

American Rescue Plan Act (ARPA) Funding Application

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

Workforce Restoration and Trades Improvement

*** Organization Name:**

Charleston Auto, Inc.

*** Address:**

Physical: 3515 7th Ave Charleston WV 25387 Mailing: PO Box 13412 Charleston, WV 25360

*** Primary Contact Person:**

Christopher Reed

Title:

President

*** Phone:**

304-343-0522

*** Email:**

towitup@aol.com

Federal Tax ID:

25-1920447

If applicable: DUNS Number:

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:

Christopher Reed-President Angel Reed-Co-owner Rick Withrow-Logistics and Safety Bob Petite- Service Management

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

Workforce West Virginia Region 3 Incumbent Worker Training: A program designed to meet the special requirements of an employer to retain a skilled workforce, assist in business expansion, or avert layoff. Learn to earn OJT program: Participants are hired by employers and trained to acquire new skills while also earning wages and benefits as a full-time employee. Transitional jobs program: Provides temporary employment or a work experience for individuals with barriers to employment. (26 week program).

BUDGETARY OVERVIEW - Must match Budget Worksheet

* Funds Requested	* Total Program/Project Cost	Annual Organization Budget
\$475,880.00	\$550,000.00	

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

A- Purpose: Our learn to learn program will provide a steady income to an individual while learning a new trade or improving on existing skills. Far too often a person can't financially juggle school and a job at the same time especially if they are supporting a family. Our program will not only temporarily employ displaced workers but will offer a gateway for young people to get real life experience in the field of their choice and improve their resumes. In today's world most employers want to hire someone with a minimum amount of experience. Small businesses cannot afford to send new employees to professional training schools with the most modern equipment like the large corporations can. Nor can they take the risk of spending the thousands of dollars in tuition only to lose the employee to a higher paying corporation once they graduate with the credentials. Our anticipated outcome is to restore the available workforce with skilled workers in our area. These candidates would be trained in real life atmospheres and not a textbook and classroom controlled environment. B- The individuals, entities, or communities served are the ones that need it the most. Our local private owned businesses and emergency response organizations. First, the individuals would be the people who have lost their employment due to business closures during the pandemic and are forced to learn a new trade to re-enter the workforce. Those who are stuck in a minimum wage job due to lack of skills or can't afford to work in a low paying industry due to the costs of living such as rent, utilities, childcare, etc. Unfortunately in today's world it makes more sense to remain on the system with the assistance available than to struggle working for low pay. Second, the entities served would be local businesses such as auto and truck repair shops, 911 dispatchers, administrative positions, and one of the industries with the most needs, commercial delivery drivers. While truck driving schools offer training for class A commercial drivers, there is no training available for a basic class D delivery driver. These positions cover box trucks, dump trucks, flatbeds, basically any commercial vehicle from 10,000 lbs. and up that does not pull a trailer. Truck drivers are in such need now that new laws have passed allowing 18 year olds to obtain a Class A CDL for in state only driving through an accredited driving school. And last but definitely not least, the community served would be our own. By offering skills to folks we are improving the hiring pools for our local businesses while keeping people here in our great state and not looking at moving out to find better wages. C- The pandemic has necessitated this request in many ways. Displacing workers, interrupting schools and training, the explosive inflation making it hard to afford the bare necessities, costs of goods, unemployment outweighing the advantages of employment. D- The amount of estimates and bids is a moving target. We would grow with the programs needs but the initial request provided would insure we would have the most modern equipment to provide the best training for today's needs. E- Our timeline would also be a moving target. We would like to offer the program for as long as the needs for skilled workers and continuing

education in the field demands. We estimate less than 6 months to get the program equipped with the necessary tools and to schedule any third party administrators to the program.

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?

The program will be fully operational within FY 2022 but we plan to partner with the workforce programs indefinitely

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:

New equipment purchase, third party training and testing proctors, trainee needs such as uniforms and basic tools. We would like to purchase basic tools for the trainee that he or she could take with them when they complete the program. Having your own tools of the trade is a big plus when applying for a job in the repair field. Also if allowed by the program we would like to pay off some existing equipment already purchased to relieve some of the financial stress on the company.

5. Describe the need for this program/project:

To assist in restoring the local workforce with available candidates who have some work experience other than a classroom setting.

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

Workforce West Virginia does a great job of guiding candidates but they are limited to participating businesses. Garnett Career Center in Charleston also assists in work placement and skill building.

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

Our plan is to collaborate with several third party programs who offer onsite exams and recognized certifications such as ASE Mechanic Certifications which is a highly desired achievement for employers looking for technicians. Wreckmaster which is a nationally recognized certification for towing professionals. Crane Edge which is a certified crane operator training facility. We would like to offer a limited number of tuitions to this group based on the candidates abilities achieved while going through our program. Any legitimate accredited educational program which would boost the participants employment portfolio.

8. How will duplication of services be prevented?

Duplication of services in our program would not be an issue. The more assistance we get from an outside source such as wage reimbursement from some of the workforce programs would only allow us more financial abilities to offer a better service to the candidate and improve the equipment we house to utilize. The funds would simply be reallocated to a different area of the program which will be strictly documented and available upon request.

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.

The target recipients of our program would be displaced workers who have an interest in learning a new trade, graduating students who are looking for skills to enter the workforce, and people who are currently working in the field and are looking to improve their skillset for better wages. Currently we can effectively serve 10-12 candidates per 6 month cycle depending on the area of experience they are seeking. We will offer office administration, dispatching and customer service, commercial driving, automotive technicians, heavy truck technicians, as well as specialty services such as towing and recovery, crane operations, and suspension alignment technicians.

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

Our program requirements are: clean pre employment drug screen, clean MVR for any driver training, no criminal history, drivers must upgrade to a Class D endorsement (no testing required for this endorsement) on their license and be 23 years of age or older to drive the trucks per our insurance.

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

This by all means will be a continuing activity. We have been providing OJT for some workforce programs on a small scale for several years. We feel the impact for this area's industry will without a doubt be a measurable success in the amount of available workers with some experience available.

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

1- The amount of workers seeking jobs with some basic knowledge and on the job experience in the industry. 2- The improvement in skills by continuing training and education for workers already in the field to obtain higher wages.

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.

Charleston Auto received the PPT loans which kept us afloat during the beginning of the pandemic shutdowns but has not received any program or project funding related to Covid-19.

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.

\$10,000 from the City of Charleston for property upgrades.

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

Wage re-imbusement for candidates if not covered by a workforce program. Two 6 month cycles of 8 people each. New equipment purchases for shop Payoff recently purchased equipment tool allowance and supplies for candidates while working in the program third party certification expenses for accredited trainers and testing proctors

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

Shorter training cycle, remove tool allowance, limit third party certifications. Lower number of annual participants.

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

Our plan would be to work directly with Workforce as much as possible with the programs they have to offer for employment training. The shop would be equipped with the necessary tools and equipment and the only expenses would be directly related to the individual taking the course.

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

Our plan is to deposit the award in an individual account to be overseen by our accounting firm (Suttle and Stalnaker) for proper allocation. A disbursement amortization will be drafted and strictly followed. Records will be readily available upon request.

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

See section 8.

REQUESTED BUDGET WORKSHEET

Revenue Source Projections

List all Estimated Funding for this Program/Project

* Proposed City ARPA Funding	Internal/Self-Funding
\$475,880.00	\$150,000.00
Donations/Other Fundraising	Government Grants/Other
	Workforce WV Contribution TBD
* TOTAL REVENUE	
\$550,000.00	

Expenses Projections

List all Estimated Expenses for this Program/Project

Salaries/Wages

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
\$282,880.00	\$TBD depending upon candidate eligibility	\$300,000.00

Benefits & Matchings

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
see budget worksheet		

Contracted Services

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
\$10,000	\$5000.00	\$15,000

Program Materials

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
\$150,000	\$50,000.00	\$200,000

Marketing

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

Supplies

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
\$20,000.00		

Other

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
\$13,000.00		

Total Expenses

* Amount Requested from City	* Amount from Other Sources	* Total Estimated Expenses
\$475,880.00	\$55,000.00 + any Workforce program contributions	\$530,880.00

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.

Charleston Auto Inc. has been a local business for over 30 yrs. We received a resolution from the Kanawha County Commission for our outstanding community support. We have been working with workforce wv for several years through the rehabilitation program for graduating students with barriers to employment. We recently built a new facility in Charleston with a training room and 16 bays offering automotive and heavy truck repair as well as towing and trucking. The owner is a third term president of the West Virginia Towing and Recovery Association and sits on the Committee for Highway Safety.

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

Charleston Auto is dedicated not only to continuing education for current industry workers but providing much needed skills and on the job real life experience to interested candidates seeking employment in the field by offering training on the latest most modern equipment in a professional setting. Now more than ever we need to restore the workforce so badly damaged by Covid-19 and get people trained and back to work at good paying jobs to retain our population, relieve the drain on public assistance programs, and give options to young people who aren't on a path to college.

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

Nicholas Nunnery-Region 3 Business Services Representative Patty Murphy- Career Work Skills Training Coordinator WV Department of Education Career and Technical Education Deborah Dempsey- Sissonville High School Work Skills Training Coordinator Kim Sallada-County Level Career Education Supervisor Tammy Lowers- Workforce Region 3 Team Rep Michael Lamb- Employment Specialist Division of Rehabilitation

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.**

The pandemic was crippling to our company. It hit us right in the middle of construction of our new facility which basically shut us down causing excessive extra interest payments. Closures resulted in delays in receiving supplies and the unemployment enhancements made it virtually impossible to keep people working. We managed to keep our employees by paying them to stay home with a truck and report as needed. This quickly drained our operating account and if not for the PPT loans we would have bankrupted. Still to this day we are struggling with supply chain issues and the sudden inflation. We have tried not to inflate the costs of our services to the general public and our emergency third party rates are controlled by the Public Service Commission who aren't very understandable when it comes to the costs of running a business. As every other business in our area we are always looking for skilled workers. We have posted several employment ads but those who are skilled in the field are already working.

2. If funds are being requested to replace revenue lost due to COVID-19, provide details, and attach supportive documentation.**3. If awarded, how will ARPA funding aid in the recovery from the COVID-19 pandemic?**

Help to restore the availability of a skilled workforce with individuals who have some real life work experience in the field. Promote trades to young adults entering the workforce and provide a financial opportunity to earn while you learn. Offer continuing education to improve the skill level of people currently working in the field enabling them to qualify for higher paying positions. Relieve some of the financial burden from the excessive equipment and construction costs due to the supply chain issues and sudden inflation shock.

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**

Christopher Reed

12/14/2021

Authorized representative of Applicant/Organization

Format: MM/DD/YYYY

*** PRINTED NAME:**

Christopher Reed

*** TITLE OF APPLICANT:**

President

*** ORGANIZATION NAME:**

Charleston Auto, Inc.

Upload a File

No file chosen