

**FY25-26 ESG – RUSH Public Facilities Application and Attachments**

**HEP – Engman Street Rehab**

# Acknowledgement

Completed by libbys@hepempowers.org on 2/18/2025 4:30 PM

**Case Id:** 18768

**Name:** RUSH - Homeless Emergency Project -

**Address:** 600 Engman, Clearwater, FL 33755

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## Acknowledgement

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Please provide the following information.

### Community Development Block Grant (CDBG) Grant Applications

The Community Development Block Grant (CDBG) is a U.S. Department of Housing and Urban Development (HUD) program that provides funds annually to entitlement jurisdictions. CDBG funds are used for community development and affordable housing activities that benefit low- and moderate-income residents, including homeless and special needs populations.

### Contract and Implementation Requirements

Agencies recommended for CDBG funding must comply with federal regulations. Please consider the following items when completing the application:

1. Audit Requirements – Agencies expending \$750,000 or more during the fiscal year in Federal Awards must have a single or program-specific audit conducted for that fiscal year. Agencies must provide the most recent audited financial statements, single/program-specific audit and management letter. Agencies that do not meet the \$750,000 Federal expenditure threshold must submit IRS 990 Form and attachments. 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.
2. Build America, Buy America Act (BABA) – Any CDBG funded construction, alteration, maintenance, or repair project using steel or iron, including buildings and real property, including housing, utilities, water systems (drinking water and wastewater), electrical transmission facilities and systems, broadband infrastructure, and transportation infrastructure projects, where the total of any federal financial assistance in the project is \$250,000 or greater, are subject to the Build America, Buy America Act where all iron and steel products used in the project must be produced in the United States. For additional information, you may visit [www.floridamakes.com](http://www.floridamakes.com)
3. Competitive Procurement – Any CDBG funded project used to purchase goods or services must follow a competitive procurement process. HUD requires the procurement process to receive an adequate number of quotes, which generally is 2 sources. Applications for funding requests over \$100,000 will be required to publicly advertise for the solicitation of sealed bids from a licensed General Contractor.
4. Davis-Bacon Federal Labor Standards – Any construction, rehabilitation, alteration, or repair project costing \$2,000 or more is subject to Davis-Bacon Labor Standards. Davis-Bacon requires contractors to pay prevailing federal wage rates and fringe benefits. Additionally, workers must be paid weekly, and certified payrolls must be submitted weekly. All construction work is covered by this provision, regardless of the amount of federal funds applied towards the project.
5. Environmental Review – All projects awarded CDBG funds are subject to an environmental review. Projects may be subject to National Environmental Policy Act (NEPA) reviews, depending on the scope and activities. The level of review will be assessed after a project is recommended for funding.
6. Section 3 – Construction and rehabilitation projects are subject to Section 3 requirements when \$200,000 or more of HUD funds, including CDBG, is awarded. Section 3 requires economic opportunities (employment, training, collaborations with training programs, and contracting opportunities) be extended to very low- and low-income persons and business owners that hire very low- and low-income persons, particularly Public Housing or Section 8 residents.
7. County shall pay on a reimbursement basis only, for all allowable agreed upon expenses to complete the

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1 of 27

project. Reimbursement will be provided only for costs that can be documented as being directly related to the project.

I hereby acknowledge that I have read the above statements pertaining to this grant application.

## A. Contact Information

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**Case Id:** 18768

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## A. Contact Information

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### Pinellas County Housing & Community Development Department 2025-2026 Public Facilities Grant Application

Please provide the following information.

#### A.1. Name of Agency/Organization

Homeless Emergency Project, Inc.

#### A.2. Legal Principal Address

1120 North Betty Lane Clearwater, FL 33755

#### A.3. Mailing Address

#### A.4. Federal ID Number

59-2729694

#### A.5. Unique Entity Identifier

TLYNLJB4L7J3

### AUTHORIZATIONS/CONTACT INFORMATION

#### CONTACT #1

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

Ashley Lowery, President and CEO

##### A.7. Contact Email

ashleyl@hepempowers.org

##### A.8. Telephone

7274429041126

##### A.9. Fax

(727) 446-1516

#### CONTACT #2

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

Jeff Ziecheck, Project Manager

##### A.11. Contact Email

jeffz@hepempowers.org

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**A.12. Telephone**

7274429041158

**A.13. Fax**

(727) 446-1516

**A.14. Name/Title of Official Representative**

Ashley Lowery, President and CEO

**A.15. Email**

ashleyl@hepempowers.org

**A.16. Telephone Number**

(727) 442-9041

## B. Project Summary

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**Case Id:** 18768

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### B. Project Summary

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Please provide the following information.

**B.1. Total Amount of Funding Requested from County:**

\$10,000.00

**B.2. Type of Facility:**

- Community Facility
- Special Purpose Facility
- Emergency Housing
- Transitional Housing

Other, please specify:

**B.3. Type of Project:**

- Acquisition
- New Construction
- Conversion
- Energy Efficiency Upgrades
- Rehabilitation/Reconstruction

Other, please specify:

#### PROJECT BENEFICIARIES

**B.4. Number of persons expected to directly benefit from this project:**

**Expected People Served:**

12

**Of those, what percentage are low and/or moderate income:**

0.00%

**Describe how you will collect documentation of the number of persons served:**

HEP documents the number of persons served through intake and registration using HMIS and HEPExpress databases. We also document service utilization through sign-in sheets and service logs.

**B.5. Will the project principally benefit persons who fall into one or more of the following categories?**

Yes

If yes, please select all that apply.

- Abused Children
- Battered Spouses
- Elderly Persons
- Homeless Persons
- Illiterate Persons
- Persons living with HIV/Aids
- Severely Disabled Adults

**B.6. Will at least 51% of the beneficiaries served by the project be of low or moderate-income? ([Income Limit Chart see attached](#))**

Yes

If yes, describe how you will provide documentation that at least 51% of the beneficiaries are low and/or moderate-income persons or households.

We collect income data at client intake through self-reported income declarations, pay stubs, tax returns, benefit statements or third party verification. Automatically qualify individuals receiving public assistance such as: SNAP, SSI, Medicaid, or Section 8 Housing.

**B.7. Describe how the agency will collect documentation of race, ethnicity and income information for required beneficiary demographic reporting:**

information. We utilize check boxes aligned with HUD and federal reporting categories. It includes an income verification section based on household size and HUD's Area Median Income limits. We enter this data into HMIS and a secure system (HEPExpress), and maintain backup documentation. Generate reports summarizing racial, ethnic, and income breakdowns.

**B.8. Where does your agency serve clients?**

Defined Service Area

**B.9. If your project serves clients in a defined service area, identify the service area providing service area boundaries, census tract numbers and a map. If your service area includes areas inside the city limits of Clearwater, Largo, Pinellas Park or St. Petersburg, identify how your project will benefit residents of the Urban County, including a breakdown by place of residence of clients served over the past year.**

The Urban County is defined as unincorporated areas and the cities of Belleair, Belleair Beach, Belleair Bluffs,

**Dunedin, Gulfport, Indian Rocks Beach, Indian Shores, Kenneth City, Madeira Beach, Oldsmar, Pinellas Park, Redington Beach, Redington Shores, Safety Harbor, St. Pete Beach, Seminole, South Pasadena, Tarpon Springs and Treasure Island.**

HEP's service area is Pinellas County.

Please see sample [Quarterly Performance Report](#) for required beneficiary demographic information

## C. Agency Information

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### C. Agency Information

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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?

Over 20 Years

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

HEP has extensive experience managing CDBG funding to support capital improvements and service-based programs benefiting individuals experiencing homelessness. As North Pinellas County's foremost provider of housing and services for the homeless, HEP has leveraged CDBG funds to enhance its eight-acre campus, ensuring a safe, supportive environment for residents. For over 30 years, HEP has successfully administered federal, state, and local grants, including CDBG allocations, to fund critical infrastructure improvements, facility renovations, and service expansions. Project Manager Jeff Ziecheck, with 18 years of experience, has overseen numerous CDBG-funded facility development and rehabilitation projects, ensuring compliance with HUD regulations, local requirements, and reporting standards. HEP's strong financial management and compliance expertise—demonstrated by its 11 consecutive Charity Navigator 4-Star Ratings and CARF accreditation through 2027—ensures that CDBG funds are used efficiently and transparently. Our dedicated compliance team ensures strict adherence to all CDBG guidelines, from environmental reviews and procurement procedures to Davis-Bacon wage requirements and beneficiary documentation.

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

HEP has a strong financial infrastructure that ensures the transparent, accurate, and compliant management of funds. The organization utilizes a comprehensive accrual-basis accounting software specifically designed for not-for-profit financial management. This system tracks revenues and expenses by funding source, maintaining an audit trail for all programs and generating reports for ad hoc and compliance reviews as needed. To ensure strict adherence to funding requirements, HEP has a dedicated compliance department that operates independently of the accounting team. This department conducts ongoing program monitoring and compliance reviews, further strengthening internal controls and financial oversight. HEP undergoes annual independent audits conducted in accordance with Government Auditing Standards and OMB Circular A-133. The organization is also subject to periodic governmental examinations to confirm compliance with grant funding requirements and housing quality standards. The finance team is led by Kathleen Prossick, CPA, Director of Finance, who oversees all program expenditures and income. Kathleen, a University of South Florida graduate, works closely with HEP's Board Treasurer and Chair of the Finance Committee to uphold the organization's financial integrity. HEP's financial transparency, strong fiscal controls, and commitment to compliance are further evidenced by its 11 consecutive Charity Navigator 4-Star Ratings, a distinction awarded to less

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8 of 27

than 3% of all charities nationwide.

**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.

(Federal single audit requirements at 2 CFR 200, Subpart F - Audit Requirements, section 200.501) (State single audit requirements Florida Statute 215.97 - Florida Single Audit Act)

Yes

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

\$0.00

**C.7. If no, provide last fiscal year's annual State grant expenditure amount:**

\$0.00

**C.8. Please download the [Internal Control Questionnaire](#), complete, and upload.**

Internal Control Questionnaire \*Required

Int Control checklist-2025.pdf

**C.9. Agency Employment**

	Full-Time	Part-Time
# of persons employed by agency	68	13
# of persons that will work on this project	4	0

**C.10. Does agency utilize electronic signatures?**

Yes

If yes, please note electronic signatures are required from 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. Purpose of Funding

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Case Id: 18768

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## D. Purpose of Funding

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Please provide the following information.

### PURPOSE OF FUNDING REQUEST

#### D.1. Please provide a detailed description of the project that your agency will perform.

HEP (Homeless Empowerment Program) is requesting funding to replace the roof at 600 Engman St, Clearwater, FL 33755, a critical facility within our emergency shelter program that serves families experiencing homelessness. This project is essential to maintaining safe and secure housing for our residents, particularly those with disabilities, veterans, and individuals transitioning out of homelessness. Reason for Roof Replacement The roof at 600 Engman St sustained significant damage due to Hurricane Milton. High winds from the hurricane blew off a large portion of the three-tab shingles, leaving the roof compromised and vulnerable to further damage from rain and environmental exposure. After assessment by professional roofing contractors, it was determined that repairs would not be cost-effective and that a full roof replacement is necessary to ensure the structural integrity of the building and the safety of its occupants. Scope of Work The scope of this project includes: Removal of the existing damaged roof to address underlying structural issues. Installation of a new, durable roofing system that meets current Florida building codes and is designed to withstand extreme weather conditions. Upgrades to flashing, underlayment, and drainage systems to improve water resistance and extend the lifespan of the roof. Compliance with accessibility and safety regulations to ensure that the facility remains a safe and habitable space for program participants. Impact of the Project Replacing the roof at 600 Engman St is essential to maintaining stable, high-quality housing for vulnerable individuals in Pinellas County. The new roof will: Protect residents and staff from unsafe living conditions, including potential leaks, mold growth, and structural instability. Preserve the longevity of the building, preventing costly emergency repairs in the future. Ensure compliance with local and federal safety regulations, including those outlined by HUD, the Fair Housing Act, and the Americans with Disabilities Act. Support HEP's mission of providing safe, stable, and supportive housing to individuals experiencing homelessness. Conclusion HEP is committed to maintaining high-quality housing for those in need. This funding will allow us to complete the necessary roof replacement, ensuring that 600 Engman St remains a safe and functional space for our residents.

#### D.2. Describe the degree of need and how the project will address and/or alleviate this identified need. Please include data used to identify and verify the need for the project such as Census data, waiting list information, and/or other statistics.

The need for a full roof replacement at 600 Engman St, Clearwater, FL 33755, is critical due to the significant damage sustained from Hurricane Milton. The high winds from the hurricane tore off a substantial portion of the three-tab shingles, leaving the roof exposed and vulnerable to further deterioration. This damage has resulted in: Leaks and Water Intrusion: Rainwater is seeping into the building, increasing the risk of mold growth, electrical hazards, and structural instability. Compromised Safety and Health: Residents and staff are at risk of health issues from mold and damp conditions, as well as potential ceiling collapses due to ongoing water damage. Increased Repair Costs: Delaying the replacement could lead to more extensive structural damage, increasing future repair costs and disrupting essential services. Risk of Program Disruptions: HEP provides stable housing and supportive services for vulnerable populations, including individuals with disabilities, veterans, and formerly homeless individuals. A deteriorating roof threatens to displace residents and disrupt program operations. How the Project Will Address This Need A full roof replacement will

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10 of 27

directly address these concerns by: Restoring Structural Integrity Removing the damaged roof and installing a new, durable roofing system will prevent further water damage, leaks, and mold growth, ensuring a safe and healthy environment for residents. Ensuring Long-Term Sustainability The new roof will be built with high-quality, storm-resistant materials that meet current Florida building codes and are designed to withstand future extreme weather events, reducing the likelihood of future damage. Protecting Residents and Staff By eliminating leaks and moisture buildup, the project will prevent potential health risks associated with mold, mildew, and indoor air quality issues, ensuring a safe living and working environment. Preserving Critical Housing Infrastructure The property at 600 Engman St is a key part of HEP's supportive housing program. Replacing the roof will ensure the long-term viability of the building, preventing costly emergency repairs and maintaining stable housing for vulnerable populations. Minimizing Service Disruptions A structurally sound facility will allow HEP to continue providing comprehensive support services, including case management, mental health support, job training, and legal assistance, without interruptions caused by facility damage. Conclusion The roof replacement at 600 Engman St is not just a structural improvement but a necessary investment in the safety, stability, and sustainability of HEP's housing program. This project will directly protect at-risk individuals, preserve vital community resources, and ensure compliance with safety regulations, reinforcing HEP's commitment to breaking the cycle of homelessness through secure and supportive housing solutions.

### **D.3. Describe the relationship between the problem or existing condition and the project's outcome?**

The need for a full roof replacement at 600 Engman St, Clearwater, FL 33755, is critical due to the significant damage sustained from Hurricane Milton. The high winds from the hurricane tore off a substantial portion of the three-tab shingles, leaving the roof exposed and vulnerable to further deterioration. This damage has resulted in: Leaks and Water Intrusion: Rainwater is seeping into the building, increasing the risk of mold growth, electrical hazards, and structural instability. Compromised Safety and Health: Residents and staff are at risk of health issues from mold and damp conditions, as well as potential ceiling collapses due to ongoing water damage. Increased Repair Costs: Delaying the replacement could lead to more extensive structural damage, increasing future repair costs and disrupting essential services. Risk of Program Disruptions: HEP provides stable housing and supportive services for vulnerable populations, including individuals with disabilities, veterans, and formerly homeless individuals. A deteriorating roof threatens to displace residents and disrupt program operations. How the Project Will Address This Need A full roof replacement will directly address these concerns by: Restoring Structural Integrity Removing the damaged roof and installing a new, durable roofing system will prevent further water damage, leaks, and mold growth, ensuring a safe and healthy environment for residents. Ensuring Long-Term Sustainability The new roof will be built with high-quality, storm-resistant materials that meet current Florida building codes and are designed to withstand future extreme weather events, reducing the likelihood of future damage. Protecting Residents and Staff By eliminating leaks and moisture buildup, the project will prevent potential health risks associated with mold, mildew, and indoor air quality issues, ensuring a safe living and working environment. Preserving Critical Housing Infrastructure The property at 600 Engman St is a key part of HEP's emergency housing program. Replacing the roof will ensure the long-term viability of the building, preventing costly emergency repairs and maintaining stable housing for vulnerable populations. Minimizing Service Disruptions A structurally sound facility will allow HEP to continue providing comprehensive support services, including case management, mental health support, job training, and legal assistance, without interruptions caused by facility damage. The roof replacement at 600 Engman St is not just a structural improvement but a necessary investment in the safety, stability, and sustainability of HEP's emergency housing program. This project will directly protect at-risk individuals, preserve vital community resources, and ensure compliance with safety regulations, reinforcing HEP's commitment to breaking the cycle of homelessness through secure and supportive housing solutions.

## E. Description of Project and Schedule

**Case Id:** 18768  
**Name:** RUSH - Homeless Emergency Project -  
**Address:** 600 Engman, Clearwater, FL 33755

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### E. Description of Project and Schedule

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Projects should be able to be completed within one year. Large projects may need to be broken into phases that can be completed within a year's time, such as acquisition, design, and construction/ reconstruction.

**E.1. Scope of Work: Describe the physical aspects of the work to be done for renovation, conversion, rehabilitation, construction, etc. as applicable. Give the full scope of the project including all phases in a multiyear project while identifying that portion of the project for which funding is requested in this application. Include "before" pictures of the facility or project area.**

The scope of this project includes: Removal of the existing damaged roof to address underlying structural issues. Installation of a new, durable roofing system that meets current Florida building codes and is designed to withstand extreme weather conditions. Upgrades to flashing, underlayment, and drainage systems to improve water resistance and extend the lifespan of the roof. Compliance with accessibility and safety regulations to ensure that the facility remains a safe and habitable space for program participants.

#### Before Pictures

**Before Pictures**

600 Engman St- Shingle-Close Up with Address.JPEG  
600 Engman St- Shingle-Front Yard 4.JPEG  
600 Engman St- Shingle-Front Yard- Bush.JPEG  
600 Engman St- Shingles -Missing North Side of Roof.JPEG

#### E.2. Is funding for design?

No

#### E.3. Architectural Plans

**Attach a copy of the architectural plans for the facility. If the funding request is for design, attach a conceptual drawing (floor plan) or any other materials that further describe the work to be done to accomplish your project.**

*\*\*No files uploaded*

#### E.4. Quotes/Proposals received

**Attach a copy of all quotes received for the project \*Required**

HEP Storm Damaged Roof Replacements-Budget,Timeline and Draw Schedule - Copy - Copy.xlsx

### E.5. Timeline

- Attach a detailed timeline for completing the project. Construction timelines should include bid award, permitting, construction start and completion. **\*Required**

HEP Storm Damaged Roof Replacements-Budget, Timeline and Draw Schedule - Copy - Copy.xlsx

### E.6. Expenditure Schedule

- Attach a schedule for anticipated expenditure of funds requested. **\*Required**

HEP Storm Damaged Roof Replacements-Budget, Timeline and Draw Schedule - Copy - Copy.xlsx

## COUNTY PRIORITY NEEDS/GOALS

### E.7. Identify the County Priority Need(s) your project will address:

- Affordable Housing
- Non-Homeless Special Needs
- Homeless
- Non-Housing Community Development

### E.8. Identify the County Goal(s) your project will address:

- Elimination of Slum/Blight
- Emergency Shelter/Transitional Housing
- Public Facility Improvements
- Target Area Improvements
- Preservation of Rental Housing for special needs populations

### E.9. Explain how the proposed project addresses the local priority need/goal selected:

Pinellas County has prioritized providing safe, stable, and accessible emergency shelter for individuals experiencing homelessness. HEP's 600 Engman St facility is a crucial component of this effort, offering emergency and transitional housing for vulnerable individuals who would otherwise remain unsheltered. The roof replacement project directly supports this priority by ensuring that the facility remains safe, habitable, and fully operational for those in need. How the Project Supports Emergency Shelter Needs: Preserving Critical Emergency Shelter Capacity 600 Engman St provides housing for individuals transitioning out of homelessness, including those referred directly from emergency shelters. If the roof damage is not addressed, the building could become uninhabitable, displacing residents and reducing the county's available shelter capacity. By replacing the roof, HEP will ensure that emergency shelter beds remain available for those in immediate need of housing and support services. Preventing the Displacement of Vulnerable Individuals: Many of the residents housed at 600 Engman St face complex challenges, including mental health conditions, substance use disorders, physical disabilities, and justice system involvement. If the facility becomes uninhabitable, these individuals may return to homelessness, worsening their circumstances and increasing strain on local shelters. The roof

replacement will protect current residents from losing stable housing, allowing them to continue receiving essential case management and support. Enhancing Long-Term Shelter Sustainability: Pinellas County prioritizes long-term solutions to homelessness, not just emergency shelter. HEP operates on a housing-first model, ensuring that emergency shelter leads to stable, permanent housing solutions. 600 Engman St serves as a bridge between emergency shelter and permanent housing by providing transitional support. Replacing the roof ensures that this facility remains a reliable pathway to stability for those exiting emergency shelters. Reducing Burden on Overcrowded Shelters and Public Resources: Without repairs, displaced individuals from 600 Engman St would need to seek alternative emergency shelter, increasing demand for already limited county resources. A structurally sound, well-maintained facility reduces the burden on crisis response systems by keeping individuals housed and engaged in support services that prevent them from cycling back into homelessness. This project directly aligns with Pinellas County's priority of serving the homeless in emergency shelter by maintaining critical housing infrastructure, preventing displacement, and ensuring the long-term sustainability of transitional and supportive housing programs. The roof replacement at 600 Engman St is a necessary investment that allows HEP to continue providing safe, stable shelter and comprehensive services to those most in need.

## F. Project Data

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**Case Id:** 18768

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### F. Project Data

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Please provide the following information.

#### F.1. Project Address

600 Engman Clearwater, FL 33755

#### F.2. Project Map



Attach a small map showing location of project **\*Required**

Map 600 Engman.pdf

#### F.3. Census Tract where property is located:

261

#### F.4. Parcel Identification Number:

09-29-15-25920-000-0270

#### F.5. Property Owner Name, if other than Agency:

Everybody's Tabernacle, Inc.

#### F.6. Is property located in a Flood Zone?

No

#### F.7. Property Zoning:

#### F.8. Is the proposed use permitted in this zoning district?

Yes

#### F.9. Does your project require site plan review?

No

#### F.10. Has your site plan been submitted to City/County for approval?

#### F.11. Does your project require a variance or special exception?

No

#### F.12. Has the building(s) on your site been checked for:

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**Lead-based paint**

**F.13. Asbestos**

**F.14. When was the oldest portion of the structure built?**

1925

**F.15. Are there lien/s or mortgage/s on the real property?**

No

**F.16. Existing Land Use Restriction Agreements with County?**

No

**F.17. Is the property currently occupied?**

Yes

**F.18.**

Tenants	
Number of Residential Tenants	-35
Number of Business Tenants	

**F.19. If your project involves the rehabilitation or construction of a building(s):**

**What is the total square footage of the building?**

1,144

**What is the square footage if the portion of the building(s) to be altered?**

-8

**F.20. If your project involves the acquisition of a property, does your agency have an option or contract on the property you wish to acquire?**

**F.21. Has a Phase 1 Environmental Review been completed?**

No

**F.22. Estimated date of project completion:**

08/01/2025

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**Documentation**

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Flood Insurance Certificate

*\*\*No files uploaded*

## G. Project Cost & Financing

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Case Id: 18768

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### G. Project Cost & Financing

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Applicants may request quotes and pricing information from contractors, architects, engineers, product providers or others for the purpose of estimating and documenting project costs below. All Applicants awarded a grant for construction or rehabilitation work will be required to engage in a competitive bid process and public bid solicitation for construction related activities following execution of a grant agreement. Pinellas County encourages the use of affirmative steps to assure that minority business and women's business enterprises, as defined in Executive Order 12138, have an equal opportunity to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction and services.

**Build America, Buy America Act (BABA)** – Any CDBG funded construction, alteration, maintenance, or repair project using steel or iron, including buildings and real property, including housing, utilities, water systems (drinking water and wastewater), electrical transmission facilities and systems, broadband infrastructure, and transportation infrastructure projects, where the total of any federal financial assistance in the project is \$250,000 or greater, are subject to the Build America, Buy America Act where all iron and steel products used in the project must be produced in the United States.

**Davis-Bacon and Related Acts**, Applies to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area.

**Section 3 is a provision of the Housing and Urban Development Act of 1968**, and applies to construction and rehabilitation projects when \$200,000 or more of HUD funds, including CDBG, is awarded. The purpose of Section 3 is to ensure that preference for employment, training and contracting opportunities generated from the expenditure of certain HUD funds is directed to local low- and very low-income persons, particularly those who receive federal housing assistance, and businesses that are owned by or substantially employ such persons.

**G.1. Project Cost and Financing: Identify in the table below the costs of completing this project and all sources of funds. The total of AMOUNT REQUIRED should equal the total cost of the project.**

	Entire Project Amount	Pinellas County Grant Funds Requested	Total Other Funds	Source of Other Funds / Amount (\$)
Soft Costs for Acquisition	\$0.00	\$0.00	\$0.00	
Acquisition	\$0.00	\$0.00	\$0.00	
Advertisement Fee – Procurement	\$0.00	\$0.00	\$0.00	
Cost of building/land	\$0.00	\$0.00	\$0.00	
Settlement Costs	\$0.00	\$0.00	\$0.00	
Hard Construction Costs	\$10,000.00	\$10,000.00	\$0.00	
Cost of Construction	\$0.00	\$0.00	\$0.00	
Contingency	\$0.00	\$0.00	\$0.00	
Demolition	\$0.00	\$0.00	\$0.00	
Relocation Costs	\$0.00	\$0.00	\$0.00	

Architecture/Engineering	\$0.00	\$0.00	\$0.00	
Construction Administration	\$0.00	\$0.00	\$0.00	
Environmental/Lead Survey	\$0.00	\$0.00	\$0.00	
Permit/Fees	\$0.00	\$0.00	\$0.00	
Appraisals	\$0.00	\$0.00	\$0.00	
Inspection Fees	\$0.00	\$0.00	\$0.00	
Other	\$0.00	\$0.00	\$0.00	
<b>TOTALS</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	

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 Within Budget Category **\*Required**

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## H. Future Operation of Facility

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### H. Future Operation of Facility

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Please provide the following information.

**H.1. If this project will result in a new or expanded facility or program, please provide details of where future operational funds will be obtained:**

N/A

## I. Fair Housing

Completed by libbys@hepempowers.org on 2/19/2025 6:46 PM

**Case Id:** 18768

**Name:** RUSH - Homeless Emergency Project -

**Address:** 600 Engman, Clearwater, FL 33755

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### I. Fair Housing

---

Please provide the following information.

**I.1. If this project involves housing, please briefly describe your organization's efforts to affirmatively further fair housing, including, but not limited to, providing services to non-English speaking and hearing or speech-impaired clients, staff training, policies and procedures, client intake procedures, etc. Please also discuss any fair housing violations or civil rights violations for which your agency has been cited.**

HEP complies with all nondiscrimination regulations, and is committed to providing fair housing opportunities in a nondiscriminatory manner in accordance with the Fair Housing Act for all qualified housing applicants. HEP does not discriminate in providing housing or supportive services on the basis of race, color, religion, sex, national origin, familial status, or disability.

## J. Accommodations/ Accessibility

Completed by libbys@hepempowers.org on 2/19/2025 6:46 PM

**Case Id:** 18768

**Name:** RUSH - Homeless Emergency Project -

**Address:** 600 Engman, Clearwater, FL 33755

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### J. Accommodations/ Accessibility

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Please provide the following information.

**J.1. Please briefly describe your organization's scope of accommodations made for people with disabilities, or language barriers, including non-English speaking and hearing or speech impairments, which will allow such individuals to access your services. Briefly describe how this project will meet accessibility standards.**

HEP and its representatives or agents shall make reasonable accommodations in rules, policies and services to give persons with disabilities equal opportunities to participate in the program and to occupy and enjoy full use of the facilities used for this program. HEP shall maintain facilities that meet the requirements to comply with the access requirements of the Fair Housing Act of the Americans with Disabilities Act.

## K. Performance Measurement

Completed by libbys@hepempowers.org on 2/19/2025 6:48 PM

**Case Id:** 18768

**Name:** RUSH - Homeless Emergency Project -

**Address:** 600 Engman, Clearwater, FL 33755

---

### K. Performance Measurement

---

Please provide the following information.

**K.1. Please write an outcome statement that summarizes the expected results if the project proposed by this application is funded. See [Application Information Sheet](#) for sample outcome statements. Multiple outcome statements may be provided.**

850 homeless individuals will have accessibility to emergency shelter for the purpose of creating a suitable living environment.

## L. Additional Required Documents

Completed by libbys@hepempowers.org on 2/20/2025 6:04 PM

Case Id: 18768

Name: RUSH - Homeless Emergency Project -

Address: 600 Engman, Clearwater, FL 33755

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## L. Additional Required Documents

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Please provide the following information.

### ADDITIONAL REQUIRED DOCUMENTS FOR THIS APPLICATION

**NOTE:** All recipients of funding through the Pinellas County Planning Department are required to register with the System for Award Management at [www.SAM.gov](http://www.SAM.gov). 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 Application; 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 <https://www.fsr.gov> 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 (**most recent**) in accordance with 2 CFR 200 Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and 24 CFR 5.106:

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

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## Documentation

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- Agency's most recent audited financial statements, single audit & management letter. If no audit has been done, IRS 990 form & attachments. **\*Required**  
2023 Audited Financial Statements.pdf

**Current financial statement, with budget to actual comparisons. \*Required**

02 Key - Stmt of Fin Pos 01-31-25, 12-31-24.pdf

03 Key - Stmt of Rev and Exp CY, PY 01-31-2025.pdf

**Agency/Organization's Annual Report. \*Required**

FINAL\_2022 Annual Report.pdf

**Copy of the Articles of Incorporation and By Laws, signed and dated as to date of adoption. \*Required**

HEP Articles of Incorporation.pdf

HEPAmended Restated Bylaws\_April 2013 copy.pdf

**Resolution or minutes, properly signed and dated, passed by the Board of Directors, authorizing the application. \*Required**

Board Resolution-ESG RUSH-fully executed.pdf

**Please provide documentation, properly signed and dated, identifying staff member authorized to accept grant award and execute necessary agreements. \*Required**

Board Resolution-ESG RUSH-fully executed.pdf

**Internal rules, regulations, agreements, or covenants which clients are required to observe or Comply with as a condition of obtaining housing and or services. \*Required**

HOUSE RULES (Supportive Housing Programs only).docx

**A copy of the agency's 501(c) (3) letter from IRS. \*Required**

IRS Letter of Determination.pdf

**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**

A copy of the survey and deed for the project address. If property is not owned by the agency, attach lease agreement permitting use of project address. **\*Required**

ET-HEP Lease 202020200306\_14115164.pdf

## Submit

Completed by libbys@hepempowers.org on 2/20/2025 6:04 PM

**Case Id:** 18768

**Name:** RUSH - Homeless Emergency Project -

**Address:** 600 Engman, Clearwater, FL 33755

---

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

Ashley Lowery

Electronically signed by libbys@hepempowers.org on  
2/20/2025 6:04 PM

## **Application Attachments**

**Section C. Agency Information**

**Section E. Description of Project and Schedule**

**Section F. Project Data**

**Section G. Project Cost & Financing**

## **Section 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.pdf

## 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 #  
Homeless Emergency Project, Inc.

Name of Organization: \_\_\_\_\_

Number of employees: \_\_\_\_\_

80

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?
X			2 Does the entity operate under an accrual method of accounting?
		X	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?
X			4 Does the entity provide for segregation of duties for those initiating financial transactions, those approving them and those issuing payment?
X			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:
X			a. Disbursements?
X			b. Funds received (including program income)?
X			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) A general ledger code is created for funding sources that need to be segregated. The expenditures are coded to a general ledger account, department, program and funding source.
X			9 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:
X			a. Requisitioning, purchasing, and receiving functions and the invoice processing, accounts payable, and general ledger functions?
X			b. Purchasing, requisitioning and receiving?
X			c. Invoice processing and making entries to the general ledger?
X			d. Preparation of cash disbursements, approval of them, and making entries to the general ledger?
X			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 to approval or check-signing?
			13 Are monthly reconciliations performed on the following:
X			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?
X			14 Are these reconciliations reviewed and approved by a knowledgeable staff member separate from the person performing them?
X			15 Are policies and procedures established concerning year-end cut-off of accounting transactions?
X			16 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?
X			18 Does the entity have a single audit, if required, performed annually?

Yes	No	N/A	Question:
X			19 Does the entity have an audit committee?
X			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?
X			25 Does the entity have a written policy on Program Income and how to account for it?
X			26 Does the entity have insurance coverage for real property and equipment acquired or improved with federal funds if required by that federal grant?
X			27 Does the entity have an Equipment management policy, including disposition, if acquired in whole or part with federal funds?
	X		28 Does the agency maintain perpetual inventory records and are all inventory items put on the perpetual inventory system?
X			29 Does the entity perform physical inventory counts at least annually?
			30 What accounting software is used by the entity? (please list here): MIP Abila
X			31 <b>Is the entity able to track employees' time (hours worked) directly to a grant program or funding source ?</b>
X	<p><i>a. If yes, how is it tracked? (i.e. Via electronic timecards, separately tracked on spreadsheet, etc) Time cards and spreadsheets are used to track employees time directly toward grant programs. We utilize Service Event Records for funding sources that require it. We utilize time and effort sheets for funding sources that require it. We utilize percentage of time allocated toward programs for each employee through our payroll system.</i></p>		
	<p><i>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.</i></p>		
	<p><i>b. If no, how do you support direct labor charges to grant programs?</i></p>		
Please add any additional information or explanation here (please reference the question above to which this refers):			

Kathy Prossick VP of Finance

02/17/2025

Completed by:

\_\_\_\_\_  
Please print name and title

\_\_\_\_\_  
Date

*Kathleen Prossick*  
\_\_\_\_\_  
Signature

02/17/2025

## Section E. Description of Project and Schedule

**E.1. Scope of Work: Describe the physical aspects of the work to be done for renovation, conversion, rehabilitation, construction, etc. as applicable. Give the full scope of the project including all phases in a multiyear project while identifying that portion of the project for which funding is requested in this application. Include “before” pictures of the facility or project area.**

### Before Pictures



#### Before Pictures

- 600 Engman St- Shingle-Close Up with Address.JPEG
- 600 Engman St- Shingle-Front Yard 4.JPEG
- 600 Engman St- Shingle-Front Yard- Bush.JPEG
- 600 Engman St- Shingles -Missing North Side of Roof.JPEG

### E.4. Quotes/Proposals received



#### Attach a copy of all quotes received for the project **\*Required**

- HEP Storm Damaged Roof Replacements-Budget, Timeline and Draw Schedule - Copy - Copy.xlsx

### E.5. Timeline



**Attach a detailed timeline for completing the project. Construction timelines should include bid award, permitting, construction start and completion. **\*Required****

- HEP Storm Damaged Roof Replacements-Budget, Timeline and Draw Schedule - Copy - Copy.xlsx

### E.6. Expenditure Schedule



#### Attach a schedule for anticipated expenditure of funds requested. **\*Required**

- HEP Storm Damaged Roof Replacements-Budget, Timeline and Draw Schedule - Copy - Copy.xlsx

600









**HEP Campus- Storm Damaged Roof Replacements-  
Clearwater, FL 33755**

*Budget*

Off-site House
----------------

600 Engman St	12500
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**\$12,500**

**HEP Campus- Storm Damaged Roof Replacements-  
Clearwater, FL 33755**

*Timeline of Work*

2025

*March*

*April*

*May*

*June*

	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>
Competitive Bid Process			1st	
Contractor Selection				1st
Permitting				
Roof Replacement				
Park Street Apartments- 600 Engman St				
Final Inspection				
Project Completion				

2026

<i>July</i>	<i>August</i>	<i>September</i>	<i>October</i>	<i>November</i>	<i>December</i>	<i>January</i>	<i>February</i>
1st							
1st							
1st							
7th							
	1st						

**HEP Campus- Storm Damaged Roof Replacements-  
Clearwater, FL 33755**

*Draw Schedule*

2025

*March*

*April*

*May*

Competitive Bid Process				1st
Contractor Selection				
Draw #1- Deposit	\$5,000			
Permitting				
Roof Replacement				
600 Engman St				
Final Inspection				
Draw #2-Completion of 600 Engman St Roof	\$7,500			
Project Completion				

\$12,500

2026

<i>June</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>October</i>	<i>November</i>	<i>December</i>	<i>January</i>	<i>February</i>
1st								
\$5,000								
	1st							
	1st							
	1st							
	7th							
	\$7,500							
		1st						
\$5,000	\$7,500							

**\$12,500**

## Section F. Project Data

### F.2. Project Map



Attach a small map showing location of project **\*Required**

- Map 600 Engman.pdf



Quick Search

- Exemptions Misc Parcel Info Value History Tax Info Sales History Land Info Building Info Extra Features Permit Data

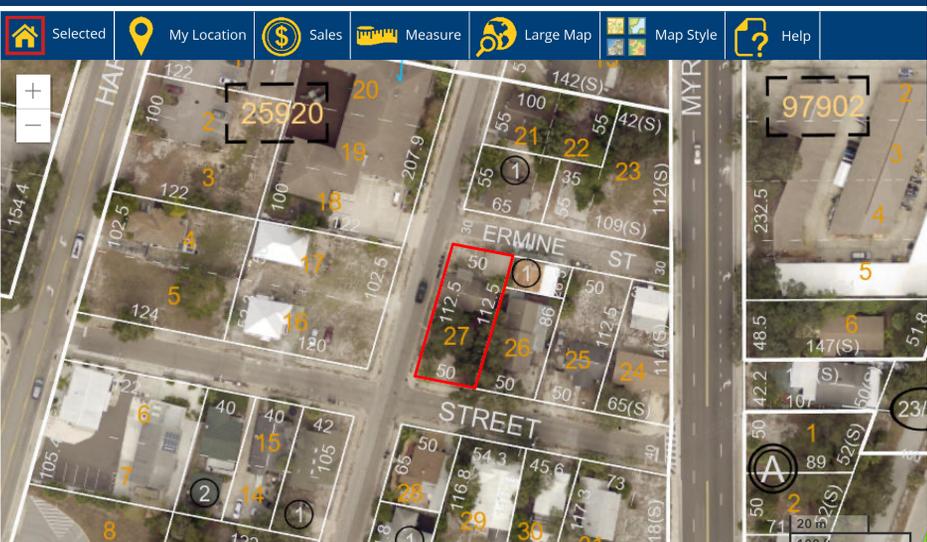
Parcel Summary (as of 20-Feb-2025)

Parcel Number  
09-29-15-25920-000-0270

Owner Name  
EVERYBODY'S TABERNACLE INC  
Property Use  
0810 Single Family - more than one house per parcel  
Site Address  
600 ENGMAN ST  
CLEARWATER, FL 33755  
Mailing Address  
1120 N BETTY LN  
CLEARWATER, FL 33755-3303  
Legal Description  
ENGHURST ADD TO CLEARWATER LOT 27  
Current Tax District  
CLEARWATER (CW)  
Year Built  
1925 | 1925

Table with 4 columns: Living SF (1,144), Gross SF (1,284), Living Units (2), Buildings (2)

Parcel Map



Exemptions

Table with columns: Year, Homestead, Use %, Status, Property Exemptions & Classifications. Shows 2025 and 2024 data with 0% use and Institutional classification.

Miscellaneous Parcel Info

Table with columns: Last Recorded Deed, Sales Comparison, Census Tract, Evacuation Zone, Flood Zone, Elevation Certificate, Zoning, Plat Bk/Pg.

2024 Final Values

Table with columns: Year, Just/Market Value, Assessed Value/SOH Cap, County Taxable Value, School Taxable Value, Municipal Taxable Value.

Value History

Table with columns: Year, Homestead Exemption, Just/Market Value, Assessed Value/SOH Cap, County Taxable Value, School Taxable Value, Municipal Taxable Value. Shows history from 2019 to 2023.

2024 Tax Information

Hand icon and text: Do not rely on current taxes as an estimate following a change in ownership. A significant change in taxable value may occur after a transfer due to a loss of exemptions, reset of the Save Our Homes or 10% Cap, and/or market conditions. Please use our Tax Estimator to estimate taxes under new ownership.

Table with columns: Tax Bill, 2024 Millage Rate, Tax District. Shows View 2024 Tax Bill, 18.9481, and (CW).

Sales History

Table with columns: Sale Date, Price, Qualified / Unqualified, Vacant / Improved, Grantor, Grantee, Book / Page. Shows sale on 29-Apr-1970 for \$11,500.

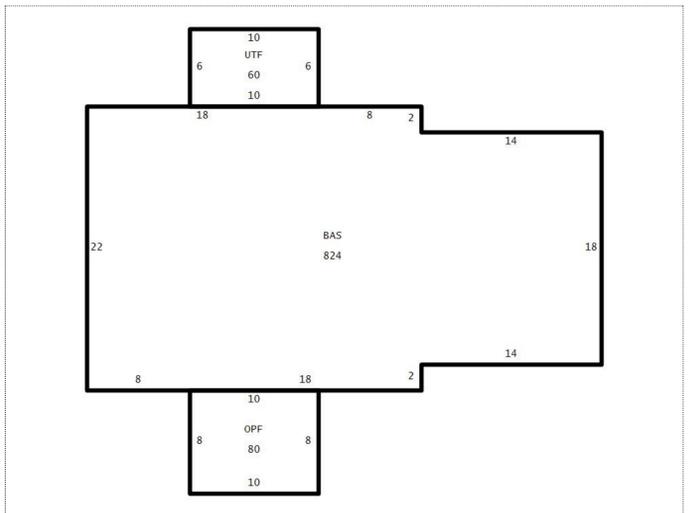
2024 Land Information

Table with columns: Property Use, Land Dimensions, Unit Value, Units, Method, Total Adjustments, Adjusted Value. Shows Multi-Fam <10 Units, 50x113, \$10, 5,650 units, SF method, 1,0000 adjustments, \$56,500 value.

2024 Building 1 Structural Elements and Sub Area Information

Table with columns: Structural Elements. Lists Foundation (Piers), Floor System (Wood), Exterior Walls (Frame/Reclad Alum/Viny), etc.

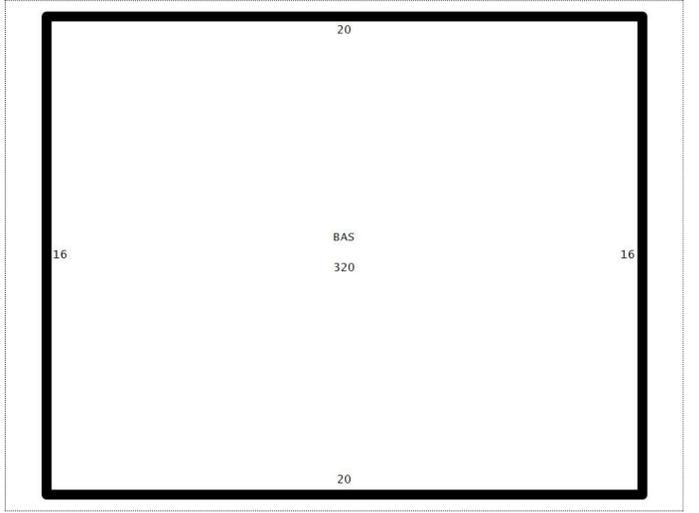
Table with columns: Sub Area, Living Area SF, Gross Area SF. Shows Base (BAS) 824, Open Porch (OPF) 0, Utility (UTF) 60, Total Area SF 964.



2024 Building 2 Structural Elements and Sub Area Information

Table with columns: Structural Elements. Lists Foundation (Piers), Floor System (Wood), Exterior Walls (Frame/Custom Wood), etc.

Table with columns: Sub Area, Living Area SF, Gross Area SF. Shows Base (BAS) 320, Total Area SF 320.



2024 Extra Features

Table with columns: Description, Value/Unit, Units, Total Value as New, Depreciated Value, Year. Shows 'No Extra Features on Record.'

Permit Data

Permit information is received from the County and Cities. This data may be incomplete and may exclude permits that do not result in field reviews (for example for water heater replacement permits). We are required to list all improvements, which may include unpermitted construction. Any questions regarding permits, or the status of non-permitted improvements, should be directed to the permitting jurisdiction in which the structure is located.

Table with columns: Permit Number, Description, Issue Date, Estimated Value. Shows permits for ROOF, HEAT/AIR, ADDITION/REMODEL/RENOVATION, and ROOF.

PHONE: (727) 464-3207 | FAX: (727) 464-3448 | TTY: (727) 464-3370 | HOURS: 8AM TO 5PM (MON - FRI)

County Courthouse  
315 Court Street  
2nd Floor  
Clearwater, FL 33756

North County  
Northside Square  
29269 US Hwy 19 North  
Clearwater, FL 33761

Mid County  
Co-located w/ Tax Collector  
13025 Starkey Rd  
Largo, FL 33773

South County  
2500 34th Street North  
2nd Floor  
St. Petersburg, FL 33713



## Section G. Project Cost & Financing

**G.1. 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 Within Budget Category \*Required**

- HEP Storm Damaged Roof Replacements-Budget, Timeline and Draw Schedule - Copy - Copy.xlsx

**HEP Campus- Storm Damaged Roof Replacements-  
Clearwater, FL 33755**

*Budget*

Off-site House
----------------

600 Engman St	12500
---------------	-------

**\$12,500**

**HEP Campus- Storm Damaged Roof Replacements-  
Clearwater, FL 33755**

*Timeline of Work*

2025

	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>
Competitive Bid Process			1st	
Contractor Selection				1st
Permitting				
Roof Replacement				
Park Street Apartments- 600 Engman St				
Final Inspection				
Project Completion				

2026

<i>July</i>	<i>August</i>	<i>September</i>	<i>October</i>	<i>November</i>	<i>December</i>	<i>January</i>	<i>February</i>
1st							
1st							
1st							
7th							
	1st						

**HEP Campus- Storm Damaged Roof Replacements-  
Clearwater, FL 33755**

*Draw Schedule*

2025

*March*

*April*

*May*

Competitive Bid Process				1st
Contractor Selection				
Draw #1- Deposit	\$5,000			
Permitting				
Roof Replacement				
600 Engman St				
Final Inspection				
Draw #2-Completion of 600 Engman St Roof	\$7,500			
Project Completion				

\$12,500

2026

<i>June</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>October</i>	<i>November</i>	<i>December</i>	<i>January</i>	<i>February</i>
1st								
\$5,000								
	1st							
	1st							
	1st							
	7th							
	\$7,500							
		1st						
\$5,000	\$7,500							

**\$12,500**