

A. Executive Summary

Completed by jmiller@operpar.org on 2/13/2024 10:03 AM

Case Id: 25247

Name: Operation PAR - 2024/25

Address: 6655 66th St N , Pinellas Park, FL 33781-5033

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

Operation PAR, Inc.

A.2. Type of Organization

501(c)3 Nonprofit Corporation

If Other:

A.3. Mailing Address

6655 66th St N Pinellas Park, FL 33781-5033

A.4. Contact Person

Jim Miller

A.5. Title

Chief Operating Officer

A.6. Telephone

(727) 545-7564

Phone Ext.

1368

A.7. Email

jmiller@sastampabay.org.

A.8. Unique Entity ID

C13SMME1FRE6

BILLING/INVOICE CONTACT

A.9. Name

Amy Scholz

PROJECT INFORMATION

A.15. Project Title

Operation PAR Generator for Largo Campus

A.16. City of Largo Funds Requested

\$132,820.00

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

ascholz@operpar.org.

A.11. Phone

(727) 545-7564

A.12. DATA/REPORTING CONTACT

A.12. Name

Liz Mulgrew

A.13. Email

emulgrew@operpar.org.

A.14. Phone

(727) 507-4664

B. Project Information

Completed by mbimler@operpar.org on 2/13/2024 8:56 AM

Case Id: 25247

Name: Operation PAR - 2024/25

Address: 6655 66th St N , Pinellas Park, FL 33781-5033

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

Operation PAR, Inc. Is respectfully seeking funding for the purchase and installation of one natural gas, emergency generator to support the Kitchen and Dining facility at our Largo Campus at 13800 66th St. N in Largo. This primary generator will help ensure Kitchen and Dining facility, used by all campus residents and our child development center, will continue to function during power outages.

Each year, Operation PAR provides residential substance use treatment and support services at the Largo Campus to approximately 250 unique residents, including nearly 200 women and their children at our Largo Campus who access the Kitchen and Dining Facility for daily needs and services. This building also is a designated evacuation center, is certified to host our childcare services and programs during emergency power outages, and provides meals for other Operation PAR programs in the area, including our detoxification programs in HighPoint. Adolescent Residential programs in Pinellas Park, and collaborative partnership programs with PEMHS. Continuous power would help ensure infants and children of Largo residents in our programs continue to have access to critical services during emergencies.

Our priority is to secure a generator for the Kitchen and Dining facility (estimated cost of \$132,820). This is a wholly contained project and we are not requesting funding from other sources. While this building provides essential functions on a daily basis, it provides critical needs during times of emergency, including as emergency shelter for residents and their children.

The need for comprehensive addiction and mental health services continues to increase in Pinellas County, the Tampa Bay region, and in the state of Florida. Overdose deaths in Pinellas County have been increasing year over year since 2018 according to FL Department of Health Division of Public Statistics (FDOH, FL Health CHARTS). The same dataset shows an increase in naloxone administration by both EMS and prior to EMS intervention; from 2021 to 2022, the total number of naloxone administrations in Pinellas County increased by over 216%. From 2019 to 2021, the number of non-fatal opioid overdose emergency department visits increased from 1,174 to 1,382. Due to COVID-19 restrictions, the number of overall substance use disorder enrollees has decreased since 2019 by 62% despite the rise in need (FL Health CHARTS, 2023).

Due to the complex nature of substance use disorders and addiction, a variety of treatment options are needed to meet patients where they are on their recovery journey. This is why we offer a diverse set of treatment options,

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including medical detoxification. Not only do we want to ensure patients can enter recovery, but also decrease their likelihood of entering or increasing their stay within the criminal justice system. While drug arrests decreased after 2018, they have started to increase again, going from 4,536 to 5,488 annual drug arrests (FL Health CHARTS, 2023).

An investment of \$132,820 in a natural gas-powered generator will provide for infrastructure improvements that will help ensure up to 250 Largo residents and their children will have access to continued substance use treatment during emergency power outages or natural disasters.

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.

Requested funding will be used for the purchase and installation of a natural gas-powered generator to provide emergency power to the Kitchen and Dining facility on our Largo Campus. Largo Campus features several buildings, including an outpatient facility, residential facilities, family housing for women in treatment and their children, PAR Village Development Center, a clothing and resource center, the Kitchen/Dining facility, and a program administration building and that is being transitioned to a medical detoxification facility once services are relocated from HighPoint.

The Kitchen/Dining Room serves as the emergency shelter for our Largo Campus residential treatment clients, including our women and children's programs, as well as our Child Development Center. This facility is certified to host our daily childcare programming if the Child Development Center is unavailable, such as during power outages.

Funding will be used for the purchase and installation of a new natural gas-fueled generator. This includes the supply and installation of a concrete pad, supply and installation of a new 100kw natural gas-fueled generator, supply and installation of underground electrical required by code, supply and installation of new 800-amp automatic transfer switch, disconnect and removal of old/obsolete circuit panel, relocation of existing circuits to newer panel, completion of all electrical terminations per code, coordination with TECO regarding new pipe connection to generator, freight and delivery of required equipment, all required permitting, startup and load bank. A contingency of 10% has been included in our request to address any electrical concerns, additional requirements from Largo Building Services, or other required changes discovered during installation. The contingency will also help to address possible supply chain issues, including the need to expedite delivery to ensure the project may be completed on time. Currently, some suppliers are estimating delivery of a generator could take up to 40 weeks. While we do not anticipate any delays, the delivery time coupled with the time to ensure a fair and thorough bidding process may result in the project completion date being very near any contract end date.

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 provides needed improvements to help ensure low- and moderate-income households have access to both special needs and supportive services. Improvements to the Kitchen/Dining facility will ensure Largo residents in residential substance use treatment, their children, and children at our Child Development Center have access to ongoing care during emergencies. 97% of our residential clients meet the criteria to be considered low- to moderate-income households.

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).

Operation PAR collects client history, demographics, and other biopsychosocial information during program intake. This includes, among other data, a verification of income, enrollment in entitlement programs, and insurance information. 97% of households in our residential or child development programs are low- to moderate-income (80% AMI or less).

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.)

Program participants come to Operation PAR from throughout Pinellas County. Once enrolled in our residential treatment program, the Largo Campus becomes their residence. While all participants are established as Largo residents, approximately 26% of participants in 2023 were Largo residents prior to establishing their residency at Largo Campus. Approximately 12% of participants were homeless prior to coming to Largo Campus. All participants in Operation PAR programs have a history of substance misuse. Individuals living at our Largo Campus are in various stages of treatment and recovery. As a residential treatment program, all participants establish residency at the Largo Campus facility.

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:	250	97.00%
Of the Total Clients Served - the number of clients that were from Largo:	250	97.00%

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:	250	95.00%
Of the Total Estimated Served - number of Clients/Households from Largo	250	95.00%

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.

Operation PAR collects client history, demographics, and other biopsychosocial information during program intake. Income is verified through paystubs; SSA benefit letter/statement; Medicaid, TANF, SNAP, Housing Vouchers, or proof of enrollment in other low-income entitlement programs; unemployment benefit statements, household income affidavits, and/or confirmation of homelessness (PHMIS verification). Currently, 97% of Operation PAR clients at the Largo Campus are low- to moderate-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).

Operation PAR collects race, ethnicity, and other demographic data during program intake. This information is self-reported by the client. This information is provided voluntarily, and a client may choose not to provide this information.

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.

Operation PAR anticipates 85% of adults with a substance use disorder will transition to stable housing at the time of program discharge.

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
Operation PAR Largo Campus	13800 66th St. N	Largo	FL	33771

B.11. Project Administration

a) Project Manager Name

Larry Conroy

Title

Director of Maintenance/Transportation

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.

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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.

The facility directly impacted by this project is the Kitchen/Dining facility that supports our Women and Children's residential program, our Adult Residential programs, our Child Development Center, and other programs throughout Pinellas County. This facility provides daily meals for program residents and functions as an emergency shelter for clients during hurricanes or other disaster events. The Kitchen also prepares and distributes meals for other local Operation PAR programs, including our detoxification programs in HighPoint. Additionally, this facility is certified to host childcare services which will allow Operation PAR to continue to offer childcare for the women with children in our residential programs so they can continue treatment during power outages knowing their children are safe and secure.

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

The Largo Campus is located a short distance from the intersection of 66th Street and Ulmerton Road which provides

easy access to public transportation. There are 10 bus stops within a 1-mile radius, including 7 stops within 0.5 mile. As the programs served by this project are primarily residential in nature, there are no additional geographic barriers to service once residents are admitted to the program. Operation PAR works closely with outreach teams and area hospitals to coordinate transportation of clients for substance use treatment services when needed. Operation PAR provides transportation to participants in the residential program for all medically necessary non-emergency appointments when needed.

The Largo Campus also provides outpatient treatment services, not directly impacted by this project, and offers telehealth counseling and other services when appropriate for treatment and desired by the client.

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.

The installation of a generator for the Kitchen/Dining facility at our Largo Campus will help to ensure uninterrupted care during a power outage or natural disaster. The Kitchen/Dining facility serves as an emergency shelter for our program participants, including our women and children residential program, adult residential program, and child development center programs. Nearly all of our program participants (97%) are low- to moderate-income. While in residential treatment, participants work on a variety of goals, including increasing education and employment skills, to promote independent living. When working, individuals with untreated substance use contribute disproportionately to losses in productivity, workplace theft, decreased work quality, and costs for higher turnover rates, absenteeism, use of sick time, and increased occupational injuries. These system expenses can be mitigated when individuals with substance use disorders are supported in treatment and recovery.

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 installation of a natural gas-fueled generator will ensure substance use treatment and support services can continue during power outages due to natural disasters. These services include adult residential treatment, women and children's residential treatment and services, and services for our Child Development Center.

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, but the Property is in the City's Planning Service Area (Tax Code "LTF")

Please Explain

The facility is located in an unincorporated planning area (LTF) adjacent to properties within the city limit (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	10/01/2024	09/30/2025
Design/Scope of Work	10/01/2024	10/14/2024
Project Bid	10/15/2024	11/30/2024
Permitting	06/15/2025	09/27/2025
Construction	07/15/2025	09/27/2025

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
Kitchen and Dining Hall Generator and Installation	\$120,745.00	\$0.00	\$120,745.00
10% Contingency	\$12,075.00	\$0.00	\$12,075.00
Grand Total	\$132,820.00	\$0.00	\$132,820.00

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	\$132,820.00	\$0.00
	\$132,820.00	\$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:

The project can move forward without contingency funding but would require a minimum of \$120,745. There is

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volatility in the supply chain and suppliers have indicated there may be significant delays in delivery of the generator (as much as 40 weeks). The increased lead time may require expedited shipping and some aspects of the project may not be fully scoped until improvements begin (code upgrades, hidden electrical issues, etc.). For these reasons, contingency funding has been included.

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).

Operation PAR was incorporated as a 501(c)(3) not-for-profit organization on January 14, 1970, to provide substance use treatment. Founded by a mother, Shirley Coletti, who's child was experimenting with drugs, Operation PAR (Parental Awareness and Responsibility) is now serving more than 3,700 individuals daily and 10,000 annually in eight counties with more than 450 employees. One of Operation PAR's first programs was a methadone clinic in St. Petersburg, and Operation PAR continues to be a leading and highly-respected program for the treatment of opioid use disorder.

Operation PAR is the only Pinellas County not-for-profit substance use treatment provider licensed to deliver all three FDA approved medications for opiate use disorder treatment: methadone, buprenorphine, and long-acting naltrexone (Vivitrol). Being able to provide all three medications gives participants the ability to have an in-depth and evidenced based assessment with Operation PAR medical providers to determine the most appropriate medication that will meet the needs of the individual.

Operation PAR is on the executive board of the Florida Behavioral Health Association and the Florida Juvenile Justice Association to advocate and educate for policy to support individuals and families suffering from substance use. Operation PAR is a founding member of the NIDA Clinical Trials Network as a participating member of the Florida Node Alliance managed by the University of Miami. Operation PAR is licensed by Florida Department of Children and Families to provide General Intervention; Employee Assistance Program; Satellite Maintenance (for Medication Assisted Treatment); Outpatient Treatment; Prevention Services Indicated; and Residential Level 1, Level 2, Level 3, and Level 4 at the Largo Campus. Additionally, Operation PAR is licensed for Case Management, Inpatient Detoxification, Medication and Methadone Maintenance Treatment, and Outpatient Methadone Detoxification at our nearby HighPoint location.

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.

Operation PAR, Inc. has a strong foundation in providing effective and compassionate care. With more than 50 years of continuous experience in licensed methadone MAT services and a staff of more than 450 dedicated professionals, the organization is well-equipped to manage this grant and deliver high-quality services. The existing infrastructure at our Largo Campus, operational for more than 30 years, ensures our readiness to implement the project upon funding. Operation PAR has a long history administering local, state, and federal government funding, including CDBG facility and service grants.

Mr. Larry Conroy has served as the Director of Maintenance and Transportation for Operation PAR since December 2020. During his tenure he has managed nearly a dozen publicly funded capital improvement and renovation projects. He has worked in construction, renovation, and maintenance for 36 years. He is EPA-certified for HVAC systems and state-certified for building maintenance.

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.

Operation PAR has more than 50 years of experience in managing grants and contracts. Operation PAR has a robust capacity to fiscally manage local, state, federal, and private funding. Our fiscal management and financial infrastructure include the use of accounting software, Great Plains. We are audited annually by Carr, Riggs, and Ingram. We have received clean opinions from our annual audits with no deficiencies noted. Our programs and fiscal management are closely monitored by the Florida Department of Children and Families (DCF), Central Florida Behavioral Health Network (Managing Entity), and other funders.

Our Accounting Department is staffed by 9 employees and provides monthly statements to our Board of Directors. We follow Generally Accepted Accounting Principles (GAAP) and adhere to OMB Uniform Guidance 2 CFR Part 200 for federal awards management. Our Finance Department maintains 45 different financial policies and procedures to ensure thorough and appropriate internal controls. All accounts payable and accounts receivable transactions are reconciled monthly. Cash flow is reviewed daily for any unusual activity. Operation PAR has experience successfully managing multimillion dollar contracts and grants, including large federal grants with significant monitoring and reporting requirements. Operation PAR has received ongoing funding from several funders, including Central Florida Behavioral Health Network (CFBHN) and FL Department of Children and Families (FL-DCF), as well as multi-year commitments from Pinellas County Juvenile Welfare Board.

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.

Upon award, each contract is review and an implementation meeting is held to ensure all responsible Operation PAR parties are aware of critical timelines, milestones, and outcomes. Implementation schedules are created as needed. Programs and services are reviewed monthly, or as indicated by contract, to ensure desired outcomes and progress are achieved. Adjustments are made to address any issues and formal corrective actions with increased monitoring may be developed when negative patterns or significant shortfalls in outcomes are detected. Our Finance Team uses an established Chart of Accounts and creates a unique account for contract/grant to be tracked. These accounts are coded to our Great Plains accounting system with an associated reporting unit (RU) so that financial statements may be produced to track the results of each RU.

All invoices are reviewed and prepared for payment to ensure all charges are accurate, appropriate, and not duplicative. Invoices are coded with the appropriate account number and reporting unit number in accordance with the Chart of Accounts. The accounts payable clerk batches the checks and provides a Check Listing Report to the CFO for review and

approval. Additionally, Operation PAR uses Wells Fargo Positive Pay as a fraud management tool that weekly matches the AP run including check number, payee, and amount of check. Checks are compared to the batch file presented to Wells Fargo and an exception report is generated for review by the CFO. Any exceptions must be resolved daily to avoid returned items.

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.

Operation PAR maintains Commercial General Liability, \$2,000,000 each occurrence; Automobile Liability, \$1,000,000; and Excess Liability, \$1,000,0000. Additionally, Operation PAR maintains Workers Compensation and Employers' Liability, Professional Liability, Cyber Liability, and Director and Officer / Employment Practices Liability Insurance. Our insurance producer is Wallace Welch & Willingham, Inc.

Operation PAR pays all payroll taxes and worker's compensation as required by Federal and state laws. Operation PAR has fidelity bind coverage for principal staff who handle the agency's accounts through Travelers Casualty & Surety Co in the amount of \$500,000.

F. Required Documents

Completed by mbimler@operpar.org on 2/13/2024 9:10 AM

Case Id: 25247

Name: Operation PAR - 2024/25

Address: 6655 66th St N , Pinellas Park, FL 33781-5033

F. Required Documents

Please provide the following information.

Documentation

Organizational Chart *Required

Operation PAR Largo CDBG Organizational Chart.pdf

Board Resolution Authorizing Submittal of Funding Request *Required

SigAuthority OPAR-ME056 060123.pdf

Current Year Operating Budget *Required

Operation PAR FY23-24 Budget.pdf

Most Recent Annual Independent Auditor's Report *Required

Operation PAR Financial Statements 06302023 - Short Form Issued.pdf

List of Board of Directors *Required

Operation PAR 2024 Board of Directors.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)

PAR Brochure 4.21.2023.pdf

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

IRS 501c3 Tax Letter.pdf

Other Documents

***No files uploaded*

Submit

Completed by jmiller@operpar.org on 2/13/2024 10:10 AM

Case Id: 25247

Name: Operation PAR - 2024/25

Address: 6655 66th St N , Pinellas Park, FL 33781-5033

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

Jim Miller, Chief Operating Officer

Telephone

(727) 545-7564

Authorized Signature

Jim Miller

Electronically signed by jmiller@operpar.org on 2/13/2024 10:10 AM

IDIS Set Up

No data saved

Case Id: 25247

Name: Operation PAR - 2024/25

Address: 6655 66th St N , Pinellas Park, FL 33781-5033

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: 25247

Name: Operation PAR - 2024/25

Address: 6655 66th St N , Pinellas Park, FL 33781-5033

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: 25247

Name: Operation PAR - 2024/25

Address: 6655 66th St N , Pinellas Park, FL 33781-5033

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*