

A. Organization & Contact Information

Case Id: 10590
Name: ARCA, Inc. - 2020/21
Address: *No Address Assigned

Completed by darrellb@arcanc.org on 11/22/2019 1:42 PM

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

Addiction Recovery Care Association, Inc.

A.2. Project/Program

ARCA Expansion

A.3. FY 2020-21 Funding Request Amount

\$80,592.00

A.4. Agency's Total Operating Budget

\$3,500,000.00

A.5. Mailing Address

P.O. Box 17001 Winston-Salem, NC 27116

A.6. Project/Program Location Address

5755 Shattalon Drive Winston-Salem, NC 27105

A.7. Organization Website

www.arcanc.org

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

1971

A.9. Organization Fiscal Year

2019-20

A.10. Federal Tax ID Number

A.11. Federal DUNS Number

EXECUTIVE DIRECTOR/MANAGER

A.12. Name, Title

Thom Elmore

A.13. Email

thome@arcanc.org

A.14. Phone

(336) 784-9470

CONTACT

A.15. Name, Title

Darrell Boyles

A.16. Email

darrellb@arcanc.org

A.17. Phone

(336) 784-9470

BOARD CHAIR

A.18. Name

Cynthia Williams-Brown

A.19. Term Expiration

12/31/2019

A.20. Email

williamsc@wssu.edu

A.21. Phone

(336) 749-0656

B. Project Overview

Completed by darrellb@arcanc.org on 11/22/2019 3:37 PM

Case Id: 10590

Name: ARCA, Inc. - 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 Addiction Recovery Care Association (ARCA) is expanding to a larger facility. This will allow ARCA to more than double its capacity and serve more individuals suffering from substance use disorders. ARCA's present campus allows us to serve about 950 detox and 1000 treatment clients per year. The new facility will allow for up to 1,890 detox and 1,670 treatment clients. ARCA has a lease arrangement with Forsyth County for the facility previously known as the Springwood Care Center located at the corner of Shattalon Drive and University Parkway. ARCA has just completed a capital campaign raising over \$3 million in private and public support to up fit the facility with new HVAC, roof, and fresh interior/exterior paint. ARCA is asking for the City's support in Fiscal 2020-21 for furnishings in the entrance/lobby/conference room area and for our community meeting/conference space on the lower level. The main entrance area will be utilized by our clients waiting to be screened or admitted to our facility. There will also be a large conference room in the main lobby that will be available for community use. The lower level has multiple meeting spaces that will be utilized by our clients for classroom education, small groups, and by the community for 12 step meetings (Alcoholics Anonymous, Al-Anon, Narcotics Anonymous, Nar-Anon, and other related community groups. The lower level space will also serve for providing meeting space for our family programs and community education programs.

Numerous studies show that for each dollar invested in substance use disorder treatment, there is up to \$12 return in economic benefits. This is resulting from : increased productivity, reduced health care costs, reduced criminal justice cost, and reduced social service costs. In other words, when people get clean and sober, they become productive, tax paying members of society rather than a burden. They are no longer in our jails, courtrooms and emergency rooms.

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

All clients and staff at the facility would utilize the furniture/fixtures daily. These furnishings will be an integral part of our detox and treatment program's success.

Most of our clients are referred from another facility(i.e. a hospital emergency room, or another detox facility) However, anyone can call ARCA and self refer. ARCA screens all clients for appropriateness to its program.

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?

The capacity of our new facility will allow for up to 25 detox clients and 75 treatment clients at any given time. The meeting space will accommodate up to 64 people in several meeting/group rooms. Conference room will seat up to 24. Lobby will accommodate up to 10. Diagrams outlining the spaces and their capacity is included in the attachments in section F .

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.

ARCA is a residential treatment facility serving individuals with substance misuse issues. ARCA serves a 38 county catchment area around the Piedmont Triad. Forsyth(30%)and Guilford(25%) Counties are by far where the largest number of clients originate. Approximately 75-80% of our clients do not have insurance or are under-insured. Approximately 70% of our clients meet the definition of homeless.

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.

ARCA's current facility stays at capacity and is usually on a wait. While we are starting to see a small decrease in demand for opioid related use disorders, Alcohol use disorders and Amphetamines/Cocaine use are also increasing.

ARCA has at least 10 to 20 people per day who are told to call back tomorrow or referred to another facility due to either the lack of available beds or the lack of available appointment times. Our new facility will allow for multiple concurrent admissions. This will allow us to admit many more people per day.

The window of opportunity is narrow when a person is asking for help with addiction issues. There needs to be a bed available when that person asks for help. If there is any extended wait period, there is a high possibility the person will give up on a chance at recovery and return to old behaviors.

A support letter from our host MCO- Cardinal Innovations Healthcare is uploaded in section F.

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?

ARCA collaborates with multiple partners. Forsyth County Government has played an important role in this project in that they are providing the facility and assisting with partial up-fit funding for the HVAC systems and roof. This assistance has proven to be an integral part of the overall project.

ARCA is has also partnered with the Forsyth County District Attorney's Office(and others) to develop the DATA program (District Attorney's Treatment Alternatives) that hopes to reduce the jail population while also getting justice involved individuals on a path to recovery from substance use disorders. This program, while in it's early stages, has produced promising results and will serve potentially hundreds if not thousands of Winston-Salem Forsyth County marginalized individuals. This program is expected to grow significantly and will bring additional referrals to ARCA for treatment. We estimate up to 2-3 additional clients per week or more.

ARCA is working with Forsyth County EMS on a pilot diversion program where the Mobile Integrated Health Paramedics team can bring a person who meets ARCA criteria, directly to detox or treatment, bypassing costly hospital emergency rooms. This program is expected to grow as well. It could also bring up to 2-3 additional referrals per week to ARCA for detox or treatment.

ARCA is working with many local universities and schools including Wake Forest University to develop training opportunities for Masters level counseling and social work students. This will include clinical internships(LCSW, LCAS, LPC,) and nursing rotations with Forsyth Tech and Winston-Salem State University.

ARCA continues to enjoy working relationships with the Bethesda Center, Samaritan Ministries, the Winston-Salem Rescue Mission in order to facilitate referrals to and from each other.

ARCA collaborates with many organizations in order to get clients prepared for their next steps in their new life without drugs and alcohol. This is includes The Fellowship Home, Hawley House, ESR, Goodwill, Insight Human Services, and Daymark Recovery Services.

C. Strategy and Performance

Completed by darrellb@arcanc.org on 11/22/2019 3:45 PM

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C. Strategy and Performance

Please provide the following information

STRATEGY (5 POINTS)

C.1. The City of Winston-Salem adopted the [2017-2021 Strategic Plan \(2019 Update\)](#) as a guiding document to establish community priorities based on the vision, mission, and values set forward by the Mayor and City Council. Indicate which of the City's strategic focus areas your program aligns with best (select one):

Healthy Environment

C.2. Select the service area(s) that your project/program relates to:

- Housing/Homelessness
- Economic Development
- Construction Rehabilitation
- Poverty Reduction
- Arts and Culture
- Youth
- Public Safety
- Transportation
- Other

PERFORMANCE (15 POINTS)

C.3. Explain the plan for monitoring and evaluating the project/program. Also include the steps that will be taken if original goals provided in C.5. are not achieved.

We can track admissions through our Electronic health records system. This system will allow us to monitor our current and projected admissions as well as our history. We will also be able to monitor and analyze demographic client data as well. If goals are not met in FY 2020-21, we will continue our efforts in FY 2021-22 or until the goal is met.

C.4. Describe the system to be used to track participant and program data. List any key reports and their frequency that will be used to capture project/program performance.

PIMSY- A cloud based system developed by Smoky Mountain Information Systems, Inc.

This robust system will allow us to track admission, completion and demographic data. The system allows for implementation of follow up surveys with our clients.

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
Increase the number of Detox clients served by 50%	Increased space for admissions and number of detox beds	997 clients served	1050 clients served	1,877 clients served
Increase the number of treatment clients served by at least 30%	Increased space for admissions and increased Certificate of need for 32 additional treatment beds	1158 clients served	964 clients served	1506 clients served
Community Outreach Events	ARCA can host events to help educate the community about substance use disorders and how to access services	none	none	4 events with up to 50 people at each event. 200 people total.
Family Program Expansion by at least 50%	Expand family program offerings to engage more family members.	26 x 52 weeks =1352 participants	30 x 52 weeks = 1,560 participants	45 x 52 weeks = 2,340 participants

C.6. FY 18-19 Program Accomplishments

ARCA served 926 detox clients and 922 treatment clients. ARCA passed the following audits/inspections with minimal recommendations/correction plans:

North Carolina Health Service Regulation- Construction Division annual facility inspection

North Carolina Health Service Regulation - Annual Audit

ARCA successfully completed a capital campaign raising \$3 million

ARCA developed and implemented new focus tracks for our clients these tracks include:

Relapse prevention

Opiate

Anxiety and Pain Management

Relationships and Recovery

Mental Health and Recovery

ARCA also added an additional Family group offering(during the day) to give more options for participation in family program

C.7. FY 20-21 Key Objectives

Our key objectives for FY 2020-21 are to focus on a successful transition to our new facility. Once the new location fully operational, we will focus on expansion of services including serving more people. We will also work to expand service offerings including, DUI assessments and classes, Intensive Outpatient Services, and Medication Assisted Treatment.

We will also devote attention to developing community events to educate the public about substance misuse issues as well as develop training programs for professionals working in the Human Services and Behavioral Health fields.

D. Organizational Capacity

Completed by darrellb@arcanc.org on 11/22/2019 4:04 PM

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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?

Founded in 1969, the Addiction Recovery Care Association, Inc.(ARCA) is a nonprofit organization with a mission to "provide treatment services, educate the community, and advocate for those in recovery." the current ARCA campus is the former home of the Union Cross Radar Station - built in the 1950's as a surveillance post for the U.S. Air Force. The property was abandoned by the Air Force in the early 70's and the Department of the Interior transferred ownership of the property to Forsyth County. The County currently lease the property to ARCA under a favorable lease agreement, and that agreement was renewed in 2012 for 50 years.

ARCA has been in the forefront of addressing substance use disorders in our community for more than 50 years. From this single location in Winston-Salem, ARCA provides medical detox and residential treatment services, as well as family programs and ongoing patient recovery programs to the area.

As a CARF (Commission on Accreditation of Rehabilitation Facilities) accredited agency, ARCA's highly skilled and dedicated staff work together to create an atmosphere that fosters recovery from alcohol and other substance use disorders. The current campus includes a dormitory serving both men and women, a dining hall, meeting and counseling rooms, a separate building for family group programs and outdoor recreation areas. Last year, ARCA served over 1,750 clients - mostly from Forsyth, Guilford and surrounding counties. But Demand is increasing and ARCA is at capacity

Like other communities across America, ours is suffering from an opioid epidemic. Ten years ago 70% of ARCA's clients were be treated for alcohol use disorder, and 30% for other drugs. Today, those numbers have flipped, and 70% of ARCA's clients are being treated for addiction to opiates. The increasing number of opioid abusers is disconcerting. . the increasing number of overdose deaths is alarming. In, North Carolina, opioid deaths have increased by 881% from 2010 to 2015. In Forsyth County alone, we have seen a 307 % increase in opioid deaths in the past 10 years. According to Forsyth County EMS reports, they are receiving between 5 and 6 overdose calls per day, and have had as many as 17 in one day.

Forsyth County has presented ARCA with an opportunity to relocate services to a much larger facility in Winston-Salem that would allow ARCA to expand programs and services. The 87,000 square foot building the County is making available to ARCA is located in a convenient location near the intersection of Shattalon Drive and University Parkway in Winston-Salem. The building was most recently used as an assisted living facility known as Springwood Care Center. The County has agreed to relieve ARCA of its lease on the Union Cross property, and to lease this larger, newer facility to ARCA for \$1/year for up to 10 years.

ARCA has completed a capital campaign and successfully raised just over \$3 million. Engineering and design plans are complete work is slated to begin soon. ARCA plans to begin operations at the new location in early Fiscal 2020-21.(August)

FUNCTION (5 POINTS)

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

ARCA has been in operation since 1969. ARCA has been in its current location since 1975.

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

According to the National Institute on Drug Abuse, each dollar invested in addiction treatment programs yields a return of between \$4 and \$7 in reduce drug-related crime, criminal justice costs, and theft. When the return on investment is applied to healthcare and social costs, the total return back to the community can exceed a ration of 12:1.

ARCA accepts clients with or without insurance. Many people wind up at ARCA because they have no where else to go.

ARCA's program has returned many people back to being productive members of the community. They are no longer a burden on our jails, courts, EMS, hospitals, and more.

In recent history(past 5 years), ARCA has served on average, approximately 1750 individuals each year.

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
Special Projects Manager	Procure bids for furniture, fixtures and equipment. Oversee the purchase and installation.	2	0.00 %
Executive Director	Ensure project completion	1	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
Thom Elmore	Executive Director	\$74,095.00	0.00 %
Lisa Goins	Assistant Director	\$64,865.63	0.00 %

D.6. Attach an organizational chart

Organizational Chart *Required

ARCAORGcharts2019.pdf

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.

ARCA is committed to fostering, cultivating and preserving a culture of diversity and inclusion.

ARCA's staff are the organization's most valuable asset. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and organization 's achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status,

gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique. ARCA takes pride in the fact that more than 50% of its employees are in recovery themselves.

Respecting Diversity(From ARCA's Policy and Procedure Manual)

ARCA employees will demonstrate respect for co-workers and persons served' cultural backgrounds. Employees will utilize interventions and services to incorporate consideration of persons served' cultural perspectives and recognition of barriers external to persons served that may interfere with achieving effective rehabilitation outcomes. Employees will not condone or engage in discrimination based on age, color, culture, disability, ethnic group, gender, race, religion, sexual orientation, marital status, or socioeconomic status.

ARCA's hiring process(summarized from ARCA's Policy and Procedure Manual section C.6)

Job openings are announced by one or more of the following methods:

1. Information at ARCA staff meetings
2. Memorandum posted on bulletin boards on campus
3. Internet postings and posting in professional publications

ARCA does not categorically refuse employment to individuals with personal drug abuse histories or prior criminal histories. Because of the possibility that actual or potential conflicts of interest may arise when immediate family members are employed, ARCA does not allow immediate family members to supervise each other. For purposes of this policy, "immediate family members" are defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or step-relation. This policy applies to all categories of employment, including regular, temporary and part-time classifications.

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		5		
Professionals	2	2		6	3	
Technicians						
Office/Clerical				2	3	
Laborers/Service Workers	1	3	1	1	3	

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	3	6	0	9	8	0
Technicians						
Office/Clerical						
Laborers/Service Workers	1	3		1	3	

D.8.

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

Board Member List, September 2019.pdf

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

11

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

11

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."

Architect and Engineering plans are complete. General Contractor has been chosen. Bid work is underway for roof and HVAC. Demolition permits and building permits should be obtained by December 1. Construction should be completed by July 2020.

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?

Most of ARCA's clients are referred from other facilities, i.e. other detox facilities, emergency rooms, government agencies, and other providers. We maintain a presence on the internet and social media. We also strive to engage with several agencies and collaborative partners in the community that have high rates of people with substance use disorders. For example, homeless shelters, EMS, and law enforcement.

With our new facility, we will have the ability to offer community education and training events. The new facility is also centrally located in Winston-Salem and on the bus line.

ARCA believes everyone who is suffering from addiction issues, deserves that opportunity, regardless of their circumstance. If someone wants help, we want to be there for them.

E. Cost Effectiveness

Case Id: 10590

Name: ARCA, Inc. - 2020/21

Address: *No Address Assigned

Completed by darrellb@arcanc.org on 11/22/2019 4:26 PM

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	\$6,196,915.00	\$6,196,915.00	\$4,140,532.00
Fundraising	\$0.00	\$0.00	\$0.00
Management and General	\$1,453,598.00	\$1,453,598.00	\$971,236.00
	\$7,650,513.00	\$7,650,513.00	\$5,111,768.00

Expenditures by Category	Budgeted FY 19-20	Projected Actuals FY 19-20	Proposed Budget FY 20-21
Employee Salaries and Wages	\$2,221,978.00	\$2,221,978.00	\$2,905,933.00
Employee Benefits	\$363,800.00	\$363,800.00	\$696,428.00
Facility Rent and Utilities	\$103,000.00	\$103,000.00	\$136,436.00
Training and Conference Registration	\$13,000.00	\$13,000.00	\$19,500.00
Membership and Dues	\$0.00	\$0.00	\$0.00
Travel and Transportation	\$12,000.00	\$12,000.00	\$18,000.00
Grants to Individuals and Organizations	\$0.00	\$0.00	\$0.00
Contracted Fundraising Services	\$0.00	\$0.00	\$0.00
Goods Purchased for Resale	\$0.00	\$0.00	\$0.00
Other Contracted Services	\$310,150.00	\$310,150.00	\$465,225.00
Other Operating Expenditures	\$526,436.00	\$526,436.00	\$789,654.00
Capital Outlay	\$4,100,149.00	\$4,100,149.00	\$80,592.00
	\$7,650,513.00	\$7,650,513.00	\$5,111,768.00

Revenues by Category	Budgeted FY 19-20	Projected Actuals FY 19-20	Proposed Budget FY 20-21
City of Winston-Salem	\$0.00	\$0.00	\$80,592.00
Forsyth County	\$566,831.00	\$566,831.00	\$0.00
State of North Carolina	\$0.00	\$0.00	\$0.00
Federal Government	\$0.00	\$0.00	\$0.00
Admissions/Program Revenues/Sales	\$3,340,723.00	\$3,340,723.00	\$4,826,676.00
Memberships	\$0.00	\$0.00	\$0.00

Donations	\$338,880.00	\$338,880.00	\$100,000.00
Foundation Grants	\$2,888,169.00	\$2,888,169.00	\$100,000.00
Interest and Investment Income	\$5,860.00	\$5,860.00	\$4,500.00
Parent Organization	\$0.00	\$0.00	\$0.00
Other	\$510,050.00	\$510,050.00	\$0.00
	\$7,650,513.00	\$7,650,513.00	\$5,111,768.00

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

Other revenues include pending sale of capital improvements at existing campus. Other Operating Expenditures include maintenance, Food Service, therapy materials, office supplies, insurance, communication and other general operating expenses.

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	N/A	\$0.00

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
Main Entrance Lobby Furniture	\$10,883.00	\$0.00	
Main Conference Room Furniture and Equipment	\$32,749.00	\$0.00	
Group/Meeting Room Furniture	\$36,960.00	\$0.00	
	\$80,592.00	\$0.00	

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 is ARCA's first request for funding. A detailed description of requested furniture and equipment is included in Section F

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.

This is a one time request for furniture and equipment that will be utilized for many years to come.

ARCA has a 50 year proven track record of sustainability. This is the first request for funding we are aware.

ARCA's cost model for Detox and Treatment have proven to be self sustaining over the years.

More recently, due to the successful capital campaign, we have developed relationships with several corporations, foundations and individuals who have shown great interest in our cause and suggests continued on going support.

BARRIERS (3 POINTS)

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

Typical weather and construction delays may happen and cant be avoided. We are prepared for these circumstances. We have an existing facility in operation and are under no deadline to move. While we would like to move to the new facility as soon as possible, we can stay at our existing location until the new facility is ready. Unforeseen expenditures are possible and for this we have included significant contingency funds in our construction and remodeling budget.

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:	80592
Number proposed to be served for the year:	3102
Average City funds per beneficiary:	26
Proposed funds from all sources:	5111768
Number proposed to be served for the year:	3102
Average total funds per beneficiary:	1648

F. Required Documents

Completed by darrellb@arcanc.org on 11/22/2019 3:10 PM

Case Id: 10590

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Address: *No Address Assigned

F. Required Documents

Please provide the following information

Documentation

Code of Conduct/Conflict of Interest Policy *Required

ARCA code of conduct&confilct of interest.docx

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

arca9902017-18.pdf

Organization By-Laws *Required

ARCABylaw2017.docx

Articles of Incorporation *Required

ARCA Articles of Incorporation.pdf

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

ARCA P&P 2018.pdf

IRS 501(c)3 Designation Letter *Required

501 (c) (3) Letter.pdf

Audited financial statements or a third-party review *Required

ARCA audited 2018 Financial Statements.pdf

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

***Required**

NCOSOACTIVE Status docs.pdf

Other

cityofwinstonbudget2021.pdf

Pricing for 3 Spaces document 11.21.19.pdf

Preliminary_Video_Wall_Quote_Quote.pdf

cardinalsupportletter.pdf

G. Community Development Only

Completed by darrellb@arcanc.org on 11/22/2019 2:44 PM

Case Id: 10590

Name: ARCA, Inc. - 2020/21

Address: *No Address Assigned

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	0
31% to 50% of median	0
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

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.

H. Construction/Rehab Only

Completed by darrellb@arcanc.org on 11/22/2019 2:44 PM

Case Id: 10590

Name: ARCA, Inc. - 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*

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

Completed by darrellb@arcanc.org on 11/22/2019 2:44 PM

Case Id: 10590

Name: ARCA, Inc. - 2020/21

Address: *No Address Assigned

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 darrellb@arcanc.org on 11/22/2019 2:44 PM

Case Id: 10590

Name: ARCA, Inc. - 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 darrellb@arcanc.org on 11/22/2019 4:30 PM

Case Id: 10590

Name: ARCA, Inc. - 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.

Thomas E Elmore

Electronically signed by darrellb@arcanc.org on 11/22/2019 4:30 PM