FY25-26 ESG – RUSH Public Services Application and Attachments St. Vincent de Paul CARES – CARE Center

# A. Contact Information

Completed by edi@svdp.care on 2/21/2025 8:24 AM

**Case Id:** 18772

Name: RUSH - St. Vincent de Paul CARES - CARE Center Address: 401 15th Street North, St. Petersburg, FL 33705-

#### A. Contact Information

Pinellas County Planning Department Community Development Division 2025-2026 Public Service/Operations Grant Application

Please provide the following information.

# A.1. Name of Agency/Organization

Society of St. Vincent de Paul South Pinellas, Inc.

# A.2. Legal Agency Address

384 15th Street North St. Petersburg, FL 33705--2016

### A. 3. Mailing (If Different) Address

#### A.4. Federal ID Number:

59-2380770

#### A. Unique Entity Identifier

U5XLSCJJP9A6

### **AUTHORIZATIONS/CONTACT INFORMATION**

### A.6. Contact Person #1 / Title

Katie Sisson, Grants Director

#### A.7. Telephone Number

(727) 313-3984

#### A.8. Fax Number

(727) 821-6244

### A.9. Email

katie@svdp.care

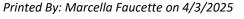
#### A.10. Contact Person #2 / Title

Edi Erb, Chief of Compliance

# A.11. Telephone Number

(727) 201-9871

#### A.12. Fax Number





# A.13. Email

edi@svdp.care

# A.14. Name/Title of Official Representative

Michael J. Raposa, Chief Executive Officer

# A.15. Email

michael@svdp.care

# A.16. Telephone Number

(727) 954-7990



# **B. Project Summary**

Completed by katie@svdpsp.org on 2/21/2025 5:29 AM

**Case Id:** 18772

Name: RUSH - St. Vincent de Paul CARES - CARE Center Address: 401 15th Street North, St. Petersburg, FL 33705-

#### **B. Project Summary**

Please provide the following information.

### B.1. Amount of funding requested from county

\$67,100.00

# B.2. Please provide a detailed description of the services to be provided and the operating expenses to be reimbursed with funding requested from the County.

The CARE Center is a low-barrier, housing-focused emergency shelter located in downtown St. Petersburg that provides safe overnight sleeping accommodations for homeless individuals in Pinellas County 365 days a year. In addition to shelter services, the CARE Center offers a magnitude of services for people who are living unsheltered in South Pinellas County, including inclement weather during the day, access to showers, computers for housing and job search, and other resources to assist clients in their goal of ending their homelessness. Clients admitted to the CARE Center are assessed to identify and address barriers to moving into housing. Through collaboration with other agencies, SVdP CARES offers on-site services including health and behavioral health care, counseling, employment, and legal assistance, in addition to diversion, case management, and rapid rehousing services. Clients presenting for services at SVdP CARES or referred through the Coordinated Entry System are engaged in a conversation about other potential resources to prevent their entry into the homeless crisis response system or to facilitate a rapid exit if already enrolled. These diversion efforts and strategies for rapid resolution occur through a problem-solving conversation to identify options where the individual or family may stay. This may include to the extent practical mediating with a landlord and linking households to programs providing time-limited financial resources to address arrears, negotiating a payment plan to prevent an eviction, or intervening with friends and family members who may be able to offer safe temporary housing. People may be provided with referrals to other community resources to support any temporary placement and their transition to permanent housing. Diversion is attempted with all people who seek emergency shelter at the CARE Center. When no other housing options are available, even if just for a night, clients may be enrolled in services offered through the CARE Center or assisted in accessing other shelter services available. Case management and housing navigation services are available at the CARE Center to better support clients at the CARE Center and ensure they are connected to needed resources to resolve their homelessness. Clients who engage with case management are assisted in completing an assessment and a strengths-based housing plan designed to overcome the barriers to moving into permanent housing. Case management and navigation services assist people in their efforts to secure housing and access other services for a long-term solution, including resources for mental health care, as there is a disparity among those experiencing homelessness and a concurrent mental health diagnosis. SVdP CARES collaborates with other organizations to support a vast array of resources on-site for people at the CARE Center including physical and behavioral health care, counseling, employment, legal assistance, and money management skills, among others. Some agencies collaborating with SVdP CARES include Personal Enrichment through Mental Health Services, the Public Defender's Office, Assurance, Evera, Humana, Windmoor, and the Pinellas County Mobile Medical Unit, as well as many volunteer groups. We also offer a limited amount of financial assistance through private funding for people who have identified housing and will not require ongoing assistance to achieve and maintain housing stability. Others who require a greater amount of assistance are helped to access rapid rehousing or other housing programs, as appropriate. Collaboration between outreach workers, shelter staff, and local law enforcement enhances engagement and the ability



to encourage clients to stay at the shelter and work with case managers and navigators to locate permanent housing and other resources needed. The addition of case management services has proven to be an asset to CARE Center operations and to the people who utilize this resource to resolve their homelessness. Since 2021, SVdP CARES has seen a steady increase in the number of people successfully exiting the shelter with the support of a case manager from 21% to 40% last fiscal year. Many of the initial expenses associated with operating the CARE Center are supported through local, state, federal, and private funding sources. The funding requested for this program will be allocated to operational expenses that directly support clients at the CARE Center, including the salary and benefits for one full-time Case Manager position. The Case Manager is responsible for assessing the needs of CARE Center clients and assisting in the development of an individualized plan to address potential barriers to housing. This plan includes linkages to wraparound supportive services and the financial resources necessary to achieve housing stability. The Case Manager provides follow-up and ongoing support to shelter clients while they work towards the goals outlined in their plan. The CARE Center is a vital component of the homeless crisis response system for individuals experiencing homelessness in Pinellas County. The funding requested from Pinellas County is vital to the support needed by clients being served by SVdP CARES for continued success and long-term stability. These funds will provide the CARE Center with the financial resources necessary to maintain current operations and ensure homeless individuals have immediate access to a safe place to stay while they work to identify permanent housing and support and become self-sufficient.

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	Transitional Housing
	Special Purpose Facility
V	Emergency Housing
	Community Facility
	Not Tied to a Facility
If Ot	her:
B.4.	Type of project: (Check all that apply)
$\overline{\mathbf{V}}$	Services for the Homeless
$\overline{\mathbf{V}}$	Services for Low/Mod Income Persons
	Services for Special Needs
$\overline{\mathbf{V}}$	<b>Emergency Shelter Operation</b>
	Homelessness Prevention
If Ot	her:

B.3. Type of Facility: (Check all that apply)



# C. Agency Information

Completed by edi@svdp.care on 2/21/2025 8:15 AM

Case Id: 18772

Name: RUSH - St. Vincent de Paul CARES - CARE Center Address: 401 15th Street North, St. Petersburg, FL 33705-

### C. Agency Information

Please provide the following information.

### C.1. Type of Agency

Private Non-Profit (501(c)3)

# C.2. How many years' experience does your agency have with the delivery of the proposed project, or other projects that are similar in scope?

11 to 20 years

# C.3. Describe your agency's experience and capacity in carrying out the proposed services successfully meeting goals and objectives, e.g. has previous experience with similar services.

The Society of St. Vincent de Paul South Pinellas, Inc., dba St. Vincent de Paul CARES (SVdP CARES), is a faith-based organization, whose mission is to be a beacon of light by transforming lives in the Vincentian spirit of charity, justice, and mercy through interpersonal connectivity. The organization was incorporated in 1985, relying on donations and volunteers to provide spiritual and material support to the hungry, those living in poverty, and individuals and families experiencing homelessness in Pinellas County. As community needs were identified, SVdP CARES secured local, state, and federal grants and sought private funding to increase services in Pinellas County and other communities with similar or emerging needs. Today, we offer services in 19 Florida counties and work in collaboration with 11 Continuum of Cares to end homelessness through the implementation of best and promising practices. Our operating budget continues to grow yearly as we expand into new territories and build on existing programs to serve more people in need. Our continued growth not only shows our commitment to the SVdP CARES mission but also speaks to the confidence funders have in SVdP CARES' ability to make the vision of ending homelessness a reality in the communities that we serve. SVdP CARES successfully manages government contracts throughout our catchment area, and we are currently managing an annual budget of more than \$55 million. We are accredited by the Council on Accreditation, which recognizes the agency for its accountability in the management of its resources, risk prevention, use of best practices, and organizational capacity for ongoing quality improvement. SVdP CARES has been operating the Center of Hope (COH) since 2004, the Food Center since 2005 and the CARE Center since 2006. SVdP CARES has expanded the services available at the CARE Center to continue to meet the needs of the community. Clients who come to the CARE Center are provided with more than a mat and a meal. Our Case Managers, Navigators, and other staff are dedicated to connecting with clients, earning their trust and working to connect them to essential services as they work towards establishing stability and securing stable housing. During FY 23-24, SVdP CARES served 2,514 residents of Pinellas County, including the provision of 80,000 meals, 414 food boxes, 23,821 shelter night stays and 997 housing placements for persons experiencing homelessness. SVdP CARES' staff receive extensive training in the philosophy and intervention of Housing First, training in trauma-informed care and support to work effectively and nonjudgmentally with people experiencing homelessness. Staff also receive diversion training to identify alternatives to entering the homeless system and other housing-focused strategies to help people exit homelessness quickly and stabilize in permanent housing. We are deeply invested in supporting the community in its efforts to develop an effective homeless crisis response system that ensures homelessness is prevented whenever possible, or if it can't be prevented, it is rare, brief, and non-recurring.



# C.4. Describe your agency's financial capacity. Please describe the fiscal management, disbursement methods, financial reporting, record keeping and accounting procedures.

SVdP CARES uses Sage Intacct, a fund-based accounting software, that provides a complete and accurate disclosure of each contract to assure compliance with applicable reporting requirements. An inclusive and descriptive chart of accounts allow for expenditures to be identified according to eligible activity classifications specified in statutes, regulations, or contractual agreements. Policies and procedures developed following Generally Accepted Accounting Principles (GAAP) establish clear lines of authority and responsibility for contract management, ensure strong internal controls, and segregate responsibilities so that no one individual has complete authority over a transaction. A cost is allocable to a particular award if the goods or services involved are assignable to that funding included in the budget and have the appropriate supporting documentation. When a cost benefits more than one program, the expense is allocated in proportion to the benefit received, using reasonable methods. SVdP CARES maintains fiscal records for cash, petty cash, payroll, payables, billing, fixed assets, and general ledger. Petty cash funds are monitored and audited in compliance with the policies of the organization and other funding authorities. Annually, a physical inspection and inventory are taken of all fixed assets and reconciled to the general ledger balance. Disbursement Requests must be in the approved agency budget and include supporting documentation, as well as the approval of authorized staff. SVdP CARES financial management system is based on a modified accrual method of accounting and provides current and future information for decision-making on cash flow, resources, obligations, and transactions. Resources. Under the direction of the Chief Financial Officer, accounting staff work with the project staff to process payments, oversee spending, submit billing, and produce financial statements and other reports. The Finance Department works with the Chief of Compliance, Chief of Programs, the Deputy Chief of Programs, and the Operations Managers to monitor and support contractual agreements in 19 counties that are funded by local, state, federal, and private dollars to ensure fiscal compliance. Monthly budget performance meetings are facilitated by the Grant Accountant with program staff to review spending trends and expenses to ensure projects are on target to fully expend awarded funding and identify gaps in needed resources. The Finance Department monitors the cash flow monthly and reports any significant fluctuations to the Finance Committee. Certain Federal grants awarded allow an advance, eliminating an adverse impact on cash flow. The Agency maintains an open line of credit of \$2 million to supplement cash flow for other cost reimbursement contracts. Each year, SVdP CARES staff are mandated to participate in Fraud Awareness training that discusses best practices and risk management when it comes to fraud, waste, and abuse. The Finance Committee, which reports directly to the Special Works Board, oversees the agency's financial management system, and ensures funds are sufficient to meet current and long-term obligations. The Special Works Board assures that the Agency's financial statements provide full and accurate information relative to its financial status and activities. Annually, an independent accounting firm audits SVdP CARES fiscal records, as required by 2 CFR Part 200 Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards. Auditors have consistently found SVdP CARES in compliance with GAAP and the requirements of our Federal. State, and local contracts. There was no material weaknesses identified in the FY23 Audit. The FY24 Audit is in process.

# C.5. Does agency meet threshold (\$750,000) for a single audit? Please note: The effective date for the Single Audit threshold increases from \$750,000 to \$1,000,000 is for audits with fiscal years beginning on or after October 1, 2024. Yes

**C.6.** If no, provide last fiscal year's annual Federal grant expenditure amount \$0.00

#### C.7. State grant expenditure amount



C.8. Please download the Internal Control Questionnaire, complete, and upload.

 $\checkmark$ 

Internal Control Questionnaire \*Required

C.8 Internal Control Questionaire with Documents.pdf

### **C.9**

	Full-Time	Part-Time
Number of persons employed by	366	10
agency		
Number of employees that will work on	16	0
this project		

# C.10 Does agency utilize electronic signatures?

Yes

If yes, please note electronic signatures are required for person executing agreements as well as for each of the two witnesses. NOTE: Pinellas County has adopted electronic signatures to execute contracts and agreements, and encourages agencies to sign electronically, if able.

# **D. Project Beneficiaries**

Completed by katie@svdpsp.org on 2/20/2025 6:56 PM

**Case Id:** 18772

Name: RUSH - St. Vincent de Paul CARES - CARE Center Address: 401 15th Street North, St. Petersburg, FL 33705-

D. Project Beneficiaries
Please provide the following information.
D.1. Will the project principally benefit persons who fall into one or more of the following categories?  Yes
If yes, check each that applies and indicate how you will document that the persons served fall into one of the categories. If no, go on to question 2.
<b>✓</b> Homeless
Severely Disabled
Battered Spouses
□ Elderly
Persons Living with AIDS
Abused Children
Illiterate Persons
Battered Spouses
D.2. Does the majority of the clientele served reside in a low and moderate income targeted area i.e., Dansville,
Greater Ridgecrest, High Point, Central or East Lealman, Tarpon Springs?
No

# D.3. Describe how the agency will collect documentation that at least 51% of the beneficiaries are low and/or moderate-income persons or households. Income Limit Chart see attached)

Most individuals and families seeking assistance from SVdP CARES are literally homeless and rarely exceed 80% of the area median income. Persons seeking services through the Family Shelter have demonstrated a lack of resources to prevent their becoming homeless. A Household Declaration of Income form is completed with the members of the household. This form documents the income amounts and sources for all adults in the household, is signed by all adult beneficiary members of the household and helps SVdP CARES staff to coordinate access to other community resources to assist in appropriate housing searches. Completion of household budgets, based on current and projected income and expenses, helps to create a plan to identify what is affordable and actions needed to achieve stability. If a household reports having income, they are required to provide proof of the income (pay stubs, award letters, bank statements, etc.) to adequately represent the resources available and/or needed by clients. In the last Fiscal Year of the 329 adults who utilized the shelter services at the CARE Center, 231 adults, or 70%, fell within or below low- or moderate-income thresholds. This does not include individuals served who did not provide income information or those for whom data was not able to be collected nor does this include those who utilized the day

services of the CARE Center but did not stay at the shelter. SVdP CARES utilizes the Pinellas Homeless Management Information System (HMIS) and an internal data tracking system called CaseWorthy to collect universal data elements including income for all people served by the agency. Information is collected and stored in both systems and is periodically updated when changes to a person's income, housing status, or family composition occur. This information is updated again at exit to show the progress made while enrolled in a SVdP CARES program.

# D.4. Describe how the agency will collect documentation of race, ethnicity and income information for required beneficiary demographic reporting:

SVdP CARES utilizes the Pinellas Homeless Management Information System (HMIS) and an internal data tracking system called CaseWorthy to collect universal data elements for all people served by the agency. Both systems collect universal data elements for all people served by an SVdP CARES project. This data includes program enrollment type and date, name, social security number, demographic information, such as race, age, ethnicity and gender, prior living situation, income, healthcare coverage, disability types, exit date and other related information about the individual/family. This information is updated if there are significant changes to income or family composition while in the program and is updated again at exit to include a move in date into permanent housing, if applicable, and the destination type. The information can be downloaded into an Excel Spreadsheet or used to produce an aggregate report for the period requested (Annual Performance Report). Data is entered daily, and aggregated reports are produced monthly, quarterly, annually, and more often as needed to review data quality and completeness and evaluate program performance.

#### D.5. Number of persons expected to directly benefit from the proposed services

Expected People Served	500

Please see sample Quarterly Performance Report for required beneficiary demographic information.



# E. Facility & Service

Completed by edi@svdp.care on 2/21/2025 8:09 AM

**Case Id:** 18772

Name: RUSH - St. Vincent de Paul CARES - CARE Center Address: 401 15th Street North, St. Petersburg, FL 33705-

E. Facility & Service
Please provide the following information.
E.1. Name of facility where funds will be used: CARE Center
E.2. Address 401 15th Street North St. Petersburg, FL 337052016
E.3. Year Built: 1920
E.4. Is configuration zero bedroom? No
E.5. Do you have children under 6? No
E.6. Number of beds available to person at this facility (if applicable): 70
E. 7. a Number of Household to benefit from the Grant: (be sure not to double count with Person and Household).
E. 7. b Number of persons to benefit from the Grant: (be sure not to double count with Person and Household). 500
E.8. If you are requesting funds for services, will your project: (Check all that apply)
<ul> <li>□ Establish new service</li> <li>□ Expand services?</li> <li>□ Continue existing services?</li> </ul>



# F. Operating Systems

Completed by katie@svdpsp.org on 2/20/2025 6:58 PM

Case Id: 18772

Name: RUSH - St. Vincent de Paul CARES - CARE Center Address: 401 15th Street North, St. Petersburg, FL 33705-

#### **E. Operating Systems**

Please provide the following information.

# F.1. Is your request for salaries?

Yes

If Yes, please list the positions. Attach job descriptions for these positions and resumes for the individuals who hold these positions in Documents section below

**Position** 

Case Manager III

### F.2. Is this request for a new or expanded service?

No

### F.3. Please list any professional certifications held by your organization.

SVdP CARES is accredited by the Council on Accreditation, which recognizes the agency for its accountability in the management of its resources, risk prevention, use of best practices, and organizational capacity for ongoing quality improvement. The organization's Chief Executive Officer, Michael Raposa, has more than 20 years' experience in government and non-profit administration. Michael has recruited a highly experienced Executive Management Team that oversees programs, human resources, information technology, development, compliance, finance, legal, and administrative services. The Chief of Legal Services is a licensed attorney, and the Executive Chef is certified in ServSafe. With over 350 employees, SVdP CARES staff bring a wealth of knowledge and experience to the organization. While several positions throughout the agency have required education qualifications, exceptions are often made for individuals who have a comparable amount of training and/or experience working in social services or a related field. SVdP CARES has an extensive training program for new employee orientation, as well as ongoing staff development for personal and professional growth. Annual and ongoing training provided by SVdP CARES allows for opportunities for employees to build on their skillset and increase their knowledge so they can better support the people we serve. SVdP CARES has an established Training and Development Plan that is reviewed and updated annually. Our comprehensive training program requirements address the following elements: employee formation, position training, and required annual trainings (based on funder, contractual requirements, data trends, improvement needs, and best practices). Employee formation includes orientation to the agency and is compiled of training from all support departments to learn what is critical for their job such as their benefits, employee code of conduct, conflict of interest, confidentiality, HIPAA, cultural competency, diversity and inclusion, health and safety, communications, and financial responsibilities, including the a webinar training by the Veterans Administration (VA): Audit Guidelines, Fraud Prevention, Reporting, and Compliance. Employees are introduced, by the CEO, to the history, mission, vision, and values of the organization. Position training is focused on service delivery. Training is provided by operations management, a dedicated internal instructor, and an external expert under contract to ensure we meet best practice standards. The topics are based on program requirements, accreditation standards, and an annual assessment of staff needs. Topics include housing first, assertive engagement, motivational interviewing, problemsolving conversations, principles of wellness and recovery, stages of change, harm reduction, trauma-informed care,



critical time intervention, strengths-cased case management, documentation, and crisis intervention using the VA's S.A.V.E Suicide Prevention Training. Existing employees are required to participate in on-going training to strengthen their knowledge, skills, and abilities throughout the year. Annual training includes Security Awareness, Deaf and Hard of Hearing Modules 1-3, HIPAA, Human Trafficking Awareness, VA's S.A.V.E., Fraud, Waste and Abuse, Adverse Childhood Experiences (ACEs), and additional trainings that cover domestic violence, diversity, cultural competency, and de-escalation. Case managers are certified in Mental Health First Aid and CPR and First Aid. Housing specialists are required to have a Housing Quality Standards (HQS) certification to complete housing inspections for clients enrolled in our rapid rehousing programs. SVdP CARES also has a handful of staff who are SOAR (SSI/SSDI Outreach, Access, Recovery) certified, who assist people experiencing homelessness through increased access to Social Security disability benefits. The Agency also has a Licensed Certified Social Worker (LCSW) on staff to provide support to staff in times of crisis and promote employee wellness throughout the organization. Human Resources seeks to recruit protected classes based on client and staff analysis. When there is a gap, we ensure staff have the knowledge, awareness, support, and skills to effectively engage people who may not share the same lived experience.

# F.4. Please provide the number of years' experience and position of the longest tenured member of the organization.

The longest tenured members of the organization are Michael J. Raposa, Chief Executive Officer, and Brandon Crookshanks, Data Systems Specialist. They have both been with the agency for 14 years.

# F.5. Is your project located in St. Petersburg, Clearwater, Largo, or Pinellas Park? Yes

If Yes, please explain how the project will benefit residents of the Urban County (i.e., unincorporated areas and the cities of Belleair, Belleair Beach, Belleair Bluffs, Dunedin, Gulfport, Indian Rocks Beach, Indian Shores, Kenneth City, Madeira Beach, North Redington Beach, Oldsmar, Redington Beach, Redington Shores, Safety Harbor, St. Pete Beach, Seminole, South Pasadena, Tarpon Springs and Treasure Island), including a breakdown by place of residence of clients served over the past.

# Note: Youth and ex-offender programs may be located anywhere.

Clients served at SVdP's CARE Center are literally homeless. While the facility is in the City of St. Petersburg, participants come from all over Pinellas County to seek assistance due to the limited number of emergency shelters in the community. SVdP CARES collects universal data elements for each person served by its homeless programs, including a person's last known address, which also captures the zip code for their previous residence. By doing this, SVdP CARES can run robust reports in HMIS and its internal database system, CaseWorthy, to determine how the agency's programs benefit residents of the Urban County. Based on data collected from the CARE Center about 1% of those served reported their prior address as being residents of unincorporated areas and the listed cities. Because most of the individuals at the CARE Center are literally homeless and may have been transient or in other temporary housing immediately before entering or seeking assistance from SVdP CARES, the number of clients who are residents or former residents of the Urban County is difficult to determine accurately and is likely much higher. Additionally, the CARE Center serve all residents of Pinellas County. Individuals who are experiencing homelessness and in need of ongoing support, access to food and shelter services, and wraparound support often become transient and ultimately come to areas such as St. Petersburg where resources might be more accessible.

#### Documentation



Attach job descriptions for positions and resumes for the individuals who hold these positions.

Case Manager III CARE Center.docx

# **G. Funding Request**

Completed by edi@svdp.care on 2/21/2025 8:14 AM

Case Id: 18772

Name: RUSH - St. Vincent de Paul CARES - CARE Center Address: 401 15th Street North, St. Petersburg, FL 33705-

# **G. Funding Request**

Identify in the table below the total costs of operating and providing essential services for the program. Utilize the drop down budget categories to describe the use of grant funds. Add items as necessary. Include a budget and show other sources of funding for these activities.

# **G.1. Funding Request Table**

Project Costs	Amount	Pinellas	Total Amount	Source of	Funding Source
	Required for	County Grant	of other funds	Other Funds	
	Entire Project	Funds		(Include	
		Requested		Amount for	
				each source)	
Program Delivery	\$354,488.00	\$46,340.00	\$308,148.00	\$308,148.00	SAF, City CDBG,
Salaries					Private
Fringe Benefits	\$91,863.00	\$12,008.00	\$79,855.00	\$79,855.00	SAF, City CDBG,
					Private
Operating Expenses –	\$64,554.00	\$0.00	\$64,554.00	\$64,554.00	SAF, City CDBG,
Utilities					Private
Operating Expenses –	\$6,615.00	\$0.00	\$6,615.00	\$6,615.00	SAF, City CDBG,
Supplies					Private
Program Materials	\$73,024.00	\$0.00	\$73,024.00	\$73,024.00	SAF, City CDBG,
					Private
Food	\$14,630.00	\$0.00	\$14,630.00	\$14,630.00	SAF, City CDBG,
					Private
Travel	\$10,359.00	\$0.00	\$10,359.00	\$10,359.00	SAF, City CDBG,
					Private
Other	\$41,609.00	\$0.00	\$41,609.00	\$41,609.00	SAF, City CDBG,
					Private
Administrative Costs	\$96,377.00	\$8,752.00	\$87,625.00	\$87,625.00	SAF, City CDBG,
					Private
	\$753,519.00	\$67,100.00	\$686,419.00	\$686,419.00	

G.2. Please provide a detailed budget identifying specific costs within each budget category and specify which items will be requested for reimbursement with CDBG funding and specify the expenses to be reimbursed using other funding sources.

Detailed Budget By Budget Category \*Required

SVdP CARES CARE Center Projected Budget FY2026.pdf



# H. Fair Housing/Civil Rights

Completed by katie@svdpsp.org on 2/20/2025 6:59 PM

Case Id: 18772

Name: RUSH - St. Vincent de Paul CARES - CARE Center Address: 401 15th Street North, St. Petersburg, FL 33705-

### H. Fair Housing/Civil Rights

Please provide the following information.

# H.1. Please briefly describe your organization's efforts to affirmatively further fair housing, including, but not limited to staffing training, policies and procedures, client intake procedures, etc.

SVdP CARES has implemented policies and practices to ensure that all clients are treated with the utmost respect and are afforded the most appropriate and least restrictive or intrusive service alternatives possible, whether served through this agency or through referral to another organization that may more appropriately serve their identified needs. There is no discrimination in the manner in which services are provided based on race, ethnicity, sex, age, disability, color, pregnancy, religious identity, gender identity, sexual orientation, national origin, or United States residence status and/or financial means. SVdP CARES believes that all clients have the right to fair and equitable treatment and makes them aware of their rights and responsibilities regarding their treatment, including informed consent, the filing of grievances, confidentiality, the accessing of their records, and the protection of their civil liberties. All programs and services offered by SVdP CARES are client-driven and client-empowered and follow a Housing First approach that values flexibility, individualized support, client choice, and autonomy. Our services are rooted in the belief that housing is a basic human right and our programs help individuals and families to overcome challenges they are faced with in accessing or maintaining permanent housing. SVdP CARES' efforts to affirmatively further fair housing is established in our policies and affirmed in our practices. We work to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunities by placing low-to-moderate-income persons in housing of their choice, in communities where they will live and thrive. Initial intake and/or assessment serve to identify strengths, needs, abilities and preferences of individuals and families in order to ensure access to appropriate services within the agency, linkage to adequate resources within the community, and fair and affordable housing opportunities. To ensure the social inclusion needs of clients are met, clients are supported in building and maintaining their natural support systems and community connections, as well as in exercising their rights as fully participating members of the community. Aftercare, discharge planning, and termination of services are an integral part of service delivery. Each year, staff are provided with several opportunities to grow in their skillsets and knowledge base so they can better assist the people we serve. Training includes Bridges Out of Poverty, Culture Competency, Emotional Intelligence, Harm Reduction, Trauma Informed Care, Mental Health First Aid, and many others that are centered on best and promising practices for effective service delivery. Additionally, there are several documents required during program enrollment and throughout the assistance period that promote the needs and the rights of our clients. These forms include the Program Agreement, Client Rights and Responsibilities, Grievance Procedure, Housing Barriers and Preferences Worksheet, SNAP (Strengths, Needs, Abilities, Preferences) Worksheet, Housing Stability Plan, VAWA (Violence Against Women Act) Addendum, HQS (Housing Quality Standards) Inspection, Rent Reasonableness, and Exit Plan.

# H.2. Please discuss any fair housing violations or civil rights violations for which your agency has been cited, if applicable.

N/A - SVdP CARES does not have any fair housing violations or civil rights violations.



# I. Accommodations

Completed by katie@svdpsp.org on 2/20/2025 6:59 PM

Case Id: 18772

Name: RUSH - St. Vincent de Paul CARES - CARE Center Address: 401 15th Street North, St. Petersburg, FL 33705-

#### I. Accommodations

Please provide the following information.

I.1. Please briefly describe accommodations made for people with disabilities or language barriers that will allow such individuals to access your services. (Please include a statement as to whether or not the building where your services are offered in accessible to people with disabilities and, if not, how you will accommodate such individuals.) SVdP CARES recognizes and respects the unique and culturally diverse needs of the population it serves and takes every opportunity to offer a culturally competent service environment. Such diversity is defined as racial, ethnic, gender identity or orientation, cultural, visual, hearing and/or physical impairment. Client and family needs will be addressed in a manner that is sensitive to lifestyle, language, and cultural needs in all programs. Cultural competency training is an annual requirement for all staff. All SVdP CARES offices comply with federal, state, and local requirements governing public accessibility and structural barriers. Renovations made to any facility include careful evaluation of accessibility needs. The Center of Hope, home to the Bridging Families Program, is accessible to persons with disabilities, and includes a wheelchair ramp, an elevator, and ADA compliant bathroom facilities for its guests and tenants. All family shelter rooms are located on the first floor of the building. Individuals and families with special needs will be identified at the initial screening, as those needs relate to the requested and needed services. Efforts are made within the scope of the agency's resources to meet the special needs of each client. If the agency is unable to meet the special a need, the client is given assistance to locate a resource that will meet the need. Staff will make every effort to eliminate communication barriers for clients who wish to access SVdP CARES services. To address language barriers, SVdP CARES may arrange for communication assistance if such expertise is not readily available. Staff can accommodate the written and oral communication needs of clients by communicating in writing or orally in the languages of the major population groups served; providing or arranging for bilingual personnel by arranging for the use of communication technology, as needed; and providing telephone amplification, sign language services or other communication methods for deaf or impaired people. Basic program information is available in languages representative of our client groups and several offices in the areas we operate include bilingual staff members to ensure the needs of our clients can be met. A translator or interpreter is used in non-counseling services when bilingual personnel are not available.



# J. Performance Measurement

Completed by katie@svdpsp.org on 2/20/2025 7:00 PM

**Case Id:** 18772

Name: RUSH - St. Vincent de Paul CARES - CARE Center Address: 401 15th Street North, St. Petersburg, FL 33705-

#### J. Performance Measurement

Please provide the following information.

J.1. Please write an outcome statement that summarizes the expected results if the project or activity proposed by the application is funded. The required format example can be found at this hyper link <a href="Example Document">Example Document</a>.
500 homeless individuals will have access to emergency shelter for the purpose of creating a suitable living environment.

# K. Required Documents

Completed by edi@svdp.care on 2/21/2025 8:20 AM

Case Id: 18772

Name: RUSH - St. Vincent de Paul CARES - CARE Center Address: 401 15th Street North, St. Petersburg, FL 33705-

#### **K. Required Documents**

Please provide the following information.

K.1. **Note:** All recipients of funding through the Pinellas County Planning Department are required to register with the System for Award Management. The System for Award Management (SAM) is combining federal procurement systems and the catalog of Federal Domestic Assistance into one new system. The first phase of SAM includes the functionality from the following systems: Central Contractor Registry (CCR); Federal Agency Registration (Fedreg); Online Representations and Certifications Applications; and Excluded Parties List System (EPLS).

At the time of award and as a condition of award acceptance, you will be required to complete a Federal Funding Accountability and Transparency Act (FFATA) form. See <a href="https://www.fsrs.gov">https://www.fsrs.gov</a> for additional information.

At the time of award and as a condition of award acceptance, you will be required to provide the following written policies and procedures in accordance with 2 C.F.R. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and 24 C.F.R. 5.106:

- Conflict of Interest Policy (2 C.F.R. 200.112 and 2 C.F.R. 200.318(c))
- Cost Allowability Procedures for determining the allowability of costs (2 C.F.R. 200.302(b) (7) and 2 C.F.R. 200.403)
- Cash Management/Payment Timing Procedures (2 C.F.R. 200.305)
- Procurement/Purchasing Policy (2 C.F.R. 200.318(a), 2 C.F.R. 200.319(c) (d), 2 C.F.R. 200.320, 2 C.F.R. 200.323(a), and 2 C.F.R. 200.325)
- Compensation, Fringe Benefits and Travel Costs (2 C.F.R. 200.430, 2 C.F.R. 200.431, and 2 C.F.R. 200.474)
- If applicable, Gender Identity Equal Access Operating Policy and Procedures (24 C.F.R. 5.106) If AGENCY is a manager or owner of temporary or emergency shelters or other buildings and facilities

#### **Documentation**

Name, address and phone number of each Officer/Director/Board Member on agency letterhead. If agency serves the homeless, HUD requires that the agency provide for the participation of homeless individuals on its policymaking entity (i.e. Board) \*Required

1. Special Works Board of Directors.pdf

Job Descriptions / Resume
Case Manager III CARE Center.docx



Agency's Annual Report *Required  3. 2022-2023_Annual Report.pdf
Current Financial Statement with budget to actual comparisons. *Required 4. SVDP CARES Consolidated FY25 Budget vs Actual P&L 12.31.24 @ 2.13.25.pdf
Documentation of internal rules and regulations for clients as condition for housing or services *Required 2.a. In-House Rules - CARE Center Expectations CARE.pdf 2.b. Termination of Assistance Residential Services CARE Center.pdf
Documentation of staff members authorized to accept and execute grant agreements *Required  6. Authorized Signature PP.pdf
Agency's most recent audit & management letter. If no audit has been done, IRS 990 form & attachments.  *Required 7. Audit Letter and Financial Statements.pdf
Official 501 (c)(3) Letter from the IRS *Required  8. IRS Determination Letter FEIN 59-2380770.pdf
Official Article of Incorporation signed and dated *Required  9. Articles of Incorporation.pdf
Resolution or Minutes passed by the Board of Directors authorizing application *Required  10. SWB Board Retreat Minutes approved 9-20-2024.pdf

L. Submit Case Id: 18772

Name: RUSH - St. Vincent de Paul CARES - CARE Center

\*\*Completed by katie@svdpsp.org on 2/21/2025 10:54 AM\*

Address: 401 15th Street North, St. Petersburg, FL 33705-

### L. Submit

CERTIFICATION: I hereby certify that the information contained in this application is accurate and that I am authorized to submit the application on behalf of my organization.

# SIGNATURE OF OFFICIAL REPRESENTATIVE

Michael J. Raposa

Electronically signed by katie@svdpsp.org on 2/21/2025 10:54 AM



# **Admin Documents**

**Case Id:** 18772

No data saved

Name: RUSH - St. Vincent de Paul CARES - CARE Center Address: 401 15th Street North, St. Petersburg, FL 33705-

Admin Documents
OPUS #
Agency's Cash Management / Payment Timing Procedures  **No files uploaded
Agency's Compensation, Fringe Benefits and Travel Costs Policy and Procedures  **No files uploaded
Agency's Conflict of Interest Policy  **No files uploaded
Agency's Cost Allowability Procedures  **No files uploaded
Agency's Insurance Documentation  **No files uploaded
Agency's Procurement/Purchasing Policy  **No files uploaded
Agency's W-9 **No files uploaded
Federal Funding Accountability and Transparency Act Form  **No files uploaded

HEROS Envi **No files uploado	ronmental Review ed
Lobby Certil **No files uploade	ication Form ed
Opus Projec **No files uploade	t Set-up Forms and Activity Set-up Forms
Project Clos **No files uploado	
SPA Amend **No files uploade	ments/Budget Modifications
Specific Per**No files uploade	formance and Land Use Restrictions Agreements

# **Application Attachments**

Section C. Agency Information Section F. Operating Systems Section G. Funding Request

# C. Agency Information – Internal Control Questionnaire

C.8. Please download the Internal Control Questionnaire, complete, and upload. Internal Control Questionnaire \*Required

• Internal Control Checklist 2025

# Internal Control Questionnaire (to be completed by agency personnel):

If explanation is needed, please use the box at the end of the checklist and reference the question # St. Vincent de Paul CARES

Name of Organization:

Number of employees:

376

Yes	No	N/A		Question:
x			1	Does the entity have written policies and procedures for financial transactions, such as accounts payable, accounts receivable and preparation and approval of journal entries?
х			2	Does the entity operate under an accrual method of accounting?
		Х	3	If the entity uses cash basis accounting, is a knowledgeable individual assigned the responsibility to supervise the conversion from budget (cash) basis to GAAP basis of accounting?
х			4	Does the entity provide for segregation of duties for those initiating financial transactions, those approving them and those issuing payment?
х			5	Is the accounting function completely separated from the procurement (purchasing) and receiving?
x			6	For small recipients, is the financial system designed, at the minimum, so that no one person has access to all financial operations, procedures, and records?
^			7	Are sources and application of Federal and non-Federal funds identified in the accounting system:
V			-	a. Disbursements?
X				b. Funds received (including program income)?
×			-	c. Assets (including depreciation or use allowances)?
^			8	
				Please describe how the accounting system segregates expenditures by funding source. (attach a separate sheet if needed)  We use fund-based accounting software that enables us to easily identify revenues and expenses by individual contracts. It provides accountability for the recorded funds and transactions against it. Each funding source has its own class. A chart of accounts is used to record expenditures and each cost is linked with the grant.
х			-	If a receiving department is not used, do adequate procedures exist to ensure that goods for which payment is to be made have been verified and inspected by someone other than the individual approving payment?
^			10	Are the following duties generally performed by different people:
х				a. Requisitioning, purchasing, and receiving functions and the invoice processing, accounts payable, and general ledger functions?
Х				b. Purchasing, requisitioning and receiving?
Х				c. Invoice processing and making entries to the general ledger?
Х				d. Preparation of cash disbursements, approval of them, and making entries to the general ledger?
			11	Has the entity documented the roles and responsibilities of each person in the organization?
X			12	Is the individual responsible for approval or check-signing furnished with invoices and supporting data to be reviewed prior approval or check-signing?
X			13	Are monthly reconciliations performed on the following:
х				a. All petty cash accounts?
x				b. All bank accounts?
x				c. All investment accounts?
x				d. All subsidiary accounts to the general ledger accounts?
х				Are these reconciliations reviewed and approved by a knowledgeable staff member separate from the person performing them?
			15	Are policies and procedures established concerning year-end cut-off of accounting transactions?
X				Are periodic (monthly, quarterly) reports on the status of actual to budget performance prepared and reviewed by top management in order to properly manage contracts and grants?
X			17	Does the entity have a financial statement audit performed by external auditors annually?
х				

Yes	No	N/A		Question:
х			19	Does the entity have an audit committee?
			20	Does the entity have a written conflict of interest policy?
X			21	Does the written conflict of interest policy address those engaged in the selection, award and administration of contracts?
X			22	Does the entity have a written records retention policy?
X			23	Does the entity have written procurement policies and procedures?
X			24	Does the entity have written procedures for determining the eligibility of costs in accordance with Uniform Guidance?
Х			25	Does the entity have a written policy on Program Income and how to account for it?
X				Does the entity have insurance coverage for real property and equipment acquired or improved with federal funds if required
Х			-	by that federal grant?  Does the entity have an Equipment management policy, including disposition, if acquired in whole or part with federal funds?
v			27	Does the entity have an Equipment management policy, including disposition, if acquired in whole or part than redeficit and a
X			28	Does the agency maintain perpetual inventory records and are all inventory items put on the perpetual inventory system?
Х			29	Does the entity perform physical inventory counts at least annually?
X			30	What accounting software is used by the entity? (please list here): Sage Intacct
X			31	Is the entity able to track employees' time (hours worked) directly to a grant program or funding source ?
	-			a. If yes, how is it tracked? (i.e. Via electronic timecards, separately tracked on spreadsheet, etc)
				SVdP CARES utilized an electronic timecard through Paylocity, a cloud-based payroll and human capital management software. Employees billed to specific grant programs are required to complete a Weekly Activity Log (WAL) within the agency's internal database system, CaseWorthy. CaseWorthy allows employees the ability to assign their time throughout the week to specific programs they are working in to ensure SVdP CARES is billing appropriately for each contract.
				Does the time record include daily hourly entries encompassing 100% of compensated activities? Please provide an example employee's time record to show how direct labor is segregated to different funding sources. Yes
				b. If no, how do you support direct labor charges to grant programs? N/A
'lease ado	d any additi	ional infori	matic	on or explanation here (please reference the question above to which this refers):

additional informa	tion or explanation here (please reference the question above to	o which this refers):	
Completed by:	Colleen O'Brien, CFO	2/10/2025	
	Please print name and title Shedature	Date	

# Society of St Vincent De Paul South Pinellas

384 15th N St

St Petersburg, FL 33705

# **Check Report**

 Period Begin
 4/16/2023

 Period Ending
 4/29/2023

 Check Date
 5/5/2023

 Voucher #
 23674

Employee ID **957**Location **1-10-74**Hourly **21.63** 



Earnings	Hours	Rate	Current	YTD
ER PD Basic Life		0.96	0.96	0.96
ERMed			515.07	515.07
Regular	80.00	21.63	1730.40	7786.80
Totals	80.00		1730.40	7786.80
<b>Total Hours Worked</b>	80.00			

Deductions	Current	YTD
Dental Ins	8.98	8.98
Legal	10.98	10.98
Life Ins	14.49	14.49
Medical Ins	27.11	27.11
Short Term Disa	14.53	14.53
Vision	3.17	3.17
Totals	79.26	79.26

Taxes	Current	YTD
MED	24.52	112.34
FITW	130.55	569.58
SS	104.85	480.33
Totals	259.92	1162.25

This report does not meet the legal requirements for notifying employees of their wages

Time Off	Available	Plan Year	
	To Use	Used	
PTO (PTO)	0.000000	0.000000	
Work Anniversary	0.000000	0.000000	

Society of St Vincent De Paul South Pinellas 384 15th N St St Petersburg, FL 33705 **Check Date Voucher #** 5/5/2023 23674



Employ	ee Number	Name								
957									Tot	tal
Code	Date	Day	Action	Start	Start Employee Note Stop	Stop Er	nployee	Note	Paid	Unpaid
	04/17/2023	Mon	Work	7:59 AM	4:13 PM				8.25	
	04/18/2023	Tue	Work	8:01 AM	5:28 PM				9.50	
	04/19/2023	Wed	Work	8:09 AM	4:10 PM				8.00	
	04/20/2023	Thu	Work	8:02 AM	4:15 PM				8.25	
	04/21/2023	Fri	Work	8:45 AM	2:45 PM				6.00	
	04/24/2023	Mon	Work	8:00 AM	4:57 PM				9.00	
	04/25/2023	Tue	Work	7:45 AM	5:02 PM				9.25	
	04/26/2023	Wed	Work	7:33 AM	4:17 PM				8.75	
	04/27/2023	Thu	Work	7:30 AM	2:49 PM				7.25	
	04/28/2023	Fri	Work	8:26 AM	2:15 PM				5.75	
					Totals	Reg	OT1	OT2	Paid	Unpaid
						80.00	0.00	0.00	80.00	0.00
					Pay Type Summary					
					Work	80.00	0.00	0.00	80.00	0.00

# Staff WAL Admin Report Form (ID 1000001220)

# Title

User:					Week of: 4/16/2023 - 4/22/2023				
Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total	
Summary:	0.00	8.25	9.50	8.00	8.25	6.00	0.00	40.00	

WAL Line Items:

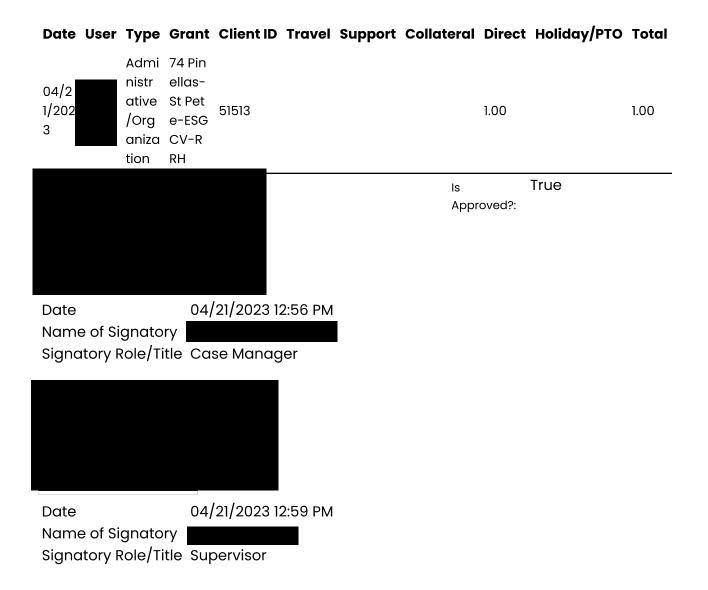
D	ate	User	Туре	Grant	Client ID	Travel	Support	Collateral	Direct	Holiday/PTO	Total
	4/17 202		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	50964	0.00	0.75	0.00	0.00	0.00	0.75
	4/17 202		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	46183	0.00	0.50	0.00	0.00	0.00	0.50
	4/17 202		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	48225	0.00	0.75	0.00	0.00	0.00	0.75
	4/17 202		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	25282	0.00	1.00	0.00	0.00	0.00	1.00
	4/17 202		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	25282	0.50	0.00	0.00	0.50	0.00	1.00
	4/17 202		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	49963	1.00	0.00	0.50	0.00	0.00	1.50
	4/17 202		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	25360	0.50	0.00	0.50	0.00	0.00	1.00

Date	User	Туре	Grant	Client ID	Travel	Support	Collateral	Direct	Holiday/PTO	Total
04/17 /202 3			74 Pin ellas- St Pet e-ESG CV-R RH		0.00	0.00	0.00	1.00	0.00	1.00
04/17 /202 3		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	51501	0.00	0.50	0.00	0.00	0.00	0.50
04/17 /202 3		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	47888	0.00	0.25	0.00	0.00	0.00	0.25
04/1 8/20 23		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	46183	0.00	0.75	0.00	0.00	0.00	0.75
04/1 8/20 23		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	25282	2.00	0.00	0.00	1.00	0.00	3.00
04/1 8/20 23		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	25360	1.00	0.00	0.00	0.00	0.00	1.00
04/1 8/20 23		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	48225	0.00	0.00	0.00	1.00	0.00	1.00

Date	User	Туре	Grant	Client ID	Travel	Support	Collateral	Direct	Holiday/PTO	Total
04/1 8/20 23		Admi nistr ative /Org aniza tion	110 Pin ellas- Count y-ESG CV-R RH&SE HA	28044	1.00	0.00	0.00	0.50	0.00	1.50
04/1 8/20 23		Admi nistr ative /Org aniza tion	110 Pin ellas- Count y-ESG CV-R RH&SE HA	49963	0.00	0.00	0.00	0.50	0.00	0.50
04/1 8/20 23		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	47618	0.00	0.00	0.00	0.50	0.00	0.50
04/1 8/20 23		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH		0.75	0.00	0.00	0.50	0.00	1.25
04/1 9/20 23		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	25282	0.00	0.50	0.00	1.00	0.00	1.50
04/1 9/20 23		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	25360	0.75	0.00	0.00	0.75	0.00	1.50
04/1 9/20 23		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	51501	0.00	0.50	0.00	0.00	0.00	0.50

Date	User	Туре	Grant	Client ID	Travel	Support	Collateral	Direct	Holiday/PTO	Total
04/1 9/20 23		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	45891	0.00	0.00	0.00	1.00	0.00	1.00
04/1 9/20 23		Admi nistr ative /Org aniza tion	110 Pin ellas- Count y-ESG CV-R RH&SE HA	49963	0.00	0.50	0.00	1.00	0.00	1.50
04/1 9/20 23		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	37046	0.00	0.00	0.00	1.00	0.00	1.00
04/1 9/20 23			74 Pin ellas- St Pet e-ESG CV-R RH		0.00	0.00	0.00	1.00	0.00	1.00
04/2 0/20 23		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	50964	1.00	0.00	0.00	0.50	0.00	1.50
04/2 0/20 23		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	25360	0.50	0.00	0.00	1.00	0.00	1.50
04/2 0/20 23		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	26425	0.00	0.00	0.00	1.00	0.00	1.00

Date	User	Туре	Grant	Client ID	Travel	Support	Collateral	Direct	Holiday/PTO	Total
04/2 0/20 23		Admi nistr ative /Org aniza tion	110 Pin ellas- Count y-ESG CV-R RH&SE HA	25282	0.00	1.00	0.00	1.00	0.00	2.00
04/2 0/20 23		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	37046	1.00	0.00	0.00	0.25	0.00	1.25
04/2 0/20 23			74 Pin ellas- St Pet e-ESG CV-R RH		0.00	0.00	0.00	1.00	0.00	1.00
04/2 1/202 3		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	50964	1.00	0.50	0.00	1.00	0.00	2.50
04/2 1/202 3		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	48282	0.00	0.00	0.00	0.50	0.00	0.50
04/2 1/202 3		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	25282	0.00	0.00	0.00	1.00	0.00	1.00
04/2 1/202 3		Admi nistr ative /Org aniza tion	110 Pin ellas- Count y-ESG CV-R RH&SE HA	26425	0.00	0.00	0.00	1.00	0.00	1.00



# Staff WAL Admin Report Form (ID 1000001220)

## Title

User: Week of: 4/23/2023 - 4/29/2023

	•	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total	
Summary:	0.00	9.00	9.25	8.75	7.25	5.75	0.00	40.00	

WAL Line Items:

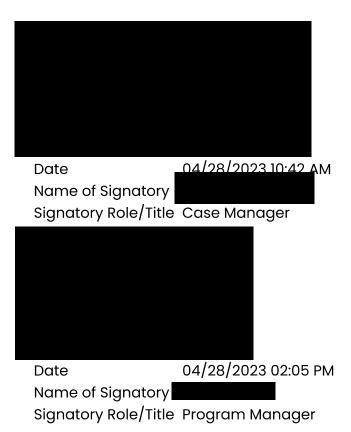
Date	User	Туре	Grant	Client ID	Travel	Support	Collateral	Direct	Holiday/PTO	Total
04/2 4/20 23		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	25360	0.00	0.00	0.50	1.00	0.00	1.50
04/2 4/20 23		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	50892	0.00	0.50	0.50	0.50	0.00	1.50
04/2 4/20 23			74 Pin ellas- St Pet e-ESG CV-R RH		0.00	0.00	0.00	1.00	0.00	1.00
04/2 4/20 23		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	50964	1.00	0.50	0.00	0.50	0.00	2.00
04/2 4/20 23		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	51501	0.00	0.50	0.00	0.50	0.00	1.00
04/2 4/20 23		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	46183	0.00	0.25	0.00	0.75	0.00	1.00
04/2 4/20 23		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	48282	0.00	0.00	0.00	1.00	0.00	1.00

Date	User	Туре	Grant	Client ID	Travel	Support	Collateral	Direct	Holiday/PTO	Total
04/2 5/20 23		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	47618	1.00	0.50	0.00	0.00	0.00	1.50
04/2 5/20 23		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	51513	1.00	0.00	0.00	0.75	0.00	1.75
04/2 5/20 23		Admi nistr ative /Org aniza tion	110 Pin ellas- Count y-ESG CV-R RH&SE HA	26425	0.00	0.75	0.00	0.00	0.00	0.75
04/2 5/20 23		Admi nistr ative /Org aniza tion	110 Pin ellas- Count y-ESG CV-R RH&SE HA	28044	0.50	1.00	0.00	0.00	0.00	1.50
04/2 5/20 23		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	51501	1.00	0.00	0.00	1.00	0.00	2.00
04/2 5/20 23		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	50964	0.50	0.25	0.00	1.00	0.00	1.75
04/2 6/20 23		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	37046	0.00	0.50	0.00	0.00	0.00	0.50

Date	User	Туре	Grant	Client ID	Travel	Support	Collateral	Direct	Holiday/PTO	Total
04/2 6/20 23		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	50964	0.50	0.00	0.00	0.75	0.00	1.25
04/2 6/20 23		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	48225	0.50	0.00	0.00	0.75	0.00	1.25
04/2 6/20 23		Admi nistr ative /Org aniza tion	110 Pin ellas- Count y-ESG CV-R RH&SE HA	28044	0.00	0.50	0.00	1.00	0.00	1.50
04/2 6/20 23		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	46183	0.50	0.00	0.00	1.00	0.00	1.50
04/2 6/20 23		Admi nistr ative /Org aniza tion	110 Pin ellas- Count y-ESG CV-R RH&SE HA	50565	0.50	0.00	0.00	0.50	0.00	1.00
04/2 6/20 23		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	25360	0.50	0.25	0.00	0.00	0.00	0.75
04/2 6/20 23		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	48282	0.50	0.00	0.00	0.50	0.00	1.00

Date	User	Туре	Grant	Client ID	Travel	Support	Collateral	Direct	Holiday/PTO	Total
04/2 7/20 23		Admi nistr ative /Org aniza tion	110 Pin ellas- Count y-ESG CV-R RH&SE HA	28044	0.00	0.50	0.00	1.00	0.00	1.50
04/2 7/20 23		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	25360	0.00	0.25	0.00	0.50	0.00	0.75
04/2 7/20 23		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	45891	0.00	0.00	0.00	0.50	0.00	0.50
04/2 7/20 23		Admi nistr ative /Org aniza tion	110 Pin ellas- Count y-ESG CV-R RH&SE HA	49963	1.00	0.00	0.00	0.50	0.00	1.50
04/2 7/20 23		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	50964	0.00	0.50	0.00	1.00	0.00	1.50
04/2 7/20 23		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	47618	0.00	0.50	0.00	0.50	0.00	1.00
04/2 7/20 23			74 Pin ellas- St Pet e-ESG CV-R RH		0.00	0.00	0.00	0.50	0.00	0.50

Date	User	Туре	Grant	Client ID	Travel	Support	Collateral	Direct	Holiday/PTO	Total
04/2 8/20 23		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	37046	0.00	0.25	0.00	0.50	0.00	0.75
04/2 8/20 23		nistr ative /Org	74 Pin ellas- St Pet e-ESG CV-R RH	25360	0.75	0.25	0.00	0.75	0.00	1.75
04/2 8/20 23		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	25282	0.50	0.00	0.00	1.00	0.00	1.50
04/2 8/20 23		Admi nistr ative /Org aniza tion	110 Pin ellas- Count y-ESG CV-R RH&SE HA	28044	0.00	0.50	0.00	0.50	0.00	1.00
04/2 8/20 23		Admi nistr ative /Org aniza tion	74 Pin ellas- St Pet e-ESG CV-R RH	45891	0.00	0.25	0.00	0.50	0.00	0.75



Is True Approved?:

# F. Operating Systems – Documentation – Job Descriptions

Attach job descriptions for positions and resumes for the individuals who hold these positions.

• Case Manager III CARE Center

# TOO PC

#### St. Vincent de Paul CARES

#### **Job Description**

JOB TITLE: Case Manager III

Exempt (Y/N): N Program Name: CARE Center

PT/FT: **FT** Supervisor: Director, Center of Hope

Salary Classification: 11 HR Approved Date: 06/2015

Employee Name: Updated Date: 01/2016, 10/2016, 11/2017,

5/2019

Prepared By: HR Manager

**MISSION STATEMENT:** The mission of St. Vincent de Paul CARES is to alleviate pain and suffering, in a spirit of justice and charity, through person-to-person involvement.

**SUMMARY:** The Case Manager III will provide case management to shelter clients and assist them in achieving greater self-determination, self-sufficiency and permanent housing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at this time)

- Set attainable goals and monitor progress of clients
- Design and carry out a Housing Plan with each client
- Assist clients with varying needs, i.e. general information, housing, apartment searching, veteran assistance, and referrals
- Follow up and evaluation on progress of clients then report to management on client progression
- Meet twice monthly to monitor progress daily and maintain accurate documentation of progress towards goals and services provided
- Knowledge of harm reduction, motivational interviewing and trauma-informed care.
- Maintain accurate required documentation, including entering required client information into Pinellas Homeless Information Network (PHMIS), as required
- Post information relative to job skills, housing, social events on the bulletin board
- Organize and conduct client satisfaction surveys and perform other duties relative to the position including typing, filing, answering telephones, etc.
- Provide client access to services and community resources as needed

#### **OTHER RESPONSIBILITIES:**

- Complies with all applicable training requirements
- Complies with all company safety, personnel and operational policies and procedures
- Complies with work schedule to ensure effective operations of Agency programs
- Contributes positively as a member of a productive and cooperative team
- Performs other duties as necessary to fulfill the St. Vincent de Paul CARES Mission

#### **Employee Benefits:**

- 95% Employer paid Employee only coverage (zero ded, \$10 co pay plan)
- 10k Employer paid Basic Life insurance
- 120 hrs PTO accrued biweekly starting at day 1 of employment
- 13 Paid Holidays to include Employee's birthday and Date of Hire
- We also have various retention and referral bonuses
- 2 weeks paid training to include DEI initiatives
- Flexible schedules in most positions
- 3% Employer match after 6 months
- We also offer Dental, Vision, Life, Short Term Disability, Long Term Disability, Accident, Critical Illness, Hospital, ID Shield, Legal Shield, Additional Life, FSA Medical, and FSA Dependent Care

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** (To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.)

- Able to speak, write and understand English
- Possess basic computer skills
- Must be sensitive to and respect cultural diversity amongst clients, staff and volunteers and able to work with diverse racial, ethnic and economic groups
- Flexible work schedule including evenings, nights, weekends and holidays
- Ability to set appropriate limits, work under deadlines and multi-task
- Ability to organize, prioritize, self-motivate, and deliver results
- Excellent communication and listening skills
- Possess strong work ethics
- Successfully pass Law Enforcement background screening
- Valid Florida driver's license if driving an agency vehicle or a personal vehicle for company business
- Must have reliable transportation
- Participates in Agency Performance Quality Improvement (PQI) program and Accreditation/Reaccreditation process
- Mission driven attitude supplemented with integrity and passion
- Adherence to the highest ethical standards, personally and professionally
- A high level of openness and willingness to receive feedback/suggestions from superiors and others, and to learn new skills to improve job performance
- Evidence of deep alignment with the St. Vincent de Paul CARES Mission and Values

**ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:** (To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.)

 Possess basic knowledge of homelessness, severe and persistent mental illness and substance abuse

- Basic knowledge of resources in the community available for veteran population, especially services and programs offered by the VA
- Ability to form partnerships in the community and seek out community resources
- Must be able to comply with complex governmental regulations, policies and procedures and demonstrate thorough document compliance efforts and activities
- Must be proficient with data management and information systems and have basic knowledge of Excel, PowerPoint, and Outlook
- Must demonstrate excellent interpersonal skills and possess the ability to interact effectively with other agencies and service providers
- Candidate must be able to work in a fast-paced environment and understand the issues that are faced by low-income populations

**EDUCATION AND EXPERIENCE:** (Pending on position and if prior to hire is approved by Chief Executive Officer, a comparable amount of training, education or experience may be substituted for the minimum education qualifications)

- Bachelor's Degree in social work and/or experience (work, life or volunteer) in social services
- Veterans preferred

GENERAL PHYSICAL DEMANDS: These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made, if appropriate, to enable people with disabilities to perform the described essential functions of job. Working in an office/site requires prolonged sitting at the computer workstation, standing, bending, reaching, lifting up to 20 lbs. and some driving. Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, telephones, and other office equipment. It is also required to regularly sit, speak, and listen, the employee is also required to walk, use hands and fingers to type, operate equipment, and maintain records and notes. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

<u>MENTAL DEMANDS:</u> Must handle new and diverse work problems on a daily basis. Personal maturity is an important attribute. Must be able to resolve problems, handle conflict, and make effective decisions under pressure. Must have the ability to listen objectively to people, perceive the real problem and assist in bringing issues to a successful conclusion. Must relate and interact with, volunteers, clients, contractors, visitors and employees at all levels within the Agency.

<u>WORK ENVIRONMENT:</u> Environment will occasionally become noisy due to equipment operations and interactions among clients and staff. There may be the possibility of being exposed to communicable disease, possible exposure to verbal abuse or similar behavior from residents/clients. On an as needed basis, employees may be called upon to work outside of the established work schedule or work odd hours. All information associated with the Agency is confidential.

St. Vincent de Paul CARES is an Equal Opportunity Employer.

**NOTE:** This job description does not constitute an employment contract, written, implied or otherwise, other than an "at will" and/or grant funded position. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employees. This job description is subject to change by the employer (St. Vincent de Paul CARES) at the discretion of the employer, or as the needs of the employer and/or requirement of the job change. Changes can be done formally or informally, either verbally or in writing. St. Vincent de Paul CARES explicitly reserves the right to modify any of the provision of this job description at any time and without notice. This job description is not intended to be all-inclusive; the duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or essential function does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

EMPLOYEE ACKNOWLEDGMENT AND RECEIPT: I have read this job description and acknowledge its receipt with my signature below. I feel that I am qualified and able to perform all duties as outlined. I also understand that any false misrepresentation of facts regarding my qualifications is grounds for immediate termination. I understand that my job duties may not be limited to those listed as the exact nature may vary as program, project elements, and priorities change in the future. I understand that this job description may be updated as needed. I have read my job description and understand the duties and responsibilities of my position and my supervisor has reviewed them with me.

Employee Signature	Date	
Employee Print Name		

## **Section G. Funding Request**

G.2. Please provide a detailed budget identifying specific costs within each budget category and specify which items will be requested for reimbursement with CDBG funding and specify the expenses to be reimbursed using other funding sources.

**Detailed Budget By Budget Category \*Required** 

• SVdP CARES CARE Center Projected Budget FY2026

Program Delivery Sal	aries						
Staff	Position	Annual Salary	FTE		<b>Total Program Cost</b>	FTE	Requested Funding
Kevin Shullick	COH/Shelter Director	86,596.00	0.10		8,660.00		
Angela Wilson	CARE Center Manager	73,463.00	0.20		14,693.00		
Scott Grapes	Lead Navigator	43,919.00			30,743.00		
Brian Van Ness	Exec Chef	61,337.00			4,294.00		
Breonna Rogers	Sous Chef	41,198.00	0.07		2,884.00		
Jaleel Wilson	Line Cook		0.07		2,524.00		
Suzanne Tozzi Devin Striewski	Line Cook		0.07		2,524.00		
Bannie Spinks	Maintenance Supervisor Housekeeper/Maintenance Te	49,447.00 36,057.00	0.07 0.07		3,461.00 2,524.00		
Vacant	Maintenance Tech	38,771.00	0.07		2,714.00		
Khalil Robinson	Housekeeper	30,893.00	0.07		2,163.00		
Samantha Guntek	Housekeeper	30,893.00	0.07		2,163.00		
David Greenspan	Mental Health CM	55,124.00	1.00		55,124.00		
Nakia Wright Jean	Case Manager III		1.00		46,340.00	1.00	46,340.00
Devin Wesby	Navigator	34,493.00	0.16		5,519.00		-,-
Rudolph Long	Rapid Resolution Specialist	46,340.00	1.00		46,340.00		
		Total	8.24			1.00	
		Sub-total S	Salaries		354,488.00		46,340.00
Formal and a Follows Ba							
Employee Fringe Be	nents (FICA), Health Insurance, Workers	Compensation St	ato		91,863.00		12,008.00
	any other benefits offered.	Compensation, 30	ate		91,803.00		12,006.00
onemployment, and	any other benefits offered.						
Total Salary and Ben	efits				446,351.00		58,348.00
Operating/Non-Person	onnel Costs						
Operating Expenses					64,554.00		-
	for electric (\$37,503), water, sewe						
cable and telepho	ne (\$5,668)based on the space occ	upied and utilized.					
Operating Expenses					6,615.00		-
	s for office supplies, computer and	computer related	costs,				
paper, pens, and o	copying.						
<b>Program Materials</b>							
Costs for laundry,	bus passes, cleaning supplies, mats	, linens, and other			73,024.00		-
incidentals.							
Food					14,630.00		_
	for food supplies to prepare three	meals a day sever	n days		21,000.00		
	nilies staying at the shelter.	medis a day, sever	. uuys				
	, ,						
Travel					10,359.00		-
	use of leased vehicle, repairs, and f						
	clients and reimbursement for mile		I				
vehicle is not avail	able based on federal rate per mile	·.					
Other							
Insurance				6,257.00			-
The allocated of	osts for liability insurance: propert	y (\$2,285), profess	ional				
(\$3,543) and c	yber (\$429) liability						
Maintenance & F	Panaire			25,751.00			_
	costs for maintenance and repairs n	nade to the family	chaltar	23,731.00			-
	mon areas based on allocation plan						
facility.	mon areas based on anocation plan	i baseu on the use	or the				
racincy.							
Security				958.00			
-	osts of security.			938.00			-
The anotated t	osts of security.						
Other							
Other	- f (\$4.505) - t		L. C. L. L. H	0.643.00			-
	of payroll processing (\$4,605), stor cruitment and employee screening			8,643.00			
160102 (\$313), FE	cramment and employee screening	(YZ,U43), LI dIIIINg	(10046)				
		Tota	l Other		41,609.00		0
		iota	. Julei		71,005.00		U
	Subtotal Operati	ing Non-Personnel	l Costs		210,791.00		-
		J					<del></del>
		Total Direct	Costs		657,142.00		58,348.00
					,		20,0 .0.00
Administrati	ve Cost (Based on a De Minimis In	direct Cost Rate o	f 0.15)		96,377.00		8,752.00
	,		-,				
		Total	Costs		753,519.00		67,100.00