



A PLACE TO CALL HOME

**BARRIERS TO EMPLOYMENT
APPROVED PARTNER MANUAL**

864-580-5022

298 Magnolia St, Spartanburg, SC 29306

A Place to Call Home, in partnership with the City of Spartanburg, is investing \$300,000 in programs and services that help remove barriers to employment—including transportation, childcare, housing, and job training. This funding opportunity aims to identify approved partners to support at least 20 individuals over a one-year period.

This document outlines the process, priority focus areas, eligible uses of funds, and other important information to guide interested partners through the application and implementation process.

A PLACE TO CALL HOME STRATEGIC AGENDA

A Place to Call Home is a collective effort to address housing and homelessness in Spartanburg County led by the City of Spartanburg, County of Spartanburg, the Faith Initiative to End Child Poverty, OneSpartanburg Inc, Spartanburg Housing, Spartanburg Regional Healthcare System, and United Way of the Piedmont.

We believe that homelessness is a solvable problem and that everyone deserves a safe, secure place to call home. A Place to Call Home has identified a philosophy and priorities to help our community achieve this vision.

PHILOSOPHY

- **We acknowledge that homelessness is complex.** There is more to the issue than what we see. The needs of individuals experiencing homelessness are as unique as the individuals themselves.
- **We believe that housing is a basic human right.** All of our community members deserve to be treated with dignity and respect, and all deserve a place to call home.
- **We will focus on an entire continuum of support** that includes preventing homelessness, serving those who are currently homeless, and emphasizing housing as the ultimate solution.
- **We will balance short and long-term solutions.** We must meet the immediate needs of our community while also lifting up system-level, sustainable solutions.
- **We know our approach must be inclusive and collaborative.** No single agency can address this issue alone. We will address homelessness by convening partners, elevating our impact, and educating the community.

PRIORITIES

Prevent:

1. Reduce environmental and systemic barriers to employment with a strategic emphasis on quality, affordable childcare and transportation that connects people to jobs.
2. Homeless prevention strategies that qualify and assist at-risk households that allows them to stay housed and sets them up for long-term success.

Serve:

3. Comprehensive, coordinated activities of organizations serving the homeless in our community, specifically those:
 - A) providing emergency assistance, and/or
 - B) offering behavioral health, mental health, and substance abuse case management services.

House:

4. Meet the needs of a diverse group of residents by building and operating more emergency shelter, temporary shelter, transitional housing, and permanent supportive housing, along with offering supportive residential programs for those transitioning out of chronic homelessness.
5. Reduce housing cost burden by developing collaborative strategies to increase the availability of affordable, accessible, and safe housing in our community.

To qualify for the Barriers to Employment funding opportunity, programs must be managed by non-profit organizations that clearly demonstrate alignment with A Place to Call Home's philosophy and priorities.

ELIGIBILITY AND REQUIREMENTS

GENERAL ORGANIZATIONAL ELIGIBILITY CRITERIA

To be considered for funding, organizations must meet the following criteria:

- Be registered as a Charitable Organization with the South Carolina Secretary of State.
- Have tax-exempt status and be eligible to receive tax-deductible contributions under IRC § 501 and S.C. Code § 12-37-220.
- Provide services to individuals who reside in the City of Spartanburg or who are experiencing homelessness.

- Maintain adequate insurance coverage, including general liability.
- Have written personnel and financial policies approved by the board of directors and accessible to all staff.
- Be governed by a volunteer board of directors.
- Operate under a current, board-approved set of bylaws.
- Have a board of directors that actively oversees fiscal operations, including the development and approval of the organization's annual budget.
- Be able to provide two (2) years of financial audits or independently reviewed financial statements.
- Have internal financial controls in place to properly manage program-based and/or restricted funding.

GENERAL PROGRAM ELIGIBILITY CRITERIA

To be eligible for funding, programs must meet the following standards:

1. **Alignment with A Place to Call Home**

Programs must clearly align with A Place to Call Home's philosophy and priorities.

2. **Evidence-Based Design**

Programs must be developed using evidence-based, research-informed, or emerging best practices that demonstrate effectiveness in addressing housing instability and homelessness.

3. **Results-Driven Approach**

Programs must have a system in place to measure outcomes and track progress toward defined goals. Progress should be regularly reported to the organization's board of directors.

4. **Target Population**

Programs must primarily serve low-income individuals or families experiencing housing instability or homelessness.

- *Low-income* is defined as living below the ALICE threshold (Asset Limited, Income Constrained, Employed). More information is available at unitedforalice.org.

5. **Lived Experience Feedback and Program Improvement**

Organizations must provide clients with the opportunity to give feedback on their service experience and demonstrate how that feedback is used to inform program improvements.

FUNDING OPPORTUNITY OVERVIEW

This funding opportunity is designed to reimburse approved partner organizations operating programs that remove barriers to employment for low-income residents of the City of Spartanburg and those experiencing homelessness.

Our goal is to support at least 20 individuals in maintaining employment over a one-year period.

ELIGIBLE PROGRAM ACTIVITIES

Organizations may apply to access funds to support existing or new workforce development programs. Funding may be used in the following ways:

Last-Resort Financial Assistance

Organizations may be reimbursed for providing financial assistance that addresses barriers to employment, including:

- Childcare
- Transportation
- Housing
- Job training

This type of assistance is considered a last resort, meaning it is only available after all other potential sources of support—such as government benefits or nonprofit aid—have been pursued and exhausted. Documentation must be submitted to justify the need.

Payments must be made directly to vendors, such as:

- Landlords or mortgage lenders
- Childcare providers
- Educational or training programs
- Auto loan servicers or mechanics
- Lyft/Uber
- Fuel-only gift cards

Individual Support Parameters

- Each eligible individual may receive support for up to one year

- The maximum benefit per household is \$10,000
- Prior to providing assistance, approved partner organizations must submit a case form to A Place to Call Home for approval
- Once approved, funds can be reimbursed to the agency on an as-needed basis

Eligibility Criteria for Individuals

To qualify for support under this program, individuals must meet all of the following criteria:

- Be a resident of the City of Spartanburg or experiencing homelessness at the time of enrollment
- Be living below the ALICE threshold at enrollment
- Have less than a college degree at the time of enrollment
- Be employed within 30 days of enrollment and maintain employment thereafter
- Face barriers to employment that cannot be resolved through other existing programs or support systems

Administrative & Program Costs

In addition to direct financial assistance for individuals, approved partner organizations may use funding to cover reasonable administrative and program-related expenses directly associated with implementing the workforce development program. Eligible costs include:

- Staff salaries and benefits
- Rent and facility maintenance
- Technology or equipment necessary for program delivery and administration
- Supplies and materials directly related to program activities

All administrative expenses must be clearly justified, properly documented, and directly connected to the delivery of services under this initiative.

Partner organizations may request up to \$5,000 per enrolled individual to cover administrative and program-related costs. If desired, organizations may waive this administrative support in order to allocate an additional \$5,000 in direct financial assistance to the individual, increasing their total potential support to \$15,000.

Data and Reporting Requirements

This funding opportunity uses a Results-Based Accountability (RBA) model to track progress and measure impact toward our shared goals.

According to ALICE data for the City of Spartanburg:

- 42% of workers live below the ALICE threshold
- 1,303 working-age individuals are below the ALICE threshold and actively seeking employment

Our aim is to support programs that effectively remove barriers to employment, helping individuals secure and sustain work—and ultimately move above the ALICE threshold.

To evaluate program success, partner organizations are required to collect and report individual-level data:

- At the time of program enrollment, and
- Quarterly throughout the one-year support period

Required data points include:

- Income
- Savings
- Housing status
- Employment status

Timely and accurate reporting is essential to demonstrate the effectiveness of this initiative and to guide future investment and improvement efforts that would allow us to scale successful programs.

APPROVED PARTNER APPLICATION AND PROCESS

OVERVIEW OF PROCESS

Below is an outline of the process to become an approved partner:

1. Complete the online application (found [here](#)).
2. APTCH staff will review the application.

3. If the organization or program appears to be a good fit for the opportunity, APTCH will schedule a site visit and conduct an interview.
4. Organizations and programs will be evaluated using a standardized rubric.
5. Leadership Team Approval: The APTCH Leadership Team will review committee recommendations. If approved, they will submit a formal letter of support to the City of Spartanburg. The Leadership Team—comprising representatives from the seven lead organizations—serves as the governing board for A Place to Call Home and is responsible for approving funding and ensuring strategic alignment.
6. Award and Administration: Upon approval by the City of Spartanburg, award letters will be issued to selected applicants. Contracts, reporting, compliance monitoring, and fund disbursement will be managed by the City.

Reporting and Reimbursement

The City of Spartanburg will manage grant administration and reimbursement requests. Partners are required to submit the following to the City in addition to the reporting to A Place to Call Home:

- Quarterly Progress Reports, including:
 - Beneficiary data (demographics, services provided, outcomes)
 - Supporting financial documentation for expenses incurred
- Reimbursement Requests that align with approved budgets and include all required backup documentation

Failure to meet reporting requirements may impact eligibility for continued or future funding.

Individual Case Approval Process

Once an organization is approved as a partner, they may begin submitting individual cases for financial support. Each case must be reviewed and approved by APTCH before funds can be drawn down. Our goal is to support 20 individuals over the course of the year. Case approvals will be managed on a first-come, first-served basis. Please note: Being an approved partner does not guarantee that submitted cases will be approved for funding.

Case submission form can found [here](#).

Application Timeline

- **Application Period:** Partner applications will be accepted on a rolling basis until all funds have been awarded.
- **Spending Deadline:** All awarded funds must be fully expended by December 31, 2026.

APPLICATION INSTRUCTIONS

Below is a list of the questions and information requested in the application, provided for your reference. We strongly recommend drafting your responses in a Word document before copying and pasting them into the online application form. Please be mindful of character limits for narrative questions and aim to keep your total application to no more than six single-spaced pages.

Important: Applications must be submitted through the online form linked below to be considered:

[Submit Application Here](#)

Organization Information

- Organization Name
- Physical Address
- Mailing Address
- Program Address
- Universal Entity ID (UEI)
- FEIN Number
- Organization Mission & History: *Briefly describe your organization's mission, history, and the community you serve. (1500 character limit)*

Contact Information

- President/Executive Director Name, Telephone Number, and Email Address
- Primary Contact Name, Title, Telephone Number, and Email Address

Program Information

- Name of Program
- Describe the need or problem the program seeks to address: *Provide a clear explanation of the issue the program is designed to address, including data or local trends as relevant. (1500 character limit)*
- Describe the program, including:
 - How the program aligns with the philosophy and priorities of A Place to Call Home
 - Best practices that inform the design and delivery of the program

- Description of who the program serves and how they are engaged in program design and improvement *(3000 character limit)*
- List the collaborative partners, including names of partner organizations, their role, and point of contact details. *(1500 character limit)*
- Explain how participants are connected and referred to the program and the intake process to determine eligibility. *(1500 character limit)*
- How many individuals do you estimate serving in a one-year period that would qualify for this funding opportunity? *(1500 character limit)*
- Briefly describe the qualifications of key staff members, highlighting relevant experience in managing similar programs and grants. *(1500 character limit)*
- List other funding sources supporting the program, indicating amounts and whether the funding is secured or pending.

Required Documentation

Applicants must provide the following documents with their funding request:

- ☐ Financial Statement (recent year-end financial statement or certified audit)
- ☐ IRS 501(c)(3) Determination Letter
- ☐ Most recent IRS Form 990
- ☐ Unique Entity Identifier (SAM.gov registration confirmation)
- ☐ South Carolina Secretary of State Incorporation Record
- ☐ Current List of Board Members
- ☐ Organizational Bylaws
- ☐ Resumes for key personnel, including:
 - Executive Director
 - Fiscal Officer
 - Program Administrator
 - Program Staff
 - Consultant Contract(s), if applicable

☐ Proof of General Liability Insurance Coverage

Please email all materials — preferably combined into a single PDF -- to lsimmons@cityofspartanburg.org with the subject line: [AGENCY NAME] – Barriers to Employment Documentation.

Application Tips: Key Reminders for a Strong Submission

To ensure your application is complete, clear, and competitive, please keep the following in mind:

- We review many applications, so please assume the reviewers are not familiar with your organization or program.
- Do not rely on us to make assumptions—clearly and explicitly describe how your work aligns with this funding opportunity.
- Use plain language and avoid jargon, acronyms, or technical terms unless they are clearly defined.
- Keep responses concise, direct, and well-organized to help reviewers easily understand your proposal.

If any instructions or questions are unclear, please reach out rather than guessing.

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