

American Rescue Plan Act (ARPA) Funding Application

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

- [EERC Supporting documentation.pdf](#) - 2021-12-15 07:11:45 pm



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

Application must be completed in full to be considered. Applications may be submitted online using this fillable form. But forms and attachments may also be submitted by email to ARPA@cityofcharleston.org or by U.S. Mail to City Manager's Office, 501 Virginia Street East Charleston, WV 25301.

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

GENERAL INFORMATION

*** Name of Project/Program:**

Empowering the East End

*** Organization Name:**

East End Resource Center (EERC)

*** Address:**

502 Ruffner Avenue, Charleston, WV 25311

*** Primary Contact Person:**

Elizabeth Kerns (Beth)

Title:

Coordinator

*** Phone:**

304-549-5813

*** Email:**

eerc2020@yahoo.com

Federal Tax ID:

85-0848576

If applicable: DUNS Number:

NA

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:

2021 BOARD OF DIRECTORS President Genene Gourley Secretary Caitlin Lastoria Treasurer Bob Robinson Brandi O'Dell Lora Wilkerson
Cookie Miller Portia Smith Jackie Zakaib Nancy White Ruth Burdette 2021 ADVISORY BOARD Carol Mollahan Susan Mollahan Sandra Barkey
Coordinator Beth Kerns

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

The City of Charleston Parks and Recreation Provides space and utilities at no cost to our organization in the Roosevelt Neighborhood Center so that monies raised go directly to those we serve. Scheduling and coordination for use of the building is shared between tenants of the Roosevelt Neighborhood Center. Provides use of Computer Lab, Exercise Equipment rooms, gymnasium, Basketball and Pickle Ball courts. Step By Step Step By Step provides programs for middle/high school students. Meals will be provided, along with homework tutoring, music instruction, art/dance rooms, computer lab, and access to the gymnasium. Many of the youth in their programs will be eligible for our programs. West Virginia State University Prevent Type 2 Diabetes with the PreventT2 Program. One out of three American adults has prediabetes, and most of them do not know it. Having prediabetes means your blood glucose (sugar) level is higher than normal but not high enough to be diagnosed as diabetes. This raises your risk of type 2 diabetes, heart disease and stroke. Without weight loss or moderate physical activity, many people with prediabetes can develop type 2 diabetes within five years. Type 2 diabetes is a serious condition that can lead to health issues such as heart attack; stroke; blindness; kidney failure; or loss of toes, feet or legs. If you have prediabetes or other risk factors for type 2 diabetes, it's time to take charge of your health. The PreventT2 lifestyle change program can help you make lasting changes to prevent type 2 diabetes. This program meets once a week for 6 months, then twice a month for 6 months. Families and Seniors in our programs are encouraged to participate in the Prevent T2 Program.

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

\$250,000.00 (\$50,000 per year for 5 years)

*** Total Program/Project Cost**

\$322,500 (\$64,500 per year for 5 years)

Annual Organization Budget

\$100,000.00

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

COVID-19 has had devastating and long reaching effects on communities across the globe. The hardest hit are communities of low to medium income and those of color. Our youth were not able to attend school. Online classes were offered, but many did not have reliable internet service or computers. Others needed more specialized instruction. And others struggled to learn without being in a normal classroom situation. Domestic and sexual violence, drug and alcohol abuse, neglect and abuse rose without a teacher to notice changes in behavior that could signal intervention. It is time to bring families together in positive ways, strengthen their bonds and provide educational opportunities. Seniors in the East End were adversely impacted by being cut off from others socially. Being on a low, fixed income affected their nutrition as they were not able to attend area feeding programs. We maintained telephonic contact with them at least monthly. Many of our residents have suffered financially, mentality, and socially. Many have had their health impacted from the pandemic. And many did

not survive leaving their friends and family to grieve alone, without being there at their bedside, funeral or memorial service. Living through a global pandemic has increased levels of anxiety, eating disorders, drug/alcohol abuse, self-mutilation, depression, and suicide for all ages. The numbers of these mental health issues have drastically risen for those ages 10-28. To help our community recover from the devastating effects of COVID-19 we want to Empower the East End in three ways. FAMILY FUN NIGHTS Family Fun Nights is a monthly program that provides a means for low to medium income families to come together for a night out of fun, food and meaningful experiences. Each month has a different theme, menu and a purpose to help families interact with each other, build memories and exposure to new and different activities. Many children are being raised by grandparents who are on a fixed income. Our plan will serve 20 low to medium income families. Each child must be accompanied by a parent or guardian. WEEKEND SNACK PACK Many Seniors support system has changed due to friends and family perishing to COVID-19. Many are on a fixed income. Rising food costs have made it increasingly difficult for them to afford food. Many rely on Meals On Wheels for a daily meal during the week. The Weekend Snack Pack will provide 25 seniors a snack pack to supplement their food with a variety of items. In order to qualify a senior, over the age of 60, must have an income under the Federal Poverty Line of approximately \$15,301 for a 1 person over 60 living alone. PTSD THERAPY COVID-19 has quickly become a global health emergency resulting in not only physical health concerns but also psychological concerns as people are exposed to unexpected deaths or threats of death. For example, healthcare workers who have close contact with COVID patients are not only exposed to the virus on a regular basis, but they may also be witnessing increased illnesses, deaths, and supply shortages. In addition, patients admitted to the hospital with COVID-19 experience social isolation, physical discomfort, and fear for survival. These exposures increase the risk of developing PTSD. In addition, the risk may further be enhanced during the subsequent weeks when these individuals may lack immediate social support due to the need to self-quarantine. Many suffering from COVID-19 PTSD need counseling. But their Health Insurance doesn't cover therapy and they can't afford it. We want to offer COVID-19 PTSD Group Therapy at no charge to the community on a weekly basis. We would also offer Individual Therapy at no charge for four individuals that have the most severe need. The most significant benefit of a group setting is the ability of an individual to hear and share in the stories and experiences of others. Though individual therapy can feel like a safer space than a group therapy room, for many people, it is easier to self-reflect with others acting as a mirror. For some Individual Therapy is needed so they can receive one-on-one attention from the therapist which allows the therapist to be very thorough in understanding the specific problems of the client and in developing an individualized approach to helping the client. The level of analysis and treatment can be much more intense and comprehensive in individual therapy compared to group therapy. We anticipate the effects of COVID-19 to be long reaching and estimate that our services will be needed for at least a period of five (5) years until 2027. We want to offer these programs from 2022 through 2027.

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?

2027

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:

FAMILY FUN NIGHTS Family Fun Nights is a monthly program that provides a means for low to medium income families to come together for a night out of fun, food and meaningful experiences. Each month has a different theme, menu and a purpose to help families interact with each other, build memories and exposure to new and different activities. Many children are being raised by grandparents who are on a fixed income. Our plan will serve 20 low to medium income families. Each child must be accompanied by a parent or guardian. WEEKEND

SNACK PACK Many Seniors support system has changed due to friends and family perishing to COVID-19. Many are on a fixed income. Rising food costs have made it increasingly difficult for them to afford food. Many rely on Meals On Wheels for a daily meal during the week. The Weekend Snack Pack will provide 25 seniors a snack pack to supplement their food with a variety of items. In order to qualify a senior, over the age of 60, must have an income under the Federal Poverty Line of approximately \$15,301 for a 1 person over 60 living alone. PTSD THERAPY COVID-19 has quickly become a global health emergency resulting in not only physical health concerns but also psychological concerns as people are exposed to unexpected deaths or threats of death. For example, healthcare workers who have close contact with COVID patients are not only exposed to the virus on a regular basis, but they may also be witnessing increased illnesses, deaths, and supply shortages. In addition, patients admitted to the hospital with COVID-19 experience social isolation, physical discomfort, and fear for survival. These exposures increase the risk of developing PTSD. In addition, the risk may further be enhanced during the subsequent weeks when these individuals may lack immediate social support due to the need to self-quarantine. Many suffering from COVID-19 PTSD need counseling. But their Health Insurance doesn't cover therapy and they can't afford it. We want to offer COVID-19 PTSD Group Therapy at no charge to the community on a weekly basis. We would also offer Individual Therapy at no charge for four individuals that have the most severe need. The most significant benefit of a group setting is the ability of an individual to hear and share in the stories and experiences of others. Though individual therapy can feel like a safer space than a group therapy room, for many people, it is easier to self-reflect with others acting as a mirror. For some Individual Therapy is needed so they can receive one-on-one attention from the therapist which allows the therapist to be very thorough in understanding the specific problems of the client and in developing an individualized approach to helping the client. The level of analysis and treatment can be much more intense and comprehensive in individual therapy compared to group therapy.

5. Describe the need for this program/project:

COVID-19 has had devastating and long reaching effects on communities across the globe. The hardest hit are communities of low to medium income and those of color. Our youth were not able to attend school. Online classes were offered, but many did not have reliable internet service or computers. Others needed more specialized instruction. And others struggled to learn without being in a normal classroom situation. Domestic and sexual violence, drug and alcohol abuse, neglect and abuse rose without a teacher to notice changes in behavior that could signal intervention. It is time to bring families together in positive ways, strengthen their bonds and provide educational opportunities. Seniors in the East End were adversely impacted by being cut off from others socially. Being on a low, fixed income affected their nutrition as they were not able to attend area feeding programs. We maintained telephonic contact with them at least monthly. Many of our residents have suffered financially, mentality, and socially. Many have had their health impacted from the pandemic. And many did not survive leaving their friends and family to grieve alone, without being there at their bedside, funeral or memorial service. Living through a global pandemic has increased levels of anxiety, eating disorders, drug/alcohol abuse, self-mutilation, depression, and suicide for all ages. The numbers of these mental health issues have drastically risen for those ages 10-28.

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

To our knowledge there is no other Charleston organization providing these services in the East End of Charleston.

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

The City of Charleston Parks and Recreation provides space for us to conduct programs at no charge.

8. How will duplication of services be prevented?

To our knowledge there is no other Charleston organization providing these services in the East End of Charleston.

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 estimate the number of City residents that will be served is about 100 Family Fun Nights: 20 families x 3 members per average family 60 Weekend Snack Pack for those 60 and over: 25 PTSD Therapy: 10 group, 4 individual Cost per person to participate in our programs for a year is \$500.

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

Family Fun Night: There is no eligibility requirement with respect to age, gender, income, or residence. Limited to 20 families (first come, first served). PTSD Therapy: There is no eligibility requirement with respect to age, gender, income, or residence. Group Therapy is limited to 10 (first come, first served) Private Therapy is limited to 4 (first come, first served). Weekend Snack Pack: No eligibility to gender. To qualify a senior, over the age of 60, must have an income under the Federal Poverty Line of approximately \$15,301 for a 1 person over 60 living alone. Limited to 25 participants (first come, first served).

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

These are new programs.

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

Strengthen families. Help ensure nutritional stability for low-income seniors. Improvement of the mental health of our participants.

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.

NA

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.

2020 NIP \$10,000: received and spent 2021 NIP \$10,000: received and in the process of being spent

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

There will be no revenues from these projects. Expenses are listed on the EERC City Grant Cost Breakdown and the EERC Family Fun Night

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

If not fully funded the proposed programs will be modified in the numbers served and/or the frequency of their occurrence unless funding can be sourced elsewhere.

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

As we come to the end of the grant we will evaluate and assess if the programs need to be continued and/or modified to meet the needs of the community. If so, we will seek additional grants for funding.

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

A form (EERC Fund Tracker) will be used for each purchase made for each program. An annual audit will be conducted by an outside source.

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

The ARPA funds will be deposited into our bank account. A form (EERC Fund Tracker) will be used for each expenditure. A separate ledger will be used for each program to track funds and to assure we are spending correctly.

REQUESTED BUDGET WORKSHEET

Revenue Source Projections

List all Estimated Funding for this Program/Project

*** Proposed City ARPA Funding****Internal/Self-Funding**

\$250,000 (\$50,000 per year for 5 years)

0

Donations/Other Fundraising**Government Grants/Other**

\$36,250 (\$7,250 per year for 5 years)

\$36,250 (\$7,250 per year for 5 years)

*** TOTAL REVENUE**

\$322,500 (\$64,500 per year for 5 years)

Expenses Projections

List all Estimated Expenses for this Program/Project

Salaries/Wages**Amount Requested from City**

\$62,500 (\$12,500 per year for 5 years)

Amount from Other Sources

\$62,500 (\$12,500 per year for 5 years)

Total Estimated Expenses

\$125,000 (\$25,000 per year for 5 years)

Benefits & Matchings**Amount Requested from City**

0

Amount from Other Sources

0

Total Estimated Expenses

0

Contracted Services**Amount Requested from City**

\$88,400 (\$21,840 per year for 5 years)

Amount from Other Sources

0

Total Estimated Expenses

\$88,400 (\$21,840 per year for 5 years)

Program Materials**Amount Requested from City**

0

Amount from Other Sources

0

Total Estimated Expenses

0

Marketing**Amount Requested from City**

0

Amount from Other Sources

\$10,000 (\$2000 per year for 5 years)

Total Estimated Expenses

\$10,000 (\$2000 per year for 5 years)

Supplies**Amount Requested from City****Amount from Other Sources****Total Estimated Expenses**

\$78,300 (\$15,660 per year for 5 years)

0

\$78,300 (\$15,660 per year for 5 years)

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 per year for 5 years)

\$72,500 (\$14,500 per year for 5 years)

\$322,500 (\$64,500 per year for 5 years)

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.**

The East End Resource Center provides unique services to the residents of Charleston, many of which live in the East End. COMMUNITY GARDENS. We currently maintain 44 raised bed community vegetable gardens in the east end of Charleston. These gardens offer fresh produce to area residents and restaurants. They also provided outdoor activity, exercise, and some social distanced interaction for those working on the beds during COVID-19. We have published on our Facebook Page (www.facebook.com/EERC2020) a series of short videos and downloadable instructions to help others build, set up and create their own raised bed garden. This program is run by volunteers. SENIOR PROGRAMS. We offer, to those 60 and over, a free lunch prepared by Trinity's Table every Wednesday. Many come early to help set up. The dining tables are adorned with tablecloths and seasonal décor. At 10:30 am we offer classes such as ceramics, sewing, and Bible study. On the last Wednesday of each month we have BINGO with prizes donated from the community. At 11:45 am everyone comes to lunch. We average 24 attendees each week. This program is run by volunteers.

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

Our Mission is to Seek, Serve, Support, and Sustain programs that benefit the community and identified by members of the community interested in the well-being of individuals who live in the East End of Charleston.

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

The City of Charleston Parks & Recreation Covenant House Old Colony Realtors Baptist Temple

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 East End Resource Center was organized during the beginning of the 2020 Covid-19 Pandemic. Services we had expected to initiate had to be delayed as the Roosevelt Neighborhood Center, where we are located, was shut down for over a year. While we were closed due to COVID-19 we conducted needs assessment surveys to determine the needs of the community. Based on the results we offer a variety of services, programs and opportunities in the following categories: 1. Physical and Mental Wellness 2. Life Skills Education 3. Life Enrichment Programs During the past year the residents of Charleston have endured the many effects of COVID-19. Students have fallen behind in their studies and socialization skills. Seniors have been isolated and lost many friends and family members. Families have struggled with financial hardships, increased addictions, domestic violence, and mental health instability. Our goal is to be a resource to help our community become stronger, wiser, more resilient, sustainable, and engaged. Our Community Gardens Project flourished during the time we were shut down. Project manager Frank Gourley gathered volunteers who were able to plant, maintain, and offer fresh vegetables to the community. The Community Gardens also allowed area residents to socially distance and have moderate activity during a time when many were isolated.

With funding from CURA and the City of Charleston we were able to rebuild the raised bed gardens on the 1400 block of Washington Street East which had fallen into disrepair.

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

NA

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

The funding of these proposed projects will help those most adversely affected, low to medium income and those of color, by COVID-19. Family Fun Nights will help to strengthen families and help build meaningful memories. Weekend Snack Packs for Seniors will help improve the nutritional stability of those on a low and fixed incomes. PTSD Therapy will provide a positive outlet of hope for those suffering from lingering mental issues caused by dealing with COVID-19 and possibly save lives. By helping families, seniors and those with PTSD it will in turn help our 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**

/s/Elizabeth Kerns/s/

12/15/2021

Authorized representative of Applicant/Organization

Format: MM/DD/YYYY

*** PRINTED NAME:**

Elizabeth Kerns

*** TITLE OF APPLICANT:**

Coordinator

*** ORGANIZATION NAME:**

East End Resource Center

Upload a File

No file chosen

EERC CITY COVID GRANT

EMPLOYEE	ANNUALLY	5 YEAR COST
CoOrdinator	\$ 12,500.00	\$ 62,500.00
FAMILY FUN NIGHTS		
	\$ 7,500.00	\$ 37,500.00
SENIORS		
Weekend Snack Pack 25 x 6.27 x 52	\$ 8,160.00	\$ 40,800.00
SUPPORT GROUPS		
COVID PTSD		
Group \$100 x 52	\$ 5,200.00	\$ 26,000.00
Indiv 4 x \$80 x 52	\$ 16,640.00	\$ 83,200.00
per year	\$ 50,000.00	\$ 250,000.00

EAST END RESOURCE CENTER FAMILY FUN NIGHT

JANUARY

Title	READ A BOOK		
Activity	Story time -		
Take Away	Each child gets a book	45 x \$5	225
Food	Chili, Cornbread, Cookies	60 x \$4	240

FEBRUARY

Title	RANDOM ACTS OF KINDNESS		
Activity	Make Valentines for area high rises & nursing homes		200
Take Away	Supplies to make more valentines		
Food	Spaghetti, Cupcakes	60 x \$4	240

MARCH

Title	MUSIC, DANCE, ART		
Activity	Step by Step Paint Project		
Take Away	Finished piece of art	45 x \$5	225
Food	Pinto Beans, cornbread, green jello	60 x \$4	240

EAST END RESOURCE CENTER FAMILY FUN NIGHT

APRIL

Title	EARTH & ARBOR DAY		
Activity	Learn about Earth & Arbor Day		
Take Away	Tree to plant	45 x \$2	90
Food	Baked steak, pie	60 x \$8	480

MAY

Title	HONORING THOSE THAT SERVE		
Activity	Teachers, Nurse, Police, Military Appreciation		
Take Away	US Flag on stick and booklet (American Legion)	45 x \$3	135
Food	Chicken Dinner, cookies	60 x \$8	480

JUNE

Title	FISHING FUN		
Activity	Fishing at Coonskin Park		
Take Away	Fishing pole	45 x \$10	450
Food	Subway sandwiches & chips	60 x \$5	300

EAST END RESOURCE CENTER FAMILY FUN NIGHT

JULY

Title	CARNAVAL		
Activity	Inflatible activities, ballon art, face painting		1375
Take Away	Prizes from games	45 x \$6	270
Food	Hot Dogs, Chips, Cotton Candy, Ice Cream	60 x \$5	300

AUGUST

Title	BEST FOOT FORWARD		
Activity	Dentist, Eye Exam, Hearing, Haircuts, Manicure	donated	0
Take Away	a new look for going back to school		
Food	Pizza	60 x \$4	240

SEPTEMBER

Title	ALL ABOUT ME		
Activity	Character Building, Good Manners, Alcohol/Drug Recovery		
Take Away	Journal	45 x \$1	45
Food	Pork Chop dinner, pudding	60 x \$7	420

EAST END RESOURCE CENTER FAMILY FUN NIGHT

OCTOBER

Title	EXPLORERS		
Activity	Bugs/Insects, Dinosaurs, Astronomy (Clay Center)		
Take Away	Bug catching house & net	45 x \$3	135
Food	Mexican dinner	60 x \$4	240

NOVEMBER

Title	CHARLESTON HISTORY		
Activity	Guest Speakers about Charleston		
Take Away	Booklet about Charleston	45 x 0	0
Food	Meatloaf, cake	60 x \$8	480

DECEMBER

Title	HOLIDAYS AROUND THE WORLD		
Activity	Muslim, Hanukkah, Kwanzaa, Christmas		
Take Away	Ornament Craft	45 x \$2	90
Food	Turkey Dinner, pie	60 x \$10	600

7500



502 RUFFNER AVENUE, CHARLESTON, WEST VIRGINIA 25311

EERC PROGRAM FUND TRACKER

PROGRAM:					
PURCHASE	Wages	Contractor	Materials	Supplies	Amount
TOTAL					

I hereby certify that I have incurred the following expenses on behalf of the EERC.

Printed Name/Signature: _____

Date: _____

Approved By: _____

Paid by Check Number: _____

DATE: _____



502 RUFFNER AVENUE, CHARLESTON, WEST VIRGINIA 25311

EAST END RESOURCE CENTER CONTRACTOR CONTRACT

Job Title: EERC Coordinator

This contractor contract is between Elizabeth Kerns and East End Resource Center (EERC).

Scope of Work:

Responsible for planning, organization, and direction of programs and submission of grants to fund the programs. Acts as public relations representative of EERC. Ensures that services and funding relationships meet goals and objectives of the EERC. Reports directly to the Board of Directors.

Compensation:

Position is part time with variable hours as needed. Average of 20 hours per week. Compensation is \$24.05 per hour equaling \$481.00 per week. Annually \$25,000.00. Paid every other Friday. Payroll sheet turned in Thursday before payday. Contractor is responsible for all federal taxes, state taxes and Social Security payments. Contractor will receive a 1099-NEC by January 31st for the previous year.

This document constitutes a contractor agreement between these two parties and governed by the laws of West Virginia. Either may terminate this contract at any time with or without cause.

This contract dated on September 15, 2021 is entered into by The East End Resource Center (EERC) and Elizabeth Kerns.

Sep 15, 2021

Elizabeth Kerns

date

Sep 15, 2021

EERC, President

date