

# A. Organization & Contact Information

**Case Id:** 16122  
**Name:** Eliza Safe House 22/23 - 2023/24  
**Address:** \*No Address Assigned

Completed by kenyact2015@gmail.com on 11/14/2022 9:32 PM

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## A. Organization & Contact Information

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

### A.1. Organization Name

Eliza's Helping Hands, Inc

### A.2. Project/Program

Safe House-Creating Access for Relationship Enhancement

### A.3. FY 2023-24 Funding Request Amount

\$15,000.00

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

\$450,000.00

### A.5. Mailing Address

1225 EAST 5TH STREET SUITE 100 Winston Salem, NC  
27101

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

Safe house private Winston-Salem, NC 27101

### A.7. Organization Website

www.elizashelpinghands.org

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

2015

### A.9. Organization Fiscal Year

April

### A.10. Federal Tax ID Number

47-3657-422

### A.11. Federal DUNS Number

079800957

### EXECUTIVE DIRECTOR/MANAGER

#### A.12. Name, Title

Kenya Thornton, Executive Director

#### A.13. Email

kenyact2015@gmail.com

#### A.14. Phone

(336) 682-2331

### CONTACT

#### A.15. Name, Title

Kenya Thornton, Executive Director

#### A.16. Email

kenyact2015@gmail.com

#### A.17. Phone

(336) 682-2331

### BOARD CHAIR

#### A.18. Name

Daniel Giles

#### A.19. Term Expiration

12/31/2024

#### A.20. Email

dgiles107@icloud.com.

#### A.21. Phone

(704) 713-0037

## B. Project Overview

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### B. Project Overview

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Please provide the following information.

#### APPROACH (7 POINTS)

##### **B.1. Provide a concise description of the proposed project/program, indicating specifically how City funds will be used. Briefly, what are the goals/objectives of the project/program?**

We are requesting funding to support Women's safe house and services which provides emergency shelter to women and children who are fleeing domestic violence. The goal of the shelter is to offer a safe haven for women and children and to offer them a temporary place where they can regroup and take the steps necessary to become self-sufficient in their personal selves and the lives of their children. We don't want to offer just a short solution to a big problem but give them access to tools, services, and programs to help them thrive, become independent, get the emotional support they need, and have the tools to be successful in our community. Many people don't realize how hard it is for a victim to finally leave their abuser after being often times in the relationship for so long. It weighs down your emotions, your resources, and your spirit, and most victims sometimes don't see a way out but to stay because of a lack of support and resources.

Our plan with the city's resources is to use them for utilities and light maintenance.

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

Eliza's Helping Hands, receiving services through the Victim Services programs within the agency – Family Justice Center, counseling, 24/7 crisis lines – are referred directly to the safe house when an emergency shelter is identified as a need. Access is often made through referrals from other court advocacy professionals, other community agencies, and other domestic violence shelters in the community and sometimes the state.

The Shelter is staffed 24/7 to meet the needs of families for emergency shelter, providing a safe and confidential haven. Available services include safety planning and crisis intervention, supportive counseling, advocacy, support groups, and referrals to other community resources. For those in need of permanent housing, the agency provides referrals to the partnering agencies and or local businesses which we have partnered with to assist in the process of finding victims more permanent accommodations.

Services through our community's Continuum of Care. Guests at the safe house often are linked to other agency services including trauma-focused counseling for self and children through A Voice for Children and Nurturing Families, providing a seamless link to encourage engagement and follow through. Eliza's Helping Hands, Inc operates the shelter under a voluntary services guide and those individuals and families who engage with the case management and supportive services are the ones that gain the most benefit.





**NEED (7 POINTS)**

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

We realize that there are only two local shelters in our county. There is also a shortage of housing in the city as well. If you take into account that there is a huge wealth gap, particularly between men and women. You add that on top of the domestic violence and child abuse, it's a struggle to sometimes find emergency shelter and permanent housing for a population that is already in dire need.

We want to ensure that our safe house and our programs can meet the needs of our victims. The needs of single women and the families staying at the safe house are significant. We strive to provide services that are unique to each situation through case management. In addition to safety planning, some women need assistance with employment, transportation, finances, and housing, while others are struggling with the education of their children and concern for how the situation has affected them.

The needs of the guests who enter the safe house are significant. Survivors often must flee their homes to escape life-threatening violence for themselves and their children and emergency shelters are often the first step. We strive to provide services that are unique to each individual situation through intensive case management. In addition to safety planning, some guests need assistance with transportation, parenting, mental health or substance abuse services, employment, finances, and housing. Others are exploring educational options, coping with medical issues, and pursuing legal options to protect their family.

Of those served in FY 2019-2020, 90% were female and 1% were male;  
54% were African American, 25% were Caucasian, 12% were Hispanic, and 3% were Multi-Racial.

#### **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?**

Although Eliza's Helping Hands is a small organization, we strive to do our part for the victims and the community. We have managed to use resources from other services to be able to help us support the needs of our victims, as no one agency can do it alone. We seek out and try to work with other organizations such as Family Services, Next Step Ministries, Davidson County Domestic Violence Coalition, Latin Network Connection, The Hispanic League, Children's Law Center, Legal Aid, and DVCC of Forsyth County Family Justice Center as well as state and federal programs. We are working with the community effort to have a family justice center whose focus is to provide quality services to families in need. We will continue to go to oversight and implementation meetings so that we may continue to be a part of collaborating partnerships.

Eliza's Helping Hands is a part of the DVCC commission which allows us to be able to be a part of important training, and collaborations with other safe houses across the state, as It is essential to have this level of partnership and integration in our community's response as we seek to promote the safety and empowerment of victims.

## C. Strategy and Performance

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### C. Strategy and Performance

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Please provide the following information.

#### STRATEGY (5 POINTS)

**C.1. The City of Winston-Salem's strategic priorities, adopted most recently in the [2017-2021 Strategic Plan \(2019 Update\)](#) and under review for adoption by City Council for FY 2022 - FY 2025 Strategic Plan, are used as guiding principles to establish community priorities based on the vision, mission, and values set forward by the Mayor and City Council.**

**Indicate which of the City's strategic focus areas your program aligns with best (select one):**

Safe and Secure Community

**C.2. Select the service area(s) that your project/program relates to:**

- Housing/Homelessness
- Economic Development
- Construction Rehabilitation
- Poverty Reduction
- Arts and Culture
- Youth
- Public Safety
- Transportation
- Other

#### PERFORMANCE (15 POINTS)

**C.3. Describe the system to be used to track participant and program data. List any key reports and their frequency that will be used to capture project/program performance.**

We currently use Therapy notes, Charity Tracker and Osnuim database to track our client's progress, program data, and demographics. Program staff enters all shelter guests into the database and there are numerous reports that can be used to review program performance. We currently submit quarterly statistical reports to the Council for Women and report other data to community boards as necessary.

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

The Victim Services Director is responsible for oversight of the safe house, programs, and services. She is responsible for making sure that clients are receiving quality services and assistance for every client. She then reports back to the agency director and gives weekly updates and concerns on the client's progress.

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If there are concerns in which were a decision outside of the two of them, the board is brought in determine the best coarse of action.

**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 21-22 Previous Year Results	FY 22-23 Current Year Projected Results	FY 23-24 Next Year Anticipated Results
Work with clients fleeing domestic violence will access shelter services.	We have professional and qualified staff which is there to help support services and programs needed to service clients needs.	We hope to increase our services of victims at our safe house to offer them more services which gives them more stability.	We hope to increase our services of victims at our safe house to offer them more services which gives them more stability.	We hope to increase our services of victims at our safe house to offer them more services which gives them more stability
Victims will have more strategies for ensuring their safety.	Victim advocates work with each guest to develop safety plans for self and children.	95% of adult victims will have more strategies to plan for their safety.	95% of adult victims reported having more knowledge of how to plan for their safety	95% of adult victims will have more strategies to plan for their safety.
We will be able to service more victims and connections with more providers in the community	Victim advocates will work with community partners to develop onsite resources	Seek out other community partnerships with the school system for training and prevention of domestic violence and sexual assault.	Continue to offer community education training and workshops for clients and stakeholders in the community on domestic violence prevention	Seek out other community partnerships with the school system for training and prevention of domestic violence and sexual assault.

	Total Unduplicated Number Served	Total Number Served
FY 20-21 Previous Year Results	50	50
FY 21-22 Current Year Projected Results	75	75
FY 22-23 Next Year Anticipated Results	100	100



FY 21-22 Previous Years Results	75	75
FY22-23 Current Year Projected Results	100	100
FR 23-24 Next Year Anticipated Results	150	150
FY 23-24 Next Year Anticipated Results	155	155

**C.6. FY 21-22 Program Accomplishments**

Eliza's Helping Hands has been able to not only to house 25 clients but has been able to utilize our partnership with Uhaul to find permanent housing for 15 of those clients. We have used some of our resources to help with some of our victim's rent, utilities and other things that they may need to get back on their feet. We hope with the additional resources through the city that we will be able to not only help in an emergency way but be able to help them truly have a fresh and productive start.

**C.7. FY 22-23 Key Objectives**

The agency will increase the ability to meet the needs of our safe house guests by increasing our ability to be able to service more through our safe house and other partnerships in the community. The agency will continue to ensure that guests increase their ability to plan for their safety, decrease their feelings of isolation, and are moved as quickly as appropriate into community housing.

## D. Organizational Capacity

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### D. Organizational Capacity

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Please provide the following information.

#### MISSION (5 POINTS)

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

Since 2012, the mission of Eliza's Helping Hands, along with its parent organization, Community Intervention and Educational Services has been to assist the most vulnerable populations of Winston-Salem by providing quality services in the center of the city in the historic Winston Mutual Building. Our current services are offered to victims, offenders, and families affected by domestic violence, sexual assault, mental health challenges, and crimes in the community. We aim to provide our clients with the resources necessary to overcome all the barriers that they face, which in turn increases safety and awareness in the city.

We fulfill our mission by offering a variety of services that help victims of violent crimes overcome emotional, social, and legal barriers. Presently our agency has the following programs:

- Trauma-Focused Treatments-Men-Women-Children
- Court Advocacy
- Voice for Children and Nurturing Families
- Creating Access to Relationship Enhancement
- District Criminal Court Mediation
- Supervised Child Visitation
- Financial Literacy and Small Business Ownership
- Services for our immigrant community

#### FUNCTION (5 POINTS)

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

Since April of 2012- 8 YEARS

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

Eliza's Helping Hands is a private, non-profit 501 (c) (3) organization serving Forsyth County. Our mission is to "provide professional services and to participate in partnerships that foster the development of children, advance the safety, security, and success of families and individuals, and help build a sustainable community." We convene and collaborate with community partners to ensure that families and children are safe, secure, and able to reach their full potential.

Our work with and on behalf of children and families is carried out through the following programs:

- CARES- Creating Access for Relationship Enhancement which provides a continuum of services to victims of domestic

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violence, sexual assault, and human trafficking. These include Eliza's safe house,

- Preventative programs for young women such as Pearls: Which is a program designed to give young women and girls the opportunity and access to choices in their lives in an effort to prevent them from becoming victims of domestic violence, sexual assault, or human trafficking

-Eliza's Safe House: This is for individuals fleeing domestic violence who seek shelter programs to find safety and security for themselves and their children. The safe house environment and the way that we offer services are critical aspects of our work and reflect our beliefs about the people we serve. There is a growing body of research documenting how the physical facility and environment impact the health, recovery, and well-being of the survivor. Case management and advocacy are essential in providing support for shelter guests. Our Victim Advocates provide safety planning and crisis intervention services, advocate for a victim in the criminal justice system, work toward permanent housing plans through Rapid Rehousing, assist with connection to community resources and provide follow-up services.

**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
Executive Director	Lead the execution, analysis, planning, control and evaluation of fundraising and event efforts; build strategic relationships within the community; conduct a variety of outreach activities; lead the outreach/fundraising committee meetings	40	0.00 %
Shelter Director	Assist clients in achieving wellness and autonomy through leading individual and group therapy, and connecting them to resources that address the variety of needs they have as they reenter the community.	40	0.00 %
Latin Communication Director	Assist clients in achieving wellness and autonomy through leading individual and group therapy, and connecting them to resources that address the variety of needs they have as they reenter the community.	40	0.00 %

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

Executive Staff Name	Title/Role	Compensation	% of Hours Proposed to be Funded
Michelle McBryde	Victim Services Director	\$45,000.00	0.00 %

Kenya Thornton	Agency Director/Volunteer	\$48,000.00	0.00 %
Marynes Perez	Administrative Assistance	\$25,000.00	0.00 %
Zaques McCoullough	Therapist/Child Trauma	\$27,000.00	0.00 %
Damon Rochester	Therapist/Adult Trauma	\$27,000.00	0.00 %

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

**Organizational Chart \*Required**

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:**

The hiring process is as follows:

- 1) All applicants interested in employment must complete and submit an Agency Employment Application form online to be considered in the recruitment process. The Operational Director must receive applications no later than 5:00 P.M. on the closing date posted on each job posting. If no filing deadline is shown, applications will be accepted until a sufficient number of qualified applications are received.
- 2) After the application period is closed, applications will be reviewed and based on the information provided, the candidates matching the needs of the Agency will be invited to participate in the selection process. Each selection process may be different depending on the type of job for which the individual is applying. Usually, our process will consist of one or more of the following:

Written Test – Written tests are designed to test general aptitude or specific knowledge of the technical aspects of the job for which the individual is applying.  
 Performance/Practical or Agility Examination – Practical examinations are typically given for positions, which require specialized skill or ability, such as typing proficiency, computer skills or the operation of special equipment.

Oral Interviews – Those applicants who are successful in passing the initial testing and/or screening process will be invited to an oral interview. A panel of qualified subject matter experts typically conducts oral interviews. The interview will last approximately 30 – 60 minutes, depending on the position for which the individual is applying.

3) Following the selection process, the Operational Director will notify the applicant, by e-mail, of the status of the application. If the individual is successful in passing the selection process, his or her name will be placed on an eligibility list for the current position opening as well as any future positions which may become available for up to six months after the eligibility list was established.

4) Background/Reference Checks are conducted for all potential employees by a third party.

5) Approximately two weeks after the interview, the applicant will be notified by e-mail of the results of his or her interview. The notification will inform the applicant if he or she was successful in the process. If successful, the applicant will be asked to come back and have a final interview with the board of

directors.

The Operational Director and Program Director may conduct second interviews and hire Anyone from the Eligibility List.

Diversity at Eliza's Helping Hands, Inc

Eliza's Helping Hands, Inc. makes every effort to seek and give opportunities to minorities who we feel may fit with our organization's mission and goals. We seek out qualified individuals through the Urban League and diversityworking.com. Urban League is an agency that provides job placement for African American individuals.

Diversityworking.com is a website that offers searchable channels of minority job hunters. Through these two resources, we are able to more effectively reach qualified minority job applicants, and ensure the diversity of agency employees. It is also important to note that Eliza's Helping Hands, Inc is an Equal Opportunity Employer, which does not discriminate on the basis of race, religious creed, color, national origin, age, ancestry, physical or mental disability, genetics, medical condition, family care status, marital status, veteran status, sex, sexual orientation, or pregnancy.

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					1	2
Professionals		2				
Technicians						
Office/Clerical				2		1
Laborers/Service Workers						
Total Full-Time	0	2	0	2	1	3

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

	Male - White	Male - Black	Male - Other	Female - White	Female - Black	Female - Other
Executives/Managers						
Professionals		1				
Technicians						
Office/Clerical				1	1	
Laborers/Service Workers						
Total Part-Time/Temp	0	1	0	1	1	0

D.8.



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

Board Members 2022.docx

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

12

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

12

#### **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.**

We have the safe house up and running, but would like to be able to provide more access to our safe house when an emergency comes up. We are receiving federal funds from the governor's commission so with the funds from the city we want to be able to train more volunteers and staff on policies and procedures. We have already met with our new team to discuss changes that may be implemented as we go into the new year. We take quarterly training provided through the NCDVCC which allows us to be able to enhance our services from the safe house. We already have the plan to start receiving more clients as we have 8 beds so far, so we will be able to receive and implement more at the first of the year more clients depending on the needs. We have our monthly stakeholder meetings and training which provide information on our services, and programs, how we can do better as well as how we can collaborate with other partners in the community.

**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?**

Covid has taught us all how to change and make adjustments based on what is going on in the world, specifically in our community. We have always tried to build our organization in a way that is not totally dependent on outside resources but still about to provide the necessary services and programs needed to service the community. COVID did not stop us from being able to service our population. It actually help us reach more clients as we made a quick adjustment to online programs and services. You have to learn to adjust to your environment and you can't think that everything is always going to be the same, so as an organization you always have to think ahead and share your knowledge with your client base so they are better prepared as a whole.

We were also able to help some clients with rental and utility assistance from resources saved in times of emergency, which in this case would have been COVID. We were also able to make accommodations for some clients that were in need of safe housing, especially those put into a situation where they were forced to be in the home more consistently with their abuser. We as an agency had to make sure that those referred to us during that time we made and adjusted services and access to services to accommodate the needs of our victims.

So our thought process is to always think 5 years ahead and prepare financially and physically for any supplies and or services needed. We also make sure that we share important information regarding preparing our clients for the next challenge that our country may face, which includes financial education, supplies needed in a crisis, and a backup plan in case of an emergency. These to us where the best practices learned, you always have to be prepared for everything. We already had a chance to use these actions with our clients as we always try to include preparing to live not just for the moment but for the future.

**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)?**

Anyone referred by one of our referral sources will be deemed eligible for services upon completion of an intake. Eligibility would just depend on the current client's situation emergency and availability at the safe house. If we can't service them, we will do everything within our power to find the services that they need. We have our 24-hour line, and brochures, and frequently have staff attending community meetings so that other organizations have our information to share with their clients.

## E. Cost Effectiveness

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### E. Cost Effectiveness

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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 22-23	Projected Actuals FY 22-23	Proposed Budget FY 23-24
Program Services	\$100,000.00	\$100,000.00	\$250,000.00
Fundraising	\$5,000.00	\$5,000.00	\$5,000.00
Management and General	\$25,000.00	\$25,000.00	\$50,000.00
<b>Total Expenditures by Program</b>	<b>\$130,000.00</b>	<b>\$130,000.00</b>	<b>\$305,000.00</b>

Expenditures by Category	Budgeted FY 22-23	Projected Actuals FY 22-23	Proposed Budget FY 23-24
Employee Salaries and Wages	\$172,000.00	\$172,000.00	\$172,000.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Facility Rent and Utilities	\$25,000.00	\$25,000.00	\$25,000.00
Training and Conference Registration	\$1,500.00	\$1,500.00	\$1,500.00
Membership and Dues	\$500.00	\$500.00	\$500.00
Travel and Transportation	\$1,000.00	\$1,000.00	\$1,000.00
Grants to Individuals and Organizations	\$0.00	\$0.00	\$0.00
Contracted Fundraising Services	\$1,000.00	\$1,000.00	\$1,000.00
Goods Purchased for Resale	\$0.00	\$0.00	\$0.00
Other Contracted Services	\$10,000.00	\$10,000.00	\$10,000.00
Other Operating Expenditures	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00
<b>Total Expenditures by Category</b>	<b>\$211,000.00</b>	<b>\$211,000.00</b>	<b>\$211,000.00</b>

Revenues by Category	Budgeted FY 22-23	Projected Actuals FY 22-23	Proposed Budget FY 23-24
City of Winston-Salem	\$15,000.00	\$15,000.00	\$15,000.00
Forsyth County	\$15,000.00	\$15,000.00	\$15,000.00
State of North Carolina	\$0.00	\$1.00	\$0.00
Federal Government	\$190,000.00	\$190,000.00	\$190,000.00
Admissions/Program Revenues/Sales	\$50,000.00	\$50,000.00	\$50,000.00



Memberships	\$0.00	\$0.00	\$0.00
Donations	\$50,000.00	\$50,000.00	\$50,000.00
Foundation Grants	\$50,000.00	\$50,000.00	\$50,000.00
Interest and Investment Income	\$0.00	\$0.00	\$0.00
Parent Organization	\$50,000.00	\$50,000.00	\$50,000.00
Other	\$0.00	\$0.00	\$0.00
<b>Total Revenues by Category</b>	<b>\$420,000.00</b>	<b>\$420,001.00</b>	<b>\$420,000.00</b>

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

We have been awarded a grant from the Govonors Crime Commission with resources from the Federal Victim Crime Fund

**E.2. Has the City of Winston-Salem provided funding in the past? If so, provide a funding history of the most recent five years of City contributions in the table below.**

Year	Funding Source	Funding Amount
2018	from Soar	\$5,000.00
2019	from soar	\$5,000.00
2021	from soar	\$5,000.00
2022	soar	\$5,000.00

**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
Utilities	\$15,000.00	\$10,000.00	Community Intervention
	\$15,000.00	\$10,000.00	

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

Federal funds will be used for the operating costs of the safe house, so the city funds will be used to cover costs for utilities.

**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.**

N/A

**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.**

This year's request amount is not different, however, we have more support from federal and local funding. So we have additional support to sustain our program and services at the safe house in addition to operating costs coming from the Federal VOCA fund.

**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.**

Eliza's Helping Hands received a grant from the Winston-Salem Foundation earlier this year to work with a grant writer on grant opportunities for the agency. Along with grant funding, we plan to offer fundraisers to help sustain this program and others.

A Sustainability Plan has been developed by the board members of Eliza's Helping Hands, Inc., which includes plans and strategies for sustaining the resources that we currently have, as well as plans for expanding our plan to reach out to more donors and supporters of our work.

#### Sustainability Plan

##### Objectives

- Grow monthly giving base by 10%
- Raise \$5,000 (a 5% increase) in unrestricted funding to cover operating expenses
- Recruit 15 donors to join the planned giving society
- Increase year-end online giving by 10%
- Increase and approve services already in place
- Expand out U-Haul and Community Clothing store
- Reach out to more corporate donors for support
- Apply for more foundation and federal grants which are in line with our mission

##### Strategies

- Segment our March appeal so that we specifically ask for monthly gifts from donors who have given 2+ years in a row but aren't yet monthly donors.
- Find 5 opportunities and submit applications specifically for grants that cover operating expenses.
- Conduct 5 phone calls every month to major donors who have been giving for over 2 years to ask them to consider planned giving.
- Launch a social fundraising campaign during Giving Tuesday to generate more in online revenue
- Expand current services which allows room for fees to be charged for service
- 

##### Action Plan, Roles, and Timeline

- Have committee talk to our network rep about social fundraising + purchase software by October 1
- Start thinking of how we can maximize the exposure for domestic violence awareness month
- Have committee draft messaging, campaign overview by October 15
- Volunteers will call 20 loyal supporters to explain the model and ask them to commit to being social fundraisers by October 20
- Have Phillip test and implement the software by November 1

**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.**

One of the potential barriers we see is making sure that we are reaching and getting the information out to the community regarding services to our target population. Some may have little or no access to various types of technical equipment. So we will continue to be a part of community events and partner with agencies and government programs to share information about our safe house.

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

Our biggest barrier is growing and needing additional staff to continue to provide quality services to the community. We have spent the last three and half years being creative in how we provide services while keeping our costs down. We plan to collaborate with local universities, the Urban League, and other community agencies to provide opportunities for those persons who may be interested in volunteering while earning credits for school. There are also programs that offer employment to individuals to work at companies and agencies in the community at no cost to the employer. We have taken advantage of these opportunities.

This year and going into next we have full staff and volunteers who are committed to serving at the safe house.

**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:	15,000
Number proposed to be served for the year:	100
Average City funds per beneficiary:	65.00
Proposed funds from all sources:	190,000 ( Federal Funds)
Number proposed to be served for the year:	100
Average total funds per beneficiary:	\$2,100

## F. Required Documents

Completed by kenyaact2015@gmail.com on 11/15/2022 9:40 PM

Case Id: 16122

Name: Eliza Safe House 22/23 - 2023/24

Address: \*No Address Assigned

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### F. Required Documents

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Please provide the following information.

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#### Documentation

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

Eliza Code of Conduct.docx

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

990 Filing 2022.pdf

**Organization By-Laws \*Required**

Eliza Bylaws 2022.docx

**Articles of Incorporation \*Required**

Articles of declaration.pdf

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

10400\_NONDISCRIMINATIONPOLICYExample.pdf

IRS Determination letter 2021.pdf

Procurement-Policies-Elizas.doc

10402\_Accounting Procedure .doc

10403\_Eliza's Helping Hands 11\_16 Handbook - REVISED.doc

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

IRS Determination letter 2021.pdf

**Audited Financial statements or third-party review from 2020 and 2021 *\*Required***

Statement of Accounting 2020.docx

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

***\*Required***

10406\_Screen Shot 2019-11-03 at 9.29.56 PM.png

**Other**

***\*\*No files uploaded***

## G. Income Based Projects/Services Only

Case Id: 16122

Name: Eliza Safe House 22/23 - 2023/24

Address: \*No Address Assigned

Completed by kenyaact2015@gmail.com on 11/15/2022 9:40 PM

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### G. Income Based Projects/Services Only

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\*\* Complete this section only if you are requesting funds for a Community Development project (for CDBG, HOME and/or ESG funding).\*\*

If the section is not applicable to your project, please leave the questions blank and mark the step "Complete."

**G.1. In the right-hand column below, indicate the number of participants to be served by the proposed project/program within each income category during the year. Click [here](#) to see Winston-Salem income limits by household size.**

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

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

## H. Construction/Rehab Only

Completed by kenyaact2015@gmail.com on 11/15/2022 9:40 PM

Case Id: 16122

Name: Eliza Safe House 22/23 - 2023/24

Address: \*No Address Assigned

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### H. Construction/Rehab Only

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\*\* Complete this section only if you are requesting funds for a Housing Construction or Rehabilitation project.\*\*  
If the section is not applicable to your project, please leave the questions blank and mark the step "Complete."

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

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

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

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

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

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

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

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

**H.9. Listing of projects undertaken by principals over the past ten years, identifying project name and address, type of project, and number of units; please note any projects for which local government funding was received.**

Project Name	Address	Type of Project	No. Units	Govt Funding
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### Documentation

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**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.**

*\*\*No files uploaded*

**Participant/program data sample report**

*\*\*No files uploaded*

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

*\*\*No files uploaded*

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

*\*\*No files uploaded*



# I. Emergency Shelter Only

Case Id: 16122

Name: Eliza Safe House 22/23 - 2023/24

Address: \*No Address Assigned

Completed by kenya2015@gmail.com on 11/15/2022 9:47 PM

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## I. Emergency Shelter Only

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\*\* Complete this section only if you are requesting funds for an Emergency Shelter project.\*\*

If the section is not applicable to your project, please leave the questions blank and mark the step "Complete."

Prior to the beginning of any funding year, any ESG-funded program must participate in the local Homeless Management Information System (HMIS) designated by the Winston-Salem/Forsyth County Continuum of Care, or for domestic violence programs, a comparable database in accordance with HUD's standards.

### Emergency Shelter: Essential Services

Activity	Total Budget (\$)
Case Management	\$0.00
Child Care	\$0.00
Education Services	\$0.00
Employment Assistance	\$0.00
Job Training	\$0.00
Outpatient Health Services	\$0.00
Transportation	\$0.00
Legal Services	\$0.00
Services to Special Population	\$0.00
Overhead Costs (limited to 15% of total activity request)	\$0.00
	\$0.00

### Emergency Shelter: Operating Costs

Activity	Total Budget (\$)
Rent	\$0.00
Shelter Security	\$0.00
Fuel	\$0.00
Equipment	\$0.00
Insurance	\$0.00
Utilities	\$15,000.00
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
	\$15,000.00

## J. Rapid Rehousing and HMIS Only

Completed by kenyaact2015@gmail.com on 11/15/2022 9:48 PM

Case Id: 16122

Name: Eliza Safe House 22/23 - 2023/24

Address: \*No Address Assigned

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### J. Rapid Rehousing and HMIS Only

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\*\* Complete this section only if you are requesting funds for a Rapid Rehousing project.\*\*

If the section is not applicable to your project, please leave the questions blank and mark the step "Complete."

Prior to the beginning of any funding year, any ESG-funded program must participate in the local Homeless Management Information System (HMIS) designated by the Winston-Salem/Forsyth County Continuum of Care, or for domestic violence programs, a comparable database in accordance with HUD's standards.

#### Rapid Rehousing Financial Assistance

Activity	Total Budget (\$)
Rent Assistance	\$0.00
Rental Application Fees	\$0.00
Security Deposits	\$0.00
Last Month's Rent	\$0.00
Utility Deposits	\$0.00
Utility Payments	\$0.00
Moving Cost Assistance	\$0.00
Overhead Costs (limited to 15% of total activity request)	\$0.00

#### Rapid Rehousing Services

Activity	Total Budget (\$)
Case Management	\$0.00
Housing Search and Placement	\$0.00
Mediation	\$0.00
Legal Services	\$0.00
Credit Repair	\$0.00
Counseling	\$0.00
Information and Referral	\$0.00
Monitoring/Evaluation of Progress	\$0.00
Overhead Costs (limited to 15% of total activity request)	\$0.00

#### HMIS/Data Collection Budget

HMIS Activity	City ESG Request	State ESG Request
Staff Costs	\$0.00	\$0.00
Equipment	\$0.00	\$0.00
User Fees	\$0.00	\$0.00
	\$0.00	\$0.00

## Submit

Completed by kenyact2015@gmail.com on 11/18/2022 1:37 PM

**Case Id:** 16122

**Name:** Eliza Safe House 22/23 - 2023/24

**Address:** \*No Address Assigned

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## Submit

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

KENYA THORNTON

Electronically signed by kenyact2015@gmail.com on 11/18/2022 1:37 PM

# IDIS Setup

No data saved

**Case Id:** 16122

**Name:** Eliza Safe House 22/23 - 2023/24

**Address:** \*No Address Assigned

---

## IDIS Setup

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Please provide the following information.

**Project Name**

**National Objective**

**Activity Number ID**

**HUD Activity Code**

**Project Description**

**Accomplishment Type**

**Initial Application Date**

**Service Area**

**Ward**

**Census Tract(s)**

**Block/Group**

**MWBE**