

A. Executive Summary

Completed by sagramonte@ccdosp.org on 2/12/2024 12:23 PM

Case Id: 25276

Name: Pinellas Hope - 2024/25

Address: 6247 Seminole Boulevard, Seminole, FL 33772

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

Catholic Charities Diocese of St. Petersburg, Inc

A.2. Type of Organization

501(c)3 Nonprofit Corporation

If Other:

A.3. Mailing Address

6247 Seminole Boulevard Seminole, FL 33772

A.4. Contact Person

Joseph Pondolfino

A.5. Title

Director of Pinellas Hope

A.6. Telephone

(727) 580-4632

Phone Ext.

A.7. Email

jpondolfino@ccdosp.org

A.8. Unique Entity ID #

KRQ2FN9843E7

BILLING/INVOICE CONTACT

A.9. Name

James Wayne

PROJECT INFORMATION

A.15. Project Title

Pinellas Hope

A.16. City of Largo Funds Requested

\$30,000.00

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

jwayne@ccdosp.org

A.11. Phone

(727) 430-5058

A.12. DATA/REPORTING CONTACT

A.12. Name

Ricky Zanker

A.13. Email

rzanker@ccdosp.org

A.14. Phone

(727) 212-4539

B. Project Information

Completed by sagramonte@ccdosp.org on 2/13/2024 4:06 PM

Case Id: 25276

Name: Pinellas Hope - 2024/25

Address: 6247 Seminole Boulevard, Seminole, FL 33772

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

Pinellas Hope combines financial and program resources from a wide variety of partners including faith-based, government, public, private, and individuals, to reduce street homelessness. Street homeless adults are eligible for the program. The facility provides up to 200 homeless men and women, nightly, the opportunity to sleep undisturbed, take a daily shower, utilize on-site laundry facilities, eat three meals a day, and receive assistance from staff 24/7. The agency has plans to increase the number of beds to 225 during CY 2024. The program addresses the primary needs and challenges of homelessness including situational factors that are the primary reasons for the clients becoming homeless.

Residents of Pinellas Hope receive:

- A 10 x 10 tent, or a unit in Hope Cottages™.
- A sleeping bag, blanket, mat, and lockbox.
- Washing machines, dryers, and laundry detergent.
- Personal hygiene items, including towels.
- Clothing Closet - Providing clothes and shoes to male and female residents in need.
- Buildings with showers and restrooms (disabled accessible).
- Meals - lunch and dinner are served each day. A light breakfast is provided when available. Coffee, tea, and cold water are available throughout the day.
- Transportation including bus passes for residents, and an agency van when needed for door-to-door transportation.
- Access to phones and computers to aid in job search and development of resumes.
- Recreational activities - A television is available in the main gathering tent and board games. Special events such as a weekly movie night and holiday parties as scheduled.
- Library with donated books.
- Security - Monitoring of persons entering and exiting the campsite during daylight hours is provided by on-site staff. From the hours of 5:00 PM to 5:00 AM, onsite security services are provided by a contracted security company. In addition, there is a strict curfew in effect that is enforced by staff members 7 days per week. Policies regarding this and other regulations are explained upon intake and addressed during weekly individual case management meetings.

The agency also provides the following to residents of the shelter:

- Case Management
- Financial Literacy Classes

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- Ready to Rent Classes
- Meals
- Transportation / Bus Passes
- On-site referrals
- Public Defender Services
- Preparation for Jobs
- Vocational Rehabilitation
- Furniture
- Eye Exams
- GED Assistance
- Resume Building
- Mobile Medical Screening / Visiting Registered Nurse
- Food Stamp Access
- ID/Birth Certificate Retrieval
- AA & NA Group Meetings
- Substance abuse and mental health counseling provided by community partners housed on campus

Additionally, a Baycare nurse provides medical services to medical respite clients and she assists with the medication intake process with all new intakes for the shelter. She also will triage any medical needs that come up while she is at work (M-F 8-5). She provides "Go Healthy" classes (nutrition and medication management), classes on chronic illness/chronic pain, diabetes, onsite HIV testing, and also coordination with providers to help meet the medical needs of program participants.

Bike/pedestrian safety classes, assistance in acquiring free government cell phones and we also work with local barbershops and salons and provide free haircuts on-site. AA/NA groups conduct meetings on campus to offer peer support. Assistance, both financial and administrative, in acquiring personal documentation such as birth certificates and state identification, are also provided to overcome barriers to actualizing self-sufficiency. Background checks are completed on every prospective resident to increase safety and security. Sexual offenders are not accepted into the program. After intake, residents may be breathalyzed and/or asked to take a drug test to better assess the needs of the client. Residents who test positive for drugs and alcohol are not terminated from the program based solely on the results. However, as a part of services, clients are provided the necessary referrals to receive assistance in discontinuing the use of alcohol and/or drugs. Clients who are combative, belligerent or violent, may be terminated from the program. Participation in the program is voluntary and the client may choose to be discharged at will. In addition to the cottages, Pinellas Hope also provides 156 units of affordable supportive service housing onsite.

City of Largo funding, if awarded, will cover expenses as listed in the budget, including a portion of a Case Manager's salary and operating costs. This funding allows the agency to continue to provide services to individuals experiencing homelessness.

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.

CDBG grant funds will be used to provide public services to residents of Pinellas Hope including meals (those not provided by volunteers/donors), case management services to assist clients to apply and connect to social benefits and/or social support services, prepare for job placement, acquire skills and/or job training necessary for trade jobs, locate and apply for housing placement when ready to transition out of Pinellas Hope.

It is estimated that case managers will assist at least 900 Pinellas Hope residents with essential support services necessary to meet their individual needs during FY 24-25.

For the 12-month period from July 1, 2022 - June 30, 2023, Pinellas Hope served 986 unduplicated clients. Of the individuals served in that time frame, 148 indicated their last place of residence was the City of Largo, up from the 90 stated in the previous application. The average length of stay for a resident at Pinellas Hope was 108 days. The demographics and outcomes of Pinellas Hope's residents are 67% male and 33% female; 66% Caucasian and 21% African American; 44% of the residents served between the ages of 30 and 50 years. Of the clients served, 5% have Veteran status. Shelter trends show an increase in seniors and Veterans needing Pinellas Hope services. Due an increase in the number of chronically homeless the agency is serving, and the drastic increase in rents in Pinellas County, we have seen an increase in recidivism from previous years. Due to these challenges, our length of stay has increased and our successful discharges have decreased slightly. Case Managers are working more closely with clients in developing realistic individualized goals in order to successfully house individuals and reduce the rate of recidivism.

Pinellas Hope provided 76,009 bed nights, and over 100,000 meals throughout the fiscal year. While the number of people experiencing homelessness fluctuates each year, we have noted that the number of chronically homeless individuals we serve continues to increase. The percentage of ELI clients served agency-wide has increased in the past two years. Last FY, 56 percent of all clients served agency-wide (throughout all five counties) fit in the ELI income category - earning 0-30 percent of the area median income.

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 program serves the City of Largo's 2024-2025 priorities by providing shelter to people experiencing homelessness and working towards reducing homelessness in our service area.

Funds will be utilized to provide services to individuals experiencing homelessness. Pinellas Hope is working towards ending homelessness by addressing the underlying issues that created the episode(s) of homelessness. Housing the individual is a small part of working towards that goal. Case management and wrap-around services are imperative in providing the platform necessary for the individual to become and remain self-sufficient. Pinellas Hope meets this objective by partnering with numerous nonprofit service providers, faith-based providers, volunteers, and donors (corporate, government, and philanthropic) to provide street homeless adult men and women with food, shelter, and linkages to community support services including healthcare, mental health care, social benefits, substance abuse counseling services, job placement and more, as a path out of homelessness. Ongoing onsite case management ensures each client is achieving their goals as developed in their individualized development plan, or that necessary support services are provided as required.

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).

Pinellas Hope serves street homeless adult men and women residing in Pinellas County. From July 1, 2022, to June 30, 2023, 88% of individuals served had an income at or below the federal poverty level. Of the 148 City of Largo

residents served at Pinellas Hope during this same period, 68% had an annual income that was 0 to 30% AMI, 23% had an annual income that was 28% to 50% AMI, and 44% of City of Largo residents served were successfully discharged from Pinellas Hope into permanent, stable, affordable housing.

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.)

Pinellas Hope is a county-wide effort serving Pinellas County’s homeless men and women including residents of the City of Largo who are experiencing homelessness. From July 1, 2022, through June 30, 2023, demographics and outcomes of Pinellas Hope’s residents are 60% male and 39% female, and 1% Other/Transgender; 68% Caucasian and 25% African American, 92% are non-Hispanic; 25% of the residents served are senior citizens (aged 55+), and 42% are between the ages of 30 and 50 years. Of the clients served, 5% have Veteran status.

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:	949	88.00%
Of the Total Clients Served - the number of clients that were from Largo:	124	13.00%

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:	900	85.00%
Of the Total Estimated Served - number of Clients/Households from Largo	145	89.00%

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.

N/A Project serves one of the above groups.

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).

Demographic information is collected at intake and entered into the agency database (ECM Salesforce). The software has the capability of tracking funding and related project costs separately in the agency with the use of individual cost centers and account numbers specific to project and funder.

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.

- Pinellas Hope will serve at least 900 clients during FY 24-25.
- At least 100 of the clients served will be residents of the City of Largo.
- Of all clients served, at least 40% will be successfully discharged.
- The rate of recidivism will decrease to 35% from 41.5%

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B.9. Relocation

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

No

If yes, explain

N/A

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

i. Do/ will residents pay rent?

No

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

Program participants do not pay rent.

iii. Will residents receive rental subsidy/housing assistance?

No

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

Pinellas Hope's target population is street homeless men and women of whom 100% of the program entrants meet HUD's definition of low-income. For 100% of these program participants who enter the program without a job, and have too little financial resources saved or accessible to them, paying rent is not possible. Part of Pinellas Hope's program design is to provide case management and wrap-around services to enable the client to find employment, connect to support services as needed, access respite to safely recover from medical care, and provide homeless adults a safe shelter enabling them to save the funds necessary for rent and utility deposits. The program encourages residents to volunteer a minimum of 7 hours a week if not employed and 5 hours a week for those employed within the shelter providing the following services: peer support, grounds maintenance, clothes closet maintenance, organization, facility repairs, etc.

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

Catholic Charities Family Housing: Catholic Charities owns seventeen apartment complexes consisting of 794 units. The complexes have been redeveloped to support community development by increasing access to quality affordable housing. The goal of the program is to provide families with a safe and dignified place to live.

Fountain View – 425 13th Avenue South, St. Petersburg FL
Pinellas Village – 8384 Bayou Boardwalk, Largo FL
Riviera Manor – 6603 North Riviera Manor Drive, Tampa FL
The Palms at University – 12708 North 19th Street, Tampa FL
Arbor Villas – 8517 James Joseph Way, Port Richey FL
Palm Island – 6423 Illinois Avenue, New Port Richey FL
St. Teresa Apartments – 250 North Broad Street, Brooksville, FL
St. Benedict Housing – 6632 West Norvell Bryant Highway, Crystal River, FL
Bella Vista Apartments – 803-809 East 120th Avenue, Tampa, FL
Mercy Oaks Apartments - 10047 North Florida Avenue, Tampa FL
Vincent Oaks - 8615 North Dixon Avenue, Tampa FL
Las Villas Apartments - 1308 North Highway 41 Ruskin, FL
La Tierra Verde 1008 East 109th Avenue, Tampa FL
Las Villas Apartments Phase II - 1308 North Highway 41 Ruskin, FL (planning stages)
Mercy Oaks II 10069 North Florida Avenue, Tampa FL
Grace Manor Apartments - 7801 North Maryland Avenue, Hudson, FL
Bethany Family Apartments 13326 Lee Street, Dade City, FL

HUD 202 Low-Income Senior Service Housing: Provides safe affordable very low and extremely low-income housing

for individuals 62 years of age and older in Hillsborough, Pasco and Pinellas counties. The agency currently operates thirteen properties with 1055 units in the three counties, serving approximately 1,200 low-income elderly individuals per month.

Casa Santa Cruz 7825 54th Avenue North, St. Petersburg FL
Casa Miguel 2285 State Road 580, Clearwater FL
Transfiguration Manor 4021 45th Street North, St. Petersburg FL
Blessed Trinity 5701 16th Street South, St. Petersburg, FL
Kings Arms 4125 N. Lincoln Avenue, Tampa FL
Kings Manor 2946 W. Columbus Drive, Tampa FL
San Clemente Villas 1104 N. Alexander Street, Plant City FL
Blessed Sacrament Manor 6801 12th Avenue South, Tampa FL
San Lorenzo Terrace 5225 North Himes Avenue, Tampa FL
San Lorenzo Terrace II 4820 N. Gomez Avenue, Tampa FL
Epiphany Arms 2508 E. Hanna Avenue, Tampa FL
Patrician Arms 4516 S. Manhattan Avenue, Tampa FL
Patrician Arms II 4514 S. Manhattan Avenue, Tampa FL
Bethlehem Housing 8010 State Road 52, Hudson FL

Mercy Apartments 10051/10053 North Florida Avenue, Tampa FL 33612 provides permanent supportive housing through four, two-bedroom apartments for low-income families with an HIV/AIDS-infected family member.

Mercy House: 10047 N. Florida Avenue, Tampa FL 33612, this 12-suite community residence provides homeless women with or without children with an HIV/AIDS diagnosis transitional housing, meals, limited transportation, 24/7 staff coverage provided by Family Care Workers, personal and household items, and hands-on life skill education, and free onsite mental health counseling.

Felicity House 12139 Majestic Boulevard, Hudson FL provides shelter for up to 28 homeless women including supportive services leading to self-sufficiency and permanent housing within the community.

Pasco Family Shelter 8225 Youth Lane, Port Richey, FL provides 36 beds to homeless families regardless of family composition.

Pathways Affordable Housing: The Pathways Affordable Housing program consists of 3 houses in Pinellas and Pasco counties. This program assists people who are homeless/low-income and in need of permanent safe affordable housing. The program also provides clients with referrals for additional services to other organizations. Ultimately, the goal of this program is to assist clients in maintaining safe, affordable housing.

2812 Adrian Avenue, Largo - House
528/530 Woodrow Avenue NE, Largo - Duplex
4539 Needle Palm Drive, Port Richey - House

Pinellas Hope II - 5726 126th Avenue North, Clearwater, FL 33760 is home to 80 residents, of which the majority of residents have transitioned from Pinellas Hope I. The program features 80 permanent housing apartments and is funded through 50% subsidy-based vouchers.

Pinellas Hope III, IV, and V - 5726 126th Avenue North, Clearwater, FL 33760 consists of 76 affordable housing units,

45 of those units (PHV) are designated for high-needs/high-cost chronically homeless and provide permanent supportive housing to its residents. Together with Phases III and IV, these units provide a continuum of care for adults transitioning from homelessness, as they are able to move into permanent, affordable efficiency units. The resident's service plan is created to develop a comprehensive and integrated care plan for each resident that facilitates self-sufficiency and engages citizenship within a responsive and caring support system to ensure safe, independent living.

Pinellas Hope Medical Respite 5726 126th Avenue North, Clearwater, FL 33760 - Hope Cottages provides recuperative care to homeless persons being discharged from hospitals who are too medically frail to return to the streets but who do not require further hospitalization or skilled nursing facility care.

Tampa Hope 3704 East 3rd Avenue, Tampa, FL provides 100 shelter beds to City of Tampa homeless individuals.

San Jose Mission 3204 San Diego Lane, Dover, FL 33527 is a planned residential community and education/social services campus for low-income agricultural worker families. The site offers a residential community composed of 122 low-income family rental units. The Mission also currently hosts a community partnership of health, education, and social service agencies that provide a daycare center for 90 children (operated by Redlands Christian Migrant Association); an adult education and literacy program (provided by Hillsborough County Schools), and a parish nurse (provided by St. Joseph's/Baptist Hospital).

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
Pinellas Hope	5726 126th Avenue North	Clearwater	FL	33760

B.11. Project Administration

a) Project Manager Name

Joseph Pondolino

Title

Director of Pinellas Hope

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)?

Yes

c) Describe what steps, programs and/or methods will be used to prevent homelessness from recurring.

Pinellas Hope employs staff that focuses specifically on assisting clients with securing or increasing their income and finding stable, sustainable housing. Pinellas Hope is of the firm belief that affordable and sustainable housing is key to helping a person end their cycle of homelessness, and that housing is fully dependent upon a person having a stable income. Additionally, Pinellas Hope provides each shelter client with weekly case management services that further target their individual goals, with the all-encompassing goal of transitioning the person to permanent housing.

Pinellas Hope also understands that many of the clients served are dealing with mental health or substance abuse disorders and often they are struggling with co-occurring disorders, which only further exacerbates their episode of homelessness. Because of this, Pinellas Hope has a partnership with Directions for Living providing a mental health counselor on-site 40 hours a week to help manage the mental health issues many are struggling with. The counselor can help facilitate entry into their psychiatric services as well. Pinellas Hope also works with Pinellas County and the Department of Health to access needed medical services and referrals for the clients through the weekly MMU services onsite at the shelter. We also partner with Operation Par and the mobile crisis response teams as needed. To further meet their medical needs, Pinellas Hope has a strong partnership with St. Anthony's Hospital with Baycare and they provide a 40-hour-a-week RN to Pinellas Hope. Pinellas Hope has a medical clinic onsite (a project of St. Anthony's Hospital) which provides additional wrap-around services, including medical, psychiatric, and substance abuse treatment to clients. Pinellas Hope is keenly aware that we must attend to the most immediate crisis needs for the clients and then help them find resources for their more chronic needs to help them end their episode of homelessness and move towards a future of stability.

Catholic Charities has built long-standing partnerships within the community that provide additional services to our residents. We know when a person feels connected to the community they are more likely to have a desire to be a part of that same community and work toward a brighter future. We also understand that a person connected to a community is much less likely to attack or harm their community, thereby further contributing to a stable future. These community and faith-based groups bring support, mentoring, meals, and compassion. They also bring job opportunities, education, and hope to our clients. We host a regular education series on a myriad of topics to engage the clients and offer ongoing enrichment to their lives for their future.

In addition to Pinellas Hope, Catholic Charities operates four other shelters. These shelters are located in Hillsborough

County (Tampa Hope, Mercy House) and Pasco County (Felicity House, and Pasco Family Shelter).

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**
- Total number of unduplicated clients served and time period of data: 949
- Average VI-SPDAT score of clients served: 8.3
- % of clients that exited to permanent housing/supportive housing: 36.5%
- % of clients housed that returned to homelessness in 6 months (recidivism rate): 41.5%
- Average length in program: 108
- % of clients who gained income (earned or unearned) during the time they were enrolled in this program: 14%

e) How will the funding requested to Largo be used to support maintaining/improving these outcomes?

Catholic Charities (CCDOSP) has extensive experience administering federal funds and providing housing and supportive services to homeless individuals and families for nearly 30 years. In 1997, Christopher House a transitional community residence for men with HIV/AIDS was merged into CCDOSP and became our first housing program. Today the organization operates low-income and permanent supportive housing for those with HIV/Aids, Homeless individuals and families, farmworkers and low-income families.

Catholic Charities has successfully administered federal funds including HOPWA funding for Hillsborough, Pinellas, and Hernando counties dating back to 1997. Other funding sources include CDBG through the City of Tampa, Hillsborough, Pinellas, and Pasco counties. HUD, SHIP, HOME, NSP, and USDA funds have also been received and successfully managed by CCDOSP.

For FY 22/23 (July-June) the agency served a total of 20,579 individuals with 175 employees, over 250 volunteers (15,678 volunteer hours), and an operating budget of \$22 million. Of the residents served 31% were male and 53% female, and 15% unreported. Of those residents served 37% were aged 18 to 39 years; 37% were aged 40 to 59 years, and 16% were aged 60 years and older. Race and ethnicity percentages for residents served are as follows: 46% White; 25% Black; 5% other; 1% Asian and Native Hawaiian/Pacific Islander; 2% Multi-Racial, and 36% Hispanic. Of those served, 3% indicated Veteran status. The agency serves some of the community's poorest individuals as evidenced by 56% of the residents fitting into HUD's definition of Extremely Low (0 - 30% of AMI). The average family size was 1.44 persons, and the average household income was \$4,985.

CCDOSP maintains a system to assess and improve the quality of performance and to meet quality outcome measures. This plan is based on the Performance Quality Improvement Plan (PQI). PQI is an ongoing process and a system of continuous evaluation that is organization-wide and involves each of its services. All agencies and individuals who contract with Catholic Charities are required to meet minimum program standards as set forth in the PQI plan and individual service performance standards.

The PQI Plan will be reviewed at least annually and updated by the agency leadership team and the Board of Trustees. Each program will formulate measurable goals, as applicable, for each participating individual, family, or group. Additionally, each program will establish outcome measures for the program that are consistent with best practice

standards.

Data, tracked and recorded by staff through entries made in the agency database system is used to measure the impact of services on residents, the quality of services delivered, and overall performance of management and operations. Data is generally collected throughout the month by Programs and PQI teams, and though data collection tools and forms available through the shared agency drive. Data is aggregated by a designated person. Reports are provided for review as needed.

Pinellas Hope has adapted its service module to provide in-depth services to these individuals that not only address housing but also the reasons leading to chronic homelessness in order to empower individuals to become self-sufficient. Staff involvement does not end once a client is discharged. Follow-up is conducted in an effort to address any arising issues that may lead to homelessness once again.

- Additional funding will allow us to increase the number of clients served, including those who are considered high needs - high cost.
- The Case Manager will provide in-depth services to clients to ensure that appropriate housing is selected and individual outcomes are achievable.
- Once a client is well-prepared for reintegration, the chance of recidivism drops significantly. Case Managers will also conduct follow-ups to ensure that the client is continuing to live stably and does not need further or ongoing assistance.
- The length of time enrolled in the program is affected by the lack of affordable housing in Pinellas County.
- Successful discharges are directly related to the hands-on attention provided by staff to the client.

The agency provides many wrap-around services in-house enabling onsite services which reduces barriers to support. Catholic Charities provides services throughout the five-county area of the Diocese of St. Petersburg under three umbrellas: Shelters of Hope, Foundations of Life, and Friends in Need.

Shelters of Hope focuses on the homeless and those in need of affordable housing. Last fiscal year we provided shelter to over 4,631 homeless men, women, and children, including families with a disabled member and mothers who are HIV/AIDS positive. Pinellas Hope has helped over 15,000 people since 2007 and has provided more than 2M meals in that time. Our affordable housing services housed 3,128 low to moderate income households, including the elderly and migrant farmworker families. With the help of generous donors and volunteers, we provided 225,819 meals to the homeless.

Foundations of Life provides pregnancy and parenting services, counseling, adoption services, and free medical clinics. Our four pregnancy and adoption centers and the Knights Women's Center served over 1,675 women (17,997 services and procedures) during FY 22/23 by providing free diapers, formula, clothing, toys, car seats, counseling, referrals, and free medical attention including ultrasounds. Free and Charitable Medical Clinics provided basic medical services to 1,041 uninsured individuals (3,123 patient visits).

Friends in Need programs provided assistance to over 1,959 immigrants. Emergency financial assistance and case management were provided to 2,534 households. In addition to the meals served at our five homeless shelters, our food pantries served 8,162 individuals (454,052 lbs of food distributed), and mental health counseling provided free services to 288 low-income households (1,008 individuals).

f) Do your agency have priorities established to serve Pinellas County homeless residents or limitations on serving newer arrivals from outside the County?

Pinellas Hope does not provide services to residents outside of Pinellas County. Program funding restricts admission

into the program to only those who reside in Pinellas County. This is verified by requiring a photo ID, with an address in Pinellas County. Clients are also referred by local law enforcement agencies in Pinellas County.

CAPITAL IMPROVEMENTS PROJECTS ONLY

a) Provide a summary of the services provided/to be provided at this facility. Explain if the proposed improvements are limited to a certain service or all services provided at the facility.

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

c) Describe how the project meets the City's CDBG Goal: SUPPORTIVE SERVICES – Capital Improvements: Add, expand or improve public facilities that (will) provide supportive services predominantly to low- and moderate-income clientele/households/areas that will help Largo residents physically, mentally and economically thrive in Largo. Projects that improve energy efficiency to enable service providers to more effectively use their operating funds toward client services, and/or projects that harden such facilities to improve disaster resiliency would also be supported. Projects that add/expand of emergency shelter services for families with minor children experiencing literal homelessness would also be supported.

d) Disaster Hardening/Energy Efficiency

Does the project include any disaster hardening components or energy efficiency improvements? Please click all that apply below and explain.

- Disaster Hardening
- Energy Efficiency Improvements
- N/A- No Hardening or Energy Components Included in Project Scope

e) Is the facility to be improved, expanded, or added located in Largo City Limits? Check the Property Appraiser website for the Tax Code. Tax Code is "LA" for Largo).

Please Explain

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

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

landfill)?

h) The agency must confirm with the jurisdiction that the property is located in that the proposed facility use is allowable. **Written confirmation (email or letter/zoning letter) must be uploaded in the Required Document section of the application.**

C. Timeline

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Case Id: 25276

Name: Pinellas Hope - 2024/25

Address: 6247 Seminole Boulevard, Seminole, FL 33772

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	M/d/yyyy	M/d/yyyy
Design/Scope of Work	M/d/yyyy	M/d/yyyy
Project Bid	M/d/yyyy	M/d/yyyy
Permitting	M/d/yyyy	M/d/yyyy
Construction	M/d/yyyy	M/d/yyyy

D. Budget & Funding

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Case Id: 25276

Name: Pinellas Hope - 2024/25

Address: 6247 Seminole Boulevard, Seminole, FL 33772

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
Full time Case Manager (0.15 FTE Requested)	\$10,020.00	\$30,060.00	\$40,080.00
Remaining Direct Service Personnel	\$0.00	\$406,623.00	\$406,623.00
Administrative Personnel	\$0.00	\$156,275.00	\$156,275.00
Maintenance Personnel	\$0.00	\$39,216.00	\$39,216.00
FICA/MICA/ Unemployment	\$806.00	\$52,111.00	\$52,917.00
Workers Comp/Health Ins/LTD/Life Ins	\$3,414.00	\$215,859.00	\$219,273.00
Retirement	\$0.00	\$47,456.00	\$47,456.00
Contract Services	\$0.00	\$3,820.00	\$3,820.00
Travel	\$0.00	\$1,185.00	\$1,185.00
Client Record Storage	\$0.00	\$852.00	\$852.00
Electric	\$2,108.00	\$44,719.00	\$46,827.00
Water/Sewer/Trash	\$13,652.00	\$193,006.00	\$206,658.00
Repairs and Maintenance	\$0.00	\$70,325.00	\$70,325.00
Operating Supplies (Includes Food & Tents)	\$0.00	\$89,369.00	\$89,369.00
Vehicle Transportation	\$0.00	\$20,439.00	\$20,439.00
In-kind Expenses	\$0.00	\$1,104,651.00	\$1,104,651.00
Other Administrative Expenses	\$0.00	\$32,175.00	\$32,175.00
Indirect Costs	\$0.00	\$175,132.00	\$175,132.00
Grand Total	\$30,000.00	\$2,683,273.00	\$2,713,273.00

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	\$30,000.00	\$0.00
City of St. Petersburg CDBG	\$0.00	\$40,000.00
Pinellas County	\$0.00	\$525,000.00
City of Clearwater	\$0.00	\$40,000.00
City of Seminole	\$0.00	\$2,500.00
City of Oldsmar	\$0.00	\$2,500.00
City of Pinellas Park	\$0.00	\$35,000.00
City of St. Petersburg SAF	\$0.00	\$150,000.00
Cottage Fees	\$0.00	\$142,560.00
Contributions/Fundraising	\$0.00	\$251,954.00
Other Revenue	\$0.00	\$44,460.00
Diocese of St. Petersburg	\$0.00	\$344,648.00
In-kind Revenue	\$0.00	\$1,104,651.00
	\$0.00	\$0.00
	\$30,000.00	\$2,683,273.00

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

Yes

Explain:

If the funding is not awarded, the agency will continue to provide services. However, the number of homeless served would be impacted.

c) Project costs are reimbursed by the City on a monthly/quarterly basis. For public services, project costs are reimbursed by the City on a monthly or quarterly basis. For public facilities projects, project costs are typically reimbursed at the end of the project or up to 3 reimbursements for larger projects. Does the agency have the financial capacity to pay for the portion of the cost funded by City grant during the project and be reimbursed on a monthly/quarterly basis for public services?

Yes

d) Please indicate the frequency your agency will be remitting invoices. If awarded funding, public services reporting will be set up on the same schedule (e.g. monthly invoices will have monthly reporting). Reporting for public facilities will be quarterly.

Public Services-Monthly Invoicing

D.3. Audit Requirements

a) Does your agency's current year budget, or next year's anticipated budget, include \$750,000 or more in federal funding revenue? *If yes, a single or program-specific audit must be conducted at the end of your agency's fiscal year.*

Yes

b) Does your agency's current year budget, or next year's anticipated budget, include \$500,000 or more in state funding revenue? *If your agency is awarded SHIP funding and the answer to this question is "Yes", a single or program-specific audit must be conducted at the end of your agency's fiscal year.*

E. Agency Information

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Name: Pinellas Hope - 2024/25

Address: 6247 Seminole Boulevard, Seminole, FL 33772

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).

Catholic Charities has been providing direct care and supportive services since 1945. From 1945 to 1968 services were provided to the local area under the auspices of the Diocese of St. Augustine as the Tampa Office for Charity and as Catholic Charities, Diocese of St. Petersburg starting in 1968.

Catholic Charities Diocese of St. Petersburg, Inc. was incorporated as a 501(c)(3) nonprofit corporation in June 1968, when the Diocese of St. Petersburg, Inc. was established. The agency, a member of one of the nation's largest social service networks - Catholic Charities USA - serves residents in Hillsborough, Citrus, Hernando, Pasco, and Pinellas Counties in Florida.

Catholic Charities' mission is to serve with charity and compassion to promote the sanctity and dignity of all people with God. As a member of Church, Catholic Charities offers hope by helping those in need and unites with others in service. The agency focuses its work under two specific "Ministries of Mercy": Life Ministry and Shelter Ministry.

Catholic Charities, Diocese of St. Petersburg, Inc. is a Florida, 501(c)(3) non-profit corporation.

Catholic Charities provides services to all persons, without regard to their race, color, religion, sex, age, national origin, qualified handicap, sexual preference, gender identity, or lifestyle. The agency is a member of Catholic Charities USA, one of the nation's largest social service networks, and is considered a faith-based non-profit. Services include homeless services, homeless prevention/rapid rehousing, emergency financial assistance, immigration, medical respite, free and charitable clinics, pregnancy and parenting support, housing, and community development services, transitional and permanent supportive housing for persons with HIV/AIDS, and chronically homeless, farmworker housing, low-income elder housing, financial literacy/budgeting classes, mental health counseling, and life skills education.

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.

Margaret Rogers, Executive Director has been in the non-profit sector for nearly 18 years. She came to Catholic Charities from The Salvation Army in 2013, where she was the Director of Social Services, overseeing all social service programs including transitional housing and emergency shelter along with the Feeding and Crisis Intervention Programs. She carried a lead role in Research and Development and was responsible for the expansion of services and the restructuring of existing programs. Mrs. Rogers currently serves as the Executive Director of Catholic Charities. She is responsible for the day-to-day functions of the agency and reports directly to the Board of Trustees.

James Wayne, Chief Financial Officer - brings to the agency more than 38 years of experience in finance and accounting.

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He has served in various Financial Management duties of Catholic Charities, Diocese of St. Petersburg, Inc. since 2001. Mr. Wayne is responsible for executive management, work planning, coordinating, and monitoring of all aspects of the financial operations of Catholic Charities and its subsidiary corporations. He is also responsible for the financial oversight of Catholic Charities' Shelter Ministries including, the HUD 202 properties, HIV/AIDS housing, San Jose Mission, Permanent Supportive Housing, and affordable housing.

Pinellas Hope is under the day-to-day supervision of Joe Pondolino, who reports directly to Maggie Rogers, Executive Director. Joe is responsible for overseeing facility operations including meal coordination, client living quarters, inventory maintenance of facility supplies, and supervision of volunteers and groups that contribute to the program. He oversees services at Pinellas Hope including the supervision of the shelter and 156 units of PSH onsite. He also ensures delivery of wraparound services including case management and service coordination.

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.

Catholic Charities' policy is to provide full and accurate information relative to its financial status and activities and to ensure that external and internal reporting is informative and meaningful to the board of trustees, funding sources, management staff, and other interested parties. The agency books are maintained on the accrual method of accounting and the finance department maintains operational procedures addressing internal accounting controls. Catholic Charities has instituted a "best practice" purchasing system in order to control the purchasing of all fixed assets, operating supplies, and services in the most fiscally prudent manner while maintaining compliance with all contractual obligations in this regard. Fiscal records are maintained for cash, payroll, payables, fixed assets, purchase orders, and general ledger with financial software. All hard copy reports are kept in accordance with the agency's record retention schedule as well as individual funder requirements. System software is backed up in accordance with policies for software backup.

An annual audit is conducted by an independent auditor in accordance with the United States Generally Accepted Auditing Standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller of the United States. In accordance with Government Auditing Standards, the auditor issues a management report on internal control over financial reporting and tests of compliance with certain provisions of laws, regulations, contracts, and grants. In addition, an accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the United States Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Nonprofit organizations.

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.

Catholic Charities has nearly 4 decades of experience tracking performance and adjusting program service delivery to ensure performance standards are met for a wide variety of funding sources including federal, state, county foundation and corporate. Staff is adept at formative and summative evaluation methodologies including process and program evaluation measures, empowerment evaluation, and results-based accountability. In accordance with COA standards, the agency incorporates ways to track performance and adjusts program service delivery for each program to ensure performance standards are met.

Program goals are placed into a program outcome report and monitored on a quarterly basis by the Program Director, reviewed by Margaret Rogers, Executive Director, and the results are presented for review to the Agency's Planning and Evaluation Committee. The Planning and Evaluation Committee is made up of members of the Board of Trustees. This Committee meets quarterly to review the Agency's progress and effectiveness.

The Financial Software that Catholic Charities utilizes has the capability of tracking funding and related project costs separately in the agency by having separate cost centers and account numbers specific to the project. The software also will not allow duplicate invoices to be paid by the invoice number, and each invoice is approved by the appropriate Director and Finance personnel independent of the invoice process. Checks are reviewed by the Chief Financial Officer and personnel independent of the Financial Process.

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.

Catholic Charities, Diocese of St. Petersburg has liability insurance through The Catholic Mutual Relief Society of America, 10843 Old Mill Road, Omaha, NE 68154 for the amount of: 500,000 general liability per occurrence and \$20,000,000 excess layering.

Catholic Charities utilizes IOI, an outside payroll service responsible for the payments of all payroll taxes as required by the Federal and State laws. Once a payroll period is completed and submitted to them, IOI debits Catholic Charities' bank account one day after the submission of the agency's payroll.

Worker's Compensation is paid each month to the Diocese of St. Petersburg by Catholic Charities, Diocese of St. Petersburg.

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

Catholic Charities has fidelity bond coverage through Catholic Mutual Relief Society of America for the following categories:

Employee Dishonesty \$ 125,000
Theft Agreement Money & Securities \$ 125,000
Depositors Forgery \$ 125,000
Directors and Officers \$ 500,000
Excess Liability Coverage Per Occurrence Except Directors & Officers \$ 20,000,000

F. Required Documents

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Case Id: 25276

Name: Pinellas Hope - 2024/25

Address: 6247 Seminole Boulevard, Seminole, FL 33772

F. Required Documents

Please provide the following information.

Documentation

Organizational Chart *Required

CCDOSP AGENCY Organizational Chart 2024.pdf

Board Resolution Authorizing Submittal of Funding Request *Required

Resolution to Submit Application 2024-2025-signed.pdf

Current Year Operating Budget *Required

FY 24 Total Agency Budget.pdf

Most Recent Annual Independent Auditor's Report *Required

FY 2023 CCDOSP Audit.pdf

List of Board of Directors *Required

Board Roster 2023-2024.pdf

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

***No files uploaded*

Housing First Checklist (if applicable)

Housing First Questionnaire signed.pdf

HUD Certificate - HUD-Approved Housing Counseling Agency (if applicable),

***No files uploaded*

Informational pamphlets about the agency (Optional)

***No files uploaded*

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

IRS Determination Group Ruling 23-24.pdf

Other Documents

Authorization to submit grants NEIGHBORLY signed.pdf

Submit

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Case Id: 25276

Name: Pinellas Hope - 2024/25

Address: 6247 Seminole Boulevard, Seminole, FL 33772

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

Sandra Agramonte, Director of Grants, Contracts and Services

Telephone

(727) 348-5451

Authorized Signature

Sandra Agramonte

Electronically signed by sagramonte@ccdosp.org on 2/13/2024 4:07 PM

IDIS Set Up

No data saved

Case Id: 25276

Name: Pinellas Hope - 2024/25

Address: 6247 Seminole Boulevard, Seminole, FL 33772

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: 25276

Name: Pinellas Hope - 2024/25

Address: 6247 Seminole Boulevard, Seminole, FL 33772

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: 25276

Name: Pinellas Hope - 2024/25

Address: 6247 Seminole Boulevard, Seminole, FL 33772

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*