

A. Executive Summary

Completed by katie@svdpsp.org on 2/13/2024 3:37 PM

Case Id: 25241

Name: St. Vincent de Paul CARES - 2024/25

Address: 384 15th Street North, St. Petersburg, FL 33705

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

Society of St. Vincent de Paul South Pinellas, Inc.

A.2. Type of Organization

501(c)3 Nonprofit Corporation

If Other:

N/A

A.3. Mailing Address

384 15th Street North St. Petersburg, FL 33705

A.4. Contact Person

Katie Sisson

A.5. Title

Grants Director

A.6. Telephone

(727) 313-3984

Phone Ext.

A.7. Email

katie@svdpsp.org

A.8. Unique Entity ID

U5XLSCJJP9A6

BILLING/INVOICE CONTACT

A.9. Name

Yi Chen

PROJECT INFORMATION

A.15. Project Title

Largo Homelessness Prevention Program - Expansion

A.16. City of Largo Funds Requested

\$77,847.00

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

yi@svdpsp.org

A.11. Phone

(727) 270-7550

A.12. DATA/REPORTING CONTACT

A.12. Name

Bryan McCurry

A.13. Email

bryan@svdp.care

A.14. Phone

(727) 348-7211

B. Project Information

Completed by katie@svdpsp.org on 2/13/2024 12:48 PM

Case Id: 25241

Name: St. Vincent de Paul CARES - 2024/25

Address: 384 15th Street North, St. Petersburg, FL 33705

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

SVdP CARES is requesting \$77,847 to expand its Largo Homeless Prevention Program to assist low and moderate income residents of Largo who are at-risk of homelessness. The requested funding will support an additional 10 hours of housing-based case management weekly, and financial assistance for the increased number of residents to be served by a minimum of 13 households. The case manager will collaborate with community partners and local landlords to identify residents unable to pay their monthly rent due to unforeseen circumstances. Households seeking assistance will be screened to ensure they meet eligibility criteria which include City of Largo residency, income at or below 80% of the area median income, and proof of imminent risk of homelessness. Rental assistance provided cannot exceed 3 months, or \$4,000, for each household that develops a reasonable plan to maintain housing after assistance from the program ends.

The case manager is responsible for assessing the needs of the household and assisting in the development of an individualized plan to address potential barriers to maintaining housing and the financial resources to achieve stability. This Housing Stability Plan will include linkage to wrap-around supportive services that focus on the household's identified barriers to long-term housing sustainability. This may include but is not limited to, accessing public benefits and transportation, and collaborating with other providers for needed education, employment assistance, job skills training, furniture, incidental support, childcare, healthcare, and legal assistance to address such issues as family law, workmen's compensation claims, unemployment benefits, and other consumer issues.

To demonstrate a reasonable plan for the household to pay their housing expenses in the future, the case manager works with the household to complete a budget based on current and/or projected income. This requires an assessment of current benefits received, potential benefits for which they are eligible, and the employment status and potential for employment for each adult in the household. The case manager will work with the household in accessing community resources to supplement the household's budget, which may include the use of food pantries to offset the cost of food, as well as applying for public benefits and services, such as SNAP, TANF, WIC, and unemployment compensation.

Case managers will complete regular home visits to ensure ongoing housing stability and coordinate access to community resources addressing services needed to support housing retention (i.e. budgeting, participation in meaningful activities, development of natural supports, and income support). As households demonstrate their ability to sustain housing, the case manager will begin exit planning.

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3 of 24

The Largo Homeless Prevention Program is client-led and client-empowered. The case manager is trained on program standards and best practices for engaging vulnerable persons towards making the changes in their lives that they identify as helpful for maintaining housing stability and increasing household income. Staff are knowledgeable of the documentation requirements for verifying eligibility, data collection required for reporting purposes, and how to access community resources.

The pandemic exacerbated the economic instability of households in Largo which can still be felt by many today. The United Way 2023 ALICE Report shows that 53% of Largo households are considered ALICE (Asset Limited, Income Constrained, Employed), living a paycheck away from instability. Last year, SVdP CARES assisted 66 households through the Largo Homeless Prevention Program with a 96% success rate of housing stability at program exit. Funding for the SVdP CARES Largo Homeless Prevention Program will improve housing retention for 13 Largo residents during an especially difficult economic time, where many struggle to afford housing and other basic needs.

Most of the rental eviction prevention programming in Pinellas County targets Veterans, and while there is another service provider in Largo that has funds to provide prevention assistance to civilian households (PEHMS), SVdP CARES is the only agency in the community that couples its financial assistance with housing-based case management services. These case management services are client-centered and are meant to empower people, draw on their strengths and capabilities, and promote an improved quality of life by facilitating timely access to the necessary supports that reduce their risk for homelessness and help them to achieve housing stability. As tenant eviction is known to be a key trigger for homelessness, which can be more costly for municipalities in terms of emergency services including shelters, hospitals, jails, and police intervention, preventing these evictions can drastically reduce the cost of these interventions for local jurisdictions, as well as the displacement of low-income renters.

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.

SVdP CARES is requesting \$77,847 from the City of Largo to expand its Largo Homeless Prevention Program to increase the number of households assisted by this project and increasing the availability of financial resources in the community. The requested funding will cover a dedicated part-time case manager for this project and temporary financial assistance to cover current and past due rental arrears totaling no more than 3 months. With an additional 10 hours per week dedicated to this project, SVdP CARES anticipates preventing homelessness for 13 households in Largo. Eligibility for this program includes households with up to 80% Area Median Income; however, the priority focus of this project shall be placed on households at or below 50% Area Median Income. Households will be screened using the Prevention/Re-Housing Vulnerability Index – Service Prioritization Decision Assistance Tool (PR-VI-SPDAT) to prioritize assistance. The PR-VI-SPDAT threshold score is currently 6, but can be modified, as needed, to manage the flow of referrals for homeless prevention assistance to ensure those most in need are assisted.

The case manager will be responsible for assessing the needs of the households served and assisting in the development of a housing stability plan to address any potential barriers to housing and the financial resources necessary to stabilize the household in permanent housing. The case manager will also be responsible for linking individuals and families to wrap-around supportive services that focus on long-term housing sustainability.

Before financial assistance is offered, housing units must be determined reasonable in comparison to other similar housing in the area and pass the Housing Quality Standards (HQS) inspection completed by SVdP CARES staff to ensure the home is habitable and does not pose any safety concerns for tenants. Current rental assistance is accessed through the City of Largo SHIP Program. The requested funding for financial assistance will be provided when no other

community resources are available. Financial assistance processed through SVdP CARES will include proof of eligibility, a copy of the lease, proof of ownership by the landlord, a copy of the current rent ledger, proof rent is reasonable, a copy of the HQS inspection, and a copy of the housing stability plan demonstrating ability to resume payments.

The position funded through this project will be responsible for completing and monitoring the housing stability plan of each household enrolled in the program, conducting regular home visits, and helping clients overcome barriers to housing by linking them to appropriate community resources and public mainstream benefits that promote long-term stability. In providing this additional support, SVdP CARES ensures that households will remain in their housing after assistance from the Largo Homeless Prevention Program has ended, successfully discharging clients from the program and reducing the recidivism rates for households needing this assistance in the future.

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

SVdP CARES' Largo Homelessness Prevention Program, directly responds to the City of Largo's 2024-2025 priority for homeless service investments. Prevention services operate on the front end to mitigate residents needing to access homeless services and is the best use of funding for individuals and families to avoid experiencing a housing crisis. SVdP CARES does this by providing case management support, linkage to community resources to overcome housing barriers, and short-term financial assistance to cover arrears and rental assistance to maintain permanent housing.

B.4.

Provide information to substantiate the project as an "Eligible Activity" (described in the application instructions). Describe how the project, or the portion of the project funded by CDBG and/or SHIP, principally benefits low- and moderate-income Largo residents or low- and moderate-income areas in Largo (For CDBG clients/households whose annual income is less than or equal to 80% of area median income and for SHIP clients/households whose annual income is less than or equal to 140% of area median income).

The Largo Homelessness Prevention project requested by SVdP CARES is an eligible activity through CDBG because it provides prevention assistance to individuals and families who are at-imminent risk of becoming homeless in the City of Largo. Through the supportive services offered by this project, SVdP CARES can assist low-and-moderate income residents to remain in their housing through wrap-around supportive services to address their physical, mental, and economic needs so that they can become stable in housing and thrive in Largo. Participants served by this project will be City of Largo residents who are less than or equal to 80% of the area median income with a priority on serving households at or below 50% of the area median income.

As documented in the draft report, Housing for All, Expanding Largo's Housing Options, 52% percent of Largo households fall into the Extremely Low Income, Very Low Income and Low-Income categories, placing these households at risk of becoming homeless should they experience a crisis or economic shortfall.

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.)

Services funded through this request will benefit residents of the City of Largo who have income less than or equal to 80% of area median income, with a priority on serving households at or below 50% of the area median income. This project is a strategic investment of resources to better and more effectively serve individuals and families who are at imminent risk of homelessness.

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:	164	100.00%
Of the Total Clients Served - the number of clients that were from Largo:	164	100.00%

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:	39	100.00%
Of the Total Estimated Served - number of Clients/Households from Largo	39	100.00%

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.

SVdP CARES utilizes an internal data tracking system called CaseWorthy that is also capable of producing robust reporting tools. This system, much like the Homeless Management Information System (HMIS), collects universal and program specific data elements for all persons served by an SVdP CARES project. This data includes program enrollment type and date, name, social security number, demographic information, such as race, age, ethnicity and gender, prior living situation, income, healthcare coverage, disability types, exit date and other related information about the individual/family. This information is updated if there are significant changes to income or family composition while in the program and is updated again at exit to include a move in date into permanent housing, if applicable, and the exit destination. The information can be downloaded into an Excel Spreadsheet or used to produce an aggregate report for the period requested (Annual Performance Report). Data is entered daily, and

aggregated reports are produced monthly, quarterly, annually, and more often as needed to review data quality and completeness and evaluate program performance.

SVdP CARES will assess a household's income prior to enrollment to ensure that all clients served by this project are at or below 80% of the area median income. Households being assisted by the Largo Homeless Prevention Program will need to provide third-party documentation of income and complete a Housing Declaration of Income form that certifies their eligibility into the program. Income calculations will be captured in the CaseWorthy system after a household provides backup documentation and this information will be used to build the client's housing stability plan and household budget.

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. The project is offering prevention assistance to eligible households that may include one or more of the groups listed in a) above.

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.

This project is aligned with the principles of the Housing First Model. Staff focus on sustaining housing as quickly as possible regardless of the barriers people face. By preventing eviction, clients can fully focus on sustainable long-term goals. The expected performance outcomes for this proposed project include the following:

1. Prioritize Services for Very-Low Income Households: At least 75% of clients will have incomes at or below 50% Area Median Income at Largo Homeless Prevention Program enrollment (no clients shall exceed 80% Area Median Income).
2. Long-Term Housing Stability: At least 85% of clients remain stably housed 3 months after Largo Homeless Prevention Program enrollment.
3. Increased Economic Stability: At least 20% of clients will increase household income (earned/unearned) after 3 months.

In response to the COVID-19 Pandemic, the US Department of Housing and Urban Development allocated funding to Largo after the city's Community Recovery Team identified economic instability as the leading risk for homelessness among low-wage earners. SVdP CARES has been working with the City of Largo since 2021, when the agency received CDBG-CV funds to provide homeless prevention assistance to low-income residents facing eviction due to job loss and/or rental spikes during the pandemic. Since 2021, SVdP CARES has assisted 91 households, or 234 persons, through the Largo Homeless Prevention Program. Out of the 91 households served since the program began, SVdP CARES has assisted 18% of households in increasing their income and maintained permanent housing placement for 93% of Largo residents who were at-imminent risk for becoming homeless without this assistance. Agency-wide, SVdP CARES has provided Rapid Rehousing and Homeless Prevention assistance to 4,466 low-to-moderate-income households across 19 counties since the start of the pandemic.

B.9. Relocation

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

No

If yes, explain

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

i. Do/ will residents pay rent?

No

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

N/A - This is not a residential housing project.

iii. Will residents receive rental subsidy/housing assistance?

No

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

N/A - This is not a residential housing project.

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

N/A - This is not a residential housing project.

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
SVdP CARES	2735 Whitney Road	Clearwater	Florida	33760

B.11. Project Administration

a) Project Manager Name

Sam Ivory

Title

Operations Manager

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

DOWNPAYMENT ASSISTANCE ADMINISTRATION PROJECTS ONLY:

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

b) Is your agency a HUD-Certified Housing Counseling agency? *Please attach HUD-certification in the Documents section of the application.*

c) Is your agency able to offer bi-lingual services for processing downpayment assistance?

d) Does your agency also provide HUD-certified homebuyer education and counseling services?

e) Is your agency located in the City of Largo, within close proximity to Largo, or has the ability to meet clients at a local location for accessibility to services?

f) The City utilizes an online software for its housing programs:

Would your agency be willing to utilize the web-based housing software if provided access?

g) Does the agency have the capability to securely upload documents into the software (scanner, etc.)?

HOUSING COUNSELING/EDUCATION SERVICES ONLY:

a) Is your agency a HUD-Certified Housing Counseling Agency? *Upload a copy of the HUD certification in the Documents section of the application*

b) Are the staff that will be providing the housing counseling and/or education HUD-certified? *Upload a copy of the HUD Certification in the Documents section of the application.*

c) Select which types of classes/counseling services for which your agency is requesting funding (select all that apply):

- Financial Fitness/Budgeting *(required for the City's downpayment programs)*
- Homebuyer Education Class *(required for the City's downpayment programs)*
- Homebuyer Housing Counseling (one-on-one) *(required for the City's downpayment programs)*
- Rental Counseling: Provide housing counseling for delinquent renters and/or tenants facing eviction.
- Foreclosure Prevention Counseling

d) Does your agency have all HUD requirements for the provision of homeownership counseling incorporated into its homebuyer education/housing counseling curriculum? (Deadline for compliance was January 14, 2017)

e) Describe the key components, format, and client follow-up used by your agency for the homebuyer education and/or housing counseling services requested in this application (describe each service separately if applying for more than one service):

HOMELESS SHELTER SERVICES ONLY

All homeless services applications should be focused on rapidly moving people into permanent housing (Housing First) and then wrapping supportive services around clients to help them successfully remain in permanent housing. Applications should also demonstrate how your agency has reduced barriers to access its services/programs.

a) Complete the Pinellas Homeless Leadership Board's [Housing First Survey](#) and upload it to the **F. Required Documents** section of this application.

b) Does your agency currently participate in the countywide Coordinated Entry System and enter client data into Pinellas Homeless Management Information System (PHMIS)?

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

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

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

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

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

CAPITAL IMPROVEMENTS PROJECTS ONLY

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

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: 25241

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C. Timeline

Please provide the following information.

C.1 Project Timeline

Provide an implementation schedule. Include all project phases. (In order to ensure that project costs are reimbursable, or are eligible for direct payment, no costs that the agency plans to bill to Largo CDBG should be incurred until the formal agreement has been made based on the City's grant award).

Please review the Application Instructions regarding timeline for more guidance.

Phase	Beginning Date	Ending Date
Program/Services	10/01/2024	09/30/2025
Obtain Full Project Funding	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

Completed by katie@svdpsp.org on 2/13/2024 1:47 PM

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D. Budget & Funding

Please provide the following information.

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

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

D.1. Project Budget

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

Project Budget Line Item	Largo CDBG Funding	Other Funding Sources	Total Budget
Salaries and Benefits	\$17,364.00	\$24,600.00	\$41,964.00
Operating Costs	\$4,776.00	\$0.00	\$4,776.00
Financial Assistance	\$52,000.00	\$0.00	\$52,000.00
Administrative Costs	\$3,707.00	\$0.00	\$3,707.00
Grand Total	\$77,847.00	\$24,600.00	\$102,447.00

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	\$77,847.00	\$24,600.00
	\$77,847.00	\$24,600.00

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:

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If project is not fully funded, we would explore the availability of other resources to assist in paying rental arrears and other needed assistance.

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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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).

The Society of St. Vincent de Paul South Pinellas, Inc., now doing business as St. Vincent de Paul CARES (SVdP CARES), is a faith-based non-profit organization, offering services aligned with the principles of housing first. Incorporated in 1985, the agency relied on donations and volunteers to provide spiritual and material support to people in need in Pinellas County, including hungry persons, families living in poverty, and many who were experiencing homelessness. As community needs were identified, SVdP CARES secured local, state, and federal grants and sought private funding adding new programs in Pinellas and expanding to surrounding counties. Today SVdP CARES offers services in 19 Counties working in collaboration with 11 Continuum of Cares. We have offices located in 12 cities including both St. Petersburg and Clearwater. Last year, SVdP CARES assisted over 8,000 persons across all programs.

The organization's mission is to be a beacon of light by transforming lives in the Vincentian spirit of charity, justice, and mercy through interpersonal connectivity. In Pinellas County, SVdP CARES provides healthy meals and food supplies through the Food Center; overnight shelter and help for people seeking permanent housing through the CARE Center; emergency and transitional housing for Veterans and shelter for families through the Center of Hope; and a thrift store that offers clothing and household goods at no or little cost to persons in need. Prevention assistance and diversion services to keep people from entering the homeless crisis response and rapid rehousing including housing-based case management, housing search and placement, and temporary financial assistance are provided throughout the 19-county service area. There are more than 300 employees, 24 regular volunteers, and others providing temporary assistance to help carry out the agency's mission.

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.

As a non-profit organization, SVdP CARES is governed by a voluntary board of directors. Known as the Special Works Board, this group of highly committed individuals is responsible for providing the strategic direction for the organization and overseeing its operations to ensure compliance with regulatory requirements and standards of practice. Michael J. Raposa with more than 20 years' experience in government and non-profit administration has been the Chief Executive Officer for nearly 13 years. Michael has recruited a highly experienced Executive Management Team that oversees programs, human resources, information technology, development, compliance, finance, legal, and administrative services. The agency has over 300 employees with over 60 employees working out of the Clearwater office, including more than 25 case managers that could be asked to assist in a project requiring additional support while recruiting for a vacancy. SVdP CARES has an extensive training program focused new employee orientation and ongoing staff development. Human Resources seeks to recruit protected classes based on client and staff analysis. When there is a gap, we ensure staff has the knowledge, awareness, support, and skills to effectively engage people who may not share the same lived experience.

Printed By: Sheera Greene on 2/15/2024

15 of 24

SVdP CARES' Largo Homeless Prevention Program includes a Case Manager who is directly supervised by the Operations Manager. The Case Manager must have a minimum of a bachelor's degree in social work or a related field and must have a minimum of two years of experience working with individuals and/or families who have experienced homelessness or were at risk of becoming homeless including households with extremely low, low, and moderate-income. With the approval of the Chief Executive Office, a comparable amount of training, education or experience may be substituted for the minimum education qualifications.

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.

SVdP CARES uses Sage Intacct, a fund-based accounting software, that provides a complete and accurate disclosure of each contract to assure compliance with applicable reporting requirements. An inclusive and descriptive chart of accounts allows for expenditures to be identified according to eligible activity classifications specified in statutes, regulations, or contractual agreements. Policy and procedures developed following Generally Accepted Accounting Principles (GAAP) establish clear lines of authority and responsibility for contract management, ensure strong internal controls, and segregate responsibilities so that no one individual has complete authority over a transaction. A cost is allocable to a particular award if the goods or services involved are assignable to that funding, included in the budget, and have the appropriate supporting documentation. When a cost benefits more than one program, the expense is allocated in proportion to the benefit received, using reasonable methods.

SVdP CARES financial management system is based on a modified accrual method of accounting and provides current and future information for decision-making on cash flow, resources, obligations, and transactions. Under the direction of the Chief Financial Officer, accounting staff work with the project staff to process payments, oversee spending, submit billing, and produce financial statements and other reports. A Finance Committee, which reports directly to the governing body, oversees the organization's financial management system. Annually, an independent accounting firm audits SVdP CARES fiscal records, as required by 2 CFR Part 200 Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards. Auditors have consistently found SVdP CARES in compliance with GAAP and the requirements of our Federal, State, and local contracts. There were no material weaknesses identified in the FY22 Audit. The FY2023 Audit is in process.

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.

SVdP CARES is accredited by the Council on Accreditation, which is a recognition of the organization's capacity for ongoing quality improvement, and as such, its commitment to monitoring the services provided. The agency has

developed a comprehensive Performance Quality Improvement (PQI) Plan that provides the structure for evaluating the agency's performance. SVdP CARES measures outputs and/or outcomes to help the organization evaluate the quality of its services and programs. The goals are determined by contracts and national and local standards. Staff track and record program outcomes using HMIS, Case Worthy, an internal database, spreadsheets, and surveys. Data is aggregated monthly, quarterly, and annually based on the type of information and reporting requirements. Satisfaction surveys are distributed to participants across all programs and tabulated quarterly. Data is reviewed by program management with direct services staff and through SVdP CARES PQI process, which is reported to the Special Works Board and used to evaluate performance and the impact of the services on the clients.

SVdP CARES' Largo Homeless Prevention Program is under the direction of an Operations Manager who is responsible for monitoring the day-to-day operations. The Operations Manager reports to a Regional Director responsible to the Chief of Programs. The Chief of Programs reports directly to the Chief Executive Officer who reports to the Special Works Board. In addition to the review of the project's performance by the management staff, as described herein, and through the PQI process, each month, there is a budget performance meeting. Facilitated by a representative of the Finance Department, the budget performance review is a fiscal assessment to determine if changes are needed in the budget and/or project design. SVdP CARES uses a fund-based accounting software that tracks revenue and expenses by grant, making it an easier process to review performance and ensure expenses are not paid from duplicate sources.

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.

SVdP CARES maintains liability insurance coverage through Philadelphia Indemnity Insurance Company up to one million dollars for each occurrence and up to 3 million dollars in the aggregate. Additional liability coverage is obtained for Director's & Officers, Employee Crime, Vehicles, Property, and Cyber-attacks. An annual risk assessment completed by a third-party assesses the adequacy of the agency's coverage, which includes an analysis of all properties, services, vehicles, and staff. Recommendation for any changes are reviewed by Executive staff and the Special Works Board.

SVdP CARES utilizes Paylocity, a third-party Human Resources Management System, to assure full compliance with federal and state wage and hour laws and other employment practices. Paylocity calculates all payroll taxes and worker's compensation costs for employees consistent with state and federal law, which are paid by SVdP CARES. Paylocity syncs benefits with payroll, so whichever benefits employees choose, payroll will automatically deduct correctly from each paycheck.

F. Required Documents

Completed by katie@svdpsp.org on 2/13/2024 3:35 PM

Case Id: 25241

Name: St. Vincent de Paul CARES - 2024/25

Address: 384 15th Street North, St. Petersburg, FL 33705

F. Required Documents

Please provide the following information.

Documentation

Organizational Chart *Required

Org Chart Region 1 and Admin Staff.pdf

Board Resolution Authorizing Submittal of Funding Request *Required

Board Authorization to Submit - Largo - Signed.pdf

Current Year Operating Budget *Required

FY24 Budget Approved by the Special Works Board.pdf

Most Recent Annual Independent Auditor's Report *Required

2022 Audit Letter and Financial Statements with Management Letter pages 2-5.pdf

List of Board of Directors *Required

Board Listing UPDATED.pdf

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

***No files uploaded*

Housing First Checklist (if applicable)

***No files uploaded*

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

***No files uploaded*

Informational pamphlets about the agency (Optional)

Client Brochure_Pinellas_Non-Veteran-compressed.pdf

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

IRS Determination Letter FEIN 59-2380770 SVdP CARES.pdf

Other Documents

PR VISPDAT-Single-American-v2.pdf

PR VISPDAT-Family-American-v2.pdf

CEO Authorization for Submission - Largo - Signed.pdf

Authorized Signature P&P.pdf

Submit

Completed by katie@svdpsp.org on 2/13/2024 3:37 PM

Case Id: 25241

Name: St. Vincent de Paul CARES - 2024/25

Address: 384 15th Street North, St. Petersburg, FL 33705

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

Katie Sisson, Grants Director

Telephone

(727) 313-3984

Authorized Signature

Katie Sisson

Electronically signed by katie@svdpsp.org on 2/13/2024 3:36 PM

IDIS Set Up

Last modified by sgreene@largo.com on 2/14/2024 4:37 PM

Case Id: 25241

Name: St. Vincent de Paul CARES - 2024/25

Address: 384 15th Street North, St. Petersburg, FL 33705

IDIS Set Up

Please provide the following information.

Activity Name

Largo Homelessness Prevention Program - Expansion

National Objective

LMC - Low/Mod Limited Clientele

Activity Number

National Objective Citation

LMC - 570.208(a)(2)

Activity Description

To provide homeless prevention services to residents

HUD Matrix Code

05Q - Subsistence Payments

Activity Type

Public Service

HUD Matrix Citation

05 - Public Services - 570.201(e)

Service Area

Citywide

Method Used for Determining LMI

Income Self-Certifications

Action Plan Project

Supportive Services-Public Services (SL-1)

Accomplishment Type

Households

Completion Deadline

09/30/2025

Eligibility Determination

ELIGIBLE

Funds Requested

\$77,847.00

Eligibility Comments/Conditions

05Q-Subsistence Payments

Funds Prop./Awarded

\$0.00

Housing Manager Signature

***Not signed*

Funding Source(s)

CDBG

Approval Date

Is this project subject to Davis Bacon Act?

No

Is this project subject to Section 3?

No

Is this project subject to BABA Act?

Printed By: Sheera Greene on 2/15/2024

21 of 24

No

Explanation of BABA Act Determination Documentation:

BABA Act Documentation

Subrecipient Award

No data saved

Case Id: 25241

Name: St. Vincent de Paul CARES - 2024/25

Address: 384 15th Street North, St. Petersburg, FL 33705

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: 25241

Name: St. Vincent de Paul CARES - 2024/25

Address: 384 15th Street North, St. Petersburg, FL 33705

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*