

The National Veterans Crisis Services Inc.

*Veteran Crisis Respite Center:
(VCRC)*

Mission Statement:

The Veteran Crisis Respite Center, Inc. (VCRC) is dedicated to mitigating the rate of psychiatric hospitalizations among at-risk veteran populations experiencing crises. The VCRC offers a step-down crisis respite program, providing veterans with secure housing, meals, and access to community resources and services upon admission.

Vision:

The Veteran Crisis Respite Center (VCRC) envisions a safe environment to address the immediate needs of at-risk and/or crisis-affected veterans. The VCRC will provide assistance through active listening, referral support, and engagement opportunities to foster greater self-sufficiency and independence.

Values:

The Veteran Crisis Respite Center (VCRC) is dedicated to cultivating a secure, diverse, and inclusive atmosphere that upholds equal opportunity, individual rights, and privacy. Our actions, integrity, excellence, and service embody the VCRC's core values.

Message from the Founder/Owner of The National Veterans Crisis Services Inc. Veterans Crisis Respite Center

I deeply respect the unwavering bravery of our Veterans in defending our nation's freedoms and liberties. My experience working with diverse populations requiring vocational support and services has been profoundly enriched by my collaborations with Veterans at both national and local levels, yielding invaluable professional insights.

Military veterans are resilient, capable individuals who consistently demonstrate a commitment to supporting and protecting the rights and freedoms of others. A critical self-assessment is warranted: How effectively are we reciprocating their service and sacrifice? It is imperative to recognize that veterans deserve far more than superficial gestures such as discounts or preferential parking; they are individuals who have endured significant internal challenges and may at times require ongoing variety of support.

Therefore, I am actively pursuing the establishment of a respite crisis center for at-risk veterans in need of community support and a safe environment. I anticipate collaborating with New York State, the Canandaigua, NY Finger Lakes VA, and other like-minded non-profit organizations.

What is the Purpose of a Crisis Respite Residence Program:

Crisis Residential Programs constitute a critical component of the behavioral healthcare system and coordinated crisis response. They provide crucial safety and stabilization for individuals experiencing psychotic symptoms, offering a comprehensive array of support and treatment services for both children and adults. It is important to note that these services are not a replacement for long-term housing solutions. The goal is to situate crisis residents within a community-based setting that fosters a home-like environment.

Crisis residence will be

Recovery based: Our service provision is predicated on the belief that all veterans possess the inherent capacity to recover from mental illness and substance use disorders. We employ a strengths-based approach, tailoring services to each veteran's individualized recovery journey..

Person-centered: Veteran service plans will dictate all services and resources. These plans must reflect the veteran's cultural background, personal experiences, preferences, and history.

Trauma Informed: All services and resources are designed and implemented with a trauma-informed approach to address the unique needs of Veterans.

Where is the proposal location for the Veteran Crisis Respite Center Inc. (VCRC):

The Veteran Respite Crisis Center plans to establish a single-family home environment in Canandaigua, NY 14424. This facility will be conveniently located on a bus route, within a residential neighborhood, and near the Canandaigua business district.

What is the Objective/Purpose for the Veteran Crisis Respite Center Inc.

The VCRC's objective is to decrease psychiatric hospital admissions among Veterans. As a step-down program from inpatient psychiatric care, the Veteran Crisis Respite Center empowers Veterans to manage their crises with 24/7 support from trained staff. This support includes advocacy, guidance, and opportunities to foster self-sufficiency and greater independence.

The Veterans Crisis Respite Center offers veterans support and strategies for managing and overcoming challenges while remaining in their communities. The anticipated average stay is five to seven days; however, extensions of up to 30 days may be approved based on individual veteran needs and the Program Manager's authorization.

To ensure active participation in their recovery, Veterans at the Veteran Crisis Respite Center will collaboratively establish one to three objectives with staff, to be achieved during their stay. Staff will actively engage Veterans experiencing crisis or at-risk situations, providing guidance and support. Maximum staff engagement with Veterans is expected.

Post-discharge, veterans complete a satisfaction survey detailing their program experience. A formal exit interview with the program manager is also conducted; however, if the manager is unavailable, a designated staff member will conduct the interview.

Rights and Responsibilities:

The Veteran Crisis Respite Center is dedicated to upholding the rights and responsibilities of the Veterans in our care. Protecting the civil and legal rights of all Veterans is paramount. This necessitates that Veterans fulfill their corresponding responsibilities. Veteran Crisis Respite Center Inc. personnel are responsible for safeguarding the rights of each Veteran and ensuring adherence to their responsibilities.

To ensure Veterans' rights are upheld at our Veteran Crisis Respite Center, all staff will be required to review the "Bill of Rights." Staff must actively protect these rights and intervene appropriately on behalf of Veterans, adhering to The Veteran Crisis Respite Center Inc.'s Corporate Compliance guidelines.

Area Of Right's:

- **Attitude of staff :** Personnel must consistently demonstrate courtesy, respect, and empathy when addressing Veterans' needs. All staff-Veteran interactions must prioritize the Veteran's privacy and individuality.
- **Orientation of veterans to their rights:** Veteran rights will be addressed during the admissions process, and each veteran will receive a copy of the Veteran Crisis Respite Center's rights information.
- **Non-discrimination:** This organization will provide services to veterans without regard to race, creed, color, ethnicity, national origin, sex, sexual orientation, or financial status.
- **Participation in Services:** Each veteran will review the services offered at the Veteran Crisis Respite Center. Veterans will be able to participate in activities of their choosing. A veteran may review their file information, adhering to HIPAA guidelines and established policies and procedures.
- **Voluntary Discontinuance:** All Veterans must eventually depart from the Veterans Crisis Respite Center. Should a Veteran choose to do so, they are responsible for notifying the Center's staff.

What are the Services that the Veteran Crisis Respite Center Offers to At risk and Veterans that are in crisis:

The Veteran Crisis Respite Center provides the following services and resources to enrolled Veterans.

1. Safety, clothing, food:

- **Clothing:** If a veteran arrives at the Veteran Crisis Respite Center without clothing, the Center can provide donated clothing from its storage room. All clothing will be laundered before distribution to veterans.
- **Food:** The Veteran Crisis Respite Center will offer provisions including bread, cereal, eggs, sandwich meat, milk, fruit, vegetables, canned goods, and other essential food items. Dinner will be prepared nightly; veterans will prepare their own lunches and breakfasts using the available foods at the program.
- **Safety:** Upon arrival at the Veteran Crisis Respite Center (VCRC), Veterans experiencing a crisis are provided a supportive, home-like environment that affords them a degree of personal space and control. Each private bedroom is furnished with a bed, dresser, desk and chair, and includes a lockable medication box for those with a physician's prescription. While bedroom doors are not lockable, resident Veterans are expected to respect each other's privacy and refrain from entering one another's rooms under any circumstances.

2. Transportation to approved services and or activities:

- **Appointments:** Veteran staff scheduling will be accommodated within a reasonable timeframe for appointments such as medical, VA, legal, or community outreach engagements. Transportation to approved appointments will be provided by the Veterans Crisis Respite Center. Requests for transportation to personal destinations, including social visits or shopping, will not be approved except at the program manager's discretion.
- **Bus Routes:** Veteran Crisis Center personnel will assist Veterans in utilizing the Ontario County RTS bus system, providing support as needed for independent travel. We will also assist Veterans in accessing alternative transportation options, such as Uber, Lyft, and other taxi services, if they are not comfortable using the RTS bus. **Please note** that the Veteran Crisis Respite Center will not cover the cost of Uber, Lyft, or other taxi services except in emergency situations.
- **Rec Community activities:** The Veterans Crisis Respite Center will offer monthly community outings for veterans to pursue recreational and social activities. These outings will include shopping trips to stores such as Walmart, Aldi's, and Wegmans, enabling veterans to purchase groceries using their food cards, VA disability checks, or other government and non-government stipends.

3. Community Referral outreach Support:

- **Community outreach:** Veteran Crisis Respite Center staff will conduct needs assessments with Veterans to collaboratively define goals and objectives. Based on these self-identified needs, staff may initiate referrals to appropriate community resources and support services.

- **Mental/behavioral Health Outreach:** If a veteran desires a referral to a community therapist, psychiatrist, or other licensed mental health professional, the Veterans Crisis Respite Center staff will facilitate access to such services. Moreover, the VCRC will provide transportation to these appointments for the duration of the veteran's stay.
- **Housing:** The Veteran Crisis Respite Center (VCRC) program offers enrollment to homeless Veterans. Eligible homeless Veterans enrolled in the program may qualify for an extended stay. Staff will collaborate weekly with homeless Veterans to identify suitable alternative housing options.

Should a veteran lacking access to services, resources, and providers be enrolled in our program? The Veteran Crisis Center staff must collaborate with the veteran to secure necessary services, resources, and community providers, including case managers, care coordinators, peer advocates, VA representatives, the national Call Center for Homeless Veterans, and a community HUD-VASH worker in Geneva, NY.

(For homeless Veterans, staff must guarantee a safe discharge. This implies that if a Veteran has reached their 30-day limit and remains homeless, the Veteran Crisis Respite Center cannot issue a safe discharge).

Should a veteran depart voluntarily, despite the VCRC staff's recommendation. Staff cannot prevent the veteran's departure. Staff must document the events leading to the veteran's self-discharge from the Veteran Crisis Respite Center, contacting on-call management if the program manager is unavailable. Following contact with on-call management or the program manager, and subsequent documentation of the events, staff may complete discharge paperwork for the veteran, pending management authorization.

4. **Independent skills Building:** Veteran Crisis Respite Center staff will offer veterans skill-building opportunities in budgeting, cooking, cleaning, employment (including resume development), and other personal goals identified during their stay.

Are there any qualifications that a person must have, to be able to obtain services through The Veteran Crisis Respite Center:

- He or she must be 18 years old.
- If you are a Veteran, he or she is asked to provide proof of service by providing a copy of his or her DD214.

What does The Veteran Crisis Respite Center Considered homeless to be:

The Veteran Crisis Respite Center (VCRC) defines homelessness as living outdoors without shelter, residing in a car or tent, or moving from one place to another (couch surfing) for shelter within another person's home.

What does Veteran Crisis Respite Center, consider a emergency homeless crisis:

The Veteran Crisis Respite Center considers all instances of veteran homelessness to be critical. We are committed to the timely delivery of necessary care and services to all Veterans seeking assistance. However, the VCRC prioritizes individuals exposed to extreme temperatures as requiring immediate crisis intervention.

What Transportation If any will The Veteran Crisis Respite Center Need:

The VCRC requires two vehicles: a small minivan and a midsize sedan, both model year 2023 or newer.

Estimated Break Down of Vehicle's Cost

Vehicle One: Toyota Sienna	Style: Minivan	Sets: 7-8	Price: 38,000-54,000
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The 2023 Toyota Sienna is exclusively offered as a hybrid, featuring a 2.5-liter four-cylinder engine paired with electric motors for a total system output of 245 horsepower. It offers front-wheel drive (FWD) or all-wheel drive (AWD) and achieves an EPA-estimated 36 mpg combined (36 city/36 highway) with FWD, and 35 mpg combined (35 city/36 highway) with AWD.

Vehicle Two: Nissan Sentra	Style: Mid-sedan	Sets: 5	Price: 23,000.00
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The 2023 Nissan Sentra is a compact sedan known for its fuel efficiency, affordable price, and a good range of standard features. It offers a comfortable and practical driving experience, with a focus on safety and connectivity.

Vehicle Policy: All vehicles operated under the Veteran Crisis Respite Center must adhere to the following criteria before being made available to Veterans and employees.

Car Details Requirements:

- It is mandatory for all vehicles to be equipped with functional and deployable safety airbags, as well as operational seat belts.
- Compliance with state and federal inspection standards is essential, along with any additional inspections deemed necessary by the VCRC
- vehicles must meet or exceed established safety ratings and incorporate features that prioritize the safety and well-being of both consumers and employees.

All employees must undergo a comprehensive driving background check as a condition of employment. They cannot have more than three minor driving violations on their record. If a potential candidate has been convicted of DWI/DUI or has more than three minor driving violations, they will not be permitted to operate any agency vehicles.

DWI- Driving while intoxicated

DUI- Driving under the Influence

How will The Veteran Crisis Respite Center charge for their services offered to Veterans:

The Veterans Crisis Respite Center (VCRC) will pursue contracting opportunities with the Finger Lakes Veterans Affairs Administration, the New York State Department of Veterans' Services, The New York State Office of Mental Health and Ontario County Veterans Services. Furthermore, the VCRC aims to cultivate collaborative relationships with other non-profit organizations serving veterans and sharing the VCRC's values. The Veteran Crisis Respite Center, will also seek grant opportunities.

What will the Veteran Crisis Respite Center need, to run successfully in an office and or in a home setting?

The Veteran Crisis Respite Center will need the following.

- Desktops monitors,
- HP port Boxes
- Keyboards
- Approved Document software
- Office Desks
- Office Tables
- Office Chairs
- Office Supplies (Pens, note pads, staples, binders, paper, paperclips)
- Office Phones
- Lockable Office Filing cabinets
- Office Laptops
- Office Tablets
- Office Printers
- Company vehicles
- Company vehicle insurance
- Internet (Wi-Fi)
- Bed's
- Kitchen Table
- Couch
- Rugs
- Kitchen-ware
- Nightstands /Lamps
- Dressers
- Side Tables, book shelves and more

How many bedrooms will this Veteran Crisis Respite Center have:

The Veteran Crisis Respite Center's capacity will range from a minimum of three to a maximum of fourteen bedrooms.

The Veteran Crisis Respite Center requires the following items to initiate operations. Specific equipment, including desktops, laptops, and HP port blockers, will be deployed for employee use at their homes. Unauthorized employee printing is strictly prohibited without prior approval from their direct supervisor and senior management.

The administrative team will be headquartered in Canandaigua, NY, and provided with all necessary office equipment and supplies, including desks, chairs, tables, filing cabinets, desktop/laptop computers, and printers.

Despite the flexibility offered to upper management to work remotely, in a hybrid manner, or in the office, their physical presence will be required at the office a minimum of three times per month. These visits are essential for meetings, training sessions, and other scheduled conferences. Additionally, all employees are welcome to utilize this office space.

What staff are needed to run the Veteran Crisis Respite Center:

Department Staff:

Position	Department:	Hourly Pay:	Monthly Pay:	Yearly Pay:
Program Manager <i>Salary-Non-exempt</i>	VA- Crisis Respite Center	\$38.00	\$6,586.67	\$79,040.00
Veteran Crisis Advocate	VA - Crisis Respite Center	\$24.00 X 6 FT	\$4,160.00 x 6FT	\$49,920.00 X 6
		\$144.00	\$24,960.00	\$299,520.00
Veteran Crisis Advocate (PT) 25 Hours weekly	VA - Crisis Respite Center	\$20.00	\$2,166.66	\$26,000.00
Veteran Crisis Advocate (PD) 16 Hours weekly	VA - Crisis Respite Center	\$18.00	\$1,248.00	\$14,976.00
Total Department Cost: \$220.00 Monthly: \$34,961.33 Yearly:\$419,536.00				

Please Note: This is an estimated cost to pay employees. This does not include benefits or overtime,

What is the roles of each department employee:

Program Manager: 8:00 am to 4:30pm (Monday through Friday) Status: ***On call***

Veteran Crisis Respite Center

The successful candidate will manage the program's daily operations, encompassing employee scheduling, leave requests, training support, recruitment, termination, and disciplinary procedures. They will effectively mediate potential inter-employee conflicts and maintain clear communication with senior management and program staff. Exceptional written communication, documentation, confidentiality, and management skills are essential. A Bachelor's degree in Business Administration and three years of human services management experience are required.

Veteran Crisis Advocate: 8:00 am to 4:30 Pm Evenings and Overnights(Monday through Friday) 6 - full time

Veteran Crisis Respite Center

The successful candidate will proactively seek to expand their knowledge of community resources and consistently demonstrate empathy and impartiality when interacting with Veterans. Proficiency in communicating with Veterans via in-person meetings, phone calls, and virtual platforms (e.g., Zoom and Teams) is required. Strong communication, problem-solving, customer service, and documentation skills are essential. A high school diploma is required, along with a minimum of two years of relevant human services experience. An Associate's degree in human services is preferred, but not mandatory.

Part Time: Veteran Crisis Advocate:

Veteran Crisis Respite Center

The successful candidate will proactively seek knowledge of community resources and consistently demonstrate empathy and impartiality when interacting with Veterans across various communication platforms, including in-person meetings, phone calls, and virtual environments (e.g., Zoom, Microsoft Teams). Proficiency in communication, problem-solving, customer service, and documentation is required. A high school diploma and two years of relevant human services experience are mandatory; an Associate's degree in human services is preferred.

Perdiem: Veteran Crisis Advocate:

Veteran Crisis Respite Center

The successful candidate will proactively seek knowledge of community resources and maintain an empathetic yet objective approach when interacting with Veterans. Proficiency in communicating with Veterans via in-person meetings, phone calls, and virtual platforms (e.g., Zoom, Teams) is required. Strong communication, problem-solving, customer service, and documentation skills are essential. A high school diploma and two years of relevant human services experience are mandatory; an Associate's degree in human services is preferred.

Board Of directors:

A three-member board of directors, composed of highly qualified and experienced individuals, will govern the Veteran Crisis Respite Center. The board's primary responsibility is to ensure legal compliance and the best interests of all stakeholders, including shareholders and employees. Board

candidates must hold a Bachelor's degree in Business Administration, Public Administration, Community Development, or a related analytical field, and possess relevant experience in human services, public service, or human resources. Veteran status is preferred but not mandatory.

The Chief Executive Director: The Chief Executive Officer (CEO) serves as the highest-ranking executive in any organization, encompassing corporations, non-profit entities, and governmental bodies. They are ultimately accountable for the organization's performance and frequently act as its public spokesperson. The CEO's responsibilities encompass a broad spectrum of crucial functions, including:

Making Decisions: The Chief Executive Officer is responsible for strategic decision-making, capital allocation, and resource deployment. In the Human Resources Director's absence, the CEO may also assume responsibility for disciplinary actions, hiring, and terminations.

Communication: The Chief Executive Officer (CEO) serves as the principal liaison between the Board of Directors and company operations, and is responsible for maintaining effective communication with all stakeholders.

Leading: Effective leadership from the CEO in allocating resources and personnel to the VCRC, emphasizing strategic goals and executive team structure, is critical to the VCRC's long-term success and the well-being of its employees and clients.

Representing: The Chief Executive Officer (CEO) is accountable for representing the organization effectively and impartially in all internal and external communications. Maintaining consistent, accurate, and truthful public disclosures is a key responsibility. Furthermore, the CEO is responsible for approving new policies, drafting proposed legislation or regulations, and seeking counsel on legal and regulatory compliance.

Qualifications for CEO:

The ideal Chief Executive Officer candidate must possess a Bachelor's degree in a business-related field, such as business administration or public administration, with a Master's degree in a relevant field being highly preferred. A minimum of five to ten years of progressively responsible experience in human services or senior management within the government, non-profit, or private sectors is required. Completion of management or executive development programs is essential. The Board of Directors will elect the CEO.

Where will be the work location for Veteran Crisis Respite Center employees, and will remote work options be available? What are the required work hours?

Senior administrative staff may utilize remote work options, however, in-office attendance is mandatory three times per month for meetings, training, and other essential company functions. Standard work hours are Monday through Friday, 8:00 a.m. to 4:30 p.m., totaling 40 hours weekly.

Please note: Senior Administrators are salaried employees, receiving their base salary irrespective of weekly hours worked. VCRC prioritizes work-life balance and discourages excessive overtime impacting personal commitments.

The senior management team comprises the following individuals:

- CEO - Chief Executive Officer
- CPO - Chief Program Officer
- CFO - Chief Finance Officer - Treasurer. for the Board of directors
- VSD- Director of Veteran Services
- HRD - Human Resources Director
- QAD - Quality Assurance Director
- QDD- Quality and Development Director

Administration:

Position	Department:	Hourly Pay:	Monthly Pay:	Yearly Pay:
Chief Executive Officer	Administration	\$77.00	\$13,346.67	\$160,160.00
Chief Program Officer	Administration	\$67.00	\$11,613.33	\$139,360.00
Chief Finance Officer	Administration	\$60.00	\$10,400.00	\$124,800.00
Director of Human Resources (HRD)	Administration	\$52.88	\$9,339.20	\$112,070.40
Director Of Quality Assurance (QAD)	Administration	\$52.88	\$9,339.20	\$112,070.40
Director Of Veteran Services (VSD)	Administration	\$47.00	\$8,146.67	\$97,760.00
Quality and Development director (QDD)	Administration	\$52.88	\$9,339.20	\$112,070.40

Director OF Finances (DOF)	Administration	\$52.88	\$9,339.20	\$112,070.40
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Director of Property Management (DPM)	Administration	\$52.88	\$9,339.20	\$112,070.40
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Director of information And technology (DIT)	Administration	\$52.88	\$9,339.20	\$112,070.40
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Human Resource Coordinator	Administration	\$20.19	\$3,500.00	\$42,000.00
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Receptionist FT	Administration	\$20.19	\$3,500.00	\$42,000.00
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Receptionist Per-diem	Administration	\$20.19	\$3,500.00	\$42,000.00
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IT support specialist	Administration	\$25.00	\$4,300.33	\$52,000.00
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Payroll specialists	Administration	\$23.00	\$3,968.67	\$47,840.00
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Accounting assistant	Administration	\$20.19	\$3,500.00	\$42,000.00
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Accountant payable	Administration	\$23.00	\$3,968.67	\$47,840.00
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Billing Specialists	Administration	\$25.00	\$4,300.33	\$52,000.00
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Quality Assurance Specialists	Administration	\$23.00	\$3,968.67	\$47,840.00
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Analytics	Administration	\$25.00	\$4,300.33	\$52,000.00
Specialists				
Public Affairs	Public Affairs	\$30.00	\$5,200.00	\$62,400.00
Coordinator				
Maintenance	Maintenance	\$30.00	\$5,200.00	\$62,400.00
Full Time				
Maintenance	Maintenance	\$30.00	\$5,200.00	\$62,400.00
Full Time				
Maintenance	Maintenance	\$30.00	\$5,200.00	\$62,400.00
Full Time				
Maintenance	Maintenance	\$30.00	\$5,200.00	\$62,400.00
Per-diem				
Custodian Worker	Environmental	\$23.00	\$3,968.67	\$47,840.00
Full time				
Custodian Worker	Environmental	\$23.00	\$3,968.67	\$47,840.00
Full time				
Custodian Worker	Environmental	\$23.00	\$3,968.67	\$47,840.00
Per-diem				
Agency Lawyer	Legal	\$250.00	\$43,333.00	\$520,000.00

Total of Administration Staff Hourly: **\$1,262.04** Monthly **\$219,588.21** Yearly: **\$3,242,582.40**

Please Note: The National Veterans Crisis Center does not plan to fill all advertised positions concurrently. Initial hiring will focus on the Veteran Crisis Center and its management/departmental

staff. Expansion to the National Veterans Support Center will be contingent upon operational status and budget allocation.

Hourly Based Positions:

Department Staff: - Direct staff-

Veteran Crisis Advocate:FT - Veteran Crisis Advocate (VCA) compensation begins at \$24 per hour. Day shift VCAs will maintain a Monday-Friday schedule, 8:00 AM to 4:30 PM, with a 30-minute unpaid lunch break for shifts exceeding six hours. Standard weekly hours are 37.5. Overtime, calculated at time and a half, applies to hours exceeding 40 hours per week. Evening and overnight VCA schedules may be irregular; however, VCRC will compensate these employees for their full eight-hour shift. VCRC prioritizes employee well-being and will strive to maintain weekly schedules within the 37.5-hour limit. FT- VCAs are allowed to work 30 hours overtime at \$36.00 an hour if the program needs coverage.

Veteran Crisis Advocate:PT - VCA: The minimum hourly wage is \$20. Part-time Veteran Crisis Advocates may work up to 25 hours per week. Part-time employees exceeding 40 hours will receive overtime pay at a rate of one and a half times their regular hourly rate for hours worked beyond 40 hours. The Veteran Crisis Response Center (VCRC) highly values employee personal time and will strive to prevent VCA schedules from exceeding 25 hours weekly. PT- VCA are allowed to work 30 hours overtime at the rate of 30.00 an hour if program needs coverage

Per diem: Veteran Crisis Advocate:PD- VCA:The minimum hourly wage is \$18. Per diem Veteran Crisis Advocates may work up to 16 hours per week. Employees working over 40 hours per week will receive overtime pay at one and one-half times their regular rate. The VCRC prioritizes employee well-being and will strive to maintain VCA weekly schedules within the 16-hour limit. If the program requires a PD -VCA to work over 40 hours, The employee shall be paid a rate of 27.00 an hour for up to 30 hours of overtime.

Cost and total employees estimates

Estimated allowance for Over time: **\$4,500.00**

Total amount paid out to Administration Employees: **\$3,242,582.40**

Total Amount paid out to Department Employees: **\$419,536.00**

Total amount needed for Vehicle Cost: **\$77,000.00** - (Plus NYSTax)

Estimated Amount combined needed, for Veteran Crisis Respite Center Employee Cost **\$476,536.00**

How many Administration Staff estimated is needed: **28**

How many Legal representatives are needed: **1**

How many proposed Program manager employees are needed: **1**

How many Veteran Crisis Advocates are needed: (6 full time) (1 part-time) (1 per-dem) = **8**

How many total combined employees are needed for the Veteran Crisis Respite Center: **9**

What is the average Monthly expenses for the proposed Veterans Crisis Respite Center?

Groceries (Wegamans and walmart): \$800.00

- The Veteran Crisis Center will offer veterans essential food provisions, including bread, condiments, sandwich meat, eggs, yogurt, milk, canned goods, and cereals. Furthermore, the Veteran Crisis Respite Center will provide nightly dinners to enrolled veterans.

Activities: 400.00

- The Veteran Crisis Respite Center will offer a monthly stipend to enable Veterans' participation in community recreational activities. These activities may include bowling, movies, museums, hiking, sporting events, and occasional in and out dining.

Internet/TV Services (Spectrum): \$130.00

- The Veteran Crisis Respite Center will offer Wi-Fi access to veterans, with a monthly stipend allocated for this service. Shared computers will be available in the common area for veteran use.

Phones-Spectrum (total amount-2-3-One portable Phone): \$130.00

- The Veteran Crisis Respite Center will utilize two to three dedicated phone lines, supplemented by one portable line, to maintain 24/7 communication accessibility for the public and enrolled Veterans. A monthly stipend will be provided to support this continuous communication.

Walmart: \$600.00

- The Veteran Crisis Respite Center will receive monthly funding to cover housing, office supplies, and other program requirements.

Vehicle Cost:\$1000.00 -(Monthly)

- Car payments: **Monthly \$460.00-\$500.00**
- Vehicle Gas: **Monthly \$150.00**
- Insurance: **Monthly \$250.00-\$350.00**

Veteran Crisis Respite Center utility bills:

Gas: Monthly -\$200-\$250.00

Electric: Monthly: \$250-\$300.00

Insurance Monthly: \$80.00-\$100.00

Trash Monthly: \$60-\$80.00

Water/sewage: \$100.00-\$200.00

Outside contracting companies: \$1,200.00 - When needed.

Break down of estimated monthly and yearly costs

Description of Service/Bill	Monthly	Yearly	Total:
VCRC Program Gas	\$ 250.00	\$3,000.00	\$3,000.00
Comment:			
VCRC Program Electric	\$ 300.00	\$3,600.00	\$3,600.00
Comment:			
VCRC Program Trash	\$80.00	\$960.00	\$960.00
Comment:			
VCRC Program Water/Sewage	\$200.00	\$2,400.00	\$2,400.00
Comment:			
VCRC Program cmtty contracting	\$733.33	\$8,800.00	\$8,800.00
Comment:	<i>The community contract allowance is \$8,800.00, utilized as needed, with a maximum expenditure of \$8,800.00.</i>		
VCRC Groceries	\$800.00	\$9,600.00	\$9,600.00
Comment:			
VCRC Activities	\$400.00	\$4,800.00	\$4,800.00
Comment:			
VCRC Internet/TV	\$130.00	\$1,560.00	\$1,560.00
Comment:			
VCRC Phone's	\$130.00	\$1,560.00	\$1,560.00
Comment:			
VCRC Walmart	\$600.00	\$7,200.00	\$7,200.00
Comment:			
VCRC Vehicle's	\$1,000.00	\$12,000.00	\$12,000.00
Comment:			
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VCRC Estimated Total Monthly Amount	\$4,613.33	Yearly: \$55,360.00	Total: \$55,360.00

Estimated Total cost combined for The Veteran Crisis Respite Center (VCRC)

Total Amount paid out to Department Employees: **\$\$419,536.00**

Total amount needed for Vehicle Cost: **\$77,000.00** - (Plus NYSTax)

Estimated Amount combined needed, for Veteran Crisis Respite Center Employee Cost **\$476,536.00**

Total amount estimated for **monthly** Bills for the VCRC: \$4,613.33

Total amount estimated for **yearly** Bills for the VCRC: **\$55,360.00**

Estimated Total combined operational expenses: **\$531,896.00**

What is the estimated cost for Overtime and holiday pay allowance:

Brake down:

Disruption:	Position:	Hourly Pay:	Total Hours worked	Total Overtime Hours Allowed	Pay:
Salary -Non-exempt before tax	Program Manager	\$38.00 Hourly	40 hours weekly	30 hours overtime allowed X 1.5 30 times \$57.00 = \$1,710.00 -	\$57.00
(6)Full Time -Hourly	Veteran Crisis Advocate	\$24.00 Hourly	40 hours weekly	30 hours overtime allowed X 1.5 30 Times \$36.00 = \$1,080.00 - before tax	\$36.00
(1)Part-Time -Hourly	Veteran Crisis Advocate	\$20.00 Hourly	40 hours weekly	30 hours overtime allowed X 1.5 30 Times \$30.00 = \$900.00- before tax	\$30.00
(1)Perdiem -Hourly	Veteran Crisis Advocate	\$18.00 Hourly	40 hours weekly	30 hours overtime allowed X 1.5 30 Times \$27.00 = \$810.00- before tax	\$27.00
Over time Allowance Total: \$4500.00 -Total Hourly OT Pay: 150.00 Monthly: 17,960.00 Yearly: \$215,520.00					

Over time:\$4,500.00 Holiday- Double Time: \$1,596.00 Times 17 paid holidays = \$27,132.00 Divided By 12= \$2,261.00 -Monthly

The estimated Over time allowance for Direct support staff and Program Manager's is in the amount of: **\$4,500.00**

Holiday/Double Time:

The estimated Holiday pay allowance for Direct support staff and Program Manager's is in the amount of: **\$6,261.00** in a physical year.

Benefits: Employer Health Insurance, State Disability, Workers Compensation, Employee Assistance Program, Tuition Reimbursement, 401k Plan, State family leave

Please Note: These number figures are only estimated costs.

Writer: Jacob J. Welch

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The Veterans Crisis Services Inc.

Act to change, Empower Lives.

