

# American Rescue Plan Act (ARPA) Funding Application

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

- [Deb's Signature and Signed Resolution.pdf](#) - 2021-12-15 03:07:09 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:**

YWCA Sojourner's Shelter for Homeless Women and Families

**\* Organization Name:**

YWCA of Charleston, WV. Inc

**\* Address:**

1426 Kanawha Blvd, East Charleston, WV 25301

**\* Primary Contact Person:**

Margaret Taylor

**Title:**

Program Director

**\* Phone:**

304-340-3553

**\* Email:**

mtaylor@ywcacharleston.org

**Federal Tax ID:**

55-035-7060

**If applicable: DUNS Number:**

072681976

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:**

Board of Directors: President: Jeri Matheney Vice President: Sarah Brown Treasurer: Sarah Crouse Secretary: Leah Glover Morgan Beals Sarah Brown Dr. Gina Busch Sara Busse Amy King Condaras Kellie Conklin Marie Cook Sarah Crouse Ann Flynt Cecilia Ford Gretchen Frankenberry Belinda Fuller Leah Glover Megan Hannah Debra James Tricia Kingery Jeri Matheney Kameron Miller Azita Misaghi Jennifer Pharr Monrene Ross Emily Rogers Jennifer Vieweg Kate White Michelle Wittekind Gabriele Wohl Senior Staff: Debby Weinstein, Chief Executive Officer Jennifer Goddard, Chief Programming Officer Eva Jones, Human Resources Krista Hartley, Chief Financial Officer

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

The YWCA of Charleston-Sojourner's Shelter for Homeless Women and Families is an active member of the Kanawha Valley Collective (KVC) and works collaboratively with the vast majority of agencies, groups, organizations, and churches in Charleston and throughout the Kanawha Valley. YWCA Sojourner's community partners includes: 1. City of Charleston – Long term partner in every aspect of the homeless services and programs, financially, in-kind, w/monthly meetings or as needed with EOC team meetings to combat COVID-19. 2. Covenant House - Make referrals to each other's programs, share information, resources, and collaborate on a KVC-TGKVF grant. 3. Daymark/New Connection - Make referrals to each other's programs, share information and resources regarding youth homelessness, and collaborate on a KVC-TGKVF grant. 4. Manna Meal - (mass food facility) make referrals to each other's programs, share information, resources and, more importantly, they prepare and deliver food for individuals or families in our facility that tested positive for COVID during their CDC-required quarantine in a local hotel. 5. WV Health Right – Long term partner that provides COVID-19 testing, vaccines, make referrals for shelter staff and residents, addresses the medical needs of our residents, and a partner in a new H.E.A.L. grant. 6. WV Department of Health - provides trainings, guidance, updated CDC guidelines, testing, vaccines, and participates in weekly, monthly and/or as needed EOC meetings. 7. Religious Coalition for Community Renewal (RCCR) - Make referrals, share information and resources, houses men struggling with addiction, and provides lockers for people residing on the streets. 8. Roark-Sullivan Lifeway Center - Make referrals to each other's programs and share information and resources. 9. Kanawha Valley Fellowship Home – Make referrals to each other's programs and share information and resources. 10. Department of Health and Human Resources-Bureau for Behavioral Health (DHHR-BBH) -Sojourner's administers a collaborative grant between 8 of the 10 DHHR contracted shelters. Sojourner's provides financial guidance, trainings, and other supportive services to its partners to address the needs of families with children experiencing SED residing in homeless facilities. 11. Cabin Creek Health System - Partner with COVID-19 and KVC-State Opioid Response Grant. 12. United Way of Central WV-Make referrals, share information and resources, provide financial, 211, outreach and warming stations preparation. 13. YWCA - We partner with our sister programs to adequately address the needs of those we serve. 14. Salvation Army - Make referrals to each other's programs, share information and resources, and provides space for warming stations and personal hygiene for street outreach. 15. We work closely with all local hospitals, substance abuse/mental health facilities, local schools, colleges, employers and faith-based programs.

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

\$313,606

**\* Total Program/Project Cost**

\$356,106

**Annual Organization Budget**

\$1,675,478

**Request Summary**

1. Provide a narrative overview/summary of the request.

Topics that may be included but not limited to:

- Purpose and anticipated outcomes
- Individuals, entities, or communities served
- How the pandemic has necessitated this request
- Amount of any estimates and bids received to date

## e. Timeline for project completion

YWCA Sojourner's Shelter for Homeless Women and Families is community-based program with an outstanding 39-year history of creating and operating important community services programs and projects in Charleston, Kanawha, Clay and Boone counties. The mission of YWCA Sojourner's is to provide a safe, nurturing, and healthy environment and promote self-sufficiency. Sojourner's addresses the needs of the community's most vulnerable population by providing access to shelter in an environment of hope, dignity, and acceptance where resident can become actively engaged in an array of comprehensive services and receive the tools needed to reach their desired goals of recovery and achieving economic and housing stability. Sojourner's is a 75-bed licensed facility, providing services 24 hours per day, every day of the year to single women, women with children, men with custody of their children, Veterans, and intact families. In addition to the three essentials of food, clothing and shelter, we provide services such as crisis intervention, advocacy, case management, supportive counseling, education, employment skills training/placement, housing preparation, aftercare/follow up services and education and enrichment programs for children/youth. The COVID-19 pandemic is responsible for over 798,000 deaths in the United States alone. While that number is terrifying, there is an additional psychological toll that is just beginning to be understood. According to Journal of the American Medical Association (JAMA), "The necessary social distancing and quarantine measures . . . have significantly amplified emotional turmoil by substantially changing the social fabric by which individuals, families, communities, and nations cope with tragedy. The effect is multidimensional disruption of employment, finances, education, health care, food security, transportation, recreation, cultural and religious practices, and the ability of personal support networks and communities to come together and grieve" (2020). As a result of all of this turmoil, studies from the CDC have shown an increase in self-reported anxiety, depression, suicidal thoughts, and substance abuse. The homeless population that Sojourner's serves already suffers from mental health and substance abuse at a higher rate than the general population. Prior to the pandemic, Sojourner's provided supportive counseling to assist those residents suffering from mental health and substance abuse disorders however, since the pandemic, it has become apparent that residents need more than supportive counseling and a Licensed Therapist is needed. YWCA Sojourner's Shelter for Homeless Women and Families respectfully requests \$74,206 for year one, \$75,902 for year two, \$80,787 for year three, and \$82,711 for year four, for a total of \$313,606 to be used to support the cost of hiring a full-time Licensed Therapist and providing funds for program materials, supplies, and travel and training. This person will be located at Sojourner's to work on-site with the community's most vulnerable and challenging population, which is suffering from an increase in mental health and substance abuse disorders since the start of the COVID-19 pandemic. Since the pandemic, it has become apparent that providing supportive counseling is not enough and that a more in-depth approach is needed if we are to reach and be successful with individuals entering the facility who are experiencing serious mental illness, including those with co-occurring substance abuse use disorders, who become homeless, or are at risk of becoming homeless. We are seeing more individuals entering the facility experiencing these disorders, whereas we need a licensed Therapist, with focus on providing one-on-one sessions that promote emotional well-being, evidence-based programs, participant engagement in services, community-based prevention approaches, person-centered treatment intervention, and self-directed and/or recovery driven support services. This person will work flexible hours in order to meet the needs of those we serve. Without this service the streets of Charleston and other areas will be filled with untreated homelessness.

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?

This is an ongoing project

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 combat the increased number of challenges resulting from mental health and substance abuse disorders. Over the last two years, Sojourner's has seen a continued, marked increase in residents suffering from these disorders and the need for an on-site, licensed therapist has become crucial. The therapist will coordinate, enhance, and expand our efforts to provide both one-on-one and group therapy, provide initial assessments, document progress, make referrals, and oversee all mental health and addiction services for residents.

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

Since the COVID-19 pandemic, there has been a tremendous increase in the number of residents suffering from mental health and substance abuse disorders, as well as an increase in the severity of those disorders. The need for coordination, enhancement, and expansion of our services has become apparent. Last year, 46% of the individuals we served experienced mental health, substance abuse, and/or co-occurring disorders. The need for a Licensed Therapist is imperative if we are going to have a positive and lasting impact.

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

City of Charleston (CARES) project Cabin Creek Health Systems WV Health Right Prester Center Highland Hospital

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

YWCA Sojourner's sees collaboration as growth. We plan to continue working and collaborating with all agencies and programs/projects providing similar services in order to best meet the needs of those we serve.

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

YWCA Sojourner's is an active member of the Kanawha Valley Collective-Continuum of Care and we utilize the Homeless Management Information System (HMIS) to avoid duplication of services. Service Point is the system being used across all four Continuums of Care in West Virginia.

## 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.**

Targeted population: Individuals experiencing serious mental health or substance abuse disorders, including those with co-occurring substance use disorders, who are experiencing homelessness or are at risk of becoming homeless. It is anticipated that the project will serve approximately 350 individuals each year.

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

Services are provided without regard to race, color, national origin, religion, age, disability, political affiliation, sexual orientation, marital status, or socioeconomic status.

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

This is a continuing activity, but has previously been on a much smaller scale and only provided a limited amount of supportive counseling was provided at a bachelor level. 97 participants were engaged and referred to mainstream treatment and support services necessary to address mental health or co-occurring substance abuse disorders.

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

1. Approximately 350 unduplicated individuals per year will participate in counseling/therapy for a positive and lasting impact. 2. 77% of participants will improve their communication skills, coping skills, and behavior as a result of one-on-one and group sessions from a Licensed Therapist over the four year course of the grant. 3. 85% of participants will remain in the community and not be involuntarily hospitalized for mental health and substance abuse disorders.

## 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.**

Federal Emergency Management Agency (FEMA) \$12,272 Emergency Solutions Grant - COVID (ESG-CV) \$365,000 Community Development Block Grant - COVID (CDBG-CV) \$12,000 United Way - \$5,000

**4. List any other Federal, State, Local, or private funding or grant awards received in the last three years and the amount and status of each award.**

2021 2020 2019 DHHR (20) \$ 175,466 \$ 175,466 \$ 175,466 DHHR (48) \$ 35,640 \$ 35,640 \$ 35,640 Community Engagement Specialist \$ 40,000 \$ 40,000 \$ 40,000 State Opioid Response \$ 21,275 \$ 21,275 \$ - Peer to Peer/WVMHBG \$ 60,000 \$ 60,000 \$ 49,355 Community Development Block Grant \$ 9,000 \$ 9,000 \$ 10,000 Home4Good \$ 38,000 \$ 38,000 \$ 36,621 Federal Food \$ 15,000 \$ 28,000 \$ 35,000 Department of Education \$ 24,095 \$ 24,057 \$ 24,279 First Presbyterian Church \$ 6,000 \$ 9,000 \$ 8,000 CHOP Grant \$ 140,000 \$ 140,000 \$ 140,000 PATH \$ 33,500 \$ 33,500 \$ 31,000 United Way \$ 22,500 \$ 22,500 \$ 27,000 TGKVF # 1 \$ 27,500 \$ 27,500 \$ 27,500 TGKVF # 2 \$ 38,000 \$ - \$ 30,000 KVC-TGKVF \$ 15,125 \$ 15,125 \$ 15,125 HH Minority Affairs \$ - \$ 17,204 \$ - Dollar General \$ 15,000 \$ - \$ 15,000 Emergency Services Grant (ESG) \$ 54,000 \$ 40,000 \$ 41,999 McDonough Foundation Grant \$ 15,000 \$ - \$ - Unicare Grant \$ - \$ 10,000 \$ - Glotfelty Foundation \$ - \$ 20,000 \$ 15,000 Dow Foundation \$ - \$ 15,000 \$ 3,000 Other Government Support \$ 60,000 \$ 56,711 \$ 60,000

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

Over the four year course of the grant, the project expenses include the cost of salary for one full-time Licensed Therapist, at a total of \$217,549, benefits/taxes at a total of \$64,057, program materials at a total of \$13,000, supplies at a total of \$11,000, and travel & training at a cost of \$8,000.

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

If this request is not approved, it would cause a hardship for the program but, more importantly, it would also cause a hardship for the community's most vulnerable population if these crucial services were not available.

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

The YWCA Sojourner's Program Director is always focused on ways to increase the level of support from the community, including individuals, foundations, charitable organizations, new partnership opportunities, and through our fundraising efforts each year.

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

The YWCA of Charleston has a written Risk Management policy, as well as a Risk Management committee that meets as needed to address any emerging internal and external risks to the agency and discuss the best ways to mitigate those risks.

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

The YWCA of Charleston has an accounting system, called Financial Edge, that tracks income and expenditures and generates financial reports by grant. These reports are reviewed by the CFO, Program Director, and Admin Grants Manager on a monthly basis. This process allows staff to identify any areas of potential financial non-compliance and make corrections.

**REQUESTED BUDGET WORKSHEET**

**Revenue Source Projections**

List all Estimated Funding for this Program/Project

**\* Proposed City ARPA Funding**

\$ 313,606

**Internal/Self-Funding**

\$ 0

**Donations/Other Fundraising**

\$ 0

**Government Grants/Other**

\$ 42,500

**\* TOTAL REVENUE**

\$ 356,106

**Expenses Projections**

List all Estimated Expenses for this Program/Project

**Salaries/Wages****Amount Requested from City**

\$ 217,549

**Amount from Other Sources**

\$ 36,306

**Total Estimated Expenses**

\$253,855

**Benefits & Matchings****Amount Requested from City**

\$ 64,057

**Amount from Other Sources**

\$ 6,194

**Total Estimated Expenses**

\$ 70,251

**Contracted Services****Amount Requested from City**

\$ 0

**Amount from Other Sources**

\$ 0

**Total Estimated Expenses**

\$ 0

**Program Materials****Amount Requested from City**

\$ 13,000

**Amount from Other Sources**

\$ 0

**Total Estimated Expenses**

\$ 13,000

**Marketing****Amount Requested from City**

\$ 0

**Amount from Other Sources**

\$ 0

**Total Estimated Expenses**

\$ 0

**Supplies****Amount Requested from City****Amount from Other Sources****Total Estimated Expenses**

\$ 11,000

\$ 0

\$ 11,000

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

\$ 8,000

\$ 0

\$ 8,000

**Total Expenses****\* Amount Requested from City****\* Amount from Other Sources****\* Total Estimated Expenses**

\$ 313,606

\$ 42,500

\$356,106

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.**

For 109 years, YWCA of Charleston has provided a variety of services to a highly vulnerable population. The organization works to accomplish its mission through direct service, advocacy, and education. YWCA programs include YWCA Sojourner's Shelter for Homeless Women and Families, YWCA Racial Justice Programs, YWCA Mel Wolf Child Development Center, YWCA Shanklin Center for Senior Enrichment, YWCA Alicia McCormick Domestic Violence Transitional Housing, YWCA Past and Present Gently Used Clothing Store, and YWCA Resolve Family Abuse Program.

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

The YWCA of Charleston is dedicated to the mission of eliminating racism, empowering women and promoting peace, justice, freedom, and dignity for all.

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

The Greater Kanawha Valley Foundation - Dr. Michelle Foster WV Development Office - Emergency Solutions Grant - Henry Alexander Hatfield (Lee Tabor) United Way of Central WV - Margaret O'Neil Dow Chemical - Renea Crozier First Presbyterian Church of Charleston - Rev. Dr. William Myers Kanawha Valley Collective - Traci Strickland

**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.**

YWCA Sojourner's is an essential community-based program, which means we must be fully operational and addressing the needs of the community's most vulnerable citizens, regardless of any local, statewide, and/or national crisis. Sojourner's is a 75-bed facility, and COVID-19 has caused profound physical, mental and emotional stress on both the staff and residents, not to mention the financial impact. For safety reasons, our Education and Job Readiness Center was temporarily closed, although it is now fully operational. Sojourner's already operates on a shoestring budget and with the need for special, often expensive, cleaning supplies and the increasing cost of food and other everyday necessities, that budget has become stretched to the breaking point. Our community donations were also impacted by the pandemic, with our Friends of Sojourner's annual style show being cancelled and Guy's Night Out and Foodie Feast going virtual in an attempt to bring in some much needed funds.

**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?**

YWCA Sojourner's will be able to provide an invaluable, critical and much-needed service to the community's most vulnerable population. These services will aid in recovery from the COVID-19 pandemic by assisting homeless individuals suffering from mental health and substance abuse disorders to get the help they need. Additionally, once the individuals begin receiving the therapy they need to aid in their recovery, they will be better able to gain the education, knowledge, and skills needed to ensure long-term self-sufficiency and be on the road to becoming productive, tax-paying members of society instead of becoming another statistic.

**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

Debby Weinstein (signature is attached)

12/15/2021

Authorized representative of Applicant/Organization

Format: MM/DD/YYYY



**\* PRINTED NAME:**

Debby Weinstein

---

**\* TITLE OF APPLICANT:**

CEO

---

**\* ORGANIZATION NAME:**

YWCA of Charleston, WV, Inc

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**Upload a File**

No file chosen

\*

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.

You must choose at least one option

\* Signature



Authorized representative of Applicant/Organization

\* Date

MM/DD/YYYY

Format: MM/DD/YYYY

12/15/2021

\* PRINTED NAME:

Debby Weinstein

\* TITLE OF APPLICANT:

CEO

\* ORGANIZATION NAME:

YWCA of Charleston, WV, Inc.

Upload a File

Choose File No file chosen

Submit

Submission is disabled until all form errors have been corrected.

**Board Resolution & Meeting Date:**

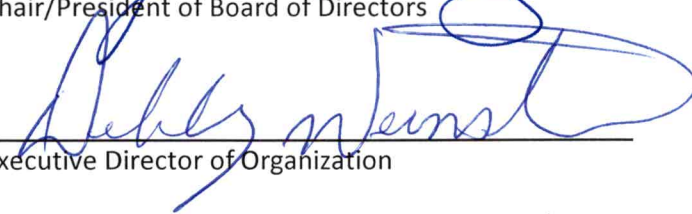
We have carefully read the information provided for the American Rescue Plan Act (ARPA) Grant Application form. We understand that the information provided in this application may be shared among other funding organizations. If we receive a grant, we agree to use the funds as specifically granted and spend the money within the time period allocated by the funder. We allow funders to use the information provided in this request for public relations and will mention the funders' support in any publicity our organization generates regarding the activity. (Sign ... in **blue** ink ... and date below to verify that the board of directors has approved the submission of this proposal.)



Chair/President of Board of Directors

12/15/2021

Date



Executive Director of Organization

12/15/2021

Date