

Application Form

Organization Information

An informational webinar about this application is available to watch.

The rubric that will be used to score this proposal can be downloaded [here](#).

If you would like to complete this application first in Microsoft Word, you may download a Word version [here](#). Please pay attention to character limits.

Brief Project Descriptor

Please briefly describe this organization's request.

Organization Name*

Clearwater Neighborhood Housing Services, Inc. doing business as Tampa Bay Neighborhood Housing Services

Project Name*

Please choose a short name to identify this project within the grant portal:

TBNHS Office Improvements

EIN*

59-1898543

Incorporation Year*

What year did your organization incorporate? This will be the year listed on your determination letter from the Internal Revenue Service.

1982

Mission Statement*

What is your organization's mission statement?

The mission of Clearwater Neighborhood Housing Services doing business as Tampa Bay Neighborhood Housing Services (TBNHS) is to improve the quality of life in the neighborhoods which it serves by promoting revitalization through Home Ownership, Rehabilitation, Economic Development, and Education.

Unique Entity ID (SAM)

Please provide your organization's Unique Entity ID number. This is a specific number used by the federal government to identify your organization. **This is different from a DUNS number, which the federal government no longer uses.**

If you do not have a Unique Entity ID number, you can create an account on SAM.gov and apply for one here (it is free and may take 3-4 days for approval): <https://sam.gov/content/home>

This field is optional as to not stop a qualifying organization from applying. HOWEVER, a Unique Entity ID number will be required if your organization is approved for a grant. Your organization should apply for a number now if it does not yet have one.

Character Limit: 12

GKCQJZ5P2SM9

Annual Operating Budget*

Please provide the amount of your annual operating budget (expenditures only) for your entire organization.

\$3,745,283.00

Amount Requested*

The maximum grant amount is \$500,000.

\$226,932.50

Does the total project cost exceed the amount your organization is requesting?*

Please note: Answering "Yes" will cause additional questions to load later in this application.

Examples

ABC Childcare is seeking funding for a new playground. ABC Childcare is asking PCF to fund \$150,000 for certain equipment, and will seek other funding and donations for the remaining \$20,000 of the playground. ABC Childcare would select "Yes" for this question.

Better Tomorrow, a mental health provider, is looking to expand their counseling center by two rooms to meet increased service demand arising from the pandemic. Better Tomorrow has secured \$25,000 in private contributions, and wants to request the remaining \$125,000 in this grant. Better Tomorrow would select "Yes" for this question.

DBE Food Pantry is seeking funding a new HVAC unit for their pantry, and is requesting \$40,000 from PCF to cover the entire cost. DBE Food Pantry would select "No" for this question.

Yes

Rent vs. Own*

Does your organization rent or own the property for which you are proposing modifications?

Own

Parent Non-Profit/Subsidiaries:*

If your organization has a parent non-profit that has multiple subsidiaries, will multiple subsidiaries be applying in this process?

Example

Better Tomorrow is the parent non-profit of three organizations. Two of those organizations want to apply in this process. Both would select "Yes" on this question.

No

Request Specifics

Pinellas County Priority Areas*

For Round 2 of this funding process, the ARPA Nonprofit Capital Project Fund is prioritizing organizations that offer programming, and whose capital purchase is related to, the following areas:

- Individuals with Disabilities
- Food Security
- Specialized Healthcare
 - Mental Health
 - Dental Care
 - Substance Use Disorders
- Housing

Not offering programming in these areas does not disqualify you from applying. However, this prioritization will result in 10 bonus points being awarded to eligible requests when scored.

Does your organization and its proposed capital purchase fit into one of these areas?

Yes

Programming Background*

Please describe the programming your organization offers to the community and the length of time it has been doing so. What does your organization **do** and **how long** has it been doing it?

If you have indicated above that your programming and proposed purchase fit into the priority areas for this funding round, please be sure to describe the relevant programming.

Over the past 43 years, TBNHS has offered a wide range of housing programs and services for low to moderate income households. TBNHS homeownership programs have provided pre-purchase educational classes and individual one-on-one counseling for persons who intended to purchase a home. The program's services include helping clients understand mortgage documents, credit repair, budgeting, how to work with a Realtor, home inspections, the closing process, fair housing rights, and other topics related to purchasing a home.

TBNHS also provides post-purchase counseling services to determine if clients who purchased a home are experiencing any problems with the new home, and/or need additional information or training such as home maintenance. TBNHS programs further provide counseling and assistance to homeowners at risk of foreclosure, including assistance in identifying housing problems, one-on-one financial counseling, negotiating workout plans with lenders, and emergency loans (when funding is available).

The staff have extensive experience working with families that are not immediately able to purchase a home. They offer one-on-one housing counseling to help families understand the reasons for the delay in purchasing a home, methods to overcome obstacles to purchasing a home, and provides referral services to appropriate agencies to assist clients in overcoming obstacles to homeownership. Recently, TBNHS expanded its services to also include Fair Housing Pre-Purchase Education Workshops; Financial, Budget and Credit Workshops; Predatory Lending Education Workshops; and Rental Housing Workshops.

TBNHS also has extensive experience administering down payment/closing cost assistance programs, homeowner housing rehabilitation programs, rental and utility assistance for renters utilizing ARPA funds, acquisition/rehab/resale programs, developing new construction in-fill affordable housing, and managing commercial building renovations.

Community Need*

Please describe the community need that exists for your programming. If you are able to cite quantitative, local data, that will strengthen your proposal.

According to the Pinellas County 2020-2024 Five Year Consolidated Plan (Plan), over the past 10-years, the population, the number of households, and the household area median income of Pinellas County have increased. While the household area median income (AMI) has increased by 15 percent over the past decade, nearly half (92,740 or 40 percent) of the households still earn less than 80 percent of the AMI and approximately 11 percent of the households earn less than 30 percent of the AMI.

The Plan states that low to moderate income persons experience higher rates of housing problems, such as housing cost burden (spending more than 30 percent of income on housing or severe housing cost burden which is spending more than 50 percent of income on housing), overcrowding and substandard housing conditions. According to the Plan, 30,342 households in Pinellas County are experiencing a cost burden greater than 30 percent of income and 33,774 households are experiencing a cost burden greater than 50 percent of income. The Plan further states that housing cost burden is more prevalent among owner households, while substandard and overcrowded housing is more prevalent among renter households.

As a result of these housing problems, low to moderate income people have an increased risk of becoming homeless and are in greater need of housing assistance programs to help them. The above statistics clearly demonstrate the need for affordable housing awareness and educational programs, housing preservation and the production of affordable housing units for both renters and owners. TBNHS programming and services will help to address these community housing needs throughout Pinellas County.

Negative Economic Impact*

The following question is the keystone of a strong application in this process. If your organization cannot demonstrate a negative economic impact from the pandemic, your application will not qualify for committee review. If you are uncertain about what constitutes negative economic impact or how to demonstrate it, please contact PCF staff for technical assistance.

The more quantifiable your negative economic impact is, whether it be fiscal losses/pressures or increased service demand, the stronger your answer will be. Use numbers whenever possible. The more specific your evidence, the better.

Describe your organization's negative economic impact arising from the COVID-19 pandemic. Examples could include:

- A reduction in revenue from 2019 to 2020
- Inflationary pressures
- Increases in demand for services that have not been compensated for through new revenue
- The use of reserves for unbudgeted expenses since the onset of the pandemic, and such use of reserves has prevented the purchase of capital assets
- A need for capital assets to offset community need for which your organization does not have the resources to purchase due to the negative economic harm from the pandemic
- A need for additional capital assets to adapt operations to accommodate health and safety guidelines by the CDC
- Growth in restricted pandemic-related revenue that does not permit capital asset acquisition

The 2020 audit shows that from 2019 to 2020, TBNHS decreased programs expenses by \$117,000 and cashflow decreased \$79,000 in net cash for operating activities. One reason TBNHS was able to continue its services during the pandemic was because the agency was able to convert restricted funds to unrestricted funds. In addition, all staff hours were cut to no more than 30 hrs/week/staff member to them employed, but still keep the doors open and offering services. This meant TBNHS had less staff time and increased demands for services. TBNHS still feels the effects since the reserves were needed to address increased operating costs and unfunded program costs. Also, the increase in construction materials cost has left improvements to the building, although desperately needed, to have to be put on the back burner.

Inflationary pressures have had a significant impact on TBNHS and its ability to complete this project. While many industries suffered challenges during covid, the one sector that was hit especially hard is the construction industry. The construction industry is seeing the highest price hike in 50 years. Construction material costs are up 17.5% year-over-year since 2020. U.S. Census Bureau affirms this industry has had the largest year-over-year increase in material costs since 1970.

For the Tampa Bay area, inflation in the construction is compounded by fact that the Tampa/St. Petersburg/Clearwater area has the highest inflation rate in the country. This problems stems from the significant population growth in Floarida over the last two years, and the demand for housing. The housing market's failure to keep up with demand is partly due to ongoing supply-chain issues caused by the pandemic, which is slowing down housing construction. It further caused the cost of the office repairs to double since 2020.

Further, TBNHS is experiencing an increase in demand for services. Staff are seeing more clients that have been impacted by Covid and are providing increased services for foreclosure and rental counseling, utility assistance, and rental payment assistance. These additional services have not been compensated for through new revenue sources. The growth in uncompensated Covid related services has created a financial stress on the organization. Agency assets have been diverted to provide these additional services which has created the need to seek additional capital funding for the office improvements.

The above factors have had a negative economic impact on TBNHS and have caused the agency to need additional capital funding for the office repairs. The improvements will make the office safer for staff and clients, and enable the staff to expand to provide additional services.

Negative Economic Impact - Uploads

You have the option to upload supporting documentation regarding negative economic impact. However, please limit your upload to no more than five pages. Word, Excel, JPG and PDF files are accepted.

Negative Economic Impact.pdf

Pandemic Relief Funding*

Please describe all government pandemic relief funding your organization has received since the onset of the pandemic (March 2020). This includes but is not limited to the Pinellas CARES Nonprofit Partnership Fund, other ARPA funding, PPP (Paycheck Protection Program), and Community Block Development Grants specifically targeting COVID-19 relief.

Explain why or how this pandemic-relief funding has not alleviated the negative economic impact you have described above. Potential reasons include expiration dates on certain funding, inflationary pressures, restrictions prohibiting capital expenditures, or the funding simply not being enough to remedy the harm you've indicated above. **The more concrete your numbers, the better.**

If you have not received government relief funding for your organization since the onset of the pandemic, write "No pandemic relief funding received" below.

TBNHS received \$67,254 from the Paycheck Protection Program (PPP) to help the agency retain its staff during the pandemic. The PPP program provided small businesses like TBNHS with funds to pay for up to 8 weeks of payroll costs including benefits. While this funding was instrumental in allowing TBNHS to maintain its experienced staff for 2 months during the pandemic, this funding source was only designated for payroll expenses for a short period of time, and it is no longer available. As a result, the agency had to cut staff hours to no more than 30 hours per week per staff member. The staff had the challenge of handling an increase in demand for covid-related services with less work hours.

TBNHS continued to meet its payroll and operating cost obligations after the expiration of the PPP by sacrificing other needs, such as the improvements to the agency's main office. TBNHS was also able to convert restricted funds to unrestricted funds to help with costs to keep the agency doors open during covid. Utilizing these other funds for salaries and operating costs during the pandemic has now made it next to impossible for the agency to make all the needed improvements to the office. The funding received from PPP was simply not enough to keep the agency moving forward at pre-pandemic levels without taking drastic steps and being creative with the agency reserves. The reduction in services being offered during the pandemic, coupled with non-reimbursable services being offered to covid affected clients, led to a reduction in assets that the agency is still recovering from today. And, with covid-driven inflation at its highest in 50 years driving up the cost of construction materials, the amount TBNHS received simply was not enough.

Proposal Description*

The American Rescue Plan Act requires a request that is reasonable and proportional to the level of negative economic impact your organization experienced. This means the request you describe below should not be greater than the economic harm your organization has suffered.

Please describe your project proposal and address the following:

- What project will be undertaken with these funds?
- What is the estimated lifespan of the project/property improvement?
- How does it address the negative economic harm you described in the previous question?

The funding requested is for interior improvements to the office. Due to increases in the cost of construction materials since 2020, the project was divided into 2 phases (interior and exterior) to allow work to commence while still seeking other funding. TBNHS has not recovered from the pandemic and does not have funds to do the work the office needs.

The interior renovations include gutting 3 bathrooms. Since the office does not have an adequate ADA accessible restroom and staff are seeing an increase in clients with physical disabilities, 1 bathroom will be redesigned to meet ADA requirements. All bathrooms will have new walls, fixtures and flooring. The kitchen/breakroom is being gutted and will have new walls, cabinets and flooring. For energy efficiency purposes, TBNHS is installing insulation, LED light fixtures, 2 new HVAC units, a hot water heater and water saving toilets and plumbing fixtures.

The exterior improvements that are completed are reroofing, new soffit, fascia and gutters, and replacing the wood deck out back. The exterior painting, and installation of 22 new windows with hurricane impact rating are nearly complete. The new exterior doors have been ordered and the landscaping will wrap up the exterior work. On completion, livable conditions at the office will be greatly improved and the upgrades will extend the useful life of the office for at least 15 to 20 years.

Staff are overseeing the project. The interior scope of work was developed, competitively bid and bids were received. Once funding is secured, the contract will be awarded by the Board of Directors. TBNHS will prepare the notice of award and contract documents. Once all the contract documents, certificates of insurance and workers' compensation, etc. are signed and received, notice to proceed will be issued. During construction, staff will monitor and inspect the work to ensure the job is completed properly and in a timely manner. Upon project completion, staff will perform a final inspection and secure the warranty and release of liens prior to the final payout.

If the project is funded, it will help address the negative economic harm TBNHS experienced due to Covid. The funding will cover the increased cost of the construction materials due to inflation. It will help replace the lost revenue and the reserves that were used for covid expenses. And the new energy efficient improvements will help curtail the increased (inflation driven) operating costs.

Number Served*

How many people will directly benefit from this capital purchase annually?

850

Unduplicated vs. Duplicated*

Is the number indicated above duplicated or unduplicated?

Duplicated: A client is counted each time they access services

Unduplicated: A client is counted once, regardless of the number of times they access services

Example: ABC Food Bank operates two mobile food pantries, one in Clearwater and one in St. Petersburg. Taylor, a Pinellas County resident, goes to both food pantries. If ABC Food Bank counts Taylor's visit TWICE, it is **duplicated**. If ABC Food Bank counts Taylor's visit ONCE, it is **unduplicated**.

Unduplicated

Other (Explanation Required)*

If you selected "Other" in the previous question, please explain how your organization determined the number of clients that will benefit from the proposed capital project.

Not applicable

Organizational Sustainability*

How does this project contribute to the long-term sustainability of your organization and the work it does? That is, what impact will this project have on your organization and/or its clients over the long-term?

Examples include increased service capacity, reduced cost of delivering services over time, higher-quality or more equitable service delivery, and increased lifespan/quality of property.

Quantifiable numbers will strengthen your answer.

The office was relocated from 700 Gulf Blvd. many years ago. It was converted from a residential home that was built in the 1960's to the office it is today. The improvements will increase the lifespan of the building by 15-20 years. They will also save the agency significant money on costly repairs and maintenance. The energy efficient HVAC units and windows will reduce operating costs for heating and cooling by about \$4,310 year 1, and more in subsequent years as the rate per kw increases over time. It is estimated the water saving fixtures, such as low flow faucets and water sense toilets will save about \$1,900 in year 1, and more in subsequent years as the rate increases over time. These utility/operating cost savings will enable TBNHS to build up its reserves again. The improvements will enhance the quality of the property and increase the building's value.

TBNHS encourages revitalization, so having the improvements will make the building more attractive and draw more clients seeking assistance. The increase in services will help TBNHS' sustainability since the programs that are offered are primarily funded by grants on a fee-for-service basis. Therefore, an increase in services will increase the revenue received under its grants.

Finally, the repairs will allow TBNHS to remain at its current location. Recently, the Board has considered moving the office due to the building's condition. However, the location of the office is a critical piece of the agency's success. As one of TBNHS' target areas, many of the clients reside in N. Greenwood. TBNHS is well established in N. Greenwood and moving to another site would have an impact on the number of clients served and the sustainability of the agency.

Project Specifics

Permits*

Please describe any permits necessary for the successful completion of this proposed project. Be sure to include any permits already obtained or in progress, and/or what the timeline is to acquire permits.

Since phase I of the project is underway, staff have already secured permits for the windows and the roof. Once the balance of the project funding has been awarded for phase II, the Real Estate Development Manager will work with the architect to complete the architectural plans which are needed for the remainder of the permitting process. Permits will be required from the City of Clearwater for the electrical, plumbing, building, and the mechanical work. All permits will be secured prior to beginning the interior construction on the project.

Once the plans are complete, the construction drawings for the work will then be submitted with the permit application to the City of Clearwater. It is anticipated that the plans/drawings will be completed by mid-January 2024. The TBNHS staff has contacted City staff within the permitting department regarding the permitting process and timeline. The expected timeframe for obtaining permit approval is approximately 2 to 4 weeks after the City receives the application. Therefore, TBNHS anticipates submitting its permit application by mid-January 2024 with a permit approval date of approximately mid-February 2024.

Plan Set*

Do you have a plan set for this project?

A plan set refers to the "batch" of plans, drawings, prints, files, etc., that you receive from an architect that explains what needs to be built, how, and where. **Not all qualifying projects in this process require a plan set.**

If you answer Yes, you should upload the Plan Set in the question below.

No

Plan Set Upload

If you answered "Yes" above, please upload the Plan Set here. If you have trouble with file size limitations, please reach out to Rose Cervantes at rcervantes@pinellascf.org. If you have any narrative to accompany the plan set, you may write it below.

PDF files are permitted.

Office Floor Plan.pdf

TBNHS does not have an architect at this time to complete the plans for the interior work. If TBNHS receives the requested funding, the plans will be completed. TBNHS will not be able to move forward with the interior construction without the requested funding. A copy of the office floor plan is attached to reference the building layout.

Construction Schedule/Timeline*

Given a spending deadline of December 31, 2026, give a detailed and **realistic construction schedule**/timeline as to how this large capital project will be executed and completed. If there are phases to this project, indicate so in the narrative below. If you specified that permits were needed for this project above, ensure you include the

acquisition time in the schedule.

Please include the following:

1. How the timeline/schedule was developed, and by whom.
2. Timeline of planning and execution. Please include start and end dates by month and year. For example, April 2023 - June 2023.

Example:

Better Tomorrow is proposing the expansion of their counseling center. This requires a 2-month planning phase, one month to obtain all necessary permits, and four months to build. Better Tomorrow would list each phase, a brief description of what takes place in each phase, and an estimated start and completion date for each phase, and an explanation of how the schedule was developed.

The office improvements project was separated into two phases due to the availability of funding. Phase I, which consists largely of exterior improvements, is currently underway. It is anticipated that phase I will be completed by the end of November 2023. The phase II timeline was developed by TBNHS' newly hired Real Estate Development Manager, David Harder. Mr. Harder has over 30 years of experience in construction management. Based upon his experience, the timeline below is attainable so long as funding is in place. The timeline for phase II is also underway in regarding to the planning for the project.

TASK NAME	START	FINISH
OFFICE INTERIOR RENOVATION	8/15/23	2/13/24
Develop interior scope of work	8/15/23	9/4/23
Invitation to bid released	9/5/23	9/6/23
Receive bids	9/7/23	9/20/23
Review and award bid	9/21/23	9/25/23
Secure project funds	9/26/23	11/20/23
Complete plans	11/21/23	1/15/24
Submit permit application	1/16/24	2/12/24
Building permit issued	2/13/24	2/13/24

COMPLETE CONSTRUCTION	2/14/24	6/12/24
Demo	2/14/24	2/27/24
Framing	2/8/24	3/5/24
Electric rough	3/6/24	3/19/24
Plumbing rough	3/6/24	3/26/24
Replace air conditioners	3/6/24	3/12/24
Drywall installation	3/27/24	4/2/24
Doors and trim	4/17/24	4/23/24
Cabinets	4/17/24	4/19/24
Painting	4/24/24	5/9/24
Counters	5/10/24	5/10/24
Plumbing fixtures and trim	5/13/24	5/17/24
Electric trim	5/13/24	5/17/24
AC trim	5/13/24	5/14/24
Flooring	5/20/24	5/29/24
Final inspections	5/30/24	6/5/24
Punch list	6/6/24	6/12/24

CERTIFICATE OF COMPLETION 6/13/24 6/13/24
PROJECT CLOSEOUT AND FINAL REPORTING 6/14/24 6/20/24

A copy of the timeline is attached under additional upload which has greater detailed information.

Team Leadership*

Please describe the following:

1. The team and leaders that will be overseeing this proposed project.
2. Their relationship to your organization
3. Their role in this project
4. Whether or not they have overseen similar projects

The staff responsible for overseeing this project have extensive experience in commercial development, residential housing rehabilitation projects, inspections, construction, and project management.

Frank Cornier, President/CEO, will provide direct oversight for the staff and the project to make sure the construction is completed per his direction, on-time and within the project budget. Mr. Cornier is an affordable housing development professional with over 20 years of experience in single- family development, multifamily development, and non-profit management, utilizing a variety of funding and financing sources.

David Harder, Real Estate Development Manager, is responsible for managing the project. Mr. Harder has completed the scope of work with Mr. Cornier, bid the project, and will review the bids for completeness and acceptable pricing. He will prepare all contract documents. Mr. Harder will also work with the architect for the development of the interior plans and handle the permitting process for the permits that have not yet been secured. Mr. Harder will further oversee the construction schedule, approve construction progress payouts, cost reimbursement from grant sources and complete all required grant project reporting. Mr. Harder has over 30 years of experience in affordable housing development, commercial development and general construction.

Ron Wade, Construction Supervisor, will oversee the project contractors and monitor their activities. He will manage the crews, ensure health and safety codes are observed, complete inspections and ensure the contractors comply with building specifications and applicable housing codes. Mr. Wade will further monitor the work of subcontractors and vendors, and perform other administrative tasks as needed. Mr. Wade has over 30 years experience in housing and commercial development projects. He began his construction development career with TBNHS in 1994 as a housing rehabilitation specialist. In 1997, he left TBNHS to work for Pinellas County Building Departments as a housing inspector and then assumed a position with St. Petersburg Neighborhood Housing Services as a housing rehabilitation specialist. He returned to TBNHS in 2001.

Jhanae Sims Griffin, Finance Officer, will manage all financial activities related to the project. Ms. Sims Griffin will handle all accounts payable and accounts receivable. As required Ms. Sims Griffin will assist funders with any project financial requirements.

Cost Difference

Estimated Total Project Cost*

Please specify the total cost of this capital project/purchase.

Example: ABC Childcare is seeking funding for a new playground. ABC Childcare is asking PCF to fund \$20,000 for certain equipment and will seek other funding and donations for the remaining \$150,000 of the playground, for a total project cost of \$170,000. ABC Childcare would put \$170,000 below.

\$470,127.50

Cost Difference*

How does your organization plan to cover the cost of this project beyond the amount requested? Please also specify if your organization can carry out the potential ARPA-funded portion of this project without other funding being secured.

TBNHS has approximately 52 percent of the project costs committed to this project. The City of Clearwater has committed \$180,000 in Community Development Block Grant (CDBG) funding which will be utilized for the exterior improvements, and the exterior improvement permits (Phase I). TBNHS NeighborWorks America funds will be utilized for about 10 percent of the project costs such as landscaping, demolition/tree removal, and construction contingency. In addition, TBNHS is committing 100 percent of the cost of the agency staff to manage the project. It is important to note that TBNHS has included a fifteen percent construction contingency in the budget; 5 percent requested from the grant and 10 percent as part of the agency's committed funds. The higher-than-usual contingency is due to the uncertainty of what may be found once construction begins. For example, since the frame of the building is wood, there could be unseen damage from termites. In addition, the cost of materials due to supply chain issues, inflation, and labor shortages could cause increases in pricing from the estimate.

Since the other funding is already secured, TBNHS can carry out the non-ARPA-funded portion of this project. However, if this project is not funded by Pinellas Community Foundation, TBNHS will need to seek other funding sources such as grants and partnership donations to complete the work that is anticipated to be completed using ARPA funds. If TBNHS is unable to secure those other sources of funding, TBNHS will eliminate the interior improvements from the project scope of work.

Geographic Impact and Priority Populations

The ARPA Nonprofit Capital Project Fund seeks to offset the negative economic impact Pinellas nonprofits faced due to the COVID-19 pandemic. Organizations who serve disproportionately impacted communities will be considered as serving a priority population. There are several ways to determine if your clients were disproportionately impacted.

Examples of disproportionately impacted communities include those who meet at least one of the following descriptions:

- Low- and moderate-income household and communities
- Households that qualify for federal assistance programs, such as SNAP and TANF
- Historically marginalized communities (BIPOC communities, persons with disabilities, LGTBQ+, religious minorities, and other communities that fit in the Equity definition provided on the ARPA website and application)
- Organization located or serve households within a Qualified Census Tract (QCTs)
 - Defined by U.S. Department of Housing and Urban Development (HUD)
 - To assess if your organization serves or is headquartered in a QCT, use this link. In the top right-hand corner, choose the state of Florida and Pinellas County. Then on the left-hand side of the screen, click the box next to "Color QCT Qualified Tracts." The QCT zones are denoted in purple.

You can also map your address by adding it into the address box at the top to see if your location is inside the zones.

Benefits and Geography of Project*

Please describe how the communities/clients that will benefit from this capital purchase, and how they were disproportionately impacted by the pandemic according to the examples above.

This project will greatly benefit community members that have experienced disproportionate negative impacts from the COVID-19 pandemic. Since the organization's inception, the main office has always been located in a Qualified Census Tract (QCT) to ensure the agency was helping the residents in the community that were the most underserved and in need. The agency began in the Lake Bellevue Neighborhood Revitalization Strategy Area (LBNRSA) and is currently operating in the North Greenwood Neighborhood Revitalization Strategy Area (NGNRSA). The NGNRSA and the LBNRSA still remain focus areas for TBNHS and approximately 50% of the agency's clients reside in these communities.

The NGNRSA and the LBNRSA are known as the poorest neighborhoods in Clearwater. Per the 2020 HUD Low/Mod Data, the NGNRSA has a population of 5,651 people of which 58% were considered low to moderate income. The LBNRSA has a population of 6,668 people of which nearly 62% are low to moderate income. Both the NGNRSA and LBNRSA also experience a much higher percentage of poverty compared to the rest of the City of Clearwater and are historically black communities. As a result, the majority of the program beneficiaries have been low-income African Americans.

Low-income individuals were the hardest hit during the pandemic. Low-income earners were not able to stock up on groceries and medications when the lockdown hit, let alone save for a home or even pay basic rent and utilities. In addition, low-income individuals are more likely to work low-wage jobs without benefits; they are also more likely to work in retail or service jobs which were most impacted by the pandemic; and they were more likely to be at risk of exposure to the virus and/or more likely to either lose their jobs or be laid off during the shutdowns.

While TBNHS provides its services throughout Pinellas County, its specific target areas remain the NGNRSA, the LBNRSA, and the Union Academy area of Tarpon Springs which are all QCTs. TBNHS' staff specifically markets and conducts outreach in the QCTs to reach low-income residents. Outreach further focuses on underserved individuals such Black, Latino, Indigenous and Native American persons, Asian Americans and Pacific Islanders, and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; and persons otherwise adversely affected by persistent poverty or inequality.

Headquarters Location*

Please provide your organization's headquarters address as it appears on your Sunbiz account. To check your registration with Sunbiz, you may search their database.

608 North Garden Avenue Clearwater, FL 33755

Project Location*

Please provide the address or intersection where the property being modified is.

608 North Garden Avenue Clearwater, FL 33755

Community Connection

PCF understands the value of authentic and diverse representation in philanthropy and in Pinellas County. To this end, we ask demographic and representation questions to gauge the human impact your organization has on the communities you serve.

PCF has generalized the demographic data questions more than it has in other processes because of the public nature of this process. PCF understands that identity disclosure can be a sensitive matter and wants to respect your organization's board and staff. If your organization feels comfortable sharing more detailed demographic information, it may do so in the "Community Representation and Connection" section.

Community Representation and Connection*

Describe how your organization is representative of, or has authentic connections to, the community your proposal seeks to serve. You can list other community-based organizations that work on programming with you and/or list examples of your work within this community.

If your staff, board, executive leadership, or long-term volunteers have personal identities or experiences that allow for a meaningful connection with your clients, please feel free to describe this connection below. When possible, please use internal data or specific details to describe how your organization is representative and connected to the communities you serve.

The organization by-laws dictate the make-up of the board of directors. The by-laws state that a "majority of the members shall at all times be residents of, or owners of property within, the geographic boundary of the particular neighborhood or neighborhoods selected by the directors to be the focus of this corporation's purposes." The particular neighborhoods of focus are N. Greenwood and Lake Bellevue which are known as the poorest communities within the City of Clearwater and are largely African American.

Due to this policy, most board members reside or own businesses in either N. Greenwood or Lake Bellevue. In addition, 4 board members are low-income, 10 board members identify as a race other than white, 7 members are women, and one identifies as LGBTQ+.

The President/CEO is Hispanic, and two staff members are also Hispanic. The bilingual staff enables TBNHS to provide its programs, services, and materials in both English and Spanish. Two additional staff members are African American, one of whom also resides in the N. Greenwood.

The President/CEO is a board member of the Pasco County Housing Finance Authority and the Pasco County Affordable Housing Advisory Committee where he represents the needs of low-to-moderate income persons, with respect to affordable housing. He works closely with the N. Greenwood Community Redevelopment Area to identify quality of life issues and works on programs and services to address those needs.

David Harder is a member of the City of Clearwater Neighborhood and Affordable Housing Advisory Board, as well as the Affordable Housing Advisory Committee. Mr. Harder represents the needs of families needing affordable housing in the City of Clearwater.

The former President/CEO who served the agency for over 40 years is a lifelong resident of N. Greenwood and continues to serve on the Resource Development Committee. Her well-established commitment to the community has enabled the current staff to continue its connection to the residents and partnerships throughout Pinellas County.

Finally, TBNHS has been an active housing agency operating in either Lake Bellevue or N. Greenwood for over 43 years. TBNHS has established numerous community partners such as local churches, businesses, government officials, and non-profit organizations. The staff and board are truly members of the community. TBNHS is diverse and representative of, and has authentic connections to, the community where it is located and the people it serves.

Board Membership*

Do your board members consider themselves a member of one or more of the following populations?

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled

BIPOC
LGBTQ+

Executive Level Leadership Team*

Does your executive leadership team consider themselves a member of one or more of the following populations?

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled

BIPOC

CEO/Executive Director*

Does your CEO/Executive Director consider themselves a member of one or more of the following populations?

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disable

BIPOC

Financial Overview

BIDS MUST BE DATED JULY 5, 2023 OR LATER.

- The file attached below should contain current, verifiable bids, estimates, or price lists [from your potential vendor(s)]. ***Please ensure there is a date noted on the bid or some annotation as to when when you obtained these estimates/bids.***
- If your project costs LESS than \$75,000, you must upload TWO verifiable bids or estimates for the proposed project.

- If your project is **EQUAL TO** or **MORE THAN \$75,000**, you must upload **THREE** verifiable bids or estimates for your proposed project.
- If you have already selected a contractor for this process and do not have multiple bids to upload, please ensure you answer the narrative questions below thoroughly.

Bid/Estimate #1*

PDF files are accepted.

Arrow Homes Office Interior Bid.pdf

Bid/Estimate #2

PDF files are accepted.

Qualis Construction Interior Remodel Bid.pdf

Bid/Estimate #3

PDF files are accepted.

Vision Construction Interior remodel estimate.pdf

Selected Contractor*

If you have not yet selected a contractor and have uploaded multiple bids above, please write N/A below or you will not be able to submit your application.

If your organization has already selected a contractor for this proposed capital project, please describe the process through which this contractor was chosen, and be sure to answer:

1. Was there a competitive bid process? That is, were multiple bids collected in order to evaluate multiple contractors? Describe this process (names of contractors, number of bids collected, prices, and why the contractor was chosen).
2. What personnel members at your organization selected the contractor?
3. Has a contract been executed with this contractor? **If yes, upload the contract here. If no, please describe the status of contract.**

If a contractor has already been selected AND a competitive bidding process was not used, the project will lose points.

N/A - the bids were just received. A contractor has not been selected by the Board of Directors.

Minority/Woman-Owned Business

Is your selected contractor, or the bid you are going to choose if funded, one of the following:

- Small-business enterprise (SBE)
- Disadvantaged business enterprise (DBE)

- Minority and/or woman-owned business (MWBE)

Unknown

Related Parties*

Are any of the contractors/vendors that have provided bids/estimates a related party to your organization?

Examples of Related Parties

- A board member that owns the contracting company that provided a bid
- The relative of a director, officer, or executive team member owns a company that provided an estimate
- The CEO of the applying organization has a financial interest in the construction company providing a bid

If yes, identify the vendor and describe the relationship.

If no, write "No related parties below."

No related parties.

Budget Detail*

Please upload a clear, easily readable budget that breaks out costs for this proposed project. Ensure that it is clear what portion would be paid for through this grant funding and what would be paid for from other sources. **Be sure that the budget includes 10-20% for contingencies and any costs related to performance and payment bonds for construction projects.**

If you are going to request the permitted indirect cost of up to 5%, please be sure this is represented in your budget.

An example budget is available here.

If you have additional notes to add to your budget summary, you may do so in the text box below.

PDF and Excel files are allowed.

Office Remodel Budget Final .xlsx
Project budget attached.

Other Funding Sources*

Please describe any other funding that your organization has applied for or obtained for this project. This includes but is not limited to Community Development Block Grants (CDBG), local government grants (including Tourist Development Council funding), foundation grants, and donors (you do not need to disclose donor identities, simply amount raised that is allocated to this project). This includes any matching grants or in-kind contributions you may have obtained.

If none, please explain why no additional funding sources have been pursued.

Please be sure all funding sources below are represented in the "Applicant Match" column in the Budget Summary you have uploaded above.

The City of Clearwater has committed \$180,000.00 in Community Development Block Grant Funds for the project. TBNHS has also committed \$63,195.00 in NeighborWorks America funding.

Changes in Operating Costs*

Please answer this question based on the descriptions below:

- If this project **increases** ongoing operational costs (programmatic, operating maintenance or other costs), how will you compensate for the difference?
- If this project **decreases** ongoing operating costs, how will it do so?
- If this project **does not affect** operating costs, please note so below.

Under this project, TBNHS will replace 22 old, drafty windows and two existing HVAC systems. The new energy-efficient windows and HVAC units will result in a decrease in the organizational operating costs for utilities and repairs. The agency's current HVAC system is very old and has frequent breakdowns which are costly to TBNHS. The new HVAC system will run more efficiently with fewer to no immediate breakdowns, which will save TBNHS on operating and maintenance costs. In addition, the old, drafty windows allow heat to escape in the winter and cold air to enter. In the summer, the cool air escapes, and heat enters the office. The new windows will seal properly which will lower energy costs to heat and cool the building. Overall, the proposed improvements will make the building more energy efficient and will reduce maintenance costs thereby decreasing operating costs and allowing TBNHS to spend more funds on programs rather than utilities and maintenance.

Fund Management Capacity*

Please describe your organization's capacity to manage these potential ARPA funds in terms of fiscal management and financial infrastructure.

This includes, but is not limited to, the use of accounting software that can track a general ledger and multiple accounts and the ability to work on a reimbursement-basis.

The inability to handle a reimbursement-based grant does not disqualify your organization from applying.

TBNHS utilizes QuickBooks Pro as its financial reporting system. The system features bank account tracking and reconciliation, expense management, budgeting, payment processing, invoicing, accounts receivable and accounts payable management, and reporting. This software has been used by TBNHS staff successfully for many years to manage numerous Federal, State, and local grants including ARPA funds, HUD Counseling grants, CDBG, HOME, and SHIP grants/loans from the City of Clearwater and Pinellas County, as well as grants and donations from the private sector and foundations.

Jhanae Sims Griffin, Finance Officer, manages all fund-related accounts and financial activities. With accounting responsibility for the organization, she is responsible for accounts payable/receivable, assisting with agency audits and monitoring visits from various funders. Ms. Sims Griffin is supported by board member Charles Young who owns/manages an accounting firm.

Corrective and Investigative Action/Grant Recall*

In the past three (3) years, has your organization had any of the following occur:

1. Been under legal investigation by a local, state, or federal institution?

2. Been placed on a corrective action plan by a funder?
3. Had grant funding recalled by a funder?

If yes, please describe the investigation, corrective action plan and/or grant recall, and the current status of such incidents. If no, write "N/A"

N/A

Organization Documentation

Please reach out to PCF staff if you have trouble uploading the files below. We are able to assist with file conversion and file compression.

Organization Budget*

Please upload your most recent, board-approved organizational budget for this fiscal year. PDF and Excel documents are accepted.

TBNHS FY2023 Budget.pdf

Board of Directors List*

Please upload a current list of members of your organization's Board of Directors. Excel, Word, and PDF formats are acceptable.

Board of Directors.pdf

IRS Form 990*

Please upload a PDF copy of your most recently submitted IRS Form 990.

If Form 990 from your most recent fiscal year is delayed or you have received an extension, please explain in the text space below. You may also explain if you don't have a Form 990 due to organization type. You should still upload the most recent publicly available 990.

If you file a Form 990-EZ and do not have anything to attach, please note so below.

Form 990 Ending 9.30.22.pdf

See attached.

Most Recent Financial Statements

Upload a PDF version of your most recent financial statements. If you have audited financial statements, please upload the most recently conducted audit. If you do not have a recent audit, please explain why.

Audit 9.30.22.pdf

See attached.

Insurance

Evidence of Insurance Coverage*

Grantees of the ARPA Nonprofit Capital Project Fund will be required to maintain appropriate insurance related to your operations and this project. PCF will determine whether this coverage is appropriate.

Please upload evidence of insurance.

If your organization does not have evidence of insurance coverage, please provide an explanation as to why.

TBNHS COI.pdf

See attached.

Insurance Requirement*

If you are awarded a contract from the ARPA Nonprofit Capital Project Fund, you will be required to list Pinellas Community Foundation as an additional insured through your general liability insurance or other appropriate coverages for the duration of the contract. If you would like to check with your insurance carrier on how to do this, here is the information about PCF you will need:

Pinellas Community Foundation
17755 US Highway 19 N
Suite 150
Clearwater, FL 33764
727-531-0058

Please check the box below to indicate that you understand and will be able to comply with this requirement if you are awarded a contract.

PCF will not ask for a certificate naming us as additional insured until the contracting stage.

Yes, I understand and will comply with this requirement if awarded a contract.

Post-Grant Requirements

Reporting Requirements Acknowledgment*

Grantees will be required to submit a pre-award agreement within two weeks of receiving an award notice. In addition, grantees will be required to submit monthly expenditure reports until their project is completed and

their contract is closed out.

Financial information justifying all expenditures will also need to be provided. This includes but is not limited to:

- Invoices
- Canceled checks
- Credit card statements, along with a record of paying the credit card.

If you have any questions, please contact Rose Cervantes, ARPA Program Officer at rcervantes@pinellascf.org.

Yes, I agree to submit this grant agreement and impact report within the specified timeframes.

Additional Information

Additional Upload

If you have something to share, you can upload it here in PDF format.

Interior Schedule and Exterior Documents.pdf

Anything else to share?

Is there anything else that you would like Pinellas Community Foundation to know or other information your organization would like to share that isn't addressed elsewhere in this application?

The detailed project schedule for the interior improvements is attached for your reference.

Since Phase I of the project is underway, TBNHS has attached the contract with ARROW Homes who was awarded the bid for the exterior work. In addition, the 2 other estimates that were received for the exterior work are attached as well. The requested funding from PCF will not be used for payment of the exterior work. The exterior contract work is funded by CDBG from the City of Clearwater

File Attachment Summary

Applicant File Uploads

- Negative Economic Impact.pdf
- Office Floor Plan.pdf
- Arrow Homes Office Interior Bid.pdf
- Qualis Construction Interior Remodel Bid.pdf
- Vision Construction Interior remodel estimate.pdf
- Office Remodel Budget Final .xlsx
- TBNHS FY2023 Budget.pdf
- Board of Directors.pdf
- Form 990 Ending 9.30.22.pdf
- Audit 9.30.22.pdf
- TBNHS COI.pdf
- Interior Schedule and Exterior Documents.pdf



Economic Reports

Higher material prices here to stay

More upward pressure on the cost of building products will lead to a permanent shift in prices, according to construction industry sources.

Published June 1, 2023



Sebastian Obando
Reporter

About 82.5% of construction materials experienced a significant cost increase since 2020, such as steel, concrete and electrical conduit. Spencer Platt / Staff via Getty Images

The rollercoaster ride of construction material prices is lining up to throw contractors for another loop.

Although prices for key input commodities should continue to fall in 2023 and 2024, according to a report from Oxford Economics, the level still remains greatly elevated compared to pre-pandemic.

About 82.5% of construction materials experienced a significant cost increase since 2020, with an average jump of 19%, according to a construction materials report from construction cost data tracking firm Gordian.

Prices remain elevated since 2020

Material	Percentage increase in 2023
Wood	16%

Material	Percentage increase in 2023
Steel	22%
Concrete & Masonry	15%
Electrical conduit	12%
Insulation	11%

SOURCE: Gordian

Despite the rising costs of certain materials, some prices this year have begun to show signs of softening, said Sam Giffin, director of data operations at Gordian. But don't expect materials prices to sustain that falling trajectory, Giffin said.

“Although we're in the middle of a downswing from historic pricing peaks in 2022, it's likely that increasing demand for construction will sustain materials and labor pricing through 2024 and 2025,” said Giffin. “For example, although our models show concrete material decreasing 1% to 2% per year through 2025, we anticipate materials like wood, plastics, composites, plaster, gypsum and thermal protection to hit average increases up to 6.5% per year in the same period.”

Beyond the coming couple of years, new additional upward pressure on materials prices will come from the cost of energy transition and the ongoing scarcity of construction labor, according to the Oxford Economics report.

That will ultimately lead to a permanent shift in materials prices, said Andrew Reynolds, global chair at Rider Levett Bucknall, a London-based global construction and property consultancy company with several offices in the U.S.

“The cost of construction materials and the impact on the viability of projects are discussion points we are having daily with our clients,” said Reynolds. “It comes as no surprise to us then that macro events will mean a new higher norm of prices globally influenced by long-term forecast costs of energy and materials.”

Construction input prices posted a 1.1% annual decline in April, which marks the second consecutive month that the cost to build a given project decreased compared to the same period in 2022, according to an Associated Builders and Contractors analysis of government data.

Nevertheless, that level is ultimately expected to rise back up, said Adam Raimond, construction index manager at Gordian.

“More opinion than data-driven perspective, but I think everyone in the market is hoping for a return to normalization after a few years of wild volatility,” said Raimond. “However, with increased demand, a shifting geopolitical landscape, and the rise of near-shoring materials production, it’s unlikely that we’ll see sustained pricing regressions.”

Here are the cities with the highest inflation

Florida is home to the metropolitan area with the highest inflation rate at the moment.

By Alejandra O'Connell-Domenech | Jul. 12, 2023



(File/Adobe Stock via Getty Images)

Story at a glance

- A new analysis from the personal finance site WalletHub found that the area in Florida surrounding Tampa, St. Petersburg and Clearwater has the highest inflation rate in the country.
 - Atlanta and Detroit also have some of the highest inflation rates right now, according to the analysis.
 - Although inflation has eased over the last few months, U.S. has been experiencing relatively high inflation for the past year.
-

The area in Florida surrounding Tampa, St. Petersburg and Clearwater has the highest inflation rates in the country, according to a new [WalletHub analysis](#).

While the U.S. has seen high inflation since last year, inflation rates are not the same across the country.

In a new WalletHub analysis, the personal finance website compared 23 Metropolitan Statistical Areas across two metrics.

America is changing faster than ever! Add Changing America to your [Facebook](#) or [Twitter](#) feed to stay on top of the news.

First, report crafters looked at the Consumer Price Index difference between June and compared it to April's numbers to see how the rate of inflation changed in the short term.

And then, analysts looked at the June 2023 Consumer Price Index and compared it to June 2022 to see how inflation has changed year-over-year.

The U.S. has seen relatively high inflation over the past year, reaching a 40-year-high in June 2022.

“Coming out of the pandemic, inflation was fueled initially by supply chain backlogs,” said Curtis R. Taylor, a professor of economics at Duke University.

RELATED CONTENT

Stock market today: Asian shares jump on Wall Street's return to its highest level in over a year

Inflation drops to 3% and Biden hopes to turn a weakness with voters into a strength

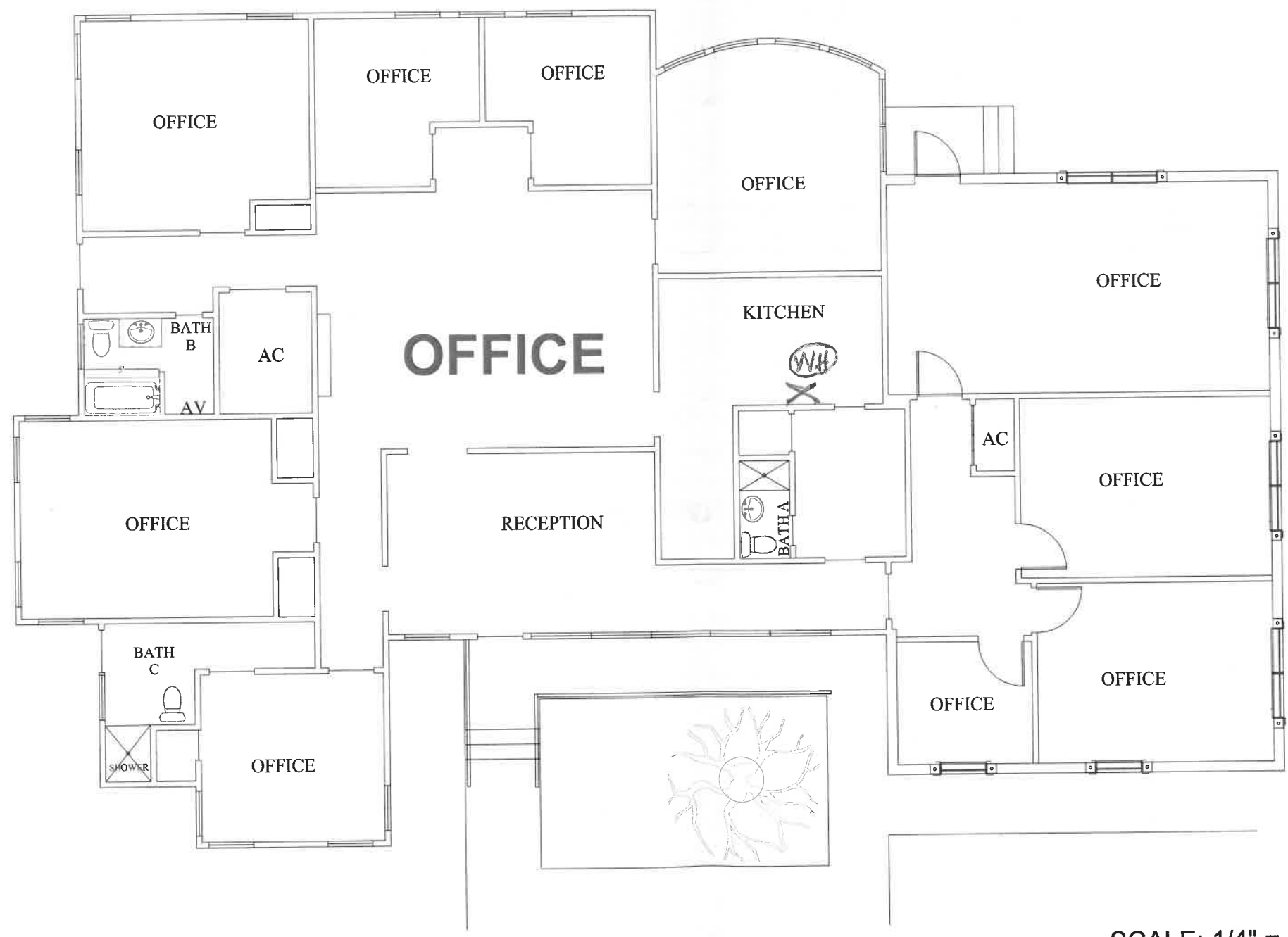
US inflation hits its lowest point since early 2021 as prices ease for gas, groceries and used cars

Egypt's inflation rate sets record high at 36.8% in June, official data show

“A second wave kicked in as a result of Russia's invasion of Ukraine, causing worldwide shortfalls in food and energy. The latest round of inflation appears to be driven by tight labor markets, especially in the service sector, and by high demand for travel and hospitality.”

Here are the 10 areas with the highest inflation rate:

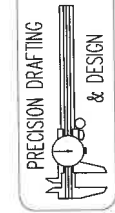
1. Tampa, St. Petersburg and Clearwater, Fla
2. Atlanta-Sandy Springs-Roswell, Ga
3. Detroit-Warren-Dearborn, Mich.
4. St. Louis, Mo
5. Seattle-Tacoma-Bellevue, Wash.
6. San Diego-Carlsbad, Calif.
7. Denver-Aurora-Lakewood, Colo.
8. Miami-Fort Lauderdale-West Palm Beach, Fla.
9. Dallas-Fort Worth-Arlington, Texas
10. Riverside-San Bernardino-Ontario, Calif.



PROPERTY ADDRESS:
608 N Garden Ave
Clearwater, FL 33775

Floor Plan

ALAN BULLER
1400 BULLER DR
CLEARWATER, FL 33765
PHONE 813-437-7071
CELL 813-437-7071
E-MAIL ADDRESS
albuller@earthlink.net



MODEL
Model

DRAWN BY:
DRAFTER
PLANDATE

REVISED	BY1
REVISED	BY2
REVISED	BY3
REVISED	BY4
REVISED	BY5
REVISED	BY6

SHEET NO

SCALE: 1/4" = 1'

A-1



Arrow Homes, Inc.
5004 E Fowler Ave
Suite C 341
Tampa, FL 33617
\$192,111.04

TAMPA BAY NEIGHBORHOOD HOUSING SERVICES
608 North Garden Avenue
Clearwater, FL. 33755
www.tbnhs.org

Ph. (727) 442-4155 Fax: (727) 446-4911

Serving Pinellas, Pasco & Hillsborough

Real Estate & Construction Management Services
RFP for General Contractors
Interior Office Remodel

August 23, 2023

Request for Proposal/Estimate

Tampa Bay Neighborhood Housing Services is soliciting sealed bids from Licensed General Contractors Non-structural interior renovations of three (3) bathrooms (one to meet ADA) also Plumbing, HVAC, Electrica, carpentry, with associated trades.

Successful bidding contractor will provide the materials and labor as specified in the Written Specifications and associated Blueprints issued by TBNHS (Tampa Bay Neighborhood Housing Services) **at 608 North Garden Avenue Clearwater, Fl. 33755.**

Heated/cooled square footage office space for HVAC work is 2624 sq. ft. building office total is **3,652 sq. ft.**

General work scope:

Work includes conversion of bath to meet ADA requirements, upgrade interior electrical, Remove & replace interior Air Handler, demolition/build non-load bearing walls, plumbing. Removal of wall covering to studs in Bath/restrooms (3); & drywall to ceiling joist in these areas ond as identified in AIA Plans & Specifications provided by the owner.

- Upgrade interior bathrooms.
- Interior electrical upgrade, lighting fixtures, electrical outlets.
- Interior drywall installation, replace vinyl & carpet flooring with quality grade vinyl flooring, interior doors w/locking knobs

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: **608 N Garden Ave**
 APPLICATION DATE: **9/27/2023**

In tabulations below, amounts are stated to the nearest dollar.

Phase 2 Interior

PERIOD TO:

Use Column I on Contracts where variable retainage for line items may apply.

PROJECT NO:

D R A W S	A I T E M N O.	B D E S C R I P T I O N O F W O R K	D S C H E D U L E D V A L U E	E W O R K C O M P L E T E D		F M A T E R I A L S P R E S E N T L Y S T O R E D (N O T I N D O R E)	G		H B A L A N C E T O F I N I S H (C - G)	I R E T A I N A G E (I F V A R I A B L E R A T E)
				D F R O M P R E V I O U S A P P L I C A T I O N (D + E)	E T H I S P E R I O D		% (G + C)	T O F I N I S H T O D A T E (D + E + F)		
		* = Non House Construction Cost								10%
		ARCH PLANS / MOBILIZATION	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$7,500.00	\$0.00
		Demolition	\$12,631.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$12,631.00	\$0.00
		Trash Dumpster & Hauling	\$8,973.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$8,973.00	\$0.00
		Mechanical	\$34,561.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$34,561.00	\$0.00
		Electrical	\$19,321.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$19,321.00	\$0.00
		Plumbing	\$21,335.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$21,335.00	\$0.00
		Drywall	\$14,625.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$14,625.00	\$0.00
		Paint	\$6,896.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$6,896.00	\$0.00
		Tile	\$7,355.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$7,355.00	\$0.00
		Flooring	\$21,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$21,000.00	\$0.00
		Doors & Trim	\$9,836.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$9,836.00	\$0.00
		Hardware	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,200.00	\$0.00
		Cabinets Bath & Kitchen	\$17,937.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$17,937.00	\$0.00
		Insulation walls & ceiling	\$8,941.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$8,941.00	\$0.00
		GRAND TOTALS	\$192,111.04	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$192,111.04	\$0.00

9/27/2023 608 N Garden Ave

Page 2

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

**DEMOLITION Work Scope
Three Bathrooms**

Plumbing

Remove plumbing fixtures, cap lines/remove defective supply/drain. Notify owner.

Remove fixtures in bath #2, shower in proposed ADA, shower in bath #3, all lavatories, tub, vanities, toilets.

Cost \$ _____

Carpentry

Remove wood plank & wood paneled covered walls to studs.

Remove ceiling drywall to joist. Remove floor coverings to subfloor, deflection in floor at Bath #2 in front of door at storage closet.

Remove interior wall & door in proposed ADA bath widening the area to meet ADA standard.

Remove/open entry door wall from 32" to 36" at proposed ADA restroom.

Remove wall at bath #2 for future expansion.

Remove wall at closed door which is access to bath from office.

Open door from 24" to 36" for open pass from storage to kitchen

Remove mirrors, curtain rods, toiletry holders. Etc.

Remove wood hollow core interior door/locks & hardware.

Cost \$ _____

Electrical

Cap/terminate electrical in walls & ceilings removed, and antiquated exhaust fans.

Cost \$ _____

**Offices-Interior areas
Carpentry**

Walls

Remove two (2) walls & entry doors on the west side of office building that separates workspace.

Remove wall covering in offices (identified by blueprints) to studs; remove damaged insulation at exterior walls.

Cost \$ _____

Ceilings

Remove drywall or aluminum covering materials to joist, remove defective insulation, any nonfunctioning fan/appliance system installed.

Cost \$ _____

Floors

Remove carpet and vinyl flooring to sub-floor in all offices, hallway areas.

Cost \$ _____

Glass Side Panels & twin glass doors

Remove wood frame fixed side panels & doors at entry lobby area to mini-conference room.

Cost _____

Electrical

Terminate all non-code wiring, surface mounted conduit & outlets including non-grounded (two prong receptacles).

Terminate wall mounted Emergency Exit lighting (3) & nonfunctioning Emergency lighting.

Cost \$ _____

Mechanical Remove Air Handler from closet & associated parts, terminate plenum work remove trough which supplies/return air to duct system. Removing any obstructions preventing future installment of new equipment.

Terminate ductwork remove grills where new supply/return will be provided.

Cost \$ _____

PAGE TOTAL _____

KITCHEN DEMOLITION

Carpentry

Gut kitchen area of cabinets, sink, walls to substrate, ceiling to joist and flooring to subfloor.

Cost \$ _____

Plumbing Terminate old water heater plumbing subfloor/wall at existing location.

Cost \$ _____

Electrical

Terminate & secure water-heater electrical for future use & light switch at door expansion to storage.

Cost \$ _____

Refer to Blueprint drawings for locations & field verify.

**SCOPE OF
Interior Renovations**

MECHANICAL-HVAC

Install Air handler unit 14 SEER & required plenum housing with existing Three (3) ton unit. Ensure unit's ability to properly cool & heat square footage area of building.

Restructure area housing unit & accessories for maximum performance. Install louvered wood door at air handler entry.

Cost \$ _____

Flex duct & grilles

Install insulated Flex duct, supply grille & return as required for two offices west side of building & bathroom #2 & all areas served by Air Handler.

Install same insulated Flex duct as required from ceiling demolition/replacement each office & group meeting area.

Cost \$ _____

EXHAUST FANS

ENTRY LOBBY & HALLWAY Ceiling/Walls

Carpentry

CEILING/WALLS

Work required- Ensure integrity of ceiling joist and wall studs. install 1/2" CD drywall on ceilings, install 1/2" drywall on walls. Properly screw, tape, spackle, sand finish. Paint with quality interior primer sealer.

Cost \$ _____

Interior door & window closure

Frame in door & windows (see plans) 2x4 wood base & top plate, industry standard framing. Drywall cover 1/2" nail, spackle, sand & paint.

Cost \$ _____

FLOORING

Work required- Clean, prep, level, & (replace damaged sub-floor FOUND) in any area prior to flooring installation. Install vinyl wood flooring of **Traffic Master Teak 6" x 36" vinyl type or equal** in office, hallway & lobby areas.

ELECTRICAL-install electrical outlet(s) in lobby work area & walls hallway & corridors as NEC required. Ensure load balance & polarity.

Cost \$ _____

Lighting-Install commercial electrical 11" Bright White Integrated LED flush mount ceiling light fixture; 1600 Lumens of brightness using only 22-Watt of energy; balanced & sized wiring according to Code requirements.

Cost \$ _____

Page Total\$ _____

Office(s) Renovations

Carpentry

West side of office building

CEILING/WALLS

Carpentry Framing- Build 2x4 wood stud 24" o.c. with 2x4 base & top plate wall separating two work areas approximately 11'6"; cover ½" drywall properly nail tape, sand finish.

Ensure integrity of ceiling joist & other wall studs. install ½" CD drywall on ceilings, install ½" drywall on walls. Properly screw, tape, spackle, sand finish. Paint with quality interior primer sealer.

Cost \$ _____

DOORS Install JELD-WEN36 in. x 80 in. 6-Panel Primed Premium hollow core Door Slab or equivalent with locking knob. Ensure strike plates/lockset properly engage install bumper stops.

Cost \$ _____

FLOORING

Work required- Clean, prep, level, & (replace damaged sub-floor FOUND) in this area prior to flooring installation. Install vinyl wood flooring of **Traffic Master Teak 6" x 36" vinyl type or equal** in office, hallway & lobby areas install shoe mold & transition strips if needed.

Cost \$ _____

ELECTRICAL

install electrical outlet(s) in work area as NEC requires; insure load balance & polarity.

Cost \$ _____

Lighting-Install commercial electrical 11" Bright White Integrated LED flush mount ceiling light fixture; 1600 Lumens of brightness using only 22-Watt of energy; balanced & sized wiring according to Code requirements.

Cost \$ _____

HVAC

Install insulated Flex duct as required for supply grille & return needed from ceiling demolition/new air handler install in each office.

Cost \$ _____

Kitchen

Carpentry CEILING/WALLS

Work required- Ensure integrity of ceiling joist and wall studs. install ½" CD drywall on ceilings, install ½" drywall on walls Bluboard/cement backed in sink countertop area. Properly screw, tape, spackle, sand finish. Paint with quality interior (semi-gloss at wet areas) primer sealer.

Cost \$ _____

Kitchen & bathrooms flooring- Clean, prep, level, & (replace damaged sub-floor FOUND) in this area prior to flooring installation. Install Lifeproof Luxurious Pine Wood 12 mil x8.7 in x 48" L Click Lock waterproof flooring. Install shoe mold & transition strips if needed.

Cost \$ _____

Cabinets/countertop-Install Hampton Bay Prefabricated 60Wx24D.x34.5H assembled sink base kitchen cabinet finished & 36x18x12 wall bridge cabinets finished.

Install 62x 26x3/4" rectangular Everest Formica slab countertop w/4" backsplash.

Cost \$ _____

Page Total \$ _____

ELECTRICAL-

install electrical outlet(s) in work area as NEC requires; ensure load balance & polarity, GFCI sink wet area.

Cost \$ _____

Lighting-Install commercial electrical 11" Bright White Integrated LED flush mount ceiling light fixture; 1600 Lumens of brightness using only 22-Watt of energy; balanced & sized wiring according to Code requirements.

Cost \$ _____

PLUMBING

Install 33x22 dual mount stainless steel self rimming sink with single lever faucet GE brand or equivalent sprayer, pop up drain.

Cost \$ _____

Page Total _____

ADA bath Conversion

Carpentry Framing-industry standard framing

Install 2x4 wood stud 24" o.c. with 2x4 base & top plate wall separating ADA area from new storage, cover wet areas with 1/2" drywall (cement backed) properly screw, tape, sand finish. Apply interior semi-gloss paint/primer sealer. Ensure integrity of ceiling joist & other wall studs. install 1/2" CD drywall on ceilings, install 1/2" drywall on walls. Properly screw, tape, spackle, sand finish. Paint with quality interior primer sealer.

Cost \$ _____

DOORS Install JELD-WEN36 in. x 80 in. 6-Panel Primed Premium hollow core Door Slab or equivalent with locking knob. Ensure strike plates/lockset properly engage install bumper stops.

Cost \$ _____

FLOORING-Over wood floor joist clean level substrate, prep for installation of vinyl plank wood flooring. Pine Wood 12 mil x8.7 in x 48" L Click Lock waterproof flooring. Install transition strips if needed.

Install proper shoe mold.

Cost \$ _____

ELECTRICAL

LIGHTING Fixture-Install 13" Moreland type 2 light oil rubbed Bronze Semi-Flush Mount unit or comparable brand.

Cost \$ _____

ELECTRICAL-install electrical outlet(s) in work area as NEC requires; insure load balance & polarity.

Cost \$ _____

HVAC-Properly connect insulated flexible duct with supply vent & required return air circulation into room area. Install two speed exhaust fan vented through roof.

Cost \$ _____

PLUMBING

Re-plumb each bath to provide fixtures: 5", 4-piece Sterling Advantage fiberglass tub & shower unit 60" x30"x72"-complete with lever operated pop drain & overflow PVC waste, single lever shower diverter, shower rod and Delta Monitor Model 1343/tub shower faucet, with showerhead of maximum 2.0 GPM flow rate.

Cost\$ _____

Install 1.28 GPF white American Standard FlowWise Compact Cadet 3 EL 2568.128 vitreous China **commode**. Include approved plastic or pressed wood white seat, supply pipe, shut off valve, and wax seat. Install **30" plywood vanity**, including top with backsplash, wash bowl & single lever brass bodied chrome faucet with a maximum 1.5 GPM flow rate. Include PVC drain attached to plumbing vent w/L copper or PEX supply piping

Cost \$ _____

Page Total _____

Bath 2 Carpentry Framing Install 2x4 wood stud 24" o.c. with 2x4 base & top plate wall changing bathroom entry & separating from storage. cover wet areas with ½" drywall (cement backed) properly screw, tape, sand finish. Apply interior semi-gloss paint/primer sealer. Ensure integrity of ceiling joist & other wall studs. install ½" CD drywall on ceilings, install ½" drywall on walls. Properly screw, tape, spackle, sand finish. Paint with quality interior primer sealer.

Cost \$ _____

FLOORING-Over wood floor joist clean level substrate, prep for installation of vinyl plank wood flooring Pine Wood 12 mil x8.7 in x 48" L Click Lock waterproof flooring. Install transition strips if needed. Install proper shoe mold.

Cost \$ _____

DOORS Install JELD-WEN36 in. x 80 in. 6-Panel Primed Premium hollow core Door Slab or equivalent with locking knob. Ensure strike plates/lockset properly engage install bumper stops.

Cost \$ _____

PLUMBING

Tub-shower

Re-plumb each bath to provide fixtures: 5", 4-piece Sterling Advantage fiberglass tub & shower unit 60" x30"x72"-complete with lever operated pop drain & overflow PVC waste, single lever shower diverter, shower rod and Delta Monitor Model 1343/tub shower faucet, with showerhead of maximum 2.0 GPM flow rate.

Cost \$ _____

COMMODE

Install 1.28 GPF white American Standard Flowise Compact Cadet 3 EL 2568.128 vitreous China commode. Include approved plastic or pressed wood white seat, supply pipe, shut off valve, and wax seat.

Cost \$ _____

VANITY Install 30" plywood vanity, including top with backsplash, wash bowl & single lever brass bodied chrome faucet with a maximum 1.5 GPM flow rate. Include PVC drain attached to plumbing vent w/L copper or PEX supply piping.

Cost \$ _____

LIGHTING Fixture-Install 13" Moreland type 2 light oil rubbed Bronze Semi-Flush Mount unit or comparable brand.

Cost \$ _____

HVAC-Properly connect insulated flexible duct with supply vent & required return air circulation into room area. Install two speed exhaust fan vented through roof.

Cost \$ _____

Page Total _____

Bath 3

Carpentry

FLOORING-Over wood floor joist clean level substrate, prep for installation of vinyl plank wood flooring. Pine Wood 12 mil x8.7 in x 48" L Click Lock waterproof flooring. Install transition strips if needed. Install proper shoe mold.

Cost \$ _____

DOORS Install JELD-WEN36 in. x 80 in. 6-Panel Primed Premium hollow core Door Slab or equivalent with locking knob. Ensure strike plates/lockset properly engage install bumper stops.

Cost \$ _____

Plumbing

COMMODE

Install 1.28 GPF white American Standard Flowise Compact Cadet 3 EL 2568.128 vitreous China commode. Include approved plastic or pressed wood white seat, supply pipe, shut off valve, and wax seat.

Cost \$ _____

VANITY Install 30" plywood vanity, including top with backsplash, wash bowl & single lever brass bodied chrome faucet with a maximum 1.5 GPM flow rate. Include PVC drain attached to plumbing vent w/L copper or PEX supply piping. Cost \$ _____

LIGHTING Fixture-Install 13" Moreland type 2 light oil rubbed Bronze Semi-Flush Mount unit or comparable brand. Cost \$ _____

HVAC-Properly connect insulated flexible duct with supply vent & required return air circulation into room area. Install two speed exhaust fan vented through roof. Cost \$ _____

ENCAPSULATE WALLS

WORK REQUIRED-DRYWALL Install ½" Drywall over former exterior wall surface screw, tape, mud, sand for (2) coats if Behr interior primer sealer. Cost \$ _____

Page Total _____

Grand Total Cost \$ 192,111.04 _____

The contractor will ensure all Manufacture's Product Warranties as well as Performance guarantees GIVEN TO OWNER prior to Final Inspection and Final Payment.

****ALL BIDDING CONTRACTORS ARE REQUIRED TO VISIT JOB SITE**

**Arrow Homes, Inc.
Andrew Denton
5004 E Fowler Ave Suite C 341
Tampa, FL 33617
CBC 1259525**



TAMPA BAY NEIGHBORHOOD HOUSING SERVICES
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Real Estate & Construction Management Services

Qualis General Contractors, LLC
Herman Evertt
1019 59th Ave N.
St. Petersburg, FL 33703
CGC 1527818

RFP for General Contractors
Interior Office Remodel

Request for Proposal/Estimate

August 23, 2023

Tampa Bay Neighborhood Housing Services is soliciting sealed bids from Licensed General Contractors Non-structural interior renovations of three (3) bathrooms (one to meet ADA) also Plumbing, HVAC, Electrica, carpentry, with associated trades.

Successful bidding contractor will provide the materials and labor as specified in the Written Specifications and associated Blueprints issued by TBNHS (Tampa Bay Neighborhood Housing Services) at 608 North Garden Avenue Clearwater, Fl. 33755.

Heated/cooled square footage office space for HVAC work is 2624 sq. ft. building office total is 3,652 sq. ft.

General work scope:

Work includes conversion of bath to meet ADA requirements, upgrade interior electrical, Remove & replace interior Air Handler, demolition/build non-load bearing walls, plumbing. Removal of wall covering to studs in Bath/restrooms (3); & drywall to ceiling joist in these areas ond as identified in AIA Plans & Specifications provided by the owner.

- Upgrade interior bathrooms.
- Interior electrical upgrade, lighting fixtures, electrical outlets.
- Interior drywall installation, replace vinyl & carpet flooring with quality grade vinyl flooring, interior doors w/locking knobs

**DEMOLITION Work Scope
Three Bathrooms**

Plumbing

Remove plumbing fixtures, cap lines/remove defective supply/drain. Notify owner.

Remove fixtures in bath #2, shower in proposed ADA, shower in bath #3, all lavatories, tub, vanities, toilets.

Cost \$ 11,250

Carpentry

Remove wood plank & wood paneled covered walls to studs.

Remove ceiling drywall to joist. Remove floor coverings to subfloor, deflection in floor at Bath #2 in front of door at storage closet.

Remove interior wall & door in proposed ADA bath widening the area to meet ADA standard.

Remove/open entry door wall from 32" to 36" at proposed ADA restroom.

Remove wall at bath #2 for future expansion.

Remove wall at closed door which is access to bath from office.

Open door from 24" to 36" for open pass from storage to kitchen

Remove mirrors, curtain rods, toiletry holders. Etc.

Remove wood hollow core interior door/locks & hardware.

Cost \$ 37,500

Electrical

Cap/terminate electrical in walls & ceilings removed, and antiquated exhaust fans.

Cost \$ 14,800

**Offices-Interior areas
Carpentry**

Walls

Remove two (2) walls & entry doors on the west side of office building that separates workspace.

Remove wall covering in offices (identified by blueprints) to studs; remove damaged insulation at exterior walls.

Cost \$ 13,400

Ceilings

Remove drywall or aluminum covering materials to joist, remove defective insulation, any nonfunctioning fan/appliance system installed.

Cost \$ 7,200

Floors

Remove carpet and vinyl flooring to sub-floor in all offices, hallway areas.

Cost \$ 2,400

Glass Side Panels & twin glass doors

Remove wood frame fixed side panels & doors at entry lobby area to mini-conference room.

Cost \$ 4,100

Electrical

Terminate all non-code wiring, surface mounted conduit & outlets including non-grounded (two prong receptacles).

Terminate wall mounted Emergency Exit lighting (3) & nonfunctioning Emergency lighting.

Cost \$ 4,200

Mechanical Remove Air Handler from closet & associated parts, terminate plenum work remove trough which supplies/return air to duct system. Removing any obstructions preventing future installment of new equipment.

Terminate ductwork remove grills where new supply/return will be provided.

Cost \$ 7,800

KITCHEN DEMOLITION

Carpentry

Gut kitchen area of cabinets, sink, walls to substrate, ceiling to joist and flooring to subfloor.

Cost \$ 2,300

Plumbing Terminate old water heater plumbing subfloor/wall at existing location.

Cost \$ 850

Electrical

Terminate & secure water-heater electrical for future use & light switch at door expansion to storage.

Cost \$ 1,850

Refer to Blueprint drawings for locations & field verify.

**SCOPE OF
Interior Renovations**

MECHANICAL-HVAC

Install Air handler unit 14 SEER & required plenum housing with existing Three (3) ton unit. Ensure unit's ability to properly cool & heat square footage area of building.

Restructure area housing unit & accessories for maximum performance. Install louvered wood door at air handler entry.

Cost \$ 18,500

Flex duct & grilles

Install insulated Flex duct, supply grille & return as required for two offices west side of building & bathroom #2 & all areas served by Air Handler.

Install same insulated Flex duct as required from ceiling demolition/replacement each office & group meeting area.

Cost \$ 7,400

EXHAUST FANS

ENTRY LOBBY & HALLWAY Ceiling/Walls

Carpentry

CEILING/WALLS

Work required- Ensure integrity of ceiling joist and wall studs. install 1/2" CD drywall on ceilings, install 1/2" drywall on walls. Properly screw, tape, spackle, sand finish. Paint with quality interior primer sealer.

Cost \$ 3,700

Interior door & window closure

Frame in door & windows (see plans) 2x4 wood base & top plate, industry standard framing. Drywall cover 1/2" nail, spackle, sand & paint.

Cost \$ 1,450

FLOORING

Work required- Clean, prep, level, & (replace damaged sub-floor FOUND) in any area prior to flooring installation. Install vinyl wood flooring of **Traffic Master Teak 6" x 36" vinyl type or equal** in office, hallway & lobby areas.

ELECTRICAL-install electrical outlet(s) in lobby work area & walls hallway & corridors as NEC required. Ensure load balance & polarity.

Cost \$ 3,200

Lighting-Install commercial electrical 11" Bright White Integrated LED flush mount ceiling light fixture; 1600 Lumens of brightness using only 22-Watt of energy; balanced & sized wiring according to Code requirements.

Cost \$ 1,875

Page Total\$

Office(s) Renovations

Carpentry

West side of office building

CEILING/WALLS

Carpentry Framing- Build 2x4 wood stud 24" o.c. with 2x4 base & top plate wall separating two work areas approximately 11'6"; cover 1/2" drywall properly nail tape, sand finish.

Ensure integrity of ceiling joist & other wall studs. install ½" CD drywall on ceilings, install ½" drywall on walls. Properly screw, tape, spackle, sand finish. Paint with quality interior primer sealer.

Cost \$ 8,950

DOORS Install JELD-WEN36 in. x 80 in. 6-Panel Primed Premium hollow core Door Slab or equivalent with locking knob. Ensure strike plates/lockset properly engage install bumper stops.

Cost \$ 850

FLOORING

Work required- Clean, prep, level, & (replace damaged sub-floor FOUND) in this area prior to flooring installation. Install vinyl wood flooring of **Traffic Master Teak 6" x 36" vinyl type or equal** in office, hallway & lobby areas install shoe mold & transition strips if needed.

Cost \$ 4,850

ELECTRICAL

install electrical outlet(s) in work area as NEC requires; insure load balance & polarity.

Cost \$ 3,000

Lighting-Install commercial electrical 11" Bright White Integrated LED flush mount ceiling light fixture; 1600 Lumens of brightness using only 22-Watt of energy; balanced & sized wiring according to Code requirements.

Cost \$ 2,150

HVAC

Install insulated Flex duct as required for supply grille & return needed from ceiling demolition/new air handler install in each office.

Cost \$ 650

Kitchen

Carpentry CEILING/WALLS

Work required- Ensure integrity of ceiling joist and wall studs. install ½" CD drywall on ceilings, install ½" drywall on walls Bluboard/cement backed in sink countertop area. Properly screw, tape, spackle, sand finish. Paint with quality interior (semi-gloss at wet areas) primer sealer.

Cost \$ 3,800

Kitchen & bathrooms flooring- Clean, prep, level, & (replace damaged sub-floor FOUND) in this area prior to flooring installation. Install Lifeproof Luxurious Pine Wood 12 mil x8.7 in x 48" L Click Lock waterproof flooring. Install shoe mold & transition strips if needed.

Cost \$ 3,750

Cabinets/countertop-Install Hampton Bay Prefabricated 60Wx24D.x34.5H assembled sink base kitchen cabinet finished & 36x18x12 wall bridge cabinets finished.

Install 62x 26x3/4" rectangular Everest Formica slab countertop w/4" backsplash.

Cost \$ 18,600

Page Total \$ _____

ELECTRICAL-

install electrical outlet(s) in work area as NEC requires; ensure load balance & polarity, GFCI sink wet area.
Cost \$ 670

Lighting-Install commercial electrical 11" Bright White Integrated LED flush mount ceiling light fixture; 1600 Lumens of brightness using only 22-Watt of energy; balanced & sized wiring according to Code requirements.
Cost \$ 400

PLUMBING

Install 33x22 dual mount stainless steel self rimming sink with single lever faucet GE brand or equivalent sprayer, pop up drain.
Cost \$ 925

Page Total _____

ADA bath Conversion

Carpentry Framing-industry standard framing

Install 2x4 wood stud 24" o.c. with 2x4 base & top plate wall separating ADA area from new storage, cover wet areas with ½" drywall (cement backed) properly screw, tape, sand finish. Apply interior semi-gloss paint/primer sealer. Ensure integrity of ceiling joist & other wall studs. install ½" CD drywall on ceilings, install ½" drywall on walls. Properly screw, tape, spackle, sand finish. Paint with quality interior primer sealer.

Cost \$ 2,250

DOORS Install JELD-WEN36 in. x 80 in. 6-Panel Primed Premium hollow core Door Slab or equivalent with locking knob. Ensure strike plates/lockset properly engage install bumper stops.

Cost \$ 375

FLOORING-Over wood floor joist clean level substrate, prep for installation of vinyl plank wood flooring. Pine Wood 12 mil x8.7 in x 48" L Click Lock waterproof flooring. Install transition strips if needed. Install proper shoe mold.
Cost \$ 1,775

ELECTRICAL

LIGHTING Fixture-Install 13" Moreland type 2 light oil rubbed Bronze Semi-Flush Mount unit or comparable brand.

Cost \$ 275

ELECTRICAL-install electrical outlet(s) in work area as NEC requires; insure load balance & polarity.

Cost \$ 275

HVAC-Properly connect insulated flexible duct with supply vent & required return air circulation into room area. Install two speed exhaust fan vented through roof.

Cost \$ 160

PLUMBING

Re-plumb each bath to provide fixtures: 5", 4-piece Sterling Advantage fiberglass tub & shower unit 60" x30"x72"-complete with lever operated pop drain & overflow PVC waste, single lever shower diverter, shower rod and Delta Monitor Model 1343/tub shower faucet, with showerhead of maximum 2.0 GPM flow rate.

Cost \$ 4,200

Install 1.28 GPF white American Standard FlowWise Compact Cadet 3 EL 2568.128 vitreous China **commode**. Include approved plastic or pressed wood white seat, supply pipe, shut off valve, and wax seat. Install **30" plywood vanity**, including top with backsplash, wash bowl & single lever brass bodied chrome faucet with a maximum 1.5 GPM flow rate. Include PVC drain attached to plumbing vent w/L copper or PEX supply piping

Cost \$ 775

Page Total _____

Bath 2 Carpentry Framing Install 2x4 wood stud 24" o.c. with 2x4 base & top plate wall changing bathroom entry & separating from storage. cover wet areas with ½" drywall (cement backed) properly screw, tape, sand finish. Apply interior semi-gloss paint/primer sealer. Ensure integrity of ceiling joist & other wall studs. install ½" CD drywall on ceilings, install ½" drywall on walls. Properly screw, tape, spackle, sand finish. Paint with quality interior primer sealer.

Cost \$ 1,850

FLOORING-Over wood floor joist clean level substrate, prep for installation of vinyl plank wood flooring Pine Wood 12 mil x8.7 in x 48" L Click Lock waterproof flooring. Install transition strips if needed. Install proper shoe mold.

Cost \$ 1,750

DOORS Install JELD-WEN36 in. x 80 in. 6-Panel Primed Premium hollow core Door Slab or equivalent with locking knob. Ensure strike plates/lockset properly engage install bumper stops.

Cost \$ 375

PLUMBING

Tub-shower

Re-plumb each bath to provide fixtures: 5", 4-piece Sterling Advantage fiberglass tub & shower unit 60" x30"x72"-complete with lever operated pop drain & overflow PVC waste, single lever shower diverter, shower rod and Delta Monitor Model 1343/tub shower faucet, with showerhead of maximum 2.0 GPM flow rate.

Cost \$ 4,400

COMMODE

Install 1.28 GPF white American Standard Flowise Compact Cadet 3 EL 2568.128 vitreous China commode. Include approved plastic or pressed wood white seat, supply pipe, shut off valve, and wax seat.

Cost \$ 775

VANITY Install 30" plywood vanity, including top with backsplash, wash bowl & single lever brass bodied chrome faucet with a maximum 1.5 GPM flow rate. Include PVC drain attached to plumbing vent w/L copper or PEX supply piping.

Cost \$ 880

LIGHTING Fixture-Install 13" Moreland type 2 light oil rubbed Bronze Semi-Flush Mount unit or comparable brand.

Cost \$ 275

HVAC-Properly connect insulated flexible duct with supply vent & required return air circulation into room area. Install two speed exhaust fan vented through roof.

Cost \$ 160

Page Total _____

Bath 3

Carpentry

FLOORING-Over wood floor joist clean level substrate, prep for installation of vinyl plank wood flooring. Pine Wood 12 mil x8.7 in x 48" L Click Lock waterproof flooring. Install transition strips if needed. Install proper shoe mold.

Cost \$ 1,450

DOORS Install JELD-WEN36 in. x 80 in. 6-Panel Primed Premium hollow core Door Slab or equivalent with locking knob. Ensure strike plates/lockset properly engage install bumper stops.

Cost \$ 375

Plumbing

COMMODE

Install 1.28 GPF white American Standard Flowise Compact Cadet 3 EL 2568.128 vitreous China commode. Include approved plastic or pressed wood white seat, supply pipe, shut off valve, and wax seat.

Cost \$ 775

VANITY Install 30" plywood vanity, including top with backsplash, wash bowl & single lever brass bodied chrome faucet with a maximum 1.5 GPM flow rate. Include PVC drain attached to plumbing vent w/L copper or PEX supply piping. **Cost \$ _880_____**

LIGHTING Fixture-Install 13" Moreland type 2 light oil rubbed Bronze Semi-Flush Mount unit or comparable brand. **Cost \$ _275_____**

HVAC-Properly connect insulated flexible duct with supply vent & required return air circulation into room area. Install two speed exhaust fan vented through roof. **Cost \$ _160_____**

ENCAPSULATE WALLS

WORK REQUIRED-DRYWALL Install ½" Drywall over former exterior wall surface screw, tape, mud, sand for (2) coats if Behr interior primer sealer. **Cost \$ _6,450_____**

Page Total_____

Grand Total Cost \$ _223,385_____

The contractor will ensure all Manufacture's Product Warranties as well as Performance guarantees GIVEN TO OWNER prior to Final Inspection and Final Payment.

****ALL BIDDING CONTRACTORS ARE REQUIRED TO VISIT JOB SITE**

Submitted by:
Qualis General Contractors, LLC
Herman Evertt
1019 59th Ave N.
St. Petersburg, FL 33703
CGC 1527818

Sept 26, 2023



Vision Construction Group Services, Inc.
Gregg Sawyer
7853 Gunn Highway, #128
Tampa, FL 33626
\$226,875.00



TAMPA BAY NEIGHBORHOOD HOUSING SERVICES
608 North Garden Avenue
Clearwater, FL. 33755
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Real Estate & Construction Management Services
RFP for General Contractors
Interior Office Remodel

August 23, 2023

Request for Proposal/Estimate

Tampa Bay Neighborhood Housing Services is soliciting sealed bids from Licensed General Contractors Non-structural interior renovations of three (3) bathrooms (one to meet ADA) also Plumbing, HVAC, Electrica, carpentry, with associated trades.

Successful bidding contractor will provide the materials and labor as specified in the Written Specifications and associated Blueprints issued by TBNHS (Tampa Bay Neighborhood Housing Services) **at 608 North Garden Avenue Clearwater, Fl. 33755.**

Heated/cooled square footage office space for HVAC work is 2624 sq. ft. building office total is **3,652 sq. ft.**

General work scope:

Work includes conversion of bath to meet ADA requirements, upgrade interior electrical, Remove & replace interior Air Handler, demolition/build non-load bearing walls, plumbing. Removal of wall covering to studs in Bath/restrooms (3); & drywall to ceiling joist in these areas ond as identified in AIA Plans & Specifications provided by the owner.

- Upgrade interior bathrooms.
- Interior electrical upgrade, lighting fixtures, electrical outlets.
- Interior drywall installation, replace vinyl & carpet flooring with quality grade vinyl flooring, interior doors w/locking knobs

**DEMOLITION Work Scope
Three Bathrooms**

Plumbing

Remove plumbing fixtures, cap lines/remove defective supply/drain. Notify owner.

Remove fixtures in bath #2, shower in proposed ADA, shower in bath #3, all lavatories, tub, vanities, toilets.

Cost \$ 13,000

Carpentry

Remove wood plank & wood paneled covered walls to studs.

Remove ceiling drywall to joist. Remove floor coverings to subfloor, deflection in floor at Bath #2 in front of door at storage closet.

Remove interior wall & door in proposed ADA bath widening the area to meet ADA standard.

Remove/open entry door wall from 32" to 36" at proposed ADA restroom.

Remove wall at bath #2 for future expansion.

Remove wall at closed door which is access to bath from office.

Open door from 24" to 36" for open pass from storage to kitchen

Remove mirrors, curtain rods, toiletry holders. Etc.

Remove wood hollow core interior door/locks & hardware.

Cost \$ 34,400

Electrical

Cap/terminate electrical in walls & ceilings removed, and antiquated exhaust fans.

Cost \$ 14,200

Offices-Interior areas

Carpentry

Walls

Remove two (2) walls & entry doors on the west side of office building that separates workspace.

Remove wall covering in offices (identified by blueprints) to studs; remove damaged insulation at exterior walls.

Cost \$ 14,800

Ceilings

Remove drywall or aluminum covering materials to joist, remove defective insulation, any nonfunctioning fan/appliance system installed.

Cost \$ 6,600

Floors

Remove carpet and vinyl flooring to sub-floor in all offices, hallway areas.

Cost \$ 2,600

Glass Side Panels & twin glass doors

Remove wood frame fixed side panels & doors at entry lobby area to mini-conference room.

Cost \$ 4,950

Electrical

Terminate all non-code wiring, surface mounted conduit & outlets including non-grounded (two prong receptacles).

Terminate wall mounted Emergency Exit lighting (3) & nonfunctioning Emergency lighting.

Cost \$ 5,300

Mechanical Remove Air Handler from closet & associated parts, terminate plenum work remove trough which supplies/return air to duct system. Removing any obstructions preventing future installment of new equipment.

Terminate ductwork remove grills where new supply/return will be provided.

Cost \$ 7,200

PAGE TOTAL _____

KITCHEN DEMOLITION

Carpentry

Gut kitchen area of cabinets, sink, walls to substrate, ceiling to joist and flooring to subfloor.

Cost \$ 3,100

Plumbing Terminate old water heater plumbing subfloor/wall at existing location.

Cost \$ 750

Electrical

Terminate & secure water-heater electrical for future use & light switch at door expansion to storage.

Cost \$ 2,200

Refer to Blueprint drawings for locations & field verify.

**SCOPE OF
Interior Renovations**

MECHANICAL-HVAC

Install Air handler unit 14 SEER & required plenum housing with existing Three (3) ton unit. Ensure unit's ability to properly cool & heat square footage area of building.

Restructure area housing unit & accessories for maximum performance. Install louvered wood door at air handler entry.

Cost \$ 17,700

Flex duct & grilles

Install insulated Flex duct, supply grille & return as required for two offices west side of building & bathroom #2 & all areas served by Air Handler.

Install same insulated Flex duct as required from ceiling demolition/replacement each office & group meeting area.

Cost \$ 8,300

EXHAUST FANS

ENTRY LOBBY & HALLWAY Ceiling/Walls

Carpentry

CEILING/WALLS

Work required- Ensure integrity of ceiling joist and wall studs. install ½" CD drywall on ceilings, install ½" drywall on walls. Properly screw, tape, spackle, sand finish. Paint with quality interior primer sealer.

Cost \$ 4,200

Interior door & window closure

Frame in door & windows (see plans) 2x4 wood base & top plate, industry standard framing. Drywall cover ½" nail, spackle, sand & paint.

Cost \$ 1,650

FLOORING

Work required- Clean, prep, level, & (replace damaged sub-floor FOUND) in any area prior to flooring installation. Install vinyl wood flooring of **Traffic Master Teak 6" x 36" vinyl type or equal** in office, hallway & lobby areas.

ELECTRICAL-install electrical outlet(s) in lobby work area & walls hallway & corridors as NEC required. Ensure load balance & polarity.

Cost \$ 2,950

Lighting-Install commercial electrical 11" Bright White Integrated LED flush mount ceiling light fixture; 1600 Lumens of brightness using only 22-Watt of energy; balanced & sized wiring according to Code requirements.

Cost \$ 2,150

Page Total\$ _____

Office(s) Renovations

Carpentry

West side of office building

CEILING/WALLS

Carpentry Framing- Build 2x4 wood stud 24" o.c. with 2x4 base & top plate wall separating two work areas approximately 11'6"; cover $\frac{1}{2}$ " drywall properly nail tape, sand finish. Ensure integrity of ceiling joist & other wall studs. install $\frac{1}{2}$ " CD drywall on ceilings, install $\frac{1}{2}$ " drywall on walls. Properly screw, tape, spackle, sand finish. Paint with quality interior primer sealer.

Cost \$ 9,300

DOORS Install JELD-WEN36 in. x 80 in. 6-Panel Primed Premium hollow core Door Slab or equivalent with locking knob. Ensure strike plates/lockset properly engage install bumper stops.

Cost \$ 800

FLOORING

Work required- Clean, prep, level, & (replace damaged sub-floor FOUND) in this area prior to flooring installation. Install vinyl wood flooring of **Traffic Master Teak 6" x 36" vinyl type or equal** in office, hallway & lobby areas install shoe mold & transition strips if needed.

Cost \$ 5,200

ELECTRICAL

install electrical outlet(s) in work area as NEC requires; insure load balance & polarity.

Cost \$ 3,700

Lighting-Install commercial electrical 11" Bright White Integrated LED flush mount ceiling light fixture; 1600 Lumens of brightness using only 22-Watt of energy; balanced & sized wiring according to Code requirements.

Cost \$ 2,000

HVAC

Install insulated Flex duct as required for supply grille & return needed from ceiling demolition/new air handler install in each office.

Cost \$ 700

Kitchen

Carpentry CEILING/WALLS

Work required- Ensure integrity of ceiling joist and wall studs. install $\frac{1}{2}$ " CD drywall on ceilings, install $\frac{1}{2}$ " drywall on walls Bluboard/cement backed in sink countertop area. Properly screw, tape, spackle, sand finish. Paint with quality interior (semi-gloss at wet areas) primer sealer.

Cost \$ 4,200

Kitchen & bathrooms flooring- Clean, prep, level, & (replace damaged sub-floor FOUND) in this area prior to flooring installation. Install Lifeproof Luxurious Pine Wood 12 mil x8.7 in x 48" L Click Lock waterproof flooring. Install shoe mold & transition strips if needed.

Cost \$ 3,600

Cabinets/countertop-Install Hampton Bay Prefabricated 60Wx24D.x34.5H assembled sink base kitchen cabinet finished & 36x18x12 wall bridge cabinets finished.

Install 62x 26x3/4" rectangular Everest Formica slab countertop w/4" backsplash.

Cost \$ 16,900

Page Total \$ _____

ELECTRICAL-

install electrical outlet(s) in work area as NEC requires; ensure load balance & polarity, GFCI sink wet area.

Cost \$ 650

Lighting-Install commercial electrical 11" Bright White Integrated LED flush mount ceiling light fixture; 1600 Lumens of brightness using only 22-Watt of energy; balanced & sized wiring according to Code requirements.

Cost \$ 445

PLUMBING

Install 33x22 dual mount stainless steel self rimming sink with single lever faucet GE brand or equivalent sprayer, pop up drain.

Cost \$ 900

Page Total _____

ADA bath Conversion

Carpentry Framing-industry standard framing

Install 2x4 wood stud 24" o.c. with 2x4 base & top plate wall separating ADA area from new storage, cover wet areas with 1/2" drywall (cement backed) properly screw, tape, sand finish. Apply interior semi-gloss paint/primer sealer. Ensure integrity of ceiling joist & other wall studs. install 1/2" CD drywall on ceilings, install 1/2" drywall on walls. Properly screw, tape, spackle, sand finish. Paint with quality interior primer sealer.

Cost \$ 2,550

DOORS Install JELD-WEN36 in. x 80 in. 6-Panel Primed Premium hollow core Door Slab or equivalent with locking knob. Ensure strike plates/lockset properly engage install bumper stops.

Cost \$ 360

FLOORING-Over wood floor joist clean level substrate, prep for installation of vinyl plank wood flooring. Pine Wood 12 mil x8.7 in x 48" L Click Lock waterproof flooring. Install transition strips if needed.

Install proper shoe mold.

Cost \$ 1,825

ELECTRICAL

LIGHTING Fixture-Install 13" Moreland type 2 light oil rubbed Bronze Semi-Flush Mount unit or comparable brand.

Cost \$ 300

ELECTRICAL-install electrical outlet(s) in work area as NEC requires; insure load balance & polarity.

Cost \$ 300

HVAC-Properly connect insulated flexible duct with supply vent & required return air circulation into room area. Install two speed exhaust fan vented through roof.

Cost \$ 175

PLUMBING

Re-plumb each bath to provide fixtures: 5", 4-piece Sterling Advantage fiberglass tub & shower unit 60" x30"x72"-complete with lever operated pop drain & overflow PVC waste, single lever shower diverter, shower rod and Delta Monitor Model 1343/tub shower faucet, with showerhead of maximum 2.0 GPM flow rate.

Cost \$ 4,250

Install 1.28 GPF white American Standard FlowWise Compact Cadet 3 EL 2568.128 vitreous China **commode**. Include approved plastic or pressed wood white seat, supply pipe, shut off valve, and wax seat. Install **30" plywood vanity**, including top with backsplash, wash bowl & single lever brass bodied chrome faucet with a maximum 1.5 GPM flow rate. Include PVC drain attached to plumbing vent w/L copper or PEX supply piping

Cost \$ 725

Page Total _____

Bath 2 Carpentry Framing Install 2x4 wood stud 24" o.c. with 2x4 base & top plate wall changing bathroom entry & separating from storage. cover wet areas with ½" drywall (cement backed) properly screw, tape, sand finish. Apply interior semi-gloss paint/primer sealer. Ensure integrity of ceiling joist & other wall studs. install ½" CD drywall on ceilings, install ½" drywall on walls. Properly screw, tape, spackle, sand finish. Paint with quality interior primer sealer.

Cost \$ 2,100

FLOORING-Over wood floor joist clean level substrate, prep for installation of vinyl plank wood flooring Pine Wood 12 mil x8.7 in x 48" L Click Lock waterproof flooring. Install transition strips if needed. Install proper shoe mold.

Cost \$ 1,900

DOORS Install JELD-WEN36 in. x 80 in. 6-Panel Primed Premium hollow core Door Slab or equivalent with locking knob. Ensure strike plates/lockset properly engage install bumper stops.

Cost \$ 360

PLUMBING

Tub-shower

Re-plumb each bath to provide fixtures: 5", 4-piece Sterling Advantage fiberglass tub & shower unit 60" x30"x72"-complete with lever operated pop drain & overflow PVC waste, single lever shower diverter, shower rod and Delta Monitor Model 1343/tub shower faucet, with showerhead of maximum 2.0 GPM flow rate.

Cost \$ 4,250

COMMODE

Install 1.28 GPF white American Standard Flowise Compact Cadet 3 EL 2568.128 vitreous China commode. Include approved plastic or pressed wood white seat, supply pipe, shut off valve, and wax seat.

Cost \$ 825

VANITY Install 30" plywood vanity, including top with backsplash, wash bowl & single lever brass bodied chrome faucet with a maximum 1.5 GPM flow rate. Include PVC drain attached to plumbing vent w/L copper or PEX supply piping.

Cost \$ 930

LIGHTING Fixture-Install 13" Moreland type 2 light oil rubbed Bronze Semi-Flush Mount unit or comparable brand.

Cost \$ 300

HVAC-Properly connect insulated flexible duct with supply vent & required return air circulation into room area. Install two speed exhaust fan vented through roof.

Cost \$ 175

Page Total

Bath 3

Carpentry

FLOORING-Over wood floor joist clean level substrate, prep for installation of vinyl plank wood flooring. Pine Wood 12 mil x8.7 in x 48" L Click Lock waterproof flooring. Install transition strips if needed. Install proper shoe mold.

Cost \$ 1,650

DOORS Install JELD-WEN36 in. x 80 in. 6-Panel Primed Premium hollow core Door Slab or equivalent with locking knob. Ensure strike plates/lockset properly engage install bumper stops.

Cost \$ 360

Plumbing

COMMODE

Install 1.28 GPF white American Standard Flowise Compact Cadet 3 EL 2568.128 vitreous China **commode**. Include approved plastic or pressed wood white seat, supply pipe, shut off valve, and wax seat.
Cost \$ 725

VANITY Install 30" plywood vanity, including top with backsplash, wash bowl & single lever brass bodied chrome faucet with a maximum 1.5 GPM flow rate. Include PVC drain attached to plumbing vent w/L copper or PEX supply piping.
Cost \$ 925

LIGHTING Fixture-Install 13" Moreland type 2 light oil rubbed Bronze Semi-Flush Mount unit or comparable brand.
Cost \$ 300

HVAC-Properly connect insulated flexible duct with supply vent & required return air circulation into room area. Install two speed exhaust fan vented through roof.
Cost \$ 175

ENCAPSULATE WALLS

WORK REQUIRED-DRYWALL Install ½" Drywall over former exterior wall surface screw, tape, mud, sand for (2) coats if Behr interior primer sealer.
Cost \$ 6,800

Page Total _____

Grand Total Cost \$ 226,875

The contractor will ensure all Manufacture's Product Warranties as well as Performance guarantees GIVEN TO OWNER prior to Final Inspection and Final Payment.

****ALL BIDDING CONTRACTORS ARE REQUIRED TO VISIT JOB SITE**

Submitted by:
Vision Construction Group Services, Inc.
Gregg Sawyer
7853 Gunn Highway, #128
Tampa, FL 33626
CBC 1266290

Sept 26, 2023

Tampa Bay Neighborhood Housing Services Office Remodel Budget

Address **608 N Garden Avenue Clearwater, FL 33755**
 Square feet **3,652**

		Budget	City of Clearwater	ARPA Funds	TBNHS Funds
PRE-CONSTRUCTION					
Construction Supervision	5%	520.00			520.00
Building Permits/Impact Fees		5,200.00	2,350.00	2,850.00	
Architectural		3,600.00		3,600.00	
Insurance: Builders Risk		1,600.00		1,600.00	
Soft Cost Contingency	10%	1,040.00			1,040.00
TOTAL		11,960.00	2,350.00	8,050.00	1,560.00
Construction Costs					
Landscaping		3,250.00			3,250.00
Project/Construction Management	5%	19,120.00			19,120.00
Infrastructure					
Demolition - Trees		1,500.00			1,500.00
Construction - Exterior		177,650.00	177,650.00		
Construction - Interior		200,000.00		200,000.00	
Construction Contingency	15%	56,647.50		18,882.50	37,765.00
Other					
TOTAL		458,167.50	177,650.00	218,882.50	61,635.00
TOTAL Costs		470,127.50	180,000.00	226,932.50	63,195.00
TOTAL		470,127.50	180,000.00	226,932.50	63,195.00
			38.3%	48.3%	13.4%



**Tampa Bay
Neighborhood
Housing Services**

GUIDING COMMUNITIES TOWARD A BETTER TOMORROW SINCE 1979.

	FY2023 Budget
A Administration	
Grants/Contributions - Bank & Individuals	\$53,200
NeighborWorks	\$150,000
HEART 2.0	\$223,502
City of Clearwater - Capital Improvement Grant	\$90,000
Other Income/Board Led Funding	\$5,000
Misc Income	\$2,500
Total Administration Income	\$524,202
Salaries	\$262,640
Payroll Expenses	\$35,000
Consultants	\$65,000
Audit, Services & Bookkeeping	\$35,000
Marketing	\$5,000
Legal	\$12,000
Insurance - Gen Liability, D&O	\$22,000
Office Expenses	\$75,240
Office Mortgage	\$11,400
Technology	\$40,000
HEART 2.0 Expenses	\$193,344
Capital Improvement	\$90,000
Misc	\$1,000
Total Administration Expenses	\$847,624
Administration Profit (Loss)	(\$323,422)
B Rental Properties	
BDC I (Head Start)	\$46,116
BDC I (Head Start) Roof Grant	\$0
Triplex	\$27,460
Rental Income (608)	\$1,200
Total Rental Income	\$74,776
EQ2 Loan Interest	\$5,000
BDC I - Roof Replacement	\$0
BDC I - Mortgage	\$1,790
BDC I - Maintenance/Repairs	\$2,000
Property Management Fee - Triplex	\$0
Repairs - Triplex	\$20,000
Insurance - Triplex	\$6,500
Property Taxes - Triplex	\$1,800
Rent Refund (overpayment) - Triplex	\$0
Total Rental Expenses	\$37,090
Rental Properties Profit (Loss)	\$37,686
C Education & DPA	
Education Fees/Grants	\$140,100
City of Clearwater Down Payment Assistance Program	\$651,000
Credit Report Fees	\$2,200
Total Education & DPA Income	\$793,300
Salaries	\$169,069
Consultant	\$15,000
Down Payment Assistance	\$630,000
Credit Reports	\$2,000
Education Supplies & Materials	\$7,500
Total Education & DPA Expenses	\$823,569
Education & DPA Profit (Loss)	(\$30,269)
D Real Estate Development	
Single Family Sales	\$2,100,000
Acquisition Rehab Resale Sales	\$265,000
Façade Program - Seniors	\$100,000
Third Federal Foundation	\$100,000
Total Real Estate Income	\$2,365,000

Salaries	\$101,000
Consultant	\$10,000
Single Family/Expenses/COGS	\$1,680,000
Acquisition Rehab Resale/Expenses/COGS	\$220,000
Real Estate Commissions	\$5,000
Vacant Property Maintenance	\$7,000
Insurance	\$8,000
Property Tax	\$6,000
Façade Program - Seniors	
Total Real Estate Expenses	\$2,037,000
Real Estate Development Profit (Loss)	\$328,000
Administration Profit (Loss)	(\$323,422)
Rental Properties Profit (Loss)	\$37,686
Education & DPA Profit (Loss)	(\$30,269)
Real Estate Development Profit (Loss)	\$328,000
Total Profit (Loss)	\$11,995
Total Income	\$3,757,278

Tampa Bay Neighborhood Housing Services

Board of Directors

CHAIRMAN

Jeffery Jones ® At Large

Term: 2020-2023

Prudential Financial

11802 Brighton Knoll Loop

Riverview, Florida 33579

PH: (727) 656-8227

jonesjb1@msn.com

Board Start Date: 2020

1ST VICE CHAIRMAN

Jennifer Jessie (B)

Term: 2020-2023

Vice President/Private Client Manager

Raymond James Bank

710 Carillon Parkway

St. Petersburg, Florida 33716

PH: (727) 567-4194

jennifer.jessie@raymondjames.com

Board Start Date: 2020

2nd VICE CHAIRMAN

W. Pearl Johnson (R)

Term: 2021-2024

1001 Mohawk Street

Clearwater, Florida 33755

Home: (727) 447-8701

Board Start Date: 1984

SECRETARY

Teresa Conte (B)

Term: 2022-2025

Executive Director

Clearwater Bar Association

800 Drew Street

Clearwater, Florida 33755

Work: (727) 461-4869

Cell: (727) 403-4534

tc120613@gmail.com

Board Start Date: 2006

ASSISTANT SECRETARY

Norma H. Brooks-Parks (R)

Term: 2020-2023

Retired

1626 N. Madison Avenue

Clearwater, Fla. 33755

Home: (727) 442-9379

nbrooks1626@gmail.com

Board Start Date: 2001

Donna Evans (R)

Term: 2022-2025

Pinellas County

Work Quality Manager

704 Pennsylvania Avenue

Clearwater, Florida 33755

Cell: (727) 686-1504

donty914@yahoo.com

Board Start Date: 2012

TREASURER

Frank Cassara (B)

Term: 2021-2024

Commercial Loan Officer III

Central Florida Region

Centennial Bank

4301 Barclay Avenue

Spring Hill, Florida 34606

Work: (352) 610-5206

Cell: (352) 573-0016

Fax: (352) 683-3706

fcassara@my100bank.com

Board Start Date: 2001

Kenvin Downes (B)

Term: 2021-2024

Third Federal Savings & Loan

29247 US Highway 19, N.

Clearwater, Florida 33761

PH: (727) 771-6341

kenvindownes@gmail.com

Board Start Date: 2015

Victor Lucas (B)

Term: 2022-2025

Branch Manager

South State Bank

2100 Main Street

Dunedin, Florida 34698-5604

PH: (727) 614-4321

Fax: (727) 210-4960

victor.lucas@centerstatebank.com

Board Start Date: 2019

Letitia A. Bryant (R) At Large

Term: 2021-2024

CITI, Tampa, Florida

6930 124th Terrace

Largo, Florida 33773

Cell: (727) 641-3851

Labryant777@gmail.com

Board Start Date: 2020

Elise K. Winters P. A. (B)

Term: 2021-2024

1006 Drew Street Clearwater,

Florida 33755

PH: (727) 442-3888

FAX: (727) 443-6944

ewinters@elisekwinters.com

Board Start Date: 2021

Jeff Blake (B)

Term: 2021-2024

Achieva Credit Union

4059 Ligustrum Drive

Palm Harbor, Florida 34685

Cell: (937) 219-1835

Jblake10129@gmail.com

Board Start Date: 2021

Charles E. Harris Jr. (R) Term:
2022-2025

1110 Palm Bluff Street

Clearwater, Florida 33756

Cell: (727) 481-8888

charliebcutn@gmail.com

Board Start Date: 2022

Charles Young Jr. (B)

Term: 2022-2025

5287 Greystone Drive

Spring Hill, Florida 34609

Cell: (352) 610-1760

cyoungjr@youngandson.org

Board Start Date: 2022

Frank Cornier

President/CEO

fcornier@tbnhs.org

BOARD MAKE-UP

4 – LOW INCOME REPS (R OR B)

2 - AT LARGE REPS (R OR B)

8 – BUSINESS (R OR B)

VACANCY

1 Resident Term (2020-2023)

1 Resident Term (2022-2025)

1 Business Term (2022-2025)

NOTE: (ELECTIONS ARE HELD IN
NOVEMBER OF EACH YEAR)

Revised 12/14/2022

Form **990**

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

A For the 2021 calendar year, or tax year beginning 10/01/21, and ending 09/30/22

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization Clearwater Neighborhood Housing Services, Inc. Doing business as Tampa Bay Neighborhood Housing Svcs Number and street (or P.O. box if mail is not delivered to street address) 608 N Garden Ave Room/suite City or town, state or province, country, and ZIP or foreign postal code Clearwater FL 33755	D Employer identification number 59-1898543 E Telephone number 727-442-4155 G Gross receipts \$ 1,920,913
F Name and address of principal officer: Efrain Cornier, Jr 608 N. Garden Ave Clearwater FL 33755		H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. See instructions
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		H(c) Group exemption number
J Website: n/a		L Year of formation: 1979 M State of legal domicile: FL
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other		

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: To revitalize the Tampa Bay area through home ownership, rehabilitation of older homes, and other local economic development projects.																			
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.																			
	3 Number of voting members of the governing body (Part VI, line 1a)	14																		
	4 Number of independent voting members of the governing body (Part VI, line 1b)	14																		
	5 Total number of individuals employed in calendar year 2021 (Part V, line 2a)	17																		
	6 Total number of volunteers (estimate if necessary)	0																		
	7a Total unrelated business revenue from Part VIII, column (C), line 12	0																		
	b Net unrelated business taxable income from Form 990-T, Part I, line 11	0																		
Revenue		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Prior Year</th> <th style="text-align: center;">Current Year</th> </tr> </thead> <tbody> <tr> <td>8 Contributions and grants (Part VIII, line 1h)</td> <td style="text-align: right;">282,323</td> <td style="text-align: right;">577,293</td> </tr> <tr> <td>9 Program service revenue (Part VIII, line 2g)</td> <td style="text-align: right;">52,229</td> <td style="text-align: right;">255,298</td> </tr> <tr> <td>10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)</td> <td style="text-align: right;">13</td> <td style="text-align: right;">3,754</td> </tr> <tr> <td>11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)</td> <td style="text-align: right;">88,094</td> <td style="text-align: right;">901,697</td> </tr> <tr> <td>12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)</td> <td style="text-align: right;">422,659</td> <td style="text-align: right;">1,738,042</td> </tr> </tbody> </table>		Prior Year	Current Year	8 Contributions and grants (Part VIII, line 1h)	282,323	577,293	9 Program service revenue (Part VIII, line 2g)	52,229	255,298	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	13	3,754	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	88,094	901,697	12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	422,659	1,738,042
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Expenses		<table border="1" style="width:100%; border-collapse: collapse;"> <tbody> <tr> <td>13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)</td> <td style="text-align: right;">0</td> </tr> <tr> <td>14 Benefits paid to or for members (Part IX, column (A), line 4)</td> <td style="text-align: right;">0</td> </tr> <tr> <td>15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)</td> <td style="text-align: right;">208,073</td> </tr> <tr> <td>16a Professional fundraising fees (Part IX, column (A), line 11e)</td> <td style="text-align: right;">0</td> </tr> <tr> <td>b Total fundraising expenses (Part IX, column (D), line 25)</td> <td style="text-align: right;">0</td> </tr> <tr> <td>17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)</td> <td style="text-align: right;">170,988</td> </tr> <tr> <td>18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)</td> <td style="text-align: right;">379,061</td> </tr> <tr> <td>19 Revenue less expenses. Subtract line 18 from line 12</td> <td style="text-align: right;">43,598</td> </tr> </tbody> </table>	13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)	0	14 Benefits paid to or for members (Part IX, column (A), line 4)	0	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	208,073	16a Professional fundraising fees (Part IX, column (A), line 11e)	0	b Total fundraising expenses (Part IX, column (D), line 25)	0	17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	170,988	18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	379,061	19 Revenue less expenses. Subtract line 18 from line 12	43,598		
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Net Assets or Fund Balances		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Beginning of Current Year</th> <th style="text-align: center;">End of Year</th> </tr> </thead> <tbody> <tr> <td>20 Total assets (Part X, line 16)</td> <td style="text-align: right;">1,607,371</td> <td style="text-align: right;">2,174,030</td> </tr> <tr> <td>21 Total liabilities (Part X, line 26)</td> <td style="text-align: right;">574,517</td> <td style="text-align: right;">720,985</td> </tr> <tr> <td>22 Net assets or fund balances. Subtract line 21 from line 20</td> <td style="text-align: right;">1,032,854</td> <td style="text-align: right;">1,453,045</td> </tr> </tbody> </table>		Beginning of Current Year	End of Year	20 Total assets (Part X, line 16)	1,607,371	2,174,030	21 Total liabilities (Part X, line 26)	574,517	720,985	22 Net assets or fund balances. Subtract line 21 from line 20	1,032,854	1,453,045						
	Beginning of Current Year	End of Year																		
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21 Total liabilities (Part X, line 26)	574,517	720,985																		
22 Net assets or fund balances. Subtract line 21 from line 20	1,032,854	1,453,045																		

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer Efrain Cornier, Jr Type or print name and title	Date CEO President
Paid Preparer Use Only	Print/Type preparer's name Michael E. Steuer, CPA	Preparer's signature Michael E. Steuer, CPA
	Date 08/15/23	Check <input type="checkbox"/> if self-employed PTIN P00220216
	Firm's name Michael E. Steuer, CPA, P.A.	Firm's EIN 59-3761272
	Firm's address 1000 S Belcher Rd Ste 7 Largo, FL 33771-3316	Phone no. 727-797-9000

May the IRS discuss this return with the preparer shown above? See instructions Yes No

For Paperwork Reduction Act Notice, see the separate instructions.

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:
To improve the quality of life in the neighborhoods which it services by promoting revitalization through homeownership, rehabilitation, and economic development.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? Yes No
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No
If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ **321,778** including grants of \$) (Revenue \$)
See Schedule O

4b (Code:) (Expenses \$ **236,934** including grants of \$) (Revenue \$)
Community Outreach Program - The organization offers a variety of consumer education programs and supports youth education. In partnership with a national bank, the organization established a Make a Difference Center. The center is an on-site, after-school facility for children living the Palmetto Park Apartment Complex, a/k/a Greenwood Apartments. The center includes a library, tutorial area, and computer lab that is free for residents. The Center reaffirms the organization's commitment to helping children succeed by providing the residents and their families with a positive, nurturing, and safe environment where children can learn and grow. The Center serves children ages 6 to 12.

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)
N/A

4d Other program services (Describe on Schedule O.)
(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses **558,712**

Part IV Checklist of Required Schedules

		Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	X	
2	Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X
4	Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? If "Yes," complete Schedule C, Part III		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? If "Yes," complete Schedule D, Part V	X	
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	X	
b	Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII		X
c	Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX		X
e	Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X	X	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII	X	
b	Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?		X
b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV		X
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV		X
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV		X
17	Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I. See instructions		X
18	Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II		X
19	Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		X
20a	Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21	Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		X

Part IV Checklist of Required Schedules *(continued)*

		Yes	No
22	Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>		X
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II</i>		X
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>		X
28	Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):		
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i>		X
b	A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>		X
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>		X
29	Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>		X
34	Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>		
36	Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>		X
38	Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O.		X

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable		
1b	Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		X

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)		Yes	No		
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	17		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file. See instructions.	2b		X	
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a			X
b	If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	3b			
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a			X
b	If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).				
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a			X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b			X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c			
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a			X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b			
7	Organizations that may receive deductible contributions under section 170(c).				
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a			
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b			
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c			
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e			
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f			
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g			
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h			
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8			
9	Sponsoring organizations maintaining donor advised funds.				
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a			
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b			
10	Section 501(c)(7) organizations. Enter:				
a	Initiation fees and capital contributions included on Part VIII, line 12	10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b			
11	Section 501(c)(12) organizations. Enter:				
a	Gross income from members or shareholders	11a			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b			
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a			
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b			
13	Section 501(c)(29) qualified nonprofit health insurance issuers.				
a	Is the organization licensed to issue qualified health plans in more than one state? Note: See the instructions for additional information the organization must report on Schedule O.	13a			
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b			
c	Enter the amount of reserves on hand	13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a			X
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b			
15	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	15			X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16			X
17	Section 501(c)(21) organizations. Did the trust, any disqualified person, or mine operator engage in activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.	17			

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.		
	1a 14		
b	Enter the number of voting members included on line 1a, above, who are independent		
	1b 14		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6	Did the organization have members or stockholders?		X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a	The governing body?	X	
b	Each committee with authority to act on behalf of the governing body?	X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
10b			
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
b	Describe on Schedule O the process, if any, used by the organization to review this Form 990.		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13		X
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?		
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done		
12c			
13	Did the organization have a written whistleblower policy?		X
14	Did the organization have a written document retention and destruction policy?		X
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a	The organization's CEO, Executive Director, or top management official	X	
b	Other officers or key employees of the organization If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.	X	
15b			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		
16b			

Section C. Disclosure

- 17** List the states with which a copy of this Form 990 is required to be filed **FL**
- 18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain on Schedule O)
- 19** Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records

Frank Cornier, Jr
Clearwater

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FL 33765

727-442-4155

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
 - List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
 - List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
 - List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
 - List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- See the instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) Jeff Blake	5.00									
..... Director	0.00			X			0	0	0	
(2) Letitia A Bryant	5.00									
..... Director	0.00			X			0	0	0	
(3) Frank Cassara	5.00									
..... Treasurer	0.00			X			0	0	0	
(4) Teresa G. Conte	5.00									
..... Secretary	0.00			X			0	0	0	
(5) Kenvin Downes	5.00									
..... Director	0.00			X			0	0	0	
(6) Donna Evans	5.00									
..... Director	0.00			X			0	0	0	
(7) Jennifer Jessie	5.00									
..... Director	0.00			X			0	0	0	
(8) W Pearl Johnson	5.00									
..... Director	0.00			X			0	0	0	
(9) Jeffrey Jones	5.00									
..... Chairman	0.00			X			0	0	0	
(10) Charles Young, Jr	5.00									
..... Director	0.00			X			0	0	0	
(11) Victor Lucas	5.00									
..... Director	0.00			X			0	0	0	

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(12) Norma H Books - Parks	5.00									
Director	0.00			X			0	0	0	
(13) Elise K Winters	5.00									
Director	0.00			X			0	0	0	
1b Subtotal										
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)										

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **1**

	Yes	No
3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **0**

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	189,060				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	388,233				
	g Noncash contributions included in lines 1a-1f	1g	\$ 9,050				
	h Total. Add lines 1a-1f			577,293			
Program Service Revenue			Business Code				
	2a Program Fees		172,739	172,739			
	b Rental		82,559	82,559			
	c						
	d						
	e						
	f All other program service revenue						
g Total. Add lines 2a-2f			255,298				
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		3,754	3,754			
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6a Gross rents		(i) Real				
			(ii) Personal				
		6a					
	b Less: rental expenses	6b					
	c Rental inc. or (loss)	6c					
	d Net rental income or (loss)						
	7a Gross amount from sales of assets other than inventory		(i) Securities				
			(ii) Other				
		7a					
	b Less: cost or other basis and sales exps.	7b					
	c Gain or (loss)	7c					
d Net gain or (loss)							
8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	8a						
	b Less: direct expenses	8b					
c Net income or (loss) from fundraising events							
9a Gross income from gaming activities. See Part IV, line 19	9a						
	b Less: direct expenses	9b					
c Net income or (loss) from gaming activities							
10a Gross sales of inventory, less returns and allowances	10a	220,500					
	b Less: cost of goods sold	10b	182,871				
c Net income or (loss) from sales of inventory			37,629	37,629			
Miscellaneous Revenue			Business Code				
	11a Gain on Investments		832,917	832,917			
	b Gain on Sale of Assets		24,134	24,134			
	c Gain on Recovery of Bad Debts		7,017	7,017			
	d All other revenue						
e Total. Add lines 11a-11d			864,068				
12 Total revenue. See instructions			1,738,042	1,160,749	0	0	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	109,558		109,558	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	668,196	168,739	499,457	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	68,232	28,709	39,523	
12 Advertising and promotion				
13 Office expenses	21,402	2,154	19,248	
14 Information technology				
15 Royalties				
16 Occupancy	13,658	4,450	9,208	
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest	5,447		5,447	
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	31,938	18,246	13,692	
23 Insurance	16,656		16,656	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a Rent/Downpayment Asstance	211,136	211,136		
b Repairs & Maintance	132,726	119,902	12,824	
c Provision for Loan Losses	10,717		10,717	
d Travel	9,130		9,130	
e All other expenses	19,056	5,376	13,680	
25 Total functional expenses. Add lines 1 through 24e	1,317,852	558,712	759,140	0
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year
Assets	1 Cash—non-interest-bearing	95,552	1	1,202,001
	2 Savings and temporary cash investments	192,272	2	
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	13,502	4	65,726
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net	229,832	7	
	8 Inventories for sale or use	363,547	8	219,291
	9 Prepaid expenses and deferred charges	13,200	9	19,483
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	1,288,868		
	b Less: accumulated depreciation	622,270		
	11 Investments—publicly traded securities		11	
	12 Investments—other securities. See Part IV, line 11		12	
	13 Investments—program-related. See Part IV, line 11		13	
	14 Intangible assets	1,458	14	931
	15 Other assets. See Part IV, line 11		15	
16 Total assets. Add lines 1 through 15 (must equal line 33)	1,607,371	16	2,174,030	
Liabilities	17 Accounts payable and accrued expenses	24,674	17	19,510
	18 Grants payable		18	
	19 Deferred revenue		19	90,940
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties	174,843	23	169,655
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	375,000	25	440,880
	26 Total liabilities. Add lines 17 through 25	574,517	26	720,985
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions	929,232	27	1,445,423
	28 Net assets with donor restrictions	103,622	28	7,622
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances	1,032,854	32	1,453,045
33 Total liabilities and net assets/fund balances	1,607,371	33	2,174,030	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	1,738,042
2	Total expenses (must equal Part IX, column (A), line 25)	2	1,317,852
3	Revenue less expenses. Subtract line 2 from line 1	3	420,190
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	1,032,854
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	1
9	Other changes in net assets or fund balances (explain on Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	1,453,045

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
2b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
2c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.		
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		
3b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits		

SCHEDULE A
(Form 990)

Public Charity Status and Public Support

OMB No. 1545-0047

2021

Open to Public Inspection

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for instructions and the latest information.

Department of the Treasury
Internal Revenue Service

Name of the organization

Clearwater Neighborhood Housing Services, Inc.

Employer identification number

59-1898543

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state:
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:
- 10 An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)
 (Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	252,375	195,339	221,286	282,323	577,293	1,528,616
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	252,375	195,339	221,286	282,323	577,293	1,528,616
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4						1,528,616

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
7 Amounts from line 4	252,375	195,339	221,286	282,323	577,293	1,528,616
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	65,879	73,343	57,798	81,105	3,754	281,879
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	38,686					38,686
11 Total support. Add lines 7 through 10						1,849,181

12 Gross receipts from related activities, etc. (see instructions) 12 1,343,620

13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

Section C. Computation of Public Support Percentage

14 Public support percentage for 2021 (line 6, column (f) divided by line 11, column (f))	14	82.66 %
15 Public support percentage from 2020 Schedule A, Part II, line 14	15	68.54 %

16a 33 1/3% support test—2021. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here**. The organization qualifies as a publicly supported organization

b 33 1/3% support test—2020. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here**. The organization qualifies as a publicly supported organization

17a 10%-facts-and-circumstances test—2021. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here**. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization

b 10%-facts-and-circumstances test—2020. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here**. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization

18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						
14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2021 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2020 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2021 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2020 Schedule A, Part III, line 17	18	%

- 19a 33 1/3% support tests—2021.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization
- b 33 1/3% support tests—2020.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization
- 20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations *(continued)*

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?		
b A family member of a person described on line 11a above?		
c A 35% controlled entity of a person described on line 11a or 11b above? <i>If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI.</i>		
11a		
11b		
11c		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? <i>If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.</i>		
1		
2		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>		
1		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>		
3 By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>		
1		
2		
3		

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).			
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.			
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.			
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).			
2 Activities Test. Answer lines 2a and 2b below.			
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i>			
b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>			
3 Parent of Supported Organizations. Answer lines 3a and 3b below.			
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>If "Yes" or "No," provide details in Part VI.</i>			
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? <i>If "Yes," describe in Part VI the role played by the organization in this regard.</i>			
2a			
2b			
3a			
3b			

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in Part VI*). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (<i>explain in detail in Part VI</i>):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C – Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	

7 Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations *(continued)*

Section D – Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required— <i>provide details in Part VI</i>)	
6 Other distributions (<i>describe in Part VI</i>). See instructions.	
7 Total annual distributions. Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (<i>provide details in Part VI</i>). See instructions.	
9 Distributable amount for 2021 from Section C, line 6	
10 Line 8 amount divided by line 9 amount	

Section E – Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2021	(iii) Distributable Amount for 2021
1 Distributable amount for 2021 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2021 (reasonable cause required— <i>explain in Part VI</i>). See instructions.			
3 Excess distributions carryover, if any, to 2021			
a From 2016			
b From 2017			
c From 2018			
d From 2019			
e From 2020			
f Total of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2021 distributable amount			
i Carryover from 2016 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2021 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2021 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2021, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
6 Remaining underdistributions for 2021 Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
7 Excess distributions carryover to 2022. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2017			
b Excess from 2018			
c Excess from 2019			
d Excess from 2020			
e Excess from 2021			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Part II, Line 10 - Other Income Detail

Other Income \$ 38,686

**Schedule B
(Form 990)**

Schedule of Contributors

OMB No. 1545-0047

Department of the Treasury
Internal Revenue Service

Attach to Form 990 or Form 990-PF.
Go to www.irs.gov/Form990 for the latest information.

2021

Name of the organization Clearwater Neighborhood Housing Services, Inc.	Employer identification number 59-1898543
---	---

Organization type (check one):

- | | |
|--------------------|---|
| Filers of: | Section: |
| Form 990 or 990-EZ | <input checked="" type="checkbox"/> 501(c)(3) (enter number) organization |
| | <input type="checkbox"/> 4947(a)(1) nonexempt charitable trust not treated as a private foundation |
| | <input type="checkbox"/> 527 political organization |
| Form 990-PF | <input type="checkbox"/> 501(c)(3) exempt private foundation |
| | <input type="checkbox"/> 4947(a)(1) nonexempt charitable trust treated as a private foundation |
| | <input type="checkbox"/> 501(c)(3) taxable private foundation |

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

- For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

- For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33¹/₃% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** \$5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.
- For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ► \$

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

Name of organization

Clearwater Neighborhood Housing

Employer identification number

59-1898543

Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	NeighborWorks Reinvestment Corp 1325 G Streer NW Ste 800 Washington DC 20005	\$ 130,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	Raymond James Financial 880 Carillon Way St. Petersburg FL 33716	\$ 15,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	Third Federal 7007 Broadway Ave Cleveland OH 44105	\$ 16,500	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4	Pasco County Community Development 8731 Citizen's Dr New Port Richey FL 34654	\$ 189,060	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

SCHEDULE D (Form 990)

Department of the Treasury Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b. Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization

Clearwater Neighborhood Housing Services, Inc.

Employer identification number

59-1898543

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

Table with 2 columns: (a) Donor advised funds, (b) Funds and other accounts. Rows include: 1 Total number at end of year, 2 Aggregate value of contributions to (during year), 3 Aggregate value of grants from (during year), 4 Aggregate value at end of year, 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?, 6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

Table with 2 columns: Description, Held at the End of the Tax Year. Rows include: 1 Purpose(s) of conservation easements held by the organization (check all that apply), 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year, 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year, 4 Number of states where property subject to conservation easement is located, 5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?, 6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year, 7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year, 8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?, 9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

Table with 2 columns: Description, Amount. Rows include: 1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items. 1b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items: (i) Revenue included on Form 990, Part VIII, line 1, (ii) Assets included in Form 990, Part X. 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items: a Revenue included on Form 990, Part VIII, line 1, b Assets included in Form 990, Part X.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

- 3** Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):
- a** Public exhibition
 - b** Scholarly research
 - c** Preservation for future generations
 - d** Loan or exchange program
 - e** Other
- 4** Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.
- 5** During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

- 1a** Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No
- b** If "Yes," explain the arrangement in Part XIII and complete the following table:
- | | Amount |
|--|-----------|
| c Beginning balance | 1c |
| d Additions during the year | 1d |
| e Distributions during the year | 1e |
| f Ending balance | 1f |
- 2a** Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No
- b** If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds.

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance	103,622	93,622	924,013	933,976	955,476
b Contributions		56,500		26,037	12,000
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs	96,000	46,500	830,391	36,000	33,500
f Administrative expenses					
g End of year balance	7,622	103,622	93,622	924,013	933,976

- 2** Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:
- a** Board designated or quasi-endowment
 - b** Permanent endowment
 - c** Term endowment
- The percentages on lines 2a, 2b, and 2c should equal 100%.
- 3a** Are there endowment funds not in the possession of the organization that are held and administered for the organization by:
- | | Yes | No |
|--|-----|----------|
| (i) Unrelated organizations | | X |
| (ii) Related organizations | | X |
- b** If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?
- 4** Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		75,000		75,000
b Buildings		1,117,550	527,630	589,920
c Leasehold improvements				
d Equipment				
e Other		96,318	94,640	1,678
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				666,598

Part VII Investments – Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 12.)		

Part VIII Investments – Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 13.)		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.)	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) Subordinated Debt	375,000
(3) Other liabilities	65,880
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.)	440,880

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII

**SCHEDULE O
(Form 990)**

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021

**Open to Public
Inspection**

Name of the organization	Clearwater Neighborhood Housing Services, Inc.	Employer identification number 59-1898543
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Form 990, Part III, Line 4a - First Accomplishment

Community Development Program - The organization's mission is to revitalize the neighborhoods it services by promoting home ownership, housing rehabilitation, education, and economic development. The organization's success is attributed to the partnership support that includes local governments, NeighborWorks America, Pinellas County, the financial and business community, as well as residents and other partners. The organization's activities are funded through contributions, grants, and contracts.

Homebuyer Education Classes - Classes are offered free to prospective first-time homebuyers. The overall objective of the class is to provide information to first-time homebuyers about the home-buying process and create better-informed consumers and responsible homeowners.

Down Payment / Closing Assistance Programs - CNHS provides assistance to applicants seeking home ownership. In addition to meeting other qualifications, the applicant must attend the home buyer education class.

Home Repair Program - CNHS provides loans to income-eligible households to help rehabilitate their homes. Rehabilitation plans must address all code-related repairs and health and safety issues found in the house.

Foreclosure Counseling - CHHS assists homeowners in urgent need of foreclosure counseling and support by providing outreach, education,

Name of the organization

Clearwater Neighborhood Housing

Employer identification number

59-1898543

counseling, and mediation assistance. CNHS also helps address the underlying issues that keep the homeowner from making timely monthly mortgage payments as agreed. Foreclosure counseling sessions assist homeowners in assessing their current situation and empowering them to make decisions to rectify current and future homeownership situations.

Form 990, Part VI, Line 11b - Organization's Process to Review Form 990

The Organization's process to review the 990 tax returns is to have it reviewed and approved by the audit committee and then presented to the Board of Directors prior to filing.

Form 990, Part VI, Line 12c - Enforcement of Conflicts Policy

The staff and Board members are required to disclose annually any conflicts of interest.

Form 990, Part VI, Line 15a - Compensation Process for Top Official

The Board of Directors reviews and approves compensation amounts based on performance and comparable salary ranges for the position. The CEO reviews key employees' compensation and makes recommendations to the Board. The Board has final approval.

Form 990, Part VI, Line 15b - Compensation Process for Officers

The Board of Directors reviews and approves compensation amounts based on performance and comparable salary ranges for the position. The CEO reviews key employees' compensation and makes recommendations to the Board. The Board has final approval.

Name of the organization

Employer identification number

Clearwater Neighborhood Housing

59-1898543

Form 990, Part VI, Line 19 - Governing Documents Disclosure Explanation

No documents available to the public

Form **4562**
 Department of the Treasury
 Internal Revenue Service (99)

Depreciation and Amortization
 (Including Information on Listed Property)
 Attach to your tax return.

OMB No. 1545-0172
2021
 Attachment Sequence No. **179**

Go to www.irs.gov/Form4562 for instructions and the latest information.

Name(s) shown on return **Clearwater Neighborhood Housing Services, Inc.** Identifying number **59-1898543**

Business or activity to which this form relates

Indirect Depreciation

Part I Election To Expense Certain Property Under Section 179

Note: If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount (see instructions)	1	1,050,000
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	2,620,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	
6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the smaller of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2020 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5. See instructions	11	
12	Section 179 expense deduction. Add lines 9 and 10, but don't enter more than line 11	12	
13	Carryover of disallowed deduction to 2022. Add lines 9 and 10, less line 12	13	

Note: Don't use Part II or Part III below for listed property. Instead, use Part V.

Part II Special Depreciation Allowance and Other Depreciation (Don't include listed property. See instructions.)

14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year. See instructions	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	7,170

Part III MACRS Depreciation (Don't include listed property. See instructions.)

Section A

17	MACRS deductions for assets placed in service in tax years beginning before 2021	17	0
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here		

Section B—Assets Placed in Service During 2021 Tax Year Using the General Depreciation System

(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only—see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a	3-year property					
b	5-year property					
c	7-year property					
d	10-year property					
e	15-year property					
f	20-year property					
g	25-year property		25 yrs.		S/L	
h	Residential rental property		27.5 yrs.	MM	S/L	
			27.5 yrs.	MM	S/L	
i	Nonresidential real property		39 yrs.	MM	S/L	
				MM	S/L	

Section C—Assets Placed in Service During 2021 Tax Year Using the Alternative Depreciation System

20a	Class life				S/L	
b	12-year		12 yrs.		S/L	
c	30-year		30 yrs.	MM	S/L	
d	40-year		40 yrs.	MM	S/L	

Part IV Summary (See instructions.)

21	Listed property. Enter amount from line 28	21	
22	Total. Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations—see instructions	22	7,170
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

For Paperwork Reduction Act Notice, see separate instructions.

Part V Listed Property (Include automobiles, certain other vehicles, certain aircraft, and property used for entertainment, recreation, or amusement.)

Note: For any vehicle for which you are using the standard mileage rate or deducting lease expense, complete only 24a, 24b, columns (a) through (c) of Section A, all of Section B, and Section C if applicable.

Section A—Depreciation and Other Information (Caution: See the instructions for limits for passenger automobiles.)

24a Do you have evidence to support the business/investment use claimed?				Yes	No	24b If "Yes," is the evidence written?				Yes	No
(a) Type of property (list vehicles first)	(b) Date placed in service	(c) Business/ investment use percentage	(d) Cost or other basis	(e) Basis for depreciation (business/investment use only)		(f) Recovery period	(g) Method/ Convention	(h) Depreciation deduction	(i) Elected section 179 cost		
25 Special depreciation allowance for qualified listed property placed in service during the tax year and used more than 50% in a qualified business use. See instructions									25		
26 Property used more than 50% in a qualified business use:											
		%									
		%									
27 Property used 50% or less in a qualified business use:											
		%					S/L-				
		%					S/L-				
28 Add amounts in column (h), lines 25 through 27. Enter here and on line 21, page 1									28		
29 Add amounts in column (i), line 26. Enter here and on line 7, page 1										29	

Section B—Information on Use of Vehicles

Complete this section for vehicles used by a sole proprietor, partner, or other "more than 5% owner," or related person. If you provided vehicles to your employees, first answer the questions in Section C to see if you meet an exception to completing this section for those vehicles.

	(a) Vehicle 1		(b) Vehicle 2		(c) Vehicle 3		(d) Vehicle 4		(e) Vehicle 5		(f) Vehicle 6	
30 Total business/investment miles driven during the year (don't include commuting miles)												
31 Total commuting miles driven during the year												
32 Total other personal (noncommuting) miles driven												
33 Total miles driven during the year. Add lines 30 through 32												
34 Was the vehicle available for personal use during off-duty hours?	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
35 Was the vehicle used primarily by a more than 5% owner or related person?												
36 Is another vehicle available for personal use?												

Section C—Questions for Employers Who Provide Vehicles for Use by Their Employees

Answer these questions to determine if you meet an exception to completing Section B for vehicles used by employees who aren't more than 5% owners or related persons. See instructions.

37 Do you maintain a written policy statement that prohibits all personal use of vehicles, including commuting, by your employees?		Yes	No
38 Do you maintain a written policy statement that prohibits personal use of vehicles, except commuting, by your employees? See the instructions for vehicles used by corporate officers, directors, or 1% or more owners			
39 Do you treat all use of vehicles by employees as personal use?			
40 Do you provide more than five vehicles to your employees, obtain information from your employees about the use of the vehicles, and retain the information received?			
41 Do you meet the requirements concerning qualified automobile demonstration use? See instructions			
Note: If your answer to 37, 38, 39, 40, or 41 is "Yes," don't complete Section B for the covered vehicles.			

Part VI Amortization

(a) Description of costs	(b) Date amortization begins	(c) Amortizable amount	(d) Code section	(e) Amortization period or percentage	(f) Amortization for this year	
42 Amortization of costs that begins during your 2021 tax year (see instructions):						
43 Amortization of costs that began before your 2021 tax year					43	526
44 Total. Add amounts in column (f). See the instructions for where to report					44	526

Form **4562**

Department of the Treasury
Internal Revenue Service (99)

Depreciation and Amortization
(Including Information on Listed Property)
Attach to your tax return.

Go to www.irs.gov/Form4562 for instructions and the latest information.

OMB No. 1545-0172

2021

Attachment Sequence No. **179**

Name(s) shown on return **Clearwater Neighborhood Housing Services, Inc.**

Identifying number
59-1898543

Business or activity to which this form relates

Rental

Part I Election To Expense Certain Property Under Section 179

Note: If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount (see instructions)	1	1,050,000
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	2,620,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	
6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the smaller of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2020 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5. See instructions	11	
12	Section 179 expense deduction. Add lines 9 and 10, but don't enter more than line 11	12	
13	Carryover of disallowed deduction to 2022. Add lines 9 and 10, less line 12	13	

Note: Don't use Part II or Part III below for listed property. Instead, use Part V.

Part II Special Depreciation Allowance and Other Depreciation (Don't include listed property. See instructions.)

14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year. See instructions	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	18,246

Part III MACRS Depreciation (Don't include listed property. See instructions.)

Section A

17	MACRS deductions for assets placed in service in tax years beginning before 2021	17	201
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here <input type="checkbox"/>		

Section B—Assets Placed in Service During 2021 Tax Year Using the General Depreciation System

(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only—see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a	3-year property					
b	5-year property					
c	7-year property					
d	10-year property					
e	15-year property					
f	20-year property					
g	25-year property		25 yrs.		S/L	
h	Residential rental property		27.5 yrs.	MM	S/L	
			27.5 yrs.	MM	S/L	
i	Nonresidential real property		39 yrs.	MM	S/L	
				MM	S/L	

Section C—Assets Placed in Service During 2021 Tax Year Using the Alternative Depreciation System

20a	Class life				S/L	
b	12-year		12 yrs.		S/L	
c	30-year		30 yrs.	MM	S/L	
d	40-year		40 yrs.	MM	S/L	

Part IV Summary (See instructions.)

21	Listed property. Enter amount from line 28	21	
22	Total. Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations—see instructions	22	18,447
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

For Paperwork Reduction Act Notice, see separate instructions.

Form **4562**
 Department of the Treasury
 Internal Revenue Service (99)

Depreciation and Amortization
 (Including Information on Listed Property)
 Attach to your tax return.

OMB No. 1545-0172
2021
 Attachment Sequence No. **179**

Go to www.irs.gov/Form4562 for instructions and the latest information.

Name(s) shown on return **Clearwater Neighborhood Housing Services, Inc.** Identifying number **59-1898543**

Business or activity to which this form relates

Triplex

Part I Election To Expense Certain Property Under Section 179

Note: If you have any listed property, complete Part V before you complete Part I.

1	Maximum amount (see instructions)	1	1,050,000
2	Total cost of section 179 property placed in service (see instructions)	2	
3	Threshold cost of section 179 property before reduction in limitation (see instructions)	3	2,620,000
4	Reduction in limitation. Subtract line 3 from line 2. If zero or less, enter -0-	4	
5	Dollar limitation for tax year. Subtract line 4 from line 1. If zero or less, enter -0-. If married filing separately, see instructions	5	
6	(a) Description of property	(b) Cost (business use only)	(c) Elected cost
7	Listed property. Enter the amount from line 29	7	
8	Total elected cost of section 179 property. Add amounts in column (c), lines 6 and 7	8	
9	Tentative deduction. Enter the smaller of line 5 or line 8	9	
10	Carryover of disallowed deduction from line 13 of your 2020 Form 4562	10	
11	Business income limitation. Enter the smaller of business income (not less than zero) or line 5. See instructions	11	
12	Section 179 expense deduction. Add lines 9 and 10, but don't enter more than line 11	12	
13	Carryover of disallowed deduction to 2022. Add lines 9 and 10, less line 12	13	

Note: Don't use Part II or Part III below for listed property. Instead, use Part V.

Part II Special Depreciation Allowance and Other Depreciation (Don't include listed property. See instructions.)

14	Special depreciation allowance for qualified property (other than listed property) placed in service during the tax year. See instructions	14	
15	Property subject to section 168(f)(1) election	15	
16	Other depreciation (including ACRS)	16	5,372

Part III MACRS Depreciation (Don't include listed property. See instructions.)

Section A

17	MACRS deductions for assets placed in service in tax years beginning before 2021	17	423
18	If you are electing to group any assets placed in service during the tax year into one or more general asset accounts, check here		

Section B—Assets Placed in Service During 2021 Tax Year Using the General Depreciation System

(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only—see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
19a	3-year property					
b	5-year property					
c	7-year property					
d	10-year property					
e	15-year property					
f	20-year property					
g	25-year property		25 yrs.		S/L	
h	Residential rental property		27.5 yrs.	MM	S/L	
			27.5 yrs.	MM	S/L	
i	Nonresidential real property		39 yrs.	MM	S/L	
				MM	S/L	

Section C—Assets Placed in Service During 2021 Tax Year Using the Alternative Depreciation System

20a	Class life				S/L	
b	12-year		12 yrs.		S/L	
c	30-year		30 yrs.	MM	S/L	
d	40-year		40 yrs.	MM	S/L	

Part IV Summary (See instructions.)

21	Listed property. Enter amount from line 28	21	
22	Total. Add amounts from line 12, lines 14 through 17, lines 19 and 20 in column (g), and line 21. Enter here and on the appropriate lines of your return. Partnerships and S corporations—see instructions	22	5,795
23	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs	23	

For Paperwork Reduction Act Notice, see separate instructions.

**CLEARWATER NEIGHBORHOOD HOUSING SERVICES, INC.
(D/B/A TAMPA BAY NEIGHBORHOOD HOUSING SERVICES)**

**FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORT**

SEPTEMBER 30, 2022, AND 2021

**CLEARWATER NEIGHBORHOOD HOUSING SERVICES, INC.
(D/B/A TAMPA BAY NEIGHBORHOOD HOUSING SERVICES)**

FINANCIAL STATEMENTS
SEPTEMBER 30, 2022 AND 2021

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Clearwater Neighborhood Housing Services, Inc.
Clearwater, Florida

Opinion

We have audited the accompanying financial statements of Clearwater Neighborhood Housing Services, Inc. (a nonprofit organization) which comprise the statement of financial position as of September 30, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Clearwater Neighborhood Housing Services, Inc. as of September 30, 2022, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of Clearwater Neighborhood Housing Services, Inc. and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter on Payment to CEO

As disclosed in Note 14, *Commitments and Contingencies*, Clearwater Neighborhood Housing Services, Inc. made a retirement payment to its previous CEO which the IRS may consider as being excessive, and therefore, as being private inurement. Though management does not believe the payment was excessive, it is assessing the potential implication of this and any necessary corrective measures. Our opinion is not modified with respect to this matter.

Other Matter

The financial statements of Clearwater Neighborhood Housing Services, Inc. as of and for the year ended September 30, 2021 were audited by a predecessor auditor. The predecessor auditor's report dated August 12, 2022 expressed an unmodified opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Clearwater Neighborhood Housing Services, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Clearwater Neighborhood Housing Services, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.



Tampa, Florida
June 24, 2023

CLEARWATER NEIGHBORHOOD HOUSING SERVICES, INC.
(D/B/A TAMPA BAY NEIGHBORHOOD HOUSING SERVICES)
STATEMENTS OF FINANCIAL POSITION
SEPTEMBER 30, 2022 AND 2021

	September 30,	
	2022	2021
ASSETS		
Current assets		
Cash and cash equivalents	\$ 1,201,991	\$ 286,450
Accounts receivable	65,726	13,502
Current portion of loans receivable	-	7,566
Properties held for sale	219,291	363,547
Prepaid expenses and other assets	19,483	13,200
Total current assets	1,506,491	684,265
Non-current assets		
Cash restricted for lending and capital projects	10	1,373
Loans receivable, excluding current portion, less discount and allowance for loan losses	-	22,266
Note receivable from Greenwood Apartments	-	200,000
Property and equipment, net	666,598	698,009
Other assets, net	931	1,458
Total non-current assets	667,539	923,106
Total assets	\$ 2,174,030	\$ 1,607,371
LIABILITIES AND NET ASSETS		
Current liabilities		
Accounts payable and accrued expenses	\$ 19,510	\$ 15,636
Current portion of long-term debt	111,323	9,448
Deferred revenue	90,940	-
Other liabilities	65,880	9,039
Total current liabilities	287,653	34,122
Long-term liabilities		
Long-term debt, net of current maturities	\$ 58,332	\$ 165,395
Other liability - subordinated debt	375,000	375,000
Total noncurrent liabilities	433,332	540,395
Total liabilities	720,985	574,516
Net assets		
Without donor restrictions		
Undesignated	915,088	398,898
Net investment in property and equipment	530,335	530,335
Total net assets without donor restrictions	1,445,423	929,233
With donor restrictions	7,622	103,622
Total net assets	1,453,045	1,032,855
Total liabilities and net assets	\$ 2,174,030	\$ 1,607,371

See independent auditor's report and accompanying notes to the financial statements.

CLEARWATER NEIGHBORHOOD HOUSING SERVICES, INC.
(D/B/A TAMPA BAY NEIGHBORHOOD HOUSING SERVICES)
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2022

	Changes in Net Assets		
	Without Donor Restrictions	With Donor Restrictions	Total
PUBLIC SUPPORT AND OTHER REVENUES			
Public support			
Contributions and grants	\$ 438,243	\$ -	\$ 438,243
NeighborWorks America	130,000	-	130,000
In-kind contributions	9,050	-	9,050
Total public support	<u>577,293</u>	<u>-</u>	<u>577,293</u>
Other revenues			
Sale of property	220,500	-	220,500
Cost of sales	(182,871)	-	(182,871)
Gross profit	<u>37,629</u>	<u>-</u>	<u>37,629</u>
Program fees	172,739	-	172,739
Rental income	82,559	-	82,559
Total other revenues	<u>292,927</u>	<u>-</u>	<u>292,927</u>
Net assets released from restrictions	<u>96,000</u>	<u>(96,000)</u>	<u>-</u>
Total public support and other revenues	<u>966,220</u>	<u>(96,000)</u>	<u>870,220</u>
EXPENSES			
Program services:			
Community Development	321,778	-	321,778
Community Outreach	236,934	-	236,934
Total program services	<u>558,712</u>	<u>-</u>	<u>558,712</u>
Supporting services:			
General administration	753,693	-	753,693
Total expenses	<u>1,312,405</u>	<u>-</u>	<u>1,312,405</u>
Change in net assets before other changes	<u>(346,185)</u>	<u>(96,000)</u>	<u>(442,185)</u>
Other changes - Gain (Loss), Income (Expense)			
Gain on investment	832,917	-	832,917
Gain on sale of assets	24,134	-	24,134
Gain on recovery of previously recorded bad debt	7,017	-	7,017
Interest income	3,754	-	3,754
Interest expense	(5,447)	-	(5,447)
Total other changes	<u>862,375</u>	<u>-</u>	<u>862,375</u>
Change in net assets	516,190	(96,000)	420,190
Net assets, beginning of year	<u>929,233</u>	<u>103,622</u>	<u>1,032,855</u>
Net assets, end of year	<u>\$ 1,445,423</u>	<u>\$ 7,622</u>	<u>\$ 1,453,045</u>

See independent auditor's report and accompanying notes to the financial statements.

CLEARWATER NEIGHBORHOOD HOUSING SERVICES, INC.
(D/B/A TAMPA BAY NEIGHBORHOOD HOUSING SERVICES)
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2021

	Changes in Net Assets		
	Without Donor Restrictions	With Donor Restrictions	Total
PUBLIC SUPPORT AND OTHER REVENUES			
Public support			
NeighborWorks America	\$ 171,500	\$ -	\$ 171,500
Contributions and grants	52,238	56,500	108,738
In-kind contributions	9,050	-	9,050
Total public support	<u>232,788</u>	<u>56,500</u>	<u>289,288</u>
Other revenues			
Sale of property	238,000	-	238,000
Cost of sales	(208,915)	-	(208,915)
Gross profit	<u>29,085</u>	<u>-</u>	<u>29,085</u>
Rental income	81,092	-	81,092
Program fees	59,085	-	59,085
Total other revenues	<u>169,262</u>	<u>-</u>	<u>169,262</u>
Net assets released from restrictions	<u>46,500</u>	<u>(46,500)</u>	<u>-</u>
Total public support and other revenues	<u>448,550</u>	<u>10,000</u>	<u>458,550</u>
EXPENSES			
Program services:			
Community Development	132,631	-	132,631
Community Outreach	62,924	-	62,924
Total program services	<u>195,555</u>	<u>-</u>	<u>195,555</u>
Supporting services:			
General administration	222,694	-	222,694
Total expenses	<u>418,249</u>	<u>-</u>	<u>418,249</u>
Change in net assets before other changes	30,301	10,000	40,301
Other changes - Gain (Loss), Income (Expense)			
Gain on forgiveness of Paycheck Protection Program loan	67,254	-	67,254
Gain on recovery of previously recorded bad debt	20,697	-	20,697
Interest income	373	-	373
Interest expense	(17,916)	-	(17,916)
Total other changes	<u>70,408</u>	<u>-</u>	<u>88,324</u>
Change in net assets	100,709	10,000	128,625
Net assets, beginning of year	<u>828,524</u>	<u>93,622</u>	<u>922,146</u>
Net assets, end of year	<u>\$ 929,233</u>	<u>\$ 103,622</u>	<u>\$ 1,050,771</u>

See independent auditor's report and accompanying notes to the financial statements.

CLEARWATER NEIGHBORHOOD HOUSING SERVICES, INC.
(D/B/A TAMPA BAY NEIGHBORHOOD HOUSING SERVICES)
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED SEPTEMBER 30, 2022

	Program Services			Supporting Services	Total
	Community Development	Community Outreach	Total Program Services	General Administration	
	\$ 86,339	\$ 82,400	\$ 168,739	\$ 609,015	
Personnel expenses					\$ 777,754
Other expenses					
Rent and down payment assistance	80,232	130,904	211,136	-	211,136
Repairs and maintenance	119,902	-	119,902	12,824	132,726
Professional fees	11,534	17,175	28,709	39,523	68,232
Office supplies	-	686	686	16,649	17,335
Insurance	-	-	-	16,656	16,656
Utilities	4,450	-	4,450	5,633	10,083
Travel	-	-	-	9,130	9,130
Training and education	864	1,920	2,784	1,142	3,926
Telephone	-	-	-	3,575	3,575
Information technology	211	507	718	2,101	2,819
Promotions, printing, and postage	-	750	750	498	1,248
Other	-	2,592	2,592	3,488	6,080
Total expenses before non-cash items	303,532	236,934	540,466	720,234	1,260,700
Depreciation and amortization	18,246	-	18,246	13,692	31,938
Provision for loan losses	-	-	-	10,717	10,717
In-kind services	-	-	-	9,050	9,050
Total expenses	\$ 321,778	\$ 236,934	\$ 558,712	\$ 753,693	\$ 1,312,405

See independent auditor's report and accompanying notes to the financial statements.

CLEARWATER NEIGHBORHOOD HOUSING SERVICES, INC.
(D/B/A TAMPA BAY NEIGHBORHOOD HOUSING SERVICES)
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED SEPTEMBER 30, 2021

	Program Services			Supporting Services	Total
	Community Development	Community Outreach	Total Program Services	General Administration	
Personnel expenses	\$ 49,249	\$ 46,668	\$ 95,917	\$ 112,156	\$ 208,073
Other expenses					
Professional fees	2,506	10,679	13,185	31,628	44,813
Repairs and maintenance	32,245	-	32,245	12,526	44,771
Lease	18,000	-	18,000	-	18,000
Utilities	9,227	-	9,227	8,057	17,284
Insurance	510	-	510	12,281	12,791
Office supplies	-	517	517	10,929	11,446
Training and education	900	2,032	2,932	1,225	4,157
Telephone	-	-	-	3,785	3,785
Information technology	250	609	859	2,483	3,342
Fines and penalties	-	-	-	3,255	3,255
Promotions, printing, and postage	-	472	472	294	766
Other	1,097	1,947	3,044	859	3,903
Total expenses before non-cash items	113,984	62,924	176,908	199,478	376,386
Depreciation and amortization	18,647	-	18,647	14,166	32,813
In-kind services	-	-	-	9,050	9,050
Total expenses	<u>\$ 132,631</u>	<u>\$ 62,924</u>	<u>\$ 195,555</u>	<u>\$ 222,694</u>	<u>\$ 418,249</u>

See independent auditor's report and accompanying notes to the financial statements.

**CLEARWATER NEIGHBORHOOD HOUSING SERVICES, INC.
(D/B/A TAMPA BAY NEIGHBORHOOD HOUSING SERVICES)
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED SEPTEMBER 30, 2022 AND 2021**

	September 30,	
	2022	2021
CASH FLOWS FROM OPERATING ACTIVITIES:		
Change in net assets	\$ 420,190	\$ 110,709
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation and amortization	31,938	32,813
Discount on loan receivable	22,500	
Gain on note receivable	(832,917)	-
Gain on sale of assets	(24,134)	-
Gain on recovery of previously recorded bad debt	(7,017)	-
(Increase) decrease in assets:		
Properties held for sale	144,256	(179,976)
Accounts receivable	(52,224)	7,744
Loans receivable	14,349	9,191
Other assets	(6,283)	1,212
Increase (decrease) in liabilities:		
Accounts payable	3,874	5,620
Other liabilities	-	(33,101)
Deferred revenue	90,940	-
Escrow funds payable	56,841	-
Net cash provided by operating activities	(137,687)	(45,788)
CASH FLOWS FROM INVESTING ACTIVITIES:		
Proceeds from sale of investment	1,032,917	-
Proceeds from sale of property and equipment	24,134	-
Net decrease in cash restricted for lending purposes and capital projects	1,363	235,607
Net cash provided by investing activities	1,058,414	235,607
CASH FLOWS FROM FINANCING ACTIVITIES:		
Payments on long-term debt	(5,188)	(31,510)
Net cash used in financing activities	(5,188)	(31,510)
Net change in cash and cash equivalents	915,539	158,309
Cash and cash equivalents, beginning of year	286,452	128,141
Cash and cash equivalents, end of year	\$ 1,201,991	\$ 286,450
SUPPLEMENTAL DISCLOSURE OF CASH PAID FOR INTEREST	\$ 2,819	\$ 12,783

See independent auditor's report and accompanying notes to the financial statements.

CLEARWATER NEIGHBORHOOD HOUSING SERVICES, INC.
(D/B/A TAMPA BAY NEIGHBORHOOD HOUSING SERVICES)
NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2022 AND 2021

NOTE 1 NATURE OF THE ORGANIZATION

Clearwater Neighborhood Housing Services, Inc. (the "Organization") is a 501(c)3 not-for-profit organization incorporated in the State of Florida in 1979. The Organization provides a selection of essential services, including education and homeownership assistance, credit counseling, property rehabilitation, real estate development and other community economic development services to communities across Hillsborough, Pasco, and Pinellas counties.

The purpose of the Organization is to improve the quality of life in the neighborhoods which it serves by promoting revitalization through home ownership, rehabilitation, economic development, and education.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements of the Organization have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America ("GAAP") and, accordingly, reflect all significant receivables, payables and other liabilities.

Basis of Presentation

The Organization has adopted the Financial Accounting Standards Board ("FASB") Accounting Standards Codification ("ASC") Topic 958, Not-for-Profit Entities. Under ASC 958, the Organization is required to provide financial statements which are prepared to focus on the Organization as a whole and to present balances and transactions according to the existence or absence of donor-imposed restrictions. As such, The Organization reports information regarding its financial position and activities as follows: (1) net assets without restrictions, which include no donor-imposed restrictions and, therefore, are available for any purpose authorized by the Board of Directors (the "Board"); and (2) net assets with restrictions, which include donor imposed restrictions that will expire in the future.

Support and Revenue Recognition

The Organization first determines if a transaction represents an exchange transaction and if so, accounts for the transaction in accordance with FASB ASC 606, *Revenue from Contracts with Customers*, which provides a five-step model for recognizing revenue from contracts with customers as follows:

- Identify the contract with a customer
- Identify the performance obligations in the contract
- Determine the transaction price
- Allocate the transaction price to the performance obligations in the contract
- Recognize revenue when or as performance obligations are satisfied

CLEARWATER NEIGHBORHOOD HOUSING SERVICES, INC.
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NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2022 AND 2021

Sales of property, program fees, and rental income are accounted for as reciprocal exchange transactions under FASB ASC 606.

The Organization recognizes the income from the sale of property on the completed contract method when sale occurs, at which point no other significant performance obligations are required.

The Organization's performance obligations related to program fees and rental income are satisfied over time on a daily, pro-rata basis using the input method.

Gifts and contributions are recorded at their fair market value on the date of receipt.

Contributions received that are designated for future periods or restricted by the donor for specific purposes are reported as increases in net assets with restrictions. When a restriction expires (that is, when the stipulated time restriction ends or purpose restriction is accomplished), net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the Statements of Activities. If the restriction expires in the same accounting period in which the revenue is recognized, the Organization reports the contribution as increases in net assets without donor restrictions.

Conditional contributions are recorded as revenue when such amounts become unconditional which generally involves the meeting of a barrier to entitlement. This can include items like meeting a matching provision, incurring specified allowable expenses in accordance with a framework of allowable costs, or other barriers.

Support arising from donated, or in-kind, goods and services is recognized in the financial statements at its fair value. GAAP requires recognition of in-kind services, if such services (1) create or enhance nonfinancial assets or (2) require specialized skills and are provided by those possessing such skills, who would typically charge a fee.

For the years ended September 30, 2022 and 2021, volunteers provided services to assist the Organization's program and management functions for which no amount has been recorded in the financial statements because the services did not meet the criteria for recognition under GAAP.

Cash and Cash Equivalents

The Organization considers all highly liquid instruments with maturities of three months or less when purchased to be cash equivalents.

Loans Receivable

Loans receivable represent funds advanced to individuals, families, and small businesses in the Organization's target area who qualify under its various lending programs. Loans receivable are carried at unpaid balances, less an allowance for loan losses. All loans are secured with a mortgage or security interest in other business assets. Interest rates vary, depending on the type of loan.

CLEARWATER NEIGHBORHOOD HOUSING SERVICES, INC.
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NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2022 AND 2021

The allowance for loan losses is maintained at a level that, in management's judgment, is adequate to absorb credit losses inherent to the loan portfolio. The amount of the allowance is based on management's evaluation of the collectability of the loan portfolio, including the nature of the portfolio, estimated realizable value of the underlying collateral, historical loss experience, specific impaired loans, economic conditions, and other risks inherent in the portfolio. The allowance is increased by a provision for loan losses, which is charged to expense, and reduced by charge-offs, net of recoveries. Uncollectible loans are charged off when all means of collection have been exhausted.

Property Held for Sale

Properties held for sale consist of residential properties donated to the Organization and properties acquired through foreclosure, new construction, or by direct purchase. Properties held for sale are stated at the lower of cost or estimated fair market value and donated properties held for sale are stated at their estimated fair value at the date of donation. No properties were donated during the years ended September 30, 2022 and 2021.

Property and Equipment

Property and equipment are recorded at cost or, if donated, the estimated fair value at the date of donation. The Organization has a policy of capitalizing expenditures for property and equipment with costs greater than \$1,000. Depreciation is provided using the straight-line method over the estimated useful lives ranging from five to seven years for furniture and equipment and from 15 to 40 years for buildings and improvements.

If donors stipulate how long the assets must be used or restrict the use of such assets for a specific purpose, the contributions are recorded as restricted support. In the absence of such stipulations, gifts of property are recorded as unrestricted support.

Impairment of Long-Lived Assets

Long-lived assets are reviewed for impairment whenever events or changes in circumstances indicate that the amount of an asset may not be recoverable. Recoverability of assets to be held and used is measured by a comparison of the carrying amounts of an asset to future net cash flows expected to be generated by the asset. If such assets are considered to be impaired, the impairment loss to be recognized is measured by the amount by which the carrying amount of the asset exceeds its fair value.

Use of Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Concentration of Credit Risk

Financial instruments that potentially subject the Organization to concentrations of credit risk consist primarily of bank deposits.

CLEARWATER NEIGHBORHOOD HOUSING SERVICES, INC.
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NOTES TO THE FINANCIAL STATEMENTS
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Allocation of Functional Expenses

The costs of providing program services and other activities have been summarized on a functional basis. Expenses are allocated on a reasonable basis that is consistently applied. Allocated expenses include salaries, payroll taxes, employee benefits, occupancy, and depreciation, which are allocated on the basis of estimates of time and effort by the Organization's personnel. Other expenses are presented based on management's estimate of the function benefitted by each activity.

Reclassification of Certain 2021 Information

Certain 2021 amounts were reclassified to conform to the presentation in the current year. These reclassifications had no change on prior year reported changes in net assets or end of year net assets.

Federal Income Tax

The Organization is exempt from federal and state income taxes under Section 501(c)(3) of the Inland Revenue Code. Accordingly, no provision for income taxes has been included in the accompanying financial statements.

Management has evaluated the Organization's tax position and concluded that, except for the tax matter involving the retirement payment to the prior CEO, as explained in Note 14, *Commitments and Contingencies*, no uncertain tax positions have been taken that could require adjustment to the financial statements to comply with the provisions of the Income Tax Topic of the FASB ASC. With few exceptions, the Organization is subject to income tax examinations by the U.S. federal or state tax authorities up to three years after tax returns are filed.

Going Concern Evaluation

On an annual basis, as required by FASB ASC 205, *Presentation of Financial Statements*, the Organization performs an evaluation to determine whether there are conditions or events (known or reasonably knowable), considered in the aggregate, that raise substantial doubt about its ability to continue as a going concern within one year after the date that the financial statements are available to be issued. The Organization's assessment did not indicate that substantial doubt is raised about the ability to remain a going concern for one year from the date the financial statements were available for issuance.

Recent Accounting Pronouncements Adopted

In September 2020, the FASB issued Accounting Standards Update No. 2020-07 ("FASB ASU 2020-07"), *Not-for-Profit Entities (Topic 958) Presentation and Disclosures by Not-For-Profit Entities for Contributed Nonfinancial Assets*. The purpose of this ASU is to clarify the presentation and disclosure of contributed nonfinancial assets with an intention to provide the reader of the financial statements a clearer understanding of what type of financial assets were received and how they are used and recognized by the NFP.

**CLEARWATER NEIGHBORHOOD HOUSING SERVICES, INC.
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NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2022 AND 2021**

Recent Accounting Pronouncements Not Yet Adopted

In 2016, ASU No. 2016-02, *Leases* (“ASU 2016-02”) was issued. The amendments in ASU 2016-02 affect any entity that enters into leasing contracts. This ASU supersedes the requirements in ASC 840, *Leases*, and most industry-specific guidance.

The core principle of the guidance is to increase transparency and comparability among organizations by recognizing rights and obligations of leasing activities as assets and lease liabilities on the balance sheet. Under this ASU, lease assets and lease liabilities should be recognized for those leases previously classified as operating leases.

ASU 2016-02 is effective for annual reporting periods beginning after December 15, 2021. The Organization will adopt this new standard effective for the fiscal year ending September 30, 2023 and shall disclose qualitative and quantitative information. Management believes the effect on current accounting policies will be immaterial as there are no material lease contracts.

Subsequent Events

In accordance with FASB ASC 855, *Subsequent Events*, the Organization evaluated subsequent events through June 24, 2023, the date the financial statements were available for issue.

NOTE 3 LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The Organization’s financial assets available within one year of the Statement of Financial Position date to meet cash needs for general expenditure as of September 30 were as follows:

	2022	2021
Current financial assets at year-end	\$ 1,267,727	\$ 531,157
Less those unavailable for general expenditures within one year, due to:		
Net assets with donor restrictions	(7,622)	(7,622)
Current financial assets available to meet cash needs for general expenditures within one year	\$ 1,260,105	\$ 523,535

CLEARWATER NEIGHBORHOOD HOUSING SERVICES, INC.
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NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2022 AND 2021

NOTE 4 LOAN RECEIVABLE

The Organization provides financing, secured by mortgages, to qualifying home buyers for acquisition, rehabilitation, or down payment assistance. Payment terms vary from immediate amortization with varying interest rates to complete deferment until the property is sold. The Organization also provides financing for working capital and start-up costs to small businesses in targeted communities. Loans receivable as of September 30, 2022 and 2021:

	2022	2021
Housing assistance loans	\$ 10,657	\$ 80,387
Less discount and allowance for loan losses	(10,657)	(50,555)
Loan receivable, net	-	29,832
Less current portion of loans receivable	-	(7,566)
Loans receivable, excluding current portion	\$ -	\$ 22,266

NOTE 5 PROPERTIES HELD FOR SALE

Properties held for sale are presented net of a valuation allowance as of September 30,

	2022	2021
Properties held for sale	\$ 511,991	\$ 656,247
Less: Property valuation allowances	(292,700)	(292,700)
Properties held for sale, net	\$ 219,291	\$ 363,547

NOTE 6 PROPERTY AND EQUIPMENT

Property and equipment consist of the following at September 30:

	2022	2021
Property held for lease	\$ 916,925	\$ 917,939
Buildings and improvements	259,202	259,202
Fixtures and equipment	94,640	93,625
Land improvement	11,101	11,101
Land	7,000	7,000
	1,288,868	1,288,867
Less: accumulated depreciation	(622,270)	(590,858)
Total property and equipment, net	\$ 666,598	\$ 698,009

CLEARWATER NEIGHBORHOOD HOUSING SERVICES, INC.
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NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2022 AND 2021

Depreciation expense for the years ended September 30, 2022 and 2021 were approximately \$31,000 and \$33,000, respectively.

Loan closing cost is amortized as follows for the years ended September 30:

	<u>2022</u>	<u>2021</u>
Loan closing costs	\$ 4,216	\$ 4,216
Less accumulated amortization	<u>(3,285)</u>	<u>(2,758)</u>
	<u>\$ 931</u>	<u>\$ 1,458</u>

NOTE 7 LONG-TERM DEBT

Long-term debt consists of the following at September 30:

	<u>2022</u>	<u>2021</u>
Non-interest bearing note payable to City of Clearwater; secured by real property; deferred for three years, then payable in annual installments of \$4,167 through August 2037.	\$ 66,666	\$ 66,666
Prime plus 1.5% note payable to a bank in monthly installments of \$1,633, plus interest; interest rate will not decrease below a fixed minimum rate of 5.01%; a final balloon payment of \$4,391 is due March 30, 2022; secured by real property.	-	1,790
7.47% note payable to a bank, payable in monthly installments of \$945, including interest, through June 2023, with a final balloon payment of the remaining balance due July 2023; secured by real property.	<u>102,989</u>	<u>106,387</u>
Total long-term debt	169,655	174,843
Less current installments	<u>(111,323)</u>	<u>(9,448)</u>
Long-term debt, excluding current installments	<u>\$ 58,332</u>	<u>\$ 165,395</u>

CLEARWATER NEIGHBORHOOD HOUSING SERVICES, INC.
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NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2022 AND 2021

The aggregate maturities of long-term debt for each of the five years subsequent to September 30, 2022 and thereafter, are as follows:

Year Ending September 30,	
2023	\$ 111,323
2024	4,167
2025	4,167
2026	4,167
2027	4,167
Thereafter	41,664
	\$ 169,655

NOTE 8 CONTRIBUTED NONFINANCIAL ASSETS

Contributed nonfinancial assets for each of the years ended September 30, 2022 and 2021 were approximately \$9,000 and consisted primarily of donated professional services. All donated services were used by the Organization's programs and supporting services. There were no donor-imposed restrictions associated with the contributions. Donated professional services are valued at the standard hourly rates charged for those services.

NOTE 9 RENTAL INCOME

The Organization rents the BDC to an unrelated non-profit organization. Related rental income for each of the years ended September 30, 2022 and 2021 was approximately \$46,000. At September 30, 2022, the cost of the BDC property held for lease was approximately \$775,000. At September 30, 2022 and 2021, the related accumulated depreciation was approximately \$300,000 and \$282,000, respectively.

During the years ended September 30, 2022 and 2021, the Organization rented units of a triplex under traditional leasing agreements. For the years ended September 30, 2022 and 2021, rental income for these units was approximately \$34,000 and \$32,000, respectively. At September 30, 2022 and 2021, the cost of the property held for lease was approximately \$142,000. At September 30, 2022 and 2021, the related accumulated depreciation was approximately \$28,000 and \$22,000, respectively.

**CLEARWATER NEIGHBORHOOD HOUSING SERVICES, INC.
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NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2022 AND 2021**

NOTE 10 NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions as of September 30 consist of the following:

	<u>2022</u>	<u>2021</u>
Net assets subject to donor use restrictions:		
Raymond James Revolving Loan Fund	\$ -	\$ 75,000
Clearwater Police Fund - 1822 Drew Street	-	5,000
Wheelchair ramps	-	6,000
Pinellas Community Foundation Façade - Improvements for Seniors	-	10,000
	<u>-</u>	<u>96,000</u>
Net assets to be held in perpetuity:		
Community Development Block Grant	3,136	3,136
Maggie Cazares Loan Fund	4,486	4,486
	<u>7,622</u>	<u>7,622</u>
Total net assets with donor restrictions	<u>\$ 7,622</u>	<u>\$ 103,622</u>

NOTE 11 OTHER LIABILITY

On December 31, 2013, the Organization executed an Equity Equivalent Investment (EQ2) agreement with Raymond James Bank, N.A. (RJ). The EQ2 is a capital product for non-profit organizations that allows them to strengthen their capital structure, leverage additional debt capital, and increase lending and investing in economically disadvantaged communities. RJ advanced the Organization \$125,000, at an interest rate of 0%. The investment has an indeterminate maturity date and on December 31 of each year commencing in 2013, the maturity date shall automatically be extended an additional year for a period of not less than five years. This investment and all payments of principal are subordinate to all other creditors of the Organization, except for similar investments made under similar terms.

The Organization must use the proceeds of the EQ2 as follows:

- Provide low interest home rehabilitation loans to low or moderate income (LMI) borrowers in Pinellas County, Florida.
- Extend small business loans to borrowers that fall within the LMI range or that serve the LMI community.
- Invest in foreclosed and/or abandoned property for the purpose of revitalization in Pinellas County.

As long as any part of the EQ2 is outstanding, RJ requires the Organization to furnish to them an annual report detailing its community development activity. In March 2020, the Organization executed a second EQ2 agreement for an additional \$250,000. Proceeds from the second EQ2 agreement are available to fund activities that are similar to those described above in relation to the original EQ2 agreement. As of September 30, 2022, and 2021, the balance outstanding on the EQ2 was \$375,000.

CLEARWATER NEIGHBORHOOD HOUSING SERVICES, INC.
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NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2022 AND 2021

NOTE 12 INVESTMENT IN GREENWOOD APARTMENTS

In 2001, the Organization entered into an operating agreement with HK Palmetto LLC to purchase and rehabilitate Greenwood Apartments (the "Greenwood Apartments"). As part of the operating agreement, the Organization issued a \$200,000 promissory note to the Greenwood Apartments, due and payable in full upon sale and conveyance of the Greenwood Apartments.

In January 2022, the Greenwood Apartments was sold. Upon its sale, the Organization received approximately \$1,033,000. Of this amount, \$200,000 was satisfaction of the promissory note and the remaining approximately \$833,000 was the gain on the Organization's investment in the Greenwood Apartments.

NOTE 13 CREDIT CONCENTRATION

Financial instruments that potentially subject the Organization to concentrations of credit risk consist primarily of bank deposits. The Organization maintains cash and investment balances at several financial institutions. Cash and investment accounts are federally insured up to certain limits. The Organization has not experienced any losses on such accounts, and by managing the cash and investment deposit concentration risk by placing cash with creditworthy institutions, management believes it is not exposed to any significant risk.

NOTE 14 COMMITMENTS AND CONTINGENCIES

Grant Agreements

Under the terms of certain existing agreements, upon dissolution of the Organization, or upon termination of the agreements, all deposits and all outstanding notes, mortgages and other instruments pledged to secure repayment of loans shall revert back to the grantor agencies.

Retirement Payment to Prior CEO

The Organization made a \$400,000 retirement payment to its former CEO in 2022. This payment was made by the special approval of the Organization's Board. However, the payment may result in an Internal Revenue Service (the "IRS") audit and additional liabilities in the future. The Organization is currently assessing the potential liability associated with this payment.

The potential liability associated with this payment is due to the fact that the payment may be considered excessive by the IRS, which has guidelines on compensation of certain individuals within nonprofit organizations. If the payment made by the Organization exceeds these guidelines, the Organization could be liable for taxes on the excess amount.

The Organization is currently working with its legal and financial advisors to assess the potential liability associated with this payment.

**CLEARWATER NEIGHBORHOOD HOUSING SERVICES, INC.
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NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2022 AND 2021**

Other Commitments and Contingencies

The Organization entered into several contractual agreements, generally cancelable with 7 to 30 days written notice, with outside vendors and service providers.

In March 2020, the World Health Organization declared a novel strain of coronavirus (“COVID-19”) a global pandemic and recommended containment and mitigation measures worldwide. These measures could negatively impact the Organization’s operations, vendors, and donors. The Organization cannot reasonably estimate the length or severity of this pandemic, or the extent to which the disruption may materially impact the Organization’s operations or cash flows.

The Organization may be periodically involved in legal actions and claims that arise as a result of events that occur in the normal course of operations.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/18/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lancaster Insurance Inc 510 Druid Rd E., Ste. #C P O Box 2856 Clearwater FL 33757		CONTACT NAME: Sherry Wilt PHONE (A/C, No, Ext): (727) 461-3704 E-MAIL ADDRESS: sherry@lancins.com FAX (A/C, No): (727) 441-3298
		INSURER(S) AFFORDING COVERAGE
		INSURER A: Scottsdale Ins. Co.
		INSURER B: Travelers Ins.
		INSURER C: Technology Insurance Company
		INSURER D: Houston Specialty
		INSURER E:
		INSURER F:
INSURED Tampa Bay Neighborhood Housing Services, Inc. 608 N. Garden Ave. Clearwater FL 33755-3826		NAIC #

COVERAGES

CERTIFICATE NUMBER: CL2052610845

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		CPS7356343	05/07/2023	05/07/2024	EACH OCCURRENCE \$ 2,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 2,000,000						
							GENERAL AGGREGATE \$ 4,000,000
							PRODUCTS - COMP/OP AGG \$ 4,000,000
							Abuse and Molestation \$ 300,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N	N / A	TWC4061095	02/08/2023	02/08/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	E.L. EACH ACCIDENT \$ 1,000,000						
	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000						
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Directors & Officers Liability Cyber Crime Liability			107071145	04/02/2023	04/02/2024	Per Occurrence 1,000,000
							Aggregate Limit 1,000,000
							Per Claim 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)





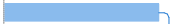







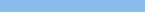











































CERTIFICATE HOLDER**CANCELLATION**

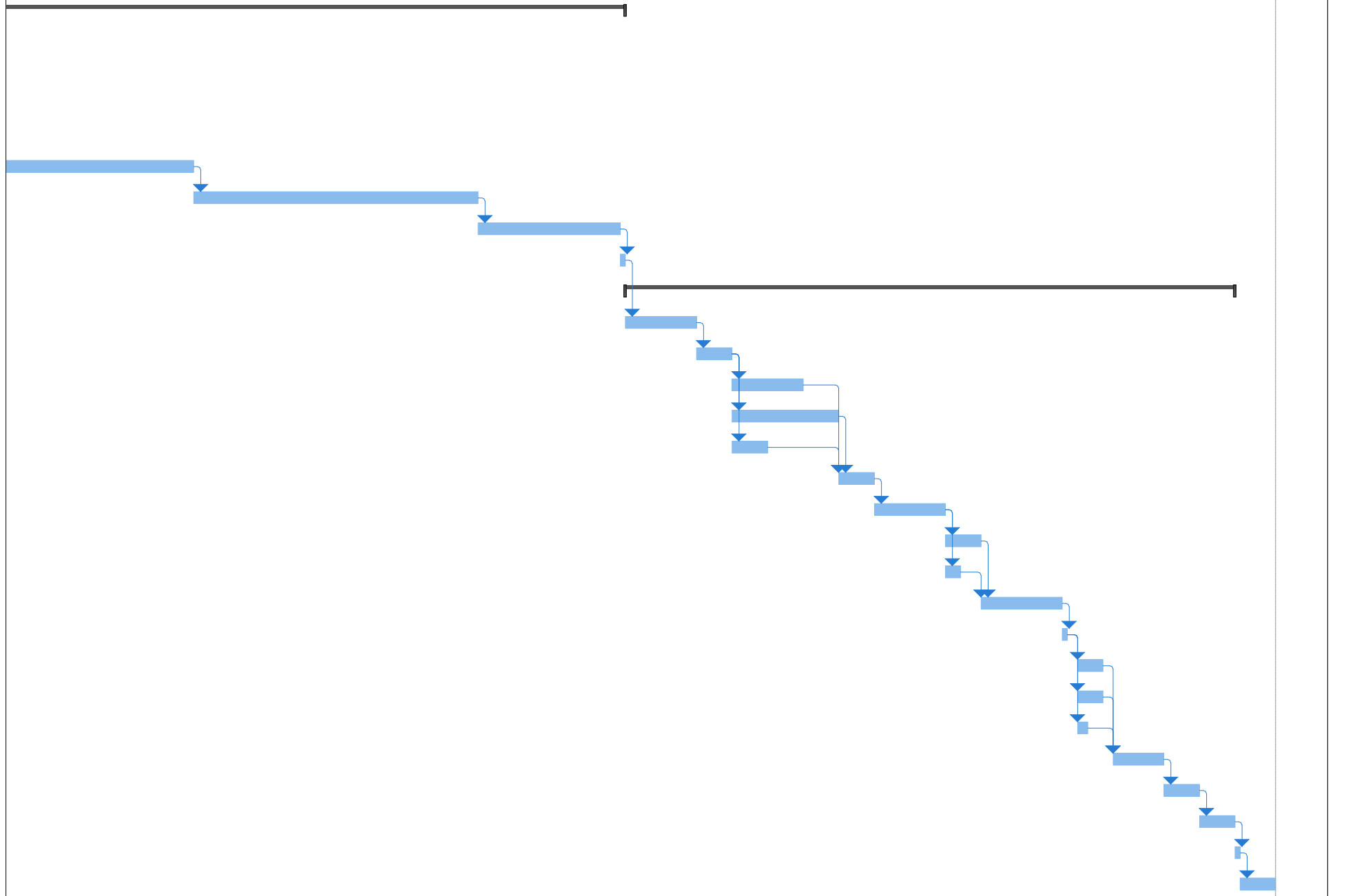
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE




















Sherry Wilt

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ID	 Task Mode	Task Name	Duration	Start	Finish	Predecessors	8/6 8/13 8/20 8/27 9/3 9/10 9/17 9/24 10/1 10/8 10/15 4th Quarter											
1		Office Interior Renovation	131 days	Tue 8/15/23	Tue 2/13/24													
2		Develop interior scope of work	15 days	Tue 8/15/23	Mon 9/4/23													
3		Invitation to bid released	2 days	Tue 9/5/23	Wed 9/6/23	2												
4		Receive bids	10 days	Thu 9/7/23	Wed 9/20/23	3												
5		Review and award bid	3 days	Thu 9/21/23	Mon 9/25/23	4												
6		Secure project funds	40 days	Tue 9/26/23	Mon 11/20/23													
7		Complete plans	40 days	Tue 11/21/23	Mon 1/15/24	6												
8		Submit permit application	20 days	Tue 1/16/24	Mon 2/12/24	7												
9		Building Permit Issued	1 day	Tue 2/13/24	Tue 2/13/24	8												
10		Complete construction	86 days	Wed 2/14/24	Wed 6/12/24													
11		Demo	10 days	Wed 2/14/24	Tue 2/27/24	9												
12		Framing	5 days	Wed 2/28/24	Tue 3/5/24	11												
13		Electric rough	10 days	Wed 3/6/24	Tue 3/19/24	12												
14		Plumbing Rough	15 days	Wed 3/6/24	Tue 3/26/24	12												
15		Replace air conditioners	5 days	Wed 3/6/24	Tue 3/12/24	12												
16		Drywall installation	5 days	Wed 3/27/24	Tue 4/2/24	13,14,15												
17		Drywall finishing	10 days	Wed 4/3/24	Tue 4/16/24	16												
18		Doors and trim	5 days	Wed 4/17/24	Tue 4/23/24	17												
19		Cabinets	3 days	Wed 4/17/24	Fri 4/19/24	17												
20		Painting	12 days	Wed 4/24/24	Thu 5/9/24	18,19												
21		Counters	1 day	Fri 5/10/24	Fri 5/10/24	20												
22		Plumbing fixtures and Trim	5 days	Mon 5/13/24	Fri 5/17/24	21												
23		Electric trim	5 days	Mon 5/13/24	Fri 5/17/24	21												
24		AC trim	2 days	Mon 5/13/24	Tue 5/14/24	21												
25		Flooring	8 days	Mon 5/20/24	Wed 5/29/24	22,23,24												
26		Final Inspections	5 days	Thu 5/30/24	Wed 6/5/24	25												
27		Punch list	5 days	Thu 6/6/24	Wed 6/12/24	26												
28		Certificate of Completion	1 day	Thu 6/13/24	Thu 6/13/24	27												
29		Project close out and final reporting	5 days	Fri 6/14/24	Thu 6/20/24	28												



Project: Office Interior Renovati
Date: Thu 9/7/23

Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			



**Tampa Bay
Neighborhood
Housing Services**

GUIDING COMMUNITIES TOWARD A BETTER TOMORROW SINCE 1979.

June 15, 2023

Construction Contract CDBG #14992

Case –CDBG #14992 TBNHS Office Renovation \$177,149.00

Client: Clearwater Neighborhood Housing Services, Inc.

Address: 608 North Garden Avenue

Clearwater, FL 33755

Telephone (727) 442-4155

Contractor: ARROW Homes, Inc.

Address: 5004 E Fowler Ave, Suite C 341

Tampa, FL 33617

Telephone (813)446-0944

State License # CBC1259545 Expiration August 31, 2024


County License # I-CBC1259545 Expiration September 30, 2023

Proof of Liability Insurance Yes No Proof of Workman’s Comp Yes No

Agreement

THIS AGREEMENT: made this day **June 15, 2023**, between the above referenced (client) and above referenced (contractor) for the Execution of TBNHS Office Renovation Construction accorded to specifications submitted for bid estimate. These specifications in total will guide the Certified Building Contractor and all related Sub-Contractors to successfully complete the renovation of TBNHS business location. Exhibit A REQUEST FOR PROPOSAL/ESTIMATE, Exhibit B, AIA continuation sheet, and Exhibit C Excel TBNHS spreadsheet/Draw Proposals will be the governing documents for completion of this Office Renovation.

Article 1-Contract Sum: The contractor will be paid the amount as specified in the amount of **One Hundred Seventy-Seven Nine Thousand One Hundred Forty-Nine Dollars and No Cents (\$177,149.00)**. Any funds above this amount must be by written change owner approved by Clearwater Neighborhood Housing Services, Incorporated prior to any work being done for the additional amount proposed by the contractor.

Handwritten signature and initials:
 A.T. 1

Article 2- Start and completion: Upon receipt of the written Signed executed NOTICE TO PROCEED issued by the City of Clearwater Housing & Economic Development the Contractor shall begin work. Contractor agrees to complete the job including progress/preliminary drawings, renderings within ~~Ninety (90) days~~ ^{TWO HUNDRED + TEN (210) DAYS}. If contractor does not complete work within this time frame Contractor will be responsible expenses the owner may incur for completion of prescribed work.

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Article 3-Payment: The contractor will be paid as specified in this written executed document referenced above as Working Contract for Contractual Services.

Article 4-Contractor Responsibilities: Contractor shall supply owner with all required construction permitting.

Article 5-Owner Responsibilities: The owner shall allow contractor access to property during normal work hours; or as necessary to the contractor for proper execution and completion of work. The owner shall cooperate with the Contractor to ensure the performance of the work with necessary engagements to insure progress is not impeded causing liability to project success.

Article 6- General Responsibilities of the Agency: This Agency shall provide general administration of the contracted work being performed under the guidelines of this agreement. The Agency has the authority to reject work which does not conform to specifications, standards, or the Contract documents.

Article 7-Dispute Mediation: Pursuant to applicable Florida Law NOTE: Florida Law contains requirements you must follow before filing a lawsuit for defective construction against a contractor, subcontractor, supplier, or design professional for alleged construction defects.

Article 6-Termination of Contract by the Contractor: If the owner fails to perform any applicable provision of the Contract, the Contractor may after dispute mediation and upon seven (7) days written notice to the Owner and Processing Agency, terminate the contract and recover payment for all work satisfactorily completed from the balance owed to Contractor.

A.D.

SIGNATURES ON NEXT PAGE



Contractor: ARROW Homes, Inc.

5004 E Fowler Avenue/Suite C341

Tampa, FL 33617

Contractor's phone: 813-446-0944

Contractor's Signature



Print Name and Title

ANDREW DENTON 6/27/23

Owner's Signature



Print Name and Title

Efraim (Frank) Cornier Jr, CEO

A.P.
3



TAMPA BAY NEIGHBORHOOD HOUSING SERVICES
608 North Garden Avenue
Clearwater, FL 33755
www.tbhhs.org

Ph. (727) 442-4155 Fax: (727) 446-4911

Serving Pinellas, Pasco & Hillsborough

Real Estate & Construction Management Services
Exhibit A

Revised June 14, 2023

RFP for General/Roofing Contractors
Request for Proposal/Estimate

Tampa Bay Neighborhood Housing Services is soliciting sealed bids from Licensed General Contractors Roofing, HVAC, and Electrical to provide the materials and labor for the following scope of work at **608 North Garden Avenue Clearwater, FL 33755**. Heated square footage office space of 3,652 sq. ft.

General work scope:

The work for this proposal includes all materials, equipment, permits, proper supervision, inspections required to remodel successfully this office building. Scope of work includes removing and replace the asphalt shingle roof and a flat roof area at business location. Replace exterior entry door front & two south elevation.

- At least 24 single pane single hung aged windows; replace with Impact & solar rated for area, locking w/screens.
- Replace rear wood exterior landing and steps with PVC or other exterior treated materials-non-corrosive weather resistant materials.
- Exterior doors (2) two with associated hardware.

CONTRACTOR SUBMITTING BID:

PERMITTING

Contractor of record to prepare required plans, licenses and secure all Building trade permits required by the jurisdiction of record. Impact and City Fees NOT included. To be paid by Owner

Cost \$ 7,500.00

4
A.P.
RC

ROOF

Shingle covered Hips Roof Area

Complete tear off and proper disposal of existing aged TWO (2) layer roof system of shingles area of 3,652 square feet & existing flat roof system (all layers), drip edge, flashing, insulation materials and damaged wood decking - dispose of at approved waste debris site.

Leaking profusely at valleys and front entry door/lobby wall.

Replace w/30 year fiberglass dimensional shingles, replace felt, bootstraps, vents, flashing as required. Install at least 26-gauge galvanized metal perimeter drip edge and flashing; furnish 24-gauge galvalume (or similar). Install all wind roof mitigation per code. Install ridge vent. Provide and install GALVANIZED METAL FLASHING and sealant at all roof valleys, intersections perpendicular or parallel-and penetrations; including, but not limited to: piping, electrical conduits, etc. Install corrugated metal flashing, wood deck clips and all manufactures attachment(s), required including adhesive materials for product warranty upon completion.

Entire roof to be watertight at completion.

ALL Wood decking replaced, nail sufficiently and all existing decking insufficiently nailed, do so with 8D ring shanked Mechanically fastened coated common nails as required by code 6" spacing. **WOOD DECKING TO BE REPLACED AND Its COST IN TOTALITY WILL BE INCLUDED IN THE INITIAL BID SUBMITTED BY CONTRACTOR.**

Cost \$ 53,000

FLAT ROOF AREA MODIFIED BITUMEN

FLAT portion west side (rear) of building flat membrane with or without insulation and damaged wood decking possibly solidified or incorporated together, ponding water with slope eroded.

Replace damaged wood decking per current building codes (8D, ring-shanked nails with 6" spacing). On remaining roof decking - ensure proper nailing per current building code. Install 26-gauge galvanized metal drip edge and flashing. Provide and install roof vent(s) as required. ~~Modified Bitumen~~ approved roofing system, 26-gauge galvanized metal drip edge, all wood decking, fasteners, furnished two (2) layer white, granular ~~Modified Bitumen~~ approved roof system according to manufacturer's specifications over exterior wood roof decking 5/8" minimum.

Cost \$ 5,000

SOFFIT/FASCIA

Closed aluminum aged system, failing system.

Install vinyl vented system white in color ~~to match shingle roofing~~, with galvanized metal drip edge. Wood shows signs of rot with deflection, replace all damaged fascia, or wooded material failing.

Cost \$ 12,500

GUTTERS: Gutters with downspouts at front and north side of building.

REQUIRED WORK Install ALUMINUM seamless gutters at front perimeter of structure. Downspouts at corners with aluminum splash blocks.

Amerimax Home Products 5 in. x 10 ft. White Aluminum K-Style Gutter or equivalent Model# M0573
2 in. x 3 in. x 10 ft. White ALUMINUM Downspout
Model# M0593 All elbows and connectors of same manufacturers for integrity of installation &
warranty.

Cost \$ 6,000

A.D.
WINDOWS: THIRTY-NINE (39) wood vinyl frame single hung windows/wood jambs, casings, sills in
offices and bathrooms. Six metal frame windows/metal casings, masonry sill's interior/exterior of
office entry foyer.

R
A.D.
REQUIRED WORK Install Impact, Solar weather shield rated vinyl windows, locking unit's w/screens.
~~American Craftsman 70 Series Low-E Argon Glass Series Low-E Single Hung White Vinyl Impact FL~~
Flange Window, or comparable; fully weatherize. Any defective wood at opening replace, properly
weather-strip sealing w/proper sill. Paint all new wood to match adjacent areas.

Cost \$ 68,231

EXTERIOR DOORS:

FRONT ENTRY-Metal exterior door with 24x36 fixed glass. Jamb and threshold rotted from contact
with masonry entry porch. Casement, weather stripping aged porous.

Left side of door 14 1/2" wood frame hollow from floor to ceiling. Exterior rotted from porch upward.
Right side wood sill connected to metal window framing. Wood rotted at porch upward.

Install JELD-WEN 36 in. x 80 in. 6-Panel Primed Premium Steel Front Door Slab or equivalent with dead
bolt and locking knob. Front entry with minimum 24x36 impact rated fixed glass for viewing.

Two (2) side exterior doors of same type with dead bolt and locking knob. Insure no damaged wood or
threshold. Replace as required. Provide ~~typical security viewer~~ 6 panel no glass; fully weatherize seal
from free flow of air.

A.D.
R
Cost \$ 7,533

EXTERIOR SIDING: 12"x24" cementitious based & lap siding except skirted areas. Siding damaged from
age, loose. Skirted vented walls are cement paint finished. Access doors not attached.

Required work: replace all damaged siding materials including damaged substrate once uncovered. Field
measure for accuracy of siding chosen. Replace access door & vents damaged insuring proper free flow
under raised foundation of building.

All exterior wall areas; clean prep & paint with exterior primer & sealer. Semi-gloss at fascia & trim
areas. Color(s) specified by owner.

Cost \$ 10,732

EXTERIOR WOOD LANDING STEPS West side of structure

R
A.D.
6'6" x 4'6" wood landing with three (3) risers & two (2) treads at rear exit door. Handrail & guardrail.
Replace unit with ~~exterior PVC type or other~~ structural exterior framing for landing and steps, handrail
and guardrail. Materials impervious to rust, mildew weather related exterior hazards.

Especially all bolts' connections of assembly and to the building.

Diagram provided of existing for clarity-NOTE FIELD VERIFY

Cost \$ 7,153

A.D.

Grand Total 177,149

DELETE ALL ITEMS IN THIS SECTION BELOW

INTERIOR RENOVATIONS

PLUMBING

Space for 40-gallon low boy electric water heater now vacant.

WORK REQUIRED-Install 30 GALLON Rheem or comparable brand electric 6-year 4500/4500-watts elements. Insure proper installation, of all components per manufacturer's specifications. Insure proper electrical load balance. Properly seal penetrations through floor or wall to match adjacent areas. Install proper over flow drainage valve with flow to exterior of building. Install proper overflow pan.

BATH 2 & 3

Cost \$ _____

DEMOLITION-Gut bathrooms of all plumbing fixtures, fans, bathtub. Cap plumbing supply & sewer lines properly, remove vinyl flooring. Remove Drywall exposing ceiling joist. Wood wall area to substrate.

Cost \$ _____

WORK REQUIRED-DRYWALL Install Drywall over wall studs 1/2" and at ceiling joist use 1/2" CD board. Screw, tape, mud, sand for (2) coats if Behr interior semi-gloss primer sealer.

Cost \$ _____

FLOORING-Over wood clean leveled substrate prep for installation of non-skid ceramic tile 16x16. Grout seal Install proper shoe mold/transition strips needed.

LIGHTING Fixture-Install 13" Moreland type 2 light oil rubbed Bronze Semi-Flush Mount unit or comparable brand. Move switch to strike plate side at entry door.

Cost \$ _____

HVAC-Properly connect insulated flexible duct with supply vent & required return air circulation into room area. Install two speed exhaust fan vented through roof.

Cost \$ _____

Contractor will ensure all Manufacture's Product Warranties as well as Performance guarantees GIVEN TO OWNER prior to Final Inspection and Final Payment.

CONTRACTORS ARE REQUIRED TO VISIT JOB SITE

AD

Tampa Bay Neighborhood Housing Services
608 North Garden Avenue
Clearwater, Fl. 33755

TBNHS CDBG #14992
Arrow Homes, Inc.

Office Renovation

6/14/2023

Exhibit B
Amended Schedule of Values

BID ITEM	COST
Permits/plans	\$7,500.00
Flat roof	\$ 5,000.00
Shingle pitch/wood replacement	\$ 53,000.00
Gutters	\$ 6,000.00
Soffit/fascia	\$ 12,500.00
Steps & Landing	\$ 7,153.00
Wall siding/paint	\$ 10,232.00
Windows	\$ 68,231.00
Ext.Doors	\$ 7,533.00
Total	\$ 177,149.00

A.P.


ARROW HOMES

Printed
12:30 pm
2/16/2023
[Signature]



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Clearwater, FL. 33755
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**RFP for General/Roofing Contractors
Request for Proposal**

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General work scope:

The work for this proposal includes all materials, equipment, permits, proper supervision, inspections required to remodel successfully this office building. Scope of work includes removing and replace the asphalt shingle roof and a flat roof area at business location. Replace exterior entry door front & two south elevation.

- At least 24 single pane single hung aged windows; replace with Impact & solar rated for area, locking w/screens.
- Convert interior bathroom to ADA specifications; (Diagram NTS provided of ADA area) and two others interior baths renovations (gut rehab); replacement of vanities, toilets, drywall as identified & exhaust fans.
- Replace rear wood exterior landing and steps with PVC or other exterior treated materials-non-corrosive weather resistant materials.
- Exterior doors (2) two with associated hardware.

Contractor will insure all Manufacture's Product Warranties as well as Performance guarantees GIVEN TO OWNER prior to Final Inspection and Final Payment.

****ALL BIDDING CONTRACTORS ARE REQUIRED TO VISIT JOB SITE**



Address: 608 N Garden Avenue

Unit: Unit 01

Location: 1 - General Requirements

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 1	General Requirements				
	apply for, pay for and receive a plumbing permit on behalf of the owner.				
7 39	HVAC PERMIT REQUIRED Prior to the start of the heating/cooling work, the contractor shall create a heating distribution layout and perform heat/cooling loss calculations and all other documentation needed to apply for, pay for and receive an HVAC permit on behalf of the owner.	1.00	GR	_____	<u>INC</u>
8 40	ALL PERMITS REQUIRED The contractor shall apply for, pay for, obtain and forward copies of the following indicated permits to the agency: _____ Plumbing; _____ Electric; _____ HVAC; _____ Building; _____ Zoning; _____ Lead Abatement; _____ Asbestos Abatement.	1.00	GR	_____	<u>INC</u>
9 45	CONTRACTOR PRE-BID SITE VISIT The contractor must inspect the property. Submission of a bid is presumptive evidence that the bidder has thoroughly examined the site and is conversant with the requirements of the local jurisdiction.	1.00	GR	_____	<u>Φ</u>
10 55	WORK TIMES WE WILL NEED 7AM TO 7PM M-F WITH A LOCKBOX Contractors and their Subcontractors shall schedule working hours between 8:00am and 6:00pm Monday through Friday. Requests to work on weekends and before or after these hours must be approved by the homeowner.	1.00	GR	_____	<u>Φ</u>
11 77	NEW MATERIALS REQUIRED All materials used in connection with this work write-up are to be new, of first quality and without defects - unless stated otherwise or pre-approved by Owner and Construction Specialist.	1.00	GR	_____	<u>Φ</u>
12 78	WORKMANSHIP STANDARDS All work shall be performed by mechanics both licensed and skilled in their particular trade as well as the tasks assigned to them. Workers shall protect all surfaces as long as required to eliminate damage.	1.00	GR	_____	<u>Φ</u>
13 85	CLOSE-IN INSPECTIONS REQUIRED Call the agency for inspection of all work that will be concealed from view before it is closed in. This type of inspection frequently includes, but is not limited to footings, roof sheathing & flashing prior to installation of new felt & shingles, and repaired framing & decking prior to installation of underlayment & floor coverings, prior to insulation and prior to drywall.	1.00	GR	_____	<u>Φ</u>
14 90	1 YEAR GENERAL WARRANTY Contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within one year from final payment. Further, contractor shall furnish owner with all manufacturers' and suppliers' written warranties covering items furnished under this contract prior to release of the final payment.	1.00	GR	_____	<u>Φ</u>
15 120	FINAL CLEAN Remove from site all construction materials, tools and debris. Sweep clean all exterior work areas. Vacuum all interior work	1.00	GR	_____	<u>Φ</u>

Location: 2 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 10	Carpentry				
	12"x24" cementitious based & lap siding except skirted areas. Siding damaged from age, loose. Skirted vented walls are cement paint finished. Access doors not attached. Required work: replace all damaged siding materials including damaged substrate once uncovered. Field measure for accuracy of siding chosen. Replace access door & vents damaged insuring proper free flow under raised foundation of building.				
	All exterior wall areas; clean prep & paint with exterior primer & sealer. Semi-gloss at fascia & trim areas. Color(s) specified by owner.				
19	2972 WINDOW REPLACE--METAL-- SGL HNG ENERGY STAR - W/TRIM < 100 UI Replace existing window. Field measure and install a metal, 1 over 1, single hung, double glazed, Impact rated, Low E window that meets the ENERGY STAR standards for this climate. Include 1/2 screen. Wrap exterior jamb and sill with .027" aluminum coil stock back caulked and nailed 6" on center. Re-trim opening with casing, apron and stool to match existing. Prep for paint. American Craftsman 70 Series Low-E Argon Glass Single Hung White Impact FL Flange Window, or comparable; fully weatherize. Any defective wood at opening replace, properly weather-strip sealing w/proper sill. Paint all new wood to match adjacent areas. Window must meet impact and solar ratings. Windows must also have grills/grids in owner's choice of spacing/design.	24.00	EA		682.31
20	3145 DOOR--EXTERIOR PREHUNG--SOLID CORE Rear and side: Install a pre hung solid core, 6 panel, exterior fiberglass door with entrance lock set, and mortised dead bolt keyed alike, with wide angle peepsight. Prime and topcoat. Install JELD-WEN36 in. x 80 in. 6-Panel Primed Premium Steel Front Door Slab or equivalent with dead bolt and locking knob. Insure no damaged wood or threshold. Replace as required. Provide typical security viewer; fully weatherize seal from free flow of air.	2.00	EA		4
21	3185 DOOR--PREHUNG FIBERGLASS ENTRANCE Front: Dispose of door and frame. Install a prehung fiberglass, insulated, entrance door and jamb including interior and exterior casing, spring metal weatherstripping, interlocking threshold, one entrance and one mortised deadbolt keyed alike. Prime and top coat. Install JELD-WEN36 in. x 80 in. Primed Premium Steel Front Door or equivalent with dead bolt and locking knob. With minimum 24x36 impact rated fixed glass for viewing.	1.00	EA		4
22	4170 CLOSE IN OPENING Remove existing door leading into bathroom in front corner of building. Opening shall be framed in using 2x4 studding and plywood. Exterior shall be finished using cement fiber siding to match that of the remainder of the building. Contractor shall remove siding surrounding this area to stagger joints. Interior will be finished with bathroom renovation.	1.00	EA		

Address: 608 N Garden Avenue

Unit: Unit 01

Location: 2 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 15 Roofing

structure. Downspouts at corners with aluminum splash blocks. Amerimax Home Products 5 in. x 10 ft. White Aluminum K-Style Gutter or equivalent Model# M0573
 2 in. x 3 in. x 10 ft. White ALUMINUM Downspout Model# M0593 All elbows and connectors of same manufacturers for integrity of installation & warranty.

26	4770	SOFFIT, FASCIA-REPLACE	1.00	EA	_____	12,500
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All structure's soffit and fascia shall be replaced with new aluminum. Any deteriorated or damaged wood shall be replaced prior to installation of new fascia and vented soffit. Color choice by owner.

Trade: 19 Paint & Wallpaper

27	5785	PREP & PAINT EXTERIOR	1.00	EA	_____	_____
----	------	-----------------------	------	----	-------	-------

Protect ground with drop cloth. Scrape or pressure wash all loose, peeling, cracked and blistered paint from surface. Spot prime with latex primer. Paint two top coats with latex. Painting will be a 3 color scheme - 1 color for body, one color for doors, 1 color for trim/sills. Paint shall also include masonry block at foundation. Color choices by owner.

Trade: 23 Electric

28	8166	EXTERIOR LIGHT FIXTURE-REPLACE-ENERGY STAR	7.00	EA	_____	_____
----	------	--	------	----	-------	-------

EXTERIOR LIGHTING: Defective eave mounted fixtures some hard wired some not. Not functioning as required to illuminate building.
 SECURITY LIGHTING-WORK Required-Install seven (7) eave mounted hard wired w/solar power potential units strategically placed to cover perimeter of building. Defiant 180 Degree White Motion-Sensing Outdoor Security-Light Model DF-5416-WHA or approved equivalent.

Location Total: _____

Location: 3 - Bathroom #1 (ADA Conversion)

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
--------	------	----------	-------	------------	-------------

Trade: 5 Demolition & Disposal

29	715	GUT STRUCTURE INTERIOR	1.00	RM	_____	3,800
----	-----	------------------------	------	----	-------	-------

Entire bathroom to be gutted out to original studding and subflooring. Window shall also be removed. Adjacent closet and pass through room shall also be gutted out to original studding and flooring. Diagram of area provided.

Trade: 10 Carpentry

30	2406	BASEBOARD-COLONIAL 3 1/4"	1.00	RM	_____	_____
----	------	---------------------------	------	----	-------	-------

Install finger jointed WM-623fj 9/16" x 3-1/4" colonial base with

Address: 608 N Garden Avenue Unit: Unit 01

Location: 3 - Bathroom #1 (ADA Conversion) Approx. Wall SF: 0 Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
--------	------	----------	-------	------------	-------------

Trade: 19 Paint & Wallpaper

ceilings two coats in flat ceiling white & walls in eggshell or satin finish cut-in neatly to trim & at all corners & edges. Prep trim doors and windows by de-glossing painted trim prior to painting. Apply two coats of latex semi-gloss paint to cover completely & uniformly. Colors are the choice of the owner from stock colors. All paints and primers must not exceed the following maximum VOC requirements: Flats 50 g/L; Non-flats 50 g/L; Floor 100 g/L; Anti-corrosive 250 g/L. All adhesives must comply with Rule 1168 of the South Coast Air Quality Management District. www.aqmd.gov/rules/reg/reg11/r1168.pdf All caulks and sealants must comply with Regulation 8, Rule 51, of the Bay Area Air Quality Management District (BAAQMD). To include any closets in room.

Trade: 21 HVAC

37	6325	HEAT DUCT AND REGISTER	1.00	EA		1,896
Install low velocity insulated metal or flexible duct work from main trunk to floor or wall register.						

Trade: 22 Plumbing

38	7175	BATH--2 FIXTURE (COMMODE,LAV)	1.00	EA		800
Rough in PVC waste and vent, and copper supply to a close coupled white ADA commode and a wall hung vanity metal bodied single lever faucet. Install toilet paper and napkin holders. Install over the sink mirror in same width as sink. Contractor shall also install 36" grab bars side and back, to resist 150 psi.						

Trade: 23 Electric

39	8110	REWIRE TO CODE--PER ROOM	1.00	RM		
Rewire unit to current code. Contractor shall furnish and wire room with the following: light swithes, bathroom fan/light kit, over the sink light, GCI outlet to be located near sink. Contractor shall allow \$350 for owner to select fan/light and over the sink light fixture.						

Location Total: _____

Location: 4 - Bathroom #2 and #3 Approx. Wall SF: 0 Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
--------	------	----------	-------	------------	-------------

Trade: 5 Demolition & Disposal

40	715	GUT STRUCTURE INTERIOR	2.00	RM		
Entire bathroom to be gutted out to original studding and subflooring. Window shall also be removed. Adjacent closet and pass through room shall also be gutted out to original studding and flooring. Diagram of area provided.						

Model# M0573

2 in. x 3 in. x 10 ft. White ALUMINUM Downspout

Model# M0593 All elbows and connectors of same manufacturers for integrity of installation & warranty.

6000 Cost \$ 6000

WINDOWS: THIRTY-NINE (39) wood frame single hung windows/wood jambs, casings, sills in offices and bathrooms. Six metal frame windows/metal casings, masonry sill's interior/exterior of office entry foyer.

REQUIRED WORK Install Impact, Solar weather shield rated locking unit's w/screens.

American Craftsman 70 Series Low-E Argon Glass Single Hung White Vinyl Impact FL Flange Window, or comparable; fully weatherize. Any defective wood at opening replace, properly weather-strip sealing w/proper sill. Paint all new wood to match adjacent areas.

8.3. Cost \$ 68,231

EXTERIOR DOORS:

FRONT ENTRY-Metal exterior door with 24x36 fixed glass. Jamb and threshold rotted from contact with masonry entry porch. Casement, weather stripping aged porous.

Left side of door 14 1/2" wood frame hollow from floor to ceiling. Exterior rotted from porch upward.

Right side wood sill connected to metal window framing. Wood rotted at porch upward.

Install JELD-WEN36 in. x 80 in. 6-Panel Primed Premium Steel Front Door Slab or equivalent with dead bolt and locking knob. Front entry with minimum 24x36 impact rated fixed glass for viewing.

Two (2) side exterior doors of same type with dead bolt and locking knob. Insure no damaged wood or threshold. Replace as required. Provide typical security viewer; fully weatherize seal from free flow of air.

Cost \$ 7,533

EXTERIOR SIDING: 12"x24" cementitious based & lap siding except skirted areas. Siding damaged from age, loose. Skirted vented walls are cement paint finished. Access doors not attached.

Required work: replace all damaged siding materials including damaged substrate once uncovered. Field measure for accuracy of siding chosen. Replace access door & vents damaged insuring proper free flow under raised foundation of building.

All exterior wall areas; clean prep & paint with exterior primer & sealer. Semi-gloss at fascia & trim areas. Color(s) specified by owner.

0232 Cost \$ 10,232

EXTERIOR WOOD LANDING STEPS West side of structure

6'6" x4'6" wood landing with three (3) risers & two (2) treads at rear exit door. Handrail & guardrail.

Replace unit with exterior PVC type or other structural exterior framing for landing and steps, handrail and guardrail. Materials impervious to rust, mildew weather related exterior hazards.

Page Total 91,996³

Especially all bolts' connections of assembly and to the building.
Diagram provided of existing for clarity-NOTE FIELD VERIFY

7135 Cost \$ 7,135

EXTERIOR LIGHTING: Defective eave mounted fixtures some hard wired some not. Not functioning as required to illuminate building.

SECURITY LIGHTING-WORK Required-Install seven (7) eave mounted hard wired w/solar power potential units strategically placed to cover perimeter of building. Defiant 180 Degree White Motion-Sensing Outdoor Security-Light Model DF-5416-WH-A or approved equivalent.

Cost \$ 1,200

INTERIOR RENOVATIONS

PLUMBING

Space for 40-gallon low boy electric water heater now vacant.

WORK REQUIRED-Install 30 GALLON Rheem or comparable brand electric 6-year 4500/4500-watts elements. Insure proper installation, of all components per manufacturer's specifications. Insure proper electrical load balance. Properly seal penetrations through floor or wall to match adjacent areas. Install proper over flow drainage valve with flow to exterior of building. Install proper overflow pan.

1300 Cost \$ 1,300

Grand Total _____

DELETE ALL ITEMS IN THIS SECTION BELOW

BATH 2 & 3

DEMOLITION-Gut bathrooms of all plumbing fixtures, fans, bathtub. Cap plumbing supply & sewer lines properly, remove vinyl flooring. Remove Drywall exposing ceiling joist. Wood wall area to substrate.

Cost \$ _____

WORK REQUIRED-DRYWALL Install Drywall over wall studs 1/2" and at ceiling joist use 1/2" CD board. Screw, tape, mud, sand for (2) coats if Behr interior semi-gloss primer sealer.

Cost \$ _____

FLOORING-Over wood clean leveled substrate prep for installation of non-skid ceramic tile 16x16. Grout seal Install proper shoe mold/transition strips needed.

LIGHTING Fixture-Install 13" Moreland type 2 light oil rubbed Bronze Semi-Flush Mount unit or comparable brand. Move switch to strike plate side at entry door.

Cost \$ _____

HVAC-Properly connect insulated flexible duct with supply vent & required return air circulation into room area. Install two speed exhaust fan vented through roof.

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Contractor will ensure all Manufacture's Product Warranties as well as Performance guarantees GIVEN TO OWNER prior to Final Inspection and Final Payment.

CONTRACTORS ARE REQUIRED TO VISIT JOB SITE

PERMITTING

Contractor of record to prepare required plans, licenses and secure all Building trade permits required by the jurisdiction of record.

Cost \$ 7,500

ROOF

500

Shingle covered Hips Roof Area

Complete tear off and proper disposal of existing aged TWO (2) layer roof system of shingles area of 3,652 square feet & existing flat roof system (all layers), drip edge, flashing, insulation materials and damaged wood decking - dispose of at approved waste debris site.

Leaking profusely at valleys and front entry door/lobby wall.

Replace w/30 year fiberglass dimensional shingles, replace felt, bootstraps, vents, flashing as required. Install at least 26-gauge galvanized metal perimeter drip edge and flashing; furnish 24-gauge galvalume (or similar). Install all wind roof mitigation per code. Install ridge vent. Provide and install GALVANIZED METAL FLASHING and sealant at all roof valleys, intersections perpendicular or parallel-and penetrations; including, but not limited to: piping, electrical conduits, etc. Install corrugated metal flashing, wood deck clips and all manufactures attachment(s), required including adhesive materials for product warranty upon completion.

Entire roof to be watertight at completion.

ALL Wood decking replaced, nail sufficiently and all existing decking insufficiently nailed, do so with 8D ring shanked Mechanically fastened coated common nails as required by code 6" spacing. **WOOD DECKING TO BE REPLACED AND Its COST IN TOTALITY WILL BE INCLUDED IN THE INITIAL BID SUBMITTED BY CONTRACTOR.**

Cost \$ 53,000

FLAT ROOF AREA MODIFIED BITUMEN

FLAT portion west side (rear) of building flat membrane with or without insulation and damaged wood decking possibly solidified or incorporated together, ponding water with slope eroded.

Replace damaged wood decking per current building codes (8D, ring-shanked nails with 6" spacing). On remaining roof decking - ensure proper nailing per current building code. Install 26-gauge galvanized metal drip edge and flashing. Provide and install roof vent(s) as required. Modified Bitumen roofing, 26-gauge galvanized metal drip edge, all wood decking, fasteners, furnished two (2) layer white, granular Modified Bitumen roof system according to manufacturer's specifications over exterior wood roof decking 5/8" minimum.

000 \$ 5,000

GUTTERS: Gutters with downspouts at front and north side of building.

REQUIRED WORK Install ALUMINUM seamless gutters at front perimeter of structure. Downspouts at corners with aluminum splash blocks. Amerimax Home Products 5 in. x 10 ft. White Aluminum K-Style Gutter or equivalent

Page Total 45,500. 2

Ron Wade

From: Arrow Homes <arrowhomestampa@gmail.com>
Sent: Wednesday, June 14, 2023 4:04 PM
To: Ron Wade
Subject: Fwd: Updated SOV per review meeting
Attachments: SOV 608 N Garden Ave 6-12-2023.pdf

----- Forwarded message -----

From: Arrow Homes <arrowhomestampa@gmail.com>
Date: Mon, Jun 12, 2023 at 4:53 PM
Subject: Updated SOV per review meeting
To: Frank Cornier <fcornier@tampabaynhs.org>, Ron Wade <rwade@tampabaynhs.org>

Please see the attached

Notes:

We removed the following:
All exterior work except the roof & soffit & windows
Removed Bathroom B from the interior scope

Will be completing the following:
Bathroom A (ADA Bath)
The Roof
The Soffit
The Windows

Ron please see the attached SOV and make any needed contract or other docs. I will be out of the office tomorrow but can be reached by phone

Also I will be changing my SAMs to private so please make sure the City has all needed docs before I start the 2 week process that will make all my info not seen by the public

--

Thank you Andrew

Arrow Homes Inc.
Andrew Denton
CBC-1259545
813-446-0944
arrowhomestampa@gmail.com

Tampa Bay Neighborhood Housing Services
608 North Garden Avenue
Clearwater, Fl. 33755

TBNHS CDBG #14992

Office Renovation
Amended

6/14/2023

Arrow Homes

BID ITEM	COST
Permits/plans	\$7,500.00
Flat roof	\$ 5,000.00
Shingle pitch/wood replacement	\$ 53,000.00
Gutters	\$ 6,000.00
Soffit/fascia	\$ 12,500.00
Steps & Landing	\$ 7,153.00
Wall siding/paint	\$ 10,232.00
Windows	\$ 68,231.00
Ext.Doors	\$ 7,533.00
Exterior lighting	\$ 1,200.00
Water heater	\$ 1,300.00
Total	\$ 179,649.00

CONTINUATION SHEET

CDBL TRNHS #14992

AIA DOCUMENT G703

Arrow Homes

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: 608 N Garden Ave
 APPLICATION DATE: 2/16/2023

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO:

Use Column I on Contracts where variable retainage for line items may apply.

PROJECT NO:

D R W S	A ITEM NO.	B DESCRIPTION OF WORK * = Non House Construction Cost	C SCHEDULED VALUE	D WORK		E MATERIALS PRESENTLY STORED (NOT IN D O R E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE) 10%
				FROM PREVIOUS APPLICATION (D + E)	THIS PER.		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G + C)		
1	1	ARCH PLANS / MOBILIZATION	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$4,500.00	\$0.00
1	2	PERMITS.SERVICES/FEES *	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,500.00	\$0.00
2	3	DEMO <i>Balk 22</i>	\$8,752.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$8,752.00	\$0.00
2	8	PLUMBING ROUGH <i>??</i>	\$5,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$5,500.00	\$0.00
3	18	SITE CLEAN	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,500.00	\$0.00
4	19	ROOF PLYWOOD REPAIR TEN SHEETS PLY	\$4,250.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$4,250.00	\$0.00
4	20	LUMBER PACKAGE	\$6,832.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$6,832.00	\$0.00
4	21	ANCHORS AND STRAPS	\$325.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$325.00	\$0.00
4	22	FRAME LABOR	\$4,253.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$4,253.00	\$0.00
4	23	FRAME CLEAN	\$1,235.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,235.00	\$0.00
4	24	DRY IN	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,500.00	\$0.00
5	25	DELIVER EXTERIOR DOORS	\$6,533.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$6,533.00	\$0.00
5	26	INSTALL WINDOWS	\$17,600.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$17,600.00	\$0.00
5	27	DELIVER WINDOWS	\$28,600.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$28,600.00	\$0.00
5	28	INSTALL EXTERIOR DOORS	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,500.00	\$0.00
5	29	PLUMBING TOP OUT	\$3,951.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,951.00	\$0.00
5	30	HVAC ROUGH	\$6,800.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$6,800.00	\$0.00
5	31	ELECTRICAL ROUGH		\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,352.00	\$0.00
5	32	ROOFING MATERIALS	\$14,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$14,000.00	\$0.00
5	33	ROOFING LABOR	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$15,000.00	\$0.00
5	34	DRYWALL MATERIALS	\$1,896.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,896.00	\$0.00
5	35	STRUCTURE WIRING	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$350.00	\$0.00
5	36	DRYWALL CLEAN	\$1,233.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,233.00	\$0.00
5	37	FRAME FINAL/ PUNCHOUT	\$985.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$985.00	\$0.00
5	39	SOFFIT/FASCIA	\$9,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$9,500.00	\$0.00
5	40	STUCCO	\$850.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$850.00	\$0.00
6	42	EXTERIOR TRIM MATERIALS	\$3,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,500.00	\$0.00
6	43	EXTERIOR TRIM LABOR	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$800.00	\$0.00
6	44	DRYWALL LABOR	\$1,731.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,731.00	\$0.00
6	45	PAINT EXTERIOR	\$3,890.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,890.00	\$0.00
6	47	DRYWALL CLEAN	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$800.00	\$0.00
6	48	FLOORING BATH REMOVAL AND REPLACE	\$1,800.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,800.00	\$0.00
6	50	INTERIOR DOORS	\$1,600.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,600.00	\$0.00
6	51	INTERIOR TRIM	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,500.00	\$0.00
6	52	TRIM LABOR	\$950.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$950.00	\$0.00
6	53	APPLIANCE PACKAGE NEW KITCHEN	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$4,000.00	\$0.00
6	54	WATER HEATER	\$2,359.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,359.00	\$0.00
6	55	CABINET MATERIALS	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$4,500.00	\$0.00
6	56	CABINET INSTALL	\$1,439.40	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,439.40	\$0.00
6	57	PAINT INTERIOR AREAS OF WORK	\$2,355.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,355.00	\$0.00
6	61	HVAC FINAL	\$5,568.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$5,568.00	\$0.00
6	68	ELECTRICAL TRIM MATERIALS	\$825.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$825.00	\$0.00
6	69	ELECTRICAL FINAL	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$350.00	\$0.00
6	70	STRUCTURE WIRING FINAL	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$250.00	\$0.00
6	71	MIRRORS/SHELVING	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$450.00	\$0.00
6	72	PLUMBING FINAL	\$850.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$850.00	\$0.00
6	73	PLUMBING TRIM MATERIALS	\$550.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$550.00	\$0.00
6	74	INTERIOR ROUGH CLEAN	\$350.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$350.00	\$0.00
6	75	GUTTERS	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$6,000.00	\$0.00
6	76	REAR STAIRS	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$6,500.00	\$0.00
6	77	INTERIOR DOOR HARDWARE	\$650.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$650.00	\$0.00

Qual

Posted
11:47 AM
2/16/2023



TAMPA BAY NEIGHBORHOOD HOUSING SERVICES
608 North Garden Avenue
Clearwater, FL. 33755
www.tbnhs.org

Ph. (727) 442-4155 Fax: (727) 446-4911

Serving Pinellas, Pasco & Hillsborough

Real Estate & Construction Management Services

**RFP for General/Roofing Contractors
Request for Proposal**

Tampa Bay Neighborhood Housing Services is soliciting sealed bids from Licensed General Contractors Roofing, HVAC, and Electrical to provide the materials and labor for the following scope of work at 608 North Garden Avenue Clearwater, FL. 33755. Heated square footage office space of 3,652 sq. ft.

General work scope:

The work for this proposal includes all materials, equipment, permits, proper supervision, inspections required to remodel successfully this office building. Scope of work includes removing and replace the asphalt shingle roof and a flat roof area at business location. Replace exterior entry door front & two south elevation.

- At least 24 single pane single hung aged windows; replace with Impact & solar rated for area, locking w/screens.
- Convert interior bathroom to ADA specifications; (Diagram NTS provided of ADA area) and two others interior baths renovations (gut rehab); replacement of vanities, toilets, drywall as identified & exhaust fans.
- Replace rear wood exterior landing and steps with PVC or other exterior treated materials-non-corrosive weather resistant materials.
- Exterior doors (2) two with associated hardware.

Contractor will insure all Manufacture's Product Warranties as well as Performance guarantees GIVEN TO OWNER prior to Final Inspection and Final Payment.

****ALL BIDDING CONTRACTORS ARE REQUIRED TO VISIT JOB SITE**





Ron Wade
608 N Garden Ave Clearwater 33755
727-442-4155

Specs By Location

2/2/2023

Owner's Name

Owner's Phone #

GUIDING COMMUNITIES TOWARD A BETTER TOMORROW SINCE 1971

Address: 608 N Garden Avenue Unit: Unit 01

Location: 1 - General Requirements Approx. Wall SF: 0 Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 1 General Requirements					
1	10 OWNER ACCEPTS SCOPE OF WORK The undersigned applicant(s) certifies that he/she has participated in the development of this Work Write Up (WWU) with the "Date inspected" date of _____ & referred to as Exhibit 1. After careful review the applicant understands & accepts the work described & has initialed & dated each page of this WWU. x _____ x _____ Applicant Date Applicant Date	1.00	GR	_____	_____
2	14 CONTRACTOR ACCEPTS SCOPE OF WORK The undersigned contractor certifies that he/she has carefully reviewed & agrees to perform the work described in this Work Write Up (WWU) with the "Date Inspected" date of <u>02/03/23</u> & referred to as Exhibit 1. The contractor shall initial & date each page of the WWU. x <u>Qualis General Contractors</u> <u>02/16/23</u> Contractor Date	1.00	GR	_____	_____
3	31 CONSTRUCTION DEFINITIONS "Install" means to purchase, set up, test and warrant a new component. "Replace" means to remove and dispose of original material, purchase new material, deliver, install, test and warrant. "Repair" means to return a building component to like new condition through replacement, adjustment and recoating of parts. "Reinstall" means to remove, clean, store and install a component.	1.00	GR	_____	_____
4	35 VERIFY QUANTITIES/MEASUREMENTS All Quantities stated in the attached specifications for this address using Units of Measure other than Each (EA), Room (RM) or Dwelling Unit (DU) (e.g. SF of Drywall) are for the contractor's convenience and must be verified by the contractor at a mandatory site inspection prior to bid submission. All quantities stated in the Units of Measure Each (EA), Room (RM) or Dwelling Unit (DU) are as stated. Discrepancies in Quantities found by the contractor must be communicated to the Housing Rehabilitation Specialist prior to the submission of a bid. Claims for additional funds due to discrepancies in Quantities shall not be honored if submitted after the bid submission.	1.00	GR	_____	_____
5	37 ELECTRICAL PERMIT REQUIRED Prior to the start of work, the contractor shall create any documentation necessary to apply for, pay for and receive an electrical permit on behalf of the owner.	1.00	GR	_____	<u>on page 2</u>
6	38 PLUMBING PERMIT REQUIRED Prior to the start of work, the contractor shall: create a riser diagram, septic layout and all other documentation needed to	1.00	GR	_____	<u>on page 2</u>

BH 02/16/23

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 1	General Requirements				
	apply for, pay for and receive a plumbing permit on behalf of the owner.				
7 39	HVAC PERMIT REQUIRED Prior to the start of the heating/cooling work, the contractor shall create a heating distribution layout and perform heat/cooling loss calculations and all other documentation needed to apply for, pay for and receive an HVAC permit on behalf of the owner.	1.00	GR	<u>\$1,400.⁰⁰</u>	<u>\$1,400.⁰⁰</u>
8 40	ALL PERMITS REQUIRED The contractor shall apply for, pay for, obtain and forward copies of the following indicated permits to the agency: _____ Plumbing; _____ Electric; _____ HVAC; _____ Building; _____ Zoning; _____ Lead Abatement; _____ Asbestos Abatement.	1.00	GR	<u>\$1,360.⁰⁰</u>	<u>\$1,360.⁰⁰</u>
9 45	CONTRACTOR PRE-BID SITE VISIT The contractor must inspect the property. Submission of a bid is presumptive evidence that the bidder has thoroughly examined the site and is conversant with the requirements of the local jurisdiction.	1.00	GR	_____	_____
10 55	WORK TIMES Contractors and their Subcontractors shall schedule working hours between 8:00am and 6:00pm Monday through Friday. Requests to work on weekends and before or after these hours must be approved by the homeowner.	1.00	GR	_____	_____
11 77	NEW MATERIALS REQUIRED All materials used in connection with this work write-up are to be new, of first quality and without defects - unless stated otherwise or pre-approved by Owner and Construction Specialist.	1.00	GR	_____	_____
12 78	WORKMANSHIP STANDARDS All work shall be performed by mechanics both licensed and skilled in their particular trade as well as the tasks assigned to them. Workers shall protect all surfaces as long as required to eliminate damage.	1.00	GR	_____	_____
13 85	CLOSE-IN INSPECTIONS REQUIRED Call the agency for inspection of all work that will be concealed from view before it is closed in. This type of inspection frequently includes, but is not limited to footings, roof sheathing & flashing prior to installation of new felt & shingles, and repaired framing & decking prior to installation of underlayment & floor coverings, prior to insulation and prior to drywall.	1.00	GR	_____	_____
14 90	1 YEAR GENERAL WARRANTY Contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within one year from final payment. Further, contractor shall furnish owner with all manufacturers' and suppliers' written warranties covering items furnished under this contract prior to release of the final payment.	1.00	GR	_____	_____
15 120	FINAL CLEAN Remove from site all construction materials, tools and debris. Sweep clean all exterior work areas. Vacuum all interior work	1.00	GR	<u>\$600.⁰⁰</u>	<u>\$600.⁰⁰</u>

1400
1360
600
73.00

Address: 608 N Garden Avenue

Unit: Unit:01

Location: 1 - General Requirements

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 1 General Requirements

areas, removing all visible dust, stains, labels and tags. Clean all windows referenced in specifications.

This include interior and exterior of property.

Page 136
Location Total: \$3360.00

Location: 2 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 6 Concrete & Paving

16	1045	STEPS AND LANDINGS-VINYL COMPOSITE/PT	1.00	EA	\$3,394.00	\$3,394.00
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6'6" x4'6" wood landing with three (3) risers & two (2) treads at rear exit door. Handrail & guardrail.
 Replace unit with exterior PVC type or other structural exterior framing for landing and steps, handrail and guardrail. Materials impervious to rust, mildew weather related exterior hazards. Especially all bolts connections of assembly and to the building. Diagram provided of existing for clarity-NOTE FIELD VERIFY Color choice by owner.
 Contractor can provide an alternate price for pressure treated.

Trade: 7 Masonry

17	1106	PARGETTING AND BOND WALL	1.00	EA	\$2,560.00	\$2,560.00
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Masonry foundation - Prepare surface by: cleaning with brush, removing all loose and deteriorated mortar; resetting loose foundation components and filling voids with masonry cement. Trowel a continuous 3/8" coat of fiberglass reinforced surface bonding mortar per manufacturer's specifications. This shall include damaged block and corners.

Trade: 10 Carpentry

18	2745	SIDING-REPAIR CEMENT SHINGLES & LAP SIDING REPAIRS	1.00	EA	\$1,642.00	\$1,642.00
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12"x24" cementitious based & lap siding except skirted areas. Siding damaged from age, loose. Skirted vented walls are cement paint finished. Access doors not attached. Required work: replace all damaged siding materials including damaged substrate once uncovered. Field measure for accuracy of siding chosen. Replace access door & vents damaged insuring proper free flow under raised foundation of building. All exterior wall areas; clean prep & with exterior primer & sealer.

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 10	Carpentry				
	12"x24" cementitious based & lap siding except skirted areas. Siding damaged from age, loose. Skirted vented walls are cement paint finished. Access doors not attached. Required work: replace all damaged siding materials including damaged substrate once uncovered. Field measure for accuracy of siding chosen. Replace access door & vents damaged insuring proper free flow under raised foundation of building.				
	All exterior wall areas; clean prep & paint with exterior primer & sealer. Semi-gloss at fascia & trim areas. Color(s) specified by owner.				
19	2972 WINDOW REPLACE-METAL- SGL HNG ENERGY STAR - W/TRIM < 100 UI Replace existing window. Field measure and install a metal, 1 over 1, single hung, double glazed, Impact rated, Low E window that meets the ENERGY STAR standards for this climate. Include 1/2 screen. Wrap exterior jamb and sill with .027" aluminum coil stock back caulked and nailed 6" on center. Re-trim opening with casing, apron and stool to match existing. Prep for paint. American Craftsman 70 Series Low-E Argon Glass Single Hung White Impact FL Flange Window, or comparable; fully weatherize. Any defective wood at opening replace, properly weather-strip sealing w/proper sill. Paint all new wood to match adjacent areas. Window must meet impact and solar ratings. Windows must also have grills/grids in owner's choice of spacing/design.	24.00	EA	\$1,820.00	\$43,000.00
					Includes asbestos testing and remediation
20	3145 DOOR-EXTERIOR PREHUNG-SOLID CORE Rear and side: Install a pre hung solid core, 6 panel, exterior fiberglass door with entrance lock set, and mortised dead bolt keyed alike, with wide angle peepsight. Prime and topcoat. Install JELD-WEN36 in. x 80 in. 6-Panel Primed Premium Steel Front Door Slab or equivalent with dead bolt and locking knob. Insure no damaged wood or threshold. Replace as required. Provide typical security viewer; fully weatherize seal from free flow of air.	2.00	EA	\$1,876.00	\$3,752.00
21	3185 DOOR-PREHUNG FIBERGLASS ENTRANCE Front: Dispose of door and frame. Install a prehung fiberglass, insulated, entrance door and jamb including interior and exterior casing, spring metal weatherstripping, interlocking threshold, one entrance and one mortised deadbolt keyed alike. Prime and top coat. Install JELD-WEN36 in. x 80 in. Primed Premium Steel Front Door or equivalent with dead bolt and locking knob. With minimum 24x36 impact rated fixed glass for viewing.	1.00	EA	\$1,778.00	\$1,778.00 5,520-
22	4170 CLOSE IN OPENING Remove existing door leading into bathroom in front corner of building. Opening shall be framed in using 2x4 studding and plywood. Exterior shall be finished using cement fiber siding to match that of the remainder of the building. Contractor shall remove siding surrounding this area to stagger joints. Interior will be finished with bathroom renovation.	1.00	EA	\$2,728.00	\$2,728.00

Address: 608 N Garden Avenue

Unit: Unit 01

Location: 2 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 10	Carpentry				

Trade: 15 Roofing

23	4210	ROOF - FLAT	1.00	EA	<u>\$14,000.⁰⁰</u>	<u>\$14,000.⁰⁰</u>
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FLAT portion west side (rear) of building flat membrane with or without insulation and damaged wood decking possibly solidified or incorporated together, ponding water with slope eroded.

Replace damaged wood decking per current building codes (8D, ring-shanked nails with 6" spacing). On remaining roof decking - ensure proper nailing per current building code. Install 26-gauge galvanized metal drip edge and flashing. Provide and install roof vent(s) as required. Modified Bitumen roofing, 26-gauge galvanized metal drip edge, all wood decking, fasteners, furnished two (2) layer white, granular Modified Bitumen roof system according to manufacturer's specifications over exterior wood roof decking 5/8" minimum.

24	4580	TEAR OFF AND REROOF SHINGLES	1.00	EA	<u>\$34,500.⁰⁰</u>	<u>\$34,500.⁰⁰</u>
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Complete tear off and proper disposal of existing aged TWO (2) layer roof system of shingles area of 3,652 square feet & existing flat roof system (all layers), drip edge, flashing, insulation materials and damaged wood decking - dispose of at approved waste debris site.

Leaking profusely at valleys and front entry door/lobby wall. Replace w/30 year fiberglass dimensional shingles, replace felt, bootstraps, vents, flashing as required. Install at least 26-gauge galvanized metal perimeter drip edge and flashing; furnish 24-gauge galvalume (or similar). Install all wind roof mitigation per code. Install ridge vent. Provide and install GALVANIZED METAL FLASHING and sealant at all roof valleys, intersections perpendicular or parallel-and penetrations; including, but not limited to: piping, electrical conduits, etc. Install corrugated metal flashing, wood deck clips and all manufactures attachment(s), required including adhesive materials for product warranty upon completion.

Entire roof to be watertight at completion.

ALL Wood decking replaced, nail sufficiently and all existing decking insufficiently nailed, do so with 8D ring shanked Mechanically fastened coated common nails as required by code 6" spacing. WOOD DECKING TO BE REPLACED AND IT'S COST IN TOTALITY WILL BE INCLUDED IN THE INITIAL BID SUBMITTED BY CONTRACTOR.

Roof shingle color per owner's choice.

25	4635	GUTTERS/DOWNSPOUTS-5" SEAMLESS ALUMINUM	1.00	EA	<u>\$9,150.⁰⁰</u>	<u>\$9,150.⁰⁰</u>
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Dispose of gutter. Install 5", K- type, seamless, .027 gauge aluminum gutter to service roof. Color choice by owner.

Install ALUMINUM seamless gutters at front perimeter of

Address: 608 N Garden Avenue

Unit: Unit 01

Location: 2 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 15 Roofing					
	structure. Downspouts at corners with aluminum splash blocks. Amerimax Home Products 5 in. x 10 ft. White Aluminum K-Style Gutter or equivalent Model# M0573 2 in. x 3 in. x 10 ft. White ALUMINUM Downspout Model# M0593 All elbows and connectors of same manufacturers for integrity of installation & warranty.				
26	4770 SOFFIT, FASCIA-REPLACE All structure's soffit and fascia shall be replaced with new aluminum. Any deteriorated or damaged wood shall be replaced prior to installation of new fascia and vented soffit. Color choice by owner.	1.00	EA	\$5,956. ⁰⁰	\$5,956. ⁰⁰

Trade: 19 Paint & Wallpaper

27	5785 PREP & PAINT EXTERIOR Protect ground with drop cloth. Scrape or pressure wash all loose, peeling, cracked and blistered paint from surface. Spot prime with latex primer. Paint two top coats with latex. Painting will be a 3 color scheme - 1 color for body, one color for doors, 1 color for trim/sills. Paint shall also include masonry block at foundation. Color choices by owner.	1.00	EA	\$7,600. ⁰⁰	\$7,600. ⁰⁰
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Trade: 23 Electric

28	8166 EXTERIOR LIGHT FIXTURE-REPLACE-ENERGY STAR EXTERIOR LIGHTING: Defective eave mounted fixtures some hard wired some not. Not functioning as required to illuminate building. SECURITY LIGHTING-WORK Required-Install seven (7) eave mounted hard wired w/solar power potential units strategically placed to cover perimeter of building. Defiant 180 Degree White Motion-Sensing Outdoor Security-Light Model DF-5416-WHA or approved equivalent.	7.00	EA	\$2,680. ⁰⁰	\$2,680. ⁰⁰
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Location Total: \$133,420.⁰⁰

Location: 3 - Bathroom #1 (ADA Conversion)

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 5 Demolition & Disposal					
29	715 GUT STRUCTURE INTERIOR Entire bathroom to be gutted out to original studding and subflooring. Window shall also be removed. Adjacent closet and pass through room shall also be gutted out to original studding and flooring. Diagram of area provided.	1.00	RM	\$2,642. ⁰⁰	\$2,642. ⁰⁰
Trade: 10 Carpentry					
30	2406 BASEBOARD-COLONIAL 3 1/4" Install finger jointed WM-623fj 9/16" x 3-1/4" colonial base with	1.00	RM	\$260. ⁰⁰	\$260. ⁰⁰

Address: 608 N Garden Avenue

Unit: Unit 01

Location: 3 - Bathroom #1 (ADA Conversion)

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 10 Carpentry					
	finish nails of sufficient length to penetrate framing 1". Mitre all lap joints, and break all lap joints over framing.				
31	3310 TRIM—DOOR SET FINGER JOINTED Trim both sides of interior door, including header, stops, and casings. Use 2-1/2" wide clamshell, finger jointed pine.	1.00	RM	<u>\$316.00</u>	<u>\$316.00</u>
32	3350 DOOR—PANELED INT, SOLID CORE Install a solid pine, 6-panel door on existing jamb. Include privacy lockset and 2 butt hinges.	1.00	EA	<u>\$1,490.00</u>	<u>\$1,490.00</u>
Trade: 16 Conservation					
33	4938 ATTIC INSULATION - CELLULOSE—DENSE PACK After air sealing (Spec # 16-4903) install blown in borate treated (no ammonium sulfate permitted) cellulose insulation dense-packed into closed floor cavities to a minimum density of 3.5 Lbs. per ft ³ . Maintain ventilation routes from soffit and other vents with baffles. Replace all material removed or cut to gain access to match existing materials. NOTE: If access to attic is via a fixed staircase insulate stairs to attic, landing & interior stairwell walls as part of this item. If access is via a hatch insulate the hatch with 3" of reflective foil faced polyisocyanurate foam and seal edges with compatible foil tape. If access is via a fold down stair insulate the stair with an airtight 2" thick reflective foil faced polyisocyanurate foam box with seams and seal the edges with a compatible foil tape. Insulate ceiling.	1.00	RM	<u>\$2,738.00</u>	<u>\$2,738.00</u>
Trade: 17 Drywall & Plaster					
34	5245 DRYWALL—LAMINATE WATER RESIST Hang 1/2" water resistant drywall over studding with screws 8" on center and 3/8" adhesive beads 16" on center. Tape, 3 coat finish, and sand ready for paint.	1.00	RM	<u>\$2,876.00</u>	<u>\$2,876.00</u>
Trade: 18 Ceramic Tile					
35	5427 CERAMIC FLOOR TILE OVER CEMENTITIOUS BACKER BOARD Install owner's choice of \$3/sf ceramic floor tile using thinset over cementitious backer board. Install a 3" marble threshold at door transition. After at least 24 hours drying time, apply SpectraLOCK® PRO Grout, owner's choice of color. Clean floor and apply mildew resistant white Low VOC silicone caulk to all edge seams and pipe penetrations. Tile choice by owner.	1.00	RM	<u>\$2,362.00</u>	<u>\$2,362.00</u>
Trade: 19 Paint & Wallpaper					
36	5567 PREP & PAINT VACANT ROOM w/ PAINTED TRIM-LOW VOC Prime as necessary to seal stains, raw plaster, etc. Paint	1.00	RM	<u>\$620.00</u>	<u>\$620.00</u>

Address: 608 N Garden Avenue

Unit: Unit 01

Location: 3 - Bathroom #1 (ADA Conversion)

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 19 Paint & Wallpaper

ceilings two coats in flat ceiling white & walls in eggshell or satin finish cut-in neatly to trim & at all corners & edges. Prep trim doors and windows by de-glossing painted trim prior to painting. Apply two coats of latex semi-gloss paint to cover completely & uniformly. Colors are the choice of the owner from stock colors. All paints and primers must not exceed the following maximum VOC requirements: Flats 50 g/L; Non-flats 50 g/L; Floor 100 g/L; Anti-corrosive 250 g/L. All adhesives must comply with Rule 1168 of the South Coast Air Quality Management District. www.aqmd.gov/rules/reg/reg11/r1168.pdf All caulks and sealants must comply with Regulation 8, Rule 51, of the Bay Area Air Quality Management District (BAAQMD). To include any closets in room.

Trade: 21 HVAC

37	6325	HEAT DUCT AND REGISTER	1.00	EA	\$2,940.00	\$2,940.00
Install low velocity insulated metal or flexible duct work from main trunk to floor or wall register.						

Trade: 22 Plumbing

38	7175	BATH-2 FIXTURE (COMMODE,LAV)	1.00	EA	\$2,611.00	\$2,611.00
Rough in PVC waste and vent, and copper supply to a close coupled white ADA commode and a wall hung vanity metal bodied single lever faucet. Install toilet paper and napkin holders. Install over the sink mirror in same width as sink. Contractor shall also install 36" grab bars side and back, to resist 150 psi.						

Trade: 23 Electric

39	8110	REWIRE TO CODE-PER ROOM	1.00	RM	\$1,970.00	\$1,970.00
Rewire unit to current code. Contractor shall furnish and wire room with the following: light swithes, bathroom fan/light kit, over the sink light, GCI outlet to be located near sink. Contractor shall allow \$350 for owner to select fan/light and over the sink light fixture.						

Location Total: ~~\$21,825.00~~

Location: 4 - Bathroom #2 and #3

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 5 Demolition & Disposal

40	715	GUT STRUCTURE INTERIOR	2.00	RM	\$2,490.00	\$4,980.00
Entire bathroom to be gutted out to original studding and subflooring. Window shall also be removed. Adjacent closet and pass through room shall also be gutted out to original studding and flooring. Diagram of area provided.						

Address: 608 N Garden Avenue

Unit: Unit 01

Location: 4 - Bathroom #2 and #3

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 10 Carpentry					
41	2406 BASEBOARD--COLONIAL 3 1/4" Install finger jointed WM-623fj 9/16" x 3-1/4" colonial base with finish nails of sufficient length to penetrate framing 1". Mitre all lap joints, and break all lap joints over framing.	2.00	RM	\$375. ⁰⁰	\$750. ⁰⁰
42	3310 TRIM--DOOR SET FINGER JOINTED Trim both sides of interior door, including header, stops, and casings. Use 2-1/2" wide clamshell, finger jointed pine.	2.00	EA	\$450. ⁰⁰	\$900.⁰⁰ 900. ⁰⁰
43	3350 DOOR--PANELED INT, SOLID CORE Install a solid pine, 6-panel door on existing jamb. Include privacy lockset and 2 butt hinges.	2.00	EA	\$1,600. ⁰⁰	\$3,200. ⁰⁰
Trade: 16 Conservation					
44	4938 ATTIC INSULATION - CELLULOSE--DENSE PACK After air sealing (Spec # 16-4903) install blown in borate treated (no ammonium sulfate permitted) cellulose insulation dense-packed into closed floor cavities to a minimum density of 3.5 Lbs. per ft ³ . Maintain ventilation routes from soffit and other vents with baffles. Replace all material removed or cut to gain access to match existing materials. NOTE: If access to attic is via a fixed staircase insulate stairs to attic, landing & interior stairwell walls as part of this item. If access is via a hatch insulate the hatch with 3" of reflective foil faced polyisocyanurate foam and seal edges with compatible foil tape. If access is via a fold down stair insulate the stair with an airtight 2" thick reflective foil faced polyisocyanurate foam box with seams and seal the edges with a compatible foil tape.	2.00	RM	\$2,050. ⁰⁰	\$4,100. ⁰⁰
Trade: 17 Drywall & Plaster					
45	5245 DRYWALL--LAMINATE WATER RESIST Hang 1/2" water resistant drywall over existing surface with screws 8" on center and 3/8" adhesive beads 16" on center. Remove top molding from 3-piece base. Butt drywall to door and window casing. Tape, 3 coat finish, and sand ready for paint. Install 3/8" ogee or shoe molding.	2.00	RM	\$3,300. ⁰⁰	\$6,600. ⁰⁰
Trade: 18 Ceramic Tile					
46	5427 CERAMIC FLOOR TILE OVER CEMENTITIOUS BACKER BOARD Install owner's choice of \$3/sf ceramic floor tile using thinset over cementitious backer board. Install a 3" marble threshold at door transition. After at least 24 hours drying time, apply SpectraLOCK® PRO Grout, owner's choice of color. Clean floor and apply mildew resistant white Low VOC silicone caulk to all edge seams and pipe penetrations.	2.00	RM	\$3,110. ⁰⁰	\$6,220. ⁰⁰
Trade: 19 Paint & Wallpaper					
47	5567 PREP & PAINT VACANT ROOM w/ PAINTED TRIM-LOW VOC	2.00	RM	\$900.⁰⁰	\$1,800. ⁰⁰

Address: 608 N Garden Avenue

Unit: Unit 01

Location: 4 - Bathroom #2 and #3

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 19 Paint & Wallpaper

Prime as necessary to seal stains, raw plaster, etc. Paint ceilings two coats in flat ceiling white & walls in eggshell or satin finish cut-in neatly to trim & at all corners & edges. Prep trim doors and windows by de-glossing painted trim prior to painting. Apply two coats of latex semi-gloss paint to cover completely & uniformly. Colors are the choice of the owner from stock colors. All paints and primers must not exceed the following maximum VOC requirements: Flats 50 g/L; Non-flats 50 g/L; Floor 100 g/L; Anti-corrosive 250 g/L. All adhesives must comply with Rule 1168 of the South Coast Air Quality Management District. www.aqmd.gov/rules/reg/reg11/r1168.pdf All caulks and sealants must comply with Regulation 8, Rule 51, of the Bay Area Air Quality Management District (BAAQMD). To include any closets in room.

Trade: 21 HVAC

48	6325	HEAT DUCT AND REGISTER	2.00	EA	\$3,400.00	\$6,800.00
Install low velocity insulated metal or flexible duct work from main trunk to floor or wall register.						

Trade: 22 Plumbing

49	7181	BATH-3 FIXTURE COMPLETE	2.00	EA	\$5,695.00	\$11,390.00
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Re-plumb entire bath to provide fixtures as follows:

- 1) Install a 5', 4 piece, Sterling Advantage™, fiberglass tub and shower unit 60" x 30" x 72" - complete with lever operated pop up drain and overflow, PVC waste, single lever shower diverter, shower rod and Delta Monitor Model 1343 tub/shower faucet - <http://www.deltafaucet.com/> - and a shower head with a maximum 2.0 GPM flow rate. Install faucet controls toward the outside of the tub for easier access. Exterior wall sections behind the tub shower unit and any plumbing penetrations must be completely air-sealed prior to installation. Per installation instructions set basin area in 1" to 2" of mortar cement.
- 2) Install a 1.28 GPF white American Standard FloWise Compact Cadet 3 EL 2568.128. WaterSense® Certified, vitreous china commode tested through the latest edition of the "Maximum Performance" (MaP) testing project that has shown to score 800 or better on the MaP Flush Performance test (grams of solid waste removed in a single flush). See the following link for the MaP Test Results: <http://www.cuwcc.org/MaPTesting.aspx> Include a manufacturer's approved plastic or pressed wood white seat, supply pipe, shut-off valve, and wax seal.
- 3) Install a 30" plywood vanity; including top with backsplash, wash bowl and single lever brass bodied chrome faucet with a maximum 1.5 GPM flow rate. Include PVC drain attached to a code legal plumbing vent, use type L copper or PEX supply piping with brass bodied stops, and escutcheon plates on all supply and waste lines. Cabinets must comply with California 93120 (formaldehyde content) or all exposed edges must be sealed with a low-VOC sealant.

The bathroom in the front corner to receive a ceramic tiled stand up shower in existing location.

Address: 608 N Garden Avenue

Unit: Unit 01

Location: 4 - Bathroom #2 and #3

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec # Spec

Quantity Units Unit Price Total Price

Trade: 23 Electric

50	8110	REWIRE TO CODE-PER ROOM Rewire unit to current code. Contractor shall furnish and wire room with the following: light swithes, bathroom fan/light kit, over the sink light, GCI outlet to be located near sink. Contractor shall allow \$350 for owner to select fan/light and over the sink light fixture.	2.00	RM	\$2,900.00	\$5,800.00
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Trade: 700 Moisture Protection (CSI)

51	C07200	INSULATION Insulate exterior walls to meet code.	2.00	RM	\$1,400.00	2,800.00 \$2,800.00
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Location Total: \$55,340.00

Unit Total for 608 N Garden Avenue, Unit Unit 01: \$213,945.00

Address Grand Total for 608 N Garden Avenue: \$213,945.00

Bidder: Qualis General Contractors

REEVES BUILDING & PLUMBING CONTRACTOR



Bid
2-16-2023

Request for Proposal

Tampa Bay Neighborhood Housing Services is soliciting sealed bids from Licensed General Contractors Roofing, HVAC, and Electrical to provide the materials and labor for the following scope of work at 608 North Garden Avenue Clearwater, FL. 33755. Heated square footage office space of 3,652 sq. ft.

General work scope:

The work for this proposal includes all materials, equipment, permits, proper supervision, inspections required to remodel successfully this office building. Scope of work includes removing and replace the asphalt shingle roof and a flat roof area at business location. Replace exterior entry door front & two south elevation.

- At least 24 single pane single hung aged windows; replace with Impact & solar rated for area, locking w/screens.
- Convert interior bathroom to ADA specifications; (Diagram NTS provided of ADA area) and two others interior baths renovations (gut rehab); replacement of vanities, toilets, drywall as identified & exhaust fans.
- Replace rear wood exterior landing and steps with PVC or other exterior treated materials-non-corrosive weather resistant materials.
- Exterior doors (2) two with associated hardware.

Contractor will insure all Manufacture's Product Warranties as well as Performance guarantees GIVEN TO OWNER prior to Final Inspection and Final Payment.

****ALL BIDDING CONTRACTORS ARE REQUIRED TO VISIT JOB SITE**



Owner's Name

Owner's Phone #

Address: 608 N Garden Avenue		Unit: Unit 01	
Location: 1 - General Requirements	Approx. Wall SF: 0	Ceiling/Floor SF: 0	

accepts the work described & has initialed & dated each page of this WWU.

_____ _____
 Applicant Date Applicant Date

2 14 **CONTRACTOR ACCEPTS SCOPE OF WORK** 1.00 GR _____ 0

The undersigned contractor certifies that he/she has carefully reviewed & agrees to perform the work described in this Work Write Up (WWU) with the "Date Inspected" date of _____ & referred to as Exhibit 1. The contractor shall initial & date each page of the WWU.

_____ _____
 Contractor Date

3 31 **CONSTRUCTION DEFINITIONS** 1.00 GR _____ 0

"Install" means to purchase, set up, test and warrant a new component. "Replace" means to remove and dispose of original material, purchase new material, deliver, install, test and warrant. "Repair" means to return a building component to like new condition through replacement, adjustment and recoating of parts. "Reinstall" means to remove, clean, store and install a component.

4 35 **VERIFY QUANTITIES/MEASUREMENTS** 1.00 GR _____ 0

All Quantities stated in the attached specifications for this address using Units of Measure other than Each (EA), Room (RM) or Dwelling Unit (DU) (e.g. SF of Drywall) are for the contractor's convenience and must be verified by the contractor at a mandatory site inspection prior to bid submission. All quantities stated in the Units of Measure Each (EA), Room (RM) or Dwelling Unit (DU) are as stated. Discrepancies in Quantities found by the contractor must be communicated to the Housing Rehabilitation Specialist prior to the submission of a bid. Claims for additional funds due to discrepancies in Quantities shall not be honored if submitted after the bid submission.

5 37 **ELECTRICAL PERMIT REQUIRED** 1.00 GR _____ 0

Prior to the start of work, the contractor shall create any documentation necessary to apply for, pay for and receive an electrical permit on behalf of the owner.

6 38 **PLUMBING PERMIT REQUIRED** 1.00 GR _____ 0

Prior to the start of work, the contractor shall: create a riser diagram, septic layout and all other documentation needed to

Location: 1 - General Requirements

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 1	General Requirements				
	apply for, pay for and receive a plumbing permit on behalf of the owner.				
7	39 HVAC PERMIT REQUIRED Prior to the start of the heating/cooling work, the contractor shall create a heating distribution layout and perform heat/cooling loss calculations and all other documentation needed to apply for, pay for and receive an HVAC permit on behalf of the owner.	1.00	GR		0
8	40 ALL PERMITS REQUIRED The contractor shall apply for, pay for, obtain and forward copies of the following indicated permits to the agency: _____ Plumbing; _____ Electric; _____ HVAC; _____ Building; _____ Zoning; _____ Lead Abatement; _____ Asbestos Abatement.	1.00	GR		1000
9	45 CONTRACTOR PRE-BID SITE VISIT The contractor must inspect the property. Submission of a bid is presumptive evidence that the bidder has thoroughly examined the site and is conversant with the requirements of the local jurisdiction.	1.00	GR		0
10	55 WORK TIMES Contractors and their Subcontractors shall schedule working hours between 8:00am and 6:00pm Monday through Friday. Requests to work on weekends and before or after these hours must be approved by the homeowner.	1.00	GR		0
11	77 NEW MATERIALS REQUIRED All materials used in connection with this work write-up are to be new, of first quality and without defects - unless stated otherwise or pre-approved by Owner and Construction Specialist.	1.00	GR		0
12	78 WORKMANSHIP STANDARDS All work shall be performed by mechanics both licensed and skilled in their particular trade as well as the tasks assigned to them. Workers shall protect all surfaces as long as required to eliminate damage.	1.00	GR		0
13	85 CLOSE-IN INSPECTIONS REQUIRED Call the agency for inspection of all work that will be concealed from view before it is closed in. This type of inspection frequently includes, but is not limited to footings, roof sheathing & flashing prior to installation of new felt & shingles, and repaired framing & decking prior to installation of underlayment & floor coverings, prior to insulation and prior to drywall.	1.00	GR		0
14	90 1 YEAR GENERAL WARRANTY Contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within one year from final payment. Further, contractor shall furnish owner with all manufacturers' and suppliers' written warranties covering items furnished under this contract prior to release of the final payment.	1.00	GR		0
15	120 FINAL CLEAN Remove from site all construction materials, tools and debris. Sweep clean all exterior work areas. Vacuum all interior work	1.00	GR		2200

Address: 608 N Garden Avenue

Unit: Unit 01

Location: 1 - General Requirements

Approx. Wall SF: 0

Ceiling/Floor SF: 0

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Location: 2 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 0

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2382

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Location: 2 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 10	Carpentry				
	12"x24" cementitious based & lap siding except skirted areas. Siding damaged from age, loose. Skirted vented walls are cement paint finished. Access doors not attached. Required work: replace all damaged siding materials including damaged substrate once uncovered. Field measure for accuracy of siding chosen. Replace access door & vents damaged insuring proper free flow under raised foundation of building.				
	All exterior wall areas; clean prep & paint with exterior primer & sealer. Semi-gloss at fascia & trim areas. Color(s) specified by owner.				
19	2972 WINDOW REPLACE--METAL-- SGL HNG ENERGY STAR - W/TRIM < 100 UI Replace existing window. Field measure and install a metal, 1 over 1, single hung, double glazed, Impact rated, Low E window that meets the ENERGY STAR standards for this climate. Include 1/2 screen. Wrap exterior jamb and sill with .027" aluminum coil stock back caulked and nailed 6" on center. Re-trim opening with casing, apron and stool to match existing. Prep for paint. American Craftsman 70 Series Low-E Argon Glass Single Hung White Impact FL Flange Window, or comparable; fully weatherize. Any defective wood at opening replace, properly weather-strip sealing w/proper sill. Paint all new wood to match adjacent areas. Window must meet impact and solar ratings. Windows must also have grills/grids in owner's choice of spacing/design.	24.00	EA		34,900 ⁵⁰
20	3145 DOOR--EXTERIOR PREHUNG--SOLID CORE Rear and side: Install a pre hung solid core, 6 panel, exterior fiberglass door with entrance lock set, and mortised dead bolt keyed alike, with wide angle peepsight. Prime and topcoat. Install JELD-WEN36 in. x 80 in. 6-Panel Primed Premium Steel Front Door Slab or equivalent with dead bolt and locking knob. Insure no damaged wood or threshold. Replace as required. Provide typical security viewer; fully weatherize seal from free flow of air.	2.00	EA		2600 ⁺
21	3185 DOOR--PREHUNG FIBERGLASS ENTRANCE Front: Dispose of door and frame. Install a prehung fiberglass, insulated, entrance door and jamb including interior and exterior casing, spring metal weatherstripping, interlocking threshold, one entrance and one mortised deadbolt keyed alike. Prime and top coat. Install JELD-WEN36 in. x 80 in. Primed Premium Steel Front Door or equivalent with dead bolt and locking knob. With minimum 24x36 impact rated fixed glass for viewing.	1.00	EA		2600
22	4170 CLOSE IN OPENING Remove existing door leading into bathroom in front corner of building. Opening shall be framed in using 2x4 studding and plywood. Exterior shall be finished using cement fiber siding to match that of the remainder of the building. Contractor shall remove siding surrounding this area to stagger joints. Interior will be finished with bathroom renovation.	1.00	EA		890

Duplicate

Door in Old Finance OFFICE Bath

Address: 608 N Garden Avenue

Unit: Unit 01

Location: 2 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 0

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24,880⁰⁰

10 Sheet Plywood In Bid
+95 for Extra Plywood

3100

Address: 608 N Garden Avenue

Unit: Unit 01

Location: 2 - Exterior

Approx. Wall SF: 0

Ceiling/Floor SF: 0

1. The exterior walls of the building are constructed of brick and are in good condition. The roof is made of asphalt shingles and is also in good condition. The foundation is made of concrete and is in good condition. The exterior finish is made of stucco and is in good condition. The exterior lighting is made of incandescent bulbs and is in good condition. The exterior doors are made of wood and are in good condition. The exterior windows are made of wood and are in good condition. The exterior stairs are made of concrete and are in good condition. The exterior ramps are made of concrete and are in good condition. The exterior handrails are made of metal and are in good condition. The exterior signs are made of aluminum and are in good condition. The exterior paint is made of latex and is in good condition. The exterior landscaping is made of shrubs and is in good condition. The exterior parking lot is made of asphalt and is in good condition. The exterior walkways are made of concrete and are in good condition. The exterior fences are made of metal and are in good condition. The exterior gates are made of metal and are in good condition. The exterior gates are made of metal and are in good condition.

10,000¹⁸

2. The exterior walls of the building are constructed of brick and are in good condition. The roof is made of asphalt shingles and is also in good condition. The foundation is made of concrete and is in good condition. The exterior finish is made of stucco and is in good condition. The exterior lighting is made of incandescent bulbs and is in good condition. The exterior doors are made of wood and are in good condition. The exterior windows are made of wood and are in good condition. The exterior stairs are made of concrete and are in good condition. The exterior ramps are made of concrete and are in good condition. The exterior handrails are made of metal and are in good condition. The exterior signs are made of aluminum and are in good condition. The exterior paint is made of latex and is in good condition. The exterior landscaping is made of shrubs and is in good condition. The exterior parking lot is made of asphalt and is in good condition. The exterior walkways are made of concrete and are in good condition. The exterior fences are made of metal and are in good condition. The exterior gates are made of metal and are in good condition. The exterior gates are made of metal and are in good condition.

3465

96,265

Location: 3 - Bathroom #1 (ADA Conversion)

Approx. Wall SF: 0

Ceiling/Floor SF: 0

1. The bathroom is located on the second floor of the building. It is currently used as a storage room. The bathroom is in good condition. The floor is made of tile and is in good condition. The walls are made of drywall and are in good condition. The ceiling is made of drywall and is in good condition. The lighting is made of incandescent bulbs and is in good condition. The door is made of wood and is in good condition. The window is made of wood and is in good condition. The toilet is made of porcelain and is in good condition. The sink is made of porcelain and is in good condition. The shower is made of porcelain and is in good condition. The vanity is made of wood and is in good condition. The mirror is made of wood and is in good condition. The cabinet is made of wood and is in good condition. The door is made of wood and is in good condition. The window is made of wood and is in good condition. The toilet is made of porcelain and is in good condition. The sink is made of porcelain and is in good condition. The shower is made of porcelain and is in good condition. The vanity is made of wood and is in good condition. The mirror is made of wood and is in good condition. The cabinet is made of wood and is in good condition.

Address: 608 N Garden Avenue

Unit: Unit 01

Location: 3 - Bathroom #1 (ADA Conversion)

Approx. Wall SF: 0

Ceiling/Floor SF: 0

1. Remove existing wall and ceiling materials in bathroom area.

2. Install new wall and ceiling materials in bathroom area.

3. Paint walls and ceiling in bathroom area.

4. Install new floor materials in bathroom area.

5. Install new door and door frame in bathroom area.

6. Install new vanity and sink in bathroom area.

7. Install new toilet and toilet paper holder in bathroom area.

8. Install new shower pan and shower door in bathroom area.

9. Install new grab bars in bathroom area.

10. Install new lighting fixtures in bathroom area.

800

11. Install new mirror and medicine cabinet in bathroom area.

12. Install new towel rack in bathroom area.

13. Install new shower pan and shower door in bathroom area.

14. Install new grab bars in bathroom area.

15. Install new lighting fixtures in bathroom area.

16. Install new door and door frame in bathroom area.

17. Install new vanity and sink in bathroom area.

18. Install new toilet and toilet paper holder in bathroom area.

19. Install new floor materials in bathroom area.

20. Paint walls and ceiling in bathroom area.

21. Install new wall and ceiling materials in bathroom area.

22. Remove existing wall and ceiling materials in bathroom area.

3000

23. Install new door and door frame in bathroom area.

24. Install new vanity and sink in bathroom area.

25. Install new toilet and toilet paper holder in bathroom area.

26. Install new floor materials in bathroom area.

27. Paint walls and ceiling in bathroom area.

28. Install new wall and ceiling materials in bathroom area.

29. Remove existing wall and ceiling materials in bathroom area.

30. Install new door and door frame in bathroom area.

31. Install new vanity and sink in bathroom area.

32. Install new toilet and toilet paper holder in bathroom area.

33. Install new floor materials in bathroom area.

34. Paint walls and ceiling in bathroom area.

35. Install new wall and ceiling materials in bathroom area.

36. Remove existing wall and ceiling materials in bathroom area.

37. Install new door and door frame in bathroom area.

38. Install new vanity and sink in bathroom area.

39. Install new toilet and toilet paper holder in bathroom area.

40. Install new floor materials in bathroom area.

41. Paint walls and ceiling in bathroom area.

42. Install new wall and ceiling materials in bathroom area.

43. Remove existing wall and ceiling materials in bathroom area.

44. Install new door and door frame in bathroom area.

45. Install new vanity and sink in bathroom area.

46. Install new toilet and toilet paper holder in bathroom area.

47. Install new floor materials in bathroom area.

48. Paint walls and ceiling in bathroom area.

49. Install new wall and ceiling materials in bathroom area.

50. Remove existing wall and ceiling materials in bathroom area.

1750

890

VOC
Prime as necessary to seal stains, raw plaster, etc. Paint

Address: 608 N Garden Avenue

Unit: Unit 01

Location: 3 - Bathroom #1 (ADA Conversion)

Approx. Wall SF: 0

Ceiling/Floor SF: 0

1. [Faint, illegible text]

2. [Faint, illegible text]

3. [Faint, illegible text]

4. [Faint, illegible text]

5. [Faint, illegible text]

6. [Faint, illegible text]

890

7. [Faint, illegible text]

8. [Faint, illegible text]

9. [Faint, illegible text]

5070

10. [Faint, illegible text]

11. [Faint, illegible text]

12. [Faint, illegible text]

4500

Location Total: 19,770

13. [Faint, illegible text]

14. [Faint, illegible text]

15. [Faint, illegible text]

800

Address: 608 N Garden Avenue

Unit: Unit 01

Location: 4 - Bathroom #2 and #3

Approx. Wall SF: 0

Ceiling/Floor SF: 0

1	1380*
2	7

3	1600*
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4	6000
---	------

5	3500
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47 5567 PREP & PAINT VACANT ROOM w/ PAINTED TRIM-LOW VOC

2.00 RM

1780

Address: 608 N Garden Avenue

Unit: Unit 01

Location: 4 - Bathroom #2 and #3

Approx. Wall SF: 0

Ceiling/Floor SF: 0

DATE: 10/15/2014

DESCRIPTION: ...

DATE: 10/15/2014

DESCRIPTION: ...

1780

DATE: 10/15/2014

DESCRIPTION: ...

15560

Address: 608 N Garden Avenue

Unit: Unit 01

Location: 4 - Bathroom #2 and #3

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 23 Electric

50	8110	REWIRE TO CODE--PER ROOM	2.00	RM	<u>9000</u>
Rewire unit to current code. Contractor shall furnish and wire room with the following: light swithes, bathroom fan/light kit, over the sink light, GCI outlet to be located near sink. Contractor shall allow \$350 for owner to select fan/light and over the sink light fixture.					

Trade: 700 Moisture Protection (CSI)

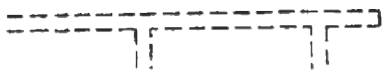
51	C07200	INSULATION	2.00	RM	<u>1100</u> ✓
Insulate exterior walls to meet code.					

Location Total: 46,060⁰⁰

Unit Total for 608 N Garden Avenue, Unit Unit 01:

Address Grand Total for 608 N Garden Avenue: \$ 165,295⁰⁰

Bidder: Reever building



94



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