

LOI Form

Organization Information

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.

NeighborHOPE Homeless Prevention

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.

\$100,000.00

Annual Operating Budget*

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

\$43,327,132.00

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?

08/31/2025

Mission Statement*

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

Metropolitan Ministries mission is to care for the homeless and those at risk of becoming homeless in our community through services that alleviate suffering, promote dignity and instill self-sufficiency... as an expression of the ongoing ministry of Jesus Christ. MM does not proselytize and serves all in need.

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.

NeighborHope provides community navigation, homeless prevention resources, and education supports to 100 Clearwater households annually. Community navigation services are typically light touch, serving each household 2-5 times depending on their need. The goal is to help families quickly and efficiently access resources in their own neighborhood to maintain stable housing and overall wellness. The Community Navigator provides resources and referrals for food, housing, healthcare, transportation, childcare, counseling, and education/employment. The Navigator also facilitates the provision of financial assistance for rent/utilities when needed. Navigators help people complete applications for public benefit such as SNAP, TANF and Medicaid.

If the Navigator sees a family who needs more intensive support, they refer them to a Case Manager who provides weekly services to help families gain stable housing (if needed), set goals, and access resources for housing stability. The Navigators are based at partner sites including Tampa Bay Neighborhood Housing Services and R Community First LLC. They supply services that enhance what these organizations are already offering. Through this partnership, MM fills gaps in existing community services so that families have access to more robust resources at one location. The Navigators also attend community events to serve clients. In coordination with the Navigators, MM's Pinellas Associate Director will continue building relationships with Clearwater organizations to offer services at more locations where they are most needed.

In 2020, following COVID-19, MM launched a program called NeighborHOPE Pinellas and selected 2 communities with high child poverty rates (North Greenwood and South St. Petersburg) to invest resources, services, and capacity building for local organizations. These are strong and vibrant communities that have long been forced to deal with racial discrimination and health inequities, and as a result have experienced high rates of poverty. Currently, MM has provides the support of case managers and community navigators to help people address housing and financial stability and uplift the community as a whole. Through this grant, MM is seeking funds which will be used to provide families with financial assistance for rent/mortgage and utilities, and motel vouchers to prevent families from being unsheltered. This will enhance the services we are able to offer and the impact we can have for families.

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.

MM began providing services in the City of Clearwater through the NeighborHOPE program this fiscal year. NeighborHOPE also operates in 3 communities in Hillsborough County, 1 in Pasco County, and in South St. Petersburg. While the program is relatively new to North Greenwood, we believe there is potential to grow the program to meet the housing and workforce needs of residents. We were recently awarded a City of Clearwater ARPA grant supporting the NeighborHOPE initiative.

Metropolitan Ministries is partnering with Tampa Bay Neighborhood Housing Services and R Community First LLC, located in North Greenwood, to offer system navigation out of their offices.

In North Greenwood, Metropolitan Ministries has a longstanding partnership with United Way's Resource Center to distribute holiday food boxes to residents. The Homeless Empowerment Program, Clearwater Neighborhood Family Center, and Clearwater Martin Luther King Jr. Neighborhood Center are referral partners.

During the pandemic, Metropolitan Ministries also provided homeless prevention resources to families in need, distributing several hundred thousands of dollars to Pinellas County residents including some in Clearwater. MM also works with several Pinellas partners on a regular basis: Through our Boxes of Hope program, food boxes are delivered to Helping Hands and Mt. Olive Baptist Church. Additionally, through our Meal Site Partner program, hot meals are delivered to First United Methodist Pinellas Park, Celebrate Outreach, Pinellas Safe Harbor and Trinity Lutheran. MM is currently renting space at the Sanderlin Center to provide system navigation, case management and outreach services to Pinellas 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.

1. At least 85% of 100 households receiving Community Navigation support will receive a resource or referral that prevents homelessness.

2. At least 80% of 36 households receiving Case Management support will exit to permanent housing or a housing program.
3. At least 80% of a minimum of 36 families receiving Case Management support will have improved family well-being.

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.

Outcome 1: Homeless Prevention services will be documented through a service transaction at the time the service is provided. If financial resources are distributed, documentation will be saved in the record.

Outcome 2: Housing status will be updated at exit from the program in HMIS and utilized to determine the results of the outcome.

Outcome 3: The North Carolina Family Assessment Scale is utilized to measure progress at entry and exit for households participating in case management services. The NCFAS is an evidence-supported tool that all Case Managers are trained to utilize. The module looks at 8 domains of well-being and stability for the household. Pre-scores inform the case manager on suggestions for goals for the household's case plan. Post scores evaluate the progress the household made during their time in the program.

MM uses the HMIS (Homeless Management Information System) database to track services and outcomes. HMIS is similar to an electronic medical record; after the client signs a release of information, they are assigned a unique ID. For this grant, all services (case plans, case notes, referrals, financial assistance, etc.) will be recorded in the client file. Outcomes including housing placements and NCFAS scores will also be recorded in the client file.

Monthly meetings are conducted for all grants involving the cross-functional group of staff involved to assure that projects are implemented according to the projected timeline and all requirements are being met. Data is reviewed at monthly meetings to assure the program is on track to achieving stated outcomes, allow for program course corrections and maintain data quality throughout the project.

Associate Director of Grant Management Esther Mathew is responsible for grant compliance. She has 6 years of experience managing government and corporate grants and has been working at MM since 2014. She oversees a team of 2 staff who jointly manage \$9 million in grants.

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.

The goal of NeighborHOPE is to help families quickly and efficiently access resources in their own neighborhood to increase stability. The Community Navigator will provide resources and referrals for food, housing, healthcare, transportation, childcare, counseling, and education/employment. The Navigator will also facilitate the provision of financial assistance for rent/utilities when needed in order to prevent a family from becoming homeless. This funding will also be used to put families in motels while they locate housing.

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.

Metropolitan Ministries requests \$100,000 of City of Clearwater ARPA grant funds (\$50,000/ year for 2 years) to support homeless prevention assistance and motels. Money will be distributed through the NeighborHOPE (33755) neighborhood initiative. Metropolitan Ministries' Family Support Center staff in Tampa will process the prevention assistance but NeighborHOPE staff will provide case management or system navigation resources for participants.

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 this project is partially funded, MM will provide system navigation and community based case management services, but will have limited financial prevention assistance to provide clients to prevent homelessness.

File Attachment Summary

Applicant File Uploads

No files were uploaded