

Guilford County EDO/EDA Grant Application (FY 2018-2019)

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To be considered for a FY 2018-2019 Guilford County Economic Development Agency Grant, this application and all attachments must be completed thoroughly and received by the deadline:
Monday, February 12, 2018 at 5:00PM.

General Agency Information

| | |
|---------------------------|-----------------------|
| Agency Name | Federal Tax ID Number |
| One Step Further, Inc. | 58-1484818 |
| Phone Number | Fax Number |
| 336-275-3699 | 336-378-0959 |
| Email/Website Address | |
| sayers@onestepfurther.com | |
| Mailing Address | |
| 623 Eugene Court | |
| City Greensboro | State NC Zip 27401 |

Physical Address (if different from mailing)

Same As Above

City _____ State _____ Zip _____

Is your organization incorporated? ☒ YES | ☐ NO

If YES, please list the name(s) of your President and Corporate Secretary:

Andrena Coleman, President; Jane Cauthen, Secretary

Is your organization a L.L.C.? ☐ YES | ☒ NO

If YES, please list the name(s) of your Managing Director(s):

N/A

Please attach the following items to your application:

- **Proof of your organization's current nonprofit 501(c)(3) tax exempt status and eligibility to receive tax deductible contributions, as confirmed by the Internal Revenue Service.**
- **An annual certified audit prepared by a qualified accountant or accounting service covering the last reporting period of operation. If a full audit is not available, include the most recent independent financial review.**
- **Current roster of all Board members, with terms specified.**

Complete the fields below with information for your organization's primary contact person during the application process:

First Name Yvonne Last Name Johnson

Title

Executive Director

Email Address (if different from agency email address)

sayers@onestepfurther.com

Phone Number (if different from agency phone number)

336-275-3699

FY 2018-2019 Agency Funding Request**FY 2018-2019 Funding Request Amount:** \$100,000.00Is the requested amount for: ☐ A one-time expenditure ☒ Ongoing expenditure(s)

Which type of expenditure will this request address (select all that apply)?

- ☒ Operating (Personnel, Supplies, etc.)
☒ Capital (Facility Construction, Vehicle, etc.)
☒ Program (Training, Marketing, etc.)
☒ Other (Please specify) PreTrial Release Resource Program (All operating expenses)

If awarded will you utilize this grant as leverage to secure other funding? ☒ YES☐ NO

If YES, please provide a brief explanation regarding the funding source, type, amount, and purpose?

Has your organization received funding from Guilford County within the past three (3) fiscal years? ☒ YES☐ NO

If YES, please list your funding history, related organizational/program objective(s) and resulting outcome(s) in the table below:

| Fiscal Year | Funding Amount | Program Objective | Economic Impact |
|----------------------|-----------------------|---|---|
| Ex. 2013-2014 | \$20,000 | <i>Expand marketing opportunities to generate increased monthly event attendance by 10%, resulting in the creation of ten (10) jobs to assist with event planning and management.</i> | <i>Monthly attendance increased by an average of 200 attendees, or 11.5%, for each event. Generated an additional \$35,000 in annual ticket sales resulting in twelve (12) full-time positions created for event planning and management.</i> |
| 2014-2015 | \$100,000 | To provide rehabilitative | 175 clients scheduled to attend |
| 2015-2016 | 100000 | To provide rehabilitative | 182 clients scheduled to attend |
| 2016-2017 | \$100,000 | To provide rehabilitative | 225 clients scheduled to attend |

Organizational Capacity

Please provide a brief description of your organization's mission, major/primary services and activities provided.

One Step Further, Inc. is a nonprofit organization founded in 1982 with initial seed money provided by the Z. Smith Reynolds Foundation. Founders of One Step Further, Inc. include Barton Parks, Guilford College professor; John Kernodle, attorney and former chairperson of the Guilford County Schools Board of Education; Yvonne Johnson, Greensboro City Councilperson/Mayor ProTem and Executive Director of One Step Further, Inc.; Senator William Martin, and; Joseph Berry, business entrepreneur and owner of Berico Oil Company.

Share your management and staffing structure, including staff years of experience in this field/industry and use of volunteers.

A member agency of the United Ways of Greater Greensboro and Greater High Point, OSF has served the community for 36 years. Program staff has longstanding collaborative experience working with the juvenile and adult justice systems as well as schools and many non-court involved community agencies. OSF is governed by a 13-member Board of Directors that represents the agency in terms of geographic, ethnic, and professional interests as well as diverse perspectives of Guilford County communities that directly relate to OSF program services. One attributing factor which correlates to the success of OSF is

Indicate how the programs/activities/services offered by your organization have benefited Guilford County citizens.

Guilford County funding is crucial for One Step Further, Inc. to continue to provide PreTrial Release Resource Program services in our community. Funding received from Guilford County is the primary source of funding for the PreTrial Release Resource Program (PRRP). Without 2018-19 County funding, the PRRP will cease operations on June 30, 2018.

Impact on Clients and Services: One Step Further provides PreTrial Release Resource Program services at no charge to 260-300 adult offenders every year. Our programs

Program/Project Information

Please provide a detailed description of the proposed goals/objectives your agency/program/project will accomplish in FY 2018-2019:

One Step Further, Inc. is requesting 2018-19 County funding assistance for the following program:

The PreTrial Release Resource Program (PRRP) operates as a referral source for the Guilford County court system and receives referrals from the District Attorney's Office, the Public Defenders' Office, private attorneys, probation, and judges. As of January 31, 2018 the PRRP has received 130 offender referrals, an increase of 7% from January 31, 2017 (121 clients).

Which economic development goal(s) listed below will your organization primarily address through its program(s) and/or activities (select at least **ONE**):

- | | |
|--|--|
| <input type="checkbox"/> Job creation and/or retention | <input type="checkbox"/> Increase population |
| <input type="checkbox"/> Increase taxable property | <input type="checkbox"/> Increase and/or improve agricultural industries |
| <input type="checkbox"/> Increase and/or improve industrial production | <input type="checkbox"/> Increase and/or improve business prospects within Guilford County |

If you selected **Job creation and/or retention**, please complete the table below:

| Fiscal Year | # Jobs Created | # Jobs Retained | Estimated Economic Impact (\$) |
|----------------------|----------------|-----------------|--------------------------------|
| Ex. 2013-2014 | 4 | 10 | \$410,750 |
| 2014-2015 | N/A | N/A | N/A |
| 2015-2016 | N/A | N/A | N/A |
| 2016-2017 | N/A | N/A | N/A |

Explain how jobs are created and how did you calculate or verify this information? Describe below or attach documentation.

Ex. Utilizing the US Bureau of Economic Analysis' Regional Input-Output Modeling System, we calculated the economic impact of job creation and retention in the Guilford County region using the following formula: Total Labor Income=Payroll x 1.6430

N/A

If you selected **Increase taxable property**, please complete the table below:

| Fiscal Year | Increase in taxable property (\$) | Additional Explanation |
|----------------------|-----------------------------------|---|
| Ex. 2013-2014 | \$50,000 | Expanded site by 5,000 sq. ft. to include four (4) new classrooms and training conference room for workforce development program. |
| 2014-2015 | N/A | N/A |
| 2015-2016 | N/A | N/A |
| 2016-2017 | N/A | N/A |

How did you calculate or verify this information? Describe below or attach documentation.

Ex. The FY 2014-2015 Guilford County property tax assessment verified the new value.

N/A

If you selected one of the following economic development goals:

- **Increase and/or improve industrial production**
- **Increase population**
- **Increase and/or improve agricultural industries OR**
- **Increase and/or improve business prospects within Guilford County**

please provide a detailed outline of your plan below, including information on the target dollar amount(s) or percent increase(s) that will be achieved and sustained and how long. Provide and/or attach documentation explaining your calculations:

N/A

Organizational and Program/Project Information

Organization's Proposed Operating Budget (FY 2018-2019) \$1,257,069

Please provide in the area below, and/or attach a line-item budget, detailing proposed organizational expenditures and revenue for FY 2018-2019:

See Attached

If the grant request is for a specific program/project sponsored by your organization, please provide in the area below, and/or attach a line-item budget, detailing proposed program/project expenditures and revenue for FY 2018-2019:

See Attached

Performance and Evaluation Measures

Outline the performance measures used to evaluate the effectiveness of your program and/or project and provide actual results for the prior three (3) fiscal years, along with year-to-date results for the current grant cycle and projected targets for FY 2018-2019: (Attach additional performance measures, if needed)

General Goals

Ex. Train clients to participate in vocation-specific internships or master apprentice programs.

1. To reduce recidivism of offenders thus increasing community safety by providing
2. To provide rehabilitative and strength-based services to offenders needed to
3. To focus on alleviating identified needs of the offender/client and assisting with skills

Performance Measures

| | Actual FY14-15 | Actual FY15-16 | Actual FY16-17 | YTD FY17-18 | Target FY18-19 |
|--|---------------------------|---------------------------|---------------------------|------------------------|---------------------------|
| <i>Ex. At least five (5) program graduates will be accepted into vocational internships.</i> | 3 | 5 | 4 | 1 | 5 |

See Attached

As a reminder, please attach the following items to the application:

- Proof of your organization's current nonprofit 501(c)(3) tax exempt status and eligibility to receive tax deductible contributions, as confirmed by the Internal Revenue Service.
- An annual certified audit prepared by a qualified accountant or accounting service covering the last reporting period of operation. If a full audit is not available, include the most recent independent financial review.
- Current roster of all Board members, with terms specified.

**ALL APPLICATIONS AND ATTACHMENTS MUST BE SUBMITTED BY
5:00PM ON MONDAY, FEBRUARY 12, 2018.**

Internal Revenue Service**Department of the Treasury**

**P. O. Box 2508
Cincinnati, OH 45201**

Date: September 9, 2002

One Step Further Incorporated
621 Eugene Ct Ste 101
Greensboro, NC 27401-2711

Person to Contact:

Ms. E. Eckert ID 31-07436
Customer Service Specialist

Toll Free Telephone Number:

8:00 a.m. to 6:30 p.m. EST
877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

58-1484818

Dear Sir or Madam:

This letter is in response to your telephone call of September 9, 2002, requesting a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in April 1983, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(2).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

One Step Further Incorporated
58-1484818

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

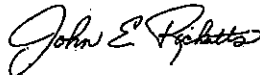
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services

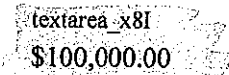
\$100,000 ATTACHMENT A

- Submission Created
Feb 11, 2018 5:41 PM EST
- Mailing Address
623 Eugene Court
- State
NC
- Zip
27401
- President and Corporate Secretary
Andrena Coleman, President; Jane Cauthen, Secretary
- First Name
Yvonne
- Last Name
Johnson
- Title
Executive Director
- Email Address
sayers@onestepfurther.com
- Agency Name
One Step Further, Inc.
- Federal Tax ID
58-1484818
- Phone Number
336-275-3699
- Fax Number
336-378-0959
- Email
sayers@onestepfurther.com
- City
Greensboro

- Performance Measures
See Attached
- Physical Address
Same As Above
- Phone Number
336-275-3699
- Grant Funds
See Attached
- General Goals
To provide rehabilitative and strength-based services to offenders needed to address life issues that precipitated their criminal behavior while either awaiting final resolution for their pending charges or post-conviction status.
- Managing Director
N/A
- Other Please specify
PreTrial Release Resource Program (All operating expenses)
- New Field
checkbox_E4b
- Documentation
N/A
- Numbers
N/A
- Numbers
N/A
- Numbers
N/A
- Numbers
N/A
- Numbers
N/A

- Yes
checkbox_Ohu
- New Field
checkbox_r2t
- New Field
checkbox_F16
- checkbox_4pb
checkbox_zhs
- New Field
checkbox_OCE
- checkbox_4De
checkbox_48r
- New Field
checkbox_c8z
- Funding
\$100,000
- Purpose
100000
- Purpose
\$100,000
- Info
To provide rehabilitative and strength-based services to offenders needed to address life issues that precipitated their criminal behavior while either awaiting final resolution for their pending charges or post-conviction status.
- Info
To provide rehabilitative and strength-based services to offenders needed to address life issues that precipitated their criminal behavior while either awaiting final resolution for their pending charges or post-conviction status.
- Info
To provide rehabilitative and strength-based services to offenders needed to address life issues that precipitated their criminal behavior while either awaiting final resolution for their pending charges or post-conviction status.

- Numbers
N/A
- Funds
N/A
- Funds
N/A
- Funds
N/A
- General Goals
To focus on alleviating identified needs of the offender/client and assisting with skills acquisition, addressing functional problems associated with the client's substance use disorder and/or cognitive problems, and improving or maintaining natural pro-social supports and relationships in the client's life, both formal and informal.
- please complete the table below_1
N/A
- Calculate
N/A
- please complete the table below_1
N/A
- please complete the table below_1
N/A
- Explain
N/A
- Explain
N/A
- New Field
checkbox_59N
- Explain
N/A
- 6 Attachments

- Impact
175 clients scheduled to attend one or more recommended rehabilitative, educational, or support services; 170 offenders successfully completed the program.
- Impact
182 clients scheduled to attend one or more recommended rehabilitative, educational, or support services; 176 offenders successfully completed the program.
- Impact
225 clients scheduled to attend one or more recommended rehabilitative, educational, or support services; 207 offenders successfully completed the program.
- 
\$100,000.00
- Mission
One Step Further, Inc. is a nonprofit organization founded in 1982 with initial seed money provided by the Z. Smith Reynolds Foundation. Founders of One Step Further, Inc. include Barton Parks, Guilford College professor; John Kernodle, attorney and former chairperson of the Guilford County Schools Board of Education; Yvonne Johnson, Greensboro City Councilperson/Mayor ProTem and Executive Director of One Step Further, Inc.; Senator William Martin, and; Joseph Berry, business entrepreneur and owner of Berico Oil Company. Over the course of 36 years, One Step Further, Inc. has expanded to provide several valuable program services to Guilford County residents. Presently, One Step Further, Inc. provides the following programs for Guilford County citizens: Adult Mediation Services of Guilford County; Juvenile Mediation Services; Guilford County Teen Court-Life Skills Program; Community Service-Restitution Program for youth; Community Support and Nutrition Program; the Family Factor Program (addresses the issue of family acceptance of LGBTQ youth) and, the Pre-Trial Release Resource Program. A member agency of the United Ways of Greater Greensboro and High Point, our mission statement reads: One Step Further, Inc. provides quality programs that help adults, youth, parents, and families take positive steps in their lives. Our trained professionals devote time to each program so that participants may reach their goals and outcomes.
- Staff
A member agency of the United Ways of Greater Greensboro and Greater High Point, OSF has served the community for 36 years. Program staff has longstanding collaborative experience working with the juvenile and adult justice systems as well as schools and many non-court involved community agencies. OSF is governed by a 13-member Board of Directors that represents the agency in terms of geographic, ethnic, and professional interests as well as diverse perspectives of Guilford County communities that directly relate to OSF program services. One attributing factor which correlates to the success of OSF is its dedicated staff. Yvonne Johnson has worked as the Executive Director of the agency since its inception. The Grants Administrator-Fiscal Officer has worked for the agency since 1990. Each OSF program is operated by a program director and support staff persons who have longstanding collaborative experience working with the juvenile justice division, adult corrections

system, and community agencies. Of the 13 present staff persons employed by OSF, 7 employees have worked with the agency for at least 12 years. The PreTrial Release Resource Program is operated by a fulltime Program Director with over 20 years experience working with juvenile and adult offenders. Volunteers are not utilized by the PreTrial Program due to client confidentiality requirements.

- Benefits

Guilford County funding is crucial for One Step Further, Inc. to continue to provide PreTrial Release Resource Program services in our community. Funding received from Guilford County is the primary source of funding for the PreTrial Release Resource Program (PRRP). Without 2018-19 County funding, the PRRP will cease operations on June 30, 2018. Impact on Clients and Services: One Step Further provides PreTrial Release Resource Program services at no charge to 260-300 adult offenders every year. Our programs provide rehabilitative, preventative, and restorative service assistance to Guilford County residents that impacts their lives at home, in their neighborhoods, at their place of employment, and the community as a whole. Specifically, one study, by Broner, Mayrl, and Landsberg (2005), has demonstrated that offenders in pretrial diversion programs are more likely to be in the community than in jail or treatment centers 12 months after their initial crime. These researchers also found that offenders in these programs spent less time in prison than did eligible offenders who did not participate in a pretrial diversion program. Compared with traditional criminal justice procedures, diversion programs also lead to positive mental health, substance abuse, and treatment outcomes for offenders Broner, Mayrl, and Landsberg, 2005). Court Impact: We are a referral source for the Guilford County court system at-large (i.e. the District Attorney's Office, the Public Defenders' Office, Drug Court, Mental Health Court, judges, private attorneys, and probation). In the 2007 Governor's Crime Commission study, Pretrial Service Programs in North Carolina: A Process and Impact Assessment, pretrial service program directors and members of constituent agencies were surveyed to evaluate the processes associated with program operation and to obtain their opinions regarding the impact and perceived effect of these programs. Study findings indicate that pretrial programs are viewed in a positive manner and do assist in improving the speed at which the courts operate. Survey respondents indicated they believed the pretrial programs are beneficial for defendants, noting that they are favored over traditional bail, encouraged defendants to appear for hearings, offer rehabilitation, deter new offenses during the supervision period and even substantially impact future recidivism rates. Law Enforcement Impact: Without our economical and cost-effective services, Guilford County taxpayers and the Guilford County Sheriffs' Department would absorb the additional marginal cost of housing pre-release eligible inmates for extended periods of time while they awaited their court date. The most current data we could find on daily rates for housing an inmate in the Guilford County jail was cited in the 8/20/15 Rhino Times. Based on a 90-day period of incarceration and a daily marginal jail rate of \$12.54/day to keep an inmate in the Greensboro Jail (Rhino Times, 8/20/15), it would cost Guilford County \$338,580 to house 300 offenders (the number of offenders the PRRP proposes to serve in 2018-19). At a 90-day daily unit cost of \$3.71 for the same 300 offenders served by the PRRP rather than being incarcerated, the PRRP would save Guilford County a minimum of \$238,410 during FY2018-19 while freeing up jail space for more serious offenders and reducing the number of court cases going to full trial. Impact on Taxpayers: Providing \$100000.00 of FY2018-19 County funding to the PreTrial Release Resource Program to continue

service provisions not only provides offenders with services to deter recidivism but also potentially saves Guilford County over \$238,000 a year in marginal jail rate expenses while freeing up jail space for more serious offenders.

- Goals

One Step Further, Inc. is requesting 2018-19 County funding assistance for the following program: The PreTrial Release Resource Program (PRRP) operates as a referral source for the Guilford County court system and receives referrals from the District Attorney's Office, the Public Defenders' Office, private attorneys, probation, and judges. As of January 31, 2018 the PRRP has received 130 offender referrals, an increase of 7% from January 31, 2017 (121 clients). The primary objective of the program is to provide services to pre-released inmates, offenders waiting for their court date, or offenders court-ordered to receive one or more of our services to apply what they have learned through PreTrial Release Resource Program services and refrain from future criminal behavior, thus increasing community safety. The PreTrial Release Resource Program (PRRP) serves: 1. Adult inmates released before their trial dates from both the Greensboro and High Point jails who are referred to us by Guilford County PreTrial Services, District Court, Superior Court, judges, District Attorneys, Public Defenders, private attorneys, probation officers, Mental Health Court, and Drug Court; 2. Persons currently charged with nonviolent offenses that are referred to a PRRP program service by Court officials as a deferred prosecution case. Upon successful completion of program services, the PRRP client's charges are dismissed. 3. Persons who are court-ordered to attend anger management, character education/adult life skills, or parenting classes. Offenders referred to the program may participate in one or more of the following PRRP services at no cost to the offender: • GED/ABE Instruction • Adult Life Skills/Parenting Skills • Anger Management Instruction • Attitude Orientation & Values Clarification Instruction Weekly classes are conducted by qualified, contracted agencies or individuals on Monday through Thursday at either the One Step Further, Inc. office in Greensboro or a satellite location in High Point. Day and evening classes are available to accommodate employed and unemployed clients. Clients will receive 2 to 3 hours of instruction per service topic each week with the exception of GED/ABE classes that meet 12 hours per week. Clients must attend ALL classes in which they are enrolled until they go to court. Bus passes will be made available for those clients who have no transportation. Additionally, an interpreter will be made available to clients using English as a second language. A significant feature of this program is that referral sources may refer an offender to receive multiple services through the PreTrial Release Resource Program rather than referring the client to numerous agencies. Program Referral, Screening, Completion and Termination Processes: The PRRP receives referrals as follows: 1. If an inmate is referred by Drug Court or Mental Health Court, staff from these departments interview inmates scheduled for first appearance on a daily basis. If the court approves pre-trial release, the Guilford County departmental staff mentioned above may refer inmates to the PRRP to receive one or more services prior to their court date. 2. If referrals are received from the District Attorney's Office, the Public Defenders' Office, private attorneys, probation, or a judge, clients, upon release, are ordered to arrange an intake interview with the PRR Program Director as soon as possible. Screening: The PRR Program Director will review referrals. Staff reserves the right to accept or decline a referral on a case-by-case basis. In addition to the program referral form, OSF staff may also request a criminal record printout or any other client information staff feels pertinent. After a referral is received, the Program Director will schedule an intake

appointment with the client and schedule services he or she is court-ordered to complete. A confirmation letter is provided to the client and faxed to the referral source indicating the client's program schedule. The PRR Program Director will schedule services to accommodate both Greensboro and High Point offenders. Program Completion: Successful completion of the program occurs if the client: 1. Attends ALL scheduled services; 2. Completes required activities of each service, as directed by the instructor or service facilitator; 3. Maintains appropriate behavior in each service; 4. Abides by rules and regulations set by instructors and facilitators of each service; 5. Does not commit additional offenses while on pre-trial release. Upon completion, the client and referral source will receive a program completion certificate, to be presented at the client's pending trial. Program Termination: A client may be terminated from the PRRP with documentation provided by the instructor/facilitator and PRR Program Director. Reasons for program termination include: 1. Client does not attend ALL scheduled services; 2. Client does not provide official reasons for being absent (doctor's notice, etc.); 3. Client commits additional offenses while on pre-trial release; 4. Client acts inappropriately during a service; or, 5. Client does not abide by rules and regulations set by instructors and facilitators of each service. In the event a client is terminated from the program, the client and referral source will receive a letter of termination to be presented at the client's trial. Key to the success of the program is partnerships and associations with contractual service providers who provide instruction to our clients. Additionally, the program partners/collaborates with universities/colleges by accepting and working with college interns on a year-round basis. PreTrial Release Resource Program service components will be provided by the following agencies and individuals on a contractual basis: Guilford Technical Community College (GED/ABE) Dwight Lynch (Anger Management & Attitude Orientation/Values Clarification) Eddie Ward (Adult Life Skills/Parenting Skills) Interpreter Services (TBA) PRRP staff attends court 4 days a week to receive referrals and discuss the program with attorneys and court officials. Program information is also provided in One Step Further, Inc.'s agency brochure and on the agency website (www.onestepfurther.com). The PRRP proposes to serve 300 clients during FY2018-19. Cost Per Client: $\$100240/300 \text{ Clients} = \$334.13/\text{Client}$ If Client is Enrolled in the program for 30 Days: $\$334.13/30 \text{ Days} = \$11.14/\text{day}$ If Client is Enrolled in the program for 60 Days: $\$334.13/60 \text{ Days} = \$5.57/\text{day}$ If Client is Enrolled in the program for 90 Days: $\$334.13/90 \text{ Days} = \$3.71/\text{day}$

- Other Goals
N/A

- Request
\$1,257,069

- Line Item
See Attached

- General Goals
To reduce recidivism of offenders thus increasing community safety by providing services to offenders that will improve their life situations.

ONE STEP FURTHER, INC.
FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2017 AND 2016

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Independent Auditor's Report

To the Board of Directors
One Step Further, Inc.
Greensboro, North Carolina

We have audited the accompanying financial statements of One Step Further, Inc. (a nonprofit organization) (the "Organization"), which comprise the statements of financial position as of June 30, 2017 and 2016, and the related statements of activities and changes in net assets, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of One Step Further, Inc. as of June 30, 2017 and 2016, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Bernard Robinson & Company, L.L.P.

Greensboro, North Carolina
DATE

ONE STEP FURTHER, INC.
Statements of Financial Position
June 30, 2017 and 2016

ATTACHMENT A

| | <u>Assets</u> | |
|--------------------------------------|-----------------------------------|-------------------|
| | 2017 | 2016 |
| Current Assets: | | |
| Cash and cash equivalents | \$ 9,080 | \$ 20,249 |
| Grants receivable | 63,783 | 59,057 |
| Promises to give | 65,315 | 62,455 |
| CSNP inventory | 7,683 | 7,567 |
| Other current assets | 2,186 | 5,016 |
| Total current assets | <u>148,047</u> | <u>154,344</u> |
| Property and Equipment: | | |
| Land | 104,074 | 104,074 |
| Building | 322,021 | 322,021 |
| Computers, software and printers | 81,760 | 81,911 |
| Office furniture and equipment | 48,249 | 49,566 |
| | <u>556,104</u> | <u>557,572</u> |
| Less accumulated depreciation | <u>228,278</u> | <u>231,221</u> |
| | <u>327,826</u> | <u>326,351</u> |
| Other assets | 28 | 139 |
| Total assets | <u>\$ 475,901</u> | <u>\$ 480,834</u> |
| | <u>Liabilities and Net Assets</u> | |
| Current Liabilities: | | |
| Current portion of long-term debt | \$ 6,622 | \$ 7,174 |
| Accounts payable | 25,455 | 15,419 |
| Other current liabilities | 6,220 | 6,236 |
| Accrued vacation pay | 30,045 | 27,721 |
| Total current liabilities | <u>68,342</u> | <u>56,550</u> |
| Other Liabilities: | | |
| Long-term debt, less current portion | <u>216,359</u> | <u>228,492</u> |
| Net Assets: | | |
| Unrestricted | 125,885 | 133,337 |
| Temporarily restricted | 65,315 | 62,455 |
| Total net assets | <u>191,200</u> | <u>195,792</u> |
| Total liabilities and net assets | <u>\$ 475,901</u> | <u>\$ 480,834</u> |

See Notes to Financial Statements

ONE STEP FURTHER, INC.
Statements of Activities and Changes in Net Assets
Years Ended June 30, 2017 and 2016

ATTACHMENT A

| | 2017 | | | 2016 |
|---------------------------------------|------------------|------------------------|------------------|-------------------------------------|
| | Unrestricted | Temporarily Restricted | Total | Unrestricted Temporarily Restricted |
| Program Revenue: | | | | |
| Client fees | \$ 3,830 | \$ - | \$ 3,830 | \$ 13,210 |
| MNNC/CSC Fees | 15,652 | - | 15,652 | 19,470 |
| MNNC/Medicaid Appeals Fees | 32,780 | - | 32,780 | 30,365 |
| Guilford County - CBO | 32,343 | - | 32,343 | 44,994 |
| Guilford County - JCPC | 251,843 | - | 251,843 | 232,107 |
| Guilford County - Pre Trial | 100,000 | - | 100,000 | 99,999 |
| IOLTA | 850 | - | 850 | 330 |
| Conflict resolution training income | 200 | - | 200 | 1,625 |
| Total program revenue | 437,498 | - | 437,498 | 442,100 |
| Support Revenue: | | | | |
| Fidelity Charitable Trust Fund | 26,651 | - | 26,651 | 34,855 |
| United Way of Greater Greensboro | - | 19,867 | 19,867 | - |
| United Way of Greater High Point | - | 25,448 | 25,448 | - |
| Bryan Health and Human Services Grant | 12,500 | 12,500 | 25,000 | - |
| Bryan Community Enrichment Grant | 7,500 | 7,500 | 15,000 | - |
| In-kind donations | 545,208 | - | 545,208 | 345,126 |
| In-kind volunteer hours | 71,438 | - | 71,438 | 63,405 |
| In-kind rent | 9,000 | - | 9,000 | 16,638 |
| Fundraising | 16,433 | - | 16,433 | 2,000 |
| CSNP community contributions | 5,448 | - | 5,448 | 24,911 |
| EFSP-Food Purchase Funding | 4,000 | - | 4,000 | - |
| Total support revenue | 698,178 | 65,315 | 763,493 | 486,935 |
| Other Revenue: | | | | |
| Rent - Servant Center | - | - | - | 4,000 |
| Rent - Back Offices | 3,596 | - | 3,596 | - |
| Rent - RHarrissOffutt | 1,200 | - | 1,200 | - |
| Miscellaneous income | 648 | - | 648 | 118 |
| Interest income | 3 | - | 3 | 1 |
| Total other revenue | 5,447 | - | 5,447 | 4,119 |
| Total revenue | 1,141,123 | 65,315 | 1,206,438 | 933,154 |

See Notes to Financial Statements

ONE STEP FURTHER, INC.

Statements of Activities and Changes in Net Assets (Continued)

Years Ended June 30, 2017 and 2016

ATTACHMENT A

| | 2017 | | | 2016 | |
|--|--------------|------------------------|------------|--------------|------------------------|
| | Unrestricted | Temporarily Restricted | Total | Unrestricted | Temporarily Restricted |
| Net Assets Released From Restrictions: | | | | | |
| Satisfaction of program and time restrictions | \$ 62,455 | \$ (62,455) | \$ - | \$ 62,388 | \$ - |
| Total revenue and net assets released from restrictions | 1,203,578 | 2,860 | 1,206,438 | 995,542 | - |
| Expenses: | | | | | |
| Program services | 1,061,624 | - | 1,061,624 | 844,716 | - |
| Supporting services: | | | | | |
| Management and general | 129,333 | - | 129,333 | 114,161 | - |
| Fundraising | 6,533 | - | 6,533 | 3,752 | - |
| | 135,866 | - | 135,866 | 117,913 | - |
| Total expenses before depreciation and amortization | 1,197,490 | - | 1,197,490 | 962,629 | - |
| Changes in net assets before depreciation and amortization | 6,088 | 2,860 | 8,948 | 32,913 | - |
| Depreciation and amortization expense | 13,540 | - | 13,540 | 15,342 | - |
| Changes in net assets | (7,452) | 2,860 | (4,592) | 17,571 | - |
| Net assets, beginning | 133,337 | 62,455 | 195,792 | 115,766 | - |
| Net assets, ending | \$ 125,885 | \$ 65,315 | \$ 191,200 | \$ 133,337 | \$ - |

See Notes to Financial Statements

Statements of Cash Flows

Years Ended June 30, 2017 and 2016

| | 2017 | 2016 |
|--|------------------|------------------|
| Cash flows from operating activities: | | |
| Changes in net assets | \$ (4,592) | \$ 17,638 |
| Adjustments to reconcile changes in net assets to net cash provided by operating activities: | | |
| Depreciation and amortization | 13,540 | 15,342 |
| (Increase) decrease in: | | |
| Grants receivable | (4,726) | (7,661) |
| Promises to give | (2,860) | (67) |
| CSNP inventory | (116) | (7,567) |
| Receivable from employees | - | 427 |
| Other current assets | 2,830 | (1,500) |
| Increase (decrease) in: | | |
| Accounts payable | (1,707) | 10,403 |
| Other current liabilities | (16) | 391 |
| Accrued vacation pay | 2,324 | 4,377 |
| Net cash provided by operating activities | <u>4,677</u> | <u>31,783</u> |
| Cash flows from investing activities: | | |
| Purchase of property and equipment | (3,161) | - |
| Net cash used in investing activities | <u>(3,161)</u> | <u>-</u> |
| Cash flows from financing activities: | | |
| Payments on long-term debt | (12,685) | (14,035) |
| Net cash used in financing activities | <u>(12,685)</u> | <u>(14,035)</u> |
| Net increase (decrease) in cash and cash equivalents | (11,169) | 17,748 |
| Cash and cash equivalents at beginning of year | <u>20,249</u> | <u>2,501</u> |
| Cash and cash equivalents at end of year | <u>\$ 9,080</u> | <u>\$ 20,249</u> |
| Supplemental disclosure of cash flow information: | | |
| Cash payments for interest | <u>\$ 14,400</u> | <u>\$ 15,184</u> |
| Supplemental disclosures of non-cash investing and financing activities: | | |
| Property and equipment included in accounts payable | <u>\$ 11,743</u> | <u>\$ -</u> |

NOTE 1 - NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization

One Step Further, Inc., ("the Organization") is a nonprofit organization providing sentencing alternatives, victim restitution, conflict resolution, substance abuse counseling, and mediation services to residents of Guilford County within the criminal justice system. The Organization receives a variety of public and private funding from foundations, clubs, state, city and county agencies.

A summary of significant accounting policies follows:

Cash and Cash Equivalents

For purposes of reporting the statements of cash flows, the Organization includes all cash accounts and all highly liquid investments with maturities of three months or less as cash and cash equivalents.

Grants Receivable

Grants receivable at year end represent reimbursements or allocations due from related grant agreements or contracts. Grant payments outstanding longer than the contractual terms are considered past due. The Organization determines if an uncollectible allowance is necessary by considering a number of factors, including the length of time past due, the previous loss history, the Grantor's current ability to pay and the condition of the general economy as a whole. The Organization's policy is to write off receivables as bad debts when they become uncollectible. Subsequent receipts of amounts written off are credited against bad debts. As of June 30, 2017 and 2016, the Organization considers all grants receivable to be fully collectible.

Contributions and Promises to Give

Contributions, including promises to give, are recognized as revenue when they are received or unconditionally pledged. The Organization reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time and/or purpose restriction is satisfied, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of activities and changes in net assets as net assets released from restrictions. Contributions which have restrictions that are met in the same accounting period as received are included in unrestricted net assets during that period. As of June 30, 2017 and 2016, the Organization considers all promises to give receivables to be fully collectible.

CSNP Inventory

Inventory represents donated food for the Community Support and Nutrition Program. Inventory is stated using the lower of cost, as determined on the first-in, first-out basis ("FIFO"), or market.

Property and Equipment

Property and equipment are recorded at cost, or in the case of donated assets at fair market value at the date of donation, and depreciated using the straight-line method over the estimated useful lives of the assets.

NOTE 1 - NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Donated Assets, Facilities and Services

The Organization records the value of donated assets, facilities and services when there is an objective basis available to measure their value. Significant donated amounts are recorded at their fair value as a contribution and related purchase or expense. For the years ended June 30, 2017 and 2016, the Organization recorded \$625,646 and \$425,169, respectively, in donated service revenue and expense related to various programs including the Community Support and Nutrition Program.

Net Assets

The Organization reports information regarding its financial position and activities using three classes of net assets; unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Unrestricted net assets represent resources over which the Board of Directors has discretionary control and are used to carry out the operations of the Organization in accordance with its bylaws.

Temporarily restricted net assets represent resources currently available for use, but expendable only for those purposes specified by the donor. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of activities and changes in net assets as net assets released from restrictions. Temporarily restricted net assets received and expended during the same year are classified as unrestricted in the statements of activities and changes in net assets.

Permanently restricted net assets represent resources subject to donor-imposed stipulations that do not expire by passage of time, nor can be fulfilled or otherwise removed by the actions of the Organization. The Organization does not have any funds classified as permanently restricted net assets for the years ended June 30, 2017 and 2016.

Gifts of property and equipment are measured at their estimated values at the date of receipt and reported as unrestricted support, unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the Organization reports the expiration of donor restrictions when the donated or acquired long-lived assets are placed in service.

Functional Allocation of Expenses

The costs of providing the Organization's programs and the administration of the Organization have been allocated on a functional basis between program services and management and general in the statements of activities and changes in net assets.

Advertising Costs

Advertising costs are expensed as incurred.

NOTE 1 - NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Income Taxes

The Organization qualifies as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code ("IRC"). Accordingly, no provision for income taxes is reflected in the accompanying financial statements. The Organization qualifies for the charitable contribution deduction under the IRC.

It is the Organization's policy to evaluate all tax positions to identify any that may be considered uncertain. All identified material tax positions are assessed and measured by a more-likely-than-not threshold to determine if the tax position is uncertain and what, if any, the effect of the uncertain tax position may have on the financial statements. No material uncertain tax positions were identified for 2017 and 2016.

Subsequent Events

Management has evaluated events and transactions for potential recognition or disclosure through DATE, which is the date the financial statements were available to be issued.

NOTE 2 - PROGRAM ACTIVITIES

The following provides a description of the Organization's programs:

Adult Mediation Services - This program provides mediation sessions for adult parties who have disputes with others and are willing to participate in the mediation process. Staff and trained volunteer mediators facilitate each mediation session. Referrals come from the criminal justice system and community self-referrals. The program also provides Medicaid mediation services for Union and Anson Counties. (Client Assessment Fees Charged)

Juvenile Mediation Services - This program provides effective diversion, pre-adjudication, probation and re-entry options to address juvenile crime by utilizing Restorative Justice processes such as Victim-Offender Mediation, Family Group Conferencing, Truancy Mediation and Peacemaker Circles. Referrals come from juvenile court counselors, judges, school resource officers, school representatives, and the Department of Social Services. (Free Service)

NOTE 2 - PROGRAM ACTIVITIES (Continued)

Guilford County Teen Court Program - This program provides trials for first-offenders ages 8 to 17, pleading guilty to misdemeanors. A peer jury develops sentencing contracts that include community service, victim restitution, curfews, and self-enrichment programs. Offenders who do not successfully fulfill their contracts are sent to juvenile court for stricter sanctions and/or probationary supervision. (Free Service)

Guilford County Life Skills Program - This program provides classes for at-risk, undisciplined, or delinquent juveniles ages 8 to 17. Curriculum topics include conflict resolution, anger management, peer pressure, decision making, health and wellness, goal setting, and job readiness. Referrals are received from Teen Court, juvenile court counselors, school resource officers, school personnel, and the community. (Free Service)

Guilford County Community Service/Restitution - This program gives 7 to 16 year-old youth opportunities to work at human service and non-profit agencies to fulfill court-ordered community service and victim restitution sanctions. One Step Further pays the victims. Program staff monitors client performance and submits reports to juvenile court counselors. Referrals come from the juvenile court system. (Free Service)

Pre-Trial Release Resource Program - This provides offenders released from jail a structured program to address their needs while they await trial. Services include adult basic education, GED preparation, character education classes, employment and job readiness classes, adult life skills workshops, and anger management assistance. (Free Service)

Community Support and Nutrition Program ("CSNP") - This provides grocery assistance, nutrition information, financial management skills, and job readiness classes to Federal TEFAP (The Emergency Food Assistance Program) eligible low income Guilford County individuals and families including but not limited to the unemployed, the homeless, veterans, the LGBT community, the disabled, seniors, and immigrants seeking U.S. citizenship. (Free Service)

Family Factor Program ("FFP") - This provides a collaborative initiative that utilizes current LGBTQ (Lesbian/Gay/Bisexual/Transgender/Questioning) support services such as Youth SAFE and PFLAG (Parents, Families & Friends of Lesbians and Gays), family therapy community providers, schools, youth-serving community agencies and the juvenile justice system in conjunction with evidence-based LGBTQ curriculum discussions to improve family relationships and provide support and guidance to LGBTQ youth and their families. If successful, The Family Factor will decrease family rejection, improve family functioning, and increase support to prevent risk and promote their LGBTQ children's well-being. (Free Service)

NOTE 3 - LONG-TERM DEBT

Long-term debt consists of the following as of June 30, 2017 and 2016:

| | <u>2017</u> | <u>2016</u> |
|---|-------------------|-------------------|
| Note payable to a bank secured by a deed of trust on property with a carrying value of \$299,196 as of June 30, 2017. The note is payable in monthly installments of \$1,727, including interest at a variable rate of the Bank's Prime Rate plus 1% (5.25% as of June 30, 2017) with a floor of 6.250%, with all outstanding interest and principal due on September 22, 2018. | <u>\$ 222,981</u> | <u>\$ 235,666</u> |

Required future maturities of the note payable is as follows:

| <u>Year Ending June 30:</u> | |
|-----------------------------|-------------------|
| 2018 | \$ 6,622 |
| 2019 | 216,359 |
| | <u>\$ 222,981</u> |

Interest expense was \$14,400 and \$13,997 for the years ended June 30, 2017 and 2016, respectively.

NOTE 4 - RESTRICTIONS ON NET ASSETS

Temporarily and time restricted net assets as of June 30, 2017 and 2016, consist of the following:

| | <u>2017</u> | <u>2016</u> |
|--|------------------|------------------|
| Time restricted receivables available for use in subsequent year | <u>\$ 65,315</u> | <u>\$ 62,455</u> |

NOTE 5 - CONCENTRATIONS AND UNCERTAINTIES

The Organization maintains its cash in financial institutions insured by the Federal Deposit Insurance Corporation. Deposit accounts, at times, may exceed federally insured limits.

Revenue earned from Guilford County or passed through Guilford County amounted to approximately 32% and 38% of total revenue for the years ended June 30, 2017 and 2016, respectively. A decrease in funding from direct Guilford County funding or the Guilford County pass-through funding agency could dramatically affect the operations of the Organization.

NOTE 6 - RETIREMENT PLAN

All qualified employees of the Organization are eligible to participate in a voluntary defined contribution 403(b) pension plan. The Organization does not match employee contributions or contribute funds to the plan on behalf of employees.

NOTE 7 - RECLASSIFICATION

The prior year financial statements have been reclassified to conform with the current year presentation.

NOTE 8 - ACCOUNTING STANDARDS ISSUED BUT NOT YET EFFECTIVE

In February 2016, the Financial Accounting Standards Board ("FASB") issued Accounting Standards Update ("ASU") 2016-02, *Leases*. This update is effective for fiscal periods beginning after December 15, 2019 for nonpublic entities. Under the new standard, lessees will be required to recognize assets and liabilities on the balance sheet for the rights and obligations created by all leases with terms of more than 12 months. The standard will apply to both types of leases, capital (or finance) leases and operating leases. Previously, accounting principles generally accepted in the United States of America have required only capital leases to be recognized on lessee balance sheets. As under current accounting standards, the recognition, measurement, and presentation of expenses and cash flows arising from a lease for lessees primarily will depend on its classification as a finance or operating lease. For capital or finance leases, lessees will recognize amortization of the right-of-use asset separately from interest on the lease liability. For operating leases, lessees will recognize a single total lease expense. For both types of leases, lessees will recognize a right-of-use asset and a lease liability. Lessor accounting under the new standard will remain similar to lessor accounting under current accounting standards.

In August 2016, FASB issued ASU 2016-14, *Not-for-Profit Entities*. This update is effective for fiscal periods beginning after December 15, 2017. Under the new standard, there will be two classes of net assets (net assets with donor restrictions and net assets without donor restrictions) instead of the existing three classes of net assets (unrestricted, temporarily restricted, and permanently restricted). The new standard requires all not-for-profit entities to provide expenses and an analysis of expenses by both nature and function, and disclosure of the methods used to allocate those expenses among the various functions. ASU 2016-14 requires qualitative disclosure about how liquidity is managed including dates to meet the cash needs for the upcoming year. Investment returns will be presented net of all related external and direct internal expenses and the existing disclosure of the netted amounts is no longer required. The standard continues to allow not-for-profit entities to present the net amount of operating cash flows using either the direct or indirect method of reporting, while no longer requiring the indirect reconciliation if the direct method is used.

**Independent Auditor's Report
on Supplementary Information**

To the Board of Directors
One Step Further, Inc.
Greensboro, North Carolina

We have audited the financial statements of One Step Further, Inc. as of and for the year ended June 30, 2017 and have issued our report thereon dated DATE, which expressed an unmodified opinion on those financial statements, and appears on page 1. Our audit was performed for the purpose of forming an opinion on the financial statements as a whole. The schedule of activities by program for the year ended June 30, 2017, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Report on Summarized Comparative Information

We have previously audited the 2016 schedule of activities by program of One Step Further, Inc., and we expressed an unmodified audit opinion on the 2016 schedule in our report dated February 17, 2017. In our opinion, the summarized comparative information presented herein for the year ended June 30, 2016, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Bernard Robinson & Company, L.L.P.

Greensboro, North Carolina
DATE

| | Program Services | | | | | | | | Su |
|---------------------------------------|--------------------------------|-----------------------------------|---|--|--|---|--|-----------------------------|------------------------------|
| | Adult Mediation Services | Juvenile Mediation Services | Guilford County Teen Court Program | Guilford County Life Skills Program | Guilford County Community Service/ Restitution | Pre-Trial Release Resource Program | Community Support and Nutrition Program | Family Factor Program | Management and General |
| | | | | | | | | | |
| Program Revenue: | | | | | | | | | |
| Client fees | \$ 3,830 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| MNNC/CSC Fees | 7,807 | - | - | - | - | - | - | - | 7,845 |
| MNNC/Medicaid Appeals Fees | 27,906 | - | - | - | - | - | - | - | 4,874 |
| Guilford County - CBO | - | 10,126 | 7,780 | 1,197 | 8,550 | - | - | - | 4,690 |
| Guilford County - JCPC | - | 32,579 | 48,756 | 31,916 | 81,543 | - | - | - | 57,049 |
| Guilford County - Pre Trial | - | - | - | - | - | 64,099 | - | - | 35,901 |
| IOLTA | 850 | - | - | - | - | - | - | - | - |
| Conflict resolution training income | 200 | - | - | - | - | - | - | - | - |
| Bryan Health and Human Services Grant | - | - | - | - | - | - | - | - | - |
| Total program revenue | 40,593 | 42,705 | 56,536 | 33,113 | 90,093 | 64,099 | - | - | 110,359 |
| Support Revenue: | | | | | | | | | |
| Fidelity Charitable Trust Fund | 10 | - | - | - | - | - | 18,650 | - | 7,991 |
| United Way of Greater Greensboro | - | 1,569 | 7,267 | 2,216 | 5,934 | - | - | - | 2,881 |
| United Way of Greater High Point | 4,169 | 2,308 | 7,849 | 929 | 4,390 | - | 2,500 | - | 3,303 |
| Bryan Health and Human Services Grant | - | - | - | - | - | - | 25,000 | - | - |
| Bryan Community Enrichment Grant | - | - | - | - | - | - | - | 15,000 | - |
| In-kind donations | - | - | - | - | - | - | 545,208 | - | - |
| In-kind volunteer hours | - | 4,000 | 1,800 | - | 2,600 | - | 63,038 | - | - |
| In-kind rent | - | - | 3,600 | 3,000 | 2,400 | - | - | - | - |
| Fundraising | - | - | - | - | - | - | - | - | - |
| CSNP community contributions | - | - | - | - | - | - | 5,448 | - | - |
| EFSP-Food Purchase Funding | - | - | - | - | - | - | 4,000 | - | - |
| Total support revenue | 4,179 | 7,877 | 20,516 | 6,145 | 15,324 | - | 663,844 | 15,000 | 14,175 |
| Other Revenue: | | | | | | | | | |
| Rent - Servant Center | - | - | - | - | - | - | - | - | - |
| Rent - Back Offices | - | - | - | - | - | - | - | - | 3,596 |
| Rent - Foyer Office | - | - | - | - | - | - | - | - | 1,200 |
| Miscellaneous income | 550 | - | 55 | 10 | 33 | - | - | - | - |
| Interest income | - | - | - | - | - | - | - | - | 3 |
| Total other revenue | 550 | - | 55 | 10 | 33 | - | - | - | 4,799 |
| Total revenue | 45,322 | 50,582 | 77,107 | 39,268 | 105,450 | 64,099 | 663,844 | 15,000 | 129,333 |

See Independent Auditor's Report on Supplementary Information

| | Program Services | | | | | | | | Su | |
|--|--------------------------------|-----------------------------------|---|--|--|---|--|-----------------------------|------------------|------------------------------|
| | Adult Mediation Services | Juvenile Mediation Services | Guilford County Teen Court Program | Guilford County Life Skills Program | Guilford County Community Service/ Restitution | Pre-Trial Release Resource Program | Community Support and Nutrition Program | Family Factor Program | Total | Management and General |
| Expenses: | | | | | | | | | | |
| Personnel: | | | | | | | | | | |
| Salaries | \$ 54,690 | \$ 34,565 | \$ 55,839 | \$ 23,688 | \$ 60,450 | \$ 51,292 | \$ 26,000 | \$ 2,100 | \$ 308,624 | \$ 42,946 |
| ESC Payroll taxes | 258 | 261 | 309 | 274 | 250 | 512 | 278 | - | 2,142 | 341 |
| FICA Expense | 4,184 | 2,644 | 4,272 | 1,812 | 4,624 | 3,924 | 1,989 | 161 | 23,610 | 3,286 |
| Fringe benefits | 338 | 7,167 | 6,732 | 531 | 11,801 | 436 | 6,235 | 19 | 33,259 | 5,869 |
| Volunteer service hours | - | 4,000 | 1,800 | - | 2,600 | - | 63,038 | - | 71,438 | - |
| Food pantry expense | - | - | - | - | - | - | 548,104 | - | 548,104 | - |
| | <u>59,470</u> | <u>48,637</u> | <u>68,952</u> | <u>26,305</u> | <u>79,725</u> | <u>56,164</u> | <u>645,644</u> | <u>2,280</u> | <u>987,177</u> | <u>52,442</u> |
| CSR Restitution | - | - | - | - | 18,526 | - | - | - | 18,526 | - |
| Contractual services | - | - | 31 | 8,057 | - | 5,550 | 3,000 | - | 16,638 | - |
| Travel and training: | | | | | | | | | | |
| Staff training - conferences | 30 | 410 | 1,068 | 251 | 192 | 233 | - | - | 2,184 | - |
| Mileage reimbursement | 571 | 815 | 645 | 1,039 | 654 | 175 | 725 | - | 4,624 | - |
| | <u>601</u> | <u>1,225</u> | <u>1,713</u> | <u>1,290</u> | <u>846</u> | <u>408</u> | <u>725</u> | <u>-</u> | <u>6,808</u> | <u>-</u> |
| Other expenses: | | | | | | | | | | |
| Office supplies and expense | - | 41 | 474 | 356 | 751 | 615 | 139 | 113 | 2,489 | 2,500 |
| Printing | 118 | 323 | 446 | 211 | 766 | 117 | - | - | 1,981 | 600 |
| Postage | 112 | 209 | 331 | 209 | 460 | 198 | - | - | 1,519 | 500 |
| Repairs and maintenance | - | 340 | 322 | 290 | 299 | 164 | 289 | - | 1,704 | 8,900 |
| Rent | - | - | 3,600 | 3,000 | 2,400 | - | - | - | 9,000 | - |
| Interest expense and bank fees | - | - | - | - | - | - | - | - | - | 14,471 |
| Professional expense | - | - | - | - | - | - | - | - | - | 15,250 |
| Telephone | - | - | 1,549 | - | 1,861 | 80 | 340 | - | 3,830 | 1,520 |
| Dues and subscriptions | - | - | - | - | - | - | - | - | - | 1,631 |
| Miscellaneous expense | - | 770 | 1,091 | 338 | 344 | 1,819 | 862 | 32 | 5,256 | 7,819 |
| Utilities | 574 | - | 581 | - | 1,137 | 1,244 | - | - | 3,536 | 3,240 |
| Accident insurance | - | - | - | - | 552 | - | - | - | 552 | - |
| Professional liability/EPLI/D&O insurance | - | - | - | - | - | - | - | - | - | - |
| Workers' compensation | - | - | - | - | - | - | - | - | - | 8,469 |
| Commercial/property liability insurance | - | - | - | - | - | - | - | - | - | 4,742 |
| Van insurance | - | - | - | - | - | - | - | - | - | 7,249 |
| Fundraising expense | - | - | - | - | - | 2,608 | - | - | 2,608 | - |
| Total other expenses | <u>804</u> | <u>1,683</u> | <u>8,394</u> | <u>4,404</u> | <u>8,570</u> | <u>6,845</u> | <u>1,630</u> | <u>145</u> | <u>32,475</u> | <u>76,891</u> |
| Total expenses | <u>60,875</u> | <u>51,545</u> | <u>79,090</u> | <u>40,056</u> | <u>107,667</u> | <u>68,967</u> | <u>650,999</u> | <u>2,425</u> | <u>1,061,624</u> | <u>129,333</u> |
| Changes in net assets before depreciation and amortization | (15,553) | (963) | (1,983) | (788) | (2,217) | (4,868) | 12,845 | 12,575 | (952) | - |
| Uncollected accounts receivable | - | - | - | - | - | - | - | - | - | - |
| Depreciation and amortization expense | - | - | - | - | - | - | - | - | - | 13,540 |
| Changes in net assets | <u>\$ (15,553)</u> | <u>\$ (963)</u> | <u>\$ (1,983)</u> | <u>\$ (788)</u> | <u>\$ (2,217)</u> | <u>\$ (4,868)</u> | <u>\$ 12,845</u> | <u>\$ 12,575</u> | <u>\$ (952)</u> | <u>\$ (13,540)</u> |

See Independent Auditor's Report on Supplementary Information

**ONE STEP FURTHER, INC.
BOARD OF DIRECTORS
FY 2017-18**

| <u>NAME</u> | <u>ADDRESS</u> | <u>PHONE/FAX</u> | <u>EMAIL</u> | <u>TERM EXP.</u> |
|--|--|---|--|--------------------------------|
| Andrena Coleman PRESIDENT (Re-Elected 7/17) | 2602 Parker Baldwin Lane Greensboro, NC 27406 | Cell: 254-4703 Work: 543-3882 | andrena_coleman@hotmail.com acoleman@bennett.edu | 6/19 (3rd Term Exp) |
| Clarence Bryant VICE PRESIDENT (Elected 7/17) | 3007 Woodbluff Drive Greensboro, NC 27406 | Cell: 336-420-0299 OR 336-373-7472 | Clarence.Bryant@greensboro-nc.gov | 5/19(2 nd TermExp) |
| Stephen Pritchard TREASURER (Elected 7/17) | 804 Green Valley Road Suite 200 Greensboro, NC 27408 | Work: 336-609-5139 Fax: 336.273.7293 | spritchard@iislaw.com | 9/19 (1 st TermExp) |
| Jane Cauthen SECRETARY (Re-Elected 7/17) | 109 Hawkins Drive Greensboro, NC 27410 | Home: 299-2089 Cell: 707-5248 | jccauthen@aol.com | 9/19 (2nd Term Exp) |
| Henry Isaacson | 5 Pontesbury Place Greensboro, NC 27408 | Work: 275-7626 Fax: 273-7293 Cell: 420-0760 | hisaacson@iislaw.com | 6/18(4th Term Exp) |
| Polly Sizemore | 505 Miltwood Drive Greensboro, NC 27455 | Home: 282-5228 Work: 412-7749 Cell: 202-6188 Fax: 412-7778 | Polly.D.Sizemore@nccourts.org | 4/19 (2nd Term Exp) |
| The Honorable Judge Angie B. Fox | 3710 Hazel Lane Greensboro, NC 27408 | Home: 420-6466 | angibullardfox@gmail.com | 9/19 (2nd Term Exp) |

| | | | | |
|---------------------------|---|--|--|---------------------------------|
| A. Robert Phillips | 103 Lawrence Street Greensboro, NC 27406 Mailing: P.O. Box 3091 Greensboro, NC 27402 | Home: 617-797-5585 | arobert90@aol.com | 7/20 (2 nd Term Exp) |
| Patsye Drew | 401 Hannah McKenzie Dr. Greensboro, NC 27455 | Cell: 336-817-2541 Work: 336-273-0382 or 336-273-4283 | pdrew708@aol.com | 12/17(1 st Term Exp) |
| Shawn Smalls | 3511 Sherburne Lane Greensboro, NC 27405 | Work: 336-761-2004, ext.209 Cell: 336-210-1849 Fax: 336-761-2438 | shaww1417@yahoo.com | 12/17(1 st Term Exp) |
| Brennan Aberle | P.O. Box 2368 Greensboro, NC 27402 | Cell: 336-412-7777 | Albert.B.Aberle@nccourts.org | 1/19(1 st Term Exp) |
| Jacqueline King | 104 Queensbury Court Greensboro, NC 27405 | Cell: 336-541-6509 | jackierking@att.net | 1/19(1 st Term Exp) |
| Tom Terrell | 300 N. Greene Street Suite 1400 Greensboro, NC 27401 | Work: 336-378-5412 | tom.terrell@smithmoorelaw.com | 1/19(1 st Term Exp) |
| Executive Staff: | Yvonne J. Johnson Executive Director One Step Further, Inc. 623 Eugene Court Greensboro, NC 27401 | Work: 336-275-3699 Cell: 336-255-3060 Fax: 336-378-0959 | sayers@onestepfurther.com | |

FY 2018-19 Projected Revenue

| | 9 | 1 | 13 | 4 | 6 | 7 | 14 | 15 | 16 |
|--------------------------------------|---------|-------|--------|---------|-------|--------|--------|--------|----------------|
| | PRETR | MED | JUVMED | TC-GULF | LS | CSR | CSPN | FAMFAC | TC-ALAM AGENCY |
| Alamance County | | | | | | | | | 3000 |
| United Way of GSO | | | 1835 | 8500 | 2592 | 6940 | | | 19867 |
| United Way of GHP | | 4848 | 2700 | 9180 | 1086 | 5134 | 10000 | | 32948 |
| Guilford County-CBO1 | | | 11843 | 10000 | 4000 | 11000 | | | 36843 |
| Guilford County-CBO2/PRE-TRIAL | 1000000 | | | | | | | | 1000000 |
| Private Foundation Grants | | | | 3550 | | | | 2000 | 5550 |
| Bryan Human Svcs. (FY2018-19) | | | | | | | 25000 | | 25000 |
| Medicaid Mediation Fees | | 20000 | | | | | | | 20000 |
| MNNC-CSC Fees | | 15500 | | | | | | | 15500 |
| IOLTA | | | | | | | | | |
| Fidelity Charitable Trust | | | | 1450 | | 1089 | 18076 | 4385 | 25000 |
| Contributions (Second/Harvest Match) | | | | | | | 3360 | | 3360 |
| Bryan CEVG (FY2018-19) | | | | | | | | 15000 | 15000 |
| Training Fees | | 3000 | 300 | | | | | | 3300 |
| Human Race | | 1000 | | | | | 1800 | 1000 | 3800 |
| EFSP-Phase 35 | | | | | | | 4000 | | 4000 |
| Second Harvest Food Bank | | | | | | | | | |
| JCPC-Alamance | | | | | | | | | |
| JCPC-Guilford | | | | | | | | | |
| Office Rent2-(Foyer Office) | | 3000 | 37991 | 72075 | 40213 | 102000 | | | 52933 |
| Office Rent3-(Back Offices) | | | | 2400 | | 2400 | | | 252279 |
| Employee Insurance Contributions | | 240 | | 1560 | | 2400 | | | 3000 |
| SUBTOTAL CASH REVENUE | 100240 | 47588 | 54669 | 108715 | 47891 | 130963 | 63436 | 22385 | 4800 |
| FUNDRAISER | | 197 | 1750 | 3500 | 5500 | 8052 | 1920 | | 1200 |
| CASH REVENUE | 100240 | 47785 | 56419 | 112215 | 53391 | 139015 | 65356 | 22385 | 57133 |
| IN-KIND CSR VOLUNTEER HOURS | | | 1500 | 1800 | | 2600 | 30000 | 1000 | 653939 |
| IN-KIND RENT FEES | | | | 3600 | 3000 | 2400 | 2400 | 1250 | 46980 |
| IN-KIND FOOD CONTRIBUTIONS | | | | | | | 540000 | 500 | 14450 |
| IN-KIND INSURANCE COVERAGE | | | | | | | | | 540500 |
| TOTAL REVENUE | 100240 | 47785 | 57919 | 117615 | 56391 | 144015 | 637756 | 25135 | 1257069 |

**2018-19 PROJECTED BUDGET
PRETRIAL RELEASE RESOURCE PROGRAM**

ATTACHMENT A

| EXPENSES | | PRETR |
|---|--------------------|---------------|
| A. Personnel | | |
| 1. Salaries | | 57447 |
| 2. Fringe Benefits | | |
| | a. FICA | 4395 |
| | b. Hospitalization | 852 |
| | c. Workers Comp | 300 |
| | d. Unemployment | 814 |
| B. Contractual Services | | |
| 1. Instructor Fees/Program Asst. | | 9000 |
| 2. Audit/990 Prep | | 3800 |
| 3. Interpreter Services | | 1000 |
| C. Supplies | | |
| 1. Office Supplies/Educ. Supplies | | 2000 |
| 2. Housekeeping Supplies/Vol. Apprec. | | 400 |
| 3. Program Refreshments/Food Purchases | | 500 |
| D. Travel | | |
| 1. Mileage Reimbursement | | 200 |
| 2. Conference/Meeting Expense | | 400 |
| 3. Client Bus Passes | | 3000 |
| 4. Box Truck Mileage/Rental Expense | | |
| E. Operating Expense | | |
| 1. Storage Facility/Office Rental Space | | 300 |
| 2. Office Occupancy (GSO Mortgage) | | 16932 |
| 3. Utilities | | 3500 |
| 4. Telephone | | |
| 5. Postage | | 1000 |
| 6. Printing | | 3500 |
| 7. Repairs/Maintenance | | 2100 |
| 8. Prop/Commercial Insurance/Bonding | | |
| 9. Dues/Subscriptions | | |
| 10. Victim Restitution | | |
| 12. Equipment Lease(Post.Meter/Copier) | | 500 |
| 13. Van Insurance | | 900 |
| 14. Van Gas/Maintenance | | 500 |
| 15. ProfLiab/D&O/EPLI | | |
| 16. Client Accident Insurance | | |
| TOTAL CASH EXPENSE | | 100240 |

REVENUE

| | |
|----------------------------------|---------------|
| Guilford County- PRE-TRIAL | 100000 |
| Employee Insurance Contributions | 240 |
| CASH REVENUE | 100240 |

PreTrial Release Resource Program Performance Measures

| Activities | Outputs | | | | |
|--|--|--|---|--|--|
| | 2014-2015 | 2015-2016 | 2016-2017 | 2017-2018 (Projected) | 2018-2019 (Proposed) |
| (1) Receive client referrals from court officials and schedule intake assessment sessions. | 180 Client Referrals | 198 Client Referrals | 249 Client Referrals | 280 Client Referrals | 300 Client Referrals |
| (2) Schedule clients to attend one or more recommended rehabilitative, educational, or support services. | 175 Intake Sessions Scheduled 175 clients scheduled to attend one or more recommended rehabilitative, educational, or support services. | 182 Intake Sessions Scheduled 182 clients scheduled to attend one or more recommended rehabilitative, educational, or support services. | 231 Intake Sessions Scheduled 225 clients scheduled to attend one or more recommended rehabilitative, educational, or support services. | 272 Intake Sessions Scheduled 272 clients scheduled to attend one or more recommended rehabilitative, educational, or support services. | 295 Intake Sessions Scheduled 295 clients scheduled to attend one or more recommended rehabilitative, educational, or support services. |
| (3) Monitor client class attendance and class progress. | 175 clients monitored for class attendance and class progress. | 182 clients monitored for class attendance and class progress. | 225 clients monitored for class attendance and class progress. | 272 clients monitored for class attendance and class progress. | 295 clients monitored for class attendance and class progress. |
| (4) Submit letters of successful or unsuccessful program completion to Guilford County judicial referral sources (these letters will be presented at the clients' trials). | 170 Successful program completion letters submitted to judicial referral sources. 5 Unsuccessful program completion letters submitted to judicial referral sources. | 176 Successful program completion letters submitted to judicial referral sources. 6 Unsuccessful program completion letters submitted to judicial referral sources. | 207 Successful program completion letters submitted to judicial referral sources. 18 Unsuccessful program completion letters submitted to judicial referral sources. | 267 Successful program completion letters submitted to judicial referral sources. 5 Unsuccessful program completion letters submitted to judicial referral sources. | 288 Successful program completion letters submitted to judicial referral sources. 7 Unsuccessful program completion letters submitted to judicial referral sources. |
| (5) Distribute evaluation forms to clients and compile data from returned evaluations. | 170 Client program evaluation forms distributed | 176 Client program evaluation forms distributed | 207 Client program evaluation forms distributed | 267 Client program evaluation forms distributed | 288 Client program evaluation forms distributed |

ATTACHMENT B



Guilford County Expenditure Report FY _____

Grantee / Reimbursement Request Information

| | | |
|------------------------------------|------------------------------------|---|
| Agency Name | <input type="text"/> | |
| Contact Person / Position | <input type="text"/> | |
| Phone | <input type="text"/> | |
| Email Address | <input type="text"/> | |
| Date of Request | <input type="text"/> | |
| FY _____ Grant Award Budget | <input type="text"/> | Enter total grant award amount |
| YTD Request (excluding this month) | <input type="text"/> | minus Enter total of all prior requests up to, but not including, this quarter. |
| Current Quarter Request | <input type="text"/> | minus Enter the current quarter's request. |
| YTD Grant Balance | <input type="text" value="\$ -"/> | equals |
| Month This Report Covers | <input type="text" value="1-Jul"/> | <input type="text"/> |

Expenditures

| | Prior Quarters) Actual | Current Quarter Actual | YTD Actual | Program Budget | % of Budget Expended |
|----------------------|---------------------------|---------------------------|---------------|-------------------|-------------------------|
| Personnel Services | | | | | |
| Supplies & Materials | | | | | |
| Services | | | | | |
| Other | | | | | |
| Capital Outlay | | | | | |
| Total | \$ - | \$ - | \$ - | \$ - | |

Approvals (Signatures are required of both the Preparer and Reviewer)

| | | |
|--------------------------------|----------------------|--|
| Prepared By: | <input type="text"/> | |
| Signature | <input type="text"/> | |
| Date | <input type="text"/> | |
| Reviewed By: (Guilford County) | <input type="text"/> | |
| Signature | <input type="text"/> | |
| Date | <input type="text"/> | |

Attachment C



GUILFORD COUNTY PERFORMANCE REPORT

Date: _____

Agency/Program _____

Allocation for FY _____:

County funds requested for the reporting period: **Quarter/Date** _____

Submitted by Program Manager: _____ (name)

Contact phone # and email address: _____

All of the following questions must be answered, **supplying numerical counts and specific details:**

How has the agency used Guilford County funding during this reporting period?

Who is your target population?

How many unduplicated clients/citizens have you directly impacted (served to date)?

Please describe any efforts made to collaborate with other organizations to achieve your goals?

Have you matched or leveraged Guilford County funds with other revenues/contributions?

If yes, state the dollar amounts.

Please describe your program evaluation method/ process and results.

List tangible ways that the agency has impacted County residents as a result of receiving funds.

How are you pursuing grants and alternate sources of revenue to support this program?

Please describe any efforts made to maximize the efficiency and effectiveness of your program?

Other pertinent information:

1. Program Strengths
2. Program weaknesses
3. Future plans

***Submission of this document indicates the above reported information accurately reflects program operations and activities, and is in compliance with the Guilford County Contract and Award Letter [Please type responses on this form and submit it electronically with your other quarterly materials for reimbursement.]**

Attachment D - Grant for Jail Diversion Services Strategic Outcomes Quarterly Report

| Outcome Indicator | One Step Further | |
|--|------------------|-----|
| | Quarter | YTD |
| Unduplicated number of consumers referred to Pre-Trial Release Resource Program | | |
| Unduplicated number of consumers who participated in the Pre-Trial Release Resource Program | | |
| Number of consumers who participated in GED/ABE Instruction | | |
| Number of consumers who participated in Parenting Skills Instruction | | |
| Number of consumers who participated in Employment Readiness Instruction | | |
| Number of consumers who participated in Money Management & Budget/Credit Counseling | | |
| Number of consumers who participated in Anger Management Instruction | | |
| Number of consumers who participated in Attitude Orientation and Values Clarification Instruction | | |
| Number of consumers who participated in Group Outpatient Substance Abuse Counseling | | |
| Number and percentage of consumers successfully completing program | | |
| Number and percentage of consumers attending all required classes | | |
| Number and percentage of consumers who commit no additional offense during participation in the Pre-Trial Release Resource Program | | |
| Number and percentage of consumers who commit no additional offense during 6 months following completion of the Pre-Trial Release Resource Program | | |
| List of referral sources and the number of consumers referred from each source (please attach). | | |

ATTACHMENT E - HIPAA BUSINESS ASSOCIATE ADDENDUM

THIS CONTRACT is hereby made and entered into this first day of July, 2018, between **ONE STEP FURTHER, INC.**, a non-profit corporation (hereinafter referred to as the "**AGENCY**"); and **GUILFORD COUNTY on behalf of the GUILFORD COUNTY CHILD SUPPORT ENFORCEMENT AND COURT SERVICES DEPARTMENT** (hereinafter referred to as the "**LME**" or "**LOCAL MANAGEMENT ENTITY**"), and collectively referred to as the "Parties."

THIS BUSINESS ASSOCIATE ADDENDUM between the Parties (regarding the Health Insurance Portability and Accountability Act of 1996 ("HIPAA")) is hereby attached, made a part of, and is incorporated into GUILFORD COUNTY Contract.

Definitions

Terms used, but not otherwise defined, in this Addendum shall have the same meaning as those terms in 45 CFR 160.103 and 164.501.

- A. Individual.** "Individual" shall have the same meaning as the term "individual" in 45 CFR 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR 164.502(g).
- B. Privacy Rule.** "Privacy Rule" shall mean the standards for privacy of individual identifiable health information at 45 CFR part 160 and part 164, subparts A and E.
- C. Protected Health Information.** "Protected Health Information" shall have the same meaning, as the term "protected health information" is 45 CFR 164.501, limited to the information created or received by the Business Associate from or on behalf of the Covered Entity.
- D. Required by Law.** "Required by Law" shall have the same meaning as the term "required by law" in 45 CFR 164.501.
- E. Secretary.** "Secretary" shall mean the Secretary of the Department of Health and Human Services or his/her designee.
- F. Data Aggregation.** "Data Aggregation" shall mean, with respect to Protected Health Information created or received by the Business Associate in its capacity as the business associate of the Covered Entity, the combining of such Protected Health Information by the Business Associate with the Protected Health Information received by the Business Associate in its capacity as a business associate of another covered entity, to permit data analyses that relate to the health care operations of the respective covered entities.
- G. Designated Record Set.** "Designated Record Set" shall mean a group of records maintained by or for the Covered Entity that is (i) the medical records and billing records about individuals maintained by or for the Covered Entity, (ii) the enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or (iii) used, in whole or in part, by or for the Covered Entity to make decisions about individuals. As used herein the term "Record" means any item, collection, or grouping of information that includes

ATTACHMENT E - HIPAA BUSINESS ASSOCIATE ADDENDUM

Protected Health Information and is maintained, collected, used, or disseminated by or for the Covered Entity.

- H. Electronic Media.** “Electronic Media” shall mean the mode of electronic transmissions. It includes the Internet, extranet (using Internet technology to link a business with information only accessible to collaborating Parties), leased lines, dial-up lines, private networks and those transmissions that are physically moved from one location to another using magnetic tape, disk or compact disk media.

Recitals

- A.** The U.S. Department of Health and Human Services has issued regulations on “Privacy Standards for Individually Identifiable Health Information,” implementing the Health Insurance Portability and Accountability Act of 1996 (the “Privacy Standards”).
- B.** Covered Entity is a service provider. The U.S. Department of Health and Human Services has issued final regulations, pursuant to the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), governing the privacy of Individually Identifiable Health Information obtained, created or maintained by certain entities, including health care providers.
- C.** Business Associate either 1) performs certain functions for, or on behalf of the Covered Entity involving the disclosure of Protected Covered Entity Health Information (“PHI”) by the Covered Entity to Business Associate, or the creation or receipt of PHI by Business Associate on behalf of the Covered Entity; or 2) provides legal, actuarial, accounting, consulting, data aggregation, management, accreditation, administrative or financial services for the Covered Entity involving the disclosure of Protected Health Information (“PHI”) by the Covered Entity or another business associate of the Covered Entity.
- D.** The Parties of this Addendum agree to enter into this agreement to protect PHI, and to amend any agreements between them, whether oral or written, with the execution of this Addendum.

In consideration of the mutual promises and agreements below and in order to comply with all legal requirements for the protection of this information, the Parties agree as follows:

General Provisions

- A. Effect.** This Addendum supplements, modifies and amends any and all agreements, whether oral or written, between the Parties involving the disclosure of PHI by the Covered Entity to Business Associate, or the creation or receipt of PHI by Business Associate on behalf of the Covered Entity. The terms and provisions of the Addendum shall supersede any other conflicting or inconsistent terms and provisions in any agreements between the Parties, including all exhibits or other attachments thereto and all documents incorporated therein by reference. Without limitation of the foregoing, any limitation or exclusion of damages provisions shall not be applicable to this Addendum.
- B. Amendment.** Business Associate and the Covered Entity agree to amend this Addendum to the extent necessary to allow either Party to comply with the Privacy Standards, the Standards for Electronic Transactions (45 CFR Parts 160 and 162) and the Security Standards (45 CFR Part

ATTACHMENT E - HIPAA BUSINESS ASSOCIATE ADDENDUM

142) (collectively, the “Standards”) promulgated or to be promulgated by the Secretary or other regulations or statutes. Business Associate agrees that it will fully comply with all such Standards and that it will agree to amend this Addendum to incorporate any material required by the Standards.

Obligations of Business Associate

- A. Use and Disclosure of Protected Health Information.** Business Associate may use and disclose Protected Health Information only as required to satisfy its obligations under the Agreement(s), as permitted herein, or required by law, but shall not otherwise use or disclose any Protected Health Information. Business Associate shall not, and shall ensure that its directors, officers, employees, contractors and agents do not, use or disclose Protected Health Information received from the Covered Entity in any manner that would constitute a violation of the Privacy Standards if so used or disclosed by the Covered Entity, except that Business Associate may use or disclose Protected Health Information (i) for Business Associate's proper management and administrative services, (ii) to carry out the legal responsibilities of Business Associate or (iii) to provide data aggregation services relating to the health care operations of the Covered Entity if required under the Agreement(s). Business Associate hereby acknowledges that, as between Business Associate and the Covered Entity, all Protected Health Information shall be and remain the sole property of the Covered Entity, including any and all forms thereof developed by Business Associate in the course of its fulfillment of its obligations pursuant to this Addendum. Business Associate further represents that, to the extent Business Associate requests that the Covered Entity disclose Protected Health Information to Business Associate, such a request is only for the minimum necessary Protected Health Information for the accomplishment of Business Associate's purpose.
- B. Safeguards Against Misuse of Information.** Business Associate agrees that it will use all appropriate safeguards to prevent the use or disclosure of Protected Health Information other than pursuant to the terms and conditions of this Addendum.
- C. Reporting of Disclosures of Protected Health Information.** Business Associate shall, within thirty (30) days of becoming aware of any use or disclosure of Protected Health Information in violation of this Addendum by Business Associate, its officers, directors, employees, contractors or agents or by a third party to which Business Associate disclosed Protected Health Information, report any such disclosure to the Covered Entity.
- D. Agreements by Third Parties.** Business Associate shall obtain and maintain an agreement with each agent or subcontractor that has or will have access to Protected Health Information, which is received from, or created or received by Business Associate on behalf of the Covered Entity, pursuant to which agreement such agent or subcontractor agrees to be bound by the same restrictions, terms and conditions that apply to Business Associate pursuant to this Addendum with respect to such Protected Health Information.
- E. Access to Information.** Within five (5) business days of a request by the Covered Entity for access to Protected Health Information about an individual contained in a Designated Record Set, Business Associate shall make available to the Covered Entity such Protected Health Information for so long as such information is maintained in the Designated Record Set. In the event any

ATTACHMENT E - HIPAA BUSINESS ASSOCIATE ADDENDUM

individual requests access to Protected Health Information directly from Business Associate, Business Associate shall within five (5) business days forward such request to the Covered Entity. Any denials of access to the Protected Health Information requested shall be the responsibility of the Covered Entity. **[Not necessary if Business Associate does not have Protected Health Information in a Designated Record Set.]**

F. Availability of Protected Health Information for Amendment. Within ten (10) days of receipt of a request from the Covered Entity for the amendment of an individual's Protected Health Information or a record regarding an individual contained in a Designated Record Set (for so long as the Protected Health Information is maintained in the Designated Record Set), Business Associate shall provide such information to the Covered Entity for amendment and incorporate any such amendments in the Protected Health Information as required by 45 C.F.R. §164.526. **[Not necessary if Business Associate does not have Protected Health Information in a Designated Record Set.]**

G. Accounting of Disclosures. Within ten (10) days of notice by the Covered Entity to Business Associate that it has received a request for an accounting of disclosures of Protected Health Information, other than related to the treatment of the patient, the processing of payments related to such treatment, or the operation of a Covered Entity or its Business Associate and not relating to disclosures made earlier than six (6) years prior to the date on which the accounting was requested, Business Associate shall make available to the Covered Entity such information as is in Business Associate's possession and is required for the Covered Entity to make the accounting required by 45 C.F.R. §164.528. At a minimum, Business Associate shall provide the Covered Entity with the following information: (i) the date of the disclosure, (ii) the name of the entity or person who received the Protected Health Information, and if known, the address of such entity or person, (iii) a brief description of the Protected Health Information disclosed, and (iv) a brief statement of the purpose of such disclosure which includes an explanation of the basis for such disclosure. In the event the request for an accounting is delivered directly to Business Associate, Business Associate shall within two (2) days forward such request to the Covered Entity. Business Associate hereby agrees to implement an appropriate record keeping process to enable it to comply with the requirements of this Section.

H. Availability of Books and Records. Business Associate hereby agrees to make its internal practices, books and records relating to the use and disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of, the Covered Entity available to the Secretary for purposes of determining the Covered Entity's and Business Associate's compliance with the Privacy Standards.

I. Indemnification. Business Associate hereby agrees to indemnify and hold the Covered Entity harmless from and against any and all liability and costs, including attorneys' fees, created by a breach of this Addendum by Business Associate, its agents or subcontractors, without regard to any limitation or exclusion of damages provision otherwise set forth in the Agreement(s) only to the extent permitted by the NC Tort Claims Act without waiving sovereign immunity.

ATTACHMENT E - HIPAA BUSINESS ASSOCIATE ADDENDUM

- J. Insurance.** Business Associate shall obtain and maintain during the term of this Addendum liability insurance covering claims based on a violation of the Standards or any applicable state law or regulation concerning the privacy of patient information and claims based on its obligations pursuant to this Addendum in an amount not less than \$1,000,000 per claim. Such insurance shall be in the form of occurrence-based coverage and shall name the Covered Entity as an additional named insured. A copy of such policy or a certificate evidencing the policy shall be provided to the Covered Entity upon written request.
- K. Notice of Request for Data.** Business Associate agrees to notify the Covered Entity within five (5) business days of Business Associate's receipt of any request or subpoena for Protected Health Information. To the extent that the Covered Entity decides to assume responsibility for challenging the validity of such request, Business Associate agrees to cooperate fully with the Covered Entity in such challenge.
- L. Injunction.** Business Associate hereby agrees that the Covered Entity will suffer irreparable damage upon Business Associate's breach of this Addendum and that such damages shall be difficult to quantify. Business Associate hereby agrees that the Covered Entity may file an action for an injunction to enforce the terms of this Addendum against Business Associate, in addition to any other remedy the Covered Entity may have.

Term and Termination

- A. Term.** This Addendum shall become effective on the Effective Date and, unless otherwise terminated as provided herein, shall have a term that shall run concurrently with that of the last expiration date or termination of the Agreement(s).
- B. Termination Upon Breach of Provisions Applicable to Protected Health Information.** Any other provision of the Agreement(s) notwithstanding, this Addendum and the Agreement(s) may be terminated by the Covered Entity upon five (5) business days written notice to Business Associate in the event that the Business Associate breaches any provision contained in this Addendum and such breach is not cured within such five (5) business day period; provided, however, that in the event that termination of this Addendum and the Agreement(s) is not feasible, in the Covered Entity's sole discretion, Business Associate hereby acknowledges that the Covered Entity shall have the right to report the breach to the Secretary, notwithstanding any other provision of this Addendum or any Agreement(s) to the contrary.
- C. Return or Destruction of Protected Health Information upon Termination.** Upon termination of this Addendum, Business Associate shall either return or destroy all Protected Health Information received from the Covered Entity or created or received by Business Associate on behalf of the Covered Entity and which Business Associate still maintains in any form. Business Associate shall not retain any copies of such Protected Health Information. Notwithstanding the foregoing, to the extent that the Covered Entity agrees that it is not feasible to return or destroy such Protected Health Information, the terms and provisions of this Addendum shall survive such termination and such Protected Health Information shall be used or

ATTACHMENT E - HIPAA BUSINESS ASSOCIATE ADDENDUM

disclosed solely for such purpose or purposes which prevented the return or destruction of such Protected Health Information.

D. The Covered Entity's Right of Cure. At the expense of Business Associate, the Covered Entity shall have the right to cure any breach of Business Associate's obligations under this Addendum. The Covered Entity shall give Business Associate notice of its election to cure any such breach and Business Associate shall cooperate fully in the efforts by the Covered Entity to cure Business Associate's breach. All requests for payment for such services of the Covered Entity shall be paid within thirty (30) days except that Business Associate shall have five (5) business days as noted in Section B to cure such breach. Covered Entity may cure breach upon expiration of the 5th business day.

E. Transition Assistance. Following the termination of this Addendum and the Agreement(s) for any reason, Business Associate agrees to provide transition services for the benefit of the Covered Entity, including the continued provision of its services required under the Agreement(s) until notified by the Covered Entity that the alternative provider of services is able to take over the provision of such services and the transfer of the Protected Health Information and other data held by the Business Associate related to its services under the Agreement(s).

(The remainder of this page is intentionally left blank.
This Contract continues on the follow page with signatures.)

ATTACHMENT F

STATE GRANT CERTIFICATION – NO OVERDUE TAX DEBTS

Instructions: Grantee should complete this certification for all state funds received. Entity should enter appropriate data in the yellow highlighted areas. The completed and signed form should be provided to the state agency funding the grant to be attached to the contract for the grant funds. A copy of this form, along with the completed contract, should be kept by the funding agency and available for review by the Office of the State Auditor.

Date of Certification: _____

To: State Agency Head and Chief Fiscal Officer

Certification:

We certify that One Step Further, Inc. does not have any overdue tax debts, as defined by N.C.G.S. §105-243.1, at the federal, State, or local level. We further understand that any person who makes a false statement in violation of N.C.G.S. §143C-6-23(c) is guilty of a criminal offense punishable as provided by N.C.G.S. §143-34(b).

Sworn Statement:

Allen Broach and Henry Isaacson, being duly sworn, say that we are the Board Chair and Treasurer, respectively, of ONE STEP FURTHER, INC. of Greensboro in the State of North Carolina and that the foregoing certification is true, accurate and complete to the best of our knowledge and was made and subscribed by us. We also acknowledge and understand that any misuse of State funds will be reported to the appropriate authorities for further action.

Board Chair

Treasurer

Sworn to and subscribed before me on the day of the date of said certification.

(Notary Signature and Seal)

My Commission Expires: _____

If there are any questions, please contact the North Carolina Office of the State Auditor:

Leigh Ann Kerr @ (919) 807-7535 or
Harriet Abraham @ (919) 807-7673.

¹ G.S. 105-243.1 defines: “Overdue tax debt. – Any part of a tax debt that remains unpaid 90 days or more after the notice of final assessment was mailed to the taxpayer. The term does not include a tax debt, however, if the taxpayer entered into an installment agreement for the tax debt under G.S. 105-237 within 90 days after the notice of final assessment was mailed and has not failed to make any payments due under the installment agreement.”

ATTACHMENT G – CONFLICT OF INTEREST POLICY

Instructions: This document is intended as an aid to assist non-State entities in establishing a conflict of interest policy. It is not intended to be used verbatim, but rather to serve as a template for nongovernmental organizations as they craft their individual conflict of interest policy. This example includes definitions of what is considered unacceptable, and the consequences of any breaches thereof. Each organization that chooses to use this template should take care to make changes that reflect the individual organization.

The Board of Directors/Trustees or other governing persons, officers, employees or agents are to avoid any conflict of interest, even the appearance of a conflict of interest. The Organization's Board of Directors/Trustees or other governing body, officers, staff and agents are obligated to always act in the best interest of the organization. This obligation requires that any Board member or other governing person, officer, employee or agent, in the performance of Organization duties, seek only the furtherance of the Organization mission. At all times, Board members or other governing persons, officers, employees or agents, are prohibited from using their job title, the Organization's name or property, for private profit or benefit.

A. The Board members or other governing persons, officers, employees, or agents of the Organization should neither solicit nor accept gratuities, favors, or anything of monetary value from current or potential contractors/vendors, persons receiving benefits from the Organization or persons who may benefit from the actions of any Board member or other governing person, officer, employee or agent. This is not intended to preclude bona-fide Organization fund raising-activities.

B. A Board or other governing body member may, with the approval of Board or other governing body, receive honoraria for lectures and other such activities while not acting in any official capacity for the Organization. Officers may, with the approval of the Board or other governing body, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave, or leave without pay. Employees may, with the prior written approval of their supervisor, receive honoraria for lectures and other such activities while on personal days, compensatory time, annual leave, or leave without pay. If a Board or other governing body member, officer, employee or agent is acting in any official capacity, honoraria received in connection with activities relating to the Organization are to be paid to the Organization.

C. No Board member or other governing person, officer, employee, or agent of the Organization shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:

1. The Board member or other governing person, officer, employee, or agent;
2. Any member of their family by whole or half blood, step or personal relationship or relative-in-law;
3. An organization in which any of the above is an officer, director, or employee;
4. A person or organization with whom any of the above individuals is negotiating or has any arrangement concerning prospective employment or contracts.

D. Duty to Disclosure -- Any conflict of interest, potential conflict of interest, or the appearance of a conflict of interest is to be reported to the Board or other governing body or one's supervisor immediately.

E. Board Action -- When a conflict of interest is relevant to a matter requiring action by the Board of Directors/Trustees or other governing body, the Board member or other governing person, officer, employee, or agent (person(s)) must disclose the existence of the conflict of interest and be given the opportunity to disclose all material facts to the Board and members of committees with governing board delegated powers considering the possible conflict of interest. After disclosure of all material facts, and after any discussion with the person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

In addition, the person(s) shall not participate in the final deliberation or decision regarding the matter under consideration and shall leave the meeting during the discussion of and vote of the Board of Directors/Trustees or other governing body.

F. Violations of the Conflicts of Interest Policy -- If the Board of Directors/Trustees or other governing body has

ATTACHMENT G - CONFLICT OF INTEREST POLICY STATEMENT

reasonable cause to believe a member, officer, employee or agent has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose. If, after hearing the person's response and after making further investigation as warranted by the circumstances, the Board of Directors/Trustees or other governing body determines the member, officer, employee or agent has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

G. Record of Conflict -- The minutes of the governing board and all committees with board delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have an actual or possible conflict of interest, the nature of the conflict of interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement that presents a possible conflict of interest, the content of the discussion, including any alternatives to the transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Approved by:

ONE STEP FURTHER, INC.

Name of Organization

Signature of Organization Official

Date

NOTARIZED CONFLICT OF INTEREST POLICY

State of North Carolina

County of Guilford

I, _____, Notary Public for said County and State, certify that

_____ personally appeared before me this day and

acknowledged that he/she is Executive Director / President of **ONE STEP FURTHER, INC.**

and by that authority duly given and as the act of the Organization, affirmed that the foregoing Conflict of Interest

Policy was adopted by the Board of Directors/Trustees or other governing body in a meeting held on the

_____ day of _____, _____.

Sworn to and subscribed before me this _____ day of _____, 2018.

Notary Public (Official Seal)

My Commission expires: _____, 20____.

COUNTY OF GUILFORD

I, _____ (the individual attesting below), being duly authorized by and on behalf of **ONE STEP FURTHER, INC.** (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. Mark "Yes" or "No":
 - a. YES _____; or,
 - b. NO _____
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer. This ____ day of _____, 2018.

Signature of Affiant

Print or Type Name: _____

State of North Carolina County of Guilford

Signed and sworn to (or affirmed) before me, this the _____

day of _____, 2018.

My Commission Expires:

_____. _____

Notary Public

(Affix Official/Notarial Seal)