

# LOI Form

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## *Organization Information*

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**A Word version you can use to draft your request is available for download.**

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

### **Project Name\***

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

Housing Navigation and Stabilization Services for Clearwater Residents

### **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](mailto:jhoward@pinellascf.org).

\$325,000.00

### **Annual Operating Budget\***

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

\$3,145,874.00

### **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?

09/01/2023

### **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?

08/31/2024

## Mission Statement\*

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

The Homeless Leadership Alliance of Pinellas (HLA) strives to prevent, divert, and end homelessness in Pinellas County by providing leadership to community partners and stakeholders in the planning, implementation, and alignment of the community-wide crisis response system.

## 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.*

No

## Programming Background\*

Please describe the program that this grant would support.

### 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 it carries out its mission.*

The HLA is utilizing this application to support funding to retain employment of a Housing Specialist, Landlord Liaison, and 20% of a Workforce Development Specialist, and the associated financial assistance. The financial assistance component of the project will provide move-in costs, landlord incentives, and short-term rental assistance for an estimated 25-30 Clearwater households. These households will be within the ALICE (Asset Limited, Income Constrained, Employed) threshold and referred for assistance through the housing navigation referral form and contact form on the HLA's website. The purpose of this assistance is to increase the household's self-sufficiency by allowing them time and support to adjust to the rising cost of living in Clearwater. Households will be referred to the Pinellas County CHAP program or similar program, as appropriate, for additional support after program exit. Housing Specialist assists with housing search, unit identification, mediation, habitability inspection, and assists the participant in assessing issues, barriers, and strengths to achieve housing stability by development of a housing stabilization plan. The Landlord Liaison identifies permanent housing units in the rental market of the City of Clearwater, develops partnerships with landlords to overcome barriers that would prevent households from obtaining permanent housing, and works closely with Housing Specialist in the project. The Workforce Development Specialist will assist households with financial security by meeting their employment and educational goals. With housing needs secured, participants can build upon their resilience to ensure ongoing self-sufficiency. The Workforce Development Specialist will provide in-depth employment research/placements through resume building guidance/development, financial/budgeting educational guidance, and mock interview preparation.

## 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.*

The HLA provides support to the City of Clearwater through an annual contract to help the city address the root causes of homelessness through coordination of the annual Point-in-Time Count, Cold Night Shelter facilitation, state and federal legislative updates/initiatives that have impact upon Pinellas County homeless, and participation in community events and education. The HLA is also the recipient of CDBG-CV funding through the City of Clearwater, providing housing navigation assistance for low-to moderate-income residents impacted by the Coronavirus pandemic. Also, in the City of Clearwater, HLA is the lead organization on the effort of the relocation of Capri Mobile Home Park residents.

## Outcomes\*

Define one to two outcomes already being measured by your organization in relation to the programming this grant would support. This is not the outcome of this specific funding, but of the 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.*

75% of clients receiving housing navigation assistance will maintain housing stability six months after program exit.

## 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.*

Participant progress will be tracked using the Homeless Management Information System (HMIS). This system requires client-level data to be tracked for the provision of housing and services to support sustainability. HMIS requires entering income, benefits, race, ethnicity, family size, case plan goals, and other information. Data will be entered into HMIS at intake and every 30 days thereafter until housed. Participant housing stability progress will be measured at 30, 60, and 90 days and then again at 6 months and 12 months after the client has been rehoused. HMIS data and metrics are required for all providers to track, which allows

the HLA to track participant progress through services received by another agency providing longitude data for reporting purposes.

### 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?

*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.*

This grant would help HLA to rehouse 25-30 Clearwater households that we would not otherwise be able to assist and to have their housing stability maintained for 6+ months through staff support and financial assistance.

### Preliminary Budget Narrative\*

Please write a brief breakdown of line items showing how your requested funds would be used. You may add context to the expenses if needed (for example, if salaries are requested, state how that position supports the programming described in your proposal). A more detailed, formal budget will be required if your request is moved forward in the funding process.

Small equipment purchases are permitted under this grant provided they are directly tied to service delivery. You may include those purchases in this narrative.

If your organization will be requesting indirect costs, please include this in your narrative. Note that the indirect cost rate for this grant is capped at 5% of the grant.

*Why PCF asks this: PCF would like to gain a general understanding of the proposed programming costs for this grant.*

Salaries	\$ 111,323.44
-Housing Specialist at 100% (assists clients with housing navigation)	
-Landlord Liaison at 100% (works for landlords to secure units)	
-Workforce Development Specialist at 20% (assists clients with increasing income to maintain stability)	
Taxes	\$ 7,899.59
Insurance, WC	\$ 3,322.78
Total Staff expenses	\$ 122,545.81
Operating Expenses	\$ 6,851.90
Total Staff/Operating	\$ 129,397.71
Client Assistance Funds	\$ 179,352.29
Indirect Costs at 5%	\$ 16,250.00
TOTAL REQUEST	\$ 325,000.00

## 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.*

Unless alternative funding was identified, HLA would not be able to serve Clearwater households with housing navigation and client assistance if not awarded.

## File Attachment Summary

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### *Applicant File Uploads*

*No files were uploaded*