

A. Organization & Contact Information

Case Id: 10782
Name: Drug Treatment Court - 2020/21
Address: *No Address Assigned

Completed by sigler@siglerlawpllc.com on 11/22/2019 2:33 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

Phoenix Rising of Winston Salem, Inc

A.2. Project/Program

Drug Treatment Court

A.3. FY 2020-21 Funding Request Amount

\$45,000.00

A.4. Agency's Total Operating Budget

\$36,000.00

A.5. Mailing Address

PO Box 24113 Winston-Salem, NC 27103

A.6. Project/Program Location Address

200 N Main St Winston-Salem, NC 27101

A.7. Organization Website

Www.phoenixrisingwinstonsalem.org

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

2017

A.9. Organization Fiscal Year

July 1 - June 30

A.10. Federal Tax ID Number

A.11. Federal DUNS Number

EXECUTIVE DIRECTOR/MANAGER

A.12. Name, Title

Kerri Sigler

A.13. Email

sigler@siglerlawpllc.com

A.14. Phone

(336) 263-0709

CONTACT

A.15. Name, Title

Kerri Sigler

A.16. Email

sigler@siglerlawpllc.com

A.17. Phone

(336) 263-0709

BOARD CHAIR

A.18. Name

Kerri Sigler

A.19. Term Expiration

12/31/2020

A.20. Email

sigler@siglerlawpllc.com

A.21. Phone

(336) 263-0709

B. Project Overview

Completed by sigler@siglerlawpllc.com on 11/22/2019 3:11 PM

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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 goal of Drug Treatment Court is to reduce addiction and recidivism in Forsyth County by offering a criminal sentencing option focused on intensive supervision and treatment. City fund will be used to fund, in part, the administrative position of Court Coordinator. This position is held by Curtis Graham of Insight Human Services. Funds will be delivered directly to Insight Human Services pursuant to a contract between it and the City, as they were for the 2017 year.

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

DRTC participants access the program by submitting a referral - or having one submitted for them - to the court coordinator who screens all applicants to make sure they are clinically appropriate for the program. Applications are then reviewed by the DRTC team and voted on. Applicants voted into the program begin participating once a judge sentences them into the program in court.

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?

DRTC currently serves 16 participants. The maximum number is 25. The total number of participants served in a year fluctuates, but should be between 16 and 25 for the 2020-21 fiscal 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.

DRTC serves addicts of all kinds with pending criminal charges and probation violations in Forsyth County. We allow use of Medication Assisted Treatment and accept those with all addiction types, from alcohol to heroin. DRTC participants cover all races, genders, and socio-economic statuses. Of the 14 active participants at the time of this application, 9 are female and 5 are male. Two are African American. Addiction types include alcohol, heroin, cocaine, crack, and marijuana.

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.

DRTC offers a sentencing option designed specifically to get addicts better and reduce recidivism. DRTC is the only current sentencing option that is evidence-based, modeled on the National Drug Court Institute model, and that allows participants to retain their full due-process rights while in a drug-specific treatment court. Statistically, drug courts are 40% more likely to reduce addiction-related crime than any other sentencing option and reduce criminal justice costs by 2/3.

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?

DRTC has collaborated with the City and is working on a collaboration with the County to secure the funding for the court coordinator position. It has collaborated with Phoenix Rising of WS, Inc. to provide provisional funding until other City/County funds can be obtained. It has collaborated with Insight Human Services to serve as treatment provider and supply the court coordinator for the court. It has also collaborated with Probation to provide supervision of participants.

C. Strategy and Performance

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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):

Safe and Secure Community

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.

The Court Coordinator will maintain data through their internal data tracking system. This data will monitor compliance and non-compliance of the participants; specifically recidivism and relapse of program participants. We will use a process of monthly evaluation and reevaluation to assess whether goals are met and, if not, what steps should be taken to improve. We will also reply on comments from program participants to improve and strengthen the program.

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.

DRTC will use an internal system to track participant and program data.

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
Treat addiction	Participants are screened and referred to the treatment program that is best suited to get them better.			
Reduce Recidivism	Most of the crimes committed by addicts are directly related to their addictions. By achieving Goal #1, we also achieve a reduction in recidivism.			
Save taxpayer money	It costs approximately \$100/day to keep an inmate in the County jail. According to the Department of Public Safety website, the yearly cost of incarceration is upwards of \$33,000 per person. The yearly cost of probation is approximately \$1,900 per person. As a form of probation, DRTC saves the taxpayers tens of thousands of dollars per participant.			

C.6. FY 18-19 Program Accomplishments

In calendar year 2019, no DRTC participants were charged with new crimes, making the recidivism rate for this calendar year zero.

C.7. FY 20-21 Key Objectives

DRTC will graduate its first successful participant in December 2020. Based on rate of progress of its other participants, we anticipate several more graduations early in 2020 and throughout the year.

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?

Drug Treatment court seeks to establish a minimum 12-month probationary program to provide evidenced based treatment for those who abuse or are addicted to controlled substances in an effort to reduce drug use and recidivism among program participants.

FUNCTION (5 POINTS)

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

DRTC: December 1, 2017. Phoenix Rising June 1, 2017.

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

DRTC saves money, saves lives, reduces crime, and ends addiction for all races, genders, and socio-economic backgrounds.

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
Court Coordinator	Coordinates the treatment notes and progress of all DRTC participants and reports them to the court for evaluation	30	0.00 %
Clinical Assessor	Receives and process all new applicant referrals, sets up screening appointments, screens applicants for clinical appropriateness, and refers applicants to appropriate treatment	20	0.00 %
Judge	Preside over DTC. Participate in staffing decisions re: new applicants.	5	0.00 %
Probation Officer	Supervise participants. Administer drug screens to ensure compliance. Run criminal records to ensure no new charges of participants. Participate in staffing decisions re: new applicants.	20	0.00 %
Defense Attorney	Represent the interest of participants in the program. Advocate on their behalves. Participate in staffing decisions re: new applicants.	5	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
		\$0.00	0.00 %

D.6. Attach an organizational chart



Organizational Chart *Required

DRTC ORGANIZATIONAL CHART.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.

For the 2020-21 fiscal year, Phoenix Rising will interview and select from a field of qualified candidates to fill the Court Coordinator and Clinical Assessor positions.

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		1				
Professionals						
Technicians						
Office/Clerical				1		
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	4					
Technicians						
Office/Clerical				1		
Laborers/Service Workers						

D.8.



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

PROWS Board Members 2019.docx

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

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

2

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."

The operational plan has already been implemented and the program will begin fully running on 12/1/17. It began receiving and screening applicants on 10/1/17. The plan included putting in place the core team (described above); securing funding for the paid court coordinator position; and securing the specific time and place of the court within the courthouse. All of those steps have been successfully completed and are in place.

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?

DRTC ensures fair and equal access to the program by accepting applicants of all addiction types, treatment preferences, and socio-economic statuses.

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	\$70,000.00	\$65,000.00	\$70,000.00
Fundraising	\$0.00	\$0.00	\$0.00
Management and General	\$0.00	\$0.00	\$0.00
	\$70,000.00	\$65,000.00	\$70,000.00

Expenditures by Category	Budgeted FY 19-20	Projected Actuals FY 19-20	Proposed Budget FY 20-21
Employee Salaries and Wages	\$55,000.00	\$0.00	\$50,000.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Facility Rent and Utilities	\$0.00	\$0.00	\$0.00
Training and Conference Registration	\$0.00	\$0.00	\$0.00
Membership and Dues	\$0.00	\$0.00	\$0.00
Travel and Transportation	\$0.00	\$0.00	\$0.00
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	\$0.00	\$0.00	\$0.00
Other Operating Expenditures	\$15,000.00	\$15,000.00	\$15,000.00
Capital Outlay	\$0.00	\$0.00	\$0.00
	\$70,000.00	\$15,000.00	\$65,000.00

Revenues by Category	Budgeted FY 19-20	Projected Actuals FY 19-20	Proposed Budget FY 20-21
City of Winston-Salem	\$3,500,000.00	\$3,500,000.00	\$45,000.00
Forsyth County	\$0.00	\$0.00	\$0.00
State of North Carolina	\$0.00	\$0.00	\$0.00
Federal Government	\$0.00	\$0.00	\$0.00
Admissions/Program Revenues/Sales	\$0.00	\$0.00	\$0.00
Memberships	\$0.00	\$0.00	\$0.00

10 of 20

Donations	\$0.00	\$0.00	\$0.00
Foundation Grants	\$25,000.00	\$25,000.00	\$25,000.00
Interest and Investment Income	\$0.00	\$0.00	\$0.00
Parent Organization	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
	\$3,525,000.00	\$3,525,000.00	\$70,000.00

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

DRTC budgets \$10,000 / year for 13-panel drug screens vital to DRTC but unavailable through regular probation. DRTC budgets another \$5,000/year for incentives and rewards for participants.

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
2018	CAFG	\$35,000.00
2019	CAFG	\$35,000.00

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
DRTC	\$45,000.00	\$25,000.00	Phoenix Rising
	\$45,000.00	\$25,000.00	

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.

In FY 2020-21, CAFG funds will come directly to Phoenix Rising, a local non-profit run entirely by a volunteer board of local professionals who operate without a staff or executive director. The departure of Insight Human Services as Court Coordinator and the shift of funds to Phoenix to hire and manage all needed DRTC personnel. Given the increased workload for Phoenix, we are asking additional financial assistance from the City.

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.

It is anticipated that the partnership between Phoenix and the City that has sustained DRTC since 2017 will continue in future years.

BARRIERS (3 POINTS)

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

Ongoing fundraising is a continual challenge that we meet each year.

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:	45000
Number proposed to be served for the year:	20
Average City funds per beneficiary:	2250
Proposed funds from all sources:	70000
Number proposed to be served for the year:	20
Average total funds per beneficiary:	3500

F. Required Documents

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F. Required Documents

Please provide the following information

Documentation

- Code of Conduct/Conflict of Interest Policy *Required**
Addendum to City Agency Funding Grant.docx

- Submit a copy of the agency's latest 990 Form as submitted to the Internal Revenue Service. *Required**
PR 2017 Form 990EZ.pdf

- Organization By-Laws *Required**
PROWS Amended Bylaws 1 25 18.docx

- Articles of Incorporation *Required**
2017-03-16 Articles of Incorporation for Phoenix Rising of Winston Salem, Inc..pdf

- Organization Policies (including personnel, formal non-discrimination, procurement, accounting, etc) *Required**
Addendum to City Agency Funding Grant.docx

- IRS 501(c)3 Designation Letter *Required**
PROWS 501c3 Certification.pdf

Audited financial statements or a third-party review ***Required**

Addendum to City Agency Funding Grant.docx

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

***Required**

Current Active Status.docx

Other

***No files uploaded*

G. Community Development Only

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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

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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

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Address: *No Address Assigned

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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

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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

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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.

Kerri L Sigler

Electronically signed by sigler@siglerlawpllc.com on 11/22/2019 3:52 PM