligible for funding. Some units of governments were using the omission of "nonprofits" in these eligible use areas as reasons to not support nonprofit organizations. The updated guidance confirms that, in most every instance, when small businesses are eligible for support, so are nonprofits, because nonprofits are businesses too.

ELIGIBLE PROJECTS

Support Public Health Response and Building Stronger Communities Through Investments in Housing and Neighborhoods. The Final Rule enumerates a broader set of uses in response to the public health crisis.

These investments may include construction and improvement of parks, public plazas, outdoor recreation spaces, green spaces, recreational facilities, sidewalks, pedestrian safety features like crosswalks, projects that increase access to healthy foods, streetlights, neighborhood cleanup, rehabilitation of blighted properties, demolition of abandoned or vacated properties, and other projects that revitalize public spaces.

Address Negative Economic Impacts. The Final Rule recognizes that the pandemic caused certain populations to be "impacted" or "disproportionately impacted". Eligible uses may include rehiring public sector workers, workforce training, health insurance coverage, providing aid to households facing food, housing, or other financial insecurity, offering small business assistance, supporting nonprofit organizations, extending support for industries and businesses hardest hit by the crisis including the tourism/travel/hospitality sector, and engaging in community revitalization activities.

Please note that when providing recovery funds to address negative economic impacts, applicants must demonstrate that the specific organizations aided, or the class of organizations aided, were actually harmed by the COVID health emergency and/or its negative economic impacts and must confirm that the recovery funds will help address those impacts. Further, the recovery fund assistance provided to businesses, non-profits, or households must be reasonably proportional to the extent and type of harm experienced and not "grossly disproportionate" to the type or extent of COVID harm experienced.

The Final Rule designates two categories to help determine if a small business is in an industry that has been impacted due to the COVID-19 public health emergency. These include:

- Industries in the travel, tourism, or hospitality sectors; and
- Any industry outside the above sectors that have experienced at least 8% employment loss from pre-pandemic levels or is experiencing comparable or worse economic impacts as the national travel, tourism, and hospitality sectors as of January 6, 2022.

Assistance to Small Businesses and Non-Profits. To assess which small businesses and non-profits were impacted, the City may consider a variety of factors ranging from financial insecurity to increased costs. Eligible uses include loans, grants, in-kind assistance, or technical assistance to help mitigate financial hardship. The Final Rule further clarifies that recovery funds may be provided to a small business or non-profit even when that sub-recipient organization is not itself financially harmed by the pandemic but is serving beneficiaries who are impacted.

Capital Expenditures for Public Health or Economic Response. The Final Rule clarifies and expands the use of recovery funds for capital expenditures. Projects eligible for capital expenditures include funding for public facilities, schools, health and medical facilities, telemedicine facilities, COVID testing or vaccination sites, testing lab and equipment, emergency operations centers and equipment, public health data systems and technology, emergency response equipment, congregate living facilities, incarceration settings, homeless shelters, affordable housing, and other such expenditures. Depending on the amount of recovery funds invested, the City may be required to submit a written justification in advance of an award.

Water, Sewer, and Broadband Infrastructure. In addition to clean drinking water and wastewater projects, the Final Rule confirms that stormwater management infrastructure, lead pipe testing and replacement, and other remedial activities are also permitted uses for the funds. Necessary investments include projects that are required to maintain a level of service that, at minimum, meets applicable health-based standards or establishes or improves broadband service to underserved populations to reach adequate levels to permit a household to work or attend school, and that are unlikely to be met with private sources of funds. The standards for underserved areas in which funds may be invested for reliable broadband services have been made more flexible, allowing investment in areas with service levels below 100 megabits per second (Mbps) download and 20 Mbps upload speeds.

THE OLD OPERA HOUSE
THEATRE COMPANY

204 North George Street Charles Town, WV 25414
www.oldoperahouse.org (304) 725-4420
Home of the Old Opera House Arts Centre
(Acting, Dance & Voice Studios) and the
Jean Heiler Art Gallery

Building Excitement for the Arts!

January 27, 2023

General Note on the Old Opera House's submission for City of Charles Town 2023 ARPA Grant

This grant requests funding for a HVAC system for improved public safety. I wanted to use this cover sheet to provide the grant's reviewers with insight into the project challenges that generated some 2-part estimate answers.

Commercial HVAC systems for large buildings are not off the shelf products, so there are few ways to quickly look at a building and provide detailed project costs without spending a considerable amount of time designing a system first. This is made even more difficult with the unique challenges of a space like a theatre- the system needs to be very quiet, not have fans blowing the drapes around, and treat the air in an enormous volume of space (the OOH theatre and auditorium is over 100,000 cubic feet) while handling the balcony in a way to not overheat or freeze the patrons while the system is trying to treat the main seating area. New COVID protocols for public venues add further complications to the design.

This type of work is beyond the scope of most contractors. While they can replace a boiler or air handler, they are usually swapping broken for new equipment and are unable to design systems for a project with these unique challenges. Anyone that has been in the balcony of the OOH in the past 25 years knows well the problem of a system that wasn't designed for a theatre but only planned to treat the cubic feet volume of the room- It's a meat locker in the summer AC and an oven in the winter heating.

Theatre HVAC systems should always be custom designed as small issues can add significant noise into the theatre. For this project, we have engaged Comfort Design, Inc from Winchester VA as our Mechanical Designers. As shown in the grant request, they have provided their quote for a full survey and design and well as creating bid and construction documents that will allow a contractor the plan for what to install. Understandably, this is a long and costly process that was unable to be done between the time of the grant's announcement and due date. However, CDi graciously performed a preliminary visit and engaged a partner fabrication company, Miller & Anderson, to provide OOH with some rough cost estimates as reflected in this grant request. As commercial HVAC subject matter experts, they have based their rough estimates on recent area work they completed for Charles Town Library, Shepherd University, Washington County of Fine Art, and Ranson Civic Center.

In this request, the reviewer will see the CDi survey as a fixed cost and then two options for a minimal solution and a recommended solution. In both cases, the solutions are estimates provided by CDi's previous project experience and would be finalized during the survey and estimation.

If the OOH is fortunate enough to be awarded an ARPA grant, CDi will immediately begin on the design portion. The amount of additional funding of the ARPA grant and additional grant options outlined, will determine which path CDi will tailor the system design and estimation portion of their work. Improved funding allows higher quality, more efficient equipment to be chosen and to correct issues in the existing infrastructure for best performance and maximum Covid/pathogen reduction.

Thank you and please do not hesitate to contact the OOH if we can provide any further information,

Patrick Wallace
President, Old Opera House Board of Directors

2023 City of Charles Town ARPA Grant Application for the Old Opera House

1. **Brief Description of project.**
   This project is to replace HVAC systems in the Old Opera House Theatre. Existing systems are beyond their projected lifespans and were designed for operation prior to COVID-19 recommendations for fresh air turnover and active air treatment. To compensate for the lack of fresh air intake options, the systems were run at increased capacity for several heating and cooling seasons to make up for open doors and other improvised fresh air venting. This further degraded the existing aged systems.
   This project would replace several smaller HVAC systems in the building with modern equipment capable of regulating fresh air intake, using active air treatment methods, and using improved filters to increase safety for patrons, performers, and volunteers of all ages that work and attend events at the OOH.

2. **Which of the following categories best describes your project. (pick one)**
   Support Public Health

   - ☐ Address Negative Economic Impacts
   - ☐ Capital Expenditures for Community Revitalization, Economic Stimulus, Response, and Recovery
   - ☐ Housing Assistance
   - ☐ Water, Sewer, or Broadband Infrastructure
   - ☐ Community and Social Services
   - ☐ Support Public Health
   - ☐ Other

3. **Purpose and key anticipated outcomes**
   This grant allows the removal and replacement of existing fuel-oil boiler systems and air handlers designed for operation prior to COVID/airborne infection reduction best practice. New systems will allow for regulated fresh air intake and monitoring conditioned air turnover. Improved MERV filters can provide a first line of defense against both COVID and other airborne illnesses. Lastly, active microbe management systems such as full system air ionizers will actively condition air prior to return. New hardware should allow for more uniform temperature across the entire building, improving the visitor experience and assisting in elevating the desirability of spending an evening in downtown Charles Town and at the Old Opera House.
   The OOH can host as many as 350 people at one time ranging from infant to 80+ years old across a variety of health statuses. Patrons are in close quarters that can allow any illness to easily spread. This improved system will be a strong improvement in public health for a large place of regular public gathering.
   Additionally, new energy efficient systems reduce fuel oil use and exhaust gases. Reduced operating cost directly allow greater community enrichment through increased programming, hiring, and scope of work. Efforts will be made to move as much of the system as possible to electric fuel to further reduce exhaust emissions.

4. **Individuals and communities served. Include details about those served in Charles Town and how the project benefits the citizens of Charles Town.**
The OOH serves the Charles Town community daily as a low cost, local, accessible hub for enrichment through the arts. Patrons and participants include community children taking dance classes, high school students running tech, and adults 20-80 years old participating in events both onstage and behind the scenes in addition to the 6000+ community members attending the events. A vibrant arts venue is a goal for many cities and Charles Town is blessed with the single most active community arts center in West Virginia. The OOH is often open 7 days a week and provides a safe space for learning new skills and stepping outside comfort zones. Young people take the first steps to independence and responsibility while interested volunteers learn hard skills like sewing, carpentry, electrical, and painting. It is an increasingly rare opportunity available to all regardless of age, gender, ability, handicap, economic reality, and religious or political affiliations.
The OOH is truly open to all and benefits both participants and patrons as well as drawing several hundred people downtown each show night to engage all Charles Town has to offer.
Lastly, the OOH employees 2 full time and up to 16 part time instructors and staff each year who are active participants the Charles Town local economy.

5. **Total Project Budget**
As of the submission of this grant, the total project budget is unable to be finalized. Until the system is fully designed, there is no designed project to set that final cost. There are some known current costs (replacing the current boilers and the new system design fee plus bid package creation) that are outlined in section 6.
CDi and Miller & Anderson, Inc, a commercial mechanical installation contractor, has worked with OOH to develop an estimation for the project based on previous experience with Shepherd University, Washington County Museum of Art, Charles Town Library, and similar large places of public gather. Current recommendations are to estimate $38 to $50 per square foot until the system can be designed and budgeted. The OOH theater is 106' long by 38' across for a total of ~4000sq feet per floor. Due to the height of the space, the theatre is considered 2 floors (8000 sq ft) with an additional 1000 sq ft in conditioned basement space for approx. 9000 sq ft total. $38 to $50/sq ft equals $340,000 to $450,000 for the estimated install portion of the job.

Fixed costs ($17K survey and design) are added with known and estimated costs for a total project cost as low as $219,000 for projected minimums to up to $467,000 for the estimated full project implementation. Section 6 offers more information on the reason for the project range.

6. **Amount of ARPA funding requested and specific use to complete the project. Please provide a prioritized list and description of project funding elements, including an itemized breakout of costs to be considered in the event of an award of partial funding of the request.**
ARPA funding requested is $400,000, the midpoint of the estimated fully funded complete system including design and installation.

Priority List:

1. CDi survey, system design, and bid package $17,000
   - This work will start immediately upon the issue of the ARPA grant as the rest of the project is dependent upon the findings, recommendations, and system designs of this work.

Following CDi's work and available funding from CT ARPA, WVCACH CFCR, cash on hand, and any additional sources will determine which of the below course of actions shall be taken:

Partial Funding Plan (Covid Minimums)

1. ASK Heating A/C Replacement of Boilers $37,000
2. To be designed minimum upgrades to HVAC for COVID protocols* $165,000 (Estimated)

Covid Minimum funding: $219,000 (Design and Install)

*=this design option would use as much existing infrastructure as possible and insert new filters, treatment systems, and such into existing ductwork. However, since the air handling system in place wasn't designed for this type of use, there will likely be increased operational noise (very challenging for theatre spaces) and lowered efficiency of any new treatment systems. This option would be more about patching the existing, not solving the root issues.

Recommended System Funding Plan (Full funding) $320,000 to $430,000

1. Estimated full execution of CDi and Miller & Anderson recommendations
   a. At the $38 to $50/sq ft x 9000 sq ft estimate
   b. ASK Heating boiler replacement would be held and rolled into the full system design

COVID recommended System Funding $357,000 to $467,000 (Design and Install)

7. **Amount of matching funds raised or committed by your organization.**
   The OOH has just over $125,000 in funds that can be tapped for existing capital funds. Fundraising activities will be determined by the amount needed once the system is fully designed and funds from this ARPA grant, WVDACH CRCR grant are in place. The OOH has several tentative asks to targeted historically generous donors with the option to open a larger general fundraising campaign to the theatre's 4000+ family mailing list if necessary.

8. **Source of matching funds raised or committed by your organization.**
   Matching funds for this grant will come from two primary sources:
   1. State of WV Dept of Arts, Culture, and History 2024 Cultural Facilities and Capital Resources (CFCR) grant. This is a grant that will match any funding given by private, city, county or federal sources as well as cash reserves.
   2. Old Opera House Capital Fund and investment funds. The OOH maintains 3 funds for capital projects and emergency use (as reviewed by the Board of Directors) that can be tapped for

matching funds to either the City or State grant as well as remaining cash needed for project completion. As of 1/1/23, these funds were more than $125,000

Beyond these planned sources, once design work is completed and bids are gathered, if sizable additional funding is required, the OOH will engage additional grant applications with First Energy and the Benedum Foundation. There is also ongoing exploration of WVDACH State Historical Preservation Office (SHPO) Grants and fundraising options as outlined in Section 7.

9. **Describe how the COVID-19 pandemic has necessitated this request.**

The OOH is place of significant public gathering, often in excess of 350 people for up to 3 hours at a time, sharing armrests. Even prior to COVID, it was not uncommon for airborne illnesses like the cold and flu to move easily through casts and patron during event attendance. The only filtration designed into the current system was simply to prevent dust and dirt from being pulled into the mechanics. The system also lacks fresh air intake or active air pathogen treatment once inside the HVAC system.

To provide as much protection as possible during COVID, filters were changed to thicker, higher MERV rating options beyond the design scope of the HVAC system. Doors and windows were propped open to make up for the lack of fresh air intake in the system.
These two items meant the existing HVAC system had to run nearly non-stop as conditioned air quickly escaped outside through open doors and windows. The higher MERV rating filters put significant additional stress on the system fans by running harder and longer to pull air though the denser filter fabric. This directly led to pushing the theatre boiler well past its rated duty cycle and causing multiple segment seal failures. Currently, the theater's HVAC system requires a full boiler replacement, significant maintenance and/or replacement of air handler and air conditioner units, and correcting the lack of fresh air intake. The equipment, ranging from 25 to 45 years old, no longer has significant repair parts available and was not designed to allow for fresh air or air treatment add-on options. Beyond the known equipment failures, the OOH used significantly more fuel oil and electricity than previous non-COVID years, further contributing to greenhouse gases and increased release of exhaust gases into the community.

The new systems will be designed with COVID and airborne pathogen recommended best practices including fresh air intake and active air treatment (ionization treatment systems) to be integrated from the beginning. Higher MERV filters (generally washable and not replaceable) will combine with noticeable efficiency improvements to reduce fuel oil consumption and exhaust gas release in Charles Town.

10. **Provide a project timeline that includes the number of months to complete the project after the reward.**

The final project timeline will be generated by Comfort Design, Inc (CDi), project mechanical engineer firm, but the following represents the current benchmark project dates:

Jan 23: Project quote from CDi, review by ASK Heating/Cooling, Submission of ARPA Grant
Mar 23: Review, project design by CDi
April 23: Bid Packages created by CDi, Submission of WV CFCR grant

May 23 RFP/RFB announced and open for 30 days
June 23: Bids reviewed
July 23: Contract awarded
Sept/Oct 23: New HVAC system install begins
Nov 23: System Commissioned and any final old system removal completed

11. **Include a list of other partners in the project, relationship to your organization, and their role in completing the project.**
The OOH will be working in close partnership with Comfort Design, Inc (CDi), a mechanical engineering firm from Winchester, VA. This firm will be performing a review of the theatre needs and new HVAC requirements considering COVID, design a system to replace the current, and generate all bid documents. They will assist OOH in reviewing contractor bids, holding the installer on target through any process discoveries or changes, and commissioning the new system(s). CDi has a history with the theatre having completed a comprehensive study of existing mechanical infrastructure in 2009. CDi was a major player in the recent Ranson Civic Center HVAC upgrades.

Miller & Anderson, Inc are mechanical systems installers from Clear Brook VA providing significant guidance on costing and equipment options at the pre-bid phase in conjunction with CDi. As project moves to bid, this group will be among the bidding entities.

Adam Kimpel, owner of ASK Heating and Air Conditioning, Kearneysville, and Jeff Whitten, owner of Jefferson Construction, Charles Town, are providing as-needed advice and guidance in the project's early planning phases. As the project moves to bid and installation, these two firms will be engaged as necessary for unanticipated needs beyond the HVAC installer's scope.

The final partnership on this project will be the vender offering the winning bid for the install based on the CDi designs. This vendor is currently unknown but will be selected by competitive bid with guidance from CDi. Preference will be given to WV based firms that can both install and maintain timely emergency service.

12. **Describe your plan for sustainability of the project/initiative after the grant reward has been exhausted.**
The OOH has been operating in the black for several decades and is blessed with several funds that can be tapped quickly in times of need. The theatre currently pays for the costs of older, inefficient HVAC systems that use fuel oil at a high rate and need ongoing large maintenance. Newer systems with either be more fuel oil efficient or use electrical heat pumps to lower operating costs. These savings will allow the theatre to improve offerings and programming.
The theatre has had an ongoing HVAC maintenance contract with Southern Air for years and that will continue forward with either Southern or a similar contractor to keep the systems in best working order. With modern systems having a lifespan of 25 years+, the theater will start looking to replace the hardware around 2047 on the eave of the OOH's 75th anniversary and the building's 136th year.

Should there be a major and unexpected catastrophe, the OOH actively maintains a Capital Projects Endowment Fund that can be quickly tapped as well as a line of credit with Bank of Charles Town. The OOH also has excellent relations with the WV Division of Arts, Culture, and History that can be engaged for emergency or longer-term replacement grants.

Organizational Information

1. Please provide your organization's mission statement and goals.

Mission Statement: "Excite and involve the community in all aspects of the performing and visual arts."

The 7 Guiding Principles of the OOH:
1. Serving as a center for the arts
2. Providing opportunities for participation in the arts
3. Reaching out to all races, ages, ethnic backgrounds and abilities
4. Educating children in the arts
5. Maintaining the integrity and appeal of our historic facility
6. Collaborating with community and business partners to promote tourism and recreational activities
7. Striving to be the cornerstone of a thriving arts community

2. Describe the history of your organization and list any significant current programs and activities.

In late 1971, the Todd family, owners of the shuttered Charles Town New Opera House theatre building and descendants of founder, Annie Packette, were approached about using the theatre for local productions. On May 7, 1973, a group of local citizens incorporated to form The Old Opera House Theatre Company (OOH).

This group cleaned the building in hopes of eventually offering theatre and theatrical training for young people. The Todd's, impressed by the spirit and dedication of the group, generously donated the land and building to the newly incorporated organization. Fund-raising drives and a Benedum grant allowed fully restoring the theatre to 328 seats with offices, shops and dance studio in the adjoining Davis building (later renamed the Tommy James Dance Studio). This work prevented the buildings (condemned in the late 1960s) from being razed and turned into a parking lot.

In October 1976, the restored 'Old' Opera House opened to the public with a production of "My Fair Lady". Now in continuous operation for 50 years, this West Virginia Governor's Leadership in the Arts Award-winning theatre in the heart of historic Charles Town serves daily as an ideal location for a wide variety of artistic, educational, civic, and political programs. Most recently, the OOH has been awarded official West Virginia Arts Partner status recognizing the ongoing, significant contributions of the Old Opera House to the artistic fabric of West Virginia.

Annual programming and activities cover a wide range of over 75 individual performances (dance, musicals, live theatre, live music). Each season, over 300 participants take the stage to present to over 6000 patrons. Activities including theatre and music classes, extensive dance training classes, participation in creating art through the technical elements of the show, costumed participation in a variety of civic programs from parades to holiday event, and the operation of the Op Shop thrift store which offers low-cost clothing and home goods to the community.

3. List the Owner(s), Board of Directors, and senior staff members of your organization.

The OOH facilities are fully owned internally by the OOH Board of Directors as representatives of the Old Opera House Theatre Incorporated.

Senior Staff includes: Steve Brewer, Managing/Artistic Director; Lee Hebb, Production and Volunteer Manager.

Board of Directors:

Patrick Wallace: President
Kevin Tester: VP- Finance
Karen Martin: VP- Programs
Neil Nelson: VP-Facilities
Jane Peters- Secretary
Kelli Little- Treasurer
Anna Sokel
Mike George
Thomas Ingersoll
Raymond Goodrich
Sallie Edwards
Becky Nelson
Heather McIntyre
David Weil

4. List the staff involved with this project and describe their roles and responsibilities.

Steve Brewer: Site contact and venue access, financial coordination
Neil Nelson: Project coordination with facility needs and any network data integration
Patrick Wallace: Project management, coordination with Board of Directors, and grant requests
Kevin Tester: Financial oversite and fund raising

5. If your organization has previously received funds from the City of Charles Town, please list the amount, nature of the project(s), and the current status of the funding and project(s).
Within the previous 5 years:
Façade Grant: $5,000 to repaint the theatre façade- November, 2019

6. If you have an application for funding for this project from any other sources (city, state, federal, private, or non-profit entity) please list the same here.

The OOH has a long history of successful grant requests and utilization from the West Virginia Department of Arts, Culture, and History. As part of this project, the OOH will be submitting any funds received from the City of Charles Town as a match (along with any necessary OOH cash reserves) to the 2024 Cultural Facilities and Capital Resources (CFCR) grant. This State of WV grant matches applicant cash and any city or federal funds 1:1 for capital projects such as this HVAC system work (up to the

awarded amount of the CFCR Grant) CFCR grant submits on April 1, 2023 and would be issued on July 1, 2023. If successful, all CFCR grant funds must be spent by June 30, 2024. Grant funding is variable each year based on State funding level, number of applicants, and review process. This means any funding level is unknown until awarded.

AGREEMENT
BETWEEN CLIENT AND ENGINEER
FOR PROFESSIONAL SERVICES

THIS IS AN AGREEMENT made January 19, 2023 and effective within 90 days of date signed between

Steve Brewer (Client)
Artistic and Managing Director for Old Opera House
204 N. George St.
Charles Town, WV 25414

And

Mr. Joshua L. Catlett, P.E. (Engineer)
Comfort Design, Inc.
620 Pennsylvania Ave.
Winchester, VA 22601

Client's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows:

Old Opera House
204 N George Street
Charles Town, WV 25414

Engineer's Services under this Agreement are identified as follows:

M&E Feasibility Study:	
Mechanical & Electrical Feasibility Study and Report	= $ 4,200.00
M&E Construction Permit Documents:	
Mechanical Construction Permit Documents	= $ 9,600.00
Electrical Constrution Permit Documents	= $ 3,000.00
Office Support	= $ 200.00
Mechanical, Electrical & Plumbing Fee for Permit/Construction Documents	= $ 12,800.00

Client and Engineer further agree as follows:

1.01 *Basic Agreement and Period of Service*

A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement. If authorized by Client, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above. Client shall pay Engineer for its services as set forth in Paragraph 7.01.

B. Engineer shall complete its services within a reasonable time, or within the following specific time period: N/A

2.01 *ME Agreement Conditions*

A. Client shall provide an "**approved**" floor, reflected ceiling plan, equipment list & plan (CAD format) for use. Any floor plan revisions, modifications, and/or changes shall be subject Paragraph 8.01 – Additional Services.

B. ME documents are limited to the footprint of the building and do not include site utility (water, sewer, gas, electric, telephone, cable) design.

C. The mechanical and electrical feasibility study shall include field site investigation of the existing HVAC and building power, perform engineering calculations to size new systems, and provide a report of findings and recommendations.

D. Mechanical documents shall provide the following: HVAC systems design with conventional package rooftop units and split system equipment, building exhaust & ventilation.

E. Electrical documents shall provide the following: building power plan for electrical support of new HVAC systems.

F. This agreement is based upon receipt of utility requirements for any specialized equipment, such as IT server room loads, source capture exhaust system, and/or any specialized appliance requirements.

G. Construction support is not included. The construction support consists of the following: response to bidder questions, request for information (RFI) responses, & submittal reviews, site visits & inspections, customer requested drawing changes beyond permit, design revisions from unforeseen site conditions are not included and will be subject to Paragraph 8.01.

3.01 *Payment Procedures*

A. *Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Client on a monthly basis. Invoices are due and payable within 30 days of receipt.

B. *Means of Payment:* Payment methods are described in paragraph 7.01 below. At the client's option, a purchase order may be established and requests for payment made against the client's purchase order.

C. *Non-Payment:* If Client fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, the Engineer may suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Client waives any and all claims against Engineer for any such suspension. After 90 days of receipt of invoices the amounts due Engineer will be increased at the rate of 1.5% per month (or the maximum rate of interest permitted by law,

ARPA FUNDING APPLICATIONS
February 6, 2023

Patricia Greenley
Voices Against Domestic Violence
P.O. Box 1126
Charles Town, WV 25414

Project Narrative: Voices Against Domestic Violence seeks to enhance its Transition Support Program through its Supportive Housing Project. The COVID-19 pandemic significantly impacted victims of domestic violence in Jefferson County, therefore, increasing the need to provide aid to victims facing food, shelter, and financial insecurities. The Supportive Housing Project will expand transitional housing for victims of domestic violence in Jefferson County by purchasing a transition home where victims of domestic violence will gain sustainable support with up to a one year stay on site to gain independence and self-sufficiency.

Amount Requested: VADV requests $240,000 to support the purchase, repairs and safety enhancements of the Secure Supportive Housing Project home, along with contract services and operational expenses.

APPLICATION FOR AMERICAN RESCUE PLAN ACT (ARPA) FUNDS FROM CHARLES TOWN'S ALLOCATION

(DEADLINE FOR FINAL APPLICATIONS - JANUARY 27, 2023 BY 5:00 PM)

CONTACT INFORMATION

NAME OF APPLICANT ORGANIZATION: Voices Against Domestic Violence

NAME OF PRIMARY CONTACT: Patricia Greenley

ORGANIZATION MAILING ADDRESS: P.O. Box 1126

Charles Town	W.V.	25414
CITY	STATE	ZIP

WEBSITE ADDRESS: vadv365.com

EMAIL ADDRESS: vadv.wv365@gmail.com

TELEPHONE: 304-839-9649

PROJECT SUMMARY (applicant may respond in the space provided below or attach a separate document)

Please provide a detailed narrative of your project with specific data where appropriate, including but not limited to the following:

1. Brief Description of project.

Voices Against Domestic Violence seeks to enhance its Transition Support Program through its Supportive Housing Project. The COVID-19 pandemic significantly impacted victims of domestic violence in Jefferson County, therefore, increasing the need to provide aid to victims facing food, shelter, and financial insecurities. The Supportive Housing Project will expand transitional housing for victims of domestic violence in Jefferson County by purchasing a transition home where victims of domestic violence will gain sustainable support with up to a one year stay on site to gain independence and self-sufficiency.

In 2020, Jefferson County Sherrif's Dept. reported over 500 calls relating to domestic violence. In 2021, they reported over 500 calls relating to domestic violence. In 2022, the calls continued to trend upward. The Supportive Housing Project would provide victims with a place of recovery where they will gain the necessary support services that will decrease the likelihood of them returning to their abusers. In turn, this will decrease the number of domestic violence related service calls, freeing up law enforcement resources to manage other emergencies.

2. Which of the following categories best describes your project (see attached supplemental document for additional details; check one):

- [x] Address Negative Economic Impacts
- [ ] Capital Expenditures for Community Revitalization, Economic Stimulus, Response, and Recovery
- [ ] Housing Assistance
- [ ] Water, Sewer, or Broadband Infrastructure
- [ ] Community and Social Services
- [ ] Support Public Health
- [ ] Other

3. Purpose and key anticipated outcomes (if your organization is seeking funds to address Negative Economic Impacts, you must demonstrate that either your organization was specifically harmed by the pandemic and that the recovery funds will help address those impacts, or that your organization serves or will serve community members or groups negatively affected by the COVID-19 Pandemic).

The purpose of the Supportive Housing Project is to bring sustainable, long-term support to victims of domestic violence in Jefferson County by September 2024. With the increase of domestic violence in the county negatively impacted by COVID-19 pandemic, VADV has had to significantly increase its support to victims in terms of food, shelter, and other living expenses. Further, VADV was significantly impacted by the decrease in the number of volunteers and a decrease in supportive funding.

Key Anticipated Outcomes:

Victims will have a safe space for planning, preparation and transition which will result in at least 75 percent of participant clients improving their ability to live self-sufficiently in an environment free of violence and abuse.

Victims, especially those who have been negatively impacted by COVID-19, will have increased access to supportive housing, decreasing the chances that they will return to their abusers.

VADV will be able to provide increased support to victims for a longer period of time to remain in the Transition Support Program.

4. Individuals or communities served. Include details about those served in Charles Town and how the project benefits the citizens of Charles Town. Projects that also include benefits for those living outside of Charles Town may still be considered for funding.

VADVs area of service is Jefferson County. While we occasionally provide services to individuals from outside of Jefferson County, our primary focus is on the residents who live and work Charles Town, Ranson, Harpers Ferry, Shepherdstown, and other areas of Jefferson County who are experiencing domestic violence.

Since the organizations inception in 2012, nearly 90% of victims of domestic violence who we have served were residents of Jefferson County. VADV has served Jefferson County residents from a wide spectrum of backgrounds including all degrees of socioeconomic levels, ethnicities, and educational backgrounds.

The project benefits the citizens of Charles Town (Jefferson County) by providing a local program in which citizens can safely, securely and quickly access within their community and area of familiarity. The most positive feedback that VADV has received from victims in our community is that VADV has provided them with the opportunity to find safety within the community and that they did not have to travel to another county or outside area to receive much needed support.

5. Total project budget.

Total Project Budget: $240,000

- $175,000 - Secure Supportive Housing Project home
- $15,000 - Repairs and safety enhancements to Supportive Housing Project home
- $20,000 - Contract Services and Support (Housing Counselors, Financial Counselors)
- $30,000 - Operational Expenses (Intake, In home Coordinators)

6. Amount of ARPA funding requested and specific use to complete the project. *Please provide a prioritized list and description of project funding elements, including an itemized breakout of costs to be considered in the event of an award of partial funding of the request.*

- $240,000 requested
- Enhance VADVs current Transition Support Program services and support providing the ability to intake additional clients into the program
- Secure a second location for a Transition Support Center in order to increase our capacity to assist more victims of domestic violence in Jefferson County

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

One time funding request. No matching funds raised or committed.

8. Source of matching funds raised or committed by your organization.

One time funding request. No matching funds raised or committed.

9. Describe how the COVID-19 pandemic has necessitated this request.

The COVID-19 pandemic has significantly impacted VADVs ability to provide full service and support to victims of domestic violence due to a decrease in funding and a shortage of volunteers. VADV relies upon the financial support of private donors and fundraisers to ensure the viability of its programs. Due to COVID-19, many donors have lost personal income and are unable to provide donations as they have in the past.

Additionally, VADV has had to significantly reduce the number of victims that it supports in the Support Housing Program that allowed victims to stay in our transition center up to one year due to the safe distance requirements set by the Centers for Disease Control.

10. Provide a project timeline that includes the number of months to complete the project after an award (Funds must be obligated by December 31, 2024, and expended by December 31, 2026).

VADV anticipates a 12 month timeline from funding award to project completion.
- Within three months, VADV will identify the location for the Supportive Housing Project home.
- Within four months, VADV will identify staff to operate the Supportive Housing initiative.
- Within five months, VADV will intake 25% of new domestic violence victims into its transition support program.
- Within nine months, VADV will intake an additional 30% of domestic violence victims into its transition support program.

11. Include a list of other partners in the project, relationship to your organization, and their role in completing the project.

- Jefferson County Community Ministries - Partnering organization that will provide office space to screen and intake victims into VADVs program.
- HEAT Anti-Human Trafficking Organization - Partnering organization that will provide first hand support to victims of domestic violence as a result of human trafficking.
- Martinsburg V.A. Medical Center Womens Wellness Program - Partnering organization that will provide extension services to domestic violence victims who are military veterans.

12. Describe your plan for sustainability of the project/initiative after the grant award has been exhausted.

VADV plans to continue to secure funding through grants, private donations, and fundraisers. We will diligently seek opportunities to maintain relationships with current contributors and to seek new contributors ensuring that VADV projects/initiatives continue in support of victims of domestic violence in our community who rely on our programs to make life changing transitions.

ORGANIZATIONAL INFORMATION

1. Please provide your organization's mission statement and goals.

VADVs mission is to provide transition services and support to victims of domestic violence and to promote healthy families and healthy homes.

2. Describe the history of your organization and list any significant current programs and activities.

Voices Against Domestic Violence (VADV) founded in 2012 to provide critical services and support to victims of domestic violence in Jefferson County who are in pursuit of a life beyond violence and abuse.

Through its Safety Prevention Program, VADV hosts Teen Dating Awareness and Bullying Prevention programs to enlighten local youth on characteristics of healthy friendships and dating relationships.

Through its Transition Support Program, VADV operates a Transition Support Center, providing victims of domestic violence with a safe space to regain their independence and self-sufficiency.

3. List the Owner(s), Board of Directors, and senior staff members of your organization.

Patricia L. Greenley - Founder/Director
Jacqueline Robinson - Executive Director
Michelle Page - Director
Barbara Watson - Director
Mary Taylor - Treasurer
Linda Tribby - Senior Team
Glynis Wilson - Senior Team
Dorothy Pinup - Senior Team

4. List the staff involved with this project and describe their roles and responsibilities.

- Patricia Greenley - Lead in directing the team to carry out project priorities. Manage the day to day activities to ensure that the project remains on schedule.
- Jacqueline Robinson - Coordinate senior team members, volunteers, and community partners who will be instrumental on this project.
- Mary Taylor - Manage all funding requirements to ensure that financial resources are accurately appropriated.

5. If your organization has previously received funds from the City of Charles Town, please list the amount, nature of the project(s), and current status of the funding and project(s).

ARPA Funding from the City of Charles Town - $10,000
Equipment and supplies for current transition project and program.

Current Status: Funding has been utilized to purchase equipment and supplies in support of VADVs Transition Support Program.

SUPPORTING DOCUMENTS (Please provide the following materials with your application)

- Current operating budget
- Two years of audited financial statements
- Cash flow statement for most recent fiscal year

CERTIFICATION

I certify that I have reviewed the US Treasury Guidelines regarding the eligible uses of American Rescue Plan State and Local Recover Funds and, to the best of my knowledge, believe the request to be eligible for assistance. I further certify that I am authorized to submit this application request on behalf of the organization requesting the funds.

Patricia J. Greenley

Signature of Applicant

~~XX/XX/XXXX~~ 1/26/2023

Date

CHARLES TOWN MANAGEMENT REVIEW FOR ELIGIBILTY

☐ Eligible for ARPA Funding ☐ Not-Eligible for ARPA Funding

Accounting Manager Signature: _____ Date: _____

City Manager Signature: _____ Date: _____

CHARLES TOWN CITY COUNCIL REVIEW

☐ Approved ☐ Partially Funded ☐ Denied

City Council Meeting Date: _____

Amount of Funding: $_____

6. If you have an application for funding for this project with any other sources (city, state, federal, private, or non-profit entity), please list the same here.

No other applications for funding for this project.

SUPPORTING DOCUMENTS (Please provide the following materials with your application)

- Current operating budget
- Two years of financial statements (audited if available)
- Cash flow statement for most recent fiscal year

CERTIFICATION

I certify that I have reviewed the US Treasury Guidelines regarding the eligible uses of American Rescue Plan State and Local Fiscal Recovery Funds and, to the best of my knowledge, believe the request to be eligible for assistance. I further certify that I am authorized to submit this application request on behalf of the organization requesting the funds, and I acknowledge that the City Council reserves the right to accept or deny any application, with or without a formal explanation to the applicant.

_____ _____

Signature of Applicant Date

CHARLES TOWN MANAGEMENT REVIEW FOR ELIGIBILTY

☐ Eligible for ARPA Funding ☐ Not-Eligible for ARPA Funding

Accounting Manager Signature: _____ Date: _____

City Manager Signature: _____ Date: _____

CHARLES TOWN CITY COUNCIL REVIEW

☐ Approved ☐ Partially Funded ☐ Denied

City Council Meeting Date: _____

Amount of Funding: $_____

Application Revised: November 21, 2022 – Due by 5:00 PM on January 27, 2023

ARPA CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS
SUPPLEMENTAL INFORMATION

The U.S. Department of Treasury issued its Final Rule for the American Rescue Plan Act's (ARPA) Coronavirus State and Local Fiscal Recovery Funds on January 6, 2022. The Final Rule contains new details regarding the use of funds to respond to acute pandemic needs, fill revenue shortfalls for state and local governments, address the negative economic impacts of the pandemic, revitalize neighborhoods and business districts, and support the communities and populations hardest-hit by the COVID-19 crisis. Organizations interested in seeking a share of Charles Town's local recovery funds should review these additional details on eligibility before submitting a request.

In the Final Rule, Treasury has added "nonprofits" in most cases whenever "small businesses" are mentioned as eligible for funding. Some units of governments were using the omission of "nonprofits" in these eligible use areas as reasons to not support nonprofit organizations. The updated guidance confirms that, in most every instance, when small businesses are eligible for support, so are nonprofits, because nonprofits are businesses too.

ELIGIBLE PROJECTS

Support Public Health Response and Building Stronger Communities Through Investments in Housing and Neighborhoods. The Final Rule enumerates a broader set of uses in response to the public health crisis.

These investments may include construction and improvement of parks, public plazas, outdoor recreation spaces, green spaces, recreational facilities, sidewalks, pedestrian safety features like crosswalks, projects that increase access to healthy foods, streetlights, neighborhood cleanup, rehabilitation of blighted properties, demolition of abandoned or vacated properties, and other projects that revitalize public spaces.

Address Negative Economic Impacts. The Final Rule recognizes that the pandemic caused certain populations to be "impacted" or "disproportionately impacted". Eligible uses may include rehiring public sector workers, workforce training, health insurance coverage, providing aid to households facing food, housing, or other financial insecurity, offering small business assistance, supporting nonprofit organizations, extending support for industries and businesses hardest hit by the crisis including the tourism/travel/hospitality sector, and engaging in community revitalization activities.

Please note that when providing recovery funds to address negative economic impacts, applicants must demonstrate that the specific organizations aided, or the class of organizations aided, were actually harmed by the COVID health emergency and/or its negative economic impacts and must confirm that the recovery funds will help address those impacts. Further, the recovery fund assistance provided to businesses, non-profits, or households must be reasonably proportional to the extent and type of harm experienced and not "grossly disproportionate" to the type or extent of COVID harm experienced.

The Final Rule designates two categories to help determine if a small business is in an industry that has been impacted due to the COVID-19 public health emergency. These include:

- Industries in the travel, tourism, or hospitality sectors; and
- Any industry outside the above sectors that have experienced at least 8% employment loss from pre-pandemic levels or is experiencing comparable or worse economic impacts as the national travel, tourism, and hospitality sectors as of January 6, 2022.

Assistance to Small Businesses and Non-Profits. To assess which small businesses and non-profits were impacted, the City may consider a variety of factors ranging from financial insecurity to increased costs. Eligible uses include loans, grants, in-kind assistance, or technical assistance to help mitigate financial hardship. The Final Rule further clarifies that recovery funds may be provided to a small business or non-profit even when that sub-recipient organization is not itself financially harmed by the pandemic but is serving beneficiaries who are impacted.

Capital Expenditures for Public Health or Economic Response. The Final Rule clarifies and expands the use of recovery funds for capital expenditures. Projects eligible for capital expenditures include funding for public facilities, schools, health and medical facilities, telemedicine facilities, COVID testing or vaccination sites, testing lab and equipment, emergency operations centers and equipment, public health data systems and technology, emergency response equipment, congregate living facilities, incarceration settings, homeless shelters, affordable housing, and other such expenditures. Depending on the amount of recovery funds invested, the City may be required to submit a written justification in advance of an award.

Water, Sewer, and Broadband Infrastructure. In addition to clean drinking water and wastewater projects, the Final Rule confirms that stormwater management infrastructure, lead pipe testing and replacement, and other remedial activities are also permitted uses for the funds. Necessary investments include projects that are required to maintain a level of service that, at minimum, meets applicable health-based standards or establishes or improves broadband service to underserved populations to reach adequate levels to permit a household to work or attend school, and that are unlikely to be met with private sources of funds. The standards for underserved areas in which funds may be invested for reliable broadband services have been made more flexible, allowing investment in areas with service levels below 100 megabits per second (Mbps) download and 20 Mbps upload speeds.

ARPA FUNDING APPLICATIONS
February 6, 2023

Kristin Stolipher
Charles Town Utility Board
661 S. George Street, Suite 101
Charles Town, WV 25414

Project Narrative: The project involves construction of a multi-use trail along side of the planned CTUB sewer collection system gravity sewer line corridor project. The trail will provide a connection from Evitts Run Park at Washington Street to the Perry Field Nature Park and Augustine Avenue.

Amount Requested: $150,000 to fund a portion of the capital costs involved in the construction of the trail, creating efficiency and minimizing disruption by completing both projects in parallel fashion.

APPLICATION FOR AMERICAN RESCUE PLAN ACT (ARPA) FUNDS FROM CHARLES TOWN'S ALLOCATION

(DEADLINE FOR FINAL APPLICATIONS - JANUARY 27, 2023 BY 5:00 PM)

CONTACT INFORMATION

NAME OF APPLICANT ORGANIZATION: Charles Town Utility Board

NAME OF PRIMARY CONTACT: Kristen Stolipher

ORGANIZATION MAILING ADDRESS: 661 S. George Street, Ste. 101

Charles Town,	West Virginia	25438
CITY	STATE	ZIP

WEBSITE ADDRESS: www.ctubwv.com

EMAIL ADDRESS: kstolipher@ctubwv.com

TELEPHONE: 304-724-7080

PROJECT SUMMARY (applicant may respond in the space provided below or attach a separate document)

Please provide a detailed narrative of your project with specific data where appropriate, including but not limited to the following:

1. Brief Description of project.

The project includes installation of a multi-use trail along the 2022 CTUB Collection System Project gravity sewer line corridor. The trail will connect Evitt's Run Park at Washington Street to the Perry Fields Nature Park to Augustine Avenue. The trail will consist of existing sidewalk improvements, 760 feet of boardwalk through wetlands, and 695 feet of asphalt path.

A map of the proposed project has been included with this application.

2. Which of the following categories best describes your project (see attached supplemental document for additional details; check one):

- ☐ Address Negative Economic Impacts
- ☒ Capital Expenditures for Community Revitalization, Economic Stimulus, Response, and Recovery
- ☐ Housing Assistance
- ☒ Water, Sewer, or Broadband Infrastructure
- ☐ Community and Social Services
- ☒ Support Public Health
- ☐ Other

3. Purpose and key anticipated outcomes (if your organization is seeking funds to address Negative Economic Impacts, you must demonstrate that either your organization was specifically harmed by the pandemic and that the recovery funds will help address those impacts, or that your organization serves or will serve community members or groups negatively affected by the COVID-19 Pandemic).

This purpose of this project is to combine a proposed sewer collection system project area to construct a trail that will benefit the citizens of Charles Town. Not only will the proposed trail benefit the community through health and well-being opportunities it will provide connectivity it will provide for significant cost savings if the trail can be constructed at the same time as the CTUB sewer collection system project.

4. Individuals or communities served. Include details about those served in Charles Town and how the project benefits the citizens of Charles Town. Projects that also include benefits for those living outside of Charles Town may still be considered for funding.

Grant funding from the City of Charles Town for a portion of the capital costs of this project will enable the construction of a trail for all of the citizens in the area at a lower cost. The ability to receive local ARPA monies is important to IJDC and would be included within our grant request to the State. A partnership to construct a trail during the construction of our 2022 Collection System project will reduce the cost of the trail and minimize the disruption in this area by completing both projects at the same time.

5. Total project budget.

The construction cost is estimated to be $150,000.00.

6. Amount of ARPA funding requested and specific use to complete the project. *Please provide a prioritized list and description of project funding elements, including an itemized breakout of costs to be considered in the event of an award of partial funding of the request.*

The request is for funds to construct a linear trail system as part of the CTUB Sewer collection system project in the area between Augustine Avenue and Washington Street along Evitts Run. The sewer collection system project is anticipated to be bid in the 1st or 2nd quarter of 2023.

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

CTUB will be contributing $2,000,000.00 in internal funds from Capacity Improvement fees and operating cash towards the project. CTUB also intends to request Economic Enhancement Grant funds from the WV Infrastructure and Jobs Development Council for the project in the amount of $1,700,000.00.

8. Source of matching funds raised or committed by your organization.

The source of matching funds will be committed from internal operating cash as well as Capacity Improvement fees.

9. Describe how the COVID-19 pandemic has necessitated this request.

The COVID-19 pandemic resulted in significant funds to be made available for public utility water and sewer infrastructure costs. This funding has resulted in an opportunity to improve utility service as well as public health and community revitalization efforts.

10. Provide a project timeline that includes the number of months to complete the project after an award (Funds must be obligated by December 31, 2024, and expended by December 31, 2026).

The sewer collection system project is anticipated to be bid no later than the 2nd quarter of 2023 with a completion date of September 2024.

11. Include a list of other partners in the project, relationship to your organization, and their role in completing the project.

- Rummel, Klepper, Kahl, LLP (RK&K) - Provide professional engineering services for the construction project; which includes design, permitting, bidding phase assistance, and inspection phase services throughout construction.
- John Kunkle, CPA - Provide professional accounting services related to the project.
- Hoy Shingleton - Provide professional legal services related to the project.
- Steptoe & Johnson, Bond Counsel - Provide services related to the construction project financing.

12. Describe your plan for sustainability of the project/initiative after the grant award has been exhausted.

The project will continue to be sustainable in perpetuity once the grant award has been exhausted. CTUB remains committed to the cooperative maintenance of the sewer and trail easement with the City of Charles Town.

ORGANIZATIONAL INFORMATION

1. Please provide your organization's mission statement and goals.

Our mission is to provide reliable water and sewer services that protect public health and the environment with financial accountability, regional stewardship, and superior customer service.

2. Describe the history of your organization and list any significant current programs and activities.

The Charles Town Utility Board (CTUB) was created in 1998 by the City of Charles Town City Council upon the issuance of Combined Waterworks and Sewerage System Revenue Bonds under Article 147 of the Codified Ordinances of the City. The Waterworks and Sewerage System of the City was combined into a single undertaking (the "System"). The supervision, management, control and operation of the System is vested in the Charles Town Utility Board (the "Utility Board").

CTUB owns and operates a potable water treatment, storage and distribution system and a sewerage collection and treatment system. We provide water and sanitary sewer service within the corporate boundaries of the City of Charles Town, Ranson, and in unincorporated areas of Jefferson County.

3. List the Owner(s), Board of Directors, and senior staff members of your organization.

- John Barkley, City of Charles Town City Manager, Manager
- Keith Pierson, City of Ranson Mayor, Vice Chairman
- Thomas Stocks, Treasurer
- Jefferson Whitten, Board Member
- Kristen Stolipher, Utility General Manager
- April Shultz, Assistant Utility Manager

4. List the staff involved with this project and describe their roles and responsibilities.

Kristen Stolipher - Manages the project and works directly with our engineering firm, RK&K. April Shultz - Assists with the financial components of the project.

5. If your organization has previously received funds from the City of Charles Town, please list the amount, nature of the project(s), and current status of the funding and project(s).

N/A

6. If you have an application for funding for this project with any other sources (city, state, federal, private, or non-profit entity), please list the same here.

CTUB is in the process of requesting additional grant funding from the WV Infrastructure and Jobs Development Council in the amount of $1,700,000.00 for the combined project.

SUPPORTING DOCUMENTS (Please provide the following materials with your application)

- Current operating budget
- Two years of financial statements (audited if available)
- Cash flow statement for most recent fiscal year

CERTIFICATION

I certify that I have reviewed the US Treasury Guidelines regarding the eligible uses of American Rescue Plan State and Local Fiscal Recovery Funds and, to the best of my knowledge, believe the request to be eligible for assistance. I further certify that I am authorized to submit this application request on behalf of the organization requesting the funds, and I acknowledge that the City Council reserves the right to accept or deny any application, with or without a formal explanation to the applicant.

Kristin Stolipher _____ 1/27/23 _____

Signature of Applicant Date

CHARLES TOWN MANAGEMENT REVIEW FOR ELIGIBILTY

☐ Eligible for ARPA Funding ☐ Not-Eligible for ARPA Funding

Accounting Manager Signature: _____ Date: _____

City Manager Signature: _____ Date: _____

CHARLES TOWN CITY COUNCIL REVIEW

☐ Approved ☐ Partially Funded ☐ Denied

City Council Meeting Date: _____

Amount of Funding: $ 150,000.00

Application Revised: November 21, 2022 – Due by 5:00 PM on January 27, 2023

ARPA CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS
SUPPLEMENTAL INFORMATION

The U.S. Department of Treasury issued its Final Rule for the American Rescue Plan Act's (ARPA) Coronavirus State and Local Fiscal Recovery Funds on January 6, 2022. The Final Rule contains new details regarding the use of funds to respond to acute pandemic needs, fill revenue shortfalls for state and local governments, address the negative economic impacts of the pandemic, revitalize neighborhoods and business districts, and support the communities and populations hardest-hit by the COVID-19 crisis. Organizations interested in seeking a share of Charles Town's local recovery funds should review these additional details on eligibility before submitting a request.

In the Final Rule, Treasury has added "nonprofits" in most cases whenever "small businesses" are mentioned as eligible for funding. Some units of governments were using the omission of "nonprofits" in these eligible use areas as reasons to not support nonprofit organizations. The updated guidance confirms that, in most every instance, when small businesses are eligible for support, so are nonprofits, because nonprofits are businesses too.

ELIGIBLE PROJECTS

Support Public Health Response and Building Stronger Communities Through Investments in Housing and Neighborhoods. The Final Rule enumerates a broader set of uses in response to the public health crisis.

These investments may include construction and improvement of parks, public plazas, outdoor recreation spaces, green spaces, recreational facilities, sidewalks, pedestrian safety features like crosswalks, projects that increase access to healthy foods, streetlights, neighborhood cleanup, rehabilitation of blighted properties, demolition of abandoned or vacated properties, and other projects that revitalize public spaces.

Address Negative Economic Impacts. The Final Rule recognizes that the pandemic caused certain populations to be "impacted" or "disproportionately impacted". Eligible uses may include rehiring public sector workers, workforce training, health insurance coverage, providing aid to households facing food, housing, or other financial insecurity, offering small business assistance, supporting nonprofit organizations, extending support for industries and businesses hardest hit by the crisis including the tourism/travel/hospitality sector, and engaging in community revitalization activities.

Please note that when providing recovery funds to address negative economic impacts, applicants must demonstrate that the specific organizations aided, or the class of organizations aided, were actually harmed by the COVID health emergency and/or its negative economic impacts and must confirm that the recovery funds will help address those impacts. Further, the recovery fund assistance provided to businesses, non-profits, or households must be reasonably proportional to the extent and type of harm experienced and not "grossly disproportionate" to the type or extent of COVID harm experienced.

The Final Rule designates two categories to help determine if a small business is in an industry that has been impacted due to the COVID-19 public health emergency. These include:

- Industries in the travel, tourism, or hospitality sectors; and
- Any industry outside the above sectors that have experienced at least 8% employment loss from pre-pandemic levels or is experiencing comparable or worse economic impacts as the national travel, tourism, and hospitality sectors as of January 6, 2022.

Assistance to Small Businesses and Non-Profits. To assess which small businesses and non-profits were impacted, the City may consider a variety of factors ranging from financial insecurity to increased costs. Eligible uses include loans, grants, in-kind assistance, or technical assistance to help mitigate financial hardship. The Final Rule further clarifies that recovery funds may be provided to a small business or non-profit even when that sub-recipient organization is not itself financially harmed by the pandemic but is serving beneficiaries who are impacted.

Capital Expenditures for Public Health or Economic Response. The Final Rule clarifies and expands the use of recovery funds for capital expenditures. Projects eligible for capital expenditures include funding for public facilities, schools, health and medical facilities, telemedicine facilities, COVID testing or vaccination sites, testing lab and equipment, emergency operations centers and equipment, public health data systems and technology, emergency response equipment, congregate living facilities, incarceration settings, homeless shelters, affordable housing, and other such expenditures. Depending on the amount of recovery funds invested, the City may be required to submit a written justification in advance of an award.

Water, Sewer, and Broadband Infrastructure. In addition to clean drinking water and wastewater projects, the Final Rule confirms that stormwater management infrastructure, lead pipe testing and replacement, and other remedial activities are also permitted uses for the funds. Necessary investments include projects that are required to maintain a level of service that, at minimum, meets applicable health-based standards or establishes or improves broadband service to underserved populations to reach adequate levels to permit a household to work or attend school, and that are unlikely to be met with private sources of funds. The standards for underserved areas in which funds may be invested for reliable broadband services have been made more flexible, allowing investment in areas with service levels below 100 megabits per second (Mbps) download and 20 Mbps upload speeds.

COPY NO.___

CHARLES TOWN UTILITY BOARD

2022 COLLECTION SYSTEM PROJECT



LOCATION MAP - JEFFERSON COUNTY



VICINITY MAP - CITIES OF CHARLES TOWN & RANSON

INDEX

SHEET	DRAWING	DESCRIPTION
1	G-1	TITLEPAGE
2	G-2	GENERAL NOTES
3	G-3	PROJECT SEQUENCE OF CONSTRUCTION
4	G-4	SHEET INDEX
5	G-5	QUANTITIES
6	G-6	RIGHT OF WAY
7 - 8	1-1 THRU 1-2	BURR EAST FORCE MAIN PLAN & PROFILE
9 - 20	1-3 THRU 1-14	BURR EAST PUMP STATION MODIFICATIONS
21	2-1	BURR EAST FORCE MAIN AND GRINDER PUMP INSTALLATION PLAN & PROFILE
22	3-1	JETT'S FARM PUMP STATION BYPASS PUMPING PLAN
23 - 24	3-2 THRU 3-3	JETT'S FARM FORCE MAIN RELOCATION PLAN & SEWER PROFILES
25 - 31	3-4 THRU 3-11	JETT'S FARM PUMP STATION MODIFICATIONS
32	4-1	JETT'S FARM RESIDENTIAL F.M. SLIP LINING, M.H. MODIFICATIONS, AND TRAFFIC CONTROL PLAN
33	5-1	MOOSE LODGE PUMP STATION PUMP AND HAUL PLAN
34	5-2	MOOSE LODGE PUMP STATION FORCE MAIN LINING PLAN
35 - 42	5-3 THRU 5-10	MOOSE LODGE PUMP STATION MODIFICATIONS
43 - 70	6-1 THRU 6-28	FLOWING SPRINGS PUMP STATION MODIFICATIONS
71 - 82	7-1 THRU 7-12	LAKELAND PLACE PUMP STATION
83	7-13	FORREST AVE. P.S. DEMOLITION AND BYPASS PUMPING PLAN
84 - 85	7-14 THRU 7-15	11th AVE. & FORREST AVE. RELOCATED SEWER PLAN & PROFILES
86	7-16	11th AVE. P.S. DEMOLITION PLAN
87	8-1	AUGUSTINE AVE. DETOUR PLAN
88 - 89	8-2 THRU 8-3	EVITTS RUN INTERCEPTOR BYPASS PUMPING PLAN
90 - 91	8-4 THRU 8-5	EVITTS RUN INTERCEPTOR IMPACT AND E&S PLANS
92 - 94	8-6 THRU 8-8	EVITTS RUN INTERCEPTOR PLAN & PROFILES
95	9-1	JEFFERSON PARK BYPASS PUMPING PLAN
96 - 98	9-2 THRU 9-4	JEFFERSON PARK FORCEMAIN PLAN & PROFILE
99 - 100	X-1 THRU X-2	PUMP STATION STANDARD DETAILS
101	X-3	PUMP STATION SCADA SYSTEM ARCHITECTURE
102	X-4	ELECTRICAL ABBREVIATIONS & SYMBOLS
103 - 104	X-5 THRU X-6	STANDARD DETAILS

CHARLES TOWN UTILITY BOARD
BOARD MEMBERS:

JOHN BARKLEY	CHAIRMAN
KEITH PIERSON	VICE CHAIRMAN
THOMAS STOCKS	TREASURER
JEFFERSON WHITTEN	BOARD MEMBER
KRISTEN STOLIPHER	BOARD MEMBER

CHARLES TOWN UTILITY BOARD

UTILITY MANAGER
DATE: _____

RK&K
P: 304.788.3370
159 Plaza Drive | Keyser, WV 26726
Engineers | Construction Managers | Planners | Scientists
www.rkk.com
Responsive People | Creative Solutions

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF WEST VIRGINIA, LICENSE NO. 17940, EXPIRATION DATE: 12/31/22.

NOTE:
REFER TO SPECIFICATIONS PRIOR TO CONSTRUCTION. PLANS AND SPECIFICATIONS MUST BE READ TOGETHER TO KNOW FULLY WHAT MUST BE BUILT.

ALL DOCUMENTS INCLUDING DRAWINGS AND SPECIFICATIONS FURNISHED BY ENGINEER PURSUANT TO THIS AGREEMENT ARE INSTRUMENTS OF HIS SERVICES IN RESPECT OF THE PROJECT. THEY ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY THE OWNER OR OTHERS ON EXTENSIONS OF THE PROJECT OR ON ANY OTHER PROJECT. ANY REUSE WITHOUT SPECIFIC WRITTEN VERIFICATION OR ADAPTATION BY ENGINEER WILL BE AT OWNER'S SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO ENGINEER, AND OWNER SHALL INDEMNIFY AND HOLD HARMLESS ENGINEER FROM ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES INCLUDING ATTORNEYS' FEES ARISING OUT OF OR RESULTING THEREFROM. ANY SUCH VERIFICATION OR ADAPTATION PERFORMED BY THE ENGINEER AT THE OWNER'S REQUEST WILL ENTITLE ENGINEER TO FURTHER COMPENSATION AT RATES TO BE AGREED UPON BY OWNER AND ENGINEER.

PRELIMINARY
NOT FOR CONSTRUCTION

NOVEMBER 30, 2022

RK&K
P: 304.788.3370
159 Plaza Drive | Keyser, WV 26726
Engineers | Construction Managers | Planners | Scientists
www.rkk.com
Responsive People | Creative Solutions

PROJECT NO. 19339.00
DATE NOVEMBER 30, 2022
DESIGNED ___
DRAWN ___
CHECKED ___

REVISIONS

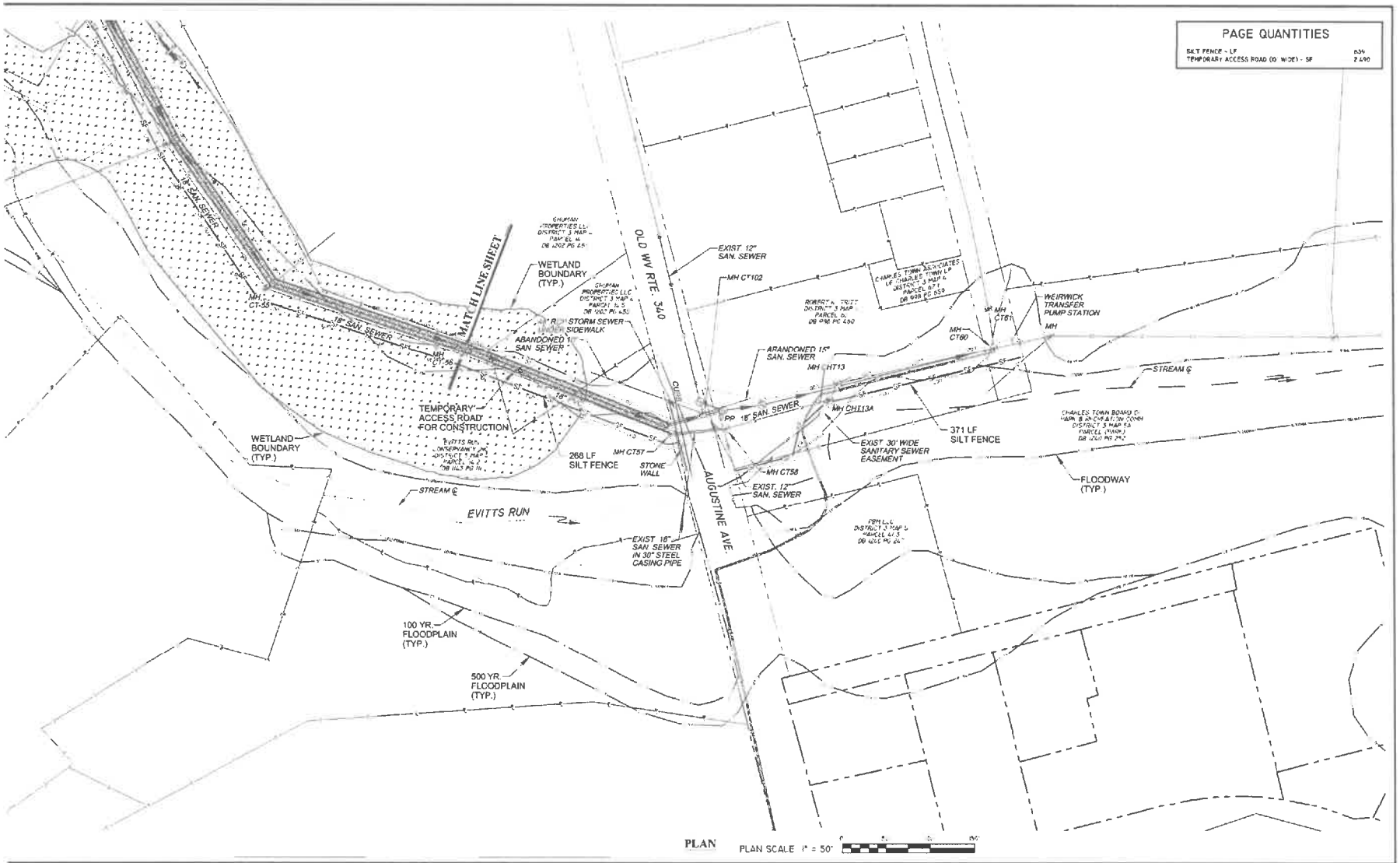
CHARLES TOWN UTILITY BOARD
661 S. GEORGE ST.
CHARLES TOWN, WV 25414

2022 COLLECTION SYSTEM PROJECT

TITLE PAGE

SHEET NO. 1 OF 104

DRAWING NO. G-1



RK&K
P: 304.788.3370
159 Plaza Drive | Keyser, WV 26726
Engineers | Construction Managers | Planners | Scientists
www.rkk.com
Responsive People | Creative Solutions

PROJECT NO. 9139.0-0
DATE November 30, 2022
DESIGNED
DRAWN
CHECKED

REVISIONS

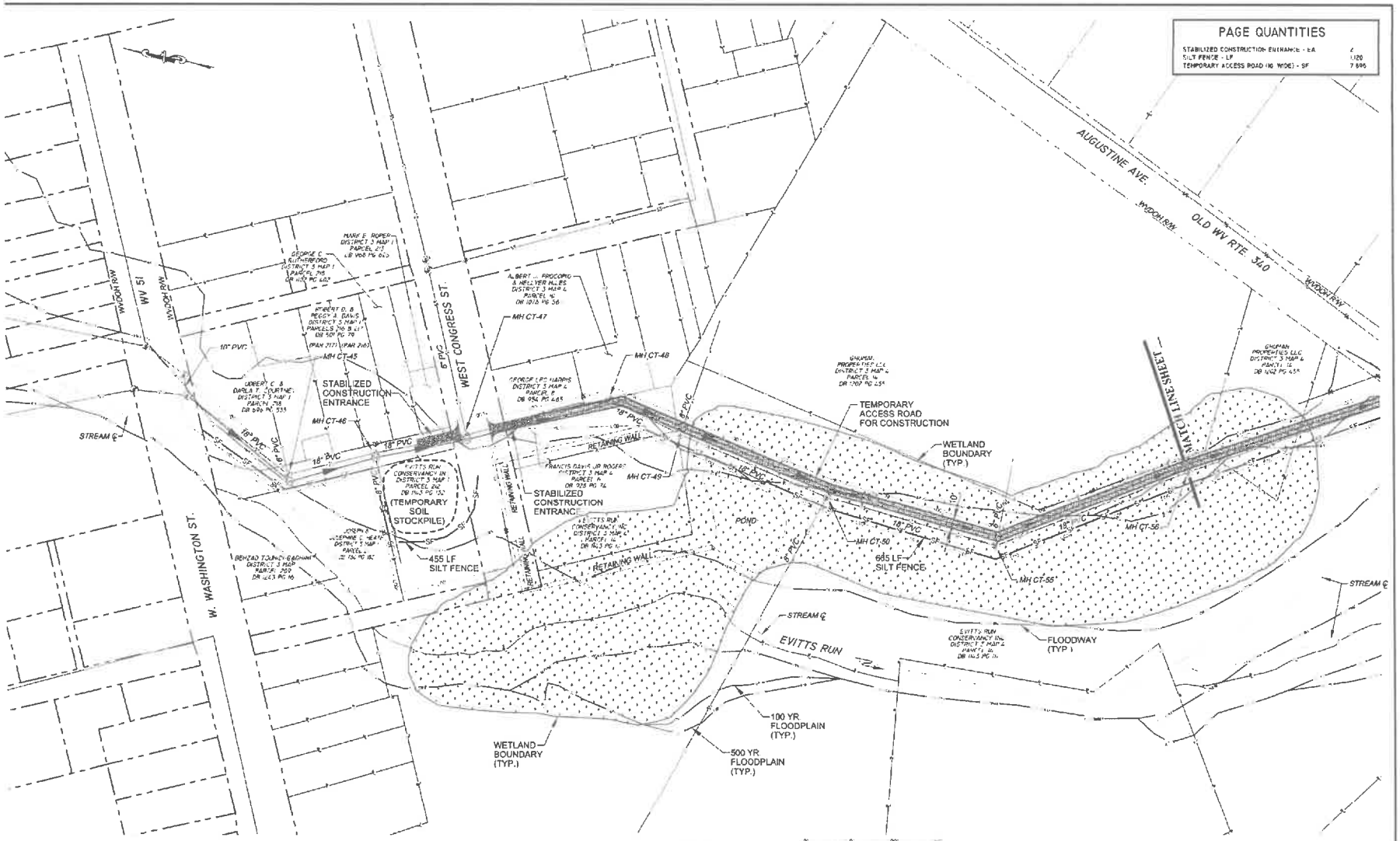
CHARLES TOWN UTILITY BOARD
661 S. GEORGE ST.
CHARLES TOWN, WV 25414

2022 COLLECTION SYSTEM PROJECT

EVITTS RUN INTERCEPTOR IMPACT PLAN AND E&S PLAN
SHEET 1 OF 2

SHEET NO. 90 OF 104

DRAWING NO. 8-4



PLAN

PLAN SCALE 1" = 50'

RK&K P: 304.788.3370 159 Plaza Drive | Keyser, WV 26726 Engineers | Construction Managers | Planners | Surveyors www.rkk.com Responsible People | Creative Solutions	PROJECT NO. 9359.019 DATE November 30, 2022 DESIGNED DRAWN CHECKED	REVISIONS	CHARLES TOWN UTILITY BOARD 661 S. GEORGE ST. CHARLES TOWN, WV 25414	2022 COLLECTION SYSTEM PROJECT	EVITTS RUN INTERCEPTOR IMPACT PLAN AND E&S PLAN SHEET 2 OF 2	SHEET NO. 91 OF 104	DRAWING NO. 8-5