

A. Executive Summary

Completed by jflansburg@casa-stpete.org on 2/7/2024 11:13 AM

Case Id: 25249

Name: Community Action Stops Abuse, Inc. - 2024/25

Address: P.O. Box 414, St. Petersburg, FL 33731-0414

A. Executive Summary

PLEASE READ: Before proceeding with the application, please [CLICK HERE](#) to review the Notice of Funding Availability and additional application information.

Once you have reviewed this document, please continue with the application below.

AGENCY INFORMATION

A.1. Agency Name

Community Action Stops Abuse, Inc. (CASA)

A.2. Type of Organization

501(c)3 Nonprofit Corporation

If Other:

A.3. Mailing Address

P.O. Box 414 St. Petersburg, FL 33731-0414

A.4. Contact Person

Ann Cecilia Gross Almonte

A.5. Title

Grants Specialist

A.6. Telephone

(727) 895-4912

Phone Ext.

122

A.7. Email

aalmonte@casapinellas.org

A.8. Unique Entity ID

UGHLKVBMDAR4

BILLING/INVOICE CONTACT

A.9. Name

Mindy Forey

PROJECT INFORMATION

A.15. Project Title

CASA Emergency Shelter Improvements

A.16. City of Largo Funds Requested

\$59,737.32

Public Services (Supportive Services) * must have a minimum of \$10,000 in funding request.
Public Facility Capital Projects-* must have a minimum of \$40,000 in funding request.

A.17. Type of Project:

- Homeless Shelter Services
- Non-Homeless Special Needs Services
- Rental Eviction Prevention Services
- Public Facility Capital Project-Improvements
- Public Facility Capital Project-Facility Expansion
- Public Facility Capital Project-Add New Facility
- Other

If Other

A.10. Email

mforey@casapinellas.org

A.11. Phone

(727) 895-4912

A.12. DATA/REPORTING CONTACT

A.12. Name

Kris Nowland

A.13. Email

knowland@casapinellas.org

A.14. Phone

(727) 895-4912

B. Project Information

Completed by jflansburg@casa-stpete.org on 2/7/2024 1:02 PM

Case Id: 25249

Name: Community Action Stops Abuse, Inc. - 2024/25

Address: P.O. Box 414, St. Petersburg, FL 33731-0414

B. Project Information

Please provide the following information.

B.1. Project Purpose and Description- Describe the project and explain why the project is needed. This description should include the entire project, in addition to portions of the project not requested for funding from the City.

Provide data in support of the request. Examples: Energy improvements will reduce utility costs by X% annually, which allows an estimated \$_____ in operating funds for direct client services; or data shows a waiting list of # of people/deficiency in available space of # capacity to serve Largo residents

Community Action Stops Abuse, Inc. (CASA) is one of the largest domestic violence centers in Florida with a history of successfully implementing innovative services in response to survivors' needs while raising a comparatively large percentage of local funding. Since 1977, CASA has provided safety and sanctuary to survivors of domestic violence and their children and pets. CASA's emergency shelter houses about 500 survivors and their children annually.

The goal of CASA's programs is to reduce the incidence of domestic violence by providing families with adequate resources for safety and a realistic safety plan. The individualized case management prioritizes goals based on the survivor's input and can refer to housing or legal services, as well as community partners. Between October 2022 and September 2023, CASA provided shelter to 556 survivors, which included 226 (41%) children, and responded to 8,068 crisis hotline calls. Of those survivors, 23 (4% of total census) were from Largo, including 11 children (or 48% Largo residents).

Domestic violence is a major issue in Pinellas County, with nearly one-third of all crimes being related to it. According to the Florida Department of Law Enforcement, the rate of domestic violence per 100,000 offenses was 386.6 in 2022, which is 27% higher than the state average of 305. Unfortunately, many cases go unreported, and it is estimated that the actual number is twice as high. The impact of domestic violence in Pinellas County cannot be overlooked as the economic impact of domestic violence on individuals, families, and the community is over \$132 million a year, according to a study conducted by the University of South Florida and CASA in 2018. Domestic violence is the leading cause of homelessness among women in the United States. According to the National Network to End Domestic Violence, up to 57% of all homeless women report that domestic violence was the immediate cause of their homelessness and 38% of all victims of domestic violence become homeless at some point in their lives. It is crucial to address this issue and provide victims with the necessary support they need. The commitment to providing safety, support, and healing is making a real difference in the lives of those impacted by domestic violence.

B.2. Describe the use that will be made of requested funds from the City of Largo. If the funding is being requested for specific staffing positions or specific components of a larger project, please provide these details and explain how this funding request ties in with the entire project.

The requested funds will be used to purchase six new washer/ dryer stacks and two new water heaters for CASA's emergency shelter. The appliances at shelter receive unusual wear and tear regularly due to the high volume of people. The Florida Department of Children and Families, which not only partially funds CASA but audits for

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certification of domestic violence centers in the state, recommends the purchase of washing machines with automatic dispensing soaps. These types of washers are economically cost-effective and safer for children by reducing the need for detergent pods.

Additionally, this funding will be used to purchase water heaters for the shelter. Again, appliances at the shelter tend to wear out quickly due to the number of persons using them. Replacing the water heaters is essential to ensure the washers that will be purchased as part of this grant request and the existing appliances in the kitchens and bathrooms are working properly and efficiently. The water heaters will provide warm/hot water to survivors and their children at the shelter, which will provide them the ability to perform essential basic life necessities, such as taking a shower, washing their hands, and washing laundry.

At CASA, it is essential to ensure that all appliances are working properly so survivors can spend more time and energy on planning for their future, setting individualized goals for themselves, and focusing on their safety and healing. We strive to meet our survivors' basic needs so they can focus on returning to safe independence. Survivors of domestic violence and their children may have witnessed traumatic situations, and they may need time to heal and learn skills to support their independence.

CASA's emergency shelter operations are funded by several other sources, such as the U.S. Department of Justice, other pass-through monies from the U.S. Department of HUD and Health & Human Services, Florida Department of Children & Families, and the local Juvenile Welfare Board. The money afforded for operations is granted annually, and is restricted to certain line items, such as personnel and utilities. That is why the City of Largo CDBG funding is requested for this portion of the project, since is not funded elsewhere.

B.3. Describe how the project meets one or more of the City of Largo's 2024-2025 priorities:

1) To provide housing, homeless, and special needs services

2) To add, expand or improve public facilities that will provide supportive services to low-and moderate households

The emergency shelter provides housing and special case management services to survivors of domestic violence and their children. This funding request will improve the public facilities. Persons fleeing domestic violence in their homes are defined by the federal Department of HUD as situationally homeless. In one Florida study, 78.3% of homeless women in the study had been subjected to rape, physical assault, and/or stalking at some point in their lifetimes (Jasinski, et al., 2005). Over 90% of homeless women have experienced severe physical or sexual abuse at some point in their lives, and 63% have been victims of intimate partner violence as adults (National Network to End Domestic Violence).

Most CASA survivors have low-and moderate-income due to financial abuse, living in the cycle of poverty due to social inequalities, or manipulation/ sabotage from their abusers. In some cases, a victim may be forced to put assets, such as a house or utilities, in her name. This can cause a ripple effect: If a person leaves their abuser and abandons the house, items in their name go into default, likely harming credit scores and making it more difficult to access housing. The financial constraints that the abuser imposed on the survivor could tempt a survivor to return to the abuser to avoid homelessness.

The emergency shelter is a public facility for the survivors ensuring they have their basic needs met and the presence of the facility contributes to the quality of life for individuals and the community. The emergency shelter provides convenient and efficient services and a sense of identity to our survivors through providing empowerment and skill-building workshops for children and adults, providing appliances survivors can use to cook food and wash clothes, providing food, clothing, personal care items, childcare, ongoing individual and group support, mental health, substance abuse, and justice advocacy for survivors.

B.4.

Provide information to substantiate the project as an “Eligible Activity” (described in the application instructions). Describe how the project, or the portion of the project funded by CDBG and/or SHIP, principally benefits low- and moderate-income Largo residents or low- and moderate-income areas in Largo (For CDBG clients/households whose annual income is less than or equal to 80% of area median income and for SHIP clients/households whose annual income is less than or equal to 140% of area median income).

Last year, 99% of the persons served at the emergency shelter reported to be low- to moderate-income households, and 100% of Largo survivors served were considered low- to moderate income. About 4% (23 survivors) of the total persons served annually by the emergency shelter claim to come from Largo zip codes. The emergency shelter helps the survivors and their children to avoid homelessness and access needed services to attain independence when they return to the Largo community.

B.5. Describe the project area and client base that will benefit from this project (e.g. Citywide, countywide, Community Redevelopment District, homeless population, persons with HIV/AIDS, etc.)

CASA admits survivors of domestic violence and their children from any location, when bed availability and need intersect.

B.6. Project Area/Clients Served

Submitted projects must provide services and/or benefit City of Largo residents

a) Provide data on the clients/households served by your agency for the same or similar service as the current project will provide.

Clients/Households Served Prior Year	Number of Clients	% Low/Mod Clients
Total Clients Served with the same or similar service from October - September of the prior year:	556	99.00%
Of the Total Clients Served - the number of clients that were from Largo:	23	100.00%

b) Provide data on clients/households to be served by your agency for the proposed project.

Planned Program Year (Oct 2024-Sept 2025)	Number of Clients	% Low/Mode Clients
Total Estimated Clients/Households to be Served:	500	90.00%
Of the Total Estimated Served - number of Clients/Households from Largo	20	90.00%

B.7. Client Eligibility:

a) Does this project ONLY serve any of the following groups (check off which group it will serve):

- Abused Children
- Battered Spouses
- Elderly Persons (62+)
- Homeless Persons

- Illiterate Adults
- Persons Living with AIDS
- Migrant Farm Workers
- Severely Disabled Adults
- This project is not limited to any of these groups.

b) If the project is NOT limited to serving one of the above groups, describe your agency’s method for collecting demographic and income data from the clients served by this project. For new projects, explain what process will be used to ensure at least 51% of the clients served are below 80% of area median income.

CASA serves all survivors of domestic violence and their children, which could include any one in the specified groups above. All the data we collect is self-reported by survivors to avoid any verification that could risk the survivor coming into contact with their abuser. For example, it is likely that a survivor would not bring much with her/ him to the shelter, and requiring her/ him to return home to get it might be dangerous.

c) If the project is limited to serving one of the above groups, describe how the demographic data (race/ethnicity) is collected (also required for reporting for CDBG-funded projects).

The demographic data are collected from voluntary intake forms upon entrance to the programs, and data is entered into our database by staff members at the time of service.

B.8. Project/Program Outcomes

Describe the expected performance outcomes from the proposed project and any relevant performance measures or outcome data related to prior experience by the agency for the same or similar project/program (e.g. 50% of clients moved from shelter to permanent housing and it is anticipated that the proposed project will enable the agency to increase this outcome to 60% moved into permanent housing). For homeless programs, the City will also pull data from PHMIS to review past outcomes.

CASA does not use PHMIS in order to protect the identity of survivors served. However, a comparable database is in place that can create the same reports, and it used for HUD-funded programs, including City of Largo funding that was awarded in the past. The outcomes below are based on previous experience.

* 500 domestic violence survivors will be afforded safe sanctuary from domestic violence over the course of the contract year.

* CASA will improve safety in the laundry room by reducing the need for detergent pods.

* CASA will ensure survivors consistently have access to warm/ hot water.

B.9. Relocation

a) Will any residents be permanently displaced as part of this project?

No

If yes, explain

N/A

b) Residential Projects (Applicants for residential projects only complete this section)

i. Do/ will residents pay rent?

No

ii. If yes, how much and how are rents determined?

All CASA services are free for survivors of domestic violence and their children.

iii. Will residents receive rental subsidy/housing assistance?

No

iv. If residents will not pay rent, state the reason:

This request is to replace equipment at the emergency shelter for survivors of domestic violence and their children. There is no cost to residents, and the shelter is not considered a permanent residence.

v. List the residential facilities and addresses of facilities presently operated by your agency

CASA locations are kept confidential to protect the survivors and their children.

B.10. Specific Site Location

a) Has the project site(s) been selected

Yes

b) If yes, provide the address. For educational classes/seminars, please list the location(s) where the classes will be held:

Facility Name	Street Address	City	State	Zip
CASA de Linda Osmundson	CONFIDENTIAL	St. Petersburg	FL	33714

B.11. Project Administration

a) Project Manager Name

Ty Craycraft

Title

Senior Facilities & Operations Manager

B.12. Project-Specific Sections: Please complete the sections below that are applicable to your project.

DOWNPAYMENT ASSISTANCE ADMINISTRATION PROJECTS ONLY:

a) Describe your agency's experience with administering a downpayment assistance program. Include information regarding the agency's experience with completing Residential Income Certifications and underwriting.

N/A

b) Is your agency a HUD-Certified Housing Counseling agency? Please attach HUD-certification in the Documents section of the application.

c) Is your agency able to offer bi-lingual services for processing downpayment assistance?

d) Does your agency also provide HUD-certified homebuyer education and counseling services?

e) Is your agency located in the City of Largo, within close proximity to Largo, or has the ability to meet clients at a local location for accessibility to services?

f) The City utilizes an online software for its housing programs:

Would your agency be willing to utilize the web-based housing software if provided access?

g) Does the agency have the capability to securely upload documents into the software (scanner, etc.)?

HOUSING COUNSELING/EDUCATION SERVICES ONLY:

a) Is your agency a HUD-Certified Housing Counseling Agency? *Upload a copy of the HUD certification in the Documents section of the application*

b) Are the staff that will be providing the housing counseling and/or education HUD-certified? *Upload a copy of the HUD Certification in the Documents section of the application.*

c) Select which types of classes/counseling services for which your agency is requesting funding (select all that apply):

- Financial Fitness/Budgeting *(required for the City's downpayment programs)*
- Homebuyer Education Class *(required for the City's downpayment programs)*
- Homebuyer Housing Counseling (one-on-one) *(required for the City's downpayment programs)*
- Rental Counseling: Provide housing counseling for delinquent renters and/or tenants facing eviction.
- Foreclosure Prevention Counseling

d) Does your agency have all HUD requirements for the provision of homeownership counseling incorporated into its homebuyer education/housing counseling curriculum? (Deadline for compliance was January 14, 2017)

e) Describe the key components, format, and client follow-up used by your agency for the homebuyer education and/or housing counseling services requested in this application (describe each service separately if applying for more than one service):

N/A

HOMELESS SHELTER SERVICES ONLY

All homeless services applications should be focused on rapidly moving people into permanent housing (Housing First) and then wrapping supportive services around clients to help them successfully remain in permanent housing. Applications should also demonstrate how your agency has reduced barriers to access its services/programs.

a) Complete the Pinellas Homeless Leadership Board's [Housing First Survey](#) and upload it to the **F. Required Documents** section of this application.

b) Does your agency currently participate in the countywide Coordinated Entry System and enter client data into Pinellas Homeless Management Information System (PHMIS)?

c) Describe what steps, programs and/or methods will be used to prevent homelessness from recurring.
N/A

d) Using program data from PHMIS, provide data below on your agency's outcomes from the past PHMIS reporting year for the following:

- Total number of unduplicated clients served and time period of data
- Average VI-SPDAT score of clients served
- % of clients that exited to permanent housing/supportive housing
- % of clients housed that returned to homelessness in 6 months (recidivism rate)
- Average length in program
- % of clients who gained income (earned or unearned) during the time they were enrolled in this program

N/A

e) How will the funding requested to Largo be used to support maintaining/improving these outcomes?

f) Do your agency have priorities established to serve Pinellas County homeless residents or limitations on serving newer arrivals from outside the County?

N/A

CAPITAL IMPROVEMENTS PROJECTS ONLY

a) Provide a summary of the services provided/to be provided at this facility. Explain if the proposed improvements are limited to a certain service or all services provided at the facility.

The emergency shelter is open and staffed 24 hours a day, 365 days per year. Survivors are admitted based on bed availability and need. Survivors stay at shelter for an average of 46 days. Survivors are supplied with food, personal items, such as toiletries and clothing, advocacy and case management for individualized treatment for their troublesome life conditions, childcare, transportation, a kennel for the family pet, justice/ legal advocacy to pursue injunctions for protection, skill-building workshops for youth and adults, mental health and substance abuse counseling and support groups, and more. The Youth Center provides structured activities and supervision for children at the shelter as their parents work towards building a safer life for the family. The shelter also has a dedicated teen room for youth to complete homework, play games, and have teen support groups. There is a youth library where

children can read books, play educational games or complete their homework with youth advocates. There is a kennel and offsite boarding and veterinary services for the family pet. The resource room offers computer access for connection to community resources, job search, and online education. Individualized case management prioritizes goals based on survivor input and can refer to housing or legal services, as well as any community partners. Survivors at shelter can also be admitted to other CASA programs as their needs dictate.

Statistics show that from October 2022 to September 2023 approximately 42% of the persons admitted to shelter were minors and 6% were 55 years or older. About 36% were White and 50% were Black, with 19% claiming Hispanic/Latino ethnicity. Including the children, nearly 23% of the residents were male.

Survivors benefit from services at the emergency shelter by having a safe and comfortable refuge where they can focus on goals designed to improve their independence and future. Many do not have anywhere else to go, lack marketable job skills, and may have substance abuse or mental health issues. It is not uncommon for survivors of domestic violence to have been controlled by their abuser, having been made to take drugs as part of that control, or to break the law as part of that control, or to not leave the house as part of that control. They are often ill-equipped for independent living. Even after leaving an abuser, the survivor may be frightened to reach out to family, friends, even clergy, due to being told they are unworthy. They may have learned unhealthy coping mechanisms, or act in such a defensive manner that others are reluctant to help them. Additionally, they lack self-esteem, because their opportunities for success have been limited. They may have no decision making or problem-solving skills because they were not allowed to make decisions for themselves, including what to eat or how to dress.

The purchases in this funding request are limited to improve living conditions at the shelter, which in effect impacts the mental and physical well-being of the survivors, which will impact their feasibility to use the services at shelter to heal from their trauma.

b) Explain how the facility and programs based at the facility are geographically accessible to Largo residents. Include any accommodations made to improve accessibility, such as virtual options or in-home services as well.

The emergency shelter is centrally located in the county. CASA provides bus passes and ride shares for survivors who have no other means of getting to appointments. There is a bus stop close to the shelter that survivors can use to travel to the Largo Transit Center in a matter of minutes.

c) Describe how the project meets the City's CDBG Goal: SUPPORTIVE SERVICES – Capital Improvements: Add, expand or improve public facilities that (will) provide supportive services predominantly to low- and moderate-income clientele/households/areas that will help Largo residents physically, mentally and economically thrive in Largo. Projects that improve energy efficiency to enable service providers to more effectively use their operating funds toward client services, and/or projects that harden such facilities to improve disaster resiliency would also be supported. Projects that add/expand of emergency shelter services for families with minor children experiencing literal homelessness would also be supported.

CASA's shelter serves low-and moderate-income survivors. The shelter supports Largo residents physically, mentally, and economically in order to thrive in Largo. Our comprehensive services are designed to address individual needs like providing clothing, food, personal care items, childcare, ongoing individual and group support, mental health assistance, substance abuse treatment, and justice advocacy. Additionally, all shelter residents have access to services conducted at the Family Justice Center. This innovative and multi-disciplinary approach provides survivors of domestic violence with free and confidential services all in one convenient location. By partnering with local law enforcement, legal services, healthcare, the school district, and many other co-located community partners, survivors can access help and safety with ease. CASA staff guide survivors to supportive services and make referrals to community resources.

The individualized case management prioritizes goals based on the survivor's input and can refer to housing or legal services, as well as community partners. CASA is committed to reducing domestic violence by providing families with the necessary resources for safety and support. Survivors are always welcome to return to the shelter if they ever feel unsafe or need further assistance.

This project seeks to improve public facilities that will provide supportive services to survivors of domestic violence. The water heaters and washer and dryers at the shelter have not been replaced since the shelter was built in 2015. These appliances must be replaced due to them approaching their lifespan. The average life span for a water heater is 8 to 12 years and the average lifespan for a washer and dryer is 10 to 13 years. Due to the large quantity of survivors residing at the shelter, the appliances receive a lot of wear and tear.

d) Disaster Hardening/Energy Efficiency

Does the project include any disaster hardening components or energy efficiency improvements? Please click all that apply below and explain.

N/A - This project seeks to replace the water heaters and washers/ dryers at the shelter. This project will replace appliances that are necessary to provide basic life essentials to survivors, such as providing heated water for showering, cleaning, doing laundry, and cooking.

- Disaster Hardening
- Energy Efficiency Improvements
- N/A- No Hardening or Energy Components Included in Project Scope

e) Is the facility to be improved, expanded, or added located in Largo City Limits? Check the Property Appraiser website for the Tax Code. Tax Code is "LA" for Largo).

No, the Property is not in City Limits or Planning Service Area

Please Explain

CASA emergency shelter for survivors of domestic violence and their children serves an estimate of 20 Largo residents annually.

f) Capital projects located in a Special Flood Hazard Area will not be funded under this funding cycle. Is the property located in a Special Flood Hazard Area? (Without Base Flood Elevation: Flood Zone A, V or A99; with Base Flood Elevation: Zone AE, AO, AH, VE, AR or in a Regulatory Floodway)?

No, the project is not located in a Coast Flood Hazard Area

g) Are there any known environmental hazards on the project area (ex. located in a Brownfield, located near to a landfill)?

No Known Environmental Hazards on Project Site

h) The agency must confirm with the jurisdiction that the property is located in that the proposed facility use is allowable. Written confirmation (email or letter/zoning letter) must be uploaded in the Required Document section of the application.

C. Timeline

Completed by jflansburg@casa-stpete.org on 2/7/2024 11:25 AM

Case Id: 25249

Name: Community Action Stops Abuse, Inc. - 2024/25

Address: P.O. Box 414, St. Petersburg, FL 33731-0414

C. Timeline

Please provide the following information.

C.1 Project Timeline

Provide an implementation schedule. Include all project phases. (In order to ensure that project costs are reimbursable, or are eligible for direct payment, no costs that the agency plans to bill to Largo CDBG should be incurred until the formal agreement has been made based on the City's grant award).

Please review the Application Instructions regarding timeline for more guidance.

Phase	Beginning Date	Ending Date
Program/Services	10/01/2024	09/30/2025
Obtain Full Project Funding	11/30/2024	12/31/2024
Design/Scope of Work	01/01/2025	01/31/2025
Project Bid	02/01/2025	03/31/2025
Permitting	04/01/2025	05/31/2025
Construction	06/01/2025	09/30/2025

D. Budget & Funding

Case Id: 25249

Name: Community Action Stops Abuse, Inc. - 2024/25

Completed by jflansburg@casa-stpete.org on 2/7/2024 11:34 AM

Address: P.O. Box 414, St. Petersburg, FL 33731-0414

D. Budget & Funding

Please provide the following information.

Public Services (Supportive Services) * must have a minimum of \$10,000 in funding request.

Public Facility Capital Projects-* must have a minimum of \$40,000 in funding request.

D.1. Project Budget

a) Include costs associated with this project (City Funds and Other Funding Sources)

Project Budget Line Item	Largo CDBG Funding	Other Funding Sources	Total Budget
Washer/ dryer stacks (6), auto dose (includes installation & delivery)	\$22,143.60	\$0.00	\$22,143.60
Water heaters (2) (includes delivery)	\$30,304.72	\$0.00	\$30,304.72
Water heaters installation	\$3,000.00	\$0.00	\$3,000.00
Water heaters valve replacement	\$2,856.00	\$0.00	\$2,856.00
Water heaters union replacement	\$1,433.00	\$0.00	\$1,433.00
Grand Total	\$59,737.32	\$0.00	\$59,737.32

b) Will this project generate program income?

No

c) Select what basis for payment is being requested:

Direct Costs (reimbursement)

Please List Each Activity and Associated Fee for Service (or hourly fee per client)

Fee-for-Service	Service Name
\$3,000.00	Water heaters (2) installation

D.2. Funding Sources

a) List all funding sources to be used for the project. If other grant funds have/will be applied for, but the final allocation has not been determined, put these amounts in the "Funds Requested" column.

Funding Source(s)	Funds Requested	Funds Allocated
Largo CDBG Funding	\$59,737.32	\$0.00
	\$59,737.32	\$0.00

b) If the grant request is not fully funded, will the project still be viable, even if on a smaller scale? (Please explain)

Yes

Explain:

Without full funding, the project is still viable through partial replacement, and is contingent on the amount of approved funding.

Please note that other operations expenses for the emergency shelter are currently covered by federal, state, and local sources. This request is only for a small portion of the overall budget (2.1% of the total shelter budget; Largo residents comprise about 4% of the population served). The shelter's operating budget is \$1,791,635 for the 2023-24 fiscal year.

c) Project costs are reimbursed by the City on a monthly/quarterly basis. For public services, project costs are reimbursed by the City on a monthly or quarterly basis. For public facilities projects, project costs are typically reimbursed at the end of the project or up to 3 reimbursements for larger projects. Does the agency have the financial capacity to pay for the portion of the cost funded by City grant during the project and be reimbursed on a monthly/quarterly basis for public services?

Yes

d) Please indicate the frequency your agency will be remitting invoices. If awarded funding, public services reporting will be set up on the same schedule (e.g. monthly invoices will have monthly reporting). Reporting for public facilities will be quarterly.

Public Facilities- Up to 3 Invoices throughout the project (eligible if project exceeds \$50,000)

D.3. Audit Requirements

a) Does your agency's current year budget, or next year's anticipated budget, include \$750,000 or more in federal funding revenue? *If yes, a single or program-specific audit must be conducted at the end of your agency's fiscal year.*

Yes

b) Does your agency's current year budget, or next year's anticipated budget, include \$500,000 or more in state funding revenue? *If your agency is awarded SHIP funding and the answer to this question is "Yes", a single or program-specific audit must be conducted at the end of your agency's fiscal year.*

E. Agency Information

Completed by jflansburg@casa-stpete.org on 2/7/2024 1:03 PM

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Name: Community Action Stops Abuse, Inc. - 2024/25

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E. Agency Information

Please provide a brief summary (no more than 1-2 paragraphs on each of the following topics regarding the agency).

E.1. Background/Program Experience (1-2 paragraphs only)

Include the length of time the agency has been in operation, the date of incorporation, the purpose of the agency, and the type of corporation. Describe the type of services provided, the agency's capabilities, the number of clients served, and license to operate (if appropriate).

CASA's purpose is to provide survivors of domestic violence and their children with adequate resources for safety and independence and a realistic safety plan. CASA was founded in 1977 as a service of the St. Petersburg Free Clinic providing emergency housing for up to 8 domestic violence survivors at a time. CASA is an official 501(c)3 domestic violence center based in Pinellas County, FL and our date of incorporation was April 22nd, 1981. In 2015, CASA opened the doors to a newly constructed emergency shelter. In addition to providing safe refuge to more than three times as many people at a time than before, it added an integrated array of on-site support services to help domestic violence survivors attain safety and economic opportunity.

CASA has been continuously state certified as a domestic violence center, renewing that certification with annual agency audit, and recognized as a respected and innovative leader in domestic violence, being one of the first in the state. As the official domestic violence center in the area, CASA serves as Largo's 24-hour hotline and emergency shelter for domestic violence. Currently, our continuum of services includes the emergency shelter, a Family Justice Center, support groups, 24-hour crisis hotline, rapid rehousing, transitional and permanent supportive housing, substance abuse and mental health advocacy, child protection advocacy, justice advocacy, legal aid for injunction for protection, and education for youth and professionals. In the fiscal year 2022-2023, CASA Pinellas provided shelter to 558 survivors, which included 231 children, and responded to 7,656 crisis hotline calls. 22,296 services were provided at shelter in fiscal year 2022-2023. Within the same fiscal year, Largo residents at shelter received over 460 services.

E.2. Personnel/Staff Capacity(1-2 paragraphs only)

a) Briefly describe the agency's existing staff positions and qualifications, its capacity to carry out this project.

The Senior Facilities & Operations Manager will oversee this project, which includes overseeing the delivery and installation of the appliances. In terms of the staff who provide client services at the shelter, they include Case Management Manager, Youth Center Coordinator, Senior Residential Program Manager, Lead Residential Life Advocate, Case Management Advocate, Residential Life Manager, Janitor, Youth and Wellness Manager, Cook, Youth Advocate, Overnight Shelter Manager, Lead Case Manager/ Hotline, Case Manager/ Hotline (day, evening, and night shifts), Lead Maintenance Technician, Maintenance Assistant, Housekeeping/RLA, and Facilities & Operations Manager.

b) Does the agency have a personal policy manual?

Yes

c) Does the agency have an Affirmative Action Plan?

Yes

d) Does the agency have a Grievance procedure?

Yes

E.3. Financial Capacity (1-2 paragraphs only)

Attach a copy of the agency's current operating budget, including revenues and expenditures. Identify commitments for ongoing funding. Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures and audit requirements.

The Chief Executive Officer is responsible for the fiscal management of the organization. The Chief Executive Officer is responsible for ensuring that the organization has adequate cash flow, developing and implementing a budget consistent with the program priorities as outlined in the mission statement, and reviewing the financial statements to insure that they provide full and accurate disclosure. The Board of Directors is responsible for ensuring that the organization's fiscal operations are audited annually by an independent certified accounting firm, reviewing the Financial Statements and consider recommendations Executive staff, and approving the financial statements upon recommendation by the Finance Committee and presentation by the Treasurer of the Board. The Chief Financial Officer is responsible for maintaining the organization's accounting records and prepares monthly financial statements in accordance with GAAP, maintains a general ledger chart of accounts and records financial activity that include appropriate categories organizational levels, ensuring Accounts Payable, Receivables, and Bank Accounts are reconciled on a monthly basis, assigning responsibilities for proper separation of duties and strong internal controls, and ensuring accounting records are secured and protected.

CASA maintains bank accounts in accordance with generally accepted accounting principles and applicable state and federal guidelines. It is CASA's policy to authorize paying for goods and services received at the best possible value. All purchasing is sales tax-exempt. A contract or an open purchase order may cover recurring acquisitions, service delivery, and major repairs, and is established through a Purchase/Payment Requisition process. No employee or Board of Directors member is authorized to expend funds, commit CASA to an expenditure, or request reimbursement for expenditures not in compliance with the Authority for Fund Commitment.

E.4. Monitoring (1-2 paragraphs only)

Briefly describe how you will monitor progress in implementing the program. Describe how funding and related project costs will be tracked separately in the agency and how the agency will ensure that expenses are not paid from duplicate sources. Describe who will be responsible for monitoring progress.

At CASA, there is an accounting department and software that tracks expenses and, if awarded, will assign this contract a specific charge code. As per organizational policy, CASA request three quotes at minimum. Once the quotes are received, CASA will select a plumber to install the water heaters and replace the unions and valves on the water heater hookups. The washer/ dryer stacks will be installed by the Home Depot delivery team. The Senior Facilities & Operations Manager will be in constant contact with the plumber to monitor the completion of the project and will also be on-site to oversee the Home Depot delivery team. In the Timeline section, construction will consist of installation of the washer/ dryer stacks and the water heaters. Actual construction is not part of this project. After the project is complete, survivors will have access to numerous new washer and dryer machines and will continue to provide heated water to shelter residents.

E.5. Insurance/Bonding/Worker's Compensation (1-2 paragraphs only)

State whether or not the agency has liability insurance coverage, in what amount, and with what insuring agency. State whether the agency pays all payroll taxes and worker's compensation as required by Federal and state laws. State whether or not the agency has fidelity bond coverage for principle staff who handle the agency's accounts, in what amount and with what insuring agency.

CASA has liability insurance coverage with M.E. Wilson Company for \$1,000,000 each and 3,000,000 aggregate. The

agency does pay all payroll taxes and Workers' Compensation as required by Federal and state laws. The agency does have fidelity bond coverage for staff who handle the agency's accounts with M.E. Wilson Company for the amount of \$1,000,000 each and 3,000,000 aggregate.

F. Required Documents

Completed by jflansburg@casa-stpete.org on 2/7/2024 1:03 PM

Case Id: 25249

Name: Community Action Stops Abuse, Inc. - 2024/25

Address: P.O. Box 414, St. Petersburg, FL 33731-0414

F. Required Documents

Please provide the following information.

Documentation



Organizational Chart *Required

CASA Organization Chart.pdf



Board Resolution Authorizing Submittal of Funding Request *Required

2024 Board and grant resolution.pdf



Current Year Operating Budget *Required

2023-2024 CASA Pinellas Operating Budget.pdf



Most Recent Annual Independent Auditor's Report *Required

2022-23 CASA Audited Financials.pdf



List of Board of Directors *Required

2024-25 Board roster with name term affil.pdf



HUD Certificate - HUD-Approved Housing Counselors (if applicable)

***No files uploaded*



Housing First Checklist (if applicable)

Housing First - CASA.pdf

HUD Certificate - HUD-Approved Housing Counseling Agency (if applicable),

***No files uploaded*

Informational pamphlets about the agency (Optional)

***No files uploaded*

501(c)3 Letter/Non-Profit Letter (if applicable)

CASA IRS 501c3 Determination Letter.pdf

Other Documents

Zoning Status 2024 form signed.pdf

Submit

Completed by aalmonte@casapinellas.org on 2/7/2024 1:11 PM

Case Id: 25249

Name: Community Action Stops Abuse, Inc. - 2024/25

Address: P.O. Box 414, St. Petersburg, FL 33731-0414

Submit

I certify that I have been authorized by the applicant's governing body to submit this application and that the information contained herein is true and correct to the best of my knowledge.

Authorized Name and Title

Ann Cecilia Gross Almonte; Grant Specialist

Telephone

(727) 895-4912

Authorized Signature

Ann Cecilia Gross Almonte

Electronically signed by aalmonte@casapinellas.org on 2/7/2024 1:10 PM

IDIS Set Up

No data saved

Case Id: 25249

Name: Community Action Stops Abuse, Inc. - 2024/25

Address: P.O. Box 414, St. Petersburg, FL 33731-0414

IDIS Set Up

Please provide the following information.

Activity Name

National Objective

Activity Number

National Objective Citation

Activity Description

HUD Matrix Code

Activity Type

HUD Matrix Citation

Service Area

Method Used for Determining LMI

Action Plan Project

Accomplishment Type

Completion Deadline

Eligibility Determination

Funds Requested

\$0.00

Eligibility Comments/Conditions

Funds Prop./Awarded

\$0.00

Housing Manager Signature

***Not signed*

Funding Source(s)

Approval Date

Is this project subject to Davis Bacon Act?

Is this project subject to Section 3?

Is this project subject to BABA Act?

Printed By: Sheera Greene on 2/15/2024

Explanation of BABA Act Determination Documentation:

BABA Act Documentation

Subrecipient Award

No data saved

Case Id: 25249

Name: Community Action Stops Abuse, Inc. - 2024/25

Address: P.O. Box 414, St. Petersburg, FL 33731-0414

Subrecipient Award

Please provide the following information.

Award Letter

Award Letter

***No files uploaded*

Subrecipient Agreement

Subrecipient Agreement

***No files uploaded*

Purchase Order

Purchase Order

***No files uploaded*

Purchase Order Number

Changer Order PO (if applicable)

LURA/Equity Sharing

No data saved

Case Id: 25249

Name: Community Action Stops Abuse, Inc. - 2024/25

Address: P.O. Box 414, St. Petersburg, FL 33731-0414

LURA/Equity Sharing

Please provide the following information.

L.1 LURA/Equity Sharing Start Date

L.2 LURA/Equity Sharing End Date

L.3 LURA Comments/Notes

Documentation

Land Use Restriction Agreement

***No files uploaded*