

A. Executive Summary

Completed by tess.benham@gcjfcs.org on 2/8/2024 4:46 PM

Case Id: 25274

Name: Gulf Coast Jewish Family and Community

Address: 14041 ICOT Blvd., Clearwater, FL 33760-3702

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

Gulf Coast Jewish Family and Community Services, Inc.

A.2. Type of Organization

501(c)3 Nonprofit Corporation

If Other:

A.3. Mailing Address

14041 ICOT Blvd. Clearwater, FL 33760-3702

A.4. Contact Person

Dr. Sandra E. Braham

A.5. Title

President and Chief Executive Officer

A.6. Telephone

(727) 479-1864

Phone Ext.

A.7. Email

sandra.braham@gcjfcs.org

A.8. Unique Entity ID

C8Q3FR2KA2K8

BILLING/INVOICE CONTACT

A.9. Name

Shawn Parker, Grant Accountant

PROJECT INFORMATION

A.15. Project Title

Energy Efficiency Improvements

A.16. City of Largo Funds Requested

\$150,000.00

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

jeff.rohleder@gcjfcs.org

A.11. Phone

(727) 269-3306

A.12. DATA/REPORTING CONTACT

A.12. Name

Tess Benham, Grants Manager

A.13. Email

tess.benham@gcjfcs.org

A.14. Phone

(727) 470-7435

B. Project Information

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Case Id: 25274

Name: Gulf Coast Jewish Family and Community

Address: 14041 ICOT Blvd., Clearwater, FL 33760-3702

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

The proposed project will replace the existing exterior windows of our 14041 Icot Boulevard facility with energy efficient windows that will reduce heat loss and improve indoor comfort. The project is needed because the current windows are old, installed in 1991, and single pane, which results in higher utility costs and low environmental performance. According to research by the U.S. Department of Energy, replacing the windows with energy-efficient, and with low-solar-gain, low-e-coating could save up to 30% on heating and cooling expenses. Our total Duke Energy costs for electricity was \$49,995 last year, which translates to an estimated \$14,998 in operating funds that can be redirected to direct client services annually.

Further this project will enhance the appearance and security of the facility addressing a number of other concerns.

1. Deterioration of Window Glazing Sealant - An assessment of the building enclosure was conducted in May 2023 as part of preparations for a planned renovation of the building. The forensic architecture consultant made a number of recommendations including replacement of the roof and repairing the existing stucco and soffits. The report noted that the existing windows, predominantly fixed aluminum storefront windows, show no evidence of water intrusion, but noted deterioration of the glazing sealant due to age.
2. Increase of antisemitic Threats/Risk – due an overall increase in antisemitic and violent rhetoric, the agency is incorporating into all proposed renovation projects added security features and measures to reduce the likelihood of injury to staff due to terrorism. These features include adding ballistic, bullet- and impact-resistance, improved lighting and monitoring capabilities when feasible to harden our facilities from attack.
3. Disaster Preparedness – through an earlier CDBG project, hurricane shutters were added to protect the facility. By adding ballistic/impact resistance to the proposed window replacements, the windows will benefit from additional protection from any weather and wind events that may occur outside of hurricane events.

The project meets the City of Largo's priority of providing housing, homeless, and special needs services to low income and marginalized residents. The Icot facility serves more than 600 Largo residents who are in need of temporary or permanent housing assistance, emergency assistance, and behavioral health services.

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 from the City of Largo will be used to cover the cost of purchasing and installing approximately

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112 new low E windows, as well as disposing of the old ones. The total cost of the project is estimated at \$450,000, of which \$150,000 is being requested from the City. The remaining amount will be funded by other sources, such as grants, donations, and reserves. The funding request is for a specific component of larger projects that involves renovating and upgrading the entire facility to meet current standards and best practices.

Gulf Coast JFCS is about to begin a total renovation of its primary and largest direct service location at 14041 Icot Boulevard. This location is home to 30+ programs serving the City of Largo and our executive and administrative departments. The renovation will replace the roof and completely renovate the building interior. Gulf Coast JFCS received funding from Pinellas Community Foundation, Juvenile Welfare Board for this project in addition to funds being raised as part of a capital campaign.

A number of additional projects are planned related to adding enhanced security features for the building to better harden the facility for disasters and from potential armed intruders including adding ballistic shielding and bullet-resistant glass to the lobby, better lighting and monitoring of the facility and property perimeter. The agency has submitted and plans to submit grant applications for Nonprofit Security Grant program for these projects. The proposed window replacement project will improve energy efficiency, reduce energy costs, and complete the update of the building envelope to ensure it can safely and efficiently house our programs and staff.

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

This project meets the City of Largo's 2024-2025 priorities to improve public facilities that will provide supportive services to low-and moderate households. Specifically, this project will "improve" a public facility that provides supportive services predominantly to low- and moderate-income clientele and helps Largo residents physically, mentally and economically thrive in Largo. The proposed project is designed to improve facility and serves to meet the City's stated objectives of improving energy efficiency and disaster resiliency.

Gulf Coast JFCS is a 501(c)(3) non-sectarian human services agency that has been providing services for vulnerable populations throughout Florida for more than 60 years. As a non-religious, community-based nonprofit, Gulf Coast JFCS serves people of all ages, faiths, cultures, and identities.

The proposed project will improve our Icot facility which serves as our primary direct service location and headquarters is located in the City of Largo and is a public facility. It serves as a home base for all of the agency's administrative departments, including Information Technology, Human Resources, Finance, Quality Improvement, Executive Leadership, Marketing and Development, Maintenance, and Safety.

More than 14,000 unduplicated Pinellas County residents participate in agency services. Of that number, in FY23, 617 City of Largo residents benefited from a variety of services providing temporary or permanent housing assistance, financial assistance, and special needs services. These programs include:

- Supported Housing
- Family Services Initiative
- Jewish Family Services
- Teen Parent Engagement Program
- Violence Prevention Program
- Non-Custodial Parent Employment Program (NCPEP)
- Developing Assets and Workplace Skills (DAWS)

This project meets the City's stated CDBG goal of Capital Improvements to public facilities. Specifically, this project will "improve" a public facility that provides supportive services predominantly to low- and moderate-income clientele and helps Largo residents physically, mentally and economically thrive in Largo. The proposed window replacement also serves to meet the City's stated objective of "improved energy efficiency" and "improving disaster resiliency."

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).

More than 14,000 unduplicated Pinellas County residents participate in agency services. Of that number, in FY23, 617 City of Largo residents benefited from a variety of services providing temporary or permanent housing assistance, financial assistance, and special needs services. The majority of participants, more than 65%, meet the criteria as a low- to moderate income household.

These programs include:

- Supported Housing
- Family Services Initiative
- Jewish Family Services
- Teen Parent Engagement Program
- Violence Prevention Program
- Non-Custodial Parent Employment Program (NCPEP)
- Developing Assets and Workplace Skills (DAWS)
- Heart Gallery of Pinellas and Pasco
- Refugee Services

This project meets the City's stated CDBG goal of Capital Improvements to public facilities. Specifically, this project will "improve" a public facility that provides supportive services predominantly to low- and moderate-income clientele and helps Largo residents physically, mentally and economically thrive in Largo. The proposed window replacement also serves to meet the City's stated objective of "improved energy efficiency" and "improving disaster resiliency."

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 client base that will benefit from this project is primarily county-wide. The direct beneficiaries of this investment include approximately 200+ staff who work at the building as well as the thousands of clients who receive services from this location. This included 20+ visitors/clients who access our facility each day. As mentioned elsewhere, Gulf Coast JFCS serves a number of vulnerable populations from this location, including frail seniors, disabled adults, abused/neglected children, homeless individuals or those at-risk of homelessness, families in need of financial assistance or resource navigation, refugees and survivors of torture, Holocaust survivors, and individuals struggling with substance abuse challenges or mental health issues.

Because this building serves as our agency’s administrative headquarters, this project will indirectly benefit the more than 30,000 individuals, of which 14,000 are in Pinellas County and 600 in the City of Largo, we support across the state on an annual basis.

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:	14,000	60.00%
Of the Total Clients Served - the number of clients that were from Largo:	617	65.00%

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:	14,000	60.00%
Of the Total Estimated Served - number of Clients/Households from Largo	600	60.00%

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.

The proposed project is not limited to serving one of the above groups; however, many individuals from these groups are served by most frequently utilized programs by City of Largo residents. These programs include our elder case management and homemaking services, and vital safety net programs such as supported housing for individuals with

severe, persistent, mental illness and co-occurring substance use disorder; financial assistance and navigation programs such as the Family Services Initiative which helps families with children, Jewish Family Services which oversees many of our rental and utilities assistance programs, and employment programs.

The majority of our programs serve individuals whose household incomes are below 80% of the area median income (AMI). At intake, staff collect age, demographic, and household income information. A table is utilized showing the income levels by household size which equal the Federal Poverty Levels to determine if a participant's household income meets criteria for low- or moderate income household status. This table also shows income levels for various scenarios showing common program income limits based on the FPL, such as 200% of the FPL. For most households, 200% of the FPL is well-below 80% of AMI. For example, the income maximum for a household of 4 individuals at 80% AMI is \$69,500. For the same household size, at 200% of the FPL in 2024, the maximum allowable income is \$62,400.

Gulf Coast JFCS, due the large number of clients served in Pinellas County, more than 14,000 unduplicated individuals, will utilize City of Largo zip codes to run the required reports. These zip codes include 33770, 33773, 33771, 33778, 33774, 33760, and 33764. We will identify any City of Largo residents by program including those Gulf Coast JFCS programs which verify and determine household 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).

This project will not be limited to serving one of the above groups. However, demographic data - age, race, ethnicity is collected for our programs when possible. Program participants are diverse. Of City of Largo clients who provided demographic information, 51% identify as Black/African-American (17%), Hispanic (14%), other or more than one race (15%), Asian/Pacific Islander (3%), Alaskan Native/American Indian (2%), and 14% did not provide data.

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.

The expected performance outcomes for this project are challenging to measure with concrete numbers or percentages. However, we believe the following outcomes will be achieved upon completion of the window replacement project.

1. Reduction in future electricity costs by 25% due to greater energy efficiency of the windows.
2. Elimination of potential costs for damage to windows/building interiors from weather events such as those involving straight-line winds or tornado activity occurs outside of hurricane systems.
3. Increased security for building occupants from acts of vandalism or violence by increasing the ballistic and bullet-resistance rating of the exterior glass.

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

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
Gulf Coast JFCS	14041 Icot Boulevard	Clearwater	FL	33760

B.11. Project Administration

a) Project Manager Name

Elke Cumming

Title

Senior Vice President of Programs and Administration

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.

Many Gulf Coast JFCS programs provide supportive services and financial assistance to individuals in crisis or experiencing emergencies. For example, in the City of Largo and Pinellas County:

- Behavioral Health Services provide the tools necessary to function well in society for individuals with behavioral and mental health challenges.

- Through our Supported Housing program, we provide rent and utility assistance to individuals struggling with mental health issues and substance abuse recovery on their journey to stability and independence.
- Through our integrated refugee services, we ensure newly arrived refugees and their families—often coming with limited assets or job prospects—get the resources and support they need to become self-sufficient.
- Our Jewish Family Services support economic stability through financial assistance to local Jewish individuals and families. Our Holocaust Survivor program provides monetary and physical aid to hundreds of elderly survivors in our region. This program also administers the agency Duke Energy utility assistance funds for Pinellas residents.
- We also ensure that frail and senior clients can remain living safely and with dignity in their homes by providing financial assistance to cover the often-expensive out-of-pocket costs for nutritional supplements, medication, or home repairs.

The agency's William and Sally Israel Food Pantry is another critical resource for our many clients. Particularly during the COVID pandemic, when many more people face the realities of food and housing instability, our Food Pantry has been an essential source of support. Through donations of in-kind goods, monetary gifts, and grant funding, the Food Pantry provides food assistance, hygiene items, household goods, and other critical things to all Gulf Coast JFCS clients, supporting positive outcomes and contributing to our client's overall success.

The proposed improvements will benefit all programs offered from this facility and described above.

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.

With our primary Icot direct service facility located within Largo city limits, Gulf Coast JFCS remains geographically accessible to all Largo residents. Our services are provided at this facility, in client's homes, virtually, and in convenient locations throughout the City of Largo. In support of our mission and values as an organization, Gulf Coast JFCS is actively involved in maximizing accessibility to facilities and service delivery. While Gulf Coast JFCS strives to provide services at all hours, in locations, in environments, and with staff patterns designed to maximize easy access to services, we also recognize that barriers present in many forms and have the potential to impact not only persons served, but community partners and staff as well. Those barriers may include architectural, environmental, attitudinal, financial, employment, communications, transportation, and other barriers not specifically identified. In an effort to identify and remove potential barriers, Gulf Coast JFCS annually assesses, develops initiatives if needed, and initiates renovations and improvements to address the needs.

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.

As mentioned elsewhere, Gulf Coast JFCS serves a number of vulnerable populations from this location, including frail seniors, disabled adults, abused/neglected children, homeless individuals or those at-risk of homelessness, families in need of financial assistance or resource navigation, refugees and survivors of torture, Holocaust survivors, and individuals struggling with substance abuse challenges or mental health issues. These populations are predominantly low- and moderate income households with many qualifying for Medicaid, and by definition are considered "low and moderate-income" by CDBG program standards. Nearly all of our program services target low-income individuals whose incomes do not exceed 80% of the median family income. In fact, most of our programs have income related qualifications. Additionally, in our refugee programs and Non-Custodial Parent Employment Program, because all clients are eligible for benefits through the Department of Children and Families, their household incomes are

considered below the federal poverty level.

The proposed window replacement project will increase energy efficiency providing an estimated \$15,000 annually that could support additional client services in future years.

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.

The proposed project has both energy efficiency and disaster hardening features. The current windows are large storefront, single-pane windows. These windows will be replaced with energy-efficient () windows which will better regulate and control ambient temperature. The proposed windows will also have impact resistance features including bullet-resistant glass that will provide additional safety and disaster hardening for the facility.

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).

Yes the Property is in City Limits (Tax code "LA")

Please Explain

The Property is within the City of Largo. Please see attached Property Card and email confirming Tax Code LA.

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	04/01/2024	09/30/2024
Design/Scope of Work	11/01/2024	01/31/2025
Project Bid	11/01/2024	02/28/2025
Permitting	01/01/2024	03/31/2025
Construction	04/01/2024	07/31/2025

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
Replace	\$150,000.00	\$300,000.00	\$450,000.00
Grand Total	\$150,000.00	\$300,000.00	\$450,000.00

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
Largo CDBG Funding	\$150,000.00	\$150,000.00
Various private donations as part of on-going capital campaign	\$300,000.00	\$300,000.00
	\$450,000.00	\$450,000.00

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 this project is not fully funded, we would do the project in phases with a priority on the windows in the south side of

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the building to reduce cooling costs.

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

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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).

Gulf Coast JFCS has been changing lives for thousands of Floridians since 1960. While inspired by Jewish values, we are a non-religious human services agency whose mission is to protect the vulnerable, empower individuals, and strengthen families. As the region's needs changed, Gulf Coast JFCS began to expand its outreach and incorporated as a 501(c)3 not-for-profit organization on July 2, 1974. What distinguishes Gulf Coast JFCS from other human service agencies is the diversity of programming, emphasis on client-centered, trauma-informed care, and decades of positive community impact.

Gulf Coast JFCS operates 30+ programs that serve Largo and Pinellas County residents, representing diverse service areas and comprising just over 43% of all agency expenditures. Programs serve people of all ages, faiths, cultures, and identities, and proudly serves many high-need, at-risk, or under-resourced populations. Our Pinellas programs serve approximately 14,000 unduplicated individuals annually with 600+ clients residing in the City of Largo.

Programs include Supported Housing, the Family Services Initiative, Integrated Refugee Services, the Florida Center for Survivors of Torture, Elder and Disabled Services, Jewish Family Services, Food Pantry, Substance Use Intervention and Prevention, the Pinellas Quick Response Team, and the Non-Custodial Parent Employment Program and Developing Assets and Workplace Skills program. These programs target vulnerable members of City of Largo and Pinellas residents who need support with meeting basic needs, finding and maintaining housing, securing employment, or living safely and independently at home.

Gulf Coast JFCS maintains a City of Largo business license. Since 1998, Gulf Coast JFCS has been nationally accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF), a testament to a focus on individualized services and continuous quality improvement.

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.

Gulf Coast JFCS has a great deal of experience implementing public facility capital projects. We have received and implemented a number of CDBG awards and the agency maintains a robust set of policies and procedures that ensure all phases of CDBG funded projects are conducted in compliance with HUD regulations. We recently completed installation of new entrance way sliding doors and partially fenced our property perimeter. We also completed a construction project in Pasco with \$58,840 in funding through a Pasco CDBG award for renovation of four bathrooms at the facility, providing a safer and more hygienic living environment for residents. Gulf Coast JFCS complied with all policies related to bidding, the Davis-Bacon Wage Act, Section 3 reporting, and other requirements. The project was completed on time and on budget.

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We have also successfully managed previous CDBG awards from Pinellas County, the City of Largo, and the City of Clearwater. These projects have included both public services support and facilities improvements like hurricane shutters, window tinting, a new generator, fire suppressant system, and a fire door in our annex. Elke Cumming, Gulf Coast JFCS Vice President of Programs & Administration, will lead the project team comprised of Rich Steiner, Safety Director, and Lee Stasio, Maintenance and Facilities Manager. Ms. Cumming has managed multiple residential and commercial construction projects in her career. In addition, she has experience managing CDBG and HUD-funded projects, including new construction and the renovation of multifamily projects, office facilities, and public infrastructure for water and sewer.

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 attached agency operating budget details revenues and expenses for Fiscal Year July 1, 2023 - June 30, 2024. The majority of these revenues are comprised of multi-year federal, state and municipal contracts and commitments to provide various social services. Additionally, the agency also has a loyal and committed individual donor base; in FY 2022, Gulf Coast JFCS received \$1,668,315 in individual, corporate, and other monetary donations and secured more than \$1,189,966 in grant funding.

The agency has been a responsible steward of both private and public dollars for more than 60 years and is well prepared to steward City of Largo funds and ensure compliance. Gulf Coast JFCS has continued to achieve excellent outcomes on its external audit and monitoring visits of fiscal, program management, and administration with documentation of these findings on file. An external CPA firm, RSM US LLP conducts a complete annual audit per the requirements of OMB Circular A-133.

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.

Gulf Coast JFCS Vice President of Programs and Administration will oversee and monitor progress in implementing the the project according to the proposed timeline. Upon award, the timeline will be revised and a detailed project plan created. The Grants Manager will be responsible for submission of programmatic reports. The grant accountant will ensure that all costs are documented and that reimbursement requests comply with and contain all necessary supporting documentation.

Gulf Coast JFCS adheres to a robust series of financial policies and procedures as required by OMB Circular A-133 and best practices. The agency's accounting system was developed to accommodate diverse and multiple funding streams.

Generally accepted accounting principles are consistently applied, and all expenses are appropriately segregated by program and funding source. The accounting system identifies and segregates funding streams and related costs by establishing a unique cost center number. Each four-digit cost center number precedes the account number and is entered when the revenue and expense account activity is posted in the general ledger. For each funder, documentation to support the accuracy of billings to each funding source is maintained in Gulf Coast JFCS's contract file. The file includes complete copies of billing submissions and a billing log that is reconciled monthly to the general ledger, the amount billed, and the cash received.

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.

Gulf Coast JFCS maintains liability, workers compensation and other insurance coverages. Please see the attached Certificate of Insurance that details the various types of insurance coverages, amounts and insuring agencies. All required payroll and workers compensation are paid promptly per Federal and State regulations.

Gulf Coast JFCS has two insurance policies, Directors & Officers Employment Practices Policy and a Crime Policy, that cover agency principles and staff who handle the agency accounts. Directors & Officers Liability, including fiduciary liability coverage amount is \$1,000,000 per occurrence from Bridgeway Insurance Company. The Crime policy coverage is up to \$500,000 per occurrence and is provided by Florida Insurance Trust. The policies are renewed annually and managed by our insurance broker Wallace, Welch and Willingham.

F. Required Documents

Completed by tess.benham@gcjfcs.org on 2/13/2024 3:17 PM

Case Id: 25274

Name: Gulf Coast Jewish Family and Community

Address: 14041 ICOT Blvd., Clearwater, FL 33760-3702

F. Required Documents

Please provide the following information.

Documentation

Organizational Chart *Required

GCJFCS_OrgChart 011624 (1).pdf

Board Resolution Authorizing Submittal of Funding Request *Required

Board Resolution City of Largo CDBG Grant.pdf

Largo CDBG Authorization to Submit_6.7.24.pdf

Current Year Operating Budget *Required

FY24 Budget.pdf

Most Recent Annual Independent Auditor's Report *Required

GCJFCS 2022 Audited Financial Stmtns and Compliance Report-compressed (1).pdf

List of Board of Directors *Required

6.22.23 FY24 Gulf Coast JFCS Board Roster Full Detail.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)

GCJFCS_AnnualReport2022-final.pdf

Gulf Coast JFCS Program Brochures.pdf

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

GCJFCS_IRS Determination Letter.pdf

Other Documents

Property Card City of Largo 14041 Icot Boulevard.pdf

2-6-2024 Email Confirming Facility is Located in City of Largo.pdf

City-of-Largo-Commu_Gulf-Coast-Jewi_23-24-Master-CO_5-31-2023_121922922_1.pdf

Submit

Completed by tess.benham@gcjfcs.org on 2/13/2024 3:20 PM

Case Id: 25274

Name: Gulf Coast Jewish Family and Community

Address: 14041 ICOT Blvd., Clearwater, FL 33760-3702

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

Tess Benham, Grants Manager

Telephone

(727) 470-7435

Authorized Signature

Tess.Benham@gcjfcs.org

Electronically signed by tess.benham@gcjfcs.org on 2/13/2024 3:20 PM

IDIS Set Up

No data saved

Case Id: 25274

Name: Gulf Coast Jewish Family and Community

Address: 14041 ICOT Blvd., Clearwater, FL 33760-3702

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?

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Explanation of BABA Act Determination Documentation:

BABA Act Documentation

Subrecipient Award

No data saved

Case Id: 25274

Name: Gulf Coast Jewish Family and Community

Address: 14041 ICOT Blvd., Clearwater, FL 33760-3702

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: 25274

Name: Gulf Coast Jewish Family and Community

Address: 14041 ICOT Blvd., Clearwater, FL 33760-3702

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*