

# A. Organization & Contact Information

**Case Id:** 11114  
**Name:** Winston-Salem Urban League - 2021/22  
**Address:** \*No Address Assigned

Completed by kpettigrew@wsurban.org on 11/30/2020 3:34 PM

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## A. Organization & Contact Information

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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

Winston-Salem Urban League

### A.2. Project/Program

Summer Youth Employment Program

### A.3. FY 2021-22 Funding Request Amount

\$165,000.00

### A.4. Agency's Total Operating Budget

\$167,474.80

### A.5. Mailing Address

201 West Fifth Street Winston-Salem, NC 27101

### A.6. Project/Program Location Address

201 West Fifth Street Winston-Salem, NC 27101

### A.7. Organization Website

www.wsurban.org

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

1971

### A.9. Organization Fiscal Year

July 1-June 3-

### A.10. Federal Tax ID Number

### A.11. Federal DUNS Number

### EXECUTIVE DIRECTOR/MANAGER

#### A.12. Name, Title

James H. Perry

#### A.13. Email

jperry@wsurban.org

#### A.14. Phone

(336) 717-1223

### CONTACT

#### A.15. Name, Title

Kenneth Pettigrew

#### A.16. Email

kpettigrew@wsurbna.org

#### A.17. Phone

(336) 717-1228

### BOARD CHAIR

#### A.18. Name

Marquis H. Barnett

#### A.19. Term Expiration

06/30/2022

#### A.20. Email

barnett.mh@gmail.com

#### A.21. Phone

(336) 747-6817

## B. Project Overview

Completed by [kpettigrew@wsurban.org](mailto:kpettigrew@wsurban.org) on 11/30/2020 3:41 PM

Case Id: 11114

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### B. Project Overview

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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 Winston-Salem Urban League commits to provide career, employment, and training services for low- to moderate-income teens and young adults deemed at risk. The Winston-Salem Urban League will provide participants, ages 15-19 with customized summer internship experiences through the use of subsidized career placements throughout Winston-Salem. Participants will have the opportunity to engage in work and/or work-related project activities, learn fundamental job readiness skills, and world-of-work awareness through meaningful placement experiences. There is the potential to place 150 interns with local employers throughout the summer while providing interns mentorship and training in their academic and career choices. This program is an operating project not a capital project. The total cost to the City will be \$165,000. The City funding will provide \$125,000 to fund up to 150 summer internships per year. Interns will spend 20 hours per week at their placements, however, hours may vary. The City funding will provide \$40,000 to cover marketing, materials, supplies, staff and administrative costs. The core difference relative to previous iterations of the program is that the program period would cover the entire fiscal year, rather than simply the July, August and September. This funding approach allows the Winston-Salem Urban League to better manage marketing, applications and training necessary for the upcoming program year.

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

Participant applications will be made available online through the Winston-Salem Urban League's program staff, the Urban League's website, partnerships with faith-based institutions, community partnerships, and through the administration and guidance departments of all high schools in the Winston-Salem/Forsyth County Schools. Through the application process, applicants will be prompted to indicate their fields of interest and career goals to facilitate the appropriate training placement. Before program enrollment, all qualifications will be verified and benefits will be determined based on the City of Winston-Salem's income guidelines.

B.3. Below, please provide anticipated service metrics into the appropriate fields.

**Where applicable, applicants will be reimbursed funds based upon timely submissions of eligible invoices. These invoices should describe services rendered and should align with the goals and objectives cited here. Where outcomes do not align with goals, please be prepared to provide a written summary of shortcomings. If applicable and serving individual clients over a period of time.**

**Average Number of Participants Served at a Single Time**

150

**Maximum Number of Participants to Be Served at a Single Time**

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**Unduplicated Total Number of Participants to Be Served During the Program Year**

150

**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.**

The program will serve youth ages 15-19. In past years, more than 95% of applicants were African American or Latino/Hispanic. 100% of program participants are of low income. Participant

**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.**

Many of the participants enrolled in this program do not have equitable access to skills development, internships, and networking opportunities as their more advantaged peers. Data shows the high unemployment rate among low-income youth between 15 and 19 and a frequent lack of job-ready skills, with related achievement and graduation gaps. WSUL's own State of Black Winston-Salem report showed that seven out of 10 black and Hispanic/Latino high school students failed basic reading and math performance exams. Additional training such as the programming provided in the SYEP can assist students in bridging the achievement gap. The activities as part of SYEP also address the issues of learning loss during the summer months, as interns will be exposed to real-life scenarios and opportunities that require engagement with precepts taught in the academic year.

**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 Winston-Salem Urban League has developed partnerships with both the public and private sectors including the WS/FC Schools, the Winston-Salem Chamber of Commerce, the Downtown Winston-Salem Partnership, Winston-Salem State University (WSSU) and WSSU Society of Human Resource Managers (SHRM) Chapter, Wake Forest University, High Point University, Forsyth Technical Community College, NC Institute of Minority Economic Development, NC Workforce Development, and North Carolina Department of Commerce Division of Workforce Solutions. Additionally, WSUL has organized the Urban League Business Consortium, which is a network of approximately 80 corporate and nonprofit executives who represent the major employers in the area. These professionals provide technical assistance and resources to assist the Urban League in designing employment and training programs from the perspective of employers and conducting training seminars for program participants. In order to effectively address all the social and emotional needs that impact intern performance, we have strategic partnerships with Forsyth County to provide a mental health seminar targeted to the demographic served by the program. Other collaborative opportunities include interaction with the Winston-Salem Police Department, life-skills simulations, and motivational presentations by invited guests.

# IDIS Setup

No data saved

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## IDIS Setup

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Please provide the following information

**Project Name**

**National Objective**

**Activity Number ID**

**HUD Activity Code**

**Project Description**

**Accomplishment Type**

**Initial Application Date**

**Service Area**

**Ward**

**Census Tract(s)**

**Block/Group**

**MWBE**

## C. Strategy and Performance

Completed by [kpettigrew@wsurban.org](mailto:kpettigrew@wsurban.org) on 11/30/2020 3:48 PM

Case Id: 11114

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### C. Strategy and Performance

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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):**

Economic Vitality and Diversity

**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 the stated program goals provided in C.5. are not achieved.**

The SYEP staff members will be in regular contact with internship host sites and program participants. Staff will require evaluations from both host sites and teen participants to determine the fit of the intern(s), the intern's growth and ongoing contributions to the host site, and the host site's overall satisfaction with the program. Participants will have weekly opportunities to check in with the staff concerning their host site placement. Staff will schedule host site visits, and will conduct some unplanned visits when deemed necessary.

If the original goals are not achieved, the Urban League will be prompt and fair in rectifying the issue. For example, if we are reaching the deadline for the start of the program and we have not met our enrollment goal, extra attempts will be made to seek out individuals who would be a good fit for the program. With a commitment to adaptive learning, if in the middle of the program we feel that a number of our interns lack a certain skill, we will devote a special training session to addressing that skill. If near the end of the program we find that our number of successful

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5 of 21

interns is under our set goal, it will not be for lack of involvement by program staff. In the past, we have been effective at quickly identifying problem interns, organizations, or matches and remedying them to the guidelines and standards laid out by the program and our organization. Our primary goal is to ready our interns for futures in their desired field, and with that in mind, we do all we can to help them succeed. However, if it does not work out with a particular intern or sponsor, we will determine what went wrong and include that in our report at the end of the program, to avoid the same happening in the next year.

**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.**

The program application is hosted by a cloud-based service that efficiently gathers participant information, track what application materials are missing, and allows for additional tracking of training attendance, program evaluations, and any incident reports filed by host sites, students, or members of the Summer Youth Employment Program staff. For additional auditing purposes and record-keeping, a folder will be kept for each intern, containing all physical correspondences with the individual and his/her family in regards to the program. All electronic correspondences will be maintained and added to the files at the conclusion of the program, having been properly labeled for reference.

**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.**

**Applicants will be reimbursed funds based upon timely submissions of eligible invoices. These invoices should describe services rendered and should align with the goals and objectives cited here. Where outcomes do not align with goals, please be prepared to provide a written summary of shortcomings.**

Stated Program Goals	Program Activities in Support of Goals	FY 19-20 Previous Year Results	FY 20-21 Current Year Projected Results	FY 21-22 Next Year Anticipated Results
98% of interns will have a meaningful work experience	WSUL staff will place each intern with a host site that best aligns with their career goals and aspirations.	100%	100%	100%
100% of interns will develop resumes and appropriate interviewing skills.	WSUL staff will provide skills training and assist teens in developing resumes.	100%	100%	100%
100% of teens will refrain from negative interactions with the criminal justice system.	WSUL staff and consultants will provide training and support to deter and prevent teens from engaging in criminal behavior.	100%	100%	100%

100% of teens will matriculate through high school to enter the work force or engage additional educational opportunities.	WSUL staff and consultants will provide training and support to assist teens and support them in making appropriate education and career choices.	100% of eligible participants	100%	100%
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	Total Unduplicated Number Served	Total Number Served
FY 19-20 Previous Year Results	40	40
FY 20-21 Current Year Projected Results	150	150
FY 21-22 Next Year Anticipated Results	150	150

**C.6. FY 19-20 Program Accomplishments**

As in the previous program year, the application process was 100% digitized and provided for a smoother enrollment and intern management process. This year, 100% of participants returned to school, entered college or the workforce; 100% of participants managed to avoid negative interactions with law enforcement; 100% of participants developed resumes.

**C.7. FY 21-22 Key Objectives**

We seek to achieve the same goals and objectives as previous years, but we seek to do so as we navigate the COVID-19 environment. In the last program year, we were successful in navigating COVID-19 but we had to significantly reduce our program size. We seek to return to full service - 150 interns in 21-22.

## D. Organizational Capacity

Completed by [kpettigrew@wsurban.org](mailto:kpettigrew@wsurban.org) on 11/30/2020 4:11 PM

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### D. Organizational Capacity

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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?**

The Winston-Salem Urban League (WSUL) was founded through the efforts of Mayor James G. Hanes. Hanes, concerned about negative race relations, led a survey of the state of race relations in 1947. The study was conducted by the National Urban League and funded by the Rockefeller Foundation. The "Community Relations Project" was formed as a result. This organization evolved to become the Winston-Salem Urban League. The Winston-Salem Urban League was formally organized in 1953 and was chartered as an affiliate of the National Urban League in 1955. Today, the Winston-Salem Urban League is a member based organization led by a community board. The League manages approximately \$1.6 million dollars in program funding, touching the lives of tens of thousands of residents across 13 North Carolina Counties.

WSUL's largest program is the Senior Community Service Employment Program, a federally funded program that provides training and job placement for low-income unemployed seniors. As many as 160 Seniors across 13 counties gain on the job skill by engaging in a paid internship while seeking full time paid employment with the assistance of Urban League staff.

The Summer Youth Employment Program provides as many as 150 low to moderate income teenagers with leadership development opportunities, life skills, career training and, college exploration.

The Mind Matters - Mental Health Outreach and Education Program is an outreach program designed to reduce barriers and increase access to mental health services for underserved populations and veterans.

SNAP Out Senior Hunger Program is designed to educate and inform seniors about the benefits of the Supplemental Nutrition Assistance Program (SNAP), formerly the Food Stamp program.

Hire UP is the Winston-Salem Urban League's workforce development and employment service program. Hire UP provides job skill training, resume development, job search, interview preparation, and access to computer equipment and business services including copying and faxing

#### FUNCTION (5 POINTS)

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

We have been serving the community for 73 years. We began operating informally in 1947. We were formally organized in 1971.

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

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8 of 21



The Winston-Salem Urban League serves low and extremely low income residents in Winston-Salem. We provide workforce development and skills training to teens and seniors. We provide mental health support services. We provide nutrition support to seniors and disabled residents. We operate 2 computer labs in an effort to end the digital divide. We operate a voter recruitment and entrepreneurship program.

**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
Kenneth Pettigrew, COO and Program Manager	Generally organize and oversee the program	30	100.00 %
Jasmine Stover, Assistant Program Manager	Provide management support and client oversight.	40	100.00 %
TBD, Assistant Program Manager	Provide management support and site oversight.	40	100.00 %
James Perry, CEO	Generally oversee programmatic soundness.	8	100.00 %

**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
James Perry	CEO	\$80,000.00	7.60 %

**D.6. Attach an organizational chart**

**Organizational Chart \*Required**

WSUL 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.**

Generally, we advertise all positions. We advertise positions in diverse publication such as the Chronicle and Que Pasa. We work with organizations that serve diverse populations and work to recruit from their roles. Finally, we manage an employment opportunity e-list. Many of the candidates on the e-list come from diverse backgrounds.

**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	0	2	0	0	2	0
Professionals	0	0	0	0	2	0
Technicians	0	0	0	0	0	0

Office/Clerical	0	0	0	0	0	0
Laborers/Service Workers	0	0	0	0	0	0
Total Full-Time						

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	0	0	0	0	0	0
Professionals	0	0	0	0	0	0
Technicians	0	0	0	0	0	0
Office/Clerical	1	0	0	0	15	0
Laborers/Service Workers	0	2	0	0	1	0
Total Part-Time/Temp						

**D.8.**

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

Board Roster .pdf

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

10

**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."**

Once funding is authorized and 75 days prior to launch of the Program, WSUL will recruit staff for the program. The highly capable VISTA volunteer is already on site. Longstanding relationships with employers and volunteer advisers are in place, however, employers and volunteers will be re-recruited 45 days prior to launch. Recruitment of interns will begin 30 days prior to launch.

**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 Winston-Salem Urban League has a strict policy on non-discrimination. Further, we engage an aggressive marketing program to spread the opportunities to as many people as possible. We have policies and procedures for hiring and program participation that have been reviewed and audited by the National Urban League for general soundness and legal status.

## E. Cost Effectiveness

Case Id: 11114

Name: Winston-Salem Urban League - 2021/22

Completed by kpettigrew@wsurban.org on 11/30/2020 3:33 PM

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 20-21	Projected Actuals FY 20-21	Proposed Budget FY 21-22
Program Services	\$1,481,251.00	\$1,555,313.00	\$1,633,079.00
Fundraising	\$32,555.00	\$34,183.00	\$35,892.00
Management and General	\$113,942.00	\$119,639.00	\$125,621.00
<b>Total Expenditures by Program</b>	<b>\$1,627,748.00</b>	<b>\$1,709,135.00</b>	<b>\$1,794,592.00</b>

Expenditures by Category	Budgeted FY 20-21	Projected Actuals FY 20-21	Proposed Budget FY 21-22
Employee Salaries and Wages	\$1,285,921.00	\$1,350,217.00	\$1,417,728.00
Employee Benefits	\$98,373.00	\$103,292.00	\$108,456.00
Facility Rent and Utilities	\$32,555.00	\$34,183.00	\$35,892.00
Training and Conference Registration	\$2,000.00	\$2,000.00	\$2,000.00
Membership and Dues	\$12,000.00	\$12,000.00	\$12,000.00
Travel and Transportation	\$16,277.00	\$17,091.00	\$17,946.00
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	\$56,971.00	\$59,820.00	\$62,811.00
Other Operating Expenditures	\$123,651.00	\$130,532.00	\$137,759.00
Capital Outlay	\$0.00	\$0.00	\$0.00
<b>Total Expenditures by Category</b>	<b>\$1,627,748.00</b>	<b>\$1,709,135.00</b>	<b>\$1,794,592.00</b>

Revenues by Category	Budgeted FY 20-21	Projected Actuals FY 20-21	Proposed Budget FY 21-22
City of Winston-Salem	\$165,000.00	\$165,000.00	\$165,000.00
Forsyth County	\$35,000.00	\$35,000.00	\$35,000.00
State of North Carolina	\$0.00	\$0.00	\$0.00
Federal Government	\$1,049,230.00	\$1,100,000.00	\$1,200,000.00
Admissions/Program Revenues/Sales	\$30,000.00	\$35,000.00	\$40,000.00

Memberships	\$8,000.00	\$10,000.00	\$12,000.00
Donations	\$100,000.00	\$120,000.00	\$130,000.00
Foundation Grants	\$240,518.00	\$244,135.00	\$212,592.00
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
<b>Total Revenues by Category</b>	<b>\$1,627,748.00</b>	<b>\$1,709,135.00</b>	<b>\$1,794,592.00</b>

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

Generally, other operating expenditures includes computers, printing, repairs and maintenance, meals, audit fees, insurance, office and janitorial supplies.

**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
2020	CDBG	\$165,000.00
2019	CDBG	\$165,000.00
2018	CDBG	\$165,000.00
2017	CDBG	\$150,000.00
2016	CDBG	\$151,000.00

**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
Intern salaries	\$125,000.00	\$0.00	
Program costs	\$35,000.00	\$0.00	
Administration	\$5,000.00	\$0.00	
	\$165,000.00	\$0.00	

**E.4. For each activity and line item above, please provide a short but detailed description of how City resources will be used to carry out proposed programming.**

Intern salaries are used exclusively to pay stipends to program interns. Program costs covers WSUL staffing, equipment, supplies, technological needs and background checks among other things. Administration covers the cost of payroll and fiscal management.

**E.5. Where another stakeholder or agency is providing non-monetary assistance with a particular aspect of your programming, please provide a short description of those activities and how they will supplement the use of City funds.**

In previous years, Wake Forest University has provided an intern to support our work. We value this contribution at approximately \$5,000.

**E.6. 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.**

There is no change relative to the previous year.

**SUSTAINABILITY (7 POINTS)**

**E.7. Describe the plan to sustain the project/program funding in future years. Include information about other funding sources to leverage City funds requested.**

Each year we seek contributions from host sites and local foundations. We will continue this effort, initially to augment program, but with the eventual goal of providing full or partial program funding.

**BARRIERS (3 POINTS)**

**E.8. Describe any potential programmatic barriers to project implementation (e.g. recruitment or outreach challenges, etc.) and your plans for overcoming them.**

We don't anticipate any barriers in implementing the program.

**E.9. Describe any institutional barriers to project implementation (e.g. staff vacancies, pending departures, etc.) and your plans for overcoming them.**

We don't anticipate any barriers in implementing the program.

**AVERAGE COST (5 POINTS)**

**E.10. 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:	\$165,000
Number proposed to be served for the year:	150
Average City funds per beneficiary:	\$1,100
Proposed funds from all sources:	\$165,000
Number proposed to be served for the year:	150
Average total funds per beneficiary:	\$1,100

## F. Required Documents

Completed by kpettigrew@wsurban.org on 11/5/2020 2:51 PM

Case Id: 11114

Name: Winston-Salem Urban League - 2021/22

Address: \*No Address Assigned

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## F. Required Documents

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Please provide the following information

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### Documentation

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**Code of Conduct/Conflict of Interest Policy \*Required**

Copy of Personnel\_Handbook\_2014 (1).pdf

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

Winston-Salem Urban League\_2018\_990E\_ArchiveTaxReturn.pdf

**Organization By-Laws \*Required**

WSUL Bylaws Revised 2017.pdf

**Articles of Incorporation \*Required**

Articles of Incorporation.pdf

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

Copy of Personnel\_Handbook\_2014 (1).pdf

**IRS 501(c)3 Designation Letter \*Required**

IRS Determination Letter.pdf.pdf

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

WSUP Draft 19 (1).pdf

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

**\*Required**

North Carolina Secretary of State Search Results.pdf

Other

*\*\*No files uploaded*

## G. Income Based Projects/Services Only

Case Id: 11114

Name: Winston-Salem Urban League - 2021/22

Address: \*No Address Assigned

Completed by kpettigrew@wsurban.org on 11/30/2020 3:36 PM

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### G. Income Based Projects/Services Only

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\*\* 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."

**G.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.**

Income Range	# to be served
0 to 30% of median	150
31% to 50% of median	0
51% to 80% of median	0
Greater than 80% of median	0

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

All program applicants are required to submit W-2 and tax returns to indicate annual income. In rare cases, applicants are allowed to submit affidavits relative to their income.



## H. Construction/Rehab Only

Completed by kpettigrew@wsurban.org on 11/30/2020 3:36 PM

Case Id: 11114

Name: Winston-Salem Urban League - 2021/22

Address: \*No Address Assigned

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### H. Construction/Rehab Only

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\*\* 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."

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

**H.2. Provide a projected timeline for the proposed work.**

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

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

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

**H.6. Describe the property management plan.**

**H.7. List the development team members.**

**H.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.**

**H.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

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**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 kpettigrew@wsurban.org on 11/30/2020 3:36 PM

Case Id: 11114

Name: Winston-Salem Urban League - 2021/22

Address: \*No Address Assigned

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## I. Emergency Shelter Only

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\*\* 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 kpettigrew@wsurban.org on 11/30/2020 3:36 PM

Case Id: 11114

Name: Winston-Salem Urban League - 2021/22

Address: \*No Address Assigned

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### J. Rapid Rehousing and HMIS Only

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\*\* 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 kpettigrew@wsurban.org on 11/30/2020 4:11 PM*

**Case Id:** 11114

**Name:** Winston-Salem Urban League - 2021/22

**Address:** \*No Address Assigned

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## Submit

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**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.**

James Perry

*Electronically signed by kpettigrew@wsurban.org on 11/30/2020 4:11 PM*