

Sterling House

FY 2017 Buncombe County Community Funding

Sterling House

Tracie Bodford
P.O. Box 7391
Asheville, NC 28802

admin@28thJDB.com
O: 828-273-5335

Ms. Lisa-Gaye Hall

P.O. Box 7391
Asheville, NC 28802

admin@28thJDB.com
O: 828-273-5335
M: 828-273-5335

Application Form

Project Name*

Name of Project

Sterling House

Amount Requested*

Amount Requested

\$30,000.00

Service Area***Which Commissioner Districts are served by this program?**Access a map of Buncombe County Commissioner districts [here](#).

District 1

District 2

District 3

Which county sustainability goal aligns best with the goals of this project?*

Based on the Buncombe County Sustainability Plan, select a Category, Goal & Objective that align with the focus of the project and the specific results that will be achieved.

Access the Buncombe County Sustainability Plan [here](#).

Community > Safe, Low-Crime Communities > Engage with the community as a partner to problem solve community issues

If applicable, select a second sustainability goal that aligns with project goals.

Result 2 is optional - Select if project aligns with more than one Sustainability Category, Goal & Objective.

Community > Safe, Low-Crime Communities > Provide a comprehensive, collaborative, inclusive criminal justice system

If applicable, select a third sustainability goal that aligns with project goals.

Result 3 is optional - Select if project aligns with more than one Sustainability Category, Goal & Objective.

Economy > Workforce Development > Identify and reduce barriers to employment (e.g., childcare, transportation, housing, insurance)

Project Description

Project Description*

Description of Project

The Sterling House, a two-story duplex located in downtown Asheville, will provide a safe living environment for 12 women receiving intensive, community-based mental health and/or substance abuse rehabilitative services. As recommended by Substance Abuse & Mental Health Services Administration's supportive housing model, all clients would have access to case management, conflict resolution and crisis response. By helping individuals learn coping skills, and access better social supports, there will be a reduced need for crisis interventions such as hospitalization or incarceration. A program coordinator will teach 1) the skills residents need to live in the community independently, 2) help residents manage the activities of daily living and 3) how to have healthy social interactions, and 4) connect residents to supportive employment opportunities. Residents will be allowed to stay up to 12 months, although they may be encouraged to engage in other housing at earlier times.

The project is a collaborative effort of the Smoky Mountain LME/MCO, Buncombe County Drug Treatment Court, and Insight Human Services. Clients referred directly by Smoky Mountain will have access to six beds on the top floor; Drug Court clients will have access six beds on the lower level. Insight Human Services will oversee the program, hire & supervise a full-time coordinator, and therapeutic services to those in residence.

How many people will this project serve?*

State the number of individuals or households in Buncombe County that will be served by this project. Also state the number of people that will experience the desired result. For example, if dropout prevention services are being delivered to 100 students, how many will successfully graduate from high school?

The costs of incarceration and hospitalization for Buncombe County will be dramatically reduced and public safety will be enhanced for all citizens. At least twelve individuals will receive services and housing at one time, with a potential for many more over the course of the year. The number of clients served will vary with the length of stay for those in housing. In 2015, Buncombe County Drug Treatment Court helped 18 clients by providing funds for two months of rental housing. Those funds could stretch much further at Sterling House, based on the current rental costs for a bed in Buncombe County. Currently, landlords for recovery-oriented housing require payment of at least \$150 a week, and a deposit of at least \$400. At Sterling House, clients would pay \$100 a week (based on their ability to pay) with no deposit.

Describe the people this project will serve.*

Characterize the demographics of the project's target population in terms such as age, gender, income, race, ethnicity, geographic area, etc. Include information about method of referral/recruitment of the target population.

In 2015 the average Drug Treatment Court (DTC) client was 30 years old, either white or African American, and underemployed or unemployed. They typically found employment between 1-3 months after entering DTC. All referrals come through the District Attorney's office. All DTC clients need housing, and are often in unsuitable living environments or homeless upon being referred to DTC.

The Smoky Mt. LME/CMO client is an adult female who is a chronic user of mental healthcare services, and who might otherwise be homeless, in the hospital, or incarcerated.

What key steps will you take to achieve the results of this project?*

Describe the core elements of your implementation plan, including milestones that will take place within the funding timeframe.

Policies, safety guidelines, and house rules will be finalized by May, 2016, and posted before client intake begins. A coordinator will be hired and begin work by June 1, 2016. The lease for the property will be effective, and clients will be able to move into the property by July 1, 2016. Clients will be screened and chosen by both Smoky Mountain care coordinators and the Drug Treatment Court coordinator.

Describe the evidence of success that backs this project's approach.*

What evidence of success (i.e. evidence-based research, practice model, accreditation, industry standards, and/or other framework) are you using as a basis for your project design?

"Each year, there are an estimated 2 million people with serious mental illnesses admitted to jails across the nation...Almost three-quarters of these adults also have drug and alcohol use problems....Jails spend two to three times more money on adults with mental illnesses that require intervention than on those without those needs..." StepUpTogether.org (from the Stepping Up Initiative)

"Findings from our study on Sober Living Houses show they are utilized by a variety of individuals and that residents show improvement at 6 month follow up in a variety of areas, including substance use, work, arrests and psychiatric symptoms..." J Psychoactive Drugs. 2008 Jun; 40(2): 153-159.

"Participation in a recovery residence decreases in-treatment and post-treatment relapse rates and significantly increases recovery outcomes..." A Primer on Recovery Residences in the United States (Jason, Mericle,

Polcin, White, & the National Association of Recovery Residences, 2012)

Describe your data collection, tracking, and reporting procedures.*

Explain your methods for documenting project, service and client information. Include a description of any software or other tools utilized.

Project, service and client information are all kept in the Treatment record for each client, or “chart.” Housing, and all activity related to it, will be recorded in the chart. Outcome data that includes housing will be entered into the NC Treatment Outcomes and Program Performance System (NC-TOPPS). The NC-TOPPS system provides reliable information that is used to measure the impact of treatment and to manage the quality of services provided.

Explain your technological resources and capacity.*

Explain your current technological strengths and barriers and how this impacts your ability to track data and report outcomes. Who is responsible for adaptation and use of technology within your organization?

In addition to NC-TOPPS, Lauris Online will be used for all Electronic Health Record of everyone placed at Sterling House. Lauris facilitates the following:

- Mental and Behavioral Health Services
- Family Outreach and Assistance
- Special Needs Education
- Addiction Therapy, Substance Abuse Treatment and Rehabilitation
- Therapeutic Foster Care
- In-Home Health Evaluation
- Vocational Counseling
- Probation and Court Compliance Monitoring

Utilization of management information systems is a collaborative effort of decision support, quality management, clinical staff, and 3rd-party vendors. While financial constraints pose a significant barrier to using technology in the short term, tracking data and outcome reporting are strengths developed over decades of service. The electronic version of NC-TOPPS was piloted by Insight, and has been deployed through NC for all publicly funded behavioral health services.

Organizational Profile

How does the proposed project support your mission and strategic plan?*

State your mission and the date of your most recent strategic plan, and explain how the proposed project helps advance your organizational goals.

The mission of the Sterling House is to provide a safe living environment for 12 women receiving intensive community-based care for mental health and/or substance abuse problems. By implementing research based approaches that advance the Buncombe County's goal for safe, low-crime communities, this project helps to "improve access to mental health and substance abuse treatment through advocacy and requiring treatment programs for substance abuse offenders."

This project is also aligned with the Stepping Up Together goals, which have been endorsed by the leadership of Buncombe County: "Implement research-based approaches that advance the plan." This project

brings together three of the community's committed stakeholders--Drug Treatment Court, Smoky Mt. LME/COM, and Insight Human Services. They will work together to increase the County's capacity to house chronic mental health/hospital service users, at a significant savings to the public.

What expertise/accomplishments do you have that are relevant to the proposed project?*

List your organization's strengths as well as accomplishments from the past 3 years that position the organization to be successful with the proposed project.

There is a 91% non-recidivism, i.e. success, rate for the 23 Drug Treatment Court (DTC) clients who graduated between January 2013 and November 2015. Recidivism is not only an important outcome measure for determining how well DTC met the goals of individual participants; overall, reduction of crime means fewer victims in the community.

Describe partners that are critical to the success of your organization.*

List any external partners, intermediaries or advisors important to your success, and describe their role and evidence of their commitment. Describe successful collaborations with these people or groups.

This project brings together three key organizations in the community--Drug Treatment Court, Smoky Mt. LME/MCO, and Insight Human Services, to increase the County's capacity to house chronic mental health/hospital service users, at a significant savings to the county.

Financial Information

Nonprofit financial assurance requirements:

Financial statements, prepared using a recognizable basis of accounting (i.e., modified accrual) and IRS Form 990s must be submitted to Buncombe County annually.

- Organizations with annual revenues of \$300,000 or greater must submit financial statements audited in accordance with generally accepted auditing standards.
- Those with revenues between \$100,000 and \$300,000 must submit financial statements reviewed in accordance with SSARS 19.
- Those with revenues of less than \$100,000 must submit non-disclosure financial statements compiled in accordance with SSARS 19.

All financial statements must be reported on by a certified public accountant and include a full balance sheet, income statement, and cash flow statement.

These requirements are considered minimum requirements. Organizations may submit a higher level of assurance than is required.

IRS Form 990 - Upload Here

Click Choose File to upload a copy of the 990 form you most recently completed.

If your organization does not have a 990, briefly state the reason.

Include a statement of intent to comply with nonprofit financial assurance requirements as listed above.

This organization is new, and is a partnership dedicated solely to creating a recovery residence for individuals who are chronic mental health service users, and those in Drug Treatment Court.

Financial Statements - Upload here

Click Choose File to upload a copy of the most recently completed financial statements (audit, compilation or review).

If your organization does not have financial statements, briefly state the reason.

Include a statement of intent to comply with nonprofit financial assurance requirements as listed above.

This organization will comply with nonprofit financial assurance requirements as listed.

Complete Budget Worksheet - Upload Here*

Download the budget form [Here](#).

Complete the budget form for this project/program and the overall agency. Save it to your computer, then upload it by clicking Choose File.

Sterling House Budget Worksheet.xlsx

Budget Narrative*

Describe all differences between current year and proposed year. List all pending funding sources with expected date of notification. Please detail any other information that may help clarify the budget.

NA

What (if any) portion of requested funds will be used to support capital expenses?*

Capital projects are defined as those used to acquire or upgrade physical assets such as property, buildings, or equipment. Please detail.

None

Employee Wages

Please provide information about the wage breakdowns of your employees. Living wage for Buncombe County has been identified as \$11.00 per hour for employees with employer-provided health insurance and \$12.50 per hour for employees without.

Employees with employer-provided health insurance*

List the number of employees in your organization with employer-provided health insurance in each wage category. For salaried employees, use hourly wage equivalents.

\$7.25 - \$10.99 per hour

\$11.00 - \$14.99 per hour

\$15.00 - \$19.99 per hour

\$20.00 - \$24.99 per hour

\$25.00 - \$29.99 per hour

\$30.00 - \$34.99 per hour

\$35.00 - \$39.99 per hour

\$40.00+ per hour

1 employee at \$15.00 to 19.99 per hour

Employees without employer-provided health insurance*

List the number of employees in your organization without employer-provided health insurance in each wage category. For salaried employees, use hourly wage equivalents.

\$7.25 - \$12.49 per hour

\$12.50 - \$14.99 per hour
\$15.00 - \$19.99 per hour
\$20.00 - \$24.99 per hour
\$25.00 - \$29.99 per hour
\$30.00 - \$34.99 per hour
\$35.00 - \$39.99 per hour
\$40.00+ per hour

none

File Attachment Summary

Applicant File Uploads

- Sterling House Budget Worksheet.xlsx

INSTRUCTIONS FOR COMPLETING BUDGET FORM

Columns A - D "PROJECT for Which Funding Is Requested"

Columns A-D are for budget information about the specific project (or program) for which you have requested County funding.

- A Enter year-end actual dollars for this line, in the project's last full fiscal year. Show the date range for your last fiscal year.
- B Enter approved budget amount for this line in the project's current fiscal year. Show the date range for your current fiscal year.
- C Enter proposed project dollars in the upcoming fiscal year for which you are requesting funds. Show the date range for your upcoming fiscal year.
- D For each revenue source, if there are restrictions on your use of these project dollars, please indicate the restriction.

Columns E - G "TOTAL ORGANIZATIONAL BUDGET"

Columns E-G are for budget information from your organization (or agency) as a whole. Line item detail is not required in this section. Enter totals only.

If your project budget represents your total organization budget, please X the box above Column G; you do not have to complete Columns E-G.

- E Enter year-end actual dollars for organization's last full fiscal year.
- F Enter approved budget amount for organization's current fiscal year.
- G Enter proposed organizational budget in the upcoming fiscal year for which you are requesting funds.

Program and Organization Budget and Financial Information

ORGANIZATION:	Sterling House
Project Name:	Sterling House

If your "Total Organizational Budget" is the same as your Project Budget, X here:

X

	Line Item Description	A	B	C	D	E	F	G
		PROJECT for Which Funding Is Requested				TOTAL ORGANIZATIONAL BUDGET		
		Prior Year Actual	Current Year Approved Budget	Proposed Year Budget	Restrictions on Funding Use for Proposed Year (if applicable)	Prior Year Actual (totals only)	Current Year Approved Budget (totals only)	Proposed Year Budget (totals only)
	<i>show dates for your fiscal years</i>	mm/yy - mm/yy	mm/yy - mm/yy	07/16-06/17		mm/yy - mm/yy	mm/yy - mm/yy	07/16-06/17
Line#	REVENUES							
1	Grant from Buncombe County	\$ -	\$ -	\$ 30,000				
2	Other Grants			\$ 40,000				
3	Contributions							
4	Program Service Fees			\$ 20,000				
5	Federal Gov't Funding							
6	State Government Funding							
7	Municipal Funding							
8	Special Events							
9	OTHER (Specify):							
10	OTHER (Specify):							
11	TOTAL REVENUES	\$ -	\$ -	\$ 90,000				
Line#	EXPENDITURES							
12	Salaries & Related Expenses			\$ 40,000				
13	Professional & Contract Fees			\$ 10,440				
14	Printing and Publications							
15	Occupancy & Related Costs			\$ 39,560				
16	Travel & Transportation							
17	Assistance to Individuals							
18	Local & National Org. Dues							
19	Training and Conferences							
20	OTHER:							
21	OTHER (Specify):							
22	TOTAL EXPENDITURES	\$ -	\$ -	\$ 90,000				