

A. Organization & Contact Information

Case Id: 14257
Name: PTRC Project Reentry - CDBG - 2022/23
Address: *No Address Assigned

Completed by rhowell@ptrc.org on 11/18/2021 1:07 PM

A. Organization & Contact Information

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

A.1. Organization Name

Piedmont Triad Regional Council

A.2. Project/Program

Project Reentry - CDBG

A.3. FY 2022-23 Funding Request Amount

\$38,721.00

A.4. Agency's Total Operating Budget

\$39,047,080.00

A.5. Mailing Address

1398 Carrollton Crossing Kernersville, NC 27284

A.6. Project/Program Location Address

2701 University Parkway Winston-Salem, NC 27105

A.7. Organization Website

www.ptrc.org

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

1968 LRO creation

A.9. Organization Fiscal Year

7/1-6/30

A.10. Federal Tax ID Number

A.11. Federal DUNS Number

EXECUTIVE DIRECTOR/MANAGER

A.12. Name, Title

Matthew Dolge, Executive Director

A.13. Email

mdolge@ptrc.org

A.14. Phone

(336) 904-0300

CONTACT

A.15. Name, Title

Robin Howell, Criminal Justice Programs Director

A.16. Email

rhowell@ptrc.org

A.17. Phone

(336) 904-0300

BOARD CHAIR

A.18. Name

Kevin Austin

A.19. Term Expiration

12/31/2021

A.20. Email

kaustin@ptrc.org

A.21. Phone

(226) 904-0300

B. Project Overview

Completed by rhowell@ptrc.org on 11/18/2021 1:12 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?

Funds will be used to support Coordinator staff/programming costs and basic needs support services for participants served by Project Reentry's pre, pre/post and post-release services for the City of Winston-Salem.

Serving the City of Winston-Salem since 2003, Project Reentry's goals are to reduce criminal justice costs, improve public safety and assist justice-involved individuals in achieving successful reintegration into the community. Objectives are to provide transitional case management, vocational/employment training, education, counseling, family reunification and personal assistance services to justice-involved individuals both during their incarceration and after their release in the community in order to help them live crime free, productive lives.

Project Reentry strives to help the WHOLE person and assists in meeting the many unique challenges of the justice-involved population. Practical needs such as job search/placement, educational/skills training, basic needs and housing are all addressed, but Project Reentry also provides critically important personal reinforcement through peer support, specialized case management and advocacy. Participants learn to work through deinstitutionalization issues to restore their sense of confidence, their ability to succeed and their personal self-worth.

Additionally, Project Reentry's oversight of the Local Reentry Council and Project Family offers a broader range of serving justice-involved participants from the jail, community partner networks and families of incarcerated individuals. In this capacity, Project Reentry can work with and help participants at any stage of justice involvement.

The impact of Project Reentry is far reaching. Participants become stronger parents/family members, excel as more productive workers and live their lives as better citizens. Project Reentry participants are empowered to believe in themselves as important contributors to their greater society, and they invariably come full circle to give back to their neighborhoods in various ways. Ultimately, the entire Winston-Salem community benefits.

Project Reentry is a program of the PTRC's Criminal Justice Department. All programs of the CJ Department are completely self-sustained and reliant upon grant funds to continue year by year. There is no permanent funding support through PTRC as an agency for the Criminal Justice Department, CJ staff or CJ programs.

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

Prison inmates begin working with Project Reentry's pre-release groups and individual sessions 6-12 months prior to release from prison. Inmates voluntarily sign up for Project Reentry through their prison case managers in partner facilities where our pre-release services are offered. (Forsyth Correctional Center in Winston-Salem is one such facility and releases a significant number to the area each year.) There are frequently waiting lists for entry into the program

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across the state.

When enrolled in a pre-release class cycle, inmates attend classes offered under Project Reentry's copyrighted, trademarked curriculum. Once they graduate the pre-release program class series, they are eligible for continued services upon release. Project Reentry staff work with prison case managers and post-release supervision officers to solidify home plans and plan individual consultation meetings/referrals with the inmates during the immediate weeks before release.

Once released in the community, pre/post participants begin their home plan activities and engage through Project Reentry with activities and services tailored to their individual needs. Home plans can include assistance/referral coordination for employment, housing, counseling/treatment, health/medical, basic and other needs as available funding support will allow.

State probationers, federal probationers and post-release supervision cases are also eligible for Project Reentry's post-release programming upon recommendation of the supervising officer, typically within 45 days of DPS assignment/release. Jail-released and other participants may also be referred by Local Reentry Council and other community partners, through self-referral online, by letter or by walk in visit.

All Project Reentry services are customized and based on several factors including: previous pre-release involvement with Project Reentry, evidence-based risk/needs assessments to help with customizing service plans, participant interviews and individual placements related to substance abuse, mental health, vocational and/or other personal basic needs. Individualized case plans will address vocational/educational training and placement, treatment/relapse prevention, housing, basic needs, family reunification and other support.

Participants will benefit from the variety of services offered and/or coordinated and from targeted interventions that best meet their current needs/barriers. Project Reentry helps participants work through the frustrations, obstacles, misconceptions and fears that often contribute to failed reintegration. Participants learn patience, perseverance and most of all HOPE. The beneficial outcomes for participants are improved self-sufficiency, established work skills, re-connection with their families, children and the community, and decreased risk of future criminal involvement.

Project Reentry has the philosophy that "once a participant, always a participant" so that participants who have needs that come up after previous successful discharge from the program can contact program staff any time for additional support, guidance and referral. Sometimes circumstances change and participants need additional encouragement, assistance or a new direction. Project Reentry is their place to go for this help, and they do come back regularly for such assistance. Participants are part of our family, and family is there to give support whenever needed.

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

Without the unique services Project Reentry provides such as customized case management, employment/vocational preparation and training, de-institutionalization counseling, family reunification and personal assistance support/referral, the justice-involved population is known through national research to face a high risk of recidivism, with an average of two thirds (2/3) of those released returning to prison for new crimes within three years.

Since 2003, Project Reentry pre/post participants from Winston-Salem/Forsyth County have maintained a low recidivism rate in return back to prison. In the latest two-year study on our participants, only 15.7% returned to prison, compared to a statewide average of 32%. This almost 2/1 ratio clearly demonstrates Project Reentry is highly successful in helping prepare justice-involved individuals for productive post-release living.

Project Reentry first strives to help participants with the basic and practical needs in their lives that can sometimes contribute to choosing criminal lifestyles, but always cause hardship. The vast majority of our participants (about 90%) have incomes well below the federal poverty level, and their resources are very limited. Project Reentry helps by providing direct assistance and/or partner referrals for basic human needs such as, but not limited to: housing, home items such as beds, appliances, etc., clothing, transportation, work tools/gear, utilities, medical and vision needs, job training/educational scholarships, and food. In this way, Project Reentry recognizes the physical needs of the person must be met in order help them be successful.

On an emotional level, Project Reentry helps participants see and seek a different path. As they work the program, participants are reminded they are fathers and mothers, sisters and brothers, children and citizens, and their future can be one of hope and change if they have the right attitude and the right tools. Participants who are empowered by renewed trust in others and themselves become successful members of society, and they frequently take on the mantle of "paving the way" for those coming behind them. These successful participants then become mentors, trailblazers and voices for the next "generation" of reintegrating individuals, proving that positive outcomes are possible and giving hope to others. Their successes become the inspiration for others .

There is no other program serving the pre/post release justice-involved population in the state of North Carolina or in the City of Winston-Salem that is like Project Reentry. Project Reentry is a vetted, reliable and trusted partner for both NCDPS and the City of Winston-Salem.

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?

Project Reentry's unique partnership with the NC Department of Public Safety results in Project Reentry being the sole and only approved provider to offer our pre/post-release services for inmates in Forsyth Correctional Center and other prisons across the state. This sole source collaboration provides Project Reentry with seamless and streamlined referrals and service provision capability.

In addition to having a local network that includes referral agencies and community groups that work regularly with shared clients, Project Reentry has long been a part of many collaborative efforts in Winston-Salem/Forsyth County such as Project Safe Neighborhoods, City of WS SOAR and Ministers' Conference. All of Project Reentry's partners are critical in effectively and comprehensively serving the population. These include Employment/Training agencies such as Goodwill NWNC, WIOA and NC Works, educational partners such as Forsyth Tech, Wake Forest University, Winston-Salem State University, WSFC Schools and High Point University, Housing partners such as ESR, Bethesda Center, WS Rescue, Grace House, Oxford House, United Way, Habitat and Salvation Army, Substance Abuse/Mental Health partners such as DayMark, Monarch, TASC, Community Care Center and Family Services, and Basic Needs partners such as Habitat, Green Nest, Community Care Clinic, Crisis Control Ministries, WS Rescue Mission and WSTA,. Cross referrals and wraparound case management structures that include multiple services provision are keys to programming success.

Project Reentry remains engaged regularly with partners in the planning, expansion and delivery of services in both pre- and post-release settings. Pre-release programming is offered after recruitment and operational planning/scheduling with prison administrators/programs staff and community partners who provide pre-release presentation support. Pre/post release case planning is offered in coordination with prison case managers, state or federal probation/post-release supervision officers and transitional services partners. Post-release case management/services delivery is offered in coordination with community network partners who support and assist in wraparound services. Program oversight is maintained by ongoing review of success rates, admissions, program expansion and recidivism studies

compiled with/for Department of Public Safety, grantors/ community agency funders and internal program databases.

In FY 22-23, Project Reentry will also continue to oversee the Local Reentry Council, which serves as the official liaison between NC Department of Public Safety's Community Supervision/ Reentry Division and Winston-Salem/Forsyth County LRC operates as a central network in researching, managing and implementing local reentry-focused services. With nearly 100 partner agencies, LRC also provides community training events such as the annual Reentry Expo, Reentry Simulations and planned topic-centric events such as Child Support program planning, trauma-informed care and violence reduction efforts in partnership with current City/WSPD initiatives.

Additionally, Project Reentry will continue to offer "Project Family," which focuses on children of incarcerated parents through case management and activities with partners such as WSFC Schools, Winston-Salem Police Department and Angel Tree Ministries. Project Family offers ongoing support such as "Shop with a Cop", "Christmas for the Kids" and "Family Fun Day"

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.

Project Reentry uses a comprehensive sole source, licensed, internal cloud-based database that networks all statewide Project Reentry sites for documenting statistical, demographic and case management data . The database can produce on-demand reports and is also used for monitoring monthly, quarterly and annual activities for internal and external quality assurance purposes. The database is available for funders to view as needed and is the source of capturing all reports provided to the City of Winston-Salem's monitoring/audit teams. The database is capable of running data on numbers served, services provided, release facility/referral source, participants demographics, life areas served, etc. while also serving as the central case management portal for participants. General logs, assessments and other case specific information are managed through the database so that staff are able to see quickly all relevant activities, placements and outcomes for participants.

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

Project Reentry uses a sole source, licensed, cloud-based internal database and regular site audits to track services/activities of its programming. The database tracks all demographics, numbers served, case management logs, etc. needed to monitor and evaluate program efficiency and impact, both for internal review and external reporting and audit. Any unmet goals are reviewed and services/staffing modified accordingly to improve success rates/capacity.

Project Reentry outcomes are also monitored externally by community partners (i.e. Local Reentry Council), other funders and the NC Department of Public Safety for continued support of pre and pre/post activities. The Local Reentry Council assists in annual strategic planning and goals for services/activities.

Additionally, Project Reentry regularly conducts recidivism studies using local universities' supports to measure long-term success of participants who have completed the program. The recidivism studies are compared to the most current studies done on state and national levels to determine outcomes that are objective.

Project Reentry also maintains financial integrity and accountability, all financial operations of the Criminal Justice Department and PTRC are thoroughly monitored annually through a comprehensive single audit process and the results published to the City of Winston-Salem.

Finally, Project Reentry obtains participant evaluations of the program to assess what is working, gaps that are not being addressed and overall satisfaction with services. Staff review these participants and base annual strategic planning ideas on feedback and input. Program modifications are also discussed with DPS and community partners that assist Project Reentry in shaping annual goals and programming enhancements. These evaluations have been instrumental over time in helping Project Reentry shape its programming to adapt to changing participant needs. Our participants many times have better ideas for how to shape services than any other source.

Attach participant/program data sample report

Participant/Program Data Sample Report *Required

Project Reentry Sample Report - general stats new participants summary.docx

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
To improve the reintegration and	Pre/post -release full case management	170 participants served.	140 participants to be served.	150 participants to be served.

transition of justice-involved individuals returning to the community	services and community-based support services			
To increase the employability of pre/post-release Project Reentry participants	Provide customized case management, skills building and vocational education	55 participants gained employment and 127 received employment and/or vocational services	56 participants will gain employment and 75 will receive employment and/or vocational services	60 participants will gain employment and 90 will receive employment training and/or vocational services.
To alleviate basic needs deficits for pre/post and post-only participants	Provide basic assistance services to pre/post and post-only participants	108 participants received basic needs services	88 participants will receive basic needs services	112 participants will receive basic needs services

	Total Unduplicated Number Served	Total Number Served
FY 20-21 Previous Year Results	170	170
FY 21-22 Current Year Projected Results	140	140
FY 22-23 Next Year Anticipated Results	150	150

C.6. FY 20-21 Program Accomplishments

Despite major COVID restrictions, Project Reentry has continued to provide ongoing transitional case management services to our participants. During FY 21-22, Project Reentry expects to serve 140 total new participants. Some of our communication has had to be offered virtually or by phone, but we will also offer in-person, one on one services and support because it is so critical to our participants to have peer support and basic services that are difficult to provide or access otherwise. Helping participants with introductions to housing partners, going to grocery stores to help with food purchases, assisting with clothing and home needs, and providing coaching sessions are some of the human connection pieces that are so important.

Project Reentry has also been able to continue as the lead in the Forsyth County Reentry Council. By establishing a regular monthly virtual meeting, the Council has been able to share COVID-based information and modified referrals/operations discussions that were and continue to be so pertinent during challenging times.

In the greater community, Project Reentry provides virtual services to both partner agencies' participants and our own participants including workshops on topics such as COVID job readiness and how to improve relationships during a time of primarily virtual living. We also have had many of our community partners share their information virtually with the participants during the workshops. The outcomes have been very positive.

As a result of the Housing Forum series we did in the 2019 before COVID hit, we initiated a 2021 housing project that combines information on several rental/property owners/landlords, including that from United Way. This project now serves to update the listed information and identify the rental opportunities for our participants and is a an ongoing and dynamic resource.

We piloted the first virtual pre-release program for Forsyth Correctional and continue working with NCDPS on preparing and offering hybrid sessions until full in-person learning sessions are restored in the coming months.

A relationship has been established with a state representative from the Division of Social Services, Child Support Services, NC Department of Health and Human Services in an effort to better connect reentry and Child Support efforts with non-custodial parents prior to and upon release.

Project Family has served a total of 98 children and 56 families with Angel Tree program. Project Family also reached out to all incarcerated parents of Angel Tree kids who be released in the next six months and those released in the last year. Project Family also assisted DSS by providing in-person office space so we could meet new staff and share information about our programs and partners, even when DSS was closed. We also facilitated virtual information sessions with parents of Kimberly Park Elementary students. The parents were appreciative of program information as they were not aware of all the programs available to all members of the community.

C.7. FY 22-23 Key Objectives

With adequate funding support and programming, Project Reentry will have the goal to serve 150 participants during FY 22-23. Pre-release participant average in Forsyth Correctional Center will be 15-20, and the ongoing average post-release participant caseload with full services will be 30. Project Reentry will also provide ongoing workshops to participants under formal Memoranda of Agreement with community partners that may include Child Support, Department of Social Services, Bethesda Center, WS Rescue, Division of Community Corrections and Salvation Army.

Project Reentry will strive to assist 60 participants with finding employment, and will help 90 others gain critical employment and/or vocational skills training. These training opportunities will help participants get practical, marketable skills needed to be competitive in the workforce. Project Reentry support skills will focus on helping participants not only get a job, but keep the job. Interpersonal communications, dealing with difficult situations and recognizing the impact of trauma in oneself will all be part of this personal enrichment.

Project Reentry will meet the basic needs of over 100 participants with internal and referral support systems. Using a validated life areas matrix tool, Project Reentry will identify and prioritize those needs that most directly impact each participant's likelihood of success. Barriers will be addressed in order to minimize obstacles to success.

Project Reentry will also continue to offer community events by leading the Local Reentry Council and Project Family efforts. These can include the annual Reentry Expo, Reentry Simulations, Trauma-Informed Care Training and expanded curriculum topics for pre-release classes. Events may be offered in person, in hybrid model or virtually as needed to accommodate circumstances as they arise. These events bring the entire community together to offer collective supports to justice-involved participants, and they strengthen the resource networks locally so that partner agencies/organizations are all working towards the same goals.

Finally, Project Reentry will continue to connect the NC Department of Safety's 2022 prison and community corrections strategies and programs to the Winston-Salem community by serving as a direct liaison between the state and local systems. This voice is especially important in sharing information for possible legislative priorities and systems expansions.

Attach participant/program data sample report

Documentation

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 **Participant/Program Data Sample Report**

Project Reentry Sample Report - general stats new participants summary.docx

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?

As a North Carolina Lead Regional Organization (LRO) representing the City of Winston-Salem as a core member, PTRC's mission is to assist in meeting member citizens' needs by: nurturing regional cohesiveness, providing leadership in identifying issues and reaching solutions, being proactive in building on community strengths and opportunities, and bridging the responsibilities of federal, state and local governments. PTRC Departments include Administration/Member Services, Planning, Workforce Development, , Aging, Community Development and Criminal Justice. A snapshot of programming/activities offered by PTRC during 2020/21 is outlined in the section below.

The Criminal Justice Department's "Project Reentry" program exemplifies PTRC's mission by promoting the successful reintegration of local, state and federal justice-involved citizens through a unique and specialized pre to post-release system of services. This system is supported by diverse and wide-ranging state and community partnerships within the City of Winston-Salem and across North Carolina. Project Reentry works closely with all partners to offer a comprehensive and unified approach to justice-involved programming and reentry advocacy.

FUNCTION (5 POINTS)

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

The current Piedmont Triad Regional Council was founded in 1968 as the Northwest Piedmont Council of Governments.

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

In addition to the Criminal Justice Department's Project Reentry and affiliate programs, PTRC also provided the following services/benefits through other agency departments during FY 2020-21:

Management & Planning Assistance Programs

- Compensation review assistance
- Bi-weekly manager's conference calls with state officials and federal representatives during the COVID-19 pandemic.

Economic Development Initiatives

- 5 investment loans to area small businesses totaling \$180,000
- EDA loan secured for Smith Reynolds Airport— \$4,450,677 coupled with an ARC grant for \$1,000,000—total funding of over \$5 million.
- NC Triad website / Workforce Talent Alignment & Place Marketing
- 98 no-interest small business loans for businesses in Forsyth County impacted by COVID19—total amount— \$855,000.

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Environmental Programs

Stormwater education mass media campaign impressions: 621,622—Television/Cable; 360,766—Radio; 1,097,611—Online ads. In-house Facebook activity (likes, shares, comments) - 5,552 In-house Instagram activity— 3,858; In-house website activity—8,426.

Aging Programs: funding, planning, and administration for services for older adults

- Over \$2.7 million in funding for aging service providers in the county
- Served 2,936 Forsyth County seniors in need with in-home or adult day care services, provided 237,347 meals to seniors, 14,868 transportation trips (including medical appointments), and another 32,195 in-home/personal care visits to Forsyth County older adults. Services are provided in partnership with the Department of Social Services, Mt. Zion Senior Life Enrichment, Senior Services, Inc., Trans-AID, Senior Financial Care, and The Shepherd’s Center of Greater Winston-Salem and Kernersville.
- Due to the pandemic, PTRC Ombudsmen were unable to visit long-term care facilities in person for most of the past fiscal year. Instead, Ombudsmen provided assistance to 2,572 people via phone or email.

Housing & Community Development Programs— Weatherization Assistance

- Grant funding secured to weatherize 55 homes for low income, elderly, or disabled homeowners. Total value of improvements —\$574,515

PTRC remains committed to serving the City of Winston-Salem and its residents in varied and critical ways that mirror the needs of the community.

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
Project Reentry Coordinator	Oversees daily staff operation/programming, DPS prisons, probation/community partners coordination, database/caseload monitoring, Reentry Council. Works directly with participants from all referral agents in case management and support	40	27.50 %

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
PTRC Board of Delegates	same	\$0.00	0.00 %

D.6. Attach an organizational chart



Organizational Chart *Required

PTRC Organizational Chart 2022.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:

PTRC complies with all EEO standards to ensure all applicants to the PTRC are provided with fair treatment in all aspects of personnel administration without regard for sex, race, national origin, ethnicity, color, religion, creed, age, marital status, genetic information, veterans' status, disability, political affiliation, or for any other reason prohibited by law. Individuals shall likewise be treated with proper regard for their privacy and constitutional rights as citizens. These standards are monitored by funders and audit, as well as provided to all staff as a part of internal agency training. All employees are required to sign a commitment to such policies at hiring and annually as a part of acknowledgement of PTRC employee handbook/personnel updates.

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	7			3	2	
Professionals	9	1		16	5	2
Technicians	3	3	2	2	2	
Office/Clerical	2			7	7	
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				1		
Professionals	5	1				
Technicians	1					
Office/Clerical	1			7	1	1
Laborers/Service Workers	10	1		14	1	1
Total Part-Time/Temp						

D.8.



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

2021 PTRC Board of Delegates.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

5

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.

If necessary funding is secured to support planned capacity, Project Reentry programming will be ready and operational to begin work towards proposed goals and objectives upon funding award date.

For FY 22-23, the Project Reentry Coordinator will continue working with NCDPS to implement the local reach of its designated reentry facility system wherein local prisons are identified to release higher numbers of inmates back into local communities. Forsyth CC, Davidson CC, Caswell CI and Dan River CC will all be facility partners through which a large number of inmates will be released back to Winston-Salem/Forsyth County. Project Reentry will work closely with NCDPS to increase programming needs in these prisons for Winston-Salem/Forsyth County residents.

As the COVID 19 pandemic gets more under control, we will begin to shift more services and activities back to in-person groups, classes and workshops. Even if COVID 19 persists, however, we are still able to serve participants both in person by appointment and virtually both in workshops and in pre-release classes offered in Forsyth Correctional Center. Employment search and placement will continue to be a cornerstone of opportunities for our participants, and we anticipate a wide range of education, skills trade and other vocational training to be available through our case management flow and referral base. We are proud of the innovation we have employed to keep programming viable during COVID-19 and will continue to develop services as needed moving forward.

In terms of milestones, Project Reentry will achieve its 20th year of programming for the citizens of the City of Winston-Salem/Forsyth County in 2023. To date with this application, we have served over 6000 individuals locally!

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?

Project Reentry has always been a program of flexibility and modification. During the last twenty years, we have witnessed the changes in how reentry has been perceived, received and supported in the local, state and federal systems and communities. Through it all, we have remained steadfast in continuing to deliver a consistent and dependable program for our participants and partners. There have been many other programs come and go for various reasons, but we have stayed the course in being committed to the same message, the same goals and the same support as when we started day one. We have always tried to "stay in our lane" by offering participants a program where they know anyone being served will be treated the same, get the same services and all will be supported equally. We were pioneers in reentry before it became popular in the greater community, and perhaps that is why our model has longevity. It has always been about the people, not the program. Our participants know we are "for real," and they can depend on the fact there is a mutual respect that keeps participants and staff close knit. We believe in our participants and they respond to our no-nonsense, "don't just talk about it, be about it" motto. This part of Project Reentry has carried us through politics, economic upheaval, and local community challenges, and we will keep this simple, straightforward approach as long as we are able to offer our program.

Over the last 18 months with COVID-19, we have continued to be adaptable by learning how to offer the same service model with the necessity of different delivery mechanisms. It has not been easy. Project Reentry is centered on reestablishing the human connection between people who are many times otherwise isolated in prison, and doing much virtually challenges that important part of what we do. What we have come to realize is there is really no

substitute for in-person connections, whether it be in a class conducted within the prisons, or a training conducted for community partners. We all need that human touch that can only be achieved with a face to face communication.

Of course, COVID 19 restrictions have forced us to reshape in-person meetings with participants, but we have purposed to overcome this obstacle by scheduling one on one meetings rather than groups. We have met participants outdoors, in rooms that are large enough to accommodate CDC guidelines and even at their worksites to keep that human touch in place. The frequency of these in-person communications are supplemented by facetime, phone calls, virtual calls, and texting, but we have determined to keep in-person of some sort there. It is so important right now.

Interestingly, one thing COVID 19 has helped promote that we may not have been as active with before is assisting our participants with technology set up and learning. We all have struggled to learn new technologies recently, and they seem to change by the day. For some of our participants, especially those coming home from incarceration, these changes can be overwhelming very early. We are making sure we are there for the participants as they learn this "New Normal," and we help them understand it is okay to be anxious and unsure. We all are these days.

As we move into whatever the next phase of COVID 19 may be and other challenges, we will remain "in our lane" with the single purpose of giving practical help, skills, and personal hope to our 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)?

NCDPS case managers will assist in the posting for and recruitment of participants for pre-release classes and advise potential participants that the program is purely voluntary. The voluntary nature of pre-release promotes fair and equal access for inmates who are preparing for release.

State and federal community corrections officers will share flyers and workshop information with any appropriate post-release cases and probationers who are in need of services with Project Reentry workshops/programming.

Project Safe Neighborhoods Notifications will also be active in referring cases to the program. Reentry Council partners will follow a referral system to access Project Reentry, and potential participants may also self refer online, by letter or by walk in.

Project Reentry workshops will be posted through Reentry Council email network, online and onsite at various partner agencies. Further development of the Reentry Council and related community initiatives such as the annual Reentry Expo will provide enhanced opportunity for marketing and engagement.

Project Reentry accepts individuals from all walks of life. The only criteria for our services is that the person has a history of justice system involvement. Although most of our participants are of low income status, have served prison time and/or have felony records, we recognize that justice-involved individuals with other conviction levels and histories have barriers as well. All are welcome for support, even if that support is a one-time consult for one specific need.

E. Cost Effectiveness

Case Id: 14257

Name: PTRC Project Reentry - CDBG - 2022/23

Completed by rhowell@ptrc.org on 11/18/2021 1:37 PM

Address: *No Address Assigned

E. Cost Effectiveness

Please provide the following information.

BUDGET AND FUNDING (10 POINTS)

E.1. Please complete the table to show the organization's operating budget.

Expenditures by Program	Budgeted FY 21-22	Projected Actuals FY 21-22	Proposed Budget FY 22-23
Program Services	\$305,386.00	\$291,659.00	\$309,622.00
Fundraising	\$0.00	\$0.00	\$0.00
Management and General	\$0.00	\$0.00	\$0.00
Total Expenditures by Program	\$305,386.00	\$291,659.00	\$309,622.00

Expenditures by Category	Budgeted FY 21-22	Projected Actuals FY 21-22	Proposed Budget FY 22-23
Employee Salaries and Wages	\$185,659.00	\$181,393.00	\$187,840.00
Employee Benefits	\$94,686.00	\$97,952.00	\$94,933.00
Facility Rent and Utilities	\$0.00	\$0.00	\$0.00
Training and Conference Registration	\$0.00	\$0.00	\$0.00
Membership and Dues	\$0.00	\$0.00	\$0.00
Travel and Transportation	\$0.00	\$0.00	\$0.00
Grants to Individuals and Organizations	\$0.00	\$0.00	\$0.00
Contracted Fundraising Services	\$0.00	\$0.00	\$0.00
Goods Purchased for Resale	\$0.00	\$0.00	\$0.00
Other Contracted Services	\$0.00	\$0.00	\$0.00
Other Operating Expenditures	\$25,041.00	\$12,314.00	\$26,849.00
Capital Outlay	\$0.00	\$0.00	\$0.00
Total Expenditures by Category	\$305,386.00	\$291,659.00	\$309,622.00

Revenues by Category	Budgeted FY 21-22	Projected Actuals FY 21-22	Proposed Budget FY 22-23
City of Winston-Salem	\$41,150.00	\$41,150.00	\$53,721.00
Forsyth County	\$0.00	\$0.00	\$0.00
State of North Carolina	\$127,500.00	\$127,500.00	\$127,500.00
Federal Government	\$0.00	\$0.00	\$0.00
Admissions/Program Revenues/Sales	\$0.00	\$0.00	\$0.00

Memberships	\$0.00	\$0.00	\$0.00
Donations	\$0.00	\$0.00	\$0.00
Foundation Grants	\$136,736.00	\$123,009.00	\$128,401.00
Interest and Investment Income	\$0.00	\$0.00	\$0.00
Parent Organization	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total Revenues by Category	\$305,386.00	\$291,659.00	\$309,622.00

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

Other Operating Expenditures include office space, equipment, supplies, marketing materials, phones, utilities, etc. as well as participant goods/provisions such as:

- payment support for transitional housing stays
- payment support for temporary rental assistance
- payment support for clothing vouchers
- payment support for household goods for participants coming out of prison and in need of things like a bed, cooking appliances, furniture
- payment support for bus passes, gas cards and other mobility needs
- payment support for work tools, work boots or other items necessary for employment requirements
- payment support for scholarships for skills trades (i.e. HVAC, CDL, Forklift)
- payment support for food

Operating expenses will be covered by a combination of funds from Goodwill Foundation, State of North Carolina and City of Winston-Salem (if approved). No federal government revenue sources will fund these expenses.

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/SOAR	\$41,150.00
2019	CDBG/SOAR	\$41,150.00
2018	CDBG/SOAR	\$41,150.00
2017	CDBG/SOAR	\$41,150.00
2016	CDBG/SOAR	\$41,150.00

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
Project Reentry Coordinator	\$42,241.00	\$98,561.00	State of NC
Project Reentry and Reentry Council Case Managers	\$0.00	\$141,971.00	State of NC/Goodwill Foundation
Other Operating (see above list)	\$11,480.00	\$15,369.00	State of NC/Goodwill Foundation
	\$53,721.00	\$255,901.00	

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.

For the Project Reentry Coordinator position, City of WS CDBG funds will be used to cover 27.5% of total costs associated with the position, including salary/fringe and internal indirect costs such as office phone, cell phone, copier, computer needs, database support, office supplies, etc. The Coordinator will oversee all aspects of Project Reentry programming provided in the City of Winston-Salem/Forsyth County, manage intersect with Local Reentry Council and Project Family programs, and supervise all staff (3) related to Project Reentry's total reach. The Coordinator will be the point of contact for all stakeholders, partners and referral agents (DPS, Probation and community) for Project Reentry. The Coordinator will also work directly with and case manage Project Reentry program participants caseload.

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

In addition to the monetary support for Project Reentry and its initiative efforts such as Project Family and Local Reentry Council, Goodwill NWNC and WIOA (PTRC sister department program) also provide office space and some in kind scholarships for qualifying participants for a variety of classes and other educational opportunities.

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.

Total funding requested will also support eleven (11) hours per week of the Coordinator's position, to include the corresponding salary package and operational costs needed. The request includes provision for COLA, fringe rate and expected operational increases in FY 22-23.

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.

Project Reentry remains committed to work with local community partners and other foundations/funders to maintain program support as it has since 2003. Other funding partners may include State of North Carolina, Goodwill NWNC, and additional funding agents for future initiatives related to Project Reentry programming/expansion. The City of Winston-Salem's investment in Project Reentry is an investment that works in concert with additional funding to produce a comprehensive program overall. It is the combination of the funding sources that allows the program to continue.

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 programmatic barriers we foresee may be the continued impact of COVID if the pandemic continues into 2022. However, as described in previous sections of this application, Project Reentry has adapted to the unique and new challenges COVID poses. We have a diverse range of virtual capabilities to address workshop, online orientation and partner connection needs, and we have set up onsite service protocol policy that insures participants can receive in-person appointments while also protecting them and staff. Staff maintain masking, social distance and sanitizing practices that follow CDC and state DHHS guidelines. Staff also only schedule single individual appointments under a coordinated daily schedule so that the onsite staff to participant ratio is always 1:1. This protocol has been very successful and can be maintained as needed into 2022-23. Project Reentry is also now capable of offering virtual,

hybrid and in-person pre-release classes working with the NCDPS prison system's onsite safety and health policy protocols. Finally, Project Reentry is able to host remote "connection" meetings between participants and partner agencies as needed if those partner agencies are unable to accommodate in-person services.

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 expect any institutional barriers as described above to impact our services.

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:	53721
Number proposed to be served for the year:	150
Average City funds per beneficiary:	358.14
Proposed funds from all sources:	309622
Number proposed to be served for the year:	150
Average total funds per beneficiary:	2064.14

F. Required Documents

Completed by rhowell@ptrc.org on 11/18/2021 1:43 PM

Case Id: 14257

Name: PTRC Project Reentry - CDBG - 2022/23

Address: *No Address Assigned

F. Required Documents

Please provide the following information.

Documentation

Code of Conduct/Conflict of Interest Policy *Required

PTRC 2021_2022_Employee Handbook.pdf

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

PTRC Charter.pdf

Organization By-Laws *Required

PTRC Bylaws 4.17_signed.pdf

Articles of Incorporation *Required

PTRC Charter.pdf

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

PTRC 2021_2022_Employee Handbook.pdf

PTRC UG Conflicts and Gifts Policy 2020.docx

PTRC 2020 Merit principle and equal opportunity commitment.pdf

PTRC Finance Policy and Procedures Manual 2020.doc

PTRC UG Procurement Policy Revised 2020.docx

IRS 501(c)3 Designation Letter *Required

NC Statutes Governing LROs.doc

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

PTRC - 6-30-2021 - AUDIT.pdf

PTRC AUDIT 2019-2020 Final.pdf

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

***Required**

PTRC Charter.pdf

Participant/Program Data Sample Report *Required

Project Reentry Sample Report - general stats new participants summary.docx

Other

Project Reentry Support Letters 2021 City of WS.pdf

We are not applying for this type of funding.pdf

G. Income Based Projects/Services Only

Case Id: 14257
Name: PTRC Project Reentry - CDBG - 2022/23
Address: *No Address Assigned

Completed by rhowell@ptrc.org on 11/18/2021 1:40 PM

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	142
31% to 50% of median	8
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

NCDPS case managers assist in the posting for and recruitment of participants for pre-release classes and advise potential participants that the program is purely voluntary. The voluntary nature of pre-release promotes fair and equal access for inmates who are preparing for release. Project Reentry accepts any voluntary enrollment, regardless of convictions. We accept participants with convictions ranging from murder to sex offenses to property offenses to drug offenses. We even work with some participants with life sentences because of the chance of parole.

State and federal community corrections officers use internal evidence-based risk needs assessments to determine appropriate post-release cases and probationers who are in need of services with Project Reentry workshops/programming. Officers are able to refer participants as early as the day they are released to the community/sentenced to probation or well into their supervision period as the need arises. Project Reentry staff offer periodic orientation for new officers to make sure all staff are informed about our services.

Project Reentry also accepts all participants who completed pre-release services while incarcerated, regardless of whether a post-release supervision officer refers.

Project Safe Neighborhoods Notifications are also active in referring cases to the program as part of their program's community resources outreach. Once participants are notified, Project Reentry is considered a core community resource partner to which they are linked.

Reentry Council partners follow an online portal referral system to access Project Reentry, and potential participants may also self refer online, by letter or by walk in. All inquiries and requests are voluntary and available to anyone - participant-generated or family member referral. An average of 3-5 letters/inquiries come in each month from various prisons, jails or other states where inmates are nearing release back to Winston-Salem/Forsyth County.

Printed By: Rene Williams on 1/27/2022

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Once a referral is accepted through the various portals of entry, Project Reentry staff either begin working in pre-release services with the participant while incarcerated or in the community. In the community, participants complete a comprehensive intake/orientation session where specific life areas are examined and needs assessed. Participants also self-report their initial goals and challenges during the orientation so that a customized case plan may be developed. If a participant is deemed in need of services that are outside of Project Reentry's expertise and those have yet to be addressed (i.e. substance use or mental health treatment), Project Reentry facilitates a referral to an appropriate community partner for services and then monitors the progress.

Participants may be re-assessed as they move through the program as their needs and life areas change.

H. Construction/Rehab Only

Completed by rhowell@ptrc.org on 11/18/2021 1:49 PM

Case Id: 14257

Name: PTRC Project Reentry - CDBG - 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.

N/A

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

N/A

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

N/A

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

N/A

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

N/A

H.6. Describe the property management plan.

N/A

H.7. List the development team members.

N/A

H.8. Describe the financial capability of the sponsor/owner organization.

N/A

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**

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 rhowell@ptrc.org on 11/18/2021 1:45 PM

Case Id: 14257

Name: PTRC Project Reentry - CDBG - 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 rhowell@ptrc.org on 11/18/2021 1:45 PM

Case Id: 14257

Name: PTRC Project Reentry - CDBG - 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
Information and Referral	\$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 rhowell@ptrc.org on 11/18/2021 1:46 PM

Case Id: 14257

Name: PTRC Project Reentry - CDBG - 2022/23

Address: *No Address Assigned

K. HOPWA

Please provide the following information.

Are requesting funds for a HOPWA project?

No

Submit

Completed by rhowell@ptrc.org on 11/18/2021 1:49 PM

Case Id: 14257

Name: PTRC Project Reentry - CDBG - 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.

Robin Howell

Electronically signed by rhowell@ptrc.org on 11/18/2021 1:49 PM

IDIS Setup

No data saved

Case Id: 14257

Name: PTRC Project Reentry - CDBG - 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