

A. Executive Summary

Completed by aalmonete@casapinellas.org on 2/7/2023 8:23 AM

Case Id: 25048

Name: CASA Emergency Shelter Needs - 2022/23

Address: *No Address Assigned

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

Community Action Stops Abuse, Inc. (CASA Pinellas)

A.2 Type of Organization

501(c)3 Nonprofit Corporation

If Other:

A.3 Mailing Address

P.O. Box 414 St. Petersburg, FL 33731

A.4 Contact Person

Ann Cecilia Gross Almonte

A.5 Title

Grants Specialist

A.6 Telephone

(727) 895-4912

Phone Ext.

122

A.7 Email

aalmonete@casapinellas.org

A.8 Unique Entity ID

59-2114359

A.8. BILLING/INVOICE CONTACT

A.9. Name

Mindy Forey

PROJECT INFORMATION

A.15. Project Title

CASA Emergency Shelter Needs

A.16. City of Largo Funds Requested

\$34,050.00

A.17. Type of Project:

- Downpayment Program Administration
- HUD-Certified Housing Counseling/Education
- Homeless Shelter Services
- Legal Services
- Non-Homeless Special Needs 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

mforey@casapinellas.org

A.11. Phone

7278954912

A.12. DATA/REPORTING CONTACT

A.12. Name

Kris Nowland

A.13. Email

knowland@casapinellas.org

A.14. Phone

7278954912

B. Project Information

Completed by aalmonite@casapinellas.org on 2/8/2023 8:43 AM

Case Id: 25048

Name: CASA Emergency Shelter Needs - 2022/23

Address: *No Address Assigned

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

Community Action Stops Abuse, Inc. (CASA) is one of 41 Florida-certified domestic violence centers. Since 1977, CASA has provided safety and sanctuary to survivors of domestic violence and their children and pets. CASA is one of the largest domestic violence centers in Florida with a history of successfully implementing innovative services in response to survivors' needs while raising a comparatively large percentage of local funding. CASA's emergency shelter resides about 500 survivors of domestic violence and their children annually. Our continuum of services includes an emergency shelter, Family Justice Center, 24-hour crisis hotline, rapid rehousing, transitional and permanent supportive housing, substance abuse and mental health advocacy, child protection advocacy, justice advocacy, legal aid for injunction for protection, and education for youth and professionals. The Family Justice Center collaborates with community partners to house civil legal attorneys, legal advocates, prosecutors, law enforcement, and representatives from community-based organizations in one place.

Nearly one-third of all crimes in Pinellas County are domestic violence offenses. Pinellas County ranks 66 out of 67 Florida counties in terms of land area but had 6,111 reported cases of domestic violence in 2020, making it 5th highest in the state. It is estimated that likely twice that number of domestic violence incidents went unreported. Combined, the Tampa Bay Area (Hillsborough, Pasco, and Pinellas Counties) population is nearly the same as Miami Dade, but Tampa Bay tends to have more than double the rate of domestic violence offenses, and the arrest rate for Pinellas County domestic violence incidents is the lowest it has been since 2006. In 2019, only 14% of domestic violence offenses in Florida ended in conviction, which reflects over half of the criminal filings for all crimes against persons. Prosecution rates may be low because victims get frustrated with the slow and inefficient process. The majority of domestic violence victims do not want to call law enforcement and are more likely to call victim service organizations.

The statistics above highlight the importance of our domestic violence center and emergency shelter. Additionally, domestic violence is the leading cause of homelessness among women in the United States. We participated in an economic impact study with the University of South Florida to find that domestic violence costs our county upwards of \$132 million annually.

The emergency shelter is open and staffed 24 hours a day, 365 days per year. Survivors are admitted based on bed availability and need. The emergency shelter's services include emergency clothing, food, personal care items, childcare, ongoing individual and group support, skill-building workshops for youth and adults, mental health,

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substance abuse, and justice advocacy. The Youth Center provides structured activities and supervision for children at the shelter as their parent works towards building a safer life for the family. The shelter also has a dedicated teen room for youth to complete homework, play games, and have teen support groups. There is a youth library where children can read books, play educational games or complete their homework with youth advocates. There is a kennel and offsite boarding and veterinary services for the family pet. The resource room offers computer access for connection to community resources, job search, and online education. Individualized case management prioritizes goals based on survivor input and can refer to housing or legal services, as well as community partners. The goal of CASA's programs is to reduce the incidence of domestic violence by providing families with adequate resources for safety and a realistic safety plan.

B.2. Describe the use that will be made of requested funds from the City of Largo. If the funding is being requested for specific staffing positions or specific components of a larger project, please provide these details and explain how this funding request ties in with the entire project.

The requested funds will be used to purchase new stoves, cabinetry, and washer-dryer stacks for CASA's emergency shelter. At our emergency shelter, over 500 people reside every year, which includes adults and children. This means that the appliances receive wear and tear quickly due to the high traffic of people. The Department of Children and Families recommended we purchase washing machines with automatic dispensing soaps. These types of washers are economically cost-effective and safer for children by reducing the need for detergent pods. Additionally, when we built our emergency shelter in 2015, there were termites in some of the cabinets. We would like to replace the current cabinets in the break room with stainless steel commercial kitchen cabinets for sanitation and durability. There are 2 industrial type kitchens at the shelter, one that is used mostly by survivors and the other where staff members prepare meals daily. Funding is also requested to replace some of the stoves that are used to cook meals for all individuals at the shelter.

At CASA, we like to ensure that all our amenities are working properly so survivors can spend more time and energy on planning for their future, setting goals for themselves, and focusing on their safety and healing. We strive to meet our survivors' needs so they can focus on returning to safe independence. Survivors of domestic violence and their children may have witnessed traumatic situations and they will need time to heal and learn skills.

CASA's emergency shelter operations is funded by several other sources, such as the U.S. Department of Justice, Florida Department of Children & Families, and the local Juvenile Welfare Board. The money afforded for operations is granted annually, and is restricted to certain line items, such as personnel and utilities. That is why the City of Largo CDBG funding is requested for this portion of the project, since is not funded elsewhere.

B.3 Describe how the project meets one or more of the City of Largo's 2023-2024 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

The emergency shelter provides housing, homeless, and special needs services to survivors of domestic violence and their children who reside in Pinellas County. This funding request will improve the public facilities. Many of the families served by CASA are homeless due to fleeing the violence in their homes. Persons fleeing domestic violence in their homes are defined by the federal Department of HUD as situationally homeless. In fact, domestic violence is the leading cause of homelessness for women in the United States.

Most CASA survivors have low-and moderate-income due to financial abuse, living in the cycle of poverty due to social inequalities, or manipulation/ sabotage from their abusers. In some cases, a victim may be forced to put assets, such as a house or utilities, in her name. This can cause a ripple effect: If a person leaves their abuser, items in their name go into default, likely harming credit scores and making it more difficult to access housing. The financial constraints

that the abuser imposed on the survivor could tempt a survivor to return to the abuser to avoid homelessness. Survivors might be tempted to return to their abuser since they might not have anywhere to go.

The emergency shelter acts as a public facility for the survivors by ensuring they have everything they need and contributing to the quality of life for individuals and the community, and is the largest, most comprehensive shelter for survivors in Pinellas County. The emergency shelter provides convenient and efficient services and a sense of identity to our survivors through providing empowerment and skill-building workshops for children and adults, providing appliances survivors can use to cook food and wash clothes, providing food, clothing, personal care items, childcare, ongoing individual and group support, mental health, substance abuse, and justice advocacy for survivors.

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).

Historically, of the persons served by CASA, 97% of low- to moderate-income individuals, and 95% of Largo survivors served were considered low- to moderate income. About 3% of the total persons served by the emergency shelter annually claim to come from Largo zipcodes. The emergency shelter helps the survivors and their children to avoid homelessness and access needed services to attain independence when they return to the Largo community.

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.)

CASA admits survivors of domestic violence and their children from any location, when bed availability and need intersect. The majority enter from Pinellas County addresses, and a smaller percentage (most recently about 3%) come from Largo.

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:	576	97.00 %
Of the Total Clients Served - the number of clients that were from Largo:	19	95.00 %

b) Provide data on clients/households to be served by your agency for the proposed project.

Planned Program Year (Oct 2020-Sept 2021)	Number of Clients	% Low/Mode Clients
Total Estimated Clients/Households to be Served:	500	90.00 %
Of the Total Estimated Served - number of Clients/Households from Largo	20	90.00 %

B.7. Client Eligibility:

a) Does this project ONLY serve any of the following groups (check off which group it will serve):

- Abused Children
- Battered Spouses
- Elderly Persons (62+)
- Homeless Persons
- Illiterate Adults
- Persons Living with AIDS
- Migrant Farm Workers
- Severely Disabled Adults
- This project is not limited to any of these groups.

b) If the project is NOT limited to serving one of the above groups, describe your agency's method for collecting demographic and income data from the clients served by this project. For new projects, explain what process will be used to ensure at least 51% of the clients served are below 80% of area median income.

N/A

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).

CASA serves survivors of domestic violence and their children. The demographic data are collected from intake forms upon entrance to the programs, and data is entered into our database by staff members at the time of service. All the data we collect is self-reported by survivors.

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.*

CASA does not use PHMIS in order to protect the identity of survivors served. However, a comparable database is in place that can create the same reports, and it used for HUD-funded programs. The outcomes below are based on previous experience.

- 500 domestic violence survivors will be afforded safe sanctuary from domestic violence over the course of the contract year.
- CASA will ensure survivors can cook food for themselves or their families, and can wash their clothes.
- CASA will improve safety in the laundry room by reducing the need for detergent pods.

B.9. Relocation

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

No

If yes, explain

N/A

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

i. Do/ will residents pay rent?

No

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

This is a free service for survivors of domestic violence and their children.

iii. Will residents receive rental subsidy/housing assistance?

No

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

This request is to replace equipment at the emergency shelter for survivors of domestic violence and their children. There is no cost to residents, and their length of stay is limited.

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

CASA locations are confidential to protect the survivors and their children.

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
CASA de Linda Osmundson	CONFIDENTIAL	St. Petersburg	FL	33714

B.12. Project Administration

a) Project Manager Name

Ty Craycraft

Title

Senior Facilities & Operations Manager

B.13. 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

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regarding the agency's experience with completing Residential Income Certifications and underwriting.

N/A

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

No

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

No

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

No

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?

Yes

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?

No

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

No

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*

No

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.*

No

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)

No

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):

While CASA offers HUD-funded housing programs to survivors of domestic violence, and has staff members who have been certified to inspect housing according to HQS standards, the emergency shelter does not provide ongoing services. It offers temporary safety, information and referral for survivors who are homeless due to actively fleeing violence in their homes. We use a separate database that is fully capable of creating HUD-requires reports (APR and CAPERS), but we keep our clients' information separate to protect their identities. Similarly, we do not provide follow-up services to emergency shelter residence so that we do not jeopardize their return to the community.

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)?

No

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

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

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

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

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

CAPITAL IMPROVEMENTS PROJECTS ONLY

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

The emergency shelter continues to serve survivors of domestic violence and their children, as well as house the 24 hour crisis hotline for domestic violence and rapid rehousing for families who are eligible for temporary assistance. Survivors are supplied with food, personal items, advocacy and case management for individualized treatment for their troublesome life conditions, childcare, transportation, a kennel for the family pet, justice/ legal advocacy to pursue injunctions for protection, and more.

Statistics show that approximately 40% of the persons admitted to shelter are minors and 3% are 55 years or older. About 40% are White and 40% are Black, with 12% claiming Hispanic/ Latino ethnicity. Including the children, nearly 20% of the residents are male. The Resource Center offers internet access and information about community resources. Historically, more than 90% of the shelter residents are considered to be low- and moderate-income persons, and all of them are homeless due to flight from domestic violence. There is also a youth center where children are provided with age-appropriate services and safety planning. Some residents are also undocumented immigrants or human trafficking victims.

Survivors benefit from services at the emergency shelter by having a safe and comfortable refuge where they can focus on goals designed to improve their independence and future. Many do not have anywhere else to go, have no marketable job skills, and may have substance abuse or mental health issues. It is not uncommon for victims of domestic violence to have been controlled by their abuser, having been made to take drugs as part of that control, or to break the law as part of that control, or to not leave the house as part of that control. They are often ill-equipped for independent living. Even after leaving an abuser, the survivor may be frightened to reach out to family, friends, even clergy, due to being told they are unworthy. They may have learned unhealthy coping mechanisms, or act in such a defensive manner that others are reluctant to help them. They may have no self-esteem, because their opportunities for success have been limited. They may have no decision making or problem solving skills because they were not allowed to make decisions for themselves, including what to eat or how to dress.

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

The emergency shelter is centrally located in the county. CASA provides bus passes and ride shares for survivors who have no other means of getting to appointments. There is a bus stop close to the shelter that survivors can use to travel to Largo with ease. For some appointments, survivors can also be transported by staff members.

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.

In the prior year, 97% of survivors at CASA were low to moderate-income and of the survivors who resided in Largo, 95% of them are low/moderate-income. This program encourages survivors to stay at our emergency shelter for up to 45 days so they can get back on their feet and achieve independence and long-term safety. CASA provides individual consultation, support groups, information and referrals, mental health, substance abuse, and legal advocacy to the survivors. This capital improvement project involves the installation of new stoves, cabinets, and washer/dryer stacks to ensure all appliances are working efficiently and effectively.

CASA actively participates in multiple committees with Homeless Leadership Alliance and abides by Housing First as a well as participates in annual monitoring by this organization. We keep our client information separate as a safety measure, but are able to share it in aggregate so that our numbers are reflected in County reports. Additionally, we do not track recidivism, we do not view it as a failure. If a survivor finds her/himself in danger again after leaving the emergency shelter, we encourage them to return so that they are safe from their abuser and alive.

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.

No

Disaster Hardening

Energy Efficiency Improvements

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

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

No, the Property is not in City Limits or Planning Service Area

Please Explain

CASA emergency shelter serves a number of Largo residents annually.

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

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

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

No Known Environmental Hazards on Project Site

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

C. Timeline

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Address: *No Address Assigned

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	10/01/2023	09/30/2024
Obtain Full Project Funding	11/30/2023	11/30/2023
Design/Scope of Work	12/31/2023	12/31/2023
Project Bid	12/31/2023	12/31/2023
Permitting	12/31/2023	12/31/2023
Construction	01/01/2024	09/30/2024

D. Budget & Funding

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Address: *No Address Assigned

D. Budget & Funding

Please provide the following information.

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
Stainless steel cabinets/ table	\$3,050.00	\$0.00	\$3,050.00
Stoves (3) for shelter kitchens	\$3,000.00	\$0.00	\$3,000.00
Washer/ dryer stacks (10), auto dose	\$28,000.00	\$0.00	\$28,000.00
Grand Total	\$34,050.00	\$0.00	\$34,050.00

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
N/A	\$0.00	\$0.00
	\$0.00	\$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:

If the grant request is not fully funded, the project will still be viable by completing only partial replacements. The decision of which portion will depend on the amount of funding that is approved.

Please note that other operations expenses for the emergency shelter are currently covered by a variety of federal,

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state, and local sources. This request is only for a small portion of the overall budget (2.1% of the total budget. Large residents comprise about 3% of the population served).

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

Yes

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

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

D.3. Audit Requirements

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

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).

CASA was founded in 1977 as a service of the St. Petersburg Free Clinic providing emergency housing for up to 8 domestic violence survivors at a time. CASA is an official 501(c)3 domestic violence center based in Pinellas County, FL and our date of incorporation was April 22nd, 1981. In 2015, CASA opened the doors to a newly constructed 100-bed emergency shelter. In addition to providing safe refuge to more than three times as many people at a time than before, it added an integrated array of on-site support services such as a resource center and rapid re-housing program to help domestic violence survivors attain safety and economic opportunity.

The goal of CASA's programs is to reduce the incidence of domestic violence by providing families with adequate resources for safety and a realistic safety plan. Our continuum of services includes the emergency shelter, outreach support groups, 24 hour crisis hotline, rapid rehousing, transitional and permanent supportive housing, substance abuse and mental health advocacy, child protection advocacy, justice advocacy, legal aid for injunction for protection, and education for youth and professionals. In October 2022, CASA opened the only Family Justice Center in the state of Florida, creating a centralized point of service for survivors and partnering with law enforcement, legal services, healthcare, and the school district. CASA has been continuously state certified as a domestic violence center, renewing that certification with annual agency audit, and recognized as a respected and innovative leader in domestic violence, being one of the first in the state.

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.

Our Senior Facilities Operations Manager will oversee this project and will handle the installation of the appliances with the support of two Maintenance Technicians. In terms of the staff for our operations at the shelter, they include Case Management Manager, Youth Services Coordinator, Senior Residential Program Manager, Lead Residential Life Advocate, Case Management Advocate, Residential Life Manager, Janitor, and Youth and Wellness Manager.

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.

The Chief Executive Officer is responsible for the fiscal management of the organization. Individual responsibilities are as follows:

The Board of Directors:

- 1) Insure that the organization's fiscal operations are audited annually by an independent certified accounting firm.
- 2) Review the Financial Statements and consider recommendations Executive staff.
- 3) Approve the financial statements upon recommendation by the Finance Committee and presentation by the Treasurer of the Board.

The Chief Executive Officer:

- 1) Insures that the organization has adequate cash flow.
- 2) Develops and implements a budget consistent with the program priorities as outlined in the mission statement.
- 3) Reviews the financial statements to insure that they provide full and accurate disclosure.

The Chief Financial Officer:

- 1) Maintains the organization's accounting records and prepares monthly financial statements in accordance with GAAP.
- 2) Maintains a general ledger chart of accounts and records financial activity that include appropriate categories organizational levels.
- 3) Insures Accounts Payable, Receivables, and Bank Accounts are reconciled on a monthly basis.
- 4) Assigns responsibilities for proper separation of duties and strong internal controls.
- 5) Insures accounting records are secured and protected.

CASA maintains bank accounts in accordance with generally accepted accounting principles and applicable state and federal guidelines. It is CASA's policy to authorize paying for goods and services received at the best possible value. All purchasing is sales tax-exempt.

A contract or an open purchase order may cover recurring acquisitions, service delivery, and major repairs, and is established through a Purchase/Payment Requisition process. No employee or Board of Directors member is authorized to expend funds, commit CASA to an expenditure, or request reimbursement for expenditures not in compliance with the Authority for Fund Commitment.

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.

We have an accounting department and software that tracks expenses and, if awarded, will assign this contract a specific charge code. To complete this project, CASA will go through three bids or sole source justification.

E.5. Insurance/Bonding/Worker's Compensation (1-2 paragraphs only)

State whether or not the agency has liability insurance coverage, in what amount, and with what insuring agency. State whether the agency pays all payroll taxes and worker's compensation as required by Federal and state laws. State whether or not the agency has fidelity bind coverage for principle staff who handle the agency's accounts, in what amount and with what insuring agency.

CASA has liability insurance coverage with M.E. Wilson Company for \$1,000,000 each and 3,000,000 aggregate. The agency does pay all payroll taxes and Workers' Compensation as required by Federal and state laws. The agency does have fidelity bind coverage for staff who handle the agency's accounts with M.E. Wilson Company for the amount of

\$1,000,000 each and 3,000,000 aggregate.

F. Required Documents

Completed by aalmonete@casapinellas.org on 2/7/2023 8:27 AM

Case Id: 25048

Name: CASA Emergency Shelter Needs - 2022/23

Address: *No Address Assigned

F. Required Documents

Please provide the following information.

Documentation

Organizational Chart *Required

Organization Chart 1.16.2023.pdf

Board Resolution Authorizing Submittal of Funding Request *Required

2023 Board and grant resolution - signed CASA.pdf

Current Year Operating Budget *Required

2022-2023 CASA Operating Budget.pdf

Most Recent Annual Independent Auditor's Report *Required

CASA Audited Financials 06_30_2022.pdf

List of Board of Directors *Required

2022-23 Board roster with name term affil.pdf

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

**No files uploaded

Housing First Checklist (if applicable)

Housing First - signed CASA.pdf

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

***No files uploaded*

Informational pamphlets about the agency (Optional)

***No files uploaded*

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

CASA IRS 501c3 Determination Letter.pdf

Other Documents

Shelter zoning status form CASA 2023.pdf

Submit

Completed by aalmonite@casapinellas.org on 2/8/2023 8:45 AM

Case Id: 25048

Name: CASA Emergency Shelter Needs - 2022/23

Address: *No Address Assigned

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

Ann Cecilia Gross Almonte; Grants Specialist

Telephone

(727) 895-4912

Authorized Signature

Ann Cecilia Gross Almonte

Electronically signed by aalmonite@casapinellas.org on 2/8/2023 8:44 AM