

Application for Funding Assistance

Florida Department of Law Enforcement
Justice Assistance Grant - County-wide

Section 1: Administration

Subgrant Recipient

Organization Name: Pinellas County Board of Commissioners

County: Pinellas

Chief Official

Name: Charlie Justice

Title: Chairman

Address: 315 Court Street
#501

City: Clearwater

State: FL **Zip:** 33756-5165

Phone: 727-464-3022 **Ext:**

Fax:

Email: cjustice@pinellascounty.org

Chief Financial Officer

Name: Ken Burke

Title: Clerk of the Court

Address: 315 Court Street

City: Clearwater

State: FL **Zip:** 33756

Phone: 727-464-3341 **Ext:**

Fax: 727-464-3341

Email: kburke@pinellascounty.org

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Section 1: Administration

Implementing Agency

Organization Name: Pinellas County Human Services

County: Pinellas

Chief Official

Name: Lourdes Benedict

Title: Director

Address: 440 Court Street
2nd Floor

City: Clearwater

State: FL **Zip:** 33756-5165

Phone: 727-464-8417 **Ext:**

Fax:

Email: lbenedict@pinellascounty.org

Project Director

Name: Sara Gordils

Title: Justice Programs Analyst

Address: 440 Court Street
Second Floor

City: Clearwater

State: FL **Zip:** 33756-5139

Phone: 727-464-7437 **Ext:**

Fax:

Email: sgordils@pinellascounty.org

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Section 2: Project Overview

General Project Information

Project Title: MUSTARD SEED INN
Subgrant Recipient: Pinellas County Board of Commissioners
Implementing Agency: Pinellas County Human Services
Project Start Date: 10/1/2016 **End Date:** 9/30/2017

Problem Identification

Often, individuals who are addicted to alcohol or other drugs and are homeless, have repeated encounters with alcohol detoxification and other public services, such as: police, jail and court services, emergency medical transportation services, public hospital emergency room care and involuntary commitment services. Many, if not most, among this population have co-occurring substance abuse and mental health disorders, or multiple chronic conditions. This places a high burden on Pinellas County community services and law enforcement.

Homeless adults with behavioral health disorders or multiple chronic conditions require supportive housing, and wrap-around services using specialized case management. Locally, in 2012, the Pinellas County Adult Criminal Justice Collaborative Lab (which included participation by Pinellas County and WestCare) recommended alternatives to jail for individuals with substance abuse issues and/or mental illness experiencing homelessness including:

- (1) evidence based services for substance abuse and mental health, such as the Seeking Safety and Relapse Prevention curriculum. Seeking Safety is an integrative treatment approach developed specifically for Post-Traumatic Stress Disorder (PTSD) and substance abuse; and Relapse Prevention planning is a critical element in ensuring that a person who is recovering from drug or alcohol addiction does not return to using drugs or alcohol;
- (2) case management services;
- (3) housing; and
- (4) life skills training.

Without the provision of specialized recovery support and case management, many homeless adults will continue the cycle of homelessness, substance use/abuse and criminal behavior.

The 2016 Point-in-Time Count and Survey for Pinellas County reveals that on a given night, there are 2777 unsheltered persons in Pinellas County. With a subpopulation of 1850, being reported to HUD, data indicated that 581 individuals reported a mental illness (31.4%), 562 reported a substance abuse disorder (30.3%), and 24 reported HIV/AIDS (1.2%). These statistics are representative of the vulnerable (high-risk/high-need) population accessing services at WestCare daily. A significant portion of the single adult population becomes homeless upon discharge from custodial or institutional settings, such as prisons, jails and hospitals. Many of these individuals have diagnosed or undiagnosed substance abuse or co-occurring substance abuse and mental health disorders. Moreover, when underlying factors, such as trauma, were identified, they were also treated with a "silo" approach. With no treatment or ineffective treatment, there is a high likelihood of continued substance abuse, criminal recidivism and continued homelessness.

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Section 2: Project Overview

This project has been previously funded by Justice Assistance Grant (JAG) and is a continuation grant from the previous year. JAG funding is currently used to support the Recovery Support Specialist/Case Manager position.

Project Summary (Scope of Work)

Mustard Seed Inn (MSI) is a renowned 24 hour a day, seven days a week, 365 days a year, transitional living program which has been operational in Pinellas County for more than 20 years. In 2001, the oversight of MSI transferred to WestCare. MSI is now comprised of 44 beds within WestCare's Davis-Bradley Community Involvement Center, located at 1735 Dr. Martin Luther King Jr., St. S. (33705 zip code area) and 26 beds reserved for U.S. military veterans in WestCare's Veterans Center, located at 2510 Central Avenue (33712 zip code area).

All residents of MSI are homeless adults in recovery from a substance use disorder or co-occurring behavioral health disorders or multiple chronic conditions. Many residents have histories of criminal involvement and may still be involved in the criminal justice system.

Requested JAG funds will support a Recovery Support Specialist/Case Manager who will use evidence-based case management strategies/approaches to assist homeless adults (in recovery from a substance use or co-occurring disorder(s) or multiple chronic conditions) to remain crime- and drug-free while growing essential skills to increase self-sufficiency and transition into a constructive community life. JAG funding is currently used to support this function at the MSI.

Approximately 40% of participants transition into MSI from WestCare's A Turning Point emergency shelter. Moreover, many residents transition from MSI into permanent supportive housing either at WestCare's Veterans Living Center or with help from WestCare's Rapid Re-Housing (HUD) program - illustrating WestCare's strong continuum of services for homeless adults. In addition to basic needs being met such as shelter (transitional bed), hygiene and nutrition, all homeless, low income (documented) adults residing in MSI are offered the following services: Integrated Screening and Assessment; Individualized Service Planning; Comprehensive Case Management; Linkages to Individualized, Evidence-based and Trauma Informed Treatment Services; Life Coping Skills Training; Employment/Vocational Skills Training, Job Placement and Coaching; Access to Education; Housing Counseling and Placement; Support Groups; Healthcare Navigation; Assistance with Obtaining Insurance and Other Benefits; and Relapse Prevention/Aftercare Groups.

During the time period of October 1, 2016 through September 30, 2017, WestCare proposes that the Recovery Support Specialist/Case Manager will serve at least 130 unduplicated homeless adults (in recovery from a substance use or co-occurring disorder(s) or multiple chronic conditions). In addition, the Recovery Support Specialist/Case Manager will expend 2,000 hours of services.

The deliverables for this agreement are included in the quarterly performance reports, including the tasks and activities described in the scope of work. Documentation to be provided will include reporting/sharing of client-based/program data as required by Pinellas County & FDLE (e.g., number of clients served, number of clients completing service plan, etc.), as well as, reimbursement invoices and staff timesheets.

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Section 2: Project Overview

Section Questions:

Question: What percentage of the total cost of this project is being funded by sources other than this award?

Answer: 60

Question: What is the name of the jurisdiction(s) your agency provides service to. (e.g., City of Miami, Orange County, State of Florida)

Answer: Pinellas County

Question: What is the address of the location being used to provide services for this project?

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

Question: Describe your agency. (e.g., non-profit, community based, government)

Answer: government contracting with non-profit for services.

Question: Have you verified that the subgrantee has an active and current registration in SAM.gov?

Answer: Yes

Question: What is the Operating Capital Outlay threshold used by the subgrantee? If the implementing agency is a sheriff's office, indicate the sheriff's office's threshold instead.

Answer: n/a

Question: Does the subgrantee receive a single grant in the amount of \$750,000 or more from the U.S. Department of Justice?

Answer: No

Question: Does the implementing agency receive a single grant in the amount of \$750,000 or more from the U.S. Department of Justice?

Answer: No

Question: In your organization's preceding completed fiscal year, did your organization (the subgrantee) receive at least (a) 80 percent or (b) \$25,000,000 of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Answer: No

Question: If you answered yes above, does the public have access to information about the compensation of the executives in your organization (the subgrantee) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? If answer to Part 1, above, was "no," answer N/A.

Answer: No

Question: What is the combined population of the jurisdiction(s) your agency provides services to (according to the 2010 census)?

Answer: 916542

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Section 3: Performance

General Performance Info:

Performance Reporting Frequency: Quarterly

Federal Purpose Area: 10 - Behavioral Health

State Purpose Area: 1G - General Questions

Objectives and Measures

Objective: General Questions - General Questions for All Recipients

Measure: General 02

Will your organization be using the The National Training and Technical Assistance Center (NTTAC) during the grant period, regardless of JAG funding? The NTTAC serves as BJA's training and technical assistance center. You can find resources, tools, webinars, and TTA support on a variety of criminal justice issues and initiatives.

Goal: No

Measure: General 03

Will your organization be using the NCJP.org website during the grant period, regardless of JAG funding? NCJP.org contains resources to support strategic planning, program development, and implementation of evidence-based policy and practice.

Goal: No

Measure: General 04

Will your organization be using the Evidence-Based Policing Matrix during the grant period regardless of JAG funding? The Evidence-Based Policing Matrix provides information on evidence-based practices for law enforcement.

Goal: No

Measure: General 05

Will your organization be using the What Works in Reentry Clearinghouse during the grant period regardless of JAG funding? The clearinghouse provides research on the effectiveness of reentry programs and practices.

Goal: No

Measure: General 06

Will your organization be using Research to Practice during the grant period regardless of JAG funding? Research to Practice promotes the dissemination of research on drug courts to practitioners and policymakers.

Goal: No

Measure: General 07

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Section 3: Performance

Will your organization be using any other resources during the grant period regardless of JAG funding? If yes, please describe them.

Goal: no

Measure: General 08

During the grant period, will your agency conduct or sponsor (with or without JAG funds) a survey or focus group of citizens on any of the following topics? Enter all that apply from the following list: Public satisfaction with police services; public satisfaction with prosecution services; public satisfaction with public defender/indigent defense services; public satisfaction with courts; public perceptions of crime/disorder problems; personal crime experiences of citizens; none of the above; unsure/don't know.

Goal: No

Measure: General 09

During the grant period, which of the following community activities will your organization be involved in, with or without JAG funds and how often will they each occur (yearly, monthly, etc.)? Choose from the following list: Hosting community meetings; attending community meetings; distributing a newsletter, e-mail, or other bulletin; attending community events; conducting social media activities; conducting outreach to minority populations; other (please describe)

Goal: Attend Community Events: Substance Abuse Advisory Board Meetings & Homeless Leadership Board Meeting

Measure: General 10

Law Enforcement Agencies ONLY: In which of the following ways has your agency fostered community involvement in the last year? Enter all that apply from the following list: Citizen Review Board or other review board with citizen representation, Citizen's Police Academy, Internships for university or high school students, Volunteer Program, Auxiliary police officer program, Police Cadet Program, k-12 school programs, Youth Athletic Programs, Other (please Describe), None of the above, Unsure/Don't know.

Goal: n/a

Measure: General 11

Identify the goal(s) you hope to achieve with your funding. If you have multiple goals, describe each goal separately.

Goal: Goal: To improve the living condition of homeless and assisting them to become self-sufficient.

Provide Services to at least 130 unduplicated clients and have those clients be discharged successfully from MSI.

80% of shelter residents complete assessment within 72 hours of arrival. 62%

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Section 3: Performance

of residents complete Case Plan within 7 days.

Measure: General 12

Are the subrecipient and implementing agency aware that they will be required to report on the status of the identified goals during each reporting period?

Goal: Yes

Measure: General 13

Describe any barriers you may encounter which may prevent you from achieving your identified goal(s).

Goal: risk of recidivism and ensuring clients maintain case plans.

Measure: General 14

Are you aware that the Office of Criminal Justice Grants encourages recipients to report on any noteworthy accomplishments, success stories, or program results that they would like to showcase?

Goal: Yes.

Measure: General 15

What major activities are planned for each of your goals listed in question 12?

Goal: Ensure Case Plans cater to each client's individual needs to encourage successful discharge from MSI.

State Purpose Area: 5C - Consultants/Contracts

Objectives and Measures

Objective: Consultants/Contracts - Questions for all recipients using consultants/contracts.

Measure: Consultants1

Please describe what consultants/contracts will be paid for with JAG funds during the grant period. Include names, titles and areas of expertise where applicable.

Goal: Pinellas County contracts with Westcare to provide case management services for homeless adults in recovery from substance abuse or co-occurring disorders to remain crime and drug free.

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Section 4: Financial

General Financial Info:

Note: All financial remittances will be sent to the Chief Financial Officer of the Subgrantee Organization.

Financial Reporting Frequency for this Subgrant: Quarterly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 596000800

Budget:

Budget Category	Federal	Match	Total
Salaries and Benefits	\$0.00	\$0.00	\$0.00
Contractual Services	\$20,000.00	\$0.00	\$20,000.00
Expenses	\$0.00	\$0.00	\$0.00
Operating Capital Outlay	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
-- Totals --	\$20,000.00	\$0.00	\$20,000.00
Percentage	100.0	0.0	100.0

Project Generated Income:

Will the project earn project generated income (PGI) ? No

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Section 4: Financial (cont.)

Budget Narrative:

Contractual Services
Unit = 1 staff hour

Total Program Costs: \$50,000
Total Project Units: 2,000

Grant Award Budget: \$20,000
Grant Funded Units: 800

TOTAL PROGRAM UNITS & COST
Total Program Budget = Total Program Units / Unit Cost
 $\$50,000 = 2,000 \text{ Units} / \25

GRANT AWARD BUDGET & UNITS
Grant Budget = Grant Units / Unit Cost
 $\$20,000 = 800 \text{ Units} / \25

Total Program Costs:

\$28,095 - Salary Recovery Support Specialist/Case Manager
\$6,658 - Fringe Benefits
\$660 - Supplies
\$1,400 - Client Educational Materials
\$6,665 - Operational Costs
\$6,552 - Administrative Costs

\$50,000 - TOTAL PROGRAM COST

Personnel:

Recovery Support Specialist/Case Manager. This position is responsible as the primary advocate and for coordinating all services. They assist the client in linking them with community resources, providing critical support for job development, acquiring stable housing, employment, obtaining and following through with mental health services, and submitting applications for benefits.

Fringe Benefits:

WestCare Gulfcoast Florida, Inc. fringe benefit rate is 23.7%. Fringe benefits include Social Security and Medicare Tax (FICA) @ 7.65%, Worker's Compensation @ 1%, State Unemployment @ 3.03%, Retirement @ 3%, and Health/Dental/Life Insurance @ 9.02%.

Supplies:

Amounts requested for supplies represent consumables needed to operate the program. Costs are calculated based on historical expenditures. Office Supplies/ Consumables: Required items to operate the program include copy paper, printer cartridges, pens, pencils, file cabinets and other related supplies.

Educational Materials:

Seeking Safety a present-focused treatment for clients with a history of trauma and substance abuse. The treatment was designed for flexible use: group or individual

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Budget Narrative (Continued):

format, male or female clients, and a variety of settings. Relapse Prevention Workbook, by Terence T. Gorski, is designed for people in recovery from alcohol or other drug addiction that has a history of relapse, or is currently afraid they might relapse.

Operational Costs:

Property Lease: Rent for office space for Case Manager to meet with clients, complete notes in clients file, access email, timesheet, etc., utilities included.

Administrative Costs:

Administrative costs consist of the following departments and expenses: Grants, Contracts & Public Relations, Finance, Quality Improvement, Risk Management, Business Development, Human Resources & Staff Development, Facilities Management & Procurement, Safety & Information Systems.

Pinellas County will contract with Westcare for services.

Westcare will provide the outstanding \$30,000 left to fund the Mustard Seed Inn project.

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Section 4: Financial

Section Questions:

Question: If the budget contains salaries and benefits, will this project result in a net personnel increase, or continue to fund a prior federally grant funded net personnel increase?

Answer: No

Question: If Expenses or Operating Capital Outlay are included in your budget, what will be the method of procurement for those items? (e.g., competitive bid, sole source, state term contract)

Answer: n/a

Question: If indirect cost is included, explain the indirect cost plan. Provide documentation of approval.

Answer: n/a

Question: If contractual services in the budget are based on unit costs, provide a definition and breakdown of cost for each service. Include the methodology for the unit cost plan and when it was approved.

Answer: 1 unit = 1 staff hour

Total Program Cost = \$50,000

Total Program Units = 2,000

Unit Cost = \$25

Unit Cost = Program Cost / Program Units

\$25 = \$50,000 / 2,000 units

Units of service provided by Recovery Support Specialist/Case Manager are equal to the hours worked.

Total units are determined by 8 hour work days 5 days per week multiplied by 50 weeks (assuming two weeks are taken off for holidays and/or personal time), totaling 2000 units.

Unit Cost established 5/16/2016

Total Program Costs Breakdown:

\$28,095 - Salary Recovery Support Specialist/Case Managet

\$6,658 - Fringe Benefits

\$660 - Supplies

\$1,400 - Client Educational Materials

\$6,665 - Operational Costs

\$6,552 - Administrative Costs

\$50,000 - TOTAL PROGRAM COST

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Section 5: Standard Conditions

Insert Standard Conditions Page here.

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Section 6: Signatures

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duty authorized officers on the date, month and year set out below.

**Corrections on this page, including Strikeovers,
whiteout, etc. are not acceptable.**

**State of Florida
Department of Law Enforcement
Office of Criminal Justice Grants**

Signature: _____

Typed Name and Title: _____

Date: _____

**Subgrant Recipient
Authorizing Official of Governmental Unit
(Commission Chairman, Mayor, or Designated Representative)**

Typed Name of Subgrant Recipient: _____

Signature: _____

Typed Name and Title: _____

Date: _____

**Implementing Agency
Official, Administrator or Designated Representative**

Typed Name of Implementing Agency: _____

Signature: _____

Typed Name and Title: _____

Date: _____

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Section 7: Certifications and Authorizations

Insert Certifications and Authorizations here.