

A. Executive Summary

Completed by pstills@readyforlifepinellas.org on 2/11/2024 4:53 PM

Case Id: 25239

Name: Ready for Life, Inc. - 2024/25

Address: 2300 Tall Pines Drive, Suite 100, Largo, FL 33771

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

Ready for Life, Inc

A.2. Type of Organization

501(c)3 Nonprofit Corporation

If Other:

A.3. Mailing Address

2300 Tall Pines Drive Suite 100 Largo, FL 33771

A.4. Contact Person

Kathy Mize

A.5. Title

CEO

A.6. Telephone

(727) 954-3989

Phone Ext.

A.7. Email

kmize@readyforlifepinellas.org

A.8. Unique Entity ID

MJM5BDU8APL5

BILLING/INVOICE CONTACT

A.9. Name

Patsy Stills

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PROJECT INFORMATION

A.15. Project Title

Strengthening Services

A.16. City of Largo Funds Requested

\$50,000.00

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

pstills@readyforlifepinellas.org

A.11. Phone

(727) 954-3989

A.12. DATA/REPORTING CONTACT

A.12. Name

Patsy Stills

A.13. Email

pstills@readyforlifepinellas.org

A.14. Phone

(727) 472-9630

B. Project Information

Completed by pstills@readyforlifepinellas.org on 2/13/2024 4:06 PM

Case Id: 25239

Name: Ready for Life, Inc. - 2024/25

Address: 2300 Tall Pines Drive, Suite 100, Largo, FL 33771

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

Ready for Life's Mission: To provide support, resources, and guidance former foster care youth need to successfully transition to adulthood. Ready for Life, Inc. raises 95% of its funding from donations, grants, and fundraising. We stay nimble, able to adjust to the changing economic conditions that our clients face, and we are always focused on what's in the best interest of our clients. In 2024 we are celebrating our 15th year and strategically, and from our headquarters in Largo, we are expanding into Pasco County, and helping other cities and states replicate our services. We are now a Certified Child Abuse Prevention Center and we are expanding services by providing in-home parenting training and mentoring to families to prevent generational child abuse.

Ready for Life had to adapt to the changes presented during and after the COVID19 pandemic. For us, it showed the need to rely more on technology and improve personal protective equipment for safety. Coming out of COVID19 we have seen spikes in the cost of living, especially food and housing, which are essential to independence. Anything we can do to reduce overhead costs such as utilities, helps us stretch program dollars a little further. As workplace and community violence increases, we have also taken a closer look at security and the need to attempt to increase staff, client and visitor safety through facility hardening and risk reduction.

For this project, as we serve Largo and community low- and moderate-income clients daily, we are seeking to improve our facility, increase capacity, improve energy efficiency and harden the facility against disasters and threats. Items requested are described below and where applicable, pictures have been provided in an attachment:

Capacity Building Increases:

1. Installing additional permanent storage cabinets in the community kitchen and the back hallway. This kitchen is very large, and the extra storage space will be used for cooking class supplies as well as other program supplies that require locked storage. The hall storage unit will also be locked and will increase our capacity to store more client need supplies, such as diapers and program materials for our Parent Aide program and our Mommy and Me activities. Storage space has been an issue as we grow annually by no less than 5%.
2. Installing a toilet in the Rays' Clean Sweep Day Stop and installing a door from the hallway. This will make the shower room a full bathroom for family use as well as allowing clients who are there for a shower, to not have to go down the hall to use the restroom before or after the shower. Additionally, we will move the washer and dryer from the Day Stop to the room next to it, and add another washer and dryer. Right now if someone is taking a shower,

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another client can't access the washer and dryer. This will allow one person or family to use the Day Stop, while two other clients can use the laundry room. The new toilet and the additional washer and dryer will be energy efficient to minimally impact water, sewage and electricity costs.

Energy improvements:

1. Installing two new 4,000 ton AC units to reduce electricity by 10% or more.
2. Replacing front office door - AC escapes as the door does not close all the way. This is also a security improvement for facility hardening.

Safety and Security improvements:

1. Front door will be replaced with a hurricane resistant door that shuts properly and prevents AC leaks and if applicable, water intrusion.
2. Panic Button and software will help all staff feel safer as they do their jobs in the office, in one of the many stations around the building where they are with clients, sometimes alone. Examples include our foyer, the kitchen, the food pantry, the hallways, the large group room and the community bathrooms. Mobile panic buttons will also allow remote workers who are with clients or traveling in the field connect quickly for assistance. This software is state of the art and is used in many schools, hospitals and businesses around the country.
3. Replacing 15 interior office wood doors with wood doors with clear windows in the upper half of the door will allow other staff to walk by and visually determine which clients and staff are where while also allowing potentially dangerous situations to be avoided. A bonus is that any staff who is alone with anyone else is never "behind closed doors" without a witness. This will allow staff to close doors during supervision sessions yet still watch over what is happening in the client large room area in case they need to stop supervision and attend to matters in the large room.
4. Air filtration system will prevent germs from spreading and will produce cleaner air for clients, staff and visitors to breath.

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.

All funds will be used for Public Facility Capital Projects. This request is for \$74,000 in funds to support the project listed in detail above.

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 security and increasing the facilities resources will help former foster youth thrive as adults. Many clients experience homelessness annually, all have unique needs often as a result of aging out of care from foster care without family resources to get them through the ages of 18-25. We have appreciated past CDBG funds from Largo and we anticipate this funding will have a great impact on our ability improve Ready for Life's public facility in the manner expected by the grant requirements.

Recent stats at intake show just how vulnerable our clients are:

Housing Status Client Count %

At-risk of homelessness (HUD) 10.53%

Category 1 - Homeless (HUD) 34.63%

Category 2 - At imminent risk of losing housing (HUD) 8.03%

Category 3 - Homeless only under other federal statutes (HUD) 0.55%

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Category 4 - Fleeing domestic violence (HUD) 0.28%

Client refused (HUD) 0.28%

Stably housed (HUD) 41.83%

Null 3.88%

While we wish we could directly provide affordable housing for every former foster youth in need, we recognize that this is not our specialty, so we leave that to the experts that we work with such as Habitat for Humanity and local housing authorities. As such, we propose to add services capacity and improve our facility for energy and safety improvements that allow us to focus our other resources on clients.

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).

Foster children are the state's children until such time as they are returned to their families, adopted, provided an alternative permanent placement, or until they age out of care, including extended foster care.

As soon as they age out of care, they are on their own, having to figure out on their own where to live, how to earn a living and what to do with their new found lack of connection to the state's control. As such, all of the clients who come to Ready for Life for assistance are low and moderate-income often transient and without any stable extended family who can help them transition to adulthood.

1. There are approximately 500,000 children in foster care in the United States. 14%, or almost 59,300, are age 16 to 20. Youth age 16+ have an approximately 3% chance of being adopted, thus lacking a traditional family to provide life skills education and long-term transitional support (The Annie Casey Foundation, 2020).

2. We know that by age 17, many foster youth have already engaged in high-risk behavior that will negatively impact their ability to become self-sufficient. Before they reach adulthood, 33% have been incarcerated, and 5% have had a child (U.S.ACF, 2019). Both of these outcomes negatively impact educational attainment (Abrams, et al., 2017; Schulkind & Sandler, 2019), contributing to the fact that 50% of foster youth do not graduate high school on time (U.S.ACF, 2019), compared to a nationwide public school average graduation rate of 85% (NCES, 2020a).

3. There is also a negative impact on employability, the ability to reach self-sustaining income levels and economic mobility. (Abrams, et al., 2017; Schulkind & Sandler, 2019).

4. Lack of education has a long-lasting financial effect...a young adult, entry-level worker without a high school degree is most likely making less than median pay and is nowhere near the income needed to be self-sufficient as an individual let alone with a child. A high school diploma or equivalent gets youth closer, but at least some additional training or education beyond high school is needed to break free from poverty and create economic mobility. By age 21, only 7% of foster youth have achieved additional certifications, including from those programs that take less than a year to complete (U.S.ACF, 2019).

We break the cycle and improve outcomes for Largo and surrounding areas. For more details, please review our

website and the annual impact report in detail: <https://www.readyforlifepinellas.org/press/categories/in-the-news>

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.)

This is a countywide project.

Ready for Life is a lifeline and family for those who need it. Located in Largo, FL, close to the bus line, the Health Department, and Family Support Services - Lead Agency for Child Welfare, Circuit 6, we provide services for youth in foster care as well as those who have aged out. If any of them have children, we help them and their children as well. Our clients range from 15 years old to 25 years old and we provide annual services to alumni who need assistance or just want to be involved in celebrations and events.

The office serves as a headquarters for administration as well as a solution-based skill center with extensive supplies and services available onsite. All staff work on site and every day there are clients in and out of the office receiving services, consulting with Youth Specialists or just getting something to eat or doing laundry. Community volunteers are often on site as well, either dropping off donations, meeting with a mentee, taking a tour or filling the food pantry. It's busy, comfortable, and always friendly.

Ready for Life offers computers for use by clients; reading tutoring; Life Skills Reimagined as contracted by Family Support Services; counseling; legal services by Community Law Program supported by the St. Petersburg Bar Association; Be the One mentoring program; Opportunity Passport in collaboration with Suncoast Voices for Children; a private office space for health assessments and consultation with BayCare Health Navigators and nurses. We offer free dental services, an in-home evidence-based Exchange Parent Aide program for young parents plus monthly parent-child support events.

We have a place to shower and do laundry, a food pantry, a clothes closet, a basic hygiene and daily living supply closet and soon we will have a meditation room where clients or staff can go to take a mental health break and relax in a therapeutic lounge chair.

We help youth navigate available resources like obtaining a driving license assistance through the Keys to Independence program and we provide gift card incentives and sometimes cash rewards for program participation. Monthly "Fun Fridays" are planned to correspond to holidays when applicable with workshops, guest speakers and themes that reinforce needed skills and socialization, and so much more.

The Tampa Bay Rays provide access to Rays games where clients, staff and volunteers can watch 6-8 games per season, at no cost, in an all-included suite. Because we are part of our clients extended "family" we also celebrate birthdays, graduations, life milestones and holidays. Alumni (former clients, over 25) come back and attend events as well and they help younger clients informally. As 2024 will be our 15th anniversary, there are some alumni that are now in their 30's, working, raising children and beating the odds that were stacked against them when they aged out of foster care.

Youth can be referred or self-referred at any point between 15-25, come and go, or stick around year over year. Holiday celebrations are like family reunions. No fee is ever charged for services as long as they are willing to be respectful, do the best they can, and learn from their mistakes. As Ready for Life grows, we follow a five-year strategic plan that helps guide our daily actions. We look to a bright future with this grant and others, adding more evidence-based services for young adults and parents to further strengthen the transition to adulthood.

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:	242	100.00%
Of the Total Clients Served - the number of clients that were from Largo:	34	14.00%

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:	254	100.00%
Of the Total Estimated Served - number of Clients/Households from Largo	36	14.00%

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.

At intake Ready for Life has the client provide demographic information including income. Staff are able to determine if they above or below the 80% of area median income by comparing their income to the guidelines provided by the City of Largo, using the HUD worksheet.

For several years we were using the Pinellas County Homeless Management Information System (HMIS), which allowed us to gather a limited amount of client data. As of February, 2024, Ready for Life has transitioned to a more robust data management system through Salesforce, designed specifically for our agency to capture detailed programmatic data, fundraising data and volunteer management data.

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).

Not applicable

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.*

Increase capacity to serve more youth and provide a higher level of security for staff, clients and visitors.

Outcome desired: Lower energy costs by 10%, increase capacity for services by 5% and enhance safety and security for staff, clients and volunteers by an undefined quantity.

B.9. Relocation

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

No

If yes, explain

Not applicable.

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?

Not applicable

iii. Will residents receive rental subsidy/housing assistance?

No

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

Not applicable

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

Not applicable

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
Ready for Life, Inc.	2300 Tall Pines Dr. Suite 100	Largo	FL	33771

B.11. Project Administration

a) Project Manager Name

Patsy Stills

Title

VP of Administration

B.12. Project-Specific Sections: Please complete the sections below that are applicable to your project.

DOWNPAYMENT ASSISTANCE ADMINISTRATION PROJECTS ONLY:

a) Describe your agency's experience with administering a downpayment assistance program. Include information regarding the agency's experience with completing Residential Income Certifications and underwriting.

Not applicable

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):

Not applicable

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.
Not applicable

d) Using program data from PHMIS, provide data below on your agency's outcomes from the past PHMIS reporting year for the following:

- Total number of unduplicated clients served and time period of data
- Average VI-SPDAT score of clients served
- % of clients that exited to permanent housing/supportive housing
- % of clients housed that returned to homelessness in 6 months (recidivism rate)

- Average length in program
- % of clients who gained income (earned or unearned) during the time they were enrolled in this program

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

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

CAPITAL IMPROVEMENTS PROJECTS ONLY

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

All items in this project pertain to all services provided at the facility.

Capacity Building Increases:

1. Installing additional permanent storage cabinets in the community kitchen and the back hallway. This kitchen is very large, and the extra storage space will be used for cooking class supplies as well as other program supplies that require locked storage. The hall storage unit will also be locked and will increase our capacity to store more client need supplies, such as diapers and program materials for our Parent Aide program and our Mommy and Me activities. Storage space has been an issue as we grow annually by no less than 5%.
2. Installing a toilet in the Rays' Clean Sweep Day Stop and installing a door from the hallway. This will make the shower room a full bathroom for family use as well as allowing clients who are there for a shower, to not have to go down the hall to use the restroom before or after the shower. Additionally, we will move the washer and dryer from the Day Stop to the room next to it, and add another washer and dryer. Right now if someone is taking a shower, another client can't access the washer and dryer. This will allow one person or family to use the Day Stop, while two other clients can use the laundry room. The new toilet and the additional washer and dryer will be energy efficient to minimally impact water, sewage and electricity costs.

Energy improvements:

1. Installing two new 4,000 ton AC units to reduce electricity by 10% or more.
2. Replacing front office door - AC escapes as the door does not close all the way. This is also a security improvement for facility hardening.

Safety and Security improvements:

1. Front door will be replaced with a hurricane resistant door that shuts properly and prevents AC leaks and if applicable, water intrusion.
2. Panic Button and software will help all staff feel safer as they do their jobs in the office, in one of the many stations around the building where they are with clients, sometimes alone. Examples include our foyer, the kitchen, the food pantry, the hallways, the large group room and the community bathrooms. Mobile panic buttons will also allow remote workers who are with clients or traveling in the field connect quickly for assistance. This software is state of the art and is used in many schools, hospitals and businesses around the country.
3. Replacing 15 interior office wood doors with wood doors with clear windows in the upper half of the door will allow

other staff to walk by and visually determine which clients and staff are where while also allowing potentially dangerous situations to be avoided. A bonus is that any staff who is alone with anyone else is never "behind closed doors" without a witness. This will allow staff to close doors during supervision sessions yet still watch over what is happening in the client large room area in case they need to stop supervision and attend to matters in the large room.

4. Air filtration system will prevent germs from spreading and will produce cleaner air for clients, staff and visitors to breath.

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.

Ready for Life is located off Ulmerton Road, between Belcher Road and Keene/Starkey Road. Clients have access to the bus line and every client who needs one is provided an annual bus pass that Ready for Life is able to provide at a reduced cost and with grant funding. Many stores and restaurants are nearby for our clients to apply for and obtain jobs. For those who attend college or trade schools, they can easily access those from the bus line. We do not own any vehicles or provide transportation directly. We do sponsor share rides and provide gas cards when earned, for clients with vehicles.

Many of our life skill programs can be accessed via the internet and if a client does not have a computer, they can use one of the loaners in the office. Staff also go to clients at group homes for life skills training, and clients and Parent Aide volunteers go to clients' homes for in-home services. After COVID19, there is an increased need to help clients connect virtually to healthcare, education and life skills, and Ready for Life is assisting in the process.

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.

This grant clearly demonstrates improving public facilities that provide supportive services predominantly to low- and moderate-income clientele that will help Largo resident physically, mentally and economically thrive in Largo.

This is also a project that improves 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. Supportive documentation is attached.

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.

Yes, as outlined in this grant.

Disaster Hardening

Energy Efficiency Improvements

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

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

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

Please Explain

Verified via lookup on the Pinellas County Property Appraiser's website.

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

No, the project is not located in a Coast Flood Hazard Area

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

No Known Environmental Hazards on Project Site

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

C. Timeline

Case Id: 25239

Name: Ready for Life, Inc. - 2024/25

Address: 2300 Tall Pines Drive, Suite 100, Largo, FL 33771

Completed by pstills@readyforlifepinellas.org on 2/12/2024 10:17 PM

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	05/30/2025
Obtain Full Project Funding	10/01/2024	05/30/2025
Design/Scope of Work	11/01/2024	11/30/2020
Project Bid	12/01/2024	12/30/2024
Permitting	01/01/2025	02/28/2025
Construction	03/01/2025	05/30/2025

D. Budget & Funding

Case Id: 25239

Name: Ready for Life, Inc. - 2024/25

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Address: 2300 Tall Pines Drive, Suite 100, Largo, FL 33771

D. Budget & Funding

Please provide the following information.

Public Services (Supportive Services) * must have a minimum of \$10,000 in funding request.

Public Facility Capital Projects-* must have a minimum of \$40,000 in funding request.

D.1. Project Budget

a) Include costs associated with this project (City Funds and Other Funding Sources)

Project Budget Line Item	Largo CDBG Funding	Other Funding Sources	Total Budget
Kitchen and Hallway Storage Build-Ins - increase service capacity	\$30,000.00	\$0.00	\$30,000.00
Laundry Room and Handicap Bathroom with Shower - increase service capacity	\$17,000.00	\$0.00	\$17,000.00
2 AC Replacements for Energy Efficiency	\$13,000.00	\$0.00	\$13,000.00
Front Door Replacement - increase security	\$5,000.00	\$0.00	\$5,000.00
Panic Button and Software - increased security	\$3,000.00	\$0.00	\$3,000.00
15 Interior Office Doors with windows - increased safety	\$4,500.00	\$0.00	\$4,500.00
Air Filtration System - increased air quality, decreased germ spreading	\$1,500.00	\$0.00	\$1,500.00
Grand Total	\$74,000.00	\$0.00	\$74,000.00

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

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allocation has not been determined, put these amounts in the "Funds Requested" column.

Funding Source(s)	Funds Requested	Funds Allocated
Largo CDBG Funding	\$74,000.00	\$0.00
Indirect/Admin - funded by Ready for Life	\$7,400.00	\$0.00
	\$81,400.00	\$0.00

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

Yes

Explain:

All requests are important and can stand alone so funding at a smaller scale is workable.

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

Yes

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

Public Facilities- Up to 3 Invoices throughout the project (eligible if project exceeds \$50,000)

D.3. Audit Requirements

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

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

Completed by pstills@readyforlifepinellas.org on 2/13/2024 2:45 PM

Case Id: 25239

Name: Ready for Life, Inc. - 2024/25

Address: 2300 Tall Pines Drive, Suite 100, Largo, FL 33771

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).

Incorporated as a Florida 501(c)(3) on March 11, 2009, Ready for Life Inc. (RFL) is celebrating its 15th Year Anniversary in 2024. We started in 2009 as a grassroots effort to help young adults stuck in a terrible situation - alone at 18, facing adulthood without family to turn to for guidance and a sense of belonging in the world. There was no other agency working solely for this population at the time, and we are still the only one.

Located in the city limits of Largo, Ready for Life is a solution-based skill center designed to decrease homelessness, increase educational & employment skills and opportunities and provide lifeline support networks. Ready for Life serves youth/young adults between the ages of 15 and 25, that are in foster care or have already transitioned out of foster care and are on their own. Often our first encounter with a new client is focused on crisis stabilization because often their first day out on their own after foster care is a lonely one, with no place to call home, no place to go. They may need a shower, or a hot meal or some clothes to wear, but they all need the kind of help their peers get from their families. We help change lives beyond foster care and increase opportunities to be productive, healthy community members, breaking the cycle of child abuse and neglect for the next generation. To date RFL has helped over 1000 young adults as well as 210 of their own children, and we are growing annually.

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.

Ready for Life employs 11 fulltime and 1 part-time staff. Four of the staff are former foster youth who help clients navigate success after foster care. Our senior management consists of our CEO since inception, Kathy Mize, who was recently recognized as a Lightning Foundation Community Hero; Michael Forster, our VP of Administration; Michelle Walag, our Sr. VP of Strategic Partnerships; and Patsy Stills, VP of Administration. Each of us have dedicated our working lives to helping others through social services and project management.

Ready for Life has the capacity to carry out this project. Recently, we were granted over \$32,000 to add small capital purchases to our facility through Pinellas Community Foundation American Rescue Plan Act (ARPA) funds. We successfully worked with the landlord, funder and vendors to complete the project, and our final report is in the final stages. We have many grants that support us, so we are fully experienced at ensuring the funders are satisfied and the grants are managed according to the scope of service and budget. We have a clean audit annually and we have qualified staff at all levels to make sure we have the resources, systems and communication in place internally and externally. We are collaborative with dozens of local agencies and our services can be found in 211 Tampa Bay Cares, and have a gold rating on Candid Guidestar.

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.

Ready for Life's annual budget is attached. None of the items listed in this project have been budgeted for this year. This opportunity to address service and facility needs is greatly appreciated. Existing unrestricted funding can help offset costs associated with this project.

Contractors have been identified but not secured until such time as the grant is awarded. The current lease has been in place since 8/1/2020, with an initial term of 3 years ending 7/31/2023, and it included an optional 3-year renewal. RFL opted to renew, and a "Lease Extension Agreement" was executed with a 3-year term through 7-31-26. Included in the extension is a 3-year renewal option, potentially extending our lease until 7-31-2029.

The landlord has given permission for all aspects of this project. The AC company and the door company that the landlord uses will be the preferred vendors for this project. The cabinet contractor that we used to build the kitchen is our preferred vendor so that things will match. For the plumbing work, neither the landlord nor RFL have a preferred vendor, so we are still in the process of getting the right contractor for the job.

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.

The project will be managed by Patsy Stills, VP of Administration and monitored by Kathy Mize, CEO. Financial expenditures and income will be tracked by our contracted financial manager, Julie Pirkl, Seaglass Financial Services, LLC. The process is the same for every grant and we have 15 years of experience managing funds as required. Our board of directors and the finance committee is actively involved in monthly oversight and our external audits have had no findings for several years in a row.

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.

The agency has liability insurance coverage in the amount of \$1m/3m.

We pay all payroll taxes and worker's compensation as required by Federal and state laws. We contract with Decision HR for payroll processing and onboarding of staff.

F. Required Documents

Completed by pstills@readyforlifepinellas.org on 2/13/2024 4:24 PM

Case Id: 25239

Name: Ready for Life, Inc. - 2024/25

Address: 2300 Tall Pines Drive, Suite 100, Largo, FL 33771

F. Required Documents

Please provide the following information.

Documentation

Organizational Chart *Required

RFL Org Chart 11-2023.pdf

Board Resolution Authorizing Submittal of Funding Request *Required

Signing Resolution Board FY24.pdf

Current Year Operating Budget *Required

RFL FY23-24 Budget Final.pdf

Most Recent Annual Independent Auditor's Report *Required

Audit Ready for Life, Inc. Communication Letter 2022.pdf

Most Recent Audit RFL 2021-2022.pdf

List of Board of Directors *Required

2023-2024 RFL Board List for Grants.pdf

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

**No files uploaded

Housing First Checklist (if applicable)

**No files uploaded

Printed By: Sheera Greene on 2/15/2024

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

***No files uploaded*

Informational pamphlets about the agency (Optional)

RFLJourney.pdf

RFL 2022-2023 Impact Report_FINAL 10-13-23.pdf

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

21778_IRA Letter of Determination.pdf

Other Documents

Property taxes Tall Pines.pdf

RFL_YouthServicesFlyer_final.pdf

RFL Largo CDBG Grant Pictures 2024.docx

Submit

Completed by pstills@readyforlifepinellas.org on 2/13/2024 4:32 PM

Case Id: 25239

Name: Ready for Life, Inc. - 2024/25

Address: 2300 Tall Pines Drive, Suite 100, Largo, FL 33771

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

Patsy Stills for Kathy Mize, CEO

Telephone

(727) 954-3989

Authorized Signature

pstills@readyforlifepinellas.org

Electronically signed by pstills@readyforlifepinellas.org on 2/13/2024 4:31 PM

IDIS Set Up

Last modified by sgreene@largo.com on 2/14/2024 4:30 PM

Case Id: 25239

Name: Ready for Life, Inc. - 2024/25

Address: 2300 Tall Pines Drive, Suite 100, Largo, FL 33771

IDIS Set Up

Please provide the following information.

Activity Name

Ready for Life-Disaster Hardening/Energy Efficiency Improvements

Activity Number

Activity Description

Capacity Building: 1) Install permanent storage cabinets 2) Installation of toilet; Energy Improvements: 1)Installation of 2 new A/C units 2) Replace front office door; Safety & Security Improvements: 1)Installation of panic button 2) replacing 15 interior office wood doors with wood doors with clear windows 3)updating air filtration system

Activity Type

Public Facility Improvements

Service Area

Citywide

Action Plan Project

Supportive Services-Capital Improvements

Completion Deadline

09/30/2025

Funds Requested

\$50,000.00

Funds Prop./Awarded

\$0.00

Funding Source(s)

CDBG

Is this project subject to Davis Bacon Act?

Printed By: Sheera Greene on 2/15/2024

National Objective

LMC - Low/Mod Limited Clientele

National Objective Citation

LMC - 570.208(a)(2)

HUD Matrix Code

05D - Youth Services

HUD Matrix Citation

03 - Public Facilities & Improvements - 570.201(c)

Method Used for Determining LMI

Income Self-Certifications

Accomplishment Type

People

Eligibility Determination

Eligibility Comments/Conditions

05D- Youth Services

Housing Manager Signature

***Not signed*

Approval Date

Yes

Is this project subject to Section 3?

No

Is this project subject to BABA Act?

Yes

Explanation of BABA Act Determination Documentation:

Project is under the \$250k threshold.

BABA Act Documentation

Subrecipient Award

No data saved

Case Id: 25239

Name: Ready for Life, Inc. - 2024/25

Address: 2300 Tall Pines Drive, Suite 100, Largo, FL 33771

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: 25239

Name: Ready for Life, Inc. - 2024/25

Address: 2300 Tall Pines Drive, Suite 100, Largo, FL 33771

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*