

**STATE OF NORTH CAROLINA**

**SUBRECIPIENT AGREEMENT**

**COUNTY OF GUILFORD**

This Subrecipient Agreement to provide jail diversion services to individuals experiencing homelessness (the "Contract" or "Agreement") is made and entered into as of **July 1, 2025** (the "Effective Date"), by and between Guilford County, North Carolina (the "County") a local government, on behalf of the **Guilford County Sheriff's Office**, a local law enforcement agency (collectively referred to as the "Subrecipient" or the "Contractor"), and the City of Greensboro, a North Carolina municipal corporation (the "Recipient" or the "City").

**RECITALS:**

**WHEREAS**, the City, also known as the Grantee, desires to make available to the Subrecipient certain funds from the Nussbaum Housing Partnership Fund known as the "Grant";

**WHEREAS**, the City issued a Request for Proposals for Homelessness Prevention Services dated May 29, 2025. This Request for Proposals together with all attachments and addenda, is referred to herein as the "RFP";

**WHEREAS**, the Subrecipient submitted an application for Nussbaum Housing Partnership funding that was approved by the Greensboro City Council as a part of the 2025-2026 Annual Action Plan on June 17, 2025;

**WHEREAS**, on July 15, 2025, the Subrecipient was awarded Grant funds by the Grantee for eligible activities as set forth in the RFP;

**WHEREAS**, the Subrecipient agrees to abide by each paragraph of this Contract and its attachments as a condition of receiving the Grant funds referenced above;

**WHEREAS**, provided in the Rules and Regulations, the City is authorized to contract by subgrant agreement with public entities or private non-profit entities for qualified activities and projects;

**WHEREAS**, under this subgrant agreement the Subrecipient will be a Subrecipient of Grant funds; and

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and in further consideration of the covenants and representations contained herein, the parties agree as follows:

**Part I**

- 1. PURPOSE.** The Subrecipient's purpose under this Contract is to provide jail diversion services to individuals experiencing homelessness.

2. **RECITALS.** The recitals set forth above are hereby incorporated into and made a part of this Agreement.

3. **DEFINITIONS.**

3.1. *Documentation* – Refers to all written, electronic or recorded works, that describe the use, functions, features, or purpose of the Services or any component thereof, and which are published or provided to the City by the Subrecipient or its subcontractors, including without limitation all end user manuals, training manuals, guides, program listings, data models, flow charts, logic diagrams, and other materials related to or for use with the Deliverables or Services.

3.2. *CSD* – Refers to the Community Safety Department of the City of Greensboro.

3.3. *HUD* – Refers to the United States Department of Housing and Urban Development.

3.4. *Services* – Refers to the scope of services identified in this agreement.

4. **ATTACHMENTS.** The attachments listed below are attached hereto and the terms thereof are incorporated into and made a part of this Contract as if fully set out herein.

Attachment A – Subrecipient’s RFP Submission

Attachment B – Project Payment Standards

Attachment C – City of Greensboro Monitoring Policy

Attachment D – General Program Certification

5. **SCOPE OF SERVICES.** The Subrecipient shall be responsible for providing the Services described in Attachment A of this Contract.

6. **PROJECT RESPONSIBILITY.** The City’s Community Safety Department (“CSD”) is hereby designated as the representative of the City regarding all grant program matters and shall be responsible for the overall administration and management of that program and the manner in which the activities or projects described herein are conducted. The City will monitor the performance of the Subrecipient against goals and performance standards required in Attachment A – Subrecipient’s RFP Submission. Substandard performance as determined by the City will constitute non-compliance with the agreement. If, within a reasonable period of time after being notified by the City, Subrecipient does not take action to correct such substandard performance, the City may initiate termination or suspension of the agreement, which may result in withdrawal or termination of funding, as set forth in Part II Terms and Conditions.

7. **PROJECT(s) OR ACTIVITIES.** The activities or projects to be conducted hereunder are generally described as follows and referred to hereinafter as the “Project”:

<u>PROJECT TITLE</u>	<u>PROJECT TOTAL COSTS (\$)</u>
Jail Diversion Program	\$51,140.00

8. **SCOPE OF WORK.** The Subrecipient shall perform or cause to be performed all work required for the Project(s) described generally in Paragraph 4 above and, in that performance, shall be responsible for conducting all personnel staffing and contracting, providing all services, and furnishing all related real and personal property required. The Project(s) shall be performed in a manner satisfactory to CSD and in accordance with the provisions of this agreement. The more detailed Scope of Work contained in Attachment A is not intended to limit the scope of that work.

The Subrecipient is expected to serve approximately **6 persons (unduplicated)**, as identified in Section C. Project Descriptions and Goals of the homeless prevention grant application, during the contract period. Inability to meet set outcome/s could impact future funding allocations.

9. **PROJECT BUDGET.**

**A. Line Item Budget Detail**

Hotel Vouchers	\$3,900.00
Transportation	\$528.00
Rent Application Fees	\$450.00
Security Deposits	\$6,000.00
Rent Assistance	\$37,512.00
Utility Deposits	\$1,250.00
<u>Utility Assistance</u>	<u>\$1,500.00</u>
<b>Total:</b>	<b>\$51,140.00</b>

- B. A budget was prepared for each of the Project(s) listed in Paragraph 7 above and submitted to CSD for review and approval prior to the execution of this agreement. Budget(s) list the major cost elements of the Project and show the estimated cost of each of those elements equaling in sum total the fixed total project cost to be paid or reimbursed to the Subrecipient for that Project, as provided in Paragraph 7 above.
- C. All changes within the budget(s) shall be reported in a timely manner for acceptance and approval by CSD. All proposed changes in the total amount of any of the budget(s) under this agreement, which would increase or decrease the total amount of funding specified in Paragraph 11 below or result in a change in the scope, location or beneficiaries of the Project shall be submitted to CSD for prior approval and must be formally authorized by a written amendment to this agreement in accordance with the provisions of Paragraph 12 below.

10. **PERIOD OF PERFORMANCE.**

- A. The period of performance (the "Term") of this agreement shall be 12 months, which period shall begin on the Effective Date (July 1, 2025) and run for 12 consecutive months ending on June 30, 2026. In the event the date on which this Agreement is fully signed is more recent than the above Effective date, then this Agreement shall be considered to be retroactive and to have taken effect on the above Effective date. All costs which are incurred on any of the Project(s) by the Subrecipient after the effective date of this agreement and which have been determined by CSD to be appropriate and allowable costs of the Project(s) shall be eligible for reimbursement and payment hereunder.

- B. All performance of this agreement shall be undertaken and completed by the Subrecipient in an expeditious manner and shall not extend beyond the end of the Period of Performance specified in Paragraph 10.A. above unless the Parties elect to extend this Agreement as provided in Paragraph 10.B. All amendments of this agreement, including extensions of time and termination, shall be accomplished in writing and in accordance with all requirements of Paragraph 12.
- C. All adjustments to extensions of time proposed for the performance of this agreement shall be requested in writing by the Subrecipient and be submitted to CSD for processing. Upon approval by the City Manager, CSD shall add a signed, written endorsement to the Subrecipient's letter of request granting the adjustment or extension and that letter shall thereupon be appended hereto and shall be numbered and identified as a duly authorized written amendment of this agreement.

**11. FUNDING/COMPENSATION AMOUNT.**

- A. Subject to the requirements of this agreement the City will fund to the Subrecipient for the full performance of this agreement and the actual conduct of the Project(s) specified herein a total sub-grant amount of \$51,140.00 for all Projects undertaken by the Subrecipient. The above stated fixed ceiling amount may be considered as a "not-to-exceed" amount but shall not be considered as an "estimate-of-cost", "percentage-of-cost" or any kind of "cost- plus" sum, price or amount. Also, as used in this agreement, unless the context indicates otherwise, the words "expend", "expended" and "expenditure" shall include all amounts obligated or committed by the Subrecipient by written agreement (including unilateral purchase orders) for expenditure on the Project(s).
- B. The Subrecipient must make a concerted, good-faith effort to expend the total funding amount specified above within the Period of Performance stated in Paragraph 10. The Subrecipient's costs and expenditures, however, shall not exceed the total funding amount. The City shall not be liable for or reimburse the Subrecipient for any extra costs or overruns on the Project(s), or any additional funding in excess of the total amount stated above, without a prior written amendment **of this agreement in accordance with Paragraph 12 below.**
- C. In the event the full funding amount to be paid or reimbursed hereunder by the City is not expended by the Subrecipient for project costs as specified in 9.A. by the end of the Period of Performance hereof, as that period may have been extended or otherwise changed, the Subrecipient shall refund, release or transfer any unexpended amount back to the City within 30 days after the end of the Period of Performance. Any project funds held by the City at the end of the Period of Performance or

refunded, released or transferred to the City shall be reallocated by the City. The Subrecipient shall be eligible to apply for these funds but shall have no greater priority than any other applicant.

- D.** In the event congressional action, HUD rules and regulations, or other lawful directive involves modifying or reducing the funds and/or services obligated under this agreement, the Subrecipient shall, upon notice from the City, immediately modify, reduce the scope of, or cease expenditures as directed.
- E.** In consideration of the Subrecipient's receipt of funds from the City, the Subrecipient hereby assigns to the City all of its future rights to reimbursement and all payments received from any grant, subsidized loan, or insurance policies of any type or coverage or under any reimbursement or relief program related to or administered by the Federal Emergency Management Agency or the Small Business Administration or other program to the extent of proceeds paid to the Subrecipient under this Agreement and that are determined in the sole discretion of the City to be a duplication of benefits ("DOB").

Upon receiving any DOB proceeds, the Subrecipient agrees to immediately notify the City. If some or all of the proceeds are determined to be a DOB, the portion that is a DOB shall be paid to the City forthwith.

## **12. AMENDMENTS.**

- A.** Either of the parties hereto may request amendments to any of the provisions of this agreement at any time but no amendment shall be made or performed until it has been mutually agreed to by the parties. All amendments shall be in writing and executed prior to any work being done pursuant thereto, except that amendments in the Period of Performance may be authorized and given by the City as provided in Paragraph 10.C. above.
- B.** The City may, in its discretion, amend this agreement to conform with federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the purpose, the scope of services, the location, or beneficiaries of the Project(s) to be undertaken as part of this agreement, such modifications will be incorporated only by written amendment signed by both City and Subrecipient.

## **13. METHODS OF DISBURSEMENT.**

- A.** The Subrecipient will request payment from the City of that part of the funding amount stated in Paragraph 11.A. on a monthly basis for reimbursement payments during the course of the Project as the funds for the Project are expended.
- B.** A request by the Subrecipient for monthly reimbursement payments on the Project shall be in a form and content as prescribed by CSD and shall be submitted to CSD

for review and for a determination of eligibility for payment. Upon approval by CSD, submission of the request to the appropriate City offices and divisions for processing and payment will occur. Requests for payments shall be supported and documented as required by CSD on the basis of costs actually incurred by the Subrecipient on the Project during the period for which payment is requested. Invoices shall be paid within the normal 30-day period.

- C. Expenditures under this agreement determined by the City to be ineligible for reimbursement or which are inadequately documented will be, upon written request, immediately refunded to the City by the Subrecipient.
- D. No requests for reimbursement or other payments under this agreement which are due to cost overruns of any kind on the Project(s) shall be approved, allowed or paid by the City unless the amount requested has been approved by a written amendment and authorized in accordance with the provisions of Paragraph 12.
- E. The commitment of the City to fund this Contract is based upon the conditions recited in this Contract by which the Contractor shall perform the services outlined herein. In addition to the rights and remedies to which the City may be entitled by law for the enforcement of its rights under this contract, if the City disburses any funds in advance of performance of services to the Contractor and it is determined that the Contractor has defaulted or any conditions of the Contract have not been met, the Contractor shall be required to reimburse the City for any funds advanced pursuant to this Contract, which the City in good faith determines the Contractor shall not be entitled to by reason of failure to fulfill its obligations under this Contract.

#### **14. INVOICES.**

##### Submittal

The City shall reimburse the Subrecipient for actual costs incurred in conformance with this Agreement upon completion of each individual event. Invoices for expenses shall be submitted to the City in sufficient detail for proper pre-audit and post-audit thereof. Invoices and supporting documentation shall be submitted to the City via Neighborly Software portal and submitted to:

Elizabeth Danley, Supportive Housing Analyst  
Community Safety Department  
200 S. Elm Street  
Greensboro, NC 27401

##### Receipts Required

The Subrecipient shall collect and maintain receipts, and shall make the receipts available to the City if requested. The requirement to retain receipts shall generally follow the established rules of the Federal Internal Revenue Service regarding what type of expenditure must be supported by receipts for income tax purposes.

### Disputed Items

If any items in any invoices submitted by the Subrecipient are disputed by City for any reason, including the lack of supporting documentation, City shall temporarily delete the item(s) and shall promptly notify the Subrecipient of dispute and request clarification and/or remedial action. After the dispute has been settled, the Subrecipient shall include the disputed item on a subsequent regularly scheduled invoice or on a special invoice for the disputed item only. The undisputed portion of the invoices shall, however, be paid within the normal 30-day period.

15. **PAYMENT OF TAXES AND ASSESSMENTS.** The Subrecipient assumes full responsibility for the payment of all assessments, payroll taxes, or contributions, whether State or Federal, as to all employees engaged in the performance of work under this contract. In addition, the Subrecipient agrees to pay any and all gross receipts, compensation, transaction, sales, use, or other taxes and assessments of whatever nature and kind levied or assessed as a consequence of the work performed or on the compensation paid under this contract.
16. **LANGUAGE ACCESS.** In accordance with the Title VI of the Civil Rights Act of 1964, the City of Greensboro is committed to providing proactive and excellent customer service to all residents, ensuring that all residents receive equal access to service-critical information, regardless of language preference. Residents that are participating in City programs or receiving City services have the right to request interpreting and translated vital documents. Agencies that contract with the City are required to comply with Language Access under Title VI. "Vital documents" are generally documents that affect access to, retention in, or termination or exclusion from a recipient's program services or benefits. Vital documents include, but are not limited to: applications; consent forms; complaint forms; intake forms with potential for important health consequences, letters or notices pertaining to eligibility for benefits; letters or notices pertaining to rights and the reduction, denial or termination of services or benefits or that require a response from the LEP person; actions affecting parental custody or child support, written tests that test competency for a particular license, job, or skill for which knowing English is not required; documents that must be provided by law; and notices regarding the availability of free language assistance services for LEP individuals.
17. **PROGRESS REPORTS.** During the actual conduct of the Project, the Subrecipient shall prepare and submit to CSD every month or when specifically requested by CSD, a Monthly Performance Report from the HMIS System on the Performance of Project.

Mid-year reviews will be held with Subrecipients to discuss performance and spending requirements to ensure the project is on track to meet set outcomes and expend all funds by June 30, 2026. Mid-year reports will be generated based on monthly report outcomes provided by the Subrecipient in the Neighborly Software portal. Mid-year reviews are required, and failure to attend could impact future funding allocations. Projects that are not on track at mid-year to meet performance outcomes and spending goals, will be required to submit a Program Improvement Plan, providing an explanation for how the deadline will be met.

To promote timely expenditure of funds and submission of monthly requisitions, if 50% of funds are not expended by mid-year, CSD is implementing the right to “recapture” or reduce the amount of the contract award up to the difference between 50% of the total amount of the Subrecipient’s contract amount and the amount of eligible expenses expended. Additionally, the board approved independent audit and auditor’s management letter is due 180 days from the end of the agency’s fiscal year.

- 18. PERFORMANCE MONITORING.** The City shall evaluate the Subrecipient’s performance in relation to the Contract Subrecipient’s RFP Submission and the performance metrics identified in Attachment A. The City shall conduct annual on-site monitoring visits to review the Subrecipient’s client files and all other activities as set forth in this contractual agreement. Substandard performance as reasonably determined by the City will constitute noncompliance with this Contract. Contract suspension or termination procedures may be initiated if action to correct such substandard performance is not taken by the Subrecipient within sixty (60) days after being notified in writing by the City of specific acts or omissions which constitute noncompliance with this Contract.
- 19. COMPLIANCE MONITORING AND PERFORMANCE REVIEW.** The City reserves the right to conduct a compliance monitoring and performance review under this Contract in order to evaluate the policies, programs and financial systems of the Subrecipient and to ensure that the Subrecipient is in compliance with this Contract. The Subrecipient shall submit to the City an audited comparative financial audit. Financial audit must meet the requirements of 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards no later than December 31, 2025. The Subrecipient shall submit a copy of the engagement letter from the CPA firm conducting the audit to the City.
- 21. CONSULTATION AND TECHNICAL ASSISTANCE.** The City will be available to provide technical assistance upon written request of the Subrecipient or as the City deems necessary for improved project operation.
- 22. COORDINATION WITH OTHER TARGETED HOMELESS SERVICES.** The Subrecipient shall coordinate and integrate, to the maximum extent practicable, City funded activities with other programs targeted to homeless people in the area covered by the Continuum of Care (CoC) or area over which the services are coordinated to provide a strategic, community-wide system to prevent and end homelessness.
- 23. SYSTEM AND PROGRAM COORDINATION WITH MAINSTREAM RESOURCES.** The Subrecipient must coordinate and integrate, to the maximum extent practicable, City funded activities with mainstream housing, health, social services, employment, education, and youth programs for which families and individuals at risk of homelessness and homeless individuals and families may be eligible.
- 24. CENTRALIZED OR COORDINATED ASSESSMENT.** The Subrecipient shall work with the CoC to ensure the screening, assessment and referral of program participants are

consistent with the written standards required by the City. Subrecipient shall participate in Coordinated Entry and Assessment implemented by the CoC.

**25. CONNECTING PROGRAM PARTICIPANTS TO MAINSTREAM AND OTHER RESOURCES.** The Subrecipient must assist each program participant, as needed, to obtain appropriate supportive services.

**26. TERMINATING ASSISTANCE.** If a program participant violates program requirements, the Subrecipient may terminate the assistance in accordance with a formal process established by the Subrecipient that recognizes the rights of individuals affected. The Subrecipient must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases.

**27. HOUSING STANDARDS.**

**Lead-based Paint Remediation and Disclosure.** The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at part 35, subparts A, B, J, K, and R of this part apply to activities under this program.

**28. OTHER FEDERAL REQUIREMENTS.**

**A. Recordkeeping and Reporting Requirements.** The Subrecipient shall have written policies and procedures to ensure the requirements of the program are met and shall maintain sufficient records to document homeless status, at risk of homelessness status, determination of ineligibility, annual income, program participant records documenting eligible status, evidence of the use of the centralized or coordinated assessment systems and procedures, rental assistance agreements and payments, monthly allowance for utilities used to determine compliance with rent restriction, compliance with housing standards, records of the services and assistance provided for each type of service, coordination with CoC and other programs, and participation in HMIS. Such information shall be made available to City for monitoring purposes upon request.

**B. Confidentiality.** The Subrecipient understands that client information collected under this agreement is private and the use or disclosure of such information, when not directly connected with the administration of the City's or Subrecipient's responsibilities with respect to services provided under this agreement, is prohibited without lawful court order unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian. The Subrecipient shall ensure the confidentiality of client data pertaining to the provision of family violence prevention or treatment services.

**C. Affirmative Outreach.** The Subrecipient must make known that use of the facilities, assistance, and services are available to all on a nondiscriminatory basis. If it is

unlikely that the procedures that the recipient or subrecipient intends to use to make known the availability of the facilities, assistance, and services will reach persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for those facilities and services, the recipient or subrecipient must establish additional procedures that ensure that those persons are made aware of the facilities, assistance, and services. The recipient and its subrecipients must take appropriate steps to ensure effective communication with persons with disabilities including, but not limited to, adopting procedures that will make available to interested persons information concerning the location of assistance, services, and facilities that are accessible to persons with disabilities. Consistent with Title VI and Executive Order 13166, recipients and subrecipients are also required to take reasonable steps to ensure meaningful access to programs and activities for limited English proficiency (LEP) persons.

**D. Uniform Administrative Requirements.** The requirements of 24 CFR part 85 apply to the recipient and subrecipients that are units of general purpose local government, except that 24 CFR 85.24 and 85.42 do not apply, and program income is to be used as match under 24 CFR 85.25(g). The requirements of 24 CFR part 84 apply to subrecipients that are private nonprofit organizations, except that 24 CFR 84.23 and 84.53 do not apply, and program income is to be used as the nonfederal share under 24 CFR 84.24(b). These regulations include allowable costs and non-Federal audit requirements.

**E. Environmental Review Responsibilities.** The Subrecipient shall not be required to assume the environmental responsibilities described at 24 CFR Part 50 or the review process under 24 CFR Part 52. The City will be responsible for environmental review compliance.

**F. Lobbying.** The Subrecipient hereby certifies that:

- i. No federally appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement;
- ii. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contact, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

- iii. It will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subawards shall certify and disclose accordingly; and
- iv. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**G. Close-Outs.** The Subrecipient's obligation to the City shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the City), and determining the custodianship of records.

**H. Audits & Inspections.** All Subrecipient records with respect to any matters covered by this Agreement shall be made available to the City, grantor agency, their designees or the federal government, at any time during normal business hours, as often as the City or grantor requires.

## **Part II**

Part II to this Agreement is attached hereto and incorporated herein by reference as if fully set out. The Subrecipient acknowledges it has read, understood, and agreed to the terms and conditions contained therein, in addition to those set out in Part I of this Contract.

[SIGNATURE PAGES ATTACHED]

Signing below signifies acceptance of the terms and conditions contained in this Contract.

**IN WITNESS WHEREOF**, the parties hereto have duly executed this Contract in duplicate originals, with the appropriate corporate seal affixed hereto, the day and year above written.

**GUILFORD COUNTY, NC.**

---

**County Manager**

**ATTEST:**

---

**County Clerk**

---

**County Finance Director**

---

**Guilford County Sheriff's Office**

(A separate City signature page will be attached.)

## **PART II - TERMS AND CONDITIONS FOR NON-FEDERALLY FUNDED CONTRACTS**

The term “Contract” shall include “Contract” as that term is used in the Contract or Agreement to which this Part II is attached. The term “Contractor” shall include “Consultant” or “Vendor” as those terms are used in the Contract or Agreement to which this Part II is attached.

- A. **Termination of Contract for Cause.** If the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the Contractor shall violate any of the covenants, contracts, or stipulations of this Contract, the City of Greensboro (the “City”) shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Contractor under this Contract shall, at the option of the City, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the Contract by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the exact amount of damages due the City from the Contractor is determined.
- B. **Termination for Convenience of the City.** The City may terminate this Contract any time by a written notice from the City to the Contractor. If the Contract is terminated by the City as provided herein, the Contractor will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Contractor covered by this Contract, less payments of compensation previously made: *Provided*, however, that if less than sixty percent (60%) of the services covered by this Contract have been performed upon the effective date of such termination, the Contractor shall be reimbursed (in addition to the above payment) for the portion of the actual out of pocket expenses (not otherwise reimbursed under this Contract) incurred by the Contractor during the Contract period which are directly attributable to the uncompleted portion of the services covered by this Contract. If this Contract is terminated due to the fault of the Contractor, paragraph A hereof relative to termination shall apply.
- C. **Amendments.** The City may, from time to time, request changes in the scope of the services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the City and the Contractor, shall be incorporated by written amendment to this Contract.
- D. **Personnel.**
1. The Contractor represents that it has, or will secure at its own expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the City.
  2. All the services required hereunder will be performed by the Contractor or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and local law to perform such services.
- E. **Compliance with Local, State, and Federal Laws.** The Contractor shall comply with all applicable laws, ordinances, and codes of the United States, State of North Carolina, and City, and shall commit no trespass on any public or private property in performing any of the work included in this Contract.

- F. **Subcontracting.** None of the services covered by this Contract shall be subcontracted without the prior written consent of the City. The Contractor shall be fully responsible for the acts and omissions of any subcontractors or persons hired directly or indirectly by the Contractor.
- G. **Assignability.** The Contractor shall not assign any interest in this Contract, and shall not transfer any interest in the same without the prior written approval of the City: Provided, however, that claims for money due or to become due the Contractor from the City under this Contract may be assigned to a bank, trust company, or other financial institution, or to a Trustee in Bankruptcy, without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City.
- H. **Conflict of Interest.** The Contractor certifies that it does not and will not employ in any capacity, any employee, officer, or elected or appointed official of the City of Greensboro, or their respective spouse, who will obtain a direct financial benefit from this Contract and:
  - I. has any oversight or responsibility in administering this Contract on behalf of the City; or
  - II. . participates in the negotiating, making, or otherwise influences the execution of this Contract.

Unless otherwise directed by law, a violation of this provision provides only the City the option to void this Contract or take other appropriate measures that may be available regarding the employee, officer, or elected or appointed official.

- I. **Audit.** The City or any of its duly authorized representatives shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcriptions for seven years from the final payment under this Contract.
- J. **Compliance with City M/WBE Plan.** Contractor shall comply with the provisions of the currently adopted Greensboro Minority and Women’s Business Enterprise Program Plan (“the M/WBE Plan”), the same being incorporated herein by reference.
- K. **Governing Law.** This Contract is made under, and in all respects, shall be interpreted, construed, and governed by and in accordance with, the laws of the State of North Carolina. Venue for any legal action resulting from this Contract shall lie in Guilford County, North Carolina.
- L. **Indemnification. This provision has been waived by the City.** ~~The Contractor does hereby agree to indemnify and save harmless the City, its officers, agents and employees, against all claims, actions, lawsuits and demands, including reasonable attorney fees, made by anyone for any damages, losses or injuries of any kind, including environmental, which may arise from the sole negligence of Contractor, its agents or employees, or as a result of work performed pursuant to this contract.~~
- M. **Insurance. This provision has been waived by the City.** ~~The Contractor does hereby agree to maintain liability insurance of at least One Million Dollars (\$1,000,000.00) while contracting with the City. The City shall be named as an additional insured on the Contractor’s general liability insurance policy, which shall be primary and not contributory to any other insurance that may be available to the City. The Contractor will also secure its general liability insurance from an “A” rated insurance company acceptable to the City. The Contractor will provide a Certificate of Liability statement that states, “City of Greensboro is added as an additional insured as evidenced by an endorsement attached to this certificate.” A certificate of insurance stating such will be supplied to the City before any payment under this Contract is made. In the event the Contractor fails to maintain and keep in force for the duration of the Contract the insurance required herein, the City may cancel and terminate this contract without notice.~~

- N. Iran Divestment Act Certification.** As of the date of this Contract, the Contractor certifies that it is not listed on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58 and that the Contractor will not utilize any subcontractor found on the State Treasurer's Final Divestment List. All individuals signing this Contract on behalf of the Contractor certify that they are authorized by the Contractor to make this certification.
- O. E-Verify.** The Contractor certifies that it currently complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes, and that at all times during the term of this Contract, it will continue to comply with these requirements. The Contractor also certifies that it will require that all of its subcontractors that perform any work pursuant to this Contract to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Violation of this section shall be deemed a material breach of this Contract.
- P. Non-Discrimination.** The Contractor shall not discriminate against any member of the public in the use of City facilities or in the delivery of City programs, services or activities on the basis of sex, race, gender, color, ethnicity, national origin, age, familial status, marital status, military status, political affiliation, religion, physical or mental disability, genetic information, sexual orientation, gender expression, or gender identity.
- Q. Divestment from Companies Boycotting Israel Certification.** As of the date of this Contract, the Contractor certifies that it is not listed on the Final Divestment and Do-Not-Contract List – Restricted Companies Boycotting Israel created by the State Treasurer pursuant to N.C.G.S. 147-86.81 and that the Contractor will not utilize any subcontractor found on the State Treasurer's Final Divestment and Do-Not-Contract List. All individuals signing this Contract on behalf of the Contractor certify that they are authorized by the Contractor to make this certification.

## A. Application and Data

Completed by wabraham@guilfordcountync.gov on 6/3/2025 10:16 AM

**Case Id:** 13679  
**Name:** GCSO - Reentry Program - 2025/26  
**Address:** 400 West Washington Street, Greensboro, NC

### A. Application and Data

Please provide the following information.

#### APPLICANT INFORMATION

**A.1. Name of Agency or Organization**

Guilford County Sheriff's Office

**A.2. Mailing Address**

400 West Washington Street Greensboro, NC 27401

**A.3. Agency Phone**

(336) 641-3744

**A.4. Contact Person**

Wayne Abraham

**A.5. Title**

Grants Manager

**A.6. Phone**

(336) 641-3744

**A.7. Email**

wabraham@guilfordcountync.gov

**A.8. Employer ID Number**

56-6000305

**A.9. UEI Number**

YBQWGFJPMJ3

**A.10. Is the agency registered with SAM?**

Yes

**A.11. Has the agency ever been suspended or debarred from SAM?**

No

#### AGENCY/ ORGANIZATION FINANCIAL RESOURCES

**A.12. Legal & Tax-Exempt Status - Is your organization a 501 (c)3?**

No

**A.13. Identify Your Agency's Fiscal Year**

07/01 to 06/30

**A.14. Please list the percent funding from each of the following funding sources**

Funding Source	Percentage
Memberships	0.00%
Fees	0.00%
Contributions/Events/Etc.	0.00%
Government	100.00%
United Way	0.00%
Private Grants and Foundations	0.00%
Other	0.00%
	100.00%

#### HUMAN RESOURCES

**A.15. Number of members of Governing Board**

9

**A.16. Number of Full-Time Staff**

493

**A.17. Number of Part-Time Staff**

79

**A.18. Number of Volunteers**

**A.19. Number of Volunteer Hours**

**A.20. How many staff and volunteers will be utilized for**

**this particular project?**

3

**FINDINGS**

**A.21. Does the organization have any resolved or unresolved findings from HUD, City of Greensboro, or independent financial audits within the last two years? (City of Greensboro records will be checked for accuracy.)**

No

## B. Project Information

Completed by wabraham@guilfordcountync.gov on 6/3/2025 3:11 PM

Case Id: 13679

Name: GCSO - Reentry Program - 2025/26

Address: 400 West Washington Street, Greensboro, NC

---

## B. Project Information

---

Please provide the following information.

### B.1. Name of Project or Program

Guilford County Sheriff's Office Reentry Housing Program

### B.2. Can this address be shared? (e.g. DV Shelter, Youth Shelter, etc.)

Yes

### B.3. Physical Address

400 West Washington Street Greensboro, NC 27401

### B.4. Activity Type

Supportive Services

### B.5. Amount of Funding Requested

\$51,140.00

### B.6. Total Project Cost

\$103,140.00

### B.7. List all funding sources for this project. (Provide match source for ESG funding.)

Funding Source	Amount	Committed/Pending
City Grant	\$51,140.00	Pending
Guilford County	\$52,000.00	Committed
	\$103,140.00	

### B.8. Click to download the [Homeless Prevention Application Budget](#)



Budget Spreadsheet **\*Required**

Housing Grant Budget 2025.xlsx

### B.9. Is this a new project?

No

### B.10. Did this project receive City of Greensboro funding last year?

Yes

**If yes, how much and which funding source(s)?**

\$45,000, CDBG

## C. Project Description & Goals

Completed by wabraham@guilfordcountync.gov on 6/3/2025 2:44 PM

Case Id: 13679

Name: GCSO - Reentry Program - 2025/26

Address: 400 West Washington Street, Greensboro, NC

---

### C. Project Description & Goals

---

Please provide the following information.

#### C.1. Describe the agency's mission, types of programs and services currently offered, and how homeless housing programs fit within that mission.

The mission of our Reentry and Diversion program is to empower individuals involved in the criminal justice system with the support and resources necessary for rehabilitation and reintegration into society. Through a holistic and client-centered approach we address the underlying issues contributing to their involvement in the justice system, including mental health and/or substance abuse.

#### C.2a. Identify which subpopulation(s) your proposed project serves. (e.g. Chronically Homeless, Veterans, Youth, Families, Single Family with Children, Individuals, DV, Other)

We will use these funds to assist persons being released from the Greensboro Detention Center, either as part of diversion or after serving their sentence. This is a unique population who are in need of housing assistance. They meet HUD's homelessness definition under 24 CFR 576.2(iii)(F) "Is exiting a publicly funded institution, or system of care (such as a health care facility, a mental health facility, or foster care or other youth facility, or correction program or institution.)"

#### C.2b. How many participants does the project expect to serve during the grant year? What is the project's total capacity at any given time (# of beds/units available for use) ?

##### Number of Participants Served Last Fiscal Year:

220

##### Projected Number of Participants to be Served Next Fiscal Year

220

##### Project's Total Capacity Last Year

6

##### Project's Total Capacity Next Fiscal Year

6

#### What is the reasoning for projecting this number? This information will become part of the grant contract, if awarded.

We anticipate serving 6 individuals in the upcoming year, ensuring manageable case loads for adequate support and monitoring of outcomes.

#### C.3. Provide a program narrative to be funded. List the project's strategies, activities, and services that assist the target population. What distinguishes your organization's project from other programs providing similar services?

Our Reentry/Diversion program offers comprehensive services including: case management, budget planning, employment assistance, and support in obtaining essential documents like State IDs and Social Security cards. We collaborate with our community partners and fellow county government agencies to obtain medical treatment, and access to benefits such as SNAP and Adult Medicaid for our participants as well as finding them employment opportunities. Obtaining housing for these individuals is our most difficult obstacle. Our program proposes to use these additional funds for the purpose of obtaining permanent stable housing for these persons. Case Managers will obtain temporary housing for two weeks while more permanent housing is sought. The ability to pay rent application fees, security deposits, utility deposits, utilities, bus passes and taxis, and rent for up to 6 months will give these Case Managers the tools they need to obtain and keep stable housing for these persons. This gives them time to have the participants' Adult Medicaid and SNAP benefits started with the Department of Social Services. It also allows for time to find a job or obtain Social Security benefits so that they can keep their housing after 6 months. Combining what we are already doing with these funds allows us to stabilize their housing situations. By finally having the chance at permanent housing, it reduces their risk of homelessness and recidivism.

**C.4. How will accomplishing the project's goals impact participants and subsequently impact the project, CoC, and local community?**

By securing permanent housing and addressing underlying issues, our program aims to end the cycle of homelessness and recidivism. This benefits the participants, the local community, and the justice system.

**C.5. Provide outcomes achieved specific to the program you are applying for in the most recent fiscal year. If this is a new program, provide information on why you believe your organization is qualified to serve this population and the expected outcomes for the fiscal year.**

Our program's previous fiscal year goal was to assist 5 persons in obtaining permanent housing. We exceeded this goal by obtaining housing for 6 persons.

**Answer the following three questions using HMIS data from January 1, 2024-December 31, 2024. Data will be verified with the HMIS Lead Agency.**

**C.6. What was the percentage of exits to permanent housing, or had a positive discharge (as a percentage of total exits)?**

100.00%

**C.7. What was the percentage of HMIS Data Completeness (based on overall numeric grade for provider's data elements for the specified time period)?**

100.00%

**C.8. What percentage of program participants will carry over the new fiscal year?**

0.00%

**C.9. Discuss the previous experience of the staff administering the proposed project. If there is no previous experience, identify how staff will obtain the capacity needed to administer the project.**

The Behavioral Health Coordinator leading the team has twenty years of experience in this area. Our Reentry Case Manager and Jail Diversion staff member have over five years of experience in this area.

**C.10. Does the program use models to provide support services in ending homelessness (e.g. prevention, diversion, etc.)?**

Yes

**If yes, explain.**

We use the Diversion and Reentry models.

**C.11. Does the project implement any Moving On Strategies? [Moving On Overview](#)**

No

**C.12. Has the previous year's City funds had monthly expenditures?**

Yes

**C.13. Discuss the project's incorporation of any innovative approaches in ending homelessness that have been successful in other communities.**

Our approach is innovative because it combines typical reentry and diversion models with comprehensive housing support for justice involved individuals.

**C.14. Has the previous year's City funds had monthly reports submitted ?**

Yes

**By the due date?**

Yes

## D. Low Barrier Policies

Completed by wabraham@guilfordcountync.gov on 6/3/2025 1:35 PM

Case Id: 13679

Name: GCSO - Reentry Program - 2025/26

Address: 400 West Washington Street, Greensboro, NC

---

### D. Low Barrier Policies

---

Please provide the following information.

**D.1. Describe the eligibility requirements of the project. How does the project ensure low barrier access to housing services? Submit copies of relevant policies and procedures as evidence.**

The person is involved with the criminal justice system and is being released from the Greensboro Detention Center. As this being the only prerequisite, it ensures low barrier access to housing services.

**D.2. Does the project screen participants for income?**

No

**D.3. Does the project screen participants for current or past substance abuse?**

No

**D.4. Does the project screen or terminate participants for a criminal record or require a background check?**

No

**D.5. Does the project screen or terminate participants based on current or past history as a victim of domestic violence?**

No

**D.6. Describe the project's termination policy. For what reasons could a program participant be terminated? (Policy upload will be required for submission.) Discussion should include requirements of participating in supportive services, making progress on service plans and improving income.**

A program participant would be terminated if that person chooses to leave the program or moves outside of Greensboro.

**D.7. Does the project require proof of ID at entry? Does the project assist participant to obtain ID if needed? Does the project deny access to services without an ID?**

No

**D.8. Does the project require proof of citizenship?**

No

**D.9. Does the project have a minimum or maximum length of participation? What happens when a participant has reached the maximum length of participation in the program?**

No

## E. Housing First

Completed by wabraham@guilfordcountync.gov on 6/3/2025 1:41 PM

**Case Id:** 13679

**Name:** GCSO - Reentry Program - 2025/26

**Address:** 400 West Washington Street, Greensboro, NC

---

## E. Housing First

---

Please provide the following information.

Below is a list of typical elements of the Housing First Approach. The City of Greensboro prioritizes programs that use the Housing First Approach when serving individuals and families experiencing homelessness. For more information, please review the following [fact sheet](#).

- Low barrier program
- No requirement of "housing readiness" (based on behavior, rental history, credit, etc.)
- Client participation in services is not mandatory
- Housing and service goals are client-driven
- No treatment compliance or progress requirements
- Voluntary service plan
- Staff trained in best practices

### **E.1. Provide a detailed summary of how the project will implement EACH of the Housing First best practices indicated above. Submit copies of relevant policies and procedures as additional attachments.**

Our program as described is a Housing First Approach. We are low barrier for entry. There is no requirement for housing readiness. Client participation is voluntary. The housing and service goals are client driven not imposed upon them. If treatment is needed, it is encouraged but not required. The service plans are voluntary and are created with the Case Manager. Our Reentry and Jail Diversion staff are trained by the Behavioral Health Coordinator in the best practices to follow.

## F. CoC Efforts, Goals & Collaboration

Case Id: 13679

Name: GCSO - Reentry Program - 2025/26

Address: 400 West Washington Street, Greensboro, NC

Completed by wabraham@guilfordcountync.gov on 6/4/2025 2:42 PM

---

### F. CoC Efforts, Goals and Community Collaboration

---

Please provide the following information.

**F.1. Does the project offer any services for participants NOT experiencing homelessness? If so, explain how such services compliment or enhance the project's focus on homelessness.**

Yes, the Reentry and Diversion programs do offer services to people who are not experiencing homelessness. Having all of the services that these programs offer: obtaining IDs, obtaining SNAP and Adult Medicaid benefits, employment assistance, and transportation allows for greater success in reducing the risk of homelessness for participants.

**F.2. Describe the project's efforts to serve individuals and families with the highest needs and the longest experiences of homelessness. How does the project identify and engage specific sub-populations with high acuity (unsheltered, chronic, veterans, youth, families, etc.)?**

Incarcerated individuals at the Greensboro Detention Center are screened by Court Services, Jail Diversion staff, and Reentry staff in order to assess their eligibility for the program. These include substance use disorder, mental illness, county of residence, and the nature of their charges. Clients self-report their residential status

**F.3. To what extent does the project participate in the Coordinated Entry / Coordinated Assessment process? (e.g. assess presenting individuals/households, refer individuals/households to coordinated entry points, receive referrals from coordinated assessment/entry, etc.)**

The Greensboro Detention Center is a Coordinated Entry Access Point. As a need is recognized by Jail Diversion staff or other Detention employees, individuals are connected to an assessor from Partners Ending Homelessness to address housing instabilities.

**F.4. Does the project utilize HMIS or a comparable database (DV/Youth)?**

No

**Please explain:**

We use the Titanium database system operated by the Detention Center and the Court system.

**F.5. Describe how the project operates as a vital component of the Guilford County CoC homeless service system. How does the project collaborate with other entities within the CoC to connect participants to additional services and mainstream resources?**

Jail Diversion currently works with entities within the CoC to connect participants to additional services such as the University of North Carolina at Greensboro Center for Housing and Urban Development, Partner's Ending Homelessness, Behavioral Health Response Team, Open Door Ministries, and Urban Ministries Weaver House.

**F.6. Describe the extent to which the project will adhere to the written standards of the CoC? (Written standards can be viewed on the [CoC website](#).) Indicate dates of adoption by the organization and examples of implementation.**

Printed By: Elizabeth Danley on 11/24/2025

10 of 18

Person-Centered: People experiencing homelessness are centered in the design and implementation of the GCSO Jail Diversion housing assistance program. Equity-Informed: The program will adhere to the CoC's guiding principles including a commitment to racial equity, diversity, and inclusion. Housing First: In Housing First approaches, all people are assumed to be "housing ready" and are not required to participate in services or agree to treatment as a condition of receiving service. Trauma-Informed: Jail Diversion will utilize a trauma-informed and strengths-based approach in working with justice involved individuals. Progressive Engagement: Adhering to a nationally recognized best practice, progressive engagement Jail Diversion will provide tailored levels of assistance. Harm Reduction: Principles of harm reduction are applied throughout services offered to people experiencing homelessness, severe mental illness, and substance use disorders. We understand the value of meeting people where they are and empowering them by understanding recovery and stages of change.

**F.7. Please list any staff participation in CoC Subcommittees. (E.g. Executive, Governance, Membership, etc.)**

Dr. LaKisha Ellison

**F.8. Does your agency have participation from a Person with Live Experience (PLWE) on its board or policy-making committee? (PLWE representation is a requirement to be considered for City funding.)**

No

**Please explain:**

The elected County Commissioners are not PLWE, however, they have appointed persons with lived experience to Housing Committees that affect policy making.

## G. Staffing

Completed by wabraham@guilfordcountync.gov on 6/3/2025 2:45 PM

**Case Id:** 13679

**Name:** GCSO - Reentry Program - 2025/26

**Address:** 400 West Washington Street, Greensboro, NC

---

## G. Staffing

---

Please provide the following information.

**Please provide the following information for existing staff only.**

### G.1. Staffing Form:

Employee Name & Title	Project Role	Availability - Estimated # of hours working on Program	Education/Experience
Dr. LaKisha Ellison	Project Lead	Full time staff, 9 hours weekly assigned to this program.	PhD Criminal Justice and Social Work. 20 years experience.
Falencio Thompson	Jail Diversion Coordinator	Full time staff, 9 hours weekly assigned to this program.	Masters in Counseling, 5 years of experience.
David Jones	Reentry Case Manager	Full time staff, 9 hours weekly assigned to this program.	BA in Social Work, 5 years of experience.

## H. Board Involvement

Case Id: 13679

Name: GCSO - Reentry Program - 2025/26

Address: 400 West Washington Street, Greensboro, NC

Completed by wabraham@guilfordcountync.gov on 6/4/2025 2:38 PM

---

### H. Board Involvement

---

Please provide the following information.

#### H.1. What are the current term limits for board members?

County Commissioners are elected every 4 years.

#### H.2. Does the board conduct an annual review of the Executive Director?

Yes

#### H.3. Has the board developed policies and procedures for succession planning? Please explain.

The Guilford County Board of Commissioners assign an Assistant County Manager as an Interim if the County Manager position is vacated, while they do an executive search.

#### H.4. Has the board developed a strategic plan? How often is it reviewed by the board? Please explain.

Yes. Annually and with public input.

#### H.5. Are there board subcommittees? Please list.

1	Agricultural Commission
2	Board of Adjustment
3	Commission on Aging
4	Health and Human Services Advisory Committee
5	Technical Review Committee
6	Housing Resource Committee
7	HMIS Data Committee
8	Strategic Planning Committee

#### H.6. Are board members required to provide a financial commitment?

No

#### H.7. What percentage of board members make an annual financial commitment to the agency?

0

## I. Required Documents

Completed by wabraham@guilfordcountync.gov on 6/4/2025 2:48 PM

Case Id: 13679

Name: GCSO - Reentry Program - 2025/26

Address: 400 West Washington Street, Greensboro, NC

---

## I. Required Documents

---

Please provide the following information.

---

### Documentation

---

**Verification letter or documentation of 100% match requirement. (Applies to ESG funding only.) \*Required**

Match Requirement.docx

**Board minutes from four (4) board meetings from the most recent 12 months, one of which reflects the Board's acceptance of the current independent external audit. \*Required**

Minutes 01.09.25.pdf

Minutes 04.03.25.pdf

Minutes 05.01.25.pdf

Minutes 11.21.24.pdf

**Current Articles of Incorporation \*Required**

GC Articles of Incorporation.docx

**Current Bylaws \*Required**

Rules\_of\_Procedure\_-\_Redline\_Version.pdf

**Current CPA Certified Independent External Audit \*Required**

Guilford County Single Audit 6-30-24 (1).pdf

**Current CPA management letter stating management concerns or CPA letter stating no management concerns \*Required**

CPA Management Letter.pdf

**Current Organizational Chart (Identify with an \* the board member or policy maker that is or was previously homeless) \*Required**

Guilford County Organizational Chart.png

**Grievance Policy \*Required**

Grievance Policy.pdf

**Intake Processes and Policies \*Required**

JD P&P .pdf

**IRS 501 C3 Award Letter ( Reflecting that agency has been established a minimum of two years) \*Required**

IRS Tax Letter 2015.pdf

**IRS Form 990 \*Required**

Form 990.docx

**Statement Certified by the Board Chair: The agency has no outstanding federal, state, or local tax debt and is not on a federal debarred contractor list. \*Required**

No Overdue Taxes (003).pdf

**Termination Policy \*Required**

Disciplinary Procedures.pdf

Termination Policy.pdf

**Verification of liability insurance of at least \$1,000,000 (one million dollars). (City of Greensboro must be named as an additional insured if proposal is funded.) \*Required**

Bond Renewal -- 12.3.2024 (Filed with CSC).pdf

**Organizational Chart**

Guilford County Organizational Chart.png

**Additional/Other Documents**

*\*\*No files uploaded*

**Board Organizational Chart \*Required**

Guilford County Organizational Chart.png

## Submit

Completed by wabraham@guilfordcountync.gov on 6/4/2025 2:49 PM

**Case Id:** 13679

**Name:** GCSO - Reentry Program - 2025/26

**Address:** 400 West Washington Street, Greensboro, NC

---

## Submit

---

I certify that I have been authorized by the applicant's governing body to submit this application and that the information contained herein is true and correct to the best of my knowledge.

**Authorized Name**

Wayne Abraham

**Title**

Grants Manager

**Telephone**

(336) 641-3744

**Authorized Signature**

Wayne Abraham

*Electronically signed by wabraham@guilfordcountync.gov on 6/4/2025 2:49 PM*

## General

*No data saved*

**Case Id:** 13679

**Name:** GCSO - Reentry Program - 2025/26

**Address:** 400 West Washington Street, Greensboro, NC

---

## General

---

Please provide the following information.

**Vendor Number**

**Contract Number**

**Account Number**

**IDIS Number**

**Attachment A - Program Budget**

**Re-Entry/Diversion Housing Budget for 6 Participants**

<b>Item</b>	<b>Total</b>
Hotel Vouchers 14 days	\$ 3,900.00
Transportation	\$ 528.00
Rent application fees	\$ 450.00
Security Deposits	\$ 6,000.00
Rent for 6 months	\$ 37,512.00
Moving Costs	\$ -
Utility Deposits	\$ 1,250.00
Outstanding Utility bills	\$ -
Utility costs for 1 month	\$ 1,500.00
<b>Total Grant Funds</b>	<b>\$ 51,140.00</b>

**Project Payment Standards  
City of Greensboro  
Community Safety Department**

## **Attachment B**

### **Introduction**

**The particular use(s) of the funds granted to your organization were determined up-front. Your budget line items that were approved by the City, are included in your contract. Any modifications to a line item above 10% will need prior approval by the City.**

### **HMIS**

Individuals seeking housing services, assistance, or referrals will need to be entered into HMIS within 7 days of receiving assistance and exited upon their egress.

### **Requisitions**

Requisitions are to be submitted beginning August 15<sup>th</sup> and continuing the 15<sup>th</sup> of each subsequent month during the grant period. (Note that payments will not be processed until the contract is fully executed.) A requisition form needs to be submitted even if no funds are being requested. Back-up documentation is required for reimbursement of all eligible expenses.

Examples of documentation include:

- a. Invoices, bills or supply lists
- b. Method of payment (check, bank draft, etc.)
- c. Detailed timesheets and paystubs
- d. Additional supporting documents as requested by the City

### **Client Packet Checklist**

- Initial Intake Form
- Signed Verification of Homeless Status Form
- Signed Statement of Client Rights
- Consent for Release Form
- Case Notes
- Discharge Form

### **Monthly Reports**

Monthly reports are due beginning August 15<sup>th</sup> and continuing the 15<sup>th</sup> of each subsequent month during the grant period. Failure to submit timely reports may result in delay of reimbursement.

**ATTACHMENT C**  
**City of Greensboro Monitoring Policy**

**NEIGHBORHOOD DEVELOPMENT POLICY FOR AWARDING FUNDS AND FOR  
MONITORING AGENCIES RECEIVING CITY FUNDS (Revised in 2019)**

- **External Audits and Management Letters Required** - All public service agencies, organized as a separate legal entity, will provide an annual independent audit in accordance with generally accepted accounting principles, regardless of size of budgets and/or net assets and length of time providing services. Preparation and submission of a board approved independent audit and management letter (or letter stating there is no management letter) from the Agency's Certified Public Accountant shall be provided to the City within 90 days of the agency's fiscal year end.
  
- **Timely response to written requests from City staff** - All written requests from City staff be responded to by the Non-profit Agency in writing within 2 weeks of receipt. Responses shall be complete, or for items that have extenuating circumstances, such as requiring board meetings or approval, the agency will provide an outline of the process and timeline needed to provide the complete information requested. Under extenuating circumstances, full responses shall be submitted within 45 days or a date agreed to by City staff.
  
- **Conduct of Annual Review**- Annual reviews are scheduled a minimum of 30 days in advance through written communication. Confirmation or rescheduling of a review date is required within two weeks. A qualified staff member of the Agency shall be available to City Internal Audit and monitoring staff during the annual review appointment. Audit staff shall be provided standard office work space within the Agency's office during the annual review appointment and any other scheduled appointments.
  
- **Swift Resolution of Contract or Audit Compliance Issues** - Upon a finding of non-compliance with contract terms or with audit requirements, appropriate City staff will issue a certified letter, return receipt requested, to the Chair of the Board and the Chief Executive Officer of the non-compliant fund recipient. The letter shall be approved in writing by the City prior to its being sent and will clearly document the issues of non-compliance. The fund recipient will have fourteen (14) days from receipt of the certified letter to present to the appropriate staff official evidence of resolution of all documented compliance issues unless other official documents specify an alternate remedy. Within fourteen (14) days of the receipt of the fund recipient's response, City staff will notify the respondent as to whether the issues have been resolved to the City's satisfaction. All City of Greensboro funding will be suspended until compliance issues are resolved to the satisfaction of City of Greensboro.
  
- **Training Required as a Condition of City Funding** – The City will require each year, as a condition of receiving City funding, a minimum of

two local advisory board members, and an executive officer (i.e. CEO or CFO) of non-profit agencies to satisfactorily complete the pre-contract portion of the training component; for-profit entities that develop multi-family or other housing projects must also attend the training as a requirement of receipt of city funds. Training will emphasize fiduciary responsibilities, contract compliance, establishing effective performance measures, Federal Program compliance, and non-profit management. Training is mandatory for all fund recipients.

- ❑ **Approval Required for Transactions of \$50,000 or Greater** – The City of Greensboro will require copies of resolutions adopted by boards of non-profits, approving transactions greater than or equal to \$50,000 for products or services funded by the City of Greensboro. Failure to comply will result in the suspension of City funding. If funding has already been disbursed, funds will be repaid, or legal remedies will be sought as appropriate. The only exceptions are draw transactions for Board approved construction contracts, which need executive officer approval instead of Board approval. All change orders over the approved contract contingency require Board approval.
- ❑ **Zero Tolerance Regarding the City’s Right to Visit Fund Recipients and Monitor for Compliance** – The City will enforce Zero Tolerance regarding fund recipients who refuse to comply with monitoring and auditing visit requests. The following actions will be taken:
  1. Funding will be immediately suspended if the agency refuses the visit or access to financial/program records.
  2. Legal remedies will be sought as appropriate.
- ❑ **Record-Keeping Guidelines** - Record-keeping as prescribed by contracts will be strictly followed, and records will be kept in retrievable, reviewable, safe, and auditable condition for seven (7) years after the end of the original contract date or as otherwise specified in the contract.
- ❑ **Commingling of Funds Prohibited** - Contracts with recipients of City funds require that City of Greensboro funds be maintained in a bank account or general ledger account that is clearly separate and distinguishable from other fund accounts or a separate bank account at the discretion of the organization. The City reserves the right to inspect fund accounts at any time to ensure compliance. Funding will be suspended to any organization found to be in non-compliance. Appropriate legal action will be taken as necessary.
- ❑ **Construction Standards** - Contracts for building, construction, or rehabilitation shall be carried out in compliance with all applicable State, Federal, and local laws and regulations. (See attached contracts for Federal and Local Policies)

Signing below signifies acceptance of the terms and conditions of this policy

\_\_\_\_\_  
Organization (If Applicable)

\_\_\_\_\_  
Printed Name, Non-Profit Board Chair *or* For Profit Chief Executive Officer

\_\_\_\_\_  
Signature, Non-Profit Board Chair *or* For Profit Chief Executive Officer

Date \_\_\_\_\_

## Attachment D

### GENERAL PROGRAM CERTIFICATION

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the recipient certifies that:

**Affirmatively Further Fair Housing** – It will affirmatively further fair housing, by ensuring that agencies receiving funding under contract take appropriate actions to overcome the effects of any impediments identified through the City’s analysis of impediments to fair housing, and maintain records reflecting actions in this regard. It also certifies that should any Fair Housing complaint be lodged against any agency receiving funding during the term of this contract, it will immediately notify the City of the occurrence in writing.

It will require that the language of paragraph 1 of Affirmatively Further Fair Housing be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly.

**Anti-displacement and Relocation Plan** – It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Anti-Lobbying** – To the best of the recipient’s knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly.

**Authority of Subrecipient** – The consolidated plan is authorized under State and local law (as applicable) and the recipient possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** – The housing activities to be undertaken with CDBG, and ESG funds are consistent with the strategic plan.

**Attachment D**

**Section 3** – It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency

**ATTACHMENT E (Not applicable as the County is not a non-profit)**

**CITY OF GREENSBORO CONFLICT OF INTEREST POLICY**

**SECTION 1. PURPOSE:**

\_\_\_\_\_ is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of \_\_\_\_\_ as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between \_\_\_\_\_ and its board, officers, and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of \_\_\_\_\_ honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of \_\_\_\_\_. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with \_\_\_\_\_ or knowledge gained there from for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

**SECTION 2. PERSONS CONCERNED:**

This statement is directed not only to directors and officers, but to all employees who can influence the actions of \_\_\_\_\_. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning \_\_\_\_\_.

**SECTION 3. AREAS IN WHICH CONFLICT MAY ARISE:**

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

1. Persons and firms supplying goods and services to \_\_\_\_\_.
2. Persons and firms from whom \_\_\_\_\_ leases property and equipment.
3. Persons and firms with whom \_\_\_\_\_ is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting \_\_\_\_\_.
6. Agencies, organizations, and associations which affect the operations of \_\_\_\_\_.
7. Family members, friends, and other employees.

#### **SECTION 4. NATURE OF CONFLICTING INTEREST:**

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Section 3. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with\_\_\_\_\_.
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with\_\_\_\_\_.
3. Receiving remuneration for services with respect to individual transactions involving\_\_\_\_\_.
4. Using\_\_\_\_\_’s time, personnel, equipment, supplies or good will for other than\_\_\_\_\_ approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing or competing with\_\_\_\_\_. Receipt of any gift is disapproved except gifts of a value less than \$50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.

#### **SECTION 5. INTERPRETATION OF THIS STATEMENT OF POLICY:**

The areas of conflicting interest listed in Section 3, and the relations in those areas which may give rise to conflict, as listed in Section 4, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management employees will recognize such areas and relation by analogy.

The fact that one of the interests described in Section 4 exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of\_\_\_\_\_.

However, it is the policy of the board that the existence of any of the interests described in Section 4 shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

#### **SECTION 6. DISCLOSURE POLICY AND PROCEDURE:**

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and

approval of such transaction;

3. A competitive bid or comparable valuation exists; and

4. The [board or a duly constituted committee thereof] has determined that the transaction is in the best interest of the organization.

Disclosure in the organization should be made to the chief executive officer (or if she or he is the one with the conflict, then to the board chair), who shall bring the matter to the attention of the [board or a duly constituted committee thereof]. Disclosure involving directors should be made to the board chair, (or if she or he is the one with the conflict, then to the board vice-chair) who shall bring these matters to the [board or a duly constituted committee thereof].

The [board or a duly constituted committee thereof] shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to\_\_\_\_\_. The decision of the [board or a duly constituted committee thereof] on these matters will rest in their sole discretion, and their concern must be the welfare of\_\_\_\_\_and the advancement of its purpose.

Signing below signifies acceptance of the terms and conditions of this policy

\_\_\_\_\_  
Organization (If Applicable)

\_\_\_\_\_  
Printed Name, Non-Profit Board Chair *or* For Profit Chief Executive Officer

\_\_\_\_\_  
Signature, Non-Profit Board Chair *or* For Profit Chief Executive Officer

Date\_\_\_\_\_