

American Rescue Plan Act (ARPA) Funding Application

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

- [The Salvation Army ARP Application Explanatory Note.pdf](#) - 2021-12-15 11:47:19 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:**

Emergency Social Services Program

*** Organization Name:**

The Salvation Army - Charleston, WV Area Command

*** Address:**

301 Tennessee Avenue

*** Primary Contact Person:**

Title: Daniel Christy

*** Phone:**

3044105371

*** Email:**

daniel.christy@uss.salvationarmy.org

Federal Tax ID:

58-0660607

If applicable: DUNS Number:

124945358

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:

Major Joseph May, Area Commander Major Jayne May, Area Commander Vandalyn Justice, Social Services Director Justin Clark, Boys & Girls Club Executive Director Patricia Tilley, Director of Development Emily Watson, Command Accountant Walker, Hank – Board Chair Converse, Ed – Vice Chair Collins, Keith Deacon, Joseph III Donahoe, Stephanie Ferrell, Jeff Hill, John Keeley, Reenie McNeely, Dakota Simmons, Bethany Slicer, W.T. "Pete" Welch, Tia John A Chapman Richard Freer Everette Sullivan Raymond J Zando

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

United Way of Charleston, WV - Annual funders of our Social Services programs West Virginia Feeding Program - Provided summer feeding funding for children at Boys & Girls Club Boys and & Girls Clubs of America - Charters and supports The Salvation Army of Charleston’s Boys & Girls Clubs

BUDGETARY OVERVIEW - Must match Budget Worksheet

* Funds Requested	* Total Program/Project Cost	Annual Organization Budget
\$275,568.50	\$688,197.00	\$2,841,570.00

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

The Salvation Army strives to Do the Most Good whenever, wherever needed. Right now, our efforts in Charleston to this end entail continuing to provide aid to Low to Moderate Income individuals and families affected by COVID-19. These services include regular food assistance, seasonal assistance with clothing and food, and financial assistance with rent and utilities and at times emergency shelter on cold nights, as well as other social services as-needed. We must also meet the staffing cost demands of expanding these services to meet community needs. During the first year of the Pandemic, federal and state governmental aid was an enormous help to many in need

- * **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?

Our work on this effort is ongoing, especially as long as the Pandemic persists.

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 Food Pantry, which exists to provide food to those who cannot afford it so that no one goes hungry. It is open M-Th 9:00-11:30, 1:00 – 2:30, in addition to providing commodity food items 1 time per month and supplemental food to Seniors 60+ and food boxes to-go. The Emergency Social Services program also assists with rent and utility needs when funds are available. Last year we provided no less than 799 households with utility assistance to keep the lights on, and 119 families with rental assistance to keep a room over their heads. The case manager assists citizens in maintaining their home or primary heating/cooling source when expenses outweigh income and households face disconnection. We pay for eviction notices or 1st month's rent only, and not to any private landlords or individuals. These funds are disbursed only after an appointment has been scheduled and kept with our case worker. Through partnerships & community support, the Army makes payments directly to landlords and utility companies. Many other services, referenced later in the application are also offered through our Emergency Social Services Program. We are also in need of supplemental income to meet the salary needs of our Social Services director and other Social Services staff and case workers.

5. Describe the need for this program/project:

As described in the opening narrative, need in our community is up substantially from 2020 because of the lingering negative economic effects of the Pandemic, combined with the elimination of governmental aid and financial protections to individuals and an overall decrease in private funding to our work. This has left hurting people in our community to go without basic needs like food and clothing. Other social service organizations have much more limited capacity to aid the needy, even when fully funded, so The Salvation Army has a crucial role in this effort.

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

Covenant House, Mountain Mission, Union Mission along with several independent churches each have food pantries. Manna Meal serves two hot meals a day.

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

The Salvation Army works closely with other pantries in the city, as we never want to see any person or family go without food. Records are kept through Service Point HMIS system. This program allows each pantry to enter client information and it can be seen by each

8. How will duplication of services be prevented?

agency using the same program. If a client visits another pantry in the morning, and then comes to our pantry in the afternoon, we will see the service given that morning and suggest to the client that they return to our pantry the next week if they are still in need. This The Service Point HMIS system described above is crucial in this. But additionally, the church pantries in town are limited on how many people they can serve and hours they are open, as well as being located downtown and always being accessible for those without transportation.

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.

Target recipients are low income families, homeless individuals, senior citizens, and single family households with little to no government food assistance. Prior to COVID we served 3,264 unduplicated individuals and 4,720 duplicated individuals just out of our food pantry in 2019/2020. This number decreased to 1,934 unduplicated and 2,908 duplicated in 2020/2021 because people were receiving extra food assistance from the government to supplement during Covid, which still added up to over 57,000 meals served. We are seeing a rise in numbers now that people are getting back out, have lost supplemental food stamps and unemployment. The number of homeless we serve rises each year, this year alone we've served over 135 new homeless people, often more than once, who take special food items due to the fact they must carry them around, and they must be non-perishable. For all the reasons above, we expect numbers to return to near pre-Covid levels in 2022 and would estimate we will serve over 3,000 individuals in 2022, which is roughly 5% of the population of Charleston.

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

All clients complete an in-take form to be evaluated for their individual needs. We then utilize professional case workers to determine those who are most in need of aid to most judiciously utilize our resources for maximum impact.

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

During COVID our pantry was one of a very few that stayed open to serve the community. We provided the means to make meals at home, hot meals and delivered food boxes through our canteen. Totals were 16,259 meals served and 3,335 delivered food boxes (roughly 9 meals per box) from May – December 2020. We also supplemented 105 plus seniors with additional food each month (this number increased from 91 to 105 during COVID, with more seniors on a waiting list to be added into the program).

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

This is not a new program.

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.

We received City of Charleston CDBG-CV funding for Covid relief for the pantry and hot meals served from the canteen. We were recently approved for a second year of funding. The hot meals being served were an added program in direct response to needs from Covid. They are served in Charleston communities. TGKVF funds Covid relief at the level of \$30,000, FEMA CARES gave \$20,453.00. The Salvation Army District Headquarters provided first \$18,000, then \$35,000, and \$25,000 in last 2 years. We just recently received \$40,000 from them.

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.

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

These funds apply to all work of the Salvation Army in Charleston, not only to Emergency Social Services programs. BGC A \$46,443.80

Our projected needs for our Emergency Social Services budget in 2022 is \$688,197. The majority of this can be funded through our existing direct mail, major gifts, and grant funding apparatus, but we expect a significant budget shortfall to meet the needs of the community. We expect to need and additional: \$164,005.50 for direct aid to needy individuals and families for rental, utilities, pharmaceutical, and other forms of financial assistance necessitated by the Covid Pandemic. \$57,000 in food and beverages to be purchased for our food pantry to then be given to hungry people. \$40,470 in salaries and wages for staff running our Emergency Social Services Program. \$7,400 in kitchen and dining room supplies for our feeding programs. \$6,693 in building and facilities upkeep for our Social Services building. The total of the projected shortfalls is \$275,568.50, and this is the amount we are applying for through the ARP and Charleston City.

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

As always, we put as much of our resources toward directly aiding people in need as possible. When resources run short, we are simply not able to meet the needs of hurting people in our community. In short, we must cut back. Last year, governmental assistance helped fill the gap. But if we do not receive the ARP funding through the city, it is possible people in our community will go without food and shelter when they need it most.

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

Our Command has not only dedicated in-house development staff, but fundraising support from the Divisional level above us. We have a year round large-scale direct mail program and similarly comprehensive major gifts and grant funding strategy that together put us in a great position to continue our operations through other sources of funding than this ARP grant.

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

The Salvation Army has multiple levels of oversight in its structure. At the local level in Charleston, we have a Board of Directors made up of upstanding and influential community members who meet monthly and approve financial decisions. At the Divisional level, headquartered out of Washington, D.C., the Charleston Area Command is audited annually by the Divisional Finance Board. We also are audited periodically by an external auditing company from the Divisional level. Additionally, funds we disburse for aid are either in direct forms of assistance like food or clothing, or are paid to landlords, utility providers, or pharmacies to make sure that they go toward their intended usage.

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

These funds will be classified separately in our accounting system, and our Social Services department will track expenditures from that account that can be easily reported later.

REQUESTED BUDGET WORKSHEET

Revenue Source Projections

List all Estimated Funding for this Program/Project

* Proposed City ARPA Funding	Internal/Self-Funding
\$275,568.50	\$0
Donations/Other Fundraising	Government Grants/Other
\$390,144.50	\$22,484.00
* TOTAL REVENUE	
\$688,197.00	

Expenses Projections

List all Estimated Expenses for this Program/Project

Salaries/Wages

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
\$40,470	\$0	\$40,470

Benefits & Matchings

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
\$0	\$25,318.14	\$25,318.14

Contracted Services

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

Program Materials

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
\$57,000	\$0	\$57,000

Marketing

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

Supplies

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
\$7,400	\$0	\$7,400

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
\$170,698.50	\$387,310.36	\$558,008.86

Total Expenses

* Amount Requested from City	* Amount from Other Sources	* Total Estimated Expenses
\$275,568.50	\$412,628.50	\$688,197.00

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.

The Salvation Army is active in virtually every corner of the world and serves in 131 countries, offering the message of God’s healing and hope to all those in need. The Salvation Army provides a wide range of traditional social services and emergency assistance programs. In Charleston, The Salvation Army provides the following services: Social Services like rent, utilities, medical prescription, and food assistance Additional aid to seniors Clothing programs Substance abuse rehabilitation Youth services through our Boys & Girls Clubs Emergency and disaster response Christmas toy assistance through our Angel Tree program Warming center for the homeless community on severely cold nights \$165,000.05 of the requested funding will be used toward direct assistance to those in need and the request for these funds falls under the “Other” category of Expense Projections.

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

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in his name without discrimination.

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 Covid-19 Pandemic and its attendant spread mitigation efforts hit the entire nation and world hard, but they disproportionately affected areas like Charleston that already had struggling economies and high percentages of the population suffering from underemployment, food insecurity, and health concerns. Fortunately, in the first year of the Pandemic, federal and state governmental filled the gap for many who had lost their jobs or were sick. The Salvation Army also received unusually high levels of funding from our generous donors. But as the public health apparatus began to catch up to Covid, most governmental aid to individuals ceased, and evictions were resumed. Therefore, need in the most vulnerable sectors of our Charleston population have spike in 2021, and we anticipate these levels staying high in 2022. There is now a real shortage of funding to fill the gap for those who may still be unable to work due to health complications suffered last year, or whose employers may have shut down in 2020. Essentially, their needs are equal to or greater than in 2019, but the economic safety net and recovery apparatus is worse. This poses a serious short-term danger to the health of our citizens, and also a long-term danger to our social and economic stability here in Charleston.

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

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

Funding is not being requested to replace lost funding, but rather to meet increased need given reduced governmental support for the City. The Salvation Army plays a crucial role in the Covid recovery process by helping stabilize the lives of those most at risk who cannot get back on their feet from the Covid Pandemic on their own. Our role is to directly help the most hurting, and the work we do will allow the city to better focus on public health and economic recovery measures within their core competencies, but outside of ours. The Salvation Army has been in Charleston for well over a century. Please, grant us this funding assistance so we can do what we do best to help our neighbors in need and our city.

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**

Daniel Christy

*** Date**

12/15/2021

*** PRINTED NAME:**

Authorized Representative of Applicant/Organization

Format: MM/DD/YYYY

Daniel Christy

*** TITLE OF APPLICANT:**

Regional Resource Development Director

*** ORGANIZATION NAME:**

The Salvation Army - Charleston, WV Area Command

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Majors Joseph and Jayne May, *Charleston Area Command Officers*

December 15, 2021

City of Charleston, West Virginia
City Manager's Office
501 Virginia Street East
Charleston, WV 25301

Dear City Manager's Office,

We at The Salvation Army of Charleston are grateful to be able to apply for funding through the American Rescue Plan grant managed by Charleston. Thank you for receiving our application.

During this extremely busy time of year for us all, we at The Salvation Army are particularly swamped with Holiday Season programs to raise support for and provide services to those in need in our community. This is true all around the county, and even the world.

Because of this, it has not yet been possible for our Divisional Finance Board in Washington, D.C. to get to approving this application for funding. However, I spoke directly with Mr. Andy Wood today in the Finance office regarding this difficulty and he assured me that our application could still be completed and submitted as if already approved, and would still be considered, provided I leave a note such as this specifying that we will make every effort to seek speedy approval on the request on our end.

Our Divisional Finance Board meets weekly, and I have gone all the way to the top to make sure this request can get on the agenda as soon as possible, so there should be no reason to treat our application as any different than any other. I assure you that such approval will be a formality as soon as it can be attended to.

Thank you for understanding time constraints and bottlenecks at the divisional level for such a large and busy organization as The Salvation Army. We here at the local Charleston Command are glad to be operating in a town with a strong community of mutual support and look forward to your hopefully favorable decision on our application for much-needed aid to support our community through the Covid Pandemic.

Sincerely,

Daniel Christy
Regional Resource Development Director
(304) 410-5371