

A. Executive Summary

Completed by hcalhoun@pemhs.org on 2/10/2023 9:24 AM

Case Id: 25080

Name: PEMHS, Inc. - 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

Personal Enrichment through Mental Health Services, Inc.
(PEMHS)

A.2 Type of Organization

501(c)3 Nonprofit Corporation

If Other:

A.3 Mailing Address

11254 58th St. N Pinellas Park, FL 33782

A.4 Contact Person

Helena Calhoun

A.5 Title

Marketing and Development Director

A.6 Telephone

(727) 260-1125

Phone Ext.

A.7 Email

hcalhoun@pemhs.org

A.8 Unique Entity ID

JFQBD654LSV7

A.8. BILLING/INVOICE CONTACT

A.9. Name

Carol Patton

PROJECT INFORMATION

A.15. Project Title

Sanitary Conditions Improvements Project

A.16. City of Largo Funds Requested

\$55,680.00

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

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A.10. Email

cpatton@pemhs.org

A.11. Phone

727-545-7571

A.12. DATA/REPORTING CONTACT

A.12. Name

Helena Calhoun

A.13. Email

hcalhoun@pemhs.org

A.14. Phone

727-260-1125

B. Project Information

Completed by hcalhoun@pemhs.org on 2/10/2023 9:54 AM

Case Id: 25080

Name: PEMHS, Inc. - 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

Sanitary Conditions Improvements Project's purpose is to remodel the three main bathrooms in the PEMHS Headquarters building. This project will ensure that the mental health crisis unit administrative offices in Pinellas Park, Florida will have a safe, sanitary, and comfortable bathroom environment for clients, visitors and staff. The proposed remodel will include updates to the bathroom fixtures (including high-efficiency toilets (HETs)), and floors, as well as improved lighting, ventilation, and accessibility measures. Remodeling can help improve patient satisfaction, increase staff productivity, and reduce the cost of maintaining the facility.

For patients and their families visiting administrative offices, a bathroom remodel can provide a more comfortable and inviting environment that promotes privacy, safety, and healing. For example, improved lighting and accessible fixtures can improve visibility for those with mobility issues. Additional amenities such as grab bars, and non-slip surfaces can help reduce the risk of falls and make bathroom use safer.

Toilets use a significant amount of water and account for approximately 30% of water usage in a typical home. Toilets with efficient flushing systems can help save water and money by reducing the amount of water used for each flush. High-efficiency toilets (HETs) are designed to use significantly less water per flush than standard toilets. HETs typically use 1.28 gallons or less, compared to the 3.5 to 7 gallons per flush that are used by standard toilets. This means that using a HET toilet can reduce PEMHS's water usage by up to 60%.

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.

\$55,680.00 requested from the City of Largo will be used to remodel three old and often non-functioning bathrooms in the Administrative Headquarters building. The current bathroom setup is more than 20 years old and is not professionally installed (all work was done internally by the PEMHS maintenance department) thus it often malfunctions or does not function at all. There were no significant improvements in sanitary rooms in over 25 years. The amount of visitor, client, partner, vendor, and staff traffic the Administration Building has on daily bases requires professional installations. The funding requested will allow for much-needed updates to the sanitary systems' functionality and visual appearance. Having nice and functioning bathrooms in a building can contribute to overall building satisfaction and functionality. A well-maintained and clean bathroom helps create a pleasant environment, which can lead to increased satisfaction among building occupants. A properly functioning bathroom also makes it easier for people to use and reduces the amount of time they have to wait to use it. Additionally, having clean and well-maintained bathrooms can help reduce the spread of germs and bacteria, resulting in a healthier environment

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overall. Finally, properly functioning bathrooms can help reduce the amount of maintenance required in other areas of the building, allowing for more time to be spent on service provision and the wellness of our community as a whole.

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 Sanitary Conditions Improvements Project will add, expand or improve PEMHS administrative bathrooms. PEMHS is a public facility providing supportive services to Pinellas County's low-and-moderate, as well as indigent residents. In fact, 84% of PEMHS's clients are in the low-and-moderate income bracket.

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).

PEMHS provides services to indigent and underserved populations. 84% of PEMHS's clients are in the low-and-moderate income bracket. 41% of our adult clients are homeless.

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.)

Our services are available to all members of our community (Pinellas County) as well as out-of-county/state visitors in need of immediate crisis stabilization services. PEMHS is the only designated public receiving facility in Pinellas County that provides acute psychiatric services for the indigent population. We provide 24/7 access to psychiatric care and crisis stabilization. PEMHS stabilizes approximately 6,500 clients per year.

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:	6,294	83.80 %
Of the Total Clients Served - the number of clients that were from Largo:	667	98.00 %

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:	5,979	83.80 %
Of the Total Estimated Served - number of Clients/Households from Largo	637	98.00 %

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.

PEMHS collects all client data in myAvatar platform. Using this system we are able to add various new reporting parameters into myAvatar and iCarol, the software currently in use, in addition to data already collected. Documentation will be provided as requested by the funder. PEMHS is already providing this data to Pinellas County and will continue to do so. PEMHS is the only designated public receiving facility in Pinellas County that provides acute psychiatric services for the indigent population.

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).

PEMHS collects all client data in myAvatar platform and iCarol. All data including race, ethnicity, religion, income, disability, homelessness, veteran status, and gender identity are available for reporting purposes. PEMHS collects client data via two resources; iCarol and myAvatar. iCarol is a web-based software designed especially for non-profit organizations and community programs such as helplines, mental health services, crisis and suicide prevention centers, health services, and others. Organizations of all types and sizes use iCarol, including rape crisis/sexual assault and domestic violence centers, befriending or warmlines, suicide prevention, and crisis intervention centers, information and referral services such as 2-1-1, LGBTQ hotlines, Aging services such as Area Agencies on Aging and ADCRCs, child abuse prevention hotlines, health services, and more. iCarol takes many of the administrative tasks of running a not-for-profit contact center and integrates them into one system. Contract documentation, data collection, shift scheduling, volunteer and staff management, offering services like live chat and texting/SMS, resource and referral database or community service inventory, statistics and reporting, integrating with other software to share data, and many other tasks can all be managed in iCarol. myAvatar™ is an electronic health record (EHR) specifically designed for organizations that provide behavioral health and addiction treatment services in community-based, residential, and inpatient programs. It offers a recovery-focused suite of solutions that leverage real-time analytics and clinical decision support to drive decision-making. The robust platform streamlines workflow, making client information quickly accessible with user-friendly dashboards. Its whole-person integrated care model offers a comprehensive set of features that support roles throughout the organization, from front desk staff and clinicians to billing administrators and executive management. This results in improved operational, clinical, and financial workflows for inpatient and outpatient organizations.

Since 2009 PEMHS has collected demographic information for all callers on the suicide hotline in iCarol and continues to support reporting from the program. Since October 1st, 2012 we collect demographic, income, and dependent information in myAvatar and are able to run accurate measures. The demographics PEMHS collects in myAvatar are approximately 90% accurate since they are based on whether a client is telling us factual information. The demographics from iCarol are typically a lower accuracy percentage because callers on the crisis hotline are evasive with their answers.

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.

The Sanitary Conditions Improvements Project will lower the cost of water by 60% and increase the safety of staff and clients that are using the sanitary rooms by 40%.

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
PEMHS	11254 58th Street N	Pinellas Park	FL	33782

B.12. Project Administration

a) Project Manager Name

Meke Kattan, Evans Design & Build

Title

COO

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
- % 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.

PEMHS is a private, non-profit behavioral health care organization located in Pinellas County, Florida. Programs include; a 24-hour suicide hotline 727.791.3131, now a behavioral health helpline for Pinellas County, emergency screening, crisis intervention services such as Mobile Crisis Response Team, PIC Team, and IMPACT Team, inpatient crisis services for adults and children (JARF) on two units, and community-based programs such as; Family Services Initiative, System Navigation, BNet, Community Action Team, Largo Strong and H.O.M.E. Navigation. For the past forty years, our dedicated staff has been developing and maintaining a comprehensive range of programs and services designed to meet the needs of children, adults, and families to build strong communities. We understand that high-quality services are necessary to obtain the best outcomes for individuals and families facing behavioral health issues. PEMHS is licensed by the Florida Department of Children and Families and by the Florida Agency for Health Care Administration. PEMHS is also certified by the American Association of Suicidology and is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF).

Our management and supervisory staffs are Bachelor's and Master's Degree level professionals who use continuous education programs to remain current and relevant. Our executive management team is comprised of highly skilled professionals with over 20 years of experience in their respective fields. These professionals have been responsible for the success of PEMHS's programs and services with the help of our dedicated unit staff who selflessly assist our clients according to the highest standards of care.

PEMHS has been continuously involved in creating, implementing, and managing new programs and projects. These programs have been successfully assisting children and adults in Pinellas County for the past 40 years. Our facilities improvement projects are managed and supervised by senior management and hired licensed contractors. These projects have been ranging from campus beautifications and unit modernization to safety equipment installation and COVID-related safety upgrades.

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.

Being a Baker Act central receiving facility for Pinellas County, PEMHS collaborates with all local Police Departments including Largo Police Department. Largo Police Department brings involuntary Baker Acted individuals, adults and children, to our facility on a daily bases and collaborates with PEMHS staff for a safe handoff. PEMHS community-based programs include programs such as Largo Strong which are geared solely toward assisting Largo residents in close and successful collaboration with the City of Largo. Our Palm Way Campus is centrally located in the heart of

Largo and serves as a social services hub for warm handoff to its residents. PEMHS is committed to serving Largo residents to the best of our ability to increase family and individual functioning and sustainability.

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.

PEMHS serves primarily the underserved population of Pinellas County. Historically, about 80% of our clients are low-to-moderate income, and we are usually the only facility that is willing to admit them. Also, being a Baker Act receiving facility Largo Police Department brings indigent clients from the City of Largo to be admitted and treated at PEMHS. The Sanitary Conditions Improvements Project will lower the cost of water by 60% and increase the safety of staff and clients that are using the sanitary rooms by 40%.

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.

Water consumption will be lowered by 60% in the two bathrooms using HET.

- 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

PEMHS has two locations, one in Pinellas Park and one in Largo. This project is for the Main Campus property in Pinellas Park but will benefit our Largo clients and staff who visit the Main Campus and use our facilities.

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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Name: PEMHS, Inc. - 2022/23

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	09/18/1981	M/d/yyyy
Obtain Full Project Funding	10/01/2023	09/30/2024
Design/Scope of Work	10/01/2023	11/30/2023
Project Bid	12/01/2023	12/31/2023
Permitting	M/d/yyyy	M/d/yyyy
Construction	01/01/2024	03/30/2024

D. Budget & Funding

Completed by hcalhoun@pemhs.org on 2/10/2023 9:36 AM

Case Id: 25080

Name: PEMHS, Inc. - 2022/23

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
3 Bathrooms Remodeling	\$55,680.00	\$0.00	\$55,680.00
Grand Total	\$55,680.00	\$0.00	\$55,680.00

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
	\$55,680.00	\$0.00
	\$55,680.00	\$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)

No

Explain:

PEMHS does not have sufficient funding for such an extensive project. This important sanitary project depends solely on this grant funding.

c) Project costs are reimbursed by the City on a monthly/quarterly basis. For public services, project costs are reimbursed by the City on a monthly or quarterly basis. For public facilities projects, project costs are typically reimbursed at the end of the project or up to 3 reimbursements for larger projects. Does the agency have the

financial capacity to pay for the portion of the cost funded by City grant during the project and be reimbursed on a monthly/quarterly basis for public services?

Yes

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

Public Services-Monthly Invoicing

D.3. Audit Requirements

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

Yes

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

E. Agency Information

Completed by hcalhoun@pemhs.org on 2/8/2023 12:35 PM

Case Id: 25080

Name: PEMHS, Inc. - 2022/23

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).

PEMHS is a 501 (c)(3) not-for-profit that has been a staple in the community for over 40 years, providing mental health crisis care since 1981. We are proud to be able to say that we are still here serving those in need of critical behavioral health services. Over the past four decades, we have assisted more than 500,000 individuals and families. We focus on services enhancing the mental health and family functioning of children and adults, as well as crisis stabilization, and maintain a strong dedication to the needs of the community. Our programs and services continue to reflect that dedication. PEMHS is best known for the operation of crisis stabilization units for adults and children in need of acute inpatient psychiatric care. We conduct 24-hour emergency screening and crisis intervention services and serve as a 24-hour backup for Pinellas County for the new three-digit call line – 988, for behavioral health emergencies. We manage the local crisis and suicide hotline as well as the central “You Good” Mental Health Campaign phone line through the consortium of mental health providers in our county, known as the Wellness Connection. Our message is clear; “It’s okay not to be okay!”, but we are here to help. We also operate various community services: The Behavioral Health Network (BNET) program, the Children’s Community Action Team (CAT), and the Mobile Crisis Response Team (MCRT), all diversion programs designed to keep children and adolescents in their homes and out of high-cost residential and inpatient hospitals. Diversion services ensure that only those truly in need are admitted to the highest levels of care. Our Family Services Initiative program, Largo Strong, Building Strong Families, and all of the community and family services programs partner with families in need to provide them with community resources for overall sustainability and family strengthening. The goal is to divert them from entering into deeper-end 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.

Our management and supervisory staffs are Bachelor’s and Master’s Degree level professionals who use continuous education programs to remain current and relevant. Our executive management team is comprised of highly skilled professionals with over 20 years of experience in their respective fields. These professionals have been responsible for the success of PEMHS’s programs and services with the help of our dedicated unit staff who selflessly assist our clients according to the highest standards of care.

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?

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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.

PEMHS management prepares an annual budget which includes a statement of expected revenues and expenses and a capital budget for Board approval prior to the beginning of each fiscal year. PEMHS utilizes accounting software, which provides regular financial statement reporting. Financials are prepared on an accrual basis in accordance with GAAP and consist of a Balance Sheet, Statement of Activity (Income Statement), and other related financial reports. Revenues and expenses are recorded in the accounting software and coded to the appropriate account number as designated in the Agency's Chart of Accounts. Revenues are recognized in the accounting period in which they are earned and measurable. Expenses are generally recognized in the accounting period in which they are incurred, when measurable, except for Prepaid Expenses and Capital Assets. It is PEMHS policy that an audit of financial and compliance operations be performed at least annually by an independent public accountant. The last audit was conducted in January 2022 for the fiscal year 2021 with no adverse findings reported.

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

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

The project will be monitored by PEMHS Facilities Manager, Thomas Austin. The funding and related project costs will be tracked separately through our accounting program, Microsoft Dynamics Great Plains. The funding will be recorded to a distinct client created at the time of funding. The expenses will be tracked in a Construction in Progress account. Once the Construction is completed the Fixed Asset will be recorded using the distinct client that was created for the funding in the Structure ID field. The expenses for the project are entered into the program with invoice numbers. No invoice number can be used more than once preventing duplicate payments.

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.

Pemhs has liability insurance coverage of \$1,000,000 per occurrence/\$ 3,000,000 Aggregate and an Umbrella Liability policy of \$1,000,000. The insuring agency is AmeriTrust Insurance Company, Star Insurance Company and Houston Casualty Company. Pemhs pays all payroll taxes and worker's compensation as required by Federal and state laws. Pemhs has Directors & Officers fiduciary coverage for principal staff who handle the agency's account with coverage of \$1,000,000. The insuring agency is AmeriTrust Insurance Company, Star Insurance Company and Houston Casualty Company. We also have Crime coverage with a \$500,000 Single Loss Limit with Travelers Casualty and Surety Company of America.

F. Required Documents

Completed by hcalhoun@pemhs.org on 2/10/2023 9:42 AM

Case Id: 25080

Name: PEMHS, Inc. - 2022/23

Address: *No Address Assigned

F. Required Documents

Please provide the following information.

Documentation



Organizational Chart *Required

PEMHS Table of Organization 02 2023.pdf



Board Resolution Authorizing Submittal of Funding Request *Required

PEMHS_City_of_Largo_Grant-matthewbschwarz_gmail.com.pdf



Current Year Operating Budget *Required

PEMHS FY 07.2022-07.2023 Budget.pdf



Most Recent Annual Independent Auditor's Report *Required

PEMHS 2022 Long Form 063022 Issued.pdf



List of Board of Directors *Required

BOARD MEMBER CONTACT LISTING 08 2022.doc



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)

PEMHS general.pdf

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

PEMHS 501-C-3 IRS Status Letter 2015.pdf

Other Documents

Evans Quote.pdf

PERSONAL ENRICHMENT THROUGH MENTAL HEALTH SERVICES INC 17960138.pdf

PERSONAL ENRICHMENT THROUGH MENTAL HEALTH SERVICES INC 17910023.pdf

Submit

Completed by hcalhoun@pemhs.org on 2/10/2023 9:57 AM

Case Id: 25080

Name: PEMHS, Inc. - 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

Helena Calhoun, Marketing and Development Director

Telephone

(727) 260-1125

Authorized Signature

Helena Calhoun

Electronically signed by hcalhoun@pemhs.org on 2/10/2023 9:43 AM