

## **SOCIAL AND VOLUNTARY SERVICES COMMISSION FUNDING REQUEST**

**Legal Name of Agency:** Transition House, Inc.

**Mailing Address:** 700 Asp, Ste 2, Norman, OK 73069

**Application completed by:** Bonnie L. Peruttzi, MHR

**Telephone Number:** 405-360-7926

**Email Address:** transitionhouse@coxinet.net

**Amount of Funding Request:** **\$11,265**

\*\*\*Please note that agency project funding will be on a reimbursement basis. Payment will be made as invoices with appropriate documentation are provided.

In what year was your Agency incorporated: 1981

Are you associated with a national organization: No

Number of volunteers: 43 community and student volunteers; 29 client volunteers; 30 June Bug Jam volunteers & 23 Board Members, Board Fellows & Advisory Council members: **Total: 125**

How many hours do volunteers donate: 600 hours from community and student volunteers; 600 client volunteer hours; 600 June Bug Jam volunteer hours & 700 hours from Board Members, Board Fellows & Advisory Council members: **Total - 2,500**

How much money do volunteers save the agency: **\$37,500**

Has your Agency applied for SVSC funds before: Yes

Year: <u>2014</u>	Amount: <u>\$10,000</u>	Purpose: <u>Drop-In Center Expenses</u>
Year: <u>2013</u>	Amount: <u>\$13,000</u>	Purpose: <u>Drop-In Center Expenses &amp; Van Expense</u>
Year: <u>2012</u>	Amount: <u>\$10,000</u>	Purpose: <u>Drop-In Center Expenses</u>
Year: <u>2011</u>	Amount: <u>\$10,000</u>	Purpose: <u>Drop-In Center Expenses</u>
Year: <u>2010</u>	Amount: <u>\$9,525</u>	Purpose: <u>Drop-In Center Expenses</u>
Year: <u>2009</u>	Amount: <u>\$7,900</u>	Purpose: <u>Drop-In Center Expenses</u>
Year: <u>2008</u>	Amount: <u>\$4,500</u>	Purpose: <u>Van Expenses: Maintenance &amp; Repair, Insurance, &amp; Gas</u>
Year: <u>2007</u>	Amount: <u>\$4,800</u>	Purpose: <u>Van Expenses: Maintenance &amp; Repair, Insurance, &amp; Gas</u>
Year: <u>2007</u>	Amount: <u>\$3,000</u>	Purpose: <u>Costs for New Computer System</u>
Year: <u>2006</u>	Amount: <u>\$3,500</u>	Purpose: <u>Van Expenses: Maintenance &amp; Repair, Insurance, &amp; Gas</u>
Year: <u>2005</u>	Amount: <u>\$3,141</u>	Purpose: <u>Van Expenses: Maintenance &amp; Repair, Insurance, &amp; Gas</u>
Year: <u>2004</u>	Amount: <u>\$4,500</u>	Purpose: <u>Van Expenses: Maintenance &amp; Repair, Insurance, &amp; Gas</u>
Year: <u>2003</u>	Amount: <u>\$1,000(in-kind)</u>	Purpose: <u>Van maintenance &amp; repair and Gas</u>
Year: <u>2002</u>	Amount: <u>\$ 750</u>	Purpose: <u>New drums; recorder; training material for Music Wellness</u>
Year: <u>2001</u>	Amount: <u>\$ 900</u>	Purpose: <u>5 new drums for Music Wellness Program</u>
Year: <u>2000</u>	Amount: <u>\$2,950</u>	Purpose: <u>new carpet for office</u>
Year: <u>1999</u>	Amount: <u>\$1,400</u>	Purpose: <u>new computer system &amp; get another system on-line</u>
Year: <u>1998</u>	Amount: <u>\$650</u>	Purpose: <u>laminating machine, paint supplies, &amp; alarm clocks</u>
Year: <u>1997</u>	Amount: <u>\$2,000</u>	Purpose: <u>new computer system</u>
Year: <u>1988</u>	Amount: <u>\$4,000</u>	Purpose: <u>to help kick off our Community Outreach Program</u>

## Financial Information from the last fiscal year:

Percent of the budget which is spent on fund-raising:	<u>2%</u>
Percent of your budget spent on programs:	<u>81%</u>
Percent of your budget spent on administrative expenses:	<u>17%</u>

## Percentage of Organizational funding:

Religious Organizations (included in Donor Drive)	<u>less than 1%</u>
Civic Clubs	<u>0%</u>
Corporate Donors	<u>(Included in Fund Raising/Special Events)</u>
Endowment/Interest Income	<u>less than 1%</u>
Fees for services/products	<u>2%</u>
Government Grants (DMHSAS, SVSC)	<u>61%</u>
Government Contracts (NHA)	<u>4%</u>
Individual Donors (Donor Drive)	<u>2%</u>
Private Foundations (OEC, Bank of the West)	<u>2%</u>
Special Events (based on net earnings)	<u>5%</u>
United Way	<u>22%</u>
Other (990 T)	<u>1%</u>

### **Overall Mission of Agency**

*Please provide a one page narrative in 10 or 12 point type describing the mission of your agency. List the client population (income, age, geographic location – percentage of City of Norman residents) and describe all programs and services offered currently by your agency. Include any duplication of services in our area and the percentage increase or decrease projected in staff numbers over previous year.*

### **Overall Mission of Agency for Transition House, Inc.**

**Transition House, Inc.'s Mission** is to empower holistic wellness and hope to persons with mental illness through transitional housing, recovery-focused skills development, supportive care and advocacy.

**Transition House, Inc.'s Vision** is for persons with mental illness to live serene, joy-filled, healthy lives.

### **Transition House, Inc.'s Client Population Overview:**

- Age: 18 years old and older
- Income: No limitations
- Employment Status: Usually unemployed upon entering the program
- Race/Ethnicity: No limitations
- Disability: Psychiatric (frequently Co-occurring Disorders: mental illness plus substance abuse/addiction)
- Geographic Location: Norman area
- City of Norman Residents: Approximately 95% of the clients

### **Transition House, Inc.'s Programs and Services:**

**The Transitional Living Program (TLP)** of supervised apartment living promotes the recovery from mental illness through the development of daily living skills, socialization and recreational skills, pre-vocational and vocational skills, and provides support during the challenging times.

**The Community Outreach Program (COP)** provides on-going socialization/recreational opportunities, on-going support, and crisis intervention for mental health clients. Services are provided through two program components: Structured Activities and Drop-In Services.

**The Drop-In Center** is a space for mental health clients to "drop-in" and hang out for groups, activities, play, socialization, and a safe place to be.

**Transition House, Inc., is a unique program.** To my knowledge, we are the only private, non-profit agency in the state that provides a Transitional Living Program, Community Outreach Program, Drop-In Center, and Music Wellness. Some agencies that are a part of a private or state run mental health center may provide some similar services, but to our knowledge, we are unique in the state.

In a report from the Department of Mental Health and Substance Abuse Services in 2004, the following statement was made regarding TH: "...Transition House is providing a preferred practice of assisting program participants with successful community integration through the provision of continued supportive services once they have transitioned into permanent housing in the community." Since that time, the Department has encouraged agencies statewide to transform to the Recovery Model of care. TH has taken a leading role, strongly emphasizing clients' ability to recover and find joy and wellness.

**Staff Changes:** TH has had a 5 person staff for years with historically low staff turnover. Recently, funding challenges have taken their toll. At the end of FY'14, one Recovery Coordinator gave notice and completed her time with TH at the beginning of FY'15. Our Clinical Director went on maternity leave at the same time. She was scheduled to return after Labor Day however made the decision just prior to her scheduled return to stay home and raise her son. Since the beginning of FY'15, we've been operating with a 3 person staff. The decision was made to delay hiring of a new Recovery Coordinator because of funding challenges. With our Clinical Director's resignation, we promoted Mary Hopkins, BSW to Clinical Director. Two new Recovery Coordinators have been hired and will start with TH on Sept. 9, 2014. Our Executive Director has been with TH for 28 years, Business Manager for 19 years, and Clinical Director for 2 years. Even with the changes, the combined years of experience of staff is 49 years at TH.

**Specific project for which funding is being requested**

*Please provide a one page narrative in 10 or 12 point type describing the project for which funds are requested including staff positions, salaries, equipment, office supplies and other expenses. Please address what similar services are available through other local agencies, why this program is unique, how many will benefit and why it would be appropriate for City of Norman funds to be used to support this program.*

**Transition House, Inc., would like to use the SVSC funds for the following:**

**Transition House, Inc., projected Drop-In Center Expenses:**

• Rent:	\$6,000 (\$500/month)
• Utilities (Electric and Gas):	\$1,500
• Cable:	\$1,050
• General & Professional Liability Insurance:	\$950 (25% of total cost)
• Directors & Officers Liability Insurance:	\$527 (25% of total cost)
• Workers Comp:	\$1,238 (25% of total cost)

**Drop-In Center total: \$11,265**

➤ **Total SVSC Request: \$11,265**

**TH's Drop-In Center**, located at 700 Asp, Ste. 4 since 1995, is approximately 600 square feet. Over the years, volunteer efforts combined with multiple donations have created this into a very safe and comfortable space for groups, meetings, and activities. Typically there are one to two groups/activities per day in addition to other meetings such as TH's Board meetings. The space is also used for special events and is available to outside groups as appropriate. Currently a Mood Disorder support group has been using this space for weekly meetings. We have also had 12 Step meetings held in this space. It is open during TH office hours plus designated clients have a key to open the space after hours so clients can use this space as a safe retreat as needed. The space has an accessible restroom, a small kitchenette, storage area, comfortable seating, games, books, a TV with VCR and DVD player, a small food pantry, and client supplies for activities and recreation at the Center. The cable connection is important since TLP clients apartments do not have cable, and many clients living in their own apartments in the community do not have cable (especially when they first move out). The Center is a place of learning, relaxation, socialization and enjoyment – a sanctuary for TH people. Everyone served by TH (92 **clients - FY'14**) has the opportunity to benefit from the Drop-In Center.

**Client Impact for Transitional Living Program (TLP) clients** (26 served in FY'14)

**Drop-In Center:** This is their group meeting space. TLP Clients are in and out of the Center at least a couple of times per day. Because of the design and location – confidentiality can be maintained during groups because this space is sound proof. In the past, groups were held in our main office and we could not maintain group confidentiality in this space. There is also a storage room in the Drop-In Center to store supplies such as linens, personal items, food, etc., for TLP clients.

**Client Impact for the Community Outreach Program (COP) clients** (75 served in FY'14)

**Drop-In Center:** This feels like a 'family's home living room.' Whether someone has their own home or not – this safe, welcoming space provides people with a sense of belonging. For COP clients who are without a home, this is a place they can come to for sanctuary, to clean up and use the restroom, to come in from the weather, eat, and not feel alone.

**TH is unique** in the state. To my knowledge, we are the only private, non-profit agency in the state that provides a Transitional Living, Community Outreach, a Drop-In Center, and Music Wellness.

**Our commitment** to our clients is to provide caring, supportive, quality services that enhances a person's recovery process. The City's continued help is needed to help us maintain this important commitment. For more on TH, visit [www.thouse.org](http://www.thouse.org). On the Programs page you can find links to Our Commitment to Recovery and our six principles: Belief in Recovery, Mutual Trust & Respect, Connection, Integrity, Fun and Gratitude. We have also developed standards for 3 of the 6 principles with plans to complete the rest in FY'15. Our focus is Seek Serenity, Joy & Health Today!