



Allegheny County Department of Human Services

RFP Response Form

RFP for the Development of an Enhanced and Comprehensive Reentry System

PROPOSER INFORMATION

Proposer Name: MAYA Organization

Authorized Representative Name & Title: Christy Cozby, Executive Director

Address: [REDACTED]

Telephone: [REDACTED]

Email: [REDACTED]

Website: www.mayaorganization.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: [Click here to enter text.](#)

Faith Based: Yes No

Partners included in this Proposal: N/A

How did you hear about this RFP? *Please be specific.*

MAYA's Counseling Coordinator signed up to receive emails from the Allegheny County DHS on relevant funding opportunities.

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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: \$196,649

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

MAYA Organization, a Pittsburgh-based nonprofit providing mental health services in Allegheny County Jail, proposes to expand and enhance our trauma-informed group psychoeducation services to supply curriculum-based mental health programming to incarcerated women as part of the Enhanced Comprehensive Reentry System.

REQUIRED CONTACTS

	Name	Phone	Email
Chief Executive Officer	Christy Cozby	[REDACTED]	[REDACTED]
Contract Processing Contact	Christy Cozby	[REDACTED]	[REDACTED]
Chief Information Officer	Christy Cozby	[REDACTED]	[REDACTED]
Chief Financial Officer	Christy Cozby	[REDACTED]	[REDACTED]
MPER Contact*	Kate Pendlebury	[REDACTED]	[REDACTED]

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

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BOARD INFORMATION

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

Board Chairperson Name & Title: Taneshya Williams-Wood, Board Chair

Board Chairperson Address: [REDACTED]

Board Chairperson Telephone: [REDACTED]

Board Chairperson Email: [REDACTED]

Partners included in this Proposal: N/A

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.

Megan Schroeder, Pittsburgh Action Against Rape (PAAR), [REDACTED]

Cecelia Ware, Infinite Lifestyle Solutions, Inc, [REDACTED]
[REDACTED]

Joshua Will, Center for Economic Opportunities, [REDACTED]
[REDACTED]

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.

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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

Please respond to the following. **All Proposers must complete the Organizational Experience, Organizational Capacity and Budget Sections. Please complete these sections only once, regardless of the service(s) proposed.** The score from these sections will be added to the score for each service proposed. The maximum score that a Proposal can receive in each category of service is:

- Recovery-Oriented Cognitive Therapy (CT-R) Courses Facilitation = 95 points possible
- Curriculum-based Programming = 105 points possible
- Activities-based Programming and Resource Coordination = 80 points possible

Complete only the sections for the service(s) you wish to propose. Services not included in your Proposal may be left blank. Please stay within the page limit listed at the top of each section.

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

Organization Experience (30 points)

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)

MAYA Organization has been providing mental health services to women incarcerated in Allegheny County Jail (ACJ) since 2014, with a brief hiatus between 2021 and 2023. Our counselors have ample familiarity with the challenges of working in the jail, with individuals facing mental illness, substance abuse, and histories of trauma. In 2021, we temporarily lost access to ACJ due to jail staff shortages, and we adapted by bringing group and individual counseling to Passages to Recovery (“Passages”), where we continue to serve men and women serving substance-related convictions. MAYA was also recently awarded ACJ’s doula contract, and we are now providing groups for incarcerated pregnant and postpartum women.

In our program for incarcerated people, MAYA provides 6-week long open psychoeducation groups and individual counseling for women incarcerated in ACJ. Participants in our psychoeducation groups in ACJ and Passages consistently report that they are more likely to use coping skills, better able to identify and manage difficult emotions, and more apt ask for help when they need it (92-100% selected “likely” or “very likely” in 2023). Additionally, in 2023, 92% reported that they had learned about the impacts and management of trauma, and how to identify mental health resources. Former group participants have high praise for MAYA’s services: one wrote, “I loved the group and the support that was provided. This group has taught me how to express myself, set boundaries and LET IT GO!”

MAYA is also a provider of perinatal support services, and in our programming for pregnant and postpartum people we fairly regularly encounter women dealing with current or past substance use. Supporting these women is a particular challenge because pain management during labor and delivery can involve substances that put an individual’s sobriety at risk, and our trained staff respond with delicacy and respect, while providing information needed to make informed decisions about pain care. Birth trauma is also common. Black women in particular face obstetric trauma due to ubiquitous obstetric racism. MAYA’s staff are trained to respond to the traumas that our clients bring with compassion and calm, following the principles of trauma-informed care. Pregnancy, birth, and early parenting are a challenging, often transformative time - as jail time can be - and we are experienced with the multiple upheavals these phases bring.

In all of our programming, MAYA serves diverse, marginalized, and high-needs individuals. Approximately 40% of our perinatal clients are African American, 33% are immigrants from Latin America, many of whom do not speak English, many are low-income and/or single parents with histories of trauma. In our programming at ACJ and Passages, approximately 40% are Black or mixed race, 55% white, and the remaining 5% are Hispanic, Asian, or “prefer not to say.” So too, the majority of our incarcerated participants have struggles with substance use, face abuse by members of the criminal justice system, and have histories of trauma.

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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)

MAYA intentionally works to build trust among the incarcerated people we serve by providing consistency that many have never experienced in other areas of their lives - we show up every time we have committed to and come through on promises (e.g. to provide certain material in a particular group, or to follow-up with individual participants). Furthermore, we acknowledge and discuss the dire conditions that incarcerated people experience - the environment is hostile, guards often provoke or abuse inmates, barriers to resources are systematically placed in their way. On top of all that, most of our clients are dealing with histories of substance abuse, destructive family relationships, past and present trauma, and other environmental challenges to mental health. When MAYA's counselors genuinely recognize just how hard it is for our clients, they know that they are seen and heard, their struggles respected.

We also work deliberately to create a sanctuary within the jail. We cannot alter the broader environment, but by seeing and responding to participants thoughtfully and respectfully and having our trained counselors guide them through exercises in centering, honoring their own states and feelings, and responding effectively to one another, we work to create a safe space. And our clients respond with relief and enthusiasm, telling us repeatedly what our work means to their sense of personal security. Participants are also able to opt in or out of group activities, to select activities, and to choose topics most relevant to their current concerns.

Our staff know that these efforts work, not only from the results of our evaluations and from participants' testimonials, but because participants follow the ground rules that we set. In addition, we frequently witness individual and communal growth among repeat participants in our groups (currently, MAYA's groups are open, so inmates have the option not to attend).

Among MAYA's community and professional partners, we also behave with respect and consistency, and as a result, we have positive reputations with many stakeholders within and outside ACJ. These include, for example, personnel managing Reentry and the womens' pod, as well as representatives from Pittsburgh Action Against Rape (PAAR), Passages, and the Center for Economic Opportunities. The attached reference letters demonstrate our good standing with Infinite Lifestyle Solutions and Passages to Recovery, while the references listed are all happy to vouch for our professionalism and openness, as well as participants' enthusiasm for the group psychoeducation and individual counseling that we currently offer.

In our perinatal work, MAYA's staff work to build numerous valuable relationships with community organizations and professional groups. As a result, MAYA was selected as a "Perinatal Health Equity Champ" under the Pittsburgh Safer Childbirth Cities initiative - a year-long program that worked to improve Black maternal-infant outcomes in Pittsburgh. We are also a member of Allegheny Health Network's First Steps & Beyond program, a collaboration of local organizations working for similar ends while challenging widespread obstetric racism.

Additionally, MAYA has built trust among the communities of color that our mentors, doulas, and counselors serve by training and hiring past program participants. This supports our current

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clients, who receive services from individuals living in their communities, who have first hand experience of their particular challenges.

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)

MAYA's approach to trauma-informed care in the jail and diversion programs is built upon our understanding of the environment that our participants face. Incarcerated life is antithetical to mental wellbeing, and brings with it fresh traumas and often no way to deal with them. Hence, providing care that accommodates, responds to, or treats trauma is a challenge, and we have to enter the psychoeducational space with realistic expectations for what we can provide in the immediate term. It would be dangerous, for instance, to explore traumatic memories without the resources to properly protect clients' well-being. Our primary goal, then, is to educate participants about what trauma is and that it has a profound effect on our way of being, while preparing them to seek out more substantial care upon release - and that is why a significant part of our program is dedicated to recognizing the need for, and finding mental health resources.

Although not all of MAYA's counselors are officially trained in trauma-informed care, we use weekly staff meetings to review its principles so that we can practice them in groups. As far as possible, we follow the CDC's six guiding principles for trauma-informed care, that is:

- We work to create a safe environment for our participants and ourselves by ensuring that participation is voluntary, acknowledging the prevalence of trauma, providing non judgemental responses, and validating participants' experiences. We also prohibit and interrupt the sharing of specific traumatic details to avoid retraumatizing the group.
- Our staff are trustworthy and transparent. We show up at the committed time and provide the promised services, acknowledge the power structure and systems of abuse within the jail, recognize our own position of power and the challenges of the environment.
- One of the main goals of MAYA's groups is to guide participants to provide peer support. Our staff encourage participants to support and share with one another.
- Similarly, our counselors strive to teach participants collaboration and mutuality - we intentionally conduct exercises in pairs or groups that foster connection and community.
- One of the central features of incarcerated experience is systematic disempowerment. Thus, MAYA is challenged to follow the principles of empowerment and choice in trauma-informed care. Nonetheless, we strive to do so by providing choices within our groups, and also working with clients both to recognize that upon release, they will have power over their own lives and the freedom and challenge that comes with it.
- Our counselors acknowledge and discuss cultural, historical, and gender issues within the jail and in clients' lives. MAYA's groups provide space to explore how participants' identities are embroiled in the jail and wrapped up in their experience of trauma. We discuss systemic racism, sexism, and homophobia, and their effects on participants' lives, and we honor and respect the diverse cultural beliefs that clients bring with them.

In addition to following the principles of trauma-informed care, one of the core purposes of our groups is to educate participants about the role of trauma in their lives, and its power to condition

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destructive behavior. Many of our clients enter groups not knowing the extent to which trauma affects them - or even that what they have experienced is trauma. MAYA's counselors not only bring awareness to this too common experience, but also provide techniques for managing traumatic memories - e.g. envisioning a box into which the trauma can be "placed."

Trauma-informed care also requires attention to the practitioner's wellbeing, to protect against secondary traumatization. Weekly meetings of jail staff are also used as a space where counselors can "decompress", discuss their own experiences and needs, and benefit from communal knowledge. By employing several part-time counselors, we provide a system whereby an individual who needs a "mental health break" can take one without compromising services.

Organization 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)

MAYA is experienced employing individuals with lived experience in our perinatal program. The primary way that we do this is through our annual Perinatal Mentor Training, a week-long, free course for which we recruit participants from our past and present client base, encouraging people of color to apply. Once trainees graduate, they are eligible to join our pool of part-time mentors, who teach our online classes, provide one-on-one support, and perform basic administrative functions. However, many participants use our Mentor Training as a stepping stone to further education in the birthing field, and go on to train as doulas or childbirth educators with the Commonsense Childbirth Institute, sponsored by MAYA. Currently, 5 of our 8 active doulas joined MAYA's staff through this process. Most of these (part-time and contract) employees are Black or Latina, and work with individuals in the communities we serve.

Employing qualified group leaders with justice system involvement for our jail-based programming is less straightforward, as counselors require training to provide a high-quality service. However, the PA Office of Mental Health and Substance Abuse Services (OMHSAS) contracts with an organization that provides training in peer support services. We have the option, then, of sponsoring former clients and community members to train as peer group facilitators that we might employ to co-lead groups with our qualified counselors. As grant recipients, we will further investigate the costs involved and credentials available. In the meantime, our job descriptions for our programming for incarcerated people encourage people of color and those with lived experience of the criminal justice system to apply.

We retain our high-quality, diverse, and largely part-time staff by offering flexible schedules that allow time for other employment, and offering competitive wages. Additionally, at MAYA we pride ourselves on our welcoming, informal, open-minded ethos, in which staff freely share their personalities, and are comfortable raising complaints. Our staff is 44% Black, 40% white, and 16% Hispanic. MAYA is also in the process of an equity assessment, the early results of which demonstrate great staff satisfaction. We will be happy to share the final results once they become available.) In our programming for incarcerated people, frequent staff meetings, including weekly team meetings and twice monthly one-on-one meetings between the Director and each staff member ensure ample communication through-out the program. In addition, MAYA has a Director of Civic Engagement on staff, who is responsible for ensuring race equity both within

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the organization and in our external activities. She also meets with staff to discuss concerns or tensions related to race, and collaboratively designs improvements.

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)

By the end of August, 2024, or upon signing a contract with the DHS, MAYA will advertise for a Clinical Director (please see attached job description) to oversee our mental health services. This position replaces our current Counseling Coordinator, who will continue until the new hire and orientation are completed. The new hire will spend 40% of their time on the current project. In addition to a background in group counseling, the Clinical Director will be experienced in staff management, data gathering and analysis, and program oversight. The Clinical Director will collaborate with our Executive Director and Director of Civic Engagement to evaluate and design improvements for our therapeutic services, supervise counselors, and build relationships with other providers serving the incarcerated population. Currently, we employ 3 part-time counselors with master's degrees in either social work or counseling and one counseling intern, who is pursuing her master's degree. They provide group psychoeducation and individual counseling in ACJ and Passages. If we are awarded a curriculum-based programming grant, we will expand, increasing their cumulative hours for program preparation, review, supervision, and implementation to 50 per week by increasing existing staff time and/or hiring additional counselors. For additional details, please see the attached staffing plan.

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)

All of MAYA's counselors are trained in cognitive behavioral interventions, and all will receive training by and collaboration with the Beck Institute. We will send staff, including our Clinical Director, to CT-R training and consultation sessions, as well as meetings to discuss continuity of care and support transitioning back into the community. Additionally, we would be delighted to share data and ideas with the Beck Institute that can help adapt the model for incarcerated and previously incarcerated populations.

In addition to CT-R training, MAYA will work with an educator - possibly through Pittsburgh Action Against Rape (PAAR) - to enhance our practice of trauma-informed care and credential our employees. We have assigned \$4,500 to cover the costs of these and other trainings for our Counselors and Clinical Director. Counselors will be overseen by the Clinical Director, with whom they will meet weekly as a group and biweekly for individual supervision. The purpose of supervision is not only to manage and plan groups, but also to provide a space in which employees can process their own responses to group events, and discuss secondary trauma as it arises. Finally, the Clinical Director will work with the Executive Director and Director of Civic Engagement to ensure overall program success, manage program upsets and design improvements, and collect data in an accurate and timely fashion. Training and oversight will ensure a high quality program, as will attention to the needs and wellness of staff members.

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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)
Click here to enter text.
2. Describe your organizational experience and success in implementing an evidence-informed program, intervention and/or service to model fidelity. (5 points)
Click here to enter text.
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)
Click here to enter text.
4. Describe your organization's plan to incorporate peers or other credible messengers in your facilitation. (5 points)
Click here to enter text.

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)

Incarcerated women face numerous psychological obstacles, past and present. They enter their period of incarceration with multiple experiences of trauma in their backgrounds: many have been abused or neglected, faced violence, or struggled with poverty - almost all have experienced trauma at the hands of the criminal justice system. A 2021 survey reported that 44% of the female population of Allegheny County Jail (ACJ) displayed symptoms of mental illness. Yet, the jail currently offers inmates little psychological support, and jail experiences invariably worsen mental health. Indeed, ACJ is a repeated subject of litigation for abuses committed against inmates struggling with psychiatric disabilities.

The male jail population is very much larger than the female, and it is easy to forget that incarcerated women require services that respond to their particular needs as women. Most of the women incarcerated at ACJ are mothers separated from their children; some are new parents, and a few are pregnant. Furthermore, the threat and the experience of sexual violence resulting in trauma is ubiquitous, and calls for a response that is systematic and compassionate.

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The core reason for MAYA's interest in developing and facilitating curriculum-based programming in the area of mental health for women incarcerated in ACJ is that, having served incarcerated populations for 10 years, we are acutely aware of the need for trauma-informed, respectful mental health services, and the benefit these can bring. Fostering mental health among an incarcerated population is a challenge in so many respects: because the individuals served come from backgrounds of trauma and deprivation; because the environment in which they find themselves is hostile; because so much in their lives undercuts efforts to be well. We are excited by the DHS's program to develop an Enhanced Comprehensive Re-entry System that is so obviously needed, and we already have the skills and experience to participate in this endeavor. MAYA's current services have been restricted in terms of the number and size of groups and time available for conducting them due to staffing and related limitations on the part of the jail. Yet we are conscious of the widespread need. We see DHS's reentry project as offering up an opportunity that responds to a salient need, and that MAYA is ideally equipped to fulfill.

MAYA's aspirational goal for our programming at ACJ is to improve long-term outcomes for incarcerated women facing multiple past traumas and a hostile environment. Our work strives to reduce recidivism, foster healthy families, and cultivate understanding and skills for managing and tolerating difficult emotions.

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

In our current programming at ACJ and Passages, MAYA draws on the principles of adult learning and trauma-informed care, including the harm reduction and prevention strategies recommended by the Center for Disease Control (CDC). We intentionally hire staff with experience in trauma and harm reduction, ensuring fidelity to evidence-based and promising practices. Our current curricula, upon which the attached sample is based, were created by a staff member with 25+ years of experience working in trauma and violence prevention, as well as expertise writing multiple nationally implemented curricula and training professionals. Our model is also informed by Stephanie Covington's gender-responsive approach, which accommodates the particular needs and experiences of women struggling with mental illness, substance abuse, and/or incarceration.

We incorporate adult learning strategies into our psychoeducation programs as follows:

- Learners should understand the significance of what they are expected to learn - our program responds to participants' immediate experiences in the jail, including release planning.
- Participants direct their classroom experience, drawing on their own experiences - learners select topics and exercises from a menu of options; they guide discussion based on what they need to talk about in the moment.
- Learning is collaborative and cumulative - discussions and exercises take place in groups

MAYA ensures fidelity to these approaches through frequent group meetings of our counselors and Counseling Coordinator, at which staff discuss in detail the processes and contents of the groups they provide. Meanwhile, having two counselors present at each group ensures

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consistency in our approach and is also regarded as a best practice in multiple sessions by numerous agencies

Currently, we test the success of our approach through questionnaires administered at the end of every group. (Because our current groups are open, it is difficult to get a sense of their accumulated impact, so we have not as yet used pre-tests.) These ask participants to rate their ability to use coping skills, identify emotions, ask for help appropriately, understand and respond to trauma and traumatic memories, and identify mental health resources. And participants have consistently reported that they are more likely to use coping skills, better able to identify and manage difficult emotions, and more apt to ask for help when they need it (92-100% selected “likely” or “very likely” in 2023). Additionally, in 2023, 92% reported that they had learned about the impacts and management of trauma, and how to identify mental health resources.

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)

Using a trauma-informed, adult learning approach, our curricula focus on mindfulness, stress management, and an understanding of trauma. Our counselors support clients as they face the day-to-day adversity that comes with imprisonment, interactions with the legal system, and a history of struggle. Participants learn techniques for recognizing and responding to intense emotions, including guided meditation, focusing on sensations, and deep breathing. They discuss the nature and effects of trauma, and explore their interests and strengths to develop and implement personal goals. All skills and contents are directed towards understanding and managing behavior upon release, and to this end, groups include training on identifying and accessing mental health care resources.

Each group is guided by two master’s-qualified counselors. Co-facilitation ensures more individual attention to participants, an improved capacity to notice and correct troubling group dynamics if they arise, and more hands for logistical and preparatory activities. In addition, facilitators have different approaches, and more diversification helps ensure connection with clients, for, just as trauma occurs within relationships, healing is also fostered by relationships.

Under the RFP, we will provide series of five-week closed groups, serving approximately 15 participants (a smaller number allows for greater engagement and more individual care) each. The number of groups running simultaneously, as well as the total number of series offered per year will be determined by ACJ’s capacity. MAYA’s approach to curriculum design incorporates several factors:

- The need to allow for participant choice in topic and activity selection - i.e. a framework that provides guidelines, but is not overly structured. In our experience at ACJ, more structured curricula are less successful because they are less likely to accommodate participants’ various and changing needs, and reduce their sense of autonomy.
- The need to prevent retraumatization, preserve the safety of the group space, and ensure that groups follow the principles of trauma informed care.

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- The need to maintain active participation and ensure that the group remains interesting and engaging.
- The need to encourage retention and ensure that each class builds on previous sessions.
- The principle of collaborative learning.
- Content relevant and responsive to the current experiences of participants, including
 - Basics of emotional trauma and trauma management, including manifestations of trauma in their past and present lives
 - An understanding of emotions, their effects, how they affect participants today, and basic emotion regulation skills
 - Coping skills that participants can use in their day-to-day life, both while incarcerated and after release
 - Preparation for release, including directions for accessing mental health resources
- Active practice of exercises in mindfulness, self-soothing, and tolerance of difficult emotions.
- The limitations created by the jail environment.

With these factors in mind, we have created a basic class structure that both creates a sense of security by reliably following the same format and also allows for the freedom to explore participants' needs and interests in the moment through at least 50 minutes of individual sharing and group discussion. Each session includes the following components:

1. Check in (~30 mins)
Each participant and group leader shares how she's feeling in the moment and any topics she'd like to explore. Group leaders summarize guidelines.
 2. Previous session recap (~5 mins)
Group leaders briefly summarize content and skills learned during the previous session. Participants are invited to contribute their own additions.
- 5 minute break
3. Knowledge share (~18 mins)
Group leaders share background on the day's topic, e.g. neurobiological responses to trauma, stages of grief, healthy relationships, etc.
 4. Discussion (~20 mins)
Guided by participants' interests and associations in response to the knowledge share and/or current needs.
 5. Mindfulness, self-soothing, or creative activity (~10 mins)
Participants are guided through the exercise of the day and discuss instances where it might be a valuable response to crisis or emotion dysregulation.
 6. Wrap up (~2 mins)
Counselors thank group members for their participation and share basic information about the next group.

The attached sample curriculum, "Trauma and the Emotions," provides an introduction to trauma, emotion identification, coping techniques, and mental health resources. The document includes a group overview, class outlines, group guidelines, and a description of a sample class, with handouts. The key goal is that participants will leave the group prepared for reentry with skills and knowledge that will help them manage their emotions and seek out appropriate care.

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Guidelines, summarized at the start of every group, are designed to protect participants and group leaders from traumatic material, limit disruptions, foster participation, and ensure confidentiality.

MAYA provides limited complementary care through individual therapy provided by our counselors using space in Reentry. Additionally, we offer continuity of care through continued sessions with the same counselor upon release. At the same time, we strategically build referral relationships with community organizations serving incarcerated and returning populations. These include:

- Center for Employment Opportunities (CEO): provides job training and assignments to incarcerated individuals upon release
- Pittsburgh Mercy: provides mental health and addiction services, in addition to medical and housing
- Landforce: trains and employs marginalized individuals to develop and maintain green spaces
- PA Career Link
- Wesley Family Services: provides mental health and related supports
- Community College of Allegheny County
- Pittsburgh Action Against Rape (PAAR): particularly relevant to incarcerated women with histories of sexual trauma, PAAR provides comprehensive services to victims of sexual violence
- Amachi Pittsburgh: currently provides services in ACJ; supports incarcerated parents and their families
- Human Services Administration Organization (HSAO): serves individuals with mental illness and involvement in the criminal justice system

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

MAYA's counselors will implement curricula designed to improve mental health for women incarcerated in Allegheny County Jail through closed groups accommodating ~15 participants each. (A smaller group is preferred as it allows more airtime for each participant, makes it possible to spend less time on logistics and group management, and produces better results.) Two counselors will lead each 90 minute group, using scheduled mindfulness or self-soothing exercises as well as check-ins to facilitate a calm and welcoming environment. Our intention is that participants will be able to use mindfulness and self-soothing techniques when they encounter challenges in the future, both within and outside the jail.

Because our program is built upon collaboration and participant choice, we allow for some looseness in curriculum implementation: in discussions, we follow the lead of participants, exploring the issues that are foremost in their minds and experiences. Disruptive, and often traumatic, events occur regularly in the jail, and group members value and benefit from a space in which they can together process upsets in the environment. This is provided by the check-in that takes place at the start of group, which allows each participant to share their present feelings and concerns.

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Currently, we are only able to conduct three women's groups in ACJ's Reentry and Education Center (REC), only on Fridays, due to space limitations. It is our hope that development of the Enhanced Comprehensive Reentry System will include expanded access to REC classrooms so that we can provide more groups and serve a greater number of women.

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

MAYA's intended outcomes for our women's psychoeducation groups in ACJ are that participants:

- Learn coping skills to use when dealing with challenging emotions and situations
- Learn to identify their emotions
- Improve their ability to handle stress
- Develop a basic understanding of trauma, and its long-term effects in their lives
- Improve their ability to tolerate the everyday challenges of being in jail
- Learn of resources available for mental health support, and know how to access them

Currently, MAYA uses only post-tests, delivered at the end of each group, to evaluate the success of our program. Because groups are not closed, many of their participants change from week to week, and thus an assessment over the whole series of groups would be uninformative. Generally, responses are very positive, with over 92% of participants rating their improvement at a "4" or "5" in all areas. We will use our experience from existing programming to design and administer pre- and post-tests under the current proposal.

As a participant in the Development of an Enhanced Comprehensive Reentry System, program success will be assessed through questionnaires administered at the beginning of the first group of each 5-week series and the end of the final group. All questions will ask participants to rate their knowledge and abilities on a 5-point scale, using questions aligned with the areas listed above or recommended by the DHS. Counselors will enter responses into the Apricot database, from which the Clinical Director will generate, review and analyze reports. We anticipate an average improvement of at least 2 points on each of the six questions. Additionally, we expect that in the finals scores, ratings of 4 and 5 will dominate, appearing in at least 90% of responses.

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

MAYA's group psychoeducation program incorporates and aligns with several evidence-based approaches. These include:

- Stephanie Covington's gender-responsive, trauma-informed approach to group therapy for incarcerated women, which incorporates attention to women's histories of poverty and trauma, and uses self-care and mindfulness skills to support healing. While very often treatment frameworks, assessments, and policies for incarcerated people are focused on men, Covington's research establishes a model specific to women which responds to the nature and extent of trauma (in particular, the prevalence of sexual

RFP for the Development of an Enhanced Comprehensive Reentry System

trauma), the high correlation of between Adverse Childhood Experiences (ACEs) and incarceration, concerns related to parenting, and the distinctive experience of incarceration among women. MAYA's programming is undergirded by Covington's insights, firstly, in our decision to serve incarcerated women even though they make up a small proportion of ACJ's inmates. Furthermore, MAYA's program takes into account how past trauma can result in interactions with the criminal justice system, which in turn produces more trauma. Our counselors work to foster participant insight into the ongoing impacts of their own trauma, using skills very similar to those proposed by Covington to manage difficult situations and emotions.

- Adult Learning Theory, which posits that, for adults, learning involves active, self-directed engagement driven by the desire to know, ample experiences upon which to draw, and the tendency to learn experientially. Likewise, the discussion component of MAYA's psychoeducation groups is driven by the needs, interests, and experiences of participants - who build on one another's education by sharing insights and developing friendships. We also incorporate principles of Adult Learning in exercises that involve role-playing and direct practice of mindfulness and emotion-regulation activities. So too, as our participants discover the relevance of our program to their own lives and experiences, they are driven to request topics, learn, and engage.
- Sandra Bloom's "SELF" (Safety, Emotions, Loss, and Future) curriculum, which is informed by the ACE (Adverse Childhood Experiences) study and built upon principles of trauma-informed care. Like SELF, MAYA's curricula are designed to educate group participants on emotions, trauma, and the impacts these can have on one's actions and experiences. While the jail environment limits our ability to do substantial work on individual trauma - which can be deeply disruptive, and requires a safe and nurturing space - as far as possible, we focus on self-understanding, change, and healing. Like Bloom, we believe that insight into emotions generally, and one's own experiences in particular, drives growth and change.

Our program achieves the outcomes listed in response to the previous question through:

- Specific training and practice in emotion-regulation and self-soothing techniques;
- Normalizing trauma responses while emphasizing that the victim is not responsible for the trauma;
- Knowledge-shares and participant-led discussion of emotions and trauma, including techniques and exercises designed to identify trauma responses, name emotions, and understand trajectories from past experiences to present behavior;
- Providing a warm and welcoming space, and an opportunity to discuss and process everyday jail events;
- Providing an opportunity to practice better relational skills, both with group leaders and with fellow participants;
- Following broadly accepted group guidelines designed to ensure a safe, confidential, and accepting environment; and

RFP for the Development of an Enhanced Comprehensive Reentry System

- Sharing and reiterating comprehensive information about the type and availability of mental health resources, including methods for finding and accessing resources after release.

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)
Click here to enter text.
2. Describe your organization's proposed approach for Activity-Based Programming and Resource Coordination, including a sample schedule of all proposed activities. (10 points)
Click here to enter text.
3. Describe any potential challenges your organization anticipates and how you would address them. (5 points)
Click here to enter text.

Financial Management and Budget (10 points, not included in page count)

All Proposers must complete this section. Budgets and budget narratives must reflect costs for all services proposed.

1. Attach a detailed line-item budget of the costs associated with all proposed strategies, including staff salaries, matching funds, and total expenses and revenues. (5 points)
2. Provide a budget narrative that clearly explains and justifies all line items in the proposed line-item budget. (5 points)

Clinical Director

MAYA Organization is seeking a Clinical Director to oversee our mental health programming for incarcerated people and for expectant and new parents. You will be responsible for hiring, orienting, and supervising a staff of up to ten part-time counselors and social workers. Our counselors work with individuals and groups to promote trauma-informed healing, often in settings that are challenging or even hostile to wellbeing. As their manager, you should be trained in trauma-informed care, uphold the human dignity of the most marginalized individuals, and display a commitment to racial equity and social justice. Programming will be informed by your up-to-date knowledge of evidence-based counseling and psychoeducation practices and emerging trauma-informed research.

Please refer to MAYA's values, listed below, for a snapshot of our organizational ideology.

People of color and those with direct experience of the criminal justice system are encouraged to apply.

Qualifications:

- Licensed Clinical Social Worker, Licensed Professional Counselor, or similar qualification
- Experience working with:
 - Survivors of trauma
 - Incarcerated individuals
 - Individuals with substance use disorders
 - Pregnant and postpartum individuals, and perinatal mood disorders
 - The criminal justice system
- Background and/or certification in:
 - Trauma-informed care, harm reduction, and related evidence-based approaches
 - Group counseling or psychoeducation

Skills:

- Organization and time-management
- Managerial and leadership
- Data gathering and interpretation, including the ability to create and direct data gathering methods and contents
- Supervision and conflict resolution through an equity lens including the ability to identify and resolve racial tensions
- Trauma-informed approach to managing staff and supporting clients

Responsibilities:

- Collaborate with the Executive Director and Director of Civic Engagement to assess and improve programming.
- Supervise therapists and counselors:
 - Meet with each staff member twice a month for 1-hour each to provide:
 - Therapeutic supervision

- Case and client review
 - Explore opportunities to effect systemic change within our organization and in the criminal justice system
 - Review and approve service documentation
 - Supervise social workers working toward licensure
 - Supervise student interns
- o Direct weekly hour-long team meetings for MAYA's:
 - Clinical team (i.e. staff providing individual counseling)
 - Staff working in Allegheny County Jail (ACJ) and associated diversion programs
- Build and maintain relationships and collaborate with multidisciplinary professionals serving incarcerated populations, including:
 - o Re-entry services in ACJ
 - o Returning citizens groups
 - o Restorative Justice Services (RJS)
 - o Community organizations serving incarcerated and previously incarcerated individuals
 - o Probation and Parole
 - o Passages to Recovery
- Direct data gathering and analysis of results for:
 - o Group psychoeducation in ACJ and Passages
 - o Individual counseling in ACJ and Passages
 - o Individual counseling for perinatal and postpartum individuals
- Provide qualitative and quantitative reports on mental health programming to the Executive Director, Director of Civic Engagement, and Development Director.
- Collaborate with the Development Director to create grant proposals and reports, as well as program-related marketing and communications materials.

Hours: 20-30 hours per week

Pay: \$35 per hour

Flexible hours, continuing education opportunities

Grant-funded position, beginning August 2024

Please send your resume with references and a letter of interest to admin@mayaorganization.org.

MAYA's Values

Our services are accessible.

All pregnant and new parents are welcome to participate in our programs. MAYA requires little to no documentation. We offer services online and in community locations.

Our services are holistic.

MAYA sees parents as whole people with physical, emotional, social, informational, and practical needs.

Our scope of practice includes professional and peer support, fact-based information, and practical assistance. Within this scope, we do not limit our services to specific topics or situations.

We are community-based.

Whenever possible, care is facilitated by mentors that live in the same communities as our participants. Although MAYA provides fact-based information when needed, we do not see ourselves as bearers of information to be handed down to participants. Rather, we provide a community of care in which participants contribute their insights and experiences as equals.

It's not about us.

We recognize that each of us has our own opinions, beliefs, and values, and we can never be completely unbiased. At MAYA, we work to be aware of our own biases so that we can set them aside and focus on the participants' point of view. Our only agenda is to assist participants in making their own decisions that are in alignment with their own values.

We are an anti-racist space.

We acknowledge and talk about racial disparities in birth outcomes. MAYA strives to understand the ways that historical and current systemic racism negatively affect the health and experiences of Black and Brown birthing people. We work actively to center Black experiences and provide culturally-congruent support. We examine the impact that our hiring practices, client interactions, and organizational culture have on people of color.

Our services are trauma-informed.

We understand that traumatic experiences can alter participants' sense of danger and complicate the work of healing, and we work to create a community of safety. Our staff are trained to provide trauma-informed care.

We care about relationships.

Relationships are at the core of our work: relationships with participants, partner organizations, and medical providers. MAYA works actively to build trusting relationships with all these groups because change only happens when we work together.

We believe in human dignity.

MAYA serves incarcerated individuals, people struggling with addiction, and women who have faced abuse and loss - individuals who are often stigmatized, or even dehumanized. We stand against stigma and shame, and uphold the dignity of all people, no matter what their circumstances.



Trauma and the Emotions

This psychoeducational group provides an introduction to trauma and its effects, including techniques for responding to difficult emotions and traumatic memories, both while incarcerated and after release.

Number of classes: 5 weekly

Duration of class: 90 minutes

Group size: ~15

Targeted population: Women incarcerated in Allegheny County Jail

Overarching goals

- To develop a basic understanding of emotions
- To identify and respond to symptoms of depression and anxiety
- Improve knowledge of trauma and its effects
- Develop skills for managing stress, intense emotions, and traumatic memories
- Increase self esteem and sense of autonomy
- Build knowledge of resources for mental health support, and how to access them
- Provide a reprieve from jail life, and an opportunity to experience safety, mindfulness, reflection, and validation
- Strengthen rapport building and relationship skills with peers and facilitators

Objectives

Participants will: learn and practice mindfulness and visualization techniques; practice identifying emotions and the physical symptoms that accompany them; learn to recognize behavior influenced or caused by historical trauma; practice techniques for “containing” traumatic memories

Syllabus

Week 1: Introduction

Week 2: Trauma and the Brain

Week 3: Emotions

Week 4: Boundaries and Relationships

Week 5: Self-care and Healing

Class Outlines

Week 1: Introduction

- Check in
- Complete pre-test
- Introduction to MAYA and group overview
 - Ask: what do you know or think about groups?
 - Ground rules and confidentiality
 - Questions from participants
- Discussion: mental wellness
 - What is it?
 - What affects it?
 - What supports it?
- Introduction to self-soothing and five senses grounding activity
- Wrap up

Week 2: Trauma and the Brain

- Check in
- Summary of previous week
- Knowledge share:
 - Neurological differences between ordinary memory-formation and traumatic memory-formation
 - Conditions for reopening traumatic memories (general wellness, a safe space, a trusted confidante - not the jail)
 - Neurobiological responses to trauma and how they affect us socially
 - Widespread effects of trauma on body, mind, and behavior
- Discussion:
 - Where do you see the effects of trauma in your own life?
 - What would your safe space look like?
- Containment visualization
- Wrap up

Week 3: Emotions

- Check in
- Summary of previous week
- Knowledge share:
 - Sensation wheel handout
 - Anger as a secondary emotion

- Anger masks underlying emotions
- Discussion: what are emotions?
 - What is the purpose of emotions?
 - Are all positive emotions good, and are all negative emotions bad?
- “Comfortable place” mindfulness exercise
- Wrap up

Week 4: Boundaries and Relationships

- Check in
- Summary of previous week
- Knowledge share: introduction to healthy vs. unhealthy relationships
- Discussion:
 - Why do we remain in unhealthy relationships?
 - What are boundaries? How do they protect us?
 - How do we communicate our boundaries?
- Circles activity: draw levels of social connections as circles within circles
- Wrap up

Week 5: Self-care and healing

- Check in
- Jeopardy to sum up all previous weeks
- Knowledge share: finding help
 - Resources in the jail
 - How to identify and reach out to mental health resources in your community
 - MAYA’s individual counseling for previously incarcerated people
 - Who to ask for help, and how to do so appropriately
- Discussion:
 - How do we take care of ourselves in different settings: in the jail? At home?
 - What does healing look like? How do we heal from trauma?
- Mindfulness exercise: choose one from the last four weeks
- Complete post-test
- Wrap up

Group Guidelines

Following ground rules helps us to ensure that group is a safe, respectful, and welcoming space for all participants. We ask that you commit to these guidelines:

1. Material shared inside the group is confidential. Please do not discuss it outside on the pod, or in any other location.
2. No group member is required to participate in any activity, or to share information that makes them uncomfortable.
3. No group member may be talked down to, humiliated, or disrespected in any way. Please treat one another with respect and compassion.
4. Participants in MAYA's closed psychoeducation groups commit to attending all classes in a series, unless jail events or instructions from jail personnel make this impossible.
5. Participants will not interrupt someone who is talking. Please raise your hand and wait your turn.
6. Participants will not share details of traumatic events or memories. You may let us know that you have experienced trauma that continues to impact your life, but please do not provide details. This allows us to protect one another from retraumatization.

Sample class: Trauma and the Brain

Session number: 2

Duration of class: 90 minutes

Aim: To develop a basic understanding of trauma and its effects on behavior and emotions

Outcomes:

- Participants are able to explain that trauma changes the brain and conditions behavior
- Participants are able to explain how a past trauma has impacted their, or a loved one's present behavior
- Participants are able to describe their own "safe space"
- Participants learn, and are able to repeat containment exercise

Handouts: Impacts of Trauma, "The Container"

Activities

1. Check in (~30 mins) - each participant has the opportunity to share briefly how she's feeling and identify any goals she has for today's group; group leaders review guidelines
 2. Summary of previous week (~5 mins) - group leaders summarize last week's introduction to group and the emotions, and recap five senses visualization
- 5 minute break
3. Knowledge share (~18 mins) - using impacts of trauma handout, group leaders explain:
 - Neurological differences between ordinary and traumatic memory-formation
 - Conditions for reopening traumatic memories (general wellness, a safe space, a trusted confidante - not the jail)
 - Neurobiological responses to trauma and how they affect us socially
 - Widespread effects of trauma on body, mind, and behavior
 4. Discussion (~20 mins)- participants brainstorm:
 - Responses to new information about trauma and the brain
 - Impacts of trauma that they see in their own, and their loved ones' lives (for the safety of the group, actual traumatic events or memories are not disclosed)
 5. Containment visualization (~10 mins): counselors lead group through a deep breathing exercise in which they visualize a box into which they can place and contain traumatic memories. Participants discuss occasions where it might be useful to use the visualization.
 6. Wrap up (~2 mins): group leaders thank participants for their attendance and share next group's topic - emotions

Handout 1: Impacts of Trauma



Source: Ferguson, Darlene & Gartshore, Scott & Drinkwater, Ally. (2022). Hope for Healing: Trauma-Informed Care (TIC) in a school setting. 10.13140/RG.2.2.30131.50724.

Handout 2: The Container

Using “The Container” visualization can help you set aside upsetting thoughts or memories so you can be in the here and now. You can guide yourself through the visualization, or have someone else guide you as you remain in a relaxed position.

1. Focus on your breath

Get comfortable, sitting up or lying down. Close your eyes gently, and bring your attention to your breath. Notice how you breathe in and out, in and out. You might also notice distractions in your environment, such as noises, thoughts, sensations in your body. Let them be there, but always bring your attention back to your breath.

2. Create a “container” in your mind

Picture a “container” in your mind. It could be a box, a suitcase, a crate, the trunk of a car, etc. Take a good look at your “container”: what color is it? What is it made of? How big is it? What does it look like?

Now add something to your container: a lock or another way of closing it tightly, so that it will remain sealed. Practice opening and closing your container - notice how easy or difficult it is. Make sure that your container is secure.

3. Put something that upsets you into your container

Think of something you might put in your container - something upsetting. It could be a thought, memory, worry, or a bad feeling. It could be self-judgment, doubt, or pain. Place the feeling or thought in the container. Close and lock it, and breathe deeply as you look at it. Notice how securely it keeps away what is upsetting you. Pay attention to how you feel in your body, now that you have locked away the upsetting thing. Are you tense or relaxed? Do you have any pain? Are you feeling relieved?

4. Walk away from your container

Now imagine walking away from your container - notice that you feel lighter, and you feel relieved. Notice how any tension in your body has reduced. You know that when the time is right, you can go back to your container, and take out what’s inside it. But for now it is secure, and you are safe.

5. Bring yourself back

Whenever you are ready, gently bring yourself back to the room by counting from 1 to 5. When you reach 5, your eyes will slowly open, and you will feel awake and alert, and at peace.

MAYA Organization			
Hope for Incarcerated People			
Curriculum-based mental health programming for women incarcerated at Allegheny County Jail			
September 1, 2024 - August 31, 2026			
REVENUE	Y1	Y2	Total
Foundations:			
Staunton Farm Foundation (pending)	\$15,000	\$18,000	\$33,000
The Heinz Endowments (pending)	\$12,000	\$12,000	\$24,000
Allegheny County DHS RFP*	\$97,451	\$99,198	\$196,649
TOTAL REVENUE	\$124,451	\$129,198	\$253,649
EXPENSES			
Administrative overhead	\$11,314	\$11,745	\$23,059
Personnel (including payroll taxes):			
40% of Clinical Director's salary	\$21,702	\$22,322	\$44,024
PT Counselors (3-5)	\$83,321	\$85,905	\$169,226
Program supplies	\$3,000	\$3,300	\$6,300
Training fees	\$2,000	\$2,500	\$4,500
Database	\$2,114	\$2,326	\$4,440
Transportation, travel, and mileage	\$500	\$550	\$1,050
Parking	\$500	\$550	\$1,050
TOTAL	\$124,451	\$129,198	\$253,649

Development of an Enhanced Comprehensive Reentry System in Allegheny County Jail: MAYA Organization Budget Narrative

Income

Staunton Farm Foundation has reliably contributed to MAYA's mental health programming for several years. Estimated revenue represents a portion of a larger grant also contributing to individual and perinatal counseling services.

The Heinz Endowments: MAYA is currently the recipient of a general grant from Heinz. Since their Restoration project (which is designed to improve the lives of those affected by the criminal justice system) is ongoing and in close alliance with MAYA's work, we anticipate future grants. Again, estimated revenue represents a portion of a larger grant.

Expenses

Administrative overhead: 10% of total

Personnel (including payroll taxes):

- 40% of Clinical Director's salary: (The remaining 50% covers work done in our perinatal and individual counseling programs, and at Passages.) 40% total salary Y1 = \$21,702 (\$35/hr at 30hrs/week, 48wk/yr + payroll taxes @ 7.65%); 40% total salary Y2 = \$22,322 (\$36/hr)
- 3-5 PT Counselors: Under the RFP, we would either increase the number of counselors or extend the working time of the existing counselors. Total hours for all = 50/wk, 48wk/yr @ \$32.25/hr (Y1) and \$33.25/hr (Y2) + payroll taxes @ 7.65%

Program supplies: handouts, journals, writing equipment, etc.

Training fees: includes continuing education for Counselors and Director

Database: 25% of the cost of our Apricot database, where we gather and analyze participant data

Transportation, travel, and mileage: mileage for travel to ACJ

Parking: allowance for parking at ACJ



6/14/24

Allegheny County Department of Human Services
304 Wood St
Pittsburgh, PA 15222

RE: MAYA Organization's proposal for Curriculum-Based Mental Health Programming for women incarcerated in Allegheny County Jail

To whom it may concern:

As Executive Director of Infinite Lifestyle Solutions, Inc (ILS), I am pleased to express my support for MAYA Organization's proposal to provide Curriculum-Based Mental Health Programming for women incarcerated in Allegheny County Jail under the RFP for the Development of a Comprehensive Enhance Reentry System.

I founded Infinite Lifestyle Solutions in 2016 to provide violence prevention, intervention, and trauma healing services for families affected by violence and trauma. In late-2022, ILS provided business coaching for MAYA Organization as part of the WHAMGlobal Community Fund. In the course of this coaching, we learned about MAYA's programming for incarcerated and diverted individuals, and were pleased to discover that their compassionate, trauma-informed approach is very similar to our own.

MAYA currently provides trauma-informed group psychoeducation classes for women incarcerated in ACJ that are very similar to those described in the RFP. Their program focuses on developing coping mechanisms for stress and emotion regulation, understanding emotions and the lasting effects of trauma, and building the capability to find and use mental health resources - all critical reentry skills that have the power to both prevent recidivism and improve quality of life. By centering participants' needs through client-led responsive discussion, groups also build self-esteem and autonomy in beleaguered individuals. By adding their program to the comprehensive strategies included under the RFP, MAYA will help to ensure that jail-time is limited, brief, and non-recurrent.

We truly appreciate our partnership with MAYA, and respect the expertise and leadership they bring to programming for incarcerated people. We are excited to witness the process and outcomes of MAYA's participation in the RFP, and eagerly lend our support to the proposal.

Sincerely,

Cecelia Ware

Cecelia Ware

Executive Director

Infinite Lifestyle Solutions, Inc



06/10/2024

Allegheny County Department of Human Services
304 Wood St
Pittsburgh, PA 15222

RE: MAYA Organization's proposal for Curriculum-Based Mental Health Programming for women incarcerated in Allegheny County Jail

To whom it may concern:

As Clinical Supervisor at Passages to Recovery, Inc. ("Passages"), I am delighted to express my support for MAYA Organization's proposal to provide Curriculum-Based Mental Health Programming for women incarcerated in Allegheny County Jail (ACJ) under the RFP for the Development of a Comprehensive Enhanced Reentry System.

At Passages, we have been working with MAYA since 2021. At the time, staffing limitations at Allegheny County Jail resulted in the temporary cessation of MAYA's mental health services for incarcerated women. MAYA adapted by bringing their group psychoeducation and individual counseling to Passages, where they have been serving women and men diverted from ACJ ever since. During this time, we have admired MAYA's counselors' skill and compassion in serving our marginalized populations, as well as their professionalism and organizational adaptability. MAYA's existing program closely resembles that described under Curriculum-Based Mental Health Program in the RFP. In our view, MAYA is an ideal candidate for funding through the RFP.

MAYA relaunched trauma-informed group psychoeducation classes for women incarcerated in ACJ in 2023, having offered group and individual counseling from 2014 through 2021. Their program focuses on developing coping mechanisms for stress and emotion regulation, fostering an understanding of emotions and the lasting effects of trauma, and building the capability to find and use mental health resources - all critical reentry skills that have the power to prevent recidivism and improve quality of life. By centering participants' needs through client-led responsive discussion, groups also build self-esteem and autonomy among the most marginalized individuals. Adding MAYA's program to the comprehensive strategies included

under the RFP will provide a vital contribution to a project that will ensure that jail-time is limited, brief, and non-recurrent.

We truly appreciate the relationship we have with MAYA, and respect the expertise and leadership they bring to programming for incarcerated people. We are excited to witness the process and outcomes of MAYA's participation in the RFP, and eagerly lend our support to the proposal.

Sincerely,



Brianna Hannaway

Clinical Supervisor

Passages to Recovery, Inc.

