



Lee County  
*Southwest Florida*

LEE COUNTY BOARD OF COUNTY COMMISSIONERS  
HUMAN AND VETERAN SERVICES

**American Rescue Plan Act**

**Sub-recipient Agreement**

with

**Catholic Charities Diocese of Venice**

**January 1, 2022 – December 31, 2024**

## **FEDERALLY-FUNDED SUBAWARD AND FUNDING ASSISTANCE AGREEMENT**

The following information is provided pursuant to 2 C.F.R. §200.331(a)(1):

Name of sub-recipient: **Catholic Charities Diocese of Venice**

SAM Organization Identifier: **FTXXZCN4B753**

DUNS #: **877686501**

ARPA Unique Identification Number: **ARPA-DC311B1**

Federal Award Identification Number: **SLT-2390**

Federal Award Date: **June 14, 2021 (first payment/tranche received)**

Subaward Period of Performance: Start Date: **January 1, 2022**

Subaward Period of Performance: End Date: **December 31, 2024**

Total Amount Obligated by this Action: **\$478,992.17**

Total Federal Obligation by Lee County to Sub-recipient: (including this obligation)  
**\$478,992.17**

Total Federal Award Commitments by Lee County to Sub-recipient: **\$478,992.17**

Award is R&D: **NO**

Program Description: On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law by the President. Section 9901 of ARPA amended Title VI of the Social Security Act (the Act) to add section 602, which establishes the Coronavirus State Fiscal Recovery Fund, and section 603, which establishes the Coronavirus Local Fiscal Recovery Fund (together, the Fiscal Recovery Funds). The Fiscal Recovery Funds are intended to provide support to state, local, and tribal governments (together, recipients) in responding to the impact of COVID-19 and in their efforts to contain COVID-19 on their communities, residents, and businesses. The Fiscal Recovery Funds build on and expand the support provided to these governments over the last year, including through the Coronavirus Relief Fund (C.R.F.).

The American Rescue Plan will deliver \$350 billion for state, local, territorial, and tribal governments to respond to the COVID-19 emergency and restore jobs. The Coronavirus State and Local Fiscal Recovery Funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery. Recipients may use Coronavirus State and Local Fiscal Recovery Funds to:

- Support public health expenditures by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
- Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
- Replace lost public sector revenue by using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;

- Provide premium pay for essential workers by offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
- Invest in water, sewer, and broadband infrastructure by making necessary investments to improve access to clean drinking water, to support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Federal awarding agency: **U.S. Department of Treasury**

Pass-through entity: **Lee County, FL**

CFDA number: **21.027**

CFDA name: **Coronavirus State and Local Fiscal Recovery Funds (CSLFRF)**

R&D designation: **Non R&D**

Should you have any question about this sub-award, please contact: **Glen Salyer, Assistant County Manager at 239-533-2221**

As required by Federal Regulations and the terms and conditions of this award, the applicant agrees to complete and sign this document to ensure that they are eligible for any future COVID-19 funding from Lee County. This also includes that the Sub recipient agrees to report any fraud, waste or abuse of these funds to Lee County Administration.

**SUBRECIPIENT CONTRACT BETWEEN  
THE LEE BOARD OF COUNTY COMMISSIONERS  
AND CATHOLIC CHARITIES DIOCESE OF VENICE**

THIS AGREEMENT is entered into by Lee County, a charter county and political subdivision of the State of Florida, herein referred to as COUNTY and **Catholic Charities Diocese of Venice**, whose address is **1000 Pinebrook Road, Venice, FL 34285**, herein referred to as SUBRECIPIENT.

**RECITALS**

WHEREAS, Lee County is a body corporate and politic established under the Florida Constitution and the Laws of Florida, and is authorized to, among other things, accept and administer grants from State and Federal authorities to enhance the quality of life in Lee County; and

WHEREAS, Congress passed the American Rescue Plan Act (ARPA) on March 10, 2021 and President Biden signed the American Rescue Plan Act into law on March 11, 2021; and

WHEREAS, the American Rescue Plan Act, in part, amends the Social Security Act (42 U.S.C. 601) by establishing the Fund in the amount of \$350 billion dollars for payments to States, Tribal governments and units of local government based on their populations.

WHEREAS, Lee County accepted American Rescue Plan Act funding from the United States Department of the Treasury; and

WHEREAS, this Agreement is consistent with American Rescue Plan Act guidelines to respond to the public health emergency or its negative economic impacts; and

WHEREAS, the SUBRECIPIENT requests and the COUNTY agrees, to provide funding to the SUBRECIPIENT for eligible expenditures under the American Rescue Plan Act, specifically pursuant to the terms and conditions specified herein relating to COVID-19; and

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

Section 1. Recitals

The foregoing recitals are true and correct and form a material part of this Agreement upon which the Parties relied.

Section 2. Term

This Agreement is effective on \_\_\_\_\_ and ends on December 31, 2024 unless terminated earlier in accordance with this Agreement.

The Subaward Period of Performance is from January 1, 2022 and ends on December 31, 2024.

The Subaward Budget Period is from January 1, 2022 and ends on December 31, 2024.

### Section 3. American Rescue Plan Act Funding

- a) The American Rescue Plan (ARP) Act, Section 603(c)(1) of the Social Security Act, established the \$350 billion Coronavirus State and Local Fiscal Recovery Funds. The United States Department of Treasury made payments from the Fund to States and eligible units of local government. The American Rescue Plan Act requires that payments from the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) only be used to cover expenses that: (a) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality; (b) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers; (c) For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and (d) To make necessary investments in water, sewer, or broadband infrastructure.
- b) For the purposes this Agreement, the COUNTY serves as the pass-through entity for a Federal award and the SUBRECIPIENT serves as the recipient of a sub award. This Agreement is entered into based on the following representations:
  - 1. The SUBRECIPIENT represents that it is fully qualified and eligible to receive these grant funds per the funding requirements.
  - 2. The COUNTY received these funds from the Federal government, and the COUNTY has the authority to sub grant these funds to the SUBRECIPIENT upon the terms and conditions outlined below.
  - 3. The COUNTY has authority to disburse the funds under this Agreement.

The COUNTY agrees to provide financial assistance to the SUBRECIPIENT in an amount not-to-exceed **\$478,992.17**. The SUBRECIPIENT must use this financial assistance for expenses eligible under 603(c)(1) of the Social Security Act, specifically the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) to mitigate financial hardships incurred because of COVID-19 during the Term. These funds must be spent in accordance with the guidance on the United States Treasury's website <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>. SUBRECIPIENTS are responsible for ensuring that any procurement using CSLFRF funds, or payments under procurement contracts using such funds are consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 through 2 CFR 200.327, and Appendix II to Part 200, as applicable.

- c) SUBRECIPIENT is required to review the United States Treasury's website for updates to ensure compliance with the most updated CSLFRF guidance.
- d) For each SUBRECIPIENT, the COUNTY will assess the risk to successfully fulfilling the project objective pertaining to this agreement. The results of subrecipient risk assessments will have an effect on the frequency and level of scrutiny during the monitoring process and may result in additional requirements being imposed on the SUBRECIPIENT.

- e) The SUBRECIPIENT must comply with 2 CFR 200 for accounting standards and cost principles.
- f) The SUBRECIPIENT must comply with COUNTY rules and 2 CFR 200 for conflicts of interest.
- g) The SUBRECIPIENT shall be responsible for indirect cost associated with this grant.
- h) SUBRECIPIENT acknowledges that it has read, understands, will be bound by and agrees to have carried out, shall carry out, or cause to be carried out the terms, conditions, and services as described in the agreement attachments, including:
  - 1. ATTACHMENT A: PROJECT DETAILS – Application, Budget and Eligible activities.
  - 2. ATTACHMENT B: REPORTING REQUIREMENTS – Description of the reporting requirements. Additional United States Treasury reporting requirements may be identify and required after the execution of this agreement.
  - 3. ATTACHMENT C: EQUITY-BASED REQUIREMENT – Description of the project’s equitable design and implementation by addressing the program’s equity goals, awareness, access and distribution, and outcomes.
  - 4. ATTACHMENT D: EVIDENCE-BASED REQUIREMENT – Description of the supporting evidence or evidence-producing strategy related the project selection, design, and implementation.
- 5. Award Payment:
  - a. All payments made under this Agreement shall be on a reimbursement basis. These reimbursement monies are from CFDA 21.027. In order to obtain reimbursement for expenditures, the SUBRECIPIENT must file with the COUNTY, through the portal, its request for reimbursement and any other information required to justify and support the payment request. Reimbursement requests may be submitted as frequently as monthly. The final reimbursement request is due on or before January 10, 2025, for costs incurred through December 31, 2024.
  - b. Reimbursement requests must include a certification, signed by an official who is authorized to legally bind the SUBRECIPIENT, which reads as follows:

By signing this request, I certify to the best of my knowledge and belief that the request is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the reimbursement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).

- c. The COUNTY shall verify all documentation received prior to expending Funds under this Agreement and may request additional documentation, if needed. Reimbursements will only be made for expenditures that the COUNTY provisionally determines are eligible under the CSLFRF. The COUNTY retains the right to deny any requests for Funds under this Agreement if in the COUNTY'S sole discretion the request is not for and documentation does not substantiate an eligible expenditure. However, the COUNTY'S provisional determination that an expenditure is eligible does not relieve the SUBRECIPIENT of its duty to repay the COUNTY for any expenditures that are later determined by the COUNTY or the Federal government to be ineligible.
- d. COUNTY shall not be liable to any vendor, supplier or subcontractor for any expenses or liabilities incurred in connection with any Project and SUBRECIPIENT shall be solely liable for such expenses and liabilities.
- e. SUBRECIPIENT acknowledges that the COUNTY intends to award a portion of the CSLFRF funding to SUBRECIPIENT, and further acknowledges that the CSLFRF funding may be utilized only for the uses authorized by American Rescue Plan Act. Accordingly, SUBRECIPIENT covenants that the use of the CSLFRF funding by SUBRECIPIENT pursuant to this Agreement is limited to only those uses for which the CSLFRF funding may be utilized under American Rescue Plan Act.
- f. SUBRECIPIENT will retain any equipment purchased with CSLFRF funding through December 31, 2026.

#### Section 4. Enforcement

SUBRECIPIENT certifies that the information provided is complete, accurate, and current demonstrating SUBRECIPIENT'S eligibility to receive the Funds. SUBRECIPIENT is liable for recapture of Funds if any representation made in the reimbursement requests, reporting or supporting documentation is at any time false or misleading in any respect, or if SUBRECIPIENT is found in non-compliance with laws, rules or regulations governing the use of the Funds provided pursuant to this Agreement. The provisions of this Section 4 shall survive the termination of this Agreement.

#### Section 5. Recapture of Expenses

- A. Any funds that are not expended as authorized under this Agreement must be refunded to the COUNTY within fourteen (14) days of receipt of written notice provided by the COUNTY.
- B. Any funds that are not expended within the anticipated timeframe under this Agreement are subject to recapture. If requested, a refund to the COUNTY must be made within fourteen (14) days of receipt of written notice for a refund provided by the COUNTY.
- C. The COUNTY'S determination that an expenditure is eligible does not relieve the SUBRECIPIENT of its duty to repay the COUNTY in full for any expenditures that are later determined by the COUNTY or the Federal Government, in each of its sole discretion, to be ineligible expenditures or the discovery of a duplication of benefits.

- D. If requested by the COUNTY, all refunds, return of improper payments, or repayments due to the COUNTY under this Agreement are to be made payable to Lee County and mailed directly to the COUNTY pursuant to Section 18 Notice and this Agreement.
- E. The SUBRECIPIENT has responsibility for identifying and recovering grant funds that were expended in error, disallowed, or unused. The SUBRECIPIENT will also report all suspected fraud to the county.

#### Section 6. Maintenance and Review of Records

SUBRECIPIENT shall maintain all records and accounts, including property, personnel and financial records, contractual agreements, memoranda of understanding, subcontracts, proof of insurance, and any other records related to or resulting from the Agreement to assure a proper accounting and monitoring of all funds awarded and shall maintain all accounts pertaining to such services, including, but not limited to, property, personnel and financial records, and supporting documentation, and any additional records required as a result of or associated with the utilization of the CSLFRF funding as outlined in the United States Treasury Compliance and Reporting Guidance, State and Local Fiscal Recovery Funds, or as maybe amended, which, among other things, shall enable ready identification of SUBRECIPIENT'S cost of goods and use of funds. If any litigation, claim, negotiation, audit, monitoring, inspection or other action has been started before the expiration of the required record retention period, records must be retained until completion of the action and resolution of all issues that arise from it, or the end of the required period, whichever is later.

With respect to all matters covered by this Agreement, records will be made available for examination, audit, inspection or copying purposes at any time during normal business hours and as often as COUNTY may require. SUBRECIPIENT will permit same to be examined and excerpts or transcriptions made or duplicated from such records, and audits made of all contracts, invoices, materials, records of personnel and of employment and other data relating to all matters covered by this Agreement.

The SUBRECIPIENT must maintain records and financial documents in compliance with all standards in the ARPA CSLFRF guidance and 2 CFR 200. Generally, records and financial documents must be maintained for five years after all funds have been expended or returned. The COUNTY or Treasury may request transfer of records of long-term value at the end of such period. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.

SUBRECIPIENT must agree to provide or make available such records to the COUNTY upon request, to Treasury upon request, and to the Government Accountability Office ("GAO"), Treasury's Office of Inspector General ("OIG"), and their authorized representative in order to conduct audits or other investigations.

The COUNTY may access the SUBRECIPIENT records and financial statements as necessary to conduct monitoring activities.

#### Section 7. Monitoring

The SUBRECIPIENT agrees to permit persons duly authorized by the COUNTY, the Federal or State grantor agency (if applicable) or any representatives to inspect all records, papers, documents, facility's goods and services of the SUBRECIPIENT and/or interview any clients and employees of the SUBRECIPIENT to be assured of satisfactory performance of the terms and conditions of this contract to



the extent permitted by the law after giving the SUBRECIPIENT reasonable notice. The monitoring is a limited scope review of the contract and agency management and does not relieve the SUBRECIPIENT of its obligation to manage the grant in accordance with applicable rules and sound management practices.

Following such monitoring, the COUNTY will deliver to the SUBRECIPIENT a written report regarding the manner in which services are being provided. The SUBRECIPIENT will rectify all noted deficiencies within the specified period of time indicated in the monitoring report or provide the COUNTY with a reasonable and acceptable justification for not correcting the noted shortcomings. The SUBRECIPIENT'S failure to correct or justify the deficiencies within the time specified by the COUNTY may result in the withholding of payments, being deemed in breach or default, or termination of this contract.

#### Section 8. Audits

A. The COUNTY may perform an audit of the records of the SUBRECIPIENT at any time during the Term of this Agreement and after final disbursements have been made, even if the Agreement has expired or terminated. Audits may be performed at a time mutually agreeable to the SUBRECIPIENT and the COUNTY. When conducting an audit of the SUBRECIPIENT'S performance under this Agreement, the COUNTY must use Generally Accepted Government Auditing Standards ("GAGAS"). As defined by 2 C.F.R. §200.50, GAGAS, also known as the Yellow Book, means generally accepted government auditing standards issued by the Comptroller General of the United States, which are applicable to financial audits.

B. If an audit shows that all or any portion of the Funds disbursed were not spent in accordance with the conditions of and strict compliance with this Agreement, the SUBRECIPIENT will be held liable for reimbursement to the COUNTY of all Funds not spent in accordance with these applicable regulations and this Agreement, within fourteen (14) days after the COUNTY has notified the SUBRECIPIENT of such non-compliance.

C. If the COUNTY elects to have the SUBRECIPIENT perform an audit, the SUBRECIPIENT must have all audits completed by an independent auditor, which is defined in § 215.97(2)(i), Florida Statutes, as "an independent certified public accountant licensed under chapter 473." The independent auditor must state that the audit complied with the applicable provisions noted above. The audits must be received by the COUNTY no later than six (6) months from the end of the SUBRECIPIENT'S fiscal year.

D. The SUBRECIPIENT must send copies of reporting packages required under this paragraph directly to the COUNTY in accordance with Section 18 Notice.

E. Single Audit Requirements. SUBRECIPIENTS, that expend more than \$750,000 in Federal awards during their fiscal year will be subject to an audit under the Single Audit Act and its implementing regulation at 2 C.F.R. Part 200, Subpart F regarding audit requirements.

#### Section 9. Closeout

SUBRECIPIENT will comply with all closeout procedures of the awards, to include full compliance with the agreement terms and conditions, ARPA, CSLFRF rule and guidance, and 2 CFR 200. Key tasks will be closeout communications, confirmation for maintenance of records and financial documents, receipt of all final reimbursement requests or payment requests, receipt of all financial reports and performance reports, fulfillment of any requests to reconcile reports and payment requests. The retention period per

CSLFRF compliance and reporting is 5 years.

Section 10. Indemnification

SUBRECIPIENT shall indemnify, hold harmless, and defend COUNTY from and against any and all liabilities, losses, claims, damages, demands, expenses or actions, either at law or in equity, including court costs and attorneys' fees (at the trial and all appellate levels), that may hereafter at any time be made or brought by anyone on account of personal injury, property damage, loss of monies, or other loss, allegedly caused or incurred, in whole or in part, as a result of any negligent, wrongful, or intentional act or omission, or based on any act of fraud or defalcation or breach of any provision or covenant of this Agreement or applicable law by the SUBRECIPIENT, its agents, subcontractors, assigns, heirs, and employees resulting from or arising under this Agreement.

The provisions of this Section 11 shall survive the termination of this Agreement.

Section 11. Termination

This Agreement may be terminated by the SUBRECIPIENT or the COUNTY at any time, with Cause or without Cause, upon not less than thirty (30) days prior written notice delivered to the SUBRECIPIENT as provided for in this Agreement or, at the option of COUNTY, immediately in the event that SUBRECIPIENT fails to fulfill any of the terms, understandings, or covenants of this Agreement. COUNTY will not be obligated to pay for costs incurred by SUBRECIPIENT after SUBRECIPIENT has received notice of termination.

Section 12. Remedies

The COUNTY may exercise any other rights or remedies, which may be available under law. If the COUNTY waives any right or remedy in this Agreement or fails to insist on strict performance by the SUBRECIPIENT, it will not affect, extend or waive any other right or remedy of the COUNTY, or affect the later exercise of the same right or remedy by the COUNTY for any other default by the SUBRECIPIENT.

Section 13. Equal Opportunity; Non-Discrimination

SUBRECIPIENT shall comply with the requirements of all applicable federal, state and local laws, rules, regulations, ordinances and executive orders prohibiting and/or relating to discrimination, as amended and supplemented. All of the aforementioned laws, rules, regulations, and executive orders are incorporated herein by reference.

Section 14. Governing Laws; Venue

This Agreement and terms and conditions shall be governed by the laws, rules, and regulations of the State of Florida, and venue shall be in Lee County, Florida.

Section 15. Public Records Law

This Agreement, including attachments, is subject to disclosure under Florida's public records law subject to limited applicable exemptions. SUBRECIPIENT acknowledges, understands, and agrees that, except as noted below, all information in its application and attachments will be disclosed, without any notice to SUBRECIPIENT, if a public records request is made for such information, and the COUNTY will not be liable to SUBRECIPIENT for such disclosure. Social security numbers are collected, maintained and reported by the COUNTY must comply with IRS 1099 reporting requirements and are exempt from public records pursuant to Florida Statutes §119.071.

If SUBRECIPIENT believes that information in the Agreement, including attachments, contains information that is confidential and exempt from disclosure, SUBRECIPIENT must include a general description of the information and provide reference to the Florida Statute or other law which exempts such designated information from disclosure in the event a public records request is made. The COUNTY does not warrant or guarantee that information designated by SUBRECIPIENT as exempt from disclosure is in fact exempt, and if the COUNTY disagrees, it will make such disclosures in accordance with its sole determination as to the applicable law.

**IF THE SUBRECIPIENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUBRECIPIENT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 239-533-2221, 2115 SECOND STREET, FORT MYERS, FL 33901, <http://www.leegov.com/publicrecords>.**

Section 16. Independent Contractor

SUBRECIPIENT acknowledges that it is acting as an independent contractor and not as an agent, officer or employee of COUNTY. In no event shall any provision of this Agreement make COUNTY liable to any person or entity that contracts with or provides goods or services to SUBRECIPIENT in connection with this Agreement. There is no contractual relationship, either express or implied, between COUNTY or any political subdivision of the State of Florida and any person or entity supplying any work, labor, services, goods or materials to SUBRECIPIENT as a result of this Agreement.

Section 17. Compliance with Applicable Laws

SUBRECIPIENT shall comply with the requirements of all applicable federal, state and local laws and the rules and regulations promulgated thereunder, including, but not limited to, Florida's Public Records Act, Chapter 119, Florida Statutes and specifically including, but not limited to ARPA.

Section 18. Notice

Any notice delivered with respect to this Agreement must be in writing and will be deemed to be delivered (whether or not actually received) when (1) hand delivered to the persons designated below, or (2) when deposited in the United States Mail, postage prepaid, certified mail, return-receipt requested, addressed to the person at the address for the party as set forth below, or such other or to such other person as the Party may have specified by written notice to the other Party delivered according to this Section:

As to COUNTY:

Roger Desjarlais  
County Manager  
PO Box 398  
Fort Myers, FL 33902

As to SUBRECIPIENT:

Catholic Charities Diocese of Venice  
Eduardo Gloria, Interim CEO  
1000 Pinebrook Road  
Venice, FL 34285

#### Section 19. Risk Management

##### A. Hold Harmless and Indemnity Clause

To the fullest extent permitted by applicable law, SUBRECIPIENT shall protect, defend, indemnify, save and hold the COUNTY, the BoCC, its agents, officials, and employees harmless from and against any and all claims, demands, fines, loss or destruction of property, liabilities, damages, for claims based on the negligence, misconduct, or omissions of the SUBRECIPIENT resulting from the SUBRECIPIENT'S work as further described in this contract and its attachments, which may arise in favor of any person or persons resulting from the SUBRECIPIENT'S performance or non-performance of its obligations under this contract except any damages arising out of personal injury or property claims from third parties caused solely by the negligence, omission(s) or willful misconduct of the COUNTY, its officials, commissioners, employees or agents, subject to the limitations as set out in Florida general law, Section 768.28, Florida Statutes, as amended from time to time. Further, SUBRECIPIENT hereby agrees to indemnify the COUNTY for all reasonable expenses and attorney's fees incurred by or imposed upon the COUNTY in connection therewith for any loss, damage, injury, liability or other casualty. SUBRECIPIENT additionally agrees that the COUNTY may employ an attorney of the COUNTY's own selection to appear and defend any such action, on behalf of the COUNTY, at the expense of the SUBRECIPIENT. The SUBRECIPIENT further agrees to pay all reasonable expenses and attorney's fees incurred by the COUNTY in establishing the right to indemnity.

The SUBRECIPIENT further agrees that it is responsible for any and all claims arising from the hiring of individuals relating to activities provided under the contract. All individuals hired are employees of the SUBRECIPIENT and not of the COUNTY.

##### B. Insurance Requirements

###### Insurance – Nonprofit SUBRECIPIENTS

The SUBRECIPIENT agrees to secure and maintain the insurance coverage outlined below during the term of this contract. The SUBRECIPIENT agrees that this insurance requirement shall not relieve or limit SUBRECIPIENT'S liability and that the COUNTY does not in any way represent that the insurance required is sufficient or adequate to protect the SUBRECIPIENT'S interests or liabilities, but are merely minimums. It is the responsibility

of the SUBRECIPIENT to insure that all subcontractors comply with the insurance requirements.

Certificate(s) of Insurance *naming Lee Board of County Commissioners as Certificate Holder and additional insured* will be attached to this contract as an exhibit. Name and address for Certificate Holder should be: Lee Board of County Commissioners, P.O. Box 398, Fort Myers, FL 33902. Certificate(s) must be provided for the following coverage's at the time of contract execution and upon policy renewal. Renewal certificates are due to the COUNTY on or before expiration date.

1. Workers' Compensation– Statutory benefits as defined by Florida Statute 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees. Employers' liability will have minimum limits of:
  - \$100,000 per accident
  - \$500,000 disease limit
  - \$100,000 disease limit per employee
2. Commercial General Liability – Coverage shall apply to premises and/or operations, products and/or completed operations, independent contractors, contractual liability, and broad form property damage exposures with minimum limits of:
  - \$500,000 bodily injury per person (B.I.)
  - \$1,000,000 bodily injury per occurrence (B.I.)
  - \$500,000 property damage (PD) or
  - \$1,000,000 combined single limit (C.S.L.) of B.I. and P.D.

The General Liability Policy Certificate shall name "Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials" as "Additional Insured". The SUBRECIPIENT agrees that the coverage granted to the Additional Insured applies on a primary basis, with the Additional Insured's coverage being excess.
3. Business Auto Liability – The following Automobile Liability will be required and coverage shall apply to all owned, hired, and non-owned vehicles used with minimum limits of:
  - \$100,000 bodily injury per person (B.I.)
  - \$300,000 bodily injury per occurrence (B.I.)
  - \$100,000 property damage (PD) or
  - \$300,000 combined single limit (C.S.L.) of B.I. and P.D.
4. Directors & Officers Liability – Entity coverage to cover claims against the organization directly for wrongful acts with limits not less than \$100,000.
5. Fidelity Bonding – Covering all employees who handle the agency's funds. The bond amount must be equivalent to the highest daily cash balance or a minimum amount of \$50,000.

Insurance – Government/Municipality

Documentation of the above coverage requirements are not applicable to government/municipalities that are self-insured.

Section 20. Disclaimer of Third Party Beneficiaries

This Agreement is made for the sole benefit of the Parties of this Agreement and their respective successors and assigns, and is not intended to and will not benefit any third party. No third party will have any rights under this Agreement, because of this Agreement or any right to enforce any provisions of this Agreement.

Section 21. Dispute Resolution

In the event of a dispute related to any performance or payment obligation arising under this Agreement, the Parties shall exhaust COUNTY administrative dispute resolution procedures prior to filing a lawsuit or otherwise pursuing legal remedies.

In the event that COUNTY administrative dispute resolution procedures are exhausted, either Party to this Agreement may notify the other Party in writing that it wishes to commence formal dispute resolution with respect to any unresolved problem under this Agreement. The Parties agree to submit the dispute to a Florida Certified Circuit Court Civil Mediator for mediation, within sixty (60) days following the date of this notice. In the event that any dispute cannot be resolved by mediation, the dispute may be filed as a civil action in the Circuit Court of the Twentieth Judicial Circuit of Florida, in and for Lee County, Florida, which is the sole venue for any such civil action.

Section 22. Assignment

This Agreement may not be assigned nor subcontracted in whole or in part without the prior written consent of the COUNTY.

Section 23. Headings

Article headings have been included in the Agreement solely for the purpose of convenience and shall not affect the interpretation of any of the terms of this Agreement.

Section 24. Survivability

Any term, condition, covenant or obligation which requires performance by either party subsequent to termination of this Agreement shall remain enforceable against such party subsequent to such termination.

Section 25.     Modifications

This writing embodies the entire agreement and understanding between the parties hereto and there are no other agreements and/or understandings, oral or written, with respect to the subject matter hereof, that are not merged herein and superseded hereby. This Agreement may only be amended or extended by a written instrument executed by the COUNTY and the SUBRECIPIENT expressly for that purpose.


Section 26. Entire Agreement

It is understood and agreed that the entire agreement of the Parties is contained in this Agreement, which supersedes all oral agreements, negotiations, and previous agreements between the Parties relating to the subject matter of this Agreement.

Any alterations, amendments, deletions, or waivers of the provisions of this Agreement will be valid only when expressed in writing and duly signed by the Parties, except as otherwise specifically provided in this Agreement.

IN WITNESS WHEREOF, the SUBRECIPIENT and the COUNTY respectively, have caused this Agreement to be executed by their duly authorized representatives.

SUBRECIPIENT: Catholic Charities Diocese of Venice

BY:   
Signature  
EDUARDO GARCIA  
Name (print)

2/24/2022  
Date

ATTEST:  
CLERK OF CIRCUIT COURT

BOARD OF COUNTY COMMISSIONERS  
OF LEE COUNTY, FLORIDA

BY: \_\_\_\_\_

BY: \_\_\_\_\_  
Chair

APPROVED AS TO FORM FOR THE  
RELIANCE OF LEE COUNTY ONLY

\_\_\_\_\_  
County Attorney's Office



## ATTACHMENT A: PROJECT DESCRIPTION AND BUDGET

Application and Budget attached following page 23.

### PROJECT REPORTING

The reporting for this program must be done in HMIS in accordance with local policies and procedures.

<https://csnlee.com/hmis/>

### PAYMENT REQUEST

Line-Item Contract (Exhibit 1) on page 23.

If a project cost overrun is identified, the SUBRECIPIENT must receive approval from the County before additional costs are incurred.

### ELIGIBLE ACTIVITIES

#### A. Expense Category

Project(s) direct services must follow the restrictions from U.S. Treasury rules and fit within the ARPA expense category: **3.11 Housing Support: Services for Unhoused Persons**\* ^

\* Denotes areas where recipients must identify the amount of the total funds that are allocated to evidence-based interventions.

^ Denotes areas where recipients must report on whether projects are primarily serving disadvantaged communities.

#### B. Back-up Project Eligible Use Justification:

31 CFR 35.6(b)(3)(ii)(A)(1) and (11) Final Rule pp. 418-421

(ii) Responding to the negative economic impacts of the public health emergency for purposes including:

(A) Assistance to households and individuals, including:

(1) Assistance for food; **emergency housing needs**; burials, home repairs, or weatherization; internet access or digital literacy; cash assistance; and assistance accessing public benefits;

(11) A program, service, capital expenditure, or other assistance that is provided to a disproportionately impacted household, population, or community, including:

(i) Services to address health disparities of the disproportionately impacted household, population, or community;

(ii) Housing vouchers and relocation assistance;

See also p. 82 of the Final Rule, which states:

*Treasury Response:* In response to requests for elaboration on the types of eligible services for eviction prevention, Treasury has provided further guidance that these services include “housing stability services that enable eligible households to maintain or obtain housing, such as housing counseling, fair housing counseling, case management related to housing stability, outreach to households at risk of eviction or promotion of housing support programs, housing related services for survivors of domestic abuse or human trafficking, and specialized services for individuals with disabilities or seniors that support their ability to access or maintain housing,” as well as “legal aid such as legal services or attorney’s fees related to eviction proceedings and maintaining housing stability, court-based eviction prevention or eviction diversion programs, and other legal services that help households maintain or obtain housing.”

See also p. 83 of the Final Rule, which states:

This eligible use category also includes emergency assistance for individuals experiencing homelessness, either individual-level assistance (e.g., rapid rehousing services) or assistance for groups of individuals (e.g., master leases of hotels, motels, or similar facilities to expand available shelter).

## ATTACHMENT B: REPORTING REQUIREMENTS (Example)

Below is an example of information that will be requested. There may be additional reporting requirements that the US Treasury requires or Lee County identifies during the project.

1. **Equity:** Describe how you ensure that your program is designed and implemented with equity in mind for disproportionately affected populations. Additional Information – ATTACHMENT C: EQUITY-BASED REQUIREMENT
2. **Community Engagement:** Describe your communication, outreach, and engagement plan to make participants and the community aware of your project.
3. **Evidence Based or Evidence Producing:** If the project is an **evidence-based** practice, identify the source(s), the level of evidence, and explain how this project incorporates this principle.

If the project is an **evidence-producing** practice, identify related source(s) of your hypothesis and state your hypothesis clearly. Outline how evidence will be collected to validate that it presents as evidence-producing.

Additional Information – ATTACHMENT D: EVIDENCE-BASED REQUIREMENT  
See Treasury's Compliance and Reporting Guidance State and Local Fiscal Recovery Fund,  
<https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>

4. **One-Time Reporting:**

Organization Name
Business Type (IRS classification)
Nonprofit type (IRS classification)
IRS Determination Letter (if applicable, for nonprofits)
Tax ID #
DUNS #
Address (Physical)
Address Line 2
City, State, ZIP Code
Name of Organization's Main Contact
Phone (Main contact)
Email (Main contact)
Name of Person Responsible for this project.
Phone (Project contact)
Email (Project contact)
Organization Website Url
Provide a SHORT summary of your organization's mission.
Number of employees in Lee County?
Board member roster (Required for nonprofits.)
IRS Form 990 or equivalent (Required for nonprofits.)
Statement of Profit & Loss (Most recent year ended profit & loss comparative to prior year; not the auditor's report.) (Required for nonprofits.)
Audit Report (Most recent audit if available) (Required for nonprofits)

Single Audit Report (if applicable)
Agency Budget (Your most recent year-ended profit & loss compared to budget). (Required for nonprofits).
Provide a demographics summary of service for this project for the previous year. Summary will show your organization capability to track service by demographics and your service volumes. Summary may include # served by: geographic areas of the county, total served from Lee County, totals by age, race, ethnicity, etc. (If available for nonprofits).
Attach copies of your policies and practices of internal controls related to the program expenditure of program funds, record management (5-years required) (Required for nonprofits).
Attach your statement of compliance with Title VI of the Civil Rights Act of 1964.
Does this project serve an economically disadvantaged community as defined by HUD's Qualified Census Tract?
In what census tract(s) is the service provided? If the tract is unknown, in what area of the county is the service provided?
Primary place (address) for service delivery/performance.
Are you able to measure or access data related to the economic characteristics of the primary intended beneficiaries of your program or service? If yes, describe the methodology.
Certificate of Insurance

5. Quarterly Reporting: All data must be completed in HMIS, within 10 business days after the reporting period ends. <https://csnlee.com/hmis/>

Schedule:

Reporting Periods	Notes
Award Start Date – March 31, 2022	Due 10 working days after end of quarter
April 1, 2022 – June 30, 2022	
July 1, 2022 – September 30, 2022	
October 1, 2022 – December 31, 2022	
January 1, 2023 – March 31, 2023	
April 1, 2023 – June 30, 2023	
July 1, 2023 – September 30, 2023	
October 1, 2023 – December 31, 2023	
January 1, 2024 – March 31, 2024	
April 1, 2024 – June 30, 2024	
July 1, 2024 – September 30, 2024	
October 1, 2024 – December 31, 2024	
Close Out Report	Due January 10, 2025

- A. Reimbursement requests will detail expenditures. This project will report expenditures after reimbursement requests are approved and payment is distributed.

B. Disadvantaged Communities Summary

Is project is serving an economically disadvantaged community?
How much of the grant has been expended to serve disadvantaged communities through program or service that is provided at a physical location in a <u>Qualified Census Tract</u> (for multi-site projects, if a majority of sites are within <u>Qualified Census Tract</u> );
How much of the grant has been expended to serve disadvantaged communities through program or service where the primary intended beneficiaries live within a <u>Qualified Census Tract</u> ;
How much of the grant has been expended to serve disadvantaged communities through program or service for which the eligibility criteria are such that the primary intended beneficiaries earn less than 60 percent of the median income for the relevant jurisdiction (e.g., State, county, metropolitan area, or other jurisdiction); or
How much of the grant has been expended to serve disadvantaged communities through program or service for which the eligibility criteria are such that over 25 percent of intended beneficiaries are below the federal poverty line.

### C. Performance Success Summary

<p>Project Status: Choice</p> <ul style="list-style-type: none"> <li>• Not Started</li> <li>• Completed less than 50 percent</li> <li>• Completed 50 percent or more</li> <li>• Completed</li> </ul>
Provide a success story or summary of successes from this program that can be shared publicly. Always protect the privacy of beneficiaries.
<p>Provide a report of key outputs for the past period [between ____ and ____].</p> <ul style="list-style-type: none"> <li>• Case management meetings</li> <li>• Service referrals by case manager</li> </ul>
<p>Provide a report of key outcomes for the past period [between ____ and ____].</p> <ul style="list-style-type: none"> <li>• Average length of time from program enrollment to housing should be &lt;30 days</li> <li>• Less than 10% of households should return to homelessness within 6 months after program exit.</li> <li>• Less than 10% of households should return to homelessness within 12 months after program exit.</li> <li>• Less than 30% of households should return to homelessness within 24 months after program exit.</li> <li>• At least 45% of households should increase their income upon program exit.</li> <li>• At least 85% of clients will have a program exit to permanent housing.</li> </ul>

## **ATTACHMENT C: EQUITY-BASED REQUIREMENT**

Below is an example of information that will be requested. There may be additional reporting requirements that the US Treasury requires or Lee County identifies during the project.

Equity: Describe how you ensure that your program is designed and implemented with equity in mind for disproportionately affected populations. Address the following:

- a. Goals: Are there particular historically underserved, marginalized, or adversely affected groups that you intend to serve within your jurisdiction?
- b. Awareness: How do you market the program to Lee County residents with equity in mind? How equal and practical is the ability for residents or businesses to become aware of the services funded by the SLFRF?
- c. Access and Distribution: Are there differences in levels of access to benefits and services across groups? Are there administrative requirements that result in disparities in ability to complete applications or meet eligibility criteria?
- d. Outcomes: Are intended outcomes focused on closing gaps, reaching universal levels of service, or disaggregating progress by race, ethnicity, and other equity dimensions where relevant for the policy objective?

## ATTACHMENT D: EVIDENCE-BASED REQUIREMENTS

SUBRECIPIENTS must briefly describe the goals of the project, and the evidence base for the interventions funded by the project.

- a) Demonstrate that the intervention is implemented as a program evaluation, see OMB M-20-12. "Recipients are exempt from reporting on evidence-based interventions in cases where a program evaluation is being conducted. Criteria requires the recipient to:

### Required

- i. describe the evaluation design including whether it is a randomized or quasi experimental design;
- ii. state the key research questions being evaluated;
- iii. describe whether the study has sufficient statistical power to disaggregate outcomes by demographics;
- iv. post the evaluation publicly and link to the completed evaluation in the Recovery Plan;
- v. describe the timeframe for the completion of the evaluation (including a link to completed evaluation if relevant)
- vi. after sufficient evidence of efficacy has been provided, determine whether the spending for the evaluated interventions should be counted towards the dollar amount categorized as evidence-based for the relevant project
- vii. Recipient may be selected to participate in a nation evaluation which would study the project along with similar projects.

### Encouraged

- viii. Consider how a Learning Agenda, either narrowly focused on SLFRF or broadly focused on the recipient's broader policy agenda, could support their overarching evaluation efforts in order to create an evidence-building strategy for their jurisdiction. See OMB M-19-23
- b) Strong Evidence-based interventions- Is the intervention, based on a "well-designed and well-implemented experimental studies conducted on the proposed program with positive findings on one or more intended outcomes".
- i. If yes, identify the program as "Strong Evidence Based", cite the study, summarize the findings, and provide the associations to the COUNTY program.
- c) Moderate evidence-based interventions – the intervention is based on one or more quasi-experimental studies with positive findings on one or more intended outcomes OR two or more non-experimental studies with positive findings on one or more intended outcomes.
- d) Preliminary evidence – the intervention is based on conclusions drawn from a non-experimental study which demonstrates improvement in program beneficiaries over time on one or more intended outcomes OR an implementation (process evaluation) study used to learn and improve program operations would constitute preliminary evidence. Examples of research that meet the standards include: (1) outcome studies that track program beneficiaries through a service pipeline and measure beneficiaries' responses at the end of the program. (2) pre- and post-test research that determines whether beneficiaries have improved on an intended outcome.

# **EXHIBIT 1** **PAYMENT REQUEST** **Line Item Contract**

Human and Veteran Services	Contract No.	Agency: Catholic Charities Diocese of Venice
2440 Thompson Street	Program: ARPA	Mailing Address: 1000 Pinebrook Road
Ft. Myers, FL 33901	Contract Term:	Venice, FL 34285
submit by E-Mail: LMoisan@leegov.com	Reporting Period	Phone: (941) 486-4700
	/ / - / /	FAX:
Phone: 239-533-2901	Check appropriate line:	E-mail: <a href="mailto:ARPA@CatholicCharities.org">ARPA@CatholicCharities.org</a>
FAX: 239-533-7960	Regular Reimbursement	ARPA Project ID: ARPA-DC311B1
	Final Reimbursement	

Reports are due by the twentieth calendar day after the end of the reporting period.

A. Approved Budget Categories	B. Approved Annual Budget Amount	C. Balance Forward end of prior month	D. Total Paid Expenditures for Reporting Period	E. Remaining Balance End of Reporting Period (Col. C-D)
	\$ -	\$ -		\$ -
<b>Total:</b>	\$ -	\$ -	\$ -	\$ -

<b>PROVIDER:</b> By signing this request, I certify to the best of my knowledge and belief that the request is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the reimbursement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).	<b>FOR LEE COUNTY USE ONLY</b> By signing below, I certify that to the best of my knowledge and abilities, the work and/or services provided have been inspected, monitored or reviewed and appear to be in compliance with all applicable statutes, regulations, and approved County contract.	
<b>Signature of Authorized Official:</b>	<b>AUTHORIZED BY:</b>	
<b>Date approved:</b>	<b>APPROVED AMOUNT:</b>	\$ -
	<b>DATE APPROVED:</b>	





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/25/2021

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).

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, Inc. 9155 S Dadeland Blvd Suite 1112 Miami FL 33183		<b>CONTACT NAME:</b> <b>PHONE (A/C, No. Ext):</b> 3056393150 <b>FAX (A/C, No.):</b> <b>E-MAIL ADDRESS:</b>		
<b>INSURED</b> Catholic Charities, Diocese of Venice, Inc. 1000 Pinebrook Road Venice, FL 34285		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		INSURER A : Underwriters at Lloyd's London		15792
		INSURER B : Safety National Casualty Corporation		15105
		INSURER C : Travelers Casualty and Surety Co of America		31194
		INSURER D :		
		INSURER E :		
INSURER F :				

**COVERAGES**

CERTIFICATE NUMBER: 2133014084

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 <input checked="" type="checkbox"/> SIR \$250,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BP1006821	4/1/2021	4/1/2022	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BP1006821	4/1/2021	4/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A B	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 <input type="checkbox"/>	N/A	BP1006821 SP4064628	4/1/2021 4/1/2021	4/1/2022 4/1/2022	PER STATUTE <input checked="" type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Crime			107068766	4/1/2021	4/1/2022	Employee Theft \$2,000,000 Retention \$250,000 ERISA Fidelity \$2,000,000

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

The limit shown is inclusive of defense and insured retention

Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials are included as additional insureds with respect to General Liability policy as required by written contract. Insurance is Primary and non-contributory.

**CERTIFICATE HOLDER****CANCELLATION**Lee County Board of County Commissioners  
P.O. Box 398  
Fort Myers, FL 33902

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

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/5/2022

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).

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, Inc. 2255 Glades Road, Suite #240W Boca Raton FL 33431		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> 561-995-6706 <b>FAX (A/C, No):</b> 561-995-6708 <b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> Catholic Charities of The Diocese of Venice, Inc. 1000 Pinebrook Road Venice, FL 34285		<b>License#:</b> BR-724491 <b>DIOCOPV-01</b>	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Underwriters at Lloyd's London <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
			<b>NAIC #</b> 15792

**COVERAGES****CERTIFICATE NUMBER:** 647630756**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
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <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) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	E&O-MPL-Primary Claims Made D&O SIR Applies per pol Term & Cond.			BP1006821	4/1/2021	4/1/2022	Each Claim Retention Ea, Claim Aggregate 4,750,000 250,000 4,750,000

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

**CERTIFICATE HOLDER****CANCELLATION**

LEE COUNTY BOARD OF COUNTY COMMISSIONERS  
RISK MANAGEMENT  
P.O. BOX 398  
FT. MYERS FL 33902

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

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<b><u>Application Forms and Attachments</u></b>	<b><u>Page #</u></b>
<b><u>Project Name:</u> Catholic Charities Supportive Services</b>	
<b><u>Project Applicant:</u> Catholic Charities Diocese of Venice, Inc.</b>	
<b>Table of Contents (COMPLETENESS CHECKLIST)</b>	<b>1</b>
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## SECTION V: Application Forms

All forms must be complete for application to be considered for conditional award.

### 1. Applicant Information

Organization Name: Catholic Charities Diocese of Venice	Authorized Organization Representative Name/Title: Eduardo Gloria, Interim CEO
Address: 1000 Pinebrook Road	Telephone: 941-486-4700
City, State/Zip: Venice FL 34285	Organization Website: <a href="https://catholiccharitiesdov.org">https://catholiccharitiesdov.org</a>
Contact Person Name/Title: Sandi Rowland, Grants Director	DUNS #: 877686501
Contract Person E-mail: Sandi.Rowland@catholiccharitiesdov.org	Federal Employer ID #: 59-2473176

### 2. Project Information

Project Name: Catholic Charities Supportive Services
Project Address (if different from organization address):
This is a/an: <input checked="" type="checkbox"/> New Project or <input type="checkbox"/> Expanded Project
Total Funding Requested for this Project: \$ <u>473,130.00</u>

Services Provided (check the services that will be provided with the funding requested):	
<input checked="" type="checkbox"/> Case Management <input checked="" type="checkbox"/> Employment Assistance and Job Training <input checked="" type="checkbox"/> Outpatient Health Services <input type="checkbox"/> Child Care <input type="checkbox"/> Transportation <input type="checkbox"/> Street Outreach Engagement/Supplies <input type="checkbox"/> Life Skills <input type="checkbox"/> Education Services <input checked="" type="checkbox"/> Assessment of Service Needs	<input type="checkbox"/> Legal Services <input type="checkbox"/> Housing Search Assistance <input checked="" type="checkbox"/> SOAR Assistance <input checked="" type="checkbox"/> Behavioral Health Services <input type="checkbox"/> Housing <input type="checkbox"/> Services for Special Populations, describe: <hr/>

## Notice of Funding Availability #ARP3.11SS

Lee County Human and Veterans Services  
2440 Thompson St. Fort Myers, FL 33901  
CFDA # 21.027

<b>Target Population (check as many as applicable below):</b>	
<input checked="" type="checkbox"/> Chronically Homeless <input checked="" type="checkbox"/> Single Individuals <input checked="" type="checkbox"/> Victims of Domestic Violence <input type="checkbox"/> LGBTQI+ Individuals/Families/Youth <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Families <input type="checkbox"/> Unaccompanied Youth (ages 18-24) <input type="checkbox"/> Veterans <input type="checkbox"/> Individuals with Severe and Persistent Mental Illness
<b>Target Service Location (check as many as applicable below):</b>	
<input type="checkbox"/> City of Cape Coral <input type="checkbox"/> City of Fort Myers <input type="checkbox"/> City of Bonita Springs <input type="checkbox"/> City of Sanibel	<input type="checkbox"/> Town of Fort Myers Beach <input type="checkbox"/> Unincorporated Lee County <input checked="" type="checkbox"/> All of Lee County <input type="checkbox"/> Other: _____

### 3. Certification

To the best of my knowledge, I certify that the information in this application is true and correct and that the document has been duly authorized by the governing body of the applicant. I will comply with the program rules and regulations if assistance is approved. I also certify that I am aware that providing false information on the application can subject the individual signing such application to criminal sanctions. I further certify that I am authorized to submit this application and have followed all policies and procedures of my agency regarding grant application submissions.

Authorized Organization Representative:

Signature: \_\_\_\_\_

Typed Name: Eduardo Gloria

Title: Interim CEO

Date: 1/04/2022

#### 4. Project Description

Catholic Charities Diocese of Venice (CCDOV) has been implementing supportive housing programs in Lee County and other Southwest Florida jurisdictions over several years including over 12 months of implementing the ESG-CV Rapid Rehousing Program. CCDOV housing programs include intensive case management to assist clients' move toward permanent housing stability. In most cases, achieving housing stability will require that clients increase their household incomes. The focus of Catholic Charities' proposed Supportive Services Program is to increase client income and to ensure clients access other needed supports and services. Clients' income can increase through obtaining and/or retaining employment, or in cases where a client is unable to work, obtaining SSI/SSDI benefits. Even though CCDOV case managers have received SOAR (SSI/SSDI Outreach, Access and Recovery) training, they do not currently have the time to devote to fully preparing and following through on these applications. The applications are particularly burdensome in the requirements to document a disability with extensive medical records from various providers both in state and out of state. Few clients have the means to navigate this process. The program budget includes the salary for two full time SOAR qualified case managers, and miscellaneous client costs for such items as; document reproduction for SSI/SSDI applications and the cost of obtaining identification. These additional fees often pose a barrier for clients, preventing them from pursuing an SSI/SSDI application.

A second often unmet need of housing clients that CCDOV has seen over the past several years is access to mental health counseling. CCDOV can offer this service through its own outpatient mental health program, the Family Counseling Center. The FCC serves families and individuals of all ages with in-person and telehealth counseling. Services are offered free of charge and bilingual (Spanish) counseling is available. Funds are requested to cover the cost of these services to housing clients. Specific annual budget line items are as follows:

- \$111,200 Case Management 2FTE SOAR Case Managers (\$40,000 per year/each + 39% benefits)
- \$ 36,000 Mental Health Counseling (\$90 per session x 8 sessions x 50 clients)
- \$ 3,000 SOAR Assistance (miscellaneous document charges for preparing SSI/SSDI applications (50 applications x \$60 each)
- \$ 7,510 – 5% administrative fee

**Total annual budget = \$157,710 - 3 year budget = \$473,130**

It is anticipated that these expanded services will benefit current CCDOV housing clients in Lee County in the Rapid Rehousing (RRH) and Domestic Violence Bonus RRH program and other Lee County housing clients referred to CCDOV. Approximately 50 households per year could receive assistance for SSI/SSDI application preparation and approximately 50 individuals or families per year with mental health counseling. Catholic Charities has formal partnerships with Goodwill Industries of Southwest Florida, Inc. for employment services and Family Health Centers of Southwest Florida for medical needs.

CCDOV's proposed Supportive Services Program offers client-centered case management involving a highly collaborative and planned approach that ensures that clients actively participate in identifying goals and service needs with shared accountability on results.

The specific Annual **Outcomes** for the program include;

- Assist clients who are participating in CoC housing programs to work toward a sustainable housing plan.
- Two dedicated SOAR case managers will serve approximately 50 households per year or 150 households over 3 years with preparing and submitting SSI/SSDI applications.
- Client/case manager ratios are intentionally kept low since any clients needing SSI/SSDI application assistance will take a significant amount of staff time.
- Clients served may be existing Catholic Charities Rapid Rehousing clients, Domestic Violence Bonus Housing clients or may be other Lee County housing clients referred by the CoC.
- 50 Clients per year will receive 400 hours of mental health therapy.

Specific **Program Activities** for the Supportive Services Program include utilizing SOAR trained case managers to provide;

- SSI/SSDI application assistance to qualifying clients
- Connection to CCDOV internal resources such as food pantry services, SNAP application assistance and free mental health services in English and Spanish
- Connection to workforce resources via Goodwill Industries of Southwest Florida
- Connection to accessible and affordable health services at Family Health Centers of Southwest Florida
- Warm hand offs to additional community resources including legal assistance and transportation.

Individuals referred to the Program will begin by meeting with a SOAR case manager and completing a comprehensive assessment regarding prior homelessness, current housing circumstances, employment status, income sources, family size, specific needs, and SSI/SSDI eligibility. Individuals presenting serious mental health symptoms will have access to CCDOV's Behavioral Health services which can provide counseling at no cost to the client. Mental Health Counseling is provided by bilingual, trauma informed trained, license mental health counselors available in person or remotely as needed. Examples of other internal resources clients will be connected with include food pantry services, SNAP benefits, senior support services, after school care, and other important stabilization services. All services are client-centered and offered in a way that engages the client and meets their needs in a way that is meaningful and useful to them. Clients will be referred to low-cost medical services through warm hand offs to Family Health Centers of Southwest Florida a low cost/sliding fee scale Federally Qualified Health Center. Employment readiness needs including job identification and job application assistance will be referred to Goodwill Industries of Southwest Florida.

CCDOV SOAR case managers are highly trained to keep people engaged in services. Training includes trauma informed responses, harm reduction practices, and crisis planning. All of CCDOV's case management staff receive SOAR training (SSI/SSDI Outreach, Access and Recovery) which increases access to Social Security disability benefits for eligible adults and children who are experiencing or at risk of homelessness and have a serious mental illness, medical impairment, and/or co-occurring substance use disorder. Case Management staff are also trained in Adult Mental Health First Aid, which trains staff to recognize signs of mental health and substance abuse challenges, how to offer help, and how to guide persons in need to appropriate services. Case management is consistent with a harm reduction philosophy and offered in a non-judgmental fashion from a client-centered position. SOAR case managers will be supported by the housing Project Director and by other administrative staff such as a grants accountant and the Regional Director.

Catholic Charities' Supportive Services Program will apply a *Housing First* approach to reduce and eliminate barriers to housing and housing stability. This approach is informed by a belief that people's basic needs such as housing and food must be met before attending to less critical things like budgeting, educational advancement, and job hunting. Clients served by the program will have received housing assistance from Lee County either through CCDOV's current Rapid Re-Housing Program or another supportive housing program.

The proposed program also includes critical partnerships to ensure housing stability for clients. Two of the principal barriers that housing clients face in maintaining housing is; lack of income to pay for rent and household expenses once subsidies end and untreated health issues or conditions that prevent clients from working or being able to access disability income. Catholic Charities' principal partners to address these needs are Goodwill Industries of Southwest Florida, Inc. (Goodwill) for workforce readiness and job acquisition services and Family Health Centers of Southwest Florida, Inc. (Family Health Centers) to address health issues. Family Health Centers of Southwest Florida is a federally qualified health center which offers an affordable sliding fee scale for patients who are uninsured or underinsured. Catholic Charities will work collaboratively with Goodwill and Family Health Centers via a "warm hand off" model whereby CCDOV case managers will make direct contact with counterparts at these agencies to explain clients' needs and to schedule appropriate services. All efforts to directly connect clients and share client information will be done with the full, signed consent of clients and in compliance with HIPAA regulations. It is understood that participation by the client is fully voluntary and if a client elects not to follow up on recommended services, this will not prejudice their participation in other parts of housing support or case management. The nature of the collaboration between Catholic Charities and Goodwill and Catholic Charities and Family Health Centers is outlined in the attached Letters of Collaboration.

The Program aligns with Lee County CoC's Community Goals and Needs and specifically will work to ensure that homelessness is rare, brief and one time. The Program addresses gaps in services that can lead to housing instability. It specifically focuses on connecting qualifying clients to SSI/SSDI benefits through SOAR case management and increasing access to physical and mental health services. The overall success of the Supportive Services Program will be



measured by the ongoing increase in the number of participants that attain housing stability, increase their household income and are able to access needed health care services.

## **5. Quality of Service Questionnaire**

**A. Describe how the project is innovative, based on national best practices, and designed in accordance with an existing evidence-based program, or will be subject to a formal program evaluation. Documentation of evidence-based model and/or planned program evaluation model is required for ARP funding and must be attached to this application.**

The proposed Supportive Services Program utilizes several evidenced based practices. While program funds do not specifically cover housing costs, the Program builds upon a Rapid Rehousing (RRH) model by enhancing supports offered to RRH clients and ensuring greater success for housing stability. Studies show that appropriate RRH interventions can substantially reduce return to homelessness among participants.

The Program also utilizes Critical Time Intervention (CTI) as an evidence-based practice. The CTI approach to case management focuses on strengthening an individual's long-term ties to services, family, and friends combined with significant post program follow-up to ensure ongoing stability and success retaining permanent housing. Client-centered and CTI case management are the current, widely accepted best practices in case management. The focus of the proposed Supportive Services Program is to maximize housing stability for housing clients and make sure that needed supports are in place. The model takes advantage of "human capital" in the form of family and community support.

The proposed program also uses SOAR (SSI/SSDI Outreach, Access and Recovery) trained case managers to ensure that clients who are eligible can receive all benefits to which they are entitled and increase household income.

**B. Describe how the project will engage and gather feedback from program participants, persons with lived experience in homelessness, and persons of any particular historically underserved, marginalized, or adversely affected groups.**

The purpose of this program is to provide supportive services that encourage housing stability in populations which historically have had difficulty maintaining permanent housing including people chronically homeless or with a history of residing in emergency shelter or places not meant for human habitation. This target population will include persons of color and people with disabilities. In a review of recent Lee County Point in Time (PIT) surveys of homeless populations, both sheltered and unsheltered, African Americans are overrepresented. While African Americans make up between 8 and 9% of the population in Lee County, they account for over 31% of the PIT census. Catholic Charities, in collaboration with the Lee County CoC, will work to ensure that members of the African American community are identified for supportive services and work closely with other community agencies to provide needed supports. Catholic Charities has a history of serving marginalized communities in a welcoming and non-judgmental fashion in housing programs, food pantries, after school programs and disaster relief. Over 50% of the people in CCDOV's Lee County Rapid Rehousing Program are African American.

In addition, CCDOV's staff is highly diverse, and representative of the community served. Over half of CCDOV staff has either African American or Hispanic backgrounds. Almost all staff is bilingual in Spanish and additional staff are bilingual in Haitian Creole, Ukrainian and Russian. CCDOV will continue to solicit feedback from the people we serve to understand how we can be most responsive to their needs by conducting client satisfaction surveys. CCDOV also has a client grievance procedure to address client dissatisfaction with services received.

**C. Describe how the project will be marketed to individuals who may need assistance, and how marketing will be targeted to those least likely to apply for assistance, specifically those persons of any particular historically underserved, marginalized, or adversely affected groups.**

The Supportive Services Program is intended for individuals and families receiving housing assistance from Lee County's CoC. So, it is expected that clients will be identified from CCDOV's existing housing clients and other housing clients identified and referred from the CoC. The additional supportive services, particularly SOAR case management, will be marketed to individuals identified by case managers, community partners and the CoC itself as potentially eligible for SSI/SSDI benefits. CCDOV's current Rapid Rehousing Program predominately serves historically underserved African American and Hispanic populations. These communities have been receiving services from Catholic Charities for many years not only for housing needs but for food pantry, afterschool programs and disaster relief. CCDOV has a reputation in the community as a trusted social service agency where all are welcome. CCDOV will make other community agencies serving the target population aware of these new resources and services. CCDOV staff are actively involved in the Lee County Homeless Coalition which will also serve as a point of outreach and awareness for reaching the target population.

**D. Explain how your agency is actively participating in the Coordinated Entry System, the Homeless Management Information System (HMIS), and the Continuum of Care (CoC), and how this project will integrate with the CoC's Coordinated Entry System.**

Catholic Charities is an active member of the Lee County Continuum of Care (CoC). Agency staff attend all Homeless Coalition meetings. CCDOV is a current grantee of ESG-CV funds to provide Rapid Rehousing services in Lee County in partnership with the CoC. CCDOV staff meet on a weekly basis with CoC staff to obtain referrals for the ESG-CV program. Both the CCDOV CEO and the Region 2 Director are members the Lee County CoC Governing Board.

CCDOV further participates in the Lee County Coordinated Entry System as the lead agency at the United Way house in Bonita Springs, FL. Through this effort, CCDOV maintains a direct link with the Salvation Army (co-located at the United Way house) another program that participates in the Coordinated Entry Access Point system for homeless residents of Lee County.

CCDOV participates in HMIS throughout several counties in Southwest Florida including Lee County, where HMIS is the primary reporting system for our Rapid Rehousing program. CCDOV has successfully reported timely, accurate data of its homeless services in the HMIS system covering Lee, Sarasota, Manatee, and De Soto counties. CCDOV has achieved 'A' grade

level marks for its HMIS reporting and sits on the governing board of the Suncoast Partnership (the Sarasota County CoC) providing insight and guidance on ways to improve overall HMIS reporting, among other homeless related efforts.

**E. Describe your procedure for assessing participant's needs and making client referrals to other service providers.**

Under the current ESG-CV funding, CCDOV receives referrals from Lee County's Continuum of Care for people in need of rapid rehousing. Upon receiving a referral, a CCDOV housing case manager immediately reaches out to the individual or family referred. CCDOV housing staff contact potential clients via phone and arrange intake interviews either remotely or in person. In addition to communicating remotely via phone, the CCDOV housing team has the flexibility to meet and engage people at coordinated points of entry sites. Where practical, CCDOV staff has access to a wide network of Catholic parishes in Lee County to use as in person meeting sites.

The proposed Support Services Program will offer client-centered case management involving a highly collaborative and planned approach that ensures clients actively participate in identifying goals and service needs with shared accountability on results. Case management is consistent with a harm reduction philosophy and offered in a non-judgmental fashion from a client-centered position.

Upon entering the program, all participants will complete a comprehensive assessment to determine the appropriate service approach and establish a tailored plan to achieve housing stability. Clients may be referred to other programs within CCDOV and to other Lee County providers able to meet their specific needs. CCDOV case managers will work closely with counterparts at Goodwill Industries to connect clients to employment readiness, search and retention needs. The proposed SOAR case managers will work with clients identified as needing SSI/SSDI application assistance. Case managers will also make "warm hand off" connections and referrals for clients with medical needs to a convenient Family Health Center of Southwest Florida location. (See attached Letters of Collaboration with Goodwill Industries and Family Health Centers). In addition, Catholic Charities regularly refers clients from its various programs in Lee County to other services providers including; ACT, Gulfcoast Legal Services, the Literacy Council and others with whom the agency has worked over a number of years.

Stability plans are reviewed throughout service provision to assess and identify where progress has been made and to develop additional strategies to overcome new barriers and/or changing priorities. Case managers meet with clients regularly to provide direct 1:1 assistance, review progress toward meeting stated goals, and make referrals to other community agencies.

**F. Explain your agency's experience providing services to individuals and families experiencing homelessness, including federal, state, and/or local government grant experience and capacity of the organization to administer the project and oversee all compliance requirements.**

CCDOV has an extensive history providing all types of housing and supportive services to persons experiencing homelessness. In DeSoto County CCDOV operates the St. John Paul II Villas – a 64-unit low-income housing facility serving persons referred through various CoCs

and providers. CCDOV also developed the Casa San Juan Bosco housing program (also in DeSoto County) providing 97 homes for migrant workers, many of whom were homeless prior to enrolling in this program.

In Lee County, CCDOV is currently implementing a rapid rehousing program with ESG CV-1 funding. Also in Lee County, CCDOV provides case management and transitional housing to survivors of Human Trafficking (90% of current clients meet the criteria for homelessness). Catholic Charities operates several housing programs in the other nine Southwest Florida counties also served by the agency. Veteran House is a program located in Sarasota that focuses on housing for homeless veterans and their families. Our Mother's House has been housing homeless mothers and their children since 1987. The program also offers childcare to residents. Casa San Jose provides permanent housing for homeless males affected by HIV/AIDS.

**G. Describe how your agency has worked to remove traditional barriers to housing and services for individuals and families who are experiencing homelessness.**

CCDOV has consistently maintained a commitment to reducing barriers and challenges for all clients. The agency prioritizes the employment of culturally diverse employees that meet the varied needs of our community. CCDOV offers services in English, Spanish, Creole, Ukrainian and Russian. This diversity facilitates service delivery and ensures that community members who do not speak English as their first language can still access services. During the COVID-19 pandemic our agency implemented remote services delivery to protect the health of clients and adjusted our food pantries to a drive-through model that would ensure the uninterrupted delivery of services and goods to our community.

As an agency, CCDOV has maintained the practice of participating in community assessments and when gaps in services are determined, our agency strives to develop new services to fill those gaps. For example, it was determined in 2016 that transitional housing was one of the major deficits in the delivery of anti-human trafficking services. By 2017, CCDOV had obtained 6 transitional housing units specifically for survivors of Human Trafficking. Other examples include the development and long-term sustainment of housing for specific segments of homeless individuals, such as housing for males living with HIV/AIDS, single mothers and parents living with their children in shelter.

**H. Does your agency conduct an internal annual evaluation of services provided (other than HMIS)? If yes, please provide a copy of the most recent evaluation.**

CCDOV does not have an internal evaluation of services.

**I. Describe how the agency will continue to provide quality services in the community in the case of reduced or loss of funding.**

Catholic Charities Diocese of Venice's leadership, staff, Board and regional Advisory Boards are all committed to the successful implementation of all of the agency's anti-poverty programs and to continuing to offer quality services to low-income residents in the communities covered in the

10 county Diocese. While grant funding is a critical component of the agency budget, programs are also funded through an annual Diocesan subsidy, community donations and fundraising events. In addition, the agency has reserve funds to cover situations where anticipated funding is reduced or lost. The Board of Directors has recently adopted a five-year strategic plan with six programmatic priorities identified. Affordable housing is one of the top priorities for the agency. CCDOV is in a position to easily scale program implementation and deliverables based on changes in funding levels

utilizing the funding. These include a monthly roll up report. CCDOV has experience in reporting on Rapid Rehousing fund expenditures based on the current ESG-CV grant with the county.

CCDOV proposes to submit a Monthly Status Report similar to the current reporting for the RRH ESG-CV funding. This form reports on how many clients receive assistance and case management for the month as well as how many cumulative clients have received assistance for the duration of the program.

Catholic Charities will follow all guidelines determined by Lee County for drawing down funds. It is anticipated that funds will be used in equal proportions over the almost 36 month grant period. Program activities can begin immediately after a contract is signed. Depending on demand for services, funds may be exhausted before the end of the 36 month grant cycle. CCDOV will constantly monitor the spend down of funds to ensure that they are expended before the deadline. CCDOV proposes to submit monthly reports (by the 5<sup>th</sup> of each month) to Lee County Department of Human and Veteran Services. These reports will provide financial information with supporting documents as well as information of services provided to clients

## 6. Ability to Complete Activities Outline

Catholic Charities will follow all guidelines determined by Lee County for drawing down funds. It is anticipated that funds will be used in equal proportions over the almost 36 month grant period. Program activities can begin immediately after a contract is signed. Depending on demand for services, funds may be exhausted before the end of the 36 month grant cycle. CCDOV will constantly monitor the spend down of funds to ensure that they are expended before the deadline.

CCDOV proposes to submit monthly reports (by the 5<sup>th</sup> of each month) to Lee County Department of Human and Veteran Services. These reports will provide financial information with supporting documents as well as information of services provided to clients utilizing the funding. These include a monthly roll up report. CCDOV has experience in reporting on Rapid Rehousing fund expenditures based on the current ESG-CV grant with the county.

CCDOV proposes to submit a Monthly Status Report similar to the current reporting for the RRH ESG-CV funding. This form reports on how many clients receive assistance and case management for the month as well as how many cumulative clients have received assistance for the duration of the program.

CATHOLIC CHARITIES SUPPORTIVE SERVICES IMPLEMENTATION TIMELINE BY YEAR AND QUARTER		2022				2023				2024			
KEY ACTIVITIES	RESPONSIBLE PERSON	Year 1				Year 2				Year 3			
		1	2	3	4	1	2	3	4	1	2	3	4
1.1 Recruit & hire SOAR Case Managers	Project Director	*											
1.2 Educate community partners about program	Project Director	*	*	*	*	*	*	*	*	*	*	*	*
2.1 Conduct intakes, assessments, and referrals	SOAR Case Managers	*	*	*	*	*	*	*	*	*	*	*	*
2.2 Prepare and Submit SSI/SSDI Applications for clients	SOAR Case Managers	*	*	*	*	*	*	*	*	*	*	*	*
2.3 Connect clients to Employment Services, Medical Services and Mental Health Services	SOAR Case Managers	*	*	*	*	*	*	*	*	*	*	*	*
2.4 Provide ongoing case management services													
2.5 Collect information from clients on satisfaction with services	Program Staff	*	*	*	*	*	*	*	*	*	*	*	*
3.1 Collect and compile data for financial and program reporting	Program Director	*	*	*	*	*	*	*	*	*	*	*	*

## **7. Budget Narrative & Attachments**

The total budget request is \$473,130 over 3 years or \$157,710 per year. Below is a description of **annual** costs as presented in the budget.

### **Line Item Costs**

#### **3. Case Management - \$111,200**

Case Management is for two FTE positions in Case Management. The Case Managers will be SOAR trained. Each position is budgeted at \$40,000 annual base salary and 39% fringe benefit rate for a total of \$111,200. ( $\$40,000 + 15,600 = \$55,600 \times 2 = \$111,200$ ).

#### **9. Mental Health Services - \$36,000**

CCDOV will use contracted therapists who are bilingual in Spanish. The rate is \$90 per hour. Approximately 50 clients would receive 8 – one hour sessions each or ( $\$90 \times 8 \times 50 = \$36,000$ )

#### **14. SOAR assistance - \$3,000**

This is the estimated cost to prepare 50 new SSI/SSDI applications. These costs include copying of extensive medical records from various medical providers based on their fees. The costs also include such things as obtaining a birth certificate or official state identification. It is estimated at \$60 per application or ( $\$60 \times 50 = \$3,000$ )

**Administrative fee of 5% = \$7,510**

**Identify the timeframes and methods for obligating grant funds, and how the agency plans to ensure funds are spent before the deadline.**

Catholic Charities will follow all guidelines determined by Lee County for drawing down funds. It is anticipated that funds will be used in equal proportions over the almost 36 month grant period. Program activities can begin immediately after a contract is signed. Depending on demand for services, funds may be exhausted before the end of the 36 month grant cycle. CCDOV will constantly monitor the spend down of funds to ensure that they are expended before the deadline.

CCDOV proposes to submit monthly reports (by the 5<sup>th</sup> of each month) to Lee County Department of Human and Veteran Services. These reports will provide financial information with supporting documents as well as information of services provided to clients utilizing the funding. These include a monthly roll up report. CCDOV has experience in reporting on Rapid Rehousing fund expenditures based on the current ESG-CV grant with the county.

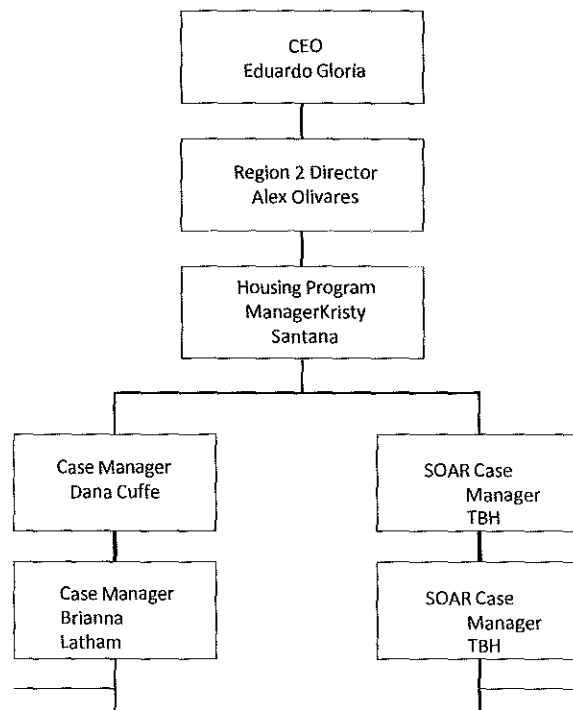
**Note on Indirect Cost Rate charged to other grant sources**

In general, CCDOV charges the maximum allowable for indirect costs. For many grantors this is 10%. CCDOV has several federal grants but does not have a negotiated indirect cost rate so charges the de minimus 10% allowed by federal agencies.

**A copy of the applicant's overall budget** (please see attachment 11.b. Organizational Budget)

**11. c. Chart of Key Project Staff**

CATHOLIC CHARITIES DIOCESE OF  
VENICE (CCDOV)SUPPORTIVE  
SERVICES ORGANIZATIONAL  
CHART





**Key Staff Descriptions of duties and qualifications**

**Job Description: SOAR Case Manager**

Reports to: Housing Program Manager

Location: Fort Myers, FL

**Catholic Charities, Diocese of Venice, Inc.** provides services to people of all races, backgrounds and beliefs. We offer a variety of housing and social service programs to individuals, families and communities across ten counties in Southwest Florida. The Rapid Re-Housing Case Manager works closely with and reports to the Rapid Re-Housing Program Manager and is responsible for effectively delivering case management services to homeless families and individuals; conducting outreach throughout Lee County; and actively participating in community stakeholder meetings.

**Responsibilities:**

- Ensures timely provision of case management services to eligible and enrolled participants.
- Complete SOAR Case Management training
- The ability to search for and obtain affordable housing for participants.
- Effective development of a service plan to meet the needs of clients.
- The ability to efficiently complete all relevant documentation and paperwork for all enrolled participants.
- Comprehensive recording of service delivery for reporting and compliance purposes.
- Provide advocacy and hands on services to all program participants
- Develop proficiency regarding the use of the agency electronic record system (ClientTrack).
- The capacity to identify areas of need for participants and complete referrals to other services as needed.
- Attend and actively participate in community meetings related to the homeless population and housing services.
- Develop an effective working relationship with relevant agencies throughout Lee County.
- Oversee and provide services to a full caseload of enrolled participants.
- Assume other duties as assigned by Program Director.

**Required Qualifications:**

- A Bachelor's Degree in social work, mental health counseling, criminal justice or another related field.
- Proficiency with Microsoft Office programs.
- One or more years of case management experience.
- Familiarity and experience with social service provision, specifically homeless populations.
- Well-developed verbal and written communication skills.

- Working knowledge of community resources especially the social service network throughout the area of responsibility.
- Must be able to pass a Level II background screening.
- Must have a valid driver's license.
- Must be able to conduct light physical activities (for example, visual review of potential property for client use).
- Bilingual English/ Spanish language skills are preferred.

**Job Description: Housing Program Manager (Kristy Santana)**

Reports to: Regional Director

Location: Fort Myers, FL

Catholic Charities, Diocese of Venice, Inc. provides services to people of all races, backgrounds and beliefs. We offer a variety of housing and social service programs to individuals, families and communities across ten counties in Southwest Florida. The Rapid Re-Housing Program Manager directly oversees the entire Rapid Re-Housing program, including supervising the case manager. The Program Manager is also responsible for all compliance reporting, outreach efforts together with the case manager and attending community meetings. The Program Manager advises the Regional Director regarding program updates on a regular basis.

**Responsibilities:**

Ensures timely completion and submission of programmatic data and progress updates to Lee County Human & Veteran Services.

- Provides case management services to a reduced caseload.
- Develop and conduct effective community outreach regarding the Rapid Re-Housing Program.
- Provide oversight and supervision to the Rapid Re-Housing case managers.
- Develop proficiency regarding the use of the agency electronic record system (ClientTrack).
- Ensures completion of appropriate referral process for clients with needs that cannot be met through the organization's services and for discharged customers in need of linkage with outside community agencies.
- Attend and actively participate in community meetings related to the homeless population and housing services.
- Develop relevant community partnerships with other agencies, that benefit enrolled participants.
- Review and approve the enrollment of all potential participants.
- Assume other duties as assigned by Regional Director.

**Required Qualifications:**

- A Master's Degree in social work or a related field is preferred, minimum of a bachelor's degree required.
- Proficiency with Microsoft Office programs.
- One or more years of supervisory experience.
- Familiarity and experience with social service provision, specifically homeless populations.
- Well-developed verbal and written communication skills
- Working knowledge of community resources especially the social service network throughout the area of responsibility.
- Must be able to pass a Level II background screening.
- Must have a valid driver's license.
- Must be able to conduct light physical activities (for example, visual review of potential property for client use).
- Bilingual English/ Spanish language skills are preferred.

**Resume Kristy M. Santana**

**Catholic Charities Diocese of Venice**

**September 2020-Present**

Development of a Rapid Re-Housing program for Catholic Charities to assist individuals experiencing homelessness to move into housing regardless of any pre-existing barriers. Development and implementation of policies and procedures in alignment with the Department of Housing and Urban Development. Work in collaboration with Lee County Continuum of Care, Coordinated Entry, Lee County Department of Human and Veteran Services and other housing and partner agencies towards the common goal of ending homelessness. Train and Oversee case managers to ensure that clients are being connected to appropriate services available within the community and receiving the support needed to work towards their goal of becoming self-sufficient. Preparing monthly financial reports for the agency, Lee County and the State of Florida to demonstrate that funding awarded to the agency for the execution of the program are being administered following regulations established by the Code of Federal Regulation title 24 part 576. Keeping case management records in the agency system and the Homeless Management information system. Receiving referrals and connecting them to case management.

**The Center for Progress and Excellence**

**April 2019 – Feb. 2020**

Oversee staff scheduling and workforce processing for the Crisis Intervention Program. Approval of time sheets and time off requests. Facilitated the development and implementation of policies and procedures for the agency. Worked collaboratively with CEO and COO to ensure overall agency efficiency. Verified training was properly administered to staff. Provided crisis de-escalation/intervention and assessment, safety planning, stabilization

and case management services to families and children in crisis. Coordinated discharge/transition services, including referral and linkages to other services available within the community. Completed comprehensive and individualized crisis plan for assisted clients to include their specific goals, strategies, and a plan of service. Established and maintained client records, recorded service data as required for statistical reporting.

**Elite DNA therapy Services**

**March 2018 – June 2019**

Performed biopsychosocial evaluations in new patients and obtained detailed past medical history and mental health history to adequately fit patients with the needed services. Worked under direct supervision and collaboration of Licensed Clinicians, Psychiatrists, Nurse Practitioners and Physician Assistants in identifying Patient's mental health diagnosis and communicating situations that may put the patient's life in danger, performing screening assessments (PQH-9, GAD-7, ASQ, substance abuse assessment, risk assessments) and documenting results. Maintained contact with patients on a monthly basis for follow ups. Facilitated communication between patients and their providers, assisted patients in accessing other services within the practice.

**EDUCATION**

**Doctor of Medicine, June 2013**

Pontifical "Madre y Maestra" Catholic University. Santiago de los Caballeros, Dominican Republic.

Certified in SSI/SSDI Outreach, Access, and Recovery (SOAR) October 2020

Children and adults Functional Assessment Rating Scales Substance abuse and mental Health program offices May 2018

DCF assigned FARS Rater ID: 805-043-009

DCF assigned CFARS Rater ID: 802-048-754

## 8. Budget Form

**Budget Catholic Charities Diocese of Venice**  
**Notice of Funding Availability #ARP3.11SS**

*Complete ONLY BLUE fields. Do not edit grey fields.*

Supportive Services (All projects)		
Eligible Costs	Quantity AND Description (max 400 characters)	Annual Assistance Requested
1. Assessment of Service Needs		
2. Employment Assistance and Job Training		
3. Case Management	2 FTE SOAR case managers@\$40,000 + 39% benefits	\$ 111,200.00
4. Housing Search Assistances		
5. Child Care		
6. Housing/Counseling Services		
7. Legal Services		
8. Life Skills		
9. Mental Health Services	50 clients - 8 one hour sessions@\$90/hr	\$ 36,000.00
10. Outpatient Health Services		
11. Street Outreach Engagement/Supplies		
12. Substance Abuse Treatment Services		
13. Transportation		
14. SOAR Assistance	copy charges medical documents and miscellaneous	\$ 3,000.00
15. Services for Special Populations, describe		
16. Operating Expenses		
17. Other		
<b>Subtotal Requested</b>		<b>\$ 150,200.00</b>
<b>Admin Requested (max of 5%)</b>		<b>\$ 7,510.00</b>
<b>Total Annual Request</b>		<b>\$ 157,710.00</b>
<b>3 year Total Amount Requested</b>		<b>\$ 473,130.00</b>

**Request for Applications #ARP3.11SS**

Lee County Human and Veterans Services  
2440 Thompson St. Fort Myers, FL 33901  
CFDA #21.027

**9. Performance Outcomes**

Applicants must provide anticipated outcomes for each of the following performance measures.

Performance Measure	Desired Outcome	Describe the project component(s) that will be used, and how the outcome will be achieved and monitored.
<b>Length of time persons remain homeless</b> <i>Based on demonstrating a reduction of the average and median length of time persons remain enrolled in emergency shelter, transitional housing, or safe haven projects before exiting to permanent housing.</i>	<u>      N/A      </u> days Enter the estimated number of days between project enrollment and placement into permanent housing.	Program funding does not include housing
<b>The extent to which persons who exit homelessness to permanent housing destinations return to homelessness</b> <i>Based on demonstrating a reduction in the percent of persons who have left homelessness (i.e., exited continuum projects into permanent housing destinations) who return to homelessness after 6 months, 12 months, and 24 months (i.e., return to any continuum projects for which homelessness is an eligibility criterion).</i>	<u>      %      </u> Enter the estimated percent of clients that will remain housed after 6 mo.  <u>      80%      </u> Enter the estimated percent of clients that will remain housed after 12 mo.  <u>      75%      </u> Enter the estimated percent of clients that will remain housed after 24 mo.	SOAR Case Management, mental health services and referrals to employment services and medical care will support clients' ability to remain housed.  Monitored through ClientTrack database and case manager case notes and reported to funder in monthly reports
<b>Number of persons that are no longer homeless</b> <i>Based on the geographic coverage of the project, and the project's ability engage clients, including those who are unsheltered, through street outreach efforts.</i>	<u>      N/A      </u> Enter the estimated number of persons that will be housed.	The program does not include homeless outreach efforts
<b>Jobs and income growth</b> <i>Based on demonstrating that the number and percent of homeless adults being served in the project increase their earned (i.e., employment) income and/or other income between their enrollment in the system and their exit (or follow-up assessment).</i>	<u>      30#      </u> <u>      20%      </u> Enter the estimated number and percent of clients that will increase their earned income.  <u>      75#      </u> <u>      50%      </u> Enter the estimated number and percent of clients that will increase their unearned income.  <u>      75#      </u> <u>      50 %      </u> Enter the estimated number and percent of clients that will maintain their earned or unearned income.	Case Management SOAR case management assistance with SSI/SSDI applications Connection to job service agencies  Monitored through ClientTrack database and case manager case notes and reported to funder in monthly reports

## **10. Equity Outcomes**

The proposed Supportive Services Program addresses and prioritizes racial equity issues since the expected economic benefits will disproportionately impact African American and Hispanic residents of Lee County. Benefits will also impact disabled people of all races, who also have historically had lower than average incomes. African American residents of Lee County have disproportionately high rates of homelessness. In a review of recent Lee County Point in Time (PIT) surveys of homeless populations, both sheltered and unsheltered, African Americans are overrepresented. While African Americans make up between 8 and 9% of the population in Lee County, they account for over 31% of the PIT census. In Catholic Charities' current Rapid Rehousing Program, over 50% of clients served are African American. Catholic Charities, in collaboration with the Lee County CoC, will work to ensure that members of the African American community are identified for housing supportive services and will work closely with other community agencies to provide needed supports. We expect at least 60% of clients served through the proposed Supportive Services Program will be African American, Hispanic or people with disabilities. CCDOV's staff is highly diverse and representative of the community served. Over half of CCDOV staff is either African American or Hispanic. Almost all staff is bilingual in Spanish additional staff are bilingual in Haitian Creole, Mayan dialects, Ukrainian and Russian. The leadership and staff represent a diversity of backgrounds and many have themselves faced discrimination, poverty, and hardships. They have a deep empathy with the clients they are serving and serve all with dignity and respect.

Catholic Charities' mission is to serve and empower ALL in need, regardless of race, nationality or creed. The agency strives to fight poverty, strengthen families, and build communities through a myriad of programs and services that ensure human dignity and enhance the quality of life for all persons. The agency prioritizes economic and racial equity as a goal. Leadership and staff have an understanding that the people we serve are facing a host of obstacles, many due to inequities in society, and that our role as a social service provider is not to judge people but to provide a safety net of services and support that offer hope and empower people towards self-sufficiency. The agency has a long history of serving undocumented immigrants who are not eligible for government assistance. Catholic Charities helps to fill gaps in basic needs for these families and offers legal services to help resolve the immigration status of those we serve. Catholic Charities staff are bilingual or trilingual in Spanish, Haitian Creole and Mayan dialects. The agency understands that this facility is important for caseworkers and staff to build trusted relations with clients.

While many of the programs offered by Catholic Charities address basic needs such as shelter, food, and financial assistance, the agency also offers programs which address systemic injustices such as legal services, equal access to school completion and mental health services. All programs are offered free of charge.

One example is Catholic Charities' Youth Development Programs for at risk young people in Lee County. The purpose is to break a cycle of poverty by improving school completion rates for low performing students. These after school programs for elementary through high school aged youth primarily serve Hispanic students at risk for poor school performance. Catholic Charities' staff and volunteers serve as mentors and tutors focusing on literacy and homework help for younger students and college preparation for older students. Some of Catholic Charities' staff benefitted from these programs when they were young and know the value of having the one on one structure of caring adults acting as tutors, guides and role models.

Another principal program which Catholic Charities operates is free mental health counseling to the community through the Family Counseling Center. Counseling is offered in person and via telehealth. The program has particularly benefited the uninsured and undocumented populations who may not otherwise be able to access trusted mental health services. These services address historic disparities in health equities for Hispanic and African American populations. The program serves adults, children and families. Recently the Family Counseling Center has partnered with the Lee County School District to offer counseling services on site in several schools. All of Catholic Charities' counselors are bilingual in Spanish. They are also of Hispanic origin so can identify with the cultural issues faced by Hispanic students. All services are free of charge.

The intended outcomes and impact of the Supportive Services will address gaps in services and address economic and racial equity. The goal is to reach universal levels of service but to understand how programs are impacting specific populations but disaggregating outcome data by race and ethnicity in order to ensure that economic and equity goals are being met.



## 11. b. Organizational Annual Operating Budget

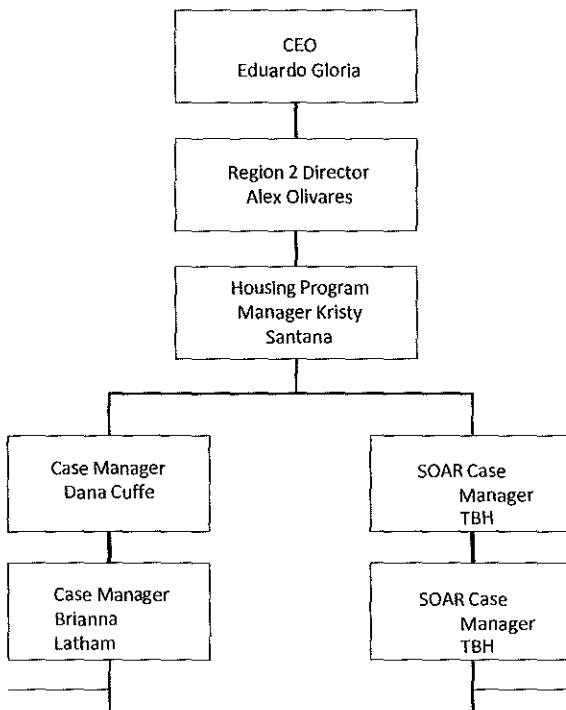
Catholic Charities DOV, Inc.  
Fiscal Year 2022 Budget

Thru April

	Region 1	Region 2	Region 3	Diocese Response	Boca Grande	Develop	Central Office	Total Agency	Budget FY21	Proj. FY21	Actual FY20	Actual FY19	Actual FY18
<b>REVENUES</b>													
Diocesan Subsidy	493,500	348,300	300,000	300,000	0	0	20,000	1,460,000	1,482,705	1,482,600	1,620,698	1,639,996	1,634,949
Government Grants													
Federal	173,319	523,148	0	0	0	0	0	694,467	463,973	694,644	583,373	485,273	780,822
State	10,000	702,714	0	0	0	0	0	712,714	97,718	82,822	92,989	69,960	81,808
County	192,330	148,886	0	0	0	0	0	340,836	236,949	383,347	346,313	372,230	340,431
Cares Act Funding	0	0	0	0	0	0	0	0	0	346,381	0	0	0
Service Fees													
Counseling	0	0	10,000	0	0	0	0	10,000	12,390	0	236	28,020	42,737
Immigration/Legalization	40,000	45,000	25,000	0	0	0	0	110,000	151,000	24,690	44,820	102,923	122,060
Other	314,100	5,000	0	0	135,623	0	0	454,723	434,100	387,295	404,875	392,110	350,192
Contributions													
Parish	18,000	1,000	35,000	0	0	0	0	44,000	12,500	61,319	67,182	104,120	148,784
Other Catholic Organizations	18,900	0	21,500	0	0	0	0	39,000	207,305	89,273	179,109	273,631	53,637
Other Organizations	37,000	7,000	304,000	0	40,000	3,000	0	353,000	249,104	284,330	686,411	468,777	262,709
Individual	178,300	65,000	480,000	30,000	281,000	640,000	450,000	2,163,300	1,083,183	4,136,980	1,600,843	1,908,069	2,229,364
Grants													
United Way	11,900	123,000	164,821	0	0	45,000	0	284,121	98,955	275,039	331,151	358,702	370,254
Foundations	134,300	75,000	414,000	0	0	0	0	643,300	345,000	850,117	704,913	704,478	218,933
Catholic Charities Foundation	0	0	0	0	0	0	630,000	630,000	650,000	648,272	200,000	110,000	0
Special Events	305,000	315,000	279,000	0	283,000	0	0	1,380,000	663,500	1,177,122	1,080,370	1,127,612	1,189,344
Revenue Released from Restriction	230,000	129,000	196,313	147,000	0	0	0	695,313	982,980	862,309	863,068	1,111,232	2,984,433
Interest Income	0	0	0	0	0	0	100,000	100,000	96,000	138,310	104,926	104,259	100,243
Other Income	13,894	0	0	0	17,300	0	0	31,194	0	1,033,563	0	28,183	23,237
<b>Total Revenue</b>	<b>2,383,963</b>	<b>2,486,850</b>	<b>2,160,496</b>	<b>497,000</b>	<b>769,125</b>	<b>690,000</b>	<b>1,228,000</b>	<b>10,206,434</b>	<b>7,261,380</b>	<b>12,950,509</b>	<b>9,113,755</b>	<b>9,963,622</b>	<b>11,062,090</b>
<b>EXPENDITURES</b>													
Personnel Services													
Salaries	1,366,730	1,179,070	1,152,797	217,818	307,839	73,689	122,449	4,416,330	3,431,036	3,478,661	3,990,673	4,137,674	3,839,040
Benefits	601,189	537,243	534,620	84,996	133,384	29,884	46,236	2,000,079	1,548,061	1,491,093	1,752,236	1,433,667	1,332,908
<b>Total Personnel Services</b>	<b>1,967,920</b>	<b>1,712,633</b>	<b>1,687,377</b>	<b>312,812</b>	<b>441,222</b>	<b>103,573</b>	<b>168,684</b>	<b>6,416,430</b>	<b>4,979,096</b>	<b>4,970,754</b>	<b>5,742,909</b>	<b>5,561,341</b>	<b>5,151,948</b>
Direct Assistance													
Food (Residential/Day Care)	288,000	746,270	361,375	250,000	0	0	0	1,645,645	800,021	1,478,669	1,243,577	1,333,949	1,586,834
Support Expenditures													
Contract Services	59,500	81,996	57,480	15,000	4,000	184,300	250,540	633,736	353,731	364,728	604,367	491,943	386,743
Staff Meetings	1,230	4,850	2,500	0	300	20,000	13,000	43,800	15,813	20,381	24,765	24,733	21,337
Travel	5,908	33,219	10,000	2,000	0	2,000	21,000	80,127	79,500	40,694	78,537	101,414	86,804
Vehicle Expense	3,330	9,250	10,730	15,000	0	0	500	40,030	28,548	39,477	40,333	43,682	36,184
Conferences	1,500	8,250	3,000	1,000	200	500	10,000	24,400	15,930	6,430	28,957	22,030	18,437
Food (Residential/Day Care)	0	0	0	0	0	0	0	0	18,000	0	12,093	17,858	17,512
Supplies - Office & General	23,330	16,084	18,650	3,000	17,000	700	10,000	78,794	65,485	62,169	78,642	93,082	81,363
Postage	4,200	1,573	1,500	300	0	2,000	17,000	26,773	8,425	8,513	6,461	12,328	13,728
Printing	10,900	11,513	5,800	0	2,400	600	42,000	77,312	42,205	42,031	47,879	49,363	49,093
Audit & Legal Fees	3,023	4,300	3,600	2,000	2,000	3,300	18,300	38,325	31,200	38,520	31,130	37,420	37,823
Dues & Memberships	673	1,200	3,430	100	250	150	13,750	19,473	11,806	21,567	5,702	5,624	10,465
Volunteer Recognition	0	0	300	0	0	2,000	0	2,300	2,800	3,314	1,303	1,310	3,130
Insurance - Property & Liability	28,783	11,250	16,000	0	1,000	1,500	2,500	61,033	52,185	65,448	35,391	47,032	42,927
Rent	34,670	1,200	7,480	25,000	0	0	28,268	96,618	111,847	74,097	81,090	68,948	71,741
Electricity	41,850	14,500	25,300	0	0	1,200	500	87,728	71,250	82,986	94,426	103,820	83,172
Water, Gas, Cable	43,900	7,400	15,250	0	1,300	1,000	300	73,330	68,670	77,492	66,918	92,239	62,451
Communications	33,400	24,544	19,150	1,000	13,600	3,000	14,300	105,486	95,092	89,131	112,894	106,731	110,302
Maintenance & Repairs	52,900	30,250	33,200	10,000	15,000	3,300	5,000	189,830	191,905	232,324	286,224	260,267	175,214
Ad Valorem Tax	4,650	0	0	0	0	600	0	5,250	5,666	3,094	4,936	23,063	13,783
Fund Raising	2,300	0	15,000	0	7,000	73,000	0	99,300	90,100	114,217	104,843	123,485	82,671
Field Trips	500	4,000	0	0	0	0	0	4,500	1,000	1,393	3,380	13,140	21,959
Employee Recruitment	0	150	0	0	1,000	0	2,500	3,650	1,900	3,783	1,363	3,273	3,483
Minor Equipment (under \$1,000)	21,200	38,693	6,100	3,300	3,000	3,500	3,000	63,950	37,155	273,313	78,167	73,646	84,273
Miscellaneous	2,100	850	0	0	0	100	15,000	18,050	28,530	27,043	23,048	30,976	1,192
Grants Expense	0	0	0	0	0	0	1,500	1,500	0	900	0	30,431	25,678
Interest Expense	0	0	20,000	0	0	0	2,300	22,300	23,000	16,692	26,084	29,182	33,205
<b>Total Support Expenditures</b>	<b>414,711</b>	<b>286,393</b>	<b>281,040</b>	<b>78,100</b>	<b>70,200</b>	<b>305,300</b>	<b>475,258</b>	<b>1,970,179</b>	<b>1,473,001</b>	<b>1,910,917</b>	<b>1,949,349</b>	<b>1,919,976</b>	<b>1,591,708</b>
<b>Total Operating Expenditures</b>	<b>2,674,631</b>	<b>2,745,298</b>	<b>2,929,791</b>	<b>640,912</b>	<b>533,828</b>	<b>408,873</b>	<b>644,942</b>	<b>9,982,254</b>	<b>7,252,118</b>	<b>8,361,340</b>	<b>8,066,135</b>	<b>8,811,265</b>	<b>8,370,490</b>
<b>Operating Increase (Decrease)</b>	<b>(290,668)</b>	<b>(258,448)</b>	<b>(169,295)</b>	<b>(143,912)</b>	<b>(235,487)</b>	<b>(281,127)</b>	<b>(673,858)</b>	<b>(224,180)</b>	<b>5,262</b>	<b>4,589,169</b>	<b>247,600</b>	<b>652,356</b>	<b>2,691,591</b>
Capital Outlay	30,000	30,000	0	0	200,000	30,000	0	330,000	100,000	1,154,000	124,025	228,020	2,908,788
<b>Net Asset Increase (Decrease)</b>	<b>(260,668)</b>	<b>(228,448)</b>	<b>(169,295)</b>	<b>(143,912)</b>	<b>(35,487)</b>	<b>(281,127)</b>	<b>(673,858)</b>	<b>(125,820)</b>	<b>(90,758)</b>	<b>3,435,169</b>	<b>124,574</b>	<b>424,337</b>	<b>(117,197)</b>

**11c. Chart of Key Project Staff**

**CATHOLIC CHARITIES DIOCESE OF  
VENICE (CCDOV)  
SUPPORTIVE SERVICES  
ORGANIZATIONAL CHART**



**Key Staff Descriptions of duties and qualifications**

**Job Description: SOAR Case Manager**

Reports to: Housing Program Manager

Location: Fort Myers, FL

**Catholic Charities, Diocese of Venice, Inc.** provides services to people of all races, backgrounds and beliefs. We offer a variety of housing and social service programs to individuals, families and communities across ten counties in Southwest Florida. The Rapid Re-Housing Case Manager works closely with and reports to the Rapid Re-Housing Program Manager and is responsible for effectively delivering case management services to homeless families and individuals; conducting outreach throughout Lee County; and actively participating in community stakeholder meetings.

**Responsibilities:**

- Ensures timely provision of case management services to eligible and enrolled participants.
- Complete SOAR Case Management training
- The ability to search for and obtain affordable housing for participants.
- Effective development of a service plan to meet the needs of clients.
- The ability to efficiently complete all relevant documentation and paperwork for all enrolled participants.
- Comprehensive recording of service delivery for reporting and compliance purposes.
- Provide advocacy and hands on services to all program participants
- Develop proficiency regarding the use of the agency electronic record system (ClientTrack).
- The capacity to identify areas of need for participants and complete referrals to other services as needed.
- Attend and actively participate in community meetings related to the homeless population and housing services.
- Develop an effective working relationship with relevant agencies throughout Lee County.
- Oversee and provide services to a full caseload of enrolled participants.
- Assume other duties as assigned by Program Director.

**Required Qualifications:**

- A Bachelor's Degree in social work, mental health counseling, criminal justice or another related field.
- Proficiency with Microsoft Office programs.
- One or more years of case management experience.
- Familiarity and experience with social service provision, specifically homeless populations.
- Well-developed verbal and written communication skills.
- Working knowledge of community resources especially the social service network throughout the area of responsibility.
- Must be able to pass a Level II background screening.
- Must have a valid driver's license
- Must be able to conduct light physical activities (for example; visual review of potential property for

client use.

- Bilingual English/Spanish language skills are preferred.

**Job Description: Housing Program Manager (Kristy Santana)**

Reports to: Regional Director

Location: Fort Myers, FL

Catholic Charities, Diocese of Venice, Inc. provides services to people of all races, backgrounds and beliefs. We offer a variety of housing and social service programs to individuals, families and communities across ten counties in Southwest Florida. The Rapid Re-Housing Program Manager directly oversees the entire Rapid Re-Housing program, including supervising the case manager. The Program Manager is also responsible for all compliance reporting, outreach efforts together with the case manager and attending community meetings. The Program Manager advises the Regional Director regarding program updates on a regular basis.

**Responsibilities:**

Ensures timely completion and submission of programmatic data and progress updates to Lee County Human & Veteran Services.

- Provides case management services to a reduced caseload.
- Develop and conduct effective community outreach regarding the Rapid Re-Housing Program.
- Provide oversight and supervision to the Rapid Re-Housing case managers.
- Develop proficiency regarding the use of the agency electronic record system (ClientTrack).
- Ensures completion of appropriate referral process for clients with needs that cannot be met through the organization's services and for discharged customers in need of linkage with outside community agencies.
- Attend and actively participate in community meetings related to the homeless population and housing services.
- Develop relevant community partnerships with other agencies, that benefit enrolled participants.
- Review and approve the enrollment of all potential participants.
- Assume other duties as assigned by Regional Director.

**Required Qualifications**

- A Master's Degree in social work or a related field is preferred, minimum of a bachelor's degree required.
- Proficiency with Microsoft Office programs.
- One or more years of supervisory experience.
- Familiarity and experience with social service provision, specifically homeless populations.
- Well- developed verbal and written communication skills

*Catholic Charities Diocese of Venice*

- Working knowledge of community resources especially the social service network throughout the area of responsibility.
- Must be able to pass a Level II background screening.
- Must have a valid driver's license.
- Must be able to conduct light physical activities (for example, visual review of potential property for client use).
- Bilingual English/ Spanish language skills are preferred.

**Resume Kristy M. Santana**

**Catholic Charities Diocese of Venice**

**September 2020-Present**

Development of a Rapid Re-Housing program for Catholic Charities to assist individuals experiencing homelessness to move into housing regardless of any pre-existing barriers. Development and implementation of policies and procedures in alignment with the Department of Housing and Urban Development. Work in collaboration with Lee County Continuum of Care, Coordinated Entry, Lee County Department of Human and Veteran Services and other housing and partner agencies towards the common goal of ending homelessness. Train and Oversee case managers to ensure that clients are being connected to appropriate services available within the community and receiving the support needed to work towards their goal of becoming self-sufficient. Preparing monthly financial reports for the agency, Lee County and the State of Florida to demonstrate that funding awarded to the agency for the execution of the program are being administered following regulations established by the Code of Federal Regulation title 24 part 576. Keeping case management records in the agency system and the Homeless Management information system. Receiving referrals and connecting them to case management.

**The Center for Progress and Excellence**

**April 2019 – Feb. 2020**

Oversee staff scheduling and workforce processing for the Crisis Intervention Program. Approval of time sheets and time off requests. Facilitated the development and implementation of policies and procedures for the agency. Worked collaboratively with CEO and COO to ensure overall agency efficiency. Verified training was properly administered to staff. Provided crisis de-escalation/intervention and assessment, safety planning, stabilization and case management services to families and children in crisis. Coordinated

discharge/transition services, including referral and linkages to other services available within the community. Completed comprehensive and individualized crisis plan for assisted clients to include their specific goals, strategies, and a plan of service. Established and maintained client records, recorded service data as required for statistical reporting.

**Elite DNA therapy Services**

**March 2018 – June 2019**

Performed biopsychosocial evaluations in new patients and obtained detailed past medical history and mental health history to adequately fit patients with the needed services. Worked under direct supervision and collaboration of Licensed Clinicians, Psychiatrists, Nurse Practitioners and Physician Assistants in identifying Patient's mental health diagnosis and communicating situations that may put the patient's life in danger, performing screening assessments (PQH-9, GAD-7, ASQ, substance abuse assessment, risk assessments) and documenting results. Maintained contact with patients on a monthly basis for follow ups. Facilitated communication between patients and their providers, assisted patients in accessing other services within the practice.

**EDUCATION**

**Doctor of Medicine, June 2013**

Pontifical "Madre y Maestra" Catholic University. Santiago de los Caballeros, Dominican Republic.

Certified in SSI/SSDI Outreach, Access, and Recovery (SOAR) October 2020

Children and adults Functional Assessment Rating Scales Substance abuse and mental Health program offices May 2018

DCF assigned FARS Rater ID: 805-043-009

DCF assigned CFARS Rater ID: 802-048-754

#### **11. d. Documentation of Project's Alignment with Community Goals**

Catholic Charities' proposed Supportive Services Program aligns with Lee County Coc's Community Goals and Needs and specifically will work to ensure that homelessness is rare, brief and one time. The Program addresses gaps in services that can lead to housing instability. It specifically focuses on connecting qualifying clients to SSI/SSDI benefits through SOAR case management and increasing access to physical and mental health services. The overall success of the Supportive Services Program will be measured by the ongoing increase in the number of participants that attain housing stability, increase their household income and are able to access needed health care services.

#### **11. e. Documentation of Evidence Based Practices**

The proposed Supportive Services Program utilizes several evidenced based practices. Catholic Charities will apply a *Housing First* approach to reduce and eliminate barriers to housing and housing stability. This approach is informed by a belief that people's basic needs such as housing and food must be met before attending to less critical things like budgeting, educational advancement, and job hunting. While program funds do not specifically cover housing costs, the Supportive Services Program builds upon a *Rapid Rehousing (RRH)* model by enhancing supports offered to RRH clients and ensuring greater success for housing stability. Studies show that appropriate RRH interventions can substantially reduce return to homelessness among participants. The Program also utilizes *Critical Time Intervention (CTI)* as an evidence based practice. The CTI approach to case management focuses on strengthening an individual's long-term ties to services, family, and friends combined with significant post program follow-up to ensure ongoing stability and success retaining permanent housing. Client-centered and CTI case management are the current, widely accepted best practices in case management. The focus of the proposed Supportive Services Program is to maximize housing stability for housing clients and make sure that needed supports are in place. The model takes advantage of "human capital" in the form of family and community support. The proposed program also uses SOAR (SSI/SSDI Outreach, Access and Recovery) trained case managers to ensure that clients who are eligible can receive all benefits for which they are entitled and increase household income.

11. g. Proof of 501c3 Status

**Internal Revenue Service**  
**P.O. Box 2508**  
**Cincinnati, OH 45201**

**Department of the Treasury**

**Date: November 2, 2020**

**Person to Contact:**

R. Meyer ID# 0110429

**Toll Free Telephone Number:**

877-829-5500

United States Conference of Catholic  
Bishops  
3211 4<sup>th</sup> Street, NE  
Washington, DC 20017-1194

**Group Exemption Number:**

0928

Dear Sir/Madam:

This responds to your July 23, 2020, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(i).

With your request, you provided a copy of the *Official Catholic Directory for 2020*, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the *Official Catholic Directory for 2020* are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

Donors may deduct contributions to you and your subordinate organizations as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for federal estate and gifts tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

Subordinate organizations under a group exemption do not receive individual exemption letters. Subordinate organizations are not listed in Tax Exempt Organization Search (Pub 78 data), and many are not listed in the Exempt Organizations Business Master




File extract, or EO BMF. Donors may verify that a subordinate organization is included in your group exemption by consulting the *Official Catholic Directory*, the official subordinate listing approved by you, or by contacting you directly. IRS does not verify the inclusion of subordinate organizations under your group exemption. See IRS Publication 4573, *Group Exemption*, for additional information about group exemptions.

Each subordinate organization covered in a group exemption should have its own EIN. Each subordinate organization must use its own EIN, not the EIN of the central organization, in all filings with IRS.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

A handwritten signature in cursive script that reads "Stephen A. Martin".

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements



LETTER OF COLLABORATION

Between

CATHOLIC CHARITIES DIOCESE OF VENICE, Inc. (CCDOV)

And

GOODWILL INDUSTRIES OF SOUTHWEST FLORIDA, Inc. (Goodwill)

This document serves as an agreement for services and referrals between Catholic Charities Diocese of Venice (CCDOV) and Goodwill Industries of Southwest Florida, Inc. (Goodwill) for the mutual benefit of clients served by each agency. It is expected that Case Managers, Coordinators and other staff at each agency will be in direct contact to offer "warm hand off" referrals of clients for services. The target clients for referrals are those participating in Lee County Continuum of Care housing programs who are working toward housing stability and increased income.


Catholic Charities Diocese of Venice agrees to:

1. Refer Lee County based clients receiving housing services to Goodwill Industries of Southwest Florida's Community Resource Centers for employment related services.
2. Catholic Charities' case workers will make initial contacts and arrangements for clients seeking services at Goodwill and work collaboratively with Goodwill staff to help clients access services
3. Catholic Charities' staff will communicate via telephone at least monthly with Goodwill staff regarding client referrals. Communications will be documented in client case notes.
4. Accept referrals from Goodwill for clients needing services offered by CCDOV in Lee County such as connection to pantry services or SNAP application assistance

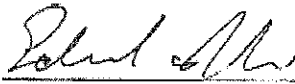
Goodwill Industries of Southwest Florida agrees to:

1. Accept referrals from Catholic Charities for clients in Lee County housing programs
2. Assess the employment needs of clients referred by Catholic Charities.
3. Provide supportive services, currently offered at Goodwill's Community Resource Centers, including those related to securing and maintaining employment.
4. Goodwill staff will communicate with Catholic Charities staff via telephone regarding client referrals at least monthly.

Any confidential client information shared between the agencies will be done with the full written consent of the client. There is no limit on the number of referrals to be made but continued acceptance of referrals is dependent on funds available. This agreement will be in force for a period for one year unless either party chooses to terminate the agreement before said date.

  
\_\_\_\_\_  
Angela Hemstreet, Director of Employment Services  
Goodwill Industries of Southwest Florida, Inc.

Date: 1/4/22

  
\_\_\_\_\_  
Eduardo Gloria, Interim CEO/COO  
Catholic Charities Diocese of Venice, Inc.

Date: 1/4/2022



**LETTER OF COLLABORATION**  
**Between**  
**CATHOLIC CHARITIES DIOCESE OF VENICE, INC.**  
**And**  
**FAMILY HEALTH CENTERS OF SOUTHWEST FLORIDA, INC.**

This document serves as an agreement for services and referrals between Catholic Charities Diocese of Venice (CCDOV) and Family Health Centers of Southwest Florida, Inc. (Family Health Centers) for the benefit of CCDOV clients served by Lee County housing program. Catholic Charities provides comprehensive case management and housing support to Lee County residents experiencing homelessness or at risk of homelessness. When clients are identified with unmet medical needs, Catholic Charities will preferentially refer them to medical care at a Family Health Center of Southwest Florida facility which is convenient and accessible for the client. The target clients for referrals are those participating in Lee County Continuum of Care housing programs who are working toward housing stability. Clients will be responsible for payment for medical or dental services.

**Catholic Charities Diocese of Venice agrees to:**

1. Refer Lee County based clients receiving housing services to Family Health Service clinics for medical care, and oral health care needs.
2. Make referrals using a "warm hand off" model whereby Catholic Charities' case workers will make initial contacts and arrangements for clients seeking services from Family Health Services and will work collaboratively with Family Health Service staff and providers to help clients access services and ensure that clients can keep scheduled medical and dental appointments.

**Family Health Centers of Southwest Florida agrees to:**

1. Receive referrals from Catholic Charities case managers for clients in Lee County housing programs who need medical and dental care.
2. Ensure access to care for uninsured or underinsured clients referred by offering standard sliding scale fees for low-income patients.
3. Family Health Center's staff will maintain communication with Catholic Charities as appropriate.

Any confidential client information shared between the agencies will be done with the full written consent of the client and in conformance with HIPPA requirements. There is no limit on the number of referrals to be made. Catholic Charities will not be responsible for any fees or payments due by clients referred to Family Health Center facilities. This agreement will be in force for a period for one year unless either party chooses to terminate the agreement before said date.

  
 Dr. Jorge Quindnez, E.V.P./C.M.O.  
 Family Health Centers of Southwest Florida

Date: 01/03/2022

  
 Eduardo Gloria, Interim CEO/COO  
 Catholic Charities Diocese of Venice

Date: 1/4/2022