

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:**

From the Ground Up: Revitalizing Charleston's West Side through Workforce Development focused on Home Repair and Ownership

*** Organization Name:**

Coalfield Development

*** Address:**

1701 Fifth Avenue Charleston, WV 25387

*** Primary Contact Person:**

Marilyn Wrenn

Title:

Chief Program Officer

*** Phone:**

304.437.2741

*** Email:**

mwrenn@coalfield-development.org

Federal Tax ID:

26-3836207

If applicable: DUNS Number:

0118341720000

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:

Board Members Larry Castle - Chair Joetta Hatfield - Vice Chair Chase Thomas - Secretary Ric MacDowell - Treasurer Kenzie New Andrew Dawson Tommy Adkins Mitzi Russell Marilyn McClure-Demers Senior Staff of Coalfield Development Brandon Dennison - Founder and CEO Ryan Stoner - Chief Operating Officer Sam Sarcone - Chief Financial Officer Marilyn Wrenn - Chief Program Officer Kelli Crabtree - Senior Employee Development Director

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

Keep Your Faith Corporation (KYFC) Dural Miller is the Founder and Chief Executive Officer of KYFC, Inc. Through partnership and mission focused drive, Dural has been able to apply leadership and community support to strategies designed to meet individual and collective social needs of family and community. Since 2006, Dural and his team of committed volunteers and professionals have been able to positively impact community wellness by moving forward school and community-based social programs developed to promote positive social and health outcomes. Coalfield Development has worked with Dural since 2018 to advance employment opportunities through our Workforce Readiness and Professional Success (WRAPS) initiative. As a WRAPS partner, KYFC has worked with Coalfield on participant recruitment, personal development, and community relations. CommunityWorks of West Virginia The mission of CommunityWorks in West Virginia is to create housing and community development solutions for West Virginians through a network of member organizations. CommunityWorks in West Virginia carries out its mission by providing effective training and technical assistance, developing sustainable capital investment local housing, advocating for sound housing policies, and increasing public awareness of local housing issues throughout West Virginia. CommunityWorks agencies and organizations have worked to assure safe affordable housing for West Virginians for thirty years. CommunityWorks, is a statewide intermediary organization made up of local agencies and organizations that provide housing-related services throughout the state of West Virginia. CommunityWorks, has been a chartered member of NeighborWorks America (NWA) since 1996, and is a certified Community Development Financial Institution (CDFI) by the United States Department of the Treasury. Coalfield Development has been a partner with CommunityWorks to advance affordable housing initiatives since 2016. Equal Real Estate Equal Real Estate is the private investment company led by Murphy Poindexter. A Charleston native, Equal Real Estate invests capital into projects to purchase properties and take risks. While focusing on returns for the group and investors, Equal considers the project's impact and external stakeholder returns parallel. When and where a private partner will be necessary, Equal will create investment vehicles and capital partners to enable goals and progress. Coalfield has worked with Equal Real Estate to conceptualize this project and has benefited from Equal's deep understanding of the housing market in Charleston.

BUDGETARY OVERVIEW - Must match Budget Worksheet

* Funds Requested	* Total Program/Project Cost	Annual Organization Budget
\$250,000	\$300,000	Approx \$9,000,000

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

We would like to propose the below project for \$250,000 of funding from the City of Charleston's American Rescue Plan funding and appreciate your time and consideration in this proposal. Our project will be a pilot program to demonstrate -- via lower-cost capital, a proven workforce development program, strategic purchasing power, and large-scale efficiencies to the final buyer -- that the rehabilitation and sale of single family homes to local residents can build community structure and generate positive economic and social change on Charleston's West Side. We plan to achieve this proof-of-concept by utilizing \$250,000 of ARP funding and \$50,000 matching funds from Coalfield Development to renovate four houses on the West Side over the next year while identifying and preparing buyers for home

ownership. We anticipate the project to leverage over one million dollars of impact to the West Side; creating jobs, building local wealth and reinvesting profits back into the community through program expansion. To test this pilot, we have developed a team of local community stakeholders and experienced professionals to create a closed-looped system that we believe will significantly add value to the City of Charleston. We believe the outcome of this project will build wealth and a stronger community on the West Side with the potential to become a template for the rest of the Capitol City to use to bring in new residents, better neighborhoods, and innovation in finance/construction. We plan to conduct this pilot project over the next year. This program would be a high impact platform to expand workforce training opportunities and jobs to those interested in careers in the housing reconstruction industry. The program would partner Coalfield Development's workforce training program which combines paid OJT, personal development, and higher education, CommunityWorks' homeowner education and mortgage lending services, and Keep Your Faith Corporation's initiatives to support West Side residents through local food access, mental health service availability and facilitation. Coalfield Development, the Greater Kanawha Valley Foundation, and Keep Your Faith Corporation, are already investing in this model and are working to transform four houses on Main Street into quality, affordable homes. They are showing that this model can work economically and has had strong support from the local community. Building on experience, we propose a plan of action focused on building demand and creating the infrastructure to enable and capture value and wealth in the neighborhoods that need it the most, all while creating a sustainable and replicable model to transform the West Side and other Charleston communities. Taking that strategy into tactics, we propose the following three goals for this pilot: Building Wealth/Value: ~Increase the value of land and structures on the West Side by deploying ARP capital bolstered with workforce development programs and strategic purchasing/works to make high-quality homes for less ~Pass homes to first time home buyers/owner-occupied to increase the net worth, community ties, and connectivity of the West Side to the people who live there ~Increase property values and the public safety and security of the West Side via homeownership Turn properties at-risk or potentially slated for destruction into valuable homes Workforce Development / Job Creation: ~Align and help expand existing construction and workforce development programs ~Focus on youth, formerly incarcerated, those in recovery for substance use disorder (SUD), and the unemployed to create jobs and experience potential for West Side residents ~Share our playbook: teach everyone involved how finance and the business of real estate works (Higher earning work such as HVAC, plumbing, electrical, finance, fix and flip, Rental, development, Property Management) ~Keep it Local: in working with nonprofits and community leaders, provide opportunities for locals to build businesses around the increasing population Environmental Impact: ~Reduce Demolition and Waste of Existing Infrastructure ~Building out of Homes in an energy-efficient manner with updated HVAC, lighting, insulation, etc. ~Utilize green materials and building methods wherever possible The COVID pandemic brought into sharp focus the struggles our communities face in terms of inequitable investment in infrastructure, healthcare, job availability, and housing with those who are the most vulnerable having suffered the worst consequences. While the need for a tangible solution to the West Side's housing needs has been prevalent for decades, we believe that this is the opportunity and investment the West Side deserves. With the above missions, we plan to amplify our success by establishing private, public partnerships with the city, nonprofits, and community stakeholders to increase the probability and impact of success.

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:

We believe the increase in value in the West Side will start a "rising tide brings up all ships" scenario: the reduction of vacant homes and the increased presence of permanent residents will help bolster the neighborhood property values, increase the tax base, provide opportunities for local business, and help bring numerous families into the middle class via homeownership and wealth creation as rising property values help. Our target is to raise \$250,000 USD via the ARP funding awarded to Charleston to conduct a pilot program to renovate four houses and prepare them for sale as owner/occupied homes for first-time home buyers on Charleston's West Side. Based on the guidance found on the Federal Register, we feel this is a prime opportunity to utilize the funding in Charleston via our network of nonprofit and private entities with a common goal: Building a Strong Community on the West Side. The project seeks to work on four properties utilizing ARP funds from the City of Charleston. We will sell the properties to community stakeholders and reuse the capital from sales to build out more houses. Our goal is to work with the newly formed Land Bank to create an upward trend of values and property development/sales as partners. The final goal is to improve more than 100 houses on the West Side of Charleston over a 3–5 year period, selling each completed home to an owner-occupied homebuyer with community ties. (Family, grew up, work in the area, collaboration with Charleston's "West Invest" program, etc.) First-time homebuyers are also preferred. We will sell our properties for no more than 15% above costs to qualified buyers (passing the benefit from workforce development dollars, bulk purchasing, and other cost-saving factors to the final buyer). All realized profits from the project will be used to renovate more houses and reinvest into the nonprofit partners of our team. If we complete 20 homes over five years with a targeted average of 5,000 USD profit per house, this would result in over \$100,00 in additional revenue to area nonprofits and the land bank to be re-invested in the community.

5. Describe the need for this program/project:

Nearly 15 years ago, the City of Charleston recognized the need for a renewal plan for the West Side. In summer, 2021, the City Council voted to approve a master plan to improve the lives of people living and working in this community. While the master plan is being developed with the assistance of the McGee Foundation, we believe there is need and interest to pilot an approach that will immediately create jobs, restore four houses in the 1000 block of Main Street, train two six-month cohorts of up to four local residents with barriers to employment in construction skills while strengthening their ability reach their full potential, power and purpose, and work with four community residents to realize their dream of home ownership. The need for tangible, on-the-ground work to commence as a pilot program even as additional holistic planning is occurring sends the message that the City and local partners are rolling up their sleeves to effect change. Specifically, this grant will support the employment of 8 community members by Coalfield Development through our Workforce Readiness and Professional Success (WRAPS) program. WRAPS combines paid workforce training, access to higher education and personal development to train a new generation of workers employed by our social enterprises. These enterprises are designed to diversify our coalfield communities through sustainable agriculture, construction, woodworking, apparel manufacturing and building maintenance. Building on our 10-year-old 2.5-year workforce training/employment program known as 33-6-3, WRAPS is a 6-month experience designed to prepare workers for success within one of our enterprises, as entrepreneurs, or with other employers. WRAPS evolved out of our commitment to meet people where they are: personally, socially, and economically in order to increase their job readiness. For our 33-6-3 model, we employ low-skill, low-wealth people into one of our enterprises. They work and are paid for 33 hours/week of on-the-job training; 6 hrs/wk of higher-education in pursuit of an associate's degree; and 3 hrs/wk of personal development. This is an intense and lengthy commitment. By contrast, WRAPS trainees are employed and paid for 30 hours of work/week either embedded in one of our social enterprises, or in a cohort comprised solely of WRAPS Trainees. Here, we provide Trainees an introduction to basic employment protocols, hands-on on-the-job-training in our various enterprises plus experiential engagements with other employers, minimum eight desirable professional certificates, and a deep dive into personal development to uncover and address potential barriers to long-term professional success. These barriers might include transportation issues, lack of a GED, lack of experience, recovery from substance abuse, reentry after incarceration, and/or lack of housing. For many people we serve, WRAPS represents their first employment experience and first step toward financial mobility. We are also establishing partnerships with employers to understand their pinch points and concerns when it comes to hiring untrained or displaced workers, and workers in recovery and/or re-entering the workforce after incarceration. We want to develop WRAPS to best match employers' needs; including our own social enterprises, and are intentionally finding ways to bring employers and potential employees together. Coalfield inspires courage and hope as people and communities envision new paths forward; The stability of a job and a paycheck, coupled with structured and effective mentorship and personal development, has the ability to unlock the potential, power and purpose of people who face significant barriers to employment. Our commitment to our employees extends to uncertain economic times like now. By patiently meeting people where they are to become the skilled and dedicated workforce our businesses will need, we are creating a new economic model that moves people from economic and social vulnerability towards economic self-reliance, personal power and engagement.

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

MOECD Homebuyer Assistance Program EnAct TED Program Habitat for Humanity Step by Step/Risen City

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

Coalfield Development's theory of change is based on trust and relationships as foundational to achieving the mission. By seeking local partners, such as KYFC, EnAct, and others and developing deep relationships over time, Coalfield is able to build on and amplify the work that is currently being done while bringing its recognized and well-vetted approach to the community in a manner that respects the work of

others. In terms of level of collaboration, Coalfield Development has partnered with KYFC since 2018 and shares financial resources with Dural and his team to advance their work. Similarly, Coalfield has worked with EnAct since 2019 to find creative solutions to train and educate young adults from the West Side. Coalfield is committed to this underserved community, and to understand the work and issues better, located an office at the Schoenbaum Family Enrichment Center in 2018. As a grantee of the GKVF, Coalfield has been a close, collaborative partner in their work on the West Side and, and we have also worked in collaboration with Equal Real Estate's Murphy Poindexter to develop and share this vision of transforming the community through housing redevelopment and job training and employment.

8. How will duplication of services be prevented?

While there are other job training services available, Coalfield's employment-based approach is unique. We hire our trainees so that they can learn construction skills and earn \$11/hour for 36 hours per week for six months. During this time, they will work with our Human Development Team to identify and overcome up to six personal "milestones" that will help them on their path to full employment. These milestones often include obtaining a driver's license or having one reinstated, obtaining stable housing, paying fines, or earning a GED. We allow four hours of work on these goals to take place during the work-week with support from our staff. We believe that helping people learn to navigate complex, often bureaucratic hurdles prepares them for future success. That said, we also acknowledge that we cannot hire and train every person who needs an opportunity. Therefore, we will coordinate with similar programs, and direct people to the ones most appropriate for their situation.

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.

We propose to hire two six-month cohorts of four people during the fiscal year. These individuals will be hired as WRAPS Trainees, and will work specifically on the four houses located in the 1000 block of Main Street. They will be trained by a Crew Chief who will also be hired via these funds. The Crew Chief will be embedded in KYFC and serve as the construction instructor, mentor, and liaison with our Human Development Team. On average, our WRAPS Trainees have families of 1-5 members. We find that these families benefit tremendously from WRAPS, and the benefits Coalfield provides include health, vision, dental and life insurance, paid time off, and access and referrals to community services such as child care. Therefore, we conservatively identify 34 direct beneficiaries (8 total trainees x 4 family members + Crew Chief/single family member). We also know that this project will create single family/owner occupied homes for four families (estimated 16 people). Finally, the project will increase property value by an estimated 12% (this figure based on our work in the Westmoreland community of Huntington, WV) thus increasing the wealth and security of an additional 10 families. Employees - 34 New home owners - 16 Surrounding families - 40 Total - 90

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

For this project, Coalfield will hire people as WRAPS Trainees who are over the age of 18, unemployed and who reside in the West Side. The full criteria for hiring is as follows: 40% - Need for Opportunity - on public assistance; SUD recovery; re-entry from incarceration, no extensive higher education; racial minority 20% - Community-based - referred by partner; local resident 30% - Committed to Learning and Growing - can discuss initial outlines of life goals; exhibits excitement for personal development/educational aspects of WRAPS; willing to be mentored; willing to actively work on GED if this is a need 10% - Likelihood of Completing Full 6 Months - Exhibits understanding of the opportunity; can get to the location by starting time; has enough stability, or ability to access resources to achieve stability to make the most of the opportunity

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

In the previous year, Coalfield began work to transform three of the four houses in the 1000 block of Main Street. The properties were secured, the interiors cleaned of debris, and preliminary rehabilitation began. This included new windows, replacement porches, asbestos removal, and exterior painting. This work was completed by a WRAPS team of five individuals and Crew Chief. The properties are currently being maintained and are awaiting HVAC, roofing, updated electrical and plumbing and additional exterior painting.

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.

Yes - Coalfield received \$399,000 in PPP funds which were retained by Coalfield upon the presentation of proper documentation.

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.

Coalfield Development Corporation List of Active Grants and Their Award Amounts Prepared December 7, 2021 Funder Type Status Amount
 Status Awarded EDA Build Back Better Federal Confirmed \$500,000 ongoing 12/13/2021 DOL WORC Federal Committed \$ 2.5M Ongoing
 9/29/2019 ARC SEED LIFT Federal Committed \$ 2.118M Complete 9/26/2018 ARC High Rocks (Subaward) Federal Committed \$400,000 New
 9/16/2021 EPA Black Diamond \$500K Federal Committed \$ 500,000 Ongoing 9/18/2019 ARC ReUse Corridor Federal Committed \$ 1,464,309
 Ongoing 9/16/2021 DHHS Cut N Sew \$800K Federal Committed \$ 800,000 Complete 9/23/2019 HUD HOME Pass-Thru Federal Pending \$
 700,000 EDA Matewan Nenni Bldg Federal Pending \$ 1,747,600 Ongoing 8/3/2020 USDA Pass-Thru from LFPP Federal Committed \$
 112,371.00 Complete 10/1/2018 USDA Henson Building Federal Committed \$ 49,780.00 Ongoing 7/25/2019 ARC Pass-Thru from ASD
 Federal Committed \$ 235,475.00 Complete 4/10/2019 ARC Pass-Thru S. Farms Federal Committed \$ 201,915.00 Ongoing 1/20/2020
 Appalachian Voices Private Pending \$ 26,417.00 Bloomberg Private Committed \$ 1,000,000 Ongoing 2/15/2021 Bloomberg Private
 Committed \$ 300,000 Ongoing 8/12/2021 CAN Private Committed \$ 5,000 Ongoing 8/12/2021 CCHD - 2020 Private Committed \$ 60,000
 Ongoing 7/17/2020 Coal Heritage for Nenni Private Committed \$ 40,000 Ongoing 10/10/2019 Combined small grants Private Pending \$
 100,000 Communities Thrive Private Committed \$ 1,000,000 Complete 12/3/2018 CWBF - Benedum Private Committed \$ 300,000 Ongoing
 6/15/2021 CWBF - Benedum ARC Match Private Committed \$ 350,000 Ongoing 6/15/2021 DHHR SNAP E&T Federal Committed \$ 86,191
 Ongoing 7/6/2020 DR Kaplan Private Committed \$ 300,000.00 Complete 10/5/2018 ECP - Rose Fellow Private Committed \$ 62,000.00
 Complete 12/17/2019 Heinz Foundation Private Committed \$ 185,000.00 Ongoing 10/21/2019 Just Transition Fund WRAPS Private
 Committed \$ 150,000.00 Complete 8/25/2020 Mary Reynolds Babcock Private Committed \$ 210,000.00 Ongoing 7/21/2021 New Profit
 Private Committed \$ 100,000.00 Ongoing 2/14/2020 TGKVF - WRAPS Private Committed \$ 50,000.00 Completed 12/10/2019 TGKVF -
 WRAPS Private Committed \$ 50,000.00 Ongoing 10/6/2021 EFA - Private Committed \$ 250,000.00 Ongoing 7/8/2021 EFA - FARE 2021
 Private Committed \$ 75,000.00 Ongoing 7/8/2021 Anthem Foundation Private Committed \$ 25,000.00 Ongoing 11/13/2020 Unicare Private
 Committed \$ 100,000.00 Ongoing 12/3/2020

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

Expenses: Property Purchase 2 homes = \$20,000 Contracted Services for HVAC, Roofing, Electrical, Plumbing, exterior painting = \$90,000 8
 WRAPS trainees x \$12,000 (wages and benefits for six months = \$96,000 Oversight contract with KYFC = \$30,000 Training Supplies for
 WRAPS Trainees = \$14,000 TOTAL = \$250,000 Coalfield Development Match Program Materials (Two donated homes) = \$20,000 Coalfield
 Salaries and benefits = \$20,000 Marketing =\$10,000 TOTAL = \$50,000 TOTAL = \$300,000

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

If not fully funded, Coalfield would concentrate on hiring either fewer Trainees, or concentrate work on fewer homes. Our WRAPS program is flexible and can be adjusted based on many different factors.

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

The plan is to recycle all capital and proceeds into acquiring and building out more houses. We have control of four properties in the 1000 block of Main Street, are rehabilitating them for long-lasting quality and comfort, and selling them to people who can work with CommunityWorks or other partners to ensure long-term financial benefit. We pass on the cost savings we realize to the final residents and prioritize first-time home buyers. Our goal is to crystalize our profit margins to ensure a sustainable business and solid return for our stakeholders while giving a great deal to the buyer. The result is a trifecta of realized profits, a passing on of savings via grant and workforce development funding, and a push-up in the neighborhood's property values/market liquidity. In parallel, this program will bring up appraisal values in the neighborhood to create more potential home buyers via conventional loans. Stable rental income from these neighborhoods shows that house values should be higher; for example, an \$850 a month rent would cover a mortgage much higher than current values.

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

From Coalfield's Financial Policy and Procedures Manual - updated 2021: INTERNAL CONTROLS Internal control is a process, affected by Coalfield's Board of Directors, Management, and other personnel, designed to provide reasonable assurance that Coalfield achieves strategic, operational, reporting, and compliance objectives. It is much more than policy, manuals, and forms and encompasses the following

components: (i) Control environment – the overall tone of the organization, originating from the Board of Directors, CEO, and Executive Team. (ii) Risk assessment – identification, analysis, and management of risk from a variety of internal and external sources (iii) Control activities – Policies and procedures that help ensure necessary action is taken to achieve internal control objectives. Control activities encompass a range of activities such as authorizations, separation of duties, safeguarding of assets, reconciliations, and verifying work completed by others. (iv) Information and communication – systems that support the identification, capture, and exchange of information in a timely and useful manner. Effective communication must ensure information flows down, across, up, outside, and within the organization. This includes the accounting information system, information technology (IT), the financial reporting process, and all mediums of communication (meetings, emails, phone calls, etc.) (v) Monitoring – the ongoing process of assessing Coalfield’s internal control systems and performance over time. Separation of duties is maintained, when possible, so responsibility for assigned duties are segregated among the authorization, recordkeeping, and custody of related assets functions. Other mitigating controls may be used to remedy situations where full separation of duties is not possible or economically feasible. In general, duties should be divided and supervised in a manner so that all elements of a transaction are not handled by a single person. Accounting Responsibility – All financial accounting and reporting functions are centralized under the direct personal supervision of the Chief Financial Officer. If the accounting function, or any portion of it, is performed by another delegated agency, subsidiary, corporation, or joint venture, the Chief Financial Officer remains responsible for the quality of the services and maintenance of internal control.

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

~Funds received through federal awards are managed in accordance with 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, also known as the “Uniform Guidance”, other applicable federal and state regulations, and the terms and conditions of the grant award. ~Grants and contributions subject to explicit or implied restrictions are recognized as revenue when awarded with an increase in net assets with donor restrictions. ~The Finance/Office Manager may make copies of important checks and correspondence to file outside of the cash receipts records. For example, a copy of a grant check and award letter may be filed with the grant records. ~The Finance/Office Manager enters each cash receipt to the accounting system, coding it to the appropriate accounts receivable, revenue, or other general ledger account. Each document should be stamped “Entered by (your name) on (date)” with the account code or name noted. Any funding restrictions are noted at this time. ~The Chief Financial Officer is responsible for preparing monthly and year- to-date financial statements on all funding sources and functions by revenue source, expense account, and asset and liability account balances. ~The Finance team maintains records that identify the source and application of funds for all activities. These records contain information pertaining to awards, authorizations, obligations, assets, outlays, income, and interest. Records to be maintained include copies of contracts, invoices, proof of payments, and cost/revenue allocations. ~The Finance Team oversees the charging and allocation of expenses to specific grants within the accounting system in accordance with the allowable costs specified in the approved grant award documents. Prior to the drawdowns, the CFO reviews and approves detailed financial reports which substantiate the reimbursement or funding request. ~Coalfield ensures expenses are allowable and allocable to a funder prior to seeking a reimbursement from that funder. A cost is considered allowable and allocable to a funding source (unless otherwise prohibited) if it is treated consistently with other costs incurred for the same purposes in like circumstances, and if: (i) The cost is incurred specifically for the award; (ii) The cost benefits both the award and other work and can be distributed in reasonable proportion to the benefits received, or; (iii) Is necessary to the overall operation of Coalfield, although a direct relationship to any particular cost objective cannot be shown. ~Any cost allocable to an award or other cost objective may not be shifted to other awards to overcome funding deficiencies or avoid restrictions imposed by law or by the terms of any funding award. ~Reimbursements are based on the actual expenditures in the general ledger as of the month-ending close, which typically occurs within 15 days of the month-ending date. Drawdowns are typically prepared within 15 days of the month-ending close, unless such a delay would result in a late report to the grantor. Having this closing process and waiting until its complete to finalize drawdowns helps ensure proper recording of expenditures and reconciliation of related accounts. ~The CEO or CDO coordinates the preparation and approval of drawdown requests before submission to the grantor. ~The Finance Team records a receivable within the accounting system for drawdown requests to monitor outstanding requests and record the revenue in the general ledger. ~The CDO, CEO, and CFO, in addition to the personnel assigned to specific grant-funded programs, are actively engaged in an ongoing process of monitoring and reviewing the financial and operational status of all grants. Coalfield proactively fosters a collaborative work environment where any errors or issues are promptly identified and resolved, especially in relation to the management of grant funding. ~The separation of duties between the CFO (reconciliation and financial reporting) and CDO/CEO (drawdown approval) is designed to ensure integrity and transparency of grant funding managed by Coalfield. ~Coalfield contracts for an independent audit to be performed by a Certified Public Accountant (CPA) every year. ~The auditor(s) will test accounting mechanisms in accordance with Generally Accepted Auditing Standards for not-for-profit organizations and as contractually required by funding sources. ~Coalfield will contract for an audit in accordance with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards if expending more than \$750,000 in federal awards during its fiscal year. ~A formal written report of the audit is presented to Coalfield’s Board of Directors and each principal funding source.

REQUESTED BUDGET WORKSHEET

Revenue Source Projections

List all Estimated Funding for this Program/Project

*** Proposed City ARPA Funding**

Internal/Self-Funding

\$250,000.00

\$50,000.00

Donations/Other Fundraising

Government Grants/Other

0

0

*** TOTAL REVENUE**

\$300,000

Expenses Projections

List all Estimated Expenses for this Program/Project

Salaries/Wages

Amount Requested from City

Amount from Other Sources

Total Estimated Expenses

76,032

20,000

96,032

Benefits & Matchings

Amount Requested from City

Amount from Other Sources

Total Estimated Expenses

19,968

0

19,968

Contracted Services

Amount Requested from City

Amount from Other Sources

Total Estimated Expenses

120,000

0

120,000

Program Materials

Amount Requested from City

Amount from Other Sources

Total Estimated Expenses

\$20,000

\$20,000

40,000

Marketing

Amount Requested from City

Amount from Other Sources

Total Estimated Expenses

0

10,000

10,000

Supplies

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
14,000	0	14,000

Other

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

Total Expenses

* Amount Requested from City	* Amount from Other Sources	* Total Estimated Expenses
250,000	50,000	300,000

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.

Coalfield Development was conceived, born and raised in southern West Virginia by West Virginians out of the belief that change can only happen from within. Our theory of change starts with building trust and relationships by doing tangible work in communities that have been left behind socially and economically and devastated ecologically. As an example of this work, Coalfield Development was just selected as a finalist in the \$1 billion "Build Back Better" Regional Challenge from the Economic Development Administration with the City of Charleston participating with Coalfield as one of the more than 20 public and private partners. Through this and other work, we believe we have the potential to rebuild a system that works for more people and their families once we can provide the right tools. These tools consist of a job, higher education, and a personal development approach that identifies and helps tear down barriers to success while building accountability and personal power to affect change. The most important tool, though, is looking someone in the eye and telling them you trust and believe in them; and then doing just that. In this atmosphere, people are able to find their voice, understand how to be accountable for their actions, weigh consequences, and critically think about issues both larger than themselves and farther away than tomorrow. Coalfield exists to rebuild the Appalachian economy by reversing generational cycles of poverty and increasing financial mobility by hiring people living in poverty who are facing a myriad of barriers to employment. Our Trainees are low-income; most are young adults and over half have children. A third are in recovery for SUD or are reentering the workforce after incarceration. All are unemployed or underemployed before working for Coalfield. The change we are making in their lives is extraordinary as we increase their income and knowledge of how to use it as a tool, and how assets can grow over time. This is tied tightly to financial mobility and giving people the means, skills, and confidence to pursue employment with growth potential. These funds will support the employment of people by Coalfield Development through our Workforce Readiness and Professional Success (WRAPS) program. WRAPS combines paid workforce training, access to higher education and personal development to train a new generation of workers employed by our social enterprises. These enterprises are designed to diversify our coalfield communities through sustainable agriculture, construction, woodworking, apparel manufacturing and building maintenance. Building on our 10-year-old 2.5-year workforce training/employment program known as 33-6-3, WRAPS is a 6-month experience designed to prepare workers for success within one of our enterprises, as entrepreneurs, or with other employers. WRAPS evolved out of our commitment to meet people where they are: personally, socially, and economically in order to increase their job readiness. For our 33-6-3 model, we employ low-skill, low-wealth people into one of our enterprises. They work and are paid for 33 hours/week of on-the-job training; 6 hrs/wk of higher-education in pursuit of an associate's degree; and 3 hrs/wk of personal development. This is an intense and lengthy commitment. By contrast, WRAPS trainees are employed and paid for 33 hours of work/week and 3 hours of paid personal development, either embedded in one of our social enterprises, or in a cohort comprised solely of WRAPS Trainees. Here, we provide Trainees an introduction to basic employment protocols, hands-on on-the-job-training in our various enterprises plus experiential engagements with

other employers, minimum four desirable professional certificates, and a deep dive into personal development to uncover and address potential barriers to long-term professional success. These barriers might include transportation issues, lack of a GED, lack of experience, recovery from substance abuse, reentry after incarceration, and/or lack of housing. For many people we serve, WRAPS represents their first employment experience and first step toward financial mobility. We are also establishing partnerships with employers to understand their pinch points and concerns when it comes to hiring untrained or displaced workers, and workers in recovery and/or re-entering the workforce after incarceration. We want to develop WRAPS to best match employers' needs; including our own social enterprises, and are intentionally finding ways to bring employers and potential employees together. In terms of impact, since 2010 Coalfield Development has trained 1,400 people in new economic sectors; helped more than 50 new businesses grow; created more than 500 new jobs; attracted more than \$30M in new investment to the region; and revitalized 210K square feet of formerly abandoned and dilapidated property.

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

Coalfield's mission is to support a family of social enterprises that inspire the courage to grow, the creativity to transform perceived liabilities into assets, and the community needed to cultivate real opportunity in Appalachia through mentorship, education and employment. Our constituents are people facing barriers to employment due to structural changes in the economy, such as the decline in coal markets, and also due to factors such as low educational attainment, substance use disorder (SUD), criminal records, and attributes related to generational poverty. We primarily serve Wayne, Lincoln, Mingo, and McDowell Counties in West Virginia but are expanding services into other communities in West Virginia and in Appalachian Ohio, and Virginia.

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

Heidi Binko Executive Director Just Transition Fund hbinko@justtransitionfund.org Mary Hunt Program Director Claude Worthington Benedum Foundation mhunt@benedum.org Todd Dorcas Program Officer The Greater Kanawha Valley Foundation tdorcas@tgkvf.org

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 stability of a job and a paycheck, coupled with structured and effective mentorship and personal development, has the ability to unlock the potential, power and purpose of people who face significant barriers to employment. Our commitment to our employees extends to uncertain economic times like now when the COVID-19 pandemic continues to be a destabilizing force. We know that the community impacts of COVID are more severe in communities of color due to reduced access to quality medical care, nutritious foods, and other services. We have also seen how increased isolation due to social distancing mandates has affected people's recovery from Substance Use Disorder (SUD) and has negatively impacted mental health. For these reasons, we have invested in an Employee Assistance Program with robust mental health support that can be accessed remotely and is free of charge to our employees - including Trainees. Through the pandemic, with our nimble and innovative workforce training model, we have been able to keep our employees working safely, and at times and as the situation dictates, have been able to transition people directly impacted by COVID to on-line training and engagement in order to protect their employment. Our employee support measures have increased our operational costs, but by patiently meeting people where they are, and working with them to overcome challenges, we are keeping vulnerable people connected and helping them become the skilled and dedicated workforce our businesses and communities need.

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?

These funds will allow Coalfield Development to directly hire and train people in construction to help rebuild four houses in the 1000 block of Main Street on Charleston's West Side. Regardless of the pandemic, for years, people living on the West Side have been suffering higher rates of poverty and violence than has been acceptable. The fact that even more people have become disconnected from work, isolated from one another, and impacted by stresses beyond the norm due to COVID-19 makes projects such as the one described here even more imperative. As we adjust to the new realities of the pandemic, through this project, we will tangibly demonstrate that progress can still be made toward bettering our communities, training young adults for fulfilling careers, and caring about the quality of employment available. The goal of the ARP Act is to rebuild a stronger and more equitable economy for the households and communities hardest hit by the crisis, and this project advances that goal.

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

Marilyn Wrenn

12/14/2021

Authorized representative of Applicant/Organization

Format: MM/DD/YYYY

* PRINTED NAME:

Marilyn Wrenn

* TITLE OF APPLICANT:

Chief Program Officer

* ORGANIZATION NAME:

Coalfield Development

Upload a File

Choose File No file chosen