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Contact Information

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In a few brief paragraphs, please explain:

1. **What geographic area is served? (If not all of Chester County, specify primary Chester County regions served)**
   Holcomb serves all of Chester County through a multitude of different behavioral health and substance abuse services. Our company was founded in Exton, PA in 1978 and continues there today in addition to having six local offices: Exton, Kennett Square, Phoenixville and West Chester. We also serve some surrounding counties as well.

2. **What population is served, what has been the impact of COVID-19, and how has your nonprofit responded?**
   Holcomb serves people of all ages with mental health and substance abuse needs whether through individual or family services. We provide traditional assessments, treatment and therapies at our outpatient offices. Our mobile services do case management, in-home behavioral supports, truancy reduction, peer specialist, crisis assessment, referrals and management of mental health court. We teach skills through our Clubhouse workday and support individuals in accessing and preserving their affordable housing through a range of housing supports. Many of our clients are part of underserved populations, economically disadvantaged and are on Medicare and/or Medicaid.

   Being a Governor-mandated essential business, the agency developed a COVID-19 Team of administrators. It reviewed the range of services and oversight determining a temporary transition plan. It contracted with relevant agencies, updated IT networking and online documentation, developed procedures and policies around Telehealth and instituted the practice across its services along with communicating these changes with those served. It provided directions to our facilities and procured necessary sanitation supplies to be able to follow emerging best practices.

   HR completed review of all staff positions and sites and made decisions about those that could safely remain open following CDC Guidelines. It disseminated materials, screenings, testing and resources regarding the pandemic along with decision-trees. It educated about benefits like unemployment, COBRA, etc. The agency developed a layered staff process and approved those that could do so to work from home. Individuals who worked in “closed” services like schools were furloughed if other positions where they were a good fit were not available. Partially open programs reduced staff hours to a 30 hour full-time designation so that benefits could continue and implemented use of time off. Residents developed an Action Team model with the specific processes that would be enacted upon any identified outbreak. Staff with a history of raising funds volunteered to assist in writing grants for additional help.

   The agency continues its daily reporting to the state and local governments. It is working through a plan for continuing to modify and open services as local restrictions lessen.

3. **How much funding is sought? How does this compare to your annual operating budget? What will the funding be used for? What is the expected timeframe for use of funds?**

   We are requesting $5,000.00. which is 2% of our Clubhouse budget (PHPCL in the attachment).
Our Chester County division lost 25k in March 2020 alone or -3% of our overall budget. We were unable to generate as much income as expected with the transition to Telehealth and ongoing site contracts. Even with the reduction in staff hours overall, we experienced an increase in overtime in essential programs that had to implement Action Team protocols. The conversion to Telehealth also requires much higher communication costs than expected and supplies for sanitization and operation of our facilities have been costly as well.

Holcomb will use this money to continue its operations providing critical mental health and substance abuse services locally, while keeping our sites, staff and clients safe. We will continue to be a large local employer that generates revenue and services that support and partner with other local businesses and agencies for the local good. We will pay our rent, our employees, purchase sanitary supplies and adjust our programs to meet the needs of the community at large.

Please email grants@chescocf.org

- [X] This Brief COVID-19 Rapid Response Mini-Grant Letter of Request
- [X] Copy of annual operating budget or most recent audit
- [X] 501c3 determination letter

Request letters will be posted on the Community Foundation’s website, in order to share with fund advisors, donors, grant panelists, and other funding sources.

Grants will be processed a few times monthly.

We estimate mini-grants will range from $500 to $5000.

Please direct general questions & inquiries about the Rapid Response Mini-Grants to grants@chescocf.org. Beth, Steph, Cierra or Kevin will answer you.