PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: New Beginnings, Bluegrass, Inc.

Mailing Address: 225 Walton Avenue, Suite 120, Lexington, KY 40502

Street Address: 225 Walton Avenue, Suite 120, Lexington, KY 40502

Phone: (859) 245 - 2400

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 Silver Seal of Transparency or higher profile on GuideStar.org? ☑ Yes ☐ No
*Note: Agencies **must** have a Silver Seal of Transparency or higher profile with GuideStar.org to be eligible for ESR funding.*

Website Address: www.NewBeginningsBG.org

Agency Representative *(typically the Executive Director - Name, Title, Phone, Email)*:
Christy Shuffett, Executive Director, 859-245-2400, christy@newbeginningsbg.org

Person Completing Application *(Name, Title, Phone, Email):*
Christy Shuffett, Executive Director, 859-245-2400, christy@newbeginningsbg.org

Program Information

Name of program for which funds are being requested: **Permanent Supportive Housing**

Total Funding Amount Requested: $ $104, 524

RFP #3-2020 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.

For people with serious mental illness (SMI), the lack of affordable housing — and the supports necessary to maintain housing — are significant barriers to participation in community life. Unfortunately, there's a shortage of both in Lexington.

A 2016 housing affordability study commissioned by LFUCG showed that 43.7% of Lexington renters are "cost burdened" (paying more than 30% of their income for housing). According to the Substance Abuse and Mental Health Services Administration (SAMHSA), approximately 16,000 adults with SMI live in Lexington (4.96% of the population) and most rely on disability benefits as their sole source of income. Individuals on SSI receive $783/month ($9,396/year) – well below the federal poverty level of $12,760. The fair market rent for a one-bedroom apartment in Lexington is $678, consuming 87% of SSI income and rendering people unable to pay for other necessities.

Individuals with SMI experience higher rates of homelessness than the general population. SAMHSA estimates that 20-25% of the homeless population have an SMI, or as many as 70% if undiagnosed mental illness and substance use disorders are included. These elevated rates make housing stability crucial to the care of this vulnerable population.

These problems can be mitigated by adding 2.5 FTE to our Permanent Supportive Housing (PSH) program. PSH is a nationally recognized evidence-based practice that combines affordable housing with voluntary supports. Our program operates at capacity and our waitlist grows each week. Currently there are 49 individuals waiting for our help and devastatingly, 25 of these individuals don't have a home.

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.

New Beginnings' services are offered free of charge and our primary goal is to assist individuals with SMI secure safe, decent, and affordable housing in the community. To accomplish this objective, we utilize the evidence-based practice of Permanent Supportive Housing (PSH), and employ a low-barrier, Housing First philosophy. Research shows that maximum success is obtained when no more than 15 clients per FTE are served at a time. Through this expansion, we anticipate being able to assist approximately 75 individuals over the 2-year grant period.

Upon program entry, our staff will meet face-to-face with client in the environment of their choice (public library, shelter, office, etc.) to conduct a needs assessment and develop an individualized service plan that is based on their specific housing barriers and preferences. These goals will vary depending on each client's circumstances, but typically include securing housing, applying for rental assistance programs, obtaining mainstream benefits (foodstamps, Medicaid, etc.), and connecting with healthcare and/or substance use services.

For most clients, the pathway to stable housing is complex and requires multiple 1-2 hour visits each week to resolve their immediate housing crisis. Once housing is secured, many clients remain engaged in our services to work on independent living skills such as learning to utilize public transportation, developing money management skills, exploring vocational opportunities, developing medication management skills. Our Housing Specialists are trained in the SSI/SSDI Outreach, Access, and Recovery (SOAR) process which gives them the tools to assist clients with fast-tracking a disability application as needed.

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.)

New Beginnings' services are offered in Fayette County and are provided free of charge. Eligible clients are 18 or older, fall below 50% of the area median income level, and are diagnosed with a serious mental illness (SMI) as defined by Kentucky law (KRS 210.005) and the Kentucky Division of Behavioral Health. The most common SMI diagnoses are schizophrenia, bipolar disorder, and major depressive disorder. These illnesses cause clinically significant impairment in multiple areas of major life functioning. Preference is given to individuals who are experiencing, or are at risk of, homelessness and those who are stepping down from a high level of care such as hospital, jail, or personal care home.

Our programs adhere to the principles of Permanent Supportive Housing (PSH) and within this model, we will utilize a low-barrier Housing First approach. Research supporting this evidence-based practice shows that individuals must have a safe place to live before they can devote the necessary time and energy to fully recover from their illness. Following this guidance, our clients are not required to demonstrate sobriety, medication compliance, participation in treatment, or proof of "housing readiness".

New Beginnings understands that the journey to stable housing is complex and setbacks will likely happen, making a flexible and compassionate approach crucial in supporting individuals with SMI. Though our services are voluntary, clients who choose to work with us are expected to maintain contact with their Housing Specialist at least once a week and show progress toward the attainment of their self-identified housing goals.

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.

Services at New Beginnings are built on the evidence-based practice of Permanent Supportive Housing (PSH). PSH is a nationally recognized, proven, and cost-effective solution to the housing needs of persons with SMI. The PSH approach integrates safe, decent, affordable housing with voluntary and flexible community-based services that help people with SMI stay housed and live more stable, productive lives.

PSH is a research-informed practice listed on the National Registry of Evidence-Based Programs developed by the Substance Abuse and Mental Health Services Administration (SAMHSA). New Beginnings utilizes SAMHSA's PSH Toolkit to guide and evaluate our services. The most remarkable financial outcomes of PSH are reductions in the cost of caring for individuals with SMI by decreasing the use of homeless shelters, hospitals, emergency rooms, and jails. The most significant human impact made by PSH programs are the improved quality of life measures resulting from clients becoming more active and integrated members of the community, sustaining affordable housing, and improving their ability to manage their personal finances. The PSH Toolkit includes a fidelity scale that New Beginnings' staff complete biannually to ensure the model is followed as closely as possible.

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?

Helping clients obtain and maintain permanent housing is the goal of our PSH program. To demonstrate this success, we aim for 75% of our clients to obtain suitable housing and 85% to successfully maintain their housing for at least 6 months. A housing assessment is conducted with each client to identify their strengths, barriers, and preferences. These factors are used to develop an individualized service plan. Goal progress is discussed during each appointment so changes can be made as needed and a formal review of the service plan is completed quarterly.

Clients frequently have multiple issues that need to be addressed before they can successfully secure housing. Common short-term goals include obtaining an identification/birth certificate, learning to utilize public transportation, obtaining benefits (foodstamps, Medicaid, etc.), and resolving urgent legal issues. Once housing is secured, we transition to addressing long-term goals to improve housing stability. These objectives frequently include reducing debt, obtaining stable income through employment or disability benefits, gaining knowledge on tenant rights and responsibilities (including lease compliance), developing budgeting skills, and engaging in healthcare and/or substance abuse services.

Successful completion of our program occurs when the client has obtained suitable housing and resolved their identified barriers to sustaining housing. In 2019, 29 out of 37 (78%) of clients who entered our program without a home secured permanent housing and 6 are still actively searching. Twenty-seven of the 29 clients (93%) we housed have successfully maintained their housing for more than 6 months.

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.)

There is a substantial body of research to demonstrate that PSH programs have a positive impact on the lives of individuals with SMI, their household members, and the community. These programs improve the quality of life for their participants, leading them to greater housing stability and improved health and life satisfaction outcomes. When families are not cost-burdened by their housing, they have more financial resources to meet other basic needs such as healthcare, food, and clothing. Securing affordable housing results in increased personal safety, decreased stress, and enhanced wellness though increased sleep and improved diet. Children who are in stable and healthy housing are more likely to meet developmental milestones. Conversely, living without stable housing can significantly worsen health outcomes – it can exacerbate mental illness, make ending substance abuse difficult, and prevent chronic physical health conditions from being addressed. It can also have severe and lasting consequences for children in the home – they suffer from high rates of hunger and malnourishment, mental and physical health problems, and out of home placement in foster care.

PSH programs result in cost-savings for the community by reducing the use of publicly funded crisis services such as shelters, jails, and hospitals. The financial savings for our community is substantial. The daily cost for this proposed project is $7 per participant, versus $43 for a psychiatric personal care home, $110 for a person experiencing homelessness, $172 for a jail bed, or $845 for a psychiatric hospitalization.

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.**

We utilize three main tools to gather outcome measures: (1) Mental Health Statistics Improvement Program (MHSIP); (2) Multnomah Community Ability Scale (MCAS); and (3) Permanent Supportive Housing (PSH) Fidelity Scale and General Organizational Index. Data obtained from three measures are used to guide our quality improvement efforts.

Each May, a MHSIP survey is mailed to clients who received a service from our agency during the previous year. Each mailing also includes a self-addressed stamped envelope for return. The survey includes 25 questions about the respondent's perception of general satisfaction with services, voice in service delivery, satisfaction with staff, perception of outcome of services, access to services, and staff cultural sensitivity. In 2019, 67 surveys were mailed and 22 were returned (33% response rate). 83.5% of respondents rated our services positively.

The MCAS is a standardized mental health assessment administered biannually to measure gains in our clients' level of independence over time. This 17-question tool was most recently completed on 77 clients in December 2019. The information captured is used to help clients identify and develop goals related to self-sufficiency and skill development. Quarterly progress reviews are conducted to ensure that goals are advancing, and our client's needs are being met.

The third measure we use is SAMHSA's PSH fidelity scale. Scores of 24 or higher are considered high-fidelity and ensure more reliable positive outcomes. Our most recent review was in February 2020 and resulted in a score of 25.42.

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.

New Beginnings' Assistant Director, Anita Lakes, has a M.S. in Clinical Psychology and 10 years of experience serving individuals with SMI. Throughout her career, Ms. Lakes has been responsible for overseeing similar PSH projects. A portion of Ms. Lakes' salary will be paid with ESR funds to cover the costs associated with community outreach and for direct supervision of program staff.

Two fulltime and one part-time Housing Support Specialists will be hired to provide assertive community outreach and direct provision of services to 75 individuals. Preference will be given to persons who have a bachelor's degree in the behavioral science field with at least a year's experience working with individuals with SMI. One fulltime position will be funded by New Beginnings and 1.5 FTE will be covered by ESR funds.

New Beginnings' Executive Director, Christy Shuffett, has a master's degree and 23 years of experience serving individuals with SMI. During her career, she has successfully managed numerous local, state, and federal grants and projects, including several PSH programs. Ms. Shuffett will provide administrative oversight and community outreach to engage a diverse cross-section of referrals. Expenses related to Ms. Shuffett's work on this project will be covered by non-ESR funds.

Bryan Adams, the agency's Finance Director, is a Certified Public Accountant with 18 years' accounting experience. Mr. Adams will provide the financial oversight for this project to ensure grant funding is appropriately utilized. Expenses related

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.

This proposed PSH program expansion meets the priority area by providing evidence-based programming to some of our community's most vulnerable citizens – adults with SMI. This population is at-risk due to the severe nature of their disabilities, the lack of sufficient resources to meet basic needs, and the stigma that surrounds mental health. Our program offers a proven solution by providing recovery-based support services to help individuals with SMI obtain and maintain safe, decent, and affordable housing.

Our services are primarily funded by Kentucky's Cabinet for Health and Family Services. We have close partnerships with three of the Cabinets' largest behavioral health safety net providers in Lexington – Eastern State Hospital, New Vista, and Central Kentucky Recovery Center. We also have strong partnerships with HealthFirst Bluegrass, Samaritan Hospital, Bluegrass Community Health, Hope Center, NAMI Lexington, Salvation Army, Catholic Action Center, New Life Day Center, Chrysalis House, and Community Action Council. Each of these agencies play a vital role in ensuring that the vast and complex needs of our clients are met.

In addition to these essential services, PSH projects require access to affordable housing. Our agency has formal agreements with the Lexington Housing Authority, HUD, and LFUCG to help provide rental assistance for our clients.

New Beginnings' Board of Directors is a diverse group of 13 individuals who support the growth of this PSH program. Board leadership includes Executive Directors from several local agencies who serve persons with disabilities and their

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?

New Beginnings believes that housing is a basic human right and that all people, including individuals with SMI, deserve a safe, decent, and affordable place to call home. We value diversity and are committed to ensuring that the individuals we serve are treated equally regardless of race, color, national origin, age, religion, sex, disability, familial status, gender identity, sexual orientation, or any other status protected by federal, state, or local law. We are fully committed to providing services in a culturally and linguistically appropriate manner. We comply with E.O. 13166 and Title VI to improve access for persons with limited English proficiency by supplying free language services through the interpreter service, Language Line. As needed, we offer free sign language interpreters and provide vital written information in large print and/or in languages other than English.

Most of our program participants will have incomes that fall well below the poverty level as a result of their chronic psychiatric disabilities. To ensure equal access for all who need our services, we offer all our services free of charge.

To maximize the diversity of our clients, staff provide assertive outreach services to connect with some of Lexington's most at risk and difficult to engage people in our local psychiatric hospitals, shelters, jails, public libraries, and on the streets. Our outreach efforts also include routinely contacting individuals on our waitlist to discuss potential community resources and solutions to help bridge the gap until they can access permanent housing.

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.)* **The Program Budget will be the same for both FY21 and FY22; there will be no increases in award for Year 2 of the grant.**

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 2021. It requests the allocation of all projected funding amounts (City and non-City sources) for anticipated FY 2021 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 **New Beginnings, Bluegrass, Inc.**

Program Name Permanent Supportive Housing

FY 2021 (July 1, 2020--June 30, 2021) 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)	2	87	$43,378	$43,379
Part-Time	2	48	$48,090	$0
Total Salaries		135	**91**	43
3. Consultant Services	$	0	$0	$0
list details	n/a			
4. Space/Facilities	$	4	$2,966	$1,484
list details	OFFICE SPACE: 3 staff @$120/month (allocation based on current lease agreement of $1.03/sq ft/month and office size of 120 sq ft/office)			
5. Operating Expenses	$	16	$10,090	$6,170
list details	TRAVEL: 3 staff @ $0.40/mile, 150 miles/week, 50 week/year; bus tokens/taxi vouchers for clients @$20/ client SUPPLIES: office supplies @$150/year; 3 laptops @ $800/ea; client supplies (medications, training materials,			
6. Scholarships / Stipends	$	0	0	0
list details - numbers & amounts	n/a			
7. Other	$	4	0	$4,045
list details	ANNUAL AUDIT: allocation based on percentage of ESR grant funding to total agency funding (9% of $6,850) ADMINISTRATIVE COSTS: administrative and financial oversight Executive Director and Finance Director			
8. TOTAL FY21 PROGRAM BUDGET *(Program budget will be the same for FY22; no increase in award for Year 2 of the grant)*	$	160	**105**	55

Cost per Program Participant: $ 2,128

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)*: Christy Shuffett

Title: Executive Director **Date**: 04.02.2020