

A. Executive Summary

Completed by hcalhoun@pemhs.org on 2/9/2024 1:02 PM

Case Id: 25269

Name: PEMHS, Inc. - 2024/25

Address: 11254 58th St. N, Pinellas Park, FL 33782

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

Personal Enrichment through Mental Health Services, Inc.
(PEMHS)

A.2. Type of Organization

501(c)3 Nonprofit Corporation

If Other:

A.3. Mailing Address

11254 58th St. N Pinellas Park, FL 33782

A.4. Contact Person

Helena Calhoun

A.5. Title

Marketing and Development Director

A.6. Telephone

(727) 362-4333

Phone Ext.

A.7. Email

hcalhoun@pemhs.org

A.8. Unique Entity ID

JFQBD654LSV7

BILLING/INVOICE CONTACT

A.9. Name

Zofia Whiting

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PROJECT INFORMATION

A.15. Project Title

Enhancing Service Excellence through Facility
Improvement Project

A.16. City of Largo Funds Requested

\$46,000.00

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

zwhiting@pemhs.org

A.11. Phone

(727) 545-7570

A.12. DATA/REPORTING CONTACT

A.12. Name

Helena Calhoun

A.13. Email

hcalhoun@pemhs.org

A.14. Phone

(727) 362-4333

B. Project Information

Completed by hcalhoun@pemhs.org on 2/12/2024 12:25 PM

Case Id: 25269

Name: PEMHS, Inc. - 2024/25

Address: 11254 58th St. N, Pinellas Park, FL 33782

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 Enhancing Service Excellence through Facility Improvement Project is a significant undertaking that aims to remodel two bathrooms in the Engagement Center, a kitchen, and to renovate the Board Room and Engagement Center room itself, all located in Building I, enhancing the overall functionality, accessibility, and energy efficiency of our facilities. This initiative is part of a larger strategic plan to improve our premises, making them more welcoming and efficient for community engagement and staff operations. The support from the City of Clearwater has kickstarted the transformation of the Board Room and Engagement Center room, aiming to create spaces that facilitate better engagement and efficiency.

Extending these upgrades to include the bathrooms and kitchen is crucial. The Engagement Center is utilized for all major training activities, including bigger group activities, training sessions, lectures, or meetings, making it imperative to have functional and updated facilities to accommodate our visitors. Furthermore, the kitchen's renovation is particularly significant as it supports several staff events involving food preparation held throughout the year. These improvements are expected to significantly reduce our utility costs by approximately 20% annually, thanks to the installation of energy-efficient features. We estimate these savings at around \$5,000 annually, which will be redirected towards direct client services, thereby amplifying our impact within the community.

The project directly addresses the critical need for updated facilities to better serve the growing demand for our services. By improving these key components of our infrastructure, we aim to enhance our service delivery and operational efficiency, ensuring we can effectively meet the Largo residents' needs. This comprehensive approach to upgrading our facilities underscores our commitment to providing comprehensive crisis care and support, ensuring our infrastructure aligns with our community's evolving needs.

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 are earmarked for critical renovations within Building I, specifically targeting two bathrooms and the kitchen. These areas are integral to the functionality of the Engagement Center, a hub for major training activities, group sessions, lectures, and meetings. The Center's role as a venue for significant events underscores the necessity for modern, accessible bathrooms to accommodate our visitors' needs. Additionally, the kitchen's upgrade is vital for facilitating staff events involving food, which are held several times a year. An

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updated kitchen will streamline meal preparation processes, enhancing our capability to host these gatherings efficiently. This renovation project, funded by the City of Largo, complements our broader initiative, supported by the City of Clearwater, to improve our facility's overall infrastructure. By focusing on these key components, we aim to ensure that our premises are not only welcoming but also fully equipped to support our diverse array of services and activities, aligning with our mission to improve crisis care services and support for the community.

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

Enhancing Service Excellence through Facility Improvement Project directly aligns with the City of Largo's 2024-2025 priorities by aiming to expand and improve public facilities that offer supportive services to low- and moderate-income households. With 79% of our clients falling into this demographic category and 46% facing homelessness, the renovation of the Engagement Center's bathrooms and kitchen will significantly enhance our ability to provide a safe, accessible, and supportive environment for those most in need. By improving these facilities, we are directly contributing to the city's goals of supporting vulnerable populations, thereby addressing both housing and special needs services, as well as improving public facilities that cater to low- and moderate-income residents.

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 proposed Enhancing Service Excellence through Facility Improvement Project qualifies as an "Eligible Activity" under the guidelines for CDBG and/or SHIP funding by focusing on the renovation of essential facilities within a public service facility serving a primarily low- and moderate-income population. Specifically, 79% of our clients are from low- to moderate-income households, with 46% experiencing homelessness, indicating that the project meets the CDBG requirement of principally benefiting individuals whose annual income is less than or equal to 80% of the area median income. Additionally, the project's focus on improving access to supportive services aligns with SHIP objectives, catering to clients/households with annual incomes less than or equal to 140% of the area median income. These renovations will directly enhance the quality of services provided to these populations, ensuring that our facilities are accessible, safe, and conducive to delivering the critical support needed by Largo residents within the specified income thresholds.

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.)

Enhancing Service Excellence through Facility Improvement Project will principally benefit a diverse client base across Pinellas County, given our status as a designated central receiving facility. We serve a broad spectrum of individuals, including those brought to us from any location within the county, without discrimination based on their place of origin or insurance status. A significant portion of our services is directed towards the indigent population, who represent the majority of our clients. This inclusivity ensures that the project's impact is widespread, supporting not just citywide or countywide populations but also specialized groups such as the homeless, persons with HIV/AIDS, and other vulnerable demographics in need of our services.

B.6. Project Area/Clients Served

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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:	2,791	85.00%
Of the Total Clients Served - the number of clients that were from Largo:	297	84.00%

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:	2,931	85.00%
Of the Total Estimated Served - number of Clients/Households from Largo	312	84.00%

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.

PEMHS gathers client information using two primary systems: iCarol and myAvatar. iCarol is an internet-based platform tailored for non-profit entities and community services, including crisis prevention, mental health assistance, and more. It centralizes various administrative operations such as contract management, data compilation, and communication options like texting and live chat, making it a versatile tool for diverse organizations. On the other hand, myAvatar is an Electronic Health Record (EHR) system specialized for behavioral health and addiction treatment services, offering a suite of solutions that emphasize recovery and utilize real-time data for enhanced decision-making. PEMHS has been documenting demographic data through iCarol since 2009 for suicide hotline interactions and, since October 1, 2012, has employed myAvatar for detailed demographic, income, and dependent information, ensuring precise reporting. The accuracy of the demographic data collected varies between the two systems, with myAvatar data being around 90% accurate due to its reliance on client honesty, whereas iCarol's accuracy is

somewhat lower due to the nature of crisis hotline communications.

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).

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.

With a focus on non-client areas, the Enhancing Service Excellence through Facility Improvement Project aims to significantly enhance the work environment for staff, partners, stakeholders, funders, and other service providers at PEMHS. By upgrading these areas, we anticipate a direct positive impact on service provision quality. Improved facilities contribute to better staff morale and efficiency, which in turn facilitates a more effective support system for our service delivery framework. From similar past initiatives, we've seen how such enhancements can lead to increased productivity and collaboration among all involved parties, thereby indirectly benefiting our clients through improved service outcomes.

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
Main Campus	11254 58th Street N	Pinellas Park	FL	33782

B.11. Project Administration

a) Project Manager Name

Helena Calhoun

Title

Marketing and Development Director

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

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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.

PEMHS, a non-profit behavioral health organization in Pinellas County, Florida, provides a wide range of services, including a 24-hour behavioral health helpline, crisis intervention services, inpatient crisis services for adults and children, and community-based programs like the Family Services Initiative and System Navigation. The proposed facility improvements, Enhancing Service Excellence through Facility Improvement Project, focus on non-client areas but are integral to enhancing our overall service provision. These upgrades will benefit all services by improving the work environment for our staff, partners, and stakeholders, thereby indirectly enhancing the quality of care provided to our clients. The renovations are part of the Reimagining Crisis Care Project, aimed at expanding crisis stabilization services and introducing new, safer, and more therapeutic environments for treatment, including a new Children's Stabilization Crisis Unit. This comprehensive approach ensures that while the improvements are not limited to a specific service, they are crucial for supporting the wide array of programs offered at PEMHS, ultimately contributing to a financially stable agency and a valuable community asset.

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 facility is strategically located in Pinellas County, ensuring easy geographical access for Largo residents. To enhance accessibility, PEMHS has implemented virtual options for many of its services, including a 24-hour behavioral health helpline and telehealth sessions for counseling and support. Additionally, in-home services like the Mobile Crisis Response Team extend our reach, providing direct support to individuals and families in their own homes. These measures ensure that regardless of physical or transportation barriers, all residents have access to the support and services they need.

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 proposed Enhancing Service Excellence through Facility Improvement Project significantly supports the City's CDBG objective of fostering supportive services through capital improvements. By renovating PEMHS facilities to enhance energy efficiency and disaster resilience, we not only ensure a sustainable and robust infrastructure for delivering crucial behavioral health services but also optimize operational expenditures. This strategic investment allows for a more directed use of funds towards impactful client services, particularly for low- and moderate-income households. Moreover, the project's emphasis on creating a safer, more accessible environment amplifies our capacity to address urgent needs, including emergency shelter services for families facing homelessness, thereby fostering a nurturing community where Largo residents can thrive physically, mentally, and economically.

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 Enhancing Service Excellence through Facility Improvement Project includes significant components aimed at enhancing energy efficiency. Specifically, we will be installing new energy-efficient appliances and utilities in the bathrooms. These updates are designed not only to reduce operational costs through lower energy consumption but also to ensure our facilities are more sustainable and environmentally friendly. By incorporating these improvements, we're taking a proactive approach to minimize our carbon footprint and ensure our facilities are better prepared for adverse weather events, thereby contributing to the overall resilience of our operations.

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

PEMHS Main Campus is located within Pinellas Park city limits.

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

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

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	09/29/1981	M/d/yyyy
Obtain Full Project Funding	10/01/2023	12/31/2024
Design/Scope of Work	02/09/2024	10/01/2024
Project Bid	11/01/2024	12/31/2024
Permitting	01/01/2025	01/30/2025
Construction	02/01/2025	03/31/2025

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
Engagement Center and Board Room Remodel	\$0.00	\$83,000.00	\$83,000.00
2 Bathroom and Kitchen/Break Room	\$46,000.00	\$0.00	\$46,000.00
Grand Total	\$46,000.00	\$83,000.00	\$129,000.00

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
City of Clearwater CBDG Funding	\$83,000.00	\$83,000.00
Largo CBDG Funding	\$46,000.00	\$0.00
	\$129,000.00	\$83,000.00

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

No

Explain:

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No, the project is contingent upon receiving the full amount requested through this grant. PEMHS lacks the necessary funding to proceed with the proposed improvements without the grant's support. Our budget and resources are allocated strictly based on current operational needs and commitments, leaving no surplus for additional projects. The grant is critical for the realization of this project, aiming to enhance our facilities and services significantly.

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- 1 Invoice at end of project (project \$50,000 or less)

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.*

No

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).

PEMHS, established on September 29, 1981, is a pivotal private 501(c)(3) entity committed to offering a wide spectrum of mental health services within Pinellas County, Florida. Our operations span two primary campuses: the Main Campus in Pinellas Park, which is the nerve center for crisis and emergency mental health services, including our Access Center, PIC Team, IMPACT, Mobile Crisis Response Team (MCRT), alongside administrative, training facilities, and executive headquarters. The Main Campus operates 24/7, ensuring immediate attention for newcomers and ongoing support for residents. The Palm Way Campus in Largo extends our outreach, focusing on Community and Family Services with additional resources like a Food Pantry, Food Case distribution, Baby Boxes, and the marketplace for emergency essentials. This campus also hosts a community training room and operates Monday through Friday, 8 am to 6 pm. Through these campuses, PEMHS embodies its dedication to building stronger, healthier communities, underscored by our licensure with the Florida Department of Children and Families and the Florida Agency for Health Care Administration. Our comprehensive approach and robust service array demonstrate our unwavering commitment to the mental well-being of children, adults, and families across the region.

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.

PEMHS's team, led by highly qualified management and supervisory staff with Bachelor's and Master's degrees, is well-equipped to execute this project. Our professionals, possessing over 20 years of experience, leverage ongoing education to stay at the forefront of their fields. This expertise has been pivotal in successfully managing a range of programs and projects, including facility improvements and expansions supported by grants and executed with precision by licensed contractors compliant with the Davis-Bacon Act. Our history of successful grant-funded projects demonstrates our capacity to oversee and complete initiatives that significantly contribute to our community's welfare, ensuring this project's success under the guidance of our seasoned management.

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)

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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.

PEMHS's robust fiscal management framework is designed to uphold the highest standards of financial integrity and transparency. Annually, our management team, led by our CFO, meticulously prepares a comprehensive budget, which includes projected revenues, expenses, and a detailed capital budget. This budget is rigorously reviewed and approved by our Board of Directors before the start of each fiscal year, ensuring strategic alignment with our organizational goals and compliance with financial best practices. Our financial operations are supported by sophisticated accounting software, facilitating the regular generation of financial statements in alignment with Generally Accepted Accounting Principles (GAAP). These statements include a Balance Sheet, Statement of Activity (Income Statement), and a suite of related financial reports, providing a transparent and accurate representation of our financial status. Revenue recognition and expense allocation are conducted with precision, adhering to the principles that revenues are recognized when earned and measurable, and expenses are recognized when incurred. Our financial transactions are diligently recorded and coded to specific accounts within our Chart of Accounts, ensuring accuracy and consistency in financial reporting. PEMHS is committed to maintaining the utmost accountability, as evidenced by our policy of undergoing an annual audit conducted by an independent public accountant. Our most recent audit, completed in the final months of 2023 for the fiscal year 2022/2023, resulted in no adverse findings, underscoring our dedication to fiscal responsibility and operational excellence. This comprehensive approach to fiscal management not only demonstrates PEMHS's capacity to efficiently manage and allocate resources but also reinforces our commitment to our mission and the communities we serve. Through diligent planning, accurate financial reporting, and adherence to rigorous audit standards, PEMHS continues to be

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.

To ensure the successful implementation and monitoring of the program, PEMHS has established a comprehensive approach led by Helena Calhoun, Marketing and Development Director, and Tommy Austin, Facilities Manager, with financial oversight provided by our Accounting Department under the leadership of CFO Zofia Whiting.

Regular Updates and Meetings: Helena Calhoun and Tommy Austin will oversee weekly meetings to review project milestones, address challenges, and adjust strategies as necessary, ensuring clear and consistent communication among all project stakeholders.

Financial Oversight:

Dedicated Accounting Codes: Financial tracking and categorization of expenses will be meticulously managed by the Accounting Department, led by CFO Zofia Whiting, using specific accounting codes for accurate monitoring and reporting.

Separate Budget Tracking: Zofia Whiting and her team will maintain a detailed budget tracker, ensuring that project funds are allocated correctly and efficiently, preventing any potential overlap or duplication of funding sources.

Ensuring Non-Duplication of Expenses:

Helena Calhoun and Tommy Austin will be directly responsible for the overall progress monitoring of the project, while Zofia Whiting will ensure that the financial management aspects are handled with precision and in accordance with best practices.

This structured approach to project and financial management underscores PEMHS's commitment to transparency, accountability, and excellence in executing this vital initiative.

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.

PEMHS holds comprehensive liability insurance coverage with AmeriTrust Insurance Co., Star Insurance Company, Houston Casualty Company, and Bridgeway Insurance Company. Coverage includes commercial general liability, automobile liability, umbrella liability, workers' compensation and employers' liability, directors & officers, and cyber liability, ensuring compliance with federal and state laws regarding payroll taxes and workers' compensation. Additionally, PEMHS maintains fidelity bond coverage for principal staff handling the agency's accounts, further demonstrating our commitment to fiscal responsibility and operational integrity.

F. Required Documents

Completed by hcalhoun@pemhs.org on 2/12/2024 12:25 PM

Case Id: 25269

Name: PEMHS, Inc. - 2024/25

Address: 11254 58th St. N, Pinellas Park, FL 33782

F. Required Documents

Please provide the following information.

Documentation



Organizational Chart *Required

Oranization Chart.pdf



Board Resolution Authorizing Submittal of Funding Request *Required

pemhs1.pdf



Current Year Operating Budget *Required

2023-2024 PEMHS BUDGET.pdf



Most Recent Annual Independent Auditor's Report *Required

PEMHS Financial Statements 06302023 - Long Form Issued.pdf



List of Board of Directors *Required

BOARD MEMBER CONTACT LISTING to Board Members 2024.doc



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)

PEMHS General 2023.pdf

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

PEMHS 501-C-3 IRS Status Letter 2015.pdf

Other Documents

CC Approval Letter (CU-1024-00001, PSP-1124-00001)_rev.pdf

PEMHS-Board Room Rest Rooms, Hallway & Brerak Room-Estimate for Funding.pdf

Submit

Completed by hcalhoun@pemhs.org on 2/12/2024 12:26 PM

Case Id: 25269

Name: PEMHS, Inc. - 2024/25

Address: 11254 58th St. N, Pinellas Park, FL 33782

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

Helena Calhoun, Marketing and Development Director

Telephone

(727) 260-1125

Authorized Signature

Helena Calhoun

Electronically signed by hcalhoun@pemhs.org on 2/12/2024 12:26 PM

IDIS Set Up

No data saved

Case Id: 25269

Name: PEMHS, Inc. - 2024/25

Address: 11254 58th St. N, Pinellas Park, FL 33782

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: 25269

Name: PEMHS, Inc. - 2024/25

Address: 11254 58th St. N, Pinellas Park, FL 33782

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: 25269

Name: PEMHS, Inc. - 2024/25

Address: 11254 58th St. N, Pinellas Park, FL 33782

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*