

# American Rescue Plan Act (ARPA) Funding Application

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

- [CECDC - 2021.pdf](#) - 2021-12-15 11:38:30 am



**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](mailto: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:**

Charleston Economic and Community Development Corporation's Covid-19 Response

**\* Organization Name:**

Charleston Economic and Community Development Corporation

**\* Address:**

PO Box 989

**\* Primary Contact Person:**

Jerricka Davis

**Title:**

Executive Director

**\* Phone:**

3045453071

**\* Email:**

cecdcwv@gmail.com

**Federal Tax ID:**

55-0663252

**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:**

Connie Hardy, Chairman of the Board Robert Hardy, Housing and Construction Manager Jerricka Davis, Executive Director Kathy Davis, Senior Staff Member Richard Davis, Senior Staff Member Ciara Kimbrough, Board Member

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

N/A

**BUDGETARY OVERVIEW - Must match Budget Worksheet****\* Funds Requested**

5,000,000

**\* Total Program/Project Cost**

5,000,000

**Annual Organization Budget**

1,000,000

**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

CECDC will provide rental arrears and temporary rental assistance to low- and moderate-income households that have had a substantial reduction in income, have qualified for unemployment benefits, incurred significant costs, or experienced a financial hardship due, directly, or indirectly, to the COVID-19 pandemic. This funding will go to programs and projects designed to increase permanent affordable housing. Additionally, CE CDC will provide rehabilitation services to vacant buildings and dilapidated properties. This includes building and maintaining affordable housing units, rapid re-housing programs, and services to support unhoused populations transitioning to permanent supportive housing programs. There are four properties on the West Side which CE CDC owns and (with funding from this program) can complete to assist in providing housing. Lastly, CE CDC is looking to support unemployed and underemployed workers by implementing workforce development and job assistance programs. These programs will provide a range of services to support education, remove barriers for work, and provide training for youth and adults for new job opportunities. We will provide individuals with internships and professional development opportunities with local companies, community-based organizations, universities, and local governments. We hope to serve people of all ages, backgrounds, and skills in order to access, secure, and maintain stable employment opportunities with living wages, professional development opportunities, and career pathways to leverage the prosperity our city has to offer. We are seeking funding from each category. We are looking to complete this project in 5 years.

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

2026

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:

CECDC will provide rental arrears and temporary rental assistance to low- and moderate-income households that have had a substantial reduction in income, have qualified for unemployment benefits, incurred significant costs, or experienced a financial hardship due, directly, or indirectly, to the COVID-19 pandemic. This funding will go to programs and projects designed to increase permanent affordable housing. This could also fund emergency housing shelter and transitional housing for homeless individuals and provide community violence intervention. Additionally, CE CDC will provide rehabilitation services to vacant buildings and dilapidated properties. This includes building and maintaining affordable housing units, rapid re-housing programs, and services to support unhoused populations transitioning to permanent supportive housing programs. There are four properties on the West Side which CE CDC owns and (with funding from this program) can complete to assist in providing housing. Lastly, CE CDC is looking to support unemployed and underemployed workers by implementing workforce development and job assistance programs. These programs will provide a range of services to support education, remove barriers for work, and provide training for youth and adults for new job opportunities. We will provide individuals with internships and professional development opportunities with local companies, community-based organizations, universities, and local governments. We hope to serve people of all ages, backgrounds, and skills in order to access, secure, and maintain stable employment opportunities with living wages, professional development opportunities, and career pathways to leverage the prosperity our city has to offer We are seeking funding from each category. We are looking to complete this project in 5 years.

5. Describe the need for this program/project:

Initially, we wish to target the Opportunity Zoned areas on the West Side, then after success, will branch off to other areas of Charleston. Based on Cura's findings, the immediate need for sanitary housing should be a top priority for the city. Additionally, COVID-19 created an issue with employment and unemployment rates skyrocketed. With this funding, not only will we hire citizens of this city, but we will also create housing and employment opportunities for the long term.

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

RCCR

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

We will hire outside engineers and partner with Faith Based organizations, Workforce West Virginia, Universities, and local companies. Additionally, we will hire a company to audit our backend. Additionally, we will partner with the following: 1.) Builders First Source - Building Materials 2.) Capital Insurance - Insurance Provider 3.) Members Choice - Lender 4.) Contractors Union

8. How will duplication of services be prevented?

We will use experienced principals to get this project complete.

## 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.

CECDC is looking to serve about 100-150 residents. With the affordable housing and rehabilitation initiative, we are looking to serve 3-5 families with homes and shelter. CECDC is looking to service 20-30 families with rental arrears and temporary rental assistance and homeownership counseling. We are looking to support 15-20 unemployed individuals with job training, education, and skills.

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

We are targeting the low-to-moderate income demographic in Charleston.

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

N/A. This is a new activity.

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

The outcomes we are anticipating: 1.) Helping families obtain rental assistance, affordable housing, and rental arrears to support housing loss due to Covid-19. 2.) Providing assistance to underemployed individuals by on-the job training and internships which will help secure stable employment.

## 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.**

N/A

**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.**

CECDC would only obtain revenue for the sale of real estate. We are looking for funding to assist the community in response to the COVID-19 Pandemic. Here's the 5 year budget: Salaries - \$1,300,000 (\$260,000/yr) Contracted Services - \$2,500,000 (\$500,000/yr) Program Materials - \$945,000 (\$189,000/yr) Marketing- \$25,000 (\$5,000/yr) Supplies- \$185,000 (\$37,000/yr) Other- \$45,000 (\$9,000/yr)

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

We are looking to obtain funding from ARPA. If we do not obtain the funding, we will not seek outside resources.

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

The 5 year plan will be managed by internal and external employees. We will have 6-8 employees and an outside agency for auditing purposes.

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

Our team at CE CDC works to deliver timely and successful projects in effective and efficient manner which helped us build a reputation for excellence. CE CDC has a mission based on conservative business practices. We only take on projects or initiatives that have a high probability of success.

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

We will use separate financial intuitions and accounts. This project will be ran like a new business, separate from current CE CDC revenue.

**REQUESTED BUDGET WORKSHEET**

**Revenue Source Projections**

List all Estimated Funding for this Program/Project

**\* Proposed City ARPA Funding**

**Internal/Self-Funding**

5,000,000

0

**Donations/Other Fundraising**

**Government Grants/Other**

0

0

**\* TOTAL REVENUE**

5,000,000

**Expenses Projections**

List all Estimated Expenses for this Program/Project

**Salaries/Wages**

**Amount Requested from City**

**Amount from Other Sources**

**Total Estimated Expenses**

1,300,000

0

1,300,000

**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**

2,500,000

2,500,000

**Program Materials**

**Amount Requested from City**

**Amount from Other Sources**

**Total Estimated Expenses**

945,000

945,000

**Marketing**

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
25,000		25,000

## Supplies

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
185,000		185,000

## Other

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
45,000		45,000

## Total Expenses

* Amount Requested from City	* Amount from Other Sources	* Total Estimated Expenses
5,000,000	0	5,000,000

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.

Since The Charleston Economic and Community Development Corporation's inception in 1994, the West Side of Charleston has been near and dear to the founder's heart. CECDC created a footprint by rehabilitating the community through housing initiatives. CECDC had goals to create a "model community" - which is a society built on justice, equal opportunity, and love of one another. The main objective of CECDC was to create affordable housing opportunities. We currently provide affordable housing to low-to-moderate income individuals.

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

Our Mission: To assist the overlooked, less fortunate, and underprivileged individuals who live in our community. CECDC develops programs and projects to restore the community by working to facilitate personal, professional and community growth. After years of homeownership and redevelopment initiatives, we are looking to launch comprehensive programs aimed at supporting Kanawha County residents. The initiatives include: Affordable Housing Neighborhood Revitalization Rental and Mortgage Assistance On-the-Job Training Programs

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

CURA

## 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.

Many companies shut down and individuals were without a job (reduction in services, closures) which caused a housing issue across the city. We are looking to target those directly effected by the negative impact of COVID-19 to help rebuild a stronger community.

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

N/A

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

ARPA funding would allow CECDL to provide resources for individuals directly impacted by Covid-19. We would provide resources to individuals who are at risk of losing their homes. Additionally, we will provide affordable housing to people who were negatively impacted by becoming unemployed and underemployed. The unemployed citizens will also receive training and education to secure new and better employment, which in the long term will benefit our community. The funding is directly going to the people of our community by providing services to build a stronger community.

**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

Jerricka Davis

12/15/2021

Authorized representative of Applicant/Organization

Format: MM/DD/YYYY

**\* PRINTED NAME:**

Jerricka Davis

**\* TITLE OF APPLICANT:**

Executive Director

**\* ORGANIZATION NAME:**

Charleston Economic and Community Development Corporation

**Upload a File**

No file chosen



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

AUG 22 2019

CHARLESTON ECONOMIC & COMMUNITY  
DEVELOPMENT CORPORATION  
C/O ROBERT HARDY  
PO BOX 989  
CHARLESTON, WV 25324-0989

Employer Identification Number:  
55-0663252

DLN:  
26053624005589

Contact Person:  
CUSTOMER SERVICE ID# 31954

Contact Telephone Number:  
(877) 829-5500

Accounting Period Ending:  
December 31

Public Charity Status:  
509(a)(2)

Form 990/990-EZ/990-N Required:  
Yes

Effective Date of Exemption:  
August 9, 2019

Contribution Deductibility:  
Yes

Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Based on the information you submitted in your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is the submission date of your application.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt

Letter 947

CHARLESTON ECONOMIC & COMMUNITY

organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen A. Munton". The signature is written in a cursive style with some loops and flourishes.

Director, Exempt Organizations  
Rulings and Agreements