

American Rescue Plan Act (ARPA) Funding Application

[Print](#)**Submitted by:****Status:** Open**Priority:** Normal**Assigned To:** Jonathan Storage**Due Date:** Open**Attachments**

- [ARP Grant Documents.PDF](#) - 2021-11-29 04:16:35 pm



**American Rescue Plan Act (ARPA)
Funding Application
Non-Profit, Community Groups, Neighborhood Associations, and Businesses
APPLICATION DEADLINE: December 15th 2021**

Application must be completed in full to be considered. Submit completed application and enclosures/attachments by email to ARPA@cityofcharleston.org, or mail to City Manager's Office, 501 Virginia Street East Charleston, WV 25301.

All requests for funding **must be directly related to COVID-19 mitigation or recovery efforts** and must fall within the parameters of at least one of the goals set by the treasury department along with other requirements listed within this application.

GENERAL INFORMATION

*** Name of Project/Program:**

Andrews Floor and Wall Covering Company Survival

*** Organization Name:**

Andrews Floor and Wall Covering Company

*** Address:**

505 Central Ave Charleston, WV 25302

*** Primary Contact Person:**

Linda M Kelly

Title:

Co-Owner/ President

*** Phone:***** Email:**

(304) 389-8674

linda@andrewsfloorcovering.com

Federal Tax ID:

55-035-4648

If applicable: DUNS Number:

005018874

To obtain a DUNS number please visit <https://fedgov.dnb.com/webform> After obtaining, please register your organization with the System for Award Management at <https://sam.gov/SAM/>

List the organization's owner(s), Board of Directors, senior staff members, and other key members:

Linda M. Kelly - President/Secretary Ellen L. Mann - Vice President/Treasurer Wilson Mann - Vice President

Describe any partner organizations, their roles, and your relationship with them:

N/A

BUDGETARY OVERVIEW - Must match Budget Worksheet

* Funds Requested	* Total Program/Project Cost	Annual Organization Budget
\$91,526.00	91,526.00	N/A

Request Summary

1. Provide a narrative overview/summary of the request.

Topics that may be included but not limited to:

- Purpose and anticipated outcomes
- Individuals, entities, or communities served
- How the pandemic has necessitated this request
- Amount of any estimates and bids received to date
- Timeline for project completion

a. The on-going pandemic of 2020 has created a financial nightmare for Andrews Floor and Wall Covering Company (AFC). The loss of revenue due to the mandated closure was over \$90,000 for 2020 compared to 2019 and 2021. The recovery has been slow with significant "ups and downs". Our goals are simple: 1. Stay open. 2. Keep our 10 employees employed. 3. Pay our bills. It is a known fact that cost of materials, fuel, health/dental insurance, utilities, and other operating cost continue to increase. This burden with an already financially stressed situation is getting very difficult to manage and overcome. b. AFC is a staple on the West Side of Charleston. Our family owned business has been in operation for over 70 years (1950) and our longevity only betters the community. AFC also employs 10 people and many have worked for AFC for decades, including multi-generational individuals. If AFC would ever close its doors due to a financially stressful situation, it would be a major loss for this community and its patrons. c. In addition to the above mentioned ever increasing costs, because of PPP and the Retention Employee Credit (REC) opportunities, accounting service costs to obtain these federal funds/credit have more than doubled. Another added expense due to Covid has been extra cleaning supplies, plexiglass protection at our customer service desk, and on-going purchases of PPE. Yet another true factor is the situation of employees getting sick, quarantine requirements, etc., which results in time loss on performing job responsibilities. Job time loss equated to loss revenue. Another major challenge AFC faces is the vaccine mandate placed on our local medical facilities: CAMC, Thomas Health and Hospice. Over 50% of our business relies on floor installations in these facilities. To date, 6 employees are vaccinated (60%) and 4 employees are not vaccinated (40%). Unfortunately, 3 of the 4 who are unvaccinated are installers. Therefore, this mandate will have a huge impact on our business. Providing an incentive for all our employees to receive the vaccine would secure our job commitments to the local health facilities and help in complying with CDC recommendations for public health. d. Loss of Income (3/27/2020 - 5/11/2020): \$91,526.00 (Sales Summary Graph Attached in documents below) e. If awarded ARP funds, then these monies would help in the continued economic recovery of our local small business, and provide additional financial stability. When businesses were mandated to close in 2020, the \$91,526.00 loss of income that AFC endured are monies that will never be recovered. However, we decided to remain open and begin the uphill challenge of recovery. This decision was made because we were committed to the community we serve and the dedicated people we employ.

Attach any additional information such as bids, concepts, designs, letters of support, etc. If submitting electronically the documents must be in PDF, Excel, or Word format and total file size must not exceed 10 megabytes.

Program/Project Details

* 1. The funding will be used to:

- Start a new program/project
 Maintain an existing program/project
 Expand an existing program/project

* 2. If funded, will the program/project be completed within FY 2022?

If no, when is expected completion year?

- Yes No

3. Which eligible ARPA Expenditure Category does this program/project represent (See

<https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf> for further details)? Please check all that apply:

*

- Public Health
 Negative Economic Impacts
 Services to Disproportionately Impacted Communities
 Premium Pay
 Infrastructure
 Other

4. Briefly describe the program/project funds are being requested for:

These funds will greatly enhance the financial support to help recover the loss of revenue due to the Covid-19 Pandemic.

5. Describe the need for this program/project:

The ARP funds will relieve a portion of the financial burden created by the pandemic. Due to the ever increasing operating costs and employee benefits, these funds would allow for a more stable situation for AFC.

6. List other Charleston organizations in Charleston that address this need:

Charleston Area Alliance (CAA)

7. Describe the level of collaboration with other organizations on this program/project:

AFC is a member of CAA and they provide very helpful training seminars for small businesses on a regular basis.

8. How will duplication of services be prevented?

N/A

Program Requirements and Objectives

1. Identify the target recipients of proposed services. Specify the number of City residents the program will serve during the fiscal year and explain the basis upon which this number is calculated.

N/A

2. List any eligibility requirements the program has with respect to age, gender, income, or residence.

N/A

3. If this is a continuing activity, describe a measurable outcome of the previous year's work regardless of funding source.

This ARP request is being made to provide some assistance on the economic recovery of AFC due to the pandemic.

4. If this is a new program describe two anticipated measurable outcomes for the proposed program.

N/A

Budget

* 1. Has the organization received funding from the City of Charleston in the past for a similar program/project?

Yes No

* 2. Has the organization requested funding from other Federal, State, or Local government entities for any program/project support related to COVID-19?

Yes No

3. If yes, explain from which entities and the amounts requested for each program/project.

1st PPP: \$74,000 2nd PPP: \$74,000 City of Chas. Small Bus. Grant: \$5,000 WV Small Bus. Grant: \$5,000 US Chamber of Commerce: \$5,000
Chas. Area Alliance: \$3,125.00

4. List any other Federal, State, Local, or private funding or grant awards received in the last three years and the amount and status of each award.

N/A

5. Briefly summarize project revenues and expenses related to this request. This should coincide with the budget worksheet.

AFC had a loss of income of \$91,526.00 during the mandated 2020 business closures. With the current increase of materials, utilities, fuel, employee benefits, PPE, and accounting services due to PPP and REC, this request would greatly enhance the financial stability of AFC.

6. If this request is not fully funded, what adjustments to the program/project is the organization prepared to make?

The owners (who are also the officers of this company) will continue to monitor the daily operations of this small business and will make the necessary decisions to maintain the stability of this small business. Sometimes very difficult decisions must be made to be fiscally responsible (employee benefits, wages, etc.)

7. Describe the plan for sustainability of the program/project or initiative after the requested award has been exhausted.

It is the intent of AFC to always market its services and products through a multi-media approach: social media, website, and networking.

8. Briefly describe the organization's fiscal oversight / internal controls to minimize opportunities for fraud, waste, and mismanagement.

Suttle and Stalnaker, Certified Public Accountants, oversees all of our AFC's financial reporting and annual tax returns.

9. How does your agency plan to separate ARPA funds from other agency funds for purposes of identification, tracking, reporting and auditing?

Suttle and Stalnaker, Certified Public Accountants, will create a new and separate Chart of Accounts for tracking these funds.

REQUESTED BUDGET WORKSHEET

Revenue Source Projections

List all Estimated Funding for this Program/Project

* Proposed City ARPA Funding

Internal/Self-Funding

91,526.00

N/A

Donations/Other Fundraising

Government Grants/Other

* TOTAL REVENUE

91,526.00

Expenses Projections

List all Estimated Expenses for this Program/Project

Salaries/Wages

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
0	0	0

Benefits & Matchings

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
0	0	0

Contracted Services

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
0	0	0

Program Materials

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
0	0	0

Marketing

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
0	0	0

Supplies

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
0	0	0

Other

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
91,526.00	0	91,526.00

Total Expenses

* Amount Requested from City	* Amount from Other Sources	* Total Estimated Expenses
91,526.00	0	91,526.00

NOTE: Revenues and Expenses must balance, and the use of requested funds must be directly related to COVID-19 recovery efforts.

Organizational Details

1. Describe the history of the organization and its current programs and activities.

AFC has been in operation since 1950, when our father, Dewey W. Mann, returned from WWII, serving as an Army Captain. Historically, post WWII was a booming era in the Charleston area, for construction, chemical manufacturing, and coal mining. Since the emphasis of AFC was the sale and installation of flooring products, it was a natural time to give AFC an opportunity to succeed in Charleston. In 2003, our father transferred his ownership to his 3 children: Wilson, Ellen and Linda. Together, we as the 2nd generation have continued the management and operations of AFC for almost 30 years. Of course, we have all seen the decline in this area over the past 20 years, plus the 2009 recession, and now the 2020 pandemic. We are proud to have been able to sustain our family business amidst the challenges.

2. Provide the organization's mission statement/purpose.

Andrews Floor and Wall Covering is committed to providing the same quality materials and professional installations just as we have done over the past 70 years. We ensure to complete customer satisfaction by always guaranteeing product and installation.

3. List any third-party references that can verify the organizations qualification or prior grant experience.

Suttle and Stalnaker, Certified Public Accountants - Miri Hunter (304) 343-4126 (Recommendation letter attached in documents) WV Contractor Licensing Board (document attached below) WV State Tax Department (document attached below) WV Secretary of State (document attached below)

COVID-19 Impact

1. Explain the impact of the COVID-19 pandemic and how it relates to your request. For example, reduction in services, closures, increased costs, community impact, etc.

Business closure: March 27, 2020- May 11, 2020 Reduction in revenue was over \$100,000 Increase costs in fuel, utilities, health/dental insurance, materials, accounting services and other general operating costs. 10 employees are employed with benefits Sustaining a workforce is always challenging.

2. If funds are being requested to replace revenue lost due to COVID-19, provide details, and attach supportive documentation.

Revenue Sales Between March 27th - May 11th 2019: \$138,609.78 (report attached in documents) 2020: \$20,300.88 (report attached in documents) 2021: \$115,669.59 (report attached in documents)

3. If awarded, how will ARPA funding aid in the recovery from the COVID-19 pandemic?

Funds from the American Rescue Plan will assist us in re-establishing financial stability for AFC. The 2020 pandemic has created a huge burden on small businesses, especially with the mandated closure, March 27, 2020 - May 11, 2020.

THE APPLICANT UNDERSTANDS:

*

1. This application and other materials submitted to the City may constitute public records which may be subject to disclosure under the West Virginia Freedom of Information Act. Documents containing sensitive information may be marked as "confidential."

*

- 2. Submitting false or misleading information in connection with an application may result in the applicant being found ineligible for financial assistance under the funding program, and the applicant or its representative may be subject to civil and/or criminal prosecution.

THE APPLICANT CERTIFIES THAT:

*

- 1. I have reviewed the US Treasury guidelines regarding the eligible uses of American Rescue Plan State and Local recovery funds. <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-fund/request-funding>

*

- 2. By submitting this request, I represent that I am an authorized officer, or member of the organization for which I am submitting, and the information contained in my submittal is true and correct to the best of my knowledge and belief.

*

- 3. The information submitted to the City of Charleston ("City") in this application, and substantially in connection with this application, is true and correct.

*

- 4. The applicant is in compliance with applicable laws, regulations, ordinances and orders applicable to it that could have an adverse material impact on the project. Adverse material impact includes lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory action by a governmental entity or inadequate capital to complete the project.

*

- 5. The applicant is not in default under the terms and conditions of any grant or loan agreements, leases or financing arrangements with its other creditors that could have an adverse material impact on the project.

*

- 6. I understand and agree that I must disclose, and will continue to disclose, any occurrence or event that could have an adverse material impact on the project.

*

- 7. I certify that the requested funding is needed to ensure this program/project will occur within the City limits of Charleston West Virginia.

*

- 8. The Board of Directors or governing body of the organization has approved submission of this application. Please attach a copy of the authorizing resolution or meeting minutes using the file upload.

* Signature

* Date

Linda M Kelly

11/29/2021

Authorized representative of Applicant/Organization

Format: MM/DD/YYYY

* PRINTED NAME:

Linda M Kelly

* TITLE OF APPLICANT:

Co-Owner/President

* ORGANIZATION NAME:

Andrews Floor and Wall Covering

Upload a File

Choose File No file chosen

BOARD RESOLUTION

ANDREWS FLOOR AND WALL COVERING COMPANY

The undersigned, being all the members of the Board of Directors of Andrews Floor and Wall Covering Company, a Corporation, hereby passed at a meeting on November 1, 2021, at its office at 505 Central Avenue, Charleston, WV.

It was resolved and agreed upon that:

Linda Kelly, President and Co-Owner of Andrews Floor Covering, is authorized to submit an American Rescue Plan grant application with the City of Charleston, and if awarded, be responsible for management of those funds.

Witness Our Signatures

Linda M. Kelly, President/Secretary *Linda M. Kelly*

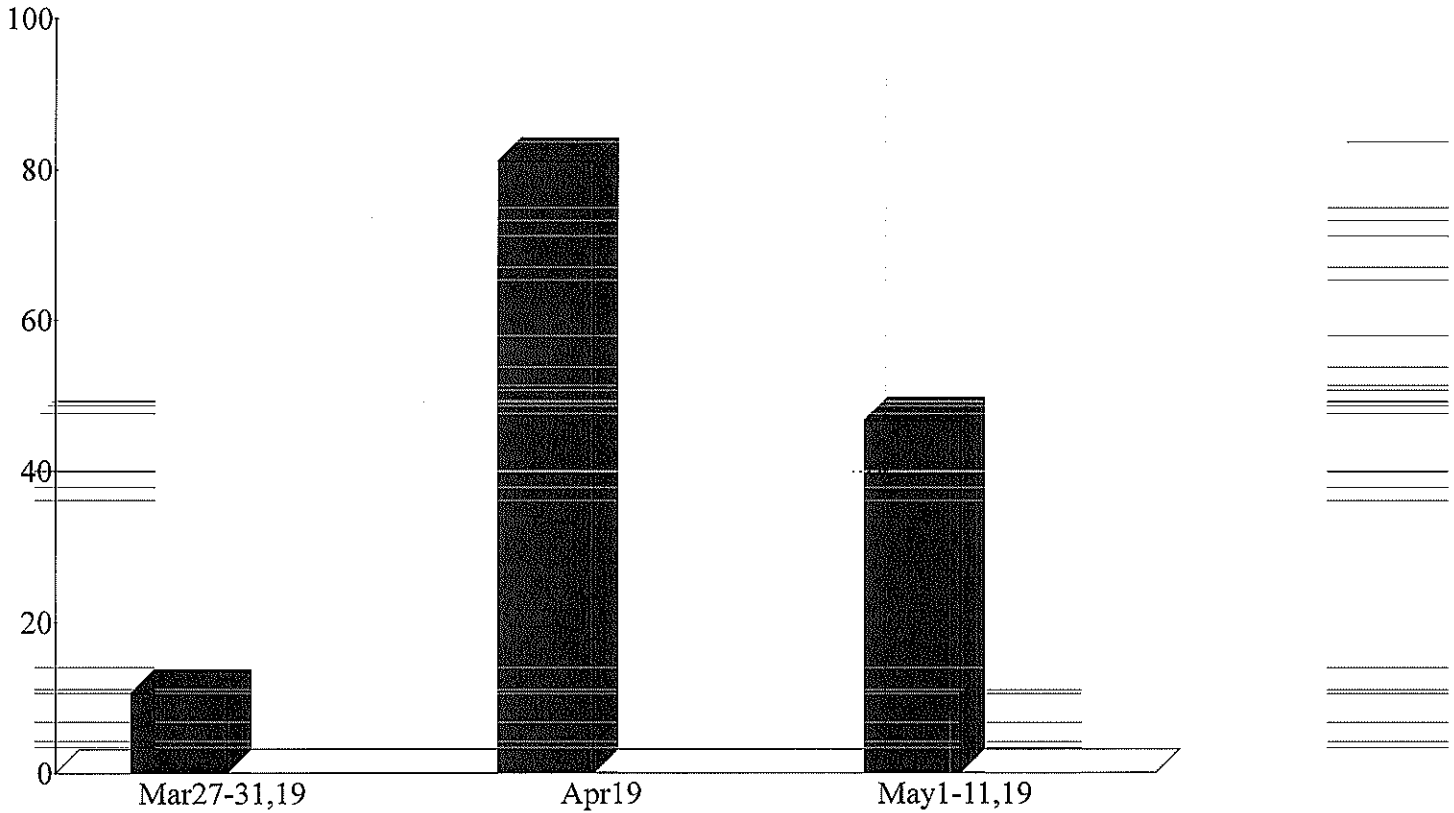
Ellen L. Mann, Vice-President/Treasurer *Ellen L. Mann*

Dewey W. Mann, Vice-President *Dewey W. Mann*

Sales by Month
 March 27 through May 11, 2019

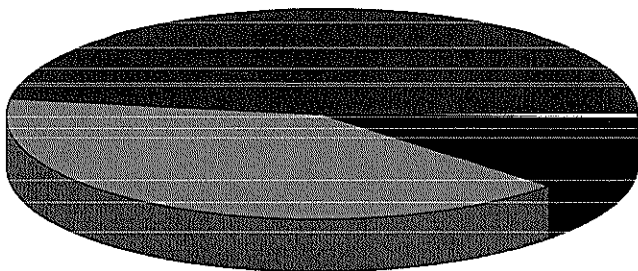
Dollar Sales

\$ in 1,000's



Sales Summary
 March 27 through May 11, 2019

CONTRACT (WITH SALES TAX)	47.45%
CONTRACT (NO SALES TAX)	40.38
RETAIL	11.69
WHOLESALE	0.48
Total	\$138,609.78

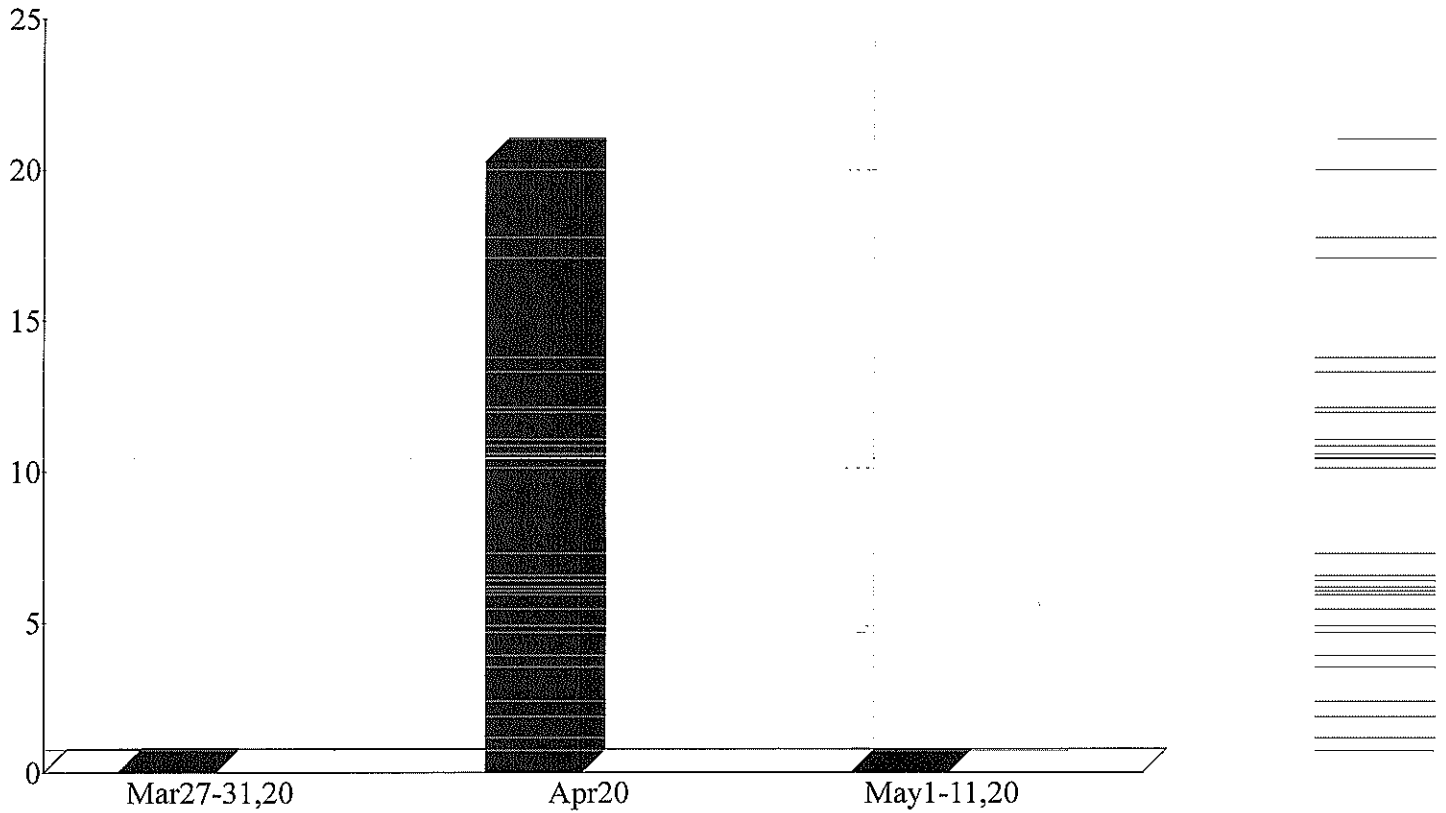


By Item

Sales by Month
March 27 through May 11, 2020

Dollar Sales

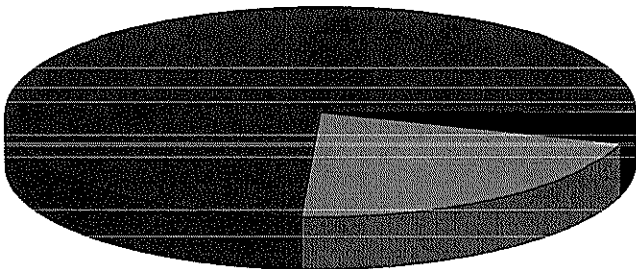
\$ in 1,000's



Sales Summary

March 27 through May 11, 2020

RETAIL	74.08%
CONTRACT (NO SALES TAX)	21.02
CONTRACT (WITH SALES TAX)	4.76
WHOLESALE	0.14
Total	\$20,300.88

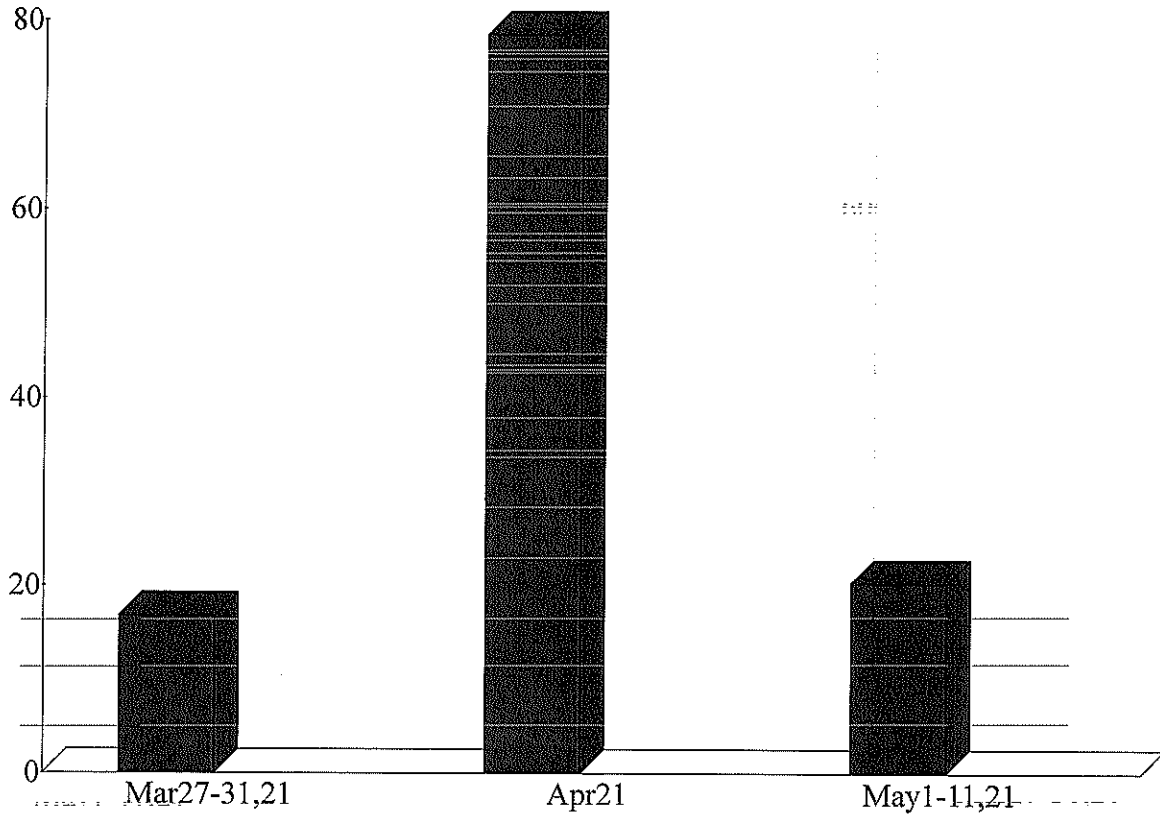


By Item

Sales by Month
March 27 through May 11, 2021

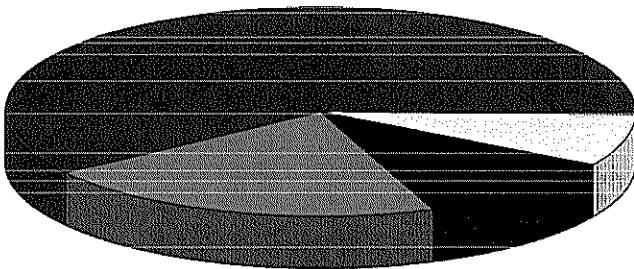
Dollar Sales

\$ in 1,000's



Sales Summary
March 27 through May 11, 2021

CONTRACT (WITH SALES TAX)	60.04%
WHOLESALE	20.86
CONTRACT (NO SALES TAX)	10.89
RETAIL	8.10
FREIGHT	0.12
Total	\$115,669.59



By Item

CONTRACTOR LICENSE

Authorized by the

West Virginia Contractor Licensing Board

Number:

WV014808

Classification:

PAINTING
CARPET INSTALLATION
FLOOR COVERING

ANDREWS FLOOR & WALL COVERING CO
DBA ANDREWS FLOOR & WALL COVERING CO
505 CENTRAL AVE
CHARLESTON, WV 25302

Date Issued

Expiration Date

JANUARY 27, 2021

JANUARY 27, 2022

Authorized Company Signature

Chair, West Virginia Contractor
Licensing Board

WEST VIRGINIA
CONTRACTOR
LICENSING
BOARD

This license, or a copy thereof, must be posted in a conspicuous place at every construction site where work is to be performed. This license number must appear in all advertisements, on all bid submissions and on all fully executed and binding contracts. This license cannot be assigned or transferred by licensee. Issued under provisions of Virginia Code, Chapter 21, Article 11.

WEST VIRGINIA
STATE TAX DEPARTMENT

**BUSINESS REGISTRATION
CERTIFICATE**

ISSUED TO:

ANDREWS FLOOR & WALL COVERING COMPANY
505 CENTRAL AVE
CHARLESTON, WV 25302-1909

BUSINESS REGISTRATION ACCOUNT NUMBER: 1034-3615

This certificate is issued on:

*This certificate is issued by
the West Virginia State Tax Commissioner
in accordance with W.Va. Code § 11-12.*

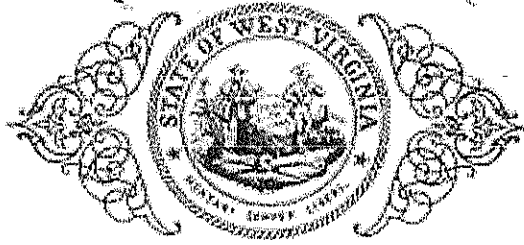
*The person or organization identified on this certificate is registered
to conduct business in the State of West Virginia at the location above.*

This certificate shall be permanent until cessation of the business for which the certificate of registration was granted or until it is suspended, revoked or cancelled by the Tax Commissioner.

Change in name or change of location shall be considered a cessation of the business and a new certificate shall be required.

TRAVELING/STREET VENDORS: Must carry a copy of this certificate in every vehicle operated by them.
CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS: Must have a copy of this certificate displayed at every job site within West Virginia.

State of West Virginia



Certificate

I, Mac Warner, Secretary of State of the State of West Virginia, hereby certify that

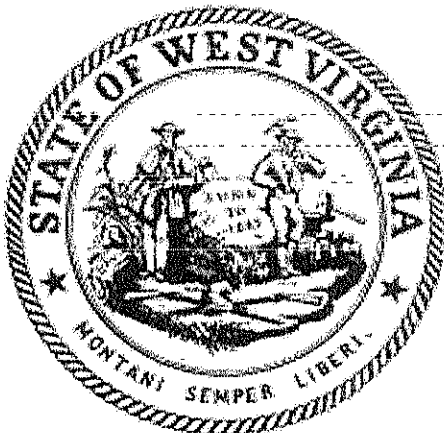
ANDREWS FLOOR & WALL COVERING COMPANY

was incorporated under the laws of West Virginia and a Certificate of Incorporation was issued by the West Virginia Secretary of State's Office on July 01, 1950.

I further certify that the corporation has not been revoked or administratively dissolved by the State of West Virginia nor has the West Virginia Secretary of State issued a Certificate of Dissolution to the corporation.

Accordingly, I hereby issue this

CERTIFICATE OF EXISTENCE



Given under my hand and the Great Seal of the State of West Virginia on this day of October 14, 2021

Mac Warner

Secretary of State



**Suttle &
Stalnaker**

Certified
Public
Accountants

A Professional Limited Liability Company



November 29, 2021

City of Charleston
City Manager's Office
501 Virginia Street East
Charleston, WV 25301

Dear Sir/Madam,

I am writing to you today on behalf of my client, Andrews Floor and Wall Covering Company. Andrews Floor and Wall Covering Company is a local, family-owned business that has served our community since 1950. Like many small businesses in our area, the effects of the COVID-19 pandemic have been devastating. Assistance through programs like the American Rescue Plan Act are crucial to supporting such a small business – hopefully enabling the business to continue for more generations ahead. They have done all they can to keep people employed and would really benefit from an allocation of the funding available through the City of Charleston

Thank you for your time and consideration. Please do not hesitate to contact me if you have any questions or need additional information.

Sincerely,

Miri D. Hunter, CPA, CVA
Member

The Virginia Center
1411 Virginia Street, East | Suite 100
Charleston, WV 25301

MAIN (304) 343-4126
FAX (304) 343-8008

The Rivers Office Park
200 Star Avenue | Suite 220
PO Box 149
Parkersburg, WV 26102

MAIN (304) 485-6584
FAX (304) 485-0971

The Wharf District
68 Clay Street | Suite C
Morgantown, WV 26501

MAIN (304) 554-3371
FAX (304) 554-3410

suttlecpas.com
cpa@suttlecpas.com