PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: Shepherd's House, Inc.

Mailing Address: 635 Maxwelton Court, Lexington, KY 40508

Street Address: Same

Phone: (859) 252 - 1939

Is your Agency registered with the IRS as a 501(c)3 organization? ☑ Yes ☐ No

*Note: Agencies **must** be registered with the IRS as a 501(c)3 organization to be eligible for ESR Program funding.*

Does your agency have a current profile with Blue Grass Community Foundation's GoodGiving.net? ☑ Yes ☐ No

*Note: Agencies **must** have profiles with GoodGiving.net to be eligible for ESR funding.*

Website Address: www.shepherdshouseinc.com

Agency Representative *(typically the Executive Director - Name, Title, Phone, Email)*:

Jerod Thomas, President, CEO (p) 859-252-1939 (email): jerodthomas@shepherdshouseinc.com

Person Completing Application *(Name, Title, Phone, Email):*

Kyle Nowka, Director, Behavioral Health (p)502-303-2980 kyle.nowka@shepherdshouseinc.com

Program Information

Name of program for which funds are being requested: **Behavioral Health & Substance Use Disorder Trea**

Total Funding Amount Requested: $ **310,655**

RFP #11-2019 PROPOSAL SUBMITTAL FORM

- **Save this PDF formatted Proposal Submittal Form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.**
- **LIMIT RESPONSES IN TEXT BOXES TO 250 WORDS**
- **REMINDER: All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's submittal form once the evaluation process begins.**

5.1 Program Proposal & Design

5.1.1 Needs Statement—Purpose of the Program Proposal / Problem Statement **15 Points**

Using local data, provide a description of the problem in Fayette County. Identify the specific population your program is targeting (i.e. age, geographical region, economic status, etc.) and explain why. Discuss whether this population is under-served or at-risk. Describe your understanding of the local system of services addressing this problem, obstacles and/or opportunities your clients face, and how your agency fits within this system of services.

Substance Use Disorder (SUD) and Opioid Use Disorder (OUD) are a plague on Fayette County. Kentucky overdose deaths are twice the national average -- the second-worst in the country. Between 2013 and 2017, naloxone administration quadrupled. The amount of heroin seized increased 139,558% (from 8.5g to 11,871g). Addiction is frequently paired with another mental health issue. The coexistence of both is a "co-occurring disorder" or "co-morbidity." Comorbidity implies interactions between illnesses (e.g., OUD and depression) that worsen the course of both if untreated. Low or no-cost treatment facilities rarely offer treatment for co-occurring disorders. This demographic is grossly underserved in accessing mental health and SUD treatment simultaneously.

Shepherd's House is a long-term residential recovery facility that serves men age 18 and older presenting with SUD. Most have unstable housing, food insecurity, are below the poverty level, and qualify as homeless. Referred primarily from Department of Corrections and local probation/parole agencies, 85% of our clientele present with co-occurring disorders. In 2019, Shepherd's House achieved Behavioral Health Service Organization (BHSO) licensure. We can now provide residents with intensive mental health services simultaneously with SUD treatment. We have effectively treated men with addictions for 30 years, but we were unable to treat co-occurring disorders until now. This new programming allows us to meet our goal of whole-person recovery. To do so, we require a licensed clinician and two targeted case managers to focus on these special needs clients and connect them to available resources.

5.1.2 Service Delivery Model **15 Points**

What steps will you take or what activities will you provide to assist clients in achieving these goals? Describe each "unit of service" you will provide for clients and how often and how long this service will be provided (e.g. a one-time three-hour training; a weekly one-hour support group for 12 weeks; one 30-minute health exam twice a year; 1-3 hour advocacy services as needed; etc.) How will these services address the problem as identified in the Needs Statement above? Be specific.

Our service delivery model will be administered by licensed mental health clinicians. Initial intake screening and needs assessment will be administered over approximately 60 to 120 minutes. Accurate mental health and substance abuse diagnoses will also be assessed. A treatment plan will be created including evidence-based practices to treat the diagnoses (taking an additional 30-60 minutes).

During the first three months of residency, the clients receive the most intensive treatment, including one to three 60-minute psychotherapy sessions per week. After phase one, from months 4-6, clients receive one 60-minute session per week, and two sessions per month from months 7-12. Additional sessions will be added whenever needed, when therapeutically indicated. Additionally, clients will participate in an Intensive Outpatient Program 3 hours a night, 3 nights per week, for the first 2-1/2 months. This is a structured group setting that allows the clinician to provide additional evidenced- based curriculum/ support to the group to create a therapeutic community and support system among members. This is an essential part of treatment. Also critical in treatment is psycho-education for clients about their diagnoses. This also occurs with a clinician during therapy sessions. As part of treating the whole person, a targeted case manager will link clients to community resources and develop a financial budget to help positive reintegration into society. If a client shows behavior inconsistent with their treatment plan, a mandatory meeting with his treatment team of multiple-disciplinary clinicians and direct care staff members will address and attempt to modify troubling behavior.

5.1.3 Client Eligibility and Requirements **5 Points**

What eligibility requirements must clients meet to qualify for services? What are the expectations of clients while receiving services? (e.g. client must pay $30 fee for each class; client must remain sober; client is responsible for chores; nothing other than participation in services; etc.)

To qualify for services at Shepherd's House, men, aged 18 and older, must have accrued 30 days of sobriety and pass a 12-panel drug screen upon admission. Shepherd's House maintains strict guidelines every client must follow. Examples include: remaining sober during residency; completing assigned chores; following all therapeutic requirements of their care plan as recommended by Shepherd's House clinicians (individual and group therapy tailored to each individual client); participate in abstinence-based 12-step or SMART recovery and secure a program sponsor. Additionally, upon employment (not at check-in), each client must pay $110.00 a week for room and board during their residency at Shepherd's House but this fee is not required at check-in. All clients must seek and obtain employment while at the Shepherd's House, absent physical or mental disabilities or limitations. Accommodations are made for those individuals with physical or mental disabilities. They may be asked to undertake additional chores around the house or do community service to the extent they are able.
Every Shepherd's House resident qualifies for these additional therapeutic services if clinically indicated. As with all services at Shepherd's House, there are no fees for treatment or services.

5.1.4 Evidence-Based/Best Practice **10 Points**

Describe the evidence-based or promising practice model on which this service approach is based. Provide particular sources that indicate what you are doing is best-practice.

1) Mindfulness-Based Cognitive Therapy (MBCT): MBCT blends features of traditional cognitive therapy and meditative practices to address chronic mental health issues. Through MBCT, clinicians help clients break away from negative thought patterns that contribute to negative mood and actions which, if untreated, may cause a downward spiral in the client's overall wellbeing. Research shows that MBCT is an effective intervention for those who have suffered repeated bouts of depression and / or substance abuse in their lives. The American Medical Association (AMA) has endorsed MBCT as an effective treatment for relapse prevention for SUD.
2) Dialectical Behavior Therapy (DBT): DBT is an evidenced based psychotherapy intervention proven effective in addressing mood disorders, suicidal ideation, and change in behavioral patterns such as self-harm and SUD. DBT provides clients with therapeutic skills in four key areas: mindfulness, distress tolerance; emotion regulation; and interpersonal effectiveness. DBT was the first psychotherapy shown to be effective in treating Bi-Polar Disorder in controlled clinical trials. It has a strong evidence base and is considered one of the most effective evidenced- based treatment options for SUD. According to a peer-reviewed article published in Addiction Science & Clinical Practice, DBT is effective in promoting substance abstinence and reducing the length and adverse reaction to relapse.
3) Targeted-Case Management (TCM): TCM must be delivered by a certified Targeted Case Manager who assists individuals in accessing needed social, educational, employment, medical, and other services within their community. TCM is provided to individuals insured through Medicaid.

5.2 Program Measures & Evaluation

5.2.1 Service Efficacy & Desired Outcomes **10 Points**

What do you hope to help your clients achieve? What are some examples of goals you will set with clients? What is your service philosophy in terms of helping your clients achieve these goals? Describe how you define "successful" completion of services. (e.g. service is complete if: client remains for entire three-hour training; client continues services until judge orders otherwise; etc.) What percentage of clients meet that criteria for success?

Shepherd's House seeks to treat the whole man and provide tools for success in recovery from substance use disorder, and in resolving other mental health issues. We seek to graduate gentlemen who can achieve at their highest capabilities. We aim to provide services that equip our clients to live life on life's terms, dealing with daily ups and downs without using drugs, alcohol, or process addictions to ease discomfort. We will provide tools that foster good mental health for those in early recovery and provide additional therapies as indicated.

Successful clients will transition in the following ways during their residency at Shepherd's House: 1) from unemployment to gainful employment (including paying taxes); 2) from being fiscally irresponsible to becoming current on obligations such as credit card debt or child support; 3) from absent, incarcerated, or abusive parents into nurturing parents with regular timesharing; 4) from probation or parole to successfully completing these programs without additional incarceration; 5) successful completion of the 12-steps; 6) employment for a year or more by graduation; 7) actively participating in unpaid community service; and 8) Consistently and adequately treating mental health issues through recommended therapeutic goals (for example, through psychotherapy, medication, or a combination thereof). These are a few examples of success. They're also tasks that someone in the throes of addiction or with untreated mental health issues can't accomplish. Our goal is to eliminate these barriers that hinder our client's ability to achieve. 85% of Shepherd's House graduates successfully meet the above criteria.

5.2.2 Client Empowerment & Community Impact **10 Points**

Describe what meaningful difference these services make in the lives of people served. What value is added to the community? Provide examples. (e.g. client demonstrates change in attitude; client has behavior change; etc.)

By engaging in the services we provide, completing the program and graduating from Shepherd's House, clients experience a complete change in cognitive processing and behavior. Many of our clients have serious medical conditions secondary to drug and alcohol addiction. Their medical condition improves by living in a controlled environment where they must remain sober and are connected to a primary care physician who addresses other medical concerns. Many of our clients face serious legal consequences. Seventy-five per cent of our clients enter the program on probation and/or parole and within 12 months have been released from probation and/or parole. Upon admission, 60% of our fathers have no relationship with their children and owe child support arrearage. However, within 6 months of entering the program, our clients have re-engaged and developed a relationship with their children. Within 12 months, they're current on child support obligations. Within 3 months of admission, our clients become active taxpayers through their employment. This contrasts sharply with the 80% of our clientele who, before engaging in our program, present to Shepherd's House reliant on state government money in supervision fees and court costs. The Community is impacted through this program as this grant allows Shepherd's House to expand and improve their services. Additional specifically qualified staff can be added which allows us to treat more individuals. This, is turn, creates additional revenue, which creates a self-sustaining program.

5.2.3 Data Assessment & Quality Improvement **10 Points**

While it doesn't have to be complicated, evaluation is more than saying "we provided this many 'units of service.'" How will you know if your services have been effective? How does this relate to the desired outcomes for your clients? How will the information gathered be used to improve your services in the future? Be specific (for example, data collection may be through focus groups, pre-and post-tests, client satisfaction surveys, etc.), and also **be specific regarding sampling size and frequency of evaluation.**

Effectiveness of the program will be measured through data collection via pre-test and post-test. The measurement tool used for pre- and post-test assessments will be standardized questionnaires with 10 questions covering topics such as: status and duration of sobriety; basic life skills and employment; current legal circumstances; 12-step engagement; levels of productivity; status of familial relationships; living situation; current financial status (including child support obligation status). This will provide an overall view of quality of life which is impacted by SUD, co-occurring disorders, and the effective treatment thereof. The pre-test will be given upon arrival and post-test at graduation. Additional data will be collected through a client satisfaction survey intermittently throughout client engagement in the program. These pre-determined times will be: upon arrival; 3 months after involvement in intensive services; 6 months post-admission; and at 12 months while still active in the program. We will determine the sustainability of success following the program by requesting clients answer the same questionnaire at one, three, and five years after graduation from the program. Additionally, we will keep statistical data collected from pre- and post-tests to measure our program success rate. Information collected will be evaluated to determine if we need to modify, adjust, or redirect the content of our offered services and in what areas we must offer additional resources based on statistics that indicate either a lack of success or a need for reinforcement and strengthening.

5.3 Capacity & Sustainability

5.3.1 Staff Qualifications & Experience **5 Points**

Provide information on the key/primary individuals that will be involved in the provision of services and demonstrate that they have the capacity to address the stated need. List each position by title and name of employee, if available. Describe the anticipated roles and responsibilities for each person as it relates to this project. Describe the experience, expertise, and capacity of each individual to address the proposed activities.

Connie Milligan, LCSW, is Shepherd's House Behavioral Health Program Director. She has 35 years of experience in the mental health field, which includes expertise in working with people who are justice involved. For much of her career she worked in Community Mental Health moving from direct services into executive leadership positions, as Corporate Director over numerous statewide programs. She is responsible for the development of innovative programs including the KY Mental Health Crisis Network for Jails; KY Suicide Prevention Board; Bluegrass Crisis Line; KY Community Crisis Intervention Board; CIT training for the Bluegrass Region; Bluegrass Re-entry Council; Fayette County Decriminalization Council; and Fayette County Mental Health Court.

Jerod Thomas, M.Ed., CADC, is Chief Executive Officer. Jerod is licensed in Kentucky as a Certified Alcohol and Drug Counselor and is available to facilitate mental health IOP, substance abuse IOP, crisis intervention, and individual therapy.

Kyle Nowka, BS, TCADC, is Program Director for the Shepherd's House IOP. Kyle is licensed in Kentucky as a Temporary Certified Alcohol and Drug Counselor. He holds a degree in business administration from University of Louisville. He serves as a therapist and facilitates the substance abuse Intensive Outpatient Program and Behavioral Health.

Alyssa Dickens, MSW, CSW, is a Mental Health Therapist at Shepherd's House. She graduated from University of Kentucky with a Master's in Social Work. She serves as a therapist and is qualified to provide assessments and case management services.

5.3.2 Partnership & Resource Leverage **5 Points**

How do your programs and services support our community's comprehensive response to the identified priority area of Community Wellness & Safety? Does your organization have any formal agreements or informal working relationship with other local service programs?

What role does your governing board members, volunteers, and / or donors play in facilitating viable service delivery and program administration? Does your program have any major civic benefactors or corporate sponsors? Describe other secured funding sources and committed operational resources your organization has allocated for the proposed program.

Shepherd's House is a collaborative effort through our work with local agencies to improve community wellness and safety. Drug Courts (Veterans and General) refer clients to us. These clients are frequently incarcerated and moved to the top of our waiting list. We partner with Voices of Hope for telephone recovery support to clients in need. We collaborate with Chrysalis House for Women by referring our client's spouse / intimate partner if she's also addicted to facilitate simultaneous treatment for partners. Chrysalis House reciprocates. We partner with Kentucky Affordable Housing Coalition to assist clients seeking safe, affordable long-term housing.
Shepherd's House is governed by an executive committee of nine men and women, each directly impacted by addiction. This committee possesses a variety of skills and offers professional services when needed. While formal meetings are bi-monthly, ongoing discussions between the staff and board members keep an open dialogue involving daily operations. Board members drop in Shepherd's House regularly. Our primary funding sources are two annual fund-raisers (Run for Recovery and Swing Fore Recovery) and private donations. Shepherd's House has loyal and consistent donors who have evolved since our doors opened in 1989. Individual donations total approximately $100,000 annually. In 2018, the largest individual and corporate donation was $10,000. Shepherd's House gratefully receives donations from hundreds of individuals annually from $50 to $500 dollars. All of Fayette County benefits from Shepherd's House's long-term treatment solutions for men seeking assistance with SUD (and now co-occurring mental health issues) we've faithfully offered since 1989.

5.3.3 Outreach & Inclusion Strategy **15 Points**

Demonstrate how the program will ensure services are available and accessible by all potential participants, especially related to language barriers for persons with limited English proficiency; persons with physical or other disabilities; and persons impacted by poverty and economic distress.

Has your organization enacted any policies (or employs any standard operating procedures) to ensure equitable service opportunity and / or benefit program to a diverse cross-section of the greater community?

The Shepherd's House is a licensed Residential Alcohol and Other Drug Entity in Kentucky. We've passed an inspection by the Office of Inspector General certifying our facility as accessible, with appropriate fire exits in the facility. We are centrally located in Lexington on University of Kentucky's main campus. We're close to major bus lines, allowing easy access to our facility from all Lexington communities. Since 90% of Shepherd's House clients fall below the poverty level and many are homeless, the connection to bus routes minimize transportation concerns for our homeless population. If Shepherd's House has clients who are not proficient in English, we will utilize all local resources including interpreting services to bridge the language barrier to provide equal services to all clients. The Shepherd's House is non-discriminatory and through intentional and responsible leadership, will recruit, hire, train and promote all positions within the company regardless of race, ethnicity, national origin, religion, sex, physical disability, age, sexual orientation or status as a disabled veteran.

6.0 Program Budget Summary Form Instructions

Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. *(Including total amount of ESR grant request.)*

For organizations requesting funding for more than one program in this RFP, combine into a single Program Budget narrative for the proposal.

Please note that the Program Budget will be part of the grantee agreement with LFUCG and regular tracking and expenditure reporting will be required.

To ensure readability and uniformity, please use the Program Budget form included. Provide brief line-item detail as specified in each section below and verify all calculations.

This section provides a summary of the total proposed Program Budget for FY 2020. It requests the allocation of all projected funding amounts (City and non-City sources) for anticipated FY 2020 program expenditures.

Total Program Budget

Column A should reflect projected expenditures for the entire program (not just the proposed LFUCG ESR grant funding request portion). When the chart is completed this column should equal ESR Grant Funding Request plus other/non-ESR program funding. (A=B+C)

ESR Grant Funding Request

Column B is the grant amount being requested from this RFP to support this program's services to eligible Fayette County Participants.

Non-LFUCG Program Funding

Column C is the non-LFUCG ESR funding that is allocated to the Total Program Budget (A-B = C).

This form is for the budget for the PROGRAM applying for ESR funds, not the total agency budget.

For each category identify the amount requested and the amount to be leveraged through other programs or organizations (if applicable).

Staff Salaries – Identify the number of Full-time position salaries allocated to the program, and part-time positions allocated to the program, and the amounts of each allocated to Columns A, B, & C.

Consultant Services – In the "List Details" box, **briefly** describe any expenses associated with providing expanded supportive services or other services for which the organization intends to contract with another entity. Any of these expenses to be provided by the proposing organization should be included in other line items.

Space/Facilities – In the "List Details" box, **briefly** list the basis of the allocation of rental costs, utilities, janitorial costs, and any other facility costs for the Program. Identify any office or program space in an LFUCG owned building, and any other costs (rent, monthly utilities, etc.) reimbursed to LFUCG.

Scholarships/Stipends – In the "List Details" box, **briefly** list the type of scholarships or stipends, and include the number of people or organizations to receive funds.

Operating Expenses – In the "List Details" box, **briefly** list the costs associated with expenses, supplies, utilities, and any other expense associated directly with the operation of the project.

Other – In the "List Details" box, **briefly** list any other costs for the Program not covered above.

PROGRAM BUDGET SUMMARY

Agency Name **Shepherd's House, Inc.**

Program Name

FY 2020 (July 1, 2019-June 30, 2020) Total Program Budget

	# of Employees:	Column A Total Program Budget [= B+C]	Column B ESR Grant Funding Request	Column C Non-ESR Program Funding [A-B]
1. Staff Salaries for Program				
Full-Time (FTE)	3	147,600	**104,550**	43,050
Part-Time	3	145,710	**54,120**	91,590
Total Salaries		293,310	**158,670**	134,640
3. Consultant Services	$	7,950	**4,350**	3,600
list details	HIPAA Training and Security Training Kit; Clinician Supervision Fees.			
4. Space/Facilities	$	0	**0**	0
list details	All clinical sessions and treatment are held at Shepherd's House and therefore no costs will be incurred specifically for the use of the allocated space in the facilities.			
5. Operating Expenses	$	448	**224**	224
list details	Library Resources: (1) Desk Reference to the Diagnostic Criteria from DSM-5 American Psychiatric Association; (1) The ASAM Criteria: Treatment Criteria for Addictive, Substance-Related, and Co-Occurring Conditions.			
6. Scholarships / Stipends	$	8,499	**2,125**	6,374
list details - numbers & amounts	(1) Scholarship for a Veteran referred to Shepherd's House from Veteran's Mental Health Court. Shepherd's House requests 25% of the cost of the treatment scholarship be funded through this grant. Shepherd's House will absorb the remaining 75% of the cost of the treatment scholarship.			
7. Other	$	448	**224**	224
list details	Coffee and light snacks for Intensive Outpatient Programming; journals and binders for clients for course work; projector for Intensive Outpatient Programming.			
8. TOTAL PROGRAM BUDGET	$	310,655	**165,593**	145,062

Cost per Program Participant: $ **8,629**

I understand that this document in its entirety is incorporated into my grant Agreement with the Lexington-Fayette Urban County Government.

Authorized Representative *(typed name)*: Jerod M. Thomas

Title: President, CEO, Shepherd's House, Inc. **Date**: 04/19/2019