

# American Rescue Plan Act (ARPA) Funding Application

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

- [Board Resolution.pdf](#) - 2021-12-15 04:30:08 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](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:**

Kanawha Valley Collective - Supportive Services Team

**\* Organization Name:**

Kanawha Valley Collective

**\* Address:**

1 United Way Square

**\* Primary Contact Person:**

Traci Strickland

**Title:**

**\* Phone:**

13048813765

**\* Email:**

tstrickland@kvccoc.org

**Federal Tax ID:**

73-1629065

**If applicable: DUNS Number:**

138387381

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:**

President Mark Taylor Charleston Kanawha Housing Authority Vice President Kevin Jones RCCR Secretary Amy Wolfe Manna Meal Treasurer Margaret Taylor YWCA of Charleston Amy Clark City of Charleston David McFarland Kanawha Valley Fellowship Home Ellen Allen Covenant House Jessica McGuire Roark Sullivan Lifeway Center Lee Tabor WV CAD Margaret O'Neal United Way Sharon Pendleton Community Volunteer

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

For this project we will not have any direct partners, but we will work with all KVC member agencies as needed. We believe our closest partners in this endeavor will be: Roark Sullivan lifeway Center - referrals to supportive housing team YWCA Sojourners - referrals to supportive housing team RCCR - referrals to supportive housing team Covenant House - referrals to supportive housing team Charleston Kanawha Housing Authority - housing vouchers for participants, We will also be offering supportive services to individuals in Shelter + Care program United Way - emergency assistance for clients Salvation Army - emergency assistance for clients Cabin Creek Health Systems - medical and substance use disorder services for clients Healthright - medical services for clients City of Charleston C.A.R.E. Team - referrals to the supportive services team

**BUDGETARY OVERVIEW - Must match Budget Worksheet**

<b>* Funds Requested</b>	<b>* Total Program/Project Cost</b>	<b>Annual Organization Budget</b>
1,302,600	1,445,600	1,094,101

**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

a. The purpose of this program is to provide housing stability to individuals and families who have experienced homelessness in Charleston. The program will serve at least 72 individuals per year and 75% of those individuals served will be housed 12 months after program entry. 95% of those served will have birth certificates, social security cards and ID cards. 95% of those served will successfully apply for food stamps. b. Individuals and families served will be those who have experienced homelessness in Charleston. Individuals and families served will be identified through the Coordinated Entry Process or through the BY Name List process. Those who have experienced homelessness or have a history of eviction will be targeted for the program. c. The impact of COVID-19 on the community at large is difficult to quantify. The same is true for the pandemic's impact on the individuals and families who experience homelessness. But we have seen effect on our community in terms of economics, and the impact that isolation has had on our marginalized homeless community. We have heard for years that "housing is healthcare" and having a safe place to quarantine during this pandemic has been important. Being able to assist individuals with obtaining and maintaining housing will impact the health and wellbeing of the entire community. d. Not Applicable e. This project will begin hiring within 30 days of award and will continue to the end of the funding in 2026.

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?**

2026

**3. Which eligible ARPA Expenditure Category does this program/project represent (See**

<https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf> for further details)? Please check all that apply:

\*

- Public Health  
 Negative Economic Impacts  
 Services to Disproportionately Impacted Communities  
 Premium Pay  
 Infrastructure  
 Other

**4. Briefly describe the program/project funds are being requested for:**

The program will serve individuals and families throughout Charleston who are experiencing homelessness and may also have substance use disorders, serious mental illnesses, serious emotional disturbances, or co-occurring mental and substance use disorders. This includes chronically homeless individuals, homeless or chronically homeless veterans, and homeless families and youth. Over the five years, participants will receive assistance obtaining and maintaining housing and if they choose they will also receive referrals and access to: mental health services, substance abuse treatment, enrollment in mainstream benefits, and connections to other community services to meet their individual needs. Goals include (1) Homeless individuals or families will access sustainable permanent housing. (2) Housed participants will sustain permanent housing. (3) Participants will receive direct mental health and/or substance abuse treatment, if they choose. (4) Participants will receive case management designed to improve access to and retention in services. (5) Participants will enroll in mainstream benefits they qualify for, including Medicaid, SSI, SSDI, TANF, SNAP, and veteran benefits. By providing services in peoples homes, we teach them skills to maintain their housing and when they are ready to successfully graduate the program, the services phase out and the individual remains in the home where the skills were learned.

**5. Describe the need for this program/project:**

On any given night in Charleston, there are at least: 175 individuals in emergency shelter 60 individuals who are unsheltered 90 people in Rapid Rehousing Programs 150 individuals and families in Permanent Supportive Housing Programs Ending homelessness requires not only that we help people get housed, but that we assist those with high needs in maintaining that housing. Each night, more than 240 people are in housing specific for individuals who have experienced homelessness. We need to give these individuals all the supports available to help them maintain their housing.

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

No other program in Charleston does exactly what we are proposing the way we are proposing. For many of our programs, services are given to the individuals in those programs and when someone's length of service expires, there is no choice but to discharge them. Programs also have service requirements, attendance requirements and policies that create barriers to program participation. What we are proposing is to accept individuals need these supports to obtain and maintain their housing who have 1. Exceeded service timeframes 2. Are able to obtain housing without being in a specific housing program but still need supports 3. Can utilize existing permanent housing programs but do not have access to needed supports. Our requirements will be pretty simple. Are you in the city of Charleston? Are you currently homeless? Have you been homeless in the last 6 months? Do you need supports? Do you want supports?

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

As with all things that happen in the KVC, none of us can do this alone. Referrals will come from existing programs as well as from our weekly Case Conferencing meetings. We will receive referrals and supports from multiple programs that work with this population. There will be situations where clients receive financial assistance or housing payment assistance from one agency, but their supportive services from this team. Agencies will be called on to lend their expertise for the ultimate good of those served.

### 8. How will duplication of services be prevented?

Since we will be the only free standing supportive services team, duplication of services can be easily avoided. Participation in the weekly By Name List / Case Conferencing meetings will insure that services are not duplicated. Different agencies may offer different services to a client, but one agency should always be the "lead" and make sure that communication is happening between agencies working with a client. Servicepoint (our Homeless Management Information System) tracks clients in the program as well as the case manager in the KVC assigned to them. This means the client may have multiple agencies working with them on different things, but they will have a lead agency assigned to them.

## 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 program will provide services to 72 individuals per year. This number is based off of the needs of clients on the Kanawha Valley Collective's By Name List. There will be a staff to client ration of 1:12.

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

Head of household must be at least 18 years of age. Participants must live in the city of Charleston. Client needs to be currently homeless or have experienced homelessness in the previous 6 months. They must agree to receive supportive services

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

N/A

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

1. 72 individuals will be served per year 2. 75% of those served will still be housed 12 months after services begin 3. 95% of those served will have birth certificates, social security cards and ID cards. 4. 95% of those served will successfully apply for food stamps

## 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.

WV CAD - \$725,000 City of Charleston - CDBG - \$35,000 City of Charleston - MOECD - \$25,000

### 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.

2018 – Home4Good - \$60,000 - closed 2019 – Home4Good - \$68,050 – in progress 2020 – Home4Good - \$242,000 - closed 2020 – The Greater Kanawha Valley Foundation - \$4,800 - closed CDBG – Birth Certificates & ID - \$14,000 – in process (will close this month) CDBG – Isolation & Quarantine - \$35,000 - closed CDBG – McCormick - \$25,000 - closed ESG-CV – \$725,000 – in process FY2018 HMIS – HUD - \$63,999 - closed FY2018 Planning – HUD - \$44,700 - closed FY2019 HMIS – HUD – \$136,799 - closed FY2019 Planning – HUD - \$45,326 - closed FY2020 Centralized Assessment – HUD - \$91,268 – in progress FY2020 HMIS – HUD - \$136,799 - in progress FY2020 Planning – HUD - \$50,722 – in progress FY2020 – WVDHHR SOR - \$611,608 – Closed FY2022 – WVDHHR SOR - \$305,804 – in progress

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

This project will not generate any revenue. Costs requested for this project are for expenses related directly to staffing, including salary and benefits. Funds for supervision of staff (\$100,000), Supplies (10,000), Other (rent and utilities \$33,000) will come from other grant funding. Supplies include office supplies, computers and HMIS licenses.

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

If this project is not fully funded. The budget will be examined and fewer staff will be hired, leading to fewer clients being assisted.

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

Since this is the first of it's kind team in the Charleston area, we hope that a successful implementation can lead to other grant opportunities. The KVC is always looking for grant opportunities, both for ourselves as an agency as well as to pass along to our members.

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

A comparison of actual expenditures with budgeted amounts will be made on a monthly basis for each grant. KVC will maintain procedures to minimize the time elapsing between the receipt of funds from the funding sources and the disbursement of funds by the grantee. All accounting records will be supported by source documentation. Financial duties and responsibilities will be separated to the best possible extent, given the small size of our organization. Specific instance of separation of duties are identified in various sections of the policy and procedure document.

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

The grantee financial accounting system utilized by KVC shall provide for accurate, current and complete disclosure of the financial condition of all grants in accordance with appropriate funding source/KVC requirements. Accounting records will adequately identify the source and application of funds for grant-supported activities. These records will contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays, income and unexpended fund balances. The system shall provide effective control over and accountability for all funds, property and other assets. The grantee shall adequately safeguard all such assets and will ensure that they are used solely for authorized purposes. Each grant and expense is coded separately allowing for easy separation of funds and reporting.

**REQUESTED BUDGET WORKSHEET**

**Revenue Source Projections**

List all Estimated Funding for this Program/Project

**\* Proposed City ARPA Funding**

1,302,600

**Internal/Self-Funding**

**Donations/Other Fundraising**

**Government Grants/Other**

143000

**\* TOTAL REVENUE**

1,445,600

**Expenses Projections**

List all Estimated Expenses for this Program/Project

**Salaries/Wages**

**Amount Requested from City**

**Amount from Other Sources**

**Total Estimated Expenses**

1,050,000

100,000

1,150,000

### Benefits & Matchings

**Amount Requested from City**

**Amount from Other Sources**

**Total Estimated Expenses**

262500

262500

### Contracted Services

**Amount Requested from City**

**Amount from Other Sources**

**Total Estimated Expenses**

### Program Materials

**Amount Requested from City**

**Amount from Other Sources**

**Total Estimated Expenses**

### Marketing

**Amount Requested from City**

**Amount from Other Sources**

**Total Estimated Expenses**

### Supplies

**Amount Requested from City**

**Amount from Other Sources**

**Total Estimated Expenses**

10,000

### Other

**Amount Requested from City**

**Amount from Other Sources**

**Total Estimated Expenses**

33,000

33000

### Total Expenses

* Amount Requested from City	* Amount from Other Sources	* Total Estimated Expenses
1,302,600	143,000	1,445,600

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 Kanawha Valley Collective first began as a group in 1995 in response to the Department of Housing and Urban Development's (HUD) new Continuum of Care. HUD's strategy was to encourage community and governmental agencies to work together to develop local strategies for comprehensive systems of care for the homeless in their communities. A small group of providers was organized by the City of Charleston's Mayor's Office of Economic and Community Development (MOECD) to respond to HUD's new program and to develop a continuum of care system for the local community. After the first Continuum of Care was awarded by HUD, the CCofC continued to meet to discuss issues surrounding social service provision in the Kanawha Valley. These issues included but were not limited to: improvement of the local service delivery system; collaboration and coordination; how to eliminate duplication of gaps and services. Group members quickly discovered the meetings were a productive way to share ideas and network with other social service providers in the community. In the summer of 1997, the group changed its name from the CCofC to the 'Kanawha Valley Collective' (KVC), choosing the term 'collective' because it implied a unified mind and vision. Today, the KVC is strong and continues to grow in membership and collaborations. The KVC meets monthly as a membership to discuss the needs/issues of our area. Many committees meet on a regular basis to address specific needs of those the KVC collectively serve. Nearly 30 organizations and individuals have been actively participating in the KVC planning process. These agencies or individuals may be involved in the Continuum of Care planning process in one of four ways: 1) attending regular monthly or special KVC meetings; 2) participating in one of the KVC subcommittees or work groups; or 3) entering data into the KVC HMIS system; and/or 4) providing services to homeless individuals and families. Now, the formalized KVC planning structure encompasses the seven components of a Continuum of Care. From prevention to permanent housing, the KVC planning structure focuses upon specific action steps to end homelessness and prevent a return to homelessness. The CoC also has in place the appropriate by-laws, policies, procedures, strategic plan and HMIS governance to meet CFR 578.7, the federal regulation outlining the Responsibilities of the Continuum of Care. This document contains the General Information, By-Laws, Policies and Procedures, HMIS Governance Document and Strategic Plan which satisfies this federal regulation for a Continuum of Care.

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

The mission of the KVC is: The Kanawha Valley Collective is a collaborative network dedicated to preventing and ending homelessness. Our vision statement is: Everyone has a safe, stable, place to call home

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

Amy Clark – MOECD - (304)348-8035 Margaret O'Neal – United Way of Central WV – 304-340-3500

## 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.

It has long been said that "Housing is Healthcare", as housing often provides the initial stability one needs to begin to address their healthcare needs. Additionally, one of the first and repeated questions asked by this agency at the beginning of the pandemic is Where do people quarantine when they have no where to quarantine. That question was actually directed towards individuals experiencing homelessness who had tested positive for COVID-19. However, what we couldn't guess at the beginning of the pandemic is the effect that business shut-downs, occupancy mandates, and overall isolation would have on those experiencing homelessness. Since August 2019, there have been at least 5 times where our shelters have halted intakes due to COVID outbreaks, and these shut downs have lasted on average about 30 days, with the last two lasting about 40 days each. What makes it more stressful for individuals and families is that our two main shelters were closed for intakes simultaneously. Services for this population have stopped or changed adding more stress to their daily lives.

### 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?

Moving individuals into stable, permanent housing, reduces exposure to COVID-19. Keeping people in that same housing does the same. Housing stability impacts the health of the entire community. Housing stability can also impact the local economy in terms of rent for landlords and hopefully employees for businesses.

### **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

Traci Strickland

12/15/2021

Authorized representative of Applicant/Organization

Format: MM/DD/YYYY

\* PRINTED NAME:

Traci Strickland



**\* TITLE OF APPLICANT:**

Executive Director

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**\* ORGANIZATION NAME:**

Kanawha Valley Collective

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**Kanawha Valley Collective**

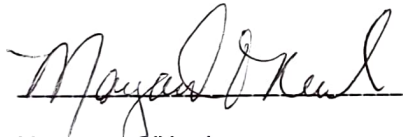
**Board Resolution**

**City of Charleston American Rescue Plan funding**

Now, therefore, be it resolved that the Board of Directors of the Kanawha Valley Collective hereby authorizes:

Traci Strickland, Executive Director, to apply for American Rescue Plan funding from the city of Charleston WV for the purpose of creating a Supportive Services Team.

This was voted on and approved by the Kanawha Valley Collective Board of Directors on November 19, 2021

 12/14/2021

Margaret O'Neal  
Board Member  
Kanawha Valley Collective