

A. Executive Summary

Completed by kerry.marsalek@aaapp.org on 2/13/2024 4:56 PM

Case Id: 25267

Name: Area Agency on Aging of Pasco -Pinellas, Inc. -

Address: 9549 Koger Blvd N. , St. Petersburg, FL 33702

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

Area Agency on Aging og Pasco - Pinellas Inc.

A.2. Type of Organization

501(c)3 Nonprofit Corporation

If Other:

A.3. Mailing Address

9549 Koger Blvd N. St. Petersburg, FL 33702

A.4. Contact Person

Kerry Marsalek

A.5. Title

Chief Operating Officer

A.6. Telephone

(727) 570-9696

Phone Ext.

219

A.7. Email

kerry.marsalek@aaapp.org

A.8. Unique Entity ID

T8R5QELV4JB8

BILLING/INVOICE CONTACT

A.9. Name

Paula Moore, CFO

PROJECT INFORMATION

A.15. Project Title

Chore Services for Seniors

A.16. City of Largo Funds Requested

\$50,000.00

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

paula.moore@aaapp.org

A.11. Phone

(727) 570-9696

A.12. DATA/REPORTING CONTACT

A.12. Name

Christine Didion

A.13. Email

christine.didion@aaapp.org

A.14. Phone

(727) 570-9696

B. Project Information

Completed by awoodard@largo.com on 2/14/2024 11:25 AM

Case Id: 25267

Name: Area Agency on Aging of Pasco -Pinellas, Inc. -

Address: 9549 Koger Blvd N. , St. Petersburg, FL 33702

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

Chore and Enhanced Chore Services will provide the vulnerable, senior population a safe, sanitary living environment, and help the clients to maintain their independence, avoid premature institutionalization and prevent homelessness. The services will help improve the quality of life for this special needs population, allowing them to age in place with dignity and self-respect. The goal of the Chore Services Program is to provide 60 low to moderate income residents of Largo over 890 hours of supportive services to help them maintain their independence. Our services are provided to residents who are financially and/or physically unable to perform these daily tasks of independent living. These services will empower the clients to reduce crime, create pride in their community, deter blighting influence, improve neighborhood stability, and ensure their sustainability as viable participants in the community. The clients' living conditions will be enhanced, and they will be motivated to maintain a suitable, healthy, safe environment. In the Florida Department of Elder Affairs (DOEA) Handbook, Chore is defined as the performance of routine house or yard tasks, including such jobs as seasonal cleaning; yard work; lifting and moving furniture, appliances or heavy objects; household repairs which do not require a permit or specialist; and household maintenance. Pest control may be included, when not performed as a distinct activity. Enhanced Chore is defined as the performance of any house or yard task necessary to provide a clean, sanitary, and safe living environment. This service is beyond the scope of chore due to the level of service needed. The service includes a more intensified, thorough cleaning to address more demanding circumstances. Pest control may be included when not performed as a distinct activity. Enhanced Chore is used when there is an identified service need beyond the scope of chore which may be a resident demonstrating hoarding tendencies. To address hoarding issues we will provide mental health counseling through our credentialed AAAPP mental health counseling staff. The DOEA defines Mental Health Counseling as the unique treatment of psychiatric disorders and rehabilitation for impairments of persons suffering from a mental illness, including depression and anxiety. These services include specialized individual, group, and family therapy provided to clients using techniques appropriate to this population. The provider qualifications of specialized mental health services shall be: Clinical social workers, marriage and family therapists or mental health counselors licensed by the Department of Health in accordance with Chapter 491, Florida Statutes. The AAAPP has mental health counselors on staff and currently provides mental health counseling to seniors through these professionals.

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.

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In the summer of 2023, the current, competitively procured Older Americans Act (OAA) Chore provider for Pinellas County provided notice they would not be submitting a continuing application for continued provision of chore services for Pinellas County after December 31, 2023. Following procurement policies and procedures, the Area Agency on Aging of Pasco-Pinellas, Inc (AAAPP) issued an RFP in September 2023 with no responses received from any entities. As of October 2023, there are 1,102 clients waitlisted for chore services in Pinellas County. After careful consideration of the extensive need for this service in the community and due to no availability of interested Chore Providers, the AAAPP sought a Direct Service Waiver for provision of Chore Services under OAA and LSP to eligible Pinellas County community members for review and approval by DOEA.

The AAAPP maintains appropriate staffing required to assess and prioritize clients for Chore Services and maintains existing partnerships with businesses, agencies, and organizations that provide direct provision of chore services in the home. By utilizing vendor agreements modeled after the AAAPP's existing relationships with vendors for the General Revenue and OAA Title III E programs, the AAAPP will manage the administrative aspect of assessing and prioritizing clients and will authorize services with vendors for the direct provision of Chore Services.

All current and new vendors will be thoroughly vetted, in compliance with AAAPP's policies and procedures, and the AAAPP will monitor all vendors annually to ensure compliance with all contractual requirements including, but not limited to, current liability insurance coverage, Level II background screening in accordance with Section 430.0402 and Chapter 435, F.S., and licensing by the Agency for Healthcare Administration, as applicable. Additionally, existing policies and procedures will be utilized to verify vendor expenses and employ a series of checks and balances to verify and confirm all expenditures.

Chore services can be advertised easily through existing AAAPP outreach efforts in the community as well as effectively offering the services to clients waiting on services and meeting criterion. The definition of "Chore" within the 2023 DOEA Programs and Services Handbook, Appendix A, pages 40-41, indicates that AAAPP is a qualified Provider.

The Area Agency on Aging of Pasco-Pinellas, Inc. (AAAPP) will implement the Chore Program as a client-directed intervention aimed at enhancing the client's ability to age in place and address minor-moderate environmental risks. The program will be designed to optimize aging in place and the client's current environment by:

- Prioritizing clients that demonstrate the highest need of chore services as evidenced by having a low to moderate environmental risk and by targeting criteria of being low-income, identify as belonging to a minority group, and limited English proficiency.
- Providing routine house or yard tasks, including, but not limited to, seasonal cleaning, yard work, lifting and moving furniture, household repairs which do not require a permit or specialist, and household maintenance.
- Chore services will be provided as a one-time-only service using a detailed work order to communicate work to vendors.

Per the Department of Elder Affairs, appropriate service providers of chore may be licensed home health and hospice agencies. Providers may also be independent vendors qualified to provide such services in accordance with all local ordinances that may apply. Home health agencies shall be licensed by the Agency for Health Care Administration in accordance with Chapter 400 Part IV, Florida Statutes.

In accordance with AAAPP's board approved procurement policy, all vendors will be appropriately vetted and reviewed prior to a vendor agreement being extended. AAAPP will utilize existing relationships with eligible vendors. AAAPP has existing relationships with two vendors that are eligible to provide chore services. These vendors have been contacted about AAAPP's IIIB Chore program and have confirmed their capacity to provide services under IIIB in Pinellas County while also continuing work for clients under other existing programs. Following existing vendor enrollment policy and procedure, additional vendors will be sought to assist with serving an approximate 4 to 6 clients per month. Additional vendors that will be sought will be home cleaning and janitorial companies that specialize in seasonal cleaning or heavy cleaning services. Vendors will complete the renewal process in the fall of each year for the following contract year to ensure continued compliance with all programmatic requirements. All vendors will be monitored on an annual basis by OAA Coordinators and OAA Program Manager to ensure compliance.

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 AAAPP requests funding to provide chore and enhanced chore services to provide special needs services for those that are non-homeless by providing supportive services to low and moderate households. The activity objective is to create a suitable living environment and improve the availability of accessible for the client while in their home.

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).

The AAAPP requests funding to provide chore and enhanced chore services to provide special needs services for those that are non-homeless by providing supportive services to low and moderate households. The activity objective is to create a suitable living environment and improve the availability of accessible for the client while in their home. Chore services is an eligible service.

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.)

The AAAPP's project area is citywide within the municipality of Largo and we will target those aged 60 or older with low to moderate income households.

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:	0	0.00%
Of the Total Clients Served - the number of clients that were from Largo:	0	0.00%

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:	50	100.00%
Of the Total Estimated Served - number of Clients/Households from Largo	50	100.00%

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.

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).

We will target low to moderate income special needs residents, providing them with Chore Services, Enhanced Chore Services and mental health counseling when appropriate and with consent by client. The Chore services provided include: heavy household cleaning, yard work, and/or minor repairs. We will target those areas those areas that have 40% or more residents who are below the 80% AMI according to the 2020-2025 Consolidated Plan. We will establish monthly goals of the clients to be served under the funding received by the City of Largo.

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.*

Through the performance of Chore or Enhanced Chore services, we will restore homes to a clean, safe, free of hazards to improve the overall quality of life of the client served. We will provide a pre and post client survey to ensure adequate quality assurance of the service provided.

B.9. Relocation

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

No

If yes, explain

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

i. Do/ will residents pay rent?

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

iii. Will residents receive rental subsidy/housing assistance?

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

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

B.10. Specific Site Location

a) Has the project site(s) been selected

No

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
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B.11. Project Administration

a) Project Manager Name

Kerry Marsalek

Title

COO

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.

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):

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.

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

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?

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.

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.

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.

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.

- 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).

Please Explain

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)?

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

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 kerry.marsalek@aaapp.org on 2/13/2024 4:58 PM

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Name: Area Agency on Aging of Pasco -Pinellas, Inc. -

Address: 9549 Koger Blvd N. , St. Petersburg, FL 33702

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	10/15/2024	09/15/2025
Obtain Full Project Funding	M/d/yyyy	M/d/yyyy
Design/Scope of Work	10/01/2024	10/10/2024
Project Bid	M/d/yyyy	M/d/yyyy
Permitting	M/d/yyyy	M/d/yyyy
Construction	M/d/yyyy	M/d/yyyy

D. Budget & Funding

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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
Vendor Service for Chore	\$19,688.00	\$0.00	\$19,688.00
Vendor Service for Enhanced Chore	\$15,405.00	\$0.00	\$15,405.00
Mental Health Counseling for Enhanced Chore Clients	\$8,360.00	\$0.00	\$8,360.00
Administration	\$6,547.00	\$0.00	\$6,547.00
Grand Total	\$50,000.00	\$0.00	\$50,000.00

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
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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
	\$50,000.00	\$50,000.00
	\$50,000.00	\$50,000.00

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:

If the grant requested is not fully funded the project will still be viable. Any funds received will be fully utilized to provide services to seniors who reside in Largo City limits. Seniors have been identified for the needed service allowing aging in place. AAAPP currently has identified seniors who have been waitlisted for CHORE services who will be targeted under priority of need and AAAPP guidelines.

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 Services-Monthly Invoicing

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

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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).

The Area Agency on Aging of Pasco – Pinellas (AAAPP) is a non-profit organization (501c3) that has served seniors and individuals with disabilities in Pinellas and Pasco Counties since 1974. The AAAPP is the Aging and Disability Resource Center (ADRC) for Pasco and Pinellas counties, providing an initial entry point for all aging and disability social services and coordinating a network of partners and providers to better meet the needs of our aging community. The Federal Older Americans Act legislation mandates all Area Agencies on Aging (AAA) will provide a system of support and services to assist older adults so that they can remain in their homes and communities as they age. The AAAPP's mission is to be a trusted resource to advocate, educate and empower seniors, adults with disabilities and caregivers which promotes independence, in partnership with the community. The AAAPP provides services to seniors directly and through our partners. Services include case management, home and personal care, meals, transportation, adult day care, legal assistance, chore, caregiver support, emergency alert response, health and wellness evidenced based programs, emergency energy crisis assistance, information and assistance, mental health counseling, pet support and virtual programming to relieve social isolation.

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.

In the summer of 2023, the current, competitively procured Older Americans Act (OAA) Chore provider for Pinellas County provided notice they would not be submitting a continuing application for continued provision of chore services for Pinellas County after December 31, 2023. Following procurement policies and procedures, the Area Agency on Aging of Pasco-Pinellas, Inc (AAAPP) issued an RFP in September 2023 with no responses received from any entities.

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All current and new vendors will be thoroughly vetted, in compliance with AAAPP's policies and procedures, and the AAAPP will monitor all vendors annually to ensure compliance with all contractual requirements including, but not limited to, current liability insurance coverage, Level II background screening in accordance with Section 430.0402 and Chapter 435, F.S., and licensing by the Agency for Healthcare Administration, as applicable. Existing policies and procedures will be utilized to verify vendor expenses.

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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 Agency's current operating budget which includes revenues and expenditures has been uploaded to the documents section of this application.

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.

The AAAPP ensures that an independent audit is completed annually. The Florida Department of Elder Affairs completes a fiscal and programmatic monitoring annually. The last 16 years there have been no findings by the Florida Department of Elder Affairs.

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.

AAAPP pays all payroll taxes and workers compensation required by Federal and state laws. Staff and our Board of Directors are insured through Director's and Officer insurance policies and our Liability coverage. The Area Agency on Aging of Pasco - Pinellas has liability coverage

Harper Insurance is our insurance agent and the insuring companies are Amitrust, Philadelphia Insurance and Travelers Insurance.

F. Required Documents

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F. Required Documents

Please provide the following information.

Documentation



Organizational Chart *Required

2023-06-14 OrgChart with-open-positions.xlsx



Board Resolution Authorizing Submittal of Funding Request *Required

Agenda Item #6 - City of Largo Notice of Funding Availability.pdf



Current Year Operating Budget *Required

AAAPP 2024 Budget.pdf



Most Recent Annual Independent Auditor's Report *Required

FM - 1025 - Independent Audit.pdf



List of Board of Directors *Required

Board of Directors.docx



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

***No files uploaded*



Housing First Checklist (if applicable)

***No files uploaded*

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)

Sales Tax Exempt Form 2020-2025 (1).pdf

Other Documents

FM - 1020 - Financial Statements and Reports.pdf

FM - 1035 - Sources of Funding.pdf

Area Agency on Aging_Email.pdf

Submit

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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

Per Email from Ann Winter authorized Kerry Marsalek to submit grant application

Telephone

(727) 570-9696

Authorized Signature

***Not signed*

IDIS Set Up

No data saved

Case Id: 25267

Name: Area Agency on Aging of Pasco -Pinellas, Inc. -

Address: 9549 Koger Blvd N. , St. Petersburg, FL 33702

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: 25267

Name: Area Agency on Aging of Pasco -Pinellas, Inc. -

Address: 9549 Koger Blvd N. , St. Petersburg, FL 33702

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: 25267

Name: Area Agency on Aging of Pasco -Pinellas, Inc. -

Address: 9549 Koger Blvd N. , St. Petersburg, FL 33702

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*