

Application Form

Introduction

A Word version you may use to draft your application is available here. You must submit your final application through this portal.

The rubric that will be used to score your proposal is available for download.

A brief webinar giving an overview of this application can be viewed here.

Project Name*

Please give your proposal a short, descriptive title. This is how your request will appear throughout the PCF grant portal.

Housing Navigation, Community Case Management & Healthcare Navigation Homeless Adults and Children

Mission Statement*

Please write your organization's mission statement below. This should be no longer than one or two sentences.

To provide homeless and very low-income individuals and families, including Veterans, with housing, food, clothing and support services necessary to obtain self-sufficiency and improved quality of life.

Is your organization headquartered in Clearwater?

Why PCF asks this: Given that the City of Clearwater is the funding source for this grant program, PCF may prioritize organizations headquartered in Clearwater or those that have a strong presence in the City.

Yes

Grant Start Date*

PCF expects to issue a contract to approved organizations in September 2023. If awarded with a contract issuance date of September 1, 2023, when would your organization begin to spend funds?

10/01/2023

Grant End Date*

PCF expects the grant period to be between 12 and 24 months for this process. Given this range, when would your organization expect to finish expending funds if awarded?

09/30/2025

Annual Operating Budget*

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

\$6,696,567.00

Amount Requested*

The minimum grant request for this process is \$50,000.

The maximum grant request for this process is \$325,000.

If you request the full \$325,000, your organization should be able to demonstrate a *significant* impact to be made from these funds.

Please be sure that your grant request is proportional to your annual operating budget. If you have any questions about how much funding to request, please contact Jocelyn Howard at jhoward@pinellascf.org.

\$318,099.00

Programming

Programming Background*

Please describe the program that this grant would support and how it relates to your mission.

Example

Peer Counseling Services Inc. offers after-school support groups for middle schoolers and high schoolers. Below, Peer Counseling Services Inc. would describe what its programming is, how its programming works, and who is served.

Why PCF asks this: PCF wants to learn about what your organization does and how this work is related to carrying out your mission.

HEP offers low-barrier emergency housing and rapid-rehousing opportunities for individuals and families with children who are experiencing homelessness in Pinellas County. There are a total of 110 beds utilized in HEP's Adult and Family Shelter facility. Through Coordinated Entry System (CES) and Outreach Team referrals, HEP identifies and targets those with the highest service needs in Pinellas County, and offers low-barrier shelter and comprehensive overlay services, including case management, benefits assistance, meal services, workforce development, medical, mental health, substance abuse counseling, healthcare, dental and wellness services. There are no requirements for mandatory programming, sobriety, or compliance with mental health/substance abuse treatment. The average length of stay is 60 days.

This project involves numerous partnerships and collaborations to provide services on-site. These include but are not limited to Baycare and Morton Plant Mease, Advantage Mental Health, PERC, Caring Community Counseling, St. Petersburg College, and Clearwater Free Clinic, to name a few. We also employ a full-time Benefits Specialist available to assist participants in obtaining mainstream benefits to which they are entitled.

Funding will be used to add a full time Housing Navigator, full time Community Case Manager and a full time Community Healthcare Navigator to the program team. This team will work with homeless individuals as well as families with minor children.

Urgency*

Please describe how the proposed programming is addressing a time-sensitive community need. You may cite data sources.

Why PCF asks this: The City of Clearwater has indicated that this funding should be directed to programming addressing urgent needs.

The 2022 PIT identified 1,985 people comprising 1,658 households as literally homeless in Pinellas. Of the 1,985 total people counted, 52% (1,034) were in Emergency Shelters, 32% (644) were Unsheltered, 13% (258) were in Transitional Housing, and 2% (49) were in Safe Havens. Locating, securing and maintaining housing is more challenging than ever in Pinellas County, given low inventories, especially for affordable housing. HEP's comprehensive overlay services historically have not been available once a family or individual leaves the shelter, apart from our monthly Alumni dinners, so ensuring continued linkages with community services established while in shelter has made continuity of care uncertain and recidivism likely without additional supports. To address locating appropriate and affordable housing for a family with minors or individuals experiencing homelessness, HEP proposes a Housing Navigator position. This position would work to establish relationships with private landlords and property management companies to more quickly identify available units, reduce time in shelter and expedite permanent housing in the community. The Housing Navigator will utilize the proposed Community Case Manager and Community Healthcare Navigator collaboratively to identify and resolve issues that may result in loss of housing. This team would work together to ensure that issues such as food insecurity, health related issues, mental health and substance abuse, childcare, loss of employment, for examples, are being addressed in a timely manner to avert any disruption in housing. Available to the Community-based team would be the larger, comprehensive overlay services team to assist with any needs the individual or family may experience living independently in the community.

History in Clearwater*

Please describe how long you've been providing services in the City of Clearwater, and the nature of such services.

Why PCF asks this: Given that the City of Clearwater is the funding source for this grant program, PCF may prioritize organizations headquartered in Clearwater or those that have a strong presence in the City.

Located in the North Greenwood area of Clearwater and founded in 1986, HEP is recognized as a leading provider of services to assist adults and children experiencing homelessness in Mid/North Pinellas County. Deeply rooted in our community, HEP's model of care builds on experience and the strengths of our many community partners who specialize in addressing the root causes of homelessness and empowering those in our care to live life to its full potential. Our services are comprehensive and evidence-based and include the following: medical and mental health crisis intervention and stabilization services, dental and wellness, vision, workforce development, meal services and nutrition, substance abuse treatment and counseling, financial assistance and transportation.

In 2022, when we began to rebound from the COVID-19 Pandemic, HEP housed 686 adults and children, including 315 veterans, 318 seniors, and 103 children. 100 percent of families served secured permanent housing in the community upon discharge. HEP served 105,327 warm, nutritious meals, and 31 percent of homeless adults secured full-time employment after participating in HEP's Workforce Development Program. The HEP Dental and Wellness Clinic provided 6128 dental procedures valued at \$856,673. Behavioral health services, health education and outreach offered in the clinic was valued at \$5,934,420 savings to the healthcare system.

Language Capacity*

To what extent will your organization provide the proposed programming in languages other than English? Be specific as to written/digital materials and staff capabilities.

Why PCF asks this: Approximately 20% of Clearwater residents speak a language other than English in their homes (ACS Community Survey, 2021 1-yr Estimates). [msocom_1](#) PCF is interested in your ability to reach these residents.

The three positions funded through this initiative - Housing Navigator, Community Case Manager and Community Healthcare Navigator - will be bi-lingual Spanish. The following program materials will also be bilingual Spanish:

- Treatment Plan
- Housing Stability Assessment Tool
- Flourishing Scale
- CFPB Financial Wellbeing Scale

Program flyers will also be bilingual Spanish.

Outcomes*

Define one to two outcomes already being measured by your organization in relation to the programming this grant would support. This should be the outcome of the overall programming itself. **Outcomes are not the number of people you will serve, but how they or their situation will change.**

"Outcomes - are specific, measurable statements that let you know when you have reached your goals. Outcome statements describe specific changes in your knowledge, attitudes, skills, and behaviors you expect to occur as a result of your actions. Good outcome statements are specific, measurable, and realistic."

(W.K. Kellogg Foundation Logic Model Development Guide)

Example

80% of youth involved in peer counseling will show increased emotional intelligence after six months of participation.

Why PCF asks this: PCF considers measurable outcomes to be a cornerstone of effective social service programming. Tracking outcomes allows both an organization and its supporters to know how effective its programming is and helps an organization improve its programming over time.

- 70% of emergency housing guests will secure stable housing
- 80% of participants show increased understanding of the healthcare system and ability to manage their overall wellness
- 80% of participants who secure stable housing will retain housing for a minimum of 12 months

Measurements*

Explain what measurement tools you will use to evaluate the stated outcome(s) above. That is, how will your organization know it is achieving or not achieving the outcome(s) stated above? Stronger requests will use a

validated tool or method of data collection.

Example

Peer Counseling Services administers the Schutte Self Report Emotional Intelligence Test before counseling begins, and in six-month intervals thereafter.

Why PCF asks this: PCF would like to know how the outcome(s) you've specified are measured, and if you used a validated tool that has been proven in usage outside your organization. If you've developed your own tool, please describe how it was made.

Housing Stability Assessment Tool—CARF mandated; used on intake to assess housing history and housing needs. Case Managers are expected to continually assess and add to this tool as clients disclose information during their stay.

The Flourishing Scale is a Harvard validated public health tool to assess client's self-perceived success in important life areas and provides an overall measure of wellbeing. (Administered at intake and at follow up intervals post interventions by HEP's wellness team.)

CFPB Financial Wellbeing Scale—developed by the Consumer Financial Protection Bureau, this validated tool used to measure all aspects of a client's understanding of money management. This tool is administered at intake and follow up intervals post interventions such as financial literacy courses.

Grant Specifics

Grant Impact*

How would this grant help your organization and its clients achieve the outcomes stated above? That is, what would you be able to do with this funding that you otherwise could not?

This has been copied from your LOI. Please expand in this question to describe how this grant expands services.

Why PCF asks this: The intention of this grant is to fund organizations providing support for individuals and families in Clearwater with emergency housing and social services needs. How that support happens, and how this grant could help, differs from organization to organization. PCF would like to know specifically how this grant would help your organization and the clients you serve.

A housing navigator would increase successful housing placements. This position will be filled by a housing expert who will help participants find and maintain stable housing.

A community case manager would provide follow up social services once adults and families with children secure stable housing in the community.

A community healthcare navigator provide follow up wellness and healthcare access to adults and families with children once they are stabilized in the community.

These positions will work together to augment current services, thereby reducing recidivism and increasing our ability to track stability rates once participants are discharged from HEP.

Reduction in Funding*

Due to limited funding, your request amount may not be fully awarded if it is moved forward in the grant process. How would reduced/partial funding impact your proposed program?

Why PCF asks this: The review committee that ultimately recommends proposals for funding may consider partial funding. PCF would like to know upfront what impact this would have on your proposal.

If funding request is partially funded, the positions could be reduced to part time. However, fewer people would be served.

Sustainability*

Given that this funding is time-limited, how does your organization plan to sustain the programming expansion? If there is no sustainability plan, how would your organization effectively wind down the expansion when this funding ends?

Why PCF asks this: Due to the size and potential impact of this grant, PCF would like to know how clients would be supported after the grant period ends.

This program will be the only one of its kind in the community. We will use proven outcomes from years one and two to demonstrate program efficacy and cost savings in order to leverage ongoing program support from private and public funding sources beyond the length of this grant.

Governance/Financials

Board List*

Please upload a current list of your organization's Board of Directors.

PDF and Word formats are accepted.

2023 Board Directory.pdf

Organization Budget*

Please upload your most recent, board-approved organizational budget. You may add any notes regarding your budget below.

PDF and Excel files are acceptable.

Agency Budget 2023.pdf

See attached

Project Budget*

Please use [this template](#) to describe expenses for this program. You should use this template to provide a budget narrative as well, explaining the purpose of each expense and how it relates to the program.

The more specific your line items, the better. Any staff member(s) that would not be 100% funded by this grant should be shown with the time and effort that would be allocated to this grant.

ARP Clearwater-Budget-Detail .xlsx
See attached

Capital Purchases*

Capital expenses in your proposal should be shown to remove barriers to expanding services. Please describe below:

1. What percentage of your request is capital?
2. Describe why capital purchases are needed, and how they *directly* support the programming described in this proposal.

If your request does not include capital purchases, write "N/A" below.

Why PCF asks this: Unlike other local opportunities using ARPA funding, this grant opportunity is not meant to primarily fund capital needs. While capital purchases are permitted, the acquisition must be connected to your programming and should be helping unlock operational resources.

This request does not include capital purchases.

Additional Upload

Additional Upload*

If you have additional documents to support your application, you may upload them here. Please limit your upload to five pages. PDF files are accepted.

HEP_Campus_Map_2022.pdf

File Attachment Summary

Applicant File Uploads

- 2023 Board Directory.pdf
- Agency Budget 2023.pdf
- ARP Clearwater-Budget-Detail .xlsx
- HEP_Campus_Map_2022.pdf

2023 Board of Directors

Officers:	Address'	Business Afiliation	Email	Phone	Assigned Committee(s)	County	Spouce Partner				
Philip K. Beauchamp, Chairperson		Former President/CEO, MPM Health Care			Chairperson-Board of Directors, Building and Grounds, Community on Director's/Governance, Resource, Executive, Quality and Outcome	Pinellas					
Nancy Ramey, Vice Chairperson		Executive Vice President, ProVise Management Group, LLC			Resource	Pinellas					
Michael Kindt Secretary/Treasurer		Financial Advisor, Morgan Stanley			Audit/Finance Chair, Resource	Pinellas					
Haley Crum Immediate Past Chairperson		Executive Vice President, FrankCrum Staffing			Resource, Quality & Outcome	Pinellas					
Directors											
Adam Bouchard, AAI		Senior Vice President, Bouchard Insurance, A Marsh & McLenna Agency LLC Co.			Finance, Quality and Outcome, Resource	Pinellas					
Clay M. Biddinger		Chairman, Kenyon Energy, LLC			Resource	Pinellas					
Eric Ebbert		President, ProVise			Finance, Resource	Pinellas					
Dick Funk		Developer/Contractor			pending - Building and Grounds	Pinellas					
Wanda Fyfe		Former Police Officer, Clearwater Police Department			Finance, Resource	Pinellas					
Jennifer Garbowicz		Senior Vice President, Private Client Advisor, Bank of America			Resource	Pinellas					
Donald Hall		Retired Deputy Chief of Police, Clearwater			Resource - Building and Grounds	Pinellas					
Lanette Kirby		Executive Assistant, Blume Mechanical, LLC			Quality and Outcome, Finance, Resource	Pinellas					
Fred Lenz		Retired Cardiologist			pending	Pinellas					
David McAbee		Pastor, Everybody's Tabernacle, Inc.			Resource	Pinellas					
F. Wallace Pope, Jr.		Partner, Johnson Pope Bokor Ruppel & Burns, LLP.			pending - Governance	Pinellas					
Sharon Reid-Kane		Sr. Director of Education, Ruth Eckerd Hall			Resource Committee	Pinellas					
Dr. Carrie Shulman, M.D.		Neurosurgeon, Morton Plant Hospital			Resource	Pinellas					
Kyle Shulman		Real Estate			Resource	Pinellas					
Kate Tiedemann		Retired Business Owner			Resource	Pinellas					
Richard Vaughn	Retired VP, Communications, Tampa Bay Rays	Resource	Pinellas								
Tom Whiddon	Retired	Finance	Pinellas								
All Board of Director's are involved in securing project funding/fundraising as members of the Resource Development Committee.											

Homeless Emergency Project, Inc. Operating Budget				Variance 2022 -	Variance 2022
	2022	2022	2023	2023 Budget	Actual to 2023
	Actual	Budget	Draft Budget	Budget Variance	Budget Variance
Revenue					
Contributions - General, Marketing Campaigns	914,402	\$ 1,462,486	\$ 1,341,439	\$ (121,047)	\$ 427,036
Estate Contributions	45,135	\$ 50,000	\$ 200,000	\$ 150,000	\$ 154,865
Corporate	263,264	\$ 164,344	\$ 179,343	\$ 14,999	\$ (83,921)
Stock	124,330	\$ 52,299	\$ 100,000	\$ 47,701	\$ (24,330)
Contributions Total	\$ 1,347,133	\$ 1,729,129	\$ 1,820,782	\$ 91,653	
Program Fees-Transitional/Permanent (Client Portion)	313,140	\$ 304,181	\$ 328,292	\$ 24,111	\$ 15,152
Fundraising - Special Events (Golf, Other)	113,915	\$ 114,000	\$ 123,000	\$ 9,000	\$ 9,085
Thrift Store Sales	487,354	\$ 409,575	\$ 456,096	\$ 46,521	\$ (31,258)
Miscellaneous Income				\$ -	\$ -
Employee	9,592	\$ 3,774	\$ 7,947	\$ 4,173	\$ (1,645)
Thrift Store	456	\$ 758	\$ 427	\$ (331)	\$ (29)
Credit Card Rebate & Laundry Money	39,345	\$ 11,532	\$ 12,759	\$ 1,228	\$ (26,585)
Client Paid Dental Fees	22,520	\$ 13,286	\$ -	\$ (13,286)	\$ (22,520)
Other		\$ 4,630	\$ 2,000	\$ (2,630)	\$ 2,000
Program Total	\$ 986,322	\$ 861,735	\$ 930,522	\$ 68,787	
Federal Awards	Actual	Budget	Draft Budget	Budget Variance	Actual to Budget Variance
US Dept. of Veterans Affairs Grant and Per Diem	723,547	\$ 908,601	\$ 813,760	\$ (94,840)	\$ 90,213
VA Case Management	82,140	\$ 68,753	\$ 35,519	\$ (33,234)	\$ (46,621)
Bay Pines SATP Contract	94,230	\$ 153,300	\$ 153,300	\$ -	\$ 59,070
Bay Pines SCMI Contract	357,050	\$ 255,500	\$ 641,740	\$ 386,240	\$ 284,690
HUD Support Housing (Baty/Carlton/Independence Sq)	159,187	\$ 169,331	\$ 174,131	\$ 4,800	\$ 14,944
US Dept. of HUD - Shelter Plus Care Boley Portion	9,228	\$ 9,276	\$ 9,084	\$ (192)	\$ (144)
EFSP Phase 33 34 United Way	10,000	\$ 36,500	\$ -	\$ (36,500)	\$ (10,000)
Federal Awards Total	\$ 1,435,383	\$ 1,601,261	\$ 1,827,534	\$ 226,273	
Other Governmental contracts/awards	Actual	Budget	Draft Budget	Budget Variance	Actual to Budget Variance
City Community Development Block Grant Windows	88,922			\$ -	\$ (88,922)
Pinellas County Human Services - CHAP	296,075	\$ 82,944	\$ 23,239	\$ (59,705)	\$ (272,836)
County FTP ES	103,290	\$ -	\$ 686,845	\$ 686,845	\$ 583,555
Pinellas County Human Services - Overnight Shelter	124,684	\$ 124,684	\$ 124,684	\$ -	\$ -
Jail Diversion Program	2,858	\$ 9,600	\$ -	\$ (9,600)	\$ (2,858)
VASH Holt, Park, Independence Square	263,295	\$ 234,879	\$ 257,357	\$ 22,478	\$ (5,938)
City of Clearwater (fee for service) - Emergency shelter	25,000	\$ 50,000	\$ 50,000	\$ -	\$ 25,000
FDOT	20,514	\$ 13,000	\$ 18,515	\$ 5,515	\$ (2,000)
FAFCC and State of Florida	101,903	\$ 103,000	\$ 100,000	\$ (3,000)	\$ (1,903)
County Community Development Block Grant Windows	73,558				\$ (73,558)
Other Government Total	\$ 1,100,099	\$ 618,107	\$ 1,260,639	\$ 642,532	
Private Foundations	Actual	Budget	Draft Budget	Budget Variance	Actual to Budget Variance
Grants	701,129	\$ 770,871	\$ 521,608	\$ (249,263)	\$ (179,521)
Private Foundations Total	\$ 701,129	\$ 770,871	\$ 521,608	\$ (249,263)	
Total Revenue	\$ 5,570,065	\$ 5,581,102	\$ 6,361,085	\$ 779,983	
Expenditures	Actual	Budget	Draft Budget	Budget Variance	Actual to Budget Variance
Salaries	3,037,902.35	\$ 3,301,166	\$ 3,649,213	\$ 348,047	\$ 611,311
Salaries as a percent of revenue	55%	59%	57%		0.028279817
Fringe Benefits				Budget Variance	Actual to Budget Variance
FICA	230,910	\$ 260,862	\$ 285,784	\$ 24,922	\$ 54,874
FUTA	3,611	\$ 3,276	\$ 3,567	\$ 291	\$ (45)
SUI	15,484	\$ 13,922	\$ 15,167	\$ 1,244	\$ (317)
Workman Comp	43,106	\$ 45,556	\$ 46,331	\$ 775	\$ 3,225
Health Insurance	190,819	\$ 279,300	\$ 202,325	\$ (76,975)	\$ 11,506
Life Insurance	13,606	\$ 16,054	\$ 17,542	\$ 1,488	\$ 3,935
Short Term Disability	12,809	\$ 14,846	\$ 14,618	\$ (228)	\$ 1,809
Long Term Disability	18,889	\$ 23,862	\$ 22,656	\$ (1,206)	\$ 3,767
401 K	45,454	\$ 78,299	\$ 65,924	\$ (12,375)	\$ 20,470
Employee Liability Insurance	5,385	\$ 6,084	\$ 6,547	\$ 463	\$ 1,162

Homeless Emergency Project, Inc. Operating Budget	2022		2023		Variance 2022 - 2023 Budget	Variance 2022 Actual to 2023 Budget
	Actual	Budget	Draft Budget	Budget Variance	Variance	
Fringe Benefits	\$ 580,073	\$ 742,061	\$ 680,460	\$ (61,601)		
Total Salaries & Fringe Benefits	\$ 3,617,976	\$ 4,043,227	\$ 4,329,673	\$ 286,446		
Other Personnel Costs	Actual	Budget	Draft Budget	Budget Variance	Actual to Budget Variance	
Payroll Processing	29,459	\$ 30,307	\$ 33,484	\$ 3,177	\$ 4,025	
DOT Physicals	4,925	\$ 3,001	\$ 5,067	\$ 2,066	\$ 142	
Employee Background Checks	3,985	\$ 1,454	\$ 2,644	\$ 1,190	\$ (1,342)	
Employee Advertising	279	\$ 3,771	\$ 22	\$ (3,749)	\$ (257)	
Employee Incentives / Recruiting	16,161	\$ 750	\$ 1,249	\$ 499	\$ (14,913)	
Total Other Personnel Costs	\$ 54,810	\$ 39,283	\$ 42,466	\$ 3,183		
Total Personnel Costs	\$ 3,672,786	\$ 4,082,510	\$ 4,372,138	\$ 289,629		
Program Service Costs	Actual	Budget	Draft Budget	Budget Variance	Actual to Budget Variance	
Transportation	25,584	\$ 27,240	\$ 73,693	\$ 46,453	\$ 48,110	
Food Service	79,223	\$ 57,913	\$ 149,862	\$ 91,949	\$ 70,639	
Contract Program Services		\$ -	\$ -	\$ -	\$ -	
Field Trips		\$ -	\$ -	\$ -	\$ -	
Scholarships	324	\$ 2,000	\$ 847	\$ (1,153)	\$ 524	
CHAP-Assistance	274,994	\$ 78,001	\$ 16,667	\$ (61,334)	\$ (258,327)	
Grant Management Fee	5,095	\$ 5,441	\$ 3,267	\$ (2,173)	\$ (1,828)	
Relocation		\$ -	\$ -	\$ -	\$ -	
Program Services Outsourced	91,910	\$ 86,790	\$ 118,072	\$ 31,282	\$ 26,162	
Personal Care	8,221	\$ 6,148	\$ 7,059	\$ 911	\$ (1,162)	
Dental Lab Fees	28,497	\$ 15,765	\$ 30,000	\$ 14,235	\$ 1,503	
Vision Fees/Hearing	5,075	\$ -	\$ 10,000	\$ 10,000	\$ 4,925	
Onsite Security		\$ -	\$ -	\$ -	\$ -	
Activities/ Wellness	36,108	\$ 45,960	\$ 42,251	\$ (3,709)	\$ 6,143	
Life Skills PERC	129,090	\$ 152,200	\$ 154,020	\$ 1,820	\$ 24,930	
Client Rent	43,932	\$ -	\$ 3,900	\$ 3,900	\$ (40,032)	
Computer Supplies	23,868	\$ 18,277	\$ 18,567	\$ 290	\$ (5,301)	
Emergency Supplies	26,694	\$ 65,081	\$ 13,287	\$ (51,794)	\$ (13,407)	
Program Supplies	63,434	\$ 65,227	\$ 109,924	\$ 44,698	\$ 46,490	
Program Service Costs	\$ 842,048	\$ 626,042	\$ 751,417	\$ 125,375		
Other Costs	Actual	Budget	Draft Budget	Budget Variance	Actual to Budget Variance	
Accounting Fees	34,938	\$ 33,500	\$ 41,000	\$ 7,500	\$ 6,062	
Bank Service Fee	19,344	\$ 14,920	\$ 17,372	\$ 2,451	\$ (1,972)	
Investment Fees	51,804	\$ 44,386	\$ 50,378	\$ 5,993	\$ (1,426)	
Consulting Fees				\$ -	\$ -	
CARF estimated fees		\$ 8,508	\$ -	\$ (8,508)	\$ -	
Other	1,000	\$ -	\$ 41,514	\$ 41,514	\$ 40,514	
Contributions/Donation	8,527	\$ 7,025	\$ 8,250	\$ 1,225	\$ (277)	
Dues & Subscriptions	7,020	\$ 6,824	\$ 10,580	\$ 3,756	\$ 3,560	
Equipment Leases	13,110	\$ 17,679	\$ 13,177	\$ (4,502)	\$ 67	
Fundraising Expense	42,861	\$ 30,000	\$ 42,433	\$ 12,433	\$ (428)	
Office Equipment Maintenance	5,738	\$ 5,763	\$ 7,649	\$ 1,886	\$ 1,911	
Insurance Liability	58,045	\$ 59,805	\$ 61,463	\$ 1,658	\$ 3,419	
Insurance Property	99,133	\$ 81,845	\$ 104,627	\$ 22,782	\$ 5,494	
Insurance Auto	47,397	\$ 51,086	\$ 50,974	\$ (112)	\$ 3,577	
Interest	-	\$ 527	\$ 527	\$ -	\$ 527	
IT Professional Fees	16,313	\$ 10,250	\$ 30,000	\$ 19,750	\$ 13,687	
Legal Services	42,212	\$ 280	\$ 30,122	\$ 29,842	\$ (12,090)	
Technology	52,913	\$ 57,460	\$ 53,404	\$ (4,056)	\$ 492	
Licenses/Taxes	3,137	\$ 3,481	\$ 3,961	\$ 480	\$ 824	
Marketing	43,337	\$ 38,537	\$ 50,268	\$ 11,731	\$ 6,930	
Office Supplies	10,482	\$ 9,666	\$ 7,817	\$ (1,848)	\$ (2,664)	
Cost of Goods Sold	2,342	\$ 1,039	\$ 2,000	\$ 961	\$ (342)	

Homeless Emergency Project, Inc. Operating Budget				Variance 2022 -	Variance 2022
	2022	2022	2023	2023 Budget	Actual to 2023
	Actual	Budget	Draft Budget	Budget Variance	Budget Variance
Postage / Printing	35,687	\$ 31,826	\$ 31,531	\$ (296)	\$ (4,156)
Training/Seminars/Conferences	24,818	\$ 15,157	\$ 18,305	\$ 3,149	\$ (6,513)
Other Costs	\$ 620,157	\$ 529,564	\$ 677,351	\$ 147,788	
Occupancy Costs	Actual	Budget	Draft Budget	Budget Variance	Actual to Budget Variance
Rent	43,707	\$ 33,912	\$ 33,834	\$ (78)	\$ (9,874)
Telephone - Cell	14,480	\$ 17,645	\$ 17,467	\$ (178)	\$ 2,987
Telephone	12,291	\$ 18,980	\$ 10,000	\$ (8,980)	\$ (2,291)
Utilities - Cable & Internet	15,416	\$ 15,042	\$ 21,762	\$ 6,719	\$ 6,346
Utilities - Electric	171,256	\$ 151,800	\$ 186,028	\$ 34,228	\$ 14,772
Utilities - Water, Sewer, Trash	195,477	\$ 143,711	\$ 187,289	\$ 43,578	\$ (8,188)
Occupancy Costs	\$ 452,628	\$ 381,090	\$ 456,380	\$ 75,290	\$ 3,752
Maintenance Costs	Actual	Budget	Draft Budget	Budget Variance	Actual to Budget Variance
Maintenance - Appliances	20,442	\$ 8,250	\$ 24,592	\$ 16,342	\$ 4,151
Maintenance - Awnings & Blinds	344	\$ 6,557	\$ 7,500	\$ 943	\$ 7,156
Maintenance - Doors & Hardware	944	\$ 300	\$ 3,500	\$ 3,200	\$ 2,556
Maintenance - Electrical	4,690	\$ 2,000	\$ 3,000	\$ 1,000	\$ (1,690)
Maintenance - Elevator	3,111	\$ 3,050	\$ 2,947	\$ (103)	\$ (164)
Maintenance - Equipment	35,541	\$ 74,400	\$ 2,863	\$ (71,537)	\$ (32,678)
Maintenance - Equipment maintenance	1,382	\$ 3,520	\$ 2,220	\$ (1,299)	\$ 838
Maintenance - Flooring	13,117	\$ 3,000	\$ 11,527	\$ 8,527	\$ (1,590)
Maintenance - Furniture & Fixtures	31,859	\$ 39,160	\$ 52,998	\$ 13,838	\$ 21,139
Maintenance - General Repairs	13,339	\$ 11,451	\$ 14,857	\$ 3,407	\$ 1,519
Maintenance - Gutters	-	\$ 400	\$ 2,380	\$ 1,980	\$ 2,380
Maintenance - Hood Cleaning	575	\$ 880	\$ 1,259	\$ 379	\$ 684
Maintenance - HVAC	37,012	\$ 25,000	\$ 45,743	\$ 20,743	\$ 8,731
Maintenance - Irrigation	10,662	\$ 880	\$ 301	\$ (579)	\$ (10,361)
Maintenance - Janitorial	16,075	\$ 14,000	\$ 25,018	\$ 11,018	\$ 8,944
Maintenance - Key and Lock	2,645	\$ 2,085	\$ 53,186	\$ 51,101	\$ 50,540
Maintenance - Grounds keeping	45,119	\$ 45,000	\$ 44,834	\$ (166)	\$ (285)
Maintenance - Lighting	10,202	\$ 5,073	\$ 6,500	\$ 1,427	\$ (3,702)
Maintenance - Painting	5,716	\$ 3,850	\$ 4,208	\$ 358	\$ (1,508)
Maintenance - Pest Control	7,586	\$ 5,000	\$ 6,000	\$ 1,000	\$ (1,586)
Maintenance - Plumbing	36,316	\$ 15,000	\$ 35,000	\$ 20,000	\$ (1,316)
Maintenance - Roofing	6,485	\$ 2,640	\$ 13,000	\$ 10,360	\$ 6,515
Maintenance - Security & Fire systems	36,167	\$ 25,823	\$ 34,574	\$ 8,751	\$ (1,593)
Maintenance - Tree Trimming	5,100	\$ 5,528	\$ 7,500	\$ 1,972	\$ 2,400
Maintenance - Vehicle Repairs & Maintenance	43,576	\$ 15,372	\$ 8,219	\$ (7,152)	\$ (35,357)
Maintenance - Vehicle - Gas	10,755	\$ 16,500	\$ 10,555	\$ (5,945)	\$ (200)
Maintenance - Windows	172,648	\$ 1,200	\$ 15,000	\$ 13,800	\$ (157,648)
Asset Capitalization	(222,670)				\$ 222,670
Maintenance Costs	\$ 348,737	\$ 335,918	\$ 439,280	\$ 103,362	
Total Maintenance Costs	\$ 348,737	\$ 335,918	\$ 439,280	\$ 103,362	
Total Expenses	\$ 5,936,356	\$ 5,955,123	\$ 6,696,567	\$ 741,443	
Total Net Operating Income (Loss) Before Depreciation	\$ (366,291)	\$ (374,021)	\$ (335,482)	\$ 38,539	\$ 30,809
			\$ 0		
Depreciation (non cash)	\$ 701,412	\$ 665,768	\$ 734,816	\$ 69,048	\$ 33,404
Net Income (Loss) including depreciation	\$ (1,067,703)	\$ (1,039,789)	\$ (1,070,298)	\$ (30,509)	\$ (2,595)
Approved Endowment Transfer	\$ 249,748	\$ 249,748	\$ 264,019		
Loss reduced by endowment transfer	\$ (817,954)	\$ (790,041)	\$ (806,279)		
Shortage without depreciation	\$ (116,542)	\$ (124,273)	\$ (71,462)		

Homeless Emergency Project, Inc. Operating Budget				Variance 2022 - 2023 Budget	Variance 2022 Actual to 2023 Budget
	2022 Actual	2022 Budget	2023 Draft Budget	Budget Variance	Variance
Interest and Dividend Income	\$ 175,990	\$ 132,878	\$ 145,939	\$ 13,061	
Endowment Income	\$ (1,453,275)	\$ 1,559,037	\$ (475,920)	\$ (2,034,958)	
Endowment Gain(Loss)	\$ (1,277,285)	\$ 1,691,916	\$ (329,981)	\$ (2,021,897)	

\$ (2,344,988) \$ 652,126 \$ (1,400,279)
\$ 0

Capital			
Revenue			
City of Clearwater CDBG Funds Park St		\$	90,000
CDBG Roof & Bathroom Renovation		\$	250,000
CDBG ADA		\$	18,000
CDBG Learning Center		\$	150,000
ARPA- HVAC		\$	450,000
ARPA Vehicles		\$	151,820
	Total Capital Revenue	\$	1,109,820
Expense			
Dorm Laundry Facility		\$	20,000.00
Kitchen HVAC replacement		\$	75,000.00
1211 & 1215 N Betty Roor Replac and GPD Bathroom Renovation		\$	250,000.00
Park St Bathroom & Stairwell		\$	125,000.00
Holt HVAC replacement		\$	450,000.00
ADA Compliance		\$	18,000.00
Maintenance Office Build		\$	53,000.00
4 Maintenance Vehicles		\$	151,820.00
Refrigerated Truck \$25K received, balance to be covered by other funds		\$	85,000.00
Learning Center Outside Renovation		\$	150,000.00
	Total Capital Expense	\$	1,377,820.00
	Total Capital	\$	(268,000.00)

Draft Budget Detail

ORGANIZATION NAME: Homeless Emergencyn Project, Inc.

EXPENSES	Total Project Cost
-----------------	---------------------------

1 Salaries

Show your calculations. Include any project staff that will be paid a percentage of time from SCS funds. Explain how many hours will they work on the project.

2 Year Full Time Community Case Manager	\$ 76,752.00
2 Year Full Time Housing Navigator	\$ 76,752.00
2 Year Full Time Health Care Navigator	\$ 76,752.00
Other Salaries	\$ 1,025,211.97
Salaries Sub-Total	\$ 1,255,467.97

2 Fringe Benefits

Show your calculations. Includes such items as FICA, medical, dental, life insurance, etc.

2 Year Full Time Community Case Manager	\$ 25,091.75
2 Year Full Time Housing Navigator	\$ 25,091.75
2 Year Full Time Health Care Navigator	\$ 25,091.75
Other Fringe Benefits	\$ 214,572.18
Fringe Benefits Sub-Total	\$ 289,847.43

3 Contractual

Show calculations for reimbursement. Include: funds to hire someone for the project who is not a member of staff; Name of person/company, if known; What will they do?

Employee background checks, drug screening	\$ 14,907.29
Contractual Sub-Total	\$ 14,907.29

4 Equipment

This is the category requesting to purchase a major piece of equipment such as a computer or copy machine grant period, must be used primarily for the project. Explain: What is the specific item and how did you determine this is needed for the project? Please show any calculations.

3 iPhones, 1 desktop, 2 laptops purchase and ongoing expenses	\$ 8,880.48
Equipment Sub-Total	\$ 8,880.48

5 Travel

Provide any travel costs and calculations. Include, for example, if you plan to reimburse project staff for local travel or out of town training/conference. Show calculations.

Two positions, approximately 25 miles per week for 50 weeks	\$ 3,387.50
Travel Sub-Total	\$ 3,387.50

6 Supplies

What specific items, how many, unit and extended cost? Include expendable items, including office supplies used for day project activities.

Supplies Sub-Total	\$ -

7 Other

Includes miscellaneous items that do not fit into any other category such as, but not limited to, costs for prin project-related materials. Provide details. Emergency Relief fits here.

Client move in and rental costs	\$ 24,600.00
Program Service costs	\$ 431,718.58
Occupancy	\$ 107,367.03
Maintenance	\$ 40,787.76
Other Expenses	\$ 66,616.78
Depreciation	\$ 116,560.46
Other Expenses Subtotal	\$ 787,650.61
TOTAL EXPENSES	\$ 2,360,141.28
Difference between requested SCS grant and project cost	\$

**SCS Grant Request
@ \$18.00 per
hour**

plain what will they

\$	76,752.00
\$	76,752.00
\$	76,752.00
\$	-
\$	230,256.00

\$	25,091.75
\$	25,091.75
\$	25,091.75
\$	-
\$	75,275.25

of the agency's

\$	300.00
\$	300.00

**and during the
estimate its cost? Why**

\$	8,880.48
\$	8,880.48

I travel and/or to

\$	3,387.50
\$	3,387.50

necessary for day

\$	-

ating, duplication of

\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	318,099.23
	2,042,042.05

WELCOME TO HEP'S 8-ACRE COMMUNITY

1. SERVICE CENTER
2. FAIRBURN VETERAN APARTMENTS
3. HEP WEST VETERANS CLUBHOUSE
4. HEP WEST VETERAN APARTMENTS
5. URBAN EMPOWERMENT VERTICAL GARDEN
6. URBAN EMPOWERMENT IN-GROUND ORGANIC GARDEN
7. DENTAL & WELLNESS CLINIC
8. EMERGENCY APARTMENTS FOR FAMILIES
9. EVERYBODY'S TABERNACLE CHURCH
10. HEP KITCHEN & DINING HALL
11. EMERGENCY SHELTER FOR MEN & WOMEN
12. PHASE I & II PERMANENT SUPPORTIVE HOUSING FOR MEN & WOMEN
13. HEP THRIFT STORE
14. N. GREENWOOD ADULT EDUCATION & WORKFORCE DEVELOPMENT CENTER
15. BATY VILLAS PERMANENT SUPPORTIVE FAMILY HOUSING
16. OFF-SITE HOUSING: 16 HOMES & AN APARTMENT COMPLEX

