

Internal Use Only:
Grant No: _____

**Organization / Agency Information**

<b>Organization/Agency Name:</b> Chrysalis House Inc		
<b>Physical Address:</b> 1589 Hill Rise Drive Lexington, KY 40504		
<b>Mailing Address:</b>		
<b>CEO or Director &amp; Title:</b> Ms Lisa Minton, Executive Director		
<b>Phone:</b> (859) 977-2502	<b>Fax:</b> (859) 233-9231	<b>Email:</b> Lisa Minton Tel: (859) 977-2502 Fax: (859) 233-9231 lisaminton@chrysalishouse.org
<b>Contact Person &amp; Title:</b> Lisa Minton, Executive Director		
<b>Phone:</b> (859) 977-2502	<b>Fax:</b> (859) 233-9231	<b>Email:</b> lisaminton@chrysalishouse.org
<b>Web Site Address:</b> <a href="http://www.chrysalishouse.org/">http://www.chrysalishouse.org/</a>		<b>Tax ID:</b> 611012290

**Program / Grant Information**

**Program Area:** Human Dignity

<b>Program/Project Name:</b> Chrysalis House, Inc.			<b>Amount of Grant Requested:</b> <b>\$25,000</b>
<b>Total Organization Budget:</b> \$3,700,000	<b>Per 990, Percentage of Program Service Expenses (Column B/ Column A x 100):</b> 90%	<b>Per 990, Percentage of Management &amp; General Expenses Only (Column C / Column A x 100):</b> 10%	<b>Per 990, Percentage of Management &amp; General Expenses and Fundraising (Column C+D / Column A x 100):</b> 10%
<b>Purpose of Grant Request (one sentence):</b> To help recovering chemically dependent women and their families lead sober, independent lives that are socially, physically, emotionally, spiritually stable and rewarding.			
<b>Program Start Date (Month and Year):</b> 11/1/2019		<b>Program End Date (Month and Year):</b> 11/30/2020	
<b>Gimbel Grants Received: List Year(s) and Award Amount(s)</b> Chrysalis House was awarded a Gimbel Foundation Grant in the amount of \$15,000 in 2012.			



**S.L. Gimbel Foundation Fund  
Grant Application**

Internal Use Only:
Grant

**Organization / Agency Information**

<b>Organization/Agency Name:</b> Chrysalis House, Inc.		
<b>Physical Address:</b> 1589 Hill Rise Drive		<b>City/State/Zip</b> Lexington, KY 40504
<b>Mailing Address:</b> 1589 Hill Rise Drive		<b>City/State/Zip</b> Lexington, KY 40504
<b>CEO or Director:</b> Lisa R. Minton		<b>Title:</b> Executive Director
<b>Phone:</b> 859-977-2502	<b>Fax:</b> 859-233-9231	<b>Email:</b> llsaminton@chrysalishouse.org
<b>Contact Person:</b> Lisa R. Minton		<b>Title:</b> Executive Director
<b>Phone:</b> 859-977-2502	<b>Fax:</b> 859-233-9231	<b>Email:</b> llsaminton@chrysalishouse.org
<b>Web Site Address:</b> http://www.chrysalishouse.org/		<b>Tax ID:</b> 61-1012290

**Program / Grant Information**

**Interest Area:**  Animal Protection  Education  Environment  Health  Human Dignity

<b>Program/Project Name:</b> Chrysalis House, Inc.			<b>Amount of Grant Requested:</b> \$25,000
<b>Total Organization Budget:</b> \$3,700,000	<b>Per 990, Percentage of Program Service Expenses (Column B / Column A x 100):</b> 90	<b>Per 990, Percentage of Management &amp; General Expenses Only (Column C / Column A x 100):</b> 10	<b>Per 990, Percentage of Management &amp; General Expenses and Fundraising (Column C+D / Column A x 100):</b> 10
<b>Purpose of Grant Request (one sentence):</b> To help recovering chemically dependent women and their families lead sober, independent lives that are social.			
<b>Program Start Date (Month and Year):</b> 11/2019		<b>Program End Date (Month and Year):</b> 11/2020	
<b>Gimbel Grants Received: List Year(s) and Award Amount(s)</b> Chrysalis House was awarded a Gimbel Foundation Grant in the amount of \$15,000 in 2012.			

**Signatures**

<b>Board President / Chair (print name and title):</b> Mary Melinda Karns, Board President	
<b>Signature:</b>	<b>Date:</b> 6/14/19
<b>Executive Director/President (print name and title):</b> Lisa R. Minton, Executive Director	
<b>Signature:</b>	<b>Date:</b> 6-14-19

## 2019 S.L. Gimbel Foundation Fund APPLICATION

### Narrative

#### **I. Organization Background**

Established in 1978, Chrysalis House, located in Lexington, Kentucky, is a nonprofit 501(c)(3) agency governed by a 30-member board of directors. Chrysalis House is Kentucky's oldest and largest licensed Substance Use Disorder (SUD) treatment program for women, serving over 300 women and their children from across the state annually. Chrysalis House was one of the first SUD treatment programs to allow infants and toddlers to reside on-site with their mothers; older children visit and stay overnight on weekends.

Chrysalis House's mission is to support women and their families in recovery from alcohol and other drug abuse. Chrysalis House is comprised of a variety of facilities and programs providing a continuum of care:

- Chrysalis Court, Hill Rise and Bull Lea Residential Programs – pregnant and parenting women are prioritized (combined 48 beds).
- Maxwell Residential Program- primarily serves women without parenting responsibilities (14 beds).
- Chrysalis Outpatient Program – outpatient SUD assessments and individual SUD counseling for women.
- Serenity Place Apartments - 39 sober-living apartments for families.
- Chrysalis Community Center- education, job training, family counseling, and child care.
- Supportive Housing Opportunities for Women- partner with other agencies to help women with credit counseling and on-going affordable housing.

#### **Organizational Accomplishments:**

In 2016, Chrysalis House earned a 3 year accreditation from the Commission on Accreditation of Rehabilitation Facilities (CARF). Chrysalis House was re-surveyed in 2019 and earned another 3 year accreditation with no recommendations, which is only achieved in 3% of agencies seeking accreditation internationally. During the exit conference the CARF surveyors named several strengths of Chrysalis House such as: clients reported that we “create a safe space to grow” when there is so much judgment in the world; access to Get Fit and Quit smoking cessation class; strong fiscal management; being well known in the community; strong board of directors; provide quality services; follow best practices and maintain comprehensive policies and procedures.

A programming and service need for infant childcare was identified through client surveys. In 2017, Chrysalis House partnered with Community Action Council to provide an Early Head Start program for children ages birth – three. The program is located at the Chrysalis Community Center.

In 2018, Chrysalis House expanded its residential program to include a fourth facility for pregnant and parenting women. With the opening of this new facility Chrysalis House partnered with the University of Kentucky, College of Nursing, Beyond Birth program to provide specialized services to women. Also in 2018, Chrysalis House opened an outpatient office for substance use disorder treatment, located at Serenity Place Apartments. Services provided include substance abuse assessments, individual and group substance abuse counseling and an Intensive Outpatient Program (IOP) for adult women in a non-residential setting.

## Program Activities:

Chrysalis House is licensed as an Alcohol and Other Drug Entity and Behavioral Health Service Organization to provide Residential/Transitional, Intensive Outpatient, and Outpatient SUD treatment for women.

Treatment includes a continuum of programs and strategies to address dependence, ameliorate consequences associated with SUDs, return biopsychosocial functioning and reduce/eliminate substance use. Behavioral therapies, motivational enhancements, pharmacological interventions, and case management are elements of treatment.

A holistic, multi-disciplinary, family-centered treatment approach is utilized. Chrysalis House provides evidence-based SUD counseling and education to address the dynamics associated with addiction in women, current behavioral issues related to addiction, the interrelationship between addiction and co-occurring disorders, and the physical and social consequences of SUDs. Relapse prevention and recovery supports are also important components of treatment.

Chrysalis House provides trauma-informed treatment and ensures all counseling activities are conducted in a respectful and caring manner and do not use approaches that are contraindicated for trauma survivors, such as shaming, harsh confrontation, and intrusive monitoring. Staff are trained to understand the multiple and complex links between violence, trauma, and addiction; understand trauma-related symptoms as attempts to cope; understand violence and victimization play large and complex roles in the lives of most seeking SUD and mental health services; and to behave in ways that are not re-traumatizing to clients. Staff enters into every treatment relationship as if the client has experienced trauma, whether trauma is disclosed or not.

Chrysalis House is located in Lexington, the second largest urban area in Kentucky; women from all 120 Kentucky counties are served. The average age of clients is 29; approximately 45% are pregnant; 60% list their drug of choice as Heroin or other opiates; 37% started using Heroin between age 21-25; nearly 20% have less than a 12th grade education; and over 85% have experienced some form of trauma in their lifetime.

## II. Project Information:

### A) Statement of Need

Kentucky has a significant public health crisis with regards to substance use disorder, particularly prescription and illicit opiates. The Commonwealth has seen a substantial increase in opiate use, a significant increase in the number of babies born with neonatal abstinence syndrome (NAS), and an increase in blood-borne diseases from intravenous drug use, including hepatitis C and human immunodeficiency (HIV). Kentucky has also experienced an explosion in overdose deaths over the past decade. In 2016, Kentucky had the sixth highest age-adjusted drug overdose death rate in the nation at 33.5 deaths per 100,000 population compared to 19.8 per 100,000 in the U.S. Kentucky's rate of overdose deaths is significantly higher than the national rate.

Pharmaceutical opioids are driving this epidemic, and pregnant women and their children have been significantly impacted. There are negative consequences of drug use for pregnant women including increased risks of assault and abuse, miscarriage, and contracting hepatitis or human immunodeficiency (HIV).

In the Kentucky reporting data, the most reliable source for identifying substances used during pregnancy comes from maternal history. Of the 1,257 babies reported with NAS, 88.8% had positive maternal history for substance use, 77.3% of the mothers had a positive drug test, and 80% of the babies had a positive drug test.

When mothers are participating in a comprehensive treatment program, such as Chrysalis House, that includes substance abuse treatment and supports such as housing, transportation, counseling, parenting training and coaching, the outcomes for mother and child are very positive.

The best way to assure optimal outcomes is to provide comprehensive treatment and supports for the mothers with substance use disorder. This will stabilize the home environment and promote the attachment and bonding that establishes brain pathways for social-emotional and cognitive functioning.

\*\*Annual Report on 2016 Births From the Public Health Neonatal Abstinence Syndrome Reporting Registry; Kentucky Department for Public Health; Division of Maternal and Child Health  
January 2018

#### B) Project Description

Chrysalis House is the only long-term licensed residential treatment facility in the Bluegrass area that allows women to keep their infants with them while in treatment. The length of stay will vary based on the women's individualized treatment plan, though the average length of stay is 4-6 months.

Each woman's individualized treatment plan will have objectives related to their substance use disorder as well as parenting and family relationships. The planning process addresses all areas of the woman's life, including health, community involvement, relationships with friends and family, and work. It is a collaborative process to help women access the supports and services they need to live a quality life, based on their own preferences and values.

The proposed project will provide in-house psychiatric services to women in our residential treatment program; transportation assistance and temporary housing assistance.

This project will allow Chrysalis House to fully integrate treatment of substance use disorders, mental health, and trauma by providing in-house psychiatric services through contract. Psychiatric services are often needed, given the high prevalence of co-occurring psychiatric disorders. Dr. Croley will diagnose psychiatric disorders and mental health conditions, write prescriptions for non-addictive psychotropic medications as allowed by state regulations, educate clients about mental health conditions, preventive health measures, medications and treatment plans, monitor clients medication usage and results, document client's medical histories, assessment results, diagnoses, treatment plans, prescriptions, and outcomes in EHR, collaborate with client's team members including therapists and case managers to develop, implement or evaluate treatment plans.

Accessible and reliable transportation is important given the complicated schedules of mothers who often have to balance the transportation needs of their children with the transportation needs of employment and ongoing participation in continuing care. This project will provide clients with transportation assistance in the form of bus passes or gas cards. A client may be authorized transportation assistance for job interviews, to/from work, childcare and/or medical appointments.

Adequate housing is essential to attain both safety and security. Chrysalis House has a special outreach program (Supportive Housing Opportunities for Women) to access rental subsidies, affordable housing options, and housing placement services for eligible clients. Housing that encourages alcohol- and drug-free living can be a vital component for sustaining recovery. Once a client is ready to transition from residential treatment into her own apartment this project will allow clients to obtain assistance with rent deposits, utility assistance and up to two months of emergency rental assistance.

#### C) Project Goal, Objectives, Activities & Expected Outcomes

*Project Goal:*

The overarching goal of Chrysalis House is to promote recovery and enable women to integrate into society as healthy, substance free individuals.

*Project Objectives:*

Decrease mental health symptoms and increase self-sufficiency through transportation and housing assistance for 75 women over the project period.

*Program Activities:*

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Treatment includes a continuum of programs and strategies to address dependence, ameliorate consequences associated with SUDs, return biopsychosocial functioning and reduce/eliminate substance use. Behavioral therapies, motivational enhancements, pharmacological interventions, and case management are elements of treatment.

A holistic, multi-disciplinary, family-centered treatment approach is utilized. Chrysalis House provides evidence-based SUD counseling and education to address the dynamics associated with addiction in women, current behavioral issues related to addiction, the interrelationship between addiction and co-occurring disorders, and the physical and social consequences of SUDs. Relapse prevention and recovery supports are also important components of treatment.

Chrysalis House provides trauma-informed treatment and ensures all counseling activities are conducted in a respectful and caring manner and do not use approaches that are contraindicated for trauma survivors, such as shaming, harsh confrontation, and intrusive monitoring. Staff are trained to understand the multiple and complex links between violence, trauma, and addiction; understand trauma-related symptoms as attempts to cope; understand violence and victimization play large and complex roles in the lives of most seeking SUD and mental health services; and to behave in ways that are not re-traumatizing to clients. Staff enters into every treatment relationship as if the client has experienced trauma, whether trauma is disclosed or not.

Chrysalis House is located in Lexington, the second largest urban area in Kentucky; women from all 120 Kentucky counties are served. The average age of clients is 29; approximately 45% are pregnant; 60% list their drug of choice as Heroin or other opiates; 37% started using Heroin between age 21-25; nearly 20% have less than a 12th grade education; and over 85% have experienced some form of trauma in their lifetime.

*Expected Outcomes:*

To provide services to reduce or eliminate symptoms of mental health disorders; bus passes or gas cards to eliminate transportation difficulties; and financial assistance to secure safe and affordable housing for 75 women in order to increase self-sufficiency leading to a successful transition to independent living.

*Evaluation:*

5. Evaluation

Decrease in mental health symptoms will be tracked and evaluated for the 75 women served by utilizing results of random urine drug screens to ensure clients are not using illicit drugs and are maintaining therapeutic levels of medications to address mental health issues; change in behaviors observed by the Chrysalis House treatment team and ancillary providers; and client self-report.

Case management reports will be used to track and evaluate the 75 women served receiving transportation assistance, the types of appointments attended, and types of obligations that are being met as a result of the assistance.

The housing coordinator will provide data related to successful housing placements for the 75 women served.

D) Timeline

Provide a timeline for implementing the project. State the start date and ending date of the project, include timeframes for specific activities, as appropriate.

11/2019 – Start date of project

11/01/2019 – Clients in our residential will begin receiving psychiatric services under this project. This will continue for 52 weeks.

12/01/2019 – Clients will be allowed to access transportation assistance in the form of bus passes. Bus passes will be issued to those in need of transportation to a job interview, to and from work, and medical or legal appointments. This will continue until budgeted funds are fully expended but prior to grant end date of 11/2020.

02/01/2019 – Clients that are ready to exit residential treatment will be allowed to apply for rental assistance under this project. This will continue until budgeted funds are fully expended but prior to grant end date of 11/2020.

E) Target Population

Who will this grant serve? How many people will be impacted? Provide a breakdown: Number of Children, Youth, Adults, Seniors, Animals.

The project will serve adult women with a primary diagnosis of substance use disorder and her children. Chrysalis House serves over 300 women and children annually, the breakdown is as follows: 75 adult women and 110 children.

F) Projects in the Community

How does this project relate to other existing projects in the community? Who else in the community is providing this service or has a similar project? Who are your community partners (if any)? How are you utilizing volunteers?

Chrysalis House is the only long-term (longer than 30 days) licensed residential treatment facility in the area in which women can keep their infants with them. The length of stay varies based on individualized treatment plans; the average is 4-6 months.

The majority of residential treatment facilities in Kentucky are 30-day programs. Statistics show that even women who did not complete treatment at Chrysalis House stayed over 3 times that of a 30-day program, receiving individual clinical services, psychoeducational groups, parenting interventions, medical services and access to 12-step support.

Collaboration among community agencies is essential to meet client needs. Chrysalis House maintains formal agreements with over 70 community agencies to assure availability of needed resources. Sharing resources enhances each organization's ability to serve clients. These partnerships include:

Health Care - University of Kentucky, College of Medicine; University of Kentucky, College of Dentistry; Bluegrass Community Health Center; AIDS Volunteers, Inc.

Finance & Housing - Consumer Credit Counseling; Supportive Housing Opportunities for Women; Lexington Urban County Housing Authority; Community Ventures Corporation; Urban League.

Employment Readiness and Job Training –Office of Vocational Rehabilitation; University of Kentucky Temporary Employment; Employment Solutions  
Legal - Fayette Family Court; Department of Public Advocacy; Maxwell Street Legal Clinic.

G) Use of Grant Funds

How will you use the grant funds?

Chrysalis House is requesting \$25,000 to provide in-house psychiatric services to women residing in residential treatment; bubble packs for controlled prescription medications; and transportation and housing assistance.

**III. Project Future**

A) Sustainability

Chrysalis House actively pursues funding from government, corporate, foundation, and private sources. With a strong board of directors and professional staff, Chrysalis House is recognized as a good steward of resources. Chrysalis House initiates partnerships with other community agencies, often taking the lead, in order to share resources and prevent duplication of services.

**IV. Governance, Executive Leadership and Key Personnel/Staff Qualifications**

A) Governance

The Board of Directors (up to 30 members) is responsible for management and oversight of the corporation, including financial governance and implementation of policies and programs of Chrysalis House. They promote Chrysalis House in the community; attend regularly scheduled Board and committee meetings; and, participate in and contribute to fundraising activities.

Regular board meetings are held monthly. The president, as chairperson, is the senior volunteer leader who presides at all meetings of the board, the executive committee, and other meetings as required.

The standing committees within the Chrysalis House Board include: Finance, Governance, Human Resources, Clinical/Professional, Fund Development, Public Relations, Risk Management and Twelve-Step Committee. Each committee chair person works with his or her committee to develop a committee-specific action plan implementing the organization's strategic plan and submits to the board of directors for their information and approval. In most cases, when a quorum (1/3 of the board) is present at any meeting, a majority of the members present shall decide any question brought before each meeting.

B) Management

Describe the qualifications of key personnel/staff responsible for the project.

Lisa Minton, MPA has been the Executive Director of Chrysalis House since January 2003. Prior to coming to Chrysalis House, Ms. Minton had served as the statewide manager of the Kentucky Drug Court program. She worked extensively with Chrysalis House while in this role, as well as during her affiliation with the Fayette Drug Court. She has over 25 years of experience in the field of substance abuse.

Kama McKinney, has been the Director of Finance of Chrysalis House since July 2003. Prior to coming to Chrysalis House, Ms. McKinney was employed at Bluegrass.org as grants administrator.

In the 16 years Ms. Minton and Ms. McKinney have been at Chrysalis House, the annual audits report no findings. Ms. McKinney has over 20 years of experience working for non-profits and has extensive knowledge in grants management and OMB's Uniform Guidance.



Tonya Jernigan, LCSW has been the Clinical Director of Chrysalis House since September 2014. She is responsible for direct supervision of all staff providing clinical and support services to the clients. Tonya is a Licensed Clinical Social Worker with 12 years of experience in the fields of substance abuse, violence against women and mental health issues.

**S.L. Gimbel Foundation APPLICATION**

**Organization Name:**

Chrysalis House, INC.

**V. Project Budget and Narrative (Do not delete these instructions on your completed form).**

**A) Budget Table: Provide a detailed line-item budget for your entire project by completing the table below.**

Requested line items should be limited to Ten (10) line items. The less the better.

**A breakdown of specific line item requests and attendant costs should include:**

- 1) Line item requests for materials, supplies, equipment and others:
  - a. Identify and list the type of materials, supplies, equipment, etc.
  - b. Specify the unit cost, number of units, and total cost
  - c. Use a formula/equation as applicable. (i.e. 40 books @ \$100 each = \$4000)
- 2) Line item requests for staff compensation, benefits: **Do not use FTE percentages.**
  - a. Identify the position; for each position request, specify the hourly rate and the number of hours (i.e. \$20/hr x 20 hours/week x 20 weeks = \$8,000)
  - b. For benefits, provide the formula and calculation (i.e. \$8,000 x 25% = \$2,000)
- 3) Line items on Salaries/Personnel included in budget (contribution or in-kind) but NOT requested from the Gimbel Foundation must be broken down per number 2) above: Provide rate of pay per hour and number of hours.

Line Item Request	Line Item Description <i>(Maximum two lines)</i>	Support From Your Agency	Support From Other Funders	Requested Amount From Gimbel/TCF	Line Item Total of Project
Contract: Psychiatric Services	19 hours/month @ \$200 hours x 12 months = \$45,600		30600	15000	45600
Bubble Pack for Medications	\$20 month x 32 clients x 12 month = \$7,680		1500	6180	7680
Transporation Assistance	\$1 bus passesx1200=\$1,200; 6 gas cards@\$20ea=\$120 Total \$1320			1320	1320
Rental Assistance	\$250 rent assistance x 10 clients = \$2,500			2500	2500
					0
					0
					0
					0
					0
<b>TOTALS:</b>		\$0	\$32100	\$25000	\$57100

B) **Narrative:** The budget narrative is the justification of "how" and/or "why" a line item helps to meet the project deliverables. Provide a description for each line item request as necessary. Explain how the line item relates to the project. If you are requesting funds to pay for staff, list the specific duties of each position. See attached SAMPLE Project Budget and Budget Narrative

Contract: Psychiatric Services, Stephen Croley, M. D. will diagnose psychiatric disorders and mental health conditions, write prescriptions for non-addictive psychotropic medications as allowed by state regulations, educate clients about mental health conditions, preventive health measures, medications and treatment plans, monitor clients medication usage and results. Contract: Stephen Croley, M.D. Psychiatrist will meet with clients weekly at our Hill Rise and Chrysalis Court residential facility. 19 hours per month x \$200/hr x 12 months = \$45,600

Bubble pack for medications: Managing complex medication regimens can be stressful. A pharmacist will package each client's needed pills in organized bubble packs. \$20/month x 32 clients x 12 months = \$7,680

Transportation assistance: \$20 gas cards and \$1 one-way bus passes. A client may be authorized transportation assistance for job interviews, to/from work, childcare and/or medical appointments. 6 clients x \$20 gas card = \$120; 1200/\$1 one-way bus passes = \$1200 Total \$1320

Rental assistance: A client may obtain rental assistance for deposits and up to two months of emergency rental assistance, not to exceed \$250 per client. \$250 rental assistance x 10 clients

**S.L. Gimbel Foundation APPLICATION**

**VI. Sources of Funding:** Please list your current sources of funding and amounts.

*Secured/Awarded*

Name of Funder: Foundation, Corporation, Government	Amount
Government – NAS Funding	\$8,000
Good Samaritan Foundation	\$5,000
Government-SAMHSA PPW Grant	\$7,200
	\$
	\$
	\$
	\$
	\$

*Pending*

Name of Funder: Foundation, Corporation, Government	Amount	Decision Date
<i>Government – Bluegrass.org</i>	\$11,900	07/2019
	\$	
	\$	
	\$	
	\$	
	\$	

**Diversity of Funding Sources:** A financially healthy organization should have a diverse mix of funding sources. Complete those categories that apply to your organization using figures from your most recent fiscal year.

Funding Source	Amount	% of Total Revenue	Funding Source	Amount	% of Total Revenue
Contributions	\$23,535	1%	Program Fees	\$129,900	4%
Fundraising/Special Events	\$330,266	10%	Interest Income	\$6,094	.05%
Corp/Foundation Grants	\$439,897	12%	Other:	\$201,020	5%
Government Grants	\$2,443,156	68%	Other:	\$9,136	.05%

**Notes:**

Reference page 14 of the fiscal year 2018 audit (Chrysalis House, Inc.).

## S.L. Gimbel Foundation APPLICATION

### VII. Financial Analysis

Agency Name: Chrysalis House, Inc.

Most Current Fiscal Year (Dates): From 07/01/2017 To: 06/30/2018

This section presents an overview of an applicant organization's financial health and will be reviewed along with the grant proposal. Provide all the information requested on your **entire organization**. Include any notes that may explain any extraordinary circumstances. Information should be taken from your most recent 990 and audit. **Double check your figures!**

#### Form 990, Part IX: Statement of Functional Expenses

1) Transfer the totals for each of the columns, Line 25- Total functional expenses (page 10)

(A) Total Expenses	(B) Program service expenses	(C) Management & general expenses	(D) Fundraising expenses
\$3,135,132	\$2,826,641	\$308,491	\$0

2) Calculate the percentages of Columns B, C, and D, over A (per totals above)

- Program services (B) – A general rule is that at least 75% of total expenses should be used to support programs
- Management & general administration (C) – A general rule is that no more than 15% of total expenses should be used for management & general expenses
- Fundraising (D) – A general rule is that no more than 10% of total expenses should be used for fundraising

(A) Total Expenses	(B) Program service expenses	(C) Management & general expenses	(D) Fundraising expenses
	Columns B / A x 100	Columns C / A x 100	Columns D / A x 100
Must equal 100%	90%	10%	0%

3) Calculate the difference between your CURRENT year budget for management & general expenses and your previous management & general expenses per your 990 (Column C)

Percentage of Organization's Current Total Budget used for Administration	Column C, Management & general expenses per 990 above	Differential
11 %	10 %	1 %

If the differential is above (+) or below (-) 10%, provide an explanation:

## S.L. Gimbel Foundation APPLICATION

**Quick Ratio:** Measures the level of liquidity and measures only current assets that can be quickly turned to cash. A generally standard Quick Ratio equals 1 or more.

<b>Cash</b>	<b>+ Accounts Receivables</b>	<b>/Current Liabilities</b>	<b>= Quick Ratio</b>
\$1,878,391	\$300,145	570,416	3.82

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**Excess or Deficit for the Year:**

<b>Excess or (Deficit)</b>	<b>Excess or (Deficit)</b>
<b>Most recent fiscal year end</b>	<b>Prior fiscal year end</b>
\$496,301	\$35,721

**Notes:**

**Chrysalis House**  
**Net Income - Chrysalis House Income Statement**  
**From 7/1/2017 Through 6/30/2018**  
**(In Whole Numbers)**

	<u>YTD Actual</u>	<u>YTD Budget</u>
<b>Revenue</b>		
Grants	2,883,053	2,309,464
Contributions	353,801	310,000
In-Kind Contributions	7,100	0
Program Fees	129,899	152,501
Interest Income	5,660	3,500
Unrealized Loss on Investments	434	0
Miscellaneous Income	2,036	0
Medicaid	201,020	230,000
<b>Total Revenue</b>	<u>3,583,004</u>	<u>3,005,465</u>
<b>Expenses</b>		
Salaries	1,532,273	1,519,118
Accrued Vacation	8,129	0
Taxes	114,320	108,733
Benefits	230,829	212,483
Professional Service Fees	136,328	112,800
Human Resource Expenses	4,919	5,700
Contract Services	167,036	167,495
Volunteer Appreciation	0	0
Supplies	93,978	83,652
Travel & Conferences	20,949	17,330
Food	163,159	146,834
Rent	161,792	125,862
Equipment Rental	19,693	16,395
Utilities	113,940	106,377
Telephone	21,611	25,593
Client Expenses	41,312	37,573
Repairs and Maintenance	61,725	83,113
Insurance	45,005	41,514
Memberships/Licenses/Taxes	6,294	5,952
Interest	357	600
In Kind Expenses	0	0
Capital Purchases	33,931	74,891
Other Expenses	51,072	46,327
Contributions	0	0
Depreciation	137,578	118,123
Indirect Cost	0	0
<b>Total Expenses</b>	<u>3,166,226</u>	<u>3,056,465</u>
<b>Net Income (Loss)</b>	<u>416,778</u>	<u>(51,000)</u>

**Part IX** Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	223,244.	13,403.	209,841.	
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	1,345,570.	1,288,400.	57,170.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	25,839.	25,839.		
9 Other employee benefits	172,150.	172,150.		
10 Payroll taxes	118,749.	99,742.	19,007.	
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting	12,650.		12,650.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	123,471.	121,700.	1,771.	
12 Advertising and promotion	4,782.	4,782.		
13 Office expenses	55,084.	47,675.	7,409.	
14 Information technology				
15 Royalties				
16 Occupancy	275,732.	275,732.		
17 Travel	16,574.	16,574.		
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest	357.	357.		
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	137,578.	137,578.		
23 Insurance	45,005.	45,005.		
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a CONTRACT SERVICES	189,830.	189,830.		
b FOOD	163,159.	163,159.		
c PROGRAM SUPPLIES	84,293.	84,293.		
d CLIENT EXPENSES	41,312.	41,312.		
e All other expenses	99,753.	99,110.	643.	
25 Total functional expenses. Add lines 1 through 24e	3,135,132.	2,826,641.	308,491.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here  if following SOP 90-2 (ASC 958-720)



**Chrysalis House**  
Net Income - FY19 ANNUAL BUDGET  
From 7/1/2018 Through 6/30/2019

	<u>FY18 Budget</u>
<b>Revenue</b>	
Grants	2,619,098.00
Contributions	348,869.00
Program Fees	157,900.00
Interest Income	7,713.00
Miscellaneous Income	2,000.00
Medicaid	<u>453,288.00</u>
Total Revenue	<u>3,588,868.00</u>
<b>Expenses</b>	
Salaries	1,853,304.00
Taxes	140,996.00
Benefits	310,048.00
Professional Service Fees	158,200.00
Human Resource Expenses	5,500.00
Contract Services	198,623.00
Supplies	130,257.00
Travel & Conferences	25,737.00
Food	200,263.00
Client Rent	127,088.00
Equipment Rental	22,915.00
Utilities	115,518.00
Telephone	23,193.00
Client Expenses	54,943.00
Repairs and Manintenance	64,381.00
Insurance	51,150.00
Memberships/Licenses/Taxes	6,660.00
Interest	600.00
Capital Purchases	30,400.00
Other Expenses	53,400.00
Depreciation	<u>122,584.00</u>
Total Expenses	<u>3,695,760.00</u>
Net Income (Loss)	<u>(106,892.00)</u>



The  
Community  
Foundation

*Serving the Counties of Kibworth and San Bernardino*

S.L. Gimbel Foundation Fund  
Grant Evaluation Form

Grant Period: November 15, 2012 through November 30, 2013	Evaluation Due Date: December 15, 2013
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Organization: Chrysalis House, Inc.

Contact Name: Lisa Minton

Phone Number: 859-977-2502

2013 Award Amount: \$15,000

Title: Executive Director

Grant Period: November 15, 2012 - Nov. 30,

Grant Number: 2012850

- Describe the project's key outcomes and results based on your goals and objectives. Provide the number of clients served and other relevant statistics.

*During the grant period, the expectation of serving 104 adult women in substance use disorder treatment was far exceeded with 133 women admitted during the period. 38 of these women completed the six month program, obtained employment, and moved into their own apartments or homes. Another 52 of these women remain in residential treatment and are waiting on completion of programming or housing availability.*

*100% of the women received physical assessment within 14 days of admission.*

*100% of the women received full assessment for substance use and for mental health disorders.*

*100% of the women received assessment for current risk of domestic violence. 168 individual therapy sessions were conducted to address domestic violence risk.*

*Evaluation conducted by the University of Kentucky College of Social Work sampled Chrysalis House clients from an overlapping time period provide the following results:*

<i>(n=48)</i>	<i>Baseline</i>	<i>6-month follow-up</i>
<i>Number of days with use of any illegal drug</i>	<i>21.00</i>	<i>2.31</i>
<i>Number of days with use of alcohol to intoxication</i>	<i>3.00</i>	<i>1.00</i>
<i>Number of days reporting mental health problems</i>	<i>2.23</i>	<i>1.35</i>
<i>Reporting physical health problems as fair or poor</i>	<i>20.9%</i>	<i>9.7%</i>

- What were the challenges and obstacles you encountered (if any) in attaining your goals & objectives? How did you overcome and/or address the challenges and obstacles? What were the lessons learned?

*A typical challenge in substance use disorder treatment are related to retention of the women served. Research has shown that remaining in treatment for an adequate period of time is critical for success (National Institute on Drug Abuse, Principles of Effective Treatment, <http://www.drugabuse.gov/publications/principles-drug-addiction-treatment-research-based-guide-third-edition/principles-effective-treatment>).*

*To address this issue, all therapists at Chrysalis House are trained in and utilize Motivational Enhancement Therapy. This non-confrontational approach helps the individuals resolve their ambivalence about remaining in treatment and stopping their drug use.*

- Describe any unintended positive outcomes as a result of the efforts supported by this grant.

*The ability to provide baseline physical health examinations has resulted in the identification of several women with HIV and Hepatitis C. On identification, these women were immediately referred for specialty care at the University of Kentucky Medical Center.*

*Early detection of these serious health issues and referral to treatment has likely resulted in increased life expectancy for the women and a reduction in the spread of these diseases.*

- Describe the overall effect this grant has had on your organization.

*Chrysalis House has long recognized that substance use disorder treatment will not work in the long-run if efforts are not made to address every problematic area in a woman's life. These problems include physical and mental health disorders, violent relationships, unemployment, lack of adequate housing, debt, lack of parenting skills, and many others. The breadth of the funding by S.I. Gimbel Foundation has allowed Chrysalis House to provide services in many of these areas.*

- Tell us a few success stories that made an impact on your organization and/or community as a result of this grant.

*Angela, a heroin user for four years, is now living in her own apartment and successfully parenting her two children. She is employed as a receptionist at a local accounting firm and is taking courses toward an associate's degree at Bluegrass Community and Technical College.*

*Susan was treated for methamphetamine dependence and a major depressive disorder. While at Chrysalis House, she completed requirements for a GED and obtained full-time employment with benefits at a fast food restaurant. She recently was promoted to manager at her job.*

*Tanya was admitted to Chrysalis House directly from a state prison where she was incarcerated due to distribution of narcotics. Assessment revealed that Tanya was highly influenced in her drug use and illegal activities by her husband. Past violent episodes and fear of future episodes kept Tanya in the relationship. Tanya worked closely with the Chrysalis House Domestic Violence Counselor who assisted Tanya with filing a domestic violence no-contact order. She slowly continues to rebuild her confidence and resolve the fear of her abusive husband. She recently began working as a parking attendant and expects to move into her own safe and secure apartment within a month.*

- Provide a financial report on the use of your grant funds (expenditures).

Attached

- Additional condition: Please report on the following:

Please send copies of publicity and other promotional materials.

All variances or time extensions must be approved by The Community Foundation's Grant Committee. Please contact us at 951-684-4194, ext. 111 immediately if a variance or extension becomes necessary

Please return the completed form to:

Penny Beaulieu, Manager, Grant Programs

The Community Foundation

3700 Sixth St., Suite 200, Riverside, CA 92501 or fax to 951-684-1911

Or email to: [pbeaulieu@thecommunityfoundation.net](mailto:pbeaulieu@thecommunityfoundation.net)

Line Item Description	Line Item Explanation (Formula/equation used as applicable. Example: 40 books @ \$100 each = \$4000)	Requested Amount From TCF	Actual Expenditures
Psychiatric Services	52 visits per year @ \$100 x 3 hours each visit = \$15,600	\$5,700	\$1,100
Parenting Classes	40 parenting classes x \$20 incentive = \$800	\$800	\$930
Physical Health Exams	104 women x \$25 initial physical exam = \$2,600	\$600	\$1,183
Job Readiness book bags	104 bags x \$3 each = \$312	\$312	\$0
Housing & Job Readiness Coordinator	\$29,925 salary + \$7,182 benefits = \$37,107	\$7,588	\$11,787
TOTALS:		\$15,000	\$15,000

Chrysalis House  
Statement of Revenues and Expenditures - Consolidated - S. L. Gimbel  
From 7/1/2012 Through 11/30/2013

	<u>Current Period Actual</u>	<u>Current Year Actual</u>
<b>Revenue</b>		
4230 Foundations	15,000.00	15,000.00
Total Revenue	<u>15,000.00</u>	<u>15,000.00</u>
<b>Expenses</b>		
Salaries	9,579.29	9,579.29
7300 FICA	720.24	720.24
7320 Retirement 401(K)	126.38	126.38
7330 Health Insurance	1,164.60	1,164.60
7340 Dental Insurance	47.91	47.91
7350 Long-term Disability	21.98	21.98
7360 Workers Compensation	119.89	119.89
7370 Life Insurance	7.17	7.17
7730 Client Medical Assistance	1,182.74	1,182.74
7735 Client Incentives	929.80	929.80
7750 Psychiatric Fees	1,100.00	1,100.00
Total Expenses	<u>15,000.00</u>	<u>15,000.00</u>
Net Income (Loss)	<u>0.00</u>	<u>0.00</u>
Beginning Fund Balance	0.00	0.00
Ending Fund Balance	<u><u>0.00</u></u>	<u><u>0.00</u></u>

Internal Revenue Service

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: August 21, 2001

Person to Contact:  
Steve Brown 31-07422  
Customer Service Representative  
Toll Free Telephone Number:  
8:00 a.m. to 9:30 p.m. EST  
877-829-5500  
Fax Number:  
513-263-3756  
Federal Identification Number:  
61-1012290

Chrysalis House, Inc.  
120 Chrysalis CT  
Lexington, KY 40508

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in February 1983 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Chrysalis House, Inc.  
61-1012290

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

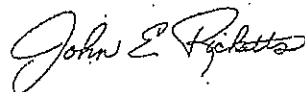
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE  
Customer Account Services

CHRYSALIS HOUSE, INC. BOARD OF DIRECTORS 2019

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