

Program Overview

Completed by neighborhoodshands@gmail.com on 3/29/2022 9:24 AM

Case Id: 15100

Name: Neighborhood's Hands Workforce Development

Address: *No Address Assigned

Program Overview

Please provide the following information.



City of Winston-Salem
ARPA Transformational
Non-Profits Application

City of Winston-Salem
P.O. Box 2511
Winston-Salem, NC 27102
336-727-8000
ARPA@cityofws.org

This application portal is to request funding from the City of Winston-Salem as part of the Transformational Non-Profits Application Process. Applications received through this portal will only be reviewed by the City of Winston-Salem. Other jurisdictions may have separate application processes. Please contact other jurisdictions (e.g., Forsyth County) for instructions regarding requests to those jurisdictions.

Submitting an application does not guarantee funding. Please see the section below regarding the scoring process. The Mayor and City Council will have final decision-making authority regarding program funding requests.

Non-profit organizations may submit funding requests for capital or operating costs.

Minimum Criteria

- Must be registered non-profit organization (includes faith-based organizations providing a public purpose)
- Must have been incorporated as a non-profit for at least one year

Scoring Process and Matrix

All completed applications will undergo a review to ensure required documents are attached. Fully completed applications will be reviewed by selected City staff members and scored based on the scoring matrix approved by the Mayor and City Council. [Click here](#) to view the scoring matrix. Scored applications will be reviewed by the City's Management Team for potential recommendation to the Mayor and City Council who will have authority to appropriate funding for programs.

Staff reserves the right to contact any applicant to request clarification or additional details regarding application responses and materials.

Defining Performance Measures

Sections of the application will reference performance measures and outcomes as required by the U.S. Department of Treasury. Specifically, the application will request workload and effectiveness/outcome measures. Please see this video (<https://www.cityofws.org/2809/Performance-Measures-Video>) for general information on performance measures.

Upcoming Application Orientation Session

The City will host a virtual application orientation session on April 1, 2022 at 10:00 am. The meeting will take place virtually via the Zoom platform and will also have a live simulcast on the City's YouTube page. The link for that meeting will be posted the morning of the meeting to the website: www.cityofws.org/clrf

Contact Information

For any questions or concerns, please email ARPA@cityofws.org or call City Link at 336-727-8000.

A.Contact Information

Completed by neighborhoodshands@gmail.com on 3/29/2022 9:28 AM

Case Id: 15100

Name: Neighborhood's Hands Workforce Development

Address: *No Address Assigned

A.Contact Information

Please provide the following information.

ORGANIZATION/AGENCY INFORMATION

A.1. Organization/Agency Name

Neighborhood's Hands

A.2. Mailing Address

PO Box 1371 Winston-Salem, NC 27102

A.3. Organization Website

www.neighborhoodshands.com

A.4. Year 501 (c)(3) Status Obtained

2,020

A.5. Organization/Agency Fiscal Year

2,022

A.6. Federal Tax ID Number

A.7. Federal DUNS Number

A.8. Federal SAM Registered?

Yes

ORGANIZATION/AGENCY CONTACT INFORMATION

EXECUTIVE DIRECTOR

A9. First Name

SD

A10. Last Name

Patterson

A11. Title

Executive Director

A12. E-mail

neighborhoodshands@gmail.com

A13. Phone Number

(336) 995-3072

BOARD CHAIR

A14. First Name

Tamica

A15. Last Name

Patterson

A16. E-Mail

tamicaypatterson@yahoo.com

A17. Phone Number

(336) 995-3046

A18. Term Expiration Date

12/31/2024

B. General Project Information

Completed by neighborhoodshands@gmail.com on 3/29/2022 9:29 AM

Case Id: 15100

Name: Neighborhood's Hands Workforce Development

Address: *No Address Assigned

B. General Project Information

Please provide the following information.

PROJECT INFORMATION

B.1. Project/Program Title

Neighborhood's Hands Putting Residents Back To Work Workforce Development

B.2. Project Location/Address

1713 N. Liberty Street Winston-Salem, NC 27105

PROJECT CONTACT/MANAGER

B3. First Name

SD

B4. Last Name

Patterson

B5. Title

Executive Director

B6. E-Mail

neighborhoodshands@gmail.com

B7. Phone Number

(336) 995-3072

C. General Project Narrative

Completed by neighborhoodshands@gmail.com on 4/23/2022 4:31 PM

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Name: Neighborhood's Hands Workforce Development

Address: *No Address Assigned

C. General Project Narrative

Please provide the following information.

C.1. Provide description of project and how funds will be used

Neighborhood's Hands is a nonprofit 501(c)(3) organization which operates the "Putting the Residents Back to Work" Workforce Development Program at their facility located at 1713 N. Liberty Street, Winston-Salem, NC 27105. Our Workforce Development Program have been a champion for the disenfranchised, the under-served, the low-income, and people of color residents of Winston-Salem. Our Workforce Development Program have been an advocate for residents who have sought out employment but were not afforded the opportunity for an interview. Thus, our Workforce Development Program has helped many residents to obtain gainful employment. We have helped potential employees to update their resumes, enhance their job skills, and prep them for an interview through a "mock interview". Furthermore, our Workforce Development Program have collaborated with several local companies to help individuals to obtain gainful employment at a livable wage.

In addition, our Workforce Development Program provides transportation for the residents who are seeking employment. The transportation program was created for the following: 1) the transportation program is designated to assist and provide free transportation for the public to travel to and from their scheduled job interviews. 2) the transportation program will pick up residents to take them to work within a reasonable distance until they obtain permanent transportation. 3) the transportation program will pick up residents of the community on a daily basis and bring them to our computer lab for accessibility to the computers to search for jobs and to update their resumes if needed.

Therefore, the Neighborhood's Hands "Putting the Residents Back to Work" Workforce Development Program is requesting funds for an additional employment coordinator to meet the demands that our program faces. Our Workforce Development Program allows the public to come to our facility to utilize our computers and access the internet to search for jobs. In addition, our employment coordinator helps the public to update their resumes, assist them with online applications, help them to enhance their job skills, and prep them with a "mock interview". Also, if needed the Workforce Development Program van service provide free transportation for the public to go to their interviews within a reasonable distance. Thus, first the funding would be applied to staff another employment coordinator to meet the demand that our organization faces. Currently, our Workforce Development Program have one employment coordinator but that does not meet the public demands. We have members of the community waiting for our assistance. Secondly, a percentage of the funding would be utilized for stipends for participants who participates in the resume building and job skills training. The stipends would be a nominal amount, but it would be an incentive for the public to seek job training skills and to seek gainful employment. Lastly, the funding would be utilized for supplies and materials for the computer lab that the public uses. The computer lab goes through a lot of computer paper and supplies on behalf of the public. The funds would be used to purchase more toner for the copier. All printed materials and copies are free to the public and there is not a limited on the number of pages that can be printed. Our Workforce Development Program will promote economic empowerment within the Black households by helping members of the household to obtain gainful employment with a livable wage, thereby, rewriting the rules to make Winston-Salem a

place where all residents can have to appropriate resources to support their families.

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

Neighborhood's Hands Workforce Development Program is open 5 days a week, Monday-Friday. Residents of the community have public access to our computer lab and Employment Coordinator which is located at 1713 N. Liberty Street, Winston-Salem, NC 27105.

In addition, our Workforce Development Program, provides transportation for the residents of Crystal Towers Apartments, the residents of the Cleveland Avenue Homes, and the residents of Sunrise Towers Apartments which all are a part of the Housing Authority of Winston-Salem. Our transportation services pick up the residents and bring them to our facility for job training, computer lab sessions, and if needed transportation to and from a job interview if needed.

Our Workforce Development Program is measured by the success of the number of residents who obtain gainful employment and who are able to enhance their job skills and computer skills. Such progression will allow the residents to seek and obtain gainful employment in the future.

Yet, our Workforce Development Program is one of many different programs throughout the city. Therefore, it is a very great demand for our Workforce Development Program because many residents are unemployed, and they are seeking employment to provide for their families. Thus, our Workforce Development Program is an essential service for the communities and residents of Winston-Salem.

C.3 Total estimated number of unique participants to be served annually

4,680

C.4. Will program beneficiaries be only residents of Winston-Salem?

Yes

TOTAL FUNDING REQUEST

C.5. Total Operating Funding Request

\$100,000.00

C.6. Total Capital Funding Request

\$0.00

SPENDING TIMEFRAME

C.7 Capital Spending Timeframe

0

C.8 Operating Spending Timeframe

3 years

D. Project Budget Categories

Completed by neighborhoodshands@gmail.com on 4/23/2022
11:48 AM

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D. Project Budget Categories

Please provide the following information.

Use templates below to input **the total** Project Budget (**only requested expenses and estimated revenues related to the program or project for which you are requesting funding**) by clicking **Add Column**. Please include all funding from the City and other sources.

Operating Costs	Total
Employment Coordinator (over three years)	\$64,000.00
Stipends	\$12,000.00
Office Supplies and Materials	\$18,000.00
Rent/Utilities	\$36,000.00
Fuel Cost	\$20,000.00
	\$150,000.00

Capital Costs	Total
N/A	\$0.00
	\$0.00

PROJECT/PROGRAM REVENUE CATEGORIES

Please fill out the revenue estimate table. **Note: operating revenues and expenses must be balanced (be equal).**

Operating	Total
Winston-Salem Foundation-BPI	\$15,000.00
Winston-Salem Foundation-Transportation	\$35,000.00
Transformative Grant	\$100,000.00
	\$150,000.00

Please list below all known/expected **individual** grants and contributions totaling 10% or more of the project's budget.

Note: capital revenues and expenditures must be balanced (be equal)

Capital	Total
N/A	\$0.00
	\$0.00

E. Demographic and Geographic Distribution

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E. Demographic and Geographic Distribution

Please provide the following information.

Demographic distribution is an assessment of the level of the project funds spent on a program or service provided at a physical location in a Qualified Census Tract (QCT), OR where the primary intended beneficiaries live within a QCT, OR whether the program benefits residents that earn less than 60 percent of median income for the City, OR whether over 25 percent of program beneficiaries are below the federal poverty line.

E.1 Is this project/program located in a QCT or serve residents that live in a QCT?

Yes

If yes, what percentage of clients served are estimated to be residents of QCTs? ([Click here](#) to view the QCT mapping tool)

100.00 %

E.2 If the project or program is not a QCT or specifically serve residents in a QCT, will residents meet the follow criteria:

25% or more of participants below the federal poverty line or participants served make less than 60% of the Area Median Income

The project/program does not operate in a QCT, and beneficiaries neither reside in a QCT nor meet the income thresholds mentioned above.

F. Alignment to Strategic Plan

Completed by neighborhoodshands@gmail.com on 4/23/2022 4:32 PM

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F. Alignment to Strategic Plan

Please provide the following information.

Strategic planning is a process in which organizational leaders determine their goals and objectives, and allocate needed/limited resources to successfully achieve those goals and objectives. [Click here](#) to view Winston Salem's Strategic Plan. The Strategic Plan includes three (3) tiers of priorities:

Tier 1:

- Focus on job creation/sustainability and workforce development
- Collaboration and funding for pre-K opportunities
- Funding for affordable housing
- Funding for economic development

Tier 2:

- Poverty reduction/cessation
- COVID reopening plan
- Community engagement (Power of connections)
- Funding for arts

Tier 3:

- Community Fundraising
- Environmental initiatives
- Address digital divide
- Address childcare needs
- Neighborhood maintenance
- Organization efficiency and public-private partnerships
- Law enforcement reform

F.1. Please select the primary priority from the list above addressed by your project/program.

Tier 1

F.2. Please select the secondary priority from the list above addressed by your project/program.

Tier 1

F.3. Please describe how the workload or outcomes from your project/program addresses the primary priority you selected.

Currently, our Workforce Development serves approximately over 30 residents a week, thereby, approximately 120 residents a month are being served through our Workforce Development Program.

Thus, in Winston-Salem the unemployment rate is 5.2%. The United States average is 6.0%. Hence, Winston-Salem has seen the job market increase by 1.6% over the last two years. Furthermore, the future job growth over the next ten years is predicted to be 34.0% in Winston-Salem, which is higher than the United States average of 33.5%.

Therefore, it is a great need and essential for our Workforce Development Program to continue to serve the communities and residents of Winston-Salem who are seeking job skills training, computer training, and ultimately obtaining gainful employment.

G. Collaboration

Completed by neighborhoodshands@gmail.com on 4/23/2022 4:34 PM

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Address: *No Address Assigned

G. Collaboration

Please provide the following information.

Collaboration is when an organization is partnering or proactively working with one or more external stakeholders to achieve the same goal.

G.1. How many other external partners, organizations, stakeholders will you be collaborating with to provide the project/program?

3+

G.2. Please provide the names of the organizations and the roles they will serve in the project/program?

Neighborhood's Hands, Inc.

List of Partners Support

Name

The North Carolina Works

Goodwill Industries

The Housing Authority of Winston-Salem

Urban Strategies Incorporated

Currently, our Workforce Development Program have collaborated with the North Carolina Works, Goodwill Industries, the Housing Authority of Winston-Salem.

With regards to the North Carolina Works, our organization has helped several residents to seek and obtain employment through this service.

With regards to Goodwill Industries, our organization have assisted several residents to complete their job training and obtain gainful employment through their services.

With regards to the Housing Authority of Winston-Salem, our organization has helped and assisted several residents in the Cleveland Avenue Homes, the Crystal Towers Apartments and the Sunrise Towers Apartments to enhance their job training skills and to obtain gainful employment.

With regards to Urban Strategies Incorporated, our organization has helped several residents of the Cleveland Avenue Homes with their job skills training and to obtain gainful employment

Therefore, the collaboration with the North Carolina Works, the Goodwill Industries, the Housing Authority of Winston-Salem, and Urban Strategies Incorporated has only help our Workforce Development Program to be sustainable and

accountable in the community.

H. Administration/Reporting

Completed by neighborhoodshands@gmail.com on 4/23/2022
12:28 PM

Case Id: 15100

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H. Administration/Reporting

Please provide the following information.

Per U.S. Treasury rules and associated guidance, the City's framework for using these funds aligns with specific administrative reporting requirements. The administration/reporting criterion has three core elements: 1) the organization's/project's development of clear performance indicators and measurable outcomes, 2) the use of evidence-based interventions, 3) and the City's evaluation of organization and project risk.

H.1. Please clearly define the workload and outcome measures that are associated with your project/program

Workload	The organization's/project's development of clear performance indicators and measurable outcomes.
Effectiveness/Outcome	The records that are kept and based upon the number of residents who are served for the job skills training, computer training, and obtaining gainful employment on a monthly basis.

H.2. Does the project/program use evidence-based interventions?

No

H.3. For transparency purposes, the risk matrix is attached. This is NOT required, however, you can self-assess if you wish. Please fill out and upload the [Risk Matrix](#).

Risk Matrix

50706_Neighborhoods Hands Risk Assessment .xlsx

I. Capacity

Completed by neighborhoodshands@gmail.com on 4/23/2022 4:39 PM

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I. Capacity

Please provide the following information.

An organization's capacity can be defined as its ability to implement the proposed project, as characterized by the alignment of its mission and vision with the proposed project, existing internal infrastructure to support it, and its plan for implementation and assessment of project success.

I.1. Please provide your organization's vision and mission statements and explain the alignment between the proposed project/program and the organizational mission.

Neighborhood's Hands Mission Statement is "To enhance the quality of life to all residents of Winston-Salem and Forsyth County".

Neighborhood's Hands Motto: "Feeding and Educating All"

Neighborhood's Hands services and programs consists of the Workforce Development Program. This program is hands-on job skills training, computer lab training, by which residents are able to seek and obtain gainful employment. All of the services are free and open to the public and all residents of Winston-Salem can attend any of the training free of charge.

The Workforce Development Program help advance the mission of Neighborhood's Hands because, the mission of the organization is to enhance the quality of life to all residents of Winston-Salem and Forsyth County, thereby, due to the fact that our organization help numerous of residents weekly to enhance their job skills, computer skills, and seek gainful employment, we are fulfilling our mission of the organization.

I.2. Describe the organization's current infrastructure and capacity to deliver the program services or complete the project. Include any relevant current programming and experience providing similar services.

Neighborhood's Hands Workforce Development Program is located at 1713 N. Liberty Street, Winston-Salem, NC 27105. Within the facility, we have a computer lab with 8 computers (social distancing), a stand-alone copier, and a classroom with 12 desks (social distancing) all for the usage for the residents of Winston-Salem. In addition, we have a large 15-Passenger Van, that picks up residents in the community who does not have reliable transportation. This van services bring residents to our facility for job skills training, computer lab sessions, and to and from job interviews if necessary.

I.3. Describe the program/project implementation plan. Include any known barriers to success and how those will be overcome

Our organization program/project implementation plan consists of the utilization of employment coordinators, several drivers and staff workers. This plan ensures our organization will have the workforce to serve the different residents throughout the city. The major barriers that our organization has encountered is the lack of job skills training and computer training that many of the residents do not have.

Thus, a majority of our services are focused on the job skills and computer training aspects before we can focus on the

seeking and obtaining gainful employment. Nonetheless, our Workforce Development Program is essential to the residents of Winston-Salem.

I.3a. Describe the program assessment plan including how the data will be collected for selected performance metrics and any other evaluation tools that will be used to determine program/project success.

Neighborhood's Hands Workforce Development Program tracks the residents through our program data reports which are kept "in-house" through the "Oracle" system that we have.

This system allows our staff and board of directors to have accessible data of the Workforce Development Program. The "Oracle" system helps the Neighborhood's Hands Workforce Development Program to keep "checks and balances" of all activities to coincide with the reports and activities with the North Carolina Works if needed.

J. Impact/Community Need

Completed by neighborhoodshands@gmail.com on 4/23/2022 4:44 PM

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J. Impact/Community Need

Please provide the following information.

Impact/Community needs concern whether or not the proposed project will address an identified need within the community and what the short term (One year) and long term (3 years) impact of this project will be

J1. Describe the identified community need for this project/program. Cite specific data or studies/reports that have identified this as a community need.

Neighborhood's Hands Workforce Development Program provides an essential service to the community and residents of Winston-Salem. Specifically, to the disenfranchised, under-served, low-income residents of Winston-Salem.

Currently, in Winston-Salem the unemployment rate is 5.2%. The United States average is 6.0%. Hence, Winston-Salem has seen the job market increase by 1.6% over the last two years. Furthermore, the future job growth over the next ten years is predicted to be 34.0% in Winston-Salem, which is higher than the United States average of 33.5%.

Thus, it is a great need and essential for our Workforce Development Program to continue to serve the communities and residents of Winston-Salem who are seeking job skills training, computer training, and ultimately obtaining gainful employment.

Therefore, our Workforce Development Program impacts approximately 30 residents per week, which equates to approximately 1,560 residents are year. Thus, our request for a three-year term would equates to the servicing of approximately 4,680 residents over the next three years.

J2. Describe the short-term impacts of the project/program and how they align with the community need identified above.

The Neighborhood's Hands Workforce Development Program was able to assist and help numerous residents with their job skills and computer training. Such training allowed many of the residents to seek and obtain gainful employment.

In addition, the Neighborhood's Hands Workforce Development Program was featured on Spectrum News Channel 14 as "Hero of the Month" during the month of July and August 2021.

J3. Describe the long-term impacts of the project/program and how they align with the community need identified above.

The ARPA guidance funding objective is to "Support immediate economic stabilization for households and businesses". Thus, Neighborhood's Hands nonprofit organization Workforce Development Program meets the ARPA guidance funding objective because our Workforce Development Program helps to stabilize households by providing job skills training, computer training, and assisting the adults in the homes with the opportunity of seeking and obtaining gainful employment. In Winston-Salem the unemployment rate is 5.2% and our Workforce Development Program goal is to help to decrease the unemployment rate by helping the residents of Winston-Salem to seek and obtain gainful

employment. The unemployment in Winston-Salem has taken a toll on many families, thereby, our program is more essential than before. Therefore, due to the fact that our Workforce Development Program provides much needed services through the job skills and computer trainings to help residents to seek and obtain gainful employment, our program would be deemed to be a program that meets the ARPA guidance funding objective.

J4. Referencing previous section on outcomes, describe how the impacts noted above will be measured.

Neighborhood's Hands Workforce Development Program has measured success by the number of residents who successfully completed the job skills training, computer training, and who were able to obtain gainful employment. Thus, our measurement of success has occurred with the actual number of residents being served and who were able to obtain gainful employment. Our Workforce Development Program is clearly an essential part of the community and the impact that we have had thus far on the community is priceless.

K. Funding Stability

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Case Id: 15100

Name: Neighborhood's Hands Workforce Development

Address: *No Address Assigned

K. Funding Stability

Please provide the following information.

Funding stability is an assessment of both the organization's annual funding and the planned funding mechanism for the project/program from grants, donations, sales, and other income generators. To the extent possible, the City wishes to ensure applying entities have sustainable funding sources outside the City's ARPA allocation. An entity will be deemed as having superior funding stability if it demonstrates at least three years of sustainable grant, contribution, and/or fee-based revenues to cover operating costs. The entity must also demonstrate commitments from other organizations to cover the full cost of project deficits or future-year operating costs (in combination with realistic fee-based revenue assumptions).

K.1. Have your organization's operating revenues covered operating expenses the last three years?

Yes

K.2. Approximately what percentage of your organization's total budget is covered by competitive grants that you must re-apply for?

98.00 %

K.3. What percentage of your project/program's budget is covered by City ARPA funds as part of this request?

66.00 %

K.4. Please provide narrative on funding for this program after City ARPA funding has been exhausted.

Neighborhood's Hands Workforce Development Program has been awarded funding from 1) The City of Winston-Salem, 2) The Greater Winston-Salem, Inc., 3) The U.S. Department of Treasury, 4) The Winston-Salem Foundation-Black Philanthropist Institute, and 5) The Winston-Salem Foundation Transportation Grant. In addition, our program has requested funding from 1) The Kate B Reynolds Foundation, 2) Zach Smith Reynolds Foundation, 3) The RJ Reynolds Foundation, and 4) The Truliant Federal Credit Union.

Therefore, with the current funding and the additional requested funding, it is our organization's position that we will be able to sustain and continue to provide a Workforce Development Program for the residents of Winston-Salem.

K.5. Please attach commitment letters from other organizations showing financial support for the project/program.



Commitment Letters

Support Documentations for the City of Winston-Salem II.pdf

L. Representation

Completed by neighborhoodshands@gmail.com on 4/23/2022 4:46 PM

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Address: *No Address Assigned

L. Representation

Please provide the following information.

Representation deals with how diverse an organizations leadership is compared with community demographics, which includes Winston-Salem's race/ethnic backgrounds as well as gender. Local non-profit organizations should reflect the communities they serve. Since organizations are requesting to receive ARPA funding through the City, we must ensure these entities hold themselves accountable to having diverse staff and leadership panels

L.1. Provide a list of board members including the race, ethnicity, and gender identification for each member.

Name	Race	Ethnicity	Gender Identification
Tamica Patterson	Black	African-American	Female
April Young	Black	African-American	Female
SD Patterson	Black	African-American	Male
Mattie Young	Black	African-American	Female
Angie Amador	Latino	Domincian	Female
Pearl Levery	White	Causcasian	Female
Kelly Shannon	White	Causcasian	Female
Marcus Barr	Balck	African-American	Male
Lida Calvert Hayes	White	Caucasian	Female

M. Required Documents

Completed by neighborhoodshands@gmail.com on 4/23/2022 1:07 PM

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M. Required Documents

Please provide the following information.

For North Carolina Secretary of State - Current and Active Status, [Click Here](#)

Documentation

Code of Conduct/Conflict of Interest Policy *Required

Neighborhoods Hands Code of Conduct.doc

Copy of the agency's latest 990 Form as submitted to the Internal Revenue Service *Required

2021 Tax Return Documents for Neighborhood's Hands.pdf

Organization By-Laws *Required

Neighborhoods Hands Bylaws.doc

Articles of Incorporation *Required

NC Articles of Incorporations for NH.pdf

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

Policy and Procedure Manual.docx

IRS 501(c)3 Designation Letter *Required

IRS Determination letter for NH.pdf

Most recent audited financial statements or a third-party review *Required

Neighborhood's Hands Inc Basic Company Financials.pdf

North Carolina Secretary of State - Current and Active Status *Required

NC Secretary of State Current and Active Status for NH.docx

N. Submit

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Address: *No Address Assigned

N. Submit

Please provide the following information.

I certify that all information entered into this application is true.

Dr. SD Patterson

Electronically signed by neighborhoodshands@gmail.com on 4/23/2022 4:46 PM

04/23/2022