

# American Rescue Plan Act (ARPA) Funding Application

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

- [Library Foundation minutes.pdf](#) - 2021-12-08 12:10:05 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 County Public Library Technology Outreach

**\* Organization Name:**

The Library Foundation of Kanawha County, Inc.

**\* Address:**

123 Capitol Street, Charleston, WV 25301

**\* Primary Contact Person:**

Erika Connelly

**Title:**

Director

\* Phone:

\* Email:

304-343-4646

erika.connelly@kcpls.org

Federal Tax ID:

55-0739659

If applicable: DUNS Number:

099516999

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:

The Library Foundation of Kanawha County, Inc. Board of Directors: Thomas A. Heywood, President Bryan R. Cokeley, 1st Vice President Jeri Matheney, 2nd Vice President Erika Connelly, Secretary/Treasurer (Ex-Officio) Mary Kay Bond Melissa Preston Dr. Steven Jubelirer Fran Rollins Tara Markham Michelle Storage Michelle Marlowe Mary Catherine Tuckwiller William C. Porth Steve Wehrle Kanawha County Public Library Board of Directors: Monika Jaensson, President Ben Thomas, 1st Vice President Betty King, 2nd Vice President Erika Connelly, Secretary/Treasurer Dr. Mickey Blackwell Angelia Russell Chris Erlewine Susan Shumate Stephanie Haden Anne Silbernagel Thomas Hurney Ken Sullivan John Jarrett Don Wilson Kevin Johnson James Withrow Jennifer Pauer Kanawha County Public Library senior staff: Erika Connelly, Director Sarah Mitchell, Assistant Director Adele Thumm, Assistant Director of Finance Marsha Alford, Manger, Human Resources and Employee Training Teddy Claypool, IT Manager Elizabeth Fraser, Head of Reference Services Stan Howell, Marketing and Development Manager Terri McDougal, Head of Children’s Services

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

N/A

BUDGETARY OVERVIEW - Must match Budget Worksheet

* Funds Requested	* Total Program/Project Cost	Annual Organization Budget
\$49,040.00	\$49,040.00	\$1,178,500.00

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

We respectfully request funding in the amount of \$49,040 to facilitate the purchase of two laptop computer dispensers, laptop computers to stock dispensers, two 3-D printers, two Cricut cutting machines and a Charlie Kart for use by patrons of the Main Branch of the Kanawha County Public Library system. The purchase of a laptop dispenser stocked with laptop computers for the benefit of those city residents who either cannot access the internet at their homes or who are unable to afford to purchase personal computer equipment with internet and computer services. Cricut cutting machines and 3D printers are tools that are becoming prevalent for use in both STEM education and general crafting. The focus of STEM (science, technology, engineering, and math) education in our schools will require access to 3D printers and Cricut machines by students and makers alike. A Charlie Kart is an all in one, hands on food educational tool that includes a mobile kitchen on wheels with power, storage and sink, cooking tools and appliances, plus lesson plans for students in grades K-5 aligned to Math, Science, and English Language Arts. All of this equipment will be for the use of area citizens and patrons of the Main Branch of the Kanawha County Public Library system. The COVID-19 pandemic has highlighted the digital divide in our community. Many students do not have a home computer, nor do they have internet access which could be provided with internet hotspots that are available for checkout at the library. The pandemic has also put a spotlight on the need for supplemental educational resources for students and adults in need of job training and life-long learning. The cost of two laptop dispensers is \$30,640 and the cost of 12 laptops would be approximately \$4,800. The cost of two 3D printers and Cricut machines would be \$1,600 and the cost of a Charlie Kart is \$12,000. If approved, KCPL expects to place

orders for the equipment included in the grant request in the 1st quarter of 2022. The laptop dispensers, 3D Printers and Cricut machines are expected to be in place by June 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?

☒ Yes☐ No

If no, when is expected completion year?

3. Which eligible ARPA Expenditure Category does this program/project represent (See <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf> for further details)? Please check all that apply:

- \*

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

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

We respectfully request funding in the amount of \$49,040 to facilitate the purchase of two laptop computer dispensers, laptop computers to stock dispensers, two 3-D printers and Cricut cutting machines and a Charlie Kart for use by patrons of the Main Branch of the Kanawha County Public Library system.

5. Describe the need for this program/project:

The COVID-19 pandemic has brought our city’s digital divide to the forefront. Many of our students, both youth and adult, do not have a home computer and internet access and consequently fell behind academically due to school closures. The need for supplemental educational resources for all students regardless of age has been underscored by the pandemic and the Kanawha County Public Library system has worked tirelessly to meet these needs. In a community where food deserts are prevalent, the Charlie Kart would be an invaluable resource for an affordable and comprehensive food education program. Today, 1 in 6 kids in the U.S. will go hungry and 1 in 3 will develop Type 2 diabetes in their lifetime. Food security and healthy eating require two things: access to fresh, healthy food; and basic skills to prepare that food. Food education is essential for lifelong health. The Charlie Kart can also provide programming to teens, college students, families, adults, patrons with special dietary needs, regulars with culturally specific eating practices, and those with tight food budgets who might have to obtain their groceries from local food pantries. The Charlie Kart is portable and can be transported to other program sites and branches throughout the Kanawha County Public Library system.

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

N/A

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

N/A

8. How will duplication of services be prevented?

The Kanawha County Public Library is the only organization in Charleston that provides library service to the citizens 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.**

The equipment purchased will be available for use by all city residents and library patrons who are Kanawha County Public Library system cardholders. If a city resident does not have a library card, library staff will be happy to assist them in getting one.

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

None

**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.**

The Kanawha County Public Library expects to improve public computer and internet access by increasing the number of available public laptops. By adding access to 3D printers and Cricut machines, KCPL will create opportunities for makers, craftspeople and students. The Charlie Kart will enable KCPL to provide patrons, both young and old, with opportunities to combat local “food deserts” with better knowledge of nutrition and food preparation. Usage of all equipment will be carefully monitored and recorded by KCPL staff.

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.**

The Library Foundation of Kanawha County, Inc., has also applied to the Kanawha County Commission for funding in the amount of \$129,649 to purchase laptop dispensers, laptops, 3D printers and Cricut machines for the branch libraries located in the Clendenin, Cross Lanes, Dunbar, Elk Valley, Riverside, St. Albans and Sissonville communities.

**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.**

• January 2019 – American Electric Power Foundation - \$250,000 to support the Reimagine Your Library capital campaign. • December 2019 – Ann C. and Robert O. Orders, Jr. Family Foundation - \$100,000 to support the Reimagine Your Library capital campaign. • November 2019 - Claude Worthington Benedum Foundation - \$40,000 to support implementing the Adizes Methodology to effect organizational change and build community partnerships to assist KCPL in meeting the needs of our community. • January 2020 - CRC Foundation - \$25,000 to support the Reimagine Your Library capital campaign. • June 2020 – Dollar General Literacy Foundation - \$1000 to support the 2020 Summer Library Club for children ages 12 and under. • October 2019 – Encova Foundation of West Virginia - \$100,000 to support the Reimagine Your Library capital campaign. • December 2018 – H.B. Wehrle Foundation - \$5000 to support the 2019 West Virginia Book Festival • December 2019 – H.B. Wehrle Foundation - \$750,000 to support the Reimagine Your Library capital campaign. • December 2019 – H.B. Wehrle Foundation - \$5000 to the Annual Fund • December 2020 – H.B. Wehrle Foundation - \$5000 to support the 2021 Summer Library Club and the 2021 West Virginia Book Festival. • December 2018 – Herscher Foundation, Inc. – to support the Reimagine Your Library capital campaign. • December 2018 – John A. and Lucille S. Pianfetti Foundation, Inc. - \$3000 to support the Annual Fund and the Reimagine Your Library capital campaign. • November 2019 – John A. and Lucille S. Pianfetti Foundation, Inc. - \$3000 to support the 2020 Summer Library Club and purchase STEM library materials for the Cross Lanes Branch Library. • December 2020 – John A. and Lucille S. Pianfetti Foundation, Inc. - \$3000 to support the Annual Fund and the 2021 Summer Library Club. • July 2020 – John L. and Maude H. Dickinson Fund - \$500,000 to support the Reimagine Your Library capital campaign. • December 2018 – Martha Gaines and Russell Wehrle Memorial Foundation - \$250,000 to support the Reimagine Your Library capital campaign. • November 2018 – Annie and Gaines Wehrle Charitable Fund - \$500,000 to support the Reimagine Your Library capital campaign • June 2021 – Annie and Gaines Wehrle Charitable Fund - \$100,000 to support the Reimagine Your Library capital campaign. • August 2018 – Strong Treister Family Foundation - \$25,000 to support the Reimagine Your Library capital campaign. • July 2019 – Strong Treister Family Foundation - \$65,000 to support the Reimagine Your Library capital campaign. • August 2021 – Strong Treister Family Foundation - \$60,000 to support the Reimagine Your Library capital campaign. • October 2019 – TC Energy Foundation to support the West Virginia Book Festival. • November 2019 – The Bernard H. and Blanche E. Jacobson Foundation - \$200,000 to support the Reimagine Your Library capital campaign. • August 2019 – BB&T West Virginia Foundation - \$3000 to support the West

Virginia Book Festival. • March 2019 – BB&T West Virginia Foundation - \$125,000 to support the Reimagine Your Library capital campaign. • August 2020 – BB&T West Virginia Foundation - \$3500 to support children’s programming, • October 2018 – West Virginia Humanities Council - \$15,000 to support the West Virginia Book Festival. • October 2019 – West Virginia Humanities Council - \$20,000 to support the West Virginia Book Festival

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

The total cost of two laptop computer dispensers is \$30,640 and the total cost of twelve laptop computers to fill the dispensers is \$4,800. Two 3D printers and two Cricut machines are priced at \$400 each for a total of \$1,600. The cost of a Charlie Kart is \$12,000. Requested ARP funds will be used only for the purpose of purchasing the above referenced equipment.

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

If our request is not funded, the equipment detailed above will not be purchased.

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

Maintenance of the laptop dispensers, laptops, 3D printers, Cricut machines and Charlie Kart will be provided by Kanawha County Public Library staff and through KCPL funding. These services would be available to residents of Charleston throughout the life cycle of the requested equipment.

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

Adele Thumm, Assistant Director of Finance and Kim Runion, Accounting Services Supervisor, will oversee the funds and ensure that due diligence is observed.

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

A specific fund will be set up in the budget that will be exclusively for ARP funds and their disbursement.

REQUESTED BUDGET WORKSHEET

Revenue Source Projections

List all Estimated Funding for this Program/Project

* Proposed City ARPA Funding	Internal/Self-Funding
\$49,040	
Donations/Other Fundraising	Government Grants/Other
* TOTAL REVENUE	
\$49,040	

Expenses Projections

List all Estimated Expenses for this Program/Project

Salaries/Wages

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses

Benefits & Matchings

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses

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

Other

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
\$49,040		\$49,040

Total Expenses

* Amount Requested from City	* Amount from Other Sources	* Total Estimated Expenses
\$49,040	\$0.00	\$49,040



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 Library Foundation of Kanawha County, Inc. was established in 1994 and is governed by a 14-member board of directors. The Library Foundation of Kanawha County works continuously for the benefit of the Kanawha County Public Library system (KCPL). The Foundation reaches out to organizations and individuals to request that they take a leadership role in supporting KCPL through grants and program support of our many projects such as the Summer Library Club, the West Virginia Book Festival, early literacy programs for infants and toddlers, and other educational library events that benefit the citizens of our community. In 2007, the Foundation embarked on a capital campaign that resulted in the Elk Valley Branch Library moving to a larger facility in The Crossings Mall in Elkview. Fundraising continues in our efforts to renovate and expand the Main Library located in downtown Charleston. In the future, we hope to construct a new branch library in Marmet, and renovate and expand the existing Cross Lanes, Dunbar, St. Albans, and Sissonville branch libraries.

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

The Mission of the Library Foundation of Kanawha County, Inc. is to support the vision and mission of the Kanawha County Public Library (KCPL) system by providing a vehicle for library supporters’ charitable giving; providing supplemental financial resources to KCPL; serving as an advocate for libraries; creating a county-wide volunteer support system for KCPL and raising public awareness regarding both the value of and the needs of public libraries.

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

George Manahan, CEO, The Manahan Group, 304-343-2800, gmanahan@manahangroup.com

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 Kanawha County Public Library system has been on the front line of online educational outreach to patrons and students who need remote access to instructional materials for the past several years. The recent COVID-19 pandemic highlighted the digital divide that exists in our community. Many students do not have a home computer, nor do they have internet access which could be provided with an internet hotspot which is available for checkout at the library. Cricut machines and 3D printers are tools that are becoming prevalent for use in both STEM education and general crafting and would be available for use by patrons.

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?

The Kanawha County Public Library expects to expand public internet access by increasing the number of laptops available to city residents which will also improve educational opportunities. By adding access to 3D printers and Cricut machines, KCPL will create educational maker space opportunities needed in areas of STEM education.

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.”
- \*

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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:

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- ☒ 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

Lois A. Payne

Authorized representative of Applicant/Organization

\* Date

12/08/2021

Format: MM/DD/YYYY

\* PRINTED NAME:

Lois A. Payne

\* TITLE OF APPLICANT:

Development Assistant

\* ORGANIZATION NAME:

The Library Foundation of Kanawha County, Inc. on behalf of the Kanawha County Public Library system

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8/8



**The Library Foundation of Kanawha County, Inc.**  
Library Foundation Meeting  
December 3, 2021

A special meeting of the Library Foundation of Kanawha County, Inc. was held on Friday, December 3, 2021, at 11:30 AM via Zoom.

**Foundation Members in Attendance:** Mr. Tom Heywood, Mr. Bryan Cokeley, Ms. Jeri Matheney, Dr. Steven Jubelirer, Ms. Mary Catherine Tuckwiller, Ms. Michelle Storage, Ms. Tara Markham.

**KCPL Staff Members in Attendance:** Mr. Michael Polak.

**Action Item:**

Mr. Heywood explained the purpose of the special meeting, approving an application for an "American Rescue Plan" grant through the City of Charleston.

The grant will provide the library \$49,800 to purchase items for the remodeled Main Branch in downtown Charleston.

Mr. Polak fielded a question about the mechanics of the laptop dispenser. The majority of the grant will go towards a 30,640 purchase of two laptop dispensers that hold six laptops each. Their mechanics are similar to a vending machine.

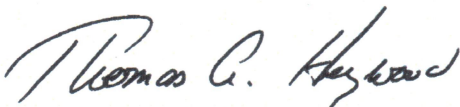
KCPL will also purchase two 3D printers, a Cricut machine, and a Charlie Kart (a mobile food educational tool) with money from the grant.

Before the motion came to a vote, Mrs. Storage disclosed that her husband Jonathan works for the City of Charleston and will oversee the grant applications. She offered to recuse herself from the voting if the rest of the board saw any conflict of interest.

Mr. Heywood opened this up for discussion, and no board members felt like it was a conflict of interest. He thanked Mrs. Storage for the disclosure.

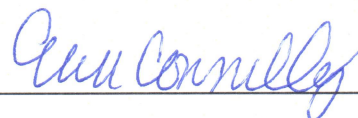
Upon a motion made, seconded, and ADOPTED, the Library's American Rescue Plan application to the City of Charleston was approved unanimously by the Foundation Board.

There being no further business, the meeting was adjourned at 11:55.



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President



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Secretary