

# American Rescue Plan Act (ARPA) Funding Application

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

- [A2 - PROPOSED FLOOR PLAN 12-06-2021.pdf](#) - 2021-12-15 10:16:10 am
- [CKHA ARPA Application Resolution 2021-33.docx](#) - 2021-12-15 10:33:57 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:**

Jarrett Terrace Senior High-Rise Remodel

**\* Organization Name:**

Charleston-Kanawha Housing Authority

**\* Address:**

1525 Washington Street, West Charleston WV 25387

**\* Primary Contact Person:**

Mark E. Taylor

**Title:**

Chief Executive Officer

**\* Phone:**

13043486451

**\* Email:**

mtaylor@ckha.com

**Federal Tax ID:**

55-6000161

**If applicable: DUNS Number:**

1073341950000

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:**

Allan McVey, Board Chair Marie Prezioso, Vice-Chair Kitty Dooley, Commissioner Paulette Justice, Commissioner Virginia Nesmith, Commissioner Mark E. Taylor, Chief Executive Officer Jeff Knight, Chief Operations Officer Clifton Clark, Chief Financial Officer

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

The U.S. Department of Housing and Urban Development (HUD) and Charleston-Kanawha Housing Authority (CKHA) have an Annual Contributions Contract (ACC) which provides operating subsidy through the Low-Rent Public Housing program to provide housing assistance for low to moderate income families in CKHA's operating jurisdiction. In addition, HUD provides Capital Fund Program (CFP) assistance to maintain and modernize CKHA's 12 facilities. CFP funding varies annually depending on Congressional appropriations, but average between \$2.5 and \$3 million dollars per year. CKHA estimates its current capital needs across all properties to be approximately \$30 million dollars.

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

\$1,800,882.00

**\* Total Program/Project Cost**

\$3,601,733.00

**Annual Organization Budget**

\$30,000,000.00

**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

Built in 1972, Jarrett Terrace at 824 Central Avenue has been an invaluable resource in serving low-income elderly families (age 62 and older) on Charleston's West Side. Originally constructed with 100 units (12 one-bedroom and 88 efficiency apartments), beginning in 2012 Charleston-Kanawha Housing Authority (CKHA) began a remodeling effort to merge efficiencies into one-bedroom units. Since that time seven floors have been remodeled with the building now consisting of 87 units (39 one-bedroom and 48 efficiencies). There are several important reasons for replacing the efficiency apartments with one bedrooms, including: 1. To improve the health and welfare of residents by reducing population density. The COVID-19 pandemic has shown the need for social distancing and reducing the number of people in limited space to prevent the spread of disease. At the start of the pandemic CKHA took the necessary precautions to limit exposure in all the elderly/disabled facilities since this was the population most susceptible to COVID-19. In addition to requiring all residents to wear masks in public spaces, the facilities were closed to visitors except essential care givers. We believe this action, along with daily cleaning of the building, and providing on-site vaccinations when available helped to minimize COVID related illness. We believe a further reduction in the density of Jarrett Terrace will help to minimizing the spread of infectious disease among the vulnerable elderly population by reducing the number of tenants and visitors to the building. 2. In addition, reducing density will lessen the strain on the mechanical equipment of the building and extend its usable life. 3. To make the apartments more marketable as one-bedroom apartments which are more desirable in the current rental market. As of right now there are 8 efficiency apartments and 1, one bedroom per floor on the 2nd, 3rd, 4th, and 5th floors. After the proposed remodel there will be 6 one-bedroom apartments on these four floors. This will reduce the number of apartments in

Jarrett Terrace from 87 units to 75 units thus reducing the population density in the building and providing larger and better-quality apartments for our tenants. An estimated cost of the overall project has been provided by Adkins Design Architectural Firm of \$3,601,766.00 and is based on previous remodel work in this building. The estimated timeline for completion of this project is nine months. We expect project completion in late 2022.

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:

CKHA is requesting funds to assist in converting efficiency units on two floors at Jarrett Terrace elderly high-rise to one-bedroom units. The cost for this conversion will be \$1,800,832.00. This will reduce the number of units on each floor from 9 to 6, thereby reducing the resident density.

5. Describe the need for this program/project:

The COVID-19 pandemic has shown the need for social distancing and reducing the number of people in limited space to prevent the spread of disease. We believe a further reduction in the density of Jarrett Terrace will help to minimizing the spread of infectious disease among the vulnerable elderly population by reducing the number of tenants and visitors to the building.

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

None

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

None

8. How will duplication of services be prevented?

None expected as this is unique project

## 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.

This project will ultimately benefit seventy-five low-income elderly families in Charleston. Jarrett is an elderly designated property with average tenant age of 63 years old. At present, 68% of Jarrett residents have an annual income at or below 30% of Area Median Income

(\$18,330.00). (Information collected from CKHA's resident data base)

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

Jarrett Terrace is designated by HUD as an elderly property (age 62 years and older), though CKHA may house near-elderly families (age 50 to 61) as well. Families must be under the low-income limit (80% of Area Median Income) to be eligible to lease a unit.

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

The redevelopment of Jarrett Terrace has been ongoing since 2012. The last conversion occurred in 2019 and included floors 6, 7 and 8 which resulted in the reduction in the number of units per floor.

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

Not applicable

## 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.**

CARES Act funding 2020 - \$651,537.00 Public Housing and \$1,500,000.00 Housing Voucher FEMA 2020 - \$52,000.00 for Personal Protective Equipment

**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.**

Federal a. HUD Resident Opportunities & Self-Sufficiency (ROSS) \$457,209.00 2018-2021 close out 12/31/2021. b. HUD Family Self-Sufficiency (FSS) \$91,019.00 CY 2021 close out 12/31/2021 State c. WV Housing Trust Fund (WVHDF) 2019 \$10,000.00 grant fully expended, closed in 2020. Local d. City of Charleston – CDBG 2020 \$22,459.00 grant fully expended and closed. e. City of Charleston – CDBG 2019 \$24,942.00 grant fully expended and closed Private f. Greater Kanawha Valley Foundation Senior Services Grant \$32,100.00 CY 2020 Expended and closed g. Greater Kanawha Valley Foundation Senior Services Grant \$32,100.00 CY 2021 ongoing.

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

CKHA is projecting the cost for the renovation of four floors to be approximately \$3,601,766.00 (\$900,441.00 per floor). Revenues for the project will be provided through both ARPA funding and the HUD Capital Fund Program (CFP). On the expense side, CKHA will follow our procurement policies to select a qualified contractor to perform the work. The Budget worksheet breaks down the estimated cost in material and labor (based on previous similar projects with anticipated increase in material costs). Architectural and engineering expenses are also included.

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

CKHA is requesting funding for the completion of two floors of the four-floor project. We are willing to accept a reduced amount but would prefer sufficient funding to complete at least one floor (\$900,441.00). If no funding is made available then CKHA will fund the full project through the Capital Fund Program, but in doing so funds from other modernization projects will be reallocated.

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

Upon completion of the work the project will be maintained through the CKHA's ongoing maintenance program and future modernization work will be funded through Capital Fund Program (CFP) allocations provided by HUD.

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

CKHA's Finance Department has an eight member staff to include: Chief Financial Officer; Accountant II; Accountant I (4) and two Accounting Clerks to assure separation of duties and oversight of its' financial reporting.

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

CKHA uses a unique computer software specific to housing which has the capability of expanding general ledger accounts/revenue and expenses to track these funds separately from other housing authority funds. CKHA contracts with an Independent Accounting firm to conduct an audit each year. Work for this project would initiate out from the Director of Facilities Maintenance staff; bids for the work would be public advertised; reviewed and taken before the Board of Commissioners for approval. Expenses would be forwarded from Facilities staff for approval prior to submitting to the finance department who would process payments and tracking.

**REQUESTED BUDGET WORKSHEET**

**Revenue Source Projections**

List all Estimated Funding for this Program/Project

<b>* Proposed City ARPA Funding</b>	<b>Internal/Self-Funding</b>
\$1,800,882.00	\$1,800,884.00
<b>Donations/Other Fundraising</b>	<b>Government Grants/Other</b>
\$0.00	\$0.00
<b>* TOTAL REVENUE</b>	
\$3,601,766.00	

**Expenses Projections**

List all Estimated Expenses for this Program/Project

**Salaries/Wages**

<b>Amount Requested from City</b>	<b>Amount from Other Sources</b>	<b>Total Estimated Expenses</b>
\$865,809.00	\$865,810.00	\$1,731,619.00

**Benefits & Matchings**

<b>Amount Requested from City</b>	<b>Amount from Other Sources</b>	<b>Total Estimated Expenses</b>
\$0.00	\$0.00	\$0.00

**Contracted Services**

<b>Amount Requested from City</b>	<b>Amount from Other Sources</b>	<b>Total Estimated Expenses</b>
\$0.00	\$0.00	\$0.00

**Program Materials**

<b>Amount Requested from City</b>	<b>Amount from Other Sources</b>	<b>Total Estimated Expenses</b>
\$865,809.00	\$865,809.00	\$1,731,618.00

## Marketing

<b>Amount Requested from City</b>	<b>Amount from Other Sources</b>	<b>Total Estimated Expenses</b>
\$0.00	\$0.00	\$0.00

## Supplies

<b>Amount Requested from City</b>	<b>Amount from Other Sources</b>	<b>Total Estimated Expenses</b>
\$0.00	\$0.00	\$0.00

## Other

<b>Amount Requested from City</b>	<b>Amount from Other Sources</b>	<b>Total Estimated Expenses</b>
\$69,264,.00	\$69,264.00	\$138,529.00

## Total Expenses

<b>* Amount Requested from City</b>	<b>* Amount from Other Sources</b>	<b>* Total Estimated Expenses</b>
\$1,800,882.00	\$1,800,824.00	\$3,601,766.00

NOTE: Revenues and Expenses must balance, and the use of requested funds must be directly related to COVID-19 recovery efforts.

## Organizational Details

### 1. Describe the history of the organization and its current programs and activities.

Charleston-Kanawha Housing Authority (CKHA) is a public housing agency established in 1939. The agency's main office is located at 1525 Washington Street West, Charleston, WV 25387. CKHA is headed by a Chief Executive Officer and governed by a five-person Board of Commissioners (BOC) and is subject to the requirements of Title 24 of the Code of Federal Regulations (CFR), state law, program, and administrative policies. There are approximately 70 staff members in the organization who perform the following functions: property management, resident service coordination, administrative/finance functions, maintenance/modernization services and rental assistance program administration. CKHA assists eligible families to address their housing needs through a variety of housing programs including Low Rent Public Housing and Housing Choice Vouchers (HCV). CKHA owns and operates 1,151 units of public housing at 12 sites and assists over 3,000 families through the HCV program in Kanawha, Putnam, and Clay Counties.

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

CKHA's mission is to provide every resident with a decent, safe, affordable place to live while linking or providing programs that will assist them on their journey to self-sufficiency.

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

## 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 onset of COVID-19 in March 2020 resulted in several responses by Charleston-Kanawha Housing Authority to safeguard our most vulnerable residents in elderly and disabled communities. At Jarrett Terrace this involved the closure of the facility to all guests excluding primary care givers. It also resulted in residents being isolated in their apartments as all social activities were cancelled. CKHA staff devoted to their efforts to ensuring residents had sufficient food, hygiene products and the ability to obtain medicines from pharmacies. Staff also arranged for COVID testing and eventually COVID vaccine and booster shots. This experience reinforced the need to reduce the density of residents and guests entering the facility to provide a safe and healthy living environment for the tenants living at the site.

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

Not applicable

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

ARPA funding will serve a critical role in helping CKHA to fulfill its mission to provide a decent, safe, affordable place to live while linking or providing programs that will assist them on their journey to self-sufficiency. We believe this is an investment in critical infrastructure and is a well-suited use of ARPA funds because it is a non-recurring expenditure targeted to strategically important long-term assets that provide benefits to vulnerable population for many years.

## 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

Mark E. Taylor

12/15/2021

Authorized representative of Applicant/Organization

Format: MM/DD/YYYY

\* PRINTED NAME:

Mark E. Taylor

\* TITLE OF APPLICANT:

Chief Executive Officer

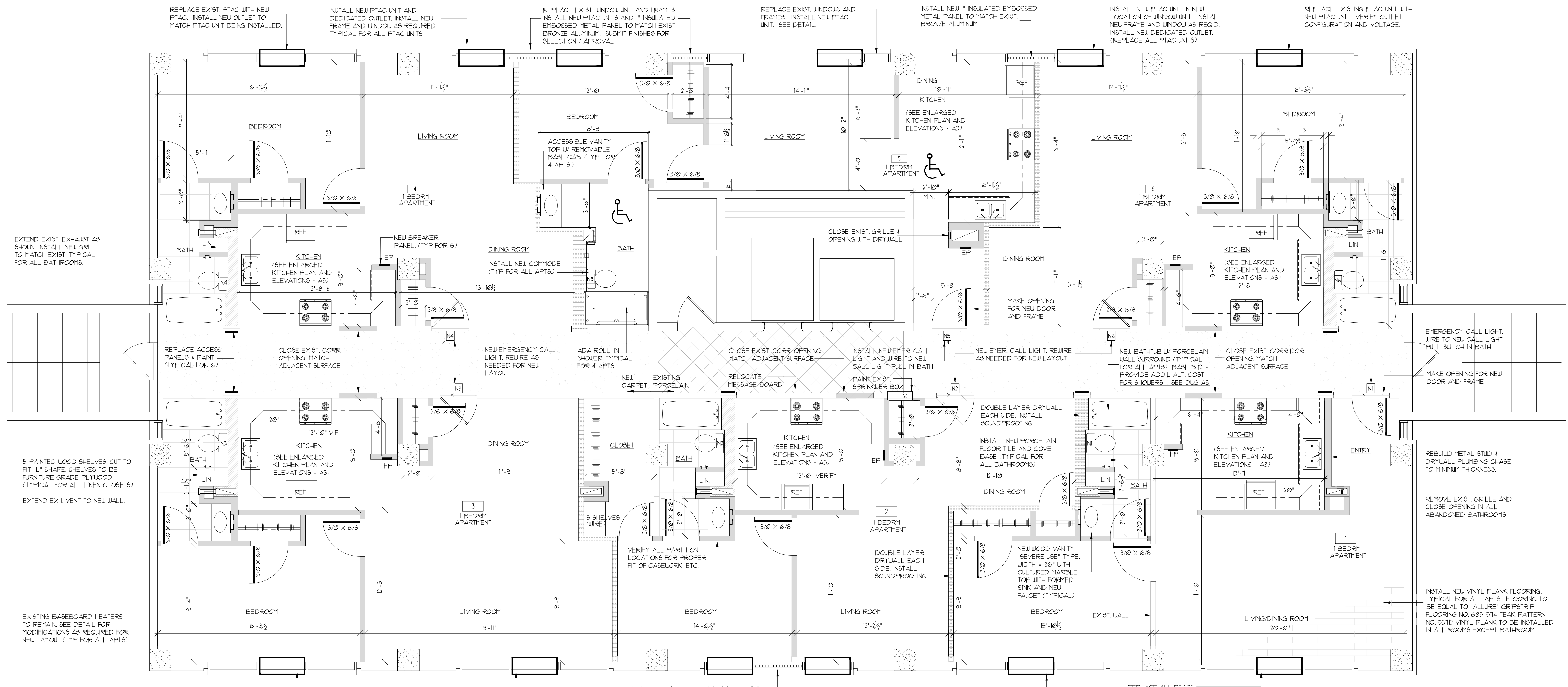
\* ORGANIZATION NAME:

Charleston-Kanawha Housing Authority

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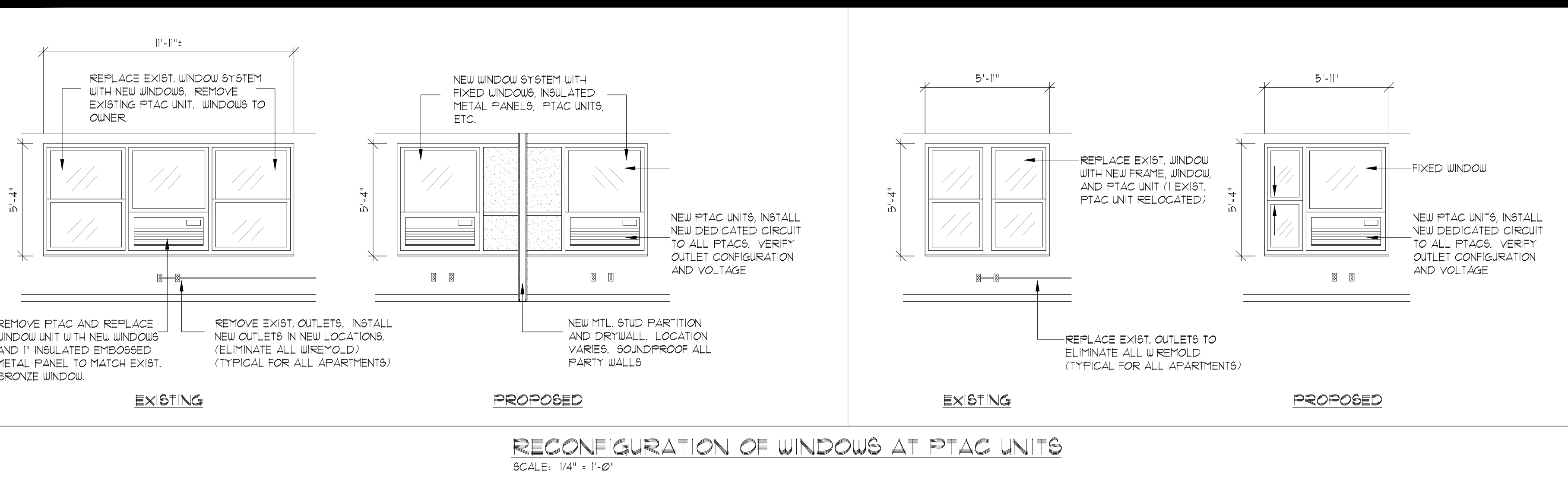
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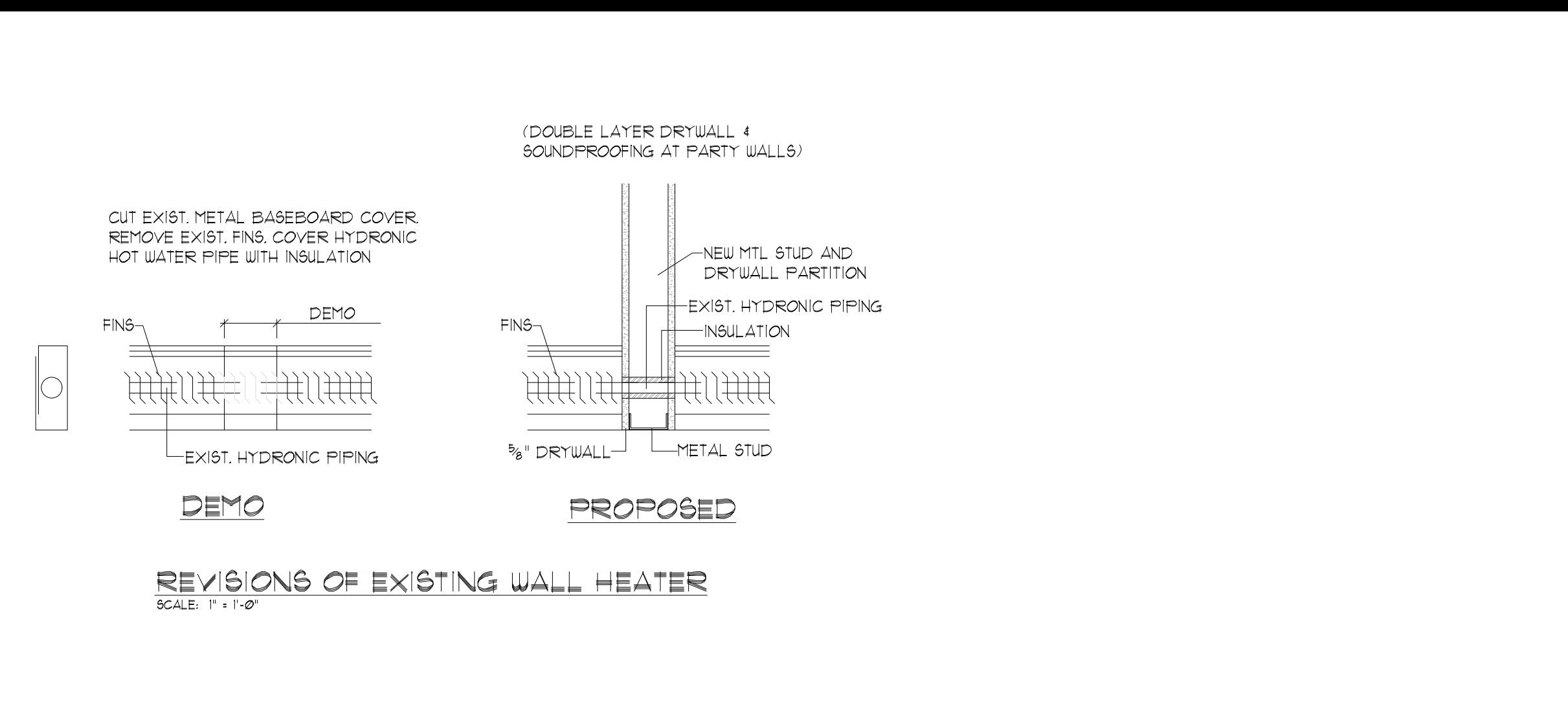


- NOTES:
- 1) DIMENSIONS INDICATED ARE DESIRED DIMENSIONS AND APPROXIMATE BASED UPON EXIST. DRAWINGS, ETC. VERIFY ALL PARTITION LOCATIONS WITH ARCHITECT PRIOR TO INSTALLING PARTITIONS. LOCATIONS MAY BE ADJUSTED BASED UPON ACTUAL FIELD CONDITIONS.
  - 2) VERIFY ALL KITCHEN DIMENSIONS PRIOR TO ORDERING. MAXIMIZE CABINETS BETWEEN WALLS TO ALLOW LESSER THAN 3" TOTAL FILLER BETWEEN WALLS.
  - 3) MAKE NECESSARY MODIFICATIONS TO APARTMENTS BELOW TO ACCOMMODATE WORK ON RENOVATED FLOORS.
  - 4) PROVIDE SHELVES IN ALL CLOSETS
  - 5) RELOCATE MESSAGE BOARD & PROVIDE NEW FLOOR SIGNAGE PLAQUE TO APARTMENT LOCATIONS. MATERIAL AND FINISH TO MATCH EXISTING PLAQUES ON UPPER FLOORS.
  - 6) REPLACE ALL PLUMBING IN PIPING STACKS/CHASES BACK TO MAIN STACK.

**PROPOSED FLOOR PLAN - TYPICAL FLOOR (2 - 5)**  
SCALE: 1/4" = 1'-0"



**RECONFIGURATION OF WINDOWS AT PTAC UNITS**  
SCALE: 1/4" = 1'-0"



**REVISIONS OF EXISTING WALL HEATER**  
SCALE: 1/4" = 1'-0"

RESOLUTION 2021-33  
TO APPROVE THE AMERICAN RESCUE PLAN ACT (ARPA)  
FUNDING APPLICATION

WHEREAS Charleston-Kanawha Housing Authority (CKHA) has worked to renovate Jarrett Terrace Apartments through converting efficiency units into one-bedroom apartments; and

WHEREAS, in doing so CKHA 's goal it to reduce density in the building to improve the quality of life for residents, increase the marketability of the property and to enable staff to better manage the facility; and

WHEREAS seven floors have been completed and CKHA has prioritized the completion of the remaining four floors; and

WHEREAS CKHA has sought funding sources to complete this project, including the use of the Capital Fund Program resources; and

WHEREAS, the City of Charleston has issued an application for American Rescue Plan Act funds which can be used for projects that will mitigate the impact of COVID-19, especially for low-income and vulnerable communities.

NOW, THEREFORE, BE IT RESOLVED, on this 10<sup>th</sup> day of December 2021, by the Board of Commissioners to authorize the Chief Executive Officer to apply for grant funds through the American Rescue Plan Act administered by the City of Charleston.