

A. Organization & Contact Information

Completed by kathleen.wiener@uwforysyth.org on 11/18/2021 11:07 AM

Case Id: 14281
Name: United Way Diversion Assistance Fund - 2022/23
Address: *No Address Assigned

A. Organization & Contact Information

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

A.1. Organization Name

United Way of Forsyth County

A.2. Project/Program

Diversion Assistance Fund

A.3. FY 2022-23 Funding Request Amount

\$20,000.00

A.4. Agency's Total Operating Budget

\$16,055,709.00

A.5. Mailing Address

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

A.6. Project/Program Location Address

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

A.7. Organization Website

www.forsythunitedway.org &
www.forsythendhomelessness.org

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

1974

A.9. Organization Fiscal Year

July/June

A.10. Federal Tax ID Number

A.11. Federal DUNS Number

EXECUTIVE DIRECTOR/MANAGER

A.12. Name, Title

Cynthia S. Gordineer, President & CEO

A.13. Email

cindy.gordineer@uwforysyth.org

A.14. Phone

(336) 721-9333

CONTACT

A.15. Name, Title

Andrea Kurtz, Senior Director Housing Strategies

A.16. Email

andrea.kurtz@uwforysyth.org

A.17. Phone

(336) 577-6826

BOARD CHAIR

A.18. Name

Catrina Thompson

A.19. Term Expiration

12/31/2021

A.20. Email

cthompson@uwforysyth.org

A.21. Phone

(336) 403-4136

B. Project Overview

Completed by kathleen.wiener@uwforsyth.org on 11/17/2021 1:16 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 CIC provides coordination and prioritization for supportive housing programs across the WSFC CoC. Based on program admission criteria and prioritization policies, individuals are matched into supportive housing services based on the VISPDAT and the CIC prioritization policy. If individuals have a VISPDAT score of 7 or less there is a significant likelihood they will NOT be matched to a supportive housing program. The CIC Diversion Specialist (DS) will identify people who are low to mid-range on the prioritization list and then assist them in developing and implementing an achievable permanent housing plan using the techniques common in diversion (motivational interviewing, mediation, and problem solving). The DS will provide "light touch" services, focused on supporting people who only need light support to exit homelessness but are unlikely to prioritize to a supportive housing program. With this focus, the DS will be able to work on the CoC's goal of decreasing the length of time people are experiencing literal homelessness.

The target population for this project are people experiencing homelessness who have a VISPDAT score of 7 or less. Approximately 70% of people on the BNL have a VISPDAT score of 7 or less, representing about 912 people per year who have an eligible score diversion. The DS will serve an estimated 100 households over the course of a year. Of the 1,300 people using ES in 2018, 56% left a shelter in less than 30 days, 41% stayed in a shelter between 1-6 months. The DS will meet individually with eligible households and identify the strengths they have personally and within their natural support system and will help the individual develop a plan to move into permanent housing and then provide follow up support for 4-6 weeks. The funds from these grants will be used for client assistance fund to help them actualize their plan to remain in permanent housing.

The CIC DS Project will improve the rate of exit to permanent housing for individuals in shelter and reduce the average length of stay across the CoC.

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

Clients will be referred to the Diversion Specialist through the CIC or through shelter referrals into the CIC.

The first meeting with the client will be fairly intensive and lengthy, focused on identifying the clients goals and then the personal assets and mainstream community resources available to help them meet those goals. The client should leave this meeting with a clear vision of their path to avoid homelessness and the strategies needed to navigate the path. The Diversion Specialist will then have 2 to 6 weeks of follow up calls/meetings with the client to encourage them to achieve their goals and/or to help them reassess goals or refine their strategy for entering permanent housing.

Currently, because of the pandemic all client meetings are happening virtually, with accommodations made for people

who can not access services via the phone.

B.3. Describe the unmet need that the proposed project/program seeks to address. Include data supporting the need.

This program is designed to provide light touch services for a short duration to assist people whose VISPDAT score does not indicate they will be matched to a supportive housing program, but whose length of stay in homelessness indicates they will not be able to self-resolved without some targeted support. Follow up meetings and calls with the client will help track whether or not clients are able to obtain stable housing, access mainstream benefits programs, increase earned income and increase their household's total income, all of which will be key indicators that the client is on the path to successfully exiting homelessness.

COLLABORATION (6 POINTS)

B.4. 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 Community Intake Center (CIC) is built on a model using collaborative relationships as its very foundation. UWFC in partnership with the CoC membership developed the CIC as a collaboration between members of the CoC to identify, prioritize and match individuals experiencing homelessness to housing focused services. As a part of this vision, we work with every CoC and ESG funded program in the community to identify people in need of supportive housing and match them to available supportive housing programs. In addition, the CIC staff as well as other team members from the UWFC Housing

Team work with mainstream providers such as DSS, United Health Center, Partners, and others to improve access to housing for people experiencing homelessness. The partnerships CIC staff build within the CoC and with mainstream providers help create the bridges to services people experiencing homelessness need to successfully access non-homeless specific services which will support them in their transition out of homelessness.

This diversion program was built out of these relationships to help meet the unmet need of people who were on the verge of becoming homelessness and with some light touch resources could remain successfully housed. For all of the CIC projects they rely on multi-agency work groups to participate in planning, implementation, operation, oversight, and performance measurement.

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's strategic priorities, adopted most recently in the [2017-2021 Strategic Plan \(2019 Update\)](#) and under review for adoption by City Council for FY 2022 - FY 2025 Strategic Plan, are used as guiding principles 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. 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.

We use the North Carolina Homeless Management System (NC HMIS) data base to track data and information on the success of our programs across the CoC. The BNL is drawn from the NC HMIS based on data from key access points including shelters and street outreach programs.

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

For the CIC specifically, we used the BNL which is generated from the NC HMIS database. In addition, in our work with

the national Built for Zero initiative, we report the number of chronically homeless, the number of chronically homeless new to the list (inflow), housed (outflow) and the same for veterans.

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

Annual Reports:

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

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

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

Monthly Reports:

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

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

Quarterly Reports:

Quarterly Performance Report for State ESG funded programs.

Other Reports:

- Discharge Destination
- Length of State & Recidivism
- Demographics Report

C.4. Explain the steps that will be taken if the stated program goals provided in C.3. are not achieved.

The CIC practices continuous quality improvement to evaluate it's progress and success. When staff identify areas which are not supporting the swift resolution of participant's housing crisis they work with CIC partner agencies and with the WSFC CoC to identify strategies to improve the system in order to decrease the amount of time between people being identified and receiving supportive services.

Attach participant/program data sample report

Participant/Program Data Sample Report *Required

CoC-APR - ServicePoint for diversion.pdf

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 20-21 Previous Year Results	FY 21-22 Current Year Projected Results	FY 22-23 Next Year Anticipated Results
Work with family to divert them from homelessness.	Case Management, temporary financial assistance, mediation, goal setting	53 of 77 people exited the diversion program to permanent housing	85 of 100 people will be successfully diverted to permanent housing.	85 of 100 people will be successfully diverted.

	Total Unduplicated Number Served	Total Number Served
FY 20-21 Previous Year Results	77	77
FY 21-22 Current Year Projected Results	100	100
FY 22-23 Next Year Anticipated Results	100	100

C.6. FY 20-21 Program Accomplishments

This diversion program began in November of 2020 in the middle of the COVID pandemic. The first achievement for the program was getting the CoC to adopt the policies and procedures for the program as well as for the prevention program. . In addition, because of the resources related to the pandemic, before we even started doing the diversion work, the community also added three sites for homeless prevention work. These sites are Liberty East, Salvation Army and UWFC. The Diversion staff helped draft and train staff on the prevention policies and procedures. In the first year of diversion the program has an 82% success rate of exiting to permanent housing.

In addition to these program specific achievements the Diversion staff have been working with other COVID related housing programs to ensure coordination and non-duplication of services.

C.7. FY 22-23 Key Objectives

The goal for the 22/23 year will be to increase the number of households receiving diversion and reducing the inflow into shelters.

Attach participant/program data sample report

Documentation

 **Participant/Program Data Sample Report**

CoC-APR - ServicePoint for diversion.pdf

D. Organizational Capacity

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D. Organizational Capacity

Please provide the following information.

MISSION (5 POINTS)

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

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

The major projects of UWFC are:

- Community investments in the areas of Economic Mobility and Socioeconomic Wellbeing
- Housing Matters—coordination and backbone support to the WSFC CoC
- The Forsyth Promise—cradle to career education network
- Place Matters—strategic investment in 13 neighborhoods to help develop thriving neighborhoods
- Partnership for Prosperity—community-based initiative to address poverty in Forsyth County

UWFC's community investments support programs across Forsyth County that serve citizens of our community with a wide range of human services. Investments in each area are driven by a set of community goals and outcomes which are developed by Impact Councils staffed by experts in each area from across the community and members of our partner agencies.

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

FUNCTION (5 POINTS)

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

98 years

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

For 98 years, United Way of Forsyth County (UWFC) and its precursor organization the United Fund have served the Forsyth County community by leveraging resources to meet the human service needs of residents of Forsyth County.

UWFC benefits and serves the residents of Forsyth County in multiple ways. Through our investments and the leveraging of those investments through key partnerships, UWFC helps to improve the lives of residents in the areas of Economic Mobility and Socioeconomic Wellbeing. In addition, UWFC is a leader in our community in addressing human service needs with data-informed decision making, which allows us to focus every dollar of our investments on

its highest and best use for achieving real, lasting change in our community.

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

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

STRUCTURE (5 POINTS)

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

Position Title	Activities/Inputs	Total Work Hours Per Week	% of hours proposed to be funded
Diversion Specialist	This position is funded by the CoC grant. The Diversion specialist meets with households seeking shelter to assess their alternative housing strategies, supports them in developing a plan to implement this strategy to avoid homelessness. This grant would provide pool of direct assistance funds to support households implement this plan with such needs as deposits, first month rent, furniture vouchers etc.	40	0.00 %
Director of CIC	Provides referrals from the BNL to the diversion specialist.	40	0.00 %
Senior Director, Housing Strategies	Management, oversight,	40	0.00 %

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

Executive Staff Name	Title/Role	Compensation	% of Hours Proposed to be Funded
Cynthia S. Gordineer	President and CEO	\$211,951.44	0.00 %
Brittany Pruitt Fletcher	Chief of Staff	\$102,100.00	0.00 %
William Stone, Jr	Chief of Finance	\$152,000.00	0.00 %
Mark Uren	Vice President Resource Development	\$135,915.00	0.00 %
Deborah Wilson	Chief Impact Officer	\$118,989.15	0.00 %

D.6. Attach an organizational chart

Organizational Chart *Required

Organizational Flow Chart Update Oct 2021.docx

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

Describe the hiring process and how it is structured to provide the most diverse candidate pool. Best practices for accessing a diverse hiring process and candidate pool include:

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

Please enter the total number of Full-Time Positions and Employees you have in the table below, as well as the employee's appropriate race/ethnicity and gender identity.

	Male - White	Male - Black	Male - Other	Female - White	Female - Black	Female - Other
Executives/Managers	2	1		8	6	1
Professionals	1	1		8	4	1
Technicians						
Office/Clerical	1			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, as well as the employee's appropriate race/ethnicity and gender identity.

	Male - White	Male - Black	Male - Other	Female - White	Female - Black	Female - Other
Executives/Managers						
Professionals		1		3	2	
Technicians						
Office/Clerical						
Laborers/Service Workers		1				
Total Part-Time/Temp						

D.8.

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

UW 2021 Board Roster.doc

2021 COEH Board Members.docx

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

6

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

6

ABILITY (5 POINTS)

D.11. If this is an application for new funding, please describe the steps your organization will take to establish an action plan for successful program launch, including appropriate stakeholder training and coordination. Articulate a clear methodology for service delivery within the context of established goals and include a timeline of key action items and approximate dates for delivery.

This project is currently in operation. Current Diversion funds are from a CDBG CARES grant.

D.12. Describe your organizations' past success with flexibly responding to unforeseen events, which had the potential to negatively impact deliverables. What were best practices learned, if any? How would you successfully use these practices with the proposed program, if necessary?

The United Way of Forsyth County has been a community leader in responding to the greatest human service needs in our community for nearly 100 years. Prior to the pandemic we have been members of Communities Organizing Against Disaster (COAD), were active in helping coordinated services to the community during Hurricane Florence and provided support to the State Emergency Shelter that was stationed in Forsyth County.

The pandemic was a unique disaster response. Our office was quickly able to adapt to remote work, in particular, most members of the Housing Matters team were already equipped with mobile technology to allow them to bring services to people experiencing homelessness. Within the first week of the pandemic declaration UWFC began the CoC daily check in call (now a weekly call), provided coordination and support to the congregate shelters in reorganizing and retooling their facilities in order to keep people safe. In addition we worked intimately with the County Public Health Department to develop an isolation shelter and with the City of Winston-Salem, City with Dwellings and the Bethesda Center for the Homeless to develop and implement a shelter for people who were medically fragile, and supported the street outreach teams in accessing supplies to support encampments, we also supported the coordination of access to personal protective equipment for staff and program participants.

D.13. How does your program's policies/procedures ensure fair treatment, equitable access, and utilization of benefits for all persons, particularly marginalized and underserved groups and communities (i.e., marketing, outreach, eligibility determination and appeals)?

In addition to our fair housing policy, UWFC has non-discrimination policies, and over the last few years our Board and now staff have begun the process of evaluating and implementing strategies to provide services with a racial equity lens.

E. Cost Effectiveness

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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 21-22	Projected Actuals FY 21-22	Proposed Budget FY 22-23
Program Services	\$13,599,078.00	\$13,599,078.00	\$13,599,078.00
Fundraising	\$988,405.00	\$988,405.00	\$988,405.00
Management and General	\$1,468,226.00	\$1,468,226.00	\$1,468,226.00
Total Expenditures by Program	\$16,055,709.00	\$16,055,709.00	\$16,055,709.00

Expenditures by Category	Budgeted FY 21-22	Projected Actuals FY 21-22	Proposed Budget FY 22-23
Employee Salaries and Wages	\$2,626,694.00	\$2,626,694.00	\$2,626,694.00
Employee Benefits	\$551,900.00	\$551,900.00	\$551,900.00
Facility Rent and Utilities	\$138,000.00	\$138,000.00	\$138,000.00
Training and Conference Registration	\$18,600.00	\$18,600.00	\$18,600.00
Membership and Dues	\$205,720.00	\$205,720.00	\$205,720.00
Travel and Transportation	\$16,560.00	\$16,560.00	\$16,560.00
Grants to Individuals and Organizations	\$10,448,020.00	\$10,448,020.00	\$10,448,020.00
Contracted Fundraising Services	\$0.00	\$0.00	\$0.00
Goods Purchased for Resale	\$0.00	\$0.00	\$0.00
Other Contracted Services	\$1,250,540.00	\$1,250,540.00	\$1,250,540.00
Other Operating Expenditures	\$799,675.00	\$799,675.00	\$799,675.00
Capital Outlay	\$0.00	\$0.00	\$0.00
Total Expenditures by Category	\$16,055,709.00	\$16,055,709.00	\$16,055,709.00

Revenues by Category	Budgeted FY 21-22	Projected Actuals FY 21-22	Proposed Budget FY 22-23
City of Winston-Salem	\$3,252,968.00	\$3,252,968.00	\$3,252,968.00
Forsyth County	\$9,695.00	\$9,695.00	\$9,695.00
State of North Carolina	\$200,000.00	\$200,000.00	\$200,000.00
Federal Government	\$810,356.00	\$810,356.00	\$810,356.00
Admissions/Program Revenues/Sales	\$0.00	\$0.00	\$0.00

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12 of 24

Memberships	\$0.00	\$0.00	\$0.00
Donations	\$11,179,166.00	\$11,179,166.00	\$11,179,166.00
Foundation Grants	\$966,216.00	\$966,216.00	\$966,216.00
Interest and Investment Income	\$0.00	\$0.00	\$0.00
Parent Organization	\$0.00	\$0.00	\$0.00
Other	\$100,000.00	\$100,000.00	\$100,000.00
Total Revenues by Category	\$16,518,401.00	\$16,518,401.00	\$16,518,401.00

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

allocations, designations and administrative fees

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 CV	\$160,520.00

E.3. Complete the table below to show specific details of proposed City funding and other leveraged funding for the proposed project/program. List each additional funding source for the program.

Activity	Funding Requested from City	Funds from Other Sources	Other Funds Source
Temporary Assistance	\$20,000.00	\$10,000.00	private contributions
	\$20,000.00	\$10,000.00	

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.

The Diversion Specialist will work with each household to develop a plan to remain in permanent housing or quickly reenter a stable housing situation. These funds will be used to support the implementation of that plan whether it is paying a deposit, first months rent, paying off arrears, or furniture voucher. The interventions are intended to be short term one time support.

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.

NA

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.

We will utilize the funds provided to the diversion program to the extent they are provided. If a different amount of funding is provided then requested we can scale up or down our financial support and/or the number of households assisted. It is not the intent of this program that every diversion case will need financial assistance.

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.

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

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

BARRIERS (3 POINTS)

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

We do not anticipate any barriers.

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

We do not anticipate any institutional barriers.

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:	20,000
Number proposed to be served for the year:	50
Average City funds per beneficiary:	400
Proposed funds from all sources:	30,000
Number proposed to be served for the year:	50
Average total funds per beneficiary:	600

F. Required Documents

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F. Required Documents

Please provide the following information.

Documentation

Code of Conduct/Conflict of Interest Policy *Required

UW Code of Ethics.pdf

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

UW 990 signed.pdf

Organization By-Laws *Required

UW Bylaws.pdf

Articles of Incorporation *Required

UW Articles of Incorporation.pdf

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

Fair Housing and Non Discrimination Policy.docx

UW Anti Discrimination Policy.docx

UW Financial Procedures.pdf

UW Personnel Policies.pdf

UW Procurement Policy.PDF

UWFC Accounting Policies & Procedures Summary Document 2008.doc

WSFC CoC CIC PP Approved 12-19-17 OC.pdf

IRS 501(c)3 Designation Letter *Required

UW 501(c)3.pdf

Audited Financial statements or third-party review from 2019 and 2020. *Required

UW audit FY1920.final.pdf

UW audit FY1819.final.pdf

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

***Required**

UW NCSL thru 11.15.21.pdf

UW NCSL extension to 1.15.22.pdf

Participant/Program Data Sample Report *Required

CoC-APR - ServicePoint for diversion.pdf

Other

***No files uploaded*

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	75
31% to 50% of median	25
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

For all UWFC programs that support projects such as CIC and FRRRC for which specific eligibility must be determined, staff engage in an interview with applicants following either the CIC intake/assessment form or the FRRRC intake assessment form. These assessments gather direct information related to eligibility determinations. To verify homelessness, CIC staff collect critical information including copies of identifying information, verification of homelessness from HMIS and request documentation from non-HMIS providers outside of our CoC for dates served. For Disability documentation, CIC staff help participants request verification from medical professionals to be provided with a referral to a supportive housing program. For income verification, CIC staff request proof of income documentation from applicants.

H. Construction/Rehab Only

Completed by kathleen.wiener@uwforyth.org on 11/18/2021
11:15 AM

Case Id: 14281

Name: United Way Diversion Assistance Fund - 2022/23

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 and provide 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.

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	Govt Funding
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Documentation

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

Printed By: Rene Williams on 1/27/2022

18 of 24

We are not applying for this type of funding.pdf

Participant/program data sample report *Required

We are not applying for this type of funding.pdf

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

We are not applying for this type of funding.pdf

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

We are not applying for this type of funding.pdf

I. Emergency Shelter Only

Completed by kathleen.wiener@uwforyth.org on 11/18/2021
11:15 AM

Case Id: 14281

Name: United Way Diversion Assistance Fund - 2022/23

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 kathleen.wiener@uwforyth.org on 11/18/2021
11:15 AM

Case Id: 14281

Name: United Way Diversion Assistance Fund - 2022/23

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

K. HOPWA

Completed by kathleen.wiener@uwforyth.org on 11/18/2021
11:15 AM

Case Id: 14281

Name: United Way Diversion Assistance Fund - 2022/23

Address: *No Address Assigned

K. HOPWA

Please provide the following information.

Are requesting funds for a HOPWA project?

Submit

Completed by kathleen.wiener@uwforsyth.org on 11/18/2021
11:16 AM

Case Id: 14281

Name: United Way Diversion Assistance Fund - 2022/23

Address: *No Address Assigned

Submit

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

Andrea Kurtz

Electronically signed by kathleen.wiener@uwforsyth.org on 11/18/2021 11:15 AM

IDIS Setup

No data saved

Case Id: 14281

Name: United Way Diversion Assistance Fund - 2022/23

Address: *No Address Assigned

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