

A. Executive Summary

Completed by scottg@hpnfc.org on 2/9/2023 1:24 PM

Case Id: 25056

Name: High Point Neighborhood Family Center -

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

High Point Community Pride

A.2 Type of Organization

501(c)3 Nonprofit Corporation

If Other:

A.3 Mailing Address

5812 150th Ave N Clearwater, FL 33760 CLEARWATER, FL 33760-2132

A.4 Contact Person

Fred Green

A.5 Title

Executive Director

A.6 Telephone

(727) 533-0730

Phone Ext.

A.7 Email

fredgreen@hpnfc.org

A.8 Unique Entity ID

CDXEXBW3Y155

A.8. BILLING/INVOICE CONTACT

A.9. Name

Fred Green

Printed By: Sheera Greene on 3/10/2023

PROJECT INFORMATION

A.15. Project Title

HPNFC Infrastructure Revitalization

A.16. City of Largo Funds Requested

\$75,000.00

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

fredgreen@hpnfc.org

A.11. Phone

(727) 533-0730

A.12. DATA/REPORTING CONTACT

A.12. Name

Scott Gill

A.13. Email

scottg@hpnfc.org

A.14. Phone

(727) 533-0730

B. Project Information

Completed by scottg@hpnfc.org on 2/9/2023 1:49 PM

Case Id: 25056

Name: High Point Neighborhood Family Center -

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

Project Purpose: To repair and update the community pool at one of our facilities and update our onsite security cameras and magnetic badge lock doors.

Highpoint NFC has a recreational pool and splashpad at one of our facilities. We use this pool for the students enrolled in our afterschool program, and our summer camp program. We also open it, at no charge, to residents of the community, on weekends. We are also working with Highpoint Elementary School, and Clearwater For Youth - a foundation that supports youth sports in Pinellas County - to provide water safety training and swim lessons, as part of the phys-ed curriculum, for early elementary aged children.

The splash pad portion of the pool is in need of some repairs so that we can safely host the youngest members of our community, and their parents. The cost of these repairs have been estimated to be around \$30,000. Currently our aquatic recreation consists only of the pool, which includes a water slide. However, repairing the splash pad will increase our capacity and serve specifically the younger children. This benefits the families in the community with children in both age groups, or families that consist of only younger children that would not otherwise be able to participate.

Our security consists of cameras and magnetic badge locked doors. This system is over a decade old and is outdated and has lost much of its functionality. Our programs serve the public, most notably in our after school programs and summer camp. Having children in our building and being a licensed child care provider means that we have a high standard for safety for the children in our neighborhood. The grant funded project will update and replace underperforming and nonfunctioning cameras and locks to ensure the safety of all clients and staff while receiving services at our facility.

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 make the necessary repairs to the pool and splash pad, thus allowing us to open the pool to all families who wish to use it. The aquatic recreation project is already funded and in motion, with the exception of the splash pad. The grant funding allows us to expand on preexisting services already offered to the community. The funds will also be used for equipment and installation of new security cameras and locks as well as

Printed By: Sheera Greene on 3/10/2023

3 of 19

cover any associated fees for the first year. Our organization will pay for additional years of associated fees once the grant has run its course.

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

This infrastructure project addresses the City of Largo's goal of improving public facilities. These facilities are located in the High Point community, an area recognized by Pinellas County as a high need area with a large amount of underserved and low income families. The facilities needs include the resurfacing and maintenance of a splash pad (the only one in the area) and upgrades to security cameras and doors in a building that offers free childcare and social services directly to the families in the neighborhood with the greatest need.

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 pool at Highpoint Family Center's Youth Empowerment Center is open to the community members, many of whom are within the "low- and moderate-income" levels. This, as well as all other services provided by HPNFC, is provided at no cost to the users. We have found that an alarming number of pre-school and elementary aged children have little or no training in water safety, or swim instruction. In collaboration with Highpoint Elementary School, and Clearwater for Youth, we are working to develop a Water Safety Program that will become part of the school physical education curriculum, giving the elementary school aged children access to lifesaving knowledge and techniques. By repairing and improving the splash pad, we will also be able to serve the preschool aged children by providing a safe, comfortable, less intimidating acclimation to the water, as the splash pad is only inches deep.

Our client families are from within the High Point neighborhood which is identified as a low income/ high needs area of Pinellas county. We strive to provide a welcoming, comfortable, and safe environment for all and a key component to feeling safe is knowing that we have accountability and oversight. Replacing outdated and nonfunctioning security systems will ensure that we can review interactions and incidents especially in our children's programs. In addition, we have an onsite food pantry program, food for our children's programs, computers for the kids and for the community to use, and supplies for families. These assets are for community use and security measures ensure that they do not go missing before they could be of use. For a small nonprofit organization, retention of hard to come by assets is a priority.

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.)

The client base is low, and moderate income families located in the mid county area, specifically the High Point community located in east Largo. Our zip code is 33760 and most of our clients live within a 2 to 5 mile radius. The project covers two facilities with and effects a child care center, community center, and pool. The programs and facilities serve children as well as their families.

B.6. Project Area/Clients Served

Submitted projects must provide services and/or benefit City of Largo residents

Printed By: Sheera Greene on 3/10/2023

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:	300	100.00 %
Of the Total Clients Served - the number of clients that were from Largo:	210	70.00 %

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:	300	100.00 %
Of the Total Estimated Served - number of Clients/Households from Largo	210	70.00 %

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.

Our programs require extensive registration forms to be filled out by clients for both JWB and Pinellas County Licensing Board. We use these forms to learn more about the demographics of the families we serve. Our food pantry has a small registration process as well to further gather data of our clients and their needs.

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).

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.*

On the surface, repairing the splash pad at our Youth Empowerment Center is simply about providing an opportunity for increased engagement with the families within our community, and providing a safe, inclusive aquatic environment for all age ranges within that community. Granted, the performance outcomes of this are mostly intangible, and thus difficult to quantify. Some of the outcomes that we might anticipate, however, are: strengthened family bonds; improved neighborhood/community connections and relationships; an increased awareness of - and thus an increased engagement with - the programs and resources provided by High Point Neighborhood Family Center.

Beyond these “surface” benefits, though, is the somewhat more tangible - albeit still difficult to quantify - ideal of saving lives. Studies show that drowning is the number 1 cause of accidental death in children 1-4 years of age; and that for every 1 child drowning, another 8 children receive emergency room treatment for non-fatal, water related incidences. Another study, from the American Academy of Pediatrics, suggests that risk of drowning can be reduced by 88% if children participate in formal swim/water safety lessons between ages 1-4. In light of this, it is our belief that we can help provide the necessary formal training that will prevent unnecessary drowning deaths. We feel that having all of our facilities available, both the pool and the splash pad, will allow parents, and children in the 1-4 age range, to become comfortable around water, by first introducing them to the shallow water of the splash pad, and then moving them to the deeper water of the pool. We also hope to work with various organizations, such as the YMCA, Largo Rec, Water Smart Tots, and World’s Largest Swim Lesson - organizations dedicated to teaching water safety and swim lessons to children of all ages - to use our aquatic facility to help educate parents and children about the dangers of drowning, and to offer practical training to avoid such dangers.

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
High Point Neighborhood Family Center	5812 150th Ave N	Clearwater	FL	33760
High Point Youth Empowerment Center	5345 Laurel Pl	Clearwater	FL	33760

B.12. Project Administration

a) Project Manager Name

Scott Gill

Title

Project 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**

Printed By: Sheera Greene on 3/10/2023

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.

Our satellite facility is known as the Youth Empowerment Center and is a secondary location of our larger primary site, High Point Neighborhood Family Center. The HPNFC and the YEC provide a wide variety of services to the community. Primarily this site serves as an after school program and summer camp. These services, located in the High Point neighborhood are offered at no cost to children and families in the neighborhood. The site also provides food, cooking classes, dance classes, karate classes, swimming lessons, computer access, as well as games, activities, and other programs aimed at middle and high school aged students. The pool is opened on a seasonal basis depending on weather conditions, the splash pad hours would mirror the pool hours. The proposed improvements are specific to the splash pad, the grant would not affect any other functions of the YEC. The primary site, where security infrastructure needs to be updated is home to all of the same programs but additionally is the site where the food pantry, clothing closet, computer lab, and family support services are located. Installation and improvements to the security suite affect all aspects of what we do at HPNFC.

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.

Our organization is located at the south east corner of Largo. We serve all of Pinellas county but focus on mid county

residents, and more specifically, our immediate neighborhood. The immediate neighborhood is roughly Roosevelt to Ulmerton and 49th St to US19. Many families in the area walk or ride bikes and may not utilize services in areas beyond those main roads. We have two sites, for increased presence throughout the community. Some of our service areas are considered unincorporated however, many areas have been annexed into the city. The project covered by the grant is a structural repair, and as such it will not have virtual or in-home accessibility options.

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.

To summarize, the splash pad repair is a project meant to increase our ability to offer aquatic recreation to families in our low income community by essentially expanding upon what we already have. The splash pad is currently unusable which means smaller children are not getting familiar and comfortable with water based activities. We wish to engage with families in outdoor recreation on multiple levels and being the only available pool and splash pad in this neighborhood of high need is one major goal that our organization shares with Largo's CDBG goals. The update of cameras and locks throughout the facility will enhance the support services and goods already offered by our services and programs.

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).

No, but the Property is in the City's Planning Service Area (Tax Code "LTF")

Please Explain

High Point is largely located in unincorporated Pinellas County. There are many parts of the neighborhood that have been annexed and many others in the future plans of the city to annex.

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

Completed by scottg@hpnfc.org on 2/9/2023 1:50 PM

Case Id: 25056

Name: High Point Neighborhood Family Center -

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	10/01/2022	10/01/2023
Design/Scope of Work	01/09/2023	06/09/2023
Project Bid	10/01/2023	12/31/2023
Permitting	01/01/2024	02/28/2024
Construction	03/01/2024	05/01/2024

D. Budget & Funding

Completed by scottg@hpnfc.org on 2/9/2023 1:53 PM

Case Id: 25056

Name: High Point Neighborhood Family Center -

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
Splash Pad Repairs	\$35,000.00	\$0.00	\$35,000.00
Security Infrastructure Updates	\$40,000.00	\$0.00	\$40,000.00
Operating costs associated with aquatics programs (annually)	\$0.00	\$27,120.00	\$27,120.00
Personnel associated with aquatics programs (annually)	\$0.00	\$46,800.00	\$46,800.00
Pool maintenance costs (annually)	\$0.00	\$6,000.00	\$6,000.00
Grand Total	\$75,000.00	\$79,920.00	\$154,920.00

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
-----------------	--------------

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	\$75,000.00	\$0.00
HPNFC - Operating Budget	\$0.00	\$27,120.00
HPNFC - Personnel Budget	\$0.00	\$46,800.00
HPNFC/ CHAF contract - Pool Maintenance	\$0.00	\$6,000.00
	\$75,000.00	\$79,920.00

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

Printed By: Sheera Greene on 3/10/2023

13 of 19

Yes

Explain:

Our aquatic activities will continue without a splash pad, the aim of the project is to add to an existing service which will continue on regardless of the CDBG grant. The security updates will be implemented slowly and incrementally where possible over the course of several years if not funded by the grant request.

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.*

No

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

E. Agency Information

Completed by scottg@hpnfc.org on 2/9/2023 1:58 PM

Case Id: 25056

Name: High Point Neighborhood Family Center -

Address: *No Address Assigned

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 agency (High Point Community Pride) is a 501c3 incorporated in 1998, our mission statement: "To listen and to respond to the needs of our culturally and economically diverse community, by providing encouragement, assistance, education, and services to promote a better quality of life."

To that end we provide the community with a wide array of social welfare programs and services and serve as a hub for families in the neighborhood to connect to other resources and programs. We have free after school programs for elementary, middle, and high school students as well as free summer camp. We also have a weekly food pantry. Clients come in to get help with utility bills, clothes, and navigating social services.

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.

High Point Neighborhood Family Center currently employs 16 staff members, seven of which are full time; there are also several volunteers that help with different ongoing programs and projects. We have a Program Director that oversees our children's programs and the six staff members that are licensed by the state to work with children. Our Family Resources Manager oversees the front office and its four staff members that help families in the community get access to resources and social services. The remaining staff members are in support roles such as administration, bookkeeping, and maintenance.

HPNFC is licensed by the state of Florida Department of Children and Families via the Pinellas County Licensing Board. We are also an accredited agency through Social Current's Council on Accreditation. The four members of our management team hold degrees in Public Policy, Psychology, Social Work, and Education. Our primary contract is through the Juvenile Welfare Board of Pinellas County. The organization is run by an Executive Director that negotiates a yearly contract and budget with JWB and answers directly to the HPNFC Board.

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.

Our agency's ongoing funding source is the Juvenile Welfare Board, JWB. Other sources of funding include private donations and grants. HPNFC has received many grants including Allegany grants, CARMAX grants, Wawa grants, MSTU and CDBG Largo and Pinellas County grants. We received a CARES grant through Pinellas Community Foundation and ARPA grants through the city of Largo and Early Learning Coalition. We operate on a reimbursement basis. The fiscal team includes the Executive Director, the Operations Manager, a part time bookkeeper and we work with the accounting firm of Carr, Riggs & Ingram, LLC.

Every financial transaction is approved by management, all invoices and receipts are attached to each check or credit card transaction. We use QuickBooks for our record keeping. We have an annual independent audit every fiscal year by the Clifton, Larson, and Allen firm. The board members are given financial statements and all audits at the board meetings. The independent auditor attends the board meetings to present the audit to them.

E.4. Monitoring (1-2 paragraphs only)

Briefly describe how you will monitor progress in implementing the program. Describe how funding and related project costs will be tracked separately in the agency and how the agency will ensure that expenses are not paid from duplicate sources. Describe who will be responsible for monitoring progress.

The funding requested is for one time capital improvement projects. These projects have been chosen from a list of currently unfunded or underfunded projects discussed with both the Board and staff, and were chosen because of their high dollar value outside of what is generally fund raised. Historically our fundraisers have been utilized to fund programs instead of projects, such as summer camp programs, field trips, and food for the children.

We have secured multiple quotes for both projects requested in this grant proposal. The Project Manager and Bookkeeper will be tracking purchases and reimbursements for this project and will bring all financial decisions to the Executive Director for final approval. Any reporting or data tracking needed will be implemented by the Project Manager and/or the Executive Director. Other grants and contracts will be separate from the specific projects requested for this grant and filed within QuickBooks as their own category.

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.

Our agency has Liability Insurance with policies for General Liability that includes Board Members and Employees, \$1,000,000 for each occurrence, \$100,000, Med Exp any one person \$5,000, Personal & ADV Injury \$1,000,000, General Aggregate \$2,000,000, Products-Comp/ OP AGG \$2,000,000. We have Automobile Liability \$1,000,000. Additionally we have an Umbrella Policy Excess Liability \$4,000,000. We have Workers Compensation and Employers Liability for each Accident \$500,000, each Disease \$500,000. We also have Cyber Liability \$500k, Employment Practices \$1M, Directors & Officers \$1M. We have Crime \$300,000 for employee theft, forgery, computer fraud, and funds transfer. All our insurances are through Acentria Insurance in Seminole with the Insurer companies being Philadelphia Indemnity Ins Co., Progressive Express Ins Co., National Union Fire Ins Co., Markel American Ins. Co. and United States Liability Insurance Co.

F. Required Documents

Completed by fredgreen@hpnfc.org on 2/10/2023 4:01 PM

Case Id: 25056

Name: High Point Neighborhood Family Center -

Address: *No Address Assigned

F. Required Documents

Please provide the following information.

Documentation

Organizational Chart *Required

Org Chart FY23.pdf

Board Resolution Authorizing Submittal of Funding Request *Required

Largo CDBG Board Approval.pdf

Current Year Operating Budget *Required

FY23 HPNFC Budget.xlsx

Most Recent Annual Independent Auditor's Report *Required

High Point Comm Pride FS - FINAL (2).pdf

List of Board of Directors *Required

2021 High Pt Board.docx

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)

Summer Camp 22.png

Copy of Teen Center Program.pdf

Flyer inside.png

Flyer outside.png

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

Tax Exempt exp 2026.pdf

Other Documents

***No files uploaded*

Submit

Completed by fredgreen@hpnfc.org on 2/10/2023 4:02 PM

Case Id: 25056

Name: High Point Neighborhood Family Center -

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

Fred Green, Executive Director

Telephone

(727) 533-0730

Authorized Signature

Fred Green

Electronically signed by fredgreen@hpnfc.org on 2/10/2023 4:02 PM