

A. Executive Summary

Completed by qcohen@directionsforliving.org on 2/10/2023 3:22 PM

Case Id: 25067

Name: Directions for Living - 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

Directions for Living

A.2 Type of Organization

501(c)3 Nonprofit Corporation

If Other:

A.3 Mailing Address

1437 S. Belcher Rd. Clearwater, FL 33764

A.4 Contact Person

Quinn Cohen

A.5 Title

Grant Writer I

A.6 Telephone

(727) 524-4464

Phone Ext.

1730

A.7 Email

qcohen@directionsforliving.org

A.8 Unique Entity ID

U6V8RKNFQBP4

A.8. BILLING/INVOICE CONTACT

A.9. Name

Maria East

PROJECT INFORMATION

A.15. Project Title

New Flooring

A.16. City of Largo Funds Requested

\$81,998.00

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

meast@directionsforliving.org

A.11. Phone

727-524-4464 X1724

A.12. DATA/REPORTING CONTACT

A.12. Name

Lisa Alchin

A.13. Email

lalchin@directionsforliving.org

A.14. Phone

727-463-6371

B. Project Information

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Case Id: 25067

Name: Directions for Living - 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

Since 1982, Directions for Living (DFL) has been a trusted provider to the community, delivering a broad array of services (e.g., homeless street outreach, mental health and substance misuse treatment) to individuals, children, and families. Ensuring that DFL's clients, staff, and visitors have a positive experience while visiting our Largo Center is a top priority. DFL leadership have thoughtfully made facility improvement decisions over the last several years, with the intent of transforming our Largo Center into a state-of-the-art, trauma-informed treatment and recovery center. To continue our efforts, DFL is respectfully requesting funding to replace the current carpeting, which is worn and damaged, with a combination of new carpeting and vinyl flooring at our Largo Center.

Creating a safe and comfortable environment for clients and staff is one of DFL's top priorities. If funded, DFL will replace all of the flooring in the Largo Center. The current flooring is more than 10 years old and it is worn and damaged in high traffic areas and some of the carpeting is damaged in the front lobby area due to a window that previously leaked. The existing flooring is not conducive to deep cleaning, and does not reflect the professional, welcoming environment we aim to provide. The perceived cleanliness and maintenance of healthcare facilities plays an important role in clients' overall perception of their quality of their care and studies have shown that visually pleasing healthcare facilities help clients feel more at ease. If the flooring is not replaced, it will negatively impact our clients', staff, and visitors overall experience at DFL.

With full funding, DFL will remove 10,512 sq. ft. of carpeting to make way for the new flooring. The new flooring will consist of a combination of 2,336 sq. ft. of high-quality vinyl flooring in all high traffic areas such as the lobby and hallways and 8,176 sq. ft. of high-quality carpeting in offices where soundproofing is needed for ensuring client privacy. The selected vendor will move furniture as needed for flooring installation, remove old carpeting and existing cove base and install the new flooring and 4" cove base, and furnish and install all transitions. The selected vendor will be responsible for the disposal of existing carpet and will conduct work after hours or on the weekends to minimize business disruptions if needed. The new carpeting will come in squares that can be easily replaced as needed.

Vinyl flooring is an excellent option for high-traffic areas because it is highly durable and resists stains and scratches, it does not hold bacteria, and is easily cleaned. Vinyl flooring in these high traffic areas will allow our facilities staff to easily clean these spaces. Additionally, vinyl flooring provides noise reduction which will benefit staff by reducing outside disruptions as they conduct their work. This is especially helpful when clients are in the office and need our

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staff's undivided attention or need to focus themselves.

Carpet also provides both therapeutic and health benefits. In terms of its health benefits, carpet traps dust and other allergens in its fibers, which prevents the spread of these elements from circulating in the air. From a therapeutic perspective, carpet is highly sound absorbent, which is particularly important for DFL's clients in spaces like offices where client information may be discussed. DFL prioritizes its clients as demonstrated in our values and understands the sensitive nature of client information and the importance of ensuring their privacy. Reducing noise level is also important for staff's performance and in their ability to concentrate.

In addition, anecdotal data indicates that agency enhancements increase productivity and staff are likely to feel reenergized and a greater sense of pride in their work environment. The lifespan of the carpet and vinyl flooring is between 10-20 years.

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.

Directions for Living's (DFL) mission is to be a welcoming and compassionate provider, advocate, and partner to children, adults, and families in need of integrated healthcare, social support, safety, and hope for the future. DFL has a strong organizational structure made up of dedicated employees who work cooperatively and efficiently toward the agency's goals. DFL has over 250 staff members committed to helping the individuals, children, and families who come to DFL for services each year. Facility improvements, such as the ones requested in this application, are critical for meeting the needs of the community. As mentioned, DFL will use this funding to replace the current carpeting with a combination of 8,176 sq. ft. of high-quality carpet squares and 2,336 sq. ft. of high-quality vinyl flooring. In addition to the installation of the new flooring, the services provided by the selected vendor will include all materials, moving furniture as needed, freight, and the disposal of the current worn and damaged flooring.

New flooring will minimize cleaning and wear-and-tear concerns, and improve soundproofing, comfort, and safety. As mentioned, DFL works with some of the most vulnerable people in the County and an aesthetically pleasing environment reduces clients' anxiety and improves their overall perceptions of their quality of care.

This facility improvement will increase comfort, safety, and confidentiality for staff, clients, and visitors, and increase the lifespan of business assets, which are necessary for improving the integrity and aesthetics of the existing building. DFL is dedicated to ensuring that our clients feel comfortable and safe during their visit, which is why the DFL leadership team takes a client-focused approach when managing facility improvement and upgrade decisions such as the ones in this funding request. DFL knows that the physical setting plays an important role in creating safe, accessible facilities for clients and a better environment for staff to work. DFL is acutely aware that caring staff, efficient and client-centered operations, and the physical environment all play an important role in a client's experience, engagement, and healing.

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

Directions for Living (DFL) serves tens of thousands of children and families each year, of which roughly 20 percent are Largo residents. The Largo Center serves approximately 4,080 clients each year. Both DFL centers serve people of all ages, races, and ethnic backgrounds, most of whom have incomes at or below the Federal Poverty Line. In fact, over 95 percent of our clients meet low-to-moderate income criteria. DFL works with some of the most vulnerable people in the County (e.g., homeless) and funding these facility projects will help ensure critical services are not impacted by

the costs of these facility improvements if incurred by the agency. This funding also supports the long-term stability and economic growth of the Largo community. Early intervention and treatment of trauma has a direct impact on reducing and/or preventing future homelessness, domestic violence, criminal justice system involvement, chronic unemployment, and substance misuse. It impacts economic growth and development by removing the clients' potential barriers to future employment. In addition, services provided at the Largo Center include homeless services such as assisting income eligible clients from becoming homeless due to eviction, assisting income eligible clients with rental start-up fees and utility connection deposits, and linking clients to stable housing throughout the community. Overall, this project will help improve existing supportive services for low to-moderate income individuals, children, and families and will help all clients, including many Largo residents, improve their physical, mental and economic health.

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 facility improvement projects outlined in this application are eligible activities as evidenced by the percentage of clients served by the Largo Center that meet area median income requirements. In fact, Directions for Living (DFL) serves thousands of Largo residents annually. Out of the 4,080 total clients served at our Largo Center, 871 were Largo residents, of which 95.8 percent were considered low or moderate income, based on the latest Federal Poverty Guidelines. DFL’s Largo Center is an eligible facility as evidenced by the services provided at this location. For example, the Largo Center houses DFL’s family services, which seek to keep families together through a variety of services such as individualized family support plans, wrap-around services, abuse prevention, parenting classes, and case management services. DFL’s Homeless Services are also housed at the Largo Center location and help adults and families living without homes, or at risk of homelessness by linking them to a variety of services that make up a mini continuum of care within our organization. Finally, the projects outlined in this proposal will improve the existing facility, which has a Largo address.

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.)

With full funding, this facility project will be completed at Directions for Living’s (DFL) Largo Center, which is located at 8823 115th Avenue N., Largo, FL, 33773 and serves residents countywide. The client base for these projects are primarily low and moderate income residents who are survivors of domestic violence, persons with alcohol and other drug addictions, persons with severe and persistent mental illness, single parent households, children exposed to trauma, and people who are at risk for or who are currently experiencing homelessness. As mentioned previously, DFL serves more than 3,000 Largo residents each year. In general, our client demographics are: 61% White, 18% Black, 11% Hispanic, and 10% other or unknown. In addition, 55% of our clients are female and 45% are male.

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
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Total Clients Served with the same or similar service from October - September of the prior year:	31,537	95.80 %
Of the Total Clients Served - the number of clients that were from Largo:	3,203	95.80 %

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:	4,080	95.80 %
Of the Total Estimated Served - number of Clients/Households from Largo	871	95.80 %

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.

Directions for Living (DFL) utilizes two data systems. DFL's current Electronic Health Record System, Avatar, has the ability to track and maintain client and service level data for care coordination and system improvement. Further, we are able to write customizable programs as a way to stratify programmatic data. In addition, all client touches are documented in Pinellas Homeless Management Information System (PHMIS). All demographic information is collected, inclusive of the HUD demographic requirements. All financial incidentals are reported through PHMIS and linked to the identified client. DFL completes a bi-weekly review of data completeness and timeliness reports in PHMIS for accuracy. PHMIS data is also cross referenced with Avatar for accuracy. In addition, DFL is increasing its PHMIS infrastructure and has a dedicated HMIS staff member and a Management Information Systems Team to pull data at any time during a project for reporting requirements and for internal progress checks.

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).

N/A

B.8. Project/Program Outcomes

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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.

Overarching performance outcome: 4,080 Largo Center clients and over 250 staff members will have access to a behavioral health organization that prioritizes its clients, visitors, and staff members by pursuing building improvements for the purpose of increasing comfort, safety, and confidentiality.

The expected project outcome is the installation of new flooring, both vinyl and carpeting, which will minimize cleaning and wear-and-tear concerns, and improve soundproofing, comfort, and safety. As mentioned, DFL knows that the physical setting plays an important role in creating safe, accessible facilities for clients and a better environment for staff to work. DFL is acutely aware that caring staff, efficient and client-centered operations, and the physical environment all play an important role in a client's experience, engagement, and healing.

B.9. Relocation

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

No

If yes, explain

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

i. Do/ will residents pay rent?

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

iii. Will residents receive rental subsidy/housing assistance?

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

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

B.10. Specific Site Location

a) Has the project site(s) been selected

Yes

b) If yes, provide the address. For educational classes/seminars, please list the location(s) where the classes will be held:

Facility Name	Street Address	City	State	Zip
Directions for Living's Largo Children and Family Center	8823 – 115th Avenue North	Largo	FL	33773

B.12. Project Administration

a) Project Manager Name

Chris Johnson

Title

Facilities 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 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

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- % 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 facility improvement outlined in this application will benefit all clients served by DFL's Largo Center and are not limited to a specific service line or program. The Largo Center houses Directions for Living's (DFL) Families First and Housing First divisions. A few of the services provided at the Largo Center include: 1) High Fidelity Wraparound, 2) BabyCAT, 3) Family Intensive Treatment (FIT), 4) Homeless Services, 5) Street Outreach, and 6) SOAR Services. High Fidelity Wraparound, like its name suggests, a high level of wraparound services that supports families, teaches them how to advocate for themselves, and work through a crisis. BabyCAT aims to support parents and families who have at least one child ages 0-5 and are concerned about coming into contact with other systems of care, keep their children safe, or simply want to learn about their child's behaviors. FIT provides wraparound treatment for families with at least one child over the age of 10 who have become involved with the child welfare system due to substance abuse. Homeless Services are a collection of services for the benefit of homeless individuals that come into contact with DFL ranging from case management to non-congregate emergency shelter to rapid rehousing. The Street Outreach program sends teams out into the community to connect with the local homeless population and link them with additional services. SOAR Services help increase access to SSI/SSDI for adults who are experiencing or are at-risk of homelessness and have a mental illness, medical impairment, and/or a co-occurring substance use disorder.

In addition, DFL has the One-Agency Initiative which ensures that individuals receiving services from DFL, regardless of how they were referred, receive priority access to all of the other services provided by DFL, including services that are in high demand such as psychiatric services. Through the One-Agency Initiative, safety and behavioral health services are integrated and the team is able to appropriately focus on safety, risk mitigation, and health promotion as necessary to improve outcomes for kids and families. Therefore, even clients who are only currently receiving outpatient services through our Clearwater Center have the potential to start receiving services through the Largo Center at any point in their treatment.

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.

Directions for Living's (DFL) Largo Center is very accessible to Largo residents both physically and in terms of access to services. The Largo Center is conveniently located just south of the city limits, just off of Starkey Road. The Largo Center is located between two bus stops and is within walking distance of an additional six bus stops. Further, DFL

believes in meeting clients where they are at, and at a time and place that is convenient to them. DFL offers some field-based services or telehealth options for clients in specific circumstances where risk is mitigated or if illness prevents face-to-face contact. DFL knows that many of our clients do not have access to a smart phone or a computer that will allow them to maintain continuity of care. A lack of access to technology (i.e., cell phones) can impact client-provider interaction, resulting in barriers associated with follow-up care. DFL addresses this barrier by assisting families with securing smart phones with sufficient minutes and high speed internet in the event the need is identified.

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.

Directions for Living's (DFL) Largo Center serves clients across Pinellas County, including City of Largo residents, who are predominately low- and moderate income by offering hope through housing, family, and mental health services to those who are mentally and physically wounded by a tragic life change through a care connection of compassion, guidance, and support with the overall goal of helping people realize greater self-determination and self-sufficiency.

Over the past few years, DFL's leadership have thoughtfully made facility improvements that would transform our agency into a state-of-the-art, trauma-informed treatment and recovery center to help achieve that goal. The improvement listed in this application contributes to this goal by creating a safe and welcoming environment for clients and staff alike. DFL clients rely on positive and therapeutic spaces to help them feel relaxed, safe, and supported when they seek our trauma-informed care. This project will create a safe, clean, and welcoming environment for clients, many of whom are going through some of the most tumultuous points of their life and are in need of lifesaving mental health, housing, and family services. Additionally, staff will receive the benefit of a comfortable work environment, which improves job satisfaction and helps curb turnover, which benefits clients by preventing fragmentation of services and ensuring continuity of care.

d) Disaster Hardening/Energy Efficiency

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

The proposed improvement does not include any disaster hardening or energy efficiency improvements.

- 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

Directions for Living's (DFL) Largo Center is currently located in the Seminole Fire Tax District, but has a Largo address. DFL's Largo Center houses critical services including, SOAR, homeless services, Wraparound treatment for child and families, and street outreach services, just to name a few. Many of DFL's services are provided in the community,

making them as accessible as possible for all DFL clients. DFL has strong ties to the area and the community, a valued partnership with the City of Largo, and DFL has been serving Largo residents for many years by providing crucial behavioral health and homeless services. While the Largo Center is not within City of Largo's limits or planning service area, DFL has a demonstrable connection to the area and provides a vast number of services to the community.

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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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	10/01/2023	11/01/2023
Design/Scope of Work	11/01/2023	12/01/2023
Project Bid	12/01/2023	02/01/2024
Permitting	02/01/2024	03/01/2024
Construction	03/01/2024	06/01/2024

D. Budget & Funding

Case Id: 25067

Name: Directions for Living - 2022/23

Address: *No Address Assigned

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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
New Flooring	\$74,544.00	\$0.00	\$74,544.00
Contingency Funds	\$7,454.00	\$0.00	\$7,454.00
Grand Total	\$81,998.00	\$0.00	\$81,998.00

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	\$81,998.00	\$0.00
	\$81,998.00	\$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:

Directions for Living (DFL) works with some of the most vulnerable people in the County (e.g., homeless) and funding this project would help ensure these critical services are not impacted by the costs of these facility improvements if incurred even partially by the agency. However, if partial funding is awarded, DFL will complete some of the project outlined in the grant. DFL Leadership will prioritize the spaces based on greatest need and awarded amount.

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.*

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).

Directions for Living (DFL), a non-profit organization incorporated in 1982, has a rich history of healing and preventing trauma in our community due to homelessness, mental illness, and addiction. For 41 years, DFL has served local residents of all ages by providing crucial research-supported and evidence-based behavioral health services to tens of thousands of adults, children, and families annually. DFL provides critical medical (i.e., psychiatric, medication management, counseling, substance misuse) and clinical (i.e., adult and child case management) services and is dedicated to making behavioral health care accessible and affordable for all. DFL serves some of the most vulnerable individuals and ensures they receive the care they need to live safely and securely in their community by targeting immediate stabilization and facilitating self-sufficiency. For 35 years, DFL has been serving the local homeless population through a variety of services that make up a mini continuum of care including: 1) homeless intensive case management and care coordination services, 2) prevention and diversion services, 3) rapid rehousing, 4) homeless street outreach services, and 5) housing-focused outreach to individuals, the elderly, chronically homeless, adults with dependent children, and young adults who have aged-out of the child welfare system.

DFL offers hope to those who are mentally and physically wounded by a traumatic life change through a care connection of compassion, guidance, and support with the overall goal of helping more people realize greater self-determination and self-sufficiency. All DFL programs are nationally accredited. DFL received its ninth consecutive 3-year accreditation by the Commission on Accreditation of Rehabilitation Facilities (CARF) in 2021. Additionally, DFL maintains licensure according to Chapter 397, Florida Statutes to provide substance abuse services for general intervention and outpatient treatment for children and adults.

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.

Directions for Living (DFL) has extensive experience carrying out capital improvement projects and is well positioned to execute this initiative due to our in-house level of expertise. DFL's Facilities Manager has 31 years of experience, several relevant certifications, and he has overseen more than \$21M in construction renovations at healthcare facilities throughout his professional career. During his tenure at DFL, the Facilities Manager has managed many large-scale renovation projects and he oversees a dedicated 3 person facilities team that takes care of ensuring the interior and exterior of both buildings is properly cleaned, sanitized, and well-maintained. DFL has completed similar work on numerous occasions under the guidance of our Facilities Manager. In FY 2022/23, DFL completed or is in the process of completing the following initiatives under his leadership: 1) the addition of exterior lighting in our Clearwater Center and Largo Center parking lots, 2) the installation of fencing around the Largo Center, 3) the installation of security systems, 4) the repair of the exterior wall of our Clearwater Center building, 5) the addition of plumbing in to two of our office

spaces to convert them into medical exam rooms, and 6) the full roof replacement and the installation of solar panel at the Clearwater Center.

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.

Directions for Living (DFL) maintains a robust Finance and Revenue Cycle Management Department. DFL reviews policies and procedures annually to determine effectiveness and the need for revision. It is the policy of DFL to prepare financial statements, as required by regulatory authorities, for submission to the Board of Directors of the organization. The President & CEO is responsible for providing to the Finance Committee financial statements generally one month in arrears that include: 1) monthly profit or loss, 2) income statement, 3) cash position, 4) comparative actual income and expenses to budget, and 5) comparative financial information to last fiscal year.

DFL maintains a chart of accounts with appropriate descriptions to indicate type of general ledger accounts: 1) Asset, 2) Liability, 3) Net Asset, and 4) Revenue or Expense Asset. Liability and Net Asset activities are tracked primarily at the organizational level, while revenues and expenses are tracked at a Program, Services, Fund Source, and Location level. The chart of accounts is designed to provide the information needed to prepare accurate financial statements and to provide detailed information needed for effective and efficient management of the organization. In addition, DFL undergoes an annual audit by an independent reviewer, subject to applicable federal and programmatic regulations. DFL engages an independent certified public accounting firm to conduct an audit of the organization's financial records and internal control procedures on a minimum of an annual, or as-needed, basis. The certified public accounting firm is knowledgeable of all state and local funder audit requirements, has experience with similar size and similar scope not-for-profit organizations, and will ensure that the organization's financial records comply with those requirements.

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.

Completion of the project will be per contractual guidelines by all vendors and occur within the agreed upon timeframe for the Largo Center as illustrated in the project timeline. Directions for Living (DFL) will adhere to all Davis Bacon regulations. The Director of Finance, Facilities Manager, and Grant Writer and Donor Relations Manager will create a project plan as a guide for ensuring all tasks and milestones are achieved on time. The project plan will also ensure effective communication protocols are in place between DFL's Facilities Manager and the vendor. Administrative oversight for managing the fiscal aspects the project will be directed by the Chief Financial Officer in collaboration with the Director of Finance. Revenues and expenses are tracked at a Program, Services, Fund Source, and Location level utilizing a 5-tier chart of account system. The chart of accounts is designed to provide accurate and detailed information needed for effective and efficient management of program costs.

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.

Directions for Living (DFL) has Commercial, Automobile, Professional, and Directors and Officers (Fidelity Bind) Insurance Coverage from Stahl & Associates, all in the amount of \$1 million per occurrence and \$3 million aggregate. In addition, DFL lists all contractors as additional insureds on the policy upon request. DFL pays all payroll taxes and worker's compensation as required by federal and state laws.

F. Required Documents

Completed by qcohen@directionsforliving.org on 2/10/2023 3:23 PM

Case Id: 25067

Name: Directions for Living - 2022/23

Address: *No Address Assigned

F. Required Documents

Please provide the following information.

Documentation

Organizational Chart *Required

5a_Organization Chart - DFL.PDF

Board Resolution Authorizing Submittal of Funding Request *Required

Board Resolution Letter.pdf

Current Year Operating Budget *Required

11_Current Year Board Approved Budget FY23.pdf

Most Recent Annual Independent Auditor's Report *Required

13c_2021 Auditted Financial Statement_DFL.pdf

List of Board of Directors *Required

DFL Board of Directors.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)

DFL brochure.pdf

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

DFL 501(c)(3).pdf

Other Documents

21886_DFL Largo Center Zoning Verification.pdf

Submit

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Case Id: 25067

Name: Directions for Living - 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

April Lott, LCSW

Telephone

(727) 524-4464

Authorized Signature

April Lott, LCSW

Electronically signed by qcohen@directionsforliving.org on 2/10/2023 3:24 PM