



Committee Minutes
Meeting: 9/3/2020 1:00 PM

Committee Members Present: Sallie Parks, Lisa Carrillo, Ayakao Watkins (non-voting), Elithia Stanfield, Erin Baird, Carrie Root, Carl Lavender, Jomar Lopez

Committee Members Not Present: Pastor Carlos Senior

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

The meeting began at 1:00 PM, taking place by Zoom Webinar videoconference call. 5 applications were reviewed with a total of \$1,328,880.00 being requested. Requests were reviewed in the order of the number of “Yes” votes it received.

Recusals: n/a

A total of \$1,328,880.00 was recommended for funding. The meeting ended at 2:59 PM.

Awarded Grants

Organization Name	Amount Requested	Amount Awarded	Grant Purpose	Decision Notes
Boley Centers Inc.	\$377,574.00	\$377,574.00	Requesting Hazard pay for staff, PPE equipment, and asking for new carpeting as it is worn, and they cannot keep it as clean as they need to in light of COVID-19.	Applicant will continue to work with staff to ensure applicant and compliance is complete pending approval. Dr BMR also clarified again the metrics posed by applicants to ensure all CM's understood prior to motion for approval - Elthia Stanfield motioned to approve request - Erin Baird seconded the motion. - Committee Approval vote was unanimous

Organization Name	Amount Requested	Amount Awarded	Grant Purpose	Decision Notes
PlacementWorks	\$187,790.00	\$187,790.00	Implementation of COVID-19 support services will be provided to clients with disabilities. Requesting funds to Cleaning supplies and PPE to ensure in person counseling is safe, additional funding also request to assist to help transition sessions to virtual format.	Dr. Barbara Morrison-Rodriguez opened discussion with applicant regarding clarification with behavioral health metrics and described metrics that they have worked on through out the grant application process. Dr. Morrison-Rodriguez will review final metric pending approval. Applicant will also work closely with fiscal team and PCF CEO to clarify additional compliance issues with application overall pending approval from the committee. <ul style="list-style-type: none"> - Elithia Stanfield motioned to approve request pending extensive review with staff in the amount up to full request amount. - Carl Lavender seconded the motion. - Committee Approval vote was unanimous
The Gathering of Women Inc.	\$63,958.00	\$63,958	Created food pantry in MAY 2020 to include food delivery services as a direct result of COVID-19.	Carl Lavender and other CM's would like to see full list of LPO's pending approval. <ul style="list-style-type: none"> - -Carl Lavender motioned to approve request - Erin Baird seconded the motion. - Committee Approval vote was unanimous
Tampa Bay Network to End Hunger	\$550,000	\$550,000	Creation of a MOW program to provide food to children as a result of school closures due to COVID-19	Applicant could not attend meeting ; however, Cheri Wright-Jones (SPO) was able to stand in on behalf of the applicant and answer all questions addressed by the committee. <ul style="list-style-type: none"> - Erin Baird motioned to approve request - Elithia Stanfield seconded the motion. - Committee Approval vote was unanimous
Golden Generations	\$149,558.00	\$149,558	Seeking funding to sustain a project that was created in response of COVID-19 to provide food delivery services to elderly by employing at risk youth aging out of the foster system.	Committee members sought clarity regarding projections; however, all supported the overall concept of the request. Applicant was available for questions to reassure committee. <ul style="list-style-type: none"> - - Carrie Root motioned to approve request - Elithia Stanfield seconded the motion. - Committee Approval vote was unanimous
TOTAL AWARDED:		\$1,328,880.00		

Denied Applications

Organization Name	Amount Requested	Decision Notes
Recovery Epicenter Foundation	\$192,727.54	DENIED: As per the request of the applicant, the submission was withdrawn and applicant was denied.

Organization Name	Evaluator Name	Reimbursement Approval	Score	Comments
			Average: 84 %	
Boley Centers Inc.			Average: 86 %	
	Evaluator 1	Yes, the organization should be reimbursed based on the provided documentation.	97%	A very relevant and necessary project. I had a little trouble following the intent of the grant--was it for clients or frontline staff? Or both? Whatever the case, I believe Boley is capable of carrying out this grant.
	Evaluator 2	Yes, the organization should be reimbursed based on the provided documentation.	79%	
	Evaluator 3	Yes, the organization should be reimbursed based on the provided documentation.	88%	Organization serves a vulnerable population. Proposed funding will protect clients and staff in residential setting.
	Evaluator 4			
	Evaluator 5	Yes, the organization should be reimbursed based on the provided documentation.	94%	
	Evaluator 6	Yes, the organization should be reimbursed based on the provided documentation.	94%	There is a clear concern of staff turnover negatively affecting clients with severe mental illness. Articulated how PPE and sanitation is crucial in this environment. Will the carpet be replaced with something easier to clean and sanitize like tile/laminate?
	Evaluator 7	Yes, the organization should be reimbursed based on the provided documentation.	98%	
				Grant to address hazard pay for employees (\$292K), sanitizing equipment (\$27K), replacement of carpet (\$24K), and admin expenses (\$34K). Questions: 1) Benefits cost of 20% being applied to Hazard Pay. I don't see how hazard pay would impact benefit costs outside of up to 3% of this cost for the 401K match. This is a \$47K item. 2) Unclear if the carpet is being replaced by more carpet or a durable, cleanable surface--reason carpet being replaced is that it can't be cleaned. Would like to see material be a vinyl plank or linoleum or easily cleanable surface. 3) Monthly progress: 65 clients served--are these the staff (really 60 per budget narrative) or residents (72-bed availability) or 60 staff plus 5 more you are hoping to bring in? 4) Monthly progress: 50% reduction in staff turnover over is stated for the full 4 month period as well as the projected reduction monthly in staff turnover. This should be clarified by stating the current staff turnover monthly and then stating your monthly targets to achieve a 50% reduction over the period of the grant. 5) A management letter OR an explanation of why is expected. NA is not an explanation. 6) No community engagement.
	Evaluator 8	No, the organization should not be reimbursed based on the provided documentation.	82%	
	Evaluator 9	Yes, the organization should be reimbursed based on the provided documentation.	56%	
Golden Generations Inc.			Average: 84 %	
	Evaluator 1		89%	I love the concept of this program but am concerned about some of the budget issues. Paying \$90,000 for a PT director and adding to her salary through this grant is not what these funds were intended to do.
	Evaluator 2		80%	
	Evaluator 3		84%	I like the connection with youth and seniors. Program requires a significant amount of staffing costs. Unclear how number of clients to be served during grant period is 200. Are there 50 new clients served each month or is this the same 50 clients?
	Evaluator 4			
	Evaluator 5		84%	Applicant does not provide specific zip codes but states they will serve St. Petersburg, Kenneth City, and Lealman area. The LOPs does not reflect any connection in Kenneth City and Lealman. What is the cost to rent fridge, freezer, storage shed, etc. vs. outright purchase?
	Evaluator 6		88%	Needs the 2019 990 Form. Training costs that are requested in the budget summary are not detailed in the budget narrative.
	Evaluator 7		71%	
				Expansion of program due to Covid-19. Questions: 1) The CEO will transition from PT to FT with the difference in salary covered by this grant. The rest of the personnel costs appear to be for existing personnel. Are these allowed costs? 2) While employing former foster children as they transition, this is not a stated focus of this CARES program. 3) I am not familiar with the housing properties that GGI supports. Are these residences specifically for low-income seniors? 4) Aside from Walmart, I am not clear on the involvement of the LPOs in the food distribution expansion for seniors.
	Evaluator 8		88%	
	Evaluator 9		91%	
PlacementWorks			Average: 83 %	
	Evaluator 1		92%	It's disconcerting to have an agency this size and not have an audit (or at least an audit review letter) included. The concept of this grant is meaningful and much needed but I worry that 1/3 of the CEOs salary is being paid by this grant (this will be a familiar scenario with me for other grants as well).
	Evaluator 2		72%	
				Organization has commitment to job retention for people with disabilities.
	Evaluator 3		82%	Questions: -How long is the relationship with a placed client maintained? -Of the 300+ clients receiving placement services, how many receive behavioral services/month?
	Evaluator 4			

	Evaluator 5	92%	
	Evaluator 6	66%	Providing mental health services appear to be new to this organization since COVID began, so it is a little off-mission but a need during this pandemic. Implementation plan and geographic area not clearly defined. With 300+ clients already served to date, are the proposed 100 clients per month in Sept-Dec new/unduplicated? Application needs 2019 990 form. Lack of audit or experience with grant funding could be of concern from a grant management and compliance perspective. It is not clear if the requested personnel costs are already included in the organization's budget or if they only cover the additional time and effort needed to implement this project, which could be a supplanting concern. It is not clear what the other pending grant applications are for, which could also be a supplanting concern.
	Evaluator 7	90%	
	Evaluator 8	96%	Expansion of services due to COVID. Not audited. Questions: 1) Of the \$132K for salaries per narrative, \$120K to be used to cover existing personnel salaries. Only \$12K in new personnel expense. Is the \$120K an allowable expense?
	Evaluator 9	74%	
Tampa Bay Network to End Hunger		Average: 82 %	
	Evaluator 1	79%	Financial picture appears weak....an incomplete 990, too much funding to management (yes, I understand that it was a previously all volunteer group), purchasing equipment seems a costly part of this application. Unfortunately, I gave it low marks for a lot of reasons, including lack of clarity about how they will expand the program. I like the concept but believe the application needs a lot of work.
	Evaluator 2	83%	
	Evaluator 3	84%	Hunger Network is experienced in developing innovative, quality, responsive, collaborative food delivery programs. Majority of funds are for food.
	Evaluator 4		
	Evaluator 5	75%	No LPOs - what about community locations used; who are the partners you referenced under Community Engagement; before and after school programs, community centers; etc. Numbers projected to be served seems high based on program narrative. Confused regarding budget cost for food - needs better clarification
	Evaluator 6	83%	Submitted 8879-EO form in lieu of 990. No insurance coverage listed and no explanation, which was required. No LPOs listed. Actual project period will be for less than the 4.5 months proposed, so adjustments to the budget may be necessary. Lack of audit could be of concern from a grant management perspective; however, application states one is forthcoming. It is not clear if some of the requested personnel costs are already funded in the organization's budget or if they only cover the additional time and effort needed to implement this expansion, which could be a supplanting concern. It is not clear what the other pending grant applications that support expansion are for, which could also be a supplanting concern. It appears that the Site Coordinator would be a newly added position, which may be challenging with the short grant period.
	Evaluator 7	91%	
	Evaluator 8	82%	Providing meals to food-insecure children during COVID. Not utilizing LPOs. No audit. Question: 1) The plan assumes parents will have challenges accessing school site meals. Does the county share this concern? 2) Have alternate sources of food been sought (Delectables Catering is providing \$10K/week in food)?
	Evaluator 9	81%	
The Gathering of Women Inc.		Average: 85 %	
	Evaluator 1	88%	In several ways, it's a struggle to understand a grand request from an organization that has limited experience in what they are trying to accomplish. Budget elements were weak I'd like to see us work with them to strengthen their request.
	Evaluator 2	75%	
	Evaluator 3	86%	Connected, driven community leaders. Food will be provided to 100 homes. How does this translate to 1100-1490 individuals served/per month?
	Evaluator 4		
	Evaluator 5	84%	Would like to see some collaboration with more senior organizations since expanding to deliver meals to home bound seniors, such as Meals on Wheels, AAAPP - Dining Out at Home. Need to resolve storage/office space rental.
	Evaluator 6	80%	Geographic area is clearly defined. Applicant clearly researched cost of purchase vs lease. Lack of audit may be a concern regarding financial management experience. I question if a filing confirmation is an acceptable submission in lieu of the actual 990 form. I have cost sensitivity concerns regarding (1) what the \$1,400 in training fees include and how many classes/webinars/participants are anticipated, (2) what benefits, if any, the \$40/hr personnel costs for the Food Delivery Coordinator position that was previously a volunteer includes; and (3) the contractual cost of \$2,000 for the communication specialist which equates to \$80/hr for the 5 hrs/week for the 16 week project period. Technology and software requests do not appear to have a direct relation to this project.
	Evaluator 7	89%	
	Evaluator 8	100%	The expanded mission since COVID-19, delivering food to homebound seniors. The expanded mission has resulted in taking on paid staff.
	Evaluator 9	75%	