

# Program Overview

Completed by ronda.lieberman@westcare.com on 2/23/2026 7:16 AM

**Case Id:** 16644

**Name:** WestCare GulfCoast-Florida - A Turning Point -

**Address:** 1801 5th Avenue North, St. Petersburg, FL

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## Program Overview

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Please provide the following information.



## City of Clearwater

### Public Service Application

The city of Clearwater is now accepting competitive grant applications for Public Services Grants. The deadline to submit a completed application is **Wednesday, March 4, 2026, at 11:59 PM**. An Application Workshop is scheduled for Friday, February 13, 2026, at 10:00 AM.

This grant application is for nonprofit providers of public services to benefit the following:

- Low-and moderate-income persons who reside within the city limits of Clearwater for activities under applicable program regulations.
- Low- to moderate-income households, or businesses located in a low-to moderate-income area (whose owners qualify as low- to moderate-income or whose clientele qualify as same) within the city limits of Clearwater for activities under applicable program regulations.

Activities considered must address one or more of the following:

- Housing - Provide availability of, and access to, decent affordable housing for the residents of the City of Clearwater.
- Homelessness – Help to prevent and reduce homelessness within the City of Clearwater.
- Non-Homeless Special Needs – Expand the accessibility and coordination of social services to City of Clearwater special needs populations.
- Community Development and Public Services – Enhance the living environment for persons in low- and moderate-income areas through community development activities, public service programs, and elimination of blight.
- Economic Development – Support programs that create economic opportunities in the City of Clearwater, particularly for persons of low- and moderate-income and in Neighborhood Revitalization Strategy Areas.

### Funding Amount

- Minimum Request: \$25,000

Printed By: Dania Perez on 3/5/2026

- Maximum Request: \$50,000

If you have any questions, please reach out to

- Dania Perez at [\(727\) 444-7159](tel:7274447159) or [Dania.Perez@myclearwater.com](mailto:Dania.Perez@myclearwater.com)
- Jessica Chueka [\(727\) 444-7567](tel:7274447567) or [Jessica.Chueka@myclearwater.com](mailto:Jessica.Chueka@myclearwater.com)

## A. Contact Information

Completed by ronda.lieberman@westcare.com on 3/2/2026 12:33 PM

**Case Id:** 16644

**Name:** WestCare GulfCoast-Florida - A Turning Point -

**Address:** 1801 5th Avenue North, St. Petersburg, FL

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## A. Contact Information

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Please provide the following information.

### CONTACT INFORMATION FOR GRANT ADMINISTRATION

**A.1. First Name**

Steve

**A.2. Last Name**

Blank

**A.3. Title of Position**

Regional Vice President

**A.4. Phone Number**

7276201082

**A.5. E-Mail Address**

Steve.blank@westcare.com

### CONTACT INFORMATION OF PRIMARY INDIVIDUAL RESPONSIBLE FOR CONDUCTING PROPOSED ACTIVITY

**A.6. First Name**

David

**A.7. Last Name**

Hassett

**A.8. Title of Position**

Program Manager

**A.9. Phone Number**

7275587234

**A.10. E-Mail Address**

David.hassett@westcare.com

### CONTACT INFORMATION OF INDIVIDUAL RESPONSIBLE FOR REPORTING FINANCIAL/FISCAL ASPECTS OF THE PROPOSED ACTIVITY

**A.11. First Name**

Ronda

Printed By: Dania Perez on 3/5/2026

**A.12. Last Name**

Lieberman

**A.13. Title of Position**

Director of Operations

**A.14. Phone Number**

7274906767

**A.15. E-Mail Address**

Ronda.lieberman@Westcare.com

**CONTACT INFORMATION FOR INDIVIDUAL RESPONSIBLE FOR SUBMITTING MONTHLY DRAW REQUESTS**

**A.16. First Name**

Ronda

**A.17. Last Name**

Lieberman

**A.18. Title of Position**

Director of Operations

**A.19. Phone Number**

7274906767

**A.20. E-Mail Address**

Ronda.lieberman@Westcare.com

**AUTHORIZED SIGNER OF SUBRECIPIENT AGREEMENT (AUTHORIZED OFFICIAL)**

**A.21. First Name**

Savannah

**A.22. Last Name**

Jones

**A.23. Title of Position**

Chief Administrative Officer

**A.24 Phone Number**

(702) 985-2090

**A.25. E-Mail Address**

savannahjones.grants@westcare.com

## B. Organization Information

Completed by ronda.lieberman@westcare.com on 3/2/2026 12:35 PM

Case Id: 16644

Name: WestCare GulfCoast-Florida - A Turning Point -

Address: 1801 5th Avenue North, St. Petersburg, FL

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## B. Organization Information

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Please provide the following information.

### B.1. Legal Name of Organization

WestCare GulfCoast-Florida, Inc.

### B.2. DBA (Doing Business As)

N/A

### B.3. Type of Agency

Private Nonprofit 501(c)(3)

### B.4. Physical Address of Organization

1735 Martin Luther King Jr. Street, South St. Petersburg, FL 33705

### B.5. Mailing Address of Organization

PO Box 12019 St. Petersburg, FL 33733

### B.6. Employer Identification Number (EIN/TIN)

593714627

### B.7. Unique Entity Identifier (UEI)

HNG6XDT1MNL5

**B.8. SAM.gov:** As a prospective Subrecipient applying for a subaward of federal funding, I understand that my organization is required to be registered in SAM before submitting its application; must provide a valid unique entity identifier (UEI) in its application; and must continue to maintain an active SAM registration with current information at all times during which it has an active Federal subaward or an application or plan under consideration. My organization's SAM registration is currently in ACTIVE status.

Yes

**B.9. Audited financials are required for all funded agencies; does your agency have audited financials for 2023 or 2024?**

Yes

**B.10. If your agency expended \$1,000,000 or more in federal funds in the last fiscal year, a single audit must be completed per 2 CFR 200 Subpart F. Is your agency subject to 2 CFR 200 Subpart F?**

Yes

## INSURANCE AND AUDIT INFORMATION

B.11. Minimum Insurance is required for all funded activities. Select each insurance instrument that your agency currently carries.

- Commercial General Liability
- Workers' Compensation (Per State of Florida Law)
- Flood Insurance if applicable
- Employee Theft/Dishonesty/Fraud or Commercial Crime
- Professional Liability/Errors or Omissions Insurance
- Waiver Of Subrogation

## C. Project Information

Completed by ronda.lieberman@westcare.com on 3/3/2026 9:29 AM

**Case Id:** 16644

**Name:** WestCare GulfCoast-Florida - A Turning Point -

**Address:** 1801 5th Avenue North, St. Petersburg, FL

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## C. Project Information

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Please provide the following information. Each question carries a weighted value, please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

### C.1. Needs Statement- Describe the need that relates to your mission and purpose. (5 points)

WestCare GulfCoast-Florida's mission is to empower all people we serve to engage in a process of healing, growth, and change that benefits themselves, their families, and the broader community. Aligned with this mission, the A Turning Point (ATP) program provides emergency shelter, intensive case management, and health support to individuals experiencing homelessness, particularly those whose homelessness is exacerbated or caused by substance use disorders (SUD) and co-occurring mental health conditions. A Turning Point directly advances the City of Clearwater's Consolidated Plan goals to prevent and reduce homelessness and to expand supportive services for special needs populations by providing a critical entry point into recovery support, stability planning, and pathways to housing. These goals are highlighted as high priorities in the City's plan to ensure that individuals are connected to interventions that reduce the length and impact of homelessness and increase the potential for long-term housing stability. The most recent Point in Time (PIT) Count for Pinellas County demonstrates that homelessness remains a significant community need. On a single night in January 2025, an estimated approximately 1,863 people were experiencing homelessness in Pinellas County, a metric used locally and federally to gauge the scale of homelessness and plan for services and resources. Although this reflects progress over prior years, the data also underscores ongoing challenges, especially for persons experiencing chronic homelessness and vulnerable subpopulations such as youth and older adults. Substance use and behavioral health challenges directly contribute to and result from homelessness. National and local research supports that individuals with SUD and co-occurring mental health conditions have significantly higher rates of emergency service utilization, criminal justice involvement, and repeated homelessness without supportive interventions. ATP is uniquely positioned to address these intersecting needs by providing immediate crisis stabilization, health support through licensed nursing, and a robust case management framework that connects participants to mainstream benefits, housing resources, and recovery pathways. This proposal seeks \$50,000 in partial salary support for a Case Manager and Nurse to enhance ATP's capacity to serve approximately 700 unduplicated individuals annually. This level of investment represents a cost-effective public service intervention (approximately \$71 per client served) that directly supports the City's CDBG objectives to reduce homelessness, improve access to supportive services, and strengthen community health and safety outcomes. By funding these critical staff positions, the City of Clearwater will enable ATP to sustain and expand its role as a front-line component of the local homeless response system and a key partner in reducing repeated institutional contacts and chronic homelessness within the community.

### C.2. Which of the City of Clearwater 2025/2026 – 2029 /2030 Consolidated Plan Goals does the proposed activity address? Descriptions of Consolidated Goals can be found [here](#)

Homelessness

**If Other, please explain**

### **C.3. Activity Type (10 Points)**

Ongoing

### **C.4. Activity Description (25 points)**

WestCare GulfCoast-Florida, Inc. (WCGC-FL) is requesting \$50,000 in Community Development Block Grant (CDBG) Public Service funding to support partial salaries for a 0.5 FTE Case Manager and 0.35 FTE LPN at A Turning Point (ATP), an emergency shelter and inebriate-receiving facility serving homeless adults throughout Pinellas County, including residents of the City of Clearwater. Operating at or near full capacity year-round, ATP provides approximately 23,700 shelter nights annually and serves approximately 700 unduplicated individuals each year. ATP is the only shelter in the county that accepts individuals actively under the influence of drugs or alcohol directly from the street, providing a safe alternative to incarceration or emergency room utilization and offering immediate access to shelter, stabilization, and recovery-oriented services. The requested funding will directly support the professional staff responsible for stabilizing and transitioning some of the community's most vulnerable residents: 0.5 FTE Case Manager – Provides daily individualized service planning, housing navigation, benefit enrollment assistance, identification acquisition, coordination with recovery housing providers, and linkage to mental health and substance use treatment. Case management services are essential to reducing the length of homelessness and facilitating successful exits to treatment, recovery housing, and permanent housing options. 0.35 FTE Licensed Practical Nurse – Provides health screenings, medication coordination, wound care, monitoring of chronic conditions, health education, and referrals to community healthcare providers. Many ATP participants present with untreated medical conditions, co-occurring mental health disorders, or complications related to substance use. Nursing oversight reduces avoidable emergency room visits and supports stabilization necessary for housing placement. Together, these positions directly advance the City of Clearwater's goals to prevent and reduce homelessness and to expand access to supportive services for special needs populations. By addressing both housing barriers and urgent health needs simultaneously, ATP reduces repeated law enforcement contact, unnecessary hospital utilization, and chronic homelessness. Approximately 60% of ATP participants annually engage in ongoing treatment, recovery housing, or coordinated housing services upon exit. Clearwater residents consistently represent a meaningful portion of those served. This investment represents a highly cost-effective public service intervention, approximately \$71 per individual served annually, while strengthening the City's broader strategy to promote housing stability, public health, and community safety. CDBG support for these operating expenses ensures that ATP can remain a low-barrier, life-saving intervention point and a critical component of Clearwater's homelessness response system.

### **C.5. Identify the timeline for implementation of the proposed activity. (10 points)**

ATP is an established, year-round emergency shelter and stabilization program; therefore, implementation of the City of Clearwater CDBG Public Services grant will begin immediately upon contract execution on October 1, 2026, and continue uninterrupted through September 30, 2027. No start-up period is required. The requested funding will support partial salaries for an existing 0.5 FTE Case Manager and 0.35 FTE LPN, both of whom are currently employed by WestCare GulfCoast-Florida and fully integrated into ATP's daily operations. These staff will continue delivering services on Day One of the grant period. ATP operates 24 hours per day, 365 days per year, providing continuous access to shelter, stabilization, and supportive services. The Case Manager and Nurse deliver daily intake assessments, individualized service planning, housing navigation, benefit enrollment assistance, health screenings, medication coordination, wound care, crisis intervention, and linkage to medical and behavioral health providers. Staff participate in ongoing professional development throughout the year, including trainings, Motivational Interviewing, trauma-informed care, co-occurring disorder treatment strategies, and mental health medication management. Program quality and compliance are maintained through bi-monthly staff meetings to review client progress and operational needs, monthly Performance Improvement Committee meetings, quarterly internal monitoring (October, January, April, and July), and annual monitoring and licensure review by the Florida Department of Children and Families. This structured oversight ensures consistent service delivery, regulatory compliance, and continuous program improvement throughout the grant period.

Client services are delivered through a structured three-phase stabilization model with continuous enrollment. During the initial 72-hour stabilization period, participants receive crisis assessment, nursing evaluation, and immediate case management planning. From days three through fourteen, staff focus on developing individualized housing and recovery plans, coordinating medical and behavioral health services, and initiating benefit enrollment and treatment referrals. During days fifteen through thirty, staff intensify transition planning, housing placement coordination, and connection to recovery housing or other appropriate community-based services. Most participants remain in the program for up to 30 days, with extensions granted when necessary to ensure safe and stable transitions. During the 2026–2027 program year, ATP anticipates serving approximately 700 unduplicated individuals, including an estimated 90–100 residents of the City of Clearwater based on historical trends. ATP will also activate cold-night shelter operations as needed during winter months to prevent exposure-related harm among unsheltered individuals. Because ATP is fully operational and embedded within the community’s homelessness response system, this CDBG investment will generate immediate, measurable impact from the first day of the grant term and continue without interruption throughout the year.

**C.6. Describe your agency's experience and capacity in carrying out the proposed activity and meeting goals and objectives. (10 Points for experience and 10 points for capacity)**

WCGC-FL has provided homeless and behavioral health services in Pinellas County for more than 25 years. Established in 2001 as an independent subsidiary of WestCare Foundation, Inc., WCGC-FL is part of a nationally recognized nonprofit network founded in 1973 that currently operates in 17 states and internationally across Guam, Puerto Rico, the U.S. Virgin Islands, the Republic of Palau, the Dominican Republic, and the Commonwealth of the Northern Mariana Islands (CNMI). Collectively, WestCare serves more than 55,000 individuals annually through integrated housing, behavioral health, and reentry services. Locally, WCGC-FL delivers a comprehensive continuum of care for individuals experiencing homelessness and other complex barriers, including emergency shelter, intervention services, residential substance use disorder (SUD) treatment, recovery housing, outpatient mental health and SUD services, Medication Assisted Treatment, workforce development, and ongoing recovery support. Services are provided through three primary facilities in St. Petersburg: A Turning Point (ATP), a 65-bed, 24-hour/365-day emergency intervention shelter and inebriate receiving facility; Mustard Seed Inn, a 67-bed transitional and supportive housing program for individuals in early recovery; and Davis Bradley Community Involvement Center, a 222-bed residential SUD treatment program offering case management, and employment services. Outpatient behavioral health services are also provided in Pinellas Park and Pasco County (Port Richey and Dade City). WCGC-FL specializes in serving highly vulnerable populations, including individuals experiencing or at risk of homelessness, persons with substance use and co-occurring mental health disorders, Veterans, and justice-involved adults. The organization has extensive experience administering federal, state, and local funding and has successfully managed multiple Pinellas County contracts supporting A Turning Point, including CDBG and ESG, as well as Pinellas County Justice Coordination, Shelter Beds, EFSP (FEMA/United Way), City of St. Petersburg ESG, City of Largo CDBG, City of Clearwater CDBG, and other public funding sources. These grants support services for high-need populations such as women, Veterans, individuals with trauma or PTSD, defendants with co-occurring disorders, and persons impacted by opioid misuse. WCGC-FL maintains strong fiscal and programmatic oversight through established compliance systems and continuous quality improvement processes and has historically maintained full compliance with Federal, State and local contracts. WCGC-FL is well-positioned to successfully implement the proposed project while meeting all County and HUD requirements.

**C.7. How many years of experience does your organization have delivering the proposed activity or other activities that are similar in scope?**

WestCare GulfCoast-Florida, Inc. has over 25 years of experience providing homelessness prevention services in South Florida.

**C.8. Service Area (Select all that apply)**

[Downtown Gateway NRSA](#)

[North Greenwood NRSA](#)

[Lake Bellevue NRSA](#)

[Citywide](#)

**C.9. Are you targeting one or more NRSAs?**

No

**C.10. If you answered Yes to question C.9 above, explain how you are targeting/making efforts to reach out to the NRSA(s).**

N/A

**C.11. Address of location where proposed Activity will occur.**

1801 5th Avenue North St. Petersburg, FL 33713

**C.12. Is the Address of Activity in question C.11 above located in one of the NRSAs?**

No

**C.13. If agency's office or facility is not located within the incorporated city limits of the City of Clearwater (Tax District CW, CWD, or CWDO), provide an explanation regarding how your agency's services benefit Clearwater's very-low to moderate-income residents.**

Although A Turning Point ATP is physically located in St. Petersburg, the program operates as a low-barrier, countywide emergency shelter and inebriate-receiving facility serving individuals experiencing homelessness from across Pinellas County, including residents of the City of Clearwater. Clients access ATP through coordinated entry, law enforcement diversion, hospital referrals, outreach teams, and walk-ins, regardless of municipal boundaries. During the most recent completed fiscal year, ATP served approximately 567 unduplicated individuals. Of those served, 64 individuals (approximately 11%) reported Clearwater as their last place of residence prior to entering shelter. Historically, Clearwater residents represent between 10–15% of ATP's total annual census. Based on projected service levels of approximately 700 unduplicated individuals during the 2026–2027 program year, ATP anticipates serving an estimated 90–100 Clearwater residents. Clearwater residents who enter ATP receive immediate access to emergency shelter, stabilization services, nursing assessment, intensive case management, and housing navigation support. Staff work with each participant to secure identification, enroll in benefits, connect to treatment services, and pursue appropriate housing placements, often within Clearwater when possible and aligned with client preference. ATP provides a direct, measurable benefit to Clearwater's very low- and moderate-income residents by reducing unsheltered homelessness, decreasing emergency service utilization, and accelerating pathways to housing stability for individuals originating from the City. This countywide access model ensures that Clearwater residents have uninterrupted access to life-saving shelter and stabilization services regardless of municipal location.

**C.14. Enter the number of unduplicated beneficiaries, by income, by persons, expected to be serviced by the activity proposed for Clearwater residents ONLY residing within CW, CWD, or CWDO.**

**PERSONS:** Public Services related to Homelessness, Non-Homeless Special Needs, Community Development and Public Services, and Economic Development report beneficiaries at or below 80% AMI.

**HOUSEHOLDS:** Public Services related to Homeownership Education and Home Purchase Assistance report households

at or below 120% AMI.

**For this application, complete either the Persons column OR the Households column.**

**Persons 0%-30% AMI**

699

**Households 0-30%AMI**

**Persons 31%-50% AMI**

**Households 31%-50%AMI**

**Persons 51%-80%AMI**

**Households 51%-80%AMI**

**Persons 81%-120%AMI**

**Households 81%-120%AMI**

## D. Funding Request

Completed by ronda.lieberman@westcare.com on 3/3/2026 9:31 AM

Case Id: 16644

Name: WestCare GulfCoast-Florida - A Turning Point -

Address: 1801 5th Avenue North, St. Petersburg, FL

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### D. Funding Request

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Please provide the following information. Each question carries a weighted value, please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

**"Amount Required for Entire Project"** is the total cost of providing the service ("Total Amount of Other Funds" + CDBG grant funds = "Amount Required for Entire Project").

**"Total Amount of Other Funds"** - Typically applicants do not intend to use CDBG funds exclusively for the service they are proposing. They will more than likely fund a portion of their work with raised funds, donated funds, other grant funds, etc. Identify the amount of other funds that will be used to fund the service other than the CDBG funds.

**"Source of Other Funds (Include Amount for Each Source)"** is to identify the source(s) of the amount entered in "Total Amount of Other Funds" (e.g. County grant, small business loan, self-funded, etc.). Include the source(s) of other funds and the amount for each source.

#### D.1. Amount Required for Entire Project?

\$1,076,851.00

#### D.2. Does this project anticipate the use of funds or assistance from another Federal agency in addition to HUD?

Yes

#### D.3. Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply, the amounts sought, and the proposed use of those funds. (Enter detail into the table below; add an additional row for each funding source) (10 Points) Use the "Add Row" button to add additional rows for each funding source.

The following are applications we have submitted or will submit in the next couple of months to provide shelter services to inebriated and homeless Pinellas County residents. \* City of St. Petersburg Consolidate Plan Funding \$52,000 \* City of Largo CDBG \$25,000 \* Pinellas County ESG/CDBG Operations \$75,000 The following funders have awarded multi-year contracts to provide shelter services to inebriated and homeless Pinellas County residents. \* City of St. Petersburg General Revenue \$125,000 \* Pinellas County Justice Coordination (3 yr contract) \$162,431 \* CFBHN - Recovery Support & HIV (5 yr contract) \$304,287 \* BayCare Hospital Systems (2 year contract) \$208,333

Source of Other Funds	Funding Type:	Amount	If approved, Date of Award	If not approved, Date of anticipated announcement of award	Funds will apply towards: Example: Operating cost, Salary Support, Fringe, Direct Delivery Cost
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City of St Petersburg ESG/CDBG	Federal	\$52,000.00	M/d/yyyy	07/18/2026	Operating Costs
City of Largo CDBG	Federal	\$25,000.00	M/d/yyyy	07/18/2026	Salary Support & Fringe Benefits
Pinellas County ESG/CDBG	Federal	\$75,000.00	M/d/yyyy	07/18/2026	Operating Cost, Salary Support & Direct Services
City of St Petersburg General Revenue	Private	\$125,000.00	M/d/yyyy	08/15/2026	Operating Cost, Salary Support & Direct Services
Pinellas County HHS	Private	\$162,431.00	09/24/2025	M/d/yyyy	Operating Cost, Salary Support & Direct Services
BayCare	Private	\$208,333.00	12/01/2025	M/d/yyyy	Direct Services, Salaries
CFBHN	State	\$304,287.00	07/01/2025	M/d/yyyy	Direct Services, Salaries, Operations
Donations and Re-Entry services	Private	\$74,800.00	M/d/yyyy	M/d/yyyy	Food, client personal needs, direct services
		\$1,026,851.00			

**D.4. Funding Request - Use the “Add Row” button to add additional rows for each funding request.**

Description (Required)	Amount
Salary Support	\$50,000.00
	\$50,000.00

**D.5. Budget Narrative (be specific/detailed)(10 points)**

Case Manager – 50% of an FTE. This staff position is responsible for the delivery of individual, group, and family counseling services, screening, assessment, crisis management and linkage to other needed services. Over the last 12 months WestCare Florida’s Turning Point program averaged 7-8 Clearwater clients per month. The average caseload for our Case Manager is 16 clients. Clearwater clients represent 50% of Case Managers case load. Licensed Practical Nurse (LPN) – 35% of an FTE. This staff position provides first-aid services, health education, and healthcare screenings to clients at intake. They will facilitate further medical care for those clients with immediate needs and connect with community resources.

**D.6. Does your agency have sufficient cash reserves to pay for activity costs as they are incurred? (Funds are provided on a cost reimbursement basis.) (5 Points)**

Yes

**D.7. What is the impact to your proposed Activity if this project is not funded? (10 Points)**

If CDBG Public Services funding is not awarded, WestCare GulfCoast-Florida may be required to reduce staffing capacity at ATP or reallocate limited unrestricted funds from other critical programs to sustain operations. The requested \$50,000 supports partial salaries for a Case Manager and LPN, positions that are essential to daily stabilization, health oversight, and housing transition planning for individuals experiencing homelessness, including Clearwater residents. Without this funding, ATP’s ability to provide intensive case management and on-site nursing support would be diminished. Reduced staffing would likely increase the length of stay for clients due to slower housing navigation and benefit enrollment processes, decrease the level of individualized service planning, and limit

proactive health monitoring for participants with chronic medical conditions and co-occurring disorders. This could result in increased emergency room visits, greater reliance on law enforcement response, and higher rates of return to unsheltered homelessness. Clearwater residents who utilize ATP would experience reduced access to stabilization services that directly support the City's goals of preventing and reducing homelessness. The absence of nursing oversight could lead to unmanaged health conditions escalating into medical emergencies. Reduced case management capacity would slow transitions into treatment, recovery housing, or permanent housing placements, potentially increasing chronic homelessness within the community. City of Clearwater CDBG funding ensures that ATP remains a fully staffed, low-barrier stabilization point within the local homelessness response system. The loss of this funding would weaken the community's coordinated efforts to reduce unsheltered homelessness and promote housing stability for very low-income residents.

**D.8. What will happen if this project is partially funded?**

If the City of Clearwater awards partial funding, WestCare GulfCoast-Florida may be required to implement the project at a proportionally reduced level while maintaining core services to Clearwater residents. Because the request supports partial salaries for an existing Case Manager and Nurse at ATP, any reduction in funding would result in a corresponding decrease in staff time dedicated to stabilization, health oversight, and housing navigation activities. ATP would remain operational and continue serving approximately 700 individuals annually, including Clearwater residents; however, reduced funding would limit the intensity and frequency of case management and nursing services available. This may result in longer shelter stays, slower housing placement timelines, and decreased capacity for proactive medical monitoring and benefit enrollment assistance. While emergency shelter access would continue uninterrupted, the depth of individualized service planning and health coordination would be impacted. WestCare would seek to offset funding gaps through reallocation of limited unrestricted resources and continued grant development efforts; however, these resources are competitive and not guaranteed. Full funding ensures maximum staffing stability, stronger housing transition outcomes, and continued progress toward reducing homelessness and emergency system utilization among Clearwater's very low- and moderate-income residents. Partial funding would allow the project to proceed, but full funding will ensure the greatest measurable impact and alignment with the City's homelessness reduction goals.

**D.9. Will you be requesting match funds from other jurisdictions? If so, will you be able to accomplish the proposed scope if those other funds are not awarded?**

No

**D.10. Will your agency be able to start this project on October 1st?**

Yes

## E. Required Documents

Completed by ronda.lieberman@westcare.com on 3/3/2026 10:09 AM

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## E. Required Documents

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**Important Notice:** Failure to upload all required documents at the time of submission will result in a 10-point deduction from the application's total score.

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**Articles of Incorporation \*Required**

Articles of Inc for GCFL.pdf

**Bylaws \*Required**

By-laws GCFL.pdf

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

WestCare GulfCoast Florida 1-31-2026 2.pdf

**Most Recent Audited Financials \*Required**

6-30-25 GCFL Financial Statement.pdf

**IRS Non-Profit Exemption Determination Letter [\(Click to download sample\)](#) \*Required**

WC-GC- FL 501c3.pdf

**Organizational Chart \*Required**

WCGC-FL Org Chart 9.3.2025.pdf

**Other - Documentation to Support Answers in Application**

*\*\*No files uploaded*

**Other - Single Audit (A-133), if applicable**

*\*\*No files uploaded*

**Resolution to Apply for Funding *\*Required***

Resolution WCGC 2025-01.pdf

**Résumé - Chief Executive Officer/President *\*Required***

Ken Ortvals Resume-Jan 2023.pdf

**Résumé - Chief Financial Officer *\*Required***

Linda Erath Resume.pdf

**Résumé - Grant Administrator *\*Required***

Steve Blank resume VP 9 20 23.pdf

**Consumer's Certificate of Exemption ([Click to download sample](#)) *\*Required***

GCFL Sales Tax Exemption 2.29.28.pdf

**Proof of Insurance *\*Required***

Insurance Document.pdf

**Form W-9 *\*Required***

W9 WestCare Gulfcoast Florida 2026 signed..pdf

**Policies and Procedures \*Required**

Policies and Procedures.pdf

**Blank Application/Intake Forms \*Required**

Intake Forms.pdf

## F. Submit

Completed by ronda.lieberman@westcare.com on 3/3/2026 10:10 AM

**Case Id:** 16644

**Name:** WestCare GulfCoast-Florida - A Turning Point -

**Address:** 1801 5th Avenue North, St. Petersburg, FL

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## F. Submit

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Please provide the following information.

**CERTIFICATION:** I hereby certify that the information contained in this application is accurate, that I am an authorized representative, approved by the Agency's Board of Directors, to enter into this agreement, if approved, and to submit the application on behalf of my organization, and that the applicant will conduct the proposed activity in the location, time, and manner within the budget presented. I certify that the proposed activity addresses one of the priorities as contained in the current City of Clearwater Consolidated Planning Document and/or current SHIP Local Housing Assistance Plan.

I certify that the CDBG, HOME, SHIP and/or other funds will be used in the manner described and will be used only to reimburse those eligible costs described in the approved budget and any other type of funds presented in the budget will be obtained and used for the proposed project.

**Name/Title of Official Representative**

Savannah Jones

**Signature of official representative**

Savannah Jones

*Electronically signed by ronda.lieberman@westcare.com on 3/3/2026 10:09 AM*

# Program Overview

Completed by jwsmethers@msn.com on 2/24/2026 8:49 PM

**Case Id:** 16649

**Name:** Clearwater Neighborhood Housing Services -

**Address:** 608 North Garden Avenue, Clearwater, FL 33755

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## Program Overview

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Please provide the following information.



## City of Clearwater

### Public Service Application

The city of Clearwater is now accepting competitive grant applications for Public Services Grants.

The deadline to submit a completed application is **Wednesday, March 4, 2026, at 11:59 PM.**

An Application Workshop is scheduled for Friday, February 13, 2026, at 10:00 AM.

This grant application is for nonprofit providers of public services to benefit the following:

- Low-and moderate-income persons who reside within the city limits of Clearwater for activities under applicable program regulations.
- Low- to moderate-income households, or businesses located in a low-to moderate-income area (whose owners qualify as low- to moderate-income or whose clientele qualify as same) within the city limits of Clearwater for activities under applicable program regulations.

Activities considered must address one or more of the following:

- Housing - Provide availability of, and access to, decent affordable housing for the residents of the City of Clearwater.
- Homelessness – Help to prevent and reduce homelessness within the City of Clearwater.
- Non-Homeless Special Needs – Expand the accessibility and coordination of social services to City of Clearwater special needs populations.
- Community Development and Public Services – Enhance the living environment for persons in low- and moderate-income areas through community development activities, public service programs, and elimination of blight.
- Economic Development – Support programs that create economic opportunities in the City of Clearwater, particularly for persons of low- and moderate-income and in Neighborhood Revitalization Strategy Areas.

### Funding Amount

- Minimum Request: \$25,000
- Maximum Request: \$50,000

Printed By: Dania Perez on 3/5/2026

If you have any questions, please reach out to

- Dania Perez at [\(727\) 444-7159](tel:7274447159) or [Dania.Perez@myclearwater.com](mailto:Dania.Perez@myclearwater.com)
- Jessica Chueka [\(727\) 444-7567](tel:7274447567) or [Jessica.Chueka@myclearwater.com](mailto:Jessica.Chueka@myclearwater.com)

## A. Contact Information

Completed by jwsmethers@msn.com on 3/3/2026 8:55 PM

**Case Id:** 16649

**Name:** Clearwater Neighborhood Housing Services -

**Address:** 608 North Garden Avenue, Clearwater, FL 33755

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## A. Contact Information

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Please provide the following information.

### CONTACT INFORMATION FOR GRANT ADMINISTRATION

**A.1. First Name**

Frank

**A.2. Last Name**

Cornier

**A.3. Title of Position**

President/CEO

**A.4. Phone Number**

7274424155

**A.5. E-Mail Address**

FCornier@tampabaynhs.org

### CONTACT INFORMATION OF PRIMARY INDIVIDUAL RESPONSIBLE FOR CONDUCTING PROPOSED ACTIVITY

**A.6. First Name**

Roger

**A.7. Last Name**

Rayburn

**A.8. Title of Position**

Chief Operating Officer

**A.9. Phone Number**

7274424155

**A.10. E-Mail Address**

r-rayburn@tampabaynhs.org

### CONTACT INFORMATION OF INDIVIDUAL RESPONSIBLE FOR REPORTING FINANCIAL/FISCAL ASPECTS OF THE PROPOSED ACTIVITY

**A.11. First Name**

Jessica

**A.12. Last Name**

Thompson

**A.13. Title of Position**

Financial Services Coordinator

**A.14. Phone Number**

7274424155

**A.15. E-Mail Address**

jthompson@tampabaynhs.org

**CONTACT INFORMATION FOR INDIVIDUAL RESPONSIBLE FOR SUBMITTING MONTHLY DRAW REQUESTS**

**A.16. First Name**

Jessica

**A.17. Last Name**

Thompson

**A.18. Title of Position**

Financial Services Coordinator

**A.19. Phone Number**

7274424155

**A.20. E-Mail Address**

jthompson@tampabaynhs.org

**AUTHORIZED SIGNER OF SUBRECIPIENT AGREEMENT (AUTHORIZED OFFICIAL)**

**A.21. First Name**

Frank

**A.22. Last Name**

Cornier

**A.23. Title of Position**

President/CEO

**A.24 Phone Number**

(727) 442-4155

**A.25. E-Mail Address**

fcornier@tampabaynhs.org

## B. Organization Information

Completed by jwsmethers@msn.com on 3/3/2026 9:00 PM

Case Id: 16649

Name: Clearwater Neighborhood Housing Services -

Address: 608 North Garden Avenue, Clearwater, FL 33755

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### B. Organization Information

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Please provide the following information.

#### B.1. Legal Name of Organization

Clearwater Neighborhood Housing Services, Inc.

#### B.2. DBA (Doing Business As)

Tampa Bay Neighborhood Housing Services

#### B.3. Type of Agency

Private Nonprofit 501(c)(3)

#### B.4. Physical Address of Organization

608 North Garden Avenue Clearwater, FL 33755

#### B.5. Mailing Address of Organization

608 North Garden Avenue Clearwater, FL 33755

#### B.6. Employer Identification Number (EIN/TIN)

59-1898543

#### B.7. Unique Entity Identifier (UEI)

GKCQJZ5P2SM9

**B.8. SAM.gov:** As a prospective Subrecipient applying for a subaward of federal funding, I understand that my organization is required to be registered in SAM before submitting its application; must provide a valid unique entity identifier (UEI) in its application; and must continue to maintain an active SAM registration with current information at all times during which it has an active Federal subaward or an application or plan under consideration. My organization's SAM registration is currently in ACTIVE status.

Yes

**B.9. Audited financials are required for all funded agencies; does your agency have audited financials for 2023 or 2024?**

Yes

**B.10. If your agency expended \$1,000,000 or more in federal funds in the last fiscal year, a single audit must be completed per 2 CFR 200 Subpart F. Is your agency subject to 2 CFR 200 Subpart F?**

No

### INSURANCE AND AUDIT INFORMATION

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**B.11. Minimum Insurance is required for all funded activities. Select each insurance instrument that your agency currently carries.**

- Commercial General Liability**
- Workers' Compensation (Per State of Florida Law)**
- Flood Insurance if applicable**
- Employee Theft/Dishonesty/Fraud or Commercial Crime**
- Professional Liability/Errors or Omissions Insurance**
- Waiver Of Subrogation**

## C. Project Information

Completed by jwsmethers@msn.com on 3/3/2026 8:59 PM

**Case Id:** 16649

**Name:** Clearwater Neighborhood Housing Services -

**Address:** 608 North Garden Avenue, Clearwater, FL 33755

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### C. Project Information

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Please provide the following information. Each question carries a weighted value, please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

#### **C.1. Needs Statement- Describe the need that relates to your mission and purpose. (5 points)**

The City of Clearwater's Consolidated Plan 2025/2026 – 2029/2030 (Plan) established the goal of providing decent, affordable housing accessible to the residents of the City of Clearwater. Objective 3 of the Housing goal specifically aims to assist qualified low- and moderate-income households to become homeowners through supporting agencies that provide housing counseling. The Plan identifies several critical housing challenges confronting the City, including substandard housing conditions, overcrowded housing, and households carrying a cost burden that exceeds 30 percent of the area median income. By funding TBNHS to deliver Home Ownership Education classes, pre-purchase counseling, post-purchase counseling, and foreclosure counseling, the City enables TBNHS to directly advance the housing objectives set forth in the Plan. TBNHS will make its housing counseling and education services available to all households and individuals residing within the City of Clearwater. However, the agency will place particular emphasis on serving two priority target areas: the North Greenwood Neighborhood Revitalization Strategy Area (NGNRSA) and the Lake Bellevue Neighborhood Revitalization Strategy Area (LBNRSA). According to HUD FY 2024 Low- and Moderate-Income Summary Data (LMISD) and the 2019-2023 American Community Survey (ACS), approximately 54,000 persons, representing 48 percent of the City's population, qualify as low to moderate income. The data reveals an even more acute need within the NGNRSA and LBNRSA, which continue to be recognized as the most economically distressed neighborhoods in the City. The NGNRSA encompasses census tract 261.01, while the LBNRSA corresponds to census tract 258. These census tracts are among the qualifying low- and moderate-income areas identified in the Plan where 51 percent or more of the population falls within the low- or moderate-income limit categories. Census tract 262, also within the NGNRSA vicinity, is likewise identified as a qualifying low- and moderate-income tract. Poverty rates in these strategy areas continue to exceed the citywide average. According to the 2019-2023 ACS, the citywide poverty rate for the City of Clearwater stands at approximately 14.8 percent. However, the NGNRSA and LBNRSA communities experience notably higher concentrations of poverty compared to the rest of the City. Compounding these economic challenges, both the NGNRSA and LBNRSA contain some of the City's oldest low-income housing stock. Housing in these strategy areas is more than 70 years old, with much of the existing stock dating to the late 1950s. According to the most recent Neighborhood Revitalization Strategy, the NGNRSA covers approximately 1.4 square miles and the LBNRSA spans roughly 1.1 square miles. Within these relatively small geographic areas, existing homes range from dilapidated to sound condition, and resident income levels remain extremely low. The Needs Assessment section of the Plan further confirms that the most common housing problem in Clearwater is cost burden, affecting both renter and owner households. According to the 2016-2020 Comprehensive Housing Affordability Strategy (CHAS) data referenced in the Plan, 8,340 households citywide experience a cost burden greater than 30 percent of income, and 7,835 households experience a severe cost burden exceeding 50 percent of income. Of the 16,175 households experiencing some degree of cost burden, 9,765 (60 percent) are renters and 6,410 (40 percent) are owners. Given the low income levels prevalent in the target communities, many households allocate well beyond 30 percent of their income toward housing expenses, and in numerous cases, residents are spending upward of 50 percent of their income on housing needs. The TBNHS housing counseling and education programs equip participants with the knowledge and tools to secure decent, affordable housing. Through classes and one-on-one counseling, households learn effective budgeting strategies, how to build savings toward homeownership,

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and how to plan for ongoing costs such as home maintenance. Participants also receive guidance on recognizing and avoiding predatory lending practices and on securing a mortgage aligned with their financial capacity. Additionally, clients are informed about programs available within the City that can assist with down payment and closing cost assistance. Through these services, participants discover pathways to reduce their housing cost burden by pursuing affordable homeownership opportunities. The ultimate objective of the counseling is to help families achieve homeownership that is both decent and affordable, without placing an excessive financial strain on the household. The programs also work to address the problem of substandard housing within the City by helping participants avoid poor housing conditions. Prospective buyers learn the critical importance of obtaining a thorough home inspection to verify that a property is in good condition before completing a purchase. According to the Plan, there are 530 renter households and 35 owner households in Clearwater currently living in substandard housing that lacks complete plumbing or kitchen facilities. For a new home buyer, unexpected and costly repairs can be financially devastating, and for households with limited resources, it is essential that their first home requires only minimal maintenance during the initial years of ownership. A dedicated portion of the TBNHS home buyer class covers the value of routine property upkeep and instructs prospective buyers on essential maintenance tasks that prevent property deterioration. Individual housing counseling sessions reinforce this information. By keeping their home in good condition, homeowners increase their property value, benefiting not only themselves but also the broader community. Beyond these services, the programs also tackle the issue of overcrowding. The Plan reports that 1,020 renter households and 129 owner-occupied households in Clearwater are experiencing some form of overcrowding. Overcrowded living arrangements arise when multiple families share a single residence in order to keep housing costs manageable. Such conditions often result in sleep deprivation, loss of privacy, and poor health and hygiene due to inadequate space per person. For health and safety purposes, this problem warrants direct intervention. The classes teach participants financial management and budgeting skills that can position them to purchase an affordable home of their own, removing the necessity of doubling up with other family members to meet basic expenses. Furthermore, the programs empower neighborhood residents to contribute to the reduction of crime in their communities. When families receive the education they need to obtain and maintain a home of their own, the entire community benefits. Neighborhoods grow more stable, healthier, and safer. Informed homeowners who can comfortably afford and properly maintain their properties help raise property values across the area. As a result, these homeowners are more inclined to report and prevent criminal activity in their neighborhoods in order to protect their investments. The overarching goal of the TBNHS housing counseling and education programs is to develop knowledgeable, well-prepared home buyers. These services lead to neighborhood and family stabilization, provide a sense of security for homeowners, and generate economic benefits for both families and their communities. Homeownership opportunities give families the ability to invest in a home and in the future of their neighborhood. The programs contribute to the elimination of substandard housing, overcrowding, excessive housing cost burdens, and crime. By educating prospective home buyers about the responsibilities that accompany homeownership, TBNHS helps build stable, healthy, and safe neighborhoods that offer improved living conditions for all residents. Homeownership matters because it provides families with the opportunity to invest in both a home and a community. For families of modest means, and perhaps without a family tradition of homeownership, these opportunities are transformative.

**C.2. Which of the City of Clearwater 2025/2026 – 2029 /2030 Consolidated Plan Goals does the proposed activity address? Descriptions of Consolidated Goals can be found [here](#)**

Housing (Homebuyer Education)

**If Other, please explain**

n/a

**C.3. Activity Type (10 Points)**

Ongoing

#### **C.4. Activity Description (25 points)**

TBNHS will deliver Home Buyer Education classes primarily to low-to-moderate income individuals residing in the City of Clearwater, equipping them for successful, long-term homeownership. The agency plans to offer 24 English-language home buyer education classes, consisting of 12 in-person classes and 12 virtual classes, averaging two classes per month throughout the program year. In addition, TBNHS will offer four in-person Spanish-language home buyer education classes on a quarterly basis. TBNHS anticipates educating approximately 325 individuals who are City of Clearwater residents through its Home Buyer Education classes. The agency further projects that 50 households will participate in individual pre-purchase housing counseling, 30 households will complete a home purchase within the City of Clearwater, and 10 households will receive post-purchase counseling. The TBNHS HUD-approved home buyer education class is provided at no cost to prospective home buyers, and all course materials are supplied by TBNHS. The classes guide participants through every phase of the home-buying process in a step-by-step format. Upon completing the class, attendees will have the information necessary to determine whether homeownership is the right choice for them. The central goal of the program is to furnish first-time home buyers with comprehensive knowledge of the home-buying process, producing better-informed consumers and more responsible homeowners. In-person classes run from 8:30 a.m. to 4:30 p.m., and virtual classes run from 8:30 a.m. to 5:30 p.m. Course topics include Are You Ready to Buy a Home, Managing Your Money, Shopping for a Home, Understanding Credit and Obtaining a Mortgage Loan, Protecting Your Investment, Home Inspections, Foreclosure Prevention, and Survey Completion. The classes also cover the down payment and closing cost assistance programs available in the area. Roger Rayburn, Todd LeClair, Twauna Marie Newton, and Tomas Vargas, all HUD-certified home buyer education instructors, coordinate the classes. Alongside presentations from TBNHS staff, homeownership industry professionals and guest speakers contribute to the curriculum. Every participant who completes the full 8-hour class receives a Certificate of Completion. Individual housing counseling services are tailored to each client's specific needs and circumstances. Counselors work with clients to assess whether purchasing a home is appropriate for them, evaluating both ownership and rental alternatives, identifying an affordable home that aligns with the client's needs and financial objectives, and explaining the home purchase process from securing a mortgage through closing. Homeownership counseling sessions emphasize the importance of obtaining a home inspection, and clients receive HUD's home inspection form, "For Your Protection, Get a Home Inspection." Before the first appointment, clients are provided with information on how to obtain a free copy of their credit report and are asked to bring that report along with pay stubs or documentation of other income sources to the counseling session. If a client does not bring a credit report, the TBNHS housing counselor will obtain the report with the client's written authorization. During the initial intake appointment, the counselor completes a financial analysis and creates an action plan outlining the steps the client must take to purchase a home. A pre-qualification is also performed to determine how much the client can afford and whether they are mortgage-ready. If the client is not yet prepared to purchase a home, the counselor provides a copy of the action plan so the client understands the specific steps required to become mortgage-ready. The client is then scheduled for a follow-up appointment and encouraged to address their identified issues. When high debt is the barrier to homeownership, the TBNHS counselor evaluates the total debt load and creates a debt management plan. The counselor also develops a budget spending plan to guide the client in paying down debts, building savings toward a home purchase, and learning to live within their means. When credit issues present the obstacle, the TBNHS counselor provides targeted credit counseling. The counselor reviews the client's credit report, discusses the specific issues, and recommends the most effective course of action for credit repair. The client is given goals to accomplish within a defined timeframe and reports back to TBNHS periodically until the credit issues are resolved. When a client is ready to move forward with homeownership, TBNHS initiates the application and qualification process. This involves completing verifications of employment, deposits, social security, rent, and other relevant items. Once the file is complete and the client has a home under agreement, TBNHS assists them in obtaining a mortgage and securing down payment assistance. For follow-up, approximately 30 days after the initial counseling session, the counselor will attempt to reach the client by telephone, letter, or email. If no contact is established, the file is documented and counseling is terminated. If contact is made, the counselor records the client's progress and

determines whether additional counseling is needed or desired. The counselor then either schedules another follow-up appointment or terminates counseling and documents the file accordingly. For post-purchase clients, follow-up is conducted six months after the home purchase. During this session, TBNHS housing counselors review the importance of home maintenance and repairs and address any questions or concerns the homeowner may have. In addition to the homebuyer housing counseling services and education classes described above, TBNHS will provide foreclosure prevention counseling to approximately 30 households. Ongoing economic pressures and inflation have placed many homeowners in difficult financial circumstances. Households across the community are contending with job losses due to layoffs, downsizing, and furloughs, making it increasingly challenging to meet their financial obligations. TBNHS housing counselors will work with clients who are struggling to maintain their mortgage payments. The objective is to help each client preserve homeownership, establish and achieve financial goals, and strengthen their financial literacy. TBNHS counselors possess strong practical and theoretical expertise in mortgage delinquency and default resolution counseling, particularly as it pertains to the rapidly evolving industry practices surrounding loss mitigation, including repayment, partial claim, forbearance, modification, refinance, and deed-in-lieu options. The agency anticipates that 10 households will participate in foreclosure prevention counseling. Clients seeking foreclosure prevention counseling are asked to provide the housing counselor with their most recent pay stubs and tax return, current bank statements, credit card bills, monthly mortgage statement, utility bills, personal loans, and car payment documentation. Using this information, the TBNHS HUD-Certified Housing Counselor reviews the client's current income, living expenses, savings, and debts. The counselor then helps the client understand the available options and potential solutions to their financial challenges. Together, the homeowner and counselor evaluate whether the client will be able to retain the home or whether disposition is the more appropriate path. Retention options reviewed include repayment plans, forbearance, mortgage modification, or refinance through the Homeowner's Emergency Mortgage Assistance Program (HEMAP). Disposition options reviewed include selling the home, assumption, pre-foreclosure sale, or deed-in-lieu of foreclosure. The TBNHS housing counselor completes the client intake and develops an action plan detailing the steps the client needs to follow for either retention or disposition. Follow-up appointments are scheduled as needed to support the client throughout the process. All foreclosure prevention counseling services provided by TBNHS housing counselors are offered free of charge.

**C.5. Identify the timeline for implementation of the proposed activity. (10 points)**

For over 46 years, TBNHS has been offering successful housing education and counseling programs. The TBNHS staff is prepared to continue providing the City of Clearwater home ownership education classes and individual housing counseling to assist city residents in purchasing a home and remaining in their home. All staff members and facilities are in place and operational. The primary facility for administering the counseling is the TBNHS main office located at 608 North Garden Avenue in the North Greenwood neighborhood of the City of Clearwater. (Some classes may also be held at Achieva Credit Union in Dunedin.) The TBNHS office building is accessible to individuals in wheelchairs and with disabilities and has been recently completely renovated. This includes the entrance, the bathrooms, and access throughout the building. In addition, the office is centrally located within the city. TBNHS' main office is located within walking distance of downtown Clearwater, close to public transportation and is accessible to individuals who are disabled. The counseling is completed at this site face-to face as well as virtually. The home buyer education classes are provided at Achieva Credit Union in Dunedin. The home buyer education classes will be held twice a month; one class will be held in-person and one class will be held virtually every month. A total of 24 classes will be held during the program year. Classes will be conducted in English and Spanish. The classes are offered at no cost to the participants. All materials needed for the workshop will be provided by TBNHS.

**C.6. Describe your agency's experience and capacity in carrying out the proposed activity and meeting goals and objectives. (10 Points for experience and 10 points for capacity)**

TBNHS brings extensive experience in administering a wide range of housing programs for the City of Clearwater, including home buyer education classes, individual housing counseling (encompassing pre-purchase, post-purchase,

foreclosure prevention, and mortgage default services), down payment and closing cost assistance, partnership infill and new construction, housing rehabilitation, and emergency housing repair programs. All of these programs are designed primarily to serve low-to-moderate income households. In carrying out the City of Clearwater's home buyer education and individual counseling programs, TBNHS is responsible for performing all activities necessary to support the housing services, including marketing, promotions, outreach, advertising, application processing, applicant progress tracking, volunteer recruitment and training, community engagement, and fundraising. While administering these programs on behalf of the City, TBNHS also maintains responsibility for submitting quarterly reports, meeting auditing requirements, keeping its information current in the Central Contractor Registration (CCR) database to comply with the requirements set forth by the Federal Office of Management and Budget concerning the DUNS, CCR, and the Federal Funding Accountability and Transparency Act (FFATA), as mandated in 2 CFR 25 and 2 CFR 170, and adhering to all federal, state, and local laws prohibiting discrimination based solely on a person's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer-related or HIV/AIDS-related), genetic information, sexual orientation, or any other protected status. TBNHS has been the recipient of numerous grants and financial assistance from federal, state, and local programs over many years and has successfully managed and accounted for all such funding. The agency has administered contracts with NeighborWorks America, HomeFree USA, HUD Housing Counseling grants, CDBG, HOME, and SHIP grants and loans through the cities of Clearwater, Largo, St. Petersburg, and Tampa, as well as Pinellas County, grants and loans through Pinellas County Community Development, and funding from the private sector. The staff responsible for administering the services described in this Request for Proposal are already in place and trained to deliver these services. Housing program delivery staff have received extensive training through the NeighborWorks America Training Institutes, the U.S. Department of Housing and Urban Development (HUD), and various other local training programs. The organization is led by Mr. Frank Cornier and is governed by a 17-member Board of Directors, of which 51 percent are residents of its primary focus communities. TBNHS was the first neighborhood housing services organization chartered in the State of Florida by the Neighborhood Reinvestment Corporation, known today as NeighborWorks America, and is also an affiliate of HomeFree-USA. The staff who will administer the program include: Frank Cornier, President/CEO - Mr. Cornier is an affordable housing development professional with more than 20 years of experience in single-family development, multifamily development, and nonprofit management, utilizing a diverse array of funding and financing sources. He provides oversight of all TBNHS programs and delivers technical support to the staff. Mr. Cornier is responsible for promoting and marketing all programs and services and, as needed, serves as a resource for problem-solving. He also conducts oversight and compliance reviews across the agency's departments to ensure that TBNHS meets its housing goals. Prior to joining TBNHS, Mr. Cornier served as Vice President of Project Development for Blue Sky Communities in Tampa, where he managed day-to-day development and construction activities for numerous multifamily Low-Income Housing Tax Credit (LIHTC) projects. These projects ranged from \$12 to \$22 million each and encompassed 82 to 144 residential units throughout the State of Florida. He also served as Vice President of Real Estate Development for the Corporation to Develop Communities of Tampa, Inc. for five years and as Assistant Senior Lending Manager at Chase Bank, both in Tampa. Before relocating to the Tampa Bay area, Mr. Cornier was President/CEO of NCS Community Development Corporation in Rochester, New York for 10 years. In addition to his extensive professional background, Mr. Cornier holds a Certificate in Community Real Estate Development from the University of South Florida in Tampa, a State of Florida Real Estate Broker License, a Master of Science in Community Economic Development from Southern New Hampshire University in Manchester, New Hampshire, and a Master of Science Internship with a concentration in Economic Development from the Pratt Institute in Brooklyn, New York. Roger Rayburn, Chief Operating Officer - Mr. Rayburn oversees all housing counseling, home buyer education, and reporting for HUD and NeighborWorks America. He brings extensive experience in homebuyer education, housing counseling, budgeting, community outreach, mortgage processing, grant compliance, and affordable housing programs and is a certified HUD Housing Counselor. Mr. Rayburn has accumulated over 20 years of experience in nonprofit housing programs. He holds a Bachelor of Arts in Sociology

from Taylor University and a Master of Arts in Leadership and Ministry from Indiana Wesleyan University. Mr. Rayburn has completed numerous training programs through NeighborWorks America, the Indiana Association for Community Economic Development (IACED), the Kauffman Foundation, the National Council of La Raza Homeownership Network Learning Alliance (NHNLA), the National Council of La Raza (NCLR), and HUD. Tomas Vargas, Housing Counselor - Mr. Vargas is a HUD Certified Housing Counselor who recently joined TBNHS. He provides day-to-day case management, housing counseling, and education in credit and budgeting, financial capacity building, pre-purchase, delinquency, and foreclosure prevention. Mr. Vargas has over 20 years of experience spanning mortgage lending, financial counseling, and client services. He is NFCC-certified and has extensive experience conducting comprehensive financial reviews, credit report analysis, and budget development for clients seeking debt management and homeownership. Mr. Vargas has experience assisting clients from pre-qualification through closing and partners with local nonprofit housing agencies to educate first-time homebuyers. He previously spent nearly eight years at Money Management International, where he provided pre-purchase counseling, loss mitigation assistance, and financial guidance to homeowners, veterans, and professional athletes. Mr. Vargas is trilingual, fluent in English, Spanish, and Portuguese. Twauna Newton, Housing Counselor - Ms. Newton is a HUD Certified Housing Counselor responsible for day-to-day case management, delivering comprehensive counseling and education in credit and budgeting, financial capacity building, pre-purchase, tenancy, delinquency, and foreclosure prevention. She creates client action plans and works with clients to develop realistic budgets. Ms. Newton also assists with marketing and outreach and program reporting. Ms. Newton attended Polk State College. Todd LeClair, Housing Counselor - Mr. LeClair is a HUD Certified Housing Counselor who is also responsible for day-to-day case management, providing comprehensive counseling and education in credit and budgeting, financial capacity building, pre-purchase, tenancy, delinquency, and foreclosure prevention. He develops client action plans and works with clients to create realistic budgets. Mr. LeClair also supports program marketing and outreach and reporting. He joined TBNHS in February 2023. Prior to joining the TBNHS team, Mr. LeClair served as a youth director at Celebration UMC and First Archer UMC, a family minister director for First United Methodist Church Alachua, and an engineering inspector for the City of Ormond Beach. Jessica Thompson, Financial Services Coordinator - Ms. Thompson brings over 15 years of experience in customer service, accounting, and credit and collections management. She has held progressive leadership roles including Office Manager, Accounting Manager, Credit Manager, and Customer Service Manager, where she oversaw accounts payable and receivable, business-to-business operations, collections, inventory management, and teams of more than 12 employees. In her current role as Financial Services Coordinator at Tampa Bay Neighborhood Housing Services, Ms. Thompson facilitates down payment assistance programs between municipalities and clients, guiding them through the application and closing process. She works directly with city offices, manages client documentation, and presents at home buyer education workshops to support affordable homeownership initiatives. Cheryl Hudson, Education Coordinator - Ms. Hudson provides primary staff support for the homeownership education classes and is responsible for clerical support and record keeping. She assists with client intakes, marketing and outreach, and the preparation of marketing materials. Ms. Hudson is also certified to provide homeownership education classes and has been conducting, and will continue to conduct, classes in a face-to-face format. Her academic credentials include a Homebuyer Education Certificate for successfully meeting all national training requirements as defined by the NeighborWorks National Homeownership Program and Full Cycle Lending (August 2014). Ms. Hudson began her career with TBNHS in 2011 as a receptionist through AARP and was hired as the agency's permanent receptionist and staff support administrator in 2012. Her prior experience includes customer service with ConMed Linvatec and clerical work with Morton Plant Mease Home Health Care. Ms. Hudson attended the Sawyer School of Business in Rochester, New York, where she studied to become an executive secretary. Angel Santiago, Marketing and Program Specialist - Mr. Santiago is responsible for expanding marketing initiatives and promoting the programs and services of TBNHS throughout Pinellas, Pasco, and Hillsborough Counties. His duties include maintaining the TBNHS website and social media accounts, creating promotional fliers, and attending community events. His technical expertise assists the agency in streamlining processes to optimize service delivery and how information is gathered and maintained. Mr. Santiago's extensive experience in housing counseling, mortgage processing, and financial literacy is essential to the successful implementation of special projects. He previously worked for Solita's House in Tampa as

Collection Manager, Mortgage Processor, and Housing Counselor. He also served as Associate Director of Marketview Heights Association, Inc., Housing Director and Housing Counselor for North East Area Development, Inc., and Community Service Loan Officer at Charter One Bank, all in Rochester, New York. TBNHS utilizes an outside accounting firm, 2 Labs, which specializes in nonprofit accounting and provides comprehensive financial management services. The firm handles all bookkeeping, financial reporting, bank reconciliations, and audit preparation. 2 Labs brings specialized expertise in the complexities of nonprofit and real estate development accounting, ensuring strong internal controls and compliance with audit requirements.

**C.7. How many years of experience does your organization have delivering the proposed activity or other activities that are similar in scope?**

TBNHS is a Housing and Urban Development (HUD) approved housing counseling agency that was formally established in 1979 by a group of concerned residents determined to address the ongoing deterioration of the South Greenwood neighborhood, one of the oldest residential communities in the City of Clearwater. Over the past 46 years, the TBNHS homeownership program has delivered pre-purchase educational classes and individualized one-on-one counseling primarily to low- and moderate-income individuals preparing for successful, long-term homeownership. These program services have included, and will continue to include, assisting clients with understanding mortgage documents, credit repair, savings strategies, consumer advocacy, technical assistance, cost reduction, fair housing rights, and other related areas. TBNHS also brings more than 25 years of experience in providing post-purchase counseling services to assess whether clients who have purchased a home are encountering any issues with their new property or require additional information or training to properly maintain it. The agency further has extensive experience delivering counseling and support to homeowners facing the risk of foreclosure, including help with identifying housing problems, one-on-one financial counseling, negotiating workout plans with lenders, and providing emergency loans when funding is available. Beyond these services, TBNHS has deep experience working with families who are not yet in a position to purchase a home. Through individualized housing counseling, TBNHS helps these families understand the factors delaying their path to homeownership, identify strategies to overcome those barriers, and access referral services through appropriate agencies that can assist them in achieving their homeownership goals. Additionally, TBNHS continues to offer Fair Housing Pre-Purchase Education Classes, Financial, Budget, and Credit Classes, Predatory Lending Education Classes, and Rental Housing Classes as the need arises.

**C.8. Service Area (Select all that apply)**

- [Downtown Gateway NRSA](#)
- [North Greenwood NRSA](#)
- [Lake Bellevue NRSA](#)
- [Citywide](#)

**C.9. Are you targeting one or more NRSAs?**

Yes

**C.10. If you answered Yes to question C.9 above, explain how you are targeting/making efforts to reach out to the NRSA(s).**

TBNHS staff will actively promote the program throughout the City of Clearwater, with a concentrated emphasis on marketing efforts within the City's target areas of North Greenwood and Lake Bellevue. Angel Santiago, the TBNHS Marketing and Program Specialist, will continue to broaden the agency's marketing reach and promote its programs and services across the City and the County. Mr. Santiago maintains the TBNHS website and manages the agency's social

media presence on platforms including Facebook, X, and Instagram. He also develops program marketing materials such as fliers and brochures. Mr. Santiago and other TBNHS staff members attend community events and distribute program information directly within the target areas. TBNHS collaborates with a broad network of partners to accomplish its marketing and outreach objectives. A number of these partners are identified below along with a description of how their services relate to the program. Lenders - TBNHS maintains working relationships with numerous local lenders who provide first mortgage financing to applicants pursuing homeownership. These lending partners include, but are not limited to, Bank of America, TD Bank, Raymond James Bank, Third Federal Savings and Loan, Fifth Third Bank, BB&T Bank, Wells Fargo Home Loans, and Achieva Credit Union, among others. Lenders receive the class schedule and are encouraged to refer their mortgage applicants to TBNHS to complete the homeownership education classes and take advantage of the City's down payment assistance program. Nonprofits - TBNHS partners with both national and local nonprofit organizations that provide funding support and assist with marketing for the agency's programs and services in the target areas. These partners include NeighborWorks America, HomeFree-USA, Lutheran Services of Florida, Willa Carson Health and Wellness Center, Housing Finance Authority of Pinellas County, Clearwater Housing Authority, Pinellas County Community Foundation, Habitat for Humanity of Pinellas and West Pasco Counties, and many local churches. Board of Realtors - The Greater Clearwater Association of Realtors shares information with their home buyers about the services and programs available through TBNHS. The agency cultivates relationships with local Realtors who refer their clients to the program to prepare them for homeownership.

**C.11. Address of location where proposed Activity will occur.**

608 North Garden Avenue Clearwater, FL 33755

**C.12. Is the Address of Activity in question C.11 above located in one of the NRSAs?**

Yes

**C.13. If agency's office or facility is not located within the incorporated city limits of the City of Clearwater (Tax District CW, CWD, or CWDO), provide an explanation regarding how your agency's services benefit Clearwater's very-low to moderate-income residents.**

Not applicable

**C.14. Enter the number of unduplicated beneficiaries, by income, by persons, expected to be serviced by the activity proposed for Clearwater residents ONLY residing within CW, CWD, or CWDO.**

**PERSONS:** Public Services related to Homelessness, Non-Homeless Special Needs, Community Development and Public Services, and Economic Development report beneficiaries at or below 80% AMI.

**HOUSEHOLDS:** Public Services related to Homeownership Education and Home Purchase Assistance report households at or below 120% AMI.

**For this application, complete either the Persons column OR the Households column.**

**Persons 0%-30% AMI**

30

**Households 0-30%AMI**

**Persons 31%-50% AMI**

70

**Households 31%-50%AMI**

**Persons 51%-80%AMI**

165

**Households 51%-80%AMI**

**Persons 81%-120%AMI**

70

**Households 81%-120%AMI**

## D. Funding Request

Completed by jwsmethers@msn.com on 3/3/2026 9:02 PM

Case Id: 16649

Name: Clearwater Neighborhood Housing Services -

Address: 608 North Garden Avenue, Clearwater, FL 33755

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### D. Funding Request

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Please provide the following information. Each question carries a weighted value, please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

**"Amount Required for Entire Project"** is the total cost of providing the service ("Total Amount of Other Funds" + CDBG grant funds = "Amount Required for Entire Project").

**"Total Amount of Other Funds"** - Typically applicants do not intend to use CDBG funds exclusively for the service they are proposing. They will more than likely fund a portion of their work with raised funds, donated funds, other grant funds, etc. Identify the amount of other funds that will be used to fund the service other than the CDBG funds.

**"Source of Other Funds (Include Amount for Each Source)"** is to identify the source(s) of the amount entered in "Total Amount of Other Funds" (e.g. County grant, small business loan, self-funded, etc.). Include the source(s) of other funds and the amount for each source.

#### D.1. Amount Required for Entire Project?

\$160,850.00

#### D.2. Does this project anticipate the use of funds or assistance from another Federal agency in addition to HUD?

No

#### D.3. Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply, the amounts sought, and the proposed use of those funds. (Enter detail into the table below; add an additional row for each funding source) (10 Points) Use the "Add Row" button to add additional rows for each funding source.

TBNHS actively seeks supplemental funding from various private lending partners to support its operations alongside CDBG funding. The agency applies for unrestricted grants from financial institutions including Bank of America, Wells Fargo, Third Federal, Centennial Bank, and others. These grants, which typically range from \$5,000 to \$20,000, are used to bridge gaps in funding and sustain program operations until the agency begins receiving service fees from its municipal partners. While these grants are not guaranteed, TBNHS has established strong relationships with its lending partners and continues to pursue these funding opportunities on an ongoing basis.

Source of Other Funds	Funding Type:	Amount	If approved, Date of Award	If not approved, Date of anticipated announcement of award	Funds will apply towards: Example: Operating cost, Salary Support, Fringe, Direct Delivery Cost
Pinellas County	Federal	\$43,700.00	03/28/2022	M/d/yyyy	Salaries

City of St. Petersburg	Federal	\$37,500.00	10/01/2023	M/d/yyyy	Salaries/Operating costs
City of Tampa	Federal	\$29,650.00	11/02/2023	M/d/yyyy	Salaries
		\$110,850.00			

**D.4. Funding Request - Use the “Add Row” button to add additional rows for each funding request.**

Description (Required)	Amount
Salary Support	\$50,000.00
	\$50,000.00

**D.5. Budget Narrative (be specific/detailed)(10 points)**

The Home Buyer Education and Counseling Program will utilize the following revenues and expenditures to implement the program. Total Funding Sources: \$160,850. The program budget is supported by four funding sources, detailed below. CDBG: TBNHS is requesting \$50,000 in CDBG funding to cover a portion of staff salaries for the housing counselors and housing staff. The fee structure is as follows: Home Buyer Education, 335 participants at \$75 each; Housing Counseling/Purchase, 50 households at \$250 each; Homes Purchased, 30 at \$250 each; Post-Purchase Counseling, 10 at \$250 each; and Foreclosure Counseling, 10 at \$250 each. Other: \$43,700 is committed from Pinellas County for home buyer education. \$37,500 is committed from the City of St. Petersburg for home buyer education. \$29,650 is committed from the City of Tampa for home buyer education. Total Funding Uses: \$160,850. The funding will be utilized as follows. Homebuyer Education: \$146,100. Funding will support staff salaries as follows: Housing Counselors, \$52,000, the housing counselors will conduct 24 home buyer education classes offered twice a month on Saturdays in both in-person and virtual formats, and will work individually with clients who are not mortgage-ready within a year to develop action plans through one-on-one counseling, with all activities tracked through a database tracking and reporting system for compliance and program enhancements; Chief Operating Officer, \$30,000, will provide staff support and deliver housing counseling services as well as assist with the home buyer education classes; Marketing and Program Specialist, \$20,000, will conduct program marketing and outreach to promote the program and services; Intake and Education Coordinator, \$19,100; President/CEO, \$15,000, for management and program oversight; and Financial Services, \$10,000, will process all payment requests to the City of Clearwater for the home buyer education services being provided. Operating Expenses: \$14,750. Funding will cover operating costs as follows: Supplies, \$8,000, to cover the cost of class materials including lunch, office supplies, postage, and marketing materials such as brochures and displays; Other Miscellaneous, \$2,750, to cover any unexpected program costs that may arise such as replacement of equipment including computers and printers; Utilities, \$1,500, to cover a portion of the office utilities; Contract Support, \$1,000, allocated for possible legal fees and a portion of the cost of the agency's annual audit; Online Meeting Software, \$750, for a portion of the subscription cost for online meeting software; and Telephone and Internet, \$750, based on a percentage of the yearly costs for telephone and internet service.

**D.6. Does your agency have sufficient cash reserves to pay for activity costs as they are incurred? (Funds are provided on a cost reimbursement basis.) (5 Points)**

Yes

**D.7. What is the impact to your proposed Activity if this project is not funded? (10 Points)**

If funding is not awarded, TBNHS will continue to pursue alternative means of assisting the residents of the City of Clearwater in achieving their goal of homeownership. The mission of TBNHS is to improve the quality of life in the neighborhoods it serves by promoting revitalization through homeownership, rehabilitation, economic development, and education. TBNHS has successfully carried out this mission for 46 years and will continue to cultivate partnerships that enable the agency to sustain its work on behalf of low- to moderate-income households throughout its service area.

**D.8. What will happen if this project is partially funded?**

If funding is only partially awarded, TBNHS may need to reduce the number of individuals and households from the City of Clearwater receiving individual counseling services, or scale back its marketing and outreach initiatives accordingly.

**D.9. Will you be requesting match funds from other jurisdictions? If so, will you be able to accomplish the proposed scope if those other funds are not awarded?**

TBNHS maintains partnerships with the Cities of Largo, St. Petersburg, and Tampa, as well as Pinellas County, and will continue to pursue funding opportunities to support its housing education and counseling programs. Even if additional funding sources are not awarded, TBNHS will be able to carry out the proposed scope of work, due largely to the support of its parent organizations, NeighborWorks America and HomeFree-USA, and its numerous lending partners.

**D.10. Will your agency be able to start this project on October 1st?**

Yes

## E. Required Documents

Completed by jwsmethers@msn.com on 3/3/2026 8:49 PM

Case Id: 16649

Name: Clearwater Neighborhood Housing Services -

Address: 608 North Garden Avenue, Clearwater, FL 33755

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## E. Required Documents

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**Important Notice:** Failure to upload all required documents at the time of submission will result in a 10-point deduction from the application's total score.

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**Articles of Incorporation \*Required**

Articles\_of\_Incorporation and Bylaws.pdf

**Bylaws \*Required**

Articles\_of\_Incorporation and Bylaws.pdf

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

Board of Directors.pdf

**Most Recent Audited Financials \*Required**

9 TBNHS Audit FY 2024.pdf

9 Tampa Bay NHS - 2023 Audited financial statements.pdf

**IRS Non-Profit Exemption Determination Letter [\(Click to download sample\)](#) \*Required**

IRS Tax Exempt Status.pdf

**Organizational Chart \*Required**

Organizational Chart February 2026.pdf

**Other - Documentation to Support Answers in Application**

TBNHS Brochure 2022.pdf  
Home Buyer Education Agenda 04-15-23.pdf  
HUD Staff Certs.pdf  
Staff resumes.pdf  
Sam.gov.pdf  
Pinellas HBE Flyer (7).pdf  
Tomas Vargas HUD 2020-0813 (1).pdf  
Clearwater Tampa Bay HUD Certificate.pdf

**Other - Single Audit (A-133), if applicable**

*\*\*No files uploaded*

**Resolution to Apply for Funding \*Required**

CORPORATE RESOLUTION HBE.pdf  
Signed BOARD RESOLUTION - authorization to sign.pdf

**Résumé - Chief Executive Officer/President \*Required**

President CEO Resume Frank Cornier.pdf

**Résumé - Chief Financial Officer \*Required**

Financial Officer Services.pdf

**Résumé - Grant Administrator \*Required**

Roger Rayburn Resume.pdf

**Consumer's Certificate of Exemption [\(Click to download sample\)](#) \*Required**

Consumers Certificate of Exemption.pdf

**Proof of Insurance \*Required**

ACORD Form 20251014-132347.pdf

ACORD Form 20260303-102543 WC.pdf

**Form W-9 \*Required**

W9\_TBNHS 2026.pdf

**Policies and Procedures \*Required**

TBNHS- HBE Policy and Procedures - 2026.pdf

**Blank Application/Intake Forms \*Required**

Intake Form - Disclosures TBNHS 2023.pdf

## F. Submit

Completed by jwsmethers@msn.com on 3/3/2026 9:07 PM

**Case Id:** 16649

**Name:** Clearwater Neighborhood Housing Services -

**Address:** 608 North Garden Avenue, Clearwater, FL 33755

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## F. Submit

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Please provide the following information.

**CERTIFICATION:** I hereby certify that the information contained in this application is accurate, that I am an authorized representative, approved by the Agency's Board of Directors, to enter into this agreement, if approved, and to submit the application on behalf of my organization, and that the applicant will conduct the proposed activity in the location, time, and manner within the budget presented. I certify that the proposed activity addresses one of the priorities as contained in the current City of Clearwater Consolidated Planning Document and/or current SHIP Local Housing Assistance Plan.

I certify that the CDBG, HOME, SHIP and/or other funds will be used in the manner described and will be used only to reimburse those eligible costs described in the approved budget and any other type of funds presented in the budget will be obtained and used for the proposed project.

**Name/Title of Official Representative**

Jennifer W. Smethers, Grant Writer

**Signature of official representative**

Jennifer W. Smethers

*Electronically signed by jwsmethers@msn.com on 3/3/2026 9:07 PM*

# Program Overview

Completed by jwsmethers@msn.com on 2/24/2026 9:58 PM

**Case Id:** 16650

**Name:** Clearwater Neighborhood Housing Services -

**Address:** 608 North Garden Avenue, Clearwater, FL 33755

---

## Program Overview

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Please provide the following information.



## City of Clearwater

### Public Service Application

The city of Clearwater is now accepting competitive grant applications for Public Services Grants.

The deadline to submit a completed application is **Wednesday, March 4, 2026, at 11:59 PM.**

An Application Workshop is scheduled for Friday, February 13, 2026, at 10:00 AM.

This grant application is for nonprofit providers of public services to benefit the following:

- Low-and moderate-income persons who reside within the city limits of Clearwater for activities under applicable program regulations.
- Low- to moderate-income households, or businesses located in a low-to moderate-income area (whose owners qualify as low- to moderate-income or whose clientele qualify as same) within the city limits of Clearwater for activities under applicable program regulations.

Activities considered must address one or more of the following:

- Housing - Provide availability of, and access to, decent affordable housing for the residents of the City of Clearwater.
- Homelessness – Help to prevent and reduce homelessness within the City of Clearwater.
- Non-Homeless Special Needs – Expand the accessibility and coordination of social services to City of Clearwater special needs populations.
- Community Development and Public Services – Enhance the living environment for persons in low- and moderate-income areas through community development activities, public service programs, and elimination of blight.
- Economic Development – Support programs that create economic opportunities in the City of Clearwater, particularly for persons of low- and moderate-income and in Neighborhood Revitalization Strategy Areas.

### Funding Amount

- Minimum Request: \$25,000
- Maximum Request: \$50,000

Printed By: Dania Perez on 3/5/2026

If you have any questions, please reach out to

- Dania Perez at [\(727\) 444-7159](tel:7274447159) or [Dania.Perez@myclearwater.com](mailto:Dania.Perez@myclearwater.com)
- Jessica Chueka [\(727\) 444-7567](tel:7274447567) or [Jessica.Chueka@myclearwater.com](mailto:Jessica.Chueka@myclearwater.com)

## A. Contact Information

Completed by jwsmethers@msn.com on 3/2/2026 9:50 PM

**Case Id:** 16650

**Name:** Clearwater Neighborhood Housing Services -

**Address:** 608 North Garden Avenue, Clearwater, FL 33755

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## A. Contact Information

---

Please provide the following information.

### CONTACT INFORMATION FOR GRANT ADMINISTRATION

**A.1. First Name**

Frank

**A.2. Last Name**

Cornier

**A.3. Title of Position**

President and CEO

**A.4. Phone Number**

7274424155

**A.5. E-Mail Address**

fcornier@tampabaynhs.org

### CONTACT INFORMATION OF PRIMARY INDIVIDUAL RESPONSIBLE FOR CONDUCTING PROPOSED ACTIVITY

**A.6. First Name**

Roger

**A.7. Last Name**

Rayburn

**A.8. Title of Position**

Chief Operating Officer

**A.9. Phone Number**

7274424155

**A.10. E-Mail Address**

r-rayburn@tampabaynhs.org

### CONTACT INFORMATION OF INDIVIDUAL RESPONSIBLE FOR REPORTING FINANCIAL/FISCAL ASPECTS OF THE PROPOSED ACTIVITY

**A.11. First Name**

Jessica

**A.12. Last Name**

Thompson

**A.13. Title of Position**

Financial Services Coordinator

**A.14. Phone Number**

7274424155

**A.15. E-Mail Address**

jthompson@tampabaynhs.org

**CONTACT INFORMATION FOR INDIVIDUAL RESPONSIBLE FOR SUBMITTING MONTHLY DRAW REQUESTS**

**A.16. First Name**

Jessica

**A.17. Last Name**

Thompson

**A.18. Title of Position**

Financial Services Coordinator

**A.19. Phone Number**

7274424155

**A.20. E-Mail Address**

jthompson@tampabaynhs.org

**AUTHORIZED SIGNER OF SUBRECIPIENT AGREEMENT (AUTHORIZED OFFICIAL)**

**A.21. First Name**

Frank

**A.22. Last Name**

Cornier

**A.23. Title of Position**

President/CEO

**A.24 Phone Number**

(727) 442-4155

**A.25. E-Mail Address**

fcornier@tampabaynhs.org

## B. Organization Information

Completed by jwsmethers@msn.com on 3/3/2026 7:52 PM

Case Id: 16650

Name: Clearwater Neighborhood Housing Services -

Address: 608 North Garden Avenue, Clearwater, FL 33755

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### B. Organization Information

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Please provide the following information.

#### B.1. Legal Name of Organization

Clearwater Neighborhood Housing Services, Inc.

#### B.2. DBA (Doing Business As)

Tampa Bay Neighborhood Housing Services

#### B.3. Type of Agency

Private Nonprofit 501(c)(3)

#### B.4. Physical Address of Organization

608 North Garden Avenue Clearwater, FL 33755

#### B.5. Mailing Address of Organization

608 North Garden Avenue Clearwater, FL 33755

#### B.6. Employer Identification Number (EIN/TIN)

59-1898543

#### B.7. Unique Entity Identifier (UEI)

GKCQJZ5P2SM9

**B.8. SAM.gov:** As a prospective Subrecipient applying for a subaward of federal funding, I understand that my organization is required to be registered in SAM before submitting its application; must provide a valid unique entity identifier (UEI) in its application; and must continue to maintain an active SAM registration with current information at all times during which it has an active Federal subaward or an application or plan under consideration. My organization's SAM registration is currently in ACTIVE status.

Yes

**B.9. Audited financials are required for all funded agencies; does your agency have audited financials for 2023 or 2024?**

Yes

**B.10. If your agency expended \$1,000,000 or more in federal funds in the last fiscal year, a single audit must be completed per 2 CFR 200 Subpart F. Is your agency subject to 2 CFR 200 Subpart F?**

No

### INSURANCE AND AUDIT INFORMATION

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**B.11. Minimum Insurance is required for all funded activities. Select each insurance instrument that your agency currently carries.**

- Commercial General Liability**
- Workers' Compensation (Per State of Florida Law)**
- Flood Insurance if applicable**
- Employee Theft/Dishonesty/Fraud or Commercial Crime**
- Professional Liability/Errors or Omissions Insurance**
- Waiver Of Subrogation**

## C. Project Information

Completed by jwsmethers@msn.com on 3/3/2026 7:51 PM

**Case Id:** 16650

**Name:** Clearwater Neighborhood Housing Services -

**Address:** 608 North Garden Avenue, Clearwater, FL 33755

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### C. Project Information

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Please provide the following information. Each question carries a weighted value, please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

#### C.1. Needs Statement- Describe the need that relates to your mission and purpose. (5 points)

The City of Clearwater's Consolidated Plan 2025/2026 - 2029/2030 (Plan) identified the provision of decent, affordable housing as a priority need for the City. Among the major housing challenges documented in the Plan are substandard housing conditions, overcrowded households, and households carrying a cost burden that exceeds 30 percent of the area median income. The Plan establishes objectives to preserve the existing housing stock, increase the availability of affordable housing units within the City, and provide mortgage assistance to low- and moderate-income homebuyers. By providing funding and approving TBNHS to administer the down payment program, the City enables TBNHS to directly address the housing objectives set forth in the Plan and deliver the outcome of affordable housing. TBNHS will administer the Down Payment Assistance Program to any eligible household or individual seeking to purchase a home within the City of Clearwater who meets the program guidelines. However, the agency will place particular emphasis on the North Greenwood Neighborhood Revitalization Strategy Area (NGNRSA) and the Lake Bellevue Neighborhood Revitalization Strategy Area (LBNRSA) target areas. According to the Plan, approximately 54,000 persons, representing 48 percent of the City's population, are low to moderate income. Within the specific target areas of the NGNRSA and LBNRSA, income levels are even lower. The NGNRSA and LBNRSA communities are recognized as the most economically distressed neighborhoods in the City of Clearwater. The City has acknowledged the housing needs of these communities by designating them as part of the Neighborhood Revitalization Strategy Area, which allows the City to apply its funding more aggressively and increase the level of service provided in these areas. As an example of this enhanced level of service, the City provides housing assistance to households purchasing a home in the NGNRSA or LBNRSA even when their household incomes fall between 80 and 120 percent of the area median income. By extending assistance to higher-earning households who purchase within either the NGNRSA or LBNRSA, the income level of the community will rise, ultimately helping to improve living conditions in the area. According to the most recent American Community Survey (ACS) data referenced in the Plan, the NGNRSA and LBNRSA continue to experience significantly higher levels of poverty than the rest of the City. Furthermore, ACS data indicates that the median purchase price in the City remains unaffordable for households with very low incomes. These statistics demonstrate the significant need for TBNHS to administer the down payment program with a specific focus on the NGNRSA and the LBNRSA. When a household has a very low income, the family inevitably ends up devoting more than 30 percent of its income to housing costs. In many cases, households in the target communities are spending upward of 50 percent of their income on housing. Both renters and owners in the City of Clearwater are similarly affected by the high cost of housing. The City's objective of increasing the availability of affordable housing units through mortgage assistance for low- and moderate-income homebuyers is therefore essential to addressing the problem of cost burden. One of the primary barriers to homeownership for first-time buyers is the lack of sufficient funds for closing costs and a down payment. Many first-time home buyers struggle to make their monthly rent, let alone set aside savings to purchase a home. In numerous cases, the cost of rent exceeds what a mortgage payment would be, which only compounds the difficulty and frustration of saving. For a low- to moderate-income individual, accumulating enough money to put down 10 to 20 percent on a home is a formidable challenge. The down payment assistance program serves as an essential tool that enables many families to achieve homeownership. For a significant number of families, the down payment assistance program

Printed By: Dania Perez on 3/5/2026

7 of 21

represents the only viable path to purchasing an affordable home. With TBNHS administering the program on behalf of the City, families can be confident that they will be purchasing a home that is truly affordable. TBNHS provides housing counseling services throughout the purchase process to ensure the home buyer fully understands the financial responsibilities of owning a home. TBNHS also verifies that the mortgage payment meets the program's ratio guidelines to confirm that the loan is affordable. Home buyers utilizing the down payment program can feel confident that their housing payment will not become a cost burden. The assistance provided by TBNHS and the City of Clearwater will contribute to improved living conditions by ensuring that households do not spend more than 30 percent of their gross monthly income on housing costs. By offering the down payment assistance program to make homes more affordable, TBNHS and the City will also be addressing the housing problem of overcrowding. The Plan identifies overcrowding as a serious concern within the City. Overcrowded living conditions frequently result in sleep deprivation, loss of privacy, and poor health and hygiene due to an insufficient amount of space per person in a residence. For health and safety reasons, the problem of overcrowded homes requires direct intervention. Overcrowded situations often arise when multiple households share a single residence in order to manage the cost of housing. By providing down payment assistance funds to make homeownership affordable, overcrowded housing conditions in the City will begin to decrease. The program will also address the City's housing problem of substandard conditions by helping to eliminate poor housing conditions. To qualify for assistance, a home inspection must be completed, and any code violations as well as health and safety issues identified in the report must be resolved prior to closing. This requirement ensures that the home buyer is purchasing a property that will require only minimal maintenance during the initial years of ownership. Additionally, all households receiving down payment assistance will be required to attend an 8-hour home buyer education class. Households that attend the TBNHS Home Ownership Education Class gain valuable knowledge on the importance of properly maintaining a home. The workshop educates the home buyer on standard home maintenance tasks that prevent property deterioration. By maintaining their home in good condition, homeowners will not only increase their property value but will also help preserve the existing housing stock in the City. The assistance will further empower neighborhood residents to contribute to the reduction of crime. Residents who have a financial investment in their community tend to be more engaged in efforts to eliminate crime in their neighborhoods. Homeowners want to protect their homes and their investments, and as a result, they are more inclined to become personally involved in combatting criminal activity. The down payment assistance program offers substantial benefits to Clearwater's communities and addresses three major housing problems identified in the Plan: cost burden, substandard housing conditions, and overcrowding. The program will meet the goal of providing affordable housing and fulfill the objectives of preserving the existing housing stock, increasing the availability of affordable housing units, and providing mortgage assistance to low- and moderate-income homebuyers. The outcome of the program will be the provision of affordable, decent housing for low- to moderate-income residents in the City of Clearwater.

**C.2. Which of the City of Clearwater 2025/2026 – 2029 /2030 Consolidated Plan Goals does the proposed activity address? Descriptions of Consolidated Goals can be found [here](#)**

Housing (Home Purchase Assistance)

**If Other, please explain**

n/a

**C.3. Activity Type (10 Points)**

Ongoing

**C.4. Activity Description (25 points)**

TBNHS will provide down payment assistance (DPA) to low- and moderate-income households purchasing a home within the City of Clearwater. Utilizing funding from the City, TBNHS will administer the program to serve 30 households. TBNHS staff will actively market and advertise the DPA program throughout the City of Clearwater and Pinellas County

to attract both City and County residents interested in purchasing a home within the City. Particular emphasis will be placed on marketing efforts within the City's targeted Neighborhood Revitalization Strategy Areas of North Greenwood and Lake Bellevue. TBNHS collaborates with a broad network of partners to accomplish its housing goals. The agency maintains strong working relationships with numerous local lenders and continues to develop new partnerships with emerging financial institutions. This collaboration enables TBNHS to refer clients to lenders for first mortgage financing and allows lenders to refer clients to TBNHS for down payment assistance and home buyer education. Lending partners include, but are not limited to, TD Bank, Bank of America, South State Bank, Raymond James Bank, Third Federal Savings and Loan, BB&T Bank, Achieva Credit Union, and Wells Fargo Home Loans. TBNHS also partners with national and local nonprofit organizations that support the agency with program funding and marketing. Among the national partners, NeighborWorks America provides funding support for TBNHS programs, staff training, program development, and technical assistance, while HomeFree-USA offers operating and technical assistance. Local nonprofit partners include Lutheran Services of Florida, Pinellas County Housing Authority, Clearwater Housing Authority, and Pinellas Community Foundation, among others. These agencies support the program through client referrals and distribution of marketing materials. In addition to the City of Clearwater, TBNHS maintains government partnerships with Pinellas, Pasco, and Hillsborough Counties and the Cities of Largo, St. Petersburg, and Tampa. Through the agency's marketing initiatives and partnerships, prospective clients will contact the TBNHS office to obtain further information and apply to the program. Clients who are interested in purchasing a home within the City and seeking down payment assistance will meet individually with TBNHS staff, either in person or virtually. Staff will review the program in greater detail with the client, address the client's specific circumstances, and provide comprehensive information on program and household qualifications and requirements. Clients who are prepared to move forward with a home purchase will begin the application process at that time. The housing counselor will then gather essential information and documentation from the applicant, including pay stubs and income records, bank statements, income tax returns, credit information, and other relevant materials. The counselor will complete all required verifications on the DPA checklist, including verifications of income, deposits and assets, rent history, and other applicable items. The counselor will also review the applicant's income qualifications, credit standing, first mortgage lending requirements, loan amounts, loan-to-value ratios, residency status, property eligibility, borrower cash contributions, qualifying ratios, occupancy status, and education requirements in accordance with City guidelines. If the applicant has not yet completed the required home buyer education, they will be scheduled to attend the next available TBNHS home buyer education class. The housing counselor will verify that the application satisfies all City program requirements and underwriting criteria and will confirm that the first mortgage lender is not a predatory lender. Once preliminary eligibility has been established, the complete loan package will be submitted to the City for approval. Upon notification that the applicant has been approved, a commitment letter is issued. The counselor will coordinate closely with the first mortgage lender and the title company to prepare for closing. The City will prepare all applicable loan documents and transmit them to the housing counselor for submission to the title company. As needed, the housing counselor will attend the closing to ensure that all City documents are properly executed. The process is expected to be completed within 30 to 45 days. Following closing, TBNHS will submit the completed file to the City. TBNHS will submit the invoice and payment request for services to City staff for review and approval within fourteen (14) days of project completion. TBNHS will not charge fees to the applicant for these services. Records pertaining to this contract will be retained for five (5) years from the ending date of the City's fiscal year. TBNHS will maintain detailed files and case notes on each client served in both hard copy and electronic format. The primary facility for administering the program is the TBNHS main office located at 608 North Garden Avenue in Clearwater. The office is situated within walking distance of downtown Clearwater, is close to public transportation, and is accessible to individuals with disabilities. All programs and services are administered from this location. TBNHS will also utilize online virtual meeting software to enable clients to meet with staff without being physically present at the office. All equipment and supplies necessary to conduct this program are currently in place, and the staff responsible for program administration are trained and HUD-certified to deliver these services.

**C.5. Identify the timeline for implementation of the proposed activity. (10 points)**

Should this proposal be awarded, TBNHS staff will continue administering the City of Clearwater Down Payment Assistance Program without interruption. All staff members and facilities are currently in place and fully operational. The primary facility for program administration is the TBNHS main office located at 608 North Garden Avenue, situated within the North Greenwood NRSA of the City of Clearwater. All program services and loan packaging are completed at the main office, which is centrally located within the City. The office is within walking distance of downtown Clearwater, is close to public transportation, and is accessible to individuals with disabilities. TBNHS also offers online virtual meetings, allowing staff to work with clients who are unable to be physically present at the office. All equipment and supplies required to conduct the program are in place, including computers, copiers, calculators, fax machines, scanners, side and overhead projectors, televisions, and related technology. Supplies utilized include general office materials, marketing collateral such as brochures and displays, and training materials and manuals. As TBNHS is currently operating the Down Payment Assistance Program for the City, marketing initiatives are already underway and will continue throughout the program year.

**C.6. Describe your agency's experience and capacity in carrying out the proposed activity and meeting goals and objectives. (10 Points for experience and 10 points for capacity)**

The staff responsible for administering the Down Payment Assistance Program are already in place and trained to deliver these services. TBNHS staff possess the skills necessary to successfully carry out the program. Housing program delivery staff have received extensive training through the NeighborWorks America Training Institutes, HUD, HomeFree-USA, and various other local training programs. The staff who will administer the Down Payment Assistance Program for the City of Clearwater include: Frank Cornier, President/CEO - Mr. Cornier is responsible for the oversight of all TBNHS programs and provides technical support to the staff. He assists with promoting and marketing all programs and services through the development of partnerships and relationships with government agencies, foundations, and other nonprofit organizations. He is further responsible for resource development, business management, and personnel. As President/CEO, he serves as the primary liaison with city agencies and funders. Mr. Cornier is an affordable housing development professional with more than 20 years of experience in single-family development, multifamily development, and nonprofit management, utilizing a diverse array of funding and financing sources. He provides oversight and compliance reviews across the agency's departments to ensure that TBNHS meets its housing goals. Prior to joining TBNHS, Mr. Cornier served as Vice President of Project Development for Blue Sky Communities in Tampa, where he managed day-to-day development and construction activities for numerous multifamily Low-Income Housing Tax Credit (LIHTC) projects. These projects ranged from \$12 to \$22 million each and encompassed 82 to 144 residential units throughout the State of Florida. He also served as Vice President of Real Estate Development for the Corporation to Develop Communities of Tampa, Inc. for five years and as Assistant Senior Lending Manager at Chase Bank, both in Tampa. Before relocating to the Tampa Bay area, Mr. Cornier was President/CEO of NCS Community Development Corporation in Rochester, New York for 10 years. In addition to his extensive professional background, Mr. Cornier holds a Certificate in Community Real Estate Development from the University of South Florida in Tampa, a State of Florida Real Estate Broker License, a Master of Science in Community Economic Development from Southern New Hampshire University in Manchester, New Hampshire, and a Master of Science Internship with a concentration in Economic Development from the Pratt Institute in Brooklyn, New York. Roger Rayburn, Chief Operating Officer - Mr. Rayburn oversees all housing counseling, home buyer education, and reporting for HUD and NeighborWorks America, as well as all grant administration. He brings extensive experience in homebuyer education, housing counseling, budgeting, community outreach, mortgage processing, grant compliance, and affordable housing programs. Mr. Rayburn is a Certified HUD Housing Counselor with more than 20 years of experience in nonprofit housing programs. He holds a Bachelor of Arts in Sociology from Taylor University and a Master of Arts in Leadership and Ministry from Indiana Wesleyan University. Mr. Rayburn has completed numerous training programs through NeighborWorks America, the Indiana Association for Community Economic Development (IACED), the Kauffman Foundation, the National Council of La Raza Homeownership Network Learning Alliance (NHNLA), the National Council of La Raza (NCLR), and HUD. Jessica Thompson, Financial Services Coordinator - Ms. Thompson brings over 15 years of experience in customer service,

accounting, and credit and collections management. She has held progressive leadership roles including Office Manager, Accounting Manager, Credit Manager, and Customer Service Manager, where she oversaw accounts payable and receivable, business-to-business operations, collections, inventory management, and teams of more than 12 employees. In her current role as Financial Services Coordinator at TBNHS, Ms. Thompson facilitates down payment assistance programs between municipalities and clients, guiding them through the application and closing process. She works directly with city offices, manages client documentation, and presents at home buyer education workshops to support affordable homeownership initiatives.

**Tomas Vargas, Housing Counselor** - Mr. Vargas is a HUD Certified Housing Counselor who recently joined TBNHS. He provides day-to-day case management, housing counseling, and education in credit and budgeting, financial capacity building, pre-purchase, delinquency, and foreclosure prevention. Mr. Vargas has over 20 years of experience spanning mortgage lending, financial counseling, and client services. He is NFCC-certified and has extensive experience conducting comprehensive financial reviews, credit report analysis, and budget development for clients seeking debt management and homeownership. Mr. Vargas has experience assisting clients from pre-qualification through closing and partners with local nonprofit housing agencies to educate first-time homebuyers. He previously spent nearly eight years at Money Management International, where he provided pre-purchase counseling, loss mitigation assistance, and financial guidance to homeowners, veterans, and professional athletes. Mr. Vargas is trilingual, fluent in English, Spanish, and Portuguese.

**Twauna Newton, Housing Counselor** - Ms. Newton is a HUD Certified Housing Counselor responsible for day-to-day case management, delivering comprehensive counseling and education in credit and budgeting, financial capacity building, pre-purchase, tenancy, delinquency, and foreclosure prevention. She creates client action plans and works with clients to develop realistic budgets. Ms. Newton also assists with marketing and outreach and program reporting. Ms. Newton attended Polk State College.

**Todd LeClair, Housing Counselor** - Mr. LeClair is a HUD Certified Housing Counselor who is also responsible for day-to-day case management, providing comprehensive counseling and education in credit and budgeting, financial capacity building, pre-purchase, tenancy, delinquency, and foreclosure prevention. He develops client action plans and works with clients to create realistic budgets. Mr. LeClair also supports program marketing and outreach and reporting. He joined TBNHS in February 2023. Prior to joining the TBNHS team, Mr. LeClair served as a youth director at Celebration UMC and First Archer UMC, a family minister director for First United Methodist Church Alachua, and an engineering inspector for the City of Ormond Beach.

**Cheryl Hudson, Education Coordinator** - Ms. Hudson provides primary staff support for the homeownership education classes and is responsible for clerical support and record keeping. She assists with client intakes, marketing and outreach, and the preparation of marketing materials. Ms. Hudson is also certified to provide homeownership education classes and has been conducting, and will continue to conduct, classes in a face-to-face format. Her academic credentials include a Homebuyer Education Certificate for successfully meeting all national training requirements as defined by the NeighborWorks National Homeownership Program and Full Cycle Lending (August 2014). Ms. Hudson began her career with TBNHS in 2011 as a receptionist through AARP and was hired as the agency's permanent receptionist and staff support administrator in 2012. Her prior experience includes customer service with ConMed Linvatec and clerical work with Morton Plant Mease Home Health Care. Ms. Hudson attended the Sawyer School of Business in Rochester, New York, where she studied to become an executive secretary.

**Angel Santiago, Marketing and Program Specialist** - Mr. Santiago is responsible for expanding marketing initiatives and promoting the programs and services of TBNHS throughout Pinellas, Pasco, and Hillsborough Counties. His duties include maintaining the TBNHS website, utilizing social media, creating fliers, and attending community events. His technical expertise assists the agency in streamlining processes to optimize service delivery and how information is gathered and maintained. Mr. Santiago's extensive experience in housing counseling, mortgage processing, and financial literacy is essential to the successful implementation of special projects. He previously worked for Solita's House in Tampa as Collection Manager, Mortgage Processor, and Housing Counselor. He also served as Associate Director of Marketview Heights Association, Inc., Housing Director and Housing Counselor for North East Area Development, Inc., and Community Service Loan Officer at Charter One Bank, all in Rochester, New York. TBNHS utilizes an outside accounting firm, 2 Labs, which specializes in nonprofit accounting and provides comprehensive financial management services. The firm handles all bookkeeping, financial reporting, bank reconciliations, and audit preparation. 2 Labs brings specialized expertise in the

complexities of nonprofit and real estate development accounting, ensuring strong internal controls and compliance with audit requirements.

**C.7. How many years of experience does your organization have delivering the proposed activity or other activities that are similar in scope?**

The agency brings over 46 years of experience delivering the activities proposed in this application. TBNHS was formally established in 1979 by a group of concerned residents determined to address the ongoing decline of the South Greenwood neighborhood, a community of more than 6,600 residents at that time and home to some of the oldest housing stock in the City. Through its success in homeownership and housing rehabilitation programs, TBNHS subsequently expanded its target service area to include North Greenwood in 1990. In 1999, the agency extended its reach again to encompass the Union Academy neighborhood of Tarpon Springs and other surrounding cities in Pinellas, Pasco, and Hillsborough Counties. In 2009, the East Gateway District of Clearwater was designated as an additional target service area for TBNHS. From 1979 to 2011, TBNHS administered numerous programs for the City of Clearwater, including home buyer education, down payment assistance, partnership infill and new construction, housing rehabilitation, and emergency housing repair programs. Beginning October 1, 2017, TBNHS resumed administration of the City's Down Payment Assistance Program and is seeking to continue that partnership through this proposal. In administering the programs described above, TBNHS was responsible for marketing, loan processing, determining client eligibility, credit repair counseling, homebuyer and home maintenance education, one-on-one housing counseling, reviewing home inspection reports, preparing new construction specifications, preparing builder's contracts for infill new construction projects, ordering credit reports, underwriting loans, project monitoring, ordering minimum housing code inspection reports, conducting feasibility analyses for rehabilitation projects, preparing work write-ups, preparing contracts, and ordering appraisals, surveys, title searches, and environmental assessments. TBNHS also fulfilled all billing and reporting requirements as specified in the City contract. TBNHS has additionally administered several other programs closely aligned with the City's Down Payment Assistance Program. Over the past decade, the agency administered the Pinellas County Down Payment Assistance Program, the Home Repair Loan Program, and the Home Buyers Education Program. All three programs were targeted specifically to low- and moderate-income households either residing in Pinellas County or purchasing a home within the County. Most recently, TBNHS has partnered with Pinellas County to once again provide home buyer education programs, including individual pre-purchase and post-purchase housing counseling, home buyer education workshops, budgeting counseling and workshops, and foreclosure prevention counseling. In addition, TBNHS has offered its own in-house down payment assistance and housing rehabilitation programs utilizing funding from NeighborWorks America, Raymond James Financial, and other private lending institutions. The responsibilities involved in administering these programs closely mirror those of the County and City programs.

**C.8. Service Area (Select all that apply)**

- [Downtown Gateway NRSA](#)
- [North Greenwood NRSA](#)
- [Lake Bellevue NRSA](#)
- [Citywide](#)

**C.9. Are you targeting one or more NRSAs?**

Yes

**C.10. If you answered Yes to question C.9 above, explain how you are targeting/making efforts to reach out to the**

**NRSA(s).**

TBNHS staff will actively promote the program throughout the City of Clearwater, with concentrated emphasis on the City's target areas of North Greenwood and Lake Bellevue. Angel Santiago, the TBNHS Marketing and Program Specialist, will continue to expand the agency's marketing reach and promote its programs and services across the City. Mr. Santiago maintains the TBNHS website and manages the agency's social media presence on platforms including Facebook, X, and Instagram, and develops program marketing materials such as fliers and brochures. Mr. Santiago and other support staff also distribute program information directly within the target areas and attend community events. TBNHS collaborates with a broad network of partners to accomplish its marketing and outreach objectives. A number of these partners are identified below along with a description of how their services relate to the program. Lenders - TBNHS maintains working relationships with numerous local lenders who provide first mortgage financing to applicants pursuing homeownership. These lending partners include, but are not limited to, Bank of America, TD Bank, Raymond James Bank, Third Federal Savings and Loan, Fifth Third Bank, BB&T Bank, Wells Fargo Home Loans, and Achieva Credit Union, among others. The lenders promote the Down Payment Assistance Program as well as other services provided by the agency. Nonprofits - TBNHS partners with both national and local nonprofit organizations that provide funding support and assist with marketing for the agency's programs and services in the target areas. These partners include NeighborWorks America, HomeFree-USA, Lutheran Services of Florida, Housing Finance Authority of Pinellas County, Clearwater Housing Authority, Pinellas Community Foundation, Habitat for Humanity of Pinellas and West Pasco Counties, and many local churches. Board of Realtors - The Greater Clearwater Association of Realtors shares information with their home buyers about the Down Payment Assistance Program administered by TBNHS on behalf of the City. The agency cultivates relationships with local Realtors who refer their clients to the program to apply for the City's financial assistance toward the purchase of a home.

**C.11. Address of location where proposed Activity will occur.**

608 North Garden Avenue Clearwater, FL 33755

**C.12. Is the Address of Activity in question C.11 above located in one of the NRSA's?**

Yes

**C.13. If agency's office or facility is not located within the incorporated city limits of the City of Clearwater (Tax District CW, CWD, or CWDO), provide an explanation regarding how your agency's services benefit Clearwater's very-low to moderate-income residents.**

Not applicable

**C.14. Enter the number of unduplicated beneficiaries, by income, by persons, expected to be serviced by the activity proposed for Clearwater residents ONLY residing within CW, CWD, or CWDO.**

**PERSONS:** Public Services related to Homelessness, Non-Homeless Special Needs, Community Development and Public Services, and Economic Development report beneficiaries at or below 80% AMI.

**HOUSEHOLDS:** Public Services related to Homeownership Education and Home Purchase Assistance report households at or below 120% AMI.

**For this application, complete either the Persons column OR the Households column.**

**Persons 0%-30% AMI**

**Households 0-30%AMI**

**Persons 31%-50% AMI**

**Households 31%-50%AMI**

**Persons 51%-80%AMI**

**Households 51%-80%AMI**

25

**Persons 81%-120%AMI**

**Households 81%-120%AMI**

5

## D. Funding Request

Completed by jwsmethers@msn.com on 3/3/2026 7:41 PM

Case Id: 16650

Name: Clearwater Neighborhood Housing Services -

Address: 608 North Garden Avenue, Clearwater, FL 33755

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### D. Funding Request

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Please provide the following information. Each question carries a weighted value, please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

**"Amount Required for Entire Project"** is the total cost of providing the service ("Total Amount of Other Funds" + CDBG grant funds = "Amount Required for Entire Project").

**"Total Amount of Other Funds"** - Typically applicants do not intend to use CDBG funds exclusively for the service they are proposing. They will more than likely fund a portion of their work with raised funds, donated funds, other grant funds, etc. Identify the amount of other funds that will be used to fund the service other than the CDBG funds.

**"Source of Other Funds (Include Amount for Each Source)"** is to identify the source(s) of the amount entered in "Total Amount of Other Funds" (e.g. County grant, small business loan, self-funded, etc.). Include the source(s) of other funds and the amount for each source.

#### D.1. Amount Required for Entire Project?

\$60,000.00

#### D.2. Does this project anticipate the use of funds or assistance from another Federal agency in addition to HUD?

No

#### D.3. Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply, the amounts sought, and the proposed use of those funds. (Enter detail into the table below; add an additional row for each funding source) (10 Points) Use the "Add Row" button to add additional rows for each funding source.

TBNHS actively seeks supplemental funding from various private lending partners to support its operations alongside CDBG funding. The agency applies for unrestricted grants from financial institutions including Bank of America, Wells Fargo, Third Federal, Centennial Bank, and others. These grants, which typically range from \$5,000 to \$20,000, are used to bridge gaps in funding and sustain program operations until the agency begins receiving service fees from its municipal partners. While these grants are not guaranteed, TBNHS has established strong relationships with its lending partners and continues to pursue these funding opportunities on an ongoing basis.

Source of Other Funds	Funding Type:	Amount	If approved, Date of Award	If not approved, Date of anticipated announcement of award	Funds will apply towards: Example: Operating cost, Salary Support, Fringe, Direct Delivery Cost
TBNHS	Private	\$8,000.00	06/17/2025	M/d/yyyy	Salaries

Operating					
TBNHS	Private	\$2,000.00	06/17/2025	M/d/yyyy	Operating expenses
Operating		\$10,000.00			

**D.4. Funding Request - Use the “Add Row” button to add additional rows for each funding request.**

Description (Required)	Amount
Salary Support	\$50,000.00
	\$50,000.00

**D.5. Budget Narrative (be specific/detailed)(10 points)**

Total Funding Sources: \$60,000. The program budget is supported by two funding sources, detailed below. CDBG: TBNHS is requesting \$50,000 in CDBG funding to cover a portion of staff salaries for administering the Down Payment Assistance Program. TBNHS anticipates closing thirty (30) down payment assistance loans during the program year and is requesting an administration fee of \$1,700 for each loan closed. The administration fee assists the agency in covering overhead costs and supports the continued delivery of quality services to program clients. Other: TBNHS has committed \$10,000 to this program from its own operating funds. Total Funding Uses: \$60,000. The funding will be utilized as follows. Salaries: \$58,000 (\$50,000 requested from CDBG and \$8,000 committed by TBNHS). Funding will support staff salaries as follows: Housing Counselors and Financial Services Coordinator, \$44,000; Intake and Education Coordinator/Admin, \$6,000; Homeownership Management Advisor, \$3,000; President/CEO, \$2,000; Marketing and Program Specialist, \$2,000; and Finance Officer, \$1,000. Other Operating Expenses: \$2,000 committed by TBNHS, utilized as follows: Supplies, \$600, to cover the cost of office supplies, postage, and marketing materials such as brochures and displays; Online Meeting Software, \$200, for a portion of the subscription cost for online meeting software; Contract Support, \$200, for legal fees and a portion of the agency's annual audit; and Other Miscellaneous, \$1,000, to cover any unexpected program costs that may arise, such as replacement of equipment including computers and printers. Current TBNHS marketing initiatives have been focused on attracting participants seeking to purchase a home within the City of Clearwater, with specific emphasis on the target areas of the NGNRSA and LBNRSA. Funding from the agency's parent corporation, NeighborWorks America, and the agency's lending partners will provide additional support for this program beyond the City of Clearwater funding. If the City approves this application to continue administering the program from the housing pool, TBNHS will expand its marketing initiatives to increase community awareness of the program, which will significantly increase the number of home buyers purchasing homes within the City of Clearwater. In addition to the \$50,000 in administration funding, TBNHS intends to request \$2,250,000 in down payment assistance funds, calculated at \$75,000 per homebuyer for 30 anticipated homebuyers.

**D.6. Does your agency have sufficient cash reserves to pay for activity costs as they are incurred? (Funds are provided on a cost reimbursement basis.) (5 Points)**

Yes

**D.7. What is the impact to your proposed Activity if this project is not funded? (10 Points)**

If funding is not awarded, TBNHS will pursue alternative means of assisting the residents of the City of Clearwater in achieving their goal of homeownership. The mission of TBNHS is to improve the quality of life in the neighborhoods it serves by promoting revitalization through homeownership, rehabilitation, economic development, and education. TBNHS has successfully carried out this mission for over 46 years and will continue to cultivate partnerships that enable the agency to sustain its work on behalf of low- to moderate-income families throughout its service area.

**D.8. What will happen if this project is partially funded?**

If a lesser amount is approved, fewer individuals from the City of Clearwater will be served. However, TBNHS will continue to pursue other avenues and partnerships to assist the residents of the City in achieving homeownership.

**D.9. Will you be requesting match funds from other jurisdictions? If so, will you be able to accomplish the proposed scope if those other funds are not awarded?**

TBNHS will apply for similar funds from other jurisdictions as their funding request periods open. While the funds from these municipalities are only utilized on those municipality residents and are not match, these sources of funds enable TBNHS to maintain staff to administer the agency programs.

**D.10. Will your agency be able to start this project on October 1st?**

Yes

## E. Required Documents

Completed by jwsmethers@msn.com on 3/3/2026 7:53 PM

Case Id: 16650

Name: Clearwater Neighborhood Housing Services -

Address: 608 North Garden Avenue, Clearwater, FL 33755

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## E. Required Documents

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**Important Notice:** Failure to upload all required documents at the time of submission will result in a 10-point deduction from the application's total score.

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**Articles of Incorporation \*Required**

Articles\_of\_Incorporation and Bylaws.pdf

**Bylaws \*Required**

Articles\_of\_Incorporation and Bylaws.pdf

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

Board of Directors.pdf

**Most Recent Audited Financials \*Required**

9 TBNHS Audit FY 2024.pdf

9 Tampa Bay NHS - 2023 Audited financial statements.pdf

**IRS Non-Profit Exemption Determination Letter [\(Click to download sample\)](#) \*Required**

IRS Tax Exempt Status.pdf

**Organizational Chart \*Required**

Organizational Chart February 2026.pdf

**Other - Documentation to Support Answers in Application**

Clearwater Tampa Bay HUD Certificate.pdf

HUD Staff Certs.pdf

Tomas Vargas HUD 2020-0813 (1).pdf

Sam.gov.pdf

Staff resumes.pdf

DPA Clearwater (English & Spanish).pdf

**Other - Single Audit (A-133), if applicable**

*\*\*No files uploaded*

**Resolution to Apply for Funding \*Required**

CORPORATE RESOLUTION for DPA.pdf

Signed BOARD RESOLUTION - authorization to sign.pdf

**Résumé - Chief Executive Officer/President \*Required**

President CEO Resume Frank Cornier.pdf

**Résumé - Chief Financial Officer \*Required**

Financial Officer Services.pdf

**Résumé - Grant Administrator \*Required**

Roger Rayburn Resume.pdf

**Consumer's Certificate of Exemption ([Click to download sample](#)) \*Required**

Consumers Certificate of Exemption.pdf

**Proof of Insurance \*Required**

ACORD Form 20251014-132347.pdf

ACORD Form 20260303-102543 WC.pdf

**Form W-9 \*Required**

W9\_TBNHS 2026.pdf

**Policies and Procedures \*Required**

DPA Procedure and Policies.pdf

**Blank Application/Intake Forms \*Required**

REVISED -HBE Intake Form - with budget.pdf

## F. Submit

Completed by [jwsmethers@msn.com](mailto:jwsmethers@msn.com) on 3/3/2026 7:54 PM

**Case Id:** 16650

**Name:** Clearwater Neighborhood Housing Services -

**Address:** 608 North Garden Avenue, Clearwater, FL 33755

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## F. Submit

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Please provide the following information.

**CERTIFICATION:** I hereby certify that the information contained in this application is accurate, that I am an authorized representative, approved by the Agency's Board of Directors, to enter into this agreement, if approved, and to submit the application on behalf of my organization, and that the applicant will conduct the proposed activity in the location, time, and manner within the budget presented. I certify that the proposed activity addresses one of the priorities as contained in the current City of Clearwater Consolidated Planning Document and/or current SHIP Local Housing Assistance Plan.

I certify that the CDBG, HOME, SHIP and/or other funds will be used in the manner described and will be used only to reimburse those eligible costs described in the approved budget and any other type of funds presented in the budget will be obtained and used for the proposed project.

**Name/Title of Official Representative**

Jennifer W. Smethers, Grant Writer

**Signature of official representative**

Jennifer W. Smethers

*Electronically signed by [jwsmethers@msn.com](mailto:jwsmethers@msn.com) on 3/3/2026 7:54 PM*

# Program Overview

Completed by fpheeny@suncoasthc.org on 2/26/2026 9:59 AM

**Case Id:** 16651

**Name:** Tampa Bay CDC/Suncoast Housing Connections

**Address:** 2139 NE Coachman Rd, Clearwater, FL 33765

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## Program Overview

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Please provide the following information.



## City of Clearwater

### Public Service Application

The city of Clearwater is now accepting competitive grant applications for Public Services Grants.

The deadline to submit a completed application is **Wednesday, March 4, 2026, at 11:59 PM.**

An Application Workshop is scheduled for Friday, February 13, 2026, at 10:00 AM.

This grant application is for nonprofit providers of public services to benefit the following:

- Low-and moderate-income persons who reside within the city limits of Clearwater for activities under applicable program regulations.
- Low- to moderate-income households, or businesses located in a low-to moderate-income area (whose owners qualify as low- to moderate-income or whose clientele qualify as same) within the city limits of Clearwater for activities under applicable program regulations.

Activities considered must address one or more of the following:

- Housing - Provide availability of, and access to, decent affordable housing for the residents of the City of Clearwater.
- Homelessness – Help to prevent and reduce homelessness within the City of Clearwater.
- Non-Homeless Special Needs – Expand the accessibility and coordination of social services to City of Clearwater special needs populations.
- Community Development and Public Services – Enhance the living environment for persons in low- and moderate-income areas through community development activities, public service programs, and elimination of blight.
- Economic Development – Support programs that create economic opportunities in the City of Clearwater, particularly for persons of low- and moderate-income and in Neighborhood Revitalization Strategy Areas.

### Funding Amount

- Minimum Request: \$25,000
- Maximum Request: \$50,000

Printed By: Dania Perez on 3/5/2026

If you have any questions, please reach out to

- Dania Perez at [\(727\) 444-7159](tel:7274447159) or [Dania.Perez@myclearwater.com](mailto:Dania.Perez@myclearwater.com)
- Jessica Chueka [\(727\) 444-7567](tel:7274447567) or [Jessica.Chueka@myclearwater.com](mailto:Jessica.Chueka@myclearwater.com)

## A. Contact Information

Completed by fpheeny@suncoasthc.org on 3/1/2026 1:30 PM

**Case Id:** 16651

**Name:** Tampa Bay CDC/Suncoast Housing Connections

**Address:** 2139 NE Coachman Rd, Clearwater, FL 33765

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## A. Contact Information

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Please provide the following information.

### CONTACT INFORMATION FOR GRANT ADMINISTRATION

**A.1. First Name**

Frances

**A.2. Last Name**

Pheeny

**A.3. Title of Position**

CEO

**A.4. Phone Number**

7274407075111

**A.5. E-Mail Address**

fpheeny@suncoasthc.org

### CONTACT INFORMATION OF PRIMARY INDIVIDUAL RESPONSIBLE FOR CONDUCTING PROPOSED ACTIVITY

**A.6. First Name**

Theresa

**A.7. Last Name**

Quiroga

**A.8. Title of Position**

Accounting Manager

**A.9. Phone Number**

7274427075113

**A.10. E-Mail Address**

Theresa@suncoasthc.org

### CONTACT INFORMATION OF INDIVIDUAL RESPONSIBLE FOR REPORTING FINANCIAL/FISCAL ASPECTS OF THE PROPOSED ACTIVITY

**A.11. First Name**

Theresa

**A.12. Last Name**

Quiroga

**A.13. Title of Position**

Accounting Manager

**A.14. Phone Number**

7274407075113

**A.15. E-Mail Address**

Theresa@suncoasthc.org

**CONTACT INFORMATION FOR INDIVIDUAL RESPONSIBLE FOR SUBMITTING MONTHLY DRAW REQUESTS**

**A.16. First Name**

Theresa

**A.17. Last Name**

Quiroga

**A.18. Title of Position**

Accounting Manager

**A.19. Phone Number**

7274427075113

**A.20. E-Mail Address**

Theresa@suncoasthc.org

**AUTHORIZED SIGNER OF SUBRECIPIENT AGREEMENT (AUTHORIZED OFFICIAL)**

**A.21. First Name**

Frances

**A.22. Last Name**

Pheeny

**A.23. Title of Position**

CEO

**A.24 Phone Number**

(727) 442-7075

**A.25. E-Mail Address**

fpheeny@suncoasthc.org

## B. Organization Information

Completed by [fpheeny@suncoasthc.org](mailto:fpheeny@suncoasthc.org) on 3/1/2026 1:30 PM

Case Id: 16651

Name: Tampa Bay CDC/Suncoast Housing Connections

Address: 2139 NE Coachman Rd, Clearwater, FL 33765

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### B. Organization Information

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Please provide the following information.

#### B.1. Legal Name of Organization

Tampa Bay CDC

#### B.2. DBA (Doing Business As)

Suncoast Housing Connections

#### B.3. Type of Agency

Private Nonprofit 501(c)(3)

#### B.4. Physical Address of Organization

2139 NE Coachman Rd. Clearwater, FL 33765

#### B.5. Mailing Address of Organization

2139 NE Coachman Rd. Clearwater, FL 33765

#### B.6. Employer Identification Number (EIN/TIN)

59-2252762

#### B.7. Unique Entity Identifier (UEI)

DWHNBJ79NMV1

**B.8. SAM.gov:** As a prospective Subrecipient applying for a subaward of federal funding, I understand that my organization is required to be registered in SAM before submitting its application; must provide a valid unique entity identifier (UEI) in its application; and must continue to maintain an active SAM registration with current information at all times during which it has an active Federal subaward or an application or plan under consideration. My organization's SAM registration is currently in ACTIVE status.

Yes

**B.9. Audited financials are required for all funded agencies; does your agency have audited financials for 2023 or 2024?**

Yes

**B.10. If your agency expended \$1,000,000 or more in federal funds in the last fiscal year, a single audit must be completed per 2 CFR 200 Subpart F. Is your agency subject to 2 CFR 200 Subpart F?**

No

### INSURANCE AND AUDIT INFORMATION

Printed By: Dania Perez on 3/5/2026

**B.11. Minimum Insurance is required for all funded activities. Select each insurance instrument that your agency currently carries.**

- Commercial General Liability**
- Workers' Compensation (Per State of Florida Law)**
- Flood Insurance if applicable**
- Employee Theft/Dishonesty/Fraud or Commercial Crime**
- Professional Liability/Errors or Omissions Insurance**
- Waiver Of Subrogation**

## C. Project Information

Completed by fpheeny@suncoasthc.org on 3/1/2026 1:36 PM

**Case Id:** 16651

**Name:** Tampa Bay CDC/Suncoast Housing Connections

**Address:** 2139 NE Coachman Rd, Clearwater, FL 33765

---

## C. Project Information

---

Please provide the following information. Each question carries a weighted value, please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

### C.1. Needs Statement- Describe the need that relates to your mission and purpose. (5 points)

Homeownership in the Tampa Bay region remains financially out of reach for many working families, particularly those earning below 80% of AMI. Despite modest market fluctuations, housing prices in Pinellas County continue to reflect a level of cost burden that makes purchasing a home unattainable without assistance. According to the Florida Realtors® January 2026 Pinellas County Market Report, the median sale price for single-family homes is \$440,000. This represents a 1.1% increase over the previous year, underscoring that prices remain elevated even as the number of closed sales has declined by 16.5% year-over-year. The average sale price has risen even more sharply—up 9.3% to \$639,779 highlighting continued pressure at higher price points. For a working family, even purchasing a home at the median price of \$440,000 requires a minimum down payment between \$13,200 and \$22,000 (3–5%), not including closing costs, inspections, appraisal fees, and prepaid insurance. In a region where families are already facing rising property insurance premiums, utilities, food costs, and transportation expenses, saving this amount is an extraordinary challenge. Additionally, competition in the marketplace further disadvantages income-qualified buyers. In January 2026, 39% of closed sales were cash transactions. While many of our clients can afford a sustainable monthly mortgage payment comparable to or even lower than their current rent, the primary barrier to homeownership is the upfront investment required to close on a home. Without assistance, families earning below 80% AMI are often locked out of the market entirely. Down payment and closing cost requirements represent the single greatest obstacle between renting and owning. For families who are financially responsible, employed, and mortgage-ready, the absence of upfront capital delays or prevents generational wealth-building opportunities. Through comprehensive pre-purchase counseling and financial education, we prepare families for successful, sustainable homeownership. Down Payment Assistance then provides the final piece needed to close the gap. Homeownership strengthens families and communities. It promotes stability for children, increases civic engagement, and anchors neighborhoods with long-term residents invested in their community's success.

### C.2. Which of the City of Clearwater 2025/2026 – 2029 /2030 Consolidated Plan Goals does the proposed activity address? Descriptions of Consolidated Goals can be found [here](#)

Housing (Home Purchase Assistance)

If Other, please explain

### C.3. Activity Type (10 Points)

Ongoing

### C.4. Activity Description (25 points)

If this contract is awarded, it will be used for the following: Down payment Assistance Program Administration. It is estimated that SHC will process and close 7 Downpayment Assistance loans on behalf of the City of Clearwater. A fee for

Printed By: Dania Perez on 3/5/2026

7 of 16

service of \$1,750 is being requested for each file closed utilizing City of Clearwater assistance. The scope of work being proposed under this application includes the following tasks and services: A: Marketing and Outreach to potential homebuyers as well as to lenders and realtors B: Intake and Assessment of Potential clients C: Loan Processing and Income Determination D: Property Evaluation/Code Inspection E: Underwriting Review/Submission of file to City for review and approval prior to closing through Neighborly Portal. F: Referral of clients to HUD-Approved Homebuyer workshop, and one on one pre-purchase counseling appointment G: Loan closing and accurate preparation of security instruments H: Post-closing review and preparation of files and reimbursement requests for submission to City via the Neighborly Portal I: Timely submission of reimbursement requests and reporting via Neighborly Portal J: Any other duties as required by the City relative to processing of Downpayment Requests

**C.5. Identify the timeline for implementation of the proposed activity. (10 points)**

TBCDC/SHC has been processing Downpayment Assistance applications for the City of Clearwater since 1994, therefore there is no planning time required. The program will be ready for implementation on October 1, 2026.

**C.6. Describe your agency's experience and capacity in carrying out the proposed activity and meeting goals and objectives. (10 Points for experience and 10 points for capacity)**

Suncoast Housing Connections has proudly administered the City of Clearwater's Down Payment Assistance Program since 1994, demonstrating more than three decades of trusted partnership and commitment to expanding homeownership opportunities in our community. While the housing market has experienced shifts in recent years due to the impacts rising home prices, and higher interest rates, our organization has remained responsive and adaptable. Although application volume has fluctuated during this period, we are seeing continued interest from families eager to pursue homeownership as market conditions stabilize. SHC remains well-positioned and fully prepared to meet renewed demand and help more Clearwater residents achieve sustainable homeownership.

**C.7. How many years of experience does your organization have delivering the proposed activity or other activities that are similar in scope?**

30+ years of experience

**C.8. Service Area (Select all that apply)**

- [Downtown Gateway NRSA](#)
- [North Greenwood NRSA](#)
- [Lake Bellevue NRSA](#)
- [Citywide](#)

**C.9. Are you targeting one or more NRSAs?**

No

**C.10. If you answered Yes to question C.9 above, explain how you are targeting/making efforts to reach out to the NRSA(s).**

**C.11. Address of location where proposed Activity will occur.**

2139 NE Coachman Rd Clearwater, FL 33765

**C.12. Is the Address of Activity in question C.11 above located in one of the NRSAs?**

No

**C.13. If agency's office or facility is not located within the incorporated city limits of the City of Clearwater (Tax District CW, CWD, or CWDO), provide an explanation regarding how your agency's services benefit Clearwater's very-low to moderate-income residents.**

**C.14. Enter the number of unduplicated beneficiaries, by income, by persons, expected to be serviced by the activity proposed for Clearwater residents ONLY residing within CW, CWD, or CWDO.**

**PERSONS:** Public Services related to Homelessness, Non-Homeless Special Needs, Community Development and Public Services, and Economic Development report beneficiaries at or below 80% AMI.

**HOUSEHOLDS:** Public Services related to Homeownership Education and Home Purchase Assistance report households at or below 120% AMI.

**For this application, complete either the Persons column OR the Households column.**

**Persons 0%-30% AMI**

**Households 0-30%AMI**

**Persons 31%-50% AMI**

**Households 31%-50%AMI**

**Persons 51%-80%AMI**

**Households 51%-80%AMI**

7

**Persons 81%-120%AMI**

**Households 81%-120%AMI**

## D. Funding Request

Completed by fpheeny@suncoasthc.org on 3/1/2026 1:37 PM

Case Id: 16651

Name: Tampa Bay CDC/Suncoast Housing Connections

Address: 2139 NE Coachman Rd, Clearwater, FL 33765

---

### D. Funding Request

---

Please provide the following information. Each question carries a weighted value, please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

**"Amount Required for Entire Project"** is the total cost of providing the service ("Total Amount of Other Funds" + CDBG grant funds = "Amount Required for Entire Project").

**"Total Amount of Other Funds"** - Typically applicants do not intend to use CDBG funds exclusively for the service they are proposing. They will more than likely fund a portion of their work with raised funds, donated funds, other grant funds, etc. Identify the amount of other funds that will be used to fund the service other than the CDBG funds.

**"Source of Other Funds (Include Amount for Each Source)"** is to identify the source(s) of the amount entered in "Total Amount of Other Funds" (e.g. County grant, small business loan, self-funded, etc.). Include the source(s) of other funds and the amount for each source.

#### D.1. Amount Required for Entire Project?

\$291,129.29

#### D.2. Does this project anticipate the use of funds or assistance from another Federal agency in addition to HUD?

No

#### D.3. Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply, the amounts sought, and the proposed use of those funds. (Enter detail into the table below; add an additional row for each funding source) (10 Points) Use the "Add Row" button to add additional rows for each funding source.

We continue to seek new funding opportunities in both the public and private sectors. In addition, to the financial institutions that are legacy supporters, we continually seek new partnerships with financial institutions and foundations. We have contracted with an experienced and successful grant writer to expand our opportunities.

Source of Other Funds	Funding Type:	Amount	If approved, Date of Award	If not approved, Date of anticipated announcement of award	Funds will apply towards: Example: Operating cost, Salary Support, Fringe, Direct Delivery Cost
Bank United	Private	\$5,000.00	M/d/yyyy	M/d/yyyy	operating expenses
eHome America	Private	\$5,000.00	M/d/yyyy	M/d/yyyy	Program delivery
Raymond	Private	\$25,000.00	M/d/yyyy	M/d/yyyy	Program delivery

James					
Bank of America	Private	\$20,000.00	M/d/yyyy	M/d/yyyy	Program delivery
Duke Energy	Private	\$10,000.00	M/d/yyyy	M/d/yyyy	operating costs
Cadence Bank	Private	\$5,000.00	M/d/yyyy	M/d/yyyy	Program delivery
HUD	Federal	\$30,000.00	M/d/yyyy	M/d/yyyy	Program delivery
City of Largo	State	\$15,000.00	M/d/yyyy	M/d/yyyy	program delivery
NeighborWorks America	Federal	\$40,000.00	M/d/yyyy	M/d/yyyy	Operating Costs
Pasco County	State	\$40,000.00	M/d/yyyy	M/d/yyyy	Program delivery
Hancock Whitney	Private	\$5,000.00	M/d/yyyy	M/d/yyyy	operating costs
Individual Donation	Private	\$20,000.00	M/d/yyyy	M/d/yyyy	Operating costs
		\$220,000.00			

**D.4. Funding Request - Use the “Add Row” button to add additional rows for each funding request.**

Description (Required)	Amount
Salary Support	\$25,000.00
	\$25,000.00

**D.5. Budget Narrative (be specific/detailed)(10 points)**

The primary investment in this program is our dedicated and highly experienced staff. Personnel costs, including salaries and fringe benefits, represent the largest expense, reflecting our commitment to providing knowledgeable, responsive, and high-quality service to Clearwater residents. Our team’s expertise ensures that each client receives accurate guidance, timely processing, and comprehensive support throughout the homebuying process. Operational expenses remain intentionally lean. By operating primarily in a virtual environment and maintaining a fully paperless system for files and communications, we have streamlined our processes, increased efficiency, and reduced overhead costs. This modern approach allows us to maximize resources and direct funding where it matters most—serving families. Administrative and operating costs primarily support strategic marketing and outreach efforts to ensure eligible households are aware of available assistance. Funds also support staff travel and ongoing professional training, ensuring our team remains current on evolving housing programs, regulatory requirements, and best practices. This continued investment in professional development strengthens program compliance, enhances client service delivery, and positions Suncoast Housing Connections as a trusted leader in housing counseling and down payment assistance administration.

**D.6. Does your agency have sufficient cash reserves to pay for activity costs as they are incurred? (Funds are provided on a cost reimbursement basis.) (5 Points)**

Yes

**D.7. What is the impact to your proposed Activity if this project is not funded? (10 Points)**

If this program is not funded, we will need to discontinue providing our services to the residents of the City of Clearwater, unless we can find private funding to replace City funds.

**D.8. What will happen if this project is partially funded?**

Partial funding will require us to proportionately decrease the number of Clearwater residents for whom we process DPA applications.

**D.9. Will you be requesting match funds from other jurisdictions? If so, will you be able to accomplish the proposed scope if those other funds are not awarded?**

For the administration of the Clearwater Downpayment Assistance Program, we will not be seeking funding from other jurisdictions.

**D.10. Will your agency be able to start this project on October 1st?**

Yes

## E. Required Documents

Completed by fpheeny@suncoasthc.org on 3/1/2026 1:38 PM

**Case Id:** 16651

**Name:** Tampa Bay CDC/Suncoast Housing Connections

**Address:** 2139 NE Coachman Rd, Clearwater, FL 33765

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## E. Required Documents

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**Important Notice:** Failure to upload all required documents at the time of submission will result in a 10-point deduction from the application's total score.

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**Articles of Incorporation \*Required**

TBCDC-SHC Articles of Incorporation.pdf

**Bylaws \*Required**

TBCDC-SHC Final Bylaws revision 2021.pdf

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

BOD List 2025.pdf

**Most Recent Audited Financials \*Required**

Tampa Bay CDC - Financial Statements 12.31.2024.pdf

Tampa Bay CDC - Communication Letter 2024.pdf

**IRS Non-Profit Exemption Determination Letter [\(Click to download sample\)](#) \*Required**

Sustainable 501c3 IRS confirmation.pdf

**Organizational Chart \*Required**

Organizational Chart Oct 2025.pdf

**Other - Documentation to Support Answers in Application**

*\*\*No files uploaded*

**Other - Single Audit (A-133), if applicable**

*\*\*No files uploaded*

**Resolution to Apply for Funding *\*Required***

RESOLUTION 2026-1 For Grants and Proposals.pdf

**Résumé - Chief Executive Officer/President *\*Required***

Frances Pheeny Resume 2025.pdf

**Résumé - Chief Financial Officer *\*Required***

Theresa Quiroga Resume.pdf

**Résumé - Grant Administrator *\*Required***

Theresa Quiroga Resume.pdf

**Consumer's Certificate of Exemption ([Click to download sample](#)) *\*Required***

Consumer Certificate of Exemption-4-30-24 to 4-30-29.pdf

**Proof of Insurance *\*Required***

26-27 CDO Policy.pdf

TBCDC-City of Clearwater 2026.pdf

TampaBayCommunityDevelopmentCorporation-FL-CityofClearwater-20265141.pdf

**Form W-9 *\*Required***

2025 W-9 Signed.pdf

 **Policies and Procedures \*Required**

2024 Handbook.pdf

Financial Policies- Board Approved Dec 15, 2023.docx

SHC PROCUREMENT POLICY.pdf

 **Blank Application/Intake Forms \*Required**

2025 \_2026\_DPA Application.pdf

## F. Submit

Completed by fpheeny@suncoasthc.org on 3/1/2026 1:39 PM

**Case Id:** 16651

**Name:** Tampa Bay CDC/Suncoast Housing Connections

**Address:** 2139 NE Coachman Rd, Clearwater, FL 33765

---

## F. Submit

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Please provide the following information.

**CERTIFICATION:** I hereby certify that the information contained in this application is accurate, that I am an authorized representative, approved by the Agency's Board of Directors, to enter into this agreement, if approved, and to submit the application on behalf of my organization, and that the applicant will conduct the proposed activity in the location, time, and manner within the budget presented. I certify that the proposed activity addresses one of the priorities as contained in the current City of Clearwater Consolidated Planning Document and/or current SHIP Local Housing Assistance Plan.

I certify that the CDBG, HOME, SHIP and/or other funds will be used in the manner described and will be used only to reimburse those eligible costs described in the approved budget and any other type of funds presented in the budget will be obtained and used for the proposed project.

**Name/Title of Official Representative**

Frances Pheeny President and CEO

**Signature of official representative**

Frances Pheeny

*Electronically signed by fpheeny@suncoasthc.org on 3/1/2026 1:39 PM*

# Program Overview

Completed by k.martinezds@prosperausa.org on 3/3/2026 3:21 PM

**Case Id:** 16653

**Name:** Prospera - Technical Assistance for LMI

**Address:** City of Clearwater East Community Library 2465

---

## Program Overview

---

Please provide the following information.



## City of Clearwater

### Public Service Application

The city of Clearwater is now accepting competitive grant applications for Public Services Grants. The deadline to submit a completed application is **Wednesday, March 4, 2026, at 11:59 PM**. An Application Workshop is scheduled for Friday, February 13, 2026, at 10:00 AM.

This grant application is for nonprofit providers of public services to benefit the following:

- Low-and moderate-income persons who reside within the city limits of Clearwater for activities under applicable program regulations.
- Low- to moderate-income households, or businesses located in a low-to moderate-income area (whose owners qualify as low- to moderate-income or whose clientele qualify as same) within the city limits of Clearwater for activities under applicable program regulations.

Activities considered must address one or more of the following:

- Housing - Provide availability of, and access to, decent affordable housing for the residents of the City of Clearwater.
- Homelessness – Help to prevent and reduce homelessness within the City of Clearwater.
- Non-Homeless Special Needs – Expand the accessibility and coordination of social services to City of Clearwater special needs populations.
- Community Development and Public Services – Enhance the living environment for persons in low- and moderate-income areas through community development activities, public service programs, and elimination of blight.
- Economic Development – Support programs that create economic opportunities in the City of Clearwater, particularly for persons of low- and moderate-income and in Neighborhood Revitalization Strategy Areas.

### Funding Amount

- Minimum Request: \$25,000

Printed By: Dania Perez on 3/5/2026

- Maximum Request: \$50,000

If you have any questions, please reach out to

- Dania Perez at [\(727\) 444-7159](tel:7274447159) or [Dania.Perez@myclearwater.com](mailto:Dania.Perez@myclearwater.com)
- Jessica Chueka [\(727\) 444-7567](tel:7274447567) or [Jessica.Chueka@myclearwater.com](mailto:Jessica.Chueka@myclearwater.com)

## A. Contact Information

Completed by a.sanabria@prosperausa.org on 3/4/2026 5:49 PM

**Case Id:** 16653

**Name:** Prospera - Technical Assistance for LMI

**Address:** City of Clearwater East Community Library 2465

---

## A. Contact Information

---

Please provide the following information.

### CONTACT INFORMATION FOR GRANT ADMINISTRATION

**A.1. First Name**

Fabian

**A.2. Last Name**

Yepez

**A.3. Title of Position**

Vice President West Coast of Florida

**A.4. Phone Number**

8132300059

**A.5. E-Mail Address**

fyepez@prosperausa.org

### CONTACT INFORMATION OF PRIMARY INDIVIDUAL RESPONSIBLE FOR CONDUCTING PROPOSED ACTIVITY

**A.6. First Name**

Fabian

**A.7. Last Name**

Yepez

**A.8. Title of Position**

Vice President West Coast of Florida

**A.9. Phone Number**

8132300059

**A.10. E-Mail Address**

fyepez@prosperausa.org

### CONTACT INFORMATION OF INDIVIDUAL RESPONSIBLE FOR REPORTING FINANCIAL/FISCAL ASPECTS OF THE PROPOSED ACTIVITY

**A.11. First Name**

Fabian

**A.12. Last Name**

Yepez

**A.13. Title of Position**

Vice President West Coast of Florida

**A.14. Phone Number**

8132300059

**A.15. E-Mail Address**

fyepez@prosperausa.org

**CONTACT INFORMATION FOR INDIVIDUAL RESPONSIBLE FOR SUBMITTING MONTHLY DRAW REQUESTS**

**A.16. First Name**

Fernando

**A.17. Last Name**

Ochoa

**A.18. Title of Position**

Small Business Specialist

**A.19. Phone Number**

8136346246

**A.20. E-Mail Address**

FEOchoa@prosperausa.org

**AUTHORIZED SIGNER OF SUBRECIPIENT AGREEMENT (AUTHORIZED OFFICIAL)**

**A.21. First Name**

Augusto

**A.22. Last Name**

Sanabria

**A.23. Title of Position**

President/CEO

**A.24 Phone Number**

(407) 413-8564

**A.25. E-Mail Address**

A.sanabria@prosperausa.org

## B. Organization Information

Completed by k.martinezds@prosperausa.org on 3/3/2026 2:26 PM

Case Id: 16653

Name: Prospera - Technical Assistance for LMI

Address: City of Clearwater East Community Library 2465

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## B. Organization Information

---

Please provide the following information.

### B.1. Legal Name of Organization

Prospera Initiatives, INC

### B.2. DBA (Doing Business As)

Prospera

### B.3. Type of Agency

Private Nonprofit 501(c)(3)

### B.4. Physical Address of Organization

3201 East Colonial Dr. A20 Orlando, FL 32803

### B.5. Mailing Address of Organization

3201 East Colonial Dr. A20 Orlando, FL 32803

### B.6. Employer Identification Number (EIN/TIN)

59-3341405

### B.7. Unique Entity Identifier (UEI)

JCEQXJZAUH3

**B.8. SAM.gov:** As a prospective Subrecipient applying for a subaward of federal funding, I understand that my organization is required to be registered in SAM before submitting its application; must provide a valid unique entity identifier (UEI) in its application; and must continue to maintain an active SAM registration with current information at all times during which it has an active Federal subaward or an application or plan under consideration. My organization's SAM registration is currently in ACTIVE status.

Yes

**B.9. Audited financials are required for all funded agencies; does your agency have audited financials for 2023 or 2024?**

Yes

**B.10. If your agency expended \$1,000,000 or more in federal funds in the last fiscal year, a single audit must be completed per 2 CFR 200 Subpart F. Is your agency subject to 2 CFR 200 Subpart F?**

No

**INSURANCE AND AUDIT INFORMATION**

**B.11. Minimum Insurance is required for all funded activities. Select each insurance instrument that your agency currently carries.**

- Commercial General Liability
- Workers' Compensation (Per State of Florida Law)
- Flood Insurance if applicable
- Employee Theft/Dishonesty/Fraud or Commercial Crime
- Professional Liability/Errors or Omissions Insurance
- Waiver Of Subrogation

## C. Project Information

Completed by k.martinezds@prosperausa.org on 3/3/2026 3:10 PM

**Case Id:** 16653

**Name:** Prospera - Technical Assistance for LMI

**Address:** City of Clearwater East Community Library 2465

---

## C. Project Information

---

Please provide the following information. Each question carries a weighted value, please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

### C.1. Needs Statement- Describe the need that relates to your mission and purpose. (5 points)

Entrepreneurs in Clearwater who come from low- to moderate-income backgrounds face significant challenges when it comes to starting and growing their businesses. This initiative aims to address these challenges by providing targeted small-business development services, practical training, and improved access to capital, all offered with culturally responsive support. The focus of the project is to strengthen microenterprises and create opportunities for underserved business owners. By equipping participants with strategic guidance, technical knowledge, and tools for financial readiness, we aim to promote sustainable growth and long-term economic stability. The services provided will include bilingual assistance across various industries, personalized consulting, and free educational workshops. Participants will also receive help in finding suitable funding opportunities. This program is specifically designed to empower low- to moderate-income entrepreneurs and small business owners in Clearwater.

### C.2. Which of the City of Clearwater 2025/2026 – 2029 /2030 Consolidated Plan Goals does the proposed activity address? Descriptions of Consolidated Goals can be found [here](#)

Economic Development (Technical Assistance to Business)

**If Other, please explain**

### C.3. Activity Type (10 Points)

Ongoing

### C.4. Activity Description (25 points)

Provide educational seminars, one-on-one technical assistance and entrepreneurial grants to entrepreneurs and existing businesses that are considered low- and moderate-income persons as defined by HUD. Prospera will provide up to six (6) Business Orientation/Workshop Seminars in Spanish within the City of Clearwater. Sessions will have a minimum duration of 1-1/2 hours, up to 3 hours, depending on topics. Prospera will conduct a minimum of twenty-five (25), consulting sessions to help entrepreneurs identify the short and long-term needs of their existing or prospective businesses. Prospera will provide up to twelve (12) entrepreneurial grants, which will allow startups and existing businesses to receive advanced business development services at no cost. A network of professionals provides these services, most of them small businesses contracted by Prospera. These services may include: • Legal Assessment• Accounting Assessment• QuickBooks training• Marketing Plan• Branding Kit• Business Plan• Access to Capital Prospera will provide a minimum of 125 hours of free consulting, based on entrepreneurs' needs.

### C.5. Identify the timeline for implementation of the proposed activity. (10 points)

Timeline is from October 1st, 2026 to September 30th, 2027

Printed By: Dania Perez on 3/5/2026

7 of 16

**C.6. Describe your agency's experience and capacity in carrying out the proposed activity and meeting goals and objectives. (10 Points for experience and 10 points for capacity)**

Prospera is an economic development organization, specializing in providing bilingual business development services to underserved Hispanic entrepreneurs. Throughout the years Prospera has generated over \$4.9 Billion in total economic output and impacted more than 47,700 jobs since it was created in 1991 in Florida. Prospera provides expertise and resources to existing and prospective micro-businesses, empowering entrepreneurs through training, support, and resources so their business can grow and prosper. With 35 years of proven track record and the support of many donors from every level and sector, Prospera has demonstrated how its innovative model concept has impacted the economy of Florida to help catalyze the growth and success of underserved businesses within the state. Prospera has long term partnerships with private and public sector institutions, including State, County, and Municipal governments, well established corporations, reputable foundations, community leaders, and other stakeholders that ensure our program stays stable and sustainable in every possible way. In addition, Prospera has built a good relationship with a wide, leveraged array of funders for over 15 years. Their members are highly involved with the organization and its Board of Directors; this guarantees a strong, ongoing program, and there is no intention from these funders of interrupting such relationships. Through our partnerships with several organizations in Clearwater, both Hispanic and non-Hispanic, we have access to different resources and communities that need our services.

**C.7. How many years of experience does your organization have delivering the proposed activity or other activities that are similar in scope?**

Prospera is now in our 35th year.

**C.8. Service Area (Select all that apply)**

[Downtown Gateway NRSA](#)

[North Greenwood NRSA](#)

[Lake Bellevue NRSA](#)

[Citywide](#)

**C.9. Are you targeting one or more NRSAs?**

Yes

**C.10. If you answered Yes to question C.9 above, explain how you are targeting/making efforts to reach out to the NRSA(s).**

We reach the additional NRSA's through local partnerships with small business ecosystem organizations and community leaders. We also use targeted online marketing, as well as different locations for our seminars in different areas.

**C.11. Address of location where proposed Activity will occur.**

City of Clearwater East Community Library 2465 Drew St. Clearwater, FL 33765

**C.12. Is the Address of Activity in question C.11 above located in one of the NRSAs?**

Yes

**C.13. If agency's office or facility is not located within the incorporated city limits of the City of Clearwater (Tax District CW, CWD, or CWDO), provide an explanation regarding how your agency's services benefit Clearwater's very-**

low to moderate-income residents.

**C.14. Enter the number of unduplicated beneficiaries, by income, by persons, expected to be serviced by the activity proposed for Clearwater residents ONLY residing within CW, CWD, or CWDO.**

**PERSONS:** Public Services related to Homelessness, Non-Homeless Special Needs, Community Development and Public Services, and Economic Development report beneficiaries at or below 80% AMI.

**HOUSEHOLDS:** Public Services related to Homeownership Education and Home Purchase Assistance report households at or below 120% AMI.

**For this application, complete either the Persons column OR the Households column.**

**Persons 0%-30% AMI**

4

**Households 0-30%AMI**

**Persons 31%-50% AMI**

9

**Households 31%-50%AMI**

**Persons 51%-80%AMI**

7

**Households 51%-80%AMI**

**Persons 81%-120%AMI**

5

**Households 81%-120%AMI**

## D. Funding Request

Completed by k.martinezds@prosperausa.org on 3/3/2026 3:05 PM

Case Id: 16653

Name: Prospera - Technical Assistance for LMI

Address: City of Clearwater East Community Library 2465

---

### D. Funding Request

---

Please provide the following information. Each question carries a weighted value, please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

**"Amount Required for Entire Project"** is the total cost of providing the service ("Total Amount of Other Funds" + CDBG grant funds = "Amount Required for Entire Project").

**"Total Amount of Other Funds"** - Typically applicants do not intend to use CDBG funds exclusively for the service they are proposing. They will more than likely fund a portion of their work with raised funds, donated funds, other grant funds, etc. Identify the amount of other funds that will be used to fund the service other than the CDBG funds.

**"Source of Other Funds (Include Amount for Each Source)"** is to identify the source(s) of the amount entered in "Total Amount of Other Funds" (e.g. County grant, small business loan, self-funded, etc.). Include the source(s) of other funds and the amount for each source.

#### D.1. Amount Required for Entire Project?

\$1,181,000.00

#### D.2. Does this project anticipate the use of funds or assistance from another Federal agency in addition to HUD?

No

**D.3. Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply, the amounts sought, and the proposed use of those funds. (Enter detail into the table below; add an additional row for each funding source) (10 Points) Use the "Add Row" button to add additional rows for each funding source.**

The funds will be used for the following program activities: Seminars, Individual Business Consulting ,Access to Capital

Source of Other Funds	Funding Type:	Amount	If approved, Date of Award	If not approved, Date of anticipated announcement of award	Funds will apply towards: Example: Operating cost, Salary Support, Fringe, Direct Delivery Cost
State of Florida	State	\$260,000.00	M/d/yyyy	M/d/yyyy	Programs
JP Morgan Chase	Private	\$329,000.00	08/22/2024	M/d/yyyy	Programs
FBDC	Private	\$75,000.00	08/14/2024	M/d/yyyy	Programs
Duke Energy	Private	\$50,000.00	07/17/2025	M/d/yyyy	Programs

Wells Fargo	Private	\$50,000.00	06/17/2025	M/d/yyyy	Programs
Suncoast	Private	\$20,000.00	07/06/2025	M/d/yyyy	Programs
Truist	Private	\$25,000.00	07/29/2025	M/d/yyyy	Programs
Fairwinds	Private	\$22,500.00	02/10/2026	M/d/yyyy	Programs
Bank of America	Private	\$25,000.00	M/d/yyyy	M/d/yyyy	Programs
ChickFILA	Private	\$33,000.00	09/03/2025	M/d/yyyy	Programs
PNC	Private	\$15,000.00	M/d/yyyy	M/d/yyyy	Programs
GTE	Private	\$15,000.00	M/d/yyyy	M/d/yyyy	Programs
5/3	Private	\$10,000.00	M/d/yyyy	M/d/yyyy	Programs
Hillsborough County	State	\$120,000.00	M/d/yyyy	M/d/yyyy	Programs
City of Tampa	State	\$80,000.00	M/d/yyyy	M/d/yyyy	Programs
		\$1,129,500.00			

**D.4. Funding Request - Use the “Add Row” button to add additional rows for each funding request.**

Description (Required)	Amount
Operating Expenses	\$50,000.00
	\$50,000.00

**D.5. Budget Narrative (be specific/detailed)(10 points)**

The funds will be spent in the following budget categories: A. Salaries and Benefits - All Prospera employees complete detailed biweekly timesheets. These timesheets include a detailed allocation of actual worked time by activities and are reviewed by supervisors. Each biweekly payroll expense is detailed in the Accounting records for each appropriate expense class. Prospera also contributes to fringe benefits for its employees. These are recorded in its Accounting system by individual employees and charge those costs in the same manner as salary and wage. For this project, Prospera employees plan and execute all programs described in this proposal. B. Travel – Travel costs are charged either as a direct or indirect charge depending upon the predominant purpose of the trip. Auditable travel vouchers support costs incurred for travel, and expenses are limited to those allowable under policy and regulations. For The Rockefeller Foundation grant, travel expenses will be related to transportation to the targeted geographical areas. C. Marketing – To cover expenditures related to all marketing efforts, advertisement and promotions of seminars and consulting, and all programmatic activities related to the project, including partner organizations that will help us expose clients to procurement opportunities. D. Facilities and Equipment Rental – The project requires physical space to deliver programs. Different spaces will be temporarily occupied/rented to execute educational training sessions (20 seminars) and to conduct individual consulting sessions (80+ Meetings). Costs are calculated on fair market price and allocated based on square footage. E. Office Supplies - Office supplies and materials directly used for the execution of this project. F. Shared Services Expenses – Prospera’s Administrative Offices personnel will provide program support. We consider this model a cost-effective practice since it does not require hiring or dedicating a permanent entire administrative staff to the project. Shared services covered by the budgeted funds will be Finance and Accounting, Marketing, Fund Development, Human Resources, and Operations and Logistics for the project. The percentage of shared services dedicated to the project is proportionally measured as a cost in the project budget.

**D.6. Does your agency have sufficient cash reserves to pay for activity costs as they are incurred? (Funds are provided on a cost reimbursement basis.) (5 Points)**

Yes

**D.7. What is the impact to your proposed Activity if this project is not funded? (10 Points)**

The project is already funded, so it will happen. Without City of Clearwater support, deliverables will be affected.

**D.8. What will happen if this project is partially funded?**

Because the project is funded by additional sources, it will still take place. However, if City of Clearwater does not approve, the impact will be reduced.

**D.9. Will you be requesting match funds from other jurisdictions? If so, will you be able to accomplish the proposed scope if those other funds are not awarded?**

Yes

**D.10. Will your agency be able to start this project on October 1st?**

Yes

## E. Required Documents

Completed by k.martinezds@prosperausa.org on 3/3/2026 3:20 PM

**Case Id:** 16653

**Name:** Prospera - Technical Assistance for LMI

**Address:** City of Clearwater East Community Library 2465

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## E. Required Documents

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**Important Notice:** Failure to upload all required documents at the time of submission will result in a 10-point deduction from the application's total score.

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**Articles of Incorporation \*Required**

Articles of Incorporation HBIF of Florida Inc. - 1995-10-03.pdf

2025-08-27 Articles of Amendment to Articles of Incorporation - Legal Name Change 3.pdf

**Bylaws \*Required**

HBIF of Florida By-Laws Amended - Final 2015.pdf

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

Board Contact List - FY 2025-2026 with Picture.pdf

**Most Recent Audited Financials \*Required**

2025-09-30 Audited Financial Reports and Single Audit Report.pdf

**IRS Non-Profit Exemption Determination Letter [\(Click to download sample\)](#) \*Required**

Prospera - 501c3 Letter 1.pdf

**Organizational Chart \*Required**

2025 11-17 Prospera Organizational Chart.pdf

**Other - Documentation to Support Answers in Application**

2025-08-27 Articles of Amendment to Articles of Incorporation - Legal Name Change 3.pdf  
HBIF Inc. - Prospera Initiatives - Names change letter.pdf  
Entity data detailed results.pdf

**Other - Single Audit (A-133), if applicable**

*\*\*No files uploaded*

**Resolution to Apply for Funding \*Required**

Letter of resolution.pdf

**Résumé - Chief Executive Officer/President \*Required**

Augusto Sanabria\_Resume\_02.2023.pdf

**Résumé - Chief Financial Officer \*Required**

Luis Otero Resume\_02\_2023.pdf

**Résumé - Grant Administrator \*Required**

Resume 2023 Fabian Yepez.pdf

**Consumer's Certificate of Exemption ([Click to download sample](#)) \*Required**

Consumer's Certificate of Exemption.pdf

**Proof of Insurance \*Required**

25-26 Master\_City of Clearwater.pdf

**Form W-9 \*Required**

W9 Prospera Initiatives Inc 2025 FL 1.pdf

**Policies and Procedures \*Required**

Policies Procedures FY2025-2026.pdf

**Blank Application/Intake Forms \*Required**

INITIAL\_Client\_Intake\_Form.pdf

## F. Submit

Completed by a.sanabria@prosperausa.org on 3/4/2026 5:49 PM

**Case Id:** 16653

**Name:** Prospera - Technical Assistance for LMI

**Address:** City of Clearwater East Community Library 2465

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## F. Submit

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Please provide the following information.

**CERTIFICATION:** I hereby certify that the information contained in this application is accurate, that I am an authorized representative, approved by the Agency's Board of Directors, to enter into this agreement, if approved, and to submit the application on behalf of my organization, and that the applicant will conduct the proposed activity in the location, time, and manner within the budget presented. I certify that the proposed activity addresses one of the priorities as contained in the current City of Clearwater Consolidated Planning Document and/or current SHIP Local Housing Assistance Plan.

I certify that the CDBG, HOME, SHIP and/or other funds will be used in the manner described and will be used only to reimburse those eligible costs described in the approved budget and any other type of funds presented in the budget will be obtained and used for the proposed project.

**Name/Title of Official Representative**

Augusto Sanabria

**Signature of official representative**

Augusto Sanabria

*Electronically signed by a.sanabria@prosperausa.org on 3/4/2026 5:47 PM*

# Program Overview

Completed by gabrielleh@gulfcoastlegal.org on 3/3/2026 11:26 AM

**Case Id:** 16657

**Name:** Gulfcoast Legal Services, Inc. (Housing Legal

**Address:** 501 1st Ave N. Suite , Suite 420, St. Petersburg,

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## Program Overview

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Please provide the following information.



## City of Clearwater

### Public Service Application

The city of Clearwater is now accepting competitive grant applications for Public Services Grants. The deadline to submit a completed application is **Wednesday, March 4, 2026, at 11:59 PM**. An Application Workshop is scheduled for Friday, February 13, 2026, at 10:00 AM.

This grant application is for nonprofit providers of public services to benefit the following:

- Low-and moderate-income persons who reside within the city limits of Clearwater for activities under applicable program regulations.
- Low- to moderate-income households, or businesses located in a low-to moderate-income area (whose owners qualify as low- to moderate-income or whose clientele qualify as same) within the city limits of Clearwater for activities under applicable program regulations.

Activities considered must address one or more of the following:

- Housing - Provide availability of, and access to, decent affordable housing for the residents of the City of Clearwater.
- Homelessness – Help to prevent and reduce homelessness within the City of Clearwater.
- Non-Homeless Special Needs – Expand the accessibility and coordination of social services to City of Clearwater special needs populations.
- Community Development and Public Services – Enhance the living environment for persons in low- and moderate-income areas through community development activities, public service programs, and elimination of blight.
- Economic Development – Support programs that create economic opportunities in the City of Clearwater, particularly for persons of low- and moderate-income and in Neighborhood Revitalization Strategy Areas.

### Funding Amount

- Minimum Request: \$25,000

Printed By: Dania Perez on 3/5/2026

- Maximum Request: \$50,000

If you have any questions, please reach out to

- Dania Perez at [\(727\) 444-7159](tel:7274447159) or [Dania.Perez@myclearwater.com](mailto:Dania.Perez@myclearwater.com)
- Jessica Chueka [\(727\) 444-7567](tel:7274447567) or [Jessica.Chueka@myclearwater.com](mailto:Jessica.Chueka@myclearwater.com)

## A. Contact Information

Completed by gabrielleh@gulfcoastlegal.org on 3/3/2026 12:01 PM

**Case Id:** 16657

**Name:** Gulfcoast Legal Services, Inc. (Housing Legal

**Address:** 501 1st Ave N. Suite , Suite 420, St. Petersburg,

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## A. Contact Information

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Please provide the following information.

### CONTACT INFORMATION FOR GRANT ADMINISTRATION

#### A.1. First Name

Gabrielle

#### A.2. Last Name

Holland

#### A.3. Title of Position

Grants and Development Manager

#### A.4. Phone Number

7278210726110

#### A.5. E-Mail Address

gabrielleh@gulfcoastlegal.org

### CONTACT INFORMATION OF PRIMARY INDIVIDUAL RESPONSIBLE FOR CONDUCTING PROPOSED ACTIVITY

#### A.6. First Name

Liza

#### A.7. Last Name

Curp

#### A.8. Title of Position

Housing Deputy Director

#### A.9. Phone Number

7278210726205

#### A.10. E-Mail Address

lizac@gulfcoastlegal.org

### CONTACT INFORMATION OF INDIVIDUAL RESPONSIBLE FOR REPORTING FINANCIAL/FISCAL ASPECTS OF THE PROPOSED ACTIVITY

#### A.11. First Name

Michelle

Printed By: Dania Perez on 3/5/2026

**A.12. Last Name**

Furan Sullivan

**A.13. Title of Position**

Chief Financial Officer

**A.14. Phone Number**

7278210726

**A.15. E-Mail Address**

michellefs@gulfcoastlegal.org

**CONTACT INFORMATION FOR INDIVIDUAL RESPONSIBLE FOR SUBMITTING MONTHLY DRAW REQUESTS**

**A.16. First Name**

Francis

**A.17. Last Name**

Barrios

**A.18. Title of Position**

Grants Billing Manager

**A.19. Phone Number**

7278210726

**A.20. E-Mail Address**

francisb@gulfcoastlegal.org

**AUTHORIZED SIGNER OF SUBRECIPIENT AGREEMENT (AUTHORIZED OFFICIAL)**

**A.21. First Name**

Theresa

**A.22. Last Name**

Prichard

**A.23. Title of Position**

Chief Executive Officer

**A.24 Phone Number**

(727) 821-0726

**A.25. E-Mail Address**

theresap@gulfcoastlegal.org

## B. Organization Information

Completed by gabrielleh@gulfcoastlegal.org on 3/3/2026 2:00 PM

Case Id: 16657

Name: Gulfcoast Legal Services, Inc. (Housing Legal

Address: 501 1st Ave N. Suite , Suite 420, St. Petersburg,

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### B. Organization Information

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Please provide the following information.

#### B.1. Legal Name of Organization

Gulfcoast Legal Services

#### B.2. DBA (Doing Business As)

#### B.3. Type of Agency

Private Nonprofit 501(c)(3)

#### B.4. Physical Address of Organization

501 1st Ave N Suite 420 St. Petersburg, FL 33782

#### B.5. Mailing Address of Organization

#### B.6. Employer Identification Number (EIN/TIN)

591882749

#### B.7. Unique Entity Identifier (UEI)

S5QPD59JP6W9

**B.8. SAM.gov:** As a prospective Subrecipient applying for a subaward of federal funding, I understand that my organization is required to be registered in SAM before submitting its application; must provide a valid unique entity identifier (UEI) in its application; and must continue to maintain an active SAM registration with current information at all times during which it has an active Federal subaward or an application or plan under consideration. My organization's SAM registration is currently in ACTIVE status.

Yes

**B.9. Audited financials are required for all funded agencies; does your agency have audited financials for 2023 or 2024?**

Yes

**B.10. If your agency expended \$1,000,000 or more in federal funds in the last fiscal year, a single audit must be completed per 2 CFR 200 Subpart F. Is your agency subject to 2 CFR 200 Subpart F?**

Yes

### INSURANCE AND AUDIT INFORMATION

Printed By: Dania Perez on 3/5/2026

**B.11. Minimum Insurance is required for all funded activities. Select each insurance instrument that your agency currently carries.**

- Commercial General Liability**
- Workers' Compensation (Per State of Florida Law)**
- Flood Insurance if applicable**
- Employee Theft/Dishonesty/Fraud or Commercial Crime**
- Professional Liability/Errors or Omissions Insurance**
- Waiver Of Subrogation**

## C. Project Information

Completed by gabrielleh@gulfcoastlegal.org on 3/4/2026 1:49 PM

**Case Id:** 16657

**Name:** Gulfcoast Legal Services, Inc. (Housing Legal

**Address:** 501 1st Ave N. Suite , Suite 420, St. Petersburg,

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## C. Project Information

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Please provide the following information. Each question carries a weighted value, please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

### C.1. Needs Statement- Describe the need that relates to your mission and purpose. (5 points)

Gulfcoast Legal Services (GLS) is committed to promoting justice and expanding access to exceptional legal services for individuals facing barriers to the legal system, including enforcing clients' rights under The Fair Housing Act of 1968 which was created to prohibit discrimination in the sale, rental, and financing of housing based on race, color, religion, national origin, sex, disability, and familial status, an ongoing battle for many Floridians. The increasing demand for housing assistance in legal aid highlights the critical need for our services. During the 2024-2025 fiscal year, GLS provided legal assistance to 344 individuals in Clearwater, FL, a 126% increase from the prior year, addressing family law, housing, consumer, and immigration matters. Since October 1, 2025, GLS has served 103 individuals from Clearwater. Over the past 17 years, GLS has used Clearwater Community Development Block Grant (CDBG) funds to assist more than 1,000 Clearwater residents with housing-related legal issues—this number does not include those served through other funding sources. Florida's housing crisis continues to place tenants at risk, particularly due to the lack of rent control and comprehensive tenant protections found in other states such as California, New Jersey, and New York. In 2023, an attempt to cap annual rent increases at 30% for continuing tenants failed to pass, leaving renters vulnerable to rising housing costs. The National Fair Housing Alliance's (NFHA) 2025 Fair Housing Report found that NFHA's Operating and Supporting Members (defined as private, not-for-profit fair housing organizations or legal aid agencies) have historically processed 74% of all complaints, highlighting the essential need for programs such as GLS's Housing Services. Furthermore, discrimination based on disability accounted for the majority (54.59 percent) of complaints filed. Aside from the need for legal services identified by NFHA, rent continues to present challenges. While the average rent in Clearwater is currently about 5% lower than the national average, averaging \$1,544 per month, the average annual income of GLS Clearwater clients served in FY 24–25 was only \$28,438 though the national average income for a one-person household was \$50,960 in 2024 per census.gov. This disparity creates significant housing affordability challenges, particularly for households with more than one individual. Notably, the average rent for a two-bedroom apartment in Clearwater is \$1,853 (Apartments.com), cost-burdensome for many of our clients who support families. GLS provides critical legal education and advocacy for clients experiencing housing insecurity, ensuring they understand their rights and available options. This includes guidance for individuals whose names are on a lease with a partner and other complex housing situations. Additionally, economic hardship continues to impact the communities we serve. In the 2024-25 fiscal year, the average income of GLS clients was \$19,509—a 25% increase from the prior year. According to the 2026 Federal Poverty Guidelines (FPL), a person receiving \$19,950 for a household of one is 125% of the FPL. Most of our clients fall below these poverty levels, emphasizing the urgent need for continued support and legal assistance.

### C.2. Which of the City of Clearwater 2025/2026 – 2029 /2030 Consolidated Plan Goals does the proposed activity address? Descriptions of Consolidated Goals can be found [here](#)

Community Development & Public Service

**If Other, please explain**

### **C.3. Activity Type (10 Points)**

Ongoing

### **C.4. Activity Description (25 points)**

The GLS Housing Legal Services 26/27 project will provide essential legal assistance to low- and moderate-income individuals residing in Clearwater, FL. Through our Housing Unit, we offer legal support for cases involving evictions, foreclosures, fair housing violations, landlord-tenant disputes, Section 8 housing issues, and other housing-related matters. Our attorneys help clients facing mortgage delinquency or foreclosure proceedings by negotiating loan modifications or restructurings with banks and lenders. The average cost of providing Housing legal assistance to one client is \$1,966. This project aims to promote fair housing opportunities, affordable housing for renters and homebuyers, and economic opportunities for vulnerable individuals and families, in efforts to end chronic homelessness. CDBG funding will be used to support direct legal assistance, including salaries for attorneys and housing unit paralegals providing legal representation, as well as community awareness activities to educate residents about their rights and responsibilities before legal actions are taken against them. Additionally, a portion of the funding will cover litigation expenses such as filing fees, service and summons costs, court costs, and other legal expenses that clients cannot afford, ensuring full representation. GLS has seen an increase in court cases and litigation needs, requiring attorneys to spend more time in hearings and trials. With CDBG support, we can ensure clients remain eligible for assistance under the grant, helping us expand access to justice for Clearwater residents facing housing instability. Legal education and outreach efforts will include the creation of educational materials for community partners and residents to inform them of their housing rights. GLS will distribute housing-related educational materials to Clearwater residents via Clearwater's Code Enforcement team and conduct two educational and awareness events for Clearwater residents regarding their housing rights and responsibilities under Florida law, to be billed at the hourly rates. Code enforcement officers are often the first point of contact for distressed tenants and homeowners. In many cases, the code violations are beyond the tenant or homeowner's control due to issues such as rental agreement violations, financial exploitation, or predatory lending practices, which leave the resident unable to resolve the issue. Officers can serve as a resource to offer GLS assistance, improving community relations, and providing residents with resources to reduce their risk of homelessness. At least 22 clients will receive assistance through the Clearwater Community Development Block Grant (CDBG). GLS will focus its efforts on areas such as North Greenwood, East Gateway, Lake Bellevue, and other low-to-moderate-income neighborhoods. With CDBG funding, GLS will assign attorneys and legal support staff to execute the goals of the Housing Legal Services 26/27 project. The team will serve clients with identified violations of fair housing, landlord/tenant, mortgage foreclosure, and related housing laws. To effectively reach the targeted demographic, GLS will continue to assign an attorney to the Hispanic Outreach Center and The Long Center twice a month. Additionally, GLS will continue developing partnerships throughout the community to increase opportunities for outreach. Attorneys will be available to answer general questions, distribute materials, and participate in any scheduled community events hosted by the Centers. GLS attorneys will serve clients from these partner locations or schedule appointments for clients to visit the St. Pete office for a more detailed case review. Remote services will also be available for clients who prefer remote options.

### **C.5. Identify the timeline for implementation of the proposed activity. (10 points)**

10/01/2026-09/30/2027

### **C.6. Describe your agency's experience and capacity in carrying out the proposed activity and meeting goals and objectives. (10 Points for experience and 10 points for capacity)**

Gulfcoast Legal Services (GLS) has provided housing-related legal services for 47 years, demonstrating a strong track record of successfully assisting clients and meeting program objectives. All GLS attorneys are licensed by the Florida Bar and participate in Continuing Legal Education courses annually. Our Deputy Director of Housing is Liza Curp, who earned

her J.D. from The Ohio State University Moritz College of Law and is licensed in Florida, Ohio, and multiple federal courts. She brings nearly two decades of experience in civil rights litigation, government service, and court leadership. Liza previously served as Chief Compliance Officer and Assistant COO for the Hamilton County Clerk of Courts, where she expanded Help Center services and led reforms to criminal sealing and expungement policies to improve equitable access to the legal system. Her career also includes representing public entities in civil rights and constitutional matters and serving as a magistrate and appellate court clerk. The housing unit is currently staffed with three attorneys, a paralegal, and a law graduate all of whom provide high-quality legal assistance. GLS has significant experience managing Community Development Block Grants (CDBG) in Pinellas, Manatee, and Bradenton, among other counties, ensuring compliance and effective program execution. To support goal achievement and program success, our Chief Advocacy Officer (CAO) conducts weekly progress monitoring meetings with the Deputy Directors to assess case outcomes, track performance, and provide guidance. During the most recent fiscal year (2024–2025), the GLS Housing Unit increased the number of clients served in Pinellas County by 88% compared to the previous fiscal year (2023-2024). The unit served 201 clients in 2022–2023, 302 clients in 2023–2024, and 570 clients during FY24-25—approximately half of whom reside in Clearwater, FL. Beyond addressing immediate legal needs, GLS also provides housing counseling and education to empower clients with knowledge of their rights and options. GLS maintains a commendable success rate of nearly 80% in housing-related cases, measured by positive case outcomes such as eviction prevention, foreclosure resolution, and landlord-tenant dispute resolution. With a well-established history of delivering housing legal services and managing CDBG-funded projects, GLS is fully equipped to continue successfully implementing the proposed services and achieving meaningful results for the community.

**C.7. How many years of experience does your organization have delivering the proposed activity or other activities that are similar in scope?**

47

**C.8. Service Area (Select all that apply)**

- [Downtown Gateway NRSA](#)
- [North Greenwood NRSA](#)
- [Lake Bellevue NRSA](#)
- [Citywide](#)

**C.9. Are you targeting one or more NRSAs?**

Yes

**C.10. If you answered Yes to question C.9 above, explain how you are targeting/making efforts to reach out to the NRSA(s).**

GLS has a longstanding partnership with the Hispanic Outreach Center and will continue targeting potential clients through this collaboration. We are also working to strengthen relationships with The Long Center and HOPE Villages of America to better reach NRSAs. Additionally, GLS staff will ensure that other community funders, such as the Pinellas Community Foundation, have GLS brochures available to promote our services more broadly in the community. GLS will distribute brochures and collaborate with organizations like the Salvation Army Thrift Store and Donation Center to expand outreach efforts. In the most recent fiscal year, GLS participated in or organized 29 outreach events across Pinellas County. In 2024, we partnered with St. Pete Volunteers of America to host a legal clinic directly at a low-income housing complex. The event included consultations, a presentation, lunch, and door prizes to encourage participation. GLS also provided swift community support following Hurricanes Helene and Milton, which devastated The Standard, a

housing complex in Clearwater, FL. This complex is in a low- to moderate-income area, as defined by the 2024/2025 Low- and Moderate-Income Area Map, and is home to working and lower-income families. In collaboration with the Juvenile Welfare Board (JWB), GLS opened approximately 27 new cases and assisted at least 40 families, with a total of 65-70 attendees, including staff and children of the families served.

**C.11. Address of location where proposed Activity will occur.**

501 1st Ave N. Suite Suite 420 St. Petersburg, FL 33782

**C.12. Is the Address of Activity in question C.11 above located in one of the NRSAs?**

No

**C.13. If agency's office or facility is not located within the incorporated city limits of the City of Clearwater (Tax District CW, CWD, or CWDO), provide an explanation regarding how your agency's services benefit Clearwater's very-low to moderate-income residents.**

To best reach residents in the City of Clearwater, GLS has placed advocates within nonprofit partner agencies throughout the city at least twice a month. The two main campuses we use for outreach to this community are the Long Center and the Hispanic Outreach Center. When working from the partner location, the advocate(s) answer general questions, distribute materials, and participate in any scheduled community events hosted by the partner agencies. GLS advocates will have the ability to serve clients from this partner location, remotely, or schedule an appointment for them to visit the St. Pete office if necessary. In addition to our work in the HOC and The Long Center, GLS will continue to develop partnerships with social service agencies in the region.

**C.14. Enter the number of unduplicated beneficiaries, by income, by persons, expected to be serviced by the activity proposed for Clearwater residents ONLY residing within CW, CWD, or CWDO.**

**PERSONS:** Public Services related to Homelessness, Non-Homeless Special Needs, Community Development and Public Services, and Economic Development report beneficiaries at or below 80% AMI.

**HOUSEHOLDS:** Public Services related to Homeownership Education and Home Purchase Assistance report households at or below 120% AMI.

**For this application, complete either the Persons column OR the Households column.**

**Persons 0%-30% AMI**

11

**Households 0-30%AMI**

**Persons 31%-50% AMI**

5

**Households 31%-50%AMI**

**Persons 51%-80%AMI**

5

**Households 51%-80%AMI**

**Persons 81%-120%AMI**

1

**Households 81%-120%AMI**

## D. Funding Request

Completed by gabrielleh@gulfcoastlegal.org on 3/4/2026 3:23 PM

Case Id: 16657

Name: Gulfcoast Legal Services, Inc. (Housing Legal

Address: 501 1st Ave N. Suite , Suite 420, St. Petersburg,

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### D. Funding Request

---

Please provide the following information. Each question carries a weighted value, please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

**"Amount Required for Entire Project"** is the total cost of providing the service ("Total Amount of Other Funds" + CDBG grant funds = "Amount Required for Entire Project").

**"Total Amount of Other Funds"** - Typically applicants do not intend to use CDBG funds exclusively for the service they are proposing. They will more than likely fund a portion of their work with raised funds, donated funds, other grant funds, etc. Identify the amount of other funds that will be used to fund the service other than the CDBG funds.

**"Source of Other Funds (Include Amount for Each Source)"** is to identify the source(s) of the amount entered in "Total Amount of Other Funds" (e.g. County grant, small business loan, self-funded, etc.). Include the source(s) of other funds and the amount for each source.

#### D.1. Amount Required for Entire Project?

\$50,000.00

#### D.2. Does this project anticipate the use of funds or assistance from another Federal agency in addition to HUD?

No

**D.3. Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply, the amounts sought, and the proposed use of those funds. (Enter detail into the table below; add an additional row for each funding source) (10 Points) Use the "Add Row" button to add additional rows for each funding source.**

GLS has not finalized requests/amounts for 26/27, however, this may include the Area Agency on Aging of Pinellas/Pasco county for older adults over the age of 60. Funding Florida Legal Aid (there is no application to request a certain amount of funds/awards are made based on a survey/at the organizations determination).

Source of Other Funds	Funding Type:	Amount	If approved, Date of Award	If not approved, Date of anticipated announcement of award	Funds will apply towards: Example: Operating cost, Salary Support, Fringe, Direct Delivery Cost
		\$0.00			

#### D.4. Funding Request - Use the "Add Row" button to add additional rows for each funding request.

Description (Required)	Amount
------------------------	--------

Salary Support	\$30,178.00
Fringe Benefits:(allowable fringe: PTO time-holiday pay-court leave-health insurance-payroll role admin fee-workers comp)	\$13,161.00
Operating Expenses	\$6,661.00
Unit Cost Rate: Fee structure must be listed on agency's policy and procedures	\$0.00
	\$50,000.00

**D.5. Budget Narrative (be specific/detailed)(10 points)**

CDBG funds will support attorney and legal support staff salaries at 0.25FTE for the attorney and 0.25 for an attorney. Expenses also include general operating expenses calculated by the FTEs by total agency and or/by the St.Pete office specifically. Fringe is calculated at 0.25 of Salaries. The total for indirect expenses is at 15% totaling \$6,522 and is included in the operating expenses total.

**D.6. Does your agency have sufficient cash reserves to pay for activity costs as they are incurred? (Funds are provided on a cost reimbursement basis.) (5 Points)**

Yes

**D.7. What is the impact to your proposed Activity if this project is not funded? (10 Points)**

If the project is not funded, GLS will reach fewer potential residents of Clearwater that need Housing services. However, GLS would continue to provide support to Pinellas County residents through other community stakeholders such as the Funding Florida Legal Aid.

**D.8. What will happen if this project is partially funded?**

If this project is partially funded, GLS will provide the full services of the project but to fewer clients with fewer educational events.

**D.9. Will you be requesting match funds from other jurisdictions? If so, will you be able to accomplish the proposed scope if those other funds are not awarded?**

N/A

**D.10. Will your agency be able to start this project on October 1st?**

Yes

## E. Required Documents

Completed by gabrielleh@gulfcoastlegal.org on 3/4/2026 3:20 PM

Case Id: 16657

Name: Gulfcoast Legal Services, Inc. (Housing Legal

Address: 501 1st Ave N. Suite , Suite 420, St. Petersburg,

---

## E. Required Documents

---

**Important Notice:** Failure to upload all required documents at the time of submission will result in a 10-point deduction from the application's total score.

---

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**Articles of Incorporation \*Required**

Amended and restated Articles of Incorporation 01.25.16.pdf

**Bylaws \*Required**

Second Amended Restated Bylaws - Approved 01.20.2023.pdf

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

2026 GLS BOD Roster 3.2026.pdf

**Most Recent Audited Financials \*Required**

GLS Audit 9-30-25.pdf

**IRS Non-Profit Exemption Determination Letter [\(Click to download sample\)](#) \*Required**

IRS\_501c3\_determination\_ltr-GLS.pdf

**Organizational Chart \*Required**

Org Chart 3-2-2026.pdf

**Other - Documentation to Support Answers in Application**

*\*\*No files uploaded*

Printed By: Dania Perez on 3/5/2026

**Other - Single Audit (A-133), if applicable**

*\*\*No files uploaded*

**Resolution to Apply for Funding \*Required**

Authorization to Apply for Grants 2021 (1).pdf

**Résumé - Chief Executive Officer/President \*Required**

TheresaPrichardResume.pdf

**Résumé - Chief Financial Officer \*Required**

ResumeMichelleFuran-Sullivan.pdf

**Résumé - Grant Administrator \*Required**

Gabrielle Resume 2024.pdf

**Consumer's Certificate of Exemption ([Click to download sample](#)) \*Required**

Tax Exempt Cert 04.30.2024-04.30.2029 (3) 2.pdf

**Proof of Insurance \*Required**

Gulfcoast Legal Services, Inc.\_City of Clearwater\_ Gen 25-26.pdf

**Form W-9 \*Required**

GLS Form W-9\_signed 2026.pdf

**Policies and Procedures \*Required**

Advocacy Manual - rev April 2021.pdf

 **Blank Application/Intake Forms \*Required**

Copy of GLS App English.pdf

## F. Submit

Completed by [gabrielleh@gulfcoastlegal.org](mailto:gabrielleh@gulfcoastlegal.org) on 3/4/2026 3:26 PM

**Case Id:** 16657

**Name:** Gulfcoast Legal Services, Inc. (Housing Legal

**Address:** 501 1st Ave N. Suite , Suite 420, St. Petersburg,

---

## F. Submit

---

Please provide the following information.

**CERTIFICATION:** I hereby certify that the information contained in this application is accurate, that I am an authorized representative, approved by the Agency's Board of Directors, to enter into this agreement, if approved, and to submit the application on behalf of my organization, and that the applicant will conduct the proposed activity in the location, time, and manner within the budget presented. I certify that the proposed activity addresses one of the priorities as contained in the current City of Clearwater Consolidated Planning Document and/or current SHIP Local Housing Assistance Plan.

I certify that the CDBG, HOME, SHIP and/or other funds will be used in the manner described and will be used only to reimburse those eligible costs described in the approved budget and any other type of funds presented in the budget will be obtained and used for the proposed project.

**Name/Title of Official Representative**

Gabrielle Holland, Grants and Development Manager

**Signature of official representative**

Gabrielle Holland

*Electronically signed by [gabrielleh@gulfcoastlegal.org](mailto:gabrielleh@gulfcoastlegal.org) on 3/4/2026 3:21 PM*

# Program Overview

Completed by amarkiewicz@hispanicoutreachcenter.org on  
3/2/2026 10:21 PM

**Case Id:** 16658

**Name:** InterCultural Advocacy Institute, Inc. dba

**Address:** 1008 Woodlawn St, Clearwater, FL 33756

---

## Program Overview

---

Please provide the following information.



## City of Clearwater

### Public Service Application

The city of Clearwater is now accepting competitive grant applications for Public Services Grants. The deadline to submit a completed application is **Wednesday, March 4, 2026, at 11:59 PM**. An Application Workshop is scheduled for Friday, February 13, 2026, at 10:00 AM.

This grant application is for nonprofit providers of public services to benefit the following:

- Low-and moderate-income persons who reside within the city limits of Clearwater for activities under applicable program regulations.
- Low- to moderate-income households, or businesses located in a low-to moderate-income area (whose owners qualify as low- to moderate-income or whose clientele qualify as same) within the city limits of Clearwater for activities under applicable program regulations.

Activities considered must address one or more of the following:

- Housing - Provide availability of, and access to, decent affordable housing for the residents of the City of Clearwater.
- Homelessness – Help to prevent and reduce homelessness within the City of Clearwater.
- Non-Homeless Special Needs – Expand the accessibility and coordination of social services to City of Clearwater special needs populations.
- Community Development and Public Services – Enhance the living environment for persons in low- and moderate-income areas through community development activities, public service programs, and elimination of blight.
- Economic Development – Support programs that create economic opportunities in the City of Clearwater, particularly for persons of low- and moderate-income and in Neighborhood Revitalization Strategy Areas.

### Funding Amount

- Minimum Request: \$25,000

Printed By: Dania Perez on 3/5/2026

- Maximum Request: \$50,000

If you have any questions, please reach out to

- Dania Perez at [\(727\) 444-7159](tel:7274447159) or [Dania.Perez@myclearwater.com](mailto:Dania.Perez@myclearwater.com)
- Jessica Chueka [\(727\) 444-7567](tel:7274447567) or [Jessica.Chueka@myclearwater.com](mailto:Jessica.Chueka@myclearwater.com)

## A. Contact Information

Completed by amarkiewicz@hispanicoutreachcenter.org on  
3/2/2026 10:26 PM

**Case Id:** 16658

**Name:** InterCultural Advocacy Institute, Inc. dba

**Address:** 1008 Woodlawn St, Clearwater, FL 33756

---

## A. Contact Information

---

Please provide the following information.

### CONTACT INFORMATION FOR GRANT ADMINISTRATION

**A.1. First Name**

Amanda

**A.2. Last Name**

Markiewicz

**A.3. Title of Position**

CEO

**A.4. Phone Number**

7272786668

**A.5. E-Mail Address**

amarkiewicz@hispanicoutreachcenter.org

### CONTACT INFORMATION OF PRIMARY INDIVIDUAL RESPONSIBLE FOR CONDUCTING PROPOSED ACTIVITY

**A.6. First Name**

Carolina

**A.7. Last Name**

Garcia

**A.8. Title of Position**

Victim Advocate

**A.9. Phone Number**

7276003787

**A.10. E-Mail Address**

garcia@hispanicoutreachcenter.org

### CONTACT INFORMATION OF INDIVIDUAL RESPONSIBLE FOR REPORTING FINANCIAL/FISCAL ASPECTS OF THE PROPOSED ACTIVITY

**A.11. First Name**

clinton

Printed By: Dania Perez on 3/5/2026

**A.12. Last Name**

Collings

**A.13. Title of Position**

Director of Finance and Admin

**A.14. Phone Number**

7274459734

**A.15. E-Mail Address**

finance@hispanicoutreachcenter.org

**CONTACT INFORMATION FOR INDIVIDUAL RESPONSIBLE FOR SUBMITTING MONTHLY DRAW REQUESTS**

**A.16. First Name**

Clinton

**A.17. Last Name**

Collings

**A.18. Title of Position**

Director of Finance and Admin

**A.19. Phone Number**

7274459734

**A.20. E-Mail Address**

finance@hispanicoutreachcenter.org

**AUTHORIZED SIGNER OF SUBRECIPIENT AGREEMENT (AUTHORIZED OFFICIAL)**

**A.21. First Name**

Amanda

**A.22. Last Name**

Markiewicz

**A.23. Title of Position**

CEO

**A.24 Phone Number**

(172) 727-8666

**A.25. E-Mail Address**

amarkiewicz@hispanicoutreachcenter.org

## B. Organization Information

Completed by amarkiewicz@hispanicoutreachcenter.org on  
3/2/2026 10:28 PM

Case Id: 16658

Name: InterCultural Advocacy Institute, Inc. dba

Address: 1008 Woodlawn St, Clearwater, FL 33756

---

## B. Organization Information

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Please provide the following information.

### B.1. Legal Name of Organization

Intercultural Advocacy Inst.

### B.2. DBA (Doing Business As)

Hispanic Outreach Center

### B.3. Type of Agency

Private Nonprofit 501(c)(3)

### B.4. Physical Address of Organization

1008 Woodlawn St Clearwater, FL 33756

### B.5. Mailing Address of Organization

### B.6. Employer Identification Number (EIN/TIN)

27-1230728

### B.7. Unique Entity Identifier (UEI)

JY3NZM61MCH3

**B.8. SAM.gov:** As a prospective Subrecipient applying for a subaward of federal funding, I understand that my organization is required to be registered in SAM before submitting its application; must provide a valid unique entity identifier (UEI) in its application; and must continue to maintain an active SAM registration with current information at all times during which it has an active Federal subaward or an application or plan under consideration. My organization's SAM registration is currently in ACTIVE status.

Yes

**B.9. Audited financials are required for all funded agencies; does your agency have audited financials for 2023 or 2024?**

Yes

**B.10. If your agency expended \$1,000,000 or more in federal funds in the last fiscal year, a single audit must be completed per 2 CFR 200 Subpart F. Is your agency subject to 2 CFR 200 Subpart F?**

No

**INSURANCE AND AUDIT INFORMATION**

**B.11. Minimum Insurance is required for all funded activities. Select each insurance instrument that your agency currently carries.**

- Commercial General Liability
- Workers' Compensation (Per State of Florida Law)
- Flood Insurance if applicable
- Employee Theft/Dishonesty/Fraud or Commercial Crime
- Professional Liability/Errors or Omissions Insurance
- Waiver Of Subrogation

## C. Project Information

Completed by amarkiewicz@hispanicoutreachcenter.org on  
3/3/2026 1:43 PM

Case Id: 16658

Name: InterCultural Advocacy Institute, Inc. dba

Address: 1008 Woodlawn St, Clearwater, FL 33756

---

## C. Project Information

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Please provide the following information. Each question carries a weighted value, please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

### C.1. Needs Statement- Describe the need that relates to your mission and purpose. (5 points)

Pinellas County is experiencing a continuing rise in its Hispanic population. As of the most recent U.S. Census Bureau estimates, Hispanic or Latino residents comprise nearly 12% of the county's population, a share that has more than doubled over the last two decades. In the City of Clearwater, Hispanics represent roughly 17% of residents according to current Census estimates, with even higher concentrations in key neighborhoods served by the Hispanic Outreach Center. The Hispanic Outreach Center has been providing linguistically and culturally tailored services in this area since 2000, serving primarily low-income, Spanish-speaking adults and families. Our clients are predominantly women, many with limited formal education and low household income, who face systemic barriers to stability and opportunity. As the Hispanic population in Clearwater has grown, culturally and linguistically accessible victim advocacy services have not expanded at the same pace. This creates a gap for low-income, Spanish-speaking individuals who face significant barriers when navigating law enforcement, court systems, and protective services. The majority of adults served are women, many of whom are single heads of household with limited income and educational attainment. These factors increase vulnerability to domestic violence, wage theft, and exploitation, while simultaneously reducing access to safe and informed reporting options.

### C.2. Which of the City of Clearwater 2025/2026 – 2029 /2030 Consolidated Plan Goals does the proposed activity address? Descriptions of Consolidated Goals can be found [here](#)

Community Development & Public Service

If Other, please explain

### C.3. Activity Type (10 Points)

Ongoing

### C.4. Activity Description (25 points)

The ICAI seeks funding for ongoing support of our Victim Advocacy and Support Service program. The funding would offset internal funds that currently cover the overage of salary, fringe, materials, and supplies. For years, the Victim Advocacy and Support Service program has bridged the gap for culturally competent advocacy and support services for victims of crimes within the Hispanic community. The ICAI seeks to lessen the financial impact of this project on the center, expand our reach, offer new programming components, and enhance current community partnerships.

### C.5. Identify the timeline for implementation of the proposed activity. (10 points)

These funds would provide support to an already existing program. Therefore, we would be prepared to start program activities on 10/1/26. Those activities would include individual victim advocacy, court and law enforcement

accompaniment, referrals and information, crisis intervention, translation services, support services, and domestic violence support groups.

**C.6. Describe your agency's experience and capacity in carrying out the proposed activity and meeting goals and objectives. (10 Points for experience and 10 points for capacity)**

The InterCultural Advocacy Institute (ICAI), also known as the Hispanic Outreach Center (HOC) is the only Pinellas County multi-service, bilingual center offering wrap-around services: Victim Advocacy, Family Advocacy and support, Youth support groups at Oak Grove Middle School, information seminars, English classes, immigration clinics, legal clinics, social development groups, and youth programs (summer camp, in-school support groups and the Youth Leaders Partnership (YLP) program). Since the Center opened we have continued to grow and expand as the need for services has only continued to increase. There are now two sites, Clearwater and Tarpon Springs, and five satellite offices, providing more than 95,000 services to date. The ICAI Board of Directors is culturally and professionally competent to oversee this agency, reflecting over six countries/cultures in the Latin world. All Members contribute financially and/or leverage funding for the agency. Funding comes from the Juvenile Welfare Board of Pinellas, Pinellas Community Foundation, VOCA, BayCare, donors and other fundraising events. The Clearwater Police Department and St. Petersburg College provide low-cost office space for the two locations. The ICAI has a strong team that will implement and lead the success of this project. The project will be staffed by the Victim Advocate, Carolina Garcia and overseen by the Director of Advocacy and Support Services, Mica Julian. In regards to the grant administration, our Director of Finance and Administration, Clinton Collings and the CEO, Amanda Markiewicz will provide oversight.

**C.7. How many years of experience does your organization have delivering the proposed activity or other activities that are similar in scope?**

The ICAI has been in operation since 2000 and providing services in the community ever since. We have received funding for this program since 2011 and have continued to grow our impact on the life's and experiences of our community members.

**C.8. Service Area (Select all that apply)**

- [Downtown Gateway NRSA](#)
- [North Greenwood NRSA](#)
- [Lake Bellevue NRSA](#)
- [Citywide](#)

**C.9. Are you targeting one or more NRSAs?**

Yes

**C.10. If you answered Yes to question C.9 above, explain how you are targeting/making efforts to reach out to the NRSA(s).**

We collaborate with the Ross Norton Recreation Center located in Lake Belleview NRSA and the Clearwater NFC located in the North Greenwood Recreation Center in the North Greenwood NRSA. We hold one meeting a month at the Ross Norton Recreation Center located in the Lake Belleview NRSA. Additionally, many of our clients and families live in the Downtown Gateway NRSA. We utilize social media platforms, newsletters, outreach events and partners to reach families. We have received the majority of our families from word of mouth referrals.

**C.11. Address of location where proposed Activity will occur.**

1008 Woodlawn St Clearwater, FL 33756

**C.12. Is the Address of Activity in question C.11 above located in one of the NRSAs?**

Yes

**C.13. If agency's office or facility is not located within the incorporated city limits of the City of Clearwater (Tax District CW, CWD, or CWDO), provide an explanation regarding how your agency's services benefit Clearwater's very-low to moderate-income residents.**

**C.14. Enter the number of unduplicated beneficiaries, by income, by persons, expected to be serviced by the activity proposed for Clearwater residents ONLY residing within CW, CWD, or CWDO.**

**PERSONS:** Public Services related to Homelessness, Non-Homeless Special Needs, Community Development and Public Services, and Economic Development report beneficiaries at or below 80% AMI.

**HOUSEHOLDS:** Public Services related to Homeownership Education and Home Purchase Assistance report households at or below 120% AMI.

**For this application, complete either the Persons column OR the Households column.**

**Persons 0%-30% AMI**

**Households 0-30%AMI**

85

**Persons 31%-50% AMI**

**Households 31%-50%AMI**

10

**Persons 51%-80%AMI**

**Households 51%-80%AMI**

5

**Persons 81%-120%AMI**

**Households 81%-120%AMI**

0

## D. Funding Request

Completed by amarkiewicz@hispanicoutreachcenter.org on  
3/3/2026 1:49 PM

Case Id: 16658

Name: InterCultural Advocacy Institute, Inc. dba

Address: 1008 Woodlawn St, Clearwater, FL 33756

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### D. Funding Request

---

Please provide the following information. Each question carries a weighted value, please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

**"Amount Required for Entire Project"** is the total cost of providing the service ("Total Amount of Other Funds" + CDBG grant funds = "Amount Required for Entire Project").

**"Total Amount of Other Funds"** - Typically applicants do not intend to use CDBG funds exclusively for the service they are proposing. They will more than likely fund a portion of their work with raised funds, donated funds, other grant funds, etc. Identify the amount of other funds that will be used to fund the service other than the CDBG funds.

**"Source of Other Funds (Include Amount for Each Source)"** is to identify the source(s) of the amount entered in "Total Amount of Other Funds" (e.g. County grant, small business loan, self-funded, etc.). Include the source(s) of other funds and the amount for each source.

#### D.1. Amount Required for Entire Project?

\$25,000.00

#### D.2. Does this project anticipate the use of funds or assistance from another Federal agency in addition to HUD?

Yes

**D.3. Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply, the amounts sought, and the proposed use of those funds. (Enter detail into the table below; add an additional row for each funding source) (10 Points) Use the "Add Row" button to add additional rows for each funding source.**

Not at this time.

Source of Other Funds	Funding Type:	Amount	If approved, Date of Award	If not approved, Date of anticipated announcement of award	Funds will apply towards: Example: Operating cost, Salary Support, Fringe, Direct Delivery Cost
JWB	State	\$1,560,975.00	10/01/2025	M/d/yyyy	Operating cost, Salary Support, Fringe
VOCA	Federal	\$45,000.00	10/01/2025	M/d/yyyy	Salary support
BayCare	State	\$250,000.00	01/01/2026	M/d/yyyy	Operating cost, Salary Support, Fringe

		\$1,855,975.00		
--	--	----------------	--	--

**D.4. Funding Request - Use the "Add Row" button to add additional rows for each funding request.**

Description (Required)	Amount
Operating Expenses	\$5,000.00
Salary Support	\$10,000.00
Fringe Benefits:(allowable fringe: PTO time-holiday pay-court leave-health insurance-payroll role admin fee-workers comp)	\$10,000.00
	\$25,000.00

**D.5. Budget Narrative (be specific/detailed)(10 points)**

This proposal for \$25,000 will allow the ICAI to continue to serve victims of crime within our community through our victim advocacy program. The requested CDBG funds (\$25,000.00) would provide salary support, fringe benefits, and operating cost for the continuation of this programming.

**D.6. Does your agency have sufficient cash reserves to pay for activity costs as they are incurred? (Funds are provided on a cost reimbursement basis.) (5 Points)**

Yes

**D.7. What is the impact to your proposed Activity if this project is not funded? (10 Points)**

If this project is not funded, low-income victims in Clearwater and surrounding Pinellas County neighborhoods will face significant barriers to safety, justice, and recovery. Additionally, the absence of trusted, community-based advocacy services may lead to underreporting of crime, reduced cooperation with law enforcement, and continued cycles of abuse and exploitation within already vulnerable communities. This funding is essential to ensure that our community, particularly low-income women and families have equitable access to safety, legal protections, and recovery resources. Without it, a rapidly growing and historically underserved population will face even greater isolation from critical systems of support.

**D.8. What will happen if this project is partially funded?**

The goal of this project is not only to increase the current number of participants but to expand the reach through new initiatives. We strongly believe our program strengthens families and helps them become self-sufficient, and empowered. If we receive less than the requested amount, we would manage to maintain the program but would need to scale back in a few significant ways. We would need to seek additional funding to offset the project and reduce the use of internal funds spent.

**D.9. Will you be requesting match funds from other jurisdictions? If so, will you be able to accomplish the proposed scope if those other funds are not awarded?**

no

**D.10. Will your agency be able to start this project on October 1st?**

Yes

## E. Required Documents

Completed by amarkiewicz@hispanicoutreachcenter.org on  
3/3/2026 1:49 PM

Case Id: 16658

Name: InterCultural Advocacy Institute, Inc. dba

Address: 1008 Woodlawn St, Clearwater, FL 33756

---

## E. Required Documents

---

**Important Notice:** Failure to upload all required documents at the time of submission will result in a 10-point deduction from the application's total score.

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**Articles of Incorporation \*Required**

45839\_Articles of Incorporation.pdf

**Bylaws \*Required**

ICAI BYLAWS .pdf

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

FY25-26 ICAI Board List.docx

**Most Recent Audited Financials \*Required**

ICAI FY24 Audited Financial Statements.pdf

**IRS Non-Profit Exemption Determination Letter [\(Click to download sample\)](#) \*Required**

ICAI Tax Exempt Renewal (1).pdf

**Organizational Chart \*Required**

ICAI 2026 Organizational Chart.pdf

**Other - Documentation to Support Answers in Application**

*\*\*No files uploaded*

**Other - Single Audit (A-133), if applicable**

*\*\*No files uploaded*

**Resolution to Apply for Funding *\*Required***

ICAI Resolution letter 2026.pdf

**Résumé - Chief Executive Officer/President *\*Required***

Amanda Markiewicz- Resume.pdf (1) (1).pdf

**Résumé - Chief Financial Officer *\*Required***

Clinton Collings- Resume 24' (1).pdf

**Résumé - Grant Administrator *\*Required***

Carolina Garcia Resume.pdf

**Consumer's Certificate of Exemption ([Click to download sample](#)) *\*Required***

ICAI Tax Exempt Renewal (1).pdf

**Proof of Insurance *\*Required***

COI - City of Clearwater Economic Development - 8-22-2025.pdf

**Form W-9 *\*Required***

ICAI-HOC W-9 Form 2026.pdf

**Policies and Procedures *\*Required***

ICAI- HOC Client Bill of Rights.pdf

*Printed By: Dania Perez on 3/5/2026*

ICAI Handbook 2025.pdf



**Blank Application/Intake Forms \*Required**

ICAI HOC Adult English Intake (1).docx

## F. Submit

*Completed by amarkiewicz@hispanicoutreachcenter.org on  
3/3/2026 1:49 PM*

**Case Id:** 16658

**Name:** InterCultural Advocacy Institute, Inc. dba

**Address:** 1008 Woodlawn St, Clearwater, FL 33756

---

## F. Submit

---

Please provide the following information.

**CERTIFICATION:** I hereby certify that the information contained in this application is accurate, that I am an authorized representative, approved by the Agency's Board of Directors, to enter into this agreement, if approved, and to submit the application on behalf of my organization, and that the applicant will conduct the proposed activity in the location, time, and manner within the budget presented. I certify that the proposed activity addresses one of the priorities as contained in the current City of Clearwater Consolidated Planning Document and/or current SHIP Local Housing Assistance Plan.

I certify that the CDBG, HOME, SHIP and/or other funds will be used in the manner described and will be used only to reimburse those eligible costs described in the approved budget and any other type of funds presented in the budget will be obtained and used for the proposed project.

**Name/Title of Official Representative**

Amanda Markiewicz

**Signature of official representative**

Amanda Markiewicz

*Electronically signed by amarkiewicz@hispanicoutreachcenter.org on 3/3/2026 1:49 PM*

# Program Overview

Completed by melanie@upwards.com on 3/3/2026 1:53 PM

**Case Id:** 16660

**Name:** Upwards Care - Boost - 2026/27

**Address:** See C.10 - Multiple locations, See C.10 - Multiple

---

## Program Overview

---

Please provide the following information.



## City of Clearwater

### Public Service Application

The city of Clearwater is now accepting competitive grant applications for Public Services Grants.

The deadline to submit a completed application is **Wednesday, March 4, 2026, at 11:59 PM.**

An Application Workshop is scheduled for Friday, February 13, 2026, at 10:00 AM.

This grant application is for nonprofit providers of public services to benefit the following:

- Low-and moderate-income persons who reside within the city limits of Clearwater for activities under applicable program regulations.
- Low- to moderate-income households, or businesses located in a low-to moderate-income area (whose owners qualify as low- to moderate-income or whose clientele qualify as same) within the city limits of Clearwater for activities under applicable program regulations.

Activities considered must address one or more of the following:

- Housing - Provide availability of, and access to, decent affordable housing for the residents of the City of Clearwater.
- Homelessness – Help to prevent and reduce homelessness within the City of Clearwater.
- Non-Homeless Special Needs – Expand the accessibility and coordination of social services to City of Clearwater special needs populations.
- Community Development and Public Services – Enhance the living environment for persons in low- and moderate-income areas through community development activities, public service programs, and elimination of blight.
- Economic Development – Support programs that create economic opportunities in the City of Clearwater, particularly for persons of low- and moderate-income and in Neighborhood Revitalization Strategy Areas.

### Funding Amount

- Minimum Request: \$25,000
- Maximum Request: \$50,000

Printed By: Dania Perez on 3/5/2026

If you have any questions, please reach out to

- Dania Perez at [\(727\) 444-7159](tel:7274447159) or [Dania.Perez@myclearwater.com](mailto:Dania.Perez@myclearwater.com)
- Jessica Chueka [\(727\) 444-7567](tel:7274447567) or [Jessica.Chueka@myclearwater.com](mailto:Jessica.Chueka@myclearwater.com)

## A. Contact Information

Completed by melanie@upwards.com on 3/3/2026 5:38 PM

**Case Id:** 16660

**Name:** Upwards Care - Boost - 2026/27

**Address:** See C.10 - Multiple locations, See C.10 - Multiple

---

## A. Contact Information

---

Please provide the following information.

### CONTACT INFORMATION FOR GRANT ADMINISTRATION

**A.1. First Name**

Melanie

**A.2. Last Name**

Faure

**A.3. Title of Position**

Community Impact Manager

**A.4. Phone Number**

2134003438

**A.5. E-Mail Address**

melanie@upwards.com

### CONTACT INFORMATION OF PRIMARY INDIVIDUAL RESPONSIBLE FOR CONDUCTING PROPOSED ACTIVITY

**A.6. First Name**

Starlynn

**A.7. Last Name**

Perez

**A.8. Title of Position**

Boost Program Manager

**A.9. Phone Number**

3106956851

**A.10. E-Mail Address**

starlynn@upwards.com

### CONTACT INFORMATION OF INDIVIDUAL RESPONSIBLE FOR REPORTING FINANCIAL/FISCAL ASPECTS OF THE PROPOSED ACTIVITY

**A.11. First Name**

Dylan

Printed By: Dania Perez on 3/5/2026

**A.12. Last Name**

Melnick

**A.13. Title of Position**

Billing Manager

**A.14. Phone Number**

3106955920

**A.15. E-Mail Address**

dylan@upwards.com

**CONTACT INFORMATION FOR INDIVIDUAL RESPONSIBLE FOR SUBMITTING MONTHLY DRAW REQUESTS**

**A.16. First Name**

Dylan

**A.17. Last Name**

Melnick

**A.18. Title of Position**

Billing Manager

**A.19. Phone Number**

3106955920

**A.20. E-Mail Address**

dylan@upwards.com

**AUTHORIZED SIGNER OF SUBRECIPIENT AGREEMENT (AUTHORIZED OFFICIAL)**

**A.21. First Name**

Melanie

**A.22. Last Name**

Faure

**A.23. Title of Position**

Community Impact Manager

**A.24 Phone Number**

(213) 400-3438

**A.25. E-Mail Address**

melanie@upwards.com

## B. Organization Information

Completed by melanie@upwards.com on 3/3/2026 5:41 PM

Case Id: 16660

Name: Upwards Care - Boost - 2026/27

Address: See C.10 - Multiple locations, See C.10 - Multiple

---

### B. Organization Information

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Please provide the following information.

#### B.1. Legal Name of Organization

Upwards Care, Inc

#### B.2. DBA (Doing Business As)

Upwards

#### B.3. Type of Agency

Private for Profit

#### B.4. Physical Address of Organization

5521 N University Drive Suite 104 Coral Springs, FL 33067--4648

#### B.5. Mailing Address of Organization

1274 Owoosso Avenue Hermosa Beach, CA 90254--4044

#### B.6. Employer Identification Number (EIN/TIN)

82-2418770

#### B.7. Unique Entity Identifier (UEI)

HRBLHQGMG4T5

**B.8. SAM.gov:** As a prospective Subrecipient applying for a subaward of federal funding, I understand that my organization is required to be registered in SAM before submitting its application; must provide a valid unique entity identifier (UEI) in its application; and must continue to maintain an active SAM registration with current information at all times during which it has an active Federal subaward or an application or plan under consideration. My organization's SAM registration is currently in ACTIVE status.

Yes

**B.9. Audited financials are required for all funded agencies; does your agency have audited financials for 2023 or 2024?**

Yes

**B.10. If your agency expended \$1,000,000 or more in federal funds in the last fiscal year, a single audit must be completed per 2 CFR 200 Subpart F. Is your agency subject to 2 CFR 200 Subpart F?**

Yes

### INSURANCE AND AUDIT INFORMATION

Printed By: Dania Perez on 3/5/2026

**B.11. Minimum Insurance is required for all funded activities. Select each insurance instrument that your agency currently carries.**

- Commercial General Liability**
- Workers' Compensation (Per State of Florida Law)**
- Flood Insurance if applicable**
- Employee Theft/Dishonesty/Fraud or Commercial Crime**
- Professional Liability/Errors or Omissions Insurance**
- Waiver Of Subrogation**

## C. Project Information

Completed by melanie@upwards.com on 3/3/2026 7:32 PM

Case Id: 16660

Name: Upwards Care - Boost - 2026/27

Address: See C.10 - Multiple locations, See C.10 - Multiple

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### C. Project Information

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Please provide the following information. Each question carries a weighted value, please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

#### C.1. Needs Statement- Describe the need that relates to your mission and purpose. (5 points)

Despite their importance to our community and local economy, childcare providers in Clearwater average less than \$13 an hour, qualifying many as Low-to-Moderate income and making it difficult for them to sustain let alone grow their business. Meanwhile, there is a notable capacity gap in Clearwater, with over 1300 children under age 6 (23%) unable to access licensed care, which leaves over a thousand families—especially mothers and single parents —struggling to fully participate in the workforce. This is a conservative estimate as daycares also help with before and after school care for up to the age of 13. Child care is not just a family issue—it is an economic and workforce issue that affects everyone. Without reliable child care, parents struggle to remain in the workforce, businesses experience higher turnover, and children miss out on critical early learning opportunities. While we have had a 100% success rate in participating providers remaining open over the last two years, we cannot take job retention for granted. One of the providers who recently enrolled in the Boost program completed a business needs assessment with her Care Manager and identified her top challenge as ‘staying open.’ Increased overhead including higher insurance costs is leading to more closures, making it all the more urgent to support existing providers while also looking towards supply building. The Boost program tackles both ends of the childcare crisis in Clearwater. Boost provides home-based child care providers with business coaching, technology, and training to help them stay open, expand capacity, and improve the quality of care. By stabilizing these small businesses, Boost ensures that more families can access child care, more parents can stay in the workforce, and local economies grow.

#### C.2. Which of the City of Clearwater 2025/2026 – 2029 /2030 Consolidated Plan Goals does the proposed activity address? Descriptions of Consolidated Goals can be found [here](#)

Economic Development (Microenterprise: 5 or fewer employees, including the owner(s))

If Other, please explain

#### C.3. Activity Type (10 Points)

Expanding

#### C.4. Activity Description (25 points)

Activity Description: Boost Plus Program The Boost Plus Program builds on Upwards' proven Boost technical assistance model to help home-based child care providers establish stable, sustainable businesses. Delivered through a scalable digital platform, the program targets low- and moderate-income (LMI) microenterprise child care providers who frequently face financial instability, unpredictable enrollment, and burdensome administrative demands—barriers that limit growth and contribute to provider closure. Boost Plus employs a three-pronged support model combining personalized coaching, smart operational technology, and structured business training to deliver practical, results-driven assistance tailored to each provider's goals and pace. New Activities: Learning Management System (LMS) At the core of

Printed By: Dania Perez on 3/5/2026

7 of 18

the program is a Learning Management System (LMS) housing a self-guided curriculum developed by Upwards' team of early childhood business experts. Training modules equip participants with actionable skills in tuition modeling, enrollment stabilization, subsidy qualification, and regulatory compliance. By standardizing the delivery of business support through the LMS, the program ensures consistent quality, measurable outcomes, and a scalable alternative to labor-intensive one-on-one coaching models. Participants also receive access to the Upwards Child Care Management System (CMS), a digital platform that supports the modernization of day-to-day operations. Through the CMS, providers can manage enrollment, track attendance and payments, communicate with families, and maintain an active profile that connects them to prospective clients. This 24/7 operational tool reduces administrative burden and enables providers to focus on program quality and business growth. Individualized Care Manager Support Each participant is matched with a dedicated Care Manager who provides personalized guidance throughout the program year. This includes one-on-one assistance with platform onboarding, creating a live business listing, and developing customized marketing materials. Care Managers offer flexible, ongoing support, at the provider's pace, to ensure meaningful engagement and progress throughout the program. Business consultations and direct service interactions are tracked and documented as units of service, providing a clear record of participation and accountability. Program Eligibility & Community Impact Boost Plus serves low- and very low-income owners of licensed, home-based child care microenterprises. As providers strengthen their operations and achieve greater income stability, they are better positioned to expand licensed capacity, hire and retain teaching assistants, and increase the number of child care slots available in the community. Measurable Outcomes: Outcome 1: 90% Program Satisfaction Rate The Boost Plus Program is committed to delivering engaging, relevant, and provider-centered training that addresses each participant's unique needs. A self-paced learning platform provides an accessible, on-demand resource library of child care business information available at any time. Outcome 2: 100% of Participants Receive a Business Action Plan, Custom Marketing Package & Online Listing Upon enrollment, each participant completes a comprehensive needs assessment, which serves as the foundation for an individualized Business Action Plan. Participants also receive a custom marketing package, targeted business resources, and a full online listing on the Upwards platform— all designed to support active program participation and long-term business success. Outcome 3: 30% of Participants Report a 20% Increase in Gross Business Revenue by Program Closeout Through targeted marketing support and family enrollment assistance, Boost Plus helps providers expand their capacity and reach maximum enrollment— directly increasing earned revenue. The program projects that at least 30% of participants will report a minimum 20% increase in gross revenue by the close of the program year. Outcome 4: 30% of Participants Report an Increase in Child Care Slots by Program Closeout Boost Plus supports providers in expanding their facility capacity, including assistance with hiring a Teaching Assistant, enabling them to serve more children and increase their earning potential. The program projects that at least 30% of participants will report an increase in available child care slots by the end of the 12-month program period. Outcome 5: 1 Teaching Assistant Jobs Created - The goal of the Boost Program is to help Program Participants hire and/or retain a Teaching Assistant to maximize their facility capacity and support with daycare capacity increases so they can earn more and support more children in the community. Investing in Boost Plus extends well beyond individual business outcomes. By addressing the child care crisis through system-level innovation, this program supports workforce participation, contributing to a stronger, more resilient local economy.

#### **C.5. Identify the timeline for implementation of the proposed activity. (10 points)**

Having spent three years building relationships with family child care providers across Clearwater, the Boost team is uniquely positioned to launch Boost Plus with immediacy and impact. Rather than a simple expansion of the existing Boost program, Boost Plus represents a significant new offering— one designed to meet a deeper level of need among Clearwater's family child care providers. Q1 • Launch targeted outreach campaigns to microenterprise providers • Process applications, verify eligibility, and onboard participants • Assign Provider Care Managers and begin individualized support plans • Distribute welcome packages • Initiate monthly technical assistance consultations for providers • Build online business listings and develop marketing materials • Enable Boost Plus LMS access for onboarded providers • Conduct evaluations on progress and satisfaction Q2 • Continue local outreach and recruitment for providers • Conduct in-person visits and onboarding as needed • Continue individualized support and technical

assistance consultations • Update business plans, marketing resources, and online listings • Adjust LMS Modules as needed • Support hiring process: job postings, candidate vetting, & onboarding • Survey families and evaluate program outcomes Q3 • Maintain outreach, recruitment, and in-person support • Monthly technical assistance consultations continue • Conduct evaluations of LMS progress and offer assistance as needed • Finalize hiring pathways and complete employer certification • Conduct LMS Module completion surveys Q4 • Final outreach, recruitment, and eligibility verification as needed • Complete technical assistance consultations and licensing support • Finalize business plans, marketing resources, and online listings • Conduct final provider and program evaluations • Close the program and submit final performance and fiscal reports

**C.6. Describe your agency's experience and capacity in carrying out the proposed activity and meeting goals and objectives. (10 Points for experience and 10 points for capacity)**

Upwards has operated CDBG-funded Boost programs in over 30 cities and counties across 7 states, supporting nearly 400 childcare microenterprises. We have consistently met or exceeded goals and submitted timely reports without compliance issues or audit findings. Our systems track program performance to ensure every federal dollar is used effectively and transparently. - San Jose, California: Supported 131 childcare providers, increased revenue by over 30%, created 42 new teaching assistant positions and 220 new licensed childcare slots. - San Mateo, California: 80% of participating providers increased their childcare capacity. - Bellevue, Washington: In the inaugural year, Boost supported 25 in-home providers, created 7 new teaching assistant jobs and 21 new childcare slots. - Palo Alto, California: First-year providers saw a 40% revenue increase, with 25% expanding capacity by hiring teaching assistants. One assistant launched her own daycare in year two. - Escondido, California: Boost partnered with 39 family childcare providers, created 11 teaching assistant jobs, and helped providers increase revenue by over 30%. The fact that each of these jurisdictions has renewed their partnership with Boost for a second or third year speaks to sustained confidence in the program's measurable impact and the team's proven ability to deliver results. These renewals affirm that Boost consistently meets and exceeds its goals, creating lasting benefit for child care providers and the families they serve. With experienced and highly qualified Starlynn Perez stepping into the role of Program Manager, Boost is well-positioned to bring that same standard of excellence to Boost Plus in Clearwater.

**C.7. How many years of experience does your organization have delivering the proposed activity or other activities that are similar in scope?**

Four years (2022). With the support of CDBG funding, Boost has partnered with 32 cities and counties including: San Jose, Escondido, Chula Vista, San Mateo, San Diego County, Garden Grove, Palo Alto, Cathedral City, Tustin, Rancho Cordova, Sonoma County, Bakersfield, Sunnyvale, Daly City, Mountain View, Simi Valley, Norwalk, Rancho Cucamonga, Fullerton, and Moreno Valley, CA; Greeley, CO; Clearwater and Miami Beach, FL; St. Louis, MO; Tonawanda and Albany, NY; Clackamas County, OR, West Jordan, UT; and Bellevue, Everett, Bremerton, Federal Way, WA.

**C.8. Service Area (Select all that apply)**

- [Downtown Gateway NRSA](#)
- [North Greenwood NRSA](#)
- [Lake Bellevue NRSA](#)
- [Citywide](#)

**C.9. Are you targeting one or more NRSAs?**

No

**C.10. If you answered Yes to question C.9 above, explain how you are targeting/making efforts to reach out to the NRSA(s).**

The Boost program operates throughout Clearwater to ensure providers can effectively serve families in their communities. Each participating Family Child Care provider runs their business from their own registered and licensed facility, making childcare more accessible to local families. Because providers work from their homes, there is no single program site. Instead, Boost supports providers across multiple locations, expanding access to childcare in neighborhoods where it is needed most.

**C.11. Address of location where proposed Activity will occur.**

See C.10 - Multiple locations See C.10 - Multiple locations Clearwater, FL 33764--6261

**C.12. Is the Address of Activity in question C.11 above located in one of the NRSAs?**

Yes

**C.13. If agency's office or facility is not located within the incorporated city limits of the City of Clearwater (Tax District CW, CWD, or CWDO), provide an explanation regarding how your agency's services benefit Clearwater's very-low to moderate-income residents.**

The Boost Plus program serves low- to moderate-income family child care providers operating within Clearwater city limits. The program delivers comprehensive business and technical assistance to microenterprise child care providers, with the overarching goal of cultivating a robust, sustainable local child care ecosystem. By stabilizing operations and maximizing revenue for Low- and Moderate-Income (LMI) providers, Boost Plus strengthens the long-term viability of these small businesses — improving quality of life for the families they serve and generating a positive ripple effect throughout the broader community. Services are delivered primarily through virtual one-on-one consultations, designed to accommodate the demanding schedules of working providers. Measurable Outcomes: Outcome 1: 90% Program Satisfaction Rate The Boost Plus Program is committed to delivering engaging, relevant, and provider-centered training that addresses each participant's unique needs. A self-paced learning platform provides an accessible, on-demand resource library of child care business information available at any time. Outcome 2: 100% of Participants Receive a Business Action Plan, Custom Marketing Package & Online Listing Upon enrollment, each participant completes a comprehensive needs assessment, which serves as the foundation for an individualized Business Action Plan. Participants also receive a custom marketing package, targeted business resources, and a full online listing on the Upwards platform— all designed to support active program participation and long-term business success. Outcome 3: 30% of Participants Report a 20% Increase in Gross Business Revenue by Program Closeout Through targeted marketing support and family enrollment assistance, Boost Plus helps providers expand their capacity and reach maximum enrollment— directly increasing earned revenue. The program projects that at least 30% of participants will report a minimum 20% increase in gross revenue by the close of the program year. Outcome 4: 30% of Participants Report an Increase in Child Care Slots by Program Closeout Boost Plus supports providers in expanding their facility capacity, including assistance with hiring a Teaching Assistant, enabling them to serve more children and increase their earning potential. The program projects that at least 30% of participants will report an increase in available child care slots by the end of the 12-month program period. Outcome 5: 1 Teaching Assistant Jobs Created - The goal of the Boost Program is to help Program Participants hire and/or retain a Teaching Assistant to maximize their facility capacity and support with daycare capacity increases so they can earn more and support more children in the community.

**C.14. Enter the number of unduplicated beneficiaries, by income, by persons, expected to be serviced by the activity proposed for Clearwater residents ONLY residing within CW, CWD, or CWDO.**

**PERSONS:** Public Services related to Homelessness, Non-Homeless Special Needs, Community Development and Public Services, and Economic Development report beneficiaries at or below 80% AMI.

**HOUSEHOLDS:** Public Services related to Homeownership Education and Home Purchase Assistance report households at or below 120% AMI.

**For this application, complete either the Persons column OR the Households column.**

**Persons 0%-30% AMI**

1

**Households 0-30%AMI**

**Persons 31%-50% AMI**

2

**Households 31%-50%AMI**

**Persons 51%-80%AMI**

3

**Households 51%-80%AMI**

**Persons 81%-120%AMI**

**Households 81%-120%AMI**

## D. Funding Request

Completed by melanie@upwards.com on 3/3/2026 7:59 PM

Case Id: 16660

Name: Upwards Care - Boost - 2026/27

Address: See C.10 - Multiple locations, See C.10 - Multiple

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### D. Funding Request

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Please provide the following information. Each question carries a weighted value, please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

**"Amount Required for Entire Project"** is the total cost of providing the service ("Total Amount of Other Funds" + CDBG grant funds = "Amount Required for Entire Project").

**"Total Amount of Other Funds"** - Typically applicants do not intend to use CDBG funds exclusively for the service they are proposing. They will more than likely fund a portion of their work with raised funds, donated funds, other grant funds, etc. Identify the amount of other funds that will be used to fund the service other than the CDBG funds.

**"Source of Other Funds (Include Amount for Each Source)"** is to identify the source(s) of the amount entered in "Total Amount of Other Funds" (e.g. County grant, small business loan, self-funded, etc.). Include the source(s) of other funds and the amount for each source.

#### D.1. Amount Required for Entire Project?

\$46,054.00

#### D.2. Does this project anticipate the use of funds or assistance from another Federal agency in addition to HUD?

No

#### D.3. Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply, the amounts sought, and the proposed use of those funds. (Enter detail into the table below; add an additional row for each funding source) (10 Points) Use the "Add Row" button to add additional rows for each funding source.

The total cost to support each child care microenterprise for a full year is about \$10,000. However, we only request approximately \$8,000 per microenterprise and in the event that additional funding is needed to hit the program's goals, Upwards will cover any additional expenses with our in-kind matching program. Upwards' own contributions to the program will cover non-personnel costs including Training Materials (and translations), Equipment, Cost of Payments, and Office Supplies.

Source of Other Funds	Funding Type:	Amount	If approved, Date of Award	If not approved, Date of anticipated announcement of award	Funds will apply towards: Example: Operating cost, Salary Support, Fringe, Direct Delivery Cost
Upwards Care, Inc	Private	\$8,188.00	07/01/2026	M/d/yyyy	Training Materials (and translations), Equipment,

					Cost of Payments, and Office Supplies.
		\$8,188.00			

**D.4. Funding Request - Use the “Add Row” button to add additional rows for each funding request.**

Description (Required)	Amount
Salary Support	\$8,470.00
Fringe Benefits:(allowable fringe: PTO time-holiday pay-court leave-health insurance-payroll role admin fee-workers comp)	\$2,732.00
Operating Expenses	\$34,852.00
	\$46,054.00

**D.5. Budget Narrative (be specific/detailed)(10 points)**

Salary (\$8470) + Fringe (\$1270) + 15% de minimus (\$1461) = \$11,202 - this portion of the budget supports the compensation of staff members involved in the administration, coordination, and delivery of the Boost program. The Boost team includes: Program Director, Provider Care Specialists, Family Care Specialists, Enrollment Specialist, Finance Specialist, Product and Technical Support, Communications and Education and Community Engagement Specialist. The Boost team is supported by the greater Upwards’ team of Tech, Marketing and Finance specialists. These personnel are essential for the development of training materials, conducting workshops, and offering ongoing support to the child care providers and the families they serve. Upwards uses time-tracking software to reliably record each program staff member's time for accurate invoicing. Their roles are clearly defined and directly related to the program. \$34,852 supports the Program Registration Fee for 6 Providers to onboard onto the Boost Plus LMS. The Program Registration Fee is approximately \$484 per provider, per learning module. We anticipate launching with 12 modules, with the potential to expand to as many as 17 in the next year. This pricing aligns with industry standards for high-quality early learning coursework comparable to the content being delivered. Importantly, this fee is separate from access to the Upwards Childcare Management System (CMS), which is provided to support the digitization and operational management of each provider’s business. This continues to be free to Boost Providers.

**D.6. Does your agency have sufficient cash reserves to pay for activity costs as they are incurred? (Funds are provided on a cost reimbursement basis.) (5 Points)**

Yes

**D.7. What is the impact to your proposed Activity if this project is not funded? (10 Points)**

Without CDBG funding, Upwards will be unable to implement the Boost Plus program in Clearwater at the scale necessary to reach the low- and moderate-income providers who need it most. CDBG support is the critical mechanism that makes it possible to deliver no-cost, high-impact business and technical assistance to microenterprise home-based child care providers who would otherwise lack access to these services entirely. Without this investment, Clearwater's family child care providers would face significant barriers to accessing the coaching, structured business training, and operational technology tools that Boost Plus provides. These supports are foundational to helping providers stabilize their finances, sustain enrollment, navigate compliance requirements, and remain open over the long term. The absence of this program would be felt not only by providers, but by the working families who depend on them for affordable, quality child care. CDBG funding is essential to delivering this work equitably and at a meaningful scale. Without it, the Boost Plus Program cannot move forward in Clearwater as intended, and the community risks losing a proven, high-impact investment in its early childhood workforce and the families it serves.

**D.8. What will happen if this project is partially funded?**

One of the advantages of the Boost program is its scalability. It can be implemented at various levels based on the funding awarded, ensuring that the program can still operate effectively even if only partially funded. The systems and tools needed to run Boost are already in place, so scaling up or down will not compromise the quality of the services—it just means reaching more or fewer providers based on the funding available.

**D.9. Will you be requesting match funds from other jurisdictions? If so, will you be able to accomplish the proposed scope if those other funds are not awarded?**

Boost Plus will not draw on match funding from neighboring jurisdictions. Any funds awarded by other municipalities are designated exclusively to serve family child care providers within their respective communities. Similarly, CDBG funding awarded by Clearwater will be used solely to support eligible providers within Clearwater city limits, ensuring full alignment with local program intent and HUD compliance requirements.

**D.10. Will your agency be able to start this project on October 1st?**

Yes

## E. Required Documents

Completed by melanie@upwards.com on 3/3/2026 8:24 PM

Case Id: 16660

Name: Upwards Care - Boost - 2026/27

Address: See C.10 - Multiple locations, See C.10 - Multiple

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## E. Required Documents

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**Important Notice:** Failure to upload all required documents at the time of submission will result in a 10-point deduction from the application's total score.

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**Articles of Incorporation \*Required**

10-11-24 UPWARDS CARE Amendment to change name (filed).pdf  
Upwards Articles of Incorporation.pdf

**Bylaws \*Required**

Upwards By Laws.pdf

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

Upwards Board of Directors.pdf

**Most Recent Audited Financials \*Required**

2024 Upwards Audited Financial Statements.pdf

**IRS Non-Profit Exemption Determination Letter [\(Click to download sample\)](#) \*Required**

IRS 501(c)(3) Letter.pdf

**Organizational Chart \*Required**

Boost\_OrgChart.pdf

**Other - Documentation to Support Answers in Application**

Provider Spotlight\_Testimonials (1).pdf

**Other - Single Audit (A-133), if applicable**

2024 Upwards Single Audit.pdf

**Resolution to Apply for Funding \*Required**

Updated Board Resolution.pdf

**Résumé - Chief Executive Officer/President \*Required**

Jessica Chang\_Resume.pdf

**Résumé - Chief Financial Officer \*Required**

Johnny Chan Resume.pdf

**Résumé - Grant Administrator \*Required**

SPerez Resume.pdf

Karan Malhotra Resume.pdf

**Consumer's Certificate of Exemption ([Click to download sample](#)) \*Required**

IRS 501(c)(3) Letter.pdf

**Proof of Insurance \*Required**

Upwards Care, Inc. - Liability COI - City of Escondido 11 03 .pdf

Escondido 11.6.25.pdf

15SN - [Upwards Care, Inc.] - [CITY OF ESCONDIDO, I] - 15894866.pdf

**Form W-9 \*Required**

W-9\_Upwards\_Care2.pdf

**Policies and Procedures \*Required**

Trinet Employee Handbook.pdf

**Blank Application/Intake Forms \*Required**

Self Certification Form 2.1-July2025.pdf

## F. Submit

Completed by melanie@upwards.com on 3/3/2026 8:24 PM

**Case Id:** 16660

**Name:** Upwards Care - Boost - 2026/27

**Address:** See C.10 - Multiple locations, See C.10 - Multiple

---

## F. Submit

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Please provide the following information.

**CERTIFICATION:** I hereby certify that the information contained in this application is accurate, that I am an authorized representative, approved by the Agency's Board of Directors, to enter into this agreement, if approved, and to submit the application on behalf of my organization, and that the applicant will conduct the proposed activity in the location, time, and manner within the budget presented. I certify that the proposed activity addresses one of the priorities as contained in the current City of Clearwater Consolidated Planning Document and/or current SHIP Local Housing Assistance Plan.

I certify that the CDBG, HOME, SHIP and/or other funds will be used in the manner described and will be used only to reimburse those eligible costs described in the approved budget and any other type of funds presented in the budget will be obtained and used for the proposed project.

**Name/Title of Official Representative**

Melanie Faure, Community Impact Manager

**Signature of official representative**

Melanie Faure

*Electronically signed by melanie@upwards.com on 3/3/2026 8:24 PM*

## Program Overview

Completed by libbys@hepempowers.org on 2/18/2026 4:34 PM

**Case Id:** 16625

**Name:** HEP Emergency Shelter Courtyard and Kitchen

**Address:** 1200 North Betty Lane, Clearwater, FL 33755

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### Program Overview

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Please provide the following information.



### City of Clearwater Public Facilities & Improvements Application

The city of Clearwater is now accepting competitive grant applications for Public Facility Improvement Grants. The deadline to submit a completed application is **Wednesday, March 4, 2026, at 11:59 PM.**

Funding for approved grants is made available by HUD's Community Development Block Grant (CDBG) program for FY2026-2027 which begins on October 1, 2026.

Applications will be scored and ranked after the deadline. Public Facility Improvement grant requests have a maximum request of \$190,000.

Preference will be given to projects that will be ready to begin on October 1, 2026. There will be an Application Workshop scheduled for **Friday, February 13, 2026, at 10:00 AM.**

The Workshop will be held on the Teams Microsoft platform and will be structured to help you complete an eligible application. If you plan to apply during this year's grant application period, your attendance at the Workshop is strongly encouraged. If you or a representative from your organization attends the Workshop, your application will receive additional points as applications are reviewed and scored. A higher score may increase the likelihood that your funding request is approved. Multiple people from your organization are welcome to attend; however more than one attendee will not increase your scoring. A Zoom meeting link will be sent to everyone who registers for the workshop.

#### **FY 2026-27 Application Workshop & Consolidated Plan Consultation**

When: Feb 13, 2025, 10:00 AM Eastern Time (US and Canada)

Registration is required.

#### **Register in advance for this meeting:**

<https://teams.microsoft.com/meet/23176711918935?p=wUUIkzQI4ZRxbdo5PH>

After registering, you will receive a **confirmation email** containing the information you will need to join the meeting.

Printed By: Dania Perez on 3/5/2026

The registration confirmation email you receive will allow you to **add the meeting to your calendar**.

Thank you for your interest in assisting Clearwater residents.

For application questions or technical support:

Dania Perez - (727) 444-7159; [Dania.Perez@myclearwater.com](mailto:Dania.Perez@myclearwater.com)

Jessica Chueka - (727) 444- 7567; [Jessica.Chueka@MyClearwater.com](mailto:Jessica.Chueka@MyClearwater.com)

## A. Contact Information

Completed by libbys@hepempowers.org on 2/21/2026 1:19 PM

**Case Id:** 16625

**Name:** HEP Emergency Shelter Courtyard and Kitchen

**Address:** 1200 North Betty Lane, Clearwater, FL 33755

---

## A. Contact Information

---

Please provide the following information.

### CONTACT INFORMATION FOR GRANT ADMINISTRATION

**A.1. First Name**

Kathleen

**A.2. Last Name**

Prossick

**A.3. Title of Position**

VP of Finance

**A.4. Phone Number**

7274429041165

**A.5. E-Mail Address**

kathleenp@hepempowers.org

### CONTACT INFORMATION RESPONSIBLE FOR ACTIVITY

**A.6. First Name**

Jeff

**A.7. Last Name**

Zeichack

**A.8. Title of Position**

Director of Projects and Facilities

**A.9. Phone Number**

7274429041155

**A.10. E-Mail**

jeffz@hepempowers.org

### CONTACT INFORMATION RESPONSIBLE FOR FISCAL ASPECTS

**A.11. First Name**

Kathleen

**A.12. Last Name**

Printed By: Dania Perez on 3/5/2026

Prossick, CPA

**A.13. Title of Position**

VP of Finance

**A.14. Phone Number**

7274429041165

**A.15. E-Mail Address**

kathleenp@hepempowers.org

**AUTHORIZED SIGNER OF SUBRECIPIENT AGREEMENT (AUTHORIZED OFFICIAL)**

**A.16. First Name**

Ashley

**A.17. Last Name**

Lowery

**A.18. Title of Position**

President and CEO

**A.19. Phone Number**

7274429041126

**A.20. E-Mail Address**

ashleyl@hepempowers.org

## B. Organization Information

Completed by libbys@hepempowers.org on 2/18/2026 4:39 PM

Case Id: 16625

Name: HEP Emergency Shelter Courtyard and Kitchen

Address: 1200 North Betty Lane, Clearwater, FL 33755

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### B. Organization Information

---

Please provide the following information.

**Each question carries a weighted value; please make sure to take your time and answer the questions thoroughly to receive the maximum points available.**

#### B.1. Legal Name of Organization

Homeless Emergency Project, Inc.

#### B.2. DBA (Doing Business As)

Homeless Empowerment Program (HEP)

#### B.3. Type of Agency

Private Nonprofit 501(c)(3)

#### B.4. Physical Address of Organization

1120 North Betty Lane Clearwater, FL 33755

#### B.5. Mailing Address of Organization

1120 North Betty Lane Clearwater, FL 33755

#### B.6. How many years of experience does your organization have with the delivery of the proposed activity or other activities that are similar in scope?

More than 20 years

#### B.7. Describe your agency's experience and capacity in carrying out the proposed activity and meeting goals and objectives.

The Homeless Empowerment Program (HEP) has over 30 years of experience providing comprehensive services to individuals and families experiencing homelessness and extreme poverty in Pinellas County. HEP operates a multi-facility campus in Clearwater that includes emergency shelter beds, transitional housing, permanent supportive housing, medical and dental clinics, case management offices, workforce development services, and supportive programming. HEP currently operates 90 adult shelter beds and delivers a broad continuum of services including medical care, dental services, behavioral health counseling, substance use recovery support, veteran-focused programming, workforce development, transportation assistance, meal services, and wellness programming. The organization serves thousands of low- and moderate-income individuals annually and has extensive experience coordinating large-scale, campus-based operations. Experience Managing Public and Federal Funds HEP has substantial experience administering federal, state, county, and municipal funding sources, including HUD, the U.S. Department of Veterans Affairs, Pinellas County, and local municipalities. The organization has successfully managed compliance requirements associated with public funding, including procurement standards, reporting requirements, environmental review coordination, and construction oversight. HEP maintains strong internal controls and financial management systems to ensure funds are

Printed By: Dania Perez on 3/5/2026

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used in accordance with grant requirements. The organization is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF), demonstrating adherence to nationally recognized standards for governance, fiscal management, and operational accountability.

**B.8. Does your agency have sufficient cash reserves to pay for activity costs as they are incurred?**

Yes

**B.9. If agency's office or facility is not located within the incorporated city limits of the City of Clearwater (Tax District CW, CWD, or CWDO), provide an explanation regarding how your agency's services benefit Clearwater's very-low to moderate-income residents.**

N/A

**B.10. Employer Identification Number (EIN/TIN)**

59-2729694

**B.11. Unique Entity Identifier (UEI)**

TLYNLJB4L7J3

**B.12. SAM.gov: As a prospective Subrecipient applying for a subaward of federal funding, I understand that my organization is required to be registered in SAM before submitting its application; must provide a valid unique entity identifier (UEI) in its application; and must continue to maintain an active SAM registration with current information at all times during which it has an active Federal subaward or an application or plan under consideration. My organization's SAM registration is currently in ACTIVE status.**

Yes

## C. Project Information

Completed by libbys@hepempowers.org on 2/21/2026 1:23 PM

**Case Id:** 16625

**Name:** HEP Emergency Shelter Courtyard and Kitchen

**Address:** 1200 North Betty Lane, Clearwater, FL 33755

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### C. Project Information

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Please provide the following information.

**Each question carries a weighted value; please make sure to take your time and answer the questions thoroughly to receive the maximum points available.**

#### C.1. Service Area (Select all that apply)

- [Downtown Gateway NRSA](#)
- [North Greenwood NRSA](#)
- [Lake Bellevue NRSA](#)
- [Citywide](#)

#### C.2. Address of Activity (Location of Facility)

1200 North Betty Lane Clearwater, FL 33755

#### C.3. Activity Description (be specific/detailed). Include a proposed Scope of Work.

The Homeless Empowerment Program (HEP) is requesting \$60,000 in CDBG funding to complete the HEP Emergency Shelter Courtyard and Kitchen Entrance Upgrades project located at 1200 North Betty Lane, Clearwater, Florida. This project will address documented safety hazards, drainage deficiencies, and accessibility limitations within the Adult Emergency Shelter courtyard and the primary kitchen/dining hall entrance. The courtyard is a high-use outdoor space serving residents of HEP's 101-bed Adult Emergency Shelter and adjacent housing programs. During heavy rainfall events, the courtyard experiences significant water accumulation due to slow drainage into the retention pond located south of the kitchen facility. Standing water has reached depths of up to six inches and, at times, encroaches toward dormitory rooms. These conditions create hazardous walking surfaces, increase fall risk, and limit safe passage for residents. Additionally, portions of the existing concrete sidewalks and pavers are uneven and slanted due to incremental construction over time. These inconsistencies inhibit wheelchair mobility and present trip hazards for elderly residents and individuals with mobility challenges. Existing outdoor concrete tables are cracked and unstable, creating additional safety concerns. The kitchen and dining hall entrance, which serves as the primary meal access point for shelter residents, currently operates with manually opened doors. While compliant with minimum standards, the installation of an automatic door operator will significantly enhance accessibility for individuals with limited physical strength or mobility impairments.

#### C.4. Needs Statement- Describe the need that relates to your mission and purpose

The Homeless Empowerment Program (HEP) exists to provide safe shelter, supportive services, and pathways to stability for individuals and families experiencing homelessness and extreme poverty. Central to this mission is ensuring that HEP's facilities are safe, accessible, and functional for the vulnerable populations they serve. HEP operates an 101-bed Adult Emergency Shelter at 1200 North Betty Lane in Clearwater. Many residents entering the shelter experience

significant physical and health-related challenges, including chronic medical conditions, mobility impairments, substance use recovery needs, and behavioral health concerns. A substantial portion of residents are older adults, veterans, and individuals living with disabilities. Safe physical infrastructure is therefore critical to supporting stability, dignity, and daily functioning. The dormitory courtyard is a high-use area serving as a primary pedestrian corridor between dorm rooms and the kitchen/dining facility. During heavy rainfall events, the courtyard experiences substantial standing water due to slow drainage into the adjacent retention pond. Water accumulation has reached depths of up to six inches and, at times, encroaches toward dormitory rooms. These conditions create significant slip and fall hazards and can restrict safe movement for residents who must travel to and from meals and services. In addition, sections of the existing concrete and paver surfaces are uneven and sloped due to incremental construction over time. These irregular walking surfaces present trip hazards and impede wheelchair mobility. For residents with limited balance, mobility impairments, or assistive devices, these conditions create daily barriers to safe access. The kitchen and dining hall serve as the central meal service location for shelter residents. While the current entrance doors meet minimum ADA standards, they require manual operation. For individuals with limited upper body strength, mobility challenges, or use of assistive devices, opening these doors can be difficult and at times unsafe. Installing an automatic door operator will enhance accessibility, promote independence, and improve safe access to daily meals. HEP's mission is rooted in creating an environment where individuals experiencing homelessness can stabilize, heal, and move toward self-sufficiency. Unsafe walking surfaces, inadequate drainage, and limited accessibility directly undermine that mission. By improving courtyard drainage, installing stable and level paver surfaces, replacing deteriorated outdoor furnishings, and enhancing ADA access at the dining entrance, this project will remove physical barriers and create a safer, more accessible environment for low- and moderate-income Clearwater residents residing in emergency shelter. Investing in these facility improvements aligns directly with HEP's purpose of providing safe, dignified, and accessible shelter services for the community's most vulnerable individuals.

**C.5. Enter the number of beneficiaries by income expected to be serviced by the activity proposed.**

**Persons 0%-30% AMI**

965

**Persons 31%-50% AMI**

**Persons 51%-80%AMI**

**Persons 81%-120%AMI**

**C.6. Identify the timeline for implementation of the proposed project. Include an implementation plan and proposed schedule of work.**

The project will be completed in coordinated phases to ensure minimal disruption to shelter operations: Procurement and Contractor Engagement (October–November 2026) Competitive bidding will be conducted. Contractor selection, agreement execution, and deposit will follow. Permitting (December 2026) Required permits will be obtained prior to commencement of construction. Construction Phase (January–February 2027) Demolition of existing concrete and pavers Drainage system modification and grading Site preparation and base installation Installation of new pavers Replacement of outdoor tables Electrical installation for automatic door operator Installation and calibration of ADA automatic entry device Project Completion (March 2027) Final inspection and confirmation of full operational functionality. Total project duration from bid process to completion is anticipated to span approximately six months,

with active construction occurring primarily over a two-month period. Temporary pedestrian access will be maintained during construction to ensure continued safe access between dormitory rooms and the dining facility.

**C.7. Which of the City of Clearwater 2020/2021 - 2024/2025 Consolidated Plan Goals does the proposed activity address? Descriptions of Consolidated Goals can be found [here](#)**

Homelessness

**C.8. Is this activity:**

New

#### **INSURANCE AND AUDIT INFORMATION**

**C.9. Minimum Insurance is required for all funded activities. Select each insurance instrument that your agency currently carries.**

- General Liability- Bodily Injury (\$1,000,000/ per person/per occurrence)
- General Liability- Property Damage (\$100,000/per occurrence)
- Workers' Compensation (Per State of Florida Law)
- Flood Insurance if applicable
- Employee Fraud (Losses due to fraud/theft/physical damage)
- Professional Liability

**C.10. Audited financials are required for all funded agencies; does your agency have audited financials for 2023 or 2022?**

Yes

**C.11. If your agency expended \$750,000 or more in federal funds in the last fiscal year, a single audit must be completed per 2 CFR 200 Subpart F. Is your agency subject to 2 CFR 200 Subpart F?**

Yes

**C.12. Is the Address of Activity (Location of Facility) in question C.2 above located in one of the NRSAs?**

Yes

**C.13. If you answered Yes to question C.12 above, please specify which NRSA.**

North Greenwood NRSA

**C.14. Do you own the property/building in C.2 above?**

Yes

**If you are not the Owner as shown at <https://www.pcpao.org/>, a copy of the lease must be uploaded with your application.**

## D. Funding Request

Case Id: 16625

Name: HEP Emergency Shelter Courtyard and Kitchen

Address: 1200 North Betty Lane, Clearwater, FL 33755

Completed by libbys@hepempowers.org on 2/21/2026 2:08 PM

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### D. Funding Request

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Please provide the following information.

**Each question carries a weighted value; please make sure to take your time and answer the questions thoroughly to receive the maximum points available.**

#### D.1. Funding Request Table

**"Amount Required for Entire Project" is the total cost of providing the service ("Total Amount of Other Funds" + CDBG grant funds = "Amount Required for Entire Project").**

**"Total Amount of Other Funds" - Typically applicants do not intend to use CDBG funds exclusively for the service they are proposing. They will more than likely fund a portion of their work with raised funds, donated funds, other grant funds, etc. Identify the amount of other funds that will be used to fund the service other than the CDBG funds.**

**"Source of Other Funds (Include Amount for Each Source)" is to identify the source(s) of the amount entered in "Total Amount of Other Funds" (e.g. County grant, small business loan, self-funded, etc.). Include the source(s) of other funds and the amount for each source.**

Project Cost	Amount Required for Entire Project	Total Amount of other funds	Source of Other Funds (Include amount for each source)
Public Facility Rehabilitation	\$73,750.00	\$20,000.00	Private Contributions
Demolition	\$6,250.00	\$0.00	N/A
	\$0.00	\$0.00	
	\$80,000.00	\$20,000.00	

#### D.2. City of Clearwater grant funds requested

\$80,000.00

#### D.3. Budget Narrative (be specific/detailed). Include a write-up for specific activities to bid/procure with an estimate on the cost of work to be performed.

HEP is requesting \$60,000 in CDBG funding to complete the Dorm Courtyard Renovation and Kitchen/Dining ADA Door Improvements located at 1260 Engman Street, Clearwater, Florida 33755. The project will be procured in accordance with federal CDBG procurement requirements and City of Clearwater guidelines. All construction activities will be competitively bid, and licensed contractors will perform specialty trades. 1. General Contractor Services – \$17,500 A licensed general contractor will oversee project management, site coordination, scheduling of subcontractors, inspections, and compliance with local building codes and federal requirements. This cost reflects approximately 22% of direct construction costs and includes supervision, insurance, bonding, and administrative oversight. 2. Demolition

Printed By: Dania Perez on 3/5/2026

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– \$6,250 Removal and disposal of existing deteriorated concrete sidewalks, uneven pavers, and damaged outdoor tables. Demolition will include hauling and proper debris disposal in compliance with environmental regulations. 3. Drainage Improvements – \$12,500 Modification and repair of the existing drainage system to correct standing water issues during heavy rain events. Scope includes regrading, installation of additional drainage structures if necessary, and ensuring proper flow toward the adjacent retention pond. This component directly addresses safety hazards and water encroachment near dormitory rooms. 4. Site Preparation – \$6,250 Preparation of the subgrade and installation of a stabilized paver base to ensure proper leveling and long-term durability. This will improve accessibility and eliminate uneven surfaces that currently impede wheelchair mobility. 5. Paver Installation – \$18,750 Installation of new ADA-compliant interlocking pavers across the courtyard. Work includes laying pavers, compacting, edge restraints, pressure washing, and sealing. The new surface will enhance safety, improve drainage, and create a cohesive and aesthetically improved outdoor space. 6. Outdoor Tables – \$6,250 Purchase and installation of durable, commercial-grade outdoor tables designed for high-use shelter environments. Replacement of cracked and unstable concrete tables will improve safety and usability. ADA Automatic Entry System – \$12,500 Total 7. Electrical Work – \$3,125 Installation of new 120-volt electrical service at the kitchen/dining hall entrance by a licensed electrician. Scope includes wiring, conduit, connections, and code-compliant installation to support the automatic door system. 8. Automatic Door Operator & Installation – \$9,375 Procurement and installation of a heavy-duty automatic swing door operator (Record 8100 Heavy Swing Door Operator or equivalent) and push-button activation devices (BEA Push Button Kit or equivalent). Work includes mounting hardware, integration with existing door systems, calibration, and testing to ensure ADA compliance and operational safety.

**D.4. Does this project anticipate the use of funds or assistance from another Federal agency in addition to HUD?**

No

**D.5. Describe your plans to use other funds on this project. In this section, only describe funds that are secured.**

**Provide the source of funds, amounts, and how these funds will be used.**

HEP has secured \$20,000 in private funding from a committed philanthropic partner to support the Dorm Courtyard Renovation and Kitchen/Dining ADA Door Improvements project. These funds are fully committed and available for use upon project initiation. The private funds will be applied toward construction-related costs within the overall \$80,000 project budget. Specifically, the funds will support drainage improvements, site preparation, and ADA automatic entry system components, including electrical installation and door operator procurement. This secured private investment demonstrates strong community support and reduces reliance on CDBG funds while ensuring the project can proceed in full. The leveraged funding also provides a financial buffer against potential increases in construction material and labor costs prior to project execution. No other outside funds have been secured at this time.

**D.6. Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply, the amounts sought, and the proposed use of those funds.**

At this time, HEP is not actively seeking additional funding beyond the secured \$20,000 in private support and the requested CDBG funds, as the total project budget of \$80,000 is fully identified. However, if CDBG funding is awarded at a reduced level or if construction costs exceed projections, HEP will pursue additional private philanthropic support and allocate organizational reserves as necessary to ensure project completion. HEP maintains strong relationships with local donors and community partners who have historically supported capital improvement projects.

**D.7. What will happen if this project is not funded?**

If CDBG funding is not awarded, HEP would need to defer the courtyard reconstruction and ADA door installation until sufficient private funds can be secured. In the interim, only temporary or minor repairs would be possible, which would not resolve the underlying drainage and accessibility issues. Failure to fund this project would result in

continued infrastructure deterioration and sustained safety and accessibility challenges for low- and moderate-income Clearwater residents residing in emergency shelter.

**D.8. What will happen if this project is partially funded?**

If the project is partially funded, HEP would need to reassess the scope and determine whether critical safety elements can be prioritized. Drainage improvements would be addressed first to mitigate standing water that currently reaches depths of up to six inches during heavy rainfall. However, completing drainage work without full surface reconstruction could result in uneven transitions and reduced long-term durability. Similarly, installing new pavers without fully addressing subgrade preparation and drainage deficiencies would not resolve the underlying conditions contributing to pooling and uneven surfaces. If funding is insufficient to complete the courtyard improvements in full, HEP would prioritize correcting the most significant safety hazards, including drainage modifications and stabilization of high-risk walking areas. The installation of the ADA automatic entry device at the kitchen/dining entrance would also remain a priority to improve accessibility for residents with mobility challenges. Partial funding would likely require phasing the project over an extended period while additional funds are sought. This approach may delay full resolution of safety and accessibility issues and prolong the period in which residents navigate uneven and flood-prone conditions. Full funding ensures that the courtyard improvements and ADA enhancements are completed in a comprehensive and durable manner that properly addresses both immediate safety risks and long-term accessibility needs.

**D.9. What percentage of project funding is being leveraged by City funding sources? (Calculate by: Other Project Funds divided by the Total Project Cost.)**

25%

## E. Required Documents

Completed by libbys@hepempowers.org on 2/23/2026 2:57 PM

**Case Id:** 16625

**Name:** HEP Emergency Shelter Courtyard and Kitchen

**Address:** 1200 North Betty Lane, Clearwater, FL 33755

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### E. Required Documents

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Please provide the following information.

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**Articles of Incorporation \*Required**

Articles of Incorporation.pdf

**Bylaws \*Required**

HEPAmended Restated Bylaws\_April 2013 copy.pdf

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

2026 Board Directory.pdf

**Most Recent Audited Financials \*Required**

2024 Financial Statement & Audit Report Draft5-28-2025 copy.pdf

**IRS Non-Profit Exemption Determination Letter [\(Click to download sample\)](#) \*Required**

HEP IRS Letter of Determination copy 2.pdf

**Organizational Chart \*Required**

Org Chart 2.10.2026.pdf

**Other - Documentation to Support Answers in Application**

Dorm Courtyard Renovation and Kitchen-Dining ADA Door-Budget, Timeline and Draw Schedule.xlsx

**Policies and Procedures Related to the Activity**

*\*\*No files uploaded*

**A detailed scope of work**

Dorm Courtyard Renovation SOW.docx

**Other - Single Audit (A-133), if applicable**

*\*\*No files uploaded*

**Proof of Insurance \*Required**

COI 2025-2026 City of Clearwater-Certificates.pdf

**Resolution to Apply for Funding \*Required**

Board Resolution-CDBG-2026-executed.pdf

**Résumé - Chief Executive Officer/President \*Required**

Ashley Lowery Resume 2025.pdf

**Résumé - Chief Financial Officer \*Required**

Kathleen Prossick CPA Resume.pdf

**Résumé - Grant Administrator \*Required**

Ekaterini Gerakios-Siren - Resume - HEP.docx

 **Consumer's Certificate of Exemption** ([Click to download sample](#)) **\*Required**

Solicitation of Contributions JUN 20, 2025 (2).pdf

 **Form W-9** **\*Required**

W-9.pdf

## F. Submit

Completed by libbys@hepempowers.org on 2/23/2026 2:58 PM

**Case Id:** 16625

**Name:** HEP Emergency Shelter Courtyard and Kitchen

**Address:** 1200 North Betty Lane, Clearwater, FL 33755

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## F. Submit

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**CERTIFICATION:** I hereby certify that the information contained in this application is accurate, that I am an authorized representative, approved by the Agency's Board of Directors, to enter into this agreement and submit the application on behalf of my organization, and that the applicant will conduct the proposed activity in the location, time, and manner within the budget presented. I certify that the proposed activity addresses one of the priorities as contained in the current City of Clearwater Consolidated Planning Document and/or current SHIP Local Housing Assistance Plan.

I certify that the CDBG, HOME, SHIP and/or other funds will be used in the manner described and will be used only to reimburse those eligible costs described in the approved budget and any other type of funds presented in the budget will be obtained and used for the proposed project.

Libby Stone

*Electronically signed by libbys@hepempowers.org on 2/23/2026 2:58 PM*

## Program Overview

Completed by libbys@hepempowers.org on 2/18/2026 2:43 PM

**Case Id:** 16637

**Name:** HEP Dental & Wellness Clinic Access and

**Address:** 1260 Engman Street, Clearwater, FL 33755

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### Program Overview

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Please provide the following information.



### City of Clearwater Public Facilities & Improvements Application

The city of Clearwater is now accepting competitive grant applications for Public Facility Improvement Grants. The deadline to submit a completed application is **Wednesday, March 4, 2026, at 11:59 PM.**

Funding for approved grants is made available by HUD's Community Development Block Grant (CDBG) program for FY2026-2027 which begins on October 1, 2026.

Applications will be scored and ranked after the deadline. Public Facility Improvement grant requests have a maximum request of \$190,000.

Preference will be given to projects that will be ready to begin on October 1, 2026. There will be an Application Workshop scheduled for **Friday, February 13, 2026, at 10:00 AM.**

The Workshop will be held on the Teams Microsoft platform and will be structured to help you complete an eligible application. If you plan to apply during this year's grant application period, your attendance at the Workshop is strongly encouraged. If you or a representative from your organization attends the Workshop, your application will receive additional points as applications are reviewed and scored. A higher score may increase the likelihood that your funding request is approved. Multiple people from your organization are welcome to attend; however more than one attendee will not increase your scoring. A Zoom meeting link will be sent to everyone who registers for the workshop.

#### **FY 2026-27 Application Workshop & Consolidated Plan Consultation**

When: Feb 13, 2025, 10:00 AM Eastern Time (US and Canada)

Registration is required.

#### **Register in advance for this meeting:**

<https://teams.microsoft.com/meet/23176711918935?p=wUUIkzQI4ZRXbdo5PH>

After registering, you will receive a **confirmation email** containing the information you will need to join the meeting.

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The registration confirmation email you receive will allow you to **add the meeting to your calendar**.

Thank you for your interest in assisting Clearwater residents.

For application questions or technical support:

Dania Perez - (727) 444-7159; [Dania.Perez@myclearwater.com](mailto:Dania.Perez@myclearwater.com)

Jessica Chueka - (727) 444- 7567; [Jessica.Chueka@MyClearwater.com](mailto:Jessica.Chueka@MyClearwater.com)

## A. Contact Information

Completed by libbys@hepempowers.org on 2/18/2026 3:31 PM

**Case Id:** 16637

**Name:** HEP Dental & Wellness Clinic Access and

**Address:** 1260 Engman Street, Clearwater, FL 33755

---

### A. Contact Information

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Please provide the following information.

#### CONTACT INFORMATION FOR GRANT ADMINISTRATION

**A.1. First Name**

Kathleen

**A.2. Last Name**

Prossick, CPA

**A.3. Title of Position**

VP of Finance

**A.4. Phone Number**

7274429041165

**A.5. E-Mail Address**

kathleenp@hepempowers.org

#### CONTACT INFORMATION RESPONSIBLE FOR ACTIVITY

**A.6. First Name**

Jeff

**A.7. Last Name**

Zeichcheck

**A.8. Title of Position**

Director of Projects and Facilities

**A.9. Phone Number**

7274429041155

**A.10. E-Mail**

jeffz@hepempowers.org

#### CONTACT INFORMATION RESPONSIBLE FOR FISCAL ASPECTS

**A.11. First Name**

Kathleen

**A.12. Last Name**

Printed By: Dania Perez on 3/5/2026

Prossick

**A.13. Title of Position**

VP of Finance

**A.14. Phone Number**

7274429041165

**A.15. E-Mail Address**

kathleenp@hepempowers.org

**AUTHORIZED SIGNER OF SUBRECIPIENT AGREEMENT (AUTHORIZED OFFICIAL)**

**A.16. First Name**

Ashley

**A.17. Last Name**

Lowery

**A.18. Title of Position**

President and CEO

**A.19. Phone Number**

7274429041126

**A.20. E-Mail Address**

ashleyl@hepempowers.org

## B. Organization Information

Completed by libbys@hepempowers.org on 2/18/2026 3:18 PM

Case Id: 16637

Name: HEP Dental & Wellness Clinic Access and

Address: 1260 Engman Street, Clearwater, FL 33755

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### B. Organization Information

---

Please provide the following information.

**Each question carries a weighted value; please make sure to take your time and answer the questions thoroughly to receive the maximum points available.**

#### B.1. Legal Name of Organization

Homeless Emergency Project, Inc.

#### B.2. DBA (Doing Business As)

Homeless Empowerment Program (HEP)

#### B.3. Type of Agency

Private Nonprofit 501(c)(3)

#### B.4. Physical Address of Organization

1120 North Betty Lane Clearwater, FL 33755

#### B.5. Mailing Address of Organization

1120 North Betty Lane Clearwater, FL 33755

#### B.6. How many years of experience does your organization have with the delivery of the proposed activity or other activities that are similar in scope?

More than 20 years

#### B.7. Describe your agency's experience and capacity in carrying out the proposed activity and meeting goals and objectives.

The Homeless Empowerment Program (HEP) is celebrating 40 years of service in 2026 and has been a leading provider of homeless services in Pinellas County for four decades. Over this time, HEP has developed a comprehensive continuum of housing and supportive services designed to promote stability, health, and self-sufficiency for individuals and families experiencing homelessness. HEP operates a multi-facility campus in Clearwater and manages a broad housing portfolio that includes: 86 Adult Emergency Shelter Beds 82 Family Emergency Shelter beds/units 40 Veteran Transitional Housing beds/units 32 Veteran Permanent Supportive Housing units 23 Individual Permanent Supportive Housing units Family Permanent Supportive Housing totaling 88 beds Collectively, HEP operates 351 beds and housing units across emergency shelter, transitional housing, and permanent supportive housing models. This scale demonstrates HEP's capacity to manage complex, multi-program housing operations serving low- and moderate-income Clearwater residents. In addition to housing, HEP provides integrated supportive services including medical and dental care, behavioral health counseling, substance use recovery services, workforce development, transportation assistance, meal services, and wellness programming. The Dental & Wellness Clinic is a critical component of this continuum of care. Experience Managing Public and Federal Funds HEP has extensive experience administering federal, state, county, and

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municipal funding sources, including HUD, the U.S. Department of Veterans Affairs, Pinellas County, and local municipalities. The organization routinely complies with federal reporting requirements, procurement standards, environmental review coordination, and monitoring procedures. HEP is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF), reflecting adherence to nationally recognized standards for governance, financial management, and operational accountability. Financial Oversight and Internal Controls Financial oversight is led by HEP's Vice President of Finance, a Certified Public Accountant (CPA), who oversees budgeting, grant compliance, expenditure monitoring, and reporting. The finance team works closely with HEP's Board Treasurer and Finance Committee to ensure fiscal integrity and responsible stewardship of public funds. HEP undergoes annual independent financial audits and maintains written procurement policies consistent with federal grant requirements. Capital Improvement and Construction Capacity HEP has significant experience completing capital improvement and infrastructure projects using both public and private funding sources. HEP's Director of Projects & Facilities, Jeff Ziecheck, brings more than 20 years of experience at HEP overseeing capital improvements and facility upgrades across the organization's campus and housing portfolio. Mr. Ziecheck has successfully managed construction projects funded through federal, state, local, and private sources and is experienced in coordinating contractors, supervising site work, and ensuring projects are completed on time and within budget. HEP has experience complying with applicable construction-related federal requirements, including procurement standards and Davis-Bacon prevailing wage requirements when applicable, and maintains documentation protocols to ensure contractor compliance with labor standards and regulatory obligations. The current Phase I Dental & Wellness Clinic Expansion, a \$1,351,648 privately funded capital project, further demonstrates HEP's ability to plan, finance, and execute significant facility improvements while maintaining uninterrupted service delivery. Capacity to Complete the Proposed Activity The proposed Phase II parking lot reconstruction is a clearly defined infrastructure project with an established scope and cost estimate. Preliminary planning and contractor consultation have been completed. Upon CDBG contract execution and environmental clearance, HEP is prepared to proceed with competitive procurement and timely implementation. With 40 years of organizational stability, experienced facilities leadership, strong fiscal oversight, and a proven record of managing publicly funded capital improvements, HEP has the experience and capacity to successfully implement the proposed activity and meet all goals and objectives.

**B.8. Does your agency have sufficient cash reserves to pay for activity costs as they are incurred?**

Yes

**B.9. If agency's office or facility is not located within the incorporated city limits of the City of Clearwater (Tax District CW, CWD, or CWDO), provide an explanation regarding how your agency's services benefit Clearwater's very-low to moderate-income residents.**

N/A

**B.10. Employer Identification Number (EIN/TIN)**

59-2729695

**B.11. Unique Entity Identifier (UEI)**

TLYNLJB4L7J3

**B.12. SAM.gov: As a prospective Subrecipient applying for a subaward of federal funding, I understand that my organization is required to be registered in SAM before submitting its application; must provide a valid unique entity identifier (UEI) in its application; and must continue to maintain an active SAM registration with current information at all times during which it has an active Federal subaward or an application or plan under consideration. My organization's SAM registration is currently in ACTIVE status.**

Yes



## C. Project Information

Completed by libbys@hepempowers.org on 2/18/2026 2:49 PM

Case Id: 16637

Name: HEP Dental & Wellness Clinic Access and

Address: 1260 Engman Street, Clearwater, FL 33755

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### C. Project Information

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Please provide the following information.

**Each question carries a weighted value; please make sure to take your time and answer the questions thoroughly to receive the maximum points available.**

#### C.1. Service Area (Select all that apply)

- [Downtown Gateway NRSA](#)
- [North Greenwood NRSA](#)
- [Lake Bellevue NRSA](#)
- [Citywide](#)

#### C.2. Address of Activity (Location of Facility)

1260 Engman Street Clearwater, FL 33755

#### C.3. Activity Description (be specific/detailed). Include a proposed Scope of Work.

The Homeless Empowerment Program (HEP) is requesting Community Development Block Grant (CDBG) funding to complete Phase II of the Dental & Wellness Clinic Expansion project through comprehensive reconstruction and improvement of the existing parking lot located at 1260 Engman Street, Clearwater, Florida 33755. The Dental & Wellness Clinic provides essential medical, dental, and behavioral health services to low- and moderate-income individuals experiencing homelessness and housing instability in Clearwater. The existing parking lot infrastructure has significantly deteriorated and presents safety, accessibility, and drainage concerns that directly impact patients, staff, and visitors accessing the facility. Currently, the parking lot experiences the following conditions: Poor drainage resulting in standing water measuring 2–4 inches deep after heavy rainfall, which remains for several days and creates hazardous walking conditions. Uneven asphalt and concrete surfaces due to wear, settlement, and deterioration, creating trip hazards and accessibility barriers. An adjacent overflow parking area composed of dirt, millings, and grass, which becomes unstable and muddy during inclement weather. These conditions impede safe access to healthcare services for vulnerable Clearwater residents, including elderly individuals, persons with disabilities, and individuals with mobility limitations. Proposed Scope of Work CDBG funds will support the following activities: Demolition Remove existing asphalt and concrete driveway surfaces within the main parking lot. Remove a portion of the dividing wall between the existing parking lot and the overflow lot to create a unified parking area. Site Preparation and Grading Regrade the site to correct elevation issues and ensure proper stormwater runoff. Prepare sub-base for new paving. Drainage Improvements Install a new drainage system designed to eliminate standing water and prevent future pooling. Ensure proper stormwater flow in compliance with local codes. Paving and Reconstruction Install new base material and asphalt paving across the expanded parking area. Stabilize and formalize the former overflow parking area. Striping and Safety Enhancements Install curb stops. Paint parking stripes, directional markings, and fire lane markings. Designate ADA-accessible parking spaces in compliance with federal and local standards. Project Phasing This activity represents Phase II

of the broader Dental & Wellness Clinic Expansion. Phase I includes interior renovation and construction of clinical space and is supported through separate committed funding sources. Due to federal CDBG requirements prohibiting construction activities prior to environmental review and contract execution, the parking lot reconstruction has been structured as a separate phase to ensure compliance. Upon completion, the project will: Improve safe and equitable access to healthcare services. Eliminate hazardous drainage conditions. Enhance ADA accessibility. Improve overall site functionality and durability. Support long-term sustainability of the public facility. This public facility improvement directly supports low- and moderate-income Clearwater residents by ensuring safe access to essential health and wellness services.

#### **C.4. Needs Statement- Describe the need that relates to your mission and purpose**

The Homeless Empowerment Program (HEP) exists to provide essential services that promote housing stability, health, and self-sufficiency for individuals and families experiencing homelessness and extreme poverty. A critical component of this mission is ensuring equitable access to medical, dental, and behavioral health services for low- and moderate-income residents of Clearwater. HEP's Dental & Wellness Clinic serves individuals who are uninsured, underinsured, or otherwise unable to access traditional healthcare systems. The majority of clients served meet HUD's low- and moderate-income (LMI) thresholds and include individuals experiencing chronic homelessness, seniors on fixed incomes, persons with disabilities, veterans, and individuals in recovery from substance use disorders. Access to healthcare is a foundational step in ending homelessness and improving economic stability. Untreated dental conditions, unmanaged chronic illness, and lack of preventive care are significant barriers to employment, housing retention, and overall well-being. HEP's clinic reduces emergency room utilization, supports workforce readiness, and promotes long-term health outcomes for Clearwater residents. However, the physical infrastructure supporting access to these services has deteriorated. The existing parking lot presents documented safety and accessibility issues, including standing water after rainfall, uneven and damaged pavement surfaces, and an unstable overflow parking area comprised of millings and dirt. These conditions create trip hazards, mobility barriers, and unsafe access for individuals with disabilities, elderly patients, and those with limited mobility. For many of HEP's clients, transportation options are limited. Individuals frequently arrive via personal vehicles, rides from family members, case managers, volunteers, or community partners. Safe and reliable parking access is essential to ensuring continuity of care and maintaining appointment attendance. When site access is compromised by flooding, mud, or uneven pavement, the result is delayed treatment, increased health risk, and diminished service delivery capacity. The need for improved site infrastructure directly relates to HEP's mission to provide accessible, high-quality services to Clearwater's most vulnerable residents. Without safe and functional access to the facility, the effectiveness of the Dental & Wellness Clinic expansion is undermined. This public facility improvement will remove physical barriers to care, improve safety conditions, and ensure that low- and moderate-income residents can reliably access essential healthcare services. Investing in infrastructure that supports healthcare delivery aligns with the broader goal of reducing homelessness, improving public health outcomes, and promoting self-sufficiency among Clearwater residents experiencing poverty. This project ensures that the physical environment matches the quality and importance of the services provided within the facility.

#### **C.5. Enter the number of beneficiaries by income expected to be serviced by the activity proposed.**

##### **Persons 0%-30% AMI**

900

##### **Persons 31%-50% AMI**

##### **Persons 51%-80%AMI**

## Persons 81%-120%AMI

### **C.6. Identify the timeline for implementation of the proposed project. Include an implementation plan and proposed schedule of work.**

The Dental & Wellness Clinic Access and Infrastructure Improvements (Phase II) project has been structured to comply fully with CDBG requirements, including environmental review clearance and execution of a funding agreement prior to the commencement of construction activities. Implementation Plan HEP has completed preliminary planning, contractor scoping, and cost estimating to ensure the project is ready to proceed immediately upon contract execution and environmental approval by the City of Clearwater. The project will be implemented in the following sequence: Contract Execution & Environmental Review Completion of environmental review process in coordination with the City. Execution of CDBG subrecipient agreement. No physical work will begin prior to written authorization. Procurement & Contractor Finalization Finalize procurement in accordance with federal and local procurement standards. Execute construction agreement with selected contractor. Submit required insurance and bonding documentation. Pre-Construction & Mobilization Site preparation coordination. Establish temporary parking plan to maintain clinic access during construction. Pre-construction meeting with contractor and City representatives. Construction Phase Demolition of existing asphalt and concrete surfaces. Removal of dividing wall between existing and overflow parking areas. Site grading and preparation for drainage improvements. Installation of new drainage infrastructure. Installation of base material and asphalt paving. Installation of curb stops, ADA-compliant striping, and pavement markings. Project Closeout Final inspection and approval. Submission of required documentation and final draw request. Project completion report. Proposed Schedule of Work Assuming funding approval in Summer 2026 and contract execution by early Fall 2026, the anticipated schedule is as follows: Activity Estimated Timeline Environmental Review & Contract Execution October – November 2026 Procurement Finalization November 2026 Construction Mobilization December 2026 Demolition & Site Work December 2026 – January 2027 Drainage Installation & Paving January – February 2027 Striping & Final Improvements February 2027 Final Inspection & Closeout March 2027 Total estimated construction duration: approximately 60–90 days. HEP will coordinate construction activities to ensure continued access to the Dental & Wellness Clinic during the project period. Temporary parking accommodations will be identified to minimize disruption to patients and staff. Project Readiness Preliminary site assessments and contractor cost estimates have been completed. The project is fully designed and ready to proceed pending CDBG approval and environmental clearance. This structured phasing ensures compliance with federal requirements while minimizing disruption to healthcare services.

### **C.7. Which of the City of Clearwater 2020/2021 - 2024/2025 Consolidated Plan Goals does the proposed activity address? Descriptions of Consolidated Goals can be found [here](#)**

Homelessness

### **C.8. Is this activity:**

New

## **INSURANCE AND AUDIT INFORMATION**

**C.9. Minimum Insurance is required for all funded activities. Select each insurance instrument that your agency currently carries.**

**General Liability- Bodily Injury (\$1,000,000/ per person/per occurrence)**

- General Liability- Property Damage (\$100,000/per occurrence)
- Workers' Compensation (Per State of Florida Law)
- Flood Insurance if applicable
- Employee Fraud (Losses due to fraud/theft/physical damage)
- Professional Liability

**C.10. Audited financials are required for all funded agencies; does your agency have audited financials for 2023 or 2022?**

Yes

**C.11. If your agency expended \$750,000 or more in federal funds in the last fiscal year, a single audit must be completed per 2 CFR 200 Subpart F. Is your agency subject to 2 CFR 200 Subpart F?**

Yes

**C.12. Is the Address of Activity (Location of Facility) in question C.2 above located in one of the NRSAs?**

Yes

**C.13. If you answered Yes to question C.12 above, please specify which NRSA.**

North Greenwood NRSA

**C.14. Do you own the property/building in C.2 above?**

Yes

**If you are not the Owner as shown at <https://www.pcpao.org/>, a copy of the lease must be uploaded with your application.**

## D. Funding Request

Completed by libbys@hepempowers.org on 2/18/2026 3:00 PM

Case Id: 16637

Name: HEP Dental & Wellness Clinic Access and

Address: 1260 Engman Street, Clearwater, FL 33755

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### D. Funding Request

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Please provide the following information.

**Each question carries a weighted value; please make sure to take your time and answer the questions thoroughly to receive the maximum points available.**

#### D.1. Funding Request Table

"Amount Required for Entire Project" is the total cost of providing the service ("Total Amount of Other Funds" + CDBG grant funds = "Amount Required for Entire Project").

"Total Amount of Other Funds" - Typically applicants do not intend to use CDBG funds exclusively for the service they are proposing. They will more than likely fund a portion of their work with raised funds, donated funds, other grant funds, etc. Identify the amount of other funds that will be used to fund the service other than the CDBG funds.

"Source of Other Funds (Include Amount for Each Source)" is to identify the source(s) of the amount entered in "Total Amount of Other Funds" (e.g. County grant, small business loan, self-funded, etc.). Include the source(s) of other funds and the amount for each source.

Project Cost	Amount Required for Entire Project	Total Amount of other funds	Source of Other Funds (Include amount for each source)
Public Facility Rehabilitation	\$150,000.00	\$0.00	N/A
	\$0.00	\$0.00	
	\$150,000.00	\$0.00	

#### D.2. City of Clearwater grant funds requested

\$150,000.00

#### D.3. Budget Narrative (be specific/detailed). Include a write-up for specific activities to bid/procure with an estimate on the cost of work to be performed.

The requested CDBG funds will support Phase II of the Dental & Wellness Clinic Expansion: reconstruction of the existing parking lot serving HEP's clinic at 1260 Engman Street, Clearwater, Florida. The work addresses persistent drainage problems, unsafe/uneven pavement conditions, and an unpaved overflow area that becomes unstable during inclement weather. All work will be procured and completed in accordance with City of Clearwater CDBG requirements and applicable federal procurement standards. No construction activities will begin prior to completion of the City's environmental review and execution of the CDBG agreement. Line-Item Budget and Scope of Work 1) Demolition – \$15,000 This activity includes demolition and removal of existing deteriorated asphalt and concrete surfaces in the primary parking area, as well as removal of designated materials required to prepare the site for

reconstruction. Demolition also includes removal of a portion of the dividing wall between the existing parking area and overflow parking area to create a unified parking footprint. Cost includes labor, equipment, hauling, and disposal. 2) Site Preparation and Drainage – \$30,000 This activity includes grading and site preparation to correct drainage deficiencies and improve stormwater flow. Work includes regrading the site for proper runoff and installation of drainage components needed to eliminate standing water and prevent pooling after heavy rains. Cost includes earthwork, materials, labor, and equipment necessary to install the drainage improvements and prepare the subgrade for paving. 3) Paving – \$100,000 This activity includes installation of the base and new asphalt paving for the reconstructed parking area, including the former overflow area. The paving scope will provide a stable, durable surface designed to withstand ongoing traffic volume associated with clinic operations and to improve safe access for patients, staff, and visitors. Cost includes base materials, asphalt, placement, compaction, and finishing. 4) Painting/Striping – \$5,000 This activity includes final pavement markings to improve safety and organization of traffic flow. Work includes striping of parking spaces and required markings, installation/placement of curb stops as applicable, and designation of accessible (ADA) parking areas and related markings consistent with applicable standards. Total Phase II Cost – \$150,000 Procurement / Bidding Plan (How services will be bid/procured) HEP will procure construction services through a competitive process consistent with federal procurement requirements and City CDBG guidance. Bid documents will include the scope of work above and applicable wage, insurance, and compliance requirements. Contractor selection will be based on responsiveness, qualifications, and price reasonableness. HEP will maintain all procurement documentation for City monitoring and audit purposes.

**D.4. Does this project anticipate the use of funds or assistance from another Federal agency in addition to HUD?**

No

**D.5. Describe your plans to use other funds on this project. In this section, only describe funds that are secured. Provide the source of funds, amounts, and how these funds will be used.**

The proposed Phase II Parking Lot Reconstruction project is fully funded through the requested \$150,000 in CDBG funds. No additional secured funding sources are allocated specifically to this Phase II activity. The broader Dental & Wellness Clinic Expansion is being implemented in multiple phases. Phase I, which includes interior renovation and clinical space improvements, is fully funded through secured private and philanthropic sources. Those funds are restricted to interior construction and clinical expansion activities and are not allocated to site infrastructure improvements. CDBG funds are being requested solely to support Phase II public facility improvements necessary to ensure safe and accessible access to the clinic. No other federal or non-federal funds are secured or allocated to the parking lot reconstruction component.

**D.6. Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply, the amounts sought, and the proposed use of those funds.**

The proposed Phase II Parking Lot Reconstruction project is fully funded through the requested \$150,000 in CDBG funds and does not require additional funding to complete the identified scope of work. The broader Dental & Wellness Clinic Expansion represents a total capital investment of \$1,351,648 for Phase I interior renovation and clinical improvements. These costs are fully covered through secured private philanthropic contributions and HEP organizational reserves. Phase I funding is restricted to interior construction, equipment, and clinical expansion activities and is not allocated to site infrastructure improvements. HEP will continue to pursue additional private foundation grants, corporate contributions, and healthcare-focused funding opportunities to support future enhancements to the clinic, including equipment acquisition, programmatic expansion, and operational sustainability. Should additional funding be secured, those funds would be directed toward expanding service capacity, improving accessibility, strengthening facility infrastructure, and ensuring long-term delivery of medical, dental, and behavioral health services to low- and moderate-income Clearwater residents. By leveraging \$1,351,648 in secured private investment for Phase I and requesting CDBG support solely for essential public facility infrastructure improvements,

HEP is demonstrating a strong commitment to shared investment and responsible stewardship of public funds.

**D.7. What will happen if this project is not funded?**

If this project is not funded, the existing parking lot conditions will remain in place, including standing water after heavy rainfall, uneven and deteriorated pavement surfaces, and an unstable overflow parking area composed of millings and dirt. These conditions create ongoing safety hazards, accessibility barriers, and operational challenges for patients, staff, and visitors accessing the Dental & Wellness Clinic. While Phase I interior renovations will allow expanded clinical services to operate, the lack of infrastructure improvements would undermine safe and equitable access to care. Elderly individuals, persons with disabilities, and patients with limited mobility would continue to face hazardous walking conditions and inconsistent site access during inclement weather. Without CDBG support, HEP would need to defer the parking lot reconstruction until sufficient private funds could be raised, which could delay improvements indefinitely. In the interim, HEP would continue to perform limited patching and temporary maintenance as financially feasible; however, these measures would not resolve the underlying drainage and structural deficiencies. Failure to fund this project would result in continued infrastructure deterioration and reduced quality of access to essential healthcare services for low- and moderate-income Clearwater residents.

**D.8. What will happen if this project is partially funded?**

The proposed parking lot reconstruction is a comprehensive infrastructure project designed to correct drainage deficiencies and fully reconstruct the parking surface. Because the demolition, grading, drainage, and paving components are interdependent, the project is not easily divisible without compromising structural integrity or long-term performance. If the project is partially funded, HEP would need to reassess the scope and potentially delay implementation while seeking additional funding sources. Completing only portions of the work (e.g., paving without full drainage correction) would not resolve the primary safety and accessibility concerns and could result in premature deterioration of new pavement. In the event of partial funding, HEP would prioritize addressing critical drainage corrections to mitigate standing water hazards. However, without full funding, the project may need to be postponed until sufficient funds are secured to ensure a complete and durable reconstruction.

**D.9. What percentage of project funding is being leveraged by City funding sources? (Calculate by: Other Project Funds divided by the Total Project Cost.)**

0

## E. Required Documents

Completed by libbys@hepempowers.org on 2/23/2026 2:59 PM

**Case Id:** 16637

**Name:** HEP Dental & Wellness Clinic Access and

**Address:** 1260 Engman Street, Clearwater, FL 33755

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## E. Required Documents

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Please provide the following information.

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**Articles of Incorporation \*Required**

Articles of Incorporation.pdf

**Bylaws \*Required**

HEPAmended Restated Bylaws\_April 2013 copy.pdf

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

2026 Board Directory.pdf

**Most Recent Audited Financials \*Required**

2024 Financial Statement & Audit Report Draft5-28-2025 copy.pdf

**IRS Non-Profit Exemption Determination Letter [\(Click to download sample\)](#) \*Required**

HEP IRS Letter of Determination copy 2.pdf

**Organizational Chart \*Required**

Org Chart 2.10.2026.pdf

**Other - Documentation to Support Answers in Application**

2026.01.20\_SCHEMATIC DESIGN.pdf

**Policies and Procedures Related to the Activity**

*\*\*No files uploaded*

**A detailed scope of work**

Scope of Work.docx

**Other - Single Audit (A-133), if applicable**

New Dental and Wellness Clinic Parking Lot Renovation-Budget, Timeline and Draw Schedule.xlsx

**Proof of Insurance \*Required**

COI 2025-2026 City of Clearwater-Certificates.pdf

**Resolution to Apply for Funding \*Required**

Board Resolution-CDBG-2026-executed.pdf

**Résumé - Chief Executive Officer/President \*Required**

Ashley Lowery Resume 2025.pdf

**Résumé - Chief Financial Officer \*Required**

Resume\_Kathleen Prossick CPA\_2025.pdf

**Résumé - Grant Administrator \*Required**

Resume\_Kathleen Prossick CPA\_2025.pdf

**Consumer's Certificate of Exemption** ([Click to download sample](#)) **\*Required**

Solicitation of Contributions JUN 20, 2025 (2) copy.pdf

**Form W-9** **\*Required**

W-9.pdf

## F. Submit

Completed by libbys@hepempowers.org on 2/23/2026 2:59 PM

**Case Id:** 16637

**Name:** HEP Dental & Wellness Clinic Access and

**Address:** 1260 Engman Street, Clearwater, FL 33755

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## F. Submit

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**CERTIFICATION:** I hereby certify that the information contained in this application is accurate, that I am an authorized representative, approved by the Agency's Board of Directors, to enter into this agreement and submit the application on behalf of my organization, and that the applicant will conduct the proposed activity in the location, time, and manner within the budget presented. I certify that the proposed activity addresses one of the priorities as contained in the current City of Clearwater Consolidated Planning Document and/or current SHIP Local Housing Assistance Plan.

I certify that the CDBG, HOME, SHIP and/or other funds will be used in the manner described and will be used only to reimburse those eligible costs described in the approved budget and any other type of funds presented in the budget will be obtained and used for the proposed project.

Libby Stone

*Electronically signed by libbys@hepempowers.org on 2/23/2026 2:59 PM*

## Program Overview

Completed by [belinda.becton-mcabee@hopevillagesofamerica.org](mailto:belinda.becton-mcabee@hopevillagesofamerica.org)  
on 2/24/2026 10:16 AM

**Case Id:** 16646

**Name:** HVA Abuse Services - Shelter Windows

**Address:** \*No Address Assigned

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### Program Overview

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Please provide the following information.



### City of Clearwater Public Facilities & Improvements Application

The city of Clearwater is now accepting competitive grant applications for Public Facility Improvement Grants. The deadline to submit a completed application is **Wednesday, March 4, 2026, at 11:59 PM.**

Funding for approved grants is made available by HUD's Community Development Block Grant (CDBG) program for FY2026/2027 which begins on October 1, 2026.

Applications will be scored and ranked after the deadline. Public Facility Improvement grant requests have a maximum request of \$190,000.

Preference will be given to projects that will be ready to begin on October 1, 2026. An Application Workshop is scheduled for **Friday, February 13, 2026, at 10:00 AM.**

The Workshop will be held on the Zoom platform and will be structured to help you complete an eligible application. If you plan to apply during this year's grant application period, your attendance at the Workshop is strongly encouraged. If you or a representative from your organization attends the Workshop, your application will receive additional points as applications are reviewed and scored. A higher score may increase the likelihood that your funding request is approved. Multiple people from your organization are welcome to attend; however more than one attendee will not increase your scoring. A Zoom meeting link will be sent to everyone who registers for the workshop.

#### **Register in advance for this meeting:**

[https://us02web.zoom.us/meeting/register/x\\_wHQV4TIKdKbGtB3I0GA](https://us02web.zoom.us/meeting/register/x_wHQV4TIKdKbGtB3I0GA)

After registering, you will receive a **confirmation email** containing the information you will need to join the meeting.

The registration confirmation email you receive will allow you to **add the meeting to your calendar.**

Thank you for your interest in assisting Clearwater residents.

Printed By: Dania Perez on 3/5/2026

For application questions or technical support:

Dania Perez - (727) 444-7159; [Dania.Perez@myclearwater.com](mailto:Dania.Perez@myclearwater.com)

Jessica Chueka – (727) 444-7567; [Jessica.Chueka@MyClearwater.com](mailto:Jessica.Chueka@MyClearwater.com)

## A. Contact Information

Completed by [belinda.becton-mcabee@hopevillagesofamerica.org](mailto:belinda.becton-mcabee@hopevillagesofamerica.org)  
on 3/4/2026 7:51 AM

**Case Id:** 16646

**Name:** HVA Abuse Services - Shelter Windows

**Address:** \*No Address Assigned

---

## A. Contact Information

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Please provide the following information.

### CONTACT INFORMATION FOR GRANT ADMINISTRATION

**A.1. First Name**

Melinda

**A.2. Last Name**

Perry

**A.3. Title of Position**

Chief Operating Officer

**A.4. Phone Number**

7275843528408

**A.5. E-Mail Address**

[melinda.perry@hopevillagesofamerica.org](mailto:melinda.perry@hopevillagesofamerica.org)

### CONTACT INFORMATION RESPONSIBLE FOR ACTIVITY

**A.6. First Name**

John

**A.7. Last Name**

Long

**A.8. Title of Position**

Vice President of Abuse Services

**A.9. Phone Number**

7274412029203

**A.10. E-Mail**

[john.long@hopevillagesofamerica.org](mailto:john.long@hopevillagesofamerica.org)

### CONTACT INFORMATION RESPONSIBLE FOR FISCAL ASPECTS

**A.11. First Name**

Daryll

**A.12. Last Name**

Adsit

**A.13. Title of Position**

Director of Finance

**A.14. Phone Number**

7273014822

**A.15. E-Mail Address**

daryll.adsit@hopevillagesofamerica.org

**AUTHORIZED SIGNER OF SUBRECIPIENT AGREEMENT (AUTHORIZED OFFICIAL)**

**A.16. First Name**

Nick

**A.17. Last Name**

DiCeglie

**A.18. Title of Position**

Chief Executive Officer

**A.19. Phone Number**

7275843528

**A.20. E-Mail Address**

nick.diceglie@HopeVillagesofAmerica.org

## B. Organization Information

Completed by [belinda.becton-mcabee@hopevillagesofamerica.org](mailto:belinda.becton-mcabee@hopevillagesofamerica.org)  
on 3/4/2026 8:16 AM

Case Id: 16646

Name: HVA Abuse Services - Shelter Windows

Address: \*No Address Assigned

---

## B. Organization Information

---

Please provide the following information.

**Each question carries a weighted value; please make sure to take your time and answer the questions thoroughly to receive the maximum points available.**

### B.1. Legal Name of Organization

HOPE VILLAGES OF AMERICA INC

### B.2. DBA (Doing Business As)

HOPE VILLAGES OF AMERICA INC

### B.3. Type of Agency

Private Nonprofit 501(c)(3)

### B.4. Physical Address of Organization

503 S MARTIN LUTHER KING JR AVE Clearwater, FL 33756

### B.5. Mailing Address of Organization

503 S MARTIN LUTHER KING JR AVE Clearwater, FL 33756

### B.6. How many years of experience does your organization have with the delivery of the proposed activity or other activities that are similar in scope?

More than 20 years

### B.7. Describe your agency's experience and capacity in carrying out the proposed activity and meeting goals and objectives.

Hope Villages of America (HVA) has more than 40 years of experience operating and maintaining community-based facilities that serve vulnerable residents. HVA owns and manages all its properties, including the HVA Abuse Service buildings (which house the Outreach Center and Domestic Violence Emergency Shelter), the Food Distribution warehouse, Goldsmith Gardens affordable housing apartments, and the Administrative Resource Center (ARC). This ownership demonstrates long-term stability and sustained stewardship of capital assets serving low- and moderate-income residents. HVA has collaborated with the City of Clearwater on various facility improvements and has completed several publicly funded capital projects. These projects include security system installations, window replacements, and significant renovations. Notable achievements include the construction of the HVA Domestic Violence Outreach Center (\$273,197), renovations to Goldsmith Gardens' affordable housing (\$100,00), and the extensive rehabilitation of the Food Distribution & Food Bank (\$173,000). Additionally, multiple infrastructure upgrades have been carried out, including improvements to roofs, HVAC systems, and refrigeration equipment. All projects were completed within approved budgets and timelines and required competitive procurement, contractor oversight, and compliance with

state and federal funding requirements. HVA maintains audited financial statements, complies with 2 CFR 200 Subpart F Single Audit requirements, and operates under established internal controls aligned with HUD and CDBG standards. The proposed window and door replacement project will be overseen by the Vice President of Abuse Services, with senior leadership providing operational and financial oversight. HVA has the organizational, financial, and administrative capacity to complete this project efficiently and in full compliance with federal requirements

**B.8. Does your agency have sufficient cash reserves to pay for activity costs as they are incurred?**

Yes

**B.9. If agency's office or facility is not located within the incorporated city limits of the City of Clearwater (Tax District CW, CWD, or CWDO), provide an explanation regarding how your agency's services benefit Clearwater's very-low to moderate-income residents.**

N/A

**B.10. Employer Identification Number (EIN/TIN)**

59-1309186

**B.11. Unique Entity Identifier (UEI)**

TS79VPGHH6H6

**B.12. SAM.gov: As a prospective Subrecipient applying for a subaward of federal funding, I understand that my organization is required to be registered in SAM before submitting its application; must provide a valid unique entity identifier (UEI) in its application; and must continue to maintain an active SAM registration with current information at all times during which it has an active Federal subaward or an application or plan under consideration. My organization's SAM registration is currently in ACTIVE status.**

Yes

## C. Project Information

Completed by [belinda.becton-mcabee@hopevillagesofamerica.org](mailto:belinda.becton-mcabee@hopevillagesofamerica.org)  
on 3/4/2026 11:29 AM

Case Id: 16646

Name: HVA Abuse Services - Shelter Windows

Address: \*No Address Assigned

---

## C. Project Information

---

Please provide the following information.

**Each question carries a weighted value; please make sure to take your time and answer the questions thoroughly to receive the maximum points available.**

### C.1. Service Area (Select all that apply)

- [Downtown Gateway NRSA](#)
- [North Greenwood NRSA](#)
- [Lake Bellevue NRSA](#)
- [Citywide](#)

### C.2. Address of Activity (Location of Facility)

Undisclosed to protect domestic violence survivors Clearwater, FL 33756

### C.3. Activity Description (be specific/detailed). Include a proposed Scope of Work.

Hope Villages of America (HVA) proposes replacing deteriorating exterior windows and two exterior doors at its Domestic Violence Emergency Shelter in Clearwater. The existing windows and doors are aging and no longer provide optimal impact resistance, insulation, or security. Given Florida's severe weather conditions and the confidential nature of shelter operations, replacing impact-rated window systems and secure, exterior-grade doors is necessary to ensure structural integrity, resident safety, energy efficiency, and compliance with housing quality standards. 1) Procurement and Pre-Construction • Develop detailed bid specifications based on contractor estimates • Conduct competitive procurement in accordance with 2 CFR 200 and City of Clearwater CDBG requirements • Field verification of rough openings and site conditions • Review and approval of product specifications and submittals • Execute fixed-price contract with licensed and insured contractor 2) Demolition and Removal • Careful removal of existing window assemblies, including frames and sashes • Removal of two exterior door assemblies, including frames, thresholds, and hardware • Protection of interior and exterior finishes during demolition • Temporary weather protection as needed • Disposal of materials in accordance with local regulations 3) Installation of Impact-Resistant Windows • Furnish and install Florida Building Code-compliant, hurricane-rated window systems • Install insulated, energy-efficient glazing • Structural anchoring to meet wind-load requirements • Installation of flashing, waterproof membranes, and perimeter sealants • Integration with existing air and moisture barriers 4) Installation of Two Exterior Doors • Furnish and install two exterior-grade door assemblies with heavy-duty frames • Install commercial-grade locking hardware and weather stripping • Proper anchoring, alignment, and threshold sealing • Perimeter flashing and sealing to maintain building envelope integrity 5) Interior/Exterior Restoration and Closeout • Repair drywall, trim, and interior finishes • Exterior stucco/siding patching and paint touch-up • Final inspection for proper operation and weather-tightness • Delivery of manufacturer warranties and documentation • Site cleanup and debris removal Work will be phased to maintain continuous 24-hour shelter operations, with noise control, temporary security measures, and daily cleanup protocols in

Printed By: Dania Perez on 3/5/2026

7 of 17

place.

#### **C.4. Needs Statement- Describe the need that relates to your mission and purpose**

Hope Villages of America (HVA) provides immediate safety and long-term stability to families in crisis. For survivors of domestic violence, safety is not an abstract concept—it begins with a physically secure environment where confidentiality is absolute and physical threats are removed. In 2025, HVA served 38 Clearwater residents in our emergency shelter and provided wraparound support and advocacy to 182 more. These families arrive exhausted and often penniless due to the economic control inherent in abuse. Because HUD guidelines presume individuals fleeing domestic violence to be Low- and Moderate-Income (LMI), 100% of the residents served by this facility meet CDBG eligibility criteria. The Link Between Violence and Homelessness - Domestic violence is a primary catalyst for housing instability in our community. Local data underscores this urgency: • Direct Displacement: The 2025 Point-in-Time Count identified 1,572 homeless households in Pinellas County. • Fleeing for Safety: City of Clearwater planning data confirmed that 231 individuals experiencing homelessness during the Point-in-Time Count cited fleeing domestic violence or human trafficking as the immediate cause of their housing loss (City of Clearwater 2025 Consolidated Plan, page 78). Critical Facility Requirements: Safety Beyond the Storm - The shelter's aging windows and doors compromise our ability to provide a "safe, livable, and client-centered environment." Replacing them is a matter of both daily security and emergency survival: • Security & Confidentiality: Impact-resistant windows and doors are essential to protect the anonymity of survivors from those seeking to do them harm. • Severe Weather Protection: Because HVA's shelter is in a non-evacuation zone, survivors and their children remain on-site during hurricanes. They cannot utilize standard public evacuation shelters due to high-profile safety risks. Hurricane-rated windows are therefore a non-negotiable requirement for life safety. • Operational Integrity: Replacing deteriorating windows ensures compliance with Housing Quality Standards (HQS), improves energy efficiency, and prevents the structural decay that could lead to a loss of shelter beds. Door replacement ensures that the shelter's primary entry and exit points are hurricane-rated and tamper-proof. Alignment with CDBG Priorities This project is a direct investment in a vital community asset. By securing the facility's envelope, HVA prevents further homelessness and ensures that Clearwater's most vulnerable residents have a dignified, secure space to stabilize and begin their recovery. This initiative aligns perfectly with the City of Clearwater's CDBG priorities of public safety, homelessness prevention, and the protection of LMI populations.

#### **C.5. Enter the number of beneficiaries by income expected to be serviced by the activity proposed.**

##### **Persons 0%-30% AMI**

130

##### **Persons 31%-50% AMI**

80

##### **Persons 51%-80%AMI**

##### **Persons 81%-120%AMI**

#### **C.6. Identify the timeline for implementation of the proposed project. Include an implementation plan and proposed schedule of work.**

Proposed Schedule of Work October 1, 2026: Award and Approval received from the City of Clearwater. October 15, 2026 (Award + 15 Days): Place public advertisement for bids in local news outlets. October 29, 2026 (Ad + 2 Weeks): Host mandatory in-person pre-bid meeting at the shelter facility for interested contractors. November 26, 2026 (Pre-bid

+ 4 Weeks): Deadline for submission of sealed bids; bids opened and evaluated. December 2026: Contract awarded to winning bidder; windows and materials ordered (anticipating lead times for hurricane-rated glass). January – March 2027: On-site installation begins. Work will be conducted in phases to minimize trauma and disruption for residents. April 2027: Project Completion. Final inspections and closeout documentation submitted to the City. Project Implementation Plan Phase I - Procurement & Pre-Construction Upon receipt of Notice to Proceed, HVA will initiate competitive sealed bidding consistent with 2 CFR 200 and City of Clearwater CDBG requirements. If applicable based on funding thresholds, federal labor standards (including Davis-Bacon) and Section 3 requirements will be incorporated into bid documents. Bid specifications will reflect the approved technical scope, including impact-rated window systems, door assemblies, demolition, installation, flashing, sealing, finish restoration, permitting, and disposal. Phase II – Bid Evaluation & Contract Award A mandatory on-site pre-bid meeting will be conducted to ensure contractors understand:

- Occupied facility constraints
- 24-hour shelter operations
- Security and confidentiality requirements
- Phased construction expectations

Sealed bids will be evaluated and a fixed-price contract awarded to the lowest responsive and responsible bidder. \_\_\_\_\_ Phase III – Permitting & Material Procurement The selected contractor will:

- Obtain required building permits
- Submit product specifications and shop drawings
- Verify rough opening dimensions
- Order custom hurricane-rated windows and impact-resistant door systems

Lead times will be monitored to ensure timely delivery. \_\_\_\_\_ Phase IV – Phased Installation & Construction Oversight Installation will be conducted in controlled phases to maintain continuous shelter operations. Work will include:

- Removal and disposal of existing windows and doors
- Structural preparation of openings
- Installation of impact-rated units per Florida Building Code
- Flashing, anchoring, waterproofing, and perimeter sealing
- Interior and exterior finish restoration

Daily cleanup and temporary security measures will be maintained throughout construction. \_\_\_\_\_ Phase V – Inspection & Closeout Upon completion, the contractor will:

- Pass final building inspections
- Deliver manufacturer warranties
- Complete punch list items
- Provide required closeout documentation

HVA will submit final reimbursement documentation to the City upon project completion.

**C.7. Which of the City of Clearwater 2025-2026 – 2029/2030 Consolidated Plan Goals does the proposed activity address? Descriptions of Consolidated Goals can be found [here](#)**

Homelessness

**C.8. Is this activity:**

New

**INSURANCE AND AUDIT INFORMATION**

**C.9. Minimum Insurance is required for all funded activities. Select each insurance instrument that your agency currently carries.**

- Commercial General Liability Insurance coverage
- Workers' Compensation (Per State of Florida Law)
- Flood Insurance if applicable
- Theft/Dishonesty/Fraud or Commercial Crime
- Professional Liability/Errors or Omissions Insurance
- Waiver Of Subrogation

**C.10. Audited financials are required for all funded agencies; does your agency have audited financials for 2023 or 2024?**

Yes

**C.11. If your agency expended \$1,000,000 or more in federal funds in the last fiscal year, a single audit must be completed per 2 CFR 200 Subpart F. Is your agency subject to 2 CFR 200 Subpart F?**

Yes

**C.12. Is the Address of Activity (Location of Facility) in question C.2 above located in one of the NRSAs?**

Yes

**C.13. If you answered Yes to question C.12 above, please specify which NRSA.**

North Greenwood NRSA

**C.14. Do you own the property/building in C.2 above?**

Yes

**If you are not the Owner as shown at <https://www.pcpao.org/>, a copy of the lease must be uploaded with your application.**

## D. Funding Request

Completed by [belinda.becton-mcabee@hopevillagesofamerica.org](mailto:belinda.becton-mcabee@hopevillagesofamerica.org)  
on 3/4/2026 11:41 AM

Case Id: 16646

Name: HVA Abuse Services - Shelter Windows

Address: \*No Address Assigned

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### D. Funding Request

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Please provide the following information.

**Each question carries a weighted value; please make sure to take your time and answer the questions thoroughly to receive the maximum points available.**

#### D.1. Funding Request Table

**"Amount Required for Entire Project" is the total cost of providing the service ("Total Amount of Other Funds" + CDBG grant funds = "Amount Required for Entire Project").**

**"Total Amount of Other Funds" - Typically applicants do not intend to use CDBG funds exclusively for the service they are proposing. They will more than likely fund a portion of their work with raised funds, donated funds, other grant funds, etc. Identify the amount of other funds that will be used to fund the service other than the CDBG funds.**

**"Source of Other Funds (Include Amount for Each Source)" is to identify the source(s) of the amount entered in "Total Amount of Other Funds" (e.g. County grant, small business loan, self-funded, etc.). Include the source(s) of other funds and the amount for each source. Use the "Add Row" button to add additional rows.**

Project Cost	Amount Required for Entire Project	Total Amount of other funds	Source of Other Funds (Include amount for each source)
Public Facility Rehabilitation	\$18,334.00	\$0.00	N/A
Public Facility Rehabilitation	\$114,953.00	\$0.00	N/A
	\$133,287.00	\$0.00	

#### D.2. City of Clearwater grant funds requested

\$133,287.00

**D.3. Budget Narrative (be specific/detailed). Include a write-up for specific activities to bid/procure with an estimate on the cost of work to be performed.**

BUDGET NARRATIVE The total estimated project cost is \$133,287, based on a written contractor estimate. This amount represents turnkey replacement of impact-rated windows and two exterior door systems, including materials, labor, demolition, installation, permitting, and disposal. \_\_\_\_\_ Window Systems – \$114,952.29 • Single Hung Vinyl Impact Windows – \$110,638.51 Replacement of 64 impact-rated single-hung vinyl window units of varying sizes, including multi-unit twin assemblies. Units include 7/8" laminated insulating glass with Energy Shield Max Low-E coating and Argon gas fill for energy efficiency and hurricane protection. Cost

includes furnishing, removal of existing units, installation, anchoring, sealing, and finishing. • Picture Window – \$1,101.70 One fixed-lite vinyl picture window (36" x 18") with impact-rated insulated glass, including installation and sealing. • Miscellaneous Components – \$3,212.08 Structural mullion bars and associated clips required for assembly and reinforcement of multi-part window units to maintain impact-rated performance and code compliance.

\_\_\_\_\_ Door Systems – \$18,334.00 Double Prehung Exterior Door Assemblies – \$18,334.00 Two sets of 3'0" x 6'8" double prehung smooth fiberglass exterior doors with impact-rated full-lite glass at \$9,167.00 per set. Units include stainless steel hardware, poly-fiber rot-resistant frames, integrated miniblinds, removal of existing door assemblies, installation, anchoring, and weather sealing.

\_\_\_\_\_ PROCUREMENT PLAN AND ESTIMATE OF WORK • Public Solicitation & Competitive Procurement The project will be procured through competitive sealed bidding consistent with 2 CFR 200 and City of Clearwater CDBG requirements. Public advertisement will be conducted as required, sealed bids will be received, and a fixed-price contract will be awarded to the lowest responsive and responsible bidder. Federal labor standards, including Davis-Bacon wage determinations, will be applied if triggered based on funding thresholds and project classification. \_\_\_\_\_ • Labor, Installation, and Construction Responsibility The selected contractor will be responsible for: • Removal and lawful disposal of all existing window and door assemblies • Protection of occupied interior areas during demolition • Structural preparation of rough openings • Installation of impact-rated units per manufacturer specifications and Florida Building Code • Anchoring to meet wind-load requirements • Flashing, waterproofing, caulking, and weather sealing • Interior and exterior finish restoration as required • Final cleanup and debris removal All labor and installation costs are included in the total contract price of \$133,286.29. \_\_\_\_\_ • Permitting and Inspections The contractor will secure required building permits and coordinate all inspections. Permitting fees and inspection costs are included in the contractor's estimate. All work will comply with the Florida Building Code and applicable HUD Housing Quality Standards.

**D.4. Does this project anticipate the use of funds or assistance from another Federal agency in addition to HUD?**  
No

**D.5. Describe your plans to use other funds on this project. In this section, only describe funds that are secured. Provide the source of funds, amounts, and how these funds will be used.**

Currently, Hope Villages of America (HVA) has no other secured funds specifically for this window and door replacement project. While our community generously supports our mission, approximately 75% of HVA's funding is restricted to specific program areas such as food distribution and abuse services. These funds are committed to the daily survival and trauma-informed care of the families we serve. This makes CDBG funds the primary "spark" for this project. However, HVA can provide the administrative staff with time and oversight to manage the project.

**D.6. Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply, the amounts sought, and the proposed use of those funds.**

To supplement the CDBG request, HVA will pursue Corporate and Civic Grants (amounts ranging from \$5,000–\$25,000) to be used for specific building components, such as windows for the children's wing and enhanced security hardware for the entry systems.

**D.7. What will happen if this project is not funded?**

If this project is not funded, the Domestic Violence Emergency Shelter will continue operating with aging, inefficient, and potentially compromised windows. This will increase energy costs, reduce climate control in extreme Florida heat, and leave the building more vulnerable to security and weather-related risks.

**D.8. What will happen if this project is partially funded?**

If the project receives partial funding, HVA will focus on replacing the most critical and damaged windows first. However, some areas of the shelter will still have old or compromised windows. This limitation may reduce the overall effectiveness of the project in terms of energy efficiency, safety, and climate control. While partial improvements would still benefit some residents, the areas in the shelter without replacement windows would face potential security and weather-related risks until full funding is obtained.

**D.9. What percentage of project funding is being leveraged by City funding sources? (Calculate by: Other Project Funds divided by the Total Project Cost.)**

0

## E. Required Documents

Completed by melinda.perry@hopevillagesofamerica.org on  
3/4/2026 1:45 PM

Case Id: 16646

Name: HVA Abuse Services - Shelter Windows

Address: \*No Address Assigned

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## E. Required Documents

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**Important Notice:** Failure to upload all required documents at the time of submission will result in a 10-point deduction from the application's total score.

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### Articles of Incorporation \*Required

Amended Articles of Incorporation 12.19.2025.pdf



### Bylaws \*Required

HVA Bylaws\_updated 2024 3.4.2025.pdf



### List of Board of Directors \*Required

Board of Directors 2.19.2026.pdf



### Most Recent Audited Financials \*Required

Hope Villages of America Inc. 12-31-24 Audit FS - Unsecured.pdf



### IRS Non-Profit Exemption Determination Letter [\(Click to download sample\)](#) \*Required

HVA Determination Letter\_HVA Amendment.pdf



### Organizational Chart \*Required

HVA- Management Structure- 2026.pptx  
2026 Org Chart.xlsx

**Other - Documentation to Support Answers in Application**

estimates Windows and Doors.pdf

**Agency's Policies and Procedures**

Employee Handbook 2026.pdf

**A detailed scope of work, including Budget**

Window and Door Replacement Scope and Budget - FINAL.pdf

**Other - Single Audit (A-133), if applicable**

Hope Villages of America Inc. 12-31-24 Audit FS - Single Audit.pdf

**Proof of Insurance \*Required**

COI complete 3.1.2025.pdf

iQue Insurance WC policy 2025.pdf

COI Clearwater.pdf

COI Clearwater 2.pdf

**Resolution to Apply for Funding \*Required**

Minutes\_Feb\_10\_2026 - Resolution to Apply.pdf

Board Resolution City of Clearwater 2.10.2026.pdf

**Résumé - Chief Executive Officer/President \*Required**

Nick D resume.pdf

**Résumé - Chief Financial Officer \*Required**

Traci Rinoldo Resume INPS.pdf

**Résumé - Grant Administrator \*Required**

Melinda\_Perry\_Resume 3.3.2025.pdf

**Consumer's Certificate of Exemption ([Click to download sample](#)) \*Required**

Consumer Exemption Certificate 6.30.2024 - 6.30.2029.pdf

**Form W-9 \*Required**

HVA W9 2026.pdf

## F. Submit

Completed by [melinda.perry@hopevillagesofamerica.org](mailto:melinda.perry@hopevillagesofamerica.org) on  
3/4/2026 1:48 PM

**Case Id:** 16646

**Name:** HVA Abuse Services - Shelter Windows

**Address:** \*No Address Assigned

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## F. Submit

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**CERTIFICATION:** I hereby certify that the information contained in this application is accurate, that I am an authorized representative, approved by the Agency's Board of Directors, to enter into this agreement and submit the application on behalf of my organization, and that the applicant will conduct the proposed activity in the location, time, and manner within the budget presented. I certify that the proposed activity addresses one of the priorities as contained in the current City of Clearwater Consolidated Planning Document and/or current SHIP Local Housing Assistance Plan.

I certify that the CDBG, HOME, SHIP and/or other funds will be used in the manner described and will be used only to reimburse those eligible costs described in the approved budget and any other type of funds presented in the budget will be obtained and used for the proposed project.

Melinda Perry

*Electronically signed by [melinda.perry@hopevillagesofamerica.org](mailto:melinda.perry@hopevillagesofamerica.org) on 3/4/2026 1:45 PM*

## Program Overview

Completed by [lalchin@directionsforliving.org](mailto:lalchin@directionsforliving.org) on 2/24/2026 11:09 AM

**Case Id:** 16647

**Name:** Team Member Support & Collaboration Space

**Address:** \*No Address Assigned

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### Program Overview

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Please provide the following information.



### City of Clearwater Public Facilities & Improvements Application

The city of Clearwater is now accepting competitive grant applications for Public Facility Improvement Grants. The deadline to submit a completed application is **Wednesday, March 4, 2026, at 11:59 PM.**

Funding for approved grants is made available by HUD's Community Development Block Grant (CDBG) program for FY2026/2027 which begins on October 1, 2026.

Applications will be scored and ranked after the deadline. Public Facility Improvement grant requests have a maximum request of \$190,000.

Preference will be given to projects that will be ready to begin on October 1, 2026. An Application Workshop is scheduled for **Friday, February 13, 2026, at 10:00 AM.**

The Workshop will be held on the Zoom platform and will be structured to help you complete an eligible application. If you plan to apply during this year's grant application period, your attendance at the Workshop is strongly encouraged. If you or a representative from your organization attends the Workshop, your application will receive additional points as applications are reviewed and scored. A higher score may increase the likelihood that your funding request is approved. Multiple people from your organization are welcome to attend; however more than one attendee will not increase your scoring. A Zoom meeting link will be sent to everyone who registers for the workshop.

#### **Register in advance for this meeting:**

[https://us02web.zoom.us/meeting/register/x\\_wHQV4TIKdKbGtB3I0GA](https://us02web.zoom.us/meeting/register/x_wHQV4TIKdKbGtB3I0GA)

After registering, you will receive a **confirmation email** containing the information you will need to join the meeting.

The registration confirmation email you receive will allow you to **add the meeting to your calendar.**

Thank you for your interest in assisting Clearwater residents.

Printed By: Dania Perez on 3/5/2026

For application questions or technical support:

Dania Perez - (727) 444-7159; [Dania.Perez@myclearwater.com](mailto:Dania.Perez@myclearwater.com)

Jessica Chueka – (727) 444-7567; [Jessica.Chueka@MyClearwater.com](mailto:Jessica.Chueka@MyClearwater.com)

## A. Contact Information

Completed by [lalchin@directionsforliving.org](mailto:lalchin@directionsforliving.org) on 2/27/2026 10:46 AM

**Case Id:** 16647

**Name:** Team Member Support & Collaboration Space

**Address:** \*No Address Assigned

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## A. Contact Information

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Please provide the following information.

### CONTACT INFORMATION FOR GRANT ADMINISTRATION

**A.1. First Name**

Lisa

**A.2. Last Name**

Alchin

**A.3. Title of Position**

Director of Development

**A.4. Phone Number**

7274636371

**A.5. E-Mail Address**

[lalchin@directionsforliving.org](mailto:lalchin@directionsforliving.org)

### CONTACT INFORMATION RESPONSIBLE FOR ACTIVITY

**A.6. First Name**

Chris

**A.7. Last Name**

Johnson

**A.8. Title of Position**

Facility Manager

**A.9. Phone Number**

72752444641410

**A.10. E-Mail**

[cjohnson@directionsforliving.org](mailto:cjohnson@directionsforliving.org)

### CONTACT INFORMATION RESPONSIBLE FOR FISCAL ASPECTS

**A.11. First Name**

Malika

**A.12. Last Name**

Matthew

**A.13. Title of Position**

Vice President of Finance

**A.14. Phone Number**

72752444641701

**A.15. E-Mail Address**

mmatthew@directionsforliving.org

**AUTHORIZED SIGNER OF SUBRECIPIENT AGREEMENT (AUTHORIZED OFFICIAL)**

**A.16. First Name**

April

**A.17. Last Name**

Lott

**A.18. Title of Position**

President & CEO

**A.19. Phone Number**

7275244464

**A.20. E-Mail Address**

alott@directionsforliving.org

## B. Organization Information

Completed by [lalchin@directionsforliving.org](mailto:lalchin@directionsforliving.org) on 3/4/2026 7:23 AM

Case Id: 16647

Name: Team Member Support & Collaboration Space

Address: \*No Address Assigned

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## B. Organization Information

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Please provide the following information.

**Each question carries a weighted value; please make sure to take your time and answer the questions thoroughly to receive the maximum points available.**

### B.1. Legal Name of Organization

Directions for Mental Health, Inc.

### B.2. DBA (Doing Business As)

Directions for Living

### B.3. Type of Agency

Private Nonprofit 501(c)(3)

### B.4. Physical Address of Organization

1437 South Belcher Road Clearwater , FL 33764

### B.5. Mailing Address of Organization

1437 South Belcher Road Clearwater , FL 33764

### B.6. How many years of experience does your organization have with the delivery of the proposed activity or other activities that are similar in scope?

More than 20 years

### B.7. Describe your agency's experience and capacity in carrying out the proposed activity and meeting goals and objectives.

Directions for Living (DFL) has extensive experience managing capital improvement projects and is well-positioned to successfully implement the proposed Workforce Support & Collaboration Space Renovation Project. Over the years, DFL has administered multiple Community Development Block Grant (CDBG) awards and other facility improvement initiatives, strengthening our internal project management systems and compliance capacity. Through prior projects, we have refined our approach to capital improvements by initiating procurement early, maintaining consistent communication with contractors and funding partners, and proactively addressing potential challenges to ensure projects are completed on time and within budget. These lessons have enhanced our efficiency, strengthened vendor coordination, and improved overall project oversight. All capital improvement initiatives are overseen by DFL's Facilities Manager, who brings more than 34 years of experience in healthcare construction and facility management and has managed nearly \$22 million in renovations throughout his career. He is supported by a dedicated three-person facilities team responsible for maintaining our owned facilities and coordinating all renovation activities. This structure ensures strong internal oversight, accountability, and quality control throughout each project phase. DFL has a successful track record of completing similar projects in partnership with the City of Clearwater, including exterior lighting and video

Printed By: Dania Perez on 3/5/2026

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surveillance installation, exterior structural repairs, flooring installation, and elevator cab modernization at our Clearwater Center. Additional recent improvements include perimeter fencing, security and access control systems, interior flooring and wall enhancements, and a full roof replacement with solar panel installation at our Largo and Clearwater Centers. These projects have enhanced safety, accessibility, and the overall functionality of our facilities, directly supporting service delivery for the individuals and families we serve. As both centers are owned assets, continued investment in facility improvements is essential to sustaining high-quality behavioral health and community-based services. With established procurement procedures, experienced leadership, and a proven history of successful implementation, DFL has the capacity, expertise, and internal controls necessary to complete this project efficiently, in compliance with all federal requirements, and within the proposed timeline and budget.

**B.8. Does your agency have sufficient cash reserves to pay for activity costs as they are incurred?**

Yes

**B.9. If agency's office or facility is not located within the incorporated city limits of the City of Clearwater (Tax District CW, CWD, or CWDO), provide an explanation regarding how your agency's services benefit Clearwater's very-low to moderate-income residents.**

NA

**B.10. Employer Identification Number (EIN/TIN)**

59-2092715

**B.11. Unique Entity Identifier (UEI)**

U6V8RKNFQBP4

**B.12. SAM.gov: As a prospective Subrecipient applying for a subaward of federal funding, I understand that my organization is required to be registered in SAM before submitting its application; must provide a valid unique entity identifier (UEI) in its application; and must continue to maintain an active SAM registration with current information at all times during which it has an active Federal subaward or an application or plan under consideration. My organization's SAM registration is currently in ACTIVE status.**

Yes

## C. Project Information

Completed by [lalchin@directionsforliving.org](mailto:lalchin@directionsforliving.org) on 3/4/2026 10:33 AM

Case Id: 16647

Name: Team Member Support & Collaboration Space

Address: \*No Address Assigned

---

## C. Project Information

---

Please provide the following information.

**Each question carries a weighted value; please make sure to take your time and answer the questions thoroughly to receive the maximum points available.**

### C.1. Service Area (Select all that apply)

- [Downtown Gateway NRSA](#)
- [North Greenwood NRSA](#)
- [Lake Bellevue NRSA](#)
- [Citywide](#)

### C.2. Address of Activity (Location of Facility)

1437 South Belcher Road Clearwater , FL 33764

### C.3. Activity Description (be specific/detailed). Include a proposed Scope of Work.

Directions for Living (DFL) proposes to renovate and transform three connected, high-demand spaces at the Clearwater Center into a centralized Team Member Support and Community Collaboration Area designed to enhance internal coordination while also serving as a hub for community education, training, and cross-sector convening. These spaces will support Mental Health First Aid (MHFA) trainings, community conversations of impact, and larger collaborative discussions among community leaders, direct service providers, and system partners working together to improve client outcomes. Collaboration Room 1 will be expanded by removing a nonworking, unused bathroom and all associated components, maximizing the available footprint to meet current and future operational and community needs. This room will feature a mix of independent workstations along the perimeter and several larger tables to accommodate departmental meetings, community trainings, and flexible workspace for field-based team members requiring temporary on-site access. Collaboration Room 2 will be updated with new paint and flooring and configured with a single large table to support larger group meetings, training sessions, and facilitated discussions with community stakeholders. The café-style breakroom and office kitchen will be renovated to provide a functional, modern environment that supports team member wellness while also offering flexible space for informal collaboration and small-group engagement. The project will install a new kitchen including cabinetry, countertops, hardware, and necessary plumbing and electrical components, as well as raising the ceiling height to improve openness and functionality. Essential appliances, including a refrigerator, microwave units, grab-and-go coolers, and a kiosk for convenient healthy food purchases, will be permanently installed as part of the renovation. The breakroom will include multiple tables and chairs to accommodate team members during meal breaks and informal meetings. To improve flow and connectivity across all three spaces, designated walls will be selectively removed, with framing, patching, and finishing completed to integrate modified areas with the existing structure. Interior upgrades will include new flooring throughout the renovated areas, acoustical ceiling treatments and other noise-reduction measures where appropriate

Printed By: Dania Perez on 3/5/2026

7 of 17

to support privacy and confidentiality during meetings and discussions, upgraded lighting, and refreshed painted surfaces and durable wall finishes as needed to create a cohesive, professional environment. All renovations will meet accessibility and safety standards, ensuring full ADA compliance. Upon completion, these improvements will create flexible, multi-purpose spaces that optimize high-demand areas, support collaboration and training, encourage team member wellness, and strengthen coordinated service delivery across the community.

**C.4. Needs Statement- Describe the need that relates to your mission and purpose**

Directions for Living (DFL) is dedicated to providing high-quality behavioral health, housing support, and social services to vulnerable individuals, children, and families in the City of Clearwater. Delivering these services requires a fully engaged, resilient, and collaborative team. The existing breakroom has only one table, a few chairs, an outdated kitchen, and a single vending machine. With more than 200 team members using these spaces daily, these limitations hinder restorative breaks that are essential in high-stress, trauma-informed work. Breaks and shared meal spaces are not only critical for rest but also provide informal opportunities for peer support, knowledge-sharing, and team connection, directly impacting team member effectiveness and client care. In designing the renovated café-style breakroom, DFL has drawn inspiration from similar spaces in partner organizations, including law enforcement agencies, to inform features that support comfort, efficiency, and overall team satisfaction. Adjacent collaboration areas are configured inefficiently, containing an old, nonworking bathroom and layouts that limit interdepartmental planning, team meetings, and engagement with community partners. Although these spaces are in high demand, their current design restricts flexibility and effective use. They are essential for field-based team members to “drop in,” coordinate, and problem-solve collaboratively. Renovated areas will serve a dual purpose by supporting daily internal collaboration and providing venues for community trainings, such as Mental Health First Aid, larger strategic discussions with community leaders, and convenings of direct service providers to improve client outcomes. Renovating these high-demand spaces to create a café-style breakroom with multiple tables, upgraded kitchen amenities, and healthier grab-and-go options, alongside expanded collaboration areas with flexible workstations and meeting space, will directly support team member well-being, operational efficiency, and community-focused programming. Thoughtful attention to privacy and acoustics, along with professional finishes, will create a welcoming environment that supports confidential conversations and productive work. These improvements will strengthen DFL’s capacity to deliver trauma-informed, client-centered services to the tens of thousands of clients who rely on its programs annually.

**C.5. Enter the number of beneficiaries by income expected to be serviced by the activity proposed.**

**Persons 0%-30% AMI**

2,114

**Persons 31%-50% AMI**

308

**Persons 51%-80%AMI**

130

**Persons 81%-120%AMI**

0

**C.6. Identify the timeline for implementation of the proposed project. Include an implementation plan and proposed schedule of work.**

If awarded funding, Directions for Living (DFL) will commence the Team Member Support & Collaboration Space Renovation project on October 1, 2026. Prior to construction, DFL leadership will develop a detailed project plan to

guide all tasks and milestones, ensuring timely completion while maintaining effective communication among the Facilities Manager, City of Clearwater staff, and selected vendors. The project will follow a phased approach to minimize disruption to daily operations, allowing team members to continue using existing spaces while construction is underway. Key implementation steps include: Vendor Selection and Contracting: A public solicitation and competitive bid process will be conducted for all renovation tasks, including removal of the nonworking bathroom, wall modifications, flooring, and kitchen/café renovation. Vendors will be selected, and formal contracts executed by February 1, 2027. Construction Start and Phasing: Renovation work will begin March 1, 2027, with a phased schedule to maintain safe and accessible work areas. The first phase will focus on removing the nonworking bathroom and modifying walls to expand collaboration and café spaces. Subsequent phases will include flooring installation, ceiling and lighting upgrades, and kitchen and café renovations. Permanent kitchen appliances and equipment will be installed as part of the final phase. Project Completion: The anticipated construction period will conclude by August 15, 2027, allowing time for inspection, adjustments, and final touch-ups. A walkthrough and final inspection will ensure all work meets specifications, safety standards, and project goals. Throughout the project, DFL leadership will oversee progress, coordinate with vendors, and maintain clear communication protocols. The phased approach ensures that team members retain access to functional areas during construction, while the completed project delivers larger, more functional spaces that foster collaboration, well-being, and operational efficiency.

**C.7. Which of the City of Clearwater 2025-2026 – 2029/2030 Consolidated Plan Goals does the proposed activity address? Descriptions of Consolidated Goals can be found [here](#)**

Community Development & Public Services

**C.8. Is this activity:**

New

#### **INSURANCE AND AUDIT INFORMATION**

**C.9. Minimum Insurance is required for all funded activities. Select each insurance instrument that your agency currently carries.**

- Commercial General Liability Insurance coverage
- Workers' Compensation (Per State of Florida Law)
- Flood Insurance if applicable
- Theft/Dishonesty/Fraud or Commercial Crime
- Professional Liability/Errors or Omissions Insurance
- Waiver Of Subrogation

**C.10. Audited financials are required for all funded agencies; does your agency have audited financials for 2023 or 2024?**

Yes

**C.11. If your agency expended \$1,000,000 or more in federal funds in the last fiscal year, a single audit must be completed per 2 CFR 200 Subpart F. Is your agency subject to 2 CFR 200 Subpart F?**

Yes

**C.12. Is the Address of Activity (Location of Facility) in question C.2 above located in one of the NRSAs?**

No

**C.13. If you answered Yes to question C.12 above, please specify which NRSA.**

**C.14. Do you own the property/building in C.2 above?**

Yes

**If you are not the Owner as shown at <https://www.pcpao.org/>, a copy of the lease must be uploaded with your application.**

## D. Funding Request

Completed by [lalchin@directionsforliving.org](mailto:lalchin@directionsforliving.org) on 3/4/2026 8:38 AM

Case Id: 16647

Name: Team Member Support & Collaboration Space

Address: \*No Address Assigned

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### D. Funding Request

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Please provide the following information.

Each question carries a weighted value; please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

#### D.1. Funding Request Table

"Amount Required for Entire Project" is the total cost of providing the service ("Total Amount of Other Funds" + CDBG grant funds = "Amount Required for Entire Project").

"Total Amount of Other Funds" - Typically applicants do not intend to use CDBG funds exclusively for the service they are proposing. They will more than likely fund a portion of their work with raised funds, donated funds, other grant funds, etc. Identify the amount of other funds that will be used to fund the service other than the CDBG funds.

"Source of Other Funds (Include Amount for Each Source)" is to identify the source(s) of the amount entered in "Total Amount of Other Funds" (e.g. County grant, small business loan, self-funded, etc.). Include the source(s) of other funds and the amount for each source. Use the "Add Row" button to add additional rows.

Project Cost	Amount Required for Entire Project	Total Amount of other funds	Source of Other Funds (Include amount for each source)
Public Facility Rehabilitation	\$187,952.00	\$0.00	
	\$187,952.00	\$0.00	

#### D.2. City of Clearwater grant funds requested

\$187,952.00

#### D.3. Budget Narrative (be specific/detailed). Include a write-up for specific activities to bid/procure with an estimate on the cost of work to be performed.

Directions for Living (DFL) is requesting funding to renovate and reconfigure three high-demand spaces at the Clearwater Center: two collaboration areas and a café-style breakroom. The budget reflects the estimated costs associated with construction, appliances, and equipment necessary to complete the project as described in the scope of work. A 10% contingency has been included to account for unforeseen costs. Recurring operational costs associated with the kiosk (e.g., software subscription, or maintenance) will be covered by DFL and are not included in this request. Construction / Layout Reconfiguration – \$147,025 o This category includes all construction and renovation tasks necessary to create functional, safe, and accessible spaces for team members: o Removal of the nonworking bathroom in Collaboration Room 1, including termination and disposal of all existing fixtures. o Selective wall demolition and reconfiguration across all three spaces to improve flow and maximize usable square footage. o

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Framing, patching, and finishing of all modified wall areas to seamlessly integrate with existing structures. o Flooring replacement, paint, ceiling tile installation, and lighting upgrades throughout the renovated areas. o Project management and phased construction to maintain safe access and minimize disruption to daily operations. Appliances and Kitchen Equipment – \$20,840 o This category covers the procurement and installation of essential kitchen appliances and equipment integral to the functionality of the café-style breakroom: o Stainless-steel refrigerator o Microwave units o Grab-and-go coolers o All appliances are permanent installations and will support team member meal preparation and access to healthy food options throughout the day. Self-Pay Kiosk – \$3,000 o A self-pay kiosk will be installed to enable team members to conveniently purchase items from grab-and-go coolers. This cost covers the hardware only; ongoing operational costs will be funded by DFL and are not included in the CDBG request. Contingency – \$17,087 o A 10% contingency has been included to account for unforeseen costs that may arise during construction and installation. The total CDBG funding requested, including the contingency, is \$187,952, covering all construction, appliances, equipment, and contingencies necessary to complete the Team Member Support & Collaboration Space Renovation. This investment will create safe, functional, and flexible spaces that support team member well-being, operational efficiency, and community-based training and collaboration efforts, including Mental Health First Aid (MHFA) and cross-sector convenings. By strengthening both internal coordination and community engagement, the project enhances the organization’s ability to deliver trauma-informed, client-centered services to the thousands of clients served annually.

**D.4. Does this project anticipate the use of funds or assistance from another Federal agency in addition to HUD?**

No

**D.5. Describe your plans to use other funds on this project. In this section, only describe funds that are secured. Provide the source of funds, amounts, and how these funds will be used.**

NA

**D.6. Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply, the amounts sought, and the proposed use of those funds.**

Directions for Living is committed to ensuring the long-term success and impact of its Team Member Support & Collaboration Space Renovation. While this application requests CDBG funding as the primary source for the project, the agency actively monitors and evaluates additional funding opportunities. Any supplemental funds secured would be applied to enhance the project, such as additional kitchen amenities, furnishings, or technology upgrades, to further support team collaboration and community-based convenings. This proactive approach ensures the project can be fully realized and that the renovated spaces continue to function as flexible environments that support team member well-being, operational efficiency, and collaborative efforts that strengthen client outcomes.

**D.7. What will happen if this project is not funded?**

If this project is not funded, Directions for Living will be unable to complete the planned renovations at this time, delaying efforts to create functional, flexible spaces that support both team member well-being and community collaboration. The existing breakroom and collaboration areas will continue to limit opportunities for restorative breaks, cross-departmental coordination, and the ability to host trainings such as Mental Health First Aid (MHFA) and other convenings with community partners. Team members will remain constrained by insufficient seating, outdated kitchen amenities, and collaboration spaces that are not optimized to meet current demand.

**D.8. What will happen if this project is partially funded?**

Directions for Living (DFL) serves some of the City of Clearwater’s most vulnerable residents, including individuals experiencing homelessness, mental health challenges, and substance use disorders. Without full funding, our ability to complete the planned renovations in their entirety will be limited. If partial funding is awarded, DFL will prioritize the

most critical aspects of the project that directly impact accessibility, operational functionality, and collaborative capacity. Our top priority would be the removal of the nonworking bathroom and the expansion of Collaboration Room 1, as this space supports both independent work for field-based team members and larger departmental meetings, cross-sector convenings, and community-based trainings such as Mental Health First Aid (MHFA). Completing this portion of the project first maximizes the use of available square footage and immediately enhances team coordination, operational efficiency, and the ability to bring partners together to improve client outcomes. Subsequent improvements to the café-style breakroom, kitchen amenities, and Collaboration Room 2 would be scheduled as additional funding becomes available. This phased approach ensures that limited resources are used strategically to strengthen team member well-being, sustain collaborative engagement with community partners, and maintain continuity of trauma-informed services for clients.

**D.9. What percentage of project funding is being leveraged by City funding sources? (Calculate by: Other Project Funds divided by the Total Project Cost.)**

100

## E. Required Documents

Completed by [lalchin@directionsforliving.org](mailto:lalchin@directionsforliving.org) on 3/4/2026 8:28 AM

Case Id: 16647

Name: Team Member Support & Collaboration Space

Address: \*No Address Assigned

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### E. Required Documents

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**Important Notice:** Failure to upload all required documents at the time of submission will result in a 10-point deduction from the application's total score.

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**Articles of Incorporation \*Required**

DFL\_Articles of Incorporation (3).pdf

**Bylaws \*Required**

DFL\_ByLaws (1).pdf

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

DFL\_2026 BOD List.pdf

**Most Recent Audited Financials \*Required**

DFL\_Audited Financial Statements 2025.pdf

**IRS Non-Profit Exemption Determination Letter [\(Click to download sample\)](#) \*Required**

DFL 501(c)(3) (1).pdf

**Organizational Chart \*Required**

DFL Table of Organization- Director and Above.pdf

**Other - Documentation to Support Answers in Application**

*\*\*No files uploaded*

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**Agency's Policies and Procedures**

*\*\*No files uploaded*

**A detailed scope of work, including Budget**

*\*\*No files uploaded*

**Other - Single Audit (A-133), if applicable**

*\*\*No files uploaded*

**Proof of Insurance \*Required**

Clearwater COI.pdf

**Resolution to Apply for Funding \*Required**

DFL Application Submittal Authority.pdf

**Résumé - Chief Executive Officer/President \*Required**

CEO Resume A Lott.pdf

**Résumé - Chief Financial Officer \*Required**

VP Finance Resume M Matthew.pdf

**Résumé - Grant Administrator \*Required**

Grant Admin Resume L Alchin.pdf

**Consumer's Certificate of Exemption [\(Click to download sample\)](#) \*Required**

Tax Exempt Form - 05.31.24-05.31.29.pdf

 **Form W-9 \*Required**

DFL\_W9-2026.pdf

## F. Submit

Completed by [alott@directionsforliving.org](mailto:alott@directionsforliving.org) on 3/4/2026 1:16 PM

**Case Id:** 16647

**Name:** Team Member Support & Collaboration Space

**Address:** \*No Address Assigned

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## F. Submit

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**CERTIFICATION:** I hereby certify that the information contained in this application is accurate, that I am an authorized representative, approved by the Agency's Board of Directors, to enter into this agreement and submit the application on behalf of my organization, and that the applicant will conduct the proposed activity in the location, time, and manner within the budget presented. I certify that the proposed activity addresses one of the priorities as contained in the current City of Clearwater Consolidated Planning Document and/or current SHIP Local Housing Assistance Plan.

I certify that the CDBG, HOME, SHIP and/or other funds will be used in the manner described and will be used only to reimburse those eligible costs described in the approved budget and any other type of funds presented in the budget will be obtained and used for the proposed project.

April Lott

*Electronically signed by [alott@directionsforliving.org](mailto:alott@directionsforliving.org) on 3/4/2026 1:16 PM*

## Program Overview

Completed by christine@svdpclearwaterfl.org on 3/4/2026 12:19 PM

**Case Id:** 16648

**Name:** SVdP Community Kitchen Clearwater 2026 -

**Address:** \*No Address Assigned

---

### Program Overview

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Please provide the following information.



### City of Clearwater Public Facilities & Improvements Application

The city of Clearwater is now accepting competitive grant applications for Public Facility Improvement Grants. The deadline to submit a completed application is **Wednesday, March 4, 2026, at 11:59 PM.**

Funding for approved grants is made available by HUD's Community Development Block Grant (CDBG) program for FY2026/2027 which begins on October 1, 2026.

Applications will be scored and ranked after the deadline. Public Facility Improvement grant requests have a maximum request of \$190,000.

Preference will be given to projects that will be ready to begin on October 1, 2026. An Application Workshop is scheduled for **Friday, February 13, 2026, at 10:00 AM.**

The Workshop will be held on the Zoom platform and will be structured to help you complete an eligible application. If you plan to apply during this year's grant application period, your attendance at the Workshop is strongly encouraged. If you or a representative from your organization attends the Workshop, your application will receive additional points as applications are reviewed and scored. A higher score may increase the likelihood that your funding request is approved. Multiple people from your organization are welcome to attend; however more than one attendee will not increase your scoring. A Zoom meeting link will be sent to everyone who registers for the workshop.

#### **Register in advance for this meeting:**

[https://us02web.zoom.us/meeting/register/x\\_wHQV4TIKdKbGtB3I0GA](https://us02web.zoom.us/meeting/register/x_wHQV4TIKdKbGtB3I0GA)

After registering, you will receive a **confirmation email** containing the information you will need to join the meeting.

The registration confirmation email you receive will allow you to **add the meeting to your calendar.**

Thank you for your interest in assisting Clearwater residents.

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For application questions or technical support:

Dania Perez - (727) 444-7159; [Dania.Perez@myclearwater.com](mailto:Dania.Perez@myclearwater.com)

Jessica Chueka – (727) 444-7567; [Jessica.Chueka@MyClearwater.com](mailto:Jessica.Chueka@MyClearwater.com)

## A. Contact Information

Completed by christine@svdpclearwaterfl.org on 3/4/2026 10:47 AM

**Case Id:** 16648

**Name:** SVdP Community Kitchen Clearwater 2026 -

**Address:** \*No Address Assigned

---

## A. Contact Information

---

Please provide the following information.

### CONTACT INFORMATION FOR GRANT ADMINISTRATION

#### A.1. First Name

Christine

#### A.2. Last Name

Bond

#### A.3. Title of Position

Executive Director

#### A.4. Phone Number

8137661026

#### A.5. E-Mail Address

christine@svdpclearwaterfl.org

### CONTACT INFORMATION RESPONSIBLE FOR ACTIVITY

#### A.6. First Name

Christine

#### A.7. Last Name

Bond

#### A.8. Title of Position

Executive Director

#### A.9. Phone Number

8137661026

#### A.10. E-Mail

christine@svdpclearwaterfl.org

### CONTACT INFORMATION RESPONSIBLE FOR FISCAL ASPECTS

#### A.11. First Name

Christine

**A.12. Last Name**

Bond

**A.13. Title of Position**

Executive Director

**A.14. Phone Number**

8137661026

**A.15. E-Mail Address**

christine@svdpclearwaterfl.org

**AUTHORIZED SIGNER OF SUBRECIPIENT AGREEMENT (AUTHORIZED OFFICIAL)**

**A.16. First Name**

Christine

**A.17. Last Name**

Bond

**A.18. Title of Position**

Executive Director

**A.19. Phone Number**

8137661026

**A.20. E-Mail Address**

christine@svdpclearwaterfl.org

## B. Organization Information

Completed by christine@svdpclearwaterfl.org on 3/4/2026 12:18 PM

Case Id: 16648

Name: SVdP Community Kitchen Clearwater 2026 -

Address: \*No Address Assigned

---

## B. Organization Information

---

Please provide the following information.

**Each question carries a weighted value; please make sure to take your time and answer the questions thoroughly to receive the maximum points available.**

### B.1. Legal Name of Organization

Society of St. Vincent de Paul Council of Upper Pinellas County

### B.2. DBA (Doing Business As)

St. Vincent de Paul Community Kitchen and Resource Center

### B.3. Type of Agency

Private Nonprofit 501(c)(3)

### B.4. Physical Address of Organization

1345 Park St. Clearwater, FL 33756

### B.5. Mailing Address of Organization

1345 Park St. Clearwater, FL 33756

### B.6. How many years of experience does your organization have with the delivery of the proposed activity or other activities that are similar in scope?

More than 20 years

### B.7. Describe your agency's experience and capacity in carrying out the proposed activity and meeting goals and objectives.

The St. Vincent de Paul Community Kitchen and Resource Center (CKRC) has been in existence since 1982. Our capacity to carry out the proposed activity and to meet goals and objectives is strong for these reasons: (1) the Community Kitchen has successfully fed and cared for those in need 7 days a week, 365 days a year for over four decades; (2) we have a talented and dedicated group of staff and volunteers who have proven their ability to manage our programs; (3) we participate with PHMIS (Pinellas Homeless Management Information System) to register and track clients and services; (4) the project is in alignment with our mission and the organization's strategic plan, as approved by the Board of Directors; and (5) the program is targeted to our existing clients who daily access our facility.

### B.8. Does your agency have sufficient cash reserves to pay for activity costs as they are incurred?

Yes

### B.9. If agency's office or facility is not located within the incorporated city limits of the City of Clearwater (Tax District

**CW, CWD, or CWDO), provide an explanation regarding how your agency's services benefit Clearwater's very-low to moderate-income residents.**

n/a

**B.10. Employer Identification Number (EIN/TIN)**

59-3050191

**B.11. Unique Entity Identifier (UEI)**

G9KWGBZY1D43

**B.12. SAM.gov: As a prospective Subrecipient applying for a subaward of federal funding, I understand that my organization is required to be registered in SAM before submitting its application; must provide a valid unique entity identifier (UEI) in its application; and must continue to maintain an active SAM registration with current information at all times during which it has an active Federal subaward or an application or plan under consideration. My organization's SAM registration is currently in ACTIVE status.**

Yes

## C. Project Information

Completed by [christine@svdpclearwaterfl.org](mailto:christine@svdpclearwaterfl.org) on 3/4/2026 4:56 PM

Case Id: 16648

Name: SVdP Community Kitchen Clearwater 2026 -

Address: \*No Address Assigned

---

### C. Project Information

---

Please provide the following information.

**Each question carries a weighted value; please make sure to take your time and answer the questions thoroughly to receive the maximum points available.**

#### C.1. Service Area (Select all that apply)

- [Downtown Gateway NRSA](#)
- [North Greenwood NRSA](#)
- [Lake Bellevue NRSA](#)
- [Citywide](#)

#### C.2. Address of Activity (Location of Facility)

1345 Park St. Clearwater, FL 33756

#### C.3. Activity Description (be specific/detailed). Include a proposed Scope of Work.

St. Vincent de Paul Community Kitchen and Resource Center (CKRC) is a volunteer-driven organization whose goal is to provide those in need with solace, meals, and human services, 7 days per week, 365 days per year, in an environment that fosters self-sufficiency. We solicit feedback from our clients regarding our programs, adjusting or enhancing services as needed. Our Executive Director interacts with clients daily and maintains an open-door policy, where clients are welcome to share insights, suggestions or seek guidance. We serve approximately 100 people daily. In 2025, we provided services to over 2,000 unduplicated individuals. We have three paid staff: a Kitchen Supervisor, Operations Manager and Executive Director, and over 100 volunteers who commit to serving one day each week. We also welcome students and those in need of community service hours. Our front office volunteers provide social services and are trained and licensed to use the Pinellas Homeless Management Information System for recording services. Programs we offer: Daily Nutrition – We provide a hearty meal, complete with a fresh entrée, side item, vegetables, fruit, salad, soup, bread and dessert. In 2025, we served over 29,000 meals. Return to Dignity – We provide: • bus passes for doctor's appointments and job interviews • a postal address to place on an application and to provide a way to receive mail • a letter to obtain a legal identification card • vouchers for clothing at the SVDP Thrift Store in Clearwater • showers, clothing and laundry facilities • emergency hygiene items (razors, toothbrushes, toothpaste, insect repellent, etc.) • notary service • assistance with navigating online applications and managing phone calls/interviews. Senior Supplemental Nutrition (SSN) – We provide weekly distributions of megavitamins and vitamin/mineral enriched foods that are sustainable for a homeless senior who has no access to food storage or refrigeration. STEP (Survive the Elements Program) for Seniors – We provide clothing and gear to assist homeless senior clients in compensating for the health and safety deficits incurred by chronic exposure to environmental conditions. Both the SSN and STEP programs are funded through Pinellas Community Foundation's Senior Services grant. Clearwater Police Street Outreach Support Program - We provide plane or bus tickets to unhoused clients who wish to return to live with friends/family. We place

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individuals and families encountered by the Clearwater Police in emergency hotel stays. This program is funded by the City of Clearwater. We host the Pinellas County Mobile Medical Unit, telehealth visits, the public defender's office, the Metro BrigAIDe Mobile Outreach, the VA Mobile Unit and healthcare program representatives. We also work closely with our St. Vincent de Paul conferences, which are housed at local churches, to provide rent and utilities assistance and with our thrift store to provide new mattresses, furniture and household goods for our housed (or becoming housed) neighbors at no cost. For the safety and comfort of those who visit our Kitchen, and the preservation of our facility, we are requesting replacement of our 20 year-old roof.

**C.4. Needs Statement- Describe the need that relates to your mission and purpose**

Those struggling with homelessness and food insecurity face health deficits that can be addressed and resolved with proper nutrition and housing. The 2025 Pinellas County Point in Time Survey reported 1,863 homeless individuals in the county, with 538 completely unsheltered and 1,325 in emergency/transitional housing. In addition, according to Feeding Tampa Bay (2026), approximately 1 in 8 Pinellas County residents, totaling 134,000 to 190,000 people, face food insecurity. In 2025, the SVdP Community Kitchen and Resource Center (CKRC) saw a 15-20% increase in daily diners with an average of 100 individuals visiting daily. These clients included street homeless, housed, food insecure individuals and those living in their cars. At least 50% of the increase at our facility represents senior citizens whose income does not support the increase in the cost of living in our area. For over forty years the CKRC has lived its mission to provide those in need solace, meals and services in an environment that fosters self-sufficiency. The CKRC is the only provider of a hearty nutritious meal daily, 365 days a year, in Clearwater and upper Pinellas County (including Palm Harbor, Dunedin, Largo and Safety Harbor). Homeless Empowerment Program, who we partner with for housing, provides a daily meal, but only to residents in their program. Evening feedings occur at nearby churches, but these meals consist of fewer food items and are not substantial in comparison to the meal we serve, designed to sustain an individual for a day. We work closely with the other providers, sharing food donations and supplies as we have worked to connect with resources available and to collaborate with other providers to meet the needs of the homeless and food insecure. As the number of homeless and food insecure have increased, the demand for meals and services has also increased. The CKRC is seeking funding to replace the twenty year-old existing roof. Once the roof is replaced, annual maintenance will be performed to best maintain the seams and tiles. The maintenance expenses will be included in the 2026-2027 board-approved budget.

**C.5. Enter the number of beneficiaries by income expected to be serviced by the activity proposed.**

**Persons 0%-30% AMI**

2,000

**Persons 31%-50% AMI**

**Persons 51%-80%AMI**

**Persons 81%-120%AMI**

**C.6. Identify the timeline for implementation of the proposed project. Include an implementation plan and proposed schedule of work.**

See attached.

**C.7. Which of the City of Clearwater 2025-2026 – 2029/2030 Consolidated Plan Goals does the proposed activity address? Descriptions of Consolidated Goals can be found [here](#)**

Homelessness

**C.8. Is this activity:**

Ongoing

**INSURANCE AND AUDIT INFORMATION**

**C.9. Minimum Insurance is required for all funded activities. Select each insurance instrument that your agency currently carries.**

- Commercial General Liability Insurance coverage
- Workers' Compensation (Per State of Florida Law)
- Flood Insurance if applicable
- Theft/Dishonesty/Fraud or Commercial Crime
- Professional Liability/Errors or Omissions Insurance
- Waiver Of Subrogation

**C.10. Audited financials are required for all funded agencies; does your agency have audited financials for 2023 or 2024?**

Yes

**C.11. If your agency expended \$1,000,000 or more in federal funds in the last fiscal year, a single audit must be completed per 2 CFR 200 Subpart F. Is your agency subject to 2 CFR 200 Subpart F?**

No

**C.12. Is the Address of Activity (Location of Facility) in question C.2 above located in one of the NRSAs?**

Yes

**C.13. If you answered Yes to question C.12 above, please specify which NRSA.**

Downtown Gateway NRSA

**C.14. Do you own the property/building in C.2 above?**

Yes

**If you are not the Owner as shown at <https://www.pcpao.org/>, a copy of the lease must be uploaded with your application.**

## D. Funding Request

Completed by christine@svdpclearwaterfl.org on 3/4/2026 5:02 PM

Case Id: 16648

Name: SVdP Community Kitchen Clearwater 2026 -

Address: \*No Address Assigned

---

### D. Funding Request

---

Please provide the following information.

Each question carries a weighted value; please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

#### D.1. Funding Request Table

"Amount Required for Entire Project" is the total cost of providing the service ("Total Amount of Other Funds" + CDBG grant funds = "Amount Required for Entire Project").

"Total Amount of Other Funds" - Typically applicants do not intend to use CDBG funds exclusively for the service they are proposing. They will more than likely fund a portion of their work with raised funds, donated funds, other grant funds, etc. Identify the amount of other funds that will be used to fund the service other than the CDBG funds.

"Source of Other Funds (Include Amount for Each Source)" is to identify the source(s) of the amount entered in "Total Amount of Other Funds" (e.g. County grant, small business loan, self-funded, etc.). Include the source(s) of other funds and the amount for each source. Use the "Add Row" button to add additional rows.

Project Cost	Amount Required for Entire Project	Total Amount of other funds	Source of Other Funds (Include amount for each source)
Public Facility Rehabilitation	\$110,000.00	\$10,000.00	10,000.00
	\$110,000.00	\$10,000.00	

#### D.2. City of Clearwater grant funds requested

\$100,000.00

#### D.3. Budget Narrative (be specific/detailed). Include a write-up for specific activities to bid/procure with an estimate on the cost of work to be performed.

An inspection has been performed and a quote has been provided by Strategic Roofing to tear off the existing roof covering, install a new roof system including decking, flashing, and edges. Six air conditioner units on the roof must be lifted for the roof replacement and placed on new stands with new venting. The total cost as of 3/4/2026 is estimated at \$100,000. The contractor stated that costs have risen at a rate of approximately 10% annually, so this should be taken into consideration, with the project likely starting in late 2026/early 2027. This accounts for the total cost of \$110,000.

#### D.4. Does this project anticipate the use of funds or assistance from another Federal agency in addition to HUD?

Printed By: Dania Perez on 3/5/2026

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No

**D.5. Describe your plans to use other funds on this project. In this section, only describe funds that are secured. Provide the source of funds, amounts, and how these funds will be used.**

n/a

**D.6. Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply, the amounts sought, and the proposed use of those funds.**

We will hold a capital campaign to raise the additional funds required for the project, if approved for CDBG funding.

**D.7. What will happen if this project is not funded?**

If not funded, we will patch the roof as needed and will seek funding from other sources. Finding funders/donors for these needs is challenging, and the majority of our fundraising efforts are focused on general operating expenses, to continue our services, but facilities maintenance is important for the safety and comfort of those we serve. The CKRC has successfully sustained its operation for over forty years, with funds raised dedicated to general operating expenses primarily through donations from individual donors, churches and two annual mailer campaigns. Although we keep our payroll expense at a modest level, the cost of utilities and food not provided through partnerships with Feeding Tampa Bay, Winn Dixie, Publix, food drives and corporate partners is a challenge. For example, our utilities average \$3,000 per month. To increase revenue and community awareness of the CKRC and its work, in 2026, the first Empty Bowls fundraiser event will be held, with the intent of creating an annual event to support the general operating expenses. An annual fundraiser cruise and a Giving Tuesday campaign also support the general operating expenses. Past City of Clearwater CDBG facilities improvements funding has allowed us to make many renovations and improvements to our facilities that we could not afford otherwise, and we are grateful. This is one of two remaining large projects that will complete the needed renovations of our community kitchen facility. (The second is a generator to keep the kitchen in operation during power outages.)

**D.8. What will happen if this project is partially funded?**

We will hold a capital campaign or a special event for this project. Our fundraising efforts are usually dedicated to helping with our operating expenses, but we cannot allow our roof to fall into disrepair as this would eventually damage the already renovated facilities.

**D.9. What percentage of project funding is being leveraged by City funding sources? (Calculate by: Other Project Funds divided by the Total Project Cost.)**

90

## E. Required Documents

Completed by [christine@svdpclearwaterfl.org](mailto:christine@svdpclearwaterfl.org) on 3/4/2026 4:29 PM

Case Id: 16648

Name: SVdP Community Kitchen Clearwater 2026 -

Address: \*No Address Assigned

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## E. Required Documents

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**Important Notice:** Failure to upload all required documents at the time of submission will result in a 10-point deduction from the application's total score.

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**Articles of Incorporation \*Required**

SVDP Articles of Incorporation.pdf



**Bylaws \*Required**

Bylaws-SVdP Community Kitchen Clearwater.pdf



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

SVDP CKRC 2026 Board Roster.pdf



**Most Recent Audited Financials \*Required**

SVdP UPC Audited Financials 9-30-24.pdf



**IRS Non-Profit Exemption Determination Letter [\(Click to download sample\)](#) \*Required**

SVDP IRS Letter of Determination.pdf



**Organizational Chart \*Required**

SVDP CKRC Org Chart 2026.pdf

**Other - Documentation to Support Answers in Application**

SVDP Implementation Schedule - 2026 Kitchen Renovations.pdf

**Agency's Policies and Procedures**

*\*\*No files uploaded*

**A detailed scope of work, including Budget**

*\*\*No files uploaded*

**Other - Single Audit (A-133), if applicable**

*\*\*No files uploaded*

**Proof of Insurance *\*Required***

SVDP City of Clearwater\_Christian Brothers Risk Pooling Tru\_25 GL (\$2M) A wAI WO\_11-13-2025\_599976939 (1).pdf

**Resolution to Apply for Funding *\*Required***

SVDP 2026 Corp Resolution.pdf

**Résumé - Chief Executive Officer/President *\*Required***

Bond Resume 2026.pdf

**Résumé - Chief Financial Officer *\*Required***

SVDP Maureen Lawrence Resume 2025.pdf

**Résumé - Grant Administrator *\*Required***

Bond Resume 2026.pdf

**Consumer's Certificate of Exemption ([Click to download sample](#)) *\*Required***

SVDP Tax Exempt Cert. 2028 exp..pdf

 **Form W-9 \*Required**

SVdP W-9 Jan 2026.pdf

## F. Submit

Completed by christine@svdpclearwaterfl.org on 3/4/2026 5:06 PM

**Case Id:** 16648

**Name:** SVdP Community Kitchen Clearwater 2026 -

**Address:** \*No Address Assigned

---

## F. Submit

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**CERTIFICATION:** I hereby certify that the information contained in this application is accurate, that I am an authorized representative, approved by the Agency's Board of Directors, to enter into this agreement and submit the application on behalf of my organization, and that the applicant will conduct the proposed activity in the location, time, and manner within the budget presented. I certify that the proposed activity addresses one of the priorities as contained in the current City of Clearwater Consolidated Planning Document and/or current SHIP Local Housing Assistance Plan.

I certify that the CDBG, HOME, SHIP and/or other funds will be used in the manner described and will be used only to reimburse those eligible costs described in the approved budget and any other type of funds presented in the budget will be obtained and used for the proposed project.

Christine W Bond

*Electronically signed by christine@svdpclearwaterfl.org on 3/4/2026 5:06 PM*

## Program Overview

Completed by [aboone@liftfl.org](mailto:aboone@liftfl.org) on 2/27/2026 3:13 PM

**Case Id:** 16652

**Name:** LiFT - Safety and Security for Students - 2026/27

**Address:** \*No Address Assigned

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### Program Overview

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Please provide the following information.



### City of Clearwater Public Facilities & Improvements Application

The city of Clearwater is now accepting competitive grant applications for Public Facility Improvement Grants. The deadline to submit a completed application is **Wednesday, March 4, 2026, at 11:59 PM.**

Funding for approved grants is made available by HUD's Community Development Block Grant (CDBG) program for FY2026/2027 which begins on October 1, 2026.

Applications will be scored and ranked after the deadline. Public Facility Improvement grant requests have a maximum request of \$190,000.

Preference will be given to projects that will be ready to begin on October 1, 2026. An Application Workshop is scheduled for **Friday, February 13, 2026, at 10:00 AM.**

The Workshop will be held on the Zoom platform and will be structured to help you complete an eligible application. If you plan to apply during this year's grant application period, your attendance at the Workshop is strongly encouraged. If you or a representative from your organization attends the Workshop, your application will receive additional points as applications are reviewed and scored. A higher score may increase the likelihood that your funding request is approved. Multiple people from your organization are welcome to attend; however more than one attendee will not increase your scoring. A Zoom meeting link will be sent to everyone who registers for the workshop.

#### **Register in advance for this meeting:**

[https://us02web.zoom.us/meeting/register/x\\_wHQV4TIKdKbGtB3I0GA](https://us02web.zoom.us/meeting/register/x_wHQV4TIKdKbGtB3I0GA)

After registering, you will receive a **confirmation email** containing the information you will need to join the meeting.

The registration confirmation email you receive will allow you to **add the meeting to your calendar.**

Thank you for your interest in assisting Clearwater residents.

For application questions or technical support:

Dania Perez - (727) 444-7159; [Dania.Perez@myclearwater.com](mailto:Dania.Perez@myclearwater.com)

Jessica Chueka – (727) 444-7567; [Jessica.Chueka@MyClearwater.com](mailto:Jessica.Chueka@MyClearwater.com)

## A. Contact Information

Completed by [aboone@liftfl.org](mailto:aboone@liftfl.org) on 3/4/2026 5:56 PM

**Case Id:** 16652

**Name:** LiFT - Safety and Security for Students - 2026/27

**Address:** \*No Address Assigned

---

## A. Contact Information

---

Please provide the following information.

### CONTACT INFORMATION FOR GRANT ADMINISTRATION

**A.1. First Name**

Ariel

**A.2. Last Name**

Boone

**A.3. Title of Position**

Grant Manager

**A.4. Phone Number**

7272587659

**A.5. E-Mail Address**

aboone@liftfl.org

### CONTACT INFORMATION RESPONSIBLE FOR ACTIVITY

**A.6. First Name**

Philip

**A.7. Last Name**

Hubbell

**A.8. Title of Position**

Finance and Administration Director

**A.9. Phone Number**

7272587659

**A.10. E-Mail**

phubbell@liftfl.org

### CONTACT INFORMATION RESPONSIBLE FOR FISCAL ASPECTS

**A.11. First Name**

Joanie

**A.12. Last Name**

Printed By: Dania Perez on 3/5/2026

Gallagher

**A.13. Title of Position**

Development Finance Specialist

**A.14. Phone Number**

7272587659

**A.15. E-Mail Address**

jgallagher@liftfl.org

**AUTHORIZED SIGNER OF SUBRECIPIENT AGREEMENT (AUTHORIZED OFFICIAL)**

**A.16. First Name**

Matt

**A.17. Last Name**

Spence

**A.18. Title of Position**

Executive Director

**A.19. Phone Number**

7272587659

**A.20. E-Mail Address**

mspence@liftfl.org

## B. Organization Information

Completed by [aboone@liftfl.org](mailto:aboone@liftfl.org) on 3/4/2026 5:56 PM

Case Id: 16652

Name: LiFT - Safety and Security for Students - 2026/27

Address: \*No Address Assigned

---

### B. Organization Information

---

Please provide the following information.

**Each question carries a weighted value; please make sure to take your time and answer the questions thoroughly to receive the maximum points available.**

#### B.1. Legal Name of Organization

Learning Independence for Tomorrow

#### B.2. DBA (Doing Business As)

Learning Independence for Tomorrow

#### B.3. Type of Agency

Private Nonprofit 501(c)(3)

#### B.4. Physical Address of Organization

1005 S. Highland Ave Clearwater, FL 33756

#### B.5. Mailing Address of Organization

1005 S. Highland Ave 1005 S. Highland Ave, FL 33756

#### B.6. How many years of experience does your organization have with the delivery of the proposed activity or other activities that are similar in scope?

11 to 20 years

#### B.7. Describe your agency's experience and capacity in carrying out the proposed activity and meeting goals and objectives.

Learning Independence for Tomorrow (LiFT) has extensive experience managing programs that prioritize student safety, accessibility, and supportive learning environments for individuals with diverse needs. Because many students at LiFT benefit from structured environments, clear safety protocols, and specialized supervision, the organization has developed strong internal systems for campus monitoring, staff training, emergency preparedness, and collaboration with families and community partners. LiFT is guided by an experienced leadership team and an active Board of Directors with expertise in nonprofit management, education, operations, and compliance. This governance structure provides strong oversight of organizational strategy, financial management, and program implementation. The organization operates a 60,000-square-foot campus in Clearwater, Florida that includes classrooms, therapy areas, workforce training spaces, and community programming facilities. LiFT maintains established operational systems to manage daily campus activities while ensuring a safe and supportive environment for students, staff, and visitors. LiFT also demonstrates strong fiscal and program management capacity. The organization manages a multi-million-dollar annual operating budget and has successfully administered public and private grants, philanthropic contributions, and corporate partnerships. Financial oversight and internal controls ensure responsible stewardship of funding and

Printed By: Dania Perez on 3/5/2026

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compliance with grant requirements. Teachers and support staff receive specialized training in working with neurodiverse learners and maintaining structured environments that emphasize student supervision, positive behavioral supports, and clear safety protocols. LiFT also collaborates with local organizations, employers, and service providers to strengthen programming and support student development. Safety and security are foundational to LiFT's mission. The school was established to provide a learning environment where students with neurodiversity feel safe, respected, and supported in their educational and personal development. This commitment guides campus supervision practices, emergency preparedness planning, facility management, and staff training. With its experienced leadership, established operational infrastructure, and strong commitment to student safety, LiFT is well positioned to successfully implement the proposed safety and security improvements and ensure that all students, staff, and visitors benefit from a secure learning environment.

**B.8. Does your agency have sufficient cash reserves to pay for activity costs as they are incurred?**

Yes

**B.9. If agency's office or facility is not located within the incorporated city limits of the City of Clearwater (Tax District CW, CWD, or CWDO), provide an explanation regarding how your agency's services benefit Clearwater's very-low to moderate-income residents.**

**B.10. Employer Identification Number (EIN/TIN)**

47-1088977

**B.11. Unique Entity Identifier (UEI)**

CMKKAPED4TJ4

**B.12. SAM.gov: As a prospective Subrecipient applying for a subaward of federal funding, I understand that my organization is required to be registered in SAM before submitting its application; must provide a valid unique entity identifier (UEI) in its application; and must continue to maintain an active SAM registration with current information at all times during which it has an active Federal subaward or an application or plan under consideration. My organization's SAM registration is currently in ACTIVE status.**

Yes

## C. Project Information

Completed by [aboone@liftfl.org](mailto:aboone@liftfl.org) on 3/4/2026 6:01 PM

**Case Id:** 16652

**Name:** LiFT - Safety and Security for Students - 2026/27

**Address:** \*No Address Assigned

---

### C. Project Information

---

Please provide the following information.

**Each question carries a weighted value; please make sure to take your time and answer the questions thoroughly to receive the maximum points available.**

#### C.1. Service Area (Select all that apply)

- [Downtown Gateway NRSA](#)
- [North Greenwood NRSA](#)
- [Lake Bellevue NRSA](#)
- [Citywide](#)

#### C.2. Address of Activity (Location of Facility)

1005 S. Highland Ave. 1005 S. Highland Ave, FL 33756

#### C.3. Activity Description (be specific/detailed). Include a proposed Scope of Work.

Learning Independence for Tomorrow (LiFT) proposes a comprehensive facility security enhancement project designed to strengthen campus safety for the neurodivergent students it serves. The project will implement an integrated, layered security approach that combines surveillance upgrades, structural hardening of entry points, and perimeter security improvements along the southern boundary of the property. The scope of work includes the procurement and permanent installation of high-definition, hardwired surveillance cameras in critical interior areas to eliminate blind spots and improve monitoring capabilities. This includes the installation of a 360-degree fisheye camera in the main hallway, upgraded camera units in the gymnasium and cafeteria—both high-traffic student areas—and additional cameras in the MicroBusiness classroom used for workforce and entrepreneurship training. To support these upgrades, additional NVR hard drives will be installed to expand recording storage capacity and ensure proper video retention. All surveillance components will be integrated into the building's central monitoring and recording system. In addition, the project includes structural hardening of multiple exterior access points. Existing doors will be removed and replaced with reinforced, commercial-grade exterior doors equipped with upgraded locking hardware. This includes the primary double-door entry, a secondary single exterior door, two pool-area doors, and a back kitchen/storage exterior door. These improvements will enhance controlled access, reduce the risk of unauthorized entry, and mitigate elopement concerns for students who may be prone to wandering. The project also includes significant perimeter security improvements along approximately 180 linear feet of the southern property boundary. Work will involve installation of permanent commercial-grade security fencing, structural expansion of the existing wall height to strengthen the boundary, and installation of a secure access gate to better control pedestrian and/or vehicular entry. These measures will establish a clearly defined campus perimeter and reduce vulnerability to external threats. All work will be competitively procured and performed by licensed and insured contractors in accordance with applicable federal, state, and local requirements. Implementation will be carefully scheduled to minimize disruption to school operations. Upon

Printed By: *Dania Perez* on 3/5/2026

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completion, the project will result in a cohesive and integrated security infrastructure that supports a safe, predictable, and protected educational environment for LiFT's students.

**C.4. Needs Statement- Describe the need that relates to your mission and purpose**

Learning Independence for Tomorrow (LiFT) serves neurodivergent students, including those with autism spectrum disorder and other developmental differences, providing a safe, supportive environment where they can develop critical academic, social, and vocational skills. Many of our students have heightened sensory sensitivities, difficulty responding to unexpected situations, and unique safety needs, which make environmental stability and secure surroundings essential for learning and personal development. Currently, the facility lacks comprehensive security infrastructure, including reinforced entry points, controlled access systems, and fully integrated surveillance, leaving students, staff, and visitors vulnerable to unauthorized access and potential safety threats. Without improvements to the perimeter, doors, cameras, and monitoring systems, LiFT cannot fully ensure the physical safety and predictable environment required for neurodivergent learners to thrive. Enhancing security infrastructure directly supports LiFT's mission by creating a safe and structured environment, reducing stress and anxiety for students, and enabling staff to focus on individualized instruction and skill development. This project is critical to sustaining an educational setting where neurodiverse students can learn independently, explore entrepreneurial and workforce opportunities, and develop lifelong skills in a secure, supportive environment.

**C.5. Enter the number of beneficiaries by income expected to be serviced by the activity proposed.**

**Persons 0%-30% AMI**

**Persons 31%-50% AMI**

**Persons 51%-80%AMI**

**Persons 81%-120%AMI**

**C.6. Identify the timeline for implementation of the proposed project. Include an implementation plan and proposed schedule of work.**

The proposed security enhancement project at Learning Independence for Tomorrow (LiFT) is designed to be fully implemented within a 12-month period from the date of award. The timeline allows for procurement, installation, and testing of all equipment while minimizing disruption to students and staff. During the first two months, LiFT will complete competitive bidding and select licensed contractors for all security upgrades, including surveillance systems, door hardening, and perimeter fencing. Months three through eight will focus on the phased installation of surveillance cameras, network recording upgrades, and structural door replacements. Perimeter security improvements, including fencing, wall height expansion, and gate installation, will occur concurrently to ensure efficient use of contractor schedules and project resources. The final months of the timeline will be dedicated to system integration, testing, and staff training on the new security infrastructure, ensuring that all equipment is fully operational and aligned with facility safety protocols. By the end of the 12-month period, LiFT will have a fully integrated, layered security system in place, providing a safe, predictable, and protected learning environment for neurodivergent students.

**C.7. Which of the City of Clearwater 2025-2026 – 2029/2030 Consolidated Plan Goals does the proposed activity**

address? Descriptions of Consolidated Goals can be found [here](#)

Housing

**C.8. Is this activity:**

New

#### INSURANCE AND AUDIT INFORMATION

**C.9. Minimum Insurance is required for all funded activities. Select each insurance instrument that your agency currently carries.**

- Commercial General Liability Insurance coverage
- Workers' Compensation (Per State of Florida Law)
- Flood Insurance if applicable
- Theft/Dishonesty/Fraud or Commercial Crime
- Professional Liability/Errors or Omissions Insurance
- Waiver Of Subrogation

**C.10. Audited financials are required for all funded agencies; does your agency have audited financials for 2023 or 2024?**

Yes

**C.11. If your agency expended \$1,000,000 or more in federal funds in the last fiscal year, a single audit must be completed per 2 CFR 200 Subpart F. Is your agency subject to 2 CFR 200 Subpart F?**

No

**C.12. Is the Address of Activity (Location of Facility) in question C.2 above located in one of the NRSAs?**

**C.13. If you answered Yes to question C.12 above, please specify which NRSA.**

**C.14. Do you own the property/building in C.2 above?**

Yes

**If you are not the Owner as shown at <https://www.pcpao.org/>, a copy of the lease must be uploaded with your application.**

## D. Funding Request

Completed by aboone@liftfl.org on 3/4/2026 6:03 PM

Case Id: 16652

Name: LiFT - Safety and Security for Students - 2026/27

Address: \*No Address Assigned

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### D. Funding Request

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Please provide the following information.

Each question carries a weighted value; please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

#### D.1. Funding Request Table

"Amount Required for Entire Project" is the total cost of providing the service ("Total Amount of Other Funds" + CDBG grant funds = "Amount Required for Entire Project").

"Total Amount of Other Funds" - Typically applicants do not intend to use CDBG funds exclusively for the service they are proposing. They will more than likely fund a portion of their work with raised funds, donated funds, other grant funds, etc. Identify the amount of other funds that will be used to fund the service other than the CDBG funds.

"Source of Other Funds (Include Amount for Each Source)" is to identify the source(s) of the amount entered in "Total Amount of Other Funds" (e.g. County grant, small business loan, self-funded, etc.). Include the source(s) of other funds and the amount for each source. Use the "Add Row" button to add additional rows.

Project Cost	Amount Required for Entire Project	Total Amount of other funds	Source of Other Funds (Include amount for each source)
	\$0.00	\$0.00	

#### D.2. City of Clearwater grant funds requested

\$75,600.00

#### D.3. Budget Narrative (be specific/detailed). Include a write-up for specific activities to bid/procure with an estimate on the cost of work to be performed.

Learning Independence for Tomorrow (LiFT) is requesting \$75,600 to support critical facility security upgrades, including surveillance enhancements, controlled access door improvements, and perimeter hardening. All work will be competitively procured in accordance with applicable CDBG and local procurement requirements. Cost estimates are based on vendor quotes and current market pricing for commercial-grade security equipment and installation. 1. Surveillance System Upgrades – \$7,600 Funds will be used to upgrade and expand the existing hardwired camera system to improve monitoring coverage in high-traffic and high-risk areas. Main Hallway Fisheye Camera (1 unit) – \$1,000 Installation of a 360-degree fisheye camera to provide full hallway visibility and reduce blind spots at the primary interior circulation corridor. Gym Camera Upgrades (4 units) – \$2,000 Replacement of outdated cameras with high-definition, wide-angle units to ensure proper supervision in a large, open student activity space. Cafeteria Cameras (3 units) – \$2,000 Installation of upgraded cameras to monitor student gathering areas and improve incident documentation capability. MicroBusiness Classroom Cameras (2 units) – \$1,000 Installation of cameras in the

Printed By: Dania Perez on 3/5/2026

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entrepreneurship training classroom to enhance student safety and asset protection. Network Video Recorder (NVR) Hard Drives (4 units) – \$1,600 Expansion of recording storage capacity to ensure adequate video retention in compliance with safety best practices. All surveillance equipment will be permanently installed and integrated into the facility's central monitoring infrastructure. 2. Door and Entry Hardening Upgrades – \$16,000 Funds will support replacement and reinforcement of key exterior access points to improve building security and controlled entry. University Double Entry Doors (1 set) – \$4,000 Replacement with reinforced commercial-grade exterior doors with upgraded locking hardware to strengthen the primary student entrance. University Single Door (1 unit) – \$3,000 Installation of a reinforced, secure access door to limit unauthorized entry. Pool Area Doors (2 units) – \$6,000 (\$3,000 each) Replacement of two exterior-access doors serving the pool area to prevent unauthorized access and reduce elopement risk. Back Kitchen Storage Door (1 unit) – \$3,000 Installation of a reinforced commercial door to secure food service and storage areas. All door installations will include upgraded locking hardware and meet commercial building safety standards. 3. Perimeter Security & Site Hardening – \$52,000 Funds will be used to improve perimeter control and prevent unauthorized access to the campus, particularly along the southern boundary. Perimeter Security Fencing (South Side) – \$20,000 Installation of commercial-grade security fencing to enclose vulnerable portions of the property and establish a clearly defined boundary. South Wall Height Expansion (Approx. 180 Linear Feet @ \$150/ft) – \$27,000 Structural extension of existing wall height to enhance perimeter hardening and reduce visibility/access from adjacent properties. South Security Gate (1 unit) – \$5,000 Installation of a secure gated access point to control vehicular or pedestrian entry along the south perimeter. These improvements will create a layered security approach, integrating surveillance, structural hardening, and perimeter control to protect neurodivergent students and staff.

**D.4. Does this project anticipate the use of funds or assistance from another Federal agency in addition to HUD?**

No

**D.5. Describe your plans to use other funds on this project. In this section, only describe funds that are secured. Provide the source of funds, amounts, and how these funds will be used.**

At this time, Learning Independence for Tomorrow (LiFT) does not have secured funds allocated specifically to this safety and security project. The organization is actively pursuing grant opportunities and private funding sources to support these improvements. If awarded funding, LiFT will allocate available general operating funds and future secured grants toward any remaining project costs not covered by this request. The organization is also engaging individual donors and community partners to support critical infrastructure upgrades including perimeter security enhancements, surveillance systems, structural hardening, lighting improvements, and alarm/alert systems. LiFT is committed to ensuring that all necessary safety components; including permanent security fencing, gated entry systems, hardwired surveillance cameras, reinforced doors, upgraded locking hardware, perimeter fencing, surveillance, and integrated alarm systems are fully funded and implemented. As additional funds are secured, they will be directed toward completing the project in full compliance with safety standards and best practices.

**D.6. Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply, the amounts sought, and the proposed use of those funds.**

Learning Independence for Tomorrow (LiFT) plans to pursue additional public and private funding sources to supplement CDBG funding and ensure the full implementation of the proposed safety and security enhancements. LiFT will apply for the following funding sources: State and Local Public Safety Grants – LiFT plans to pursue approximately \$75,000–\$150,000 through state-level public safety and school hardening grant opportunities to support perimeter security fencing, reinforced exterior doors, and impact-resistant window upgrades. Private Foundations and Corporate Grants – LiFT will seek approximately \$50,000–\$100,000 from local and regional foundations and corporate partners that prioritize community safety, disability services, and workforce development. These funds will support hardwired surveillance cameras, central monitoring systems, security lighting, and alarm system enhancements. Individual Donor Campaign – LiFT will launch a targeted safety campaign with a goal of raising

\$25,000–\$50,000 from individual donors to fund key card/badge access systems, security vestibule redesign, and panic button systems tied to facility infrastructure. Funds secured through these sources will be used to supplement CDBG dollars by covering eligible capital improvements including permanent fencing, gated entry systems, structural hardening measures, surveillance and recording systems, exterior lighting, and integrated alarm and intercom systems. By leveraging CDBG funding as a foundational investment, LiFT will use additional funding sources to ensure the project is fully completed and implemented according to best practices in facility security and CPTED design.

#### **D.7. What will happen if this project is not funded?**

If this project is not funded, Learning Independence for Tomorrow (LiFT) will be unable to implement critical safety and security improvements necessary to protect the neurodivergent students it serves. LiFT is a specialized educational institution designed to support students with autism spectrum disorder and other neurodevelopmental differences, many of whom experience heightened sensory sensitivities, anxiety, communication challenges, and difficulty responding to unexpected or high-stress situations. For this population, a secure and predictable environment is not simply preferred; it is essential. Safety infrastructure such as controlled entry points, reinforced doors, surveillance systems, and secure perimeters plays a critical role in preventing unauthorized access, reducing elopement risk, and maintaining a calm and structured setting that supports emotional regulation and learning. Without funding, the facility will continue operating without enhanced perimeter fencing, upgraded access control systems, structural hardening measures, and integrated alarm protections. This increases vulnerability to external threats and limits LiFT's ability to proactively safeguard students, staff, and visitors. Additionally, many neurodivergent students rely heavily on routine and environmental stability. Security gaps or visible safety concerns can elevate stress levels and negatively impact academic performance, behavioral regulation, and overall well-being. If not funded, LiFT will continue pursuing alternative funding sources; however, implementation would be significantly delayed, leaving students without the added protections necessary to ensure a secure, supportive educational environment. Investing in these improvements directly supports student safety, continuity of learning, and the long-term stability of a school uniquely designed to serve a highly vulnerable population.

#### **D.8. What will happen if this project is partially funded?**

If this project is partially funded, Learning Independence for Tomorrow (LiFT) will implement a phased approach, prioritizing the most critical life-safety components first. Initial funding would be directed toward high-impact measures such as reinforced entry points, controlled access systems, and essential alarm and surveillance infrastructure. However, partial funding would limit LiFT's ability to implement a comprehensive, layered security plan. Safety systems are most effective when integrated — combining perimeter fencing, hardened entry points, surveillance, lighting, and alarm systems into a cohesive design. Funding only select components may leave gaps in protection and reduce overall effectiveness. For a school serving neurodivergent students, incomplete security improvements can also create inconsistency in the physical environment. Many LiFT students rely on routine, predictability, and clearly defined boundaries to feel safe and regulated. Without full implementation, including secure perimeters, improved lighting, and complete monitoring systems the school may continue to face vulnerabilities related to unauthorized access, elopement risk, and emergency response readiness. In the event of partial funding, LiFT will continue seeking supplemental grants and philanthropic support to complete remaining phases as quickly as possible. However, project completion would likely be delayed, and the school would operate without the full level of protection intended under the comprehensive safety plan.

#### **D.9. What percentage of project funding is being leveraged by City funding sources? (Calculate by: Other Project Funds divided by the Total Project Cost.)**

## E. Required Documents

Completed by [aboone@liftfl.org](mailto:aboone@liftfl.org) on 3/4/2026 6:20 PM

Case Id: 16652

Name: LiFT - Safety and Security for Students - 2026/27

Address: \*No Address Assigned

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### E. Required Documents

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**Important Notice:** Failure to upload all required documents at the time of submission will result in a 10-point deduction from the application's total score.

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**Articles of Incorporation \*Required**

LiFT Articles of Incorporation.pdf

**Bylaws \*Required**

LiFT Board Bylaws 2025-2026 5.28.2025.pdf

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

Board of Directors - updated September 2025.pdf

**Most Recent Audited Financials \*Required**

FS 2025 Audit.pdf

**IRS Non-Profit Exemption Determination Letter [\(Click to download sample\)](#) \*Required**

IRS 501(c)(3) Designation - Learning Independence For Tomorrow, Inc. (LiFT) (3).pdf

**Organizational Chart \*Required**

Staff Spreadsheet & Org Chart 2025-2026.pdf

**Other - Documentation to Support Answers in Application**

\*\*No files uploaded

Printed By: Dania Perez on 3/5/2026

Agency's Policies and Procedures

*\*\*No files uploaded*

A detailed scope of work, including Budget

*\*\*No files uploaded*

Other - Single Audit (A-133), if applicable

*\*\*No files uploaded*

Proof of Insurance **\*Required**

Certificate of Insurance.pdf

Resolution to Apply for Funding **\*Required**

Resolution of Funding 2025-2026.pdf

Résumé - Chief Executive Officer/President **\*Required**

Matt Spence 2024 resume.docx

Résumé - Chief Financial Officer **\*Required**

Hubbell Resume 2024.docx

Résumé - Grant Administrator **\*Required**

Ariel Boone's resume (1).docx

Consumer's Certificate of Exemption ([Click to download sample](#)) **\*Required**

LiFT Certificate of Exemption (07.31.2029).pdf

 **Form W-9 \*Required**

LiFT W-9.pdf

## F. Submit

Completed by [aboone@liftfl.org](mailto:aboone@liftfl.org) on 3/4/2026 6:21 PM

**Case Id:** 16652

**Name:** LiFT - Safety and Security for Students - 2026/27

**Address:** \*No Address Assigned

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## F. Submit

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**CERTIFICATION:** I hereby certify that the information contained in this application is accurate, that I am an authorized representative, approved by the Agency's Board of Directors, to enter into this agreement and submit the application on behalf of my organization, and that the applicant will conduct the proposed activity in the location, time, and manner within the budget presented. I certify that the proposed activity addresses one of the priorities as contained in the current City of Clearwater Consolidated Planning Document and/or current SHIP Local Housing Assistance Plan.

I certify that the CDBG, HOME, SHIP and/or other funds will be used in the manner described and will be used only to reimburse those eligible costs described in the approved budget and any other type of funds presented in the budget will be obtained and used for the proposed project.

Ariel Boone

*Electronically signed by [aboone@liftfl.org](mailto:aboone@liftfl.org) on 3/4/2026 6:21 PM*

## Program Overview

Completed by amarkiewicz@hispanicoutreachcenter.org on  
3/3/2026 1:50 PM

**Case Id:** 16659

**Name:** Intercultural Advocacy Inst.- Flooring - 2026/27

**Address:** \*No Address Assigned

---

### Program Overview

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Please provide the following information.



### City of Clearwater Public Facilities & Improvements Application

The city of Clearwater is now accepting competitive grant applications for Public Facility Improvement Grants. The deadline to submit a completed application is **Wednesday, March 4, 2026, at 11:59 PM.**

Funding for approved grants is made available by HUD's Community Development Block Grant (CDBG) program for FY2026/2027 which begins on October 1, 2026.

Applications will be scored and ranked after the deadline. Public Facility Improvement grant requests have a maximum request of \$190,000.

Preference will be given to projects that will be ready to begin on October 1, 2026. An Application Workshop is scheduled for **Friday, February 13, 2026, at 10:00 AM.**

The Workshop will be held on the Zoom platform and will be structured to help you complete an eligible application. If you plan to apply during this year's grant application period, your attendance at the Workshop is strongly encouraged. If you or a representative from your organization attends the Workshop, your application will receive additional points as applications are reviewed and scored. A higher score may increase the likelihood that your funding request is approved. Multiple people from your organization are welcome to attend; however more than one attendee will not increase your scoring. A Zoom meeting link will be sent to everyone who registers for the workshop.

#### **Register in advance for this meeting:**

[https://us02web.zoom.us/meeting/register/x\\_wHQV4TIKdKbGtB3I0GA](https://us02web.zoom.us/meeting/register/x_wHQV4TIKdKbGtB3I0GA)

After registering, you will receive a **confirmation email** containing the information you will need to join the meeting.

The registration confirmation email you receive will allow you to **add the meeting to your calendar.**

Thank you for your interest in assisting Clearwater residents.

Printed By: Dania Perez on 3/5/2026

For application questions or technical support:

Dania Perez - (727) 444-7159; [Dania.Perez@myclearwater.com](mailto:Dania.Perez@myclearwater.com)

Jessica Chueka – (727) 444-7567; [Jessica.Chueka@MyClearwater.com](mailto:Jessica.Chueka@MyClearwater.com)

## A. Contact Information

Completed by amarkiewicz@hispanicoutreachcenter.org on  
3/3/2026 1:51 PM

**Case Id:** 16659

**Name:** Intercultural Advocacy Inst.- Flooring - 2026/27

**Address:** \*No Address Assigned

---

## A. Contact Information

---

Please provide the following information.

### CONTACT INFORMATION FOR GRANT ADMINISTRATION

**A.1. First Name**

Amanda

**A.2. Last Name**

Markiewicz

**A.3. Title of Position**

CEO

**A.4. Phone Number**

7272786668

**A.5. E-Mail Address**

amarkiewicz@hispanicoutreachcenter.org

### CONTACT INFORMATION RESPONSIBLE FOR ACTIVITY

**A.6. First Name**

Amanda

**A.7. Last Name**

Markiewicz

**A.8. Title of Position**

CEO

**A.9. Phone Number**

7272786668

**A.10. E-Mail**

amarkiewicz@hispanicoutreachcenter.org

### CONTACT INFORMATION RESPONSIBLE FOR FISCAL ASPECTS

**A.11. First Name**

Clinton

**A.12. Last Name**

Collings

**A.13. Title of Position**

Director of Finance and Admin

**A.14. Phone Number**

7274459734

**A.15. E-Mail Address**

admin@hispanicoutreachcenter.org

**AUTHORIZED SIGNER OF SUBRECIPIENT AGREEMENT (AUTHORIZED OFFICIAL)**

**A.16. First Name**

Amanda

**A.17. Last Name**

Markiewicz

**A.18. Title of Position**

CEO

**A.19. Phone Number**

7272786668

**A.20. E-Mail Address**

amarkiewicz@hispanicoutreachcenter.org

## B. Organization Information

Completed by amarkiewicz@hispanicoutreachcenter.org on  
3/3/2026 9:20 PM

Case Id: 16659

Name: Intercultural Advocacy Inst.- Flooring - 2026/27

Address: \*No Address Assigned

---

## B. Organization Information

---

Please provide the following information.

**Each question carries a weighted value; please make sure to take your time and answer the questions thoroughly to receive the maximum points available.**

### B.1. Legal Name of Organization

Intercultural Advocacy Inst.

### B.2. DBA (Doing Business As)

Hispanic Outreach Center

### B.3. Type of Agency

Private Nonprofit 501(c)(3)

### B.4. Physical Address of Organization

1008 Woodlawn St Clearwater, FL 33756

### B.5. Mailing Address of Organization

### B.6. How many years of experience does your organization have with the delivery of the proposed activity or other activities that are similar in scope?

More than 20 years

### B.7. Describe your agency's experience and capacity in carrying out the proposed activity and meeting goals and objectives.

The InterCultural Advocacy Institute (ICAI), also known as the Hispanic Outreach Center (HOC) is the only Pinellas County multi-service, bilingual center offering wrap-around services: Victim Advocacy, Family Advocacy and support, Youth support groups at Oak Grove Middle School, information seminars, English classes, immigration clinics, legal clinics, social development groups, and youth programs (summer camp, in-school support groups and the Youth Leaders Partnership (YLP) program). Since the Center opened we have continued to grow and expand as the need for services has only continued to increase. There are now two sites, Clearwater and Tarpon Springs, and five satellite offices, providing more than 95,000 services to date. The ICAI Board of Directors is culturally and professionally competent to oversee this agency, reflecting over six countries/cultures in the Latin world. All Members contribute financially and/or leverage funding for the agency. Funding comes from the Juvenile Welfare Board of Pinellas, Pinellas Community Foundation, VOCA, BayCare, donors and other fundraising events. The Clearwater Police Department and St. Petersburg College provide low-cost office space for the two locations. The ICAI has a strong team that will implement and lead the success of this project.

**B.8. Does your agency have sufficient cash reserves to pay for activity costs as they are incurred?**

Yes

**B.9. If agency's office or facility is not located within the incorporated city limits of the City of Clearwater (Tax District CW, CWD, or CWDO), provide an explanation regarding how your agency's services benefit Clearwater's very-low to moderate-income residents.**

**B.10. Employer Identification Number (EIN/TIN)**

27-1230728

**B.11. Unique Entity Identifier (UEI)**

JY3NZM61MCH3

**B.12. SAM.gov:** As a prospective Subrecipient applying for a subaward of federal funding, I understand that my organization is required to be registered in SAM before submitting its application; must provide a valid unique entity identifier (UEI) in its application; and must continue to maintain an active SAM registration with current information at all times during which it has an active Federal subaward or an application or plan under consideration. My organization's SAM registration is currently in ACTIVE status.

Yes

## C. Project Information

Completed by amarkiewicz@hispanicoutreachcenter.org on  
3/3/2026 9:45 PM

Case Id: 16659

Name: Intercultural Advocacy Inst.- Flooring - 2026/27

Address: \*No Address Assigned

---

### C. Project Information

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Please provide the following information.

**Each question carries a weighted value; please make sure to take your time and answer the questions thoroughly to receive the maximum points available.**

#### C.1. Service Area (Select all that apply)

- [Downtown Gateway NRSA](#)
- [North Greenwood NRSA](#)
- [Lake Bellevue NRSA](#)
- [Citywide](#)

#### C.2. Address of Activity (Location of Facility)

1008 Woodlawn St Clearwater, FL 33756

#### C.3. Activity Description (be specific/detailed). Include a proposed Scope of Work.

The Intercultural Advocacy Institute (ICAI) — Hispanic Outreach Center (HOC) recently relocated to a new building that previously housed a dental clinic. While the new location offers the necessary space to support ICAI's programs, the existing infrastructure is not conducive to our service delivery model. The purpose of this grant request is to fund the removal of outdated dental clinic fixtures, including cabinetry, sinks, and equipment, and to replace the existing, worn flooring throughout the building. The project would cover the entire building which covers 3,398sqft and includes 12 offices, a conference room, 3 bathrooms, a kitchen, and a lobby. The City of Clearwater uses Luxury Vinyl Plank (LVP) materials for City buildings. LVP is thicker, more durable and has a longer lifespan. LVP flooring typically lasts 15 to 25 years, with some products lasting even longer, depending on the quality of the material, proper installation, and regular maintenance.

#### C.4. Needs Statement- Describe the need that relates to your mission and purpose

This renovation is essential to create a safe, functional, and welcoming environment that supports the service delivery needs of our clients and staff. The existing flooring throughout our Center has significantly deteriorated due to age, high foot traffic, and years of the building being utilized by a dental clinic. The current surfaces are primarily vinyl composite tile and low-grade carpet. Both have stains from dental equipment, cracking, and fading. Additionally, multiple offices have cabinets and plumbing in them from the dental clinic. These not only take up space within the offices but without a flooring update, we are limited in options on removing them. Removing the cabinets and replacing the flooring with durable, low-maintenance, City compliant materials will extend the Center's life; improve safety and accessibility; enhance program delivery by creating clean, functional, and compliant spaces; reduce long-term maintenance costs; and support a welcoming, professional environment consistent with the agency's mission and standards.

**C.5. Enter the number of beneficiaries by income expected to be serviced by the activity proposed.**

**Persons 0%-30% AMI**

85

**Persons 31%-50% AMI**

10

**Persons 51%-80%AMI**

5

**Persons 81%-120%AMI**

0

**C.6. Identify the timeline for implementation of the proposed project. Include an implementation plan and proposed schedule of work.**

The timeline for the flooring project is as follows: Finalize contractor selection and confirm contractor based on grant approval and cost alignment. Sign contractor agreement: Review and sign agreement, confirm payment schedule. Order flooring materials: Late October 2026 Installation Phase Site preparation: November 2026 Post-installation inspection Inspect work for compliance and quality. Project Closeout: Late February 2026 Submit final documentation Provide final payments. Provide photos, and inspection reports (if applicable).

**C.7. Which of the City of Clearwater 2025-2026 – 2029/2030 Consolidated Plan Goals does the proposed activity address? Descriptions of Consolidated Goals can be found [here](#)**

Community Development & Public Services

**C.8. Is this activity:**

New

**INSURANCE AND AUDIT INFORMATION**

**C.9. Minimum Insurance is required for all funded activities. Select each insurance instrument that your agency currently carries.**

- Commercial General Liability Insurance coverage
- Workers' Compensation (Per State of Florida Law)
- Flood Insurance if applicable
- Theft/Dishonesty/Fraud or Commercial Crime
- Professional Liability/Errors or Omissions Insurance
- Waiver Of Subrogation

**C.10. Audited financials are required for all funded agencies; does your agency have audited financials for 2023 or 2024?**

Yes

**C.11. If your agency expended \$1,000,000 or more in federal funds in the last fiscal year, a single audit must be completed per 2 CFR 200 Subpart F. Is your agency subject to 2 CFR 200 Subpart F?**

No

**C.12. Is the Address of Activity (Location of Facility) in question C.2 above located in one of the NRSAs?**

Yes

**C.13. If you answered Yes to question C.12 above, please specify which NRSA.**

Lake Bellevue NRSA

**C.14. Do you own the property/building in C.2 above?**

No

**If you are not the Owner as shown at <https://www.pcpao.org/>, a copy of the lease must be uploaded with your application.**

## D. Funding Request

Completed by amarkiewicz@hispanicoutreachcenter.org on 3/3/2026 10:00 PM

Case Id: 16659

Name: Intercultural Advocacy Inst.- Flooring - 2026/27

Address: \*No Address Assigned

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### D. Funding Request

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Please provide the following information.

**Each question carries a weighted value; please make sure to take your time and answer the questions thoroughly to receive the maximum points available.**

#### D.1. Funding Request Table

**"Amount Required for Entire Project" is the total cost of providing the service ("Total Amount of Other Funds" + CDBG grant funds = "Amount Required for Entire Project").**

**"Total Amount of Other Funds" - Typically applicants do not intend to use CDBG funds exclusively for the service they are proposing. They will more than likely fund a portion of their work with raised funds, donated funds, other grant funds, etc. Identify the amount of other funds that will be used to fund the service other than the CDBG funds.**

**"Source of Other Funds (Include Amount for Each Source)" is to identify the source(s) of the amount entered in "Total Amount of Other Funds" (e.g. County grant, small business loan, self-funded, etc.). Include the source(s) of other funds and the amount for each source. Use the "Add Row" button to add additional rows.**

Project Cost	Amount Required for Entire Project	Total Amount of other funds	Source of Other Funds (Include amount for each source)
Public Facility Rehabilitation	\$55,000.00	\$0.00	
	\$55,000.00	\$0.00	

#### D.2. City of Clearwater grant funds requested

\$55,000.00

#### D.3. Budget Narrative (be specific/detailed). Include a write-up for specific activities to bid/procure with an estimate on the cost of work to be performed.

The proposed flooring project will cover the entire 3,398 square foot facility. The building includes twelve (12) offices, one conference room, three (3) bathrooms, a kitchen, and a lobby area. Replacing flooring throughout the full footprint ensures uniformity, eliminates transition hazards between materials, and provides a cohesive, professional appearance across all public and administrative spaces. The installation will include removal and disposal of existing flooring materials, subfloor preparation and leveling where needed, moisture barrier installation (if required), installation of commercial-grade Luxury Vinyl Plank (LVP), transition strips, baseboards, and finishing materials. High-traffic areas such as the lobby, hallways, kitchen, and restrooms will require enhanced durability and proper sealing to withstand frequent use. Based on current commercial quotes, LVP materials and professional installation this portion

of the project would range between \$35,000 and \$45,000. Final costs will be determined through a competitive bid process in accordance with procurement policies. Upgrading the entire building at one time ensures consistent quality, avoids phased disruptions to operations, and maximizes long-term cost efficiency by installing a durable flooring solution with an expected lifespan of 15–25 years. Removal of existing cabinets, plumbing fixtures, and patching and painting these areas to prep for flooring installation have been quoted between 10,000 and 12,000 dollars. The organization will follow a competitive procurement process to ensure transparency, cost-effectiveness, and compliance with funding requirements. A detailed scope of work will be developed outlining the full 3,398 square foot flooring replacement project, including removal of existing materials, subfloor preparation, and installation of commercial-grade Luxury Vinyl Plank (LVP). The project will be distributed to a minimum of three licensed and insured flooring contractors. Interested vendors will be provided an opportunity to attend a site visit to ensure accurate bids. All proposals will be reviewed using established evaluation criteria, including cost, contractor experience, product quality, timeline, and references. The contract will be awarded to the lowest responsive and responsible bidder, and all documentation including bids received and the executed contract will be maintained to ensure audit readiness and compliance with applicable procurement standards.

**D.4. Does this project anticipate the use of funds or assistance from another Federal agency in addition to HUD?**

No

**D.5. Describe your plans to use other funds on this project. In this section, only describe funds that are secured. Provide the source of funds, amounts, and how these funds will be used.**

The Center currently does not have other funding for this project.

**D.6. Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply, the amounts sought, and the proposed use of those funds.**

To supplement CDBG funding, the organization will actively pursue a diversified funding strategy to ensure the successful completion and long-term sustainability of the project. We intend to seek support from private foundations, corporate partners, local financial institutions, and individual donors to fully leverage public investment.

**D.7. What will happen if this project is not funded?**

The Center will continue to seek out other funding opportunities as we believe this is a needed update to the building.

**D.8. What will happen if this project is partially funded?**

The Center will seek other funding opportunities and/or scale down the project.

**D.9. What percentage of project funding is being leveraged by City funding sources? (Calculate by: Other Project Funds divided by the Total Project Cost.)**

## E. Required Documents

Completed by amarkiewicz@hispanicoutreachcenter.org on  
3/4/2026 4:08 PM

Case Id: 16659

Name: Intercultural Advocacy Inst.- Flooring - 2026/27

Address: \*No Address Assigned

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## E. Required Documents

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**Important Notice:** Failure to upload all required documents at the time of submission will result in a 10-point deduction from the application's total score.

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**Articles of Incorporation \*Required**

45839\_Articles of Incorporation.pdf

**Bylaws \*Required**

ICAI BYLAWS .pdf

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

FY25-26 ICAI Board List.docx

**Most Recent Audited Financials \*Required**

ICAI FY23-24 Audited Financial Statements.pdf

**IRS Non-Profit Exemption Determination Letter [\(Click to download sample\)](#) \*Required**

ICAI IRS letter (2).pdf

**Organizational Chart \*Required**

ICAI 2026 Organizational Chart.pdf

**Other - Documentation to Support Answers in Application**

*\*\*No files uploaded*

**Agency's Policies and Procedures**

*\*\*No files uploaded*

**A detailed scope of work, including Budget**

*\*\*No files uploaded*

**Other - Single Audit (A-133), if applicable**

*\*\*No files uploaded*

**Proof of Insurance \*Required**

COI - City of Clearwater Economic Development.pdf

**Resolution to Apply for Funding \*Required**

Resolution Letter.pdf

**Résumé - Chief Executive Officer/President \*Required**

Amanda Markiewicz- Resume.pdf (1) (1).pdf

**Résumé - Chief Financial Officer \*Required**

Clinton Collings- Resume 24' (1).pdf

**Résumé - Grant Administrator \*Required**

Amanda Markiewicz- Resume.pdf (1) (1).pdf

**Consumer's Certificate of Exemption ([Click to download sample](#)) \*Required**

ICAI Tax Exempt Renewal (1).pdf

 **Form W-9 \*Required**

ICAI-HOC W-9 Form 2026.pdf

## F. Submit

Completed by amarkiewicz@hispanicoutreachcenter.org on  
3/4/2026 4:09 PM

**Case Id:** 16659

**Name:** Intercultural Advocacy Inst.- Flooring - 2026/27

**Address:** \*No Address Assigned

---

## F. Submit

---

**CERTIFICATION:** I hereby certify that the information contained in this application is accurate, that I am an authorized representative, approved by the Agency's Board of Directors, to enter into this agreement and submit the application on behalf of my organization, and that the applicant will conduct the proposed activity in the location, time, and manner within the budget presented. I certify that the proposed activity addresses one of the priorities as contained in the current City of Clearwater Consolidated Planning Document and/or current SHIP Local Housing Assistance Plan.

I certify that the CDBG, HOME, SHIP and/or other funds will be used in the manner described and will be used only to reimburse those eligible costs described in the approved budget and any other type of funds presented in the budget will be obtained and used for the proposed project.

Amanda Markiewicz

*Electronically signed by amarkiewicz@hispanicoutreachcenter.org on 3/4/2026 4:08 PM*

# Program Overview

Completed by salvarez@heausa.org on 2/16/2026 8:10 AM

**Case Id:** 16620

**Name:** Housing and Education Alliance, Inc. – Housing

**Address:** Virtual Zoom/Hybrid, ,

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## Program Overview

---

Please provide the following information.



City of Clearwater  
Public Service  
Application

Funding request minimum and maximum are **\$25,000 and \$50,000, respectively.**

**If you have any questions, please reach out to Jessica Chueka at [Jessica.Chueka@MyClearwater.com](mailto:Jessica.Chueka@MyClearwater.com) or Dania Perez at [Dania.Perez@myclearwater.com](mailto:Dania.Perez@myclearwater.com)**

**The deadline to submit a completed application is Wednesday, March 4, 2026, at 11:59 PM.**

This grant application is for nonprofit providers of public services to benefit the following:

- low-and moderate-income persons who reside within the city limits of Clearwater for activities under applicable program regulations.
- low- to moderate-income households, or businesses located in a low-to moderate-income area (whose owners qualify as low- to moderate-income or whose clientele qualify as same) within the city limits of Clearwater for activities under applicable program regulations.

Activities considered must address one or more of the following:

- Housing - Provide availability of, and access to, decent affordable housing for the residents of the City of Clearwater.
- Homelessness – Help to prevent and reduce homelessness within the City of Clearwater.
- Non-Homeless Special Needs – Expand the accessibility and coordination of social services to City of Clearwater special needs populations.
- Community Development and Public Services – Enhance the living environment for persons in low- and moderate-income areas through community development activities, public service programs, and elimination of blight.
- Economic Development – Support programs that create economic opportunities in the City of Clearwater, particularly for persons of low- and moderate-income and in Neighborhood Revitalization Strategy Areas.



## A. Contact Information

Completed by salvarez@heausa.org on 2/25/2026 1:31 AM

**Case Id:** 16620

**Name:** Housing and Education Alliance, Inc. – Housing

**Address:** Virtual Zoom/Hybrid, ,

---

## A. Contact Information

---

Please provide the following information.

### CONTACT INFORMATION FOR GRANT ADMINISTRATION

**A.1. First Name**

Sylvia A.

**A.2. Last Name**

Alvarez

**A.3. Title of Position**

Executive Director

**A.4. Phone Number**

8139324663110

**A.5. E-Mail Address**

salvarez@heausa.org

### CONTACT INFORMATION OF PRIMARY INDIVIDUAL RESPONSIBLE FOR CONDUCTING PROPOSED ACTIVITY

**A.6. First Name**

Sylvia A.

**A.7. Last Name**

Alvarez

**A.8. Title of Position**

Executive Director

**A.9. Phone Number**

8139324663110

**A.10. E-Mail Address**

salvarez@heausa.org

### CONTACT INFORMATION OF INDIVIDUAL RESPONSIBLE FOR REPORTING FINANCIAL/FISCAL ASPECTS OF THE PROPOSED ACTIVITY

**A.11. First Name**

Philip E.

**A.12. Last Name**

Tagliarini

**A.13. Title of Position**

Deputy Director

**A.14. Phone Number**

8139324663104

**A.15. E-Mail Address**

ptag@heausa.org

**CONTACT INFORMATION FOR INDIVIDUAL RESPONSIBLE FOR SUBMITTING MONTHLY DRAW REQUESTS**

**A.16. First Name**

Philip E.

**A.17. Last Name**

Tagliarini

**A.18. Title of Position**

Deputy Director

**A.19. Phone Number**

8139324663104

**A.20. E-Mail Address**

ptag@heausa.org

**AUTHORIZED SIGNER OF SUBRECIPIENT AGREEMENT (AUTHORIZED OFFICIAL)**

**A.21. First Name**

Sylvia A.

**A.22. Last Name**

Alvarez

**A.23. Title of Position**

Executive Director

**A.24. E-Mail Address**

salvarez@heausa.org

## B. Organization Information

Completed by salvarez@heausa.org on 2/26/2026 1:50 AM

Case Id: 16620

Name: Housing and Education Alliance, Inc. – Housing

Address: Virtual Zoom/Hybrid, ,

---

### B. Organization Information

---

Please provide the following information.

#### B.1. Legal Name of Organization

Housing and Education Alliance, Inc.

#### B.2. DBA (Doing Business As)

HEA

#### B.3. Type of Agency

Private Nonprofit 501(c)(3)

#### B.4. Physical Address of Organization

9215 N. Florida Avenue, suite#104 Tampa, FL 33612--7938

#### B.5. Mailing Address of Organization

9215 N. Florida Avenue, suite#104 Tampa, FL 33612--7938

#### B.6. Employer Identification Number (EIN/TIN)

43-1963410

#### B.7. Unique Entity Identifier (UEI)

149339744

**B.8. SAM.gov:** As a prospective Subrecipient applying for a subaward of federal funding, I understand that my organization is required to be registered in SAM before submitting its application; must provide a valid unique entity identifier (UEI) in its application; and must continue to maintain an active SAM registration with current information at all times during which it has an active Federal subaward or an application or plan under consideration. My organization's SAM registration is currently in ACTIVE status.

Yes

**B.9. Audited financials are required for all funded agencies; does your agency have audited financials for 2022 or 2023?**

Yes

**B.10. If your agency expended \$750,000 or more in federal funds in the last fiscal year, a single audit must be completed per 2 CFR 200 Subpart F. Is your agency subject to 2 CFR 200 Subpart F?**

No

### INSURANCE AND AUDIT INFORMATION

Printed By: Dania Perez on 3/5/2026

**B.11. Minimum Insurance is required for all funded activities. Select each insurance instrument that your agency currently carries.**

- General Liability- Bodily Injury (\$1,000,000/ per person/per occurrence)
- General Liability- Property Damage (\$100,000/per occurrence)
- Workers' Compensation (Per State of Florida Law)
- Flood Insurance if applicable
- Employee Fraud (Losses due to fraud/theft/physical damage)
- Professional Liability

## C. Project Information

Completed by [salvarez@heausa.org](mailto:salvarez@heausa.org) on 2/26/2026 2:45 AM

**Case Id:** 16620

**Name:** Housing and Education Alliance, Inc. – Housing

**Address:** Virtual Zoom/Hybrid, ,

---

## C. Project Information

---

Please provide the following information. Each question carries a weighted value, please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

### C.1. Needs Statement- Describe the need that relates to your mission and purpose. (5 points)

Access to safe, stable, and affordable housing remains a significant challenge for low- to moderate-income households residing within the City of Clearwater. Rising home prices, elevated insurance premiums, increased property taxes, limited housing inventory, and tightening underwriting standards continue to create structural barriers to homeownership. Many prospective buyers lack sufficient down payment savings, have limited credit history, or carry debt-to-income ratios that prevent mortgage qualification. Even after closing, new homeowners face ongoing housing-related financial obligations such as escrow shortages, property tax adjustments, homeowners' association fees, maintenance costs, and storm-related property risks—factors that can destabilize housing sustainability if not proactively managed. Clearwater's Consolidated Plan identifies the need to expand access to decent, affordable housing and enhance the living environment for low- and moderate-income residents. HEA's proposed initiative directly advances this priority by delivering HUD-aligned First-Time Homebuyer Education, mortgage readiness preparation, financial coaching, credit improvement planning, post-purchase counseling, and disaster preparedness education focused specifically on housing stability and foreclosure prevention. (HEA) possesses the demonstrated capacity and infrastructure to successfully implement this initiative. Since its founding, HEA has served 57,735 individuals and families, delivered over 502,000 hours of housing counseling and financial education, and facilitated more than 12,000 successful home purchases. The agency maintains a 4.9-star Google rating with nearly 900 public reviews, reflecting strong community trust and measurable client satisfaction. HEA employs HUD-certified housing counselors and utilizes structured case management systems to track client progress, income eligibility, action plans, and outcomes in compliance with federal regulations. This combination of demonstrated scale, HUD-compliant service delivery, bilingual capacity, and strong public accountability uniquely positions HEA to provide Clearwater's low- and moderate-income residents with the education, tools, and post-closing stabilization support necessary to achieve and sustain long-term homeownership.

### C.2. Which of the City of Clearwater 2020/2021 - 2024/2025 Consolidated Plan Goals does the proposed activity address? Descriptions of Consolidated Goals can be found [here](#)

Housing (Homebuyer Education)

If Other, please explain

### C.3. Activity Type (10 Points)

Expanding

### C.4. Activity Description (25 points)

HEA proposes to implement the Clearwater Housing Stability & Homeownership Initiative, an expansion of its HUD-approved Homebuyer Education and Housing Counseling services targeting low- to moderate-income households

Printed By: Dania Perez on 3/5/2026

7 of 19

residing within the City of Clearwater at or below 80% Area Median Income (AMI). This initiative is designed to increase access to sustainable homeownership while reducing long-term housing instability and foreclosure risk. The program begins with delivery of HUD-approved First-Time Homebuyer Education, an eight-hour curriculum that prepares participants to navigate the homebuying process responsibly and successfully. The course covers mortgage qualification standards, loan products, underwriting criteria, down payment and closing cost planning, escrow requirements, property taxes, homeowners insurance, fair housing protections, and the long-term financial responsibilities of homeownership. Courses will be offered in bilingual format (English and Spanish) and delivered through accessible hybrid and online modalities to ensure Clearwater residents can participate regardless of work schedules or transportation barriers. Following completion of the education component, participants will engage in individualized housing counseling sessions conducted by HUD-certified counselors. During these sessions, counselors analyze debt-to-income ratios, review credit reports, assess affordability thresholds, and develop structured budget and savings plans. Each household receives a written Housing Action Plan outlining specific, measurable steps required to achieve mortgage readiness. Credit improvement strategies may include addressing reporting inaccuracies, reducing revolving balances, improving payment consistency, and strengthening overall credit profiles to meet lender underwriting standards. Recognizing that sustainability does not end at closing, the initiative incorporates post-purchase counseling designed to reduce early delinquency risk. New homeowners receive guidance on escrow adjustments, property tax changes, insurance premium increases, homestead exemptions, HOA obligations, and ongoing maintenance budgeting. This stabilization component strengthens long-term housing retention and neighborhood stability. In addition, all participants receive housing-focused disaster preparedness education. Given Clearwater's exposure to storm-related risks, homeowners are educated on property documentation, insurance coverage review, mitigation planning, and financial preparedness strategies designed to protect their homes and housing investments. The program will serve Clearwater households at or below 80% AMI in compliance with CDBG National Objective requirements for Low- and Moderate-Income benefit. Income eligibility will be verified using third-party documentation consistent with federal regulations. HEA utilizes structured intake procedures, HUD-compliant case management systems, and documented policies to ensure regulatory compliance under 24 CFR 570. Each participant's progress will be tracked, outcomes documented, and performance reported monthly as required by the City. Projected outcomes include completion of HUD-approved education by all enrolled households, development of individualized housing action plans for the majority of participants, measurable credit improvement or debt reduction among participating households, and documented progress toward mortgage readiness. Post-purchase stabilization and disaster preparedness education will be provided to ensure that homeownership achieved is homeownership sustained. HEA has the demonstrated infrastructure and operational readiness to execute this initiative beginning October 1, 2026. Since its founding, HEA has served 57,735 individuals and families, delivered more than 502,000 hours of housing counseling and financial education, and facilitated over 12,000 successful home purchases. The agency maintains a 4.9-star Google rating with nearly 900 public reviews, reflecting strong community trust and measurable client satisfaction. HUD-certified counselors, bilingual capacity, established compliance systems, and a documented history of federal grant management position HEA to successfully expand these services to Clearwater residents with immediate implementation capability. This initiative will expand access to affordable homeownership opportunities for low- and moderate-income households while strengthening long-term housing stability and community resilience within the City of Clearwater.

#### **C.5. Identify the timeline for implementation of the proposed activity. (10 points)**

The proposed activity will commence on October 1, 2026, consistent with the City of Clearwater's fiscal year start and subrecipient implementation schedule. HEA is fully prepared to begin services immediately upon execution of the Subrecipient Agreement. October – November 2026: Program launch, targeted outreach, and intake of eligible Clearwater households. Outreach will include digital promotion, referral coordination with local real estate professionals and lenders, and direct engagement with community partners serving low- to moderate-income residents. Income eligibility verification and enrollment will begin immediately. At least one HUD-approved Homebuyer Education course will be delivered during this initial period. December 2026 – March 2027: Ongoing delivery of monthly Homebuyer

Education sessions and individualized mortgage readiness counseling. Participants will complete housing intake assessments, receive credit reviews, and be issued structured Housing Action Plans. Progress toward mortgage readiness benchmarks will be documented within HEA's case management system. Monthly reporting to the City will begin and continue throughout the funding cycle. April – June 2027: Continued education and counseling services with emphasis on credit improvement tracking, debt reduction progress, and savings plan milestones. Households approaching mortgage qualification thresholds will receive intensified one-on-one readiness coaching. Post-purchase counseling will be provided to any participants who successfully close during this period. Disaster preparedness housing education materials will be distributed to all enrolled households. July – September 2027: Final service delivery phase for the fiscal year, completion of counseling cycles, documentation of outcomes, and preparation of year-end performance reporting. Post-purchase stabilization services will continue for newly closed homeowners. Data validation, outcome reconciliation, and final beneficiary reporting will be completed in accordance with City requirements. Throughout the implementation period, HEA will submit required monthly performance reports, maintain complete HUD-compliant client files, and remain prepared for monitoring or compliance reviews. The agency's established infrastructure, HUD-certified counselors, and existing operational systems ensure uninterrupted service delivery beginning October 1, 2026 and sustained execution through the end of the fiscal year.

**C.6. Describe your agency's experience and capacity in carrying out the proposed activity and meeting goals and objectives. (10 Points for experience and 10 points for capacity)**

HEA brings more than two decades of experience delivering HUD-aligned homebuyer education and housing counseling services throughout the Tampa Bay region. Since its founding, HEA has served 57,735 individuals and families, delivered over 503,000 hours of housing counseling and financial education, and facilitated more than 12,000 successful home purchases. In addition, the agency has assisted households in securing more than \$163 million in down payment assistance, directly expanding access to affordable homeownership opportunities for low- to moderate-income families. These outcomes reflect a sustained track record of preparing households not only to qualify for mortgage financing, but to do so responsibly and sustainably. HEA's services include HUD-approved First-Time Homebuyer Education, mortgage readiness counseling, credit improvement planning, post-purchase stabilization counseling, and foreclosure prevention support. The agency has consistently met and exceeded performance benchmarks tied to federal and local funding sources, demonstrating measurable progress in credit improvement, debt reduction, savings accumulation, and mortgage qualification readiness among participating households. The organization maintains a 4.9-star Google rating with nearly 900 public reviews, reflecting strong community trust and documented participant satisfaction. From a compliance perspective, HEA operates in alignment with HUD Housing Counseling Program standards and 24 CFR 570 regulations governing CDBG-funded activities. The agency has extensive experience documenting income eligibility, maintaining HUD-compliant case files, submitting timely reimbursement requests, and preparing monthly and annual performance reports. HEA has successfully undergone monitoring reviews and compliance assessments and maintains structured policies and procedures to ensure adherence to federal requirements. HEA employs HUD-certified housing counselors trained in mortgage underwriting standards, affordability analysis, credit review, and housing stability planning. The agency utilizes secure case management systems to document intake, income verification, individualized housing action plans, and measurable outcomes. Established internal controls, audited financial statements, and required insurance coverage further demonstrate HEA's administrative and fiscal capacity to manage cost-reimbursement funding responsibly. With demonstrated scale, measurable impact, regulatory compliance expertise, bilingual service capacity, and established operational systems, HEA is fully prepared to begin implementation on October 1, 2026 and to successfully meet all goals, objectives, and reporting requirements under the proposed Clearwater initiative.

**C.7. How many years of experience does your organization have delivering the proposed activity or other activities that are similar in scope?**

HEA has 24 years of organizational experience delivering HUD-aligned Homebuyer Education, mortgage readiness

counseling, credit improvement planning, post-purchase stabilization services, and related housing counseling activities similar in scope to the proposed Clearwater initiative. Founded in 2002, HEA has maintained continuous service delivery focused on expanding access to sustainable homeownership for low- to moderate-income households. The agency's leadership team brings substantial depth and industry expertise. Founder and Executive Director Sylvia Alvarez has more than 25 years of experience in housing counseling, homebuyer education, and affordable housing program administration. Deputy Director Philip E. Tagliarini brings over 20 years of experience in housing program operations, compliance management, and strategic implementation of federally funded initiatives. Their combined leadership ensures regulatory alignment, program integrity, and performance accountability. HEA employs three HUD-certified bilingual housing counselors who collectively bring more than 20 years of combined experience in first-time homebuyer education and housing counseling. These counselors are trained in mortgage underwriting standards, affordability analysis, credit review, and housing stability planning. Their bilingual capacity ensures equitable access for diverse households within the service area. In addition, HEA maintains a structured administrative infrastructure that includes program coordination staff and a dedicated back-end data management team with more than 15 years of combined experience in case file documentation, income eligibility verification, compliance monitoring, and federal reporting. This operational support structure ensures accurate data tracking, timely monthly reporting, and full adherence to CDBG regulatory requirements. This combination of 24 years of organizational service, experienced executive leadership, HUD-certified counseling professionals, and an established compliance and administrative team positions HEA to successfully implement and manage the proposed activity with immediate readiness and sustained performance.

**C.8. Service Area (Select all that apply)**

- [Downtown Gateway NRSA](#)
- [North Greenwood NRSA](#)
- [Lake Bellevue NRSA](#)
- [Citywide](#)

**C.9. Are you targeting one or more NRSAs?**

Yes

**C.10. If you answered Yes to question C.9 above, explain how you are targeting/making efforts to reach out to the NRSA(s).**

HEA will prioritize outreach and service delivery within the selected Neighborhood Revitalization Strategy Area(s) (NRSA) through intentional community engagement and referral partnerships. The agency will coordinate with local real estate professionals, lenders, and community-based organizations serving residents within the identified NRSA(s) to ensure that low- to moderate-income households in these areas are informed of available services. Targeted digital outreach will be conducted using geographic filters to promote HUD-approved Homebuyer Education and counseling services specifically to residents within the NRSA boundaries. In addition, HEA will collaborate with local housing stakeholders and community networks operating in the NRSA(s) to distribute program information and encourage enrollment among extremely low- and low-income households. Participant addresses will be verified at intake, and residency within the NRSA(s) will be documented to ensure that outreach efforts translate into measurable service delivery within the targeted areas. While services remain accessible Citywide, HEA will prioritize engagement of eligible households residing within the designated NRSA(s) to support neighborhood stabilization and expand access to sustainable homeownership opportunities.

**C.11. Address of location where proposed Activity will occur.**

**C.12. Is the Address of Activity in question C.11 above located in one of the NRSAs?**

No

**C.13. If agency's office or facility is not located within the incorporated city limits of the City of Clearwater (Tax District CW, CWD, or CWDO), provide an explanation regarding how your agency's services benefit Clearwater's very-low to moderate-income residents.**

Although Housing and Education Alliance's primary office is located outside the incorporated limits of the City of Clearwater, the proposed activity is specifically designed to serve low- to moderate-income households residing within the City of Clearwater. Participation in this program will be limited to Clearwater residents at or below 120% Area Median Income (AMI), and residency will be verified through documented proof of address as part of the intake and eligibility determination process. HEA delivers services through accessible hybrid and virtual platforms, allowing Clearwater residents to participate without geographic barriers. Individual counseling sessions, education workshops, income verification, and case management services are conducted remotely or in flexible formats to ensure full access for eligible participants. This delivery model ensures that federal funds are used exclusively to benefit qualifying Clearwater households, regardless of the agency's administrative office location. In addition, HEA's outreach strategy includes targeted engagement with lenders, Realtors, and community partners serving Clearwater residents to ensure that eligible households are informed of available services. All performance reporting, beneficiary tracking, and income documentation will clearly identify Clearwater residency to ensure compliance with CDBG requirements and demonstrate direct benefit to the City's very-low to moderate-income population. Through this structure, the agency ensures that funding supports eligible Clearwater residents exclusively and that program outcomes directly strengthen housing stability within the City.

**C.14. Enter the number of unduplicated beneficiaries, by income, by persons, expected to be serviced by the activity proposed for Clearwater residents ONLY residing within CW, CWD, or CWDO.**

**PERSONS:** Public Services related to Homelessness, Non-Homeless Special Needs, Community Development and Public Services, and Economic Development report beneficiaries at or below 80% AMI.

**HOUSEHOLDS:** Public Services related to Homeownership Education and Home Purchase Assistance report households at or below 120% AMI.

**For this application, complete either the Persons column OR the Households column.**

**Persons 0%-30% AMI**

**Households 0-30%AMI**

35

**Persons 31%-50% AMI**

**Households 31%-50%AMI**

20

**Persons 51%-80%AMI**

**Households 51%-80%AMI**

15

**Persons 81%-120%AMI**

**Households 81%-120%AMI**

5

## D. Funding Request

Completed by salvarez@heausa.org on 2/26/2026 1:37 AM

Case Id: 16620

Name: Housing and Education Alliance, Inc. – Housing

Address: Virtual Zoom/Hybrid, ,

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### D. Funding Request

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Please provide the following information. Each question carries a weighted value, please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

**"Amount Required for Entire Project"** is the total cost of providing the service ("Total Amount of Other Funds" + CDBG grant funds = "Amount Required for Entire Project").

**"Total Amount of Other Funds"** - Typically applicants do not intend to use CDBG funds exclusively for the service they are proposing. They will more than likely fund a portion of their work with raised funds, donated funds, other grant funds, etc. Identify the amount of other funds that will be used to fund the service other than the CDBG funds.

**"Source of Other Funds (Include Amount for Each Source)"** is to identify the source(s) of the amount entered in "Total Amount of Other Funds" (e.g. County grant, small business loan, self-funded, etc.). Include the source(s) of other funds and the amount for each source.

#### D.1. Amount Required for Entire Project?

\$75,000.00

#### D.2. Does this project anticipate the use of funds or assistance from another Federal agency in addition to HUD?

No

#### D.3. Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply, the amounts sought, and the proposed use of those funds. (Enter detail into the table below; add an additional row for each funding source) (10 Points)

HEA is committed to leveraging diversified funding sources to sustain and expand the proposed activity. In addition to the requested CDBG funds, the agency will allocate \$25,000 in organizational operating funds to support counselor salaries, fringe benefits, administrative oversight, and direct program delivery costs. HEA will also pursue supplemental funding through private foundations and financial institutions to further expand outreach and enhance housing stability services for Clearwater residents. These additional funds will support credit improvement programming, post-purchase stabilization services, and disaster preparedness education. This diversified funding approach ensures program sustainability beyond the CDBG funding cycle and demonstrates HEA's financial commitment to the success of the proposed initiative.

Source of Other Funds	Funding Type:	Amount	If approved, Date of Award	If not approved, Date of anticipated announcement of award	Funds will apply towards: Example: Operating cost, Salary Support, Fringe, Direct Delivery Cost
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Housing and Education Alliance – Organizational Operating Funds	Private	\$25,000.00	M/d/yyyy	M/d/yyyy	Counselor salary support, fringe benefits, administrative oversight, and direct program delivery costs not covered by CDBG.
		\$25,000.00			

**D.4. Funding Request**

Description (Required)	Amount
Salary Support	\$35,000.00
Operating Expenses	\$15,000.00
	\$50,000.00

**D.5. Budget Narrative (be specific/detailed)(10 points)**

HUD-Approved Homebuyer Education, Mortgage Readiness Counseling, Credit Improvement Planning, Post-Purchase Stabilization Services, and Disaster Preparedness Education for Low- to Moderate-Income Clearwater Households (≤80% AMI). Amount: \$50,000

**D.6. Does your agency have sufficient cash reserves to pay for activity costs as they are incurred? (Funds are provided on a cost reimbursement basis.) (5 Points)**

Yes

**D.7. What is the impact to your proposed Activity if this project is not funded? (10 Points)**

If this project is not funded, HEA’s ability to deliver targeted HUD-approved Homebuyer Education and individualized housing counseling services specifically to low- to moderate-income households residing within the City of Clearwater will be significantly reduced. While HEA will continue to operate its broader housing counseling programs, the scale and intensity of services dedicated to Clearwater residents—particularly those at 0–30% and 31–50% AMI—would be limited. Without CDBG support, the agency would be unable to prioritize outreach, counseling hours, and structured post-purchase stabilization services for Clearwater’s most economically vulnerable households. Extremely low-income residents often require more intensive credit improvement planning, affordability analysis, and extended counseling engagement in order to achieve mortgage readiness. Reduced funding would result in fewer households served, longer timelines toward qualification, and diminished capacity to provide post-closing stabilization support designed to prevent early delinquency. Additionally, disaster preparedness education and housing resilience resources tailored for Clearwater residents would be scaled back, limiting proactive risk mitigation for homeowners in a region vulnerable to storm-related housing disruptions. While HEA remains financially stable and committed to its mission, the absence of CDBG funding would directly impact the number of Clearwater households served and reduce the depth of housing stabilization services provided to very-low and low-income residents. Funding through this program ensures expanded access, measurable outcomes, and sustained homeownership stability within the City.

**D.8. What will happen if this project is partially funded?**

If the proposed project is partially funded, HEA will adjust program scale proportionally while maintaining compliance, service quality, and measurable outcomes. The core components—HUD-approved Homebuyer Education and individualized housing counseling—will remain intact; however, the number of Clearwater households served would be reduced to align with available funding. A partial award would require scaling back targeted outreach efforts, reducing the number of counseling sessions available per participant, and limiting post-purchase stabilization follow-up services. Extremely low-income households (0–30% AMI), who often require more intensive counseling and credit

improvement engagement, may receive fewer extended counseling hours than originally projected. HEA will prioritize serving the lowest-income households first and will leverage organizational operating funds and private funding sources, when available, to mitigate service reductions. Administrative efficiency measures would be implemented to maximize direct service delivery within the adjusted funding level. While the overall impact of the program would be reduced in scope, HEA remains committed to delivering high-quality, HUD-compliant services and achieving measurable outcomes proportionate to the final award amount.

**D.9. Will you be requesting match funds from other jurisdictions? If so, will you be able to accomplish the proposed scope if those other funds are not awarded?**

HEA is not requesting match funds from other jurisdictions specifically for this proposed activity. While the organization maintains diversified funding sources across multiple programs and service areas, the Clearwater Housing Stability & Homeownership Initiative is not contingent upon funding approvals from other local governments. HEA has allocated internal organizational resources to supplement the requested CDBG funding and ensure program continuity. Therefore, if additional jurisdictional funds are not awarded, the proposed scope can still be implemented as described, with services delivered to the projected number of Clearwater households. The agency's established financial infrastructure and diversified funding strategy ensure operational stability independent of external jurisdictional match awards.

**D.10. Will your agency be able to start this project on October 1st?**

Yes

## E. Required Documents

Completed by salvarez@heausa.org on 2/28/2026 7:27 AM

Case Id: 16620

Name: Housing and Education Alliance, Inc. – Housing

Address: Virtual Zoom/Hybrid, ,

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### E. Required Documents

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**Articles of Incorporation \*Required**

Article of Incorporation.pdf

**Bylaws \*Required**

BY Laws HEA.pdf

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

List of Board of Directors.pdf

**Most Recent Audited Financials \*Required**

Most Recent Audited Financials.pdf

**IRS Non-Profit Exemption Determination Letter [\(Click to download sample\)](#) \*Required**

IRS Non-Profit Exemption Determination Letter.pdf

**Organizational Chart \*Required**

Organizational Chart March\_2025.pdf

**Other - Documentation to Support Answers in Application**

Other - Documentation to Support Answers in Application\_compressed.pdf

**Other - Single Audit (A-133), if applicable**

*\*\*No files uploaded*

**Resolution to Apply for Funding \*Required**

Resolution to Apply for Funding.pdf

**Résumé - Chief Executive Officer/President \*Required**

Résumé - Chief Executive Officer.pdf

**Résumé - Chief Financial Officer \*Required**

Résumé - Chief Financial Officer.pdf

**Résumé - Grant Administrator \*Required**

Résumé - Grant Administrator.pdf

**Consumer's Certificate of Exemption [\(Click to download sample\)](#) \*Required**

Consumer's Certificate of Exemption.pdf

**Proof of Insurance \*Required**

Proof of Insurance.PDF

**Form W-9 \*Required**

W9\_2024.pdf

**Policies and Procedures Related to the Activity \*Required**

Policies and Procedures Related to the Activity.pdf

**Blank Application/Intake Forms \*Required**

Blank Intake Form.pdf

## F. Submit

Completed by salvarez@heausa.org on 2/28/2026 7:27 AM

**Case Id:** 16620

**Name:** Housing and Education Alliance, Inc. – Housing

**Address:** Virtual Zoom/Hybrid, ,

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## F. Submit

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Please provide the following information.

**CERTIFICATION:** I hereby certify that the information contained in this application is accurate, that I am an authorized representative, approved by the Agency’s Board of Directors, to enter into this agreement, if approved, and to submit the application on behalf of my organization, and that the applicant will conduct the proposed activity in the location, time, and manner within the budget presented. I certify that the proposed activity addresses one of the priorities as contained in the current City of Clearwater Consolidated Planning Document and/or current SHIP Local Housing Assistance Plan.

I certify that the CDBG, HOME, SHIP and/or other funds will be used in the manner described and will be used only to reimburse those eligible costs described in the approved budget and any other type of funds presented in the budget will be obtained and used for the proposed project.

**Name/Title of Official Representative**

Sylvia A . Alvarez

**Signature of official representative**

Sylvia A. Alvarez

*Electronically signed by salvarez@heausa.org on 2/28/2026 7:27 AM*

# Program Overview

Completed by [candace.wiant@metromin.org](mailto:candace.wiant@metromin.org) on 2/23/2026 12:01 PM

**Case Id:** 16626

**Name:** Metropolitan Ministries - 2026/27

**Address:** The United Way Resource Center at North

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## Program Overview

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Please provide the following information.



City of Clearwater  
Public Service  
Application

Funding request minimum and maximum are **\$25,000 and \$50,000, respectively.**

If you have any questions, please reach out to Jessica Chueka at [Jessica.Chueka@MyClearwater.com](mailto:Jessica.Chueka@MyClearwater.com) or Dania Perez at [Dania.Perez@myclearwater.com](mailto:Dania.Perez@myclearwater.com)

**The deadline to submit a completed application is Wednesday, March 4, 2026, at 11:59 PM.**

This grant application is for nonprofit providers of public services to benefit the following:

- low-and moderate-income persons who reside within the city limits of Clearwater for activities under applicable program regulations.
- low- to moderate-income households, or businesses located in a low-to moderate-income area (whose owners qualify as low- to moderate-income or whose clientele qualify as same) within the city limits of Clearwater for activities under applicable program regulations.

Activities considered must address one or more of the following:

- Housing - Provide availability of, and access to, decent affordable housing for the residents of the City of Clearwater.
- Homelessness – Help to prevent and reduce homelessness within the City of Clearwater.
- Non-Homeless Special Needs – Expand the accessibility and coordination of social services to City of Clearwater special needs populations.
- Community Development and Public Services – Enhance the living environment for persons in low- and moderate-income areas through community development activities, public service programs, and elimination of blight.
- Economic Development – Support programs that create economic opportunities in the City of Clearwater,

particularly for persons of low- and moderate-income and in Neighborhood Revitalization Strategy Areas.

## A. Contact Information

Completed by candace.wiant@metromin.org on 3/3/2026 10:40 AM

**Case Id:** 16626

**Name:** Metropolitan Ministries - 2026/27

**Address:** The United Way Resource Center at North

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### A. Contact Information

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Please provide the following information.

#### CONTACT INFORMATION FOR GRANT ADMINISTRATION

**A.1. First Name**

Candace

**A.2. Last Name**

Wiant

**A.3. Title of Position**

Director of Grant Development

**A.4. Phone Number**

8132091256

**A.5. E-Mail Address**

candace.wiant@metromin.org

#### CONTACT INFORMATION OF PRIMARY INDIVIDUAL RESPONSIBLE FOR CONDUCTING PROPOSED ACTIVITY

**A.6. First Name**

Lauren

**A.7. Last Name**

Orendorf

**A.8. Title of Position**

Associate Director of NeighborHOPE Pinellas

**A.9. Phone Number**

7274362838

**A.10. E-Mail Address**

lauren.orendorf@metromin.org

#### CONTACT INFORMATION OF INDIVIDUAL RESPONSIBLE FOR REPORTING FINANCIAL/FISCAL ASPECTS OF THE PROPOSED ACTIVITY

**A.11. First Name**

Esther

Printed By: Dania Perez on 3/5/2026

**A.12. Last Name**

Matthew

**A.13. Title of Position**

Senior Director, Grant and Property Management

**A.14. Phone Number**

8132091293

**A.15. E-Mail Address**

esther.matthew@metromin.org

**CONTACT INFORMATION FOR INDIVIDUAL RESPONSIBLE FOR SUBMITTING MONTHLY DRAW REQUESTS**

**A.16. First Name**

Esther

**A.17. Last Name**

Matthew

**A.18. Title of Position**

Senior Director, Grant and Property Management

**A.19. Phone Number**

8132091293

**A.20. E-Mail Address**

esther.matthew@metromin.org

**AUTHORIZED SIGNER OF SUBRECIPIENT AGREEMENT (AUTHORIZED OFFICIAL)**

**A.21. First Name**

Christine

**A.22. Last Name**

Long

**A.23. Title of Position**

Executive Vice President & Chief Programs Officer

**A.24. E-Mail Address**

Christine.Long@metromin.org

## B. Organization Information

Completed by *candace.wiant@metromin.org* on 2/23/2026 12:18 PM

**Case Id:** 16626

**Name:** Metropolitan Ministries - 2026/27

**Address:** The United Way Resource Center at North

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## B. Organization Information

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Please provide the following information.

### B.1. Legal Name of Organization

Metropolitan Ministries, Inc.

### B.2. DBA (Doing Business As)

### B.3. Type of Agency

Private Nonprofit 501(c)(3)

### B.4. Physical Address of Organization

2002 North Florida Ave. Tampa, FL 33602

### B.5. Mailing Address of Organization

### B.6. Employer Identification Number (EIN/TIN)

591477007

### B.7. Unique Entity Identifier (UEI)

HJNGKYWTDKE5

**B.8. SAM.gov:** As a prospective Subrecipient applying for a subaward of federal funding, I understand that my organization is required to be registered in SAM before submitting its application; must provide a valid unique entity identifier (UEI) in its application; and must continue to maintain an active SAM registration with current information at all times during which it has an active Federal subaward or an application or plan under consideration. My organization's SAM registration is currently in ACTIVE status.

Yes

**B.9. Audited financials are required for all funded agencies; does your agency have audited financials for 2022 or 2023?**

Yes

**B.10. If your agency expended \$750,000 or more in federal funds in the last fiscal year, a single audit must be completed per 2 CFR 200 Subpart F. Is your agency subject to 2 CFR 200 Subpart F?**

Yes

## INSURANCE AND AUDIT INFORMATION

B.11. Minimum Insurance is required for all funded activities. Select each insurance instrument that your agency currently carries.

- General Liability- Bodily Injury (\$1,000,000/ per person/per occurrence)
- General Liability- Property Damage (\$100,000/per occurrence)
- Workers' Compensation (Per State of Florida Law)
- Flood Insurance if applicable
- Employee Fraud (Losses due to fraud/theft/physical damage)
- Professional Liability

## C. Project Information

Completed by candace.wiant@metromin.org on 3/4/2026 11:47 AM

**Case Id:** 16626

**Name:** Metropolitan Ministries - 2026/27

**Address:** The United Way Resource Center at North

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## C. Project Information

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Please provide the following information. Each question carries a weighted value, please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

### C.1. Needs Statement- Describe the need that relates to your mission and purpose. (5 points)

NeighborHOPE North Greenwood addresses the urgent needs of households experiencing poverty and family homelessness within the North Greenwood neighborhood of the City of Clearwater, located in Pinellas County, Florida. This community faces disproportionate economic hardship and housing instability driven by rising housing costs, limited incomes, and concentrated poverty. Across Pinellas County, housing costs continue to rise faster than wages, placing increasing pressure on low income households and elevating the risk of eviction and homelessness. HUD's 2025 Fair Market Rent for a two bedroom apartment in Pinellas County is \$1,978 per month, making stable housing unattainable for many low wage families. The National Low Income Housing Coalition reports that a worker earning Florida's \$13.00 minimum wage must work 96 hours per week to afford a modest one bedroom rental at Fair Market Rent. The impacts of housing instability extend to children and families; according to the Pinellas County HEAT/Prevention Office, as of February 2026, approximately 3,150 K 12 students in Pinellas County meet the McKinney-Vento definition of homeless. While these conditions affect households countywide, the need is even more acute in the North Greenwood neighborhood of Clearwater where NeighborHOPE North Greenwood is focused. The Florida Chamber's Opportunity Gap Map (referencing U.S. Census data), reports 1,527 youth living in poverty in North Greenwood, and 4,325 households fall below the Poverty and Asset Limited, Income Constrained, Employed (ALICE) threshold in the 33755 zip-code. Within Clearwater, poverty is concentrated in the North Greenwood Community Redevelopment Area (CRA), which encompasses 840.88 acres (1.31 square miles). At the neighborhood level, the demand for assistance is evident through daily program operations. The NeighborHOPE team receives approximately 20 calls per day from residents seeking support with shelter, housing, financial assistance, and workforce resources, reflecting persistent gaps in access to stabilizing services for families living in or at risk of homelessness. NeighborHOPE North Greenwood is designed to respond directly to these conditions by providing targeted, neighborhood based prevention and stabilization services. The program fills critical gaps in available resources and reduces the number of families who remain unserved by connecting households to coordinated supports that promote housing stability and self sufficiency. NeighborHOPE North Greenwood Case Managers use a holistic approach to address the complex needs of families facing hardship, connecting them to community resources related to education, health, mental health, childcare, financial wellness, and other factors affecting family well being. Additionally, an Employment & Vocational Case Manager integrates workforce services to help households increase income and work toward achieving a family sustaining wage, addressing the root causes of housing instability in the North Greenwood neighborhood.

### C.2. Which of the City of Clearwater 2020/2021 - 2024/2025 Consolidated Plan Goals does the proposed activity address? Descriptions of Consolidated Goals can be found [here](#)

Homelessness

**If Other, please explain**

### **C.3. Activity Type (10 Points)**

Ongoing

### **C.4. Activity Description (25 points)**

NeighborHOPE North Greenwood addresses needs of individuals experiencing poverty and homeless in Clearwater, FL. By partnering with local organizations, networking in the community, and bringing case management and workforce support services directly to neighbors in North Greenwood, NeighborHope helps residents stabilize, increase resources, income, and supports. Housing stabilization programs like NeighborHOPE are critical to preventing individuals from entering the homeless system and reducing strain on emergency shelters and crisis services. NeighborHOPE is a mobile case management program designed to prevent homelessness and promote self-sufficiency for individuals experiencing poverty or housing instability. The program delivers comprehensive, client-centered services including community navigation, case management, employment, adult education support, and financial assistance when needed. Services are provided at MM's Clearwater office (located at partner, United Way Resource Center North Greenwood), in the client's home, or at a location convenient to them. A dedicated Community Resource Case Manager (CRCM) carries a caseload of approximately 15 clients per quarter (40-60 annually) and provides weekly services for a 3-6 month period, depending on the needs and goals of the individual. The Case Manager uses the Arizona Self-Sufficiency Matrix (ASSM), a standardized, 5-point assessment tool that measures a household's stability and progress across 18+ domains, including housing, income, health, and education, to assess strengths and challenges. The Case Manager then collaborates with clients to create individualized self-sufficiency plans. For example, a family facing eviction co-creates a plan that includes rental assistance, job training referrals, and childcare resources. The Case Manager connects clients to resources for employment, education, health, mental health, childcare, and financial wellness. They also assist with applications for public benefits such as SNAP, TANF, and Medicaid. When necessary, the Case Manager facilitates financial assistance for rent or utilities and provides housing search support. Evidence-based practices (Critical Time Intervention, Motivational Interviewing, and Trauma-Informed Care) are used to reduce stress, address trauma, and build skills for sustaining permanent housing. Within the NeighborHOPE team structure, a Community Engagement Coordinator focuses on capacity building and partnerships which ultimately help families quickly access neighborhood resources. For example, seniors receive referrals to partner organizations verified through the Community Engagement Coordinator for transportation and healthcare, enabling them to maintain independence and stable housing. The Community Engagement Coordinator is responsible for establishing and maintaining relationships with partner organizations. MM's Employment and Vocational Case Manager helps clients overcome barriers such as low education attainment, limited work experience, and lack of childcare or transportation. For example, a client with past evictions and poor credit receives job readiness coaching, vocational training, and financial counseling to secure stable employment and housing. NeighborHOPE North Greenwood will serve approximately 90 households annually through system navigation and case management. By addressing immediate needs and providing long-term, holistic support, MM empowers individuals, families and seniors to achieve stability and self-sufficiency. Metropolitan Ministries is an active member of the Homeless Leadership Alliance of Pinellas and uses the county's HMIS (Homeless Management Information System) to document client services and track project outcomes. All project staff receive HMIS training prior to system access, and data quality is supported by a Data Report Manager and Data Quality Analyst. This project aligns with the Continuum of Care's approved housing approach, emphasizing prevention, diversion and access to resources within the local continuum of care. Services are delivered in the community and through virtual or phone-based options for households facing transportation barriers, with intensity tailored to each family's needs.

### **C.5. Identify the timeline for implementation of the proposed activity. (10 points)**

8/26-9/26 (Pre-Award): Update NeighborHOPE manual, policies and procedures to include any new grant requirements. Ensure that all staff have HMIS credentials and that they are trained on how to complete CDBG eligibility documents and timesheets as required by the grant. Conduct outreach activities to inform the community about the expanded services.

9/26 (Pre-Award) Recruit families experiencing homelessness/at risk of homelessness to participate in the case management program. 10/26: Schedule a Technical Assistance meeting with the City of Clearwater; execute contract; ensure all CDBG eligibility forms are in place and being utilized. Initiate grant year. Provide Arizona Self Sufficiency Matrix (ASSM) assessments for all households entering the case management program. Provide case management and financial assistance (if needed). Community Engagement Coordinator attends community events and meetings (HLA, and Clearwater Urban League, etc). Submit monthly billing and report to City of Clearwater. 11/26: Schedule and conduct a cross functional check-in meeting with NeighborHOPE North Greenwood team, program leadership, Data Manager, and grant management team to ensure all start up process are complete and grant program is fully operational. Make any updates or adjustments to program manual. Provide case management and financial assistance (if needed). Community Engagement Coordinator attends community events and meetings. Submit monthly billing and report to the City of Clearwater. 12/26: Conduct monthly cross-functional meeting to review data and ensure the project is on-track to achieving stated outcomes. Continue program adjustments or updates as needed. Provide case management and financial assistance (if needed). Attend community events and meetings. Goal at the end of the calendar year (12/31/26) is for each Case Manger to have a full caseload of 15 families. Submit monthly billing to City of Clearwater. 1/27: Conduct monthly cross-functional meeting. Complete internal audit. Provide case management and financial assistance (if needed). Attend community events and meetings. Provide ASSM assessments for all households exiting/entering the program. Submit monthly billing and report to the City of Clearwater. 2/27: Conduct monthly cross-functional meeting. Provide case management and financial assistance (if needed). Provide ASSM assessments for all households entering/exiting the program. Attend community events and meetings. Submit monthly billing and report to the City of Clearwater. 3/27: Conduct monthly cross-functional meeting. Provide case management and financial assistance (if needed). Provide ASSM assessments for all households entering/exiting the program. Attend community events and meetings. Submit monthly billing and report to the City of Clearwater. 4/27: Conduct monthly cross-functional meeting. Complete internal audit. Provide case management and financial assistance (if needed). Attend community events and meetings. Provide ASSM assessments for all households exiting/entering the program. 45 individuals (50% per CM) should be enrolled in case management by this point. Ensure numbers will be met or make plan for how proposed numbers will be met. Submit monthly billing and report to the City of Clearwater. 5/27: Conduct monthly cross-functional meeting. Provide case management and financial assistance (if needed). Provide ASSM assessments for all households entering/exiting the program. Attend community events and meetings. Submit monthly billing and report to the City of Clearwater. 6/27: Conduct monthly cross-functional meeting. Provide case management and financial assistance (if needed). Provide ASSM assessments for all households entering/exiting the program. Attend community events and meetings. Submit monthly billing and report to the City of Clearwater. 7/27: Conduct monthly cross-functional meeting. Complete quarterly internal audit. Provide case management and financial assistance (if needed). Provide ASSM assessments for all households entering/exiting the program. Attend community events and meetings. At least 80% of unduplicated households should be served at this point. Submit monthly billing and report to the City of Clearwater. 8/27: Conduct monthly cross-functional meeting. Provide case management and financial assistance (if needed). Provide ASSM assessments for all households entering/exiting the program. Attend community events and meetings. Submit monthly billing and report to the City of Clearwater. 9/27: Conduct monthly cross-functional meeting. Provide case management and financial assistance (if needed). Provide ASSM assessments for all households entering/exiting the program. Attend community events and meetings. 100% of unduplicated households should be served through case management (some may still be in the program and are preparing to exit in the coming month). Submit monthly billing and report to the City of Clearwater. Complete final quarterly internal audit. 10/27 (post award): Conduct cross-functional meeting to close out grant. Conduct close out activities, including final reimbursement and close out report.

**C.6. Describe your agency's experience and capacity in carrying out the proposed activity and meeting goals and objectives. (10 Points for experience and 10 points for capacity)**

Metropolitan Ministries (MM) has documented outcomes which demonstrate the organizational capacity to successfully

implement this project. MM serves more than 100,000 people annually across Tampa Bay and operates three campuses: Tampa, West Pasco and East Pasco - while providing community and home-based services throughout Hillsborough, Pasco and Pinellas counties. MM offers a comprehensive continuum of services including food and clothing assistance; emergency shelter; affordable housing; childcare; a partnership elementary school; adult education; employment services; health and wellness services; counseling; case management; and access to community resources. In FY25 MM prepared 357,810 meals serving Pinellas County Meal Sites. In Clearwater MM partners with Safe Harbor emergency homeless shelter, providing food boxes for families and low-income seniors as well as High Point Neighborhood Family Center, Mt. Olive AME, Willa Carson Health Resource, Bethany CME, and Mt. Zion UMC, providing prepared meals. Additionally, MM partners with Holy Cross Catholic Church in West Lealman. Through this partnership MM utilizes the Holy Cross Parish kitchen to facilitate MM's Culinary Arts Program, an intensive workforce development and employment training initiative designed to help individuals experiencing homelessness or housing instability gain marketable culinary skills and achieve long term self sufficiency. In Pinellas County, MM operates the Baldwin Family Shelter, which serves approximately 50 families with emergency shelter and support services annually. Baldwin Family Shelter Case Managers work with families on a weekly basis to create housing plans, provide support with goals, address barriers, and provide linkages to other supports for education, employment, counselling and wellness. The Baldwin Family Shelter also provides food and a central kitchen where families can cook their own meals. Families exiting from the Baldwin Family residence are able to move into one of the 10 Lealman Family Housing Units (based on availability) called "Kitchenettes" where they can access the same support services they received in emergency shelter, while paying a low rental fee (\$350/month) under a yearlong lease. This allows households to build credit and a positive rental history, furthering the goal of self-sufficiency. Approximately 10 families are served at Lealman Family Housing annually. Organization wide, in FY 25, MM achieved significant accomplishments including: 2.6 million meals served; 157,084 nights of safe shelter provided for children and their parents; 34,277 families receiving holiday assistance; 13,231 individuals served through our Family Support Centers; and 3,118 families were provided with rent and utility assistance. Additionally, 1,647 families benefited from shelter and community-based case management programs in three counties, and 93% of residential and community-based case management participants had not returned to homelessness 18 months after program exit. MM has extensive experience administering government grants, including 37 years with the Emergency Food and Shelter Program, 21 years with CDBG, and 8 years with Emergency Solutions Grants. Over the 2024-2025 Program Year, Pinellas County-wide, NeighborHOPE served 81 case management clients; provided 1,846 case management services; 448 prevention clients received financial assistance; 644 food boxes were distributed; 468 clothing and baby supplies were distributed; 1,454 hygiene supplies distributed; 180 back-to-school backpacks were distributed; 703 referral services provided and 164 gas/bus vouchers were provided. MM has the staffing, partnerships, and resources necessary to ensure successful implementation of NeighborHOPE North Greenwood. The team includes: .5 Full-Time-Employee (FTE) Associate Director of the NeighborHOPE Program, who provides strategic oversight and ensures compliance with grant requirements; 1.5 FTE Community Resource Case Managers (CRCMs), who deliver individualized case management and connect participants to housing, healthcare, and employment resources; a .5 FTE Employment and Vocational Case Manager (EVCN), who meets community needs for employment readiness and vocational support and develops employment and education goals with participants; and a .5 FTE Community Engagement Coordinator (CEC), who focuses on capacity building, system navigation, and community partnerships. MM maintains strong partnerships with local service providers, municipal agencies, nonprofit organizations, and faith-based groups to ensure comprehensive support and streamlined referrals. These collaborations expand our reach and foster community-driven solutions. MM's approach is grounded in cultural competence and trauma-informed care, ensuring services are delivered with sensitivity to the unique experiences of vulnerable populations. MM utilizes data-driven decision-making tools to monitor progress, identify trends, and inform continuous improvement strategies. Additionally, MM has access to a robust network of housing assistance programs, emergency services, and dedicated facilities supported by secure technology infrastructure to enhance program delivery and client engagement. Through this integrated approach, combining experienced staff, strong partnerships, essential resources, and a commitment to equity and evidence-based practices, we are confident in our ability to implement the program effectively and achieve

measurable outcomes for individuals experiencing homelessness. Clearwater Partnerships include: • United Way Resource Center at North Greenwood – Resource/referral partner and pop-up holiday site partner. • High Point Neighborhood Family Center – Resource/referral partner. • Ultimate Medical Academy – Resource/referral partner. • Clearwater Housing Authority – Resource/referral partner. MM conducts monthly cross-functional grant meetings to ensure projects remain on schedule and compliant. Performance data are reviewed to monitor progress toward outcomes, support course correction, and maintain data quality. Esther Mathew, Director, Grant Management, oversees grant administration and compliance. She has eight years of experience managing government, foundation, and corporate grants and has served at MM since 2014 in multiple roles. She is supported by dedicated grant managers and a data analyst. The grant management team conducts quarterly internal audits, works closely with program and finance teams to ensure compliance and timely reporting. MM maintains strong funder partnerships by proactively identifying issues and implementing corrective actions as needed. MM maintains rigorous fiscal oversight in accordance with Generally Accepted Accounting Principles (GAAP), with finances reviewed monthly by staff leadership and the Board’s finance and executive committees. MM’s financial statements are audited annually by an independent auditor. Written administrative policies and procedures guide operations, and MM’s financial system (Intacct) allows for clear segregation of costs by funding source, program, project, and Grant ID, ensuring accurate tracking and reporting of CDBG funds. Project implementation is supported by experienced leadership and staff. Christine Long, Executive Vice President and Chief Programs Officer provides overall leadership for MM’s programs, managing a \$40 million program budget and overseeing 200 employees. She has 30 years of service at MM, holds degrees in psychology from The University of South Florida and a master’s degree in Mental Health Counseling from Nova Southeastern University and serves on multiple local non-profit local boards and homeless coalitions. Karrie Roller, Senior Vice President of Programs, provides program oversight. And brings 30 years of experience in case management and services to families and children, including 21 years at MM. Dorcas Smith, Director of Community Case Management, oversees NeighborHOPE. Lauren Orendorf, Associate Director of NeighborHOPE Pinellas, is responsible for day-to-day program implementation and community engagement in North Greenwood. She visits, meets and learns about community needs through relationships with community service providers, neighborhood association leadership, local faith leaders, and neighborhood citizens to enhance knowledge and collaboration. She supervises both Community Resource Case Managers (CRCMs). She dedicates 50% of her time to this project. CRCMs Erma Boateng (full-time), and Gabriel Palmer (50% of time), deliver services. The CRSMs work in North Greenwood to prevent, divert or resolve homelessness for clients. They are the first point of contact for individuals facing eviction or those who are at risk of becoming homeless. NeighborHOPE North Greenwood’s full-time Case Manager Erma Boateng has 16 years of experience providing case management services to low-income families and has been working in Clearwater for over 11 years.

**C.7. How many years of experience does your organization have delivering the proposed activity or other activities that are similar in scope?**

NeighborHOPE started in Tampa in 2020 and expanded into Pinellas County in October 2022 after initially obtaining funding through Pinellas County’s Social Action Fund. MM is currently managing its fifth grant with the City of Clearwater to fund this program. For the completed City of Clearwater grants with contracts ending in 2023 and 2024, MM achieved all stated outcomes and fully expended all grant funds, demonstrating strong performance, fiscal stewardship, and compliance. With the City’s support, NeighborHOPE has expanded its reach and impact in North Greenwood.

**C.8. Service Area (Select all that apply)**

- [Downtown Gateway NRSA](#)
- [North Greenwood NRSA](#)

[Lake Bellevue NRSA](#)

[Citywide](#)

**C.9. Are you targeting one or more NRSAs?**

Yes

**C.10. If you answered Yes to question C.9 above, explain how you are targeting/making efforts to reach out to the NRSA(s).**

There are multiple avenues in which clients can access assistance through NeighborHOPE. Clients can be referred by community partners/agencies, internal departments, or directly by the family/individual in need. Program data from 2024-2025 reflects that clients connected to our services through the following efforts: Community Partner Referral: 55% Community Navigator: 18% Advertisement: 12% Unsure: 15%. NeighborHOPE services are also promoted through community partnerships. The United Way Resource Center North Greenwood serves as a satellite office, resource/referral partner, and pop-up holiday site partner. The High Point Neighborhood Family Center has provided direct assistance, education, & services to the High Point community since 1998. The High Point Neighborhood Family Center partners with MM as a resource/referral partner. The Ultimate Medical Academy (UMA) is a healthcare educational institution in Clearwater, MM works with UMA as a referral partner. The Clearwater Housing Authority is a public housing agency that has operated in the Clearwater community since 1941. MM refers clients to CLA for public housing and Housing Choice Voucher programs. MM is a member of Clearwater Urban Leadership Coalition, a group of 20+ service providers and individuals who assure that a spectrum of resources is available to the North Greenwood community. MM shares resources and services with the Coalition and supports them in working towards their goals. The NeighborHOPE team also attends local community meetings and events to engage the community. Additionally, Pinellas staff regularly attend Pinellas Homeless Leadership Alliance meetings, where they share available services and resources with other providers. Metropolitan Ministries currently provides services out of The United Way Resource Center (UWRC) at North Greenwood – 1310 North MLK Jr. Ave. Clearwater, FL 33755, with which an active MOU is in place. The Case Managers provide services at UWRC 3 days per week from 9am-4pm. The Case Managers also provide services virtually or in a location convenient to the family or households being served.

**C.11. Address of location where proposed Activity will occur.**

The United Way Resource Center at North Greenwood 1310 North MLK Jr. Ave. Clearwater, FL 33755

**C.12. Is the Address of Activity in question C.11 above located in one of the NRSAs?**

Yes

**C.13. If agency's office or facility is not located within the incorporated city limits of the City of Clearwater (Tax District CW, CWD, or CWDO), provide an explanation regarding how your agency's services benefit Clearwater's very-low to moderate-income residents.**

N/A

**C.14. Enter the number of unduplicated beneficiaries, by income, by persons, expected to be serviced by the activity proposed for Clearwater residents ONLY residing within CW, CWD, or CWDO.**

**PERSONS:** Public Services related to Homelessness, Non-Homeless Special Needs, Community Development and Public Services, and Economic Development report beneficiaries at or below 80% AMI.

**HOUSEHOLDS:** Public Services related to Homeownership Education and Home Purchase Assistance report households at or below 120% AMI.

**For this application, complete either the Persons column OR the Households column.**

**Persons 0%-30% AMI**

45

**Households 0-30%AMI**

**Persons 31%-50% AMI**

40

**Households 31%-50%AMI**

**Persons 51%-80%AMI**

5

**Households 51%-80%AMI**

**Persons 81%-120%AMI**

0

**Households 81%-120%AMI**

## D. Funding Request

Completed by candace.wiant@metromin.org on 3/4/2026 12:01 PM

Case Id: 16626

Name: Metropolitan Ministries - 2026/27

Address: The United Way Resource Center at North

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### D. Funding Request

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Please provide the following information. Each question carries a weighted value, please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

**"Amount Required for Entire Project"** is the total cost of providing the service ("Total Amount of Other Funds" + CDBG grant funds = "Amount Required for Entire Project").

**"Total Amount of Other Funds"** - Typically applicants do not intend to use CDBG funds exclusively for the service they are proposing. They will more than likely fund a portion of their work with raised funds, donated funds, other grant funds, etc. Identify the amount of other funds that will be used to fund the service other than the CDBG funds.

**"Source of Other Funds (Include Amount for Each Source)"** is to identify the source(s) of the amount entered in "Total Amount of Other Funds" (e.g. County grant, small business loan, self-funded, etc.). Include the source(s) of other funds and the amount for each source.

#### D.1. Amount Required for Entire Project?

\$211,227.00

#### D.2. Does this project anticipate the use of funds or assistance from another Federal agency in addition to HUD?

No

#### D.3. Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply, the amounts sought, and the proposed use of those funds. (Enter detail into the table below; add an additional row for each funding source) (10 Points)

MM maintains a diverse funding structure to ensure maximum impact and program sustainability, including direct mail, donor solicitation, fundraising events, in-kind donations, social enterprise, and grant applications. MM strategically enhances service delivery through partnerships with government agencies, local nonprofits, faith-based organizations, and businesses. These collaborations allow MM to match public dollars with private contributions, maximize the impact of every dollar, and ensure clients have access to a full continuum of care. For this program, MM has a pending application for \$20,000 in salary support from Transamerica, which has funded NeighborHOPE with salary support in previous years. Other potential funders include The Pinellas County Social Action Fund, the Pinellas Community Foundation and the Juvenile Welfare Board (if an RFP opens). MM maintains a donor base of over 39,000 individuals, foundations, and corporate partners. In 2025, MM received support from major corporate and foundation partners, including Lowe's Hometowns Grant, Hancock Whitney Foundation, SouthState Bank, and the Nursey Foundation. These grants funded capital improvements, program expansion, and direct services. MM's social enterprise initiatives—such as the Thrift Store, Café/Catering business, and Training Institute—generate additional unrestricted revenue and provide job training for clients. In 2025, MM leveraged 155,000 donated volunteer hours, valued at \$4.5 million, and received \$12.8 million in in-kind goods and services. These resources supplement cash funding and expand MM's capacity to deliver services efficiently and responsively. The Metropolitan Ministries

Foundation provides an additional financial safety net, maintaining reserve funds to ensure continuity of services during revenue shortfalls.

Source of Other Funds	Funding Type:	Amount	If approved, Date of Award	If not approved, Date of anticipated announcement of award	Funds will apply towards: Example: Operating cost, Salary Support, Fringe, Direct Delivery Cost
Transamerica	Private	\$20,000.00	M/d/yyyy	04/06/2026	Salaries
Donor Contributions	Private	\$141,227.00	M/d/yyyy	07/01/2026	Salaries & Benefits, Employment Client Assistance, Certification Expenses, Homeless Prevention Assistance, Travel/Milage
		\$161,227.00			

#### D.4. Funding Request

Description (Required)	Amount
Salary Support	\$45,000.00
Operating Expenses	\$5,000.00
	\$50,000.00

#### D.5. Budget Narrative (be specific/detailed)(10 points)

There are 1.5 FTE Community Resource Case Managers (CRCMs) for North Greenwood NeighborHOPE. The CRCMs maintain the program caseloads and are responsible for providing case management and resources for housing, childcare, facilitating financial assistance, etc. One CRCM salary is calculated at \$45,989 (full-time), and the other at \$23,060 (.5). 1.5 CRCM salaries are included in the North Greenwood NeighborHOPE budget. MM is requesting \$45,000 in CDBG funds to support one CRCM position for PY26-27. The Employment and Vocational Case Manager provides employment and education case management to North Greenwood residents for 20 hours/week. 50% of their salary (\$23,053) is included in the North Greenwood NeighborHOPE budget. The NeighborHOPE Community Engagement Coordinator is a full-time position funded at \$45,000. The Community Engagement Coordinator is located in North Greenwood 50% of the time to help build partnerships, grow collaborative efforts, and expand community relationships to increase the productivity, effectiveness, and scope of the program. 50% of their salary (\$22,50) is included in the North Greenwood NeighborHOPE budget. The Associate Director of NeighborHOPE dedicates 50% of their time (\$29,013) to North Greenwood. They supervise the Community Resource Case Managers and Community Engagement Coordinator and build community partnerships for 20 hours/week. The Sr. Director of Community Case Management spends 25% of their time (\$19,850), managing the North Greenwood NeighborHOPE. This role has overall responsibility for the implementation and growth of North Greenwood NeighborHOPE and works 10 hours/week for the program. Benefits for all salaried positions are included in this budget (\$19,850). Benefits are calculated at 18% and include: FICA at 7.4% of total salaries, unemployment compensation at 0.17% of total salaries, worker's compensation at .97% of total salaries, retirement at 1.88%, and health/life insurance at 8% of total salaries. Employment Client Assistance (\$10,000) is allocated to assist clients with funds towards gaining employment including bus passes and uber gift cards and funds for uniforms and shoes (\$150/person). MM is requesting \$5,000 in CDBG funds to support Employment Client Assistance for PY26-27. Homeless Prevention Assistance (\$12,500) is allocated as

financial assistance for rent or utilities to keep families in housing. Travel costs cover annual milage estimates (\$3,938) for three staff to travel between resource partner sites.

**D.6. Does your agency have sufficient cash reserves to pay for activity costs as they are incurred? (Funds are provided on a cost reimbursement basis.) (5 Points)**

Yes

**D.7. What is the impact to your proposed Activity if this project is not funded? (10 Points)**

If the NeighborHOPE North Greenwood project is not funded, MM will utilize individual donor contributions (the position we are requesting funding for is core to our program) and will continue to seek funding to implement the program. Without CDBG funding, MM may not be able to offset costs that allow for future program expansion in the area.

**D.8. What will happen if this project is partially funded?**

If the NeighborHOPE North Greenwood project is partially funded, MM will operate the program on a smaller scale and will serve a reduced number of people. However, MM will continue seeking funding to implement the program at full scale.

**D.9. Will you be requesting match funds from other jurisdictions? If so, will you be able to accomplish the proposed scope if those other funds are not awarded?**

No, we will not request funds from other jurisdictions.

**D.10. Will your agency be able to start this project on October 1st?**

Yes

## E. Required Documents

Completed by [candace.wiant@metromin.org](mailto:candace.wiant@metromin.org) on 3/4/2026 12:12 PM

Case Id: 16626

Name: Metropolitan Ministries - 2026/27

Address: The United Way Resource Center at North

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## E. Required Documents

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**Articles of Incorporation \*Required**

Articles of Incorporation complete doc.pdf

**Bylaws \*Required**

MMI Amended & Restated By Laws - September 2019 Draft - Clean.pdf

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

BOD List.pdf

**Most Recent Audited Financials \*Required**

Metropolitan Ministries, Inc. and Affiliates - Financial Statement 2025.pdf

**IRS Non-Profit Exemption Determination Letter [\(Click to download sample\)](#) \*Required**

MMI IRS Exempt Status Letter 11-17-23 - Copy.pdf

**Organizational Chart \*Required**

NH Org Chart 2026\_.pdf

**Other - Documentation to Support Answers in Application**

*\*\*No files uploaded*

Printed By: Dania Perez on 3/5/2026

**Other - Single Audit (A-133), if applicable**

Metropolitan Ministries, Inc. and Affiliates - Financial Statement 2025.pdf

**Resolution to Apply for Funding \*Required**

2026 Board Resolution\_signed.pdf

**Résumé - Chief Executive Officer/President \*Required**

Dr. Sarah Combs Resume 2025 - 2.17.25 MM.pdf

**Résumé - Chief Financial Officer \*Required**

S\_Wagner\_resume\_2021\_updated for PTI.pdf

**Résumé - Grant Administrator \*Required**

Esther\_Mathew\_Resume.pdf

**Consumer's Certificate of Exemption ([Click to download sample](#)) \*Required**

Tax exempt 24-29.pdf

**Proof of Insurance \*Required**

2025 Met Min Insurance.pdf

**Form W-9 \*Required**

MMI W-9 2024.pdf

**Policies and Procedures Related to the Activity \*Required**

NH PROGRAM GUIDELINES & PROCEDURES.pdf

**Blank Application/Intake Forms \*Required**

NH Case Mgmt Files Binder 2026.pdf

## F. Submit

Completed by candace.wiant@metromin.org on 3/4/2026 12:19 PM

**Case Id:** 16626

**Name:** Metropolitan Ministries - 2026/27

**Address:** The United Way Resource Center at North

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## F. Submit

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Please provide the following information.

**CERTIFICATION:** I hereby certify that the information contained in this application is accurate, that I am an authorized representative, approved by the Agency's Board of Directors, to enter into this agreement, if approved, and to submit the application on behalf of my organization, and that the applicant will conduct the proposed activity in the location, time, and manner within the budget presented. I certify that the proposed activity addresses one of the priorities as contained in the current City of Clearwater Consolidated Planning Document and/or current SHIP Local Housing Assistance Plan.

I certify that the CDBG, HOME, SHIP and/or other funds will be used in the manner described and will be used only to reimburse those eligible costs described in the approved budget and any other type of funds presented in the budget will be obtained and used for the proposed project.

**Name/Title of Official Representative**

Christine Long, Executive VP and Chief Programs Officer

**Signature of official representative**

Christine Long

*Electronically signed by candace.wiant@metromin.org on 3/4/2026 12:14 PM*

## Program Overview

Completed by [belinda.becton-mcabee@hopevillagesofamerica.org](mailto:belinda.becton-mcabee@hopevillagesofamerica.org)  
on 3/2/2026 12:21 PM

**Case Id:** 16633

**Name:** HVA Abuse Services - Supervisor of Case

**Address:** Undisclosed to protect the Domestic Violence

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### Program Overview

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Please provide the following information.



City of Clearwater  
Public Service  
Application

Funding request minimum and maximum are **\$25,000 and \$50,000, respectively.**

If you have any questions, please reach out to Jessica Chueka at [Jessica.Chueka@MyClearwater.com](mailto:Jessica.Chueka@MyClearwater.com) or Dania Perez at [Dania.Perez@myclearwater.com](mailto:Dania.Perez@myclearwater.com)

**The deadline to submit a completed application is Wednesday, March 4, 2026, at 11:59 PM.**

This grant application is for nonprofit providers of public services to benefit the following:

- low-and moderate-income persons who reside within the city limits of Clearwater for activities under applicable program regulations.
- low- to moderate-income households, or businesses located in a low-to moderate-income area (whose owners qualify as low- to moderate-income or whose clientele qualify as same) within the city limits of Clearwater for activities under applicable program regulations.

Activities considered must address one or more of the following:

- Housing - Provide availability of, and access to, decent affordable housing for the residents of the City of Clearwater.
- Homelessness – Help to prevent and reduce homelessness within the City of Clearwater.
- Non-Homeless Special Needs – Expand the accessibility and coordination of social services to City of Clearwater special needs populations.
- Community Development and Public Services – Enhance the living environment for persons in low- and moderate-income areas through community development activities, public service programs, and elimination of blight.
- Economic Development – Support programs that create economic opportunities in the City of Clearwater,

particularly for persons of low- and moderate-income and in Neighborhood Revitalization Strategy Areas.

## A. Contact Information

Completed by [belinda.becton-mcabee@hopevillagesofamerica.org](mailto:belinda.becton-mcabee@hopevillagesofamerica.org)  
on 2/27/2026 12:16 PM

**Case Id:** 16633

**Name:** HVA Abuse Services - Supervisor of Case

**Address:** Undisclosed to protect the Domestic Violence

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## A. Contact Information

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Please provide the following information.

### CONTACT INFORMATION FOR GRANT ADMINISTRATION

**A.1. First Name**

Melinda

**A.2. Last Name**

Perry

**A.3. Title of Position**

Chief Operating Officer

**A.4. Phone Number**

7275843528408

**A.5. E-Mail Address**

[melinda.perry@hopevillagesofamerica.org](mailto:melinda.perry@hopevillagesofamerica.org)

### CONTACT INFORMATION OF PRIMARY INDIVIDUAL RESPONSIBLE FOR CONDUCTING PROPOSED ACTIVITY

**A.6. First Name**

Kelly

**A.7. Last Name**

Batsford

**A.8. Title of Position**

Director of Program Services

**A.9. Phone Number**

7274412029202

**A.10. E-Mail Address**

[Kelly.batsford@hopevillagesofamerica.org](mailto:Kelly.batsford@hopevillagesofamerica.org)

### CONTACT INFORMATION OF INDIVIDUAL RESPONSIBLE FOR REPORTING FINANCIAL/FISCAL ASPECTS OF THE PROPOSED ACTIVITY

**A.11. First Name**

Daryll

Printed By: Dania Perez on 3/5/2026

**A.12. Last Name**

Adsit

**A.13. Title of Position**

Director of Finance

**A.14. Phone Number**

7273014822

**A.15. E-Mail Address**

daryll.adsit@hopevillagesofamerica.org

**CONTACT INFORMATION FOR INDIVIDUAL RESPONSIBLE FOR SUBMITTING MONTHLY DRAW REQUESTS**

**A.16. First Name**

Daryll

**A.17. Last Name**

Adsit

**A.18. Title of Position**

Director of Finance

**A.19. Phone Number**

7273014822

**A.20. E-Mail Address**

daryll.adsit@hopevillagesofamerica.org

**AUTHORIZED SIGNER OF SUBRECIPIENT AGREEMENT (AUTHORIZED OFFICIAL)**

**A.21. First Name**

Nick

**A.22. Last Name**

DiCeglie

**A.23. Title of Position**

President & Chief Executive Officer

**A.24. E-Mail Address**

nick.diceglie@HopeVillagesofAmerica.org

## B. Organization Information

Completed by [belinda.becton-mcabee@hopevillagesofamerica.org](mailto:belinda.becton-mcabee@hopevillagesofamerica.org)  
on 2/27/2026 12:18 PM

Case Id: 16633

Name: HVA Abuse Services - Supervisor of Case

Address: Undisclosed to protect the Domestic Violence

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## B. Organization Information

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Please provide the following information.

### B.1. Legal Name of Organization

HOPE VILLAGES OF AMERICA INC

### B.2. DBA (Doing Business As)

HOPE VILLAGES OF AMERICA INC

### B.3. Type of Agency

Private Nonprofit 501(c)(3)

### B.4. Physical Address of Organization

503 S MARTIN LUTHER KING JR AVE Clearwater, FL 33756

### B.5. Mailing Address of Organization

503 S MARTIN LUTHER KING JR AVE Clearwater, FL 33756

### B.6. Employer Identification Number (EIN/TIN)

59-1309186

### B.7. Unique Entity Identifier (UEI)

TS79VPGHH6H6

**B.8. SAM.gov:** As a prospective Subrecipient applying for a subaward of federal funding, I understand that my organization is required to be registered in SAM before submitting its application; must provide a valid unique entity identifier (UEI) in its application; and must continue to maintain an active SAM registration with current information at all times during which it has an active Federal subaward or an application or plan under consideration. My organization's SAM registration is currently in ACTIVE status.

Yes

**B.9. Audited financials are required for all funded agencies; does your agency have audited financials for 2022 or 2023?**

Yes

**B.10. If your agency expended \$750,000 or more in federal funds in the last fiscal year, a single audit must be completed per 2 CFR 200 Subpart F. Is your agency subject to 2 CFR 200 Subpart F?**

Yes

## INSURANCE AND AUDIT INFORMATION

B.11. Minimum Insurance is required for all funded activities. Select each insurance instrument that your agency currently carries.

- General Liability- Bodily Injury (\$1,000,000/ per person/per occurrence)
- General Liability- Property Damage (\$100,000/per occurrence)
- Workers' Compensation (Per State of Florida Law)
- Flood Insurance if applicable
- Employee Fraud (Losses due to fraud/theft/physical damage)
- Professional Liability

## C. Project Information

Completed by [belinda.becton-mcabee@hopevillagesofamerica.org](mailto:belinda.becton-mcabee@hopevillagesofamerica.org)  
on 3/2/2026 12:09 PM

**Case Id:** 16633

**Name:** HVA Abuse Services - Supervisor of Case

**Address:** Undisclosed to protect the Domestic Violence

---

## C. Project Information

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Please provide the following information. Each question carries a weighted value, please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

### C.1. Needs Statement- Describe the need that relates to your mission and purpose. (5 points)

Hope Villages of America's (HVA) mission is to empower individuals and families to build brighter futures by providing safety, nourishment, and stability. For survivors of domestic violence, safety can be shattered in an instant—and without professional intervention, homelessness often follows quickly. Strengthening supervisory oversight directly advances this mission while aligning with the City of Clearwater's CDBG priority to prevent and reduce homelessness among low- and moderate-income (LMI) residents. The Local Crisis - Violence and Displacement Domestic violence is a leading driver of housing instability. According to the Florida Department of Children and Families (DCF) 2024 Annual Report, over 12,500 individuals required emergency domestic violence shelter statewide last year, with children comprising 47% of those served. Locally, the 2024 Pinellas County Point-in-Time Count reported an 86% increase in unsheltered homelessness (509 additional individuals), with domestic violence recognized as a core factor driving families into the system. While the PIT does not publish a standalone percentage for domestic violence as a cause of homelessness, Continuum of Care planning documents and emergency shelter utilization patterns consistently confirm that abuse is a major contributor to family displacement. Survivors fleeing violence often lose simultaneous access to housing, employment, transportation, and financial resources controlled by the abuser. Without rapid, coordinated support, many enter the homelessness system—a pattern reflected in rising unsheltered counts and growing demand for stabilization services. This crisis exists within Clearwater's city limits. In 2025: HVA Domestic Violence Emergency Shelter: 38 Clearwater residents (16% of shelter occupants) were housed. HVA Outreach Center Support: 182 Clearwater residents (26% of participants) received advocacy and services. These are parents and children arriving in crisis, often having lost access to bank accounts and employment due to an abuser's control. Without professionally supervised case management, these families face a high risk of prolonged homelessness or returning to unsafe environments simply because a clear path to safety does not exist. Role of the Supervisor of Case Management The Supervisor of Case Management ensures crisis intervention translates into long-term stability by providing: Immediate Safety: Overseeing safety planning and HUD-compliant intake during the critical first 24–48 hours. Expert Coordination: Navigating complex housing barriers and legal advocacy to ensure no family falls through the cracks. Fiscal Accountability: Maintaining rigorous documentation and verifying LMI income eligibility for Clearwater's most vulnerable residents. Funding this role safeguards the City's investment in households by preventing avoidable homelessness, reducing repeat shelter entries, and improving housing outcomes for Clearwater families. This activity directly advances the City's Homelessness Goal by addressing the precise intersection of domestic violence and housing loss—ensuring that when a family loses safety, Clearwater provides a structured, professional path back to a stable home.

### C.2. Which of the City of Clearwater 2020/2021 - 2024/2025 Consolidated Plan Goals does the proposed activity address? Descriptions of Consolidated Goals can be found [here](#)

Homelessness

**If Other, please explain**

### **C.3. Activity Type (10 Points)**

Ongoing

### **C.4. Activity Description (25 points)**

Hope Villages of America (HVA) requests \$27,000 for the Abuse Services Supervisor of Case Management. This role directly supports the City of Clearwater's Consolidated Plan priority to prevent and reduce homelessness while promoting suitable living environments for low- and moderate-income (LMI) households. National Objective: This activity fulfills the National Objective of Benefit to LMI Persons (Limited Clientele) per 24 CFR 570.208(a)(2). As survivors of domestic violence are a HUD-recognized Presumed Benefit population, they are acknowledged as LMI. For administrative transparency, HVA conducts income verification via survivor self-identification at intake, ensuring eligibility documentation is audit-ready without creating barriers for those in immediate crisis. Scope and Implementation: When a resident flees violence, the sudden loss of housing and financial control is paralyzing. The Supervisor provides the oversight necessary to ensure families move toward stability rather than entering a cycle of homelessness. This position manages two Case Managers and directly oversees the care of at least 40 Clearwater residents through:

- Timely Intervention: Finalizing safety and individualized service plans within the critical 24–48-hour window of entry.
- Housing Stability: Supervising landlord engagement, legal advocacy, and permanent housing navigation to mitigate eviction risks.
- Integrated Support: Coordinating access to mental health services and economic supports to address the root causes of instability.
- Compliance Oversight: Conducting file reviews to maintain accurate documentation and outcome tracking in alignment with CDBG standards.

Expected Outcomes: The Supervisor ensures accountability and measurable impact. At least 85% of Clearwater residents served (34 of 40) will demonstrate substantial progress toward their stabilization goals. This investment reduces the likelihood of repeat victimization and prolonged homelessness when the quality of supportive services is strengthened. This funding will also enhance the security of Clearwater's LMI neighborhoods and ensure a more stable, suitable living environment for all residents.

### **C.5. Identify the timeline for implementation of the proposed activity. (10 points)**

The Abuse Services Supervisor of Case Management position is currently active and fully integrated within HVA's Abuse Services Division. Upon the City's program year start date of October 1, 2026, CDBG-supported activities will continue without interruption. Because domestic violence crises occur without warning, services are delivered on a rolling basis to ensure immediate safety and stabilization for Clearwater residents.

Intake & Stabilization (Ongoing) Within 24–48 Hours: The Supervisor oversees crisis intake, safety planning, and documentation of HUD Presumed Benefit status to ensure immediate CDBG compliance. Weekly: Case staffing meetings are conducted to review stabilization plans, coordinate housing navigation, and address specific barriers to housing stability. Monthly: Structured file reviews ensure compliance with 24 CFR 570 documentation standards and City reporting requirements. Performance data is monitored to ensure participants are moving toward established benchmarks.

Performance Monitoring (Quarterly) Q1 (Oct–Dec): Baseline review of Clearwater cases and initial CDBG reimbursement request. Q2 (Jan–Mar): Mid-year progress evaluation toward the goal that at least 85% of participants (34 Clearwater residents) will meet at least 80% of their treatment plan. Q3 (Apr–Jun): Housing outcome assessment and review to ensure the project is on track to serve at least 40 Clearwater residents. Q4 (Jul–Sep): Final outcome tracking, impact analysis, and preparation of year-end data for City reporting.

Completion – September 30, 2027 Final internal evaluation and fiscal reconciliation will document the impact of supervisory oversight on housing stability and homelessness prevention for low- and moderate-income Clearwater residents.

### **C.6. Describe your agency's experience and capacity in carrying out the proposed activity and meeting goals and objectives. (10 Points for experience and 10 points for capacity)**

Organizational Experience Hope Villages of America (HVA) has been part of the Clearwater community since its inception

in 1967. Originally established to address food insecurity and emergency needs, HVA has evolved into a comprehensive provider of housing stabilization and safety services. • A Legacy of Stabilization: Our history includes decades of managing complex residential programs, such as Grace House (1995–2022), where 70% of participating families successfully transitioned to stable housing and economic independence. This deep institutional knowledge directly informs our current case management strategies. • Local Impact & Advocacy: HVA has successfully integrated its services into the local justice systems, with advocates in the local courts. Our effectiveness was demonstrated by the fact that, in 2025, 100% of shelter residents (staying over 72 hours) exited with a formal safety plan, 85% of children were assessed for trauma-related needs. Organizational Capacity HVA maintains the leadership, fiscal controls, and service infrastructure necessary to administer CDBG funding in full compliance with 24 CFR 570. • Professional Leadership and staffing: The Vice President of Abuse Services brings 18 years of experience in domestic violence response and public grant management. Agency-wide oversight is provided by the Chief Operating Officer to ensure contract accountability. Our agency employs 42 staff members; 26 of whom are dedicated to assisting domestic violence survivors. • Fiscal Management & Integrity: Our dedicated fiscal department utilizes a "Results First" philosophy, ensuring every dollar is backed by data-driven strategies. We maintain: o Audited financial statements and strict segregation of duties. o Documented cost-allocation procedures and time-and-effort tracking for federal reimbursements. • HUD Compliance (Presumed Benefit): We are well-versed in HUD's "Presumed Benefit" status for domestic violence survivors. To ensure "audit-ready" files for the City, our Supervisor of Case Management oversees a low-barrier intake process that captures self-identified income to confirm LMI status while respecting the survivor's immediate safety needs. • Service Accessibility: Our emergency shelter is fully ADA compliant, and we offer comprehensive bilingual services (English/Spanish). We utilize language interpretation services to ensure that no Clearwater resident is denied safety due to a language barrier. History of Performance: Our programs are routinely monitored by the Juvenile Welfare Board (JWB), the Department of Children and Families (DCF), and VOCA grantors. HVA consistently receives high ratings for compliance and performance, reflecting our ability to meet stringent federal and state outcome benchmarks.

**C.7. How many years of experience does your organization have delivering the proposed activity or other activities that are similar in scope?**

Hope Villages of America (HVA) has 45 years of direct experience delivering the proposed activity and specialized domestic violence services. While HVA began a broader community mission in 1967, its dedicated Abuse Services division has a history of providing high-level intervention and case management in Clearwater: • A Certified Legacy (1980–Present): HVA opened its first domestic violence shelter in 1980. Since 2002, these essential services have been centralized at our current campus in Clearwater. Today, it remains one of only two state-certified shelters in Pinellas County. Our Abuse Services Division currently serves more than 700 survivors and children annually. • Comprehensive Continuum of Care: Our Abuse Services division—comprising the Domestic Violence Emergency Shelter and the Outreach Center—partners with the Florida Partnership to End Domestic Violence to provide a 24-hour hotline, youth programs, and community advocacy. This established framework ensures that both residents and non-residents receive seamless support. 2025 outcomes demonstrate measurable effectiveness: • 164 adults and 71 children safely housed in emergency shelter • 601 individuals served through outreach and advocacy • 100% of shelter residents exiting after 72 hours left with a formal safety plan • 85% of children served (60 of 71) were assessed for trauma-related needs This supervisor role brings together everything learned over the last forty years. It ensures that every person walking through our doors receives the same high standard of care, with the professional oversight needed to help them move from a moment of crisis to a lifetime of safety.

**C.8. Service Area (Select all that apply)**



[Downtown Gateway NRSA](#)

[North Greenwood NRSA](#)

[Lake Bellevue NRSA](#)

[Citywide](#)

**C.9. Are you targeting one or more NRSAs?**

Yes

**C.10. If you answered Yes to question C.9 above, explain how you are targeting/making efforts to reach out to the NRSA(s).**

HVA conducts targeted outreach in designated Neighborhood Revitalization Strategy Areas through partnerships with the Clearwater Police Department, healthcare providers, schools, and community-based organizations serving residents in these neighborhoods. Referrals are accepted from agencies operating within NRSAs to ensure residents experiencing domestic violence are connected to safety planning and housing stabilization services. Community education workshops, including Domestic Violence 101 and Teen Dating Violence Awareness programming, are delivered in locations accessible to NRSA residents.

**C.11. Address of location where proposed Activity will occur.**

Undisclosed to protect the Domestic Violence survivors

**C.12. Is the Address of Activity in question C.11 above located in one of the NRSAs?**

Yes

**C.13. If agency's office or facility is not located within the incorporated city limits of the City of Clearwater (Tax District CW, CWD, or CWDO), provide an explanation regarding how your agency's services benefit Clearwater's very-low to moderate-income residents.**

N/A

**C.14. Enter the number of unduplicated beneficiaries, by income, by persons, expected to be serviced by the activity proposed for Clearwater residents ONLY residing within CW, CWD, or CWDO.**

**PERSONS:** Public Services related to Homelessness, Non-Homeless Special Needs, Community Development and Public Services, and Economic Development report beneficiaries at or below 80% AMI.

**HOUSEHOLDS:** Public Services related to Homeownership Education and Home Purchase Assistance report households at or below 120% AMI.

**For this application, complete either the Persons column OR the Households column.**

**Persons 0%-30% AMI**

30

**Households 0-30%AMI**

**Persons 31%-50% AMI**

10

**Households 31%-50%AMI**

**Persons 51%-80%AMI**

**Households 51%-80%AMI**

**Persons 81%-120%AMI**

**Households 81%-120%AMI**

## D. Funding Request

Completed by [belinda.becton-mcabee@hopevillagesofamerica.org](mailto:belinda.becton-mcabee@hopevillagesofamerica.org)  
on 3/2/2026 12:20 PM

**Case Id:** 16633

**Name:** HVA Abuse Services - Supervisor of Case

**Address:** Undisclosed to protect the Domestic Violence

---

## D. Funding Request

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Please provide the following information. Each question carries a weighted value, please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

**"Amount Required for Entire Project"** is the total cost of providing the service ("Total Amount of Other Funds" + CDBG grant funds = "Amount Required for Entire Project").

**"Total Amount of Other Funds"** - Typically applicants do not intend to use CDBG funds exclusively for the service they are proposing. They will more than likely fund a portion of their work with raised funds, donated funds, other grant funds, etc. Identify the amount of other funds that will be used to fund the service other than the CDBG funds.

**"Source of Other Funds (Include Amount for Each Source)"** is to identify the source(s) of the amount entered in "Total Amount of Other Funds" (e.g. County grant, small business loan, self-funded, etc.). Include the source(s) of other funds and the amount for each source.

### D.1. Amount Required for Entire Project?

\$917,997.00

### D.2. Does this project anticipate the use of funds or assistance from another Federal agency in addition to HUD?

No

### D.3. Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply, the amounts sought, and the proposed use of those funds. (Enter detail into the table below; add an additional row for each funding source) (10 Points)

Hope Villages of America maintains a diversified funding base to ensure the long-term sustainability of the Abuse Services Division and to reduce reliance on any single funding source. The Division is currently supported through:

- Florida Department of Children and Families (DCF) – State-certified domestic violence shelter funding (core shelter operations and crisis response)
- Federal Victims of Crime Act (VOCA) Funding – Victim advocacy and case management services
- \* Pinellas County - Funds Operation expenses
- Private Foundation Grants – Targeted funding for senior services, housing support, and trauma-informed care
- Individual Contributions & Corporate Giving – Unrestricted support for service continuity
- In-Kind Contributions – Food, hygiene supplies, and professional services

Funds secured through these sources support direct shelter operations, advocacy staffing, housing assistance, children’s programming, and supportive services. CDBG funds specifically strengthen supervisory oversight and quality assurance to ensure Clearwater residents receive consistent, compliant, and outcome-driven services. HVA will continue pursuing renewal funding from DCF and VOCA, as well as new applications to regional and national private foundations focused on homelessness prevention, housing stability, and victim services. Annual supplemental funding efforts range from \$25,000 to \$150,000 per source, depending on the opportunity

Source of Other Funds	Funding Type:	Amount	If approved, Date of Award	If not approved, Date of anticipated announcement of award	Funds will apply towards: Example: Operating cost, Salary Support, Fringe, Direct Delivery Cost
Department of Children & Families	State	\$40,000.00	03/08/2024	M/d/yyyy	50% of Position Salary, Fringe
Department of Children and Families	State	\$458,343.00	03/08/2024	M/d/yyyy	Salary, Fringe, Operations, Participant Expense
Victims of Crime Act	Federal	\$65,521.00	M/d/yyyy	09/01/2026	Salary, Fringe
Pinellas Health and Human Services	Private	\$33,747.00	M/d/yyyy	09/01/2026	Operations
Juvenile Welfare Board	Private	\$206,859.00	M/d/yyyy	08/01/2026	Salary, Fringe, Operations
Fundraising	Private	\$38,527.00	M/d/yyyy	M/d/yyyy	Operations
Pinellas County CDBG	Federal	\$75,000.00	M/d/yyyy	09/01/2026	Operations
		\$917,997.00			

**D.4. Funding Request**

Description (Required)	Amount
Salary Support	\$27,000.00
	\$27,000.00

**D.5. Budget Narrative (be specific/detailed)(10 points)**

CDBG funds will support the eligible personnel costs for the Abuse Services Supervisor of Case Management. This funding ensures every Clearwater survivor is supported by a professionally supervised team dedicated to their safety and recovery. Funding Breakdown and Leverage: Proportional Funding: The requested \$27,000 covers approximately 50% of the Supervisor’s salary and fringe benefits. While this position is currently supported by DCF funds, HVA is proactively securing this CDBG partnership to offset projected state funding reductions in 2027. This ensures that supervisory capacity remains stable for Clearwater residents despite shifts in the broader funding landscape. Strong Leverage: The annual operating budget for the HVA Domestic Violence Emergency Shelter is \$917,997. This CDBG request represents approximately 3% of the total program cost. By funding this position, the City leverages nearly \$900,000 in existing resources—including shelter operations, crisis hotlines, and legal advocacy—to ensure its residents receive high-quality, supervised support. Fiscal Accountability: To ensure every dollar is used responsibly, all personnel costs charged to this grant will be evidence-based and supported by detailed time-and-effort reports documenting work performed specifically for Clearwater residents. These costs will be fairly allocated, ensuring only the time spent assisting qualifying LMI residents is charged to the CDBG fund. Finally, the project remains audit-ready by processing all funds through reimbursement-based drawdowns in strict accordance with federal and City financial requirements. No CDBG funds will be used for ineligible expenses. This request does not supplant long-term secured funding; rather, it provides a stable foundation for Clearwater-specific oversight as other revenue streams fluctuate.

**D.6. Does your agency have sufficient cash reserves to pay for activity costs as they are incurred? (Funds are provided on a cost reimbursement basis.) (5 Points)**

Yes

**D.7. What is the impact to your proposed Activity if this project is not funded? (10 Points)**

Without CDBG support, HVA must reduce supervisory capacity within the Abuse Services Division. For Clearwater survivors, it results in higher caseloads and less individual attention during the critical transition from crisis to a stable home. When housing navigation and safety planning are delayed, survivors are left in limbo. This increases the risk that they will remain in emergency shelter longer than necessary or, out of desperation, return to an unsafe environment. Locally, losing this oversight leads to more frequent emergency interventions, including increased law enforcement calls and ER visits. Ultimately, a lack of funding weakens the safety net that prevents Clearwater families from falling back into the cycle of homelessness.

**D.8. What will happen if this project is partially funded?**

Partial funding would require HVA to limit the Supervisor's time dedicated to multi-agency coordination, narrowing the "bridge" to long-term self-sufficiency. While core safety services would continue, the intensity and quality of stabilization care for Clearwater residents would be compromised. This creates a bottleneck in the system: without full supervisory capacity to manage landlord negotiations and legal advocacy, housing placements slow down. Survivors stay in shelter longer, preventing new families in crisis from accessing help. While partial funding might provide temporary safety, it removes the professional guidance necessary to ensure families achieve permanent independence, potentially increasing the long-term cost of care through repeated system re-entry.

**D.9. Will you be requesting match funds from other jurisdictions? If so, will you be able to accomplish the proposed scope if those other funds are not awarded?**

HVA is not requesting matching funds from other municipal jurisdictions for this specific activity. Instead, we will leverage state domestic violence grants already committed and unrestricted operational funds. While we actively pursue foundation funding to support our long-term operations in 2027, CDBG funds serve as the essential foundation for the specialized oversight required by Clearwater residents. If the CDBG investment is not awarded, the scope of this activity must be scaled back. HVA would be forced to decrease the depth of case management oversight, leading to the higher caseloads and slower housing transitions described in sections D.7 and D.8. Furthermore, the structured pathway to independence—including intensive landlord negotiation and legal advocacy—would be thinned. Without this funding, the Supervisor would be required to prioritize immediate crisis response over the comprehensive, long-term stabilization efforts that keep Clearwater families from returning to homelessness.

**D.10. Will your agency be able to start this project on October 1st?**

Yes

## E. Required Documents

Completed by [belinda.becton-mcabee@hopevillagesofamerica.org](mailto:belinda.becton-mcabee@hopevillagesofamerica.org)  
on 3/2/2026 12:06 PM

**Case Id:** 16633

**Name:** HVA Abuse Services - Supervisor of Case

**Address:** Undisclosed to protect the Domestic Violence

---

## E. Required Documents

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**Articles of Incorporation \*Required**

Amended Articles of Incorporation 12.19.2025.pdf

**Bylaws \*Required**

HVA Bylaws\_updated 2024 3.4.2025.pdf

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

HVA Board of Directors 2026.pdf

**Most Recent Audited Financials \*Required**

Hope Villages of America Inc. 12-31-24 Audit FS - Unsecured.pdf

Hope Villages of America Inc. 12-31-24 Audit FS - Single Audit.pdf

Hope Villages of America Inc. 12-31-24 Audit Comm Memo - Unsecured.pdf

**IRS Non-Profit Exemption Determination Letter [\(Click to download sample\)](#) \*Required**

HVA Determination Letter\_HVA Amendment.pdf

**Organizational Chart \*Required**

HVA- Management Structure- 2026.pptx

2026 Org Chart.xlsx

**Other - Documentation to Support Answers in Application**

Supervisor of Case Management.pdf

Tiffany Veal resume.pdf

**Other - Single Audit (A-133), if applicable**

Hope Villages of America Inc. 12-31-24 Audit FS - Single Audit.pdf

**Resolution to Apply for Funding \*Required**

Minutes\_Feb\_10\_2026 - Resolution to Apply.pdf

Board Resolution City of Clearwater 2.10.2026.pdf

**Résumé - Chief Executive Officer/President \*Required**

Nick D resume.pdf

**Résumé - Chief Financial Officer \*Required**

Traci Rinoldo Resume INPS.pdf

**Résumé - Grant Administrator \*Required**

Melinda\_Perry\_Resume 3.3.2025.pdf

**Consumer's Certificate of Exemption ([Click to download sample](#)) \*Required**

Consumer Exemption Certificate 6.30.2024 - 6.30.2029.pdf

**Proof of Insurance \*Required**

COI complete 3.1.2025.pdf

**Form W-9 \*Required**

HVA W9 2026.pdf

**Policies and Procedures Related to the Activity \*Required**

The Haven at HVA Policies & Procedures.pdf

**Blank Application/Intake Forms \*Required**

Intake Revised 7-20 (1).docx

## F. Submit

Completed by melinda.perry@hopevillagesofamerica.org on  
3/2/2026 12:23 PM

**Case Id:** 16633

**Name:** HVA Abuse Services - Supervisor of Case

**Address:** Undisclosed to protect the Domestic Violence

---

## F. Submit

---

Please provide the following information.

**CERTIFICATION:** I hereby certify that the information contained in this application is accurate, that I am an authorized representative, approved by the Agency's Board of Directors, to enter into this agreement, if approved, and to submit the application on behalf of my organization, and that the applicant will conduct the proposed activity in the location, time, and manner within the budget presented. I certify that the proposed activity addresses one of the priorities as contained in the current City of Clearwater Consolidated Planning Document and/or current SHIP Local Housing Assistance Plan.

I certify that the CDBG, HOME, SHIP and/or other funds will be used in the manner described and will be used only to reimburse those eligible costs described in the approved budget and any other type of funds presented in the budget will be obtained and used for the proposed project.

**Name/Title of Official Representative**

Melinda Perry, COO

**Signature of official representative**

Melinda Perry

*Electronically signed by melinda.perry@hopevillagesofamerica.org on 3/2/2026 12:23 PM*

# Program Overview

Completed by fpheeny@suncoasthc.org on 2/18/2026 10:47 AM

**Case Id:** 16636

**Name:** Suncoast Housing Connections Homebuyer

**Address:** 2139 NE Coachman Rd, Clearwater, FL 33765

---

## Program Overview

---

Please provide the following information.



City of Clearwater  
Public Service  
Application

Funding request minimum and maximum are **\$25,000 and \$50,000, respectively.**

If you have any questions, please reach out to Jessica Chueka at [Jessica.Chueka@MyClearwater.com](mailto:Jessica.Chueka@MyClearwater.com) or Dania Perez at [Dania.Perez@myclearwater.com](mailto:Dania.Perez@myclearwater.com)

**The deadline to submit a completed application is Wednesday, March 4, 2026, at 11:59 PM.**

This grant application is for nonprofit providers of public services to benefit the following:

- low-and moderate-income persons who reside within the city limits of Clearwater for activities under applicable program regulations.
- low- to moderate-income households, or businesses located in a low-to moderate-income area (whose owners qualify as low- to moderate-income or whose clientele qualify as same) within the city limits of Clearwater for activities under applicable program regulations.

Activities considered must address one or more of the following:

- Housing - Provide availability of, and access to, decent affordable housing for the residents of the City of Clearwater.
- Homelessness – Help to prevent and reduce homelessness within the City of Clearwater.
- Non-Homeless Special Needs – Expand the accessibility and coordination of social services to City of Clearwater special needs populations.
- Community Development and Public Services – Enhance the living environment for persons in low- and moderate-income areas through community development activities, public service programs, and elimination of blight.
- Economic Development – Support programs that create economic opportunities in the City of Clearwater, particularly for persons of low- and moderate-income and in Neighborhood Revitalization Strategy Areas.



## A. Contact Information

Completed by fpheeny@suncoasthc.org on 2/18/2026 10:53 AM

**Case Id:** 16636

**Name:** Suncoast Housing Connections Homebuyer

**Address:** 2139 NE Coachman Rd, Clearwater, FL 33765

---

## A. Contact Information

---

Please provide the following information.

### CONTACT INFORMATION FOR GRANT ADMINISTRATION

**A.1. First Name**

Frances

**A.2. Last Name**

Pheeny

**A.3. Title of Position**

CEO

**A.4. Phone Number**

7274427075111

**A.5. E-Mail Address**

fpheeny@suncoasthc.org

### CONTACT INFORMATION OF PRIMARY INDIVIDUAL RESPONSIBLE FOR CONDUCTING PROPOSED ACTIVITY

**A.6. First Name**

Sean

**A.7. Last Name**

McKenna

**A.8. Title of Position**

Homeownership Center Manager

**A.9. Phone Number**

7274427075121

**A.10. E-Mail Address**

sean@suncoasthc.org

### CONTACT INFORMATION OF INDIVIDUAL RESPONSIBLE FOR REPORTING FINANCIAL/FISCAL ASPECTS OF THE PROPOSED ACTIVITY

**A.11. First Name**

Thersa

**A.12. Last Name**

Quiroga

**A.13. Title of Position**

Accounting Manager

**A.14. Phone Number**

7274407075126

**A.15. E-Mail Address**

theresa@suncoasthc.org

**CONTACT INFORMATION FOR INDIVIDUAL RESPONSIBLE FOR SUBMITTING MONTHLY DRAW REQUESTS**

**A.16. First Name**

Sarah

**A.17. Last Name**

Jackson

**A.18. Title of Position**

Homeownership Center Coordinator

**A.19. Phone Number**

7274427075126

**A.20. E-Mail Address**

sarah@suncoasthc.org

**AUTHORIZED SIGNER OF SUBRECIPIENT AGREEMENT (AUTHORIZED OFFICIAL)**

**A.21. First Name**

Frances

**A.22. Last Name**

Pheeny

**A.23. Title of Position**

CEO

**A.24. E-Mail Address**

fpheeny@suncoasthc.org

## B. Organization Information

Completed by *fpheeny@suncoasthc.org* on 3/1/2026 12:50 PM

**Case Id:** 16636

**Name:** Suncoast Housing Connections Homebuyer

**Address:** 2139 NE Coachman Rd, Clearwater, FL 33765

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### B. Organization Information

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Please provide the following information.

#### B.1. Legal Name of Organization

Tampa Bay Community Development Corp

#### B.2. DBA (Doing Business As)

Suncoast Housing Connections

#### B.3. Type of Agency

Private Nonprofit 501(c)(3)

#### B.4. Physical Address of Organization

2139 NE Coachman Rd Clearwater, FL 33765

#### B.5. Mailing Address of Organization

2139 NE Coachman Rd. Clearwater, FL 33765

#### B.6. Employer Identification Number (EIN/TIN)

59-2252762

#### B.7. Unique Entity Identifier (UEI)

DWHNBJ79NMV1

**B.8. SAM.gov:** As a prospective Subrecipient applying for a subaward of federal funding, I understand that my organization is required to be registered in SAM before submitting its application; must provide a valid unique entity identifier (UEI) in its application; and must continue to maintain an active SAM registration with current information at all times during which it has an active Federal subaward or an application or plan under consideration. My organization's SAM registration is currently in ACTIVE status.

Yes

**B.9. Audited financials are required for all funded agencies; does your agency have audited financials for 2022 or 2023?**

Yes

**B.10. If your agency expended \$750,000 or more in federal funds in the last fiscal year, a single audit must be completed per 2 CFR 200 Subpart F. Is your agency subject to 2 CFR 200 Subpart F?**

No

### INSURANCE AND AUDIT INFORMATION

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**B.11. Minimum Insurance is required for all funded activities. Select each insurance instrument that your agency currently carries.**

- General Liability- Bodily Injury (\$1,000,000/ per person/per occurrence)**
- General Liability- Property Damage (\$100,000/per occurrence)**
- Workers' Compensation (Per State of Florida Law)**
- Flood Insurance if applicable**
- Employee Fraud (Losses due to fraud/theft/physical damage)**
- Professional Liability**

## C. Project Information

Completed by fpheeny@suncoasthc.org on 3/1/2026 1:08 PM

Case Id: 16636

Name: Suncoast Housing Connections Homebuyer

Address: 2139 NE Coachman Rd, Clearwater, FL 33765

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### C. Project Information

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Please provide the following information. Each question carries a weighted value, please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

#### C.1. Needs Statement- Describe the need that relates to your mission and purpose. (5 points)

Homeownership remains one of the most reliable pathways to long-term financial stability and generational wealth. However, in the Tampa Bay region — now ranked among the least affordable housing markets in the country — access to sustainable homeownership is increasingly out of reach for low- and moderate-income families. Rapidly rising home prices, elevated interest rates, increasing property insurance premiums, and limited housing inventory have significantly widened the affordability gap. Many households who aspire to purchase a home lack clarity around mortgage readiness, debt-to-income requirements, and the true cost of homeownership beyond principal and interest. Others purchase homes without sufficient financial preparation, increasing their vulnerability to delinquency, deferred maintenance, and potential foreclosure. National research demonstrates that structured homebuyer education and housing counseling significantly improve housing stability outcomes. HUD-supported studies show that borrowers who participate in pre-purchase counseling are more likely to demonstrate improved credit profiles, reduced debt burdens, and lower rates of early mortgage delinquency. Our role is to provide guidance related to readiness of the clients, affordability of the homes on the market and information about the various assistance programs available that make homeownership a possibility. This is the critical information that is needed when considering homeownership and this is what SHC has been providing for over 40 years.

#### C.2. Which of the City of Clearwater 2020/2021 - 2024/2025 Consolidated Plan Goals does the proposed activity address? Descriptions of Consolidated Goals can be found [here](#)

Housing (Homebuyer Education)

If Other, please explain

#### C.3. Activity Type (10 Points)

Ongoing

#### C.4. Activity Description (25 points)

- Initial Pre-Purchase Appt. /Advisor's Assessment: An assessment of the customer's mortgage readiness status is made by a HUD Certified Housing Counselor. This assessment involves reviewing bank statements, tax returns, current income and credit report. A work plan is developed, and customer tasks are assigned. Budgeting, debt management recommendations, and credit rebuilding tools are utilized. - Follow up Appointments: Scheduled as needed to provide support and accountability to the client as well as to assess progress on readiness to begin the home search process. - Home Buyer Education: This 8 hour HUD approved first time homebuyer class is offered monthly in English and quarterly in Spanish. Topics covered in the "Realizing the American Dream" curriculum include Financial Management, Budgeting, Understanding Credit, Navigating the Mortgage Process, Selecting and Inspecting a Home, New Homeowner Responsibilities and more. - Initial Foreclosure Prevention Appt: An assessment of the client's current situation, review

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of all documentation and development of an action plan which outlines the steps needed to be taken to assist them in preventing the loss of their home -Follow up Foreclosure Activities: Ongoing interactions with client, mortgage holder and other involved parties to ensure that all required paperwork is submitted so that a positive outcome can be achieved. All of the above describe activities are offered in both English and Spanish.

**C.5. Identify the timeline for implementation of the proposed activity. (10 points)**

Homebuyer Education classes, Pre-purchase Counseling services and Foreclosure Prevention Counseling, are already part of our program and will require no additional start up time. Counseling appointments are scheduled as they are requested.

**C.6. Describe your agency's experience and capacity in carrying out the proposed activity and meeting goals and objectives. (10 Points for experience and 10 points for capacity)**

Founded on December 3, 1982, Tampa Bay Community Development Corporation, doing business as Suncoast Housing Connections (SHC), has served the Tampa Bay region for more than four decades with a steadfast commitment to strengthening individuals, families, and neighborhoods. Our mission is to provide high-quality education, housing counseling, and expanded housing opportunities while revitalizing communities throughout Pasco, Pinellas, and Hillsborough counties. As a 501(c)(3) nonprofit organization and a HUD-approved Housing Counseling Agency, delivering comprehensive, client-centered programs designed to promote sustainable homeownership, financial stability, and long-term housing security. Our services address the full spectrum of housing needs—from pre-purchase education and foreclosure prevention to community revitalization initiatives—ensuring that residents have the knowledge and resources necessary to achieve and maintain stable housing. Our executive leadership team brings extensive expertise in affordable housing development, housing finance, and community-based service delivery. Every housing counselor and educator on our team is HUD Certified, with each professional possessing more than 10 years of experience in housing counseling and case management. This depth of knowledge, combined with our decades-long presence in the community, positions Suncoast Housing Connections to successfully implement this project with integrity, accountability, and measurable impact. Through strategic partnerships, proven programming, and a demonstrated history of service, SHC is uniquely equipped to deliver high-quality outcomes that advance equitable housing access and strengthen the Tampa Bay community.

**C.7. How many years of experience does your organization have delivering the proposed activity or other activities that are similar in scope?**

SHC has been offering the proposed activities for over 40 years. We have been a HUD approved counseling agency since 1998.

**C.8. Service Area (Select all that apply)**

- [Downtown Gateway NRSA](#)
- [North Greenwood NRSA](#)
- [Lake Bellevue NRSA](#)
- [Citywide](#)

**C.9. Are you targeting one or more NRSAs?**

No

**C.10. If you answered Yes to question C.9 above, explain how you are targeting/making efforts to reach out to the**

**NRSA(s).**

**C.11. Address of location where proposed Activity will occur.**

2139 NE Coachman Rd Clearwater, FL 33765

**C.12. Is the Address of Activity in question C.11 above located in one of the NRSA's?**

No

**C.13. If agency's office or facility is not located within the incorporated city limits of the City of Clearwater (Tax District CW, CWD, or CWDO), provide an explanation regarding how your agency's services benefit Clearwater's very-low to moderate-income residents.**

NA

**C.14. Enter the number of unduplicated beneficiaries, by income, by persons, expected to be serviced by the activity proposed for Clearwater residents ONLY residing within CW, CWD, or CWDO.**

**PERSONS:** Public Services related to Homelessness, Non-Homeless Special Needs, Community Development and Public Services, and Economic Development report beneficiaries at or below 80% AMI.

**HOUSEHOLDS:** Public Services related to Homeownership Education and Home Purchase Assistance report households at or below 120% AMI.

**For this application, complete either the Persons column OR the Households column.**

**Persons 0%-30% AMI**

0

**Households 0-30%AMI**

0

**Persons 31%-50% AMI**

**Households 31%-50%AMI**

18

**Persons 51%-80%AMI**

**Households 51%-80%AMI**

25

**Persons 81%-120%AMI**

**Households 81%-120%AMI**



## D. Funding Request

Completed by fpheeny@suncoasthc.org on 3/1/2026 1:11 PM

Case Id: 16636

Name: Suncoast Housing Connections Homebuyer

Address: 2139 NE Coachman Rd, Clearwater, FL 33765

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### D. Funding Request

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Please provide the following information. Each question carries a weighted value, please make sure to take your time and answer the questions thoroughly to receive the maximum points available.

**"Amount Required for Entire Project"** is the total cost of providing the service ("Total Amount of Other Funds" + CDBG grant funds = "Amount Required for Entire Project").

**"Total Amount of Other Funds"** - Typically applicants do not intend to use CDBG funds exclusively for the service they are proposing. They will more than likely fund a portion of their work with raised funds, donated funds, other grant funds, etc. Identify the amount of other funds that will be used to fund the service other than the CDBG funds.

**"Source of Other Funds (Include Amount for Each Source)"** is to identify the source(s) of the amount entered in "Total Amount of Other Funds" (e.g. County grant, small business loan, self-funded, etc.). Include the source(s) of other funds and the amount for each source.

#### D.1. Amount Required for Entire Project?

\$291,129.29

#### D.2. Does this project anticipate the use of funds or assistance from another Federal agency in addition to HUD?

No

#### D.3. Describe your plans to seek new funding to supplement CDBG funding. Describe the sources to which you will apply, the amounts sought, and the proposed use of those funds. (Enter detail into the table below; add an additional row for each funding source) (10 Points)

We continue to seek new funding opportunities in both the public and private sectors. In addition to the financial institutions that are legacy supporters, we plan to apply for funding from 3 financial institutions who have not historically funded our programs and seek support from multiple foundations. We recently applied to the Citi Foundation for funding to expand our programs and to do new outreach methods. We have contracted with an experienced grant writer to assist in expanding our funding opportunities.

Source of Other Funds	Funding Type:	Amount	If approved, Date of Award	If not approved, Date of anticipated announcement of award	Funds will apply towards: Example: Operating cost, Salary Support, Fringe, Direct Delivery Cost
Bank United	Private	\$5,000.00	M/d/yyyy	M/d/yyyy	operating expenses
eHome America	Private	\$5,000.00	M/d/yyyy	M/d/yyyy	Program Delivery

Raymond James	Private	\$25,000.00	M/d/yyyy	M/d/yyyy	program delivery
Bank of America	Private	\$20,000.00	M/d/yyyy	M/d/yyyy	Program Delivery
Duke Energy	Private	\$10,000.00	M/d/yyyy	M/d/yyyy	Operating Expenses
Cadence Bank	Private	\$5,000.00	M/d/yyyy	M/d/yyyy	program delivery
HUD	Federal	\$30,000.00	M/d/yyyy	M/d/yyyy	program delivery
City of Largo	State	\$15,000.00	M/d/yyyy	M/d/yyyy	program delivery
NeighborWorks America	Federal	\$40,000.00	M/d/yyyy	M/d/yyyy	Administrative Costs
Pasco County	State	\$40,000.00	M/d/yyyy	M/d/yyyy	Program delivery
Hancock Whitney	Private	\$5,000.00	M/d/yyyy	M/d/yyyy	Operating Expenses
Individual Donations	Private	\$20,000.00	M/d/yyyy	M/d/yyyy	operating expenses
		\$220,000.00			

**D.4. Funding Request**

Description (Required)	Amount
Salary Support	\$25,000.00
	\$25,000.00

**D.5. Budget Narrative (be specific/detailed)(10 points)**

The greatest expenses for this program are the personnel expenses which consist of salaries and fringe benefits. The operating expenses are minimal as our program is mostly done virtually and we have gone paperless relative to files and communications. The operating and administrative expenses are mostly made up of marketing and outreach expense as well as travel and training expenses to ensure that our housing counselors are current with the knowledge of programs and information that they impart to the clients.

**D.6. Does your agency have sufficient cash reserves to pay for activity costs as they are incurred? (Funds are provided on a cost reimbursement basis.) (5 Points)**

Yes

**D.7. What is the impact to your proposed Activity if this project is not funded? (10 Points)**

If our program is not funded by City of Clearwater, we will need to discontinue providing our services to the residents of the City of Clearwater, unless we can find private funding to replace City funds. Without the funding needed to support the costs associated with the staff required, our only alternative would be do decrease the number of clients we serve and not provide the services to those clients for whom we are not funded.

**D.8. What will happen if this project is partially funded?**

Partial funding will require us to proportionately decrease the number of City of Clearwater residents for whom we can provide homebuyer education and counseling.

**D.9. Will you be requesting match funds from other jurisdictions? If so, will you be able to accomplish the proposed scope if those other funds are not awarded?**

As of the time of this application, we have existing contracts with the City of Largo and Pasco County. Funding from these jurisdictions ensures continuation of services we provide to their residents. In the event that any of this funding

stops, we will do an internal assessment of our capacity and make the necessary adjustments. We remain committed to both meeting the needs of all current contracts as well as continue to seek additional funding from other sources.

**D.10. Will your agency be able to start this project on October 1st?**

Yes

## E. Required Documents

Completed by fpheeny@suncoasthc.org on 3/1/2026 1:20 PM

Case Id: 16636

Name: Suncoast Housing Connections Homebuyer

Address: 2139 NE Coachman Rd, Clearwater, FL 33765

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### E. Required Documents

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**Articles of Incorporation \*Required**

TBCDC-SHC Articles of Incorporation.pdf

**Bylaws \*Required**

TBCDC-SHC Final Bylaws revision 2021.pdf

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

BOD List 2025.pdf

**Most Recent Audited Financials \*Required**

Tampa Bay CDC - Communication Letter 2024.pdf

Tampa Bay CDC - Financial Statements 12.31.2024.pdf

**IRS Non-Profit Exemption Determination Letter [\(Click to download sample\)](#) \*Required**

TBCDC Non-Profit Determination Documents.pdf

**Organizational Chart \*Required**

Organizational Chart Oct 2025.pdf

**Other - Documentation to Support Answers in Application**

\*\*No files uploaded

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**Other - Single Audit (A-133), if applicable**

*\*\*No files uploaded*

**Resolution to Apply for Funding \*Required**

RESOLUTION 2026-1 For Grants and Proposals.pdf

**Résumé - Chief Executive Officer/President \*Required**

Frances Pheeny Resume 2025.pdf

**Résumé - Chief Financial Officer \*Required**

Theresa Quiroga Resume.pdf

**Résumé - Grant Administrator \*Required**

S Jackson Resume.docx

**Consumer's Certificate of Exemption ([Click to download sample](#)) \*Required**

Consumer Certificate of Exemption-4-30-24 to 4-30-29.pdf

**Proof of Insurance \*Required**

TBCDC-City of Clearwater 2026.pdf

26-27 CDO Policy.pdf

TampaBayCommunityDevelopmentCorporation-FL-CityofClearwater-20265141.pdf

**Form W-9 \*Required**

2025 W-9 Signed.pdf

**Policies and Procedures Related to the Activity \*Required**

2024 Handbook.pdf

Document Retention Policy-SHC.pdf.pdf

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Financial Policies- Board Approved Dec 15, 2023.docx

SHC PROCUREMENT POLICY.pdf

6-TBCDC - SHC Employee Handbook-updated.pdf



**Blank Application/Intake Forms \*Required**

Pre-Purchase Counseling Application.pdf

## F. Submit

Completed by fpheeny@suncoasthc.org on 3/1/2026 1:21 PM

**Case Id:** 16636

**Name:** Suncoast Housing Connections Homebuyer

**Address:** 2139 NE Coachman Rd, Clearwater, FL 33765

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## F. Submit

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Please provide the following information.

**CERTIFICATION:** I hereby certify that the information contained in this application is accurate, that I am an authorized representative, approved by the Agency's Board of Directors, to enter into this agreement, if approved, and to submit the application on behalf of my organization, and that the applicant will conduct the proposed activity in the location, time, and manner within the budget presented. I certify that the proposed activity addresses one of the priorities as contained in the current City of Clearwater Consolidated Planning Document and/or current SHIP Local Housing Assistance Plan.

I certify that the CDBG, HOME, SHIP and/or other funds will be used in the manner described and will be used only to reimburse those eligible costs described in the approved budget and any other type of funds presented in the budget will be obtained and used for the proposed project.

**Name/Title of Official Representative**

Frances Pheeny President and CEO

**Signature of official representative**

Frances Pheeny

*Electronically signed by fpheeny@suncoasthc.org on 3/1/2026 1:21 PM*