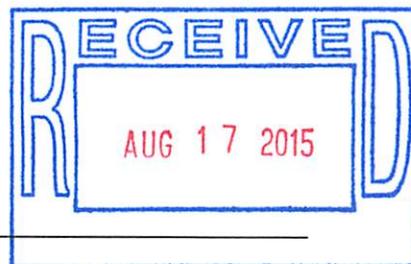


City of St. Louis
2015 REQUEST FOR PROPOSALS (RFP)
Application



1. Name of Applicant: Peter & Paul Community Services, Inc.
2. Name of Program: Garfield Commons Safe Haven
3. Program Address: 2612 Wyoming Street St. Louis, MO 63118
4. Phone: 314-588-7111 Fax: 314-621-9875 E-mail: scampbell @ppcsinc.org
5. Contact Person & Title: Steve Campbell, Executive Director

6. **SELECT ONLY ONE CATEGORY.** An agency may request funds from multiple funding sources and from multiple categories. The agency **MUST** complete a separate application for each category. To select a category, double click on the box **and** under the default value select "checked".

2015 Continuum of Care (CoC): NEW PROJECTS ONLY (priority given to projects with the target population of women previously served by the Shalom House)

Permanent Supportive Housing (PSH) for chronically homeless households, including individuals, families, and unaccompanied youth

Rapid Re-Housing (RRH) for individuals and families, including unaccompanied youth who are residing on the streets or in emergency shelters or who are fleeing domestic violence

Homeless Management Information Systems (HMIS) Lead (successor to HESG funded HMIS Lead), including system, administration, management, and coordination

Supportive Services Only (SSO) for Coordinated Front Door to homeless services

7. Target Population:

- | | | | |
|--|---|---|--|
| <input checked="" type="checkbox"/> Single Men | <input type="checkbox"/> Women w/ children | <input type="checkbox"/> Veterans | <input type="checkbox"/> Youth |
| <input checked="" type="checkbox"/> Single Women | <input type="checkbox"/> Battered Spouse | <input type="checkbox"/> Persons with Physical Disabilities | <input type="checkbox"/> Drug Dependent |
| <input type="checkbox"/> Families | <input type="checkbox"/> Alcohol Dependent | <input type="checkbox"/> Elderly | <input type="checkbox"/> Persons with HIV/AIDS |
| <input type="checkbox"/> Teenage Mothers | <input type="checkbox"/> Chronically Mentally Ill | | <input type="checkbox"/> Other |

8. Housing:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Barracks | <input type="checkbox"/> Scattered Site | <input type="checkbox"/> Single Room Occupancy | <input type="checkbox"/> Detached House |
| <input type="checkbox"/> Group/Large House | <input checked="" type="checkbox"/> Apartments | <input type="checkbox"/> On-site Apartments | <input type="checkbox"/> Other |

9. Requested amount reflects: 51 % of the program/project budget of \$ 514,680
Requested amount reflects: 10 % of the total agency's budget of \$ 2,874,267
Is this program/project currently in existence? Yes How many years? >1 No
Annual amount of funds received from other City Department/Agencies? \$ 0

Peter & Paul Community Services GARFIELD PLACE SAFE HAVEN– Permanent Supportive Housing

Narrative Summary

With an annual budget of \$2,874,267, the agency runs eight programs in the City of St. Louis that serve homeless and low-income men and women throughout the region. Our primary programs are a 60-bed emergency shelter, a 10-bed transitional housing program, a 15-bed transitional housing facility for men who are homeless experiencing mental illness, a day program and housing for men and women who are homeless and are living with HIV/AIDS and a meals program that provides an evening meal 20 days a month to over 200 people who are homeless or living in poverty. In September 2014, Garfield Commons, our newest project, was completed. The Commons feature 25 one bedroom apartments for chronically homeless men and women, a day center for homeless men and women living with HIV/AIDS, a commercial kitchen, gymnasium, dining hall, garden, administrative offices and a street soccer pitch.

Garfield Commons Safe Haven, the subject of this proposal, fills a gap in the city's need for permanent supportive housing and is serving the 2015 top priority population of men and women who are chronically homeless. Because we serve this hard to reach population, we can give priority on our current waiting list to Shalom House clients who have not found a housing placement. However, as progress on a coordinated front door process is made, the Safe Haven waiting list will be combined with a coordinated list that serves the entire COC or multiple COCs in the region.

Most of our Garfield residents have lived on the streets for years, sometimes decades. They have never before stayed in their own apartment. They have never had a light bulb to change, a toilet to unclog, an oven to clean or a thermostat to operate. These basic living skills that many of us take for granted will be learned over time by Safe Haven residents. As they develop these skills, as well as skills in the areas of health, social connections and education and employment, residents will at last be making a life for themselves that is self-directed and self-empowering.

Using the Housing First and Harm Reduction models of care as the foundation for operating the facility, Safe Haven staff use strengths-based social work assessments with each resident to determine where they are and where they want to see themselves in the future. Staff and residents develop self-directed goals in five domains based on the World Health Organization's community based rehabilitation matrix. When the coordinated front door process rolls out, the Safe Haven will adopt the VI-SPDAT or other front door individualized assessments that are being used and will complete the full assessment and HMIS entries once the client becomes a tenant of the Safe Haven.

The Safe Haven will adopt the HUD 2015 Performance Standards:

- Exit to permanent housing within 5 years – Target 60%
- Stably housed for six months or longer – Target 100%
- Acquiring a cash income – Target 80%
- Acquiring non-cash benefits – Target 95%
- Occupancy rate for one year – Target 95%
- Return to shelter – Target – less than 10%

Basic operating expenses for the Safe Haven are underwritten by Shelter Plus Care vouchers that are provided to each tenant who qualifies for the program through the Missouri Department of Mental Health. Through this program each tenant pays 30% of her income towards rent and the Shelter Plus Care voucher pays the remaining amount. These funds cover utilities for the apartments, trash and snow removal, maintenance expenses related to the apartments, supplies for the apartments, a portion of the maintenance staff person's salary and a portion of the site manager's salary.

We are seeking \$262,800 in HUD COC funds to cover half of the cost of evening and overnight security personnel for Garfield Commons Safe Haven and the salaries and benefits for the nurse and social worker.

COC funds will cover 51% of the program budget. We are seeking \$26,280 of HUD COC funds for administrative costs.

COC funds will provide a critical base of on-going financial support for the 25 Garfield Commons residents. The agency will also seek private funds from foundations, corporations and individuals each year as well as in-kind support from volunteers, collaborating agencies and community resources.

Client Population:

Permanent supportive housing is more like creating and coordinating a supportive community than creating and running a program. It's not doing things to people but being there for them as they make decisions and choose options. It's completely different than other programs where people must be working towards moving out and into their own apartment. Permanent supportive housing *is* their own apartment.

Most of our Safe Haven residents have lived on the streets for years, sometimes decades. They have never before stayed in their own apartment. They don't know what secure housing is or how it functions. They've never had a light bulb to change, a toilet to unclog, an oven to clean or a thermostat to operate. These basic living skills that many of us take for granted will be learned over time by Safe Haven residents. As they develop these skills as well as skills in the areas of health, social connections and education and employment residents will at last be making a life for themselves that is self-directed and self-empowering.

Our current Safe Haven residents have the following characteristics:

- 60% are men
- 52% are over the age of 50
- 80% are African-American
- 12% are LGBT
- 36% are a non-custodial parent or have adult children
- 48% have an addiction
- 32% have experienced domestic violence
- 76% have a mental illness
- 100 % have been exposed to trauma

Many residents have significant healthcare needs that require oversight especially since the residents are not used to receiving non-emergency medical care and have trouble navigating the health care system. Two residents have cancer, one resident lost an arm and a leg in an accident, five are HIV+ and several have diabetes and high blood pressure.

Organizational History, Capacity and Experience:

Established in 1981 by volunteers who saw a need for a winter shelter, Peter & Paul Community Services, a non-profit, 501(c)3, is an ecumenical agency with a mission to provide housing and supportive services to people who are homeless, especially those who are experiencing mental illness or live with HIV/AIDS. Peter & Paul Community Services' emergency and transitional housing programs have ended homelessness for thousands of individuals over the past 33 years. The expertise of our 52 staff combined with 3,273 volunteers allows us to serve over 1,500 unduplicated people annually.

Peter & Paul Community Services operates a 60-bed emergency shelter, established in 1981 and a meals program serving up to 230 meals each evening, which began in 1982. A transitional program serving homeless men opened in 1988. In 1992, the agency established a program to serve and provide housing for homeless men with mental illness. That program moved to the Labre Center facility in 1996. The Labre Center is a 15-bed Residential Care Facility licensed through the Missouri Department of Health and Senior Services and the Department of Mental Health. Positive Directions, a program serving people who are homeless and HIV positive, opened in April 1996.

In September 2014 our Garfield Commons Safe Haven opened. This facility serves chronically homeless men and women by providing a one bedroom apartment, meals, laundry room, gym, garden, three meals a day, security and oversight 24 hours a day, 7 days a week and supportive services.

Additional programs include the community collabARTive art program that began 15 years ago and serves residents of both our Allen Avenue transitional housing program and our Labre Center transitional housing program and St. Louis' first homeless soccer team, The St. Louis Roadies. Using the Sports for Social Change evidence-based practice, the soccer program has changed the lives of over 100 homeless men and women who used soccer to build skills, increase their self-esteem and achieve independence.

Steve Campbell has been the Executive Director of Peter & Paul Community Services since 1987 and has overseen the creation and implementation of all eight of the agency's programs. From 2010 to 2012, Steve served as the Chair of the Missouri Housing Development Commission's Housing Trust Fund Advisory Committee and served as the Vice-Chair of the St. Louis City Continuum of Care from 2009 to 2012. Currently, Steve is serving on the St. Louis City Continuum of Care Review and Ranking Committee.

PPCS has had a Consumer Advisory Board (CAB) since 1995. The CAB is made up of current program residents and alumni including several behavioral health service consumers. The role of the board is to offer advice, insight and recommendations to staff regarding current and future programming and policies. At least one resident from each program is on the CAB. The CAB meets quarterly and reports directly to the agency Board of Directors. In 2012, a former emergency shelter and Allen Avenue Transitional Housing program client was elected to the agency board of directors.

In addition, the agency conducts a client satisfaction survey every 18 months to ensure that services are meeting the needs of those we serve and to acquire information on unmet needs. In 2014, the overall average score for the agency was 3.5 out of 4 with a 50% participation rate.

Service Plan:

Garfield Commons Safe Haven fills a gap in the city's need for permanent supportive housing and is serving the 2015 top priority population of men and women who are chronically homeless. Because we serve this hard to reach population, we can serve the Shalom House clients who have not found a housing placement by giving the Shalom House women priority status on our current waiting list. However, as progress on a coordinated front door process is made the Safe Haven waiting list will be assimilated into a coordinated list that serves the entire COC or multiple COC's in the region.

Using the Housing First and Harm Reduction models of care as the foundation for operating the facility, SH staff use strengths-based social work assessments with each resident to determine where they are and where they want to see themselves in the future. Staff and residents develop self-directed goals in 5 domains based on the World Health Organization's community based rehabilitation matrix. The 5 domains include: Health, Education, Livelihood, Social and Empowerment. When the coordinated front door process rolls out, the Safe Haven will adopt the VI-SPDAT or other front door individualized assessments that are being used and will complete the full assessment and HMIS entries once the client becomes a tenant of the Safe Haven.

As we do in all of our programs, we collaborate with other agencies to ensure that Safe Haven residents can access any services they need. Agencies such as BJC Behavioral Health, St. Patrick Center, Grace Hill Neighborhood Health Center, Independence Center, Adapt and Places for People work with many of our residents. Their services are in addition to or in place of the services we provide depending on each resident's needs and desires. Services include:

- Mental and physical health care assessment and transportation to primary care and specialty care services.
- Health & mental health education including psychiatric evaluation, medication management and therapy.
- Life skills training
- Socialization opportunities
- Family reunification
- Access, instruction in productive occupations including employment, hobbies and volunteer work

- Financial Education/Debt reduction
- Legal services
- Attainment of a source of financial support
- Job training
- Art classes
- Transportation
- Computer access and training

Basic operating expenses for the Safe Haven are underwritten by Shelter Plus Care vouchers that are provided to each tenant who qualifies for the program through the Missouri Department of Mental Health. Through this program each tenant pays 30% of her income towards rent and the Shelter Plus Care voucher pays the remaining amount. These funds cover utilities for the apartments, trash and snow removal, maintenance expenses related to the apartments, supplies for the apartments, a portion of the maintenance staff person's salary and a portion of the site manager's salary.

We are seeking \$262,800 in HUD COC funds to cover half of the cost of Garfield Commons Safe Haven security personnel and the salaries and benefits for the nurse and social worker. COC funds will cover 51% of the program budget. We are seeking \$26,280 of HUD COC funds for administrative costs.

COC funds will provide a critical base of on-going financial support for the 25 Garfield Commons residents. The agency will also seek private funds from foundations, corporations and individuals each year as well as in-kind support from volunteers, collaborating agencies and community resources.

Participant Tracking and Reporting:

Currently, client demographic and service statistics are recorded in an Excel spreadsheet and client files. Upon receiving HUD COC funds, the Safe Haven will adopt the COCs HMIS system for tracking and reporting purposes. The Program Manager reviews all grant reports and analyzes data. Using the in-house spreadsheet and client files, staff monitors outcomes on a quarterly and yearly basis. Evaluation measures used are: number of days in the program, frequency of service provision, medication adherence, drug use, linkage to community resources, savings success, employment, attendance at group and individual meetings, primary care visits, engagement in productive occupations and adherence to personal goal plan/making progress toward goal.

Program Outcomes

Program Objectives:

- Access primary medical care and maintain contact with a medical professionals for continuity of care
- Learn to manage their medications and to self-identify mental and physical symptoms related to chronic illnesses
- Reduce the use of emergency medical care
- Engage in productive occupations such as employment, volunteer work, education or vocational/skill training.

Program Goals:

- To help each resident maintain their housing.
- To provide individualized services to each resident that the resident wants and values.
- To create a safe, clean and supportive environment where residents feel empowered to live a healthy and vibrant life.
- To improve each residents quality of life.
- To be an asset in the neighborhood and contribute to its prosperity.

Along with these goals and objectives the Safe Haven will adopt the HUD 2015 Performance Standards:

- Exit to permanent housing within 5 years – Target 60%
- Stably housed for six months or longer – Target 100%

- Acquiring a cash income – Target 80%
- Acquiring non-cash benefits – Target 95%
- Occupancy rate for one year – Target 95%
- Return to shelter – Target – less than 10%

Garfield Commons Safe Haven has been a home for 25 formerly chronically homeless men and women for 11 months and 92% of our original tenants are still living at Garfield and making it their home. Of the two residents that left, one chose to move to a more structured supportive housing program and one went to prison. 100% of current residents have acquired non-cash benefits.

In addition, many of the residents are reaching out into the community by volunteering, several have become members of the Benton Park West community garden and tend their garden boxes several times a week and some residents are participating in neighborhood clean-up efforts. For those tenants struggling with severe addictions and mental illness, many have experienced a true sense of family as other tenants voluntarily offer emotional support and friendship to them. We consider the creation of this sense of community and home a great accomplishment for such a new program that supports men and women who have not had past success with living in any type of structured environment.

2015 BUDGET

Agency: Peter & Paul Community Services

Prepared by: Steve Campbell

Date: August 15, 2015

	Year 1 Request	Year 1 Match	Total Request	Total Match
CoC				
Acquisition/Rehabilitation/Construction	\$ -	\$ -		
Leasing	\$ -	\$ -		
Rental Assistance	\$ -	\$ -		
Supportive Services	\$ 106,800	\$ 69,600	\$ 106,800	\$ 69,600
Operating Services	\$ 156,000	\$ 46,800	\$ 156,000	\$ 46,800
HMIS	\$ -	\$ -		
Administrative	\$ 26,280	\$ -	\$ 26,280	
ESG				
Emergency Shelter	\$ -	\$ -		
Rapid RE-Housing	\$ -	\$ -		
Homeless Prevention	\$ -	\$ -		
Street Outreach	\$ -	\$ -		
Data Collection	\$ -	\$ -		
Sub-Total	\$ 289,080	\$ 116,400	\$ 289,080	\$ 116,400
Program Total	\$514,680		\$405,480	

	Year 1 Request	Year 1 Match	Year 2 Request	Year 2 Match	Year 3 Request	Year 3 Match	Total Request	Total Match
Operating Costs								
1. Security								
Housing Specialists								
\$26,000/annually x 5 FTE x 1.2 fringe benefits	\$ 156,000						\$ 156,000	
Housing Specialists								
\$26,000/annually x 1.5 FTE x 1.2 fringe benefits		\$ 46,800						\$ 46,800
Sub-Total	\$ 156,000	\$ 46,800					\$ 156,000	\$ 46,800
Program Total	\$195,000		\$0		\$0		\$ 156,000	\$ 46,800

	Year 1 Request	Year 1 Match	Year 2 Request	Year 2 Match	Year 3 Request	Year 3 Match	Total Request	Total Match
Supportive Services Costs								
1. Case Management								
Social Worker								
\$40,000/annually x 1 FTE x 1.2 fringe benefits	\$ 48,000						\$ 48,000	
2. Life Skills Training								
Occupational Therapist								
\$58,000/annually x 1 FTE x 1.2 fringe benefits		\$ 69,600						\$ 69,600
3. Outpatient Health Services								
Nurse								
\$49,000/annually x 1FTE x 1.2 fringe benefits	\$ 58,800						\$ 58,800	
Sub-Total	\$106,800	\$69,600					\$ 106,800	\$ 69,600
Program Total	178,200		\$0		\$0		106,800	69,600

Safe Haven, Garfield Commons Budget Justification Narrative

Staff

Security Monitors – Security monitors provide protective oversight for the residents of the Safe Haven. They perform rounds as required, and perform regular Apartment Checks to ensure client room order and safety. They ensure client adherence to program policies and procedures, providing a complete written record of client behaviors and situations for each shift worked. At change of shift, they coordinate transfer of responsibility to oncoming staff person by offering a full verbal report on each client, facilitating a shared count of scheduled medication, and by leading walking rounds of full facilities before keys are turned over to oncoming shift. They contact appropriate staff supervisors in case of emergency or crisis. The security monitors billed under this grant will work either the evening or overnight shifts. In order to achieve the flexibility to meet the needs of staffing the facility on a 24-hour basis while making allowance for staff vacations and sick time, these FTEs are a combination of full, part-time, and PRN positions. We are requesting funding for 5 of the 10 total FTE monitors. They are paid an average of \$12.50 per hour, which with fringes and benefits comes to \$156,000 per year. We will match that with an additional 1.5 FTE monitors which comes to \$46,800 annually.

Social Worker –The social worker will coordinate care with appropriate provider, agency, and/or involved persons, assist in developing a treatment plan, and link clients with appropriate support services in the community. They will refer and encourage client participation in available and appropriate community resources, day programs, employment opportunities and training programs. The social worker also supervises the security monitors who provide protective oversight. This is a full-time, salaried position, paid at a rate of \$48,000 in salary and fringes annually.

Nurse – The nurse performs medical assessments and provides comprehensive medical oversight for all Safe Haven tenants. S/he coordinates medical and mental health care with appropriate providers, agencies and/or involved persons, including but not limited to: making referrals to physicians, making appointments, and providing or arranging for transportation/accompaniment to appointments when appropriate and therapeutic. H/she ensures their access to primary medical care and that residents adhere to their medication regime. She also provides nutrition counseling. This is a full-time, salaried position, paid at a rate of \$49,000 in salary and fringes annually.

Occupational Therapist – The Occupational Therapist completes functional and client-centered performance assessments on all Safe Haven tenants. S/He assesses each client's living skills, employment interests/skills and social supports as well as teaches the financial education classes and oversees clients' savings and debt elimination goals. The OT works directly with clients using individual and group modalities to address identified performance deficits and client goals. This is a full-time, salaried position, which will be used as match. Salary and benefits are \$69,600 annually.

Administrative costs – Computed at 10% of program costs.