

Application: Premier Circle PSH

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Linked Agency Profile Form - Do not DELETE

Virginia Supportive Housing

Pre-Application Question

I understand I am applying for one time funding to be dispersed in fiscal year 2023. Submission of this application is not a guarantee of funding.

Yes

Agreement for Use of County Funds

Please read the [Agreement](#) and indicate you have read and understand the conditions for use of County funds.

I have read, and agree to the conditions outlined in the Agreement for the Use of County Funds.

Yes

Is your organization a designated 501(c)(3) or equivalent non-profit?

Yes

Has your organization been in operation for at least two years?

Yes

Organization Information

Is your organization incorporated as defined by the State Corporation Commission?

Yes

Date of Incorporation

01/14/1988

Is your organization registered with the Virginia Department of Agriculture, Department of Consumer Affairs, Charitable Solicitation Section?

Yes

If your organization's budget is over \$500,000, is an audit completed by an independent certified public accountant each year?

Yes

If your organization's budget is less than \$500,000, does an independent certified public accountant complete an audit of your organization at least every three years?

Not Applicable

Date of last audit

12/31/2020

Has your Board of Directors approved submission of this request?

Yes

Name of Board Chair

Sharon Nusbaum

American Rescue Plan Act (ARPA SLFRF) State and Local Fiscal Recovery Funds (SLFRF) Agency Application

On August 4, 2021, the Albemarle County Board of Supervisors approved using the Agency Budget Review Team (ABRT) process to allow qualified agencies to apply for FY23 one time funding using a portion of the County's ARPA SLFRF allocation. While the ARPA process is similar to ABRT, please read all instructions carefully before starting your application. The ARPA compliance team, Department of Finance and Budget and the County Executive's Office will review applications in the context of ARPA compliance

and the overall budget development process when preparing the Recommended Budget for Board of Supervisors consideration. The Board of Supervisors makes final decisions about funding amidst competing priorities and based on revenues available to the County during the budget process.

We strongly encourage you to read through the Interim Final Rule, Coronavirus State and Local Fiscal Recovery Funds Frequently Asked Questions, and the Reporting & Compliance guidelines before completing this application. All three can be found at this link: [Coronavirus State and Local Fiscal Recovery Funds | U.S. Department of the Treasury](#) and on the Albemarle County Agency Funding Site under the [American Rescue Plan \(ARPA\)](#).

General ARPA SLFRF Questions

Do you have an Active Data Universal Number System (DUNS) account?

Yes

Please enter in your DUNS number here

790,886,121

Name of project/program for which you are seeking funding

Premier Circle PSH

Is this a new, existing, or changed project/program?

New

Estimated completion date

07/01/2024

For the question below, see [Coronavirus State and Local Fiscal Recovery Funds Guidance on Recipient Compliance and Reporting - Responsibilities Appendix 1: Expenditure Categories](#).

What is the ARPA SLFRF Expenditure Category for your project/program?

3.10

What is the amount of funding you are requesting?

2,400,000.00

Is this project/program being matched with other funding sources?

Yes

Please provide information on whether the match is Local, State or Federal and what items the match will cover:

These funds will be matched by state funds from the Department of Housing and Community Development. ARPA and state funds will cover construction and development costs for the construction of 80 studio units of permanent supportive housing in Albemarle County. Over \$9 million in low-income housing tax credit equity has already been secured to complete this project.

Project/program scope: Per the Interim Final Rule, you must describe the project/program in sufficient detail to provide understanding of the major activities that will occur. Project/programs should be defined to include only closely related activities directed toward a common purpose (Specifically, what will you use ARPA SLFRF funds for?)

Premier Circle PSH in Albemarle will be 80 affordable studio apartments with supportive services for homeless and low-income adults from Albemarle and Charlottesville. Sixty units will have rental subsidies for homeless adults and the remaining units will be affordable for individuals earning 50% or less of the area median income. Premier Circle is permanent rental housing; residents sign leases and pay a monthly rent and supportive services will be provided on-site by Virginia Supportive Housing (VSH) staff. Each unit will be approximately 350 square feet and will include a bed, dresser, table, two chairs, kitchenette with full refrigerator and range oven, and full bathroom. Twelve units will be completely accessible for persons with disabilities. The building will have an extensive security system and off-street parking. In addition to apartments, the building will contain a community room, computer room, fitness room, laundry rooms, and staff offices.

ARPA SLFRF Eligibility Justification. Provide information on how your project/program meets justification for ARPA SLFRF eligibility and cite sources such as ARPA SLFRF Interim Final Rule (IFR) paragraph number or FAQ number. See American Rescue Plan Act (ARPA SLFRF) - Local Funding on the Agency funding site for a non-exclusive list of Reference Materials.)

Premier Circle PSH will provide affordable permanent supportive housing to 80 homeless and low-income individuals and will meet ARPA SLFRF Eligibility Justification:

3.10 Housing Support: Affordable Housing. Each resident will pay monthly rent equivalent to 30% of their income or \$50 per month if they have zero income. Utilities are included.

Describe the problem the project/program is addressing and the needs to be met by the project/program. Provide Albemarle County specific data to demonstrate the overall community need.

Premier Circle PSH will provide 80 units of permanent supportive housing for homeless and low-income individuals from Albemarle County and the City of Charlottesville. The 2020 point-in-time count performed for the Charlottesville region by the Thomas Jefferson Area Coalition for the Homeless, counted 154 single adults who were homeless on any given night. Of those 154 adults, 46 were chronically homeless. Premier Circle PSH will prioritize adults experiencing chronic homelessness, but will also have units for adults experiencing homelessness and low-income individuals. Premier Circle PSH could functionally end chronic homelessness in the Charlottesville region by providing enough permanent supportive housing units to address the individuals who have been identified as chronically homeless.

How will these funds help you respond to, or recover from COVID-19?

These funds will be used to construct permanent supportive housing. Permanent supportive housing is identified in the Federal ARPA Interim Final Rule as a direct response to disproportionately impacted populations and communities. Permanent supportive housing improves access to stable, affordable housing among individuals who are homeless. Affordable housing is always needed and the effects of the pandemic have made it more necessary as home prices and rent continues to increase.

How many individuals/families will be served by this project/program?

Premier Circle PSH will serve 80 individuals during initial lease-up. As individuals move on to different types of housing over the lifetime of the development, Premier Circle will serve more individuals.

Who will directly benefit from your project/program and how? Please provide details on demographics that your project/program will impact.

Premier Circle PSH will be home to 80 formerly homeless and low-income adults from Albemarle and the Charlottesville region. Premier Circle PSH will prioritize adults experiencing chronic homelessness. The building will serve all ages (over 18), all genders, and all races. Adults must be able to live independently. Previous outcomes for Virginia Supportive Housing's permanent supportive housing developments show that slightly more men than women are served, most residents are over 55 years of age, and most residents are black. About half of all residents are dealing with a mental illness. The rate of veterans served varies by region and is less than 1% in the Charlottesville region. Over 95% of the residents VSH serves do not return to homelessness.

Describe your level of collaboration with other agencies on this project/program (if any). If none, please type N/A

Premier Circle PSH is part of a unique collaboration among multiple non-profits, partners, and funders. Piedmont Housing Alliance (PHA), a local non-profit, purchased the site at 405 Premier Circle in Albemarle County from a motel owner using funding provided by the Charlottesville Area Community Foundation. PHA, in partnership with the continuum of care partner, the Thomas Jefferson Area Coalition for the Homeless (TJACH), identified the immediate need for non-congregate shelter for homeless adults due to COVID. TJACH partnered with People and Congregations Engaged in Ministry (PACEM) to operate the existing motel rooms as a non-congregate shelter. VSH will purchase a portion of the site from PHA to develop permanent supportive housing, PHA will develop 60 affordable units on a portion of the site, and PHA will sell the remaining portion of the site for commercial or office use.

Describe how your project/program provides benefits to the broader Albemarle community beyond direct recipients. For example, increases volunteer opportunities, decreases unemployment rates or builds stronger neighborhoods.

Premier Circle PSH will be home to 80 homeless and low-income adults from the Charlottesville region. At least half of the units will be prioritized for chronically homeless adults. The 2020 Point in Time counts for the region identified 154 single homeless adults. Forty-six (46) of those adults were chronically homeless.

Prior to the pandemic, VSH often partnered with nearby churches or volunteer organizations to provide food, trainings, or activities and celebrations with residents. While the residents live independently, these interactions improve the lives of the residents living there. Finally, the change from a motel with a transient presence to a multi-family development will create long-term members of the community.

Explain how your organization collaborates with key community stakeholders. Identify ways in which this collaboration improves outcomes for project/program beneficiaries, the community, and Albemarle County.

In addition to the partnerships described above. Premier Circle PSH will be a regional collaboration between Albemarle and Charlottesville. VSH is in the process of applying for local funding from Charlottesville and hopes to secure project-based housing choice vouchers from Charlottesville Redevelopment and Housing Authority. Albemarle County Office of Housing has already committed 22 project-based housing choice vouchers to the project. VSH will be the property manager and supportive services provider, but case managers will connect residents with community services such as treatment for mental illness or substance abuse. Also, local churches and volunteer organizations often partner with the properties to provide donations, training, food, activities, and celebrations.

Discuss how your organization engages with members of the Albemarle community. What outreach activities are used to raise awareness of community needs? Describe how project/program beneficiaries are engaged in the project/program evaluation process.

Premier Circle PSH will serve formerly homeless and low-income individuals from Albemarle County and the Charlottesville region. Premier Circle PSH staff will work with the local continuum of care and local housing authorities to ensure that qualifying individuals are aware of Premier Circle and on waiting lists for units at Premier Circle. Premier Circle PSH will be advertised on the Virginia Housing Search website. While program beneficiaries have not been individually identified, VSH does conduct post-occupancy surveys with residents in other properties and staff to ensure that new developments are meeting the needs of everyone.

Project/Program Outcomes

Discuss how you will measure your project/program or project/program's success in FY23. What outcomes will your organization use to demonstrate that you've met the goals you intended to in response to COVID-19? What data will be collected to measure these outcomes and the effectiveness of your activities?

The short-term success for Premier Circle PSH will be fully funding the project, designing the building, and completing all due diligence. This outcome will be measured by filling the budget gap and closing on the equity and construction loan for the project. Mid-term success will be completing all construction on the building on-time and on-budget. This will be measured by beginning construction in Q2 2023 and completing construction in 12-15 months. Long-term success for Premier Circle PSH will be leasing the units and on-going operations of the building. This will be measured by meeting the initial lease-up schedule of the building as required by the tax credit investors and keeping units leased as turnover occurs. Project financials will be updated and analyzed quarterly. Client outcomes are also tracked to ensure that the services offered at the property are effective and meeting client needs. Additionally, staff perform resident surveys as needed.

If your grant request is not fully funded, what adjustments are you prepared to make?

VSH has demonstrated an ability to develop projects with multiple layers of complex financing, often leveraging federal, state, and local public and private funds. Typical VSH developments involve financing from a large variety of sources including, but not limited to: the syndication of low-income housing tax credits, energy tax credits, national foundations, local community foundations, state and local HOME, CDBG and general funds; Federal Home Loan Bank AHP Funds; national, state, and local housing trust funds; and loans from Virginia Housing. While every effort is made to keep project budgets low, VSH would need to secure another funding source to fill the funding gap.

Budget, Compliance and Reporting

Briefly describe your agency's fiscal oversight/internal controls to minimize opportunities for fraud, waste, and mismanagement.

Financial Management for VSH is headed by the Director of Finance and the Controller. The Finance department is responsible for all accounting and reporting. The VSH Board of Directors, and specifically the Finance Committee, has the responsibility to oversee the financial management of the organization and its affiliates. The accounting method for VSH and its affiliates is on the accrual basis; the fiscal year is the calendar year ending December 31st. Separate audits are completed for VSH affiliates. A consolidated annual audit and tax returns for VSH and its affiliates are prepared by a CPA firm. The CPA firm performs a cost certification of all accounting for all construction projects.

If you are designing the project/ program, what compliance and reporting pieces have been or will be built into the scope?

Premier Circle PSH has secured low-income housing tax credits (LIHTCs) from Virginia Housing, the Virginia Housing Finance Agency. The LIHTC program is established under the Internal Revenue Code and is a highly monitored program with many compliance requirements. Virginia Housing requires specific building design requirements, program requirements, leasing requirements, and reporting and documentation requirements. VSH has almost 30 years of experience developing projects with multiple layers of complex financing and the compliance and reporting that is required for these funds.

How does your agency plan to segregate ARPA SLFRF funds from other agency funds for purposes of identification, tracking, reporting, and audit?

VSH uses computerized rental, accounting, and payroll programs for recording all financial activities. The current accounting programs are Quick Books, Onesite, and Dominion Payroll. The following files are maintained by the Director of Finance and the Controller: Cash Receipts, Accounts Payable, Work Papers (monthly and year-end), Cash Receipts, Cash Disbursements, General Ledger, Bank Reconciliations, and Other Supporting Schedules. Premier Circle PSH will have its own deposit account. Invoices for development are submitted to finance by the real estate department, paid by finance, logged in QuickBooks, and in the project's owner's sworn statement and CPA cost certified.

Briefly explain project/program revenues and expenses related to this proposal.

These funds will be used to fund one-time construction and development costs for Premier Circle PSH. Total development costs are estimated to be \$19,977,091. VSH has already secured \$9,678,082 in low-income housing tax credit equity, \$900,000 in Virginia Housing Trust Funds from the Virginia Department of Housing and Community Development, \$560,000 in Housing Innovations in Energy Efficiency from the Virginia Department of Housing and Community Development, and \$100,000 in Permanent Supportive Housing Predevelopment funds from the Virginia Department of Housing and Community Development.

Using this [table](#) describe the revenues and expenses for your program. Please upload your completed spreadsheet in the question below.

ARPA SLFRF Budget Upload

ARPA ABRT Workbook.xlsx

Some project/programs may have additional reporting requirements. Check the boxes below if your project/program falls into one or both of these categories [Coronavirus State and Local Fiscal Recovery Funds Guidance on Recipient Compliance and Reporting Responsibilities Appendix 1: Expenditure Categories](#).

A. Evidence-based intervention documentation: If checked, describe the goals of the project/program and the evidence base for the intervention. Such evidence clearinghouses include the U.S. Department of Education’s What Works Clearinghouse, the U.S. Department of Labor’s CLEAR, and the Childcare & Early Education Research Connections and the Home Visiting Evidence of Effectiveness clearinghouses from Administration for Children and Families, as well as other clearinghouses relevant to particular project/programs.

B. Demographics information: If checked, describe how the project/program targets economically disadvantaged communities by noting that the intended beneficiaries earn less than 60 percent of the median income OR that over communities by noting that the intended beneficiaries earn less than 60 percent of the median income OR that over 25 percent of the intended beneficiaries are below the federal poverty line.

Please choose from the following. You may choose more than one.

B. Demographics information

If you checked Evidence-based or Demographics please provide the information requested, below.

All units at Premier Circle PSH will serve individuals earning 50% or less of the Area Median Income.

I have read through the Coronavirus State and Local Fiscal Recovery Funds Guidance on Recipient Compliance and Reporting Responsibilities and understand that it is my organization’s responsibility for ensuring that the compliance and reporting requirements are met.

I agree

Additional Required Documents

501(c)(3) or equivalent IRS Designation Letter

501(c)3 Letter.pdf

IRS Form 990

VSH FY 2020 990 All Schedules.pdf

Using this [table](#) describe the revenues and expenses for your organization.

Organization Budget

Organizational Budget.pdf

Annual Report

VSH-AR-2020_digital.pdf

Most Recent Audit

VSH 2020 Issued Audit.pdf

Clarification Request Comments - Admin Only View

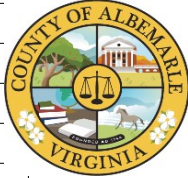
Summary

186.67

Application: File Attachments

ARPA SLFRF Budget Upload
ARPA ABRT Workbook.xlsx

Revenue Source Projections



Albemarle County American Rescue Plan Act (ARPA) State and Fiscal Recovery Funds (SLFRF) FY23 One Time Funding Agency Application

PROJECT/PROGRAM BUDGET OVERVIEW

INCOME AND EXPENSES

Revenue Source Projections	Estimated Funding for this Project/Program
Proposed ARPA SLFRF Funding	\$2,400,000.00
Other Government Grants (list)	
Donations/Other Fundraising	\$202,109.00
Internal/Self Funding	\$100.00
Other (list)	
LIHTC/ Solar Equity	\$9,724,882.00
Virginia Housing REACH Loan	\$1,000,000.00
DHCD NHTF/VHTF/HOME/HIEE Loan	\$4,400,000.00
Charlottesville AHTF/ HOME	\$1,250,000.00
Federal Home Loan Bank of Atlant	\$500,000.00
TJPDC Housing Development	\$500,000.00
Total Revenues:	\$19,977,091.00

Revenue Source Projections

Regular Operating Expenses	Project/Program Budget (Proposed)
Salaries/Benefits	
Occupancy	
Professional Fees/Contracted Services	
Program/Office Materials	
Marketing/Printing	
Supplies/Materials	
Other (list)	
Other (list)	
Other (list)	
Other (list)	
If you have COVID related expenses please list them below	This funding will be used to fund the construction and development costs below for Premier Circle PSH
Acquisition	\$1,200,000.00
Hard Costs	\$13,489,957.00
Soft Costs	\$2,940,518.00
Reserves	\$574,000.00
Developer Fee	\$1,772,616.00
Total Expenditures:	\$19,977,091.00