

American Rescue Plan Act (ARPA) Funding Application

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

- [RCCR Low Barrier Shelter Attachments.pdf](#) - 2021-12-14 04:53:23 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:**

Transitional Low Barrier Shelter

*** Organization Name:**

The Religious Coalition for Community Renewal

*** Address:**

1117 Quarrier Street

*** Primary Contact Person:**

Kevin Jones

Title:

Executive Director

* Phone:

* Email:

3042050234

kjones@rccr.org

Federal Tax ID:

550670839

If applicable: DUNS Number:

943804864

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, Kristin Moody Clergy Vice President, Diane Honeycutt Lay Vice President, Candace Strader Secretary, Kellen Shearin Treasurer, Laura Ceperley Benjamin D. Adams Mason Ballard Madelyn K. Dotson Mary McFarland Cindy Richardson Alma Rodriguez Staff Executive Director, Kevin Jones Bookkeeper, Rebecca Morgan Program Director, Natasha Stout Program Manager, Nichole Harrison Program Coordinator, Miranda Nabers

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

The Kanawha Valley Collective (KVC) is a Continuum of Care dedicated to preventing and eradicating homelessness by improving homelessness services and removing barriers to housing. The KVC provides the Coordinated Entry System for screening and assessment, prioritization and program matching, and connections to mainstream services. RCCR’s Executive Director serves as the KVC’s Vice President. Manna Meal is a soup kitchen that severs around 375–400 people every day. Manna Meal provides meals for RCCR’s Homeless Outreach and Mobile Engagement program three days a week and participates in RCCR’s pilot program Show the Way to establish an integrated system to track and map encampments and improve opportunities with targeted service supports to those areas. Cabin Creek Health Systems promotes the health and well-being of all people in our communities, especially the most vulnerable, through health care that is guided by science, compassion and respect and to contribute to the education of skilled and caring health professionals. Currently provides access to health care for individuals experiencing homelessness in RCCR’s Rapid Rehousing programs.

BUDGETARY OVERVIEW - Must match Budget Worksheet

* Funds Requested	* Total Program/Project Cost	Annual Organization Budget
3,556,624.59	3,556,624.59	1,199,582

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

This proposed project will create a transitional low barrier shelter for 50 or more homeless individuals annually with a measurable outcome – permanent housing. This project is different than other shelters as it will be non-congregate and low barrier, allowing an individual to live onsite for up to 6 months while they transition to permanent housing. However, an individual will remain at the shelter until permanent housing is secured. According to a 2018 study by the Homelessness Policy Research Institute, fewer than one fifth of individuals who participated in a transitional housing program returned to emergency shelters seven to 18 months after enrolling in services. The project will serve adults without accompanying minor children currently living in cars or on the streets of Charleston who do not seek traditional shelter. The typical participant for this program is an adult who has the capacity to work, is already working, and/or is chronically homeless. This is an invitation-only shelter and will not be walk-up, avoiding the need for people to congregate outside the property every day to secure a bed. The project will utilize Pallet shelters as a non-congregate rapidly deployed shelter solution for individuals experiencing homelessness. Pallet shelters are small, white rectangular structures constructed with a fiberglass material and an aluminum frame (example attached to this request). Assembled in less than a half hour each with minimal tools, each shelter is a cost-effective proven steppingstone out of

homelessness and into a life of stability. Shelters are resistant to bedbugs and mildew with little to no maintenance. Each shelter will be equipped with electrical hookups for lighting, heat, and air conditioning with plug-ins for electronic devices such as cellphones and a small refrigerator. Each shelter offers privacy, security, and the dignity of a lockable personal space. Persons can leave their personal items, pets, and other items to engage in services, participate in employment opportunities, or engage with treatment programs. Storage is a critical transformative component allowing homeless individuals to safeguard important documents, especially identification that can be hard to replace, as well as and keepsakes, which cannot be replaced. The scope of project will include twenty-five (25) 8'x8' Pallet Shelters that comply with the Americans with Disabilities Act, two (4) hygienic units with showers, restrooms, and washer and dryer units, one (1) 8'x14' community space, one (2) 8'x8' Pallet Shelters for security stations, one (1) (2000 sq. ft.) administrative office, (6) supportive staff, onsite security, and acquisition of property. The site will also feature seating, an eating area with picnic tables, fencing, umbrellas for shade and drinking fountains. The proposed location is a parking lot located between Barlow Bonsall Funeral Home and Sacred Heart Cordis Center that First Presbyterian Church has formally approved for sale. The location is adjacent to the Religious Coalition for Community Renewal's administration office and men's recovery program. Individuals experiencing homelessness are at an increased risk of COVID due to their lack of safe housing. People experiencing homelessness often find it difficult to adhere to public health directives such as physical distancing, isolation and quarantine because of congregate shelter conditions and other challenges. The COVID-19 pandemic has highlighted the importance of housing as a social determinant of health. The shelter will be staffed with one (1) Program Director, one (1) Program Coordinator, two (2) Housing Specialists, one (1) Landlord Specialist, and one (1) Employment Coordinator. While people are living at the temporary shelter, they will be provided case management to address whatever their challenges may be that led them becoming homeless. The shelter will follow a Housing First approach, which means it is client-centered, low-barrier and focuses on housing individuals in permanent housing as quickly as possible. Supportive services will include housing stabilization, mental health and substance use disorder treatment, employment, medical, and benefit coordination. The transitional employment program will hire individuals who use the shelter services to gain work experience and training while helping to keep the areas around the shelter and downtown Charleston clean by picking up litter throughout the city. The employment program will offer twenty (20) hours of work, resume building, and developing interview skills.

On entering the shelter clients will be immediately connected with case managers who will link them to rapid rehousing and/or permanent housing programs. The landlord engagement program will further expand an existing RCCR program, Home Match which offers rental market research, outreach and education, recruitment, incentivization, and retention of landlords to expand housing opportunities for people experiencing homelessness. Landlord engagement helps individuals experiencing homelessness quickly find affordable housing. The program offers a financial reward to the landlord for joining or for adding more units to the program. In addition to the financial benefit these incentives, landlords recognize them as a symbol of support for some of the financial burdens posed by renting housing. Individuals will ultimately move on out of the shelter to rental units across the city with ongoing case management and rental assistance. Shelter partnerships include Manna Meal to provide meals, and Cabin Creek Health Systems for medical, dental, and substance use disorder treatment. One of the requirements to live in these shelters is to enroll in the Kanawha Valley Collective coordinated entry system. If outstanding warrants exist, these will need to be addressed before intake. Coordinated entry incorporates uniform screening and assessment, prioritization and program matching, and connections to mainstream services to help those seeking housing and services access appropriate programs more efficiently. The intent of the project is to help the unsheltered get off the street, get focused and get them into permanent housing. Residents and staff will create the code of conduct for the shelter. Each resident will have a key to get into the site, while fencing will help keep the residents safe along with video surveillance and 24/7 security. Residents will be admitted regardless of the fact they may not have a government issued identification card, pet owner, or want to cohabitate with a partner or spouse. Weapon checks will be routine at the point of entry, and drugs and alcohol will not be allowed on the property. Goals: 1. Residents successfully stabilized in a temporary housing. 2. Residents continue to sustain relationships with supportive resources while connecting to permanent housing. 3. Residents acquire permanent housing within 6 months and maintain their housing for 18 months. We have received estimates (attached to this request) from Pallet Shelter and other vendors with additional costs based upon similar RCCR programs. From funding approval, we anticipate 6 to 8 months before the program is operational. Due to COVID supply chain delays provided by Pallet Shelter (3 to 4 months), and RCCR's experience with construction delays during the pandemic. The goal is to begin accepting residents by September 2022 with Street Outreach Teams working with the Kanawha Valley Collective to recruit individuals who are not seeking traditional shelter beginning in August 2022. The program offers highly marginalized individuals the opportunity to regain safety and engage in supportive helping relationships that allow them to move forward with rebuilding their lives, and develop pathways to permanent housing, income, healthcare, and stability

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

FY2025

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:

Funds are being requested to establish the program with staffing for four (4) years. A breakdown is included with the budget summary.
Property Acquisition/Predevelopment Funds Office Construction Shelter Funds – individual structures Hygienic Trailer Staffing Costs
Program Materials Consulting Services Administrative Costs

5. Describe the need for this program/project:

A low barrier environment means removing as many pre-conditions to entry as possible and responding to the needs and concerns of people seeking shelter. Low-barrier shelters emphasize welcoming guests in as they are, while having clear and simple behavioral expectations that apply to anyone residing in the shelter. These expectations are focused on maintaining a safe environment for all. COVID-19 can spread easily and quickly in settings where many people live in proximity, such as emergency homeless shelters and transitional housing—creating additional challenges around homelessness in this pandemic. The unsheltered homeless population is also at risk as sleeping outdoors does not provide protection from the environment, adequate access to hygiene and sanitation facilities, or connection to services. RCCR’s street outreach team engages with individuals living in unsheltered locations, such as in cars, parks, abandoned buildings, encampments, and on the streets. Outreach teams utilize a data collection tool, “Show the Way” to improve data quality and support the ongoing management of a “by name list” of unsheltered people in Charleston. Many of the unsheltered refer to barriers that come from shelter rules, such as an ID requirement, curfews that make it difficult to maintain a job, pets, spouses, and religious messaging that keep them from seeking emergency shelters. The pandemic has only made the homelessness crisis worse with some individuals worried about contracting COVID-19 opting to stay outside, and many shelters have been forced to limit bed space to meet health and safety protocols. This has led to an increase in street homelessness as Charleston does not have alternative non congregate housing. Providing access to a very low-barrier shelter with direct connections to housing resources is crucial to help end unsheltered homelessness. Responding effectively to homelessness requires a combination of strategies ensuring people transition rapidly from homelessness to housing and services. There is a need for a low barrier transitional housing option as a housing intervention, while access to permanent housing is being arranged. Emergency shelter should support a flow from a housing crisis to housing stability and produce rapid permanent housing connections.

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

There are no low barrier transitional shelters in Charleston.

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

The Kanawha Valley Collective –Will provide the coordinated entry system for screening and assessment, prioritization and program matching, and connections to further identify individuals who are candidate for the shelter. Manna Meal – Will provide meals for the residents. Cabin Creek Health Systems – Will provide access to health care such as dental, 340B pharmacy, addiction treatment including MAT, HCV treatment, behavioral health, and traditional primary care. Letters of support are attached to this request.

8. How will duplication of services be prevented?

There are no low barrier transitional shelters in Charleston. We will coordinate and partner with organizations to meet the needs of our clients.

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 serve 50 individuals annually experiencing homelessness as confirmed by the VI-SPDAT (Vulnerability Index - Service Prioritization Decision Assistance Tool). A survey administered to individuals to determine risk and prioritization when providing assistance to homeless and at-risk of homelessness persons. Clients may reside at the shelter for up to six (6) months and we anticipate placement into permanent housing within an average of four (4) months. As a result of permanent housing and the length of stay we anticipate serving at a minimum 50 individuals annually.

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

Homeless individuals that are 18 or older will be eligible to participate in the Shelter. When determining eligibility, the shelter will be using the U.S. Department of Housing and Urban Development (HUD) definition of “homeless” which is “someone living or residing in a place not suitable for human habitation (i.e. vehicle, on the street, abandoned building).” The project is focused on individuals who do not seek out traditional shelter for a specific barrier.

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.

Goals: 1. Residents successfully stabilized in a temporary housing. 2. Residents continue to sustain relationships with supportive resources while connecting to permanent housing. 3. Residents acquire permanent housing within 6 months and maintain their housing for 18 months.

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.

N/A

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.

MOECD City CHDO 2018-2019 560,969.00 Completed WVAHTF - Housing Counseling 2019 10,000 Completed WVAHTF- Housing Counseling 2020 15,000 Completed WVAHTF - Technical Assistance 2020 10,000 Completed CDBG SSS Utilities 2020-2021 23,000 Completed CDBG SSS Utilities 2021-2022 23,000 drawing fund monthly United Way - 2019 30,000 Completed United Way - Financial Literacy 2020 37,500 Completed United Way -Financial Literacy 2021 37,500 drawing fund monthly Pallottine - Website 2020 5,000 Completed Truist - Housing Counseling 2020-2021 10,000 completed, housing counseling Pallottine - Transitional Storage Center 2020 -2021 20,172 Completed TGKVF -Emergency Rental Assistance 2020-2021 30,000 Completed WVCAP - Rapid Re-Housing / Homelessness 2020 -2021 22,675 Completed WVARR - Recovery grant 2020 5,625 Completed Rural LISC - Digital Inclusion 2020-2021 19,500 Completed TGKVF - Transitional Storage Center 20,156 drawing fund monthly, balance \$ City of Charleston Transitional Storage Center 2021 3,000 Completed CHDO Operating Grant 2020-2021 73,202 Completed DHHR-BHHF Renovation Grant 15,000 drawing fund monthly, balance \$ WVCAP - Rapid Rehousing 41,000 Drawing fund monthly, balance \$41,500 DHHR – BHHF Samaritan Inn 2019-2020 121,645 Completed DHHR – BHHF Samaritan Inn 2020-2021 125,452.50 Completed DHHR – BHHF Samaritan Inn 2020-2021 144,952 Awarded will draw funds quarterly, balance \$144,952 Huntington Bank -Housing Counseling 2020 5,000 Completed Huntington Bank - Housing Counseling 2021 5,000 Completed Glofelty Foundation - Samaritan Inn 2021 10,000 Completed Glofelty Foundation - Samaritan Inn 2021 10,000 Completed WVAHTF - Housing Counseling Training 10,000 Awarded, will draw funds March 2022 WVAHTF - Technical Assistance 2021 10,000 Awarded, will draw funds January 2022 WVAHTF - Pre-Develop 20,000 Awarded, will draw funds January 2022 CITY CHDO 2022 385,000 Awarded, will draw funds March 2022 Pallottine Foundation - Samaritan Inn 15,000 Drawing funds monthly First Presby - Samaritan Inn 2020 -2021 10,000 Completed First Presby - Samaritan Inn 2021-2022 5,000 Completed Pallottine - Outreach 2021-2022 15,000 Awarded, will draw funds December 2021 Housing Fund - CHDO Operating 28,570 Awarded, will draw funds in January 2022 FAHE Emergency Assistance -Volunteer Program 4,000 Completed WV CAP - COVID ESG 2021 -2022 415,000 Drawing funds monthly, remaining \$214,562.82

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

Expenses – \$3,556,624.59 Salaries \$1,281,000 Salaries – salaries and wages paid for services rendered by 6 full-time employees and security provided by a third-party vendor. Amounts are calculated for 4 years 1 (FT) Director \$51,000 annually (\$204,000) 1 (FT) Program Coordinator \$44,000 annually (\$176,000) 2 (FT) Housing Specialist \$41,000 annually (\$328,000) 1 (FT) Employment Coordinator \$45,000 annually (\$180,000) 1 (FT) Landlord Specialist \$42,000 (\$168,000) Third Party Security vendor \$225,000 Fringe Benefits \$422,400 Fringe Benefits – 10% of staff salaries (\$1,056,00) or FICA, retirement, health care, dental, unemployment compensation for 6 full-time employees over 4 years. Contracted Services \$162,000 Contracted Services –Accounting services, consultation reporting, technology, and food service. Based upon quotes received from Jacobs and Company for technology service such as security and internet services. Historical costs for accounting services and consultation. Food service is based upon dinner service only provided by Manna Meal for an average of \$2.50 per meal to cover administrative and food costs. Accounting and Outcomes Reporting \$50,000 (\$10,000 year 1 / \$20,000 annually) Jacobs and Company \$42,000 (one time cost \$33,000 / \$4,500 annually) Manna Meal \$70,000 (\$14,000 year 1 / \$28,000 annually) Supplies \$571,224.59 Supplies – Purchasing pallet shelters, hygiene trailers, and office supplies. Shelter \$378,224.59 (quoted shelters, 1 community room, 2 service offices) 2 Hygienic Trailers \$118,000 (quoted mobile shower, restroom, and laundry trailer each \$59,000) Office supplies \$75,000 (staff computers, office supplies, desks, chairs). Historical costs associated with other programs. Other \$1,120,000 Other – Public utility services (electric, water, garbage, sewer, internet), incentives for landlords, program administrative costs, and the employment program costs for 2.5 years. 1 Building \$225,000 (modular 2,000 square feet office for staff – individual offices, restroom, break room, and meeting room). Based upon construction of 780 square feet office in 2020 that cost \$94,000. Pricing is doubled for square footage with an additional 20% for material increases due to COVID. Acquisition \$210,000 (purchasing of location) Construction \$75,000 (budget amount for permits, sewer/water line infrastructure, and solar panels to reduce long-term utility costs). Landlord Incentives \$125,000 (based upon \$700 average incentive for an average of 175 landlord rental units) Admin Costs \$225,000 (administrative costs associated with implementing and running the program) Employment \$130,000 (\$26,000 year 1 / \$52,000 annually). 20 hours a week with 5 participants at \$10 an hour. Utilities \$130,000 (for 3 years to cover electricity, sewer, water, and internet costs – average of \$43,000 based upon historical costs associated with a 29-unit apartment building).

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

We will revise the proposal based upon the awarded amount to ensure project feasibility. However, a drastic reduction will impact the anticipated outcome and project scope.

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

Since 2001, RCCR has been a Community Housing Development Organization (CHDO) which allows us to obtain federal funds to build homes for low-income families. When the homes are built and sold, the proceeds are used to build additional homes with the second turn of proceeds unrestricted. The additional annual revenue from our unrestricted CHDO development will provide the gap funding for this program and others. Also, we will apply for State and Federal grants as well as Foundations to support the project.

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

RCCR has administrative and financial management systems in place that provide internal controls to prepare reports required by the terms and conditions of grant award. Our systems track grant funds to establish that the funds have been used according to federal statutes, regulations, and the terms and conditions of the award. Our financial management system establishes and identifies a separate account for each federal award received and expended.

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

The funds will be designated as its own project with a categorized budget within our accounting software. The project will have progress reports and annual audits to ensure compliance with government regulations and evaluate financial information, including expenses paid for with federal award funds.

REQUESTED BUDGET WORKSHEET
Revenue Source Projections

List all Estimated Funding for this Program/Project

* Proposed City ARPA Funding	Internal/Self-Funding
3,556,624.59	0
Donations/Other Fundraising	Government Grants/Other
0	0

* TOTAL REVENUE

3,556,624.59

Expenses Projections

List all Estimated Expenses for this Program/Project

Salaries/Wages

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
1,281,000	0	1,1281,000

Benefits & Matchings

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
422,400	0	0

Contracted Services

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
162,000	0	0

Program Materials

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

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
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571,224.59	0	0
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Other

Amount Requested from City	Amount from Other Sources	Total Estimated Expenses
1,120,000	0	0

Total Expenses

* Amount Requested from City	* Amount from Other Sources	* Total Estimated Expenses
3,556,624.59	0	3,556,624.59

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.

In 1984 the “Mayor’s Task Force on Homelessness” was struggling to find a solution to what was believed to be a solvable problem of homelessness in Charleston. It became clear that there was not one solution, but that it would take a variety of approaches to adequately meet the needs. Out of the Task Force discussions came the vision of a religious response to the needs of the homeless. Thus, the RCCR was born. It was made up of Protestant, Catholic and Jewish congregations, representing 10,000 to 12,000 citizens of Charleston. The Religious Coalition for Community Renewal, established in 1987, is a 501(c)3 not for profit organization in Charleston, West Virginia. The RCCR is a membership organization with over 30 religious interfaith congregations making up its membership. Recovery Housing A residential program with supportive services for up to 9 men and a safe environment to recover from homelessness and addiction. Rental Housing Provides permanent independent rentals for individuals at 30% AMI or less. Housing Counseling Encourages affordable, homeownership through prepurchase counseling, budgeting, and foreclosure prevention. Home Ownership Build new homes that are sold to first-time homebuyers who are mortgage qualified and who are at 80% AMI or less. Rapid Rehousing Assists families who are currently homeless to quickly find housing and helps cover rental start-up costs, typically the security deposit, the first 2-6 months of rent, and case management. Clothing Boutique Provides free clothing for our unsheltered neighbors. Homeless Outreach and Mobile Engagement Street Outreach ensuring basic needs are met while supporting the unsheltered toward housing stability. Transitional Storage Center Provides a safe place for people experiencing homelessness to store their personal belongings.

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

Acting cooperatively from our various faith traditions, the Religious Coalition for Community Renewal develops projects and programs which help renew our community by identifying, addressing, and overcoming obstacles which keep people from decent, affordable housing.

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

Margaret Ann O’Neal President, Chief Professional Officer United Way Of Central West Virginia moneal@unitedwaycwv.org Phone 304-340-3503 Jana K. Stoner Health Program Officer Pallottine Foundation jkstoner@pallottinehuntington.org Phone 304-397-5955

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 pandemic has exacerbated crises that existed long before COVID-19. This is evident in the pandemic’s influence on homelessness and housing insecurity among low-income renters. We have seen a demand for all our housing services. In 2020, we served more men recovering from substance use disorder than in any given year. This year alone we have received over 250 requests for assistance with rent and utilities. This is triple the number of requests we received pre-pandemic. Local shelters have experienced lock down due to COVID and unable to

admit new residents. This resulted in limited capacity to provide immediate emergency shelter access to anyone who needs it and more unsheltered on our streets.

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?

This different approach to shelter helps keep individuals safe from contracting COVID-19 while also giving them a greater sense of hope—they choose when they arrive at the shelter, where they keep their belongings, and when they go to bed. This project will house individuals experiencing homelessness while coordinating numerous community resources to ensure everyone has access to permanent housing options. This shelter will immediately transition vulnerable clients out of homelessness to provide a stable experience that will facilitate placement into permanent housing. The city of Charleston will begin to see a difference in the number of unsheltered individuals sleeping on the streets.

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

Kevin Jones

Authorized representative of Applicant/Organization

12/14/2021

Format: MM/DD/YYYY

* PRINTED NAME:

Kevin Jones

* TITLE OF APPLICANT:

Executive Director

* ORGANIZATION NAME:

Religious Coalition for Community Renewal

Upload a File

Choose File

No file chosen



Shelter for people experiencing homelessness, built in under an hour.

Durable, dignified, and cost-effective shelter solutions.



"I can't believe that we were able to complete an entire community over the course of two weeks."

- Lynda Hopkins, Sonoma County Board of Supervisors

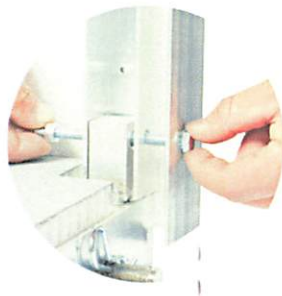
Designed and Built by People with Lived Experience in Homelessness

When we set out to design a personal shelter for people experiencing homelessness, **we asked people experiencing homelessness what they needed** to improve their lives.

Our personal shelters are more effective at transitioning people into permanent housing because they are designed and built by people with lived experience in homelessness - most people who build our shelters are formerly homeless, addicted, or incarcerated themselves, and your purchase of Pallet shelters helps to employ this nontraditional workforce.



Features:



Rapid

Pallet's simple and durable shelters can each be built by a team of two people in less than an hour with minimal tools, making them a scalable solution.



Proven

Pallet's personal shelters have a higher adoption rate and are a proven stepping stone out of homelessness and into stability.

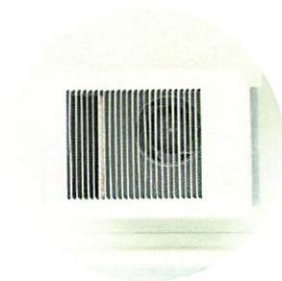
Private

Each shelter features a locking door for privacy, and personal shelters allow residents to practice social distancing for the reduction of virus transmission.



Comfortable

Features like insulation, heating, air conditioning, openable windows, and other ventilation throughout offer individual climate control.



info@palletshelter.com
208-572-5538





Sanitary

All shelter materials are easy to sanitize and clean between uses, and the structure is resistant to mold and pests. Personal shelter reduces virus transmission.



Panelized

Shelters can be individually stacked for low-cost warehousing or shipping. Each panel is light enough to be carried by hand.



	Pallet Shelter	Wooden Shed Homes	Mass Tent Shelters	Permanent Shelter
Price Per Bed	\$2,450+	\$2,500+	\$8,333+	\$20,333+
Assembly Time	1 hour	2 days	6 months	5+ years
Product Life	10+ years	5 years	6 years	50+ years
Portable	✓	✗	✗	✗
Mold, Rot, and Pest Resistant	✓	✗	✓	✓
Structural Floor	✓	✓	✓	✓
Individual Privacy	✓	✓	✓	✗
Designed for Human Habitation	✓	✗	✓	✓
Easy to Clean and Sanitize	✓	✗	✗	✗
Maintenance Costs	Low	Medium	Medium	Medium

Look inside: palletshelter.com



WHY PALLET

No one should go unsheltered when a shelter village can be built in a day.

Pallet is the leader in rapid-response shelter villages. We respond to emergencies and housing needs with solutions built fast, at scale. From private sleeping cabins with lockable doors to on-site bathrooms, our village residents have peace of mind while they rest their heads in a safe space. Each shelter can be assembled in under an hour.

Social Purpose Company

Pallet hires and invests in people actively engaged in recovery. More than 80% of our team has experienced homelessness, substance use disorder, or the criminal justice system, and has found stability through meaningful employment. We're builders at heart, and train our employees with the skills they need to be successful.



End-to-End Support

Pallet has built thousands of sleeping cabins across the United States. Our team offers personalized consultative services to all clients. We have end-to-end expertise in the multi-stakeholder process required to create healing shelter villages at speed and scale.



CASE STUDIES



Fayetteville, AR

New Beginnings Village is specifically designed to meet the complicated needs of people who are chronically unsheltered. Pets, partners, and possessions are welcome, and village residents will have access to wraparound services including trauma informed care.



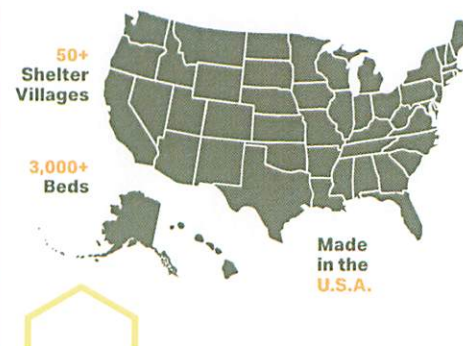
Burlington, WA

With 38 Pallet shelters, Skagit First Step Center is a low barrier village where residents have access to mental health and substance use support, employment services, medical visits, meals, and transportation. The site serves as a stepping stone to permanent housing.



Los Angeles, CA

For the thousands of people who live on the streets, housing couldn't come fast enough. Los Angeles worked with Pallet to build over 1,200 shelters in a matter of months. Nine villages were manufactured from the ground up – built at speed and scale to serve an immediate need.



Contact our team
info@palletshelter.com
 425-322-5122

Visit our website
palletshelter.com

**The leader
 in people-first
 shelter village
 solutions.**





SHELTER 64

Assembled in under one hour, our durable, comfortable, and private sleeping cabins offer residents their own space to call home. The 64 sq. ft. shelter has vaulted ceilings and plenty of storage space.

- Disassemble up to 40+ times for flat storage or relocation
- 10+ year material lifespan
- Made of insulated material resistant to mold, mildew, rot, and pests



SHELTER 100 / SERVICES OFFICE

Our 100 sq. ft. shelter uses a folding bunk system to house up to four beds. Or, use the space as an on-site services office.

- Easy to clean and sanitize between residents
- Openable windows and roof ridge line for superior ventilation
- Safety features are included, such as a smoke detector and egress door



BATHROOM

We build easy-to-clean community bathrooms. With our 100 sq. ft. unit, select a configuration of showers, toilets, and sinks for your residents.

- Private rooms for security and dignity
- Motion-activated lighting and ventilation
- Installed in less than one day with minimal ongoing maintenance requirements
- ADA accessible units available



COMMUNITY ROOM

A central location to access meals and services, assembled in just one day. Choose between a 400 or 800 sq. ft. unit.

- Secure ventilation system
- Floors are slip resistant, which is helpful when serving food and beverages
- Each door and window is lockable



HAND-WASHING STATION

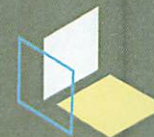
A portable, self-contained hand-washing station provides sanitation for all. An integrated foot pump and dual-chamber water system eliminates the need for on-site power or water infrastructure.

- Wheels and handlebar for relocation
- Lockable dispensers for soap and paper towels
- Dual on-board water chambers for supply and gray water, with handles for easy filling



OPTIONAL FEATURES

- Electric connectivity kit for municipal, generator, or solar power supply
- Wall-mounted heater
- Air conditioner
- Ceiling-mounted interior lighting
- Cold weather package with increased insulation





info@palletshelter.com
(208) 572-5538

Expiration Date 12/15/2021
Created Date 12/1/2021
Quote Number 00000464

Company Address 1930 Merrill Creek Pkwy, Suite A
Everett, WA 98203
USA
Bill To Name The Religious Coalition for Community Renewal

Contact Name Kevin Jones
Email kjones@rccr.org
Ship To Name The Religious Coalition for Community Renewal

Product	Sales Price	Quantity	Total Price
Shelter 64 SQF .5" Insulated	\$5,495.00	30.00	\$164,850.00
Shelter 100 SQF - 1.5" Insulated	\$8,995.00	2.00	\$17,990.00
Shelter 800 SQF	\$59,995.00	1.00	\$59,995.00
240v Electrical Kit with 4,500w Heater	\$999.00	32.00	\$31,968.00
Air Conditioner and Install Kit - Shelter 64	\$349.00	30.00	\$10,470.00
Air Conditioner and Install Kit - Shelter 100	\$449.00	2.00	\$898.00
Cold Weather Upgrade Package	\$585.00	32.00	\$18,720.00
Custom Fit Mattress Pad	\$249.00	30.00	\$7,470.00
Folding Bunk Bed	\$299.00	30.00	\$8,970.00
Assembly Services	\$34,400.00	1.00	\$34,400.00

Subtotal	\$355,731.00
Tax	\$22,493.59
Shipping and Handling	\$20,000.00
Grand Total	\$398,224.59

Notes

A 6,000 lbs. forklift with 8 foot forks will be needed onsite for delivery at the responsibility and cost of the customer. Pallet is not responsible for site grading, leveling of shelters, staking to the ground, or electrical connections to the shelters.

Terms and Conditions

NOTICE: This Quote contains the preliminary non-binding terms of purchase and sale by and between Pallet SPC and the Customer listed above. This Quote does not constitute an offer to sell, and shall automatically expire ninety (90) calendar days from the date of issuance, unless terminated sooner by: (i) written notice from Pallet SPC to Customer; or (ii) upon the delivery of an SOW by Pallet SPC to Customer. All Pallet SPC materials, publications and websites are maintained as sources of general information and are not quotations or offers to sell. All clerical errors are subject to unilateral correction by Pallet SPC, in its sole discretion. Any order, written or verbal, based in any way on this Quote, shall not be binding on Pallet SPC. All orders shall be based on, and governed by, the terms and conditions of the applicable Master Product and Services Agreement Statement of Work ("SOW"), issued by Pallet SPC after a request for a purchase order from Customer. No agreement to purchase or sell products or services shall be binding upon Pallet SPC absent a written and executed SOW.



KANAWHA VALLEY
COLLECTIVE
1 UNITED WAY SQUARE

December 13, 2021

To Whom It May Concern:

On behalf of the Kanawha Valley Collective please accept this letter of support for the Religious Coalition for Community Renewal's (RCCR) low barrier transitional shelter proposal. RCCR has identified a year-round and low-barrier shelter for single individuals as a critical gap in Charleston's homeless services system.

For over thirty years, RCCR has worked tirelessly to develop projects and programs which help renew our community by identifying, addressing, and overcoming obstacles which keep people from decent, affordable housing. For emergency shelters, creating a low barrier environment means removing as many pre-conditions to entry as possible and responding to the needs and concerns of people seeking shelter. This proposal utilizes strong partnerships with community organizations that deal frequently with chronically homelessness in a holistic approach. The Kanawha Valley Collective will partner with RCCR to fill shelter vacancies through referrals from the coordinated entry process.

We strongly support RCCR's low barrier transitional shelter proposal.

Sincerely,

Traci Strickland
Executive Director
Kanawha Valley Collective

MISSION: THE KANAWHA VALLEY COLLECTIVE IS A COLLABORATIVE NETWORK DEDICATED TO
PREVENTING AND ENDING HOMELESSNESS.
VISION: EVERYONE IN OUR COMMUNITY HAS A SAFE, STABLE PLACE TO CALL HOME.



To Whom It May Concern:

On behalf of Manna Meal please accept this letter of support for the Religious Coalition for Community Renewal's (RCCR) low barrier transitional shelter proposal. RCCR has identified a year-round and low-barrier shelter for single individuals as a critical gap in Charleston's homeless services system.

For over thirty years, RCCR has worked tirelessly to develop projects and programs which help renew our community by identifying, addressing, and overcoming obstacles which keep people from decent, affordable housing. For emergency shelters, creating a low barrier environment means removing as many pre-conditions to entry as possible and responding to the needs and concerns of people seeking shelter. This proposal utilizes strong partnerships with community organizations that deal frequently with chronically homelessness in a holistic approach. Manna Meal will partner with RCCR to provide nutritious food and respond to the needs of clients; especially special diets for common medical conditions, such as diabetes and cardiovascular disease.

We strongly support RCCR's low barrier transitional shelter proposal.

Sincerely,

Amy Wolfe, MSW
Executive Director
Manna Meal
1105 Quarrier Street
Charleston, WV 25301
304-345-7121



**CABIN CREEK
HEALTH SYSTEMS
ADMINISTRATIVE OFFICE**

104 Alex Lane
Charleston, WV 25304
Phone: 304.734.2040
Fax: 304.734.2047

**CABIN CREEK
HEALTH CENTER**
5722 Cabin Creek Road
PO Box 70
Dawes, WV 25054
Phone: 304.595.5006
Fax: 304.595.2936

**RIVERSIDE
HEALTH CENTER**
1 Warrior Way
Suite 103
Belle, WV 25015
Phone: 304.949.3591
Fax: 304.949.3791

**CLENDENIN
HEALTH CENTER**
107 Koontz Avenue
Suite 200
Clendenin, WV 25045
Phone: 304.548.7272
Fax: 304.548.7149

**SISSONVILLE
HEALTH CENTER**
6135 Sissonville Drive
Charleston, WV 25312
Phone: 304.984.1576
Fax: 304.984.1565

**KANAWHA CITY
HEALTH CENTER**
4602 MacCorkle Ave SE
Charleston, WV 25304
Phone: 304.205.7535

**SUNNYSIDE
HEALTH CENTER**
108 Lee Street, East,
Room 129
Charleston, WV 25301
Phone: 681.205.2455
Fax: 304.205.7549

12/13/2021

Mr. Kevin Jones
Executive Director
Religious Coalition for Community Renewal
PO Box 3911
Charleston, WV 25339

Re: Drop-in Center and Low Barrier Shelter Access to Vulnerable Populations in the Charleston Area

Dear Mr. Jones,

Cabin Creek Health System (CCHS) is providing this letter of commitment in support to the Religious Coalition for Community Renewal (RCCR).

It is our understanding that the RCCR offers housing resources and coaching to in-need and at-risk populations throughout the area. In addition to these services they operate a Transitional Storage Center, "The Boutique" offering person-centered clothing resources, and targeted case management and outreach throughout the community. In this effort they assist the communities most vulnerable connect to necessary resources and provide opportunity to improve their ability to maintain or improve their daily lives.

Cabin Creek Health System operates six Community Health Centers, five School-Based Health Centers, utilizing an Integrated Primary Care (IPC) model. CCHS is a Federally Qualified Health Center, Patient Centered Medical Home. The system offers dental, primary care, behavioral health, substance use disorder treatment including Medication Assisted Treatment and Contingency Management, discount pharmacy, as well as other services.

CCHS has already been utilizing the access created by the RCCR, Transitional Storage Center, and Boutique as a routine site to provide health services via CCHS Mobile, a two-exam room mobile health center. Through the work with the RCCR, any interested client or resident has a referral pathway into services, or on-site services for adjusted or no costs.

Cabin Creek Health Systems fully endorses the RCCRs efforts to increase access to those experiencing homelessness through the use of a Drop-in Center, and Low-barrier Shelter. The Charleston, WV area does not currently have these resources which limits those experiencing homelessness from being connected to necessary resources, specifically safety, hygiene, healthcare, and basic human dignity. CCHS would proudly provide its available services to the population served by the RCCR to better support the community served with patient-centered healthcare.

John "Jake" P. VanHorn Jr., PsyD
Cabin Creek Health System,
Community Impact Officer



The quote provided to The Religious Coalition for Community Renewal by Jacobs & Company B.I.T.S. includes the estimated cost of goods and services to accomplish the written goals of: Infrastructure Buildout for new two-story structure, Full Wi-Fi coverage of the 25 new miniature structures, and access control to the new facilities. Below will break down the estimates included in the quote.

The new two-story structure was defined as having 7 offices and a copy/conference room. We recommend 2 drop locations of 2 Cat6A ethernet cables to each office, and 4 drops for the Copy/Conference room. We recommend RCCR to include in their floorplan a room to designate as a Networking Closet to centrally install the network infrastructure. Materials required for this are: 36 Cat6A rated ethernet cables, 36 RJ-45 connectors, 28 in-wall low voltage rings, 36 Cat6A keystone connectors, a wall mounted networking cabinet with lockable access, a 48 port Patch Panel, a 48 PoE managed networking switch, 36 ethernet patch cables of various lengths, j-hooks for cabling infrastructure in the ceiling, and a UPS. In addition to the networking infrastructure, we recommend installing a split unit air conditioner in the space designated as the network closet with a locked door.

To get internet into the new facility, it is our recommendation to use a Wireless Point-to-Point Bridge between the current facility where the ISP D-Marc is and the new facility. The required materials for this solution are mounting poles, 2 building-to-building bridge radios, 2 Cat6A ethernet cable, and the RJ-45 and Keystone connectors to connect them to the networking infrastructure.

From the new building infrastructure, building out a mesh wireless network that covers the miniature structures will require the following materials: Outdoor rated Cat6A ethernet cable, outdoor rated conduit, RJ-45 connectors, 2 UAC-AP-M-PRO-US Ubiquiti mesh wireless antennas, and outdoor rated surge suppressors.

To secure and monitor the property, B.I.T.S. recommends strategically installed 4MP security cameras around the new building that feed a Network Video Recording server, and a remotely controlled access solution for the front gate. For this solution, the materials necessary would include: 4MP IP security cameras (5 at minimum but is subject to change based on the layout of the facility), a local Network Video Recording server, Access Control Software, and the cabling infrastructure (Cat6A Ethernet cable, RJ-45 and Keystone Connectors, and Access Control copper cabling).

The estimated labor to install this solution includes 3 8-hour business days for the configuration and set up of network and security equipment, 2 8-hour business days of solution architecture and project management, and 5 8-hour business days of cabling labor. Post-installation services are recommended to ensure the network equipment and security solution are routinely updated and maintained as needed. These services would be provided by Jacobs & Company B.I.T.S. monthly and would include Cloud hosting for network equipment management interface in our secure datacenter, routine monthly software and firmware upgrades for network and security system software, and network adjustments to comply with ever-changing security standards and regulations.

\$33,000 *Subject to market and supply

Trust & Service

THE CORNERSTONE OF A WELL-BUILT IT PROVIDER
THE CORNERSTONE OF JACOBS & COMPANY B.I.T.S.

<https://bits.jacobsandcompany.com> – 304-342-3587



Religious Coalition for Community Renewal

PO Box 3911 Charleston WV 25339 (304) 346-6398

RELIGIOUS COALITION FOR COMMUNITY RENEWAL RESOLUTION

At a regularly scheduled meeting of the Board of Directors of the RCCR held on October 28, 2021, where a quorum was present, we resolve that:

We authorize RCCR's Executive Director, Kevin Jones to apply for American Rescue . Plan Act funding with the City of Charleston. The requested funding will be used to open a low barrier transitional shelter.

Kellen Shearin, Board Secretary

Date

Samaritan Inn
1117 Quarrier Street
Charleston, WV 25301
(304) 343-9632

Smith Street Station
801 Smith Street
Charleston, WV 25301
(304) 346-3055
www.rccr.org

Jubilee Housing
1516 Washington St., E.
Charleston, WV 25311
(304) 346-6398



NRT Sales
 NY, FL, TN, IL, CA
 Office: 1-877-727-3621
 Fax: 716-276-0640
 Email: bill@nrtsales.com

Quote
202011329NRT

Date: 9/14/2021
 Quote is good for 30 days

Quote

RCCR

Name: Kevin Jones
 Address: 1117 Quarrier Street
 City, State: Charleston WV
 Zip: 25339

Phone: 304-412-2668
 Fax:
 Email: kjones@rccr.org

SHIP TO:

Name: RCCR
 Address: 1117 Quarrier Street
 City, State: Charleston WV
 Contact:
 Phone:



4 Station 20' Shower Laundry Trailer with 750 gallon waste tank

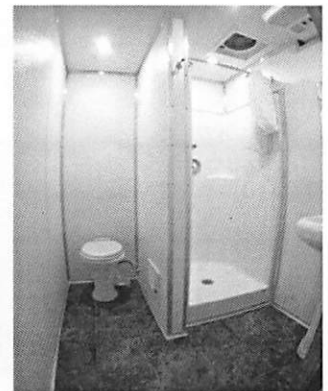
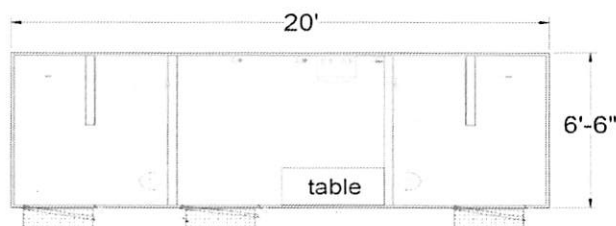
Interior Color	Basic Interior Package	(White FRP)	Exterior Color	White
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Quantity 1
 Price Each \$54,450.00

BASE PRICE
\$54,450.00

STANDARD ITEMS INCLUDED

- Heavy Duty Fold-up Alum. Steps & Handle
- Timed Faucets
- Oversized Structural Steel Beams
- All Steel Cage Construction
- HD Tube Framed Doors & Hydraulic Closures
- Poly Insulation
- Smooth Aluminum Exterior Siding
- One Piece Aluminum Seamless Roof
- FRP (fiberglass wall panels)
- Scissor Jack Stabilizers
- Dexter (ITS) Independent Torsion Axles
- Battery Powered Trailer Runaway Protection
- Keyed alike Locks
- LED Interior-Exterior Trailer Lighting Package
- Commercial PEX Water Lines
- E-Z Lube Hubs
- Electric Brakes
- 2- 5/16" Trailer Receiver
- Chip Resistant Undercoating
- Waste Tank Sight Gauge
- Vinyl sheet flooring



[See the next page for Optional Items](#)

OPTIONAL ITEMS, DELIVERY, AND TOTAL COSTS

1	Options listed on page 2		\$	5,680.00
Sub Total:				\$60,130.00
Special		2.00%	\$	(1,202.60)
Sales Tax (when applicable)		State:	Tax Rate:	\$ -
500	Delivery Charge per mile		\$ 1.60	\$ 800.00

FINAL PRICE
\$59,727.40

50% Deposit required to start the order	\$	29,863.70
Balance Due prior to shipping	\$	29,863.70

Notes: Lead time : 22 weeks

OPTIONAL ITEMS (some items may increase lead time)

Qty	Option	\$/ea.	Total \$
	Interior upgrade to Laminated Two Tone walls from FRP panels (per Trailer foot)	\$70	\$0
	Interior upgrade to Grey Laminate walls with Barnwood Accent Wall from FRP panels (per Trailer foot)	\$90	\$0
	Upgrade to 6 Panel Doors from High Privacy Metal Partition Doors (per Door)	\$300	\$0
20	*Wash Down Package* - Aluminum Interior Trim caulked along bottom for superior moisture resistance - FRP Interior Only (per Trailer foot)	\$40	\$800
	Generator Mount on Tongue of Trailer with Diamond Plate Encasement	\$1,000	\$0
	Upgrade to Non Stock Aluminum (Stock Aluminum : White, Pewter, Charcoal)	\$250	\$0
	Upgrade to Non Stock Laminate (Stock Laminate : Linen, Chocolate, Wedding Cake, Feather Grey)	\$250	\$0
	Upgrade to Non Stock Partition Color (Stock Partition : Latte, Slate, Charcoal)	\$250	\$0
	Remote Monitoring Application (Deep Cycle Battery required)	\$850	\$0
	Solar Panel Charging (per Solar Panel)	\$700	\$0
	Deep Cycle Battery (per Battery)	\$250	\$0
	Aluminum Diamond Plate fold up Ramp - Drop Box Units (Wheelchair access)	\$3,300	\$0
	Aluminum Sectional Ramp with 5' Platform & Railing - Quick Easy Setup (Wheelchair access) - (per Trailer Design)	\$0	\$0
	Lowering Trailer with fold up Ramp on the side - (Wheelchair access, Grinder Pump Toilet required)	\$10,500	\$0
	Lowering ADA Module with fold up Ramp on Rear - Hydraulic Lowering (Wheelchair access, Grinder Pump Toilet required)	\$10,500	\$0
1	LP On demand Water Heater Navien		INC
1	13,500 BTU Commercial AC		INC

Qty	Option	\$/ea.	Total \$
	Coin Rubber Floor (per Trailer foot)	\$70	\$0
	Aluminum Wheels	\$110	\$0
	Increase Trailer by 1ft	\$850	\$0
2	Powered Vent/ Skylight with Vent Cover		INC
	Diamond Plate Rock Guard	\$400	\$0
	Spare Tire (mounted)	\$350	\$0
1	Utility Room w/ Door	\$550	\$550
2	Vacant/ Occupied LED Indicator		INC
	Water tank/ pump, 105 gallons	\$780	\$0
1	Water tank/ pump, 225 gallons (215 gallons useable)	\$890	\$890
	Water tank/ pump, 300 gallons (275 gallons useable)	\$1,250	\$0
	Water tank/ pump, 400 gallons (380 gallons useable)	\$1,350	\$0
	Hot Water Heater (Cabinet/ Utility)	\$350	\$0
4	Wall Heater	\$210	\$840
20	Cold Weather Package (per Trailer foot)	\$100	\$2,000
	*Fiberglass Subfloor		INC
	Outlets - GFI protected	\$95	\$0
	Electric water heater		\$0
1	Dual 100# Propane Tanks mounted on Tongue	\$600	\$600
1	Stainless Steel Wall Mounted Folding Table		INC
	BARD HVAC System	\$5,000	\$0
3	Floor drain		INC
	Clothes Hook		\$0
2	Speed queen LP Washer and Dryer		INC

Qty	Option	\$/ea.	Total \$
	ADA Toilet		\$0
2	Water saver pedal flush toilet		INC
2	32x32 shower stalls complete		INC
	Timed Shower Heads	\$75	\$0
	Computer Shower Head timer control panel	\$500	\$0
2	Single sink		INC
	Upgrade to Vessel Sink (per Sink)	\$150	\$0
	Solid Surface Countertop (per Sink)	\$150	\$0
	Electric Hand Dryer	\$650	\$0
	Single Framed Mirror	\$190	\$0
	Double Framed Mirror	\$280	\$0
	Fold Down Seat (18")	\$225	\$0
	Music Amp w/ 2 speakers and USB/ SD Card Player	\$550	\$0
	Baby Changing Station	\$275	\$0
	CUSTOMER INSTALLED ACCESSORIES	\$/ea.	
2	Double Roll Toilet Paper Dispenser		INC
	Stainless Steel C-Fold Towel Dispenser		\$0
2	Paper Towel Dispenser		INC
	Stainless Steel Garbage Can		\$0
2	Foaming or Liquid Soap Dispenser		INC
	Sanitary Napkin Disposal SS		\$0
			\$0
			\$0
			\$0

Options selected are highlighted in blue.

New build trailers:

Signed Quote and 50% deposit required to place order on Production Schedule. Deposit must be received within 72 hours to secure production space.

Pre owned trailers:

Full payment due before delivery or pick up.

Terms and Conditions all trailers:

*By Signing Below, Buyer Agrees to NRT Sales LLC Terms and Conditions on this sheet.
Your signature represents a binding contract between you, your company or organization and NRT Sales. Buyer understands that orders cancelled within seven (7) days of receiving deposit or full payment (if more than thirty (30) days before scheduled delivery) will be subject to a 5% cancellation fee and any credit card or processing fees will not be refunded.
Orders cannot be cancelled or refunded if more than seven (7) days of receiving deposit or orders are less than thirty (30) days from scheduled delivery.
*Items are the sole property of NRT Sales LLC until full payment is made and must be turned over if payment isn't made within 90 days of delivery.
*Quoted lead times are estimated. Production times may vary due to circumstances beyond our control.
*Any specific requests must be noted on this quote form, or we will build to our standards. This includes but is not limited to materials, fixture locations, and overall design.
*Items discussed, but not listed on this quotation, will not be added to your final trailer build. This is a custom trailer being built for you.
*Your signature below will serve as acceptance and approval of all trailer pricing, specifications, accessories, and designs listed on this quote.

Signature: _____

Date: _____

Print Name: _____

OPTIONS PRICE

\$5,680

INITIAL HERE _____

INITIAL HERE _____