



Allegheny County Department of Human Services

## RFP Response Form

# Enhanced & Comprehensive Reentry System

### PROPOSER INFORMATION

Proposer Name: Foundation of HOPE

Authorized Representative: Reverend Dr. LaWana Butler, Executive Director

Address:

Telephone: 412.321.3343 [REDACTED]

Email:

Website: www.foundationofhope.org

Legal Status:  For-Profit  Nonprofit  Sole Proprietor/Individual  Partnership

Women Owned:  Yes  No

Minority Owned:  Yes  No

If yes, select the ethnicity:

<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Black or of African decent
<input type="checkbox"/> Hispanic or Latino/a	<input type="checkbox"/> Native Hawaiian/Pacific Islander
<input type="checkbox"/> Western Asian/Middle Eastern	<input type="checkbox"/> East Asian/Far Eastern
<input type="checkbox"/> South Asian/Indian (Subcontinent)	<input type="checkbox"/> Southeast Asian
<input type="checkbox"/> Other Asian	<input type="checkbox"/> Multi-racial

Self-Describe:

Faith Based:  Yes  No

Partners included in this Proposal: N/A

How did you hear about this RFP? Public Announcement Via Email

### PROPOSAL INFORMATION

Which service are you proposing to provide? (please check all that apply):

- CT-R Course Facilitation
- Curriculum-based Programming
- Activities-based Programming and Resource Coordination

If your organization is proposing to provide Curriculum-based Programming, please select the service area(s) for which you're proposing to provide programming.

- Mental and Physical Health
- Substance Use Treatment-related Supports
- Job Training and Development
- Relationship Building and Maintenance

**Total dollar amount requested: \$ 1,731,701.00**

	Year 1	Year 2	Total
CT-R	\$ 148,929	\$ 154,299	\$ 303,228
Curriculum-Based	\$ 381,364	\$ 388,963	\$ 770,327
Activities-Based	\$ 324,569	\$ 333,577	\$ 658,146
<b>Totals=</b>	<b>\$ 854,862</b>	<b>\$ 876,839</b>	<b>\$ 1,731,701</b>

**Proposal summary (please use only one sentence):**

Based on our long history, and current programming, within the Allegheny County Jail, Foundation of HOPE proposes serving as the sole provider for the ACDHS' expanded and comprehensive Reentry System for people in and leaving the ACJ to include a Recovery-Oriented Cognitive Therapy (CT-R) Course in collaboration with Beck Institute; Curriculum-Based Programming for mental and physical health, substance use treatment-related supports, job training and development, and relationship building and maintenance; and the organization/coordination Resources and Activity-Based Programming.

**REQUIRED CONTACTS**

	Name	Phone	Email
Chief Executive Officer	Rev. Dr. LaWana Butler	412.321.3343	[REDACTED]
Contract Processing Contact	Ms. Amy Cooper	412.321.3343	[REDACTED]
Chief Information Officer	Ms. Amy Cooper	412.321.3343	[REDACTED]
Chief Financial Officer	Mr. Pete Mendes	[REDACTED]	[REDACTED]
MPER Contact*	Ms. Amy Cooper	412.321.3343	[REDACTED]

\* [MPER](#) is DHS's provider and contract management system. Please list an administrative contact to update and manage this system for your agency.

**BOARD INFORMATION**

\* For the Board Chairperson, you must list an address, phone and email address different than the organization.

Board Chairperson Name & Title: Reverend Caitlin Werth, Pastor

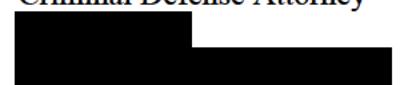
Board Chairperson Address: [REDACTED]

Board Chairperson Telephone: [REDACTED] [REDACTED]

Board Chairperson Email: [REDACTED]

## **REFERENCES**

Provide the name, affiliation and contact information [include email address and telephone number] for three references who are able to address relevant experience with your organization. *Please do not use employees of the Allegheny County Department of Human Services as references.*

Reverend Brenda J. Gregg Executive Director Project Destiny, Inc. 	Sally Power Executive Director Treasure House Fashions 	Attorney Eric Jackson Lurie Criminal Defense Attorney 
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## **CERTIFICATION**

Please check the following before submitting your Proposal, as applicable:

- I have read the standard County terms and conditions for County contracts and the requirements for DHS Cyber Security, EEOC/Non-Discrimination, HIPAA and Pennsylvania's Right-to-Know Law.
- By submitting this Proposal, I certify and represent to the County that all submitted materials are true and accurate, and that I have not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantaged information, recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this RFP.

Choose one:

- My Proposal contains information that is either a trade secret or confidential proprietary information and I have included a written statement signed by an authorized representative identifying those portions or parts of my Proposal and providing contact information.

OR

- My Proposal does not contain information that is either a trade secret or confidential proprietary information.

## **ATTACHMENTS**

Please submit the following attachments with your Response Form. Attachments do not count towards the page limit for your Proposal.

- Sample Staffing Plan (*please provide a staffing plan for each service proposed*)
- Sample Curriculum (*only for Proposers of Curriculum-Based Programming*)
- Sample Activities Schedule (*only for Proposers of Activities-based Programming and Resource Coordination*)
- Letter(s) of support from a community-based organization/individual
- Partner commitment letters, if applicable
- MWDBE and VOSB documents (*see Sections 6.1 and 6.2 of the RFP for more details*)
- W-9

## **REQUIREMENTS**

### **Organization Experience (30 points)**

*All Proposers must complete these sections. Your response to this section must not exceed 5 pages.*

**1. Describe your organizational experience and success working in difficult settings with high-need individuals and/or communities with diverse identities, especially current or former justice-involved individuals. (10 points)**

Since 2002, the Foundation of Hope has been the region's premier provider of comprehensive assistance, support, and counsel to justice-involved individuals. Our mission, *to empower people impacted by the criminal justice system to renew their faith, rebuild their lives, and restore positive relationships*, is manifested through an inclusive continuum of care that begins at the Allegheny County Jail with our Chaplaincy and Pre-Release (aka HOPE Pods) programs and flows into the community through our Aftercare and Diversion programs.

Our longstanding, outcome-based programming presence within the Allegheny County Jail uniquely positions Foundation of HOPE to *hit-the-ground-running* in delivering an enhanced and comprehensive re-entry system of support.

Foundation of HOPE's success in working with high-need individuals impacted by the justice system and caught in the cycle of incarceration includes:

- a. The HOPE **Pre-Release** program, housed at the Allegheny County Jail, serves approximately 250 men and 100 women annually. Working in collaboration with key community service providers and volunteers to empower men and women housed on the HOPE Pods to transform negative thinking and behaviors to positive alternatives, while preparing for their future. Over the course of the program, participants meet for up to 60 hours of group work, requiring full participation including pre and post testing and homework assignments. Participants live together on designated housing units and address the following key themes through an accredited curriculum: Addiction & Recovery, Anger Management, Confronting "Stinking Thinking", Life Skills, Parenting, Release & Reintegration, Spiritual Formation, Trauma, and Community Resources/Supports. Working closely with Pre-Release staff and volunteers, participants complete a personal Service Plan to be implemented upon their release. They also meet regularly with certified Peer Support Specialists and mentors from HOPE Aftercare, establishing a trusting rapport that facilitates a seamless transition from incarceration to successful supported re-entry.

As referenced in our proposal attachments, the Pre-Release program has years of experience in offering and managing evidenced-based curriculum-driven programming in ACJ; particularly the topics being sought through this RFP. Working with and building upon the technical assistance and best practices provided by the **Beck Institute**, we see a natural fit and complementary progression incorporating elements of **CT-R** in our program content as well as facilitation techniques. Our longstanding presence and relationships within ACJ, uniquely and strongly positions us to develop, implement, and offer a diverse array of **Activities-Based Programming and Resource Coordination** such as book clubs, art, motivational speakers, creative writing, and fitness on all ACJ housing units, offering at least one activity on each pod per day.

- b. The HOPE **Chaplaincy** program, also housed at the Allegheny County Jail, serves over 1,000 individuals annually, providing spiritual counsel, pastoral care, charity, worship, religious education, religious programming, and other support services to people of all faith backgrounds and traditions. This aspect of our continuum of care is a vitally important component of our trauma-informed approach to serving mind, body, and spirit.
- c. The HOPE **Aftercare** program provides direct support and service to returning citizens, enabling them to successfully re-enter their communities, find gainful employment & stable housing, and lead positive fulfilling lives. We focus on transforming individuals and communities by providing an accessible, non-judgmental community of support, trauma-informed care, one-on-one peer support, holistic case management, immediate access to resources, and accurate information & referrals. Empowering individuals and communities to find and reach their highest purpose is accomplished by channeling negative, self-defeating, and self-destructive beliefs, habits, and practices into positive, self-affirming, and self-determining outcomes and lifestyles that avoid violence and value human life. By transforming individuals, we transform our communities!

We host weekly reentry support groups at 8 geographically diverse locations throughout the region under the auspices of our **PIRC Movement (Positive Initiative to Reinforce Change)**. Engaging 200+ individuals on a monthly basis, the PIRC meetings help returning citizens and their supporters change the community by first changing themselves. Led by fellow members with lived experience in dealing with the justice system, PIRC members meet weekly in a safe, welcoming, and judgement-free forum to share resources, network, and address social, spiritual, emotional, and physical needs. **Our PIRC groups and locations can serve as a foundation for the seamless transition from the Jail-based CT-R Courses to a community-based group following release.**

Annually, HOPE Aftercare serves over 1,200 returning citizens, maintaining a **recidivism** rate of 34% (half the national average of 68%). 75% of individuals seeking safe, **affordable housing** are placed with 3-months of their release. Likewise, 75% of individuals seeking **employment** are gainfully employed within 3-months of release.

We also work very closely with individuals referred to us by Renewal Inc. and Passages to Recovery and receive approximately 10 referrals per week via our strong relationship with ACJ's Discharge and Release Center.

**2. Describe your organizational experience and success in building trust in the communities within which you work, including at least one letter of support from a community-based organization/individual. (10 points)**

Foundation of HOPE has a long a storied history of building trust and nurturing relationships within our local communities. As referenced in the many letters of support for our initiative, Foundation of HOPE is a trusted, credible community partner with a reputation for treating all constituents – especially program participants – with dignity, respect, and hospitality.

At Foundation of HOPE, our motto is *Your Past Does Not Determine Your Future*. Over the past 22 years we have helped 1,000's of people shed the burdens and mistakes of their past, break the cycle of incarceration, and embrace a future that is bright with hope and promise.

**3. Describe your organizational understanding of trauma-informed approaches and explanation of how trauma-informed approaches will manifest in the Proposer's program(s) and/or when working with program participants. (10 points)**

All Foundation of HOPE staff have been trained (or will be trained prior to the grant implementation) in trauma-informed care. The majority of people who are incarcerated already carrying trauma with them:

- Childhood trauma
- Recent trauma
- Circumstantial trauma
- Individual Abuse
- Systemic Abuse
- Generational trauma

Indeed, arrest and incarceration themselves are traumatic! We recognize that the environment of incarceration is filled with unavoidable triggers such as pat downs and searches, frequent discipline from authority figures, threats from other housing unit residents, isolation from family and loved ones, and restricted movement/communication. This environment significantly increases trauma-related behaviors and symptoms that can be difficult, if not impossible, for jail staff to manage and program participants to navigate and process.

Adherence to trauma-informed principles is a critical aspect of minimizing triggers, stabilizing participants, reducing critical incidents, de-escalating situations, and avoiding restraint, seclusion or other measures that resemble past abuse. Our trauma informed approaches focus on the participant's current environment, culture, and relationships that he or she must navigate on a daily basis.

The impact of trauma is widespread among those we serve and our response is vital to this work. We respond to needs by integrating trauma knowledge into planning programs, policies, and stewardship of resources. Recognition of trauma must be combined with compassion and de-stigmatization of mental health treatment, as well as reporting of abuse procedures.

**Organizational Capacity (15 points)**

**4. Describe your organizational capacity to recruit, retain and supervise high-quality, diverse staff, including individuals with lived experience with justice system involvement. (5 points)**

Foundation of HOPE takes great pride in fielding a diverse staff of seasoned professionals that includes people with lived experience dealing with the justice system. Our Aftercare Peer Support Specialist, Rodger Jay, and our PIRC Reentry Support Group Coordinator, Elexa Becton are both returning citizens who were supported by HOPE Aftercare upon their release. In addition, **all 9 of our PIRC Reentry Support Group Meeting Facilitators** are returning citizens who share their lived experience with incarceration and reentry on a weekly basis with program participants.

Our vast and diverse network of partners in law enforcement, social services, faith-based communities, mental health, and substance-use disorder, enables us to recruit, retain, and nurture the highest quality professionals dedicated the well-being and personal growth of our program participants.

Our organizational infrastructure has the capacity, flexibility, and oversite to take on large initiatives and expansive projects while maintaining a welcoming, nonjudgemental, empathetic

environment for program participants. Our professional leadership stresses an organizational vision of **transformation relationships** vs. transactional encounters – ensuring that ALL program participants are treated with respect and dignity and fully supported in their reentry journey. Our goal as staff is to *walk with* the people we serve, helping them to successfully navigate reentry and avoid the pitfalls leading to recidivism.

**5. Provide a sample staffing plan for providing sufficient coverage at all times with an appropriate number of staff who have appropriate responsibilities and levels of experience. (5 points)**

As mentioned above, our infrastructure, both inside ACJ and outside at our community center on Pittsburgh's Northside is positioned to utilize current as well as new staff to implement all three components of the ACDHS Reentry Plan. Our management team, is led by our Executive Director who is responsible for setting the vision and holding department leads accountable for achieving stated outcomes. Each department is headed by a director/coordinator who oversees a trained professional staff. Following is a **Sample Staffing Plan** for our proposed CT-R program. Detailed plans for the Curriculum-Based and Activities-Based programs have been uploaded as part of this proposal.

<i>Position Title</i>	<i>Education and Experience Qualifications</i>	<i>Responsibilities on the Reentry Project</i>	<i>Reporting Relationship</i>	<i>% FTE</i>
CT-R ACJ Facilitator	Bachelor's degree in criminal justice, social work, psychology, or a related field. Minimum of 2 years of experience instructing and/or facilitating groups with adults. Master's degree preferred.	Oversee the administration and facilitation of CT-R Courses within the Allegheny County Jail.	Reports to Reentry Coordinator	100
CT-R Community Specialist	Bachelor's degree in human or social services or related field preferred. Minimum of 2 years of experience in reentry services or related field.	Oversee the administration and facilitation of CT-R Courses within multiple community-based settings.	Reports to Reentry Coordinator	100
Reentry Coordinator	Bachelor's degree in human or social services or related field with at least two years of supervised experience in case management or a related field working with individuals impacted by the criminal justice system. Master's degree preferred	Responsible for day-to-day program operations, including program oversight, and quality assurance.	Reports to Reentry Manager	33
Intake Specialist	High School Diploma or GED, required. Associate's degree or higher, preferred	Identify new community resources and opportunities for supporting Reentry participants. Perform data entry with a focus on maintaining resource directories, reentry plans, progress notes, tracking outcomes, and preparing required reports.	Reports to Reentry Manager	10
Reentry Manager	Master's degree in social work preferred. Substitution of experience for education as follows: B.A. Degree and/or six years of work in the field, including two years of experience providing program management, budget management, and staff supervision/oversight in behavioral health services.	Responsible for strategic direction and oversight of the project team's management and delivery of Reentry activities. Ensure staff and participant compliance with program structure, collaborate with team members, and supervision of the Reentry staff.	Reports to Executive Director	10

Our Operations Director oversees all HR functions, personnel recruitment, and policies to ensure that all new staff members receive a comprehensive onboarding and are supported in achieving their given tasks and responsibilities. Our team environment creates a positive and productive workplace that enhances our ability to compassionately serve our many program participants.

**6. Referencing Section 2.1 Collaboration with Beck Institute, describe your organization's plan to work with Beck Institute and strategies for agency-specific staff training, supervision and quality assurance. (5 points)**

Foundation of HOPE is unequivocally committed to utilizing CT-R principles and practices to support participants in embracing a positive belief system focused on individual strength, resiliency and personal empowerment to overcome the challenges of reentry. Collaborating with Beck Institute on training and program development and implementation, supervision, and quality assurance, we anticipate:

- a. Training alongside other successful proposers and justice system staff to gain expertise in CT-R; including weekly consultation sessions to incorporate principles of CT-R into our curriculum and facilitation techniques. This will have a reciprocal impact on our existing curriculum in the HOPE Pre-Release Program as well as our weekly PIRC reentry support groups.
- b. Holding case consultation meetings – incorporated within our case management process - to review best CT-R techniques to foster the unique strengths of individual participants as well as address challenges or barriers to successful reentry.
- c. Facilitating inter-disciplinary and cross-systems meetings to review and discuss best practices in CT-R to ensure continuity of care and support successful transitions to the community.
- d. Participating in additional training to champion CT-R throughout the community and train new staff to incorporate CT-R in the local justice system and other social/human service-based applications.
- e. Collaborating with Beck Institute staff on data collection, outcome measures, and performance assessments to evaluate efficiency and effectiveness of CT-R in the ACJ Reentry System.

Foundation of HOPE will provide monthly, quarterly, and annual reports – within Beck Institute parameters – to assist in the empirical measurement of recidivism rates, quality of life, employment, housing, etc. In addition, we will collect written, audio, and video testimonials from participants to document their lived experiences before-and-after program participation.

## CT-R Course Facilitation (40 points)

Complete this section only if you are proposing to provide this service. If you are not proposing this service, please leave this section blank. Your response to this section must not exceed 7 pages.

### 1. Provide a clear statement about why your organization is interested in facilitating the CT-R Course and how it aligns with the Proposer's mission or current work. (5 points)

Foundation of HOPE's mission is to *empower people impacted by the criminal justice system to renew their faith, rebuild their lives, and restore positive relationships*. Since our founding in 2002, Foundation of HOPE has provided a comprehensive continuum of care for individuals incarcerated at the Allegheny County Jail; offering them support, resources, guidance, and opportunities to break the cycle of recidivism and successfully reenter their communities. Foundation of HOPE embraces the mantra that *an individual's past does NOT define their future!*

As such, our interest in facilitating the CT-R Course for individuals incarcerated at the Allegheny County Jail is directly aligned with our mission and our 21+ years of effective experience offering programming to men and women via our Pre-Release Program (on the ACJ HOPE Pod) as well as our Chaplaincy Program throughout the ACJ.

Foundation of HOPE has been a long-standing active member of the Allegheny County Jail Collaborative as well as an established, well-respected partner within the ACJ. We have excellent relationships with staff and administration as well as (most importantly) the Corrections Officers who need to be considered, respected, and consulted throughout this process. Making the Allegheny County Jail environment more positive and less oppressive will require us to build upon the established credibility and trust that we currently share with the COs!

A sampling of our **current** life-skills offerings includes:

- Addiction and Recovery
- Anger Management
- Confronting *Stinkin' Thinkin'*
- Employment Readiness
- Financial Literacy
- Foundation of Life
- Theotherapy
- Mindfulness
- NA/AA
- Parenting
- Spiritual Formation
- Trauma
- Yoga

These trauma-informed sessions are ultimately focused on increasing participant resiliency, self-reflection, capacity, confidence, and positive life outlook through mindful awareness, meditation, contemplative/reflective practices, and direct practice.

We are excited to work with the Beck Institute to incorporate CT-R strategies and best practices within **existing and new** classes and programs to ensure that individuals incarcerated at the Allegheny County Jail envision and create their desired life and strengthen positive belief systems. Our mantra at Foundation of HOPE is that *an individual's past does not define their future*. This directly correlates with CT-R's focus on exploring an individuals' identity beyond their challenges, accentuate the feelings and qualities when at their "best", and envisioning a future that is successful, positive, and life-affirming.

**2. Describe your organizational experience and success in implementing an evidence-informed program, intervention and/or service to model fidelity. (5 points)**

Foundation of HOPE is well-versed in designing, implementing, and meeting the reporting requirements of evidenced-informed programming. As the successful recipient of multiple Pennsylvania Commission on Crime & Delinquency Grants, we are very familiar with and committed to evidenced-based models for all of our programs. Utilizing the **Results First Clearinghouse Database** (maintained by the **Pew Charitable Trusts**), we seek out “highly effective” program models for re-entry, youth diversion, and reducing recidivism to ensure maximum efficiency and effectiveness in service to our program participants.

**3. Describe your organization’s proposed facilitation approach in the ACJ and the community, including suggested locations, schedule and frequency, and engagement strategies for community-based groups (25 points)**

Foundation of HOPE’s **facilitation approach for Jail-Based CT-R Courses** will build upon our successful existing Pre-Release classes, expanding to facilitate new groups of 15-20 participants 5-days per week in the Alleghany County Jail’s Education and Reentry Center. Per the grant parameters, we will prioritize individuals at higher risk to recidivate and those likely to be incarcerated for at least four weeks. Programs will be offered to men and women separately (in keeping with jail protocols as we already do within our Pre-Release Program). The **Core Values** for our jail-based Pre-Release program include:

- Respect - we expect participants to care about themselves and others.
- Responsibility -we expect participants to do what they are supposed to.
- Integrity - we expect participants to be who they say they are.
- Productivity - we expect participants to work hard.
- Perseverance - we expect participants to make positive choices and wait with hope!

These core values will be incorporated with CT-R strategies to ensure that participants are positioned for success and receive maximum benefits from the various program courses.

Foundation of HOPE’s **facilitation approach for Community-Based CT-R Programming** is built upon **Three Pillars**:

• Community Education:

Education is one of the key factors in breaking the cycle of recidivism. The Foundation of HOPE is committed to providing and supporting a comprehensive approach to community education. The Foundation of HOPE’s approach to community education can be best summarized by our PIRC (Positive Initiative to Reinforce Change) Movement’s motto:

- Our thoughts become our words.
- Our words become our actions.
- Our actions become our habits.
- Our habits become our character.
- Our character becomes our destiny.

By disciplining and changing our negative thoughts through community education, we begin to articulate ourselves through positive, life-affirming words which, in turn, lead to concrete actions and habits that transform individuals as well as communities.

• Community Collaboration:

Foundation of HOPE has a long and successful history of collaboration with a diverse range of over 100 groups, organizations, and individuals from major corporations to grassroots

civic organizations, public & private foundations to faith-based organizations, local law enforcement entities to re-entry and diversion programs, and violence prevention advocates to job readiness initiatives. We believe that collaborating with others is the most effective and efficient strategy for long-term community success, drawing upon the strengths of each group, entity, and individual to affect the common good. As the reentry program is expanded, priority will be given to identifying and collaborating with new groups, organizations, and constituents in newly identified communities. In addition, we will leverage existing partnerships and relationships to strengthen and enhance program and service delivery.

- **Community Engagement:**

Foundation of HOPE's model is based upon transformational relationships rather than transactional encounters. We focus on transforming individuals and communities by providing an accessible, non-judgmental community of support, one-on-one peer support, holistic case management, immediate access to resources, and accurate information & referrals. Engaging key individuals, groups, and organizations in this transformational process, we enable individuals and communities to become partners with us in identifying and addressing re-entry challenges, issues and solutions. By offering evidence-based transformational tools and models, as well as support, we empower individuals and communities to find and reach their purpose by transforming negative, self-defeating, and self-destructive beliefs, habits, and practices into positive, self-affirming, and self-determining outcome and lifestyles that avoid violence and value human life. By transforming individuals, we transform our communities!

Our highly successful **Positive Initiative to Reinforce Change (PIRC)** reentry support groups currently held at geographically diverse, accessible locations throughout our region and conducted, in large part, by returning citizens with lived experience. These weekly, one-hour PIRC Meetings engage over 200 returning citizens and their supporters on a monthly basis, providing them with shared resources; networking opportunities, and practical strategies for setting goals to address social, relational, intellectual, vocational, spiritual, and emotional needs.

Many of the PIRC participants were identified and invited to attend while still incarcerated at the Allegheny County Jail, thus ensuring a seamless transition from our Pre-Release Program to community-based programming and support. The **same will be true of all community-based CT-R Courses**, creating a comfortable, hassle-free flow from jail-based to community-based programs. In addition, we will work with our numerous community partners including Allegheny County Probation & Parole, Renewal, Passages to Recovery, and others to promote the program and engage eligible participants. Numerous studies indicate that a major cause of recidivation is the lack of connection to a community. Programs like our PIRC Movement and the CT-R Community-Based Programs connect returning citizens with their communities, providing a doorway for successful reentry and fulfilling civic engagement. This community aspect cannot be understated and factors prominently in successful reentry strategies.

Sample CT-R Community-Based Program Schedule					
	Tue	Wed	Thu	Fri	Sat
Downtown Site	8:00 a.m. to 9:00 a.m.				
East Site 1		6:00 p.m. to 7:00 p.m.			
East Site 2			11:30 a.m. to 12:30 p.m.		
West Site 1				6:00 p.m. to 7:00 p.m.	
North Site 1	7:00 p.m. to 8:00 p.m.				
South Site 1					9:00 a.m. to 10:00 a.m.

Utilizing the above schedule and anticipating 20 people per session, we have the potential to serve 120 unduplicated individuals each week and reach the easily attainable goal of 700 unduplicated individuals annually based on an average attendance trend of 10 sessions per individual.

A sampling of potential community-based program topics that we have delivered in the past includes:

- How To Save Money Via Couponing
- Parenting 101
- NARCAN
- Personal Integrity
- Dealing With Personal Loss
- Meditation
- Public Health (STDs)
- Thrift Store Fashions
- Personal Goals
- Pardon & Expungement Workshops
- Local Leisure Options on a Budget
- Healthy Eating/Nutrition

The majority of these topics were proposed by program participants and many of them are delivered by peers with lived-experience in the community.

Another important component to consider for successful program participation is **incentives**. These do not have to be expensive or extravagant. For instance, we provide bus passes to assist individuals get to and from the meetings. We also provide \$25 Giant Eagle Gift cards at various participation thresholds. Finally, we provide pizza and soft drinks at all meetings which has proven to be a powerful participation incentive! Giving participants opportunities to suggest reasonable incentives is a great way to keep them involved and engaged.

We will work closely with the Pittsburgh and Allegheny County Police, ACDHS, and the Beck Institute to identify **sites** that are convenient, safe, and welcoming to people who:

- Live in areas of the county most highly impacted by the criminal justice system.
- Rely upon public transportation.
- Work traditional as well as non-traditional schedules.
- Need to avoid negative triggers/environments (e.g., bars, drug activity, gangs, etc.).

**Sites must be neutral and not reinforce negative stereotypes** about returning citizens. For instance, while there may be convenient space available in a local probation office, attending classes there may be mentally uncomfortable, create stress, and/or exacerbate past trauma, whereas a neutral community site such as a church, community center or library exudes a nonjudgmental air of normalcy and welcome.

**4. Describe your organization's plan to incorporate peers or other credible messengers in your facilitation. (5 points)**

Foundation of HOPE is committed to incorporating peers and individuals with lived-experience as credible messengers when delivering classes, programs and activities. We have a long history of employing returning citizens at all levels within the organization as well as engaging returning citizens as volunteers. For example, our current Peer Support Specialist, PIRC Coordinator, and Intake Specialist (employees) are all returning citizens. Our Peer Support Specialist, Rodger Jay, received a 2023 New Pittsburgh Courier *Man of Excellence* Award for the positive, life-long impact he has made with our program participants. He was also featured on a 2022 KDKA-TV *Sunday Spotlight* for his work at Foundation of HOPE. Most of our PIRC meeting facilitators are returning citizens who share their experience on a weekly basis with other re-entrants seeking to better their lives. In addition, our one-on-one Mentoring Program actively recruits returning citizens to serve as mentors for individuals incarcerated at ACJ, and continue to support them in

the community upon their release. All of these staff members and volunteers have demonstrated the ability to utilize creative facilitation techniques and would make excellent candidates to learn and incorporate CT-R techniques into existing and new programs and activities.

Specific plans and strategies for incorporating peers and other credible messengers in program facilitation include:

- Including “lived experience” and/or “previous experience with the justice system” on all professional and volunteer job descriptions.
- Actively recruiting from the pool of current and past program participants.
- Advertising opportunities to past and present participants via PIRC Meetings, social media, partner websites, community bulletins, and faith-based communities.
- Identifying and utilizing *local* motivational speakers with lived-experience as returning citizens.
- Identifying and utilizing *regional and national* motivational speakers with lived-experience as returning citizens.
- Asking program participants “who” they would like to listen to/learn from.
- Surveying program participants (incarcerated individuals and returning citizens) to identify their personal skills and talents in order to engage them in program delivery.
- Outreach to community gathering sites (e.g., barber shops, beauty parlors, marketplaces, thrift stores, grocery stores, etc.).

Beyond CT-R course facilitation, Foundation of HOPE is committed and prepared to participate in outreach, administrative support tasks, and partnership-building/collaboration with other stakeholders. We have a strong infrastructure equipped to gather data, host partners, measure outcomes, and evaluate results.

By funding this proposal, ACDHS will be ensuring that the best possible organization is at the helm of its new reentry program and that the individuals incarcerated at the Allegheny County Jail, as well as our returning citizens, have the best possible chance for success upon their release from jail. Impact analyses conducted by the **Allegheny County Jail Collaborative Report (2014)**, indicate that Re-Entry/Aftercare Programs like those offered by Foundation of HOPE, reduce rearrest among participants and prolong time to rearrest, particularly after the first 90 days post-release, indicating that initial and continued program efforts to stabilize clients are effective. Specifically, analyses indicated that reentry program participation reduces the probability of rearrest by 24 percentage points.

## Curriculum-based Programming (50 points)

Complete this section only if you are proposing to provide this service. If you are proposing to provide programming for multiple service areas, your responses must address each program proposed. If you are not proposing this service, please leave this section blank. Your response to this section must not exceed 7 pages per service area proposed.

**1. Provide a clear statement about why your organization is interested in developing and facilitating Curriculum-based Programming in the chosen service area(s) and how it aligns with the Proposer's mission or current work. (5 points)**

Foundation of HOPE's mission is to *empower people impacted by the criminal justice system to renew their faith, rebuild their lives, and restore positive relationships*. Since our founding in 2002, Foundation of HOPE has provided a comprehensive continuum of care for individuals incarcerated at the Allegheny County Jail; offering them support, resources, guidance, and opportunities to break the cycle of recidivism and successfully reenter their communities. Foundation of HOPE embraces the mantra that *an individual's past does NOT define their future!*

As such, our interest in developing and facilitating **Curriculum-Based Programming** in the following service areas for individuals incarcerated at the Allegheny County Jail is directly aligned with our mission and our 21+ years of effective experience offering curriculum-based programming via the HOPE Pre-Release Program (on the ACJ HOPE Pod)

**2. Describe your organizational experience and success in implementing an evidence-informed program, intervention and/or service to model fidelity. (5 points)**

On an annual basis, Foundation of HOPE's Pre-Release Program (HOPE Pods) serves approximately 250 men and 100 women with curriculum-based programming that includes: Addiction & Recovery, Anger Management, Confronting "Stinking Thinking", Life Skills, Parenting, Release & Reintegration, Spiritual Formation through a culturally competent staff and cadre of volunteers who are committed to our mission and understand the trauma, isolation, fear, and hopelessness inherent to incarceration.

Our long-standing positive working relationships with ACJ staff and administration and our full understanding of and compliance with ACJ policies enable us to *hit the ground running*. We have a long and storied track record of success with proven experience:

- Creating daily activity schedules and facilitating curriculum-based programs within ACJ housing units that are consistent with ACJ security protocols and predetermined ACJ schedules for meals, counts, etc.
- Identifying, recruiting, training, and supporting mission- and values-aligned external facilitators; many of whom provide in kind and volunteer services.
- Promoting and encouraging participation in scheduled activities.
- Collecting regular empirical and anecdotal feedback from participants and staff to gauge success of programming and activities to make improvements and to determine future activities.
- Assisting program participants in achieving measurable, life-changing outcomes.

Foundation of HOPE is uniquely positioned to effectively, efficiently, and compassionately develop and deliver curriculum-based programs in conjunction with the Beck Institute for individuals incarcerated at the Allegheny County Jail. We look forward to completing CT-R training through the Beck Institute and training current and future instructors/facilitators in CT-R principles to ensure they are incorporated into all programs and interactions with individuals who are incarcerated.

**3. Describe your organization's proposed approach to the design of the curriculum, including a sample curriculum, for the proposed service area(s) and any pathways to complementary community-based programming. (20 points)**

Foundation of HOPE's approach to designing curriculum-based programs relies first-and-foremost on identifying highly effective evidenced-based models to study, observe, and learn from prior to implementation. Community and institutional engagement is the second step to ensure the programming can thrive within the organizational culture. Key stakeholders need to be consulted and engaged in order to provide the program with the best chance for success. Thirdly, it is critical to obtain input and buy-in from potential program participants. Too many programs are "imposed from above" without taking into account the needs, fears, and lived-experiences of participants. Foundation of HOPE has overwhelming credibility with all of these key constituents and continues to be a major factor in helping to reduce local recidivism and ensuring that returning citizens have the skills, resources, and knowledge to be successful upon their release.

**We are applying to provide curriculum-based programming in all four service areas.**  
 Sample curriculums follow (*detailed curriculums have been uploaded to the RFP Proposal Site*), recognizing adjustments in consultation with the Beck Institute.

Service Area	Sample Curriculum (To be adjusted with input from Beck Institute)	Pathways to Community-Based Programming
<b>Mental &amp; Physical Health</b>	Pre-test & Introduction of Curriculum a Week 1: Confronting the Way We Think Week 2: Criminal & Addictive History Week 3: Core Beliefs Week 4: Introduction to Thinking Reports Week 5: Common Thinking Distortions Week 6: Thinking Patterns Post-test, Review, & Reflection	<ul style="list-style-type: none"> <li>• HOPE Reentry Program</li> <li>• PIRC Support Groups.</li> <li>• HOPE Mentoring Program within ACJ as well as the community upon release.</li> <li>• HOPE case management.</li> <li>• HOPE Chaplaincy Department within ACJ.</li> <li>• Mercy Behavioral Health.</li> <li>• Pittsburgh Pastoral Institute.</li> </ul>
<b>Outcomes:</b>		
<ol style="list-style-type: none"> <li>1. Learn how to report only the facts of an event without emotions.</li> <li>2. Describe how thinking patterns and behavior are connected.</li> <li>3. Explain how thinking patterns can be changed.</li> <li>4. Identify patterns in criminal and substance use history.</li> <li>5. Connect circumstances in life to criminal behavior and substance use.</li> <li>6. Identify connections between substance use and criminal behavior.</li> <li>7. Identify events, thoughts, emotions, and behaviors.</li> <li>8. Identify how core beliefs are connected to thoughts, feelings, and behaviors.</li> <li>9. Identify alternative healthy thoughts and behaviors that relate to events.</li> <li>10. Recognize thinking distortions and behaviors to challenge them.</li> <li>11. Describe the various types of criminal and addictive thinking patterns and tactics.</li> <li>12. Strengthen participants' ability to identify mental health symptoms and understand and cope with trauma.</li> </ol>		

Foundation of HOPE has first-hand programmatic knowledge and understanding of how incarceration exacerbates physical and mental health conditions as well as increases the risk of adverse health outcomes upon release. This curriculum-based service area will include complementary health and wellness programming designed to increase incarcerated individuals' understanding of their own physical and mental health and their ability to navigate and trust health providers in the community. Curriculum above will include mental health first aid, physical exercise options and routines, wellness and recovery planning, and medication management.

Service Area	Sample Curriculum <i>(To be adjusted with input from Beck Institute)</i>	Pathways to Community-Based Programming
<b>Substance Use Treatment-Related Supports</b>	Pre-test & Introduction of Curriculum Week 1: Disease of Addiction (Body, Mind, & Life) Week 2: Making a Change Week 3: Transition to Recovery Week 4: Triggers, Cravings & High-Risk Situations Week 5: Developing a Support Network Week 6: Creating Relapse & Emergency Plan Post-test, Review, & Reflection	<ul style="list-style-type: none"> <li>• Connections to local AA/NA meetings.</li> <li>• CRISIS/Resolve.</li> <li>• Passages to Recovery.</li> <li>• Mercy Behavioral Health.</li> </ul>
<b>Outcomes:</b>		
<ol style="list-style-type: none"> <li>1. Understand that addiction is a brain disease, and it cannot be cured, but it can be treated and managed.</li> <li>2. Recognize and accept that lifelong recovery is possible.</li> <li>3. Describe the disease of addiction, also called a substance use disorder.</li> <li>4. Identify the phases of addiction and recovery.</li> <li>5. Create a relapse and emergency plan.</li> <li>6. Recognize how denial, self-obsessive, and irrational thinking keep individuals stuck in addiction</li> <li>7. Understand that cravings can be managed and will pass.</li> </ol>		

Foundation of HOPE recognizes that services focused on supporting people through recovery are a high priority for the ACJC. Our curriculum-based recovery education and supports for will be offered in conjunction with MAT as well as standalone program options that develop skills necessary to avoid or cope with situations that could lead to relapse. Our curriculum-based program will support individuals in recovery and provide harm reduction education, including the symptoms of SUD, the impacts of substance use and harm reduction techniques including Naloxone training that prepare participants to help others avoid overdose and move toward recovery.

Service Area	Sample Curriculum <i>(To be adjusted with input from Beck Institute)</i>	Pathways to Community-Based Programming
<b>Job Training &amp; Development</b>	Pre-test & Introduction of Curriculum Week 1: Job vs. Career	<ul style="list-style-type: none"> <li>• PA Career Links.</li> </ul>
<b>Class: Employment 101</b>	Week 2: Employment Goals & Resume Development Week 3: Optimizing Online Search Engines Week 4: Dress For Success & Mock Interviews Week 5: Workplace Etiquette & Culture Week 6: Local Job Resources Post-test, Review, & Reflection	<ul style="list-style-type: none"> <li>• Personal Profiles on Indeed.com, LinkedIn, etc.</li> <li>• Personal Job Coaches/Mentors</li> <li>• Directory of Job Fairs.</li> <li>• HOPE Reentry Services to assist with obtaining updated PA State ID, Bus Passes, and appropriate work clothing.</li> </ul>
<b>Outcomes:</b>		
<ol style="list-style-type: none"> <li>1. Develop the skills necessary for success in the job market and workplace.</li> <li>2. Meaningfully connect with post-release employment assistance resources as well as Second Chance Employers. Awareness of entrepreneurial opportunities and resources.</li> <li>3. Gainful Employment within three months of returning to the community.</li> <li>4. Develop professional resume &amp; understand workplace etiquette. Financial and digital literacy.</li> <li>5. Understand and practice interviewing skills and strategies.</li> </ol>		

Foundation of HOPE's curriculum-based program is designed to develop the skills necessary for success in the job market and workplace to break the cycle of unemployment and poverty that often contribute to incarceration. Participants will have ample opportunities to connect meaningfully with post-release employment assistance resources as well as Second Chance Employers. 75% of individuals seeking employment via our Aftercare/Reentry Program are gainfully employed within three months of returning to the community.

Service Area	Sample Curriculum (To be adjusted with input from Beck Institute)	Pathways to Community-Based Programming
<b>Relationship Building &amp; Maintenance</b>	Pre-test & Introduction of Curriculum Week 1: Family Development & Growth Week 2: Feelings & Self-Esteem Week 3: Communication & Problem-Solving Week 4: Managing Stress/Setting Boundaries Week 5: Schedules, Routines, & Safety Week 6: Guiding Behavior & Personal Value Post-test, Review, & Reflection	<ul style="list-style-type: none"> <li>Family Resources.</li> <li>YMCA of Pittsburgh.</li> <li>YWCA of Pittsburgh.</li> <li>Urban League Family Support Centers.</li> <li>Family Links.</li> <li>Children's Institute.</li> <li>Wesley Family Services.</li> <li>Catholic Charities.</li> </ul>
<b>Outcomes:</b>		
<ol style="list-style-type: none"> <li>Identify strengths in the family.</li> <li>Understand feelings and self-esteem of the child and the parent.</li> <li>Promote self-esteem in children and adults.</li> <li>Describe feelings, thoughts, and needs using "I" statements.</li> <li>Understand the importance of structure.</li> <li>Recognize the importance of managing stress.</li> <li>Identify the stress arising from physical, mental, and emotional events.</li> <li>Learn techniques to self-regulate and manage stress.</li> <li>Identify signs of a possible abuse, assault, or personal injury.</li> <li>Accept permission to grieve; develop strategies for grief to allow themselves and the family to move forward.</li> <li>Understand grief can be tolerated without substances.</li> </ol>		

Foundation of HOPE has a great deal of successful experience offering curriculum-based programs in the area of Relationship Building & Maintenance, recognizing that thriving, meaningful relationships serve as a protective factor against recidivism and other negative outcomes. Improved connectivity to social networks (such as our weekly PIRC Reentry Support Groups) reinforce appropriate interpersonal skills crucial for success in the workplace and community. Understanding and responding appropriately to family dynamics (especially as parents) is also another key factor in reducing recidivism. We will focus on developing skills and knowledge related to positive interpersonal interactions, while recognizing cultural and gender sensitivities.

**4. Describe how your organization intends to facilitate the curriculum for the proposed programming for each proposed service area(s). (5 points)**

Curriculum will be facilitated by CT-R trained staff and volunteers selected for their credentialed expertise. Curricula is designed to serve closed groups of 15-20 individuals in the ACJ on a regular cadence. Classes will be specifically tailored for various populations within ACJ (e.g., parents, women, employment-seekers, etc.). Our curricula is evidence-based (see responses to Question 6) and trauma-informed.

We have the organizational infrastructure and community partnerships to ensure participants connect with appropriate pathways to continue similar programming in the community upon release.

**5. Describe your organization's intended outcomes for proposed programming and associated measures of success (5 points)**

Service Area	Outcomes	Measures of Success
<b><i>Mental &amp; Physical Health</i></b>  <b><u>Class: Confronting Stinking Thinking</u></b>	<ul style="list-style-type: none"> <li>• Facts vs. emotions.</li> <li>• Describe thinking patterns &amp; behavior connections.</li> <li>• Explain how thinking patterns can be changed.</li> <li>• Identify patterns in criminal and substance use history.</li> <li>• Connections in life: criminal behavior &amp; substance use.</li> <li>• Identify events, thoughts, emotions, and behaviors.</li> <li>• Identify how core beliefs are connected to thoughts, feelings, and behaviors.</li> <li>• Identify alternative healthy thoughts and behaviors that relate to events.</li> <li>• Recognize thinking distortions and behaviors to challenge them.</li> <li>• Describe the various types of criminal and addictive thinking patterns and tactics.</li> <li>• Strengthen participants' ability to identify mental health symptoms and understand and cope with trauma</li> </ul>	<ul style="list-style-type: none"> <li>• # of Program Participants.</li> <li>• # Completing Program.</li> <li>• Satisfactory Comprehension Measurement Scales.</li> <li>• # of Referrals to Community-Based Programming.</li> <li>• Pre and Post Test Measures.</li> <li>• Case-manager/Staff Review/Observation.</li> <li>• Better Coping Skills.</li> </ul>
<b><i>Substance Use Treatment-Related Supports</i></b>	<ul style="list-style-type: none"> <li>• Understand that addiction is a brain disease, and it cannot be cured, but it can be treated and managed.</li> <li>• Recognize and accept that lifelong recovery is possible.</li> <li>• Describe the disease of addiction, also called a substance use disorder.</li> <li>• Identify the phases of addiction and recovery.</li> <li>• Create a relapse and emergency plan.</li> <li>• Recognize how denial, self-obsessive, and irrational thinking keep individuals stuck in addiction</li> <li>• Understand that cravings can be managed and will pass</li> </ul>	<ul style="list-style-type: none"> <li>• # of Program Participants.</li> <li>• # Completing Program.</li> <li>• Satisfactory Comprehension Measurement Scales.</li> <li>• # of Referrals to Community-Based Programming.</li> <li>• Pre and Post Test Measures.</li> <li>• Case-manager/Staff Review/Observation.</li> <li>• AA/NA Connections in Community.</li> </ul>
<b><i>Job Training &amp; Development</i></b>  <b><u>Class: Employment 101</u></b>	<ul style="list-style-type: none"> <li>• Develop the skills necessary for success in the job market and workplace.</li> <li>• Meaningfully connect with post-release employment assistance resources as well as Second Chance Employers.</li> <li>• Gainful Employment within three months of returning to the community.</li> <li>• Develop professional resume.</li> <li>• Understand and practice interviewing skills and strategies.</li> <li>• Understand workplace etiquette.</li> <li>• Financial and digital literacy.</li> <li>• Awareness of entrepreneurial opportunities and resources</li> </ul>	<ul style="list-style-type: none"> <li>• # of Program Participants.</li> <li>• # Completing Program.</li> <li>• Satisfactory Comprehension Measurement Scales.</li> <li>• # of Referrals to Community-Based Programming.</li> <li>• Pre and Post Test Measures.</li> <li>• Case-manager/Staff Review/Observation.</li> <li>• Obtaining Gainful Employment Within 3 Months of Release.</li> </ul>
<b><i>Relationship Building &amp; Maintenance</i></b>  <b><u>Class: Parenting Skills</u></b>	<ul style="list-style-type: none"> <li>• Identify strengths in the family.</li> <li>• Feelings &amp; self-esteem of the child and the parent.</li> <li>• Promote self-esteem in children and adults.</li> <li>• Feelings, thoughts, and needs using "I" statements.</li> <li>• Understand the importance of structure.</li> <li>• Recognize the importance of managing stress.</li> <li>• Identify the stress arising from physical, mental, and emotional events.</li> <li>• Learn techniques to self-regulate and manage stress.</li> <li>• Signs of a possible abuse, assault, or personal injury.</li> <li>• Accept permission to grieve; develop strategies for grief to allow themselves and the family to move forward.</li> </ul>	<ul style="list-style-type: none"> <li>• # of Program Participants.</li> <li>• # Completing Program.</li> <li>• Satisfactory Comprehension Measurement Scales.</li> <li>• # of Referrals to Community-Based Programming.</li> <li>• Pre and Post Test Measures.</li> <li>• Case-manager/Staff Review/Observation.</li> <li>• Family Reunification.</li> </ul>

**6. Describe the evidence base supporting your organization's proposed programming and explain how the programming will achieve the intended outcomes. (10 points)**

Utilizing the Results First Clearinghouse Database, originating with the Pew Charitable Trust and since transferred to and maintained by Penn State University, Foundation of HOPE is well-versed and adept at identifying and applying evidenced-based programs to achieve effective long term outcomes for the people we serve. The primary evidence base that provides a foundation for our proposed program includes:

- **Program Profile: Allegheny County (Pa.) Jail-Based Reentry Specialist Program.**  
<https://crimesolutions.ojp.gov/ratedprograms/494#1-0>  
 Rated as “Highly Effective,” this two-phase reentry program’s goals were to reduce recidivism and improve inmates’ transition into the community. Willison, Bieler, and Kim (2014) found that the Allegheny County Jail-Based Reentry Specialist Program had a statistically significant impact on the probability of future arrests. Program participants had a 10 percent chance of rearrest, compared with a 34 percent chance for the comparison group.
- **Cognitive-behavioral therapy (CBT) for offenders.**  
<https://www.countyhealthrankings.org/strategies-and-solutions/what-works-for-health/strategies/cognitive-behavioral-therapy-cbt-for-offenders>  
 Rated as “Highly Effective,” Cognitive-behavioral therapy (CBT) helps clients discover and change the thought processes that lead to maladaptive behavior. Emphasizing personal accountability, offenders learn to understand the thoughts and choices that led to their crimes, and teach alternative behaviors and thought processes. There is strong evidence that cognitive-behavioral therapy (CBT) significantly reduces recidivism among adult offenders at the highest risk of recidivism. The most effective programs include anger management and interpersonal skills training. Cost benefit analysis estimates a \$35 return for every dollar invested in reentry programs.

Sources for the above include:

- Berghuis, Mark. 2018. “Reentry Programs for Adult Male Offender Recidivism and Reintegration: A Systematic Review and Meta-Analysis.” *International Journal of Offender Therapy and Comparative Criminology* 62(14):4655–76.
- Campbell-Lipsey 2007 - Lipsey MW, Landenberger NA, Wilson SJ. “Effects of cognitive-behavioral programs for criminal offenders.” *Campbell Systematic Reviews*. 2007:6.
- Ndrecka, Mirlinda. 2014. “The Impact of Reentry Programs on Recidivism: A Meta-Analysis.” *PhD diss., University of Cincinnati*, 2014.
- Willison, Janeen Buck, Sam G. Bieler, and KiDeuk Kim. 2014. *Evaluation of the Allegheny County Jail Collaborative Reentry Programs*. Washington, D.C.: Urban Institute.

## Activities-based Programming and Resource Coordination (25 points possible)

Complete this section only if you are proposing to provide this service. If you are not proposing this service, please leave this section blank. Your response to this section must not exceed 7 pages.

**1. Provide a clear statement about why your organization is interested in coordinating activities and resources for individuals incarcerated in the ACJ and how it aligns with the Proposer's mission or current work. (10 points)**

Foundation of HOPE's mission is to *empower people impacted by the criminal justice system to renew their faith, rebuild their lives, and restore positive relationships*. Since our founding in 2002, Foundation of HOPE has provided a comprehensive continuum of care for individuals incarcerated at the Allegheny County Jail; offering them support, resources, guidance, and opportunities to break the cycle of recidivism and successfully reenter their communities. Foundation of HOPE embraces the mantra that *an individual's past does NOT define their future!*

As such, our interest in coordinating activities and resources for individuals incarcerated at the Allegheny County Jail is directly aligned with our mission and our 21+ years of effective experience offering programming via our Pre-Release Program (on the ACJ HOPE Pod) as well as our Chaplaincy Program throughout the ACJ.

Foundation of HOPE will be able to *hit-the-ground-running* due to:

- Our current Pre-Release program curriculum that includes: Addiction & Recovery, Anger Management, Confronting “Stinking Thinking”, Life Skills, Parenting, Release & Reintegration, Spiritual Formation.
- Our culturally competent staff and volunteers who are committed to our mission and understand the trauma, isolation, fear, and hopelessness inherent to incarceration.
- Our long-standing positive working relationships with ACJ staff and administration; and,
- Our full understanding of and compliance with ACJ policies, procedures, and protocols.

We have proven experience:

- Creating daily activity schedules and facilitating programs within ACJ housing units that are consistent with ACJ security protocols and predetermined ACJ schedules for meals, counts, etc.
- Identifying, recruiting, training, and supporting mission- and values-aligned external facilitators; many of whom provide in kind and volunteer services.
- Promoting and encouraging participation in scheduled activities.
- Collecting regular empirical and anecdotal feedback from participants and staff to gauge success of programming and activities to make improvements and to determine future activities.
- Curating and maintaining our Chaplaincy Library (skills which can be immediately transferred and applied to the ACJ library) and responding to requests for materials by incarcerated individuals.
- Meticulously maintaining accurate program and activity records.

Foundation of HOPE is uniquely positioned to effectively, efficiently, and compassionately develop and deliver activities-based programs as well as coordinate resources for individuals incarcerated at the Allegheny County Jail. Given our past experience and current involvement, we are confident in our ability, and passionate about the opportunity, to expand capacity and

safely foster prosocial engagement within all 35 housing units on a daily basis in cooperation and coordination with ACJ staff and administration.

We look forward to completing CT- R training through the Beck Institute and training current and future instructors/facilitators in CT-R principles to ensure they are incorporated into all programs and interactions with individuals who are incarcerated.

**2. Describe your organization's proposed approach for Activity-Based Programming and Resource Coordination, including a sample schedule of all proposed activities. (10 points)**

Foundation of HOPE's approach to Activity-Based Programming and Resource Coordination is based on recognizing the inherent dignity and limitless potential of each-and-every individual we serve. Our goal is to engage individuals in activities that facilitate positive changes in attitudes and behaviors. Numerous studies\* indicate that activities-based programming while incarcerated have multiple benefits that improve physical, physiological, and social abilities and help to create a healthy mind and body in an unhealthy environment. Physical abilities include lowering health risks for older inmates and inmates with a chronic disease and increasing the general physical fitness levels of inmates. Mental abilities include reducing stress and anxiety, defeating social weakness, and relieving the constant pressure of prison life. Social abilities include positive interactions with peers and good sportsmanship practices. Activities-based correctional recreation is highly beneficial to incarcerated individuals and are an important component in preparing individuals for successful reentry and in breaking the recidivism cycle.

We envision offering daily programming on all 35 ACJ housing units 5 days per week (M-F) during ACJ designated recreational time periods at 9:45 a.m., 1:00 p.m., and 5:45 p.m. per consultation and coordination with jail staff and administration. Given the transitory nature of most ACJ residents, programs will be offered in monthly cycles to ensure maximum exposure to the diversity of program topics, activities, and instructors.

In any given week, activities will repeat 3-4 times per day on different pods, shifting daily throughout the week to ensure maximum diversity and access. Residents on each pod will have input in identifying activities and program staff will constantly be developing new opportunities while maintaining and offering core popular programs.

Following is an example of how we would structure the weekly activity rotation:

Sample Activity Rotation – Week 1						
Pods	Week	Mon	Tue	Wed	Thu	Fri
1, 13, 25	1	Activity 1	Activity 12	Activity 11	Activity 10	Activity 9
2, 14, 26	1	Activity 2	Activity 1	Activity 12	Activity 11	Activity 10
3, 15, 27	1	Activity 3	Activity 2	Activity 1	Activity 12	Activity 11
4, 16, 28	1	Activity 4	Activity 3	Activity 2	Activity 1	Activity 12
5, 17, 29	1	Activity 5	Activity 4	Activity 3	Activity 2	Activity 1
6, 18, 30	1	Activity 6	Activity 5	Activity 4	Activity 3	Activity 2
7, 19, 31	1	Activity 8	Activity 6	Activity 5	Activity 4	Activity 3
8, 20, 32	1	Activity 9	Activity 8	Activity 6	Activity 5	Activity 4
9, 21, 33	1	Activity 10	Activity 9	Activity 8	Activity 6	Activity 5
10, 22, 34	1	Activity 11	Activity 10	Activity 9	Activity 8	Activity 6
11, 23, 35	1	Activity 12	Activity 11	Activity 10	Activity 9	Activity 8
12, 24	1	Activity 1	Activity 12	Activity 11	Activity 10	Activity 9

Foundation of HOPE has a large cadre of community instructors, partner agencies & organizations, and faith-based groups from which we can initially draw activity speakers, facilitators, and coordinators. As the program evolves, priority will be given to recruiting individuals who can share their lived experiences as returning citizens, with individuals incarcerated at the Allegheny County Jail. . .especially Peer Support Specialists who pass

required ACJ background checks and clearances. We recognize that a small but sustainable pool of funding will be available to compensate external facilitators as needed; however, our current model relies heavily on successfully engaging volunteers and we fully anticipate doing the same with the majority of new activity-based programs.

Following is an example of “types” of topics and a weekly activities schedule:

<b>Sample Daily Schedule: Week-1</b>					
<b>Housing Unit</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
Pod.1	Art Class	Personal Hygiene	Music Appreciation	Board Games	Journaling
Pod.2	Music History	Art Class	Personal Hygiene	Music Appreciation	Board Games
Pod.3	Book Club	Music History	Art Class	Personal Hygiene	Music Appreciation
Pod.4	Current Events	Book Club	Music History	Art Class	Personal Hygiene
Pod.5	Card Games	Current Events	Book Club	Music History	Art Class
Pod.6	Yoga	Card Games	Current Events	Book Club	Music History
Pod.7	Chess	Yoga	Card Games	Current Events	Book Club
Pod.8	Movie “Night”	Chess	Yoga	Card Games	Current Events
Pod.9	Journaling	Movie “Night”	Chess	Yoga	Card Games
Pod.10	Board Games	Journaling	Movie “Night”	Chess	Yoga
Pod.11	Music Appreciation	Board Games	Journaling	Movie “Night”	Chess
Pod.12	Personal Hygiene	Music Appreciation	Board Games	Journaling	Movie “Night”
Pod.13	Art Class	Personal Hygiene	Music Appreciation	Board Games	Journaling
Pod.14	Music History	Art Class	Personal Hygiene	Music Appreciation	Board Games
Pod.15	Book Club	Music History	Art Class	Personal Hygiene	Music Appreciation
Pod.16	Current Events	Book Club	Music History	Art Class	Personal Hygiene
Pod.17	Card Games	Current Events	Book Club	Music History	Art Class
Pod.18	Yoga	Card Games	Current Events	Book Club	Music History
Pod.19	Chess	Yoga	Card Games	Current Events	Book Club
Pod.20	Movie “Night”	Chess	Yoga	Card Games	Current Events
Pod.21	Journaling	Movie “Night”	Chess	Yoga	Card Games
Pod.22	Board Games	Journaling	Movie “Night”	Chess	Yoga
Pod.23	Music Appreciation	Board Games	Journaling	Movie “Night”	Chess
Pod.24	Personal Hygiene	Music Appreciation	Board Games	Journaling	Movie “Night”
Pod.25	Art Class	Personal Hygiene	Music Appreciation	Board Games	Journaling
Pod.26	Music History	Art Class	Personal Hygiene	Music Appreciation	Board Games
Pod.27	Book Club	Music History	Art Class	Personal Hygiene	Music Appreciation
Pod.28	Current Events	Book Club	Music History	Art Class	Personal Hygiene
Pod.29	Card Games	Current Events	Book Club	Music History	Art Class
Pod.30	Yoga	Card Games	Current Events	Book Club	Music History
Pod.31	Chess	Yoga	Card Games	Current Events	Book Club
Pod.32	Movie “Night”	Chess	Yoga	Card Games	Current Events
Pod.33	Journaling	Movie “Night”	Chess	Yoga	Card Games
Pod.34	Board Games	Journaling	Movie “Night”	Chess	Yoga
Pod.35	Music Appreciation	Board Games	Journaling	Movie “Night”	Chess

Foundation of HOPE has been a long-standing active member of the Allegheny County Jail Collaborative as well as an established, well-respected partner within the ACJ. We have excellent relationships with staff and administration as well as (most importantly) the Corrections Officers who need to be considered, respected, and consulted throughout this process. Making the Allegheny County Jail environment more positive and less oppressive will require us to build upon the established credibility and trust that we currently share with the COs!

Foundation of HOPE will work collaboratively with the ACJC and ACJ staff to understand and develop resource management and distribution systems for library and recreational materials. As stated above, our Chaplaincy department has over 20 years of experience cataloging and distributing spiritual reading materials and resources. Indeed, we receive and fill approximately 1,500 requests per month for these materials and resources.

Numerous studies\*\* indicate the pivotal role played by jail and prison libraries in:

- Fostering personal growth.
- Facilitating social integration among individuals who are incarcerated.
- Serving as havens where individuals who are incarcerated are afforded the autonomy to choose their reading materials, empowering them to enhance their lives through self-directed learning.
- Contributing to cultural enrichment, literacy advancement, and preparation for successful reintegration into society.

In addition, a review of professional literature on this subject underscores the constructive influence of jail and prison libraries on effective time management and offering meaningful activities for the rehabilitation of individuals who are incarcerated.

Foundation of HOPE is committed to completing and implementing CT-R training, through the Beck Institute, to vet and offer support to external facilitators brought into the ACJ and ensure that they have the necessary knowledge to incorporate CT-R principles within and during their interactions with incarcerated individuals.

**3. Describe any potential challenges your organization anticipates and how you would address them. (5 points)**

Having offered programs and engaged volunteers at the Allegheny County Jail for over 20 years, there are few challenges Foundation of HOPE hasn't seen and been able to respond to. From security lockdowns and Covid protocols to drug-laced book pages to watermain breaks, Foundation of HOPE has weathered these and other challenges through teamwork, flexibility, humor, and compassion.

Challenges inherent with the expansion of any program at the Allegheny County Jail include:

- *Getting program materials in and out of ACJ.*  
We will work with staff and administration to streamline the process for bringing educational materials (e.g., workbooks, reading materials, audio and video tapes, etc.) and activity items (e.g., paint, paint brushes, sports/exercise equipment, board games, etc.). At all times, in all situations, the safety of correctional officers, staff, volunteers and individuals who are incarcerated, MUST take top priority in the deployment and implementation of a materials policy.
- *Dealing with noise inside ACJ housing units.*  
ACJ is an inherently noisy environment. We will work with volunteers, speakers and instructors to orient them to the environment and provide them with tools (e.g., sound systems, microphones, etc.) and strategies (e.g., voice projection, room set-up, intervention techniques, peer correction, etc.) that enable them to effectively carry out activities and presentations. At all times, in all situations, the safety of correctional officers, staff, volunteers and individuals who are incarcerated, MUST take top priority when developing strategies for dealing with noise inside ACJ.

- *Trauma.*

Incarceration breeds apathy, cynicism, and a sense of hopelessness. Indeed, incarceration is a traumatic experience that often compounds past traumas such as discrimination, sexual abuse, addiction, and personal violence. We will work with volunteers, speakers and instructors to provide training in trauma informed care and strategies for positively motivating participation in scheduled activities. We are also confident that CT-R training, through the Beck Institute, will play an important role in confronting and addressing trauma through activities and programs. Input on and ownership of proposed activities will be another means of obtaining buy-in from participants and getting them engaged in activities and programs. At all times, in all situations, the safety of correctional officers, staff, volunteers and individuals who are incarcerated, MUST take top priority when developing strategies for dealing with trauma inside ACJ.

- *Technology.*

We will need to ensure that the proper technology (e.g., internet access, sound systems, movie and/or PowerPoint projection, etc.) is available on the appropriate housing units as scheduled. We will work with staff and administration to access and schedule technology needs as required. At all times, in all situations, the safety of correctional officers, staff, volunteers and individuals who are incarcerated, MUST take top priority when developing strategies for dealing with technology inside ACJ.

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In summary, our interest in coordinating activities and resources for individuals incarcerated at the Allegheny County Jail is **directly aligned** with our mission to ***empower people impacted by the criminal justice system to renew their faith, rebuild their lives, and restore positive relationships.*** Our 21+ years of effective experience offering programming inside ACJ makes us the ideal candidate to develop, implement, and maintain activities, programs, and resources to help break the cycle of recidivism and facilitate successful reentry into the community.

**An individual's past does NOT define their future!**

## Reference Citations

\* **Journal of Prison Education Research**

*“Scoping Review on the Use and Meaning of Sport in Prison and After Detention”*  
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**Cell Block Legendz**

*“What Is The Good Impact of Prison Recreational Activities?”*  
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*“Recreation or rehabilitation? Managing sport for development programs with prison populations”*  
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**\*\* The International Journal of Information, Diversity, & Inclusion**

*“The Pivotal Role of Prison Libraries as an Information Resource for Prisoner Rehabilitation”*

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*“Public libraries provide invaluable services to those incarcerated and in reentry that will help them improve their lives”*

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*“Information Provision and the Carceral State: Race and Reference beyond the Idea of the Underserved”*

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*“What is the Role of the Prison Library? The Development of a Theoretical Foundation”*

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**Foundation of HOPE**  
*Reentry Project*  
**CT-R Program Staffing Plan**

<b>Position Title</b>	<b>Staff Name</b>	<b>Education and Experience Qualifications</b>	<b>Responsibilities on the Reentry Project</b>	<b>Reporting Relationship</b>	<b>Percent FTE</b>	<b>Annual Full-time Base Salary (1.0 FTE)</b>
CT-R ACJ Facilitator	TBD	Bachelor's degree in criminal justice, social work, psychology or a related field. Minimum of 2 years of experience instructing and/or facilitating groups with adults. Master's degree preferred.	Oversee the administration and facilitation of CT-R Courses within the Allegheny County Jail.	Reports to Reentry Coordinator	100	\$49,400
CT-R Community Facilitator	TBD	Bachelor's degree in human or social services or related field preferred. Minimum of 2 years of experience in reentry services or related field.	Oversee the administration and facilitation of CT-R Courses within multiple community-based settings.	Reports to Reentry Coordinator	100	\$49,400
Reentry Coordinator	TBD	Bachelor's degree in human or social services or related field with at least two years of supervised experience in case management or a related field working with individuals impacted by the criminal justice system. Master's degree preferred	Responsible for day-to-day program operations, including program oversight, and quality assurance.	Reports to Reentry Manager	2	\$5,200
Intake Specialist	TBD	High School Diploma or GED, required. Associate's degree or higher, preferred	Identify new community resources and opportunities for supporting Reentry participants. Perform data entry with a focus on maintaining resource directories, reentry plans, progress notes, tracking outcomes, and preparing required reports.	Reports to Reentry Manager	2	\$728
Reentry Manager	TBD	Master's degree in social work preferred. Substitution of experience for education as follows: B.A. Degree and/or six years of work in the field, including two years of experience providing program management, budget management, and staff supervision/oversight in behavioral health services.	Responsible for strategic direction and oversight of the project team's management and delivery of Reentry activities. Ensure staff and participant compliance with program structure, collaborate with team members, and supervision of the Reentry staff.	Reports to Executive Director	2	\$1,200


  
**Foundation of HOPE**  
*Reentry Project*  
*Curriculum Based Program Staffing Plan*

<b>Position Title</b>	<b>Staff Name</b>	<b>Education and Experience Qualifications</b>	<b>Responsibilities on the Reentry Project</b>	<b>Reporting Relationship</b>	<b>Percent FTE</b>	<b>Annual Full-time Base Salary (1.0 FTE)</b>
Curriculum Based ACJ Specialist (2)	TBD	High School diploma or equivalent required; Minimum of two (2) years of experience in reentry services or related field.	Responsible for designing, implementing, and assessing educational activities for participants within the ACJ.	Reports to Reentry Coordinator	100	\$95,000
Reentry Program Specialist	TBD	Bachelor's degree in criminal justice, social work, psychology, or a related field. Minimum of 2 years of experience in reentry services or related field. Strong knowledge of the criminal justice system and the challenges faced by individuals reentering society	Develop and implement reentry programs and services, including job training, education, substance abuse treatment, mental health services, and other support services as needed.	Reports to Reentry Coordinator	100	\$44,000
Reentry Transition Coach (2)	TBD	Bachelor's degree in human or social services or related field preferred	Responsible for, providing transition services for FOH Reentry program participants, paroled, probation, or incarcerated individuals returning to their communities; provides recordkeeping, instructional assistance, and interaction and communication with FOH Reentry staff, clients, parole agents, probation officers, and other agencies.	Reports to Reentry Coordinator	100	\$84,000
Reentry Coordinator	TBD	Bachelor's degree in human or social services or related field with at least two years of supervised experience in case management or a related field working with individuals impacted by the criminal justice system. Master's degree preferred	Responsible for day-to-day program operations, including program oversight, and quality assurance.	Reports to Reentry Manager	9	\$23,400
Intake Specialist	TBD	High School Diploma or GED, required. Associate's degree or higher, preferred	Identify new community resources and opportunities for supporting Reentry participants. Perform data entry with a focus on maintaining resource directories, reentry plans, progress notes, tracking outcomes, and preparing required reports.	Reports to Reentry Manager	9	\$3,276
Reentry Manager	TBD	Master's degree in social work preferred. Substitution of experience for education as follows: B.A. Degree and/or six years of work in the field, including two years of experience providing program management, budget management, and staff supervision/oversight in behavioral health services.	Responsible for strategic direction and oversight of the project team's management and delivery of Reentry activities. Ensure staff and participant compliance with program structure, collaborate with team members, and supervision of the Reentry staff.	Reports to Executive Director	9	\$5,400


  
**Foundation of HOPE**  
*Reentry Project*  
*Activities Based Program Staffing Plan*

<b>Position Title</b>	<b>Staff Name</b>	<b>Education and Experience Qualifications</b>	<b>Responsibilities on the Reentry Project</b>	<b>Reporting Relationship</b>	<b>Percent FTE</b>	<b>Annual Full-time Base Salary (1.0 FTE)</b>
Activity Based Program Specialist	TBD	High School diploma or equivalent required; College credits and formal education in specialized activity preferred. Minimum of two (2) years of experience in reentry services or related field.	Promote an inclusive, welcoming, and respectful environment that embraces the diversity of all participants within the ACJ. Plan and implement meaningful activities and special events that are exciting, challenging, and values based. Teach participants the fundamentals of specialized activity, including activities that build their level of skill and confidence.	Reports to Reentry Coordinator	100	\$47,500
Activity Based Resource Coordination Specialist (2)	TBD	High School diploma or equivalent required; College credits and formal education in specialized activity preferred. Minimum of two (2) years of experience in reentry services or related field.	Maintains a caseload of program clients; provides information and support for and acts as liaison with clients, families, and other related agencies involved in the transition process; assists clients in completing various forms and obtaining documents for transition, training, education, and employment; conducts a variety of risk/needs assessments with clients and provides interventions when necessary	Reports to Reentry Coordinator	100	\$95,000
Reentry Program Specialist	TBD	Bachelor's degree in criminal justice, social work, psychology, or a related field. Minimum of 2 years of experience in reentry services or related field. Strong knowledge of the criminal justice system and the challenges faced by individuals reentering society	Develop and implement reentry programs and services, including job training, education, substance abuse treatment, mental health services, and other support services as needed.	Reports to Reentry Coordinator	100	\$44,000
Reentry Coordinator	TBD	Bachelor's degree in human or social services or related field with at least two years of supervised experience in case management or a related field working with individuals impacted by the criminal justice system. Master's degree preferred	Responsible for day-to-day program operations, including program oversight, and quality assurance.	Reports to Reentry Manager	9	\$23,400
Intake Specialist	TBD	High School Diploma or GED, required. Associate's degree or higher, preferred	Identify new community resources and opportunities for supporting Reentry participants. Perform data entry with a focus on maintaining resource directories, reentry plans, progress notes, tracking outcomes, and preparing required reports.	Reports to Reentry Manager	9	\$3,276
Reentry Manager	TBD	Master's degree in social work preferred. Substitution of experience for education as follows: B.A. Degree and/or six years of work in the field, including two years of experience providing program management, budget management, and staff supervision/oversight in behavioral health services.	Responsible for strategic direction and oversight of the project team's management and delivery of Reentry activities. Ensure staff and participant compliance with program structure, collaborate with team members, and supervision of the Reentry staff.	Reports to Executive Director	9	\$5,400



**Confronting Stinking Thinking  
A New Direction: A Cognitive Behavioral Therapy Program  
Criminal and Addictive Thinking  
Minnesota department of Corrections  
Hazel Publishing**

**Overview of the Course:**

Week 1: Pre-test and Introduction of Curriculum and Expectations

Week 2: Confronting the Way We Think

Week 3: Criminal and Addictive History

Week 4: Becoming Aware of your Thinking

Week 5: Core Beliefs

Week 6: Introduction to Thinking Reports

Week 7: Common Thinking Distortions

Week 8: Thinking Patterns

Week 9: Criminal and Addictive Tactics

Week 10: Post-test, Review, Role-play, and Reflection

**Purpose of the Course:**

- 1.) Recognize the importance of thinking about our thinking
- 2.) Gain awareness of how your thinking affects behaviors
- 3.) Understand why current negative ways of thinking cause problems
- 4.) Discover how thoughts affect feelings and behaviors
- 5.) Explain how core beliefs are related to criminal and addictive behaviors
- 6.) Understand the cognitive behavioral process
- 7.) Identify alternative thoughts and behaviors that relate to an event
- 8.) Use thinking reports to examine thoughts about an event
- 9.) Understand some common thinking distortions
- 10.) Understand the role that thinking distortions play in thoughts, feelings, and behaviors

**Goals of the Course:**

Participant will:

- 1.) Learn how to report only the facts of an event without emotions
- 2.) Describe how thinking patterns and behavior are connected
- 3.) Explain how thinking patterns can be changed
- 4.) Identify patterns in criminal and substance use history
- 5.) Connect circumstances in life to criminal behavior and substance use
- 6.) Identify connections between substance use and criminal behavior
- 7.) Identify events, thoughts, emotions, and behaviors
- 8.) Identify how core beliefs are connected to thoughts, feelings, and behaviors
- 9.) Identify alternative healthy thoughts and behaviors that relate to events
- 10.) Recognize thinking distortions and behaviors to challenge them
- 11.) Describe the various types of criminal and addictive thinking patterns and tactics



**Addiction and Recovery**  
**A New Direction: A Cognitive Behavioral Therapy Program**  
**Criminal and Addictive Thinking**  
**Minnesota department of Corrections**  
**Hazel Publishing**

**Overview of the Course:**

- Week 1: Pre-test and Introduction of Curriculum and Expectations
- Week 2: Disease of Addiction
- Week 3: Affects of Addiction on our Body, Mind , and Life
- Week 4: Making a Change
- Week 5: Transitioning to Recovery and Maintaining a Balanced Lifestyle
- Week 6: Triggers
- Week 7: Cravings and High-Risk Situations
- Week 8: Developing a Support Network
- Week 9: Creating Relapse and Emergency Plan
- Week 10: Post-test, Review, Role-play, and Reflection

**Purpose of the Course:**

- 1.) Recognize that sobriety is a life long journey
- 2.) Understand that drugs and alcohol can have a negative impact on your life without being addicted
- 3.) Provide tools and information to use successfully in sobriety and re-entry
- 4.) Recognize and accept that lifelong recovery is possible
- 5.) Provide information to recognize the indicators of substance use disorder
- 6.) Help develop a support network

**Goals of the Course:**

Participants will:

- 1.) Understand that addiction is a brain disease, and it cannot be cured, but it can be treated and managed

- 2.) Recognize and accept that lifelong recovery is possible
- 3.) Describe the disease of addiction, also called a substance use disorder
- 4.) Identify the phases of addiction and recovery
- 5.) Create a relapse and emergency plan
- 6.) Recognize how denial, self-obsessive, and irrational thinking keep individuals stuck in addiction
- 7.) Understand that cravings can be managed and will pass



**Anger Management**  
**For Substance Use Disorder and Mental Health Clients**  
**SAMHSA**  
**Substance Abuse and Mental Health Service Administration**  
**U.S. Department of Health and Human Resources**

**Overview of the Course:**

- Week 1: Pre-test and Introduction of Curriculum and Expectations
- Week 2: Overview of Anger Management Treatment and the Anger Meter
- Week 3: Events and Cues
- Week 4: Anger Control Plan
- Week 5: The Aggression Cycle
- Week 6: Cognitive Restructuring
- Week 7: Assertive Training and Conflict Resolution Model
- Week 8: Anger in the Family
- Week 9: Review, Practice and Role-Play
- Week 10: Post-test and Reflections

**Purpose of the Course:**

- 1.) Learn anger management skills effectively
- 2.) Stop violence or the threat of violence
- 3.) Develop self-control over beliefs, thoughts, and actions
- 4.) Establish a support system of others

**Goals of the Course:**

Participants will:

- 1.) Analyze an episode of anger and identify events and cues that indicate an escalation of anger
  - a. Physical cues

- b. Behavioral cues
  - c. Emotional cues
  - d. Cognitive cues
- 2.) Learn about specific strategies to manage anger
  - a. Anger Control Plan and a list of individualized strategies that work managing and controlling anger
- 3.) Identify each phase of the Aggression Cycle
  - a. Build up
  - b. Explosion
  - c. Aftermath
- 4.) Learn relaxation techniques
  - a. Breathing techniques
  - b. Progressive muscle relaxation
  - c. Monitoring anger
    - i. Events
    - ii. Feelings
    - iii. Behaviors
- 5.) Understand the Cognitive Restructuring ABCD Model
  - a. A- Activating event
  - b. B-Belief about the event (interpretation)
  - c. C- Emotional consequences of how you feel or believe about the event
  - d. D- Dispute and identify any maladaptive beliefs and view them in more rational and realistic ways
- 6.) Learn about and Reflect on Anger and the Family
  - a. Think about how anger and other emotions were expressed in the family
  - b. Analyze how past family interactions affect thoughts, feelings, and actions



**Parenting  
The Nurturing Program for Families  
in Substance Abuse Treatment and Recovery**

**Overview of the Course:**

Week 1: Pre-test and Introduction of Curriculum and Expectations

Week 2: Development, Growth, and Substance Abuse in Families

Week 3: Feelings and Self-Esteem

Week 4: Communication, Confrontation, and Problem-solving

Week 5: What We Learn from our Children

Week 6: Managing Stress and Setting Boundaries

Week 7: Schedules, Routines, and Safety

Week 8: Guiding Behavior and Knowing our Value

Week 9: Loss and Love

Week 10: Post-test, Review, Role-play, and Reflection

**Purpose of the Course:**

- 1.) Expose participants to an appropriate understanding of human development and growth through the lens of substance use and recovery
- 2.) Highlight strengths of families
- 3.) Educate on how substance use/ abuse affects the family
- 4.) Understand how recovery affects the family
- 5.) Identify building block of self-esteem
  - Values, Words
  - Sense of Belonging
  - Personal Power
- 6.) Define Communication
  - An exchange between two or more people of information, emotion, questions, and responses
  - This can be verbal and/ or non-verbal

7.) Understand the impact Substance Use/ Abuse has on the family

- Denial
- Remorse
- Blame
- Distorted communication
- Reflective functioning

8.) Establish boundaries in a healthy way

9.) Explain how routines and schedules benefit the family

- Manage stress
- Set boundaries
- Establish expectations
- Help children build dependability and responsibility
- Provide consistency
- Create a framework for managing self
- Reduce fights and conflicts

10.) Provide education on safe practices, home safety, and safety protection plans

11.) Understand guided behaviors vs. discipline

- Guided behaviors - teaching, modeling, and cooperating to increase children's responsibility for their behavior
- Discipline – punishment and control

12.) Nurturing guidance

- Paying attention to the child or children
- Teaching self-control
- Re-direction

13.) Identify that the breakdown of self-control of a child leads to a tantrum

14.) Review pre-adolescent and adolescent defiance, be aware of appropriate developmental stages, and recognize signs of alcohol and drug use

15.) Encourage childhood dreams

16.) Reflect on values

- What values you came from
- What values you grew up with
- What values do you want to instill in your child

17.) Understand the importance of having fun with children and what is appropriate fun

18.) Learn the 5 stages of grief

- Denial
- Anger
- Bargaining
- Depression
- Acceptance

19.) Acknowledge loss and grief are a part of sobriety

- Loss of lifestyle, loss of friends, and loss of drug itself

20.) Understanding loss leads to healing

21.) Managing losses in the family

22.) Discussing the losses that occur with the parent and child relationship as a result of substance use/ abuse and/or parents being incarcerated

**Goals of the Course:**

Participants will:

- 1.) Identify strengths in the family
- 2.) Understand feelings and self-esteem of the child and the parent
- 3.) Promote self-esteem in children and adults
- 4.) Describe feelings, thoughts, and needs using "I" statements
- 5.) Understand the importance of structure
- 6.) Recognize the importance of managing stress
- 7.) Identify the stress arising from physical, mental, and emotional events
- 8.) Learn techniques to self-regulate and manage stress
- 9.) Identify signs of a possible abuse, assault, or personal injury
  - o Change in behavior (nightmares, withdrawn)
  - o Sophisticated sexual behaviors and/ or talk
  - o Sudden fear of familiar person or persons
  - o Physical symptoms
    - Change in bowel or bladder habits
    - Bruises
    - Cuts
- 10.) Accept permission to grieve and develop strategies for grief to allow themselves and the family to move forward
- 11.) Understand grief can be tolerated without substances



## Sample Schedule - Activities-Based Programming

We envision offering daily programming on all 35 ACJ housing units 5 days per week (M-F) during ACJ designated recreational time periods at 9:45 a.m., 1:00 p.m., and 5:45 p.m. per consultation and coordination with jail staff and administration. Given the transitory nature of most ACJ residents, programs will be offered in monthly cycles to ensure maximum exposure to the diversity of program topics, activities, and instructors.

In any given week, activities will repeat 3-4 times per day on different pods, shifting daily throughout the week to ensure maximum diversity and access. Residents on each pod will have input in identifying activities and program staff will constantly be developing new opportunities while maintaining and offering core popular programs.

Following is an example of how we would structure the weekly activity rotation:

Sample Activity Rotation – Week 1						
Pods	Week	Mon	Tue	Wed	Thu	Fri
1, 13, 25	1	Activity 1	Activity 12	Activity 11	Activity 10	Activity 9
2, 14, 26	1	Activity 2	Activity 1	Activity 12	Activity 11	Activity 10
3, 15, 27	1	Activity 3	Activity 2	Activity 1	Activity 12	Activity 11
4, 16, 28	1	Activity 4	Activity 3	Activity 2	Activity 1	Activity 12
5, 17, 29	1	Activity 5	Activity 4	Activity 3	Activity 2	Activity 1
6, 18, 30	1	Activity 6	Activity 5	Activity 4	Activity 3	Activity 2
7, 19, 31	1	Activity 8	Activity 6	Activity 5	Activity 4	Activity 3
8, 20, 32	1	Activity 9	Activity 8	Activity 6	Activity 5	Activity 4
9, 21, 33	1	Activity 10	Activity 9	Activity 8	Activity 6	Activity 5
10, 22, 34	1	Activity 11	Activity 10	Activity 9	Activity 8	Activity 6
11, 23, 35	1	Activity 12	Activity 11	Activity 10	Activity 9	Activity 8
12, 24	1	Activity 1	Activity 12	Activity 11	Activity 10	Activity 9

Foundation of HOPE has a large cadre of community instructors, partner agencies & organizations, and faith-based groups from which we can initially draw activity speakers, facilitators, and coordinators. As the program evolves, priority will be given to recruiting individuals who can share their lived experiences as returning citizens, with individuals incarcerated at the Allegheny County Jail. . .especially Peer Support Specialists who pass required ACJ background checks and clearances. We recognize that a small but sustainable pool of funding will be available to compensate external facilitators as needed; however, our current model relies heavily on successfully engaging volunteers and we fully anticipate doing the same with the majority of new activity-based programs.

Following is an example of “types” of topics and a weekly activities schedule:

<b>Sample Daily Schedule: Week-1</b>					
<b>Housing Unit</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
Pod.1	Art Class	Personal Hygiene	Music Appreciation	Board Games	Journaling
Pod.2	Music History	Art Class	Personal Hygiene	Music Appreciation	Board Games
Pod.3	Book Club	Music History	Art Class	Personal Hygiene	Music Appreciation
Pod.4	Current Events	Book Club	Music History	Art Class	Personal Hygiene
Pod.5	Card Games	Current Events	Book Club	Music History	Art Class
Pod.6	Yoga	Card Games	Current Events	Book Club	Music History
Pod.7	Chess	Yoga	Card Games	Current Events	Book Club
Pod.8	Movie “Night”	Chess	Yoga	Card Games	Current Events
Pod.9	Journaling	Movie “Night”	Chess	Yoga	Card Games
Pod.10	Board Games	Journaling	Movie “Night”	Chess	Yoga
Pod.11	Music Appreciation	Board Games	Journaling	Movie “Night”	Chess
Pod.12	Personal Hygiene	Music Appreciation	Board Games	Journaling	Movie “Night”
Pod.13	Art Class	Personal Hygiene	Music Appreciation	Board Games	Journaling
Pod.14	Music History	Art Class	Personal Hygiene	Music Appreciation	Board Games
Pod.15	Book Club	Music History	Art Class	Personal Hygiene	Music Appreciation
Pod.16	Current Events	Book Club	Music History	Art Class	Personal Hygiene
Pod.17	Card Games	Current Events	Book Club	Music History	Art Class
Pod.18	Yoga	Card Games	Current Events	Book Club	Music History
Pod.19	Chess	Yoga	Card Games	Current Events	Book Club
Pod.20	Movie “Night”	Chess	Yoga	Card Games	Current Events
Pod.21	Journaling	Movie “Night”	Chess	Yoga	Card Games
Pod.22	Board Games	Journaling	Movie “Night”	Chess	Yoga
Pod.23	Music Appreciation	Board Games	Journaling	Movie “Night”	Chess
Pod.24	Personal Hygiene	Music Appreciation	Board Games	Journaling	Movie “Night”
Pod.25	Art Class	Personal Hygiene	Music Appreciation	Board Games	Journaling
Pod.26	Music History	Art Class	Personal Hygiene	Music Appreciation	Board Games
Pod.27	Book Club	Music History	Art Class	Personal Hygiene	Music Appreciation
Pod.28	Current Events	Book Club	Music History	Art Class	Personal Hygiene
Pod.29	Card Games	Current Events	Book Club	Music History	Art Class
Pod.30	Yoga	Card Games	Current Events	Book Club	Music History
Pod.31	Chess	Yoga	Card Games	Current Events	Book Club
Pod.32	Movie “Night”	Chess	Yoga	Card Games	Current Events
Pod.33	Journaling	Movie “Night”	Chess	Yoga	Card Games
Pod.34	Board Games	Journaling	Movie “Night”	Chess	Yoga
Pod.35	Music Appreciation	Board Games	Journaling	Movie “Night”	Chess

Foundation of HOPE has been a long-standing active member of the Allegheny County Jail Collaborative as well as an established, well-respected partner within the ACJ. We have excellent relationships with staff and administration as well as (most importantly) the Corrections Officers who need to be considered, respected, and consulted throughout this process. Making the Allegheny County Jail environment more positive and less oppressive will require us to build upon the established credibility and trust that we currently share with the COs!

	Year 1				Year 2				Notes / Questions
	CT-R	CBP	ABP	Total	CT-R	CBP	ABP	Total	
Salary					4%	4%	4%		
CT-R ACJ Facilitator	49,400	49,400	-	-	49,400	51,376	-	-	51,376
CT-R Community Facilitator	49,400	49,400	-	-	49,400	51,376	-	-	51,376
Curriculum Based ACJ Specialist	47,500	-	47,500	-	47,500	-	49,400	-	49,400
Curriculum Based ACJ Specialist	47,500	-	47,500	-	47,500	-	49,400	-	49,400
Activity Based Programming Specialist	47,500	-	-	47,500	47,500	-	-	49,400	49,400
Activity Based Resource Coordination Specialist	47,500	-	-	47,500	47,500	-	-	49,400	49,400
Activity Based Resource Coordination Specialist	47,500	-	-	47,500	47,500	-	-	49,400	49,400
Reentry Program Specialist	44,000	-	-	44,000	44,000	-	-	45,760	45,760
Reentry Program Specialist	44,000	-	44,000	-	44,000	-	45,760	-	45,760
Reentry Transition Coach	42,000	-	42,000	-	42,000	-	43,680	-	43,680
Reentry Transition Coach	42,000	-	42,000	-	42,000	-	43,680	-	43,680
Reentry Coordinator	52,000	5,200	23,400	23,400	52,000	5,408	24,336	24,336	54,080
ReEntry Manager	12,000	1,200	5,400	5,400	12,000	1,248	5,616	5,616	12,480
Intake Speciast	7,280	728	3,276	3,276	7,280	757	3,407	3,407	7,571
<b>Total salary</b>	<b>579,580</b>	<b>105,928</b>	<b>255,076</b>	<b>218,576</b>	<b>579,580</b>	<b>110,165</b>	<b>265,279</b>	<b>227,319</b>	<b>602,763</b>
Health stipend	1,500	3,795	8,295	6,795	18,885	3,795	8,295	6,795	18,885
Other benefits and taxes	13.15%	13,930	33,542	28,743	76,215	14,487	34,884	29,892	79,263
<b>Total benefits</b>	<b>17,725</b>	<b>41,837</b>	<b>35,538</b>	<b>95,100</b>	<b>18,282</b>	<b>43,179</b>	<b>36,687</b>	<b>98,148</b>	
Consultant - Curriculum & Support	-	5,000	5,000	10,000	-	5,000	5,000	10,000	
Accounting/ Audit Fees	2,100	4,800	4,800	11,700	2,100	4,800	4,800	11,700	Incremental
Program Supplies	1,800	10,000	5,000	16,800	1,800	10,000	5,000	16,800	
Participant Transportation	-	3,250	3,250	6,500	-	3,250	3,250	6,500	260 weekly \$25 passes
Laptops/tablets	-	2,910	-	2,910	-	-	-	-	3 \$850 laptops and 6 \$60 tablets
Office Supplies	1,100	2,150	2,150	5,400	1,100	2,150	2,150	5,400	Incremental
Employee Travel	4,320	8,180	8,180	20,680	4,320	8,180	8,180	20,680	
Postage and Shipping	-	1,100	1,100	2,200	-	1,100	1,100	2,200	Incremental
Telephone	-	1,150	1,150	2,300	-	1,150	1,150	2,300	Incremental
Printing and Reproduction	-	1,200	1,200	2,400	-	1,200	1,200	2,400	Incremental
Space	-	2,000	2,000	4,000	-	2,000	2,000	4,000	Incremental
Outreach	-	1,850	1,850	3,700	-	-	-	-	Just year one
<b>Total other costs</b>	<b>9,320</b>	<b>43,590</b>	<b>35,680</b>	<b>88,590</b>	<b>9,320</b>	<b>38,830</b>	<b>33,830</b>	<b>81,980</b>	
<b>Administration/(Indirect Cost)</b>	<b>12%</b>	<b>15,957</b>	<b>40,860</b>	<b>34,775</b>	<b>91,592</b>	<b>16,532</b>	<b>41,675</b>	<b>35,740</b>	<b>93,947</b>
<b>Total</b>		<b>148,929</b>	<b>381,364</b>	<b>324,569</b>	<b>854,862</b>	<b>154,299</b>	<b>388,963</b>	<b>333,577</b>	<b>876,839</b>

**FOUNDATION OF HOPE****CT-R RENTRY PROJECT****FY 2024 - FY 2026**

	Year 1			Year 2		
	CT-R		4%	CT-R		Total
	Salary	4%		Salary	4%	
CT-R ACJ Facilitator	49,400	49,400	51,376	100,776		
CT-R Community Facilitator	49,400	49,400	51,376	100,776		
Reenty Coordinator	52,000	5,200	5,408	10,608		
ReEntry Manager	12,000	1,200	1,248	2,448		
Intake Speciast	7,280	728	757	1,485		
<b>Total salary</b>	<b>170,080</b>	<b>105,928</b>	<b>110,165</b>	<b>216,093</b>		
Health stipend	1,500	3,795	3,795	7,590		
Other benefits and taxes	13.15%	13,930	14,487	28,416		
<b>Total benefits</b>		<b>17,725</b>	<b>18,282</b>	<b>36,006</b>		
Consultant - Curriculum & Support	-	-	-	-		
Accounting/ Audit Fees	2,100	2,100	4,200			
Program Supplies	1,800	1,800	3,600			
Participant Transportation	-	-	-			
Laptops/tablets	-	-	-			
Office Supplies	1,100	1,100	2,200			
Employee Travel	4,320	4,320	8,640			
Postage and Shipping	-	-	-			
Telephone	-	-	-			
Printing and Reproduction	-	-	-			
Space	-	-	-			
Outreach	-	-	-			
<b>Total other costs</b>		<b>9,320</b>	<b>9,320</b>	<b>18,640</b>		
<b>Administration/(Indirect Cost)</b>	12%	<b>15,957</b>	<b>16,532</b>	<b>32,489</b>		
<b>Total</b>		<b>148,929</b>	<b>154,299</b>	<b>303,228</b>		



**FOUNDATION OF HOPE**  
**CURRICULUM BASED PROGRAMMING**  
**REENTRY PROJECT**  
**FY 2024 - FY 2026**

	Year 1			Year 2		
	CBP		CBP	Total		
			4%			
<b>Salary</b>						
Curriculum Based ACJ Specialist	47,500	47,500	49,400	96,900		
Curriculum Based ACJ Specialist	47,500	47,500	49,400	96,900		
Reentry Program Specialist	44,000	44,000	45,760	89,760		
Reentry Transition Coach	42,000	42,000	43,680	85,680		
Reentry Transition Coach	42,000	42,000	43,680	85,680		
Reentry Coordinator	52,000	23,400	24,336	47,736		
ReEntry Manager	12,000	5,400	5,616	11,016		
Intake Speciast	7,280	3,276	3,407	6,683		
<b>Total salary</b>	<b>294,280</b>	<b>255,076</b>	<b>265,279</b>	<b>520,355</b>		
Health stipend	1,500	8,295	8,295	16,590		
Other benefits and taxes	13.15%	33,542	34,884	68,427		
<b>Total benefits</b>		<b>41,837</b>	<b>43,179</b>	<b>85,017</b>		
 Consultant - Curriculum & Support						
Accounting/ Audit Fees		5,000	5,000	10,000		
Program Supplies		4,800	4,800	9,600		
Participant Transportation		10,000	10,000	20,000		
Laptops/tablets		3,250	3,250	6,500		
Office Supplies		2,910	-	2,910		
Employee Travel		2,150	2,150	4,300		
Postage and Shipping		8,180	8,180	16,360		
Telephone		1,100	1,100	2,200		
Printing and Reproduction		1,150	1,150	2,300		
Space		1,200	1,200	2,400		
Outreach		2,000	2,000	4,000		
<b>Total other costs</b>		<b>1,850</b>	-	<b>1,850</b>		
<b>Administration/(Indirect Cost)</b>	12%	<b>43,590</b>	<b>38,830</b>	<b>82,420</b>		
<b>Total</b>		<b>381,364</b>	<b>388,963</b>	<b>770,327</b>		



FOUNDATION OF HOPE  
ACTIVITIES BASED PROGRAMMING  
REENTRY PROJECT  
FY 2024 - FY 2026

	ABP	ABP 4%	Total
<u>Salary</u>			
Activity Based Programming Specialist	47,500	47,500	49,400 96,900
Activity Based Resource Coordination	47,500	47,500	49,400 96,900
Activity Based Resource Coordination	47,500	47,500	49,400 96,900
Reentry Program Specialist	44,000	44,000	45,760 89,760
Reentry Coordinator	52,000	23,400	24,336 47,736
ReEntry Manager	12,000	5,400	5,616 11,016
Intake Speciast	7,280	3,276	3,407 6,683
<b>Total salary</b>	#####	#####	##### #####
Health stipend	1,500	6,795	6,795 13,590
Other benefits and taxes	13.15%	28,743	29,892 58,635
<b>Total benefits</b>	<b>35,538</b>	<b>36,687</b>	<b>72,225</b>
Consultant - Curriculum & Support	5,000	5,000	10,000
Accounting/ Audit Fees	4,800	4,800	9,600
Program Supplies	5,000	5,000	10,000
Participant Transportation	3,250	3,250	6,500
Laptops/tablets	-	-	-
Office Supplies	2,150	2,150	4,300
Employee Travel	8,180	8,180	16,360
Postage and Shipping	1,100	1,100	2,200
Telephone	1,150	1,150	2,300
Printing and Reproduction	1,200	1,200	2,400
Space	2,000	2,000	4,000
Outreach	1,850	-	1,850
<b>Total other costs</b>	<b>35,680</b>	<b>33,830</b>	<b>69,510</b>
<b>Administration/(Indirect Cost)</b>	12%	<b>34,775</b>	<b>35,740</b> <b>70,516</b>
Total	#####	#####	#####



**Foundation of HOPE**  
**CT-R Reentry Project**  
**2 Year Budget Narrative**

**A. PERSONNEL –**

**TOTAL COST = \$216,093.00**

CT-R ACJ Facilitator – will spend 100% of their time Overseeing the administration and facilitation of CT-R Courses within the Allegheny County Jail. This individual's annual salary is and will be covered for the duration of the 2-year contract totaling \$100,776.00.00

Hourly Rate \$24.00. x 2,080 Hours= \$49,400.00 year 1

Hourly Rate \$25. x 2,080 Hours= \$51,376.00 year 2 (4% increase)

CT-R Community Facilitator – will spend 100% of their time Overseeing the administration and facilitation of CT-R Courses within multiple community-based settings. This individual's annual salary is and will be covered for the duration of the 2-year contract totaling \$100,776.00

Hourly Rate \$24.00. x 2,080 Hours= \$49,400.00 year 1

Hourly Rate \$25. x 2,080 Hours= \$51,376.00 year 2 (4% increase)

Reentry Coordinator – will spend 10% of their time responsible for day-to-day program operations, including program oversight, and quality assurance. This individual's annual salary is and will be covered for the duration of the 2-year contract totaling \$10,608.00.

Hourly Rate \$25. x 208 Hours= \$5,200.00 year 1

Hourly Rate \$26. x 2,08 Hours= \$5,408.00 year 2 (4% increase)

Reentry Manager – will spend 2% of their time providing effective strategic direction and oversight of the project team's management and delivery of Reentry activities. This individual's annual salary is and will be covered for the duration of the 2-year contract totaling \$2,488.00.

Hourly Rate \$28.85. x 41.6 Hours= \$1,200.00 year 1

Hourly Rate \$30 x 41.6 Hours= \$1,248.00 year 2 (4% increase)

Intake Specialist - will spend 2 % of their time providing Perform data entry with a focus on maintaining resource directories, reentry plans, progress notes, tracking outcomes, and preparing required reports. This individual's annual salary will be covered for the duration of the 2-year contract totaling \$1,485.00.

Hourly Rate \$17.50. x 41.6 Hours= \$728.00 year 1

Hourly Rate \$18.20. x 41.6 Hours= \$757.00 year 2 (4% increase)

**B. FRINGE BENEFITS COSTS –**

**TOTAL COST = \$36,006.00**

“Fringe Benefits” costs include State and Federal taxes, FICA and benefit associated with personnel cost.

Benefits and taxes will be paid at 13.15% of yearly salaries, 2-year total = \$28,416:

\$105,928 x 13.15% = \$13,930 Year 1

\$110,165 x 13.15% = \$14,486 Year 2

Health Care Stipend will be paid for all salaries: \$1,500

(\$1,500 \* 2) + (\$1,500\*.53) = \$3,795 \*2 Year = \$7,590.00

**C. CONSULTANT SERVICES –****TOTAL COST = \$4,200.00**

Accounting/Auditing Fees- cost associated with annual audit required by contract that will be conducted by CPA firm and accounting services by Mendes Consulting, LLC

**D. DIRECT COSTS –****TOTAL COST = 12,240.00**

Program Supplies – supplies for participant =  $(\$150 \times 12 = \$1,800.00) * 2 = \$3,600.00$

Employee Parking/Travel – Purchase of Allegheny County Jail's monthly parking passes ( $\$9 * 20$  days = \$180) for 2 Reentry staff.

$(\$180 \text{ monthly} \times 12 \text{ mos.} = \$2,160.00) \times 2 \text{ staff} = \$4,320.00 \times 12 \text{ months} = \$8,640.00$

**E. OTHER PROGRAM COST –****TOTAL COST = \$2,200.00**

Office Supplies purchase of file folders, printer paper, staples, and other office supplies ( $\$92 \times 12 \text{ months} = \$1,100) * 2 = \$2,200$

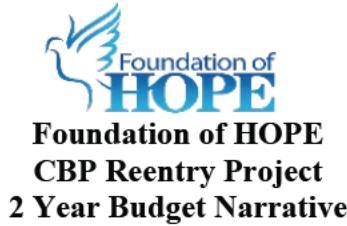
**F. INDIRECT COSTS –****TOTAL COST = \$32,489**

“Indirect costs” includes administrative overhead costs associated with managing program.

$(\$132,973 \text{ direct cost} * 12\% = \$15,957) \text{ Year 1}$

$(\$137,767 \text{ direct cost} * 12\% = \$16,532) \text{ Year 2}$

**TOTAL COST \$303,228**

**A. PERSONNEL –****TOTAL COST = \$520,355.00**

Curriculum Based ACJ Specialist (2) – will spend 100% of their time Overseeing the administration and facilitation of CT-R Courses within the Allegheny County Jail. This individual's annual salary is and will be covered for the duration of the 2-year contract totaling \$193,800.00

2 Staff (Hourly Rate \$23.56. x 2,080 Hours= \$47,500.00) = \$95,000.00 year 1

2 Staff (Hourly Rate \$24.50. x 2,080 Hours= \$49,400.00) = \$98,800.00 year 2 (4% increase)

Reentry Program Specialist – will spend 100% of their time developing and implementing reentry programs and services, including job training, education, substance abuse treatment, mental health services, and other support services as needed. This individual's annual salary is and will be covered for the duration of the 2-year contract totaling \$89,760.00.

Hourly Rate \$21. x 2080 Hours= \$44,000.00 year 1

Hourly Rate \$22. x 2,080 Hours= \$45,760.00 year 2 (4% increase)

Reentry Transition Coach – will spend 100% of their time responsible for, providing transition services for FOH Reentry program participants, paroled, probation, or incarcerated individuals returning to their communities; provides recordkeeping, instructional assistance, and interaction and communication with FOH Reentry staff, clients, parole agents, probation officers, and other agencies. This individual's annual salary is and will be covered for the duration of the 2-year contract totaling \$171,360.00.

2 Staff (Hourly Rate \$20. x 2080 Hours= \$42,000.00) = \$84,000 year 1

2 Staff (Hourly Rate \$21 x 2080 Hours= \$43,680.00) = \$87,360.00 year 2 (4% increase)

Reentry Coordinator – will spend 45% of their time responsible for day-to-day program operations, including program oversight, and quality assurance. This individual's annual salary is and will be covered for the duration of the 2-year contract totaling \$47,736.00.

Hourly Rate \$25. x 936 Hours= \$23,400.00 year 1

Hourly Rate \$26. x 936 Hours= \$24,336.00 year 2 (4% increase)

Reentry Manager – will spend 9% of their time providing effective strategic direction and oversight of the project team's management and delivery of Reentry activities. This individual's annual salary is and will be covered for the duration of the 2-year contract totaling \$11,016.00.

Hourly Rate \$28.85. x 187.2 Hours= \$5,400.00 year 1

Hourly Rate \$30 x 187.2 Hours= \$5,616.00 year 2 (4% increase)

Intake Specialist - will spend 9% of their time providing Perform data entry with a focus on maintaining resource directories, reentry plans, progress notes, tracking outcomes, and preparing required reports.

This individual's annual salary will be covered for the duration of the 2-year contract totaling \$6,683.00.

Hourly Rate \$17.50. x 187.2 Hours= \$3,276.00 year 1

Hourly Rate \$18.20. x 187.2 Hours= \$3,407.00 year 2 (4% increase)

**B. FRINGE BENEFITS COSTS –****TOTAL COST = \$85,017**

“Fringe Benefits” costs include State and Federal taxes, FICA and benefit associated with personnel cost.

Benefits and taxes will be paid at 13.15% of yearly salaries:

\$255,076 x 13.15% = \$33,542 Year 1

$\$265,279 \times 13.15\% = \$34,884$  Year 2

A Health Care Stipend will be paid for all salaries: \$1,500 full time staff and a small percentage for allocated staff.

$(\$1,500 * 5) + (\$1,500 * .53) = \$8,295.00$  each Year

**C. CONSULTANT SERVICES –**

**TOTAL COST = \$19,600.00**

Consultant Curriculum & Support – Consulting cost associated with support and development of curriculum. = \$5,000.00 annually \*2 = \$10,00.00 2 yrs.

Accounting/Auditing Fees- cost associated with annual audit required by contract that will be conducted by CPA firm and accounting services by Mendes Consulting, LLC = \$4,800.00 annually x 2 = \$9,600.00 2 yrs.

**D. DIRECT COSTS –**

**TOTAL COST = 45,770.00**

Program Supplies – purchase supplies for program participants =  $(\$833 \times 12 = \$10,000) * 2 = \$20,000.00$

Participant Transportation- purchase bus passes for program participants to avoid barriers of transportation upon release.  $(\$25 \text{ weekly bus passes} * 130 \text{ participants} = \$3,250.00) * 2 = \$6,500.00$

Laptops/Tablets- (3) laptops and (6) tablets will be purchased for use by staff to develop and maintain client databases in addition to performing administrative work connected to this program = \$2,910.00

- $\$850 \times 3 = \$2,550$  laptops
- $\$60 \times 6 = \$360.00$  tablets

Employee Parking/Travel – Purchase of Allegheny County Jail's monthly parking passes ( $\$9 * 20 \text{ days} = \$180$ ) and mileage rate of .67 for 2 Reentry staff.

- $(\$180 \text{ monthly} * 2 \text{ staff} * 12 \text{ mos.} = \$4,320.00) * 2 \text{ years} = \$8,640.00$
- 2 Staff travel (60 miles a week \*4 week=120 per month), (120 miles per month\*12 months = 2,880 miles per yr), (2,880 miles \*.67 per mile = \$1,930 annually),  $(\$1,930 * 2 \text{ staff} = \$3,860 \text{ annually}) * 2 \text{ years} = \$7,720.00$

**E. OTHER PROGRAM COST –**

**TOTAL COST = \$17,050.00**

Office Supplies purchase of file folders, printer paper, staples, and other office supplies  $(\$179 \times 12 \text{ months} = \$2,150.00) * 2 = \$4,300.00$

Postage and Shipping- to include mailers, postage, shipping, etc.  $(\$91.67 \times 12 \text{ months} = \$1,100.00) * 2 = \$2,200.00$

Telephone/Fax/Internet - This service is needed to stay connected to funding sources, parents, community collaborators and staff.  $(\$95.83 \text{ per mos.} \times 12 \text{ mos.} = \$1,150.00) * 2 = \$2,300.00$

Printing/Copying - to include flyers, registration forms, handouts, workshop information, binding etc.  $(\$100 \times 12 \text{ months} = \$1,200.00) * 2 = \$2,400.00$

Space- This funding will only be allocated for monthly space for operational activities. (\$167 x 12 mos. = \$2,000.00) \*2 = \$4,000.00.

Outreach - workshops and events to materials and activities to engage and participants and volunteers for mentoring (\$154.17 x 12 months = \$1,850.00)

**F. INDIRECT COSTS –** **TOTAL COST = \$82,535.00**

“Indirect costs” includes administrative overhead costs associated with managing program.

(\$340,503 direct cost \* 12% = \$40,860) Year 1

(\$347,288 direct cost \* 12% = \$41,675) Year 2

**2-YEAR TOTAL COST \$770,327.00**



**Foundation of HOPE  
ABP Reentry Project  
2 Year Budget Narrative**

**A. PERSONNEL –**

**TOTAL COST = \$445,895.00**

Activities Based Program Specialist – will spend 100% of their time. Plan and implement meaningful activities and special events that are exciting, challenging, and values based within the Allegheny County Jail. This individual's annual salary is and will be covered for the duration of the 2-year contract totaling \$96,900.00

Hourly Rate \$23.56. x 2,080 Hours= \$47,500.00 year 1

Hourly Rate \$24.50. x 2,080 Hours= \$49,400.00 year 2 (4% increase)

Activities Based Resource Coordination Specialist (2) – will spend 100% of their time Maintains a caseload of program clients; provides information and support for and acts as liaison with clients, families, and other related agencies involved in the transition. This individual's annual salary is and will be covered for the duration of the 2-year contract totaling \$193,800.00

2 Staff (Hourly Rate \$23.56. x 2,080 Hours= \$47,500.00) = \$95,000.00 year 1

2 Staff (Hourly Rate \$24.50. x 2,080 Hours= \$49,400.00) = \$98,800.00 year 2 (4% increase)

Reentry Program Specialist – will spend 100% of their time developing and implementing reentry programs and services, including job training, education, substance abuse treatment, mental health services, and other support services as needed. This individual's annual salary is and will be covered for the duration of the 2-year contract totaling \$89,760.00.

Hourly Rate \$21. x 2080 Hours= \$44,000.00 year 1

Hourly Rate \$22. x 2,080 Hours= \$45,760.00 year 2 (4% increase)

Reentry Coordinator – will spend 45% of their time responsible for day-to-day program operations, including program oversight, and quality assurance. This individual's annual salary is and will be covered for the duration of the 2-year contract totaling \$47,736.00.

Hourly Rate \$25. x 936 Hours= \$23,400.00 year 1

Hourly Rate \$26. x 936 Hours= \$24,336.00 year 2 (4% increase)

Reentry Manager – will spend 9% of their time providing effective strategic direction and oversight of the project team's management and delivery of Reentry activities. This individual's annual salary is and will be covered for the duration of the 2-year contract totaling \$11,016.00.

Hourly Rate \$28.85. x 187.2 Hours= \$5,400.00 year 1

Hourly Rate \$30 x 187.2 Hours= \$5,616.00 year 2 (4% increase)

Intake Specialist - will spend 9% of their time providing Perform data entry with a focus on maintaining resource directories, reentry plans, progress notes, tracking outcomes, and preparing required reports. This individual's annual salary will be covered for the duration of the 2-year contract totaling \$6,683.00. Hourly Rate \$17.50. x 187.2 Hours= \$3,276.00 year 1  
Hourly Rate \$18.20. x 187.2 Hours= \$3,407.00 year 2 (4% increase)

**B. FRINGE BENEFITS COSTS –**

**TOTAL COST = \$72,225.00**

“Fringe Benefits” costs include State and Federal taxes, FICA and benefit associated with personnel cost.

Benefits and taxes will be paid at 13.15% of yearly salaries:

\$218,576 x 13.15% = \$28,743 Year 1

$\$227,319 \times 13.15\% = \$29,892$  Year 2

Health Care Stipend will be paid for all salaries: \$1,500 full time staff and a small percentage for allocated staff.

$(\$1,500 \times 4) + (\$1,500 \times .53) = \$6,795.00 \times 2 \text{ yrs} = \$13,590.00$

**C. CONSULTANT SERVICES –** **TOTAL COST = \$19,600.00**

Consultant Curriculum & Support – Consulting cost associated with support and development of curriculum. = \$5,000.00 annually \*2 = \$10,000.00 2 yrs.

Accounting/Auditing Fees- cost associated with annual audit required by contract that will be conducted by CPA firm and accounting services by Mendes Consulting, LLC = \$4,800.00 annually x 2 = \$9,600.00 2 yrs.

**D. DIRECT COSTS –** **TOTAL COST = \$32,860.00**

Program Supplies – purchase supplies for program participants =  $(\$417 \times 12 = \$5,000) \times 2 = \$10,000.00$

Participant Transportation- purchase bus passes for program participants to avoid barriers of transportation upon release.  $(\$25 \text{ weekly bus passes} \times 130 \text{ participants} = \$3,250.00) \times 2 = \$6,500.00$

Employee Parking/Travel – Purchase of Allegheny County Jail's monthly parking passes  $(\$9 \times 20 \text{ days} = \$180)$  and mileage rate of .67 for 2 Reentry staff.

- $(\$180 \text{ monthly} \times 2 \text{ staff} \times 12 \text{ mos.} = \$4,320.00) \times 2 \text{ years} = \$8,640.00$
- 2 Staff travel (60 miles a week \*4 week=120 per month), (120 miles per month\*12 months = 2,880 miles per yr), (2,880 miles \*.67 per mile = \$1,930 annually),  $(\$1,930 \times 2 \text{ staff} = \$3,860 \text{ annually}) \times 2 \text{ years} = \$7,720.00$

**E. OTHER PROGRAM COST –** **TOTAL COST = \$17,050.00**

Office Supplies purchase of file folders, printer paper, staples, and other office supplies  $(\$179 \times 12 \text{ months} = \$2,150.00) \times 2 = \$4,300.00$

Postage and Shipping- to include mailers, postage, shipping, etc.  $(\$91.67 \times 12 \text{ months} = \$1,100.00) \times 2 = \$2,200.00$

Telephone/Fax/Internet - This service is needed to stay connected to funding sources, parents, community collaborators and staff.  $(\$95.83 \text{ per mos.} \times 12 \text{ mos.} = \$1,150.00) \times 2 = \$2,300.00$

Printing/Copying - to include flyers, registration forms, handouts, workshop information, binding etc.  $(\$100 \times 12 \text{ months} = \$1,200.00) \times 2 = \$2,400.00$

Space- This funding will only be allocated for monthly space for operational activities.  $(\$167 \times 12 \text{ mos.} = \$2,000.00) \times 2 = \$4,000.00$

Outreach - workshops and events to materials and activities to engage and participants and volunteers for mentoring  $(\$154.17 \times 12 \text{ months} = \$1,850.00)$

**F. INDIRECT COSTS –****TOTAL COST = \$70,516.00**

“Indirect costs” includes administrative overhead costs associated with managing program.

(\$289,794 direct cost \* 12% = \$34,775) Year 1

(\$297,836 direct cost \* 12% = \$35,740) Year 2

**TOTAL COST \$658,146.00**



## References for Evidence-Based Life Employment Readiness Course

### References for Life Skills Programs in the Criminal Justice System

- The Distinct Value of Occupational Therapy in Corrections: Implementation of a Life Skills Program in a County Jail  
(Dillon et al., 2020) <http://dx.doi.org/10.3928/24761222-20200309-01>
- Evaluation of the Jail-Based Occupational Therapy Transition and Integration Services Program for Community Reentry  
(Jaegers et al., 2020) <https://doi.org/10.5014/ajot.2020.035287>
- Implementation Evaluation of the Jail-Based OT Transition and Integration Services (OTTIS) Program  
(Skinner et al., 2019) <https://doi.org/10.5014/ajot.2019.73S1-PO1042>
- Evaluation of a Prison Occupational Therapy Informal Education Program: A Pilot Study  
(Crabtree et al., 2016) <https://dx.doi.org/10.1002/oti.1442>

### References for Employment – Resume Writing and Job Search Strategies

- Job Search: 6 Ways to Find Your Next Job  
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- How to Make a Comprehensive Resume (With Examples)  
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• Phone: [REDACTED] • Fax: [REDACTED]

June 11, 2024

Reentry RFP Review Committee  
Allegheny County Department of Human Services  
542 Forbes Avenue  
Pittsburgh, PA 15219

Dear RFP Review Committee Membership:

On behalf of Project Destiny, Inc., I am writing to express our strongest support for the Foundation of HOPE's proposal to your RFP seeking to develop, expand, and facilitate a comprehensive Reentry System for people in, and leaving, the Allegheny County Jail.

Project Destiny is a non-profit organization dedicated to the Pittsburgh community. Our mission is to REIGN; **R**each out to the community, **E**ducate, **I**nspire, **G**row leaders, and **N**urture children, youth and families in the Pittsburgh area. Working with our community partners, we strive to address and meet the needs of families and create opportunities for growth.

Since 2002, Foundation of HOPE has delivered a multifaceted continuum of care for individuals incarcerated at the Allegheny County Jail as well as those returning to our community; offering support, resources, guidance, and opportunities to break the cycle of recidivism and successfully reenter their communities. Foundation of HOPE's mission, to *"Empower people impacted by the criminal justice system to renew their faith, rebuild their lives, and restore positive relationships* is directly aligned with the goals of your RFP. HOPE's 20+ years of experience and expertise inside and outside of the Allegheny County Jail will ensure that individuals receive the care, support, and resources they need to move forward successfully with their lives.

Project Destiny works with families from Allegheny County and beyond. Many of these families have experienced themselves, and or a family member who has been incarcerated. Because we work with families, we know that recidivism not only harms the person who was incarcerated, but their families and community also. Many of those who are released are coming back to the communities in which Project Destiny serves. We know it's important that the individuals being released have strong support through agencies and individuals who care and are also experienced in working with these families. Foundation of HOPE has proven to be skilled in working with men and women reentering the community, and we are pleased to support their proposal.

*Mission: To REIGN- Reach out to the community, educate our youth, inspire others, grow leaders and nurture our youth in the Pittsburgh area.*

By funding this proposal, you will be ensuring that the best possible organization is at the helm of your new reentry program and that the individuals incarcerated at the Allegheny County Jail have the best possible chance for success upon their release from jail.

Please do not hesitate to contact me if you have any questions or need additional information regarding our endorsement of this important program.

Sincerely,

A handwritten signature in black ink, appearing to read "Rev. Brenda J. Gregg".

Rev. Brenda J. Gregg  
Founder/Executive Director  
Project Destiny, Inc.