

# A. Executive Summary

Completed by [nehemiah@svdpsp.org](mailto:nehemiah@svdpsp.org) on 2/10/2023 10:01 AM

Case Id: 25092

Name: SVdP CARES CDBG 2024 - 2022/23

Address: \*No Address Assigned

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## A. Executive Summary

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PLEASE READ: Before proceeding with the application, please [CLICK HERE](#) to review the Notice of Funding Availability and additional application information.

Once you have reviewed this document, please continue with the application below.

### AGENCY INFORMATION

#### A.1 Agency Name

Society of St. Vincent de Paul South Pinellas, Inc. (dba St. Vincent de Paul CARES)

#### A.2 Type of Organization

501(c)3 Nonprofit Corporation

#### If Other:

N/A

#### A.3 Mailing Address

384 15th St N St. Petersburg, FL 33705

#### A.4 Contact Person

Nehemiah Warner

#### A.5 Title

Grant Manager

#### A.6 Telephone

(727) 338-3198

#### Phone Ext.

#### A.7 Email

nehemiah@svdp.care

#### A.8 Unique Entity ID #

U5XLSCJJP9A6

### A.8. BILLING/INVOICE CONTACT

#### A.9. Name

Nicole Decker

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### PROJECT INFORMATION

#### A.15. Project Title

Largo Homelessness Prevention Project

#### A.16. City of Largo Funds Requested

\$95,300.00

#### 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**

nicoled@svdp.care

**A.11. Phone**

727-823-2516 x 1110

**A.12. DATA/REPORTING CONTACT**

**A.12. Name**

Bryan McCurry

**A.13. Email**

bryan@svdp.care

**A.14. Phone**

727-348-7211

## B. Project Information

Completed by [nehemiah@svdpsp.org](mailto:nehemiah@svdpsp.org) on 2/10/2023 10:25 AM

Case Id: 25092

Name: SVdP CARES CDBG 2024 - 2022/23

Address: \*No Address Assigned

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### B. Project Information

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Please provide the following information.

**B.1 Project Purpose and Description- Describe the project and explain why the project is needed. This description should include the entire project, in addition to portions of the project not requested for funding from the City.**

**Provide data in support of the request. Examples: Energy improvements will reduce utility costs by X% annually, which allows an estimated \$\_\_\_\_\_ in operating funds for direct client services; or data shows a waiting list of # of people/deficiency in available space of # capacity to serve Largo residents**

SVdP CARES is requesting \$95,300 in funding through the City of Largo to continue to provide homeless prevention services to residents. The project will expand on the SVdP CARES homeless prevention programming by targeting Largo residents at-risk of homelessness. Last fiscal year, 23 households with a Largo zip code were served in this program. This funding will secure the dedicated Largo Homelessness Prevention Case Manager, housed in the SVdP CARES South Clearwater office, doubling our service capacity in Largo at least. This case manager collaborates with community partners to capture referrals of residents at-risk of entering homelessness before crisis hits. Upon receiving the referral, this case manager is responsible for assessing needs and developing a housing stability plan to secure/retain affordable permanent housing through rent/mortgage assistance with the focus on long-term sustainability through wraparound community supportive resources (i.e. employment, natural support coordination, benefit navigation, healthcare linkage, among other based on needs presented). The housing stability plan is completed within one week of entry into prevention program. The housing stability plan will address any potential barriers to housing and the financial resources necessary to stabilize the household in permanent housing. The Largo Homelessness Prevention Case Manager is knowledgeable of community resources in Largo and surrounding municipalities to identify and link households with a multitude of wrap-around services and providers to address the immediate housing crisis and any barriers to long-term housing stability. The plan is based on the households expressed needs and may include, but is not limited to, accessing public benefits, Pinellas County Health Program, the Adult Emergency Financial Assistance Program, the Family Services Initiative, CareerSource Pinellas, Boley Centers and other local providers for job/skills training, furniture and incidental support, childcare, legal assistance to address such issues as evictions/liens, workmen's compensation claims, unemployment benefits, and transportation. Stable Housing is necessary to prevent homelessness, and support economic security needed to sustain housing. This program halts the crisis of losing housing and builds strengths to prevent the fall into homelessness. The case manager will be highly trained in the program standards and best practices for engaging persons in making the changes in their lives that they identify as helpful for maintaining housing stability and increasing household income. This program will be client-led and client-empowered. The case manager will be knowledgeable of all the documentation requirements for verifying eligibility and supporting requests for financial assistance through this funding. Case notes and evaluations will be submitted for approval as necessary for continued financial support.

The case manager will improve housing retention for Largo residents during an especially difficult time for many residents. The program will prevent a larger community problem of mass evictions. The types of services provided will be home visits to ensure housing stability once supported, referrals to other needed services, case conferences with

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other organizations providing referred services, and provide coordination of sustainable activities (i.e. budgeting, financial skills, public transportation, community resources, and development of natural supports). Direct assistance will be in the form of financial aid for housing. Requests for financial assistance for homelessness prevention is accessed by submitting a request with required back up to SVdP CARES' finance department. Before requesting any financial assistance, the case manager must demonstrate there is a reasonable plan the household will be able to pay for housing in the future. The case manager works with the household to complete a budget to determine what is affordable to the household based on forecasting the income. This requires an assessment of current benefits received, potential benefits for which they are eligible, and the employment status and potential of each adult. The housing stability plan will address any education, training, childcare, after school programs, transportation, employment, and public benefits and services (i.e. Food Stamps, TANF, and Unemployment) needed to support future housing stability. This includes accessing resources to supplement a budget such as use of food pantries.

**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 Largo Homelessness Prevention project would be a targeted expansion on SVdP CARES programming. This project would expand the service capacity to target residents in Largo who are homeless or at risk of homelessness. Current prevention programming only targets Veterans.

Requested funding will cover the arrears and rental assistance to keep households in their current housing preventing them from entering homelessness. Funds will cover a dedicated case manager for this project who will work to secure housing stability through creating a plan with each client to assure long-term housing stability.

**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**  
SVdP CARES' requested project, Largo Homelessness Prevention, directly responds to City of Largo's 2023-2024 first priority of proving homeless services. Prevention services operate on the front end to mitigate residents needing homeless services in the first place and is the best use of funding to avoid households from entering crisis.

**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).**

SVdP CARES requested Largo Homelessness Prevention project is an eligible activity through CDBG as a public service because it serves those imminently experiencing homelessness by preventing it from occurring. This requested project is targeted programming to meet the complex needs those participants facing homelessness in the city of Largo require. As required by CDBG funding the requested services expand on programming. Without this funding services will only be available to Veterans where this request will support civilian households in Largo. All households served will have income less than or equal to 80% of area median income.

**B.5. Describe the project area and client base that will benefit from this project (e.g. Citywide, countywide, Community Redevelopment District, homeless population, persons with HIV/AIDS, etc.)**

Services funded through this request will benefit persons facing homelessness in the City of Largo. All persons served will have income less than or equal to 80% of area median income. This project is a strategic investment of resources to better and more effectively serve individuals who are imminently facing homelessness in Largo, FL.

**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: | 70                | 100.00 %          |
| Of the Total Clients Served - the number of clients that were from Largo:                         | 70                | 100.00 %          |

**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:                        | 30                | 100.00 %           |
| Of the Total Estimated Served - number of Clients/Households from Largo | 30                | 100.00 %           |

**B.7. Client Eligibility:**

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

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

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

N/A

c) If the project is limited to serving one of the above groups, describe how the demographic data (race/ethnicity) is collected (also required for reporting for CDBG-funded projects).

SVdP CARES uses Pinellas HMIS as the primary tool for collecting client level data including the universal data

elements such as enrollment dates, client name, HMIS#, demographic information such as race, age, ethnicity and gender, prior living situation, income, exit date and other related information about the individual. This information is updated if there are significant changes while in the program and at exit from the program such as destination and date moved into permanent housing. The information can be downloaded from the HMIS into an Excel Spreadsheet or used to produce an aggregate report for the period requested (Annual Performance Report). Data is entered daily, and aggregated reports are produced monthly, quarterly, annually, and more often as needed to review data quality and completeness, and evaluate program performance.

SVdP CARES also utilizes a secondary internal data tracking system called CaseWorthy that is also capable of producing robust reporting tools.

### **B.8. Project/Program Outcomes**

**Describe the expected performance outcomes from the proposed project and any relevant performance measures or outcome data related to prior experience by the agency for the same or similar project/program (e.g. 50% of clients moved from shelter to permanent housing and it is anticipated that the proposed project will enable the agency to increase this outcome to 60% moved into permanent housing). For homeless programs, the City will also pull data from PHMIS to review past outcomes.**

This project is based on the philosophy of the Housing First Model and as such, staff focus on sustaining housing as quickly as possible regardless of the barrier people face. Upon preventing eviction clients are able to fully focus on sustainable long-term goals.

Staff are knowledgeable of and access other community resources as needed by the participant primarily increasing income whether it be through employment or benefits.

Households are assisted by linking clients to employment services or accessing resources including Supplemental Security Income/Social Security Disability Insurance, Medicaid, Pension Benefits, Temporary Assistance for Needy Families, and Supplemental Nutrition Assistance Programs. On-line assessments will be utilized to educate households about benefits for which they may be eligible. ACCESS Florida website provides an easy way to find out if a household might be able to get help buying food, Medicaid, TANF, and help paying Medicare Premiums. The Benefit Eligibility Screening Tool helps identify benefits the Social Security administers for which a person may be eligible.

If employable, SVdP CARES works closely with community resources to access available opportunities. All households are encouraged to work on increasing income supports to sustain housing. When participants are not progressing toward their goal, the case manager reviews the goals and the barriers to their completion. In some cases, new supports are added and in other cases the participant may decide to change the goal.

### **B.9. Relocation**

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

No

**If yes, explain**

N/A

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

**i. Do/ will residents pay rent?**

Yes

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

This project will pay arrears and past due rent but the case manager will work with the household to pay their ongoing

rent to regain stability.

**iii. Will residents receive rental subsidy/housing assistance?**

Yes

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

Because this project will prevent imminently homeless persons from losing their housing, it will provide rental assistance which is eligible through CDBG funding as long as they do not exceed three consecutive months.

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

SVdP CARES operates a transitional shelter for Veterans called the Center of Hope and an emergency night shelter for all persons called the CARE Center, both located in downtown St. Petersburg. SVdP CARES also has Safer Emergency Housing Alternative program presently utilizing hotel/motel placements as emergency shelter across Pinellas County.

**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 |
|---------------|----------------|------|-------|-----|
| N/A           | N/A            | N/A  | N/A   |     |

**B.12. Project Administration**

**a) Project Manager Name**

Sam Ivory

**Title**

Operations Manager Clearwater

**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)?**

Yes

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

A skilled Largo Homelessness Prevention Case Manager will utilize service linkage with community partners to focus on issues that impede access to housing (such as credit history, arrears, and legal issues), and after financial support, in-home assessment, instruction in life skills, linkage with community resources, and working with the participant to develop a plan to address future stability in housing including increasing income supports to become self-sufficient. The case manager will hold case conferences with other organizations who have provided referred services to assure clients' successful access to services. The case manager will also participate as appropriate in community meetings to ensure coordination among all of the eviction prevention providers in and around Largo.

**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
- Total number of unduplicated clients served and time period of data 70 clients
- Average VI-SPDAT score of clients served 11
- % of clients that exited to permanent housing/supportive housing 100%
- % of clients housed that returned to homelessness in 6 months (recidivism rate) 0%
- Average length in program 73 days
- % of clients who gained income (earned or unearned) during the time they were enrolled in this program 0%

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

SVdP CARES is requesting \$95,300 in Community Development Block Grant (CDBG) funding through the City of Largo to administer the Largo Homelessness Prevention project. The project will expand on the SVdP CARES homeless prevention programming by targeting Largo residents at-risk of homelessness. Last fiscal year, 23 Largo households were served who were imminently facing homelessness. A dedicated Largo Homelessness Prevention Case Manager, housed in our South Clearwater office, will double our service capacity in Largo at least. This case manager will collaborate with the community partners to capture referrals of residents at-risk of entering homelessness before crisis hits. Upon receiving the referral, the case manager is responsible for assessing needs and developing a housing stability plan to secure/retain affordable permanent housing through rent/mortgage assistance with the focus on long-term sustainability through wraparound community supportive resources (i.e. employment, natural support coordination, benefit navigation, healthcare linkage, among other based on needs presented). The housing stability

plan is completed within one week of entry into prevention program. The housing stability plan will address any potential barriers to housing and the financial resources necessary to stabilize the household in permanent housing. The Largo Homelessness Prevention Case Manager is knowledgeable of community resources in Largo and surrounding municipalities to identify and link households with a multitude of wrap-around services and providers to address the immediate housing crisis and any barriers to long-term housing stability. The plan is based on the households expressed needs and may include, but is not limited to, accessing public benefits, Pinellas County Health Program, the Adult Emergency Financial Assistance Program, the Family Services Initiative, CareerSource Pinellas, Boley Centers and other local providers for job/skills training, furniture and incidental support, childcare, legal assistance to address such issues as evictions/liens, workmen's compensation claims, unemployment benefits, and transportation. Stable Housing is necessary to prevent homelessness, and support economic security needed to sustain housing. This program halts the crisis of losing housing and builds strengths to prevent the fall into homelessness. The case manager will be highly trained in the program standards and best practices for engaging persons in making the changes in their lives that they identify as helpful for maintaining housing stability and increasing household income. This program will be client-led and client-empowered. The case manager will be knowledgeable of all the documentation requirements for verifying eligibility and supporting requests for financial assistance through this funding. Case notes and evaluations will be submitted for approval as necessary for continued financial support. The case manager will improve housing retention for Largo residents during an especially difficult time for many residents. The program will prevent a larger community problem of mass evictions. The types of services provided will be home visits to ensure housing stability once supported, referrals to other needed services, case conferences with other organizations providing referred services, and provide coordination of sustainable activities (i.e. budgeting, financial skills, public transportation, community resources, and development of natural supports). Direct assistance will be in the form of financial aid for housing. Requests for financial assistance for homelessness prevention is accessed by submitting a request with required back up to SVdP CARES' finance department. Before requesting any financial assistance, the case manager must demonstrate there is a reasonable plan the household will be able to pay for housing in the future. The case manager works with the household to complete a budget to determine what is affordable to the household based on forecasting the income. This requires an assessment of current benefits received, potential benefits for which they are eligible, and the employment status and potential of each adult. The housing stability plan will address any education, training, childcare, after school programs, transportation, employment, and public benefits and services (i.e. Food Stamps, TANF, and Unemployment) needed to support future housing stability. This includes accessing resources to supplement a budget such as use of food pantries.

St. Vincent de Paul CARES will utilize a screening tool to identify households most vulnerable. We currently use a tool approved by the VA that assess risk factors for determining vulnerability. There is a VI-SPDAT for Prevention as well that assesses risk in the same way. Risks assess safety, areas affecting long-term housing stability including personal behaviors and family, history of housing and homelessness, personal administration and money management, meaningful daily activity, self-care and daily living skills, interactions with emergency services, wellness, economic security, household size, barriers to employment – credit and criminal history. Additional targeted populations are those households who are at risk of homelessness due to the impact of COVID-19 on the household including loss of job or less hours and illness of other family members. Staff will assess to identify those households at a greater disadvantage and less likely to be able to help themselves.

The Largo Homelessness Prevention Case Manager will utilize an approved tool to assure the highest need individual are prioritized. The case manager will be embedded in the community especially hardest hit areas such as communities of color by engaging with other nonprofits and the faith community.

**f) Do your agency have priorities established to serve Pinellas County homeless residents or limitations on serving**

**newer arrivals from outside the County?**

SVdP CARES works with the Homeless Leadership Alliance of Pinellas County to comply with the Coordinated Entry System. This system seeks to fairly serve Pinellas County residents experiencing homelessness.

**CAPITAL IMPROVEMENTS PROJECTS ONLY**

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

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

**c) Describe how the project meets the City's CDBG Goal: SUPPORTIVE SERVICES – Capital Improvements: Add, expand or improve public facilities that (will) provide supportive services predominantly to low- and moderate-income clientele/households/areas that will help Largo residents physically, mentally and economically thrive in Largo. Projects that improve energy efficiency to enable service providers to more effectively use their operating funds toward client services, and/or projects that harden such facilities to improve disaster resiliency would also be supported.**

**d) Disaster Hardening/Energy Efficiency**

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

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

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

**Please Explain**

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

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

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

## C. Timeline

**Case Id:** 25092

**Name:** SVdP CARES CDBG 2024 - 2022/23

**Address:** \*No Address Assigned

Completed by [nehemiah@svdpsp.org](mailto:nehemiah@svdpsp.org) on 2/10/2023 10:32 AM

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### C. Timeline

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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     | 09/30/2024  |
| Design/Scope of Work        | 10/01/2023     | 10/01/2023  |
| Project Bid                 | M/d/yyyy       | M/d/yyyy    |
| Permitting                  | M/d/yyyy       | M/d/yyyy    |
| Construction                | M/d/yyyy       | M/d/yyyy    |

## D. Budget & Funding

Completed by [nehemiah@svdpsp.org](mailto:nehemiah@svdpsp.org) on 2/10/2023 10:39 AM

Case Id: 25092

Name: SVdP CARES CDBG 2024 - 2022/23

Address: \*No Address Assigned

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### D. Budget & Funding

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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 |
|-----------------------------------|--------------------|-----------------------|--------------|
| 0.50 FTE Case Manager             | \$20,000.00        | \$0.00                | \$20,000.00  |
| Fringe                            | \$4,600.00         | \$0.00                | \$4,600.00   |
| Operating Costs                   | \$2,460.00         | \$0.00                | \$2,460.00   |
| Financial Assistance (Prevention) | \$65,780.00        | \$0.00                | \$65,780.00  |
| Administrative Costs              | \$2,460.00         | \$0.00                | \$2,460.00   |
| Grand Total                       | \$95,300.00        | \$0.00                | \$95,300.00  |

##### 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 CDGB        | \$95,300.00     | \$0.00          |
|                   | \$95,300.00     | \$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:

With minor adjustments it would be possible to allocate lesser FTE of a blended staff but it would have less dedicated services.

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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.

Pubic Services-Quarterly 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 [nehemiah@svdpsp.org](mailto:nehemiah@svdpsp.org) on 2/10/2023 10:42 AM

Case Id: 25092

Name: SVdP CARES CDBG 2024 - 2022/23

Address: \*No Address Assigned

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### E. Agency Information

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Please provide a brief summary (no more than 1-2 paragraphs on each of the following topics regarding the agency).

#### E.1. Background/Program Experience (1-2 paragraphs only)

**Include the length of time the agency has been in operation, the date of incorporation, the purpose of the agency, and the type of corporation. Describe the type of services provided, the agency's capabilities, the number of clients served, and license to operate (if appropriate).**

The Society of St. Vincent de Paul South Pinellas, Inc. doing business as St. Vincent de Paul CARES (SVdP CARES) incorporated in 1985 to coordinate the work of the parish conferences in South Pinellas and further the mission of offering assistance to persons with little or no income and those experiencing homelessness.

SVdP CARES has had a strong focus on serving homeless veterans since 2002, when the agency was awarded funding to rehabilitate a building that was once an abandoned hospital and turning it into what is now one of the largest operations of its kind in Pinellas County - the Center of Hope. SVdP CARES has grown to serve non-Veterans as well, providing rapid rehousing, emergency shelter, and permanent supportive housing across 19 counties now. SVdP CARES has served 17,361 persons through rapid rehousing and prevention services alone over the years. SVdP CARES is certified by the Council on Accreditation.

#### 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.**

SVdP CARES has over 250 qualified and effective staff across all service areas and has a streamlined recruitment and hiring process. Due to the large team, staff working in and near Largo can be assigned to this project minimizing any hiring lag. SVdP CARES has an impressive network of support staff to aid direct service in this project including finance staff for credit card processing and IT staff to assist with technology, to name only a couple examples. SVdP CARES vast organizational capacity will set this project up for success.

**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.**

Attached. Certified by the Council on Accreditation, SVdP CARES is recognized for accountability in management of its



resources, risk prevention, use of best practices in services and administration, and organizational capacity for ongoing quality improvement. SVdP CARES has successfully managed government contracts for over 16 years. This includes ensuring strong internal controls, segregation of responsibilities, and maintaining fiscally responsible cash controls in accordance with Generally Accepted Accounting Principles (GAAP) and applicable laws and regulations. A fund-based accounting software is utilized to track revenue and expenses by contract.

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

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

SVdP CARES maintains a Performance Quality Improvement Plan (PQI) to assess and improve the quality of performance and to meet quality outcome measures. PQI is an ongoing process of continuous evaluation that is organization-wide and involves each of its services. SVdP CARES ensures that all policies and procedures and PQI standards comply with the standards as set forth by the Council on Accreditation. The PQI process emphasizes participation, communication, and cooperation. The participation of stakeholders is fundamental. Those stakeholders include: persons and families served; employees, volunteers and consultants; members of the Special Works Board; client advocates; funders; and others who express an interest in the mission of the organization. Data is used to identify opportunities for improvement and new services when gaps are identified.

The goal is on-going evaluation of the impact of services on clients, quality of service delivery, and the performance of management and operations consistent with COA standards. Success is monitored through performance and outcome measure procedures. Each department identifies key outputs and outcomes, related measurable goals, data elements, and methods for data collection. The goals and outcome measures specified are based on contract requirements and the current standard level of care for the program in accordance with community standards.

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

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

SVdP CARES maintains liability insurance cover through Philadelphia Indemnity Insurance Company up to one million dollars for each occurrence and up to 3 million dollars in the aggregate.

SVdP CARES pays all payroll taxes and worker's compensation costs for employees.

## F. Required Documents

Completed by [nehemiah@svdpsp.org](mailto:nehemiah@svdpsp.org) on 2/10/2023 10:44 AM

Case Id: 25092

Name: SVdP CARES CDBG 2024 - 2022/23

Address: \*No Address Assigned

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### F. Required Documents

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Please provide the following information.

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#### Documentation

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**Organizational Chart \*Required**

01 Org Chart.pdf

**Board Resolution Authorizing Submittal of Funding Request \*Required**

02 Board Resolution.pdf

**Current Year Operating Budget \*Required**

03 Budget FY 22-23.pdf

**Most Recent Annual Independent Auditor's Report \*Required**

04 2021 Audited Financial Statements SVdP CARES.pdf

**List of Board of Directors \*Required**

05 Special Works Board of Directors.pdf

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

\*\*No files uploaded

**Housing First Checklist (if applicable)**

06 Housing First Questionnaire 11.13.19 signed.pdf

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

*\*\*No files uploaded*

Informational pamphlets about the agency (Optional)

*\*\*No files uploaded*

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

07 IRS Determination Letter FEIN 59-2380770 SVdP CARES.pdf

Other Documents

*\*\*No files uploaded*

## Submit

Completed by [nehemiah@svdpsp.org](mailto:nehemiah@svdpsp.org) on 2/10/2023 10:46 AM

**Case Id:** 25092

**Name:** SVdP CARES CDBG 2024 - 2022/23

**Address:** \*No Address Assigned

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## Submit

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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

Michael J. Raposa

### Telephone

(727) 954-7990

### Authorized Signature

Nehemiah Warner

*Electronically signed by [nehemiah@svdpsp.org](mailto:nehemiah@svdpsp.org) on 2/7/2023 1:39 PM*