

A. Organization & Contact Information

Completed by elizabeth.miller@parentingpath.org on 11/20/2020 12:09 PM

Case Id: 11152
Name: Parenting PATH Structure 2021-2022 - 2021/22
Address: *No Address Assigned

A. Organization & Contact Information

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

A.1. Organization Name

The Parenting PATH

A.2. Project/Program

Windows & Doors Renovation and Air Sealing

A.3. FY 2021-22 Funding Request Amount

\$18,839.00

A.4. Agency's Total Operating Budget

\$2,342,661.00

A.5. Mailing Address

500 W. Northwest Boulevard Winston-Salem, NC 27105

A.6. Project/Program Location Address

500 W. Northwest Boulevard Winston-Salem, NC 27105

A.7. Organization Website

www.parentingpath.org

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

1981

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

Elizabeth Miller, Chief Executive Officer

A.13. Email

elizabeth.miller@parentingpath.org

A.14. Phone

(336) 748-9028

CONTACT

A.15. Name, Title

Elizabeth Miller

A.16. Email

elizabeth.miller@parentingpath.org

A.17. Phone

(336) 748-9028

BOARD CHAIR

A.18. Name

Katie Foster Fowler

A.19. Term Expiration

06/30/2021

A.20. Email

katiefowler20004@gmail.com

A.21. Phone

(336) 406-0659

B. Project Overview

Completed by elizabeth.miller@parentingpath.org on 11/20/2020
10:41 AM

Case Id: 11152

Name: Parenting PATH Structure 2021-2022 - 2021/22

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 agency is requesting city funds to upgrade windows and exterior doors at the administrative office. The Parenting PATH (formerly ExchangeSCAN) is located at 500 W. Northwest Boulevard, Winston-Salem, NC 27106. This facility was originally constructed in 1987. The structure was expanded in 1995 to an additional 6200 square feet of space. The structure has a total of 75 exterior windows and 6 exterior doors. City funds will be used to administer an air sealing inspection, seal the area needed to prevent air leakage, and replace cracked windows and damaged doors where needed. This project will assist with upgrading the primary structure where services are delivered to become more energy-efficient thereby reducing the monthly cost of utilities, increase ventilation by reducing carbon monoxide and air pollutants. In addition, this project will strengthen the security of the facility and reduce the number of small lizards and snakes using the building as a haven.

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

The Parenting PATH is a private non-profit, organization. With a mission to prevent and treat child abuse and neglect, services are delivered by strengthening families, enhancing parent-child relationships, creating safer communities for parent and their children, and increasing community awareness and involvement in prevention efforts. This mission aligns with the City's mission to provide "quality, affordable services that ensure the health, safety, and wellbeing of citizens...." As part of the City's mission statement, the City has objectives that line up with a "safe and secure community" which includes reducing crime and the fear of crime. Studies indicate that the ideal environment for a child is within their own familial structure, however only if that familial structure can provide a safe, and nurturing environment. The Parenting PATH offers several in-home visitation services and in-office groups that provide emotional support, positive parenting skills, counseling services, emergency out of home care, and fatherhood skill-building. These services are designed to keep the family unit intact, reduce the number of children entering the local Department of Social Services foster care, and reduce the number of children experiencing repeat maltreatment. Administering an air sealing inspection and renovating our windows and doors will assist the agency in providing a warm and welcoming environment to our families and ensure that we have a safe, climate-controlled environment for all at the Parenting PATH. Although some classes are offered using a virtual platform with COVID, the staff has returned to the office and some services are being delivered in-person at the office with state recommended guidelines in place.

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

120

Maximum Number of Participants to Be Served at a Single Time

150

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

500

NEED (7 POINTS)

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

In the past year, it is estimated that at least 1 and 7 children in the US have experienced child abuse and/or neglect. The rate of child abuse and neglect is 5 times higher in families with children with lower socio-economic compared to families with children with higher socio-economics. Services at the Parenting PATH are open to all individuals desiring to enhance their parenting skills and social support network. In Forsyth County in FY 2018-19, there were 4,463 reports of abuse and neglect to the Forsyth County Department of Social Services, with an estimated 50% of those reports for children under the age of 5.

The agency services are open to all families regardless of race, ethnicity, gender, and socio-economic background. The Parenting PATH served 426 individuals during the most recent fiscal year. There are three (3) primary sources of referrals to the Parenting PATH: the department of social services, the criminal justice/judicial system, mental/physical health care system. The demographics of those receiving services were: 37% Caucasian, 50% Black/Bi-Racial, and, 13% of the families did not self-report a race. Of the total individuals receiving services, 16 % reported Hispanic ethnicity. The majority of the families served at the Parenting PATH are at or below the poverty level.

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

The Parenting PATH is a nonprofit organization located in Winston-Salem, whose goal is the safety of one of our most vulnerable citizens, children. The agency is requesting funding to support a one-time project, renovation of the windows and doors at our administrative site. Funding for this project will greatly impact the agency's ability to deliver services. If funded, this project will promote energy efficiency, reduce operating expenses, and increase environmental safety. If this project is not funded, the agency will have to delay this project.

Although the agency receives United Way funding and revenue from state and federal resources, these funds are for specific client-related activities and cannot be used for structural improvement.

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?

As the primary provider of child abuse services in Forsyth County, The Parenting PATH collaborates with numerous agencies community agencies. These organizations include the local Department of Social Services, Winston Salem Police Department, Forsyth County Mental Health Association, the local Department of Juvenile Justice, Forsyth Connect, and several local medical facilities. In addition, agency staff participates in community meetings and partnerships throughout the year such as the Child Abuse Multidisciplinary Team, Juvenile Justice Behavioral Health Team, Community Child Protection Team, Winston-Salem State University Social Work Advisory Board, the Child Abuse Fatality Prevention Team, Healthy Beginnings Community Advisory Board, Infant Mortality Reduction Coalition, Nurse Partnership Community Action Board, Forsyth County DSS Family Engagement Project, and the Domestic Violence Community Council. These collaborative efforts assist the agency in being aware of local trends and gaps in the community. Although this project will not involve collaboration with entities other than the City, the agency's participation in the aforementioned partnerships provides a collective synergy that assists all the identified organizations in achieving a positive result for the overall community.

IDIS Setup

No data saved

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IDIS Setup

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

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

Funds are being requested to renovate the exterior doors and windows for the Parenting PATH's administrative site. This will include hiring a qualified contractor to conduct an air sealing checklist and inspection of the facility for unwanted air leaks and cracked windows and damaged doors. This process will ensure healthy levels of ventilation and avoiding sources of indoor air pollution. Research has shown that these adjustments to a facility can "achieve an energy saving of 10% to 20% over pre-retrofit energy use". These savings will be even greater in older facilities. By replacing exterior windows and doors and sealing uncontrolled air leaks, carbon monoxide, and air pollutants from cleaning chemicals, combustion appliances, and off-gassing products, can create an unhealthy and dangerous environment for staff and families participating in services. Building America recommended that some areas of a building be caulked, gasketed, and sealed. The timeline for completion of this project is four (4) weeks. In addition, we do not anticipate any disruption in agency workflow while this project is being completed nor do we depend on any

key contingencies for the start up.

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 agency implemented Social Solutions "Apricot" software which is a cloud-based database approximately 3 years ago. This software is a custom database used primarily for non-profit organizations and specifically child and family services programs. It allows the agency to track and manage a variety of data sets, including the reporting of direct services to clients, family, and case management; program attendance and activity tracking; grant application and funding request management as well as donor and fundraising activities. In addition, the agency utilizes more program-specific databases, such as NC Allies and the state's Department of Health and Human Services. With these systems, the agency is able to retrieve data whenever needed, however, data from the various systems are reviewed on a routine basis for reporting to various funders and analyzing performance quality assurance reviews. For example, case management reports are reviewed monthly and quality assurance reviews are conducted quarterly.

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
Families will have a safe and secure environment to receive services and staff will have a staff and secure environment to deliver services	Parenting PATH will provide educational and supportive services to families in the areas of child development, parenting, utilization of community resources, and the impact of trauma.	132 families reported no new incidents of child maltreatment	80% of the 100 families completing the various programs will not report additional incidents of child maltreatment at follow up.	85% of the 100 families completing the various programs will not report additional incidents of child maltreatment at follow up.
The facility will more energy efficient and there will be a reduction in heating and cooling cost.	A contractor will be hired to conduct an air sealing inspection of the building and replace cracked windows and damaged doors.	N/A	N/A	10% reduction in the heating and cooling expense to the agency

	Total Unduplicated Number Served	Total Number Served
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FY 19-20 Previous Year Results	380	426
FY 20-21 Current Year Projected Results	450	500
FY 21-22 Next Year Anticipated Results	500	550

C.6. FY 19-20 Program Accomplishments

Some of the program accomplishments for the Parenting PATH for the fiscal year 2019-2020 are as follows:

Welcome Baby - Of all families (83) served, 95% reported feeling more confident and more competent in their parenting skills; 100% of (83)families served reported NO involvement with the Department of Social Service or NO FURTHER involvement with the Department of Social Services at a one-year follow-up.

Intensive Family Preservation Services - In 100% (69/69) of the families served, the children did not enter foster care at case closure; In 88% of the families participating in follow-up, the children did not enter foster care at 12 months after case closure.

Respite - Of all the families (15) completing the client satisfaction survey, 100% reported satisfaction with program services and staff.

Parent Teen Solutions - 80% of the (34) youth services had no new adjudications for a compliant with an offense date after program admission.

Despite the reduction in services due to Covid, the agency was able to obtain its goal in several program areas.

C.7. FY 21-22 Key Objectives

1. To deliver services in an environment that is healthy and safe for agency employees and consumers
2. To create an energy-efficient facility and reduce operating expenses (particularly as it relates to heating and cooling)

D. Organizational Capacity

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10:44 AM

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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?

The Parenting PATH is a private non-profit organization whose mission is to prevent and treat child abuse and neglect. As the primary child abuse prevention agency in Forsyth county, the Parenting PATH provides 10 different services or programs to prevent and treat child abuse in Forsyth County and northwestern North Carolina. Many of our families are residents of Forsyth County and many are low-income. Our programs use evidence-based models that have a high rate of success in terms of preventing and treating child abuse. Although the agency provides emotional support, positive parenting skills, counseling services, emergency out of home care, and fatherhood skill-building, the central feature of our programs is our in-home visitation model, which removes transportation as a barrier and creates greater access to services for local families. All services are designed to keep the family intact and reduce the number of children entering the foster care system. as well as, reduce the number of children with repeat incidents of maltreatment. Due to the impact of Covid, several services are currently deliver using zoom, google meet and other virtual platforms. The proposed project will allow the agency to offer its services in a safe, climate-controlled, and inviting environment. In addition, we will be able to use all offices and conference rooms.

FUNCTION (5 POINTS)

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

The Parenting PATH (Exchange SCAN) was founded in October 1981 in response to a Forsyth County Task Force addressing rapidly increasing reports of child abuse and neglect.

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

Child abuse and neglect continues to be a serious problem in the state of North Carolina and this community. The Parenting PATH has a long history of providing services in this community. The agency has been very successful in engaging families in building parental resilience, enhancing a family's social connections, increasing the parent's knowledge on parenting and child development, assisting families navigating a variety of community resources to receive concrete support at a time in need, and increasing the social and emotional competence of children. The majority of the families participating in services during the last fiscal year reported no additional involvement with the Department of Social Services six (6) months after successfully completing program requirements. Reducing child maltreatment and creating safer communities is parallel to the vision of the City of Winston-Salem to "ensure the health, safety, and wellbeing of citizens".

STRUCTURE (5 POINTS)

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

Position Title	Activities/Inputs	Total Work	% of hours
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		Hours Per Week	proposed to be funded
Chief Executive Officer	Interviewing and hiring contractor/ construction staff Monitoring work on the project through completion Reporting the results to the City	40	0.00 %

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

Executive Staff Name	Title/Role	Compensation	% of Hours Proposed to be Funded
Elizabeth Miller	Chief Executive Officer	\$0.00	0.00 %
Joetta Shepherd	Chief Operating Officer	\$0.00	0.00 %
Joe Rick	Chief Experience Officer	\$0.00	0.00 %
Ashley Tillery	Chief Development Officer	\$0.00	0.00 %
Karen Flynt	Parent Support Director	\$0.00	0.00 %
Deborah Hemsley	In home Director	\$0.00	0.00 %

D.6. Attach an organizational chart

Organizational Chart *Required

Organization Chart (Parenting PATH) 2020.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.

The Parenting PATH will follow the intent of all federal, state, and local employment law and is committed to providing equal opportunity for all employees and applicants without regard to age, color, disability, gender, gender expression, gender identity, marital status, military status, national origin, political affiliation, race, religion, or sexual orientation, as well as, any other characteristics protected under federal, state, or local law. The agency's policy applies to all aspects of employment, including recruitment, hiring, job assignments, promotion, working condition, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational, and recreational programs. The agency does not tolerate any form of unlawful discrimination and if a violation has occurred, appropriate disciplinary action is taken against the offending party, including counseling, warnings, suspension, and termination. Reasonable accommodations are provided to all qualified disabled employees upon request, so long as the potential accommodations allow the employee or applicant to perform the essential function of the position and do not create an undue hardship on the Parenting PATH

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	0	0	2	3	0
Professionals	1	2	1	3	10	3
Technicians						
Office/Clerical					1	

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

D.8.

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

July 2020-June 2021 PPATH Board.doc

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

4

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 the agency secures bids from three licensed vendors, a vendor will be selected for the project. With the availability of funds, the program will begin the project. There will be a four (4) completion timeframe with no anticipated disruption to the agency's workflow. In addition, there are no key contingencies for the startup. We used a construction estimator to determine the cost of the project, as previously when we applied for city funds we learned that any company giving us an estimate during the planning phase would be ineligible to bid for the project if awarded the money. Companies are not eager to give estimates when there is no possibility of being able to bid for the work at a later date.

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 agency conducts outreach and utilizes several forms of community engagement to promote and market services to all residents of the county. Outreach consists of the distribution of flyers, recruitment efforts with referring organizations, such as DSS, Juvenile Justice System, Winston-Salem/Forsyth County School, physical health and mental health professionals, and others. Staff provides professional training and community awareness programs on a wide range of issues and resources related to trauma and child family engagement. Furthermore, the agency's website and other forms of social media provide a source of information to the community.

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 20-21	Projected Actuals FY 20-21	Proposed Budget FY 21-22
Program Services	\$2,038,116.00	\$2,038,116.00	\$1,940,489.00
Fundraising	\$70,279.00	\$70,279.00	\$100,000.00
Management and General	\$234,266.00	\$234,266.00	\$200,000.00
Total Expenditures by Program	\$2,342,661.00	\$2,342,661.00	\$2,240,489.00

Expenditures by Category	Budgeted FY 20-21	Projected Actuals FY 20-21	Proposed Budget FY 21-22
Employee Salaries and Wages	\$1,301,834.00	\$1,301,834.00	\$1,450,000.00
Employee Benefits	\$268,327.00	\$268,327.00	\$350,000.00
Facility Rent and Utilities	\$24,900.00	\$24,900.00	\$26,000.00
Training and Conference Registration	\$2,000.00	\$2,000.00	\$0.00
Membership and Dues	\$1,200.00	\$1,200.00	\$1,200.00
Travel and Transportation	\$27,400.00	\$30,000.00	\$80,000.00
Grants to Individuals and Organizations	\$101,864.00	\$101,864.00	\$70,000.00
Contracted Fundraising Services	\$0.00	\$0.00	\$0.00
Goods Purchased for Resale	\$0.00	\$0.00	\$0.00
Other Contracted Services	\$462,989.00	\$462,989.00	\$112,989.00
Other Operating Expenditures	\$152,147.00	\$152,147.00	\$150,300.00
Capital Outlay	\$0.00	\$0.00	\$0.00
Total Expenditures by Category	\$2,342,661.00	\$2,345,261.00	\$2,240,489.00

Revenues by Category	Budgeted FY 20-21	Projected Actuals FY 20-21	Proposed Budget FY 21-22
City of Winston-Salem	\$0.00	\$18,839.00	\$0.00
Forsyth County	\$74,068.00	\$50,000.00	\$50,000.00
State of North Carolina	\$293,015.00	\$293,015.00	\$300,000.00
Federal Government	\$1,225,200.00	\$1,225,200.00	\$1,225,200.00
Admissions/Program Revenues/Sales	\$15,000.00	\$15,000.00	\$15,000.00

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Memberships	\$0.00	\$0.00	\$0.00
Donations	\$100,000.00	\$100,000.00	\$100,000.00
Foundation Grants	\$200,000.00	\$200,000.00	\$200,000.00
Interest and Investment Income	\$4,000.00	\$4,000.00	\$4,000.00
Parent Organization	\$0.00	\$0.00	\$0.00
Other	\$291,053.00	\$291,053.00	\$350,000.00
Total Revenues by Category	\$2,202,336.00	\$2,197,107.00	\$2,244,200.00

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

United Way of Forsyth County, United Fund of Stokes County, United Fund of Surry County, Fundraising Events

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	CDBG Funding	\$49,584.21

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
Caulking and replacing cracked windows and damaged doors	\$18,839.00	\$0.00	\$0.00
	\$18,839.00	\$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.

City resources will be used to pay for the caulking and sealing of window frames and doorways, as well as, the replacing of cracked windows and outdated damaged doors.

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.

Not applicable.

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.

The agency is requesting funds for a different project. The facility is in need of renovation/improvement due to its age. This improvement would include replacing cracked windows and damaged exterior doors, as well as, caulking and sealing areas needed. The requested amount is \$18,839.00

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.

City funds are being requested for a one-time facility improvement project. Funds will not be needed for the sustainability of this project.

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.

The only potential barrier to implementation of the project would be the lack of available funds. If funding is not provided by the City, the agency will need to explore other funding options.

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

None applicable.

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:	\$18,839.00
Number proposed to be served for the year:	100
Average City funds per beneficiary:	
Proposed funds from all sources:	
Number proposed to be served for the year:	100
Average total funds per beneficiary:	

F. Required Documents

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F. Required Documents

Please provide the following information

Documentation

Code of Conduct/Conflict of Interest Policy *Required

PP BOD Policy On Conflict of Interest.docx
Code of Conduct.docx

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

990 (7-1-2020 - 6-30-2020).pdf
17-18 990.pdf
2018-19 990.pdf

Organization By-Laws *Required

Board of Director Bylaws Revised 3 2018.pdf

Articles of Incorporation *Required

PP Articles of Incorporation.pdf

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

PATH Employee Policy Handbook (July 2019).docx
PP Procurement Policies Procedures.pdf
PP Bookkeeping Procedures revised 2 2020.docx
PP Non Discrimination Policy.docx

IRS 501(c)3 Designation Letter *Required

501c3 Letter (Tax Exempt Ltr).pdf

Audited financial statements or a third-party review *Required

PP 6-30-2020 - Financial Statement.pdf

PP 6-30-2020 - Governance Letter.pdf

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

***Required**

NC Secretary of State - PPATH Status.pdf

Other

6 Steel Door Estimate 2020 City Grant.pdf

Cost to Seal Windows - 2020 Cost Calculator 2020 City Grant.pdf

G. Income Based Projects/Services Only

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G. Income Based Projects/Services 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."

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	0
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

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."

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

The agency is requesting funds to renovate and improve the facility structure including caulking and sealing window frames and doorways, replacing cracked exterior windows and damaged exterior doors.

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

If funded, the agency would implement the following plan for activities:

Organizational structure - already in place

Site control (ownership of the proposed property) - already in place

Personnel in place- funding not requested for personnel

Funding committed and available - dictated by notification of the availability of City funds

Services begin - one month after notification of available funds

Facility or service at or near full capacity - depending on the status of Covid and the comfort and security of the facility

Funding spent - immediately following renovation/improvement of the facility within 90 days

Other key benchmark activities - monthly reporting as dictated by the grantor

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

Immediately after notification of the availability of City funds, the agency will obtain bids from three licensed vendors for renovating the exterior windows and doors. Preference for this project will be given to businesses residing in Forsyth County and meeting all applicable regulatory requirements. Once the vendor has been determined and funding is available, the agency will begin work on the project.

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

The Parenting PATH serves families and children in Forsyth and surrounding counties that are at risk of child abuse and neglect or are actively involved in child abuse and neglect. The majority of the families served at the Parenting PATH is low-income.

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

The agency provides both in-home and in-office services to families are these services are as follows:

Parent Aide: Caregiver(s) and children with one child in the home between 0-17

Welcome Baby: Caregiver(s) and children with one child in the home between 0-5

Intensive Family Preservation Services: Caregiver(s) and children with at least one child in the home between 0-18

Parent-Teen Solution and Peaceful Alternatives To Tough Situations: Caregiver(s) with at least one child in the home between 7 - 17

Respite: No Current DSS, with one child in the home between 0-18

Positive Effective Parenting: Caregiver(s) with at least one child between 0-12

Father Are Parents Too: Father/Male Caregiver with at least one child between 0-18

Clinical Services: family intervention for sexual abuse victims and sexually reactive children up to the age of 18; supervised parent coaching

Supervised Visitation - supervised visits for caregivers and their children with a special focus on children who may have witnessed domestic violence.

Although several programs are currently delivered using a virtual platform due to Covid, some services have returned to the office using social distancing and masks.

H.6. Describe the property management plan.

This section is not applicable to the project.

H.7. List the development team members.

Elizabeth M. Miller, Chief Executive Officer.

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.

The Parenting PATH has delivered services to families in this community since 1981. Currently the majority of funds received by the agency are designated specifically for client services, including ALL federal and state funds and UW funds. There are not repair and maintenance costs built into these grants and contracts. Additionally, some grants like UW and Smart Start actually provide less money than is required to provide client services required in grant. Funds raised are actually used to cover the difference between funds provided for grants and contracts and funds needed to perform client services. The agency was fortunate to receive funding from the City for the fiscal year 2018-2019. These funds enabled the organization to replace its outdated HVAC system.

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
Exchange/SCAN HVAC	500 W. Northwest Boulevard, WS, NC 27105	Construction/Rehabilitation	0	Yes

Documentation



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

ba_airsealing_report.pdf

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.

Project budget.xlsx

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

Parenting PATH Operating Proforma.xlsx

Operating Budget

20-21 Budget.pdf

Form 990

990 (7-1-2020 - 6-30-2020).pdf

17-18 990.pdf

2018-19 990.pdf

I. Emergency Shelter Only

Completed by elizabeth.miller@parentingpath.org on 11/20/2020
10:47 AM

Case Id: 11152

Name: Parenting PATH Structure 2021-2022 - 2021/22

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 elizabeth.miller@parentingpath.org on 11/20/2020
10:47 AM

Case Id: 11152

Name: Parenting PATH Structure 2021-2022 - 2021/22

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 elizabeth.miller@parentingpath.org on 11/20/2020
3:54 PM

Case Id: 11152

Name: Parenting PATH Structure 2021-2022 - 2021/22

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.

Elizabeth M. Miller

Electronically signed by elizabeth.miller@parentingpath.org on 11/20/2020 3:54 PM