

# A. Organization & Contact Information

Case Id: 16261  
Name: ESR 23-24 HMIS (ESG) - 2023/24  
Address: \*No Address Assigned

Completed by shadowe.magaraci@eistr.org on 11/16/2022 3:05 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

Experiment In Self-Reliance Inc

### A.2. Project/Program

ESR 23-24 HMIS (City ESG)

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

\$22,500.00

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

\$2,744,169.00

### A.5. Mailing Address

PO Box 135 Winston-Salem, NC 27102-0135

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

3480 Dominion Street Winston-Salem, NC 27105-3647

### A.7. Organization Website

www.eistr.org

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

1964

### A.9. Organization Fiscal Year

July 1 - June 30

### A.10. Federal Tax ID Number

56-6060100

### A.11. Federal DUNS Number

060296142

### EXECUTIVE DIRECTOR/MANAGER

#### A.12. Name, Title

Twana Roebuck, Executive Director

#### A.13. Email

twana.roebuck@eistr.org

#### A.14. Phone

(336) 714-9237

### CONTACT

#### A.15. Name, Title

Twana Roebuck, Executive Director

#### A.16. Email

twana.roebuck@eistr.org

#### A.17. Phone

(336) 714-9237

### BOARD CHAIR

#### A.18. Name

Marsha Smith

#### A.19. Term Expiration

09/30/2023

#### A.20. Email

marsha.smith@va.gov

#### A.21. Phone

(336) 231-2519

## B. Project Overview

Completed by shadowe.magaraci@eistr.org on 11/16/2022 4:07 PM

Case Id: 16261

Name: ESR 23-24 HMIS (ESG) - 2023/24

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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 cover a new position to do HMIS data entry for our Housing Program. This position will be part-time, and will focus on attaining and maintaining a high level of accuracy in our data recording and tracking.

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

ESR participates in the Community Coordinated Intake, and we expect many of our potential Housing clients will access our programs via that portal. Participants are further evaluated through our Intake process. Clients are required to maintain contact with their case managers, who provide them with a range of services including counseling and research assistance, depending on the client's specific needs. If needed and available, ESR may also from time to time provide financial assistance, and supplies from ESR's pantry. Clients who are willing to work toward their own self-sufficiency goals are those who will succeed in moving from homelessness to stable housing, and potentially beyond to homeownership and a stake in their community.

The number of persons seeking emergency housing assistance has remained high this year due to COVID-19's impact on the availability of affordable housing in the community, the economy, and the workforce. We are seeing that clients are requiring a longer period of time to locate suitable housing to move to than before COVID, so turnover at the shelters is not as high as might have been previously expected. Case management helps participants prepare to locate and obtain their permanent housing, and teaches basic budgeting and essential skills to improve their long-term housing outcomes. Clients who have access to ESR's Housing program tend to become more stable in many aspects of their lives, including but not limited to affordable, stable housing.

### NEED (7 POINTS)

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

Currently, HMIS duties are being completed by our Housing Services Program Manager. Having a dedicated HMIS staff person will greatly enhance our data management and reporting capability, as well as free the Program Manager to attend to other program activities

### 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?**

We work regularly with the Housing Authority of Winston-Salem, shelters like Bethesda Center, and private landlords to help homeless clients locate immediate and long-term shelter. We work closely with the Department of Social Services

to help prevent client homelessness. ESR refers clients to Goodwill Industries, Vocational Rehabilitation, and the JobLink Center for assistance with job/career placement and skills. Forsyth Tech and WSSU work closely with us to assist our clients in improving their education levels. Doctors' Care, the Downtown Health Plaza, and the Health Department can often field healthcare concerns. New this year is our collaboration with United Health Centers, to provide behavioral health services to our clients.

## C. Strategy and Performance

Completed by shadowe.magaraci@eistr.org on 11/17/2022 10:42 AM

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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):

Livable Neighborhoods

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.

Participant data is recorded in the case file, which is a hard copy record. It is also entered into the HMIS under the management of Michigan Coalition Against Homelessness (MCAH). MCAH data is used to help prevent overlap in services, in addition to tracking client statistical information. Information from termination forms is collected in an aggregate spreadsheet for use in preparing reports at the end of each fiscal year. Collected data is also used to create:

(a) Monthly statistical reports for the Board of Directors

(b) Quarterly Program Reports - Provided to City of Winston-Salem and Forsyth County to report agency-wide program performance

(c) Semi-Annual and annual contributions to HUD reports as requested by the city.

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

HMIS/MCAH provides robust tracking and monitoring tools at the client level. From these, the Housing staff creates monthly, quarterly, and annual reports for the management team, the Board of Directors, and funders. This level of reporting allows ESR to monitor trends in program performance, and determine the causes if goals are not achieved. If necessary, program processes can be altered to support goal attainment: additional activities can be created to meet program needs, or activities that are no longer serving the goals can be eliminated. If appropriate, goals can be adjusted.

**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
Maintain 95% data quality with certain data elements.	HMIS Agency Lead will analyze HMIS data for accuracy and completeness and address inaccuracies with appropriate staff in concert with Housing Program Manager	This is a new potential position	This is a new potential position	85% data quality
Training and Technical Support for Housing staff.	Will aid in onboarding and training new case management staff, and aid in applying best practices, including providing technical assistance as needed. We expect this activity to require 6-8 hours per month, but may require more time for onboarding new staff.	This is a new potential position	This is a new potential position	HMIS Agency Lead will provide approximately 10 hours of training or support to staff per month.
Meet City and Organizational	The HMIS Agency Lead will meet all	This is a new potential position	This is a new potential position	100% reporting completion and

reporting requirements.	CAPER reporting schedules, assist with monthly agency reporting, and create reports for inclusion with funding applications.			timeliness
Attend HMIS Quarterly meetings led by HMIS Lead Administrator.	Attend HMIS Quarterly meetings led by HMIS Lead Administrator.	This is a new potential position	This is a new potential position	100% Attendance, depending on hire date

	Total Unduplicated Number Served	Total Number Served
FY 21-22 Previous Years Results	0	0
FY22-23 Current Year Projected Results	0	0
FY 23-24 Next Year Anticipated Results	0	0

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

This is a new position for our agency, so we have no accomplishments to share. Activities this position will cover if funded have been accomplished by the Housing Program Manager.

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

This is a new position for our agency, so we have no accomplishments to share. Activities this position will cover if funded have been accomplished by the Housing Program Manager and staff. Housing staff creates monthly, quarterly, and annual reports for the management team, the Board of Directors, and funders. This level of reporting allows ESR to monitor trends in program performance, and determine the causes if goals are not achieved. An HMIS Agency Lead position will allow for greater data quality going forward, if we are able to implement this project in the 23-24 year.

## 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?**

Mission: Empowering social and economic self-reliance for the working low income and homeless.

ESR's programs address the needs of low-income residents of Winston-Salem/Forsyth County in a variety of life circumstances. Our Self-Sufficiency Program promotes asset building and education as tools to improve the lives of low-income residents of Winston-Salem and lift them above the Federal Poverty Guidelines. The Self-Sufficiency program assists clients in completing their educational goals so that they can obtain higher-paying employment that offers healthcare and other benefits.

ESR's Housing Program, which serves the City's homeless population, reduces the numbers of individuals and families living on the streets, in shelters, and other unsafe and substandard living situations. The Housing Program is a major part of Winston-Salem's Continuum of Care for homeless residents. Our Housing Services program works with the Coordinated Intake Center to help provide housing and supportive services to Winston's vulnerable citizens, including the chronically homeless. ESR's role is to help homeless residents find affordable housing, find better employment, and move toward eventual economic independence.

Our IDA (Individual Development Account) Program helps low-income residents gain financial literacy skills on their way to becoming first-time homeowners or small business entrepreneurs, or working toward post-secondary education goals. IDA clients take a deeper interest in their community as well as increasing the tax base.

The Forsyth Free Tax (VITA) program provides residents with free tax preparation services at several VITA sites during the tax season and offers assistance with tax issues and tax preparation (including prior-year and amended tax return preparation) during the rest of the year. Participants save on tax preparation fees and are encouraged to use their refunds responsibly. Additionally, The Forsyth Free Tax program helps low-income residents of Winston-Salem/Forsyth County connect with other services they may find of value, such as services provided by the City, County, ESR, churches, and other community agencies.

#### FUNCTION (5 POINTS)

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

ESR was chartered in 1964, and has served the low income community of Winston-Salem/Forsyth County for 58 years.

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

As a part of the City's coalition for housing stabilization both for homeless and non-homeless residents, ESR serves the

City in economic development and growth. The City's support of the IDA program has helped us bring back the small business component of the program, wherein new entrepreneurs develop a business plan in concert with Forsyth Tech and the Innovation Quarter and complete a 10-month economic literacy class, which gives them the potential for a better long-term outcome. These new small businesses increase the City's wealth, both monetarily and culturally, through the diversity they express.

ESR's program graduates become long-term taxpaying residents who are no longer dependent on welfare assistance and become active participants in the City's local economy. This also has an impact on the crime level associated with homeless populations. Our programs help low income and homeless participants increase their education levels, employment, income, and housing stability. This can have a positive impact on crime rates and tax revenues. Improvements in education, higher employment rates, and basic job skills benefit the City in economic development with a better-educated and more invested workforce. ESR has operated the Housing program for more than twenty years. It has been highly successful in assisting working homeless residents of Winston-Salem/Forsyth County in finding standard, affordable housing, and helping them maintain their housing placements through education and supportive services. As needs and trends shift within the community, ESR's Housing program has changed to meet the need. We traditionally rise to meet the challenges of changing needs in the community, often taking lead roles in innovative programs at the request of the City.

Through the years, the City and ESR have worked together to improve the lives of thousands of Winston-Salem/Forsyth County residents. ESR has traditionally stepped up as the City develops or requests new concepts for programs as a partner or to pilot projects, and we are grateful for the City's continued support. We believe this is a very productive partnership, and look forward to continued support from the City.

**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
HMIS Agency Lead	Responsible for analysis, monitoring, and reporting of all data for ESR's Housing Program participants, training and technical assistance for Housing staff, assistance with reporting to board and funders.	20	100.00 %
Housing Services Manager	Oversight of Housing Program, and supervision of staff, reporting, other duties as needed	36	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
Twana Roebuck	Executive Director	\$106,385.76	0.00 %
Stephanie Blackstock	Senior Finance Director	\$70,000.00	0.00 %
Fred Bazemore	Director of Agency Operations	\$70,000.00	0.00 %
Victoria von Dohlen	Development and Agency Relations Manager	\$50,787.36	0.00 %

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



**Organizational Chart \*Required**

ESR 2-22 Org Chart - No Names.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:**

Experiment in Self-Reliance is an Equal Opportunity Employer. It has an established Equal Employment Policy that states it is the policy of ESR that no person shall be denied a job opportunity on the grounds of age, disability, national origin, pregnancy, race/color, religion, or sex. When a job vacancy becomes available the position is posted internally for two days. If there are no interested parties internally, the position is posted for two (2) weeks to allow external applications to be submitted. The posting is publicized to major employment components such as the Workforce Solutions of NC, as well as the Spanish League, Human Relations Commission, United Way and traditional print media. Additionally, we post job openings to our website and social media, and web-driven employment sites such as Monster or Indeed.

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	0	1	0	1	2	0
Professionals	0	2	0	1	12	2
Technicians	0	0	0	0	0	0
Office/Clerical	0	0	0	0	2	0
Laborers/Service Workers	0	1	0	0	0	0
Total Full-Time	0	4	0	2	16	2

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	0	0	0	0	0	0
Professionals	0	0	0	0	2	0
Technicians	0	1	0	0	0	0
Office/Clerical	0	0	0	0	1	0
Laborers/Service Workers	0	1	0	0	2	0
Total Part-Time/Temp	0	2	0	0	5	0

**D.8.**

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

Board Roster 8-22 OEO Format w Committees.docx

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

10

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

9

**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.**

Once funding has been awarded, we will advertise in appropriate venues to find a suitable staff person. Upon onboarding, the new staff person will be trained primarily by the Housing Services Manager in the responsibilities of the position. Additional training may be requested of the HMIS Lead for the City. We anticipate that the new HMIS Agency Lead will have completed training within 90 days of hire, but will begin working toward program goals within the first 30 days.

PLEASE NOTE: Because this is a propose position, it does not appear on the attached organizational chart. The chart will be amended when funding becomes available.

**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-19 has changed almost every aspect of how ESR operates. As a provider of essential services, ESR had to adapt swiftly to the frequently changing conditions of the pandemic. Most of the adaptations we have made have been successful and flexible enough to apply to any program as needed, including technology to work remotely, holding financial education classes through Zoom, putting in extra precautions for safety to still be able to provide free tax preparation, and the increase in the safety for clients and staff. The COVID-19 pandemic has made it more difficult to fundraise as we have traditionally done, but we have made greater use of virtual and social media for marketing. This year, we have been able to return to our main in-person fundraising events, and hope to continue to do so going forward.

**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)?**

We are a Fair Housing Agency which status carries equity/non-discrimination requirements, our policies on service and appeals include non-discrimination verbiage, and all marketing materials are in English and Spanish. It is Experiment In Self-Reliance, Inc. (ESR) policy that no person shall, on the grounds of race, color, national origin, or gender, be excluded from participation in, be denied the whole or in part with funds made available under the Community Services Block Grant. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973 shall also apply to any such program or activity. ESR does not discriminate in housing on the basis of race, color, religion, sex, national origin, familial status, or disability. Further, ESR allows reasonable modifications to accommodate persons with disabilities if such do not already exist. ESR does not exclude from housing based solely on the existence of a criminal history of arrest or conviction; however, ESR reserves the right to make housing decisions that best protect its property and other residents therein. These policies inform all of our

marketing and outreach, and all activities where inclusion is a consideration. All materials that carry our logo also carry our equality statements.

Our appeals policy is also based in fair and equal treatment and access to redress for grievances.

## E. Cost Effectiveness

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Address: \*No Address Assigned

### E. Cost Effectiveness

Please provide the following information.

#### BUDGET AND FUNDING (10 POINTS)

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

Expenditures by Program	Budgeted FY 22-23	Projected Actuals FY 22-23	Proposed Budget FY 23-24
Program Services	\$1,980,400.00	\$2,192,657.00	\$2,115,719.00
Fundraising	\$57,580.00	\$14,027.00	\$52,450.00
Management and General	\$425,000.00	\$588,370.00	\$576,000.00
<b>Total Expenditures by Program</b>	<b>\$2,462,980.00</b>	<b>\$2,795,054.00</b>	<b>\$2,744,169.00</b>

Expenditures by Category	Budgeted FY 22-23	Projected Actuals FY 22-23	Proposed Budget FY 23-24
Employee Salaries and Wages	\$1,285,200.00	\$1,364,773.00	\$1,320,500.00
Employee Benefits	\$385,560.00	\$289,417.00	\$390,000.00
Facility Rent and Utilities	\$187,520.00	\$205,890.00	\$201,269.00
Training and Conference Registration	\$26,500.00	\$8,992.00	\$12,500.00
Membership and Dues	\$0.00	\$0.00	\$0.00
Travel and Transportation	\$26,450.00	\$15,814.00	\$18,500.00
Grants to Individuals and Organizations	\$429,700.00	\$696,109.00	\$580,400.00
Contracted Fundraising Services	\$0.00	\$0.00	\$0.00
Goods Purchased for Resale	\$0.00	\$0.00	\$0.00
Other Contracted Services	\$44,580.00	\$68,005.00	\$65,000.00
Other Operating Expenditures	\$77,470.00	\$146,054.00	\$156,000.00
Capital Outlay	\$0.00	\$0.00	\$0.00
<b>Total Expenditures by Category</b>	<b>\$2,462,980.00</b>	<b>\$2,795,054.00</b>	<b>\$2,744,169.00</b>

Revenues by Category	Budgeted FY 22-23	Projected Actuals FY 22-23	Proposed Budget FY 23-24
City of Winston-Salem	\$568,250.00	\$1,090,328.00	\$569,000.00
Forsyth County	\$159,000.00	\$81,195.00	\$145,000.00
State of North Carolina	\$0.00	\$0.00	\$0.00
Federal Government	\$1,236,000.00	\$1,122,397.00	\$1,451,000.00
Admissions/Program Revenues/Sales	\$35,000.00	\$12,500.00	\$15,100.00

Memberships	\$0.00	\$0.00	\$0.00
Donations	\$23,705.00	\$30,974.00	\$25,000.00
Foundation Grants	\$266,926.00	\$206,694.00	\$251,000.00
Interest and Investment Income	\$800.00	\$104.00	\$800.00
Parent Organization	\$0.00	\$0.00	\$0.00
Other	\$173,299.00	\$250,862.00	\$287,269.00
<b>Total Revenues by Category</b>	<b>\$2,462,980.00</b>	<b>\$2,795,054.00</b>	<b>\$2,744,169.00</b>

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

Other Operating Expenditures include communications, insurance, supplies, equipment ad fundraising expenses. Other Revenues come from United Way and fundraising events. Federal government sources are Community Services Block Grant (CSBG) and Federal Emergency Management Agency (FEMA).

**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
2022		\$0.00

**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
Personnel	\$18,100.00	\$4,525.00	United Way, Foundations
Equipment	\$2,500.00	\$625.00	United Way, Foundations
Space costs	\$2,000.00	\$500.00	United Way, Foundations
	\$22,600.00	\$5,650.00	

**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.**

This request is to hire an HMIS Agency Lead, to provide computer and telephone equipment, and to cover basic costs such as a portion of space and communication costs.

**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.**

We anticipate requesting assistance and training from the local HMIS Lead for our HMIS Agency Lead once hired.

**E.6. If this year's request is different in any way (amount, activities, etc.) from a prior year's request, explain how and why. If you are a new applicant, please describe how you would adjust your project/program if your funding request is not funded at the full amount.**

We will not be able to undertake this project if the request is not funded. We can potentially offer a lower salary but would be concerned about attracting and retaining a quality employee for this position.

**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.**

There is an ongoing struggle to continue to provide quality, state-of-the-art services despite the diminishing resources in the community and around the nation. With that stated, we would hope that the value add we bring to the table to aid in delivering much needed services to the residents in Winston-Salem would support a decision to continue providing much needed funding to ESR.

ESR is implementing our Strategic Plan for 2021-2024. One of the critical objectives included in our plan is to examine new ways to raise more money through our redesigned development function within the agency. We are developing an annual giving campaign with donors that have come on board as a result of our capital campaign, and investigating the possibility of creating a social entrepreneur or revenue generating component to our organization. Developing additional funding sources is part of the new Strategic Plan.

We are aware that Community Agency Funding, CoC and related funding will need supplemental dollars to operate programs successfully. As a result, we have used local funds to leverage client assistance funds from the City of Winston-Salem, Forsyth County, etc. However, these leveraged fund sources, such as the City of Winston-Salem, Forsyth County, and CSBG are being cut significantly each year so that ESR needs as much funding from other sources as possible. Significant cuts in CDBG may cause dramatic effects on homeless services provision in the future.

**BARRIERS (3 POINTS)**

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

We do not foresee any barriers to implementing this project once funded.

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

We do not anticipate any barriers to project implementation once funded, other than the potential difficulty of locating and hiring a suitable candidate in the present employment climate. We recognize that this may change completely by the time this project is funded.

**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:	22,600
Number proposed to be served for the year:	175
Average City funds per beneficiary:	129.14
Proposed funds from all sources:	22,600
Number proposed to be served for the year:	175
Average total funds per beneficiary:	129.14

## F. Required Documents

Completed by shadowe.magaraci@eistr.org on 11/17/2022 9:31 AM

Case Id: 16261

Name: ESR 23-24 HMIS (ESG) - 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**

Code of Conduct.docx

Conflict of Interest and Nepotism.docx

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

6-30-21 Form 990.pdf

**Organization By-Laws \*Required**

Bylaws - 2022 Update.pdf

**Articles of Incorporation \*Required**

ESR articles of incorporation.pdf

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

ESR Anti-Discrimination Policy.pdf

ESR Fair Housing Policy.pdf

ESR Financial Policies.docx

ESR Revised HR Policy 2022.docx

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

2021 501c3.pdf

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

ESR-2021-Audit report.pdf

ESR-2020-Audit report.pdf

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

**\*Required**

NCarolina Secretary of State 11-8-22.pdf

**Other**

Draft Job Description for Data Monitoring Specialist.docx



## G. Income Based Projects/Services Only

Case Id: 16261  
Name: ESR 23-24 HMIS (ESG) - 2023/24  
Address: \*No Address Assigned

Completed by shadowe.magaraci@eistr.org on 11/17/2022 9:31 AM

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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 shadowe.magaraci@eistr.org on 11/17/2022 9:31 AM

Case Id: 16261

Name: ESR 23-24 HMIS (ESG) - 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: 16261

Name: ESR 23-24 HMIS (ESG) - 2023/24

Address: \*No Address Assigned

Completed by shadowe.magaraci@eistr.org on 11/17/2022 9:31 AM

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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	\$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 shadowe.magaraci@eistr.org on 11/17/2022 10:43 AM

Case Id: 16261  
 Name: ESR 23-24 HMIS (ESG) - 2023/24  
 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

#### HMIS/Data Collection Budget

HMIS Activity	City ESG Request	State ESG Request
Staff Costs	\$20,100.00	\$0.00
Equipment	\$2,500.00	\$0.00
User Fees	\$0.00	\$0.00
	\$22,600.00	\$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
	\$0.00
Information and Referral	\$0.00
Monitoring/Evaluation of Progress	\$0.00
Overhead Costs (limited to 15% of total activity request)	\$0.00
	\$0.00
Information and Referral	\$0.00
	\$0.00
Information and Referral	\$0.00

## Submit

Completed by shadowe.magaraci@eivr.org on 11/17/2022 3:32 PM

**Case Id:** 16261

**Name:** ESR 23-24 HMIS (ESG) - 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.**

Tracey Magaraci for Twana Roebuck

*Electronically signed by shadowe.magaraci@eivr.org on 11/17/2022 12:24 PM*

# IDIS Setup

No data saved

**Case Id:** 16261

**Name:** ESR 23-24 HMIS (ESG) - 2023/24

**Address:** \*No Address Assigned

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## 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**