



**Committee Minutes**  
**Meeting: 11/12/2020 1:00 PM**

**Committee Members Present:** Elithia Stanfield Erin Baird, Lisa Carrillo, Carl Lavender, Jomar Lopez, Carrie Root,

**Committee Members Absent:** Sallie Parks, Minister Carlos Senior

**Staff Support:** David Bender, Cheri Wright-Jones, Brittany Baldwin, and Dr. Barbara Morrison-Rodriguez

The meeting began at 1:00 PM, taking place by a publicly-streamed Zoom Webinar videoconference call. Elithia Stanfield led the meeting due to Sallie Parks' absence. Sallie Parks and Minister Carlos Senior did not provide scores or comments for this meeting.

Six applications were reviewed with a total of \$399,947.97 being requested.

**Recusals:** n/a

A total of \$399,947.97 was recommended to fund both requests that were brought before the committee. The meeting was adjourned at 2:28 PM.

### Awarded Grants

Organization Name	Amount Requested	Amount Awarded	Grant Purpose	Decision Notes
<p style="text-align: center;"><b>Hispanic Outreach Center</b></p>	<p style="text-align: center;">\$107,281.48</p>	<p style="text-align: center;">\$107,281.48</p>	<p>HOC provides food services with a focus on culturally appropriate essential foods for Hispanic and Latino Families. They are seeking funding to be able to continue food services with safety protocols in place and meet increased demand for food as a result of COVID-19</p>	<p>Applicant answered all questions posed by CMs. Specific discussion focused on clarification of concerns with the audit provided in the application. Applicant explained that those findings were a result of changing ASOs and have since been restored and corrected. Applicant has agreed to send PCF Staff updates in writing regarding the audit. CMs overall supported the funding and moved to support request.</p> <ul style="list-style-type: none"> <li>- Carl Lavendar motioned to approve request.</li> <li>- Carrie Root seconded the motion.</li> <li>- Committee Approval vote was unanimous.</li> </ul>

Organization Name	Amount Requested	Amount Awarded	Grant Purpose	Decision Notes
<p><b>Safety Harbor Neighborhood Family Center, Inc.</b></p>	<p>\$18,394.00</p>	<p>\$18,394.00</p>	<p>Food pantry seeking additional funds to to expansion as a result of COVID-19. In efforts to keep all involved in their program safe they are seeking funding for shelving in additional storage space, food costs, split ac system, a two-door freezer, etc.All this to accommodate food and demand and need increases as a result of COVID-19.</p>	<p>Applicant answered all questions posed by CMs. Specific discussion focused on clarify \$5k capital expense request. It was clarified that the capital request was not for the purchase of the building, but for equipment (a pallet jack). Applicant explained that there was an increased demand in need for food leading to the purchase of a new building to store the food. Applicant will provide PCF staff clarification regarding the capital request.</p> <ul style="list-style-type: none"> <li>- Carrie Root motioned to approve request for full amount of request including the total amount of the purchase of pallet jack, even if the overall purchase ends up being more than the initial request.</li> <li>- Erin Baird seconded the motion.</li> <li>- Committee Approval vote was unanimous.</li> </ul>

Organization Name	Amount Requested	Amount Awarded	Grant Purpose	Decision Notes
<p style="text-align: center;"><b>Caring for Girls</b></p>	<p style="text-align: center;">\$21,752.95</p>	<p style="text-align: center;">\$21,752.95</p>	<p>This funding will enable Caring for Girls to continue providing behavioral health services, to 8 economically challenged homeless single females, age 18 and older. Additionally, Telehealth services will be provided to 50 individuals until the COVID positivity rate in Pinellas County reaches 5% or less (CDC guidelines) for 14 days. Once it's safe for therapists and clients we will provide both telehealth and in-home sessions. Telehealth services will be provided from a private room at the house</p>	<p>Applicant answered all questions posed by CMs. Specific discussion focused on clarification regarding the amount of individual served, applicant stated that there are 8 residential individuals and 50 additional individuals being served by Telehealth. Dr. Morrison-Rodriguez stated that a 90% progress rate is extremely unrealistic. Applicant explained that initial progress rates was based on a three-month period and that with only a month and a half remaining, she will adjust her progress rate to 20%-30% and will work to correct that information to be more accurate and realistic. Committee asked applicant to provide clarification regarding the budget to include both expenses and income/revenue. Applicant agreed and will provide updated information to the PCF staff.</p> <ul style="list-style-type: none"> <li>- Carl Lavender motioned to approve request.</li> <li>- Lisa Cordils seconded the motion.</li> <li>- Committee Approval vote reflected all in favor except Elithia Stanfield opposing.</li> </ul>

Organization Name	Amount Requested	Amount Awarded	Grant Purpose	Decision Notes
<p><b>Suncoast Center, Inc.</b></p>	<p>\$182,982.00</p>	<p>\$182,982.00</p>	<p>Funding from this grant will be used to support trauma-informed behavioral health services including individual and family therapy to our adult and child community members who have been negatively impacted by the pandemic.</p>	<p>Applicant answered all questions posed by CMs. Specific discussion focused on reimbursement and clarification regarding reimbursement expenses. Applicant clarified that reimbursement amount requested are general reimbursement items and can and will provide PCF staff detailed itemized reimbursement list and also list of already covered reimbursement costs covered by other funders. Additional clarification was provided regarding why the expansion resulted in leasing additional space and how that related to Covid-19. Additional clarification was provided regarding carpet replacement, the use of and purchase of headsets and cork/white boards outlined in the application. Applicant provided an explanation of each items presented by the committee as to its use and why it is related to the expansion as a result of COVID-19. Applicant will also resubmit clarification regarding cost of awning and an additional 3 quotes regarding expenses related to the awning. CMs overall supported the funding and moved to support request.</p> <ul style="list-style-type: none"> <li>- Carrie Root motioned to approve request.</li> <li>- Erin Baird seconded the motion.</li> <li>- Committee Approval vote was unanimous.</li> </ul>

Organization Name	Amount Requested	Amount Awarded	Grant Purpose	Decision Notes
<p style="text-align: center;"><b>GRAYDI NFC</b></p>	<p style="text-align: center;">\$35,649.00</p>	<p style="text-align: center;">\$35,649.00</p>	<p>Food assistance services are to be delivered from funding supplied by this grant and will include funds to buy food for Holiday Food Bag distribution (Thanksgiving and Christmas). Additionally, funds from this request will provide GRAYDI with the ability to increase the amount of food we can distribute and the number of people we can serve this Holiday season and regularly by providing additional cold storage space as increased demand for food is occurring as a result of COVID-19.</p>	<p>Applicant answered all questions posed by CMs. Specific discussion focused on ensuring that the applicant had funding sources backed up in case the expenses of the project were higher than expected. Applicant confirmed and also gave greater detail regarding how they intend to enforce COVID -19 safety measurements.</p> <ul style="list-style-type: none"> <li>- Erin Baird motioned to approve request.</li> <li>- Carrie Root seconded the motion.</li> <li>- Committee Approval vote was unanimous.</li> </ul>

Organization Name	Amount Requested	Amount Awarded	Grant Purpose	Decision Notes
<p align="center"><b>Celebrate Outreach</b></p>	<p align="center">\$33,888.54</p>	<p align="center">\$33,888.54</p>	<p>CO seeking kitchen equipment and purchase of services to properly install equipment accordingly so that they can meet increased demand of individuals needing food as a result of COVID-19</p>	<p>Applicant answered all questions posed by CMs. Specific discussion focused on concerns regarding timeframe to complete the project within the constraints of fund end date of Dec. 30, 2020. Applicant stated that the contractors understand the time constraints and will ensure the construction will be completed on time. Clarification was provided that part of the construction will include volunteer time to remove a non-structural wall as part of the completion of the project, and also why gas was chosen over an electric stove; it will be more economical for the project in the long run.</p> <ul style="list-style-type: none"> <li>- Carl Lavender motioned to approve request.</li> <li>- Carrie Root seconded the motion.</li> <li>- Committee Approval vote was unanimous.</li> </ul>
<p><b>TOTAL REQUESTED: \$399,947.97</b></p>				



# Grant Request Overview

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Committee Meeting – November 12, 2020

Committee B



# AGENDA

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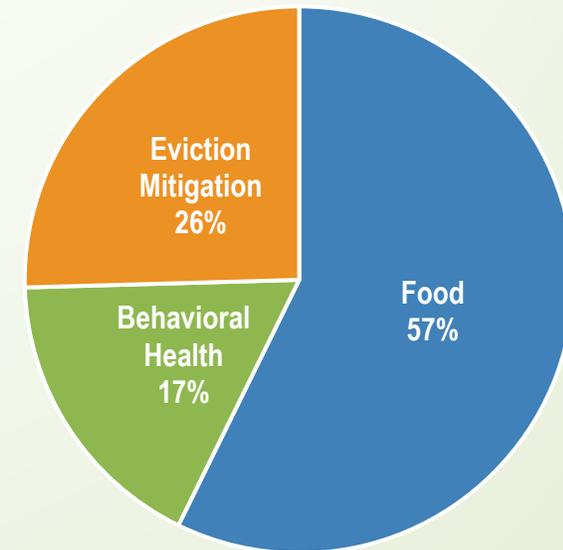
- I. Fund Status Update
- II. Past Request Updates
- III. Current Application Review
- IV. Next Steps
- V. Adjournment

# FUND STATUS

**Amount Approved\*: \$15,333,991.06**

**Amount Remaining: \$14,366,008.94**

**Amount Awarded**



# WEEKLY SUMMARY

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**Number of Requests This Week: 6**

**Total Amount Requested: \$399,947.97**



# HISPANIC OUTREACH CENTER

(FOOD)

**Requested Amount: \$107,281.48**

**Average Score: 88%**

**Reimbursement Request: \$22,156.88** (Reimbursement Amt. Included in Requested Amt. listed Above)

**Reimbursement Vote: 5 (Yes)/ 0 (No)**

## Reviewer Comments

88% 501 c 3 is Intercultural Advocacy Institute.

The sum of Reimbursement request and the budget request in the application is less than the Request of \$107,281,48 - need to reconcile.

85%

Like the idea of providing Food Handler Training.

90% This is the first grant that I have seen addressing the cultural needs of distributed food.

92% Strong and solid grant application. The organization must adjust the projections to account for November and December food distributions only.

86% I have some concerns regarding the audit findings for lack of internal controls. Board-approved budget does not align with the reported annual operating expenses. Keep in mind that NYE food distribution should take place prior to 12/30/20 project period end.



# SUNCOAST CENTER, INC. (BEHAVIORAL HEALTH)

**Requested Amount: \$182,982.00**

**Average Score: 82%**

**Reimbursement Request: \$67,374.00** (Reimbursement Amt. Included in Requested Amt. listed Above)

**Reimbursement Vote: 2 (Yes)/ 3 (No)**

## Reviewer Comments

80% Regarding reimbursable items, \$109k in expenses of which \$41k had been reimbursed. Which expenses have not been reimbursed? Question whether all expansion expenses are COVID related. What prompted expansion specifically to Safety Harbor?
89% Have you received new quotes for the covered awning? Need more info on the 600 head sets - how many staff will be using these? For the reimbursement request, it is not clear exactly what items were paid for with JWB funds and what items the CARES Act funding would be paying for since all charges are listed - not sure if "remaining balance" is sufficient enough documentation to approve this request? The budget narrative for the project does not include the reimbursement request. Are the 50 monitors listed in the narrative in addition to the 50 monitors listed in the reimbursement request? The board-approved budget does not
78% match the reported annual operating budget. Some line items seem excessive, such as purchasing 600 headsets for staff and indicating that some will receive multiple - perhaps not the most reasonable use of COVID funds. Was there a procurement process with multiple quotes for the larger ticket items/services such as roof, security systems, network switches, wall framing, carpet, etc. Budget narrative states they are obtaining other quotes for an ADA-compliant awning - has that occurred? Are the new Central Ave and Safety Harbor locations temporary or permanent?
79% It appears that the reimbursements requested are for past expansion of space and the other funds requested are for needed space. Will the new space come on line in time to meet the grant requirement of 12-31-2020? The reimbursement requested includes replaced carpeting and roofing, but the justification is not sufficient to demonstrate that it was COVID-19-related.
84% I struggle to understand why standing desks, dry erase boards, and cork boards will assist with the provision of services related to COVID-19. Why did the organization focus on decreasing the score on PHQ-9 item number 9 than decreasing the overall score of the PHQ-9?

# CELEBRATE OUTREACH

(FOOD)

**Requested Amount: \$33,888.54**

**Average Score: 80%**

## Reviewer Comments

87%	many community partners Improved information. General questions concerning timeline of project; 1. How soon can the renovation/installation begin
81%	2. How long will it take? 3. The preferred contractor as well as another noted the removal of walls. The preferred contractor states "the customer is responsible for removing walls ...: Who will do this?" Thinking optimistically, by the time this contract is signed and renovations are completed, it will probably be December, how will numbers served be reconciled?
72%	Board approved budget does not match the reported annual operating expenses. It is not clear which stove option was selected; however, it appears based on the budget it was the natural gas option despite there being a less expensive option - please elaborate on this choice. Will there be enough time to complete this renovation project and still serve projected clients before the end of the year? Will the kitchen need to be closed for a period of time to complete the work, disrupting current services? Are permits needed for any of this work?
75%	The Premier estimate appears to be the most complete in terms of work. What fallback do you have if there are cost overruns? What is your cost risk in each of these proposals? The application states that the organization provides 3 meals per weekend; however, they specified only 2: the Saturday morning breakfast and the Sunday evening dinner.
83%	The organization mentioned Paradise Lutheran as an LPO but failed to describe its role in programming. The projections must be adjusted to account for November and December only.

# CARING FOR GIRLS ACADEMY (BEHAVIORAL HEALTH)

**Requested Amount: \$21,752.95**

**Average Score: 78%**

## Reviewer Comments

81%	Are services for residents only? How long do residents stay? Total operating expenditures and board approved budget numbers vary. Recommend funding pay for licensed therapists. I need a clarification of who are the 50 people being served.
71%	Is rent paid by the residents? Need help from Consultant on performance measures.
79%	Board approved budget does not match the reported annual operating expenses. Need clarification on the projected number to be served as it appears there are currently 8 participants of POH, the budget narrative states 58 clients will be served and the performance measures state 50. Is a 90% progress rate realistic in 10 weeks time?
92%	It appeared from the descriptions that providing counseling is something new due to the stresses seen from covid. However, I do not see where the 50 clients are coming from. This Parasol of Hope house currently has 8 residents. Where are the other 50 who will be provided telecounseling services?
66%	The budget only lists expenses, but no source of revenue/income for the organization. I question if it's a good idea for non-licensed therapists to provide counseling. It's unclear where the 50 individuals who will receive telehealth services come from since the grant application initiated on the basis of 8 individuals who reside at the home. There's no information on the group therapy sessions and what they will aim to accomplish, as it relates to COVID-19. More clarity is needed on why the organization would like the services of 3 therapists; however, they request funds for 2 laptops. I cannot find any information on the Well for Living organization from which the organization will contract therapists. The measuring tool appears complex and their progress rate appears ambitious. Further, they stated that they will serve 50 individuals a month in the projections; however, they've repeatedly stated 58 throughout the grant application. I'm confused as to which is the correct number.

# GRAYDI

# (FOOD)

**Requested Amount: \$35,649.00**

**Average Score: 90%**

## Reviewer Comments

92%	organization has history operating a food pantry and is embedded in community being served
83%	
92%	Commercial refrigerators may have very specific requirements on the location of the electrical outlet. I looked this up for the kitchen aid, and they want the outlet at the top right side of the unit. Do you have funds available if the outlet needs to be moved?
88%	I'd like to hear more about how the organization will incorporate COVID-19 safety measures throughout their client service delivery.
93%	I have some concerns regarding the audit findings for lack of internal controls; however, the organization is asking for minimal funding that should be managed easily with some project oversight. The budget narrative was very thorough and I think the holiday meal focus is a much-needed initiative.

# SAFETY HARBOR NEIGHBORHOOD FAMILY CENTER, INC. (FOOD)

**Requested Amount: \$18,634.00**

**Average Score: 85%**

**Reimbursement Request: \$7,260.00** (Reimbursement Amt. Included in Requested Amt. listed Above)

**Reimbursement Vote: 3 (Yes)/ 2 (No)**

## Reviewer Comments

92%	Organization is responsive to community needs. Drive thru pantry offers evening hours. Partners with nonprofits to meet needs.
87%	
82%	May CARES grant funds be used to purchase buildings? (Reimbursement request includes \$5K towards the building)
83%	The organization's food projections must be readjusted to account for only November and December. Why purchase a tiny home rather than expand the building's volume?
82%	I have some concerns regarding the audit findings for lack of internal controls; however, the organization is asking for minimal funding that should be managed easily with some project oversight. Board-approved budget does not align with the reported annual operating expenses.