

ARPA SUBRECIPIENT AGREEMENT

This ARPA Subrecipient Agreement (“Agreement”) is dated as of the _____ day of _____, 2023, by and between the City of Norman, Oklahoma, a municipal corporation (“City”), and the Transition House, Inc., a not-for-profit Oklahoma corporation (“Subrecipient”).

WHEREAS, the U.S. Department of Treasury (“Treasury”) has allocated to the City \$22,245,542 of federal stimulus money from the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Funds under CFDA No. 21.027 (“ARPA Funds”) under Section 803(b) of the Social Security Act, as amended by Section 9901 of the American Rescue Plan Act (“ARPA”), for the limited purposes identified in the Coronavirus State and Local Fiscal Recovery Funds Final Rule (“Final Rule”) effective April 1, 2022, and the Compliance and Reporting Guidelines for State and Local Fiscal Recovery Funds (“Compliance and Reporting Guidelines”) dated February 28, 2022; and

WHEREAS, the ARPA authorizes the City to expend ARPA funds awarded to the City for a program, service, capital expenditure, or other assistance that responds to disproportionately impacted populations; and programs or services that respond to the public health emergency and the negative impacts of the pandemic (Final Rule, Section 35.6(b)(3)(ii)(B)(2)); and

WHEREAS, the City has identified non-profit support as a desired use of a portion of the ARPA Funds; and

WHEREAS, the City Council authorized funds to be used as grants for local nonprofits; and

WHEREAS, the City entered into a contract on September 13, 2022 with United Way to administer the application and review process; and

WHEREAS, United Way received 34 applications and during the review process the United Way ARPA Impact Council recommended that grants be provided to 20 non-profits; and

WHEREAS, City and Subrecipient desire to enter into this Agreement so that the City may provide ARPA Funds for appropriate and qualifying expenditures of grant funds advanced to the Subrecipient by the City for the provision of services to address the negative impacts of the pandemic.

NOW, THEREFORE, in consideration of the above and foregoing, and the terms and conditions set forth below, the parties agree as follows:

1. Effective Date and Term. This Agreement shall commence when last executed by all parties and remain in effect until March 31, 2027 unless terminated by the City in writing.
2. ARPA Funds. The City agrees to provide the Subrecipient a total sum not to exceed \$70,000 within 30 days of the effective date of this Agreement to be used for qualifying expenses under the Final Rule related to services addressing the negative impacts of the pandemic on the

condition that the funds are obligated by December 31, 2024 and expended by December 31, 2026.

3. Subrecipient's Use of ARPA Funds. The Subrecipient shall ensure that ARPA Funds requests are necessary to respond to the negative impacts of the public health emergency as provided in the Final Rule.
 - a. General Standards. Subrecipient must satisfy the requirements for all uses under the public health emergency and negative pandemic impacts eligible use category under the Final Rule, including identifying an impact or harm and designing a response to the identified impact or harm. Responses must be reasonably designed to benefit the individual or class that experienced the impact or harm and must be related and reasonably proportional to the extent and type of impact or harm.
 - b. Use of Funds Consistent with Application. Subrecipient must use the funds for the purposes and uses described in its City of Norman ARPA Funding Application, attached hereto as Exhibit A.
4. Ineligible Uses. Non-allowable uses of ARPA Funds include, but are not limited to, the following: (a) usage of funds to either directly or indirectly offset a reduction in net tax revenue resulting from a change in law, regulation or administrative interpretation during the covered period that reduces a tax or delays the imposition of any tax or tax increase; (b) damages covered by insurance; (c) usage of funds as a deposit into any pension fund; (d) expenses that have been or will be reimbursed under any federal program; (e) debt service costs; (f) contribution to a "rainy day" fund or other replenishment of financial reserves; (g) legal settlements and judgments; (h) usage of funds for programs, services, or capital expenditures that include a term or condition that undermines efforts to stop the spread of COVID-19 as set forth in the Center for Disease Control's guidelines and recommendations; and (i) usage of funds in violation of the conflict of interest requirements contained in the Award Terms and Conditions of the Office of Management and Budget's Uniform Guidance, including any self-dealing or violation of ethics rules.
5. Reporting Requirements. Subrecipient must submit quarterly Project and Expenditure Reports to City within fourteen (14) days of the end of the each quarter during the term of this Agreement. Additionally, Subrecipient must submit an annual Project and Expenditure report covering each year under this Agreement beginning on the effective date and ending March 31, 2027. The annual report should be provided to City within fourteen (14) days of the end of each reportable year under this Agreement. Reports shall provide the following information:
 - a. Project: The Subrecipient shall provide a description of the project and status of completion. Project description must describe the project in sufficient detail to provide understanding of the major activities that will occur, and will be required to be between

50 and 250 words. Projects should be defined to include only closely related activities directed toward a common purpose.

- b. Obligations and Expenditures: The Subrecipient should report the current period obligation, cumulative obligation, current period expenditure, and cumulative expenditure.
- c. Project Status: The Subrecipient should report on project status each reporting period in four categories: not started; completed less than 50%; completed 50% or more; and completed.
- d. Program Income: The Subrecipient should report the program income earned and expended to cover eligible project costs, if applicable.
- e. Adopted Budget: The Subrecipient shall provide the budget adopted for the Project to assist the Department of Treasury to better understand the intended impact, identify opportunities for outreach, and understand the Subrecipient's progress in program implementation.
- f. Project Demographic Distribution. Subrecipient must respond to the following:
 - i. What impacted and/or disproportionately impacted population does the project primarily serve?
 - ii. If the project primarily serves more than one impacted and/or disproportionately impacted population, the Subrecipient may select up to two additional populations serviced.

Subrecipient will select from the following options:

	Impacted Population
Assistance to Non-profits	<ul style="list-style-type: none"> • Low-income households and communities • Households in QCTs • Households that qualify for federal benefits • Household income is at or below 185% of Federal Poverty Guidelines or income at or below 40% of area median income

6. Termination. The City may terminate this Agreement, for convenience or otherwise and for no consideration or damages, upon prior notice to the Subrecipient.
7. Independent Contractor. Each party under this Agreement shall be for all purposes an Independent Contractor. Nothing contained herein will be deemed to create an association, a

partnership, a joint venture, or a relationship of principal and agent, or employer and employee between the parties. The Subrecipient shall not be, or be deemed to be, or act or purport to act, as an employee, agent, or representative of the City for any purpose.

8. Indemnification. The Subrecipient agrees to defend, indemnify, and hold the City, its officers, officials, employees, agents and volunteers harmless from and against any and all claims, injuries, damages, losses or expenses, including without limitation personal injury, bodily injury, sickness, disease, or death, or damage or destruction of property, which are alleged or proven to be caused in whole or in part by act or omission of the Subrecipient, its officers, directors, employees, and/or agents relating to the Subrecipient's performance or failure to perform under this Agreement.
9. Compliance with Laws, Guidelines. The Subrecipient shall comply with all federal, state, and local laws and all requirements (including debarment and other required certifications and audits) of the Final Rule and the Compliance & Reporting Guidelines to the extent applicable, when expending ARPA Funds pursuant to this Agreement. Failure to comply with such laws and guidelines may result in forfeiture of ARPA funds and the City shall be entitled to reimbursement of any ARPA funds expended hereunder.
10. Maintenance and Audit of Records. The Subrecipient shall maintain records, books, documents, and other materials relevant to its performance under this Agreement. These records shall be subject to inspection, review and audit by the City or its designee for five (5) years following termination of this Agreement. If it is determined during the course of the audit that the Subrecipient expended funds for unallowable costs under this Agreement, the Subrecipient agrees to promptly reimburse the City for such payments upon request.
11. Notices. Any notice desired or required to be given hereunder shall be in writing and shall be deemed received three (3) days after deposit with the U.S. Postal Service, postage fully prepaid and addressed to the party to which it is intended at its last known address, or to such other person or address as either party shall designate to the other from time to time in writing forwarded in like manner:

Subrecipient:

Board President
700 Asp Ave, Suite 2
Norman, OK 73069

With copies to:
Bonnie Peruttzi, Executive Director
700 Asp Ave, Suite 2
Norman, OK 73069

City of Norman
Attn: Darrel Pyle, City Manager
P.O. Box 370
Norman, OK 73070

With copies to:
City of Norman
Attn: Anthony Francisco, Finance Director
P.O. Box 370
Norman, OK 73070

City of Norman
Attn: Kathryn Walker, City Attorney
P.O. Box 370
Norman, OK 73070

12. Conflict of Interest. The elected and appointed officials and employees of the parties shall not have any personal interest, direct or indirect, in any project for which the ARPA Funds provided hereunder are expended or proposed to be expended, which would give rise to a conflict of interest.
13. Time. Time is of the essence in this Agreement.
14. Survival. The provisions of this Agreement that by their sense and purpose should survive expiration or termination of the Agreement shall so survive. These provisions include without limitation Indemnification and Maintenance and Audit of Records.
15. Amendment. No amendment or modification to this Agreement will be effective without the prior written consent of the authorized representatives of the parties.
16. Governing Law; Venue. The Agreement will be governed in all respects by the laws of the State of Oklahoma, both as to interpretation and performance, without regard to conflicts of law or choice of law provisions. Any action arising out of or in connection with the Agreement may be instituted in the District Court of Cleveland County, Oklahoma.
17. Non-Waiver. No failure on the part of the City to exercise, and no delay in exercising, any right hereunder shall operate as a waiver thereof; nor shall any single or partial exercise by the City of any right hereunder preclude any other or future exercise thereof or the exercise of any other right. The remedies herein provided are cumulative and not exclusive of any remedy available to the City at law or in equity.
18. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors.

19. Assignment. The Subrecipient shall not assign or transfer any of its interests in or obligations under this Agreement without the prior written consent of the City.
20. Entire Agreement. This Agreement constitutes the entire agreement between the City and the Subrecipient for the use of ARPA Funds and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the parties with respect to this Agreement.
21. No Third Party Beneficiaries. Nothing herein shall or be deemed to create or confer any right, action, or benefit in, to, or on the part of any person or entity that is not a party to this Agreement. This provision shall not limit any obligation that either Party has to the Department of Treasury in connection with the use of ARPA Funds, including the obligations to provide access to records and cooperate with audits as provided in this Agreement.
22. Severability. In the event that one or more provisions of this Agreement shall be determined to be invalid by any court of competent jurisdiction or agency having jurisdiction thereof, the remainder of the Agreement shall remain in full force and effect and the invalid provisions shall be deemed deleted.
23. Counterparts. This Agreement may be executed in one or more counterparts, any of which shall be deemed an original but all of which shall constitute one and the same instrument.
24. Authorization. Each party signing below warrants to the other party, that they have the full power and authority to execute this Agreement on behalf of the party for whom they sign.

IN WITNESS WHEREOF, this Agreement is executed and shall become effective as of the last date signed below.

SUBRECIPIENT

By: Sara King

Printed Name: Sara King

Title: Interim Board President

Date: January 4, 2023

CITY OF NORMAN, OKLAHOMA

By:

Larry Heikkila
Mayor

Attest:

Brenda Hall
City Clerk

Approved as to form and legality this ____ day of _____, 2023.

Kathryn L. Walker
City Attorney

Admin View

Organization Overview

Organization Overview	
*Organization Name:	Transition House, Inc.
*501(c)3 number:	731155089
*CEO/Organization Director:	Bonnie L. Peruttzi, MHR
Contact for this proposal	
*First Name:	Bonnie
*Last Name:	Peruttzi
*Address:	700 Asp, Ste. 2, Norman, OK 73069
*Email:	bperuttzi@thouse.org
*Phone Number:	405-360-7926
Mailing Address	
*Street Address:	700 Asp Ave Ste 2
*City:	Norman
*State:	Oklahoma
*Zip Code:	73069
*Phone Number:	405-360-7926
*Is your Physical Address different from Mailing Address?	No
*Amount Requested from City of Norman:	\$70,000.00

Program Information Overview

Program Overview	
*Program Name:	Beyond Recovery
*Focus Area:	Client Support (for clients impacted by negative health and economic impacts of COVID)
Percentage of people served identifying as (add '0' in case of null)	
Gender	

*Percentage of Male:	67
*Percentage of Female:	33
*Percentage of Non-binary:	0
Ethnicity	
*Percentage of Asian or Pacific Islander:	0
*Percentage of Black or African American:	8
*Percentage of Hispanic or Latino:	4
*Percentage of Native American or Alaskan Native:	9
*Percentage of White or Caucasian:	78
*Percentage of Multiracial or Biracial:	1
*Is this a new program for your agency?	Yes
*Additional Funding Sources for project:	
<p>Transition House (TH) will be pursuing additional support from a variety of opportunities:</p> <ul style="list-style-type: none"> • Application will be made for additional ARPA funds through the State of Oklahoma. Department of Commerce is coordinating efforts to distribute 25 million dollars to non-profits statewide. • Transition House's Board of Directors continues to work to further develop efforts for increased revenue through fund raising. • Transition House will continue to advocate for additional funding from Oklahoma's Department of Mental Health and Substance Abuse Services (ODMHSAS). The rate of pay for service from ODMHSAS has not increased since 2000 - paying \$55/transitional living day for clients in the Transitional Living Program. 	
*Implementation Schedule for Project:	

FY'23:

- TH's Programs Director will work to provide supportive counseling to Transitional Living Program clients under the supervision of a licensed professional counselor.
- Start adjusting job responsibilities so current services are not impacted by this additional service without expanding staff.
- Begin the process of increasing staff salaries to be more competitive.
- Combine these efforts with TH's continued work with OU students from both the School of Social Work and Psychology Department, training future providers for our community while giving opportunities for TH to screen potential employees if/when positions open.
- Develop strategy to increase staff to accommodate the additional services being offered.

FY'24:

- Continue supportive counseling services.
- Work to hire a part time employee to help cover gaps in service provision that result from the addition of supportive counseling services.
- Continue to increase salaries to a more competitive rate.
- Continue work with OU students.
- Continue coordinated efforts to work with COCMHC and other community providers to ensure the best possible services are available at TH.
- Begin work to develop Beyond Recovery curriculum that empowers clients to find healthier life opportunities by working beyond recovery. If feasible, begin utilizing curriculum if sufficiently developed.

FY'25:

- Continue supportive counseling services. Evaluate feasibility of offering opportunities to Community Outreach Program clients.
- Larger increase in salaries because the Programs Director projects going under LPC-C supervision.
- Continue work with OU students and explore other partnership opportunities through OU and possible funding resources related to TH's work with OU students.
- Fully implement Beyond Recovery curriculum.

Narrative

Narrative

*Provide a description of the organization's capacity and relevant experience in operating the proposed program.

The pandemic has shined a spotlight on Transition House's (TH's) capacity to operate under challenging conditions. Team members continue to utilize challenges as opportunities to learn and grow to better serve clients. During the higher risk points of COVID-19 and beyond, staff displays creativity, flexibility, passion, and advocacy while reducing essential service delivery risks. A vital lesson learned is that recovery is essential to those with serious mental illness and addiction, however it is not the end of the healing process. We have learned that if we do not provide the opportunities for clients to grow beyond reduction of symptoms, there is a greater likelihood of recidivism. We have seen evidence that guides us to believe that helping people discover a part of life that is joy-filled and balanced motivates them to maintain healthier life choices past the initial phases of the recovery process. With an experienced leadership team plus relevant personal and educational backgrounds, our team continues to provide high-quality services while exploring ways to improve services and opportunities. Staff operates with a strong sense of determination to support and empower people with mental illness and addiction as they work with them to transform their lives. One staff member has her Masters in Human Relations. Another is pursuing the Human Relations Clinical Mental Health Counseling Program with plans to pursue their LPC. Staff continues to participate in relevant training and has increased involvement with appropriate community collaborative opportunities. Key factors that strengthen TH's capacity is staff's commitment to TH's culture of active listening, non-judgmental respect, empathetic support, and healthy empowerment. TH believes in the value of clients' wisdom and input. This combined with routine clinical consultation, evidence-based curriculum materials, and updated recovery standards – has created an outstanding foundation for high quality services with healthy client connections.

Provide a description of the program including:

A. Program Activities

B. Population served

C. How many people will benefit from program

*Please provide the detail description for the above:

Since 1982, TH has been providing services to adults with serious mental illness and addiction through the Transitional Living Program (TLP) and Community Outreach Program (COP). TLP includes supervised apartment living (4 apartments, total capacity 12), with a maximum length of stay of one year, provides intensive support and promotes recovery from mental illness and co-occurring disorders (mental illness and substance misuse/use disorders). TLP provides necessary intensive case management, support, education, linkage to benefits and assistance, and other support for individual unmet needs. Recovery Coordinators work with each client to create individualized recovery plans that define their unique goals through the recovery process. Group activities help clients develop community living, employment, socialization/recreation, and mental illness management skills. Services are tailored to meet individuals' needs through individual and group services at TH, treatment teamwork with COCMHC and referrals and linkage to other resources/agencies.

The COP provides on-going socialization/recreational opportunities, outreach, support, and crisis intervention through Structured Activities and Drop-In Services. Services include supportive counseling, outreach, crisis intervention, grocery shopping, community living support, and diverse social/recreational opportunities. For some, this means support through individual meetings with staff either in person, sending positive message mail, via phone or on social media. Others receive support through structured group activities, including trips to the store, community outings, TLP groups, and special events. The COP provides on-going, long-term, consistent support helping people through the many challenges faced in the process of recovery, especially in the context of the pandemic.

Beyond Recovery is a new initiative that seeks to empower improved long-term solutions for TH's target population. Our focus is working to find better approaches to the recovery process and beyond through the work of TH's TLP & COP. New curriculum will be developed combining evidenced-based practices with client and staff feedback that focuses on helping people learn to grow beyond reduction of symptoms. Through groups and additional supportive counseling opportunities, clients will be able to learn how to live a joy-filled, balanced life as contributing members of our community. The premise of our approach is if the quality of life improves enough, the desires to return to old, unhealthy life-choices decline.

In FY'22, 37 people participated in the TLP and 98 in the COP. In total, 114 (unduplicated) people were served through TLP and COP. The monthly average of people served through TH was 58. In addition, TH assisted 419 callers seeking information and/or support. We hope to initially provide this additional opportunity to 20% (approximately 12) of the monthly average of people served at TH, with hopes to expand the opportunities as the program develops.

*If awarded, how will this funding be used?

Throughout COVID-19, we have witnessed an increase in isolation and substance use which has exacerbated serious mental illness. This often leads to extreme poverty, homelessness, criminal activity along with a lack of available services to help address these outcomes and needs because of limits and restrictions during COVID-19. For TH, the COVID-19 pandemic resulted in difficulties in filling bed spaces due to health and safety risks as well as challenges related to the higher acuity and readiness of clients to work on recovery and personal accountability. For those in the program during the pandemic, TH witnessed a need for extended stays in the TLP often due to a lack of essential community resources that were needed to transition to community living. The result of these patterns was reduced census in the TLP, which resulted in a loss of funding from ODMHSAS through TH's fee for service contract.

Recognizing these and other COVID-19 impacts, TH's goal is to provide the best possible mental health services and expand our scope of services through a new initiative – **Beyond Recovery**. ARPA funds will be used to help achieve this goal by supporting efforts to strengthen staff and reduce the likelihood of turnover by creating more competitive salaries. TH is also building growth opportunities for staff so our agency will eventually be able to better collaborate and supplement the work of Central Oklahoma Community Mental Health Center (COCMHC) in providing not just case management and supportive counseling, but also therapy to TH clients on-site.

*Provide a detailed description of the population to be served (target population, age group, low income, moderate income, etc.):

Transition House (TH) serves a critical care segment of the Norman community that was highlighted in the *City of Norman & Norman/Cleveland County Continuum of Care: Homelessness Gap Analysis* (9/2021).

TH offices and transitional housing are "disproportionately impacted" due to location in Qualified Census Tract #2005 and we serve the most disproportionately impacted individuals who experience most of these impacts regardless of COVID: serious mental illness, physical illness and/or disability, substance use disorder, unemployment, extreme poverty, food insecurity, and, as a result, homelessness. Since the start of the COVID-19, staff has seen increases in acuity levels related to client's serious mental illness and substance abuse, making these clients more treatment resistant.

TH clients need virtually every social, health, and community service. TH's unique contribution to Norman's continuum of care is individualized, comprehensive, intensive, coordinated **transitional support**. TH clients engage in an integrated system of community services and TH's specialized support for recovery from mental illness, therapeutic recovery, safe housing, and transitional services that include obtaining identification and documents, managing mental illness, gaining community living, work, socialization, and recreational skills. TH also provides a support system as clients transition to independent community living through the Community Outreach Program.

The *Gap Analysis* reported 266 men, women and children experienced homelessness in Cleveland County (Point in Time count 1/2020. Of these, with 146 (55%) of those people living unsheltered, 132 had a serious mental illness, and 120 had a substance use disorder. Prior to coming to TH's Transitional Living Program, TH's clients were unsheltered due to serious mental illness and substance use disorder.

*Describe intake procedures:

TH assists and supports adults with serious mental illness through transition from in-patient treatment to community living – addressing serious mental illness, substance misuse, and homelessness through intensive, sustained support of intractable and coexisting conditions.

The intake/screening process for the TLP applies to most served by TH since typically over 85% of the COP participants have been a part of the TLP. TLP screening process:

- The application process includes a Prospective Client Request form and Assessment, Clinician's Referral, and Release of Information.
- TH's Programs Director reviews information including psychiatric and criminal history, and evaluates for appropriateness.
- Highlights of Considerations in the screening process include:
 - 18 years old or older.
 - Diagnosed with a serious mental illness.
 - Must need rehabilitation or assistance in life skills and illness management, motivation to change, and willingness to take personal responsibility.
 - Willingness to maintain medication compliance and can self-administer medication.
 - No recent history of alcohol or other substance abuse.
 - Have the skills and are willing to maintain sobriety.
 - Haven't been convicted of violent crimes against others.
 - Able to live in a supportive environment without 24 hour/day supervision.
 - Willingness to follow TH agreements and policies and procedures.
- If the person is deemed appropriate for an interview, they meet with the Programs Director and Recovery Coordinator for an interview and attend a group at TH.
- If deemed appropriate and client is accepted into the program, they have an extensive orientation on their first day in the program and move into the TLP apartments.

Funding and Schedule

Funding and Schedule

*Attach an itemized budget for funds received from City of Norman:

Transition House Budget for ARPA funds from City of Norman.xlsx

*Additional Funding Sources for project:

Transition House will be pursuing additional support from a variety of opportunities:

- Application will be made for additional ARPA funds through the State of Oklahoma. Department of Commerce is coordinating efforts to distribute 25 million dollars to non-profits statewide.
- Transition House's Board of Directors continues to work to further develop efforts for increased revenue through fund raising.
- Transition House will continue to advocate for additional funding from Oklahoma's Department of Mental Health and Substance Abuse Services (ODMHSAS). The rate of pay for service from ODMHSAS has not increased since 2000 - paying \$55/transitional living day for clients in the Transitional Living Program.

*Implementation Schedule for Project:

FY'23:

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FY'24:

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- Fully implement Beyond Recovery curriculum.

Organization Information

Organization Information

*Did you receive any federal assistance related to COVID to address financial hardships?

Yes

*Explain in detail:

Paycheck Protection Program (PPP) Loan through Armstrong Bank: Received **\$50,800**

Date of Note: April 18, 2020 Approved for Full Forgiveness: 10/14/2020

CARES Act Provider Relief Fund: Transition House received **\$4,399.44.**

Details regarding receipt of funding: Confirmation email 11/20/2020

Thank you for attesting to the Provider Relief Fund payment and Terms and Conditions in the [Provider Relief Fund Application and Attestation Portal](#). Please keep this confirmation for your records:

Last 4 digits of TIN: 5089

Payment: 4399.44

Accepted fund/Rejected fund: Accepted

Reference number: P3-19803542527

*Provide a brief description of the organization's capacity and relevant experience in operating the proposed program.

TH is resilient and continues to operate through challenges. Staff utilizes challenges as opportunities growth. During COVID-19, staff displayed creativity, flexibility, passion, and advocacy while maintaining safety. A lesson learned is recovery is essential to those with serious mental illness and addiction, however it is not the end. We have learned that if we do not provide the opportunities for clients to grow beyond reduction of symptoms, there is a greater likelihood of recidivism. We have seen evidence that guides us to believe that helping people discover a part of life that is joy-filled and balanced motivates them to maintain healthier life choices past the initial phases of recovery. With experienced leadership, our team continues to provide high-quality services while exploring ways to improve accountability and opportunities. Staff operates with a strong sense of determination to support and empower people with mental illness and addiction as they work with them to transform their lives. One staff member has her Masters in Human Relations. Another is pursuing the Human Relations Clinical Mental Health Counseling Program. Staff continues to participate in training and has increased involvement with community collaborative opportunities. Key factors that strengthen TH's capacity is staff's commitment to TH's culture of active listening, non-judgmental respect, empathetic support, and healthy empowerment. TH believes in the value of clients' wisdom and input. This combined with routine clinical consultation, evidence-based curriculum materials, and updated recovery standards – has created an outstanding foundation for high quality services with healthy client connections.

*Explain in detail how the requested funds for the project relate to COVID?

TH is requesting funds to improve mental health services. COVID-19 has had a major impact on our community's mental health. TH serves a population that already has severe mental illness, substance use disorders, extreme poverty, housing and food insecurity, and health issues. The onset of COVID-19 has increased the acuity of those we serve. To limit risk and exposure, limiting services was necessary. The fiscal impact of this reduction resulted in significant loss of funds from ODMHSAS through our fee for service contract. Since we could not maintain a full census safely, TH loss revenue. Through Beyond Recovery, TH is working to restore levels of services, stabilize staffing, and build new and improved opportunities for well-being and accountability for those seeking assistance.

According to the World Health Organization (WHO)

- "While mental health needs have risen, mental health services have been severely disrupted."
- "...Ensure widespread availability of mental health and psychosocial support, including by scaling up access to self-help and supporting community initiatives."
- "...Support recovery from COVID-19 by building mental health services for the future."

According to the National Institutes of Health (NIH)

- "People who are more likely to experience symptoms of mental illnesses or disorders during the COVID-19 pandemic include people with financial or housing insecurity; disabilities; and preexisting mental illnesses or substance use problems."
- "People who belong to more than one of these groups may be at an even greater risk for mental illness."

TH is working to heal the impact COVID-19 has had on our most vulnerable citizens.

Project Demographic Distribution

Project Demographic Distribution

*What impacted and/or disproportionately impacted population does the project primarily serve?

Adults with serious mental illness

*If the project primarily serves more than one impacted and/or disproportionately impacted population, select up to two additional populations served:

- Adults with Co-Occurring disorders (serious mental illness and substance use disorder)
- Adults with extreme poverty that results in food and housing insecurity

*Neighborhood Location/Service: What area served?

Campus Corner area of Norman - Qualified
Census Tract #2005

**City of Norman ARPA Funding
Transition House, Inc. | Peruttzi, Bonnie**

Transition House ARPA Budget Request

INCOME:	Proposed FY'23 Budget	Proposed FY'24 Budget	Proposed FY'25 Budget	Total ARPA Request
Other Gov. Grants - ARPA	\$8,380	\$21,660	\$39,960	\$70,000

EXPENSES:				
Salaries	\$7,280	\$19,560	\$36,560	\$63,400
FICA/Pay.Tax/OES	\$100	\$1,100	\$2,400	\$3,600
Food	\$500	\$500	\$500	\$1,500
Client Supplies/Activities	\$500	\$500	\$500	\$1,500
Total ARPA Grant Expenses	\$8,380	\$21,660	\$39,960	\$70,000

INCOME:	TH Budget FY'23	Proposed FY'23 Budget Modification	Proposed FY'23 Budget	Proposed FY'24 Budget	Proposed FY'25 Budget	Total ARPA Request
Contributions	\$100	\$100	\$100	\$100	\$100	
United Way/Norman	\$46,000	\$46,000	\$46,000	\$46,000	\$46,000	
Fund Raising Expense						
Fund Raising Income						
Fund Raising Events - Total	\$18,000		\$18,000	\$18,000	\$18,000	
DMHSAS	\$270,000		\$270,000	\$270,000	\$270,000	
Other Gov. Grants	\$17,000		\$17,000	\$17,000	\$17,000	
Other Gov. Grants - ARPA			\$8,380	\$21,660	\$39,960	\$70,000
Foundation Grants	\$10,000		\$10,000	\$10,000	\$10,000	

**City of Norman ARPA Funding
Transition House, Inc. | Peruttzi, Bonnie**

Civic Club Donations/Grants	\$1,000		\$1,000	\$1,000	\$1,000	
Donor Drive	\$22,000		\$22,000	\$22,000	\$22,000	
Client/Participant Fees	\$8,200		\$8,200	\$8,200	\$8,200	
Interest	\$300		\$300	\$300	\$300	
Miscellaneous	\$0		\$0	\$0	\$0	
TOTAL	\$392,600	\$392,600	\$400,980	\$414,260	\$432,560	\$70,000
EXPENSES:						
Salaries	\$219,440	\$0	\$226,720	\$239,000	\$256,000	\$63,400
Employees Health, Dental, Life I	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	
Worker's Comp.	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	
FICA/Pay.Tax/OES	\$19,900	\$19,900	\$20,000	\$21,000	\$22,300	\$3,600
Legal/Accounting	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
Office Supplies	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Telephone/Internet/Website	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	
Postage	\$400	\$400	\$400	\$400	\$400	
Rent	\$50,400	\$50,400	\$50,400	\$50,400	\$50,400	
Utilities	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	
Household	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	
Maint/Rep-Property	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Maint/Rep-Equipment	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	
Training/Development	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	
Food	\$2,000	\$2,000	\$2,500	\$2,500	\$2,500	\$1,500
Client Supplies/Activities	\$9,200	\$9,200	\$9,700	\$9,700	\$9,700	\$1,500
Streaming Services	\$250	\$250	\$250	\$250	\$250	
Vehicle - Gas	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Vehicle - Maint/Repair	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	
Vehicle- Insurance/Tag	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800	
Dues & Subscriptions	\$500	\$500	\$500	\$500	\$500	
Advertising	\$100	\$100	\$100	\$100	\$100	
General/Prof Liability	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	

**City of Norman ARPA Funding
Transition House, Inc. | Peruttzi, Bonnie**

Dir./Officers Liability	\$2,010	\$2,010	\$2,010	\$2,010	\$2,010	
TOTAL	\$392,600	\$173,160	\$400,980	\$414,260	\$432,560	\$70,000
Dif. Between Inc vs Exp:	\$0		\$0	\$0	\$0	\$0

General Program %

	FY'23	FY'23 Modified	FY'24 Projected	FY'25 Projected
Salaries:				
Executive Director:	\$64,400	\$65,200	\$67,000	\$68,000
Programs Director:	\$41,520	\$43,260	\$46,000	\$59,000
TLP Recovery Coordinator:	\$36,000	\$38,000	\$41,000	\$42,000
COP Recovery Coordinator:	\$36,000	\$38,000	\$41,000	\$42,000
Business Manager:	\$41,520	\$42,260	\$44,000	\$45,000
Total:	\$219,440	\$226,720	\$239,000	\$256,000

	FY'23	1st half of FY'23	2nd half of FY'23	Total FY'23	FY'24 Projected	FY'25 Projected	Difference FY'23-FY'25
Salaries:							
Executive Director:	\$64,400	\$32,200	\$33,000	\$65,200	\$67,000	\$68,000	\$3,600
Programs Director:	\$41,520	\$20,760	\$22,500	\$43,260	\$46,000	\$59,000	\$17,480
TLP Recovery Coordinator:	\$36,000	\$18,000	\$20,000	\$38,000	\$41,000	\$42,000	\$6,000
COP Recovery Coordinator:	\$36,000	\$18,000	\$20,000	\$38,000	\$41,000	\$42,000	\$6,000
Business Manager:	\$41,520	\$20,760	\$21,500	\$42,260	\$44,000	\$45,000	\$3,480
Total:	\$219,440	\$109,720	\$117,000	\$226,720	\$239,000	\$256,000	\$36,560

FY'23	FY'24	FY'25	Total Salary increases
\$7,280	\$19,560	\$36,560	\$63,400