

A. Organization & Contact Information

Completed by kathleen.wiener@uwforysyth.org on 11/21/2019 8:04 AM

Case Id: 10674
Name: 2020 UWFC CIC CDBG - 2020/21
Address: *No Address Assigned

A. Organization & Contact Information

The Request for Proposals and additional materials to assist with completing the application can be found on the City's webpage for [Community Agencies](#)

A.1. Organization Name

United Way of Forsyth County, Inc.

A.2. Project/Program

Community Intake Center (CIC)

A.3. FY 2020-21 Funding Request Amount

\$48,365.00

A.4. Agency's Total Operating Budget

\$16,441,501.00

A.5. Mailing Address

301 N. Main St Suite 1700 Winston-Salem, NC 27101

A.6. Project/Program Location Address

301 N. Main St, Suite 1700 Winston-Salem, NC 27101

A.7. Organization Website

www.forsythunitedway.org

A.8. Year 501(c)(3) status obtained

1974

A.9. Organization Fiscal Year

July/June

A.10. Federal Tax ID Number

23-7357234

A.11. Federal DUNS Number

007942253

EXECUTIVE DIRECTOR/MANAGER

A.12. Name, Title

Cynthia S. Gordineer

A.13. Email

cindy.gordineer@uwforysyth.org

A.14. Phone

(336) 721-9333

CONTACT

A.15. Name, Title

Andrea Kurtz, Senior Director, Housing Strategies

A.16. Email

andrea.kurtz@uwforysyth.org

A.17. Phone

(336) 721-9373

BOARD CHAIR

A.18. Name

John Fox

A.19. Term Expiration

12/01/2019

A.20. Email

jfox@teamlogicit.com

A.21. Phone

(336) 793-8555

B. Project Overview

Completed by kathleen.wiener@uwforyth.org on 11/13/2019
10:17 AM

Case Id: 10674

Name: 2020 UWFC CIC CDBG - 2020/21

Address: *No Address Assigned

B. Project Overview

Please provide the following information

APPROACH (7 POINTS)

B.1. Provide a concise description of the proposed project/program, indicating specifically how City funds will be used. Briefly, what are the goals/objectives of the project/program?

The Community Intake Center (CIC) is a collaborative project of the Winston-Salem/Forsyth County Continuum of Care (WSFC CoC). It was developed in 2012 by the WSFC CoC as part of its obligations to the Department of Housing and Urban Development's funding of the Continuum of Care for homeless services.

The CIC Director is a critical member of the CIC staff. This team member is responsible for ensuring all people being served by the homeless services system are able to connect to an access point (shelter or outreach services) in order to be connected and assessed for supportive housing programs. The CIC Director is primarily responsible for managing the By-Name List (BNL) and the Not-BNL of folks known to be homeless but who are not consenting to participate in services. The BNL and Not-BNL are the prioritization source for matching people experiencing homelessness to supportive services to assist them in obtaining housing.

The goal of the CIC is to connect the right level of resources to the right people needing them based on their vulnerability and chronic homelessness status. The vision of this project is to provide a common system to help prioritize access to limited supportive housing resources including rapid re-housing, transitional housing, permanent supportive housing and referrals to income based housing for people who are homeless. It provides a no-wrong door model for access to supportive housing.

The CIC is based on a philosophy of progressive engagement which seeks to find the least intensive intervention to assist people experiencing homelessness move back into permanent housing. In addition, the CIC supports the philosophy of Housing First, meaning that for people experiencing homelessness, housing is the first most important intervention although not necessarily the only intervention necessary to support someone transitioning out of homelessness.

Priorities the CIC uses for matching people to supportive housing services include:

1. Chronically Homeless and Highly Vulnerable: individuals/families must meet the definition of "chronically homeless" and/or highly vulnerable as determined by using the defined vulnerability index, within this category, priority will be determined by vulnerability score.
2. Unaccompanied Youth under the age of 25 or families with school age children and youth (not chronically homeless or highly vulnerable) currently in their custody.
3. Individuals/heads of households with Disabilities (not chronically homeless or highly vulnerable): individuals/hoh must have a disability which interferes with client's housing stability.
4. Individuals/heads of households (without disability, not chronically homeless and not highly vulnerable).

The CIC Director, in partnership with other key CoC staff, is working to develop additional strategies and resources to

support people whose level of vulnerability is in a moderate to low range and thus unlikely to qualify for supportive housing such as permanent supportive housing.

B.2. How will a participant access the proposed project/program, use the services, and derive a beneficial outcome from participation?

Participants access the Community Intake Center (CIC) by engaging in services at an "access point. The access points are all HMIS participating shelters and street outreach programs. For people who are not able to connect with an HMIS participating shelter, the CIC Outreach staff will meet with them to complete an intake to enter them into the CIC system. In this way, any person seeking homeless services may access the CIC.

The benefit derived by individuals from participating in the CIC is they have an opportunity to be assessed and prioritized for supportive housing. While the vast majority of those seeking homeless services will not be matched to a supportive housing program, the CIC is able to objectively and systematically prioritize who is able to match to this valuable and limited resource.

The CIC Director maintains the prioritization list. The list is reviewed bi-weekly at the Assessment Team meeting. Also at Assessment Team case conferencing allows the team to share information and develop strategies to help move people on the list towards permanent housing.

When the CIC is notified of a vacancy in a supportive housing program (such as Permanent Supportive Housing (PSH) or Rapid Re-Housing (RRH)) the CIC Director will review the BNL for the highest prioritized person who meets the program admission criteria. She will prepare the referral, including all documentation on homelessness history and disability which may have been gathered by the outreach team, and send the referral to the Program Director. The Program Director must accept or reject the referral.

Rejected referrals are placed back on the BNL for future matching opportunities.

If an individual on the BNL has not engaged with homeless services for over 90 days they will be moved to an inactive status. If they re-appear they can be re-prioritize onto the BNL.

B.3. How many participants on average will be served at any one time? What is the maximum number that can be served at any one time? What is the unduplicated total number of participants to be served during the program year?

On average there are about 500 people on the BNL at any one time. Currently 19 of the people on the BNL are chronically homeless. There is no maximum number of people who can be on the list. Realistically the CIC has the capacity to assess approximately 350 people per year and the supportive housing programs only have 200-250 openings per year.

NEED (7 POINTS)

B.4. Describe the population(s) to be served. Describe the key demographic and economic characteristics of the clients to be served.

In 2018, 1,551 people received shelter/outreach services from homeless service providers in Forsyth County. On any given night there are about 500 people experiencing homelessness in our community.

Approximately 1,200 people experienced homelessness as a single adult and 430 people experienced homelessness as a part of a family.

Of the people seeking homeless services, about 58% identify as Black and 33% identify as White.

44% of people report having a disability.

52% report no income at time of entry to the program.

20% report income under \$1,000 per month.

4% report an income of \$2,000 or more per month.

20% of people report receiving Social Security benefits either SSI or SSDI.

33% of people in a shelter or outreach program exited to permanent housing. An additional 16% of people left to live with family/friends, but were not sure the situation could be long term.

Currently on the BNL there are 19 people known to be Chronically Homeless and 18 people on the not BNL (meaning they are engaged with a street outreach program but are not consenting to any services). Some of these individuals on the not BNL are chronically homeless, others are not.

B.5. Describe the unmet need that the proposed project/program seeks to address. Why does the population described above need the proposed assistance? Include data supporting the need.

The CIC is the key service in the WSFC CoC connecting people who are homeless to the supportive housing resources available to address their homelessness. The CIC staff work with the community's shelters and street outreach programs to identify people who are homeless and not able to resolve their housing crisis on their own. Individuals are prioritized for assistance using the VI-SPDAT, an evidence based tool to assess relative vulnerability of people experiencing homelessness. Cases are presented to the Community Assessment team based on this prioritization and connected to both homeless services and other mainstream resources to help the household improve their housing and housing stability.

On an annual basis approximately 1,700 people experience literal homelessness in Forsyth County. Of these only 200-250 households are matched to a supportive housing program. The CIC staff is working with community partners and the CoC to identify mainstream resources and other strategies to help people who are unlikely to match to either permanent supportive housing or rapid re-housing move into permanent housing. Based on our system data ,which suggests about half of people entering shelter self-resolve, an estimated 250 people will match to supportive housing, this leaves about 600 people who will need some support finding permanent housing opportunities.

COLLABORATION (6 POINTS)

B.6. Describe any specific collaborative relationships with other organizations (public or private) and how they will impact the project/program. How will collaboration contribute to the planning, implementation, operation, oversight, and performance measurement of the proposed project/program?

The mission and vision of United Way of Forsyth County (UWFC) are built on the principals of collaboration and strategic partnerships. In all of its work, UWFC builds partnerships with public, private and non-profit partners for the purpose of achieving targeted, measurable outcomes for the common good of our community. The CIC staff are a key example of the way in which UWFC uses collaboration to plan, implement, operate and provide oversight to its projects and activities.

At its highest level, the work of the CIC staff is a collaborative effort between the City, County and UWFC and members of the WSFC CoC to support the goals and work of the WSFC CoC. The governance structure of the CoC provides planning and oversight to the CIC, and aligns the priorities of the CIC to the strategic goals of the WSFC CoC.

success of our programs across the CoC. The BNL is drawn from the NC HMIS based on data from key access points including shelters and street outreach programs.

In addition, CIC staff work with staff from agencies across the CoC to individually track key data which will help them evaluate their effectiveness in helping people get housed.

For the CIC specifically, we used the BNL which is generated from the NC HMIS database. In addition, in our work with the national Built for Zero initiative, we report the number of chronically homeless, the number of chronically homeless new to the list (inflow), housed (outflow) and the same for veterans.

CIC staff use a number of reports across the whole CoC to monitor the progress of our work including:

Annual Reports:

AHAR, required by HUD for the CoC to submit annually. Report is created from data in the NC HMIS system, this report is being revised to be more detailed and population specific.

APR: required by HUD for all CoC funded programs. Report is created from data in the NC HMIS system.

PIT Count: UWFC organizes a street count which is paired with a one night census from all of the emergency and transitional shelters in Forsyth County to create a snapshot of homelessness in the community. The January Count, which is required by HUD, is the official count data that we use. We also elect to do a July count, which we use for planning and projection purposes only.

Monthly Reports:

Data Quality: on a monthly basis all staff connected to rapid re-housing or coordinated assessment services review their data quality report to ensure the data is complete and correct in the HMIS system.

By Name List (BNL): the Community Intake Center (CIC) uses a BNL of people experiencing chronic or otherwise highly vulnerable homelessness. This list is reviewed monthly to assess the number of chronically homeless people in our community, the number of homeless veterans, and housing placements. It is also used on a daily basis by the CIC.

Quarterly Reports:

Quarterly Performance Report for State ESG funded programs.

Other Reports:

Discharge Destination
Length of State & Recidivism
Demographics Report

C.5. Use the chart below to show how your agency measures program effectiveness. List goals, activities, and performance measures you will use to evaluate services, facilities, and programs that will be funded by the City.

Performance measures can be quantitative and/or narrative.

- Include at least three goals and performance measures.

- One of the performance measures must include the unduplicated number of participants served.

Stated Program Goals	Program Activities in Support of Goals	FY 18-19 Previous Year Results	FY 19-20 Current Year Projected Results	FY 20-21 Next Year Anticipated Results
To prioritize access to supportive housing programs to the most vulnerable homeless in our community.	CIC staff in partnership with the emergency shelters and street outreach programs will assess people experiencing homelessness with the VISPDAT	333 people were assessed for vulnerability by CIC staff.	350 people will be assessed for vulnerability by CIC staff.	350 people will be assessed for vulnerability by CIC staff.
People with the highest vulnerability will be matched to available supportive housing services.	CIC Director will manage the BNL and match the most vulnerable people on the list to open supportive housing programs for which they are eligible.	297 housing plans were created by assessment team. (note this year followed a different matching procedure then subsequent years)	200 matches to supportive housing programs will be made by CIC Director.	200 matches to supportive housing program will be made by CIC Director.

C.6. FY 18-19 Program Accomplishments

In FY 18/19 the CIC focused on refining the adoption of new policies and procedures including improvements to the use and focus of the assessment team on case conferencing. While the CoC did not reach the goal of functional zero, the BNL reached an all time low of 11 chronically homeless people.

CIC staff also were a key partner in the development of HEARRT, the new supportive housing program focused on highly vulnerable street homeless people. CIC staff helped to develop a prioritization and referral plan for this specialized program.

C.7. FY 20-21 Key Objectives

The CIC will support the work of the CoC in reaching functional zero for chronically homeless people and will continue to improve case conference, diversion and connection to mainstream resources in order to help the CoC achieve it's goal of an average length of homelessness of under 30 days.

D. Organizational Capacity

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D. Organizational Capacity

Please provide the following information

MISSION (5 POINTS)

D.1. Provide an overview of the organization. Include the organization's mission statement and the major services, programs, and activities provided. How does the proposed project/program help advance the mission of your organization?

United Way of Forsyth County (UWFC) brings the community and its resources together to solve problems that no one organization can address alone.

The major projects of UWFC:

- Community investments in the areas of Education, Health, Income and Basic Needs
- Housing Matters, coordination and backbone support to the WSFC CoC
- The Forsyth Promise, cradle to career education network
- Place Matters, strategic investment in 13 neighborhoods to help develop thriving neighborhoods
- Partnership for Prosperity, community based initiative to address poverty in Forsyth County

UWFC's community investments provide over \$12,000,000 to programs across Forsyth County that serve citizens of our community with a wide range of human services. Our investments focus on the areas of Education, Health, Income and Basic Needs. Investments in each area are driven by a set of community goals and outcomes which are developed by Impact Councils staffed by experts in each area from across the community and members of our partner agencies.

While there are many agencies and programs in our community addressing the needs of people who are homeless, UWFC has support of the work of the Ten Year Plan to End Chronic Homelessness and now Housing Matters, demonstrates the power of organizing and coordinating services to leverage the power of many organizations working together to solve seemingly unsolvable problems, such as homelessness. Since UWFC began work with the WSFC CoC, chronic homelessness has decreased over 90%.

FUNCTION (5 POINTS)

D.2. How long has your organization been in operation?

over 94 years

D.3. How does your organization benefit and serve the City of Winston-Salem and its citizens?

For over 94 years UWFC and its pre-cursor organization the United Fund have served the Forsyth County community by leveraging resources to meet the human service needs of residents of Forsyth County. UWFC benefits and serves the residents of Forsyth County in multiple ways. Through our investments and the leveraging of those investments through key partnerships, UWFC helps to improve the lives of residents in the areas of Education, Health, Income and Basic Needs. In addition, UWFC is a leader in our community in addressing human service needs with data informed decision making, which allows us to focus every dollar of our investments on its highest and best use for achieving

real, lasting change in our community.

The programs we are requesting funds for from the City specifically address the needs of individuals and families in our community who experience homelessness by providing back bone support and leadership to the Winston-Salem/Forsyth County Continuum of Care (WSFC CoC) and supporting the work of our CoC to support Forsyth County's efforts to be a housing first community, ending chronic homelessness, and working to develop a system of care so any resident of our community who becomes homeless can be re-housed in under 30 days.

The Housing First System places the emphasis of ending homelessness on moving people as quickly as possible into permanent housing and then wrapping key support services around them. Since UWFC began supporting the WSFC CoC implementation of the Ten Year Plan to End Chronic Homelessness our community has seen over a 90% decrease in chronic homelessness and achieved the milestone of “ending veteran homelessness,” as recognized by HUD and the US Inter-agency Council on Homelessness.

STRUCTURE (5 POINTS)

D.4. In the chart below, list key personnel involved in the proposed project/program.

Position Title	Activities/Inputs	Total Work Hours Per Week	% of hours proposed to be funded
Senior Director	Supervises CIC staff and works with WSFC CoC to provide strategic direction and oversight to the CIC.	40	0.00 %
Director CIC	Manages BNL, matches individuals from BNL to openings in supportive housing programs, develops and implements strategies to ensure all people experiencing homelessness are assessed and prioritized for housing.	40	100.00 %
Director, Outreach Services	Assesses people experiencing homelessness to ensure the CIC has all necessary metrics to prioritize people accurately, develops and implements strategies to ensure all people experiencing homelessness have access to coordinated assessment regardless of whether or not they are connected to an HMIS participating program, helps CoC coordinate outreach services to the homeless in the community to ensure people experiencing homelessness who are not connected to a shelter are assessed and connected to the CIC.	40	0.00 %
Housing Stability Data Specialist	Collects and enters into NC HMIS data related to assessing the vulnerability and key metrics for prioritization. Supports HMIS participating agencies to maintain data accuracy and completeness for all metrics necessary for coordinated assessment to be effective.	40	0.00 %

D.5. List all executive staff and their compensation (other than per diem).

Executive Staff Name	Title/Role	Compensation	% of Hours Proposed to be Funded
Cynthia S. Gordineer	President and CEO	\$211,951.00	0.00 %
Barry T. Leonard	Chief Financial Officer	\$152,000.00	0.00 %
Debbie Wilson	Chief Impact Officer	\$113,324.00	0.00 %
Mark Uren	VP Resource Development	\$121,072.00	0.00 %
Kim Thore	Chief Marketing Officer	\$91,072.00	0.00 %
Bret Marchant	Senior Director of Research and Data Analytics	\$63,873.00	0.00 %

D.6. Attach an organizational chart

Organizational Chart *Required

June 2019 Organizational Flow Chart.docx

D.7. Please complete the Diversity of Employment and the Employment Profile below. See the [Request for Proposals \(RFP\)](#) for definitions of position types used in the Employment Profile.

Describe the hiring process and how it is structured to provide the most diverse candidate pool.

UWFC advertises open positions on our own website, the WS Journal, The Chronicle, NC Center for Non Profits and Indeed, which reach a broad audience of job seekers. Applicants are screened by HR staff to assess minimum qualifications are met. All applications from candidates meeting minimum qualifications are reviewed by the hiring director, and top candidates are selected for interviews. Interview teams are selected to represent the program or department hiring. Once a top candidate(s) is selected the HR staff review references and the director will make a formal offer.

Please enter the total number of Full-Time Positions and Employees you have in the table below

	Male - White	Male - Black	Male - Other	Female - White	Female - Black	Female - Other
Executives/Managers	2	1		2	1	
Professionals	2	2		10	5	1
Technicians						
Office/Clerical	2		1	8	8	
Laborers/Service Workers						

Please enter the total number of Temporary/Part-Time Positions (FTE) and Employees you have in the table below

	Male - White	Male - Black	Male - Other	Female - White	Female - Black	Female - Other
Executives/Managers						
Professionals						
Technicians						
Office/Clerical		1				
Laborers/Service Workers						

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D.8.



Attach a list of all Board Members AND compensation (other than per diem) *Required

UW 2019 BOD.PDF

D.9. Number of full Board meetings held during the last twelve months

6

D.10. Number of Board's Executive Committee meetings held during the last twelve months

6

ABILITY (5 POINTS)

D.11. Describe the implementation or operational plan to get the proposed project/program up and running in a timely manner. Describe any key contingencies on which the startup depends. Please upload any maps, milestones, etc. to "F. Required Documents."

This project is currently operational; continued funding will ensure uninterrupted services.

D.12. How do your policies and procedures (including marketing, outreach, eligibility determination and appeals) ensure fair and equal access to the benefits of the program to all persons who seek to participate?

The CIC policies and procedures make sure the CIC staff are focused on continuously seeking ways to reach and serve all people experiencing homelessness. The design of the CIC prioritizes minimizing demands on clients for travel to a specific site for access. The CIC staff are all mobile and strive to implement a program with as few barriers to assessment and being added to the BNL as possible.

E. Cost Effectiveness

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Address: *No Address Assigned

E. Cost Effectiveness

Please provide the following information

BUDGET AND FUNDING (10 POINTS)

E.1. Please complete the table to show the organization's operating budget.

Expenditures by Program	Budgeted FY 19-20	Projected Actuals FY 19-20	Proposed Budget FY 20-21
Program Services	\$14,304,106.00	\$14,304,106.00	\$14,304,106.00
Fundraising	\$657,660.00	\$657,660.00	\$657,660.00
Management and General	\$1,479,735.00	\$1,479,735.00	\$1,479,735.00
	\$16,441,501.00	\$16,441,501.00	\$16,441,501.00

Expenditures by Category	Budgeted FY 19-20	Projected Actuals FY 19-20	Proposed Budget FY 20-21
Employee Salaries and Wages	\$2,725,641.00	\$2,725,641.00	\$2,725,641.00
Employee Benefits	\$681,572.00	\$681,572.00	\$681,572.00
Facility Rent and Utilities	\$172,999.00	\$172,999.00	\$172,999.00
Training and Conference Registration	\$77,800.00	\$77,800.00	\$77,800.00
Membership and Dues	\$239,878.00	\$239,878.00	\$239,878.00
Travel and Transportation	\$31,640.00	\$31,640.00	\$31,640.00
Grants to Individuals and Organizations	\$9,909,495.00	\$9,909,495.00	\$9,909,495.00
Contracted Fundraising Services	\$0.00	\$0.00	\$0.00
Goods Purchased for Resale	\$0.00	\$0.00	\$0.00
Other Contracted Services	\$1,297,428.00	\$1,297,428.00	\$1,297,428.00
Other Operating Expenditures	\$1,305,048.00	\$1,305,048.00	\$1,305,048.00
Capital Outlay	\$0.00	\$0.00	\$0.00
	\$16,441,501.00	\$16,441,501.00	\$16,441,501.00

Revenues by Category	Budgeted FY 19-20	Projected Actuals FY 19-20	Proposed Budget FY 20-21
City of Winston-Salem	\$889,600.00	\$889,600.00	\$889,600.00
Forsyth County	\$7,500.00	\$7,500.00	\$7,500.00
State of North Carolina	\$0.00	\$0.00	\$0.00
Federal Government	\$842,603.00	\$842,603.00	\$842,603.00
Admissions/Program Revenues/Sales	\$0.00	\$0.00	\$0.00
Memberships	\$0.00	\$0.00	\$0.00

Donations	\$12,500,000.00	\$12,500,000.00	\$12,500,000.00
Foundation Grants	\$1,564,534.00	\$1,564,534.00	\$1,564,534.00
Interest and Investment Income	\$0.00	\$0.00	\$0.00
Parent Organization	\$0.00	\$0.00	\$0.00
Other	\$1,291,781.00	\$1,291,781.00	\$1,291,781.00
	\$17,096,018.00	\$17,096,018.00	\$17,096,018.00

Describe any amounts listed under "Other Operating Expenditures" or "Other Revenues." Provide details on any specific federal government revenue sources.

E.2. Has the City of Winston-Salem provided funding in the past? If so, provide a funding history of the most recent five years of City contributions in the table below.

Year	Funding Source	Funding Amount
2019	CDBG	\$48,365.00
2018	CDBG	\$48,365.00
2017	CDBG	\$48,365.00
2016	CDBG	\$48,365.00
2015	CDBG	\$48,365.00

E.3. Please complete the table below to show specific details of proposed City funding and other leveraged funding for the proposed project/program.

Activity	Funding Requested from City	Funds from Other Sources	Other Funds Source
CIC Director	\$48,365.00	\$80,000.00	CoC, UWFC, Inkind, Private, ESG
	\$48,365.00	\$80,000.00	

E.4. If this year's request is different in any way (amount, activities, etc.) from a prior year's request, explain how and why. If you are a new applicant, please describe how you would adjust your project/program if your funding request is not funded at the full amount.

This request is identical to last years request.

SUSTAINABILITY (7 POINTS)

E.5. Describe the plan to sustain the project/program funding in future years. Include information about other funding sources to leverage City funds requested.

UWFC is dedicated to fulfilling its commitment to being the backbone organization for the CoC, providing system coordination and fiscal management of charitable funds other than the Federal HUD grants. It is anticipated all current funding specifically for this work, including City funding will continue to support the work of the new CoC strategic plan including the operation of the HUD requirement for the Community Intake Center which is the CoC's coordinated entry program.

UWFC expects all current funding for the CIC will continue indefinitely. UWFC also understands it may not continue and any reduction in the current Federal/State/Local commitment to funding of the CIC would result in a reduction of services. As these programs grow, additional needs for funds are anticipated. UWFC, in partnership with the CoC will be assessing the best strategy for meeting the full financial needs of these programs.

BARRIERS (3 POINTS)

E.6. Describe any potential barriers to the project implementation and how you plan to overcome them.

We do not anticipate any barriers to implementation.

AVERAGE COST (5 POINTS)

E.7. Use the table below to show the average amount of City funds requested per beneficiary to be served during the year and the average total cost of the service per beneficiary to be served during the year (including all funding sources)

Proposed funds from the City for this project:	48,365
Number proposed to be served for the year:	350
Average City funds per beneficiary:	138.18
Proposed funds from all sources:	8,0000
Number proposed to be served for the year:	305
Average total funds per beneficiary:	366.76

F. Required Documents

Case Id: 10674

Name: 2020 UWFC CIC CDBG - 2020/21

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F. Required Documents

Please provide the following information

Documentation

Code of Conduct/Conflict of Interest Policy *Required

UW Code of Ethics.pdf

Submit a copy of the agency's latest 990 Form as submitted to the Internal Revenue Service. *Required

UW 990 FY1718.pdf

Organization By-Laws *Required

UW Bylaws.pdf

Articles of Incorporation *Required

UW Articles of Incorporation.pdf

Organization Policies (including personnel, formal non-discrimination, procurement, accounting, etc) *Required

UW Personnel Policies.pdf

UW Financial Procedures.pdf

UW Procurement Policy.PDF

IRS 501(c)3 Designation Letter *Required

UW 501(c)3.pdf

Audited financial statements or a third-party review *Required

UW Audit FY1718 Final.pdf

North Carolina Secretary of State - Current and Active Status (<https://www.sosnc.gov/search/index/corp>)

***Required**

UW Solicitation License 11.15.18-11.15.19.pdf

Other

FY 21 UW CIC Cont. Funding Review.docx

G. Community Development Only

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G. Community Development Only

** Complete this section only if you are requesting funds for a Community Development project (for CDBG, HOME and/or ESG funding).**

If the section is not applicable to your project, please leave the questions blank and mark the step "Complete."

1. In the right-hand column below, indicate the number of participants to be served by the proposed project/program within each income category during the year. Click [here](#) to see Winston-Salem income limits by household size.

Ranges of Income	# to be served
0 to 30% of median	80
31% to 50% of median	20
51% to 80% of median	0
Greater than 80% of median	0

2. Describe policies, procedures, and criteria for determining who is eligible. Describe the procedures for screening, eligibility determination, intake, assessment and orientation of participants

The CIC works with all HMIS participating homeless programs and other key homeless service providers to identify people who are homeless in Forsyth County to add them to the BNL. There are generally between 500-600 people on this list. The BNL is prioritized based on an individual's or family's vulnerability score from the VI-SPDAT and chronic status. The CIC matches people from the BNL to supportive housing programs using the prioritized BNL. CIC staff, in partnership with homeless shelters and street outreach programs meet with people experiencing homelessness to assess their needs and vulnerability. During this assessment participants are also provided a brief orientation to the housing process and the prioritization of the list is explained to them.

3. Explain how services will assist participants in reaching objectives of the proposed project/program. Describe the policies or procedures for follow-up after participants leave the proposed project/program.

The CIC's purpose is to guarantee the people with the greatest need/vulnerability are matched to supportive housing resources when they become available. This safeguards that our CoC for homeless people is using our most intensive services on the most vulnerable people with the greatest needs. In addition, the CIC works as a part of the CoC in continuous quality improvement to make sure as a community we are constantly working to improve how we identify and connect with people who are not housed.

H. Construction/Rehab Only

Completed by kathleen.wiener@uwforysyth.org on 11/13/2019 1:41 PM

Case Id: 10674

Name: 2020 UWFC CIC CDBG - 2020/21

Address: *No Address Assigned

H. Construction/Rehab Only

** Complete this section only if you are requesting funds for a Housing Construction or Rehabilitation project.**
If the section is not applicable to your project, please leave the questions blank and mark the step "Complete."

1. Describe the proposed project, including any plans. If the project is approved, we will need a detailed work write-up.

2. Provide a projected timeline for the proposed work.

3. Describe how the project will be managed, including the contractor procurement process.

4. Describe the target market, including any special populations to be served.

5. Describe the services or program you plan to provide.

6. Describe the property management plan.

7. List the development team members.

8. Describe the financial capability of the sponsor/owner organization, including submission of the organization's operating budgets, agency audits, and Form 990s for the prior three years, unless already submitted to the City.

9. Listing of projects undertaken by principals over the past ten years, identifying project name and address, type of project, and number of units; please note any projects for which local government funding was received.

Project Name	Address	Type of Project	No. Units	Govmt Funding
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Documentation

Market study or other analysis to verify the need for the project.

**No files uploaded

Printed By: Hope Ann Walsch on 1/24/2020

Development costs that include a detailed sources and uses statement of all funds, including the requested loan from the City, in electronic format, preferably a spreadsheet.

***No files uploaded*

Operating pro forma that includes rent and operating cost assumptions and all estimated loan payments, in electronic format.

***No files uploaded*

Operating Budget

***No files uploaded*

Form 990

***No files uploaded*

I. Emergency Shelter Only

Case Id: 10674

Name: 2020 UWFC CIC CDBG - 2020/21

Address: *No Address Assigned

Completed by kathleen.wiener@uwforyth.org on 11/13/2019 1:41 PM

I. Emergency Shelter Only

** Complete this section only if you are requesting funds for an Emergency Shelter project. **

If the section is not applicable to your project, please leave the questions blank and mark the step "Complete."

Prior to the beginning of any funding year, any ESG-funded program must participate in the local Homeless Management Information System (HMIS) designated by the Winston-Salem/Forsyth County Continuum of Care, or for domestic violence programs, a comparable database in accordance with HUD's standards.

Emergency Shelter: Essential Services

Activity	Total Budget (\$)
Case Management	\$0.00
Child Care	\$0.00
Education Services	\$0.00
Employment Assistance	\$0.00
Job Training	\$0.00
Outpatient Health Services	\$0.00
Transportation	\$0.00
Legal Services	\$0.00
Services to Special Population	\$0.00
Overhead Costs (limited to 15% of total activity request)	\$0.00
	\$0.00

Emergency Shelter: Operating Costs

Activity	Total Budget (\$)
Rent	\$0.00
Shelter Security	\$0.00
Fuel	\$0.00
Equipment	\$0.00
Insurance	\$0.00
Utilities	\$0.00
Food	\$0.00
Furnishings (limited to less than \$500 per item)	\$0.00
Supplies	\$0.00
Maintenance or Minor Repairs	\$0.00
Overhead Costs (limited to 15% of total activity request)	\$0.00
	\$0.00

J. Rapid Rehousing and HMIS Only

Completed by kathleen.wiener@uwforyth.org on 11/13/2019 1:41 PM

Case Id: 10674

Name: 2020 UWFC CIC CDBG - 2020/21

Address: *No Address Assigned

J. Rapid Rehousing and HMIS Only

** Complete this section only if you are requesting funds for a Rapid Rehousing project.**

If the section is not applicable to your project, please leave the questions blank and mark the step "Complete."

Prior to the beginning of any funding year, any ESG-funded program must participate in the local Homeless Management Information System (HMIS) designated by the Winston-Salem/Forsyth County Continuum of Care, or for domestic violence programs, a comparable database in accordance with HUD's standards.

Rapid Rehousing Financial Assistance

Activity	Total Budget (\$)
Rent Assistance	\$0.00
Rental Application Fees	\$0.00
Security Deposits	\$0.00
Last Month's Rent	\$0.00
Utility Deposits	\$0.00
Utility Payments	\$0.00
Moving Cost Assistance	\$0.00
Overhead Costs (limited to 15% of total activity request)	\$0.00

Rapid Rehousing Services

Activity	Total Budget (\$)
Case Management	\$0.00
Housing Search and Placement	\$0.00
Mediation	\$0.00
Legal Services	\$0.00
Credit Repair	\$0.00
Counseling	\$0.00
Information and Referral	\$0.00
Monitoring/Evaluation of Progress	\$0.00
Overhead Costs (limited to 15% of total activity request)	\$0.00

HMIS/Data Collection Budget

HMIS Activity	City ESG Request	State ESG Request
Staff Costs	\$0.00	\$0.00
Equipment	\$0.00	\$0.00
User Fees	\$0.00	\$0.00
	\$0.00	\$0.00

Submit

Completed by kathleen.wiener@uwforysyth.org on 11/21/2019 9:46 AM

Case Id: 10674

Name: 2020 UWFC CIC CDBG - 2020/21

Address: *No Address Assigned

Submit

I certify that the applicant meets the conditions specified in the application instructions and will be able to carry out the proposed services in concert with these conditions. I also certify that the organization is a certified IRS 501(c)(3) non-profit organization.

Andrea Kurtz

Electronically signed by kathleen.wiener@uwforysyth.org on 11/21/2019 9:46 AM