

American Rescue Plan Act (ARPA) Funding Application

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

- [supporting docs.pdf](#) - 2021-12-14 06:20:21 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. Applications may be submitted online using this fillable form. But forms and attachments may also be submitted by email to ARPA@cityofcharleston.org or by U.S. 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:**

Capitol Market expansion, revitalization, and renovation

*** Organization Name:**

Capitol Market, Inc.

*** Address:**

800 Smith Street/ Charleston, WV 25301

*** Primary Contact Person:**

Evan Osborn

Title:

Interim Executive Director

* Phone:

* Email:

304-741-3380

evan@capitolmarket.net

Federal Tax ID:

31-151-2991

If applicable: DUNS Number:

192329014

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:

Kristen Harrison (President) West Virginia Manufacturer’s Association Steven Keith (Vice President) Miles Partnership, West Virginia Food Guy
Susie Salisbury (Secretary/Treasurer) Charleston Area Alliance Jane Bostic – City of Charleston, Tim Brady – Charleston Convention and
Visitors Bureau, Jack Cavender – City National Bank, Jason Chipps – TopNotch Custodial, Chris Price – Mountain Care Network, Tim
Cunningham – Cunningham Electrical Services, Raymond Harrell Jr – Boone Memorial Hospital, Kim Mallory – Kanawha County, Judy
McJunkin – Kanawha County Master Gardeners, George Manahan – Manahan Group, Gaylene Miller - AARP, Candace Nelson – Girl Scouts of
The Black Diamond Council, Laura Ellis – Retired BB&T/Truist, Jennifer Pharr – Riggs Corp, Charleston City Council, Lacey Davidson – West
Virginia Department of Agriculture, Paul Smith – 1010 Bridge/The Pitch, Kelly Harmon - Encova, and Leah Glover – Philanthropic Consultant
Evan Osborn, Interim Executive Director Chris Fleshman – Interim Outdoor Market Manager Angela Wolff – Executive Assistant

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

Capitol Market is proud to partner with several public and private entities that assist us in fulfilling our mission. Within the last year, we have
collaborated for the following: City of Charleston – Rent relief for Indoor Tenants, Tree Recycling, City Christmas Tree/Parade West Virginia
Department of Agriculture – West Virginia Farm Bill, Cottage Food Producers West Virginia Food and Farm Coalition – Snap/Stretch Program
Downtown Charleston Association – Holly Jolly Brawley AARP – Let’s Get Cooking w/ Chef Paul Smith Charleston Urban Renewal Authority –
To purchase property at 1001 Smith St. Manna Meal – Stringing Beans for Manna Meal Charleston Convention and Visitors Bureau – Virtual
Visitors Kiosk FestivALL – Popup Vendor Series, 3 Things Childhood Language Center – Mac & Cheese Challenge HospiceCare WV –
LoveLight Tree

BUDGETARY OVERVIEW - Must match Budget Worksheet

* Funds Requested

* Total Program/Project Cost

Annual Organization Budget

1058000

1100000

724450000

Request Summary

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

Topics that may be included but not limited to:

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

Capitol Market, a 501(c)(3) non-profit public market, seeks American Rescue Plan Act funding from the City of Charleston to assist it in
mitigating and recovering from the economic consequences of COVID-19. Our plan is to utilize ARPA funding to sustain Capitol Market’s
role as a key economic driver and essential public space in Charleston. Capitol Market is in a Federal Qualified Opportunity Zone and HUB
Zone. The mission of the Capitol Market is to support small, locally owned businesses; to lift up local farmers; and to create a community
space for all. Throughout the pandemic, and the many unique challenges it brought to our retail community, Capitol Market has persevered
but doing so has certainly not been easy. The physical structure of this historic landmark requires consistent maintenance and preservation
to adequately serve our community. The pandemic has shown that in the face of monumental, unexpected challenges, we must be prepared
to adapt. With that in mind, the Capitol Market proposes to utilize ARPA funding for five innovative projects that will directly benefit the City
of Charleston, the small businesses and farmers that call Capitol Market home, and the residents who shop and dine there. The five projects

we have identified for ARPA funding are as follows: (1) Acquisition of property at 1001 Smith Street to provide for additional supply and cold storage and the creation of a commercial kitchen to support cottage food producers and entrepreneurs as well as serve as an educational center for teaching healthy eating habits (2) Capital improvements to the outdoor market pavilion including replacement of skylights, installation of retractable shade cloths, and comprehensive audio, video, and lighting upgrades (3) Smith Street area improvements to address security and safety including outdoor lighting and structural repairs (4) Replacement of aging sewer lines and comprehensive remodel of restrooms to support businesses, customers and additional public users (5) Market-wide broadband internet upgrades Any of the projects identified above would be beneficial to the Capitol Market even absent the pandemic. However, the past two years have certainly demonstrated the need to support the City's small businesses while keeping the community safe. In fact, the two go hand-in-hand. Now more than ever, people want to come together, and they seek out those establishments where they feel comfortable, safe and cared for. That is exactly the atmosphere Capitol Market strives to provide for both its patrons and for those who work there. The projects we have identified, which require ARPA funding to be successful, are in furtherance of that goal. Acquisition of property at 1001 Smith Street to provide for additional supply and cold storage and the creation of a commercial kitchen to support cottage food producers and entrepreneurs Capitol Markets seeks to acquire the former Prestera property located at 1001 Smith Street with the long-term goal of establishing a publicly available commercial kitchen. Capitol Market will partner with Advantage Valley to conduct a thorough feasibility study regarding the creation and management of a commercially viable entity. In the short-term, Capitol Market will partner with the Charleston Urban Renewal Authority (CURA) to acquire the property from the State of West Virginia. The acquisition will have the immediate benefit of providing much needed parking and storage opportunities for market vendors. Based on the results of the feasibility study, we in turn will begin the demolition and renovation of the property to best serve the entrepreneurial endeavors of our cottage food vendors. The long-term benefit to Capitol Market will be additional rental income; rendering our vendors less susceptible to supply chain issues; and providing a customer resource for West Virginia products made using locally sourced produce, meats and dairy products. Capital improvements to the outdoor market pavilion including replacement of skylights, installation of retractable shade cloths, and comprehensive audio, visual and lighting upgrades The pandemic underscored the importance of a thriving, robust local food economy. Our farmers and outdoor market producers rose to the challenge to meet unprecedented demand over the last two years. The outdoor market was a vital resource for those who were concerned with community spread of the virus and who preferred to shop in an open-air environment when possible. As such, our farmers and other outdoor vendors were even more vital to the overall success of Capitol Market than ever. By utilizing ARPA funds to make improvements to the outdoor market pavilion, we will ensure that there is a viable fresh food outlet to protect the community from the ongoing threat of the virus and its mutations and, in the longer term, to provide our vendors and customers with an environment that is an inviting and pleasing place in which to do business. The planned renovations include the replacement of skylights, the installation of retractable shade cloths, and comprehensive audio, visual and lighting upgrades. Adequate natural lighting, provided in part by skylights, is of utmost importance to our vendors who provide vegetable and herb plants. The availability of the vegetable and herb plants then allow customers to plant their own gardens and provide fresh food for their families. Due to the original design of the outdoor pavilion, the mid-day sun can be detrimental to the freshness of ready to eat fruits and vegetables at the market. This problem can be countered through the use of retractable shade cloths. By giving our vendors some control over the amount of sunlight their products receive, they can prolong the freshness of these fruits and vegetables that are so vital during the summer months. Currently, audio, visual and lighting for special outdoor events is virtually non-existent. From May through October, Capitol Market provides the community with the opportunity to attend outdoor "Let's Get Cooking" demonstrations with Chef Paul Smith. These events showcase the products available for purchase at Capitol Market. Feedback indicates that those who attend find the cooking demonstrations to be educational and enjoyable. In fact, each "Let's Get Cooking" hosted by Capitol Market in 2021 was standing room only. Enhanced audio, visual and lighting equipment will provide an even better experience for those who attend. Further, Capitol Market intends to expand upon the success of its current outdoor event offerings with the creation of a spring, summer and fall concert series. Adequate audio and visual equipment, and better lighting will be a key factor in the success of this new endeavor. This new audio equipment would also include a public address system, by which staff could reach out to all customers and vendors in the event of an emergency. Smith Street area improvements to address security and safety including outdoor lighting and structural repairs Enhanced lighting on the Smith Street side of Capitol Market is needed to enhance the safety of both customers and pedestrians during the evening hours. We want customers who desire to shop small and locally to feel comfortable coming to the Capitol Market at all times, including after work when the sun has already set. Further, funds are sought to repair compromised and failing structural girders on the Smith Street side of the building. Replacement of aging sewer lines and comprehensive remodel of restrooms to support businesses, customers and additional public users As the COVID-19 epidemic further displaced an already vulnerable population of Charleston, Capitol Market's facilities have experienced unprecedented use. As such, problems with aging and poorly designed infrastructure have been exacerbated. For example, Capitol Market has experienced frequent back-up of sewer lines over the past eighteen months. This issue must be addressed and remedied in order for Capitol Market to remain accessible to all, regardless of patronage. Similarly, restroom renovations will be designed to limit contact with publicly shared surfaces. For example, soap and paper towel dispensers will be made fully automated. We also intend to upgrade shared surfaces to allow for easier and more thorough sanitization measures. Market-wide broadband internet upgrades The need for market-wide broadband upgrades is multi-faceted. As our farmers and pop-up vendors migrate toward contact-less payment systems, we have identified gaps in wireless access throughout the outdoor market. Further, as we seek to remain a community hub for those who continue to work outside of a traditional office and for students – from graduate students to elementary students – free community wi-fi is a vital is a vital linchpin to Capitol Market's value to Charleston. First and foremost, Capitol Market, in partnership with CURA, has submitted a bid of \$25,000.00 to acquire the property located at 1001 Smith Street. As the sole bidder on the property, we are awaiting transfer of ownership from the State of West Virginia. Capitol Market is currently working with Tim Cunningham, Chair of the Capitol Market Maintenance Committee, to provide estimated completion

costs for goods and services related to our request. Further, upon funding of the proposed projects, Capitol Market will hire a project manager to seek competitive bids to ensure that costs do not exceed the costs related to the requested ARPA funding. Capitol Market seeks to complete the majority of the proposed projects within two fiscal years 2022-23. Project management, additional accounting services and minor project costs will carry over into 2024.

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?

- ☐ Yes
- ☒ No

If no, when is expected completion year?

2024

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:

If the pandemic has taught us anything, it is that Capitol Market can do more. By expanding our programs and services, as well as rehabbing existing facilities, Capitol Market will be well-positioned to better serve the community, our farmers, and our tenants for decades to come. Funds are being requested for five projects: (1) Acquisition of property at 1001 Smith Street to provide for additional supply and cold storage and the creation of a commercial kitchen to support cottage food producers and entrepreneurs as well as serve as an educational center for teaching healthy eating habits. (2) Capital improvements to the outdoor market pavilion including replacement of skylights, installation of retractable shade cloths, and comprehensive audio, visual and lighting upgrades. (3) Smith Street area improvements to address security and safety including outdoor lighting and structural repairs. (4) Replacement of aging sewer lines and comprehensive remodel of restrooms to support businesses, customers, and additional public users. (5) Market-wide broadband internet upgrades.

5. Describe the need for this program/project:

Capitol Market supports more than 50 small business and farms by heavily subsidizing their operational expenses. As a non-profit, Capitol Market relies on outside support in order to accomplish our goal of remaining a premier destination for Charleston residents, as well as a hub for small business. Capitol Market’s indoor structure, at well over 100 years old, is in need of major, capital improvements to preserve the building for years to come. Further, Capitol Market’s outdoor pavilion is home to the largest concentration of greenhouse, produce and related agriculture producers in West Virginia. The outdoor market has served an unprecedented need in Charleston during the pandemic by providing a safe, open-air space for the community to purchase fresh, locally grown produce. The outdoor pavilion is likewise in need of upgrades to allow it to better serve the community. The Market also serves as a hub for the region to supply SNAP Stretch benefits and vouchers for senior citizens that are battling food insecurities. Capitol Market is proud that despite tenants losing as much as 30% of revenue through the pandemic, not a single indoor tenant closed for business. And while they struggled due to the indoor portion being closed to the public, our outdoor vendors were met with unprecedented demand. Each, both indoor and outdoors, rose to meet new and unforeseen challenges. A large portion of our request is designed to prevent such problems from repeating.

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

Capitol Market is home to the largest concentration of small business owners within the City of Charleston. As such, there is no other organization that does what we do.

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

Capitol Market regularly collaborates with a wide variety of community stakeholders, including the West Virginia Department of Agriculture, to promote West Virginia farmers and produce. Additionally, we work with the West Virginia Food and Farm Coalition to offer the SNAP/Stretch program to benefit our local community and growers. As discussed in detail above, Capitol Market has partnered with CURA to acquire the property at 1001 Smith Street from the State of West Virginia. The West Virginia Department of Agriculture has committed funds for short term support and cold storage at the commercial kitchen to be developed at the property. Further, successful implementation of the projects will foster additional collaboration amongst additional community partners.

8. How will duplication of services be prevented?

Capitol Market is a unique entity in the City of Charleston. The projects for which we seek funding will be utilized to upgrade both the interior of the market as well as the outdoor market. Given that Capitol Market provides a space for so many small businesses and local farmers to do business in one location, the projects that are designed to enhance and improve the space will not be duplicated elsewhere in the city. Further, as discussed in the project narrative as it relates to the commercial kitchen, Capitol Market will partner with Advantage Valley in a thorough feasibility study so that the project is tailored to meet needs that are currently not being met through other initiatives.

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.

On average, Capitol Market welcomes 500,000 guests throughout the course of a year. We know, through customer surveys, that an estimated two-thirds of Capitol Market shoppers are local. The aforementioned projects will not only benefit our patrons but will also benefit more than fifty small business owners and members of the displaced or underserved community.

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

Capitol Market will remain a vibrant and accessible community resource that is available to all regardless of age, gender, income, or residence.

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

This is a combination of new and existing programs. With respect to existing, measurable outcomes, Capitol Market has measured existing tenant sales and estimated number of visitors and will continue to do so.

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

Capitol Market anticipates that in the first year of operation there will be a minimum of ten new cottage food vendors as well as an additional \$10,000 in revenue through the leasing of storage space.

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.

Capitol Market has requested funding from the Kanawha County Commission in the amount of \$600,000 for support related to COVID-19. However, the projects for which any funding from the county would be applied are separate and distinct from the projects identified herein. West Virginia Dept. of Agriculture has committed \$20,000 for cold storage. Capitol Market has also requested \$20,000 from the United States Department of Agriculture through their Pandemic Response and Safety grant program.

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.

West Virginia Department of Agriculture – \$198,000 – completed West Virginia Food and Farm Coalition for SNAP/Stretch – \$87,000 – completed City of Charleston – \$20,000 – completed Indoor Market tenants – \$383,227 – rental income received year to date Outdoor

Market tenants - \$101,476 - rental income received year to date

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

Capitol Market is seeking expenses related to this project totaling \$1,058,000. In 2022, expenses are estimated to total \$596,000; \$381,000 in 2023; and \$81,000 in 2024. The majority of all expenses are to cover material and supply costs associated with building, remodeling, and construction. Additional funds are requested to hire a project manager and to provide additional accounting services.

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

Capitol Market will prioritize all proposed projects based on funding availability and tenant and patron demand. We will ask the City of Charleston through their contract with Sustainable Strategies, to assist us with finding alternative funding sources to support the facility's maintenance and community services. Capitol Market will adjust funding outlay for each project based on the results of constituent input.

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

Each project described herein for which Capitol Market seeks funding is finite; however, the investment will ensure sustainability at our historic structure, viability of our current small businesses, and continuation of our mission's programming.

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

Capitol Market maintains a robust system of financial checks and balances. Primarily, we utilize Suttle & Stalnaker accountants to safeguard that we operate in a manner that meets and exceeds all recognized not-for-profit accounting standards. In addition, our Board of Directors and Finance committee reviews and approves our finances on a monthly basis. Further, we conduct an annual audit through Brown Edwards PLLC.

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

Capitol Market intends to maintain separate accounts for the purpose of separating all City ARPA funding. Additionally, we have budgeted for additional bookkeeping and accounting expenses related to properly managing, tracking, and reporting all funds.

REQUESTED BUDGET WORKSHEET
Revenue Source Projections

List all Estimated Funding for this Program/Project

* Proposed City ARPA Funding	Internal/Self-Funding
1058000	
Donations/Other Fundraising	Government Grants/Other
22000	20000
* TOTAL REVENUE	
1100000	

Expenses Projections

List all Estimated Expenses for this Program/Project

Salaries/Wages

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
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Benefits & Matchings

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses

Contracted Services

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
155000		

Program Materials

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses

Marketing

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses

Supplies

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses

Other

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
903000	42000	945000

Total Expenses

* Amount Requested from City	* Amount from Other Sources	* Total Estimated Expenses
1058000	42000	1100000

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.

Celebrating more than 20 years of operation, Capitol Market has grown from a modest farmers' market to a vibrant indoor-outdoor retail, dining, and social hub open year-round. To fully appreciate what Capitol Market is today, you have to take a look at its storied past. In the late 1800s, the Kanawha and Michigan Railroad built a railyard on Smith Street that bustled with commerce important to the region’s growth before eventually falling into disrepair in the late 1900s. That is when a new vision for the old depot was born. A vision that reimagined it as a new kind of community hub for the modern era – a historic site home to small businesses and dozens of local farmers, serving as a significant economic engine and attraction for the region. That was 1997 and now – more than 100 years after the railyard’s original construction – Capitol Market has blossomed into a premier shopping destination featuring an eclectic mix of indoor and outdoor shops offering fresh meat, fish, produce, coffee, wine, beer, cheese, chocolates, a variety of West Virginia-made products and Soho’s - one of the city’s most popular restaurants. Beyond the commerce of Capitol Market, our programs and educational events impact our communities every day. From SNAP Stretch that helps fight food insecurity for West Virginia families and provides much needed support for area famers and “Let’s Get Cooking” classes with AARP for seniors to our partnerships with Clay Center for the Arts and Sciences and FestivALL that provide free art events to local children, Capitol Market is a non-profit organization that works to ensure we are nourishing our local communities, families, and the future of West Virginia in a multitude of ways. Spend just a few minutes here and you’ll discover why our Market has become such a vital anchor to our vibrant downtown. It’s like a community’s Main Street – a popular gathering place and meeting space where we greet friends and take out-of-town guests to show off all that makes our Mountain State so special.

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

Capitol Market works to support small businesses, lift up local farmers, and create a community space for all.

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

West Virginia Food and Farm Coalition – Spencer Moss, Executive Director West Virginia Department of Agriculture – Norm Bailey, Chief of Staff Charleston Area Alliance – Jack Rossi, Chairman

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.

Early on, the pandemic told two very different stories with respect to Capitol Market’s indoor and outdoor vendors. For indoor vendors, the closing of the indoor market was devastating and resulted in a 30% reduction in overall sales during 2020. Fortunately, thanks to the generosity of the City of Charleston, Capitol Market was able to provide rent relief to indoor tenants which was crucial to the survival of all nine tenants. Meanwhile, the outdoor market experienced record sales and struggled to meet demand. As such, unprecedented wear and tear has been put on the outdoor structure.

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

No funds are being requested to replace revenue lost due to COVID-19.

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

ARPA funding will be transformative for the Capitol Market. The funding will allow the market and its vendors to keep more inventory on hand, diversify our revenue stream, increase public confidence in the safety and appearance of the market, and allow the generation of additional event revenue when it is safe to do so.

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

Evan H. Osborn

Authorized representative of Applicant/Organization

*

Date

12/14/2021

Format: MM/DD/YYYY

*

PRINTED NAME:

Evan H. Osborn

*

TITLE OF APPLICANT:

Interim Executive Director

*

ORGANIZATION NAME:

Capitol Market, Inc.

Upload a File

Choose File

No file chosen

https://charlestonwv.rja.revize.com/reports/185668

9/10



Capitol Market Board of Directors
Executive Committee Agenda via Zoom at 4 PM
12.8.21

President: Kristen Harrison✓ **Vice President:** Steven Keith✓ **Secretary/Treasurer:** Susie Salisbury✓

~~Jennifer Pharr~~

~~Raymond Harrell~~

Tim Cunningham ✓

Gaylene Miller ✓

OTHERS:

Evan Osborn – Interim Executive Director & Outdoor Market Manager ✓

Angela Wolff – Executive Assistant ✓

Alisa Bailey – Transition Advisor ✓

Nicole Johns- Legal Counsel ✓

Max Gottlieb – Legal Counsel ✓

AGENDA

1. Call to Order **4:01 PM** Steven Keith (Filling in for Kristen)
2. Market Updates Evan Osborn
 - Approval of Kanawha County and City of Charleston ARPA Grant requests
 - Kanawha County**
 - Asking for \$599,567.67 to develop a five-year strategy to retain and attract farmers, replace lost revenue due to COVID-19 and initiate Sip & Shop
 - All asks must tie-in to pandemic response
 - This application is ready for submission pending board approval
 - City of Charleston**
 - Asking for funding to acquire building across the street, a cold storage facility, and a commercial kitchen
 - Due December 15 but needs board approval before submission
 - Both grants ask for references

- Kristen Harrison will call Becky Ceperley to see if she's able to help with City grant; Becky will then contact Evan if she is willing to help
- If necessary, Evan will send out a notice for an emergency board meeting on Tuesday, 12/14 at noon for the purpose of looking at this piece of business
- **4:16 PM:** Tim Cunningham made a motion for the board to approve moving forward on applying for these two grants.
 - Gaylene Miller seconded the motion
 - All are in favor and the motion is carried.

-Indoor Updates:

- Market is fully decorated for Christmas; holiday hours are in effect
- Giving Tuesday netted \$700 in donations
- Charleston Christmas Parade tomorrow night
- Alisa Bailey & Evan Osborn to start public relations push—laying groundwork for future support

-Outdoor Market Updates

- Tree season ends this weekend due to record demand and smaller inventory; John & Rich have both done a wonderful job at making customers happy despite nationwide shortage of trees (plans to address this to the public to get ahead of public perception)
- SNAP 2021 is officially wrapped up and all farmers have been reimbursed
- Initiating conversations with outdoor growers to discuss what went well for the past season and what to address for spring season

3. New Business:

a. Open Session

- | | | |
|------|-------------------|-----------------|
| i. | Maintenance | Tim Cunningham |
| ii. | Marketing | Steven Keith |
| iii. | Retail Operations | Raymond Harrell |
| iv. | P & D | Gaylene Miller |
| v. | Nominating | Jennifer Pharr |

4. Finance Report Susie Salisbury

- November 2021 Financials

- We received \$20K, and another \$16K is coming related to payroll taxes—however, it is currently showing up as both “other revenue” and a

reduction of expenses under wages, so sorting that out with S&S to see why it's showing as both

Draft Budget 2022

- This draft is based on financials up through October 2021
- Forklift & Cooler are folded into outdoor rental income
- Market Table is removed from Event section, Market Mixer & Green Chili are left the same, Party in the Patch budget slightly higher—otherwise the Events & Marketing budget is about the same
- Haven't met \$40K goal in grant contributions this year
- Increases in admin expenses: payroll, bookkeeping services, audit expenses, office supply, bank charges, custodial contract, & increase to maintenance budget
- Gift Card in our P&L since it's not really revenue for us
- Operating: WVDA MOU contribution
- Grants & maintenance budget are the two biggest numbers that could make or break the budget
- **4:46 PM:** Susie Salisbury made a motion to present the budget for approval at the next full board meeting on December 15
 - Tim Cunningham seconded the motion
 - All are in favor and the motion is carried.

5. Old Business or New Business Steven Keith

6. Adjournment **5:30 PM** Steven Keith

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

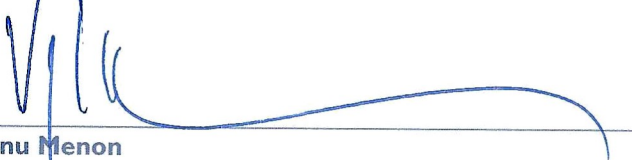
December 14th, 2021

To those it may concern,

On behalf of the indoor market tenants at Charleston's Capitol Market, it is my distinct pleasure to offer our full support for the Market's request and application for American Recovery Plan funding. The 9 full-time, indoor businesses would benefit greatly from these funds, and we believe have a transformative effect on Capitol Market.

The projects requested within this proposal will aid in our long-term recovery from the Covid-19 Pandemic. We thank you for your time and consideration of this request. If I may answer any questions or provide more information, please do not hesitate to contact me.

Sincerely,



Venu Menon

Indoor Market Representative
Owner, Mea Cuppa Coffee
Venu@MeaCuppaCoffee.com