

A. Executive Summary

Completed by qcohen@directionsforliving.org on 2/9/2024 2:10 PM

Case Id: 25242

Name: Directions for Living - 2024/25

Address: 1437 S. Belcher Rd., Clearwater, FL 33764

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

Directions for Living

A.2. Type of Organization

501(c)3 Nonprofit Corporation

If Other:

A.3. Mailing Address

1437 S. Belcher Rd. Clearwater, FL 33764

A.4. Contact Person

Quinn Cohen

A.5. Title

Grant Writer I

A.6. Telephone

(727) 524-4464

Phone Ext.

1730

A.7. Email

qcohen@directionsforliving.org

A.8. Unique Entity ID

U6V8RKNFQBP4

BILLING/INVOICE CONTACT

A.9. Name

Maria East

Printed By: Sheera Greene on 2/15/2024

PROJECT INFORMATION

A.15. Project Title

Door Replacement, Office Remodel, and LED Lighting

A.16. City of Largo Funds Requested

\$94,633.00

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

meast@directionsforliving.org

A.11. Phone

(727) 524-4464

A.12. DATA/REPORTING CONTACT

A.12. Name

Lisa Alchin

A.13. Email

lalchin@directionsforliving.org

A.14. Phone

(727) 463-6371

B. Project Information

Completed by qcohen@directionsforliving.org on 2/12/2024 3:49 PM

Case Id: 25242

Name: Directions for Living - 2024/25

Address: 1437 S. Belcher Rd., Clearwater, FL 33764

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

Since 1982, Directions for Living (DFL) has been a trusted provider to the community, delivering a broad array of services (e.g., homeless street outreach, mental health and substance misuse treatment) to individuals, children, and families. Ensuring that DFL's clients, staff, and visitors have a positive experience while visiting our Largo Center is a top priority. DFL leadership have thoughtfully made facility improvement decisions over the last several years, with the intent of transforming our Largo Center into a state-of-the-art, trauma-informed treatment and recovery center. To continue our efforts, DFL is respectfully requesting funding to complete the following facility improvement projects at our Largo Center in order to bolster our disaster hardening, energy efficiency, and improve the amount of functional space in our facility: 1) replace 32 doors with fire rated doors, 2) section off a disjointed area of an office to create functional space, and 3) replace the fluorescent lighting with energy efficient LED lighting.

First, many of the doors at Directions for Living's (DFL) Largo Center are original to the building and are not fire rated. This poses a hazard for clients and staff in the event of a fire. According to reports from the Occupational Safety and Health Administration (OSHA), there are more than 200 workplace fires every day, injuring more than 5,000 people annually, and causing billions of dollars in damages. This is a vivid reminder of the importance of prioritizing fire safety when considering disaster hardening improvements. DFL needs to update the doors throughout the Largo Center to ensure they are fire rated and can protect clients, staff, and property in the event of a fire. Fire rated doors can prevent fire and smoke from spreading for up to 20 minutes. This will protect clients and staff from fire related injuries such as burns and smoke inhalation should a fire occur on DFL property. Additionally, it can prevent significant property damage.

Next, DFL will section off a disjointed area of an office in our Largo Center to create functional space. The office is 'L' shaped and the shorter area of the room is currently being underutilized due to the small and odd shape and size of the area. This underutilization of the space is not optimal as between DFL's two Centers, there is approximately 40,000 sq. ft. for services, lobby space, training and conference areas, our on-site pharmacy, staff offices, and storage. Our limited space, combined with expanding programs and a large number of staff being added has required DFL to reorganize how we utilize our spaces to provide services in the most effective manner possible. To this end, over 100 staff members have been relocated to the Largo Center, strategically freeing up valuable space at our Clearwater Center for in-office services, while enabling field staff to utilize versatile spaces at the Largo Center more effectively. With so many new staff at the Largo Center, every inch of space needs to be strategically utilized and DFL cannot

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afford to waste space. This new area will be used for clerical needs and storage, which is much needed at the Largo Center as clerical and storage materials are currently taking up valuable office space, leaving staff with less room to work.

Finally, DFL will replace the fluorescent lighting in the Largo Center with energy efficient LED lighting. The fluorescent lighting is not bright enough for the facility, which impacts client's perceptions of the quality of care they receive. DFL wants to ensure that we create a space that feels safe and hopeful from the moment our clients walk through our front doors. Higher light quality also provides improved visibility and reduced eye strain, leading to a more comfortable and productive environment. In recent years, DFL has prioritized several projects that will brighten up the facility including new flooring and wall art featuring lighter and brighter colors, as well as new windows to replace the current tinted ones to let in more natural light. The next step in this project is to add brighter, more efficient lighting. DFL will replace the current fluorescent lighting with LED lighting. We believe that combining the requested lighting project with the other improvements that are currently underway will create a healing environment and a positive first impression. Not only are LED lights brighter, they are up to 80% more energy efficient than fluorescent lighting due to the reduction in heat burn off. LED lights convert 95% of the energy into light, wasting only 5% of its energy on heat. LED uses less power to provide a strong and consistent output at a lower wattage.

DFL is committed to ensuring that our clients, staff, and stakeholders can receive services and work in safe, energy efficient, and functional spaces.

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.

Directions for Living's (DFL) mission is to be a welcoming and compassionate provider, advocate, and partner to children, adults, and families in need of integrated healthcare, social support, safety, and hope for the future. DFL has a strong organizational structure made up of dedicated employees who work cooperatively and efficiently toward the agency's goals. DFL has over 300 staff members committed to helping the individuals, children, and families who come to DFL for services each year. Facility improvements, such as the ones requested in this application, are critical for meeting the needs of the community. As mentioned, DFL will use this funding for the completion of the proposed projects at the Largo Center and will include the following: 1) replace 32 doors with fire rated doors, 2) section off a disjointed area of an office to create functional space, and 3) replace the fluorescent lighting with LED lighting.

First, DFL is proposing to replace 32 doors with 20-minute fire rated doors to protect clients, staff, and property in the event of a fire. The selected vendor will 1) remove the current doors, 2) install the new ones, 3) reinstall the current door handles which will feature a new access control system, and 4) test each door to ensure proper installation and functionality.

Next, DFL is proposing to section off a disjointed area of an office to create a functional space. This will include: 1) installing framing using 2x4 lumber to make a 10' wall with a 30" door opening, 2) installing ½" drywall and finish to match the existing walls, 3) installing a 30" pre hung flat panel door, 4) installing baseboards to match the existing baseboards, and 5) painting the walls and door.

Last, DFL is proposing to replace the current fluorescent lighting with energy efficient LED lighting. The selected vendor will 1) remove 155 fluorescent tubes, 2) retrofit internal components with LED-compatible ones, and 3) replace the fluorescent tubes with compatible LED tubes. This will improve both the aesthetic appeal and the energy efficiency of the building.

These facility improvements will increase the disaster hardening and energy efficiency, and the usable space of the Largo Center for clients, staff, and stakeholders. Hardening and resiliency improvements increase the lifespan of business assets by reducing overall risk to the structure and/or reducing the time it takes to recover from a disaster such as a fire. This project will also improve the energy efficiency of the building, which DFL prioritizes as being “green” is a longstanding goal of DFL. Finally, this project will improve DFL's usable space so that staff can more efficiently provide services.

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

Directions for Living (DFL) serves tens of thousands of children and families each year, of which roughly 20 percent are Largo residents. The Largo Center serves approximately 1,304 clients each year. Both DFL Centers serve people of all ages, races, and ethnic backgrounds, most of whom have incomes at or below the Federal Poverty Line. In fact, over 95 percent of our clients meet low-to-moderate income criteria. DFL works with some of the most vulnerable people in the County (e.g., homeless) and funding these facility projects will help ensure critical services are not impacted by the costs of these facility improvements if incurred by the agency. This funding also supports the long-term stability and economic growth of the Largo community. Early intervention and treatment of trauma has a direct impact on reducing and/or preventing future homelessness, domestic violence, criminal justice system involvement, chronic unemployment, and substance misuse. It impacts economic growth and development by removing the clients' potential barriers to future employment. In addition, services provided at the Largo Center include homeless services such as assisting income eligible clients from becoming homeless due to eviction, assisting income eligible clients with rental start-up fees and utility connection deposits, and linking clients to stable housing throughout the community. Overall, this project will help improve existing supportive services for low to-moderate income individuals, children, and families and will help all clients, including many Largo residents, improve their physical, mental and economic health.

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 facility improvement projects outlined in this application are eligible activities as evidenced by the percentage of clients served by the Largo Center that meet area median income requirements. In fact, Directions for Living (DFL) serves thousands of Largo residents annually. Out of the 1,304 total clients served at our Largo Center, 210 were Largo residents, of which 98.3 percent were considered low or moderate income, based on the latest Federal Poverty Guidelines. DFL's Largo Center is an eligible facility as evidenced by the services provided at this location. For example, the Largo Center houses DFL's intensive family services, which seek to keep families together through a variety of services such as individualized family support plans, wrap-around services, abuse prevention, parenting classes, and case management services. DFL's Homeless Services are also housed at the Largo Center location and help adults and families living without homes, or at risk of homelessness by linking them to a variety of services that make up a mini continuum of care within our organization. Finally, the projects outlined in this proposal will improve the existing facility, which has a Largo address.

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.)

With full funding, these facility projects will be completed at Directions for Living’s (DFL) Largo Center, which is located at 8823 115th Avenue N., Largo, FL, 33773 and serves residents countywide. The client base for these projects are primarily low and moderate income residents who are survivors of domestic violence, persons with alcohol and other drug addictions, persons with severe and persistent mental illness, single parent households, children exposed to trauma, and people who are at risk for or who are currently experiencing homelessness. Agency-wide, DFL serves more than 1,456 Largo residents each year and 210 of them are served out of the Largo Center.

In general, our client demographics are: 59.4% White, 19.1% Black/African American, 11.2% Hispanic, 0.7% Asian, 0.1% Native Hawaiian/Pacific Islander, 2.8% Multi-Racial, 3.4% Unknown, 3.1% Other. In addition, 56.8% of our clients are female and 43.2% are male.

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:	7,310	95.70%
Of the Total Clients Served - the number of clients that were from Largo:	1,456	97.70%

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:	1,304	98.20%
Of the Total Estimated Served - number of Clients/Households from Largo	210	97.30%

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.

Directions for Living (DFL) utilizes two data systems. DFL’s current Electronic Health Record System, Avatar, has the ability to track and maintain client and service level data for care coordination and system improvement. Further, we are able to write customizable programs as a way to stratify programmatic data. In addition, all client touches are documented in Pinellas Homeless Management Information System (PHMIS). All demographic information is collected, inclusive of the HUD demographic requirements. All financial incidentals are reported through PHMIS and linked to the identified client. DFL completes a bi-weekly review of data completeness and timeliness reports in PHMIS for accuracy. PHMIS data is also cross referenced with Avatar for accuracy. In addition, DFL has a dedicated HMIS staff member and a Management Information Systems Team to pull data at any time during a project for reporting requirements and for internal progress checks. The majority of DFL’s clients are already below 80% area median income (AMI), and DFL will use the above data structures to continue to monitor the AMI of all clients.

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).

N/A

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.

Overarching performance outcome: 1,304 Largo Center clients and over 300 staff members will have access to a behavioral health organization that prioritizes its clients, visitors, and staff members by pursuing building improvements for the purpose of increasing disaster hardening and energy efficiency.

The expected project outcome is the replacement of 32 doors with the same number of 20-minute fire rated doors, a wall will be added to section off an underutilized area of an office to create more functional space for storage and clerical work, and the replacement of the fluorescent lighting in the building with LED lighting.

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?

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

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
Largo Center	8823 – 115th Avenue North	Largo	FL	33773

B.11. Project Administration

a) Project Manager Name

Chris Johnson

Title

Facilities 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.

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.

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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.

The facility improvement outlined in this application will benefit all clients served by DFL's Largo Center and are not limited to a specific service line or program. The Largo Center is the hub for all Directions for Living's (DFL) Housing First and Families First Divisions as well as several Outpatient Services, encompassing a diverse range of offerings. The key services provided at the Largo Center are: 1) High Fidelity Wraparound, 2) BabyCAT, 3) Family Intensive Treatment (FIT), 4) Homeless Services, 5) Street Outreach, and 6) SOAR Services. High Fidelity Wraparound, like its name suggests, is a high level of wraparound services that support families, teach them how to advocate for themselves, and work through a crisis. BabyCAT aims to support parents and families who have at least one child ages 0-5 and are concerned about coming into contact with other systems of care, keeping their children safe, or simply want to learn about their child's behaviors. FIT provides wraparound treatment for families with at least one child under the age of 10 who have become involved with the child welfare system due to substance abuse. Homeless Services are a collection of services for the benefit of individuals experiencing homelessness that come into contact with DFL ranging from case management to non-congregate emergency shelter to rapid rehousing. DFL's Street Outreach program sends teams out into the community to connect with the local homeless population and link them with additional

services. SOAR Services help increase access to Supplemental Security Income/Social Security Disability Insurance (SSI/SSDI) for adults who are experiencing or are at-risk of homelessness and who have a mental illness, medical impairment, and/or a co-occurring substance use disorder.

In addition, DFL enacted the One-Agency Initiative which ensures that individuals receiving services from DFL, regardless of how they were referred, receive priority access to all of the other services provided by DFL, including services that are in high demand such as psychiatric services. Through the One-Agency Initiative, safety and behavioral health services are integrated and the team is able to appropriately focus on safety, risk mitigation, and health promotion as necessary to improve outcomes for clients. Therefore, even clients who may only be receiving services through our Clearwater Center have the potential to start receiving services through the Largo Center at any point in their treatment.

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.

Directions for Living's (DFL) Largo Center is very accessible to Largo residents both physically and in terms of access to services. The Largo Center is conveniently located just south of the city limits, off of Starkey Road. The Largo Center is also located along the PSTA Bus Route 73, which runs from Clearwater to St. Petersburg and connects to 30 other routes. Additionally, the Largo Center is within walking distance of PSTA Bus Route 58, which runs from the Seminole City Center to the Gateway Mall and connects another 6 routes.

Further, DFL believes in meeting clients where they are at, and at a time and place that is convenient to them. Many of DFL's programs are field-based services or offer telehealth options for clients in specific circumstances where risk is mitigated or if illness prevents face-to-face contact. DFL knows that many of our clients do not have access to a smart phone or a computer that will allow them to maintain continuity of care. A lack of access to technology (i.e., cell phones) can impact client-provider interaction, resulting in barriers associated with follow-up care. DFL addresses this barrier by assisting families with securing smart phones with sufficient minutes and high-speed internet in the event the need is identified.

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.

Directions for Living's (DFL) Largo Center serves clients across Pinellas County, including City of Largo residents, who are predominately low- and moderate income by offering hope through housing, family, and mental health services to those who are mentally and physically wounded by a tragic life change through a care connection of compassion, guidance, and support with the overall goal of helping people realize greater self-determination and self-sufficiency.

Over the past few years, DFL's leadership have thoughtfully made facility improvements that are helping transform our agency into a state-of-the-art, trauma-informed treatment and recovery center. Several of the improvements listed in this application contribute to this goal by prioritizing disaster hardening, energy efficiency, comfort, and service delivery. The installation of fire doors could prevent the spread of fire, protecting clients, staff, and property. New LED lighting in the Largo Center will both brighten up the space and increase the energy efficiency of the building. Additionally, the final project will create a more functional space in the Largo Center so that staff are able to work efficiently and effectively while they are in the office.

These improvements will benefit DFL clients, including over 200 Largo residents thrive by increasing access to services that improve mental well-being, family stability, and housing stability. Most DFL clients are at or below the Federal Poverty Line, struggle with housing instability or are homeless, and are uninsured or underinsured. One example of a program that will benefit from these improvements is DFL's Family Works program. Family Works is a strength-based, family-centered, safety-focused model developed by DFL to target children and their families who are homeless or housing unstable and who are enrolled in any Pinellas County elementary school.

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.

Two of the projects listed in this application will improve either disaster hardening or energy efficiency at Directions for Living's (DFL) Largo Center. The replacement of the current doors at the Largo Center with 20-minute fire rated doors will provide disaster hardening by increasing fire protection throughout the facility. These doors will prevent fire and smoke from spreading into a room for at least 20 minutes. In the event of a fire, this will protect clients and staff from sustaining fire related injuries such as burns and smoke inhalation, as well as minimize property damage that occurs during a fire. Additionally, the replacement of the fluorescent lighting will improve the energy efficiency of the building. LED lights are up to 80% more energy efficient than fluorescent lights.

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

Directions for Living's (DFL) Largo Center is currently located in the Seminole Fire Tax District. The Largo Center was previously located within Largo city limits, but was annexed or redistricted and still has a Largo address. The Largo Center houses critical services including, SOAR, homeless services, Wraparound treatment for child and families, and street outreach services, just to name a few. Many of DFL's services are provided in the community, making them as accessible as possible for all DFL clients. DFL has strong ties to the area and the community, is a valued partnership with the City of Largo, and has been serving Largo residents for many years by providing crucial behavioral health and homeless services. While the Largo Center is not within City of Largo's limits or it's planning service area, DFL has a demonstrable connection to the area and provides a vast number of services to the community.

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

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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	10/01/2024	11/01/2024
Design/Scope of Work	11/01/2024	12/01/2024
Project Bid	12/01/2024	02/01/2025
Permitting	02/01/2025	03/01/2025
Construction	03/01/2025	09/30/2025

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
Door Replacement	\$43,200.00	\$0.00	\$43,200.00
LED Lighting	\$35,980.00	\$0.00	\$35,980.00
Office Remodel	\$6,500.00	\$0.00	\$6,500.00
Permitting	\$350.00	\$0.00	\$350.00
Contingency	\$8,603.00	\$0.00	\$8,603.00
Grand Total	\$94,633.00	\$0.00	\$94,633.00

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
-----------------	--------------

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	\$94,633.00	\$0.00
	\$94,633.00	\$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:

Directions for Living (DFL) works with some of the most vulnerable people in the County (e.g., homeless) and funding this project would help ensure these critical services are not impacted by the costs of these facility improvements if incurred even partially by the agency. However, if partial funding is awarded, DFL will complete some of the projects or portions of a project outlined in the grant. DFL Leadership will prioritize projects based on greatest need and awarded amount.

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 qcohen@directionsforliving.org on 2/12/2024 3:53 PM

Case Id: 25242

Name: Directions for Living - 2024/25

Address: 1437 S. Belcher Rd., Clearwater, FL 33764

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).

Directions for Living (DFL), a non-profit organization incorporated in 1982, has a rich history of healing and preventing trauma in our community due to homelessness, mental illness, and addiction. For 42 years, DFL has served local residents of all ages by providing crucial research-supported and evidence-based behavioral health services to tens of thousands of adults, children, and families annually. DFL provides critical medical (i.e., psychiatric, medication management, counseling, substance misuse) and clinical (i.e., adult and child case management) services and is dedicated to making behavioral health care accessible and affordable for all. DFL serves some of the most vulnerable individuals and ensures they receive the care they need to live safely and securely in their community by targeting immediate stabilization and facilitating self-sufficiency. For 36 years, DFL has been serving the local homeless population through a variety of services that make up a mini continuum of care including: 1) homeless intensive case management and care coordination, 2) prevention and diversion, 3) rapid rehousing, 4) homeless street outreach, and 5) housing-focused outreach to individuals, the elderly, chronically homeless, adults with dependent children, and young adults who have aged-out of the child welfare system.

DFL offers hope to those who are mentally and physically wounded by a traumatic life change through a care connection of compassion, guidance, and support with the overall goal of helping more people realize greater self-determination and self-sufficiency. All DFL programs are nationally accredited. DFL received its ninth consecutive 3-year accreditation by the Commission on Accreditation of Rehabilitation Facilities (CARF) in 2021. Additionally, DFL maintains licensure according to Chapter 397, Florida Statutes to provide substance abuse services for general intervention and outpatient treatment for children and adults.

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.

Directions for Living (DFL) has extensive experience carrying out capital improvement projects and is well positioned to execute this initiative due to our in-house level of expertise. DFL's Facilities Manager has 32 years of experience, several relevant certifications, and he has overseen nearly \$22M in construction renovations at healthcare facilities throughout his professional career. During his tenure at DFL, the Facilities Manager has managed many large-scale renovation projects and he oversees a dedicated 3-person facilities team that assists with project execution and takes care of ensuring the interior and exterior of both buildings is properly cleaned, sanitized, and well-maintained. DFL has completed similar work over the years under the guidance of our Facilities Manager. Most recently, DFL completed the following initiatives under his leadership: 1) the addition of exterior lighting in our Clearwater Center and Largo Center parking lots, 2) the installation of fencing around the Largo Center, 3) the installation of security systems, 4) the repair of the exterior wall of our Clearwater Center building, 5) the remodeling and replacement of the interior elevator cab, and

6) a full roof replacement and the installation of solar panels at the Clearwater Center.

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.

Directions for Living (DFL) maintains robust Finance and Revenue Cycle Management Departments. DFL reviews policies and procedures annually to determine effectiveness and the need for revision. It is the policy of DFL to prepare financial statements, as required by regulatory authorities, for submission to the Board of Directors of the organization. The President & CEO is responsible for providing to the Finance Committee financial statements generally one month in arrears that include: 1) monthly profit or loss, 2) income statement, 3) cash position, 4) comparative actual income and expenses to budget, and 5) comparative financial information to last fiscal year.

DFL maintains a chart of accounts with appropriate descriptions to indicate type of general ledger accounts: 1) Asset, 2) Liability, 3) Net Asset, and 4) Revenue or Expense Asset. Liability and Net Asset activities are tracked primarily at the organizational level, while revenues and expenses are tracked at a Program, Services, Fund Source, and Location level. The chart of accounts is designed to provide the information needed to prepare accurate financial statements and to provide detailed information needed for effective and efficient management of the organization. In addition, DFL undergoes an annual audit by an independent reviewer, subject to applicable federal and programmatic regulations. DFL engages an independent certified public accounting firm to conduct an audit of the organization's financial records and internal control procedures on a minimum of an annual, or as-needed, basis. The certified public accounting firm is knowledgeable of all state and local funder audit requirements, has experience with similar size and similar scope not-for-profit organizations, and will ensure that the organization's financial records comply with those requirements.

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.

Completion of the project will be per contractual guidelines by all vendors and occur within the agreed upon timeframe for the Largo Center as illustrated in the project timeline. Directions for Living (DFL) will adhere to all Davis Bacon regulations. The Senior Director of Finance, Facilities Manager, and Grant Writer and Donor Relations Manager will create a project plan as a guide for ensuring all tasks and milestones are achieved on time. The project plan will also ensure effective communication protocols are in place between DFL's Facilities Manager and the vendor. Administrative oversight for managing the fiscal aspects the project will be directed by the Vice President of Finance in collaboration with the Senior Director of Finance. Revenues and expenses are tracked at a Program, Services, Fund Source, and Location level utilizing a 5-tier chart of account system. The chart of accounts is designed to provide accurate and detailed information needed for effective and efficient management of program costs.

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 bind coverage for principle staff who handle the agency's accounts, in what amount and with what insuring agency.

Directions for Living (DFL) has Commercial, Automobile, Professional, and Directors and Officers (Fidelity Bind) Insurance Coverage from Stahl & Associates, all in the amount of \$1 million per occurrence and \$3 million aggregate. In addition, DFL lists all contractors as additional insureds on the policy upon request. DFL pays all payroll taxes and worker's compensation as required by federal and state laws.

F. Required Documents

Completed by qcohen@directionsforliving.org on 2/12/2024 8:36 AM

Case Id: 25242

Name: Directions for Living - 2024/25

Address: 1437 S. Belcher Rd., Clearwater, FL 33764

F. Required Documents

Please provide the following information.

Documentation



Organizational Chart *Required

DFL Table of Organization_external.pdf



Board Resolution Authorizing Submittal of Funding Request *Required

Board Authorization Largo.pdf



Current Year Operating Budget *Required

DFL Annual Budget FY 2024_.pdf



Most Recent Annual Independent Auditor's Report *Required

DFL Financial Statements - 2022.pdf



List of Board of Directors *Required

2023 BOD list.pdf



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)

DFL brochure.pdf

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

DFL 501(c)(3).pdf

Other Documents

21886_DFL Largo Center Zoning Verification.pdf

Submit

Completed by qcohen@directionsforliving.org on 2/12/2024 3:56 PM

Case Id: 25242

Name: Directions for Living - 2024/25

Address: 1437 S. Belcher Rd., Clearwater, FL 33764

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

April Lott, President & CEO

Telephone

(727) 524-4464

Authorized Signature

April Lott, LCSW

Electronically signed by qcohen@directionsforliving.org on 2/12/2024 3:54 PM

IDIS Set Up

No data saved

Case Id: 25242

Name: Directions for Living - 2024/25

Address: 1437 S. Belcher Rd., Clearwater, FL 33764

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: 25242

Name: Directions for Living - 2024/25

Address: 1437 S. Belcher Rd., Clearwater, FL 33764

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: 25242

Name: Directions for Living - 2024/25

Address: 1437 S. Belcher Rd., Clearwater, FL 33764

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*