



HOUSING & SUPPORTIVE SERVICES (HSS)  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
Public Service Projects  
Application for Program Year 2024

Veda Ramirez, Director

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Hernando County Housing & Supportive Services (HSS)  
Community Development Block Grant (CDBG) Application for Public Services Projects

Program Year (PY) 2024

APPLICATION COVER SHEET

Proposal Preparer/Staff Contact Information

Locality/Organization Name	The Arc Nature Coast
Mailing Address	15782 Little Ranch Road
Organization Website	www.tancinc.org
Phone #	727-619-0700
Fax #	727-856-2709
Federal Tax ID #	23-7305830
DUNS # / SAMS#	DUNS#:966546004/SAMS#KNMES2KKZXH3
Authorized Official Name/Title	Kelly Long - CEO
Official E-mail Address	info@tancinc.org
Contact Person	Kelly Long
Contact Person E-mail Address	KLong@tancinc.org

Activity Title (Keep to 50 characters)

Neff Lake Enrichment Café and Recreation Center

Specify Service Area (in Hernando County)

Brooksville

Location where Public Services will be provided:

6495 Mariner Blvd Spring Hill, FL 34609

Proximity to Transit-Rich Area: Will proposed activity be located within one mile of transit service? Or will transportation be provided? Please identify location and distance of nearest transit service or area where transportation will be provided:

The Arc Nature Coast has. a fleet of 59 vehicles, including 31 vans 14 wheelchair busses and ten sedans which provide transportation for our clients to and from our centers, Door to door assistance is provided.

Funding Request — (Minimum \$20,000 for all projects)

	County	Other Funds	Total
Total CDBG Funds Requested	\$ 43,000	\$5,000	\$ 48,000

## Activity Description (Brief — 250 character limit)

The initiative is to -rehabilitate an existing structure on Mariner Blvd Education Center site to update a Culinary commercial kitchen for clients, employees and public. Also, an ADA indoor recreation room will be updated as well as an outdoor area in need of updates to provide shaded areas for life enrichment through physical fitness for clients unable to participate in outdoor activities due to physical limitations caused by outside environmental and weather related concerns.

## ELIGIBILITY

Please refer to the instructions for assistance in completing the proposal.

Agencies in a non-compliance status with any current funding agreement with Hernando County, as determined by HHS, are not eligible to apply under this RFP.

CDBG funding may only be used to provide reimbursement for eligible public services/programs (including salaries and benefits, supplies, materials and other program delivery costs).

Projects must provide a new service or a quantifiable increase in the current level of service and demonstrate that new or increased funding does not merely replace other state or local government funding for an existing service.

Provided whether the proposed service is either (check one):

A new service

A project is considered new if the proposed project or service has never been funded by Hernando County under Public Services in response to this RFP

A quantifiable increase in the level of service

## I. NATIONAL OBJECTIVE CRITERIA AND ELIGIBLE ACTIVITIES

### A. National Objectives:

1. To be eligible for CDBG funding from the County, the activity must meet the National Objective: "Benefits low — to moderate-income (LMI) persons." To be considered as benefiting low- and moderate-income persons, an activity must fall into either Area Benefit, Limited Clientele/Low Mod Income or Limited Clientele/Presumed Benefit. Please check the applicable box for your activity:  
Area Benefit — The activity serves only a limited area, which is confirmed by 2020 Census data or survey to determine Low/Moderate Income. Refer to:

By choosing this category, you must be able to prove that your activity benefits primarily LMI households. At least 51% of the residents within the targeted activity area are LMI income households (80% AMI).

Census Tract	Block Group
403.03	1001

Limited Clientele/Low Mod Income

- How will you verify clientele income?

Tax Returns

Pay Stubs

Bank Records ☐ x Other,  
please explain

Social  
Medicare

Security

Disability,

Limited Clientele/Presumed Benefit — Serving 100% of clientele that meet one of the following presumed benefit categories. Only check if applicable.

- ☐ Abused Children
- ☐ Illiterate Adults
- ☒ Elderly Persons (62+)
- ☐ Persons living with HIV/AIDS
- ☐ Battered Spouses
- ☒ Migrant Farm Workers
- ☐ Severely Disabled Adults
- Homeless Persons

2. Identify the number of low- and moderate-income households you propose to serve:

0-30% AMI \_\_\_\_\_ households

31-50% AMI \_\_\_\_\_ households

51-80% AMI 75 \_\_\_\_\_ households

### 3. Number & Percentage of LMI Served. Do Not Include City of Brooksville Residents.

Please select the applicable beneficiary accomplishment type:

Unit	Total Served	Total Served	Total I-MI	% LMI
Individuals to be Served by Activity		95		100
Households to be Served by Activity		95		100

#### B. Eligible CDBG Activities Select One

- Homeless Services Employment Training
- D Child Care Services Services ☐
- Health Care Services Senior Services ☒
- Legal Services Domestic ☐ Handicapped Services
- Youth Services Substance ☐ Violence Services
- Housing Counseling Services Other ☐ Abuse Services
- 

## II. Consistency with Hernando County Consolidated Plan

1. What priority in the 2024-2026 Consolidated Plan does the proposed project seek to address? (Please refer to Instructions for list of priorities)

The Arc Nature Coast Education Center Culinary Kitchen and Recreation Room Initiative addresses Community Development Needs of low to moderate income families in the underserved populations of adults with intellectual and developmentally Disabled Community. This is a clear priority of the Hernando County Consolidated Plan for 2024-2026

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### III. Performance Measures: (Check all that apply to your proposal)

Suitable Living Environment

Decent Housing

Creating Economic Opportunity

#### IV. Outcome Categories: (Check all that apply to your proposal)

☒ Availability/Accessibility

☐ Affordability

☒ Sustainability

#### v. ACTIVITY DESCRIPTION

- A. Scope of Services- Provide a detailed breakdown of the proposed Scope of Services for the CDBG funding, i.e. objective of activities, the service to be provided, and the end product expected. (Limit response to 1000 characters).

##### 1. Objective Activities:

This initiative has two goals: (1) to update a commercial kitchen to allow for a Café operated by adults with intellectual and developmental disabilities served by The Arc Nature Coast, and (2) to update an ADA-compliant indoor recreation room and outdoor area to support fitness, enrichment, and overall well-being.

##### 2. Service to be Provided:

The Café will offer job skills training in food prep, customer service, money handling, and sanitation. It will be open to the public, fostering inclusion and community engagement. The recreation areas will host seated exercise, yoga, adaptive sports, music, games, and more—accessible to all, regardless of physical limitations or weather conditions.

##### 3. End Product Expected:

Clients will gain vocational skills and increased access to employment. The Café will promote public awareness and inclusion. The recreation center will improve physical health, social interaction, and emotional well-being for participants.

- B. Activity Timeline — Please fill out the projected timeline. No funds can be spent until the environmental review is complete (as applicable) and funding agreement is executed . Funds will not be available until after October 1, 2024.

Date	Milestone	
06/21/2025	Plans for renovations complete	
09/30/2025	All renovations by the organization complete	
09/01/25	All appliances purchased and installed	
09/30/25	Staffing hired and trained	

09/30/25	Soft opening for clients of staff for Café and Recreation Room Services

## VI. ACTIVITY BUDGET

- A. Sources — Attach supporting documentation verifying commitment or award letters from sources external to your agency (e.g., financial institutions, government, quasigovernment, or grant agencies) for this proposal. Leveraging is calculated using the following formula:  $\text{Committed External Funds} / \text{Total Project Cost} = \text{Leveraged \% from agency}$ .

Other Funding Source(s) Attach letters of commitment	Amount of Funds	Committed	Pending
Not Applicable	\$		
	\$		
	\$		
	\$		
	\$		
Total	\$	\$	\$

List All Funds Received from _____ Hernando County since 2022 _____	Amount of Committed Funds _____		Pending
Not Applicable			
Total			

B. Uses — Attach supporting documentation

Budgeted Activities _____	CDBG Funds Requested	Other Funds	Total Activity Cost
Staff Salary to oversee the classes: direct care (.5)	15,000		
Appliances: dishwasher, stove,	10,000.00		
Culinary class and cooking supplies	5,000		
Culinary technology items for ADA inclusion and adaptive equipment	4,000		

C. Who prepared the cost estimate? (Attach supporting documentation)



Proposer:(s) James McGrath, CFO

Other Contractor or Consultant: Name of Firm

C. When was the budget cost estimate prepared? \_\_\_\_May 2025

D. On what basis did you determine that the estimated costs were reasonable and accurate?

Local contractors and vendor sites; work will be completed via internal facilities crew\_

E. How will you ensure the activity will be financially sustainable after funding? (Limit response to 1000 characters)

The building is an existing structure with current space set up as a commercial kitchen which the organization will remodel and update. These grant dollars will be invaluable to our ability to purchase new appliances, technology items, recreational supplies, and a portion of the staff to oversee this project. Our staff and facilities crew will maintain the activities and maintenance of the site and the activities. This is an endeavor we have long wanted to expand upon to further educate our clients and engage them more inclusively with the surrounding community members all while enhancing their vocational and recreational opportunities and skills

## VII. FINANCIAL DOCUMENTATION

The documentation will help determine whether a Proposer is solvent and has the cash flow available to complete a CDBG project within the timeline of the executed agreement. All financial documents should be provided in a separate attachment from the application.

Hernando County Department of Management and Budget will be reviewing the financial stability of the organization. The following questions will be considered by the Department to determine the financial capacity of the Proposer.

A. Financial Capacity:

Does the proposer show financial oversight and internal controls?

Can proposer achieve income stability by demonstrating capacity to generate income?

Does proposer show responsible stewardship of resources it has received?

Is there adequate management that has practices in place for financial reporting?

Is the proposer viable based on its mission and its ability to carry out its mission in a stable and effective way?

B. Financial Documents Required:

1. If the proposer has been awarded more than \$750,000 in Federal funding in the last year, then the proposer must provide the most current (no older than two years) signed copy of proposer's Single Audit.
2. If the proposer has been awarded less than \$750,000 in federal funding in the last year, then they must submit a certified financial statement in lieu of an audit. The certified financial statement must include the following information:
  - a. Current financial position to determine:
    - Stability (cash flow versus reliable income)
    - Sustainability (budget showing a surplus or deficit)
    - Reasonable accounting format (showing assets and liabilities and composition of expenses)
  - b. Results of operations or changes in net assets.
  - c. If the proposer has received any federal award (directly or indirectly), then they must provide the schedule of expenditures of the federal award(s) for the period covered by the financial statement, include the total federal award expended for each individual federal program, federal Organization name, pass-through entity (if applicable), and CFDA number (or other identifying number if CFDA number is not available);
  - d. If applicable, identify in the financial statement notes the total amount provided for a loan or loan guarantee program(s); include the schedule of balance outstanding at the end of the audit period. Also include notes that describe the accounting policies used in preparing the schedule and if the auditee elected to use the 10% de minimis cost rate on indirect costs;
    - Restrictions (temporary and permanent) that impact income statements.
    - Copy of financial policies and procedures, and ● Copy of the most recent IRS Form 990.
3. Attachment of the organization's current financial policy and procedures.

c. Financial Analysis Parameters: SEE Most recent audit.

I T

- ☒ Number of Days from Financial Statement Issued
- ☒ Current Ratio — should be equal or greater than 1 to 1
- ☒ Days Cash on Hand — Industry Average is 90 days
- ☒ Cash Flow Ratio — Ratio should be positive Debt Ratio
- ☒ Reliance Ratio
- ☐ Reliance on Government Ratio
- ☐ Personnel Cost Ratio
- ☐ Benefit Cost Ratio
- ☐ Gen, Admin and Fundraising Cost Ratio
- ☐ Profitability Ratio

### III. GRANT ADMINISTRATION

A. Identify names and titles of members of the Board:

Name	Title
Teri Nichols-Willman	President
Kathy Smith	Member
Barbara Caccamisi	Vice President
Dr Linda Tartaglione	Member
Judy Bowes	Treasurer
Wendy Beard	Member
Dr. John Ross	Secretary
Seann Archer Dougherty	Member
Matt Zandek	Member

B. Identify staff members' names and position who will administer the activity and be responsible for all compliance requirements:

Name	Position
Kelly Long	CEO
James McGrath	CFO
Chad Sanders	Facilities Supervisor

- C. Briefly describe the extent and years of experience of the staff members who will administer this activity with these CDBG funds. (Limit to 100 characters)

The leadership team and staff members have sought and obtained several grants including those from CDBG funds and administered them successfully each time. All three staff work together to provide support on all levels including but not limited to financial, facilities, and programmatic oversight. Combined they have several decades of experience in each domain.

- D. Briefly describe the extent and years of experience of the staff members in administering grants, regulatory compliance, and fiduciary responsibilities. (Limit to 100 characters)

This team of staff responsible for the oversight of these funds have collectively received and maintained with all regulatory compliance domains over 20 grants with dollars exceeding hundreds of thousands. The Arc Nature Coast has historically received and administered with fiduciary and regulatory excellence grant dollars. The team has more than 50 years' experience in doing so.

- E. Explain proposer's administrative capacity to carry out activity successfully. (Limit to 100 characters)

All members of the proposer's team have decades of combined experience in organizational, financial, and facilities supervision. The prevue includes all program and financial aspects of the organization. The proposer is our Chief Financial Officer and has an extensive background in finance, administration, and within both the for-profit and non-profit settings. The Arc Nature Coast has been successfully serving this population for over 50 years and has demonstrated growth in both the numbers of individuals served as well as the continuum of service provided. Our facilities have grown from 2 sites to 18 and span 3 counties. Our partnership with community stakeholders to provide vocational, recreational, and competitive employment opportunities has grown as well. The team members have combined to provide support and leadership to facilitate this.

- F. In the past year, did your organization have any past compliance findings or concerns from HSS monitoring (in writing) or other agency?

No

- G. Have all compliance issues from the past year been resolved, if applicable? N/A

H Partnering organizations, collaborating on this program, if applicable N/A

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I. Marketing plan to acquire clients, if applicable. (1000-character limit)

N/A as we receive referrals from the Agency for Persons with Disabilities as well as other community-based and educational programs and sectors. While we market our services we do not solicit clients.

J. Attach Letter from Board Chair authorizing signature of "Authorized Official."

K. Other Documentation — Please attach documents.

Federal Suspension and Debarment Certification:

Federal Executive Order 12549 prohibits federal, state, and local public agencies receiving grant funding from contracting with individuals, organizations, or companies who have been excluded from participating in federal contracts or grants. The purpose of this certification is for the contractor/vendor to advise Hernando County, in writing, of any current Federal Suspension and Debarment.

Debarment Certification. By signing and submitting a response to this competitive solicitation, I certify that this firm and its principals are not currently suspended or debarred by any Federal Department or Agency from participating in Federally Funded Contracts.

Authorized Signature of Applicant: To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the proposal is awarded funding.

Signature of Authorized Representative: 

Typed Name and Kelly Long

May 29, 2025

Chief Executive Officer

Date Signed: Title:

'X. CERTIFICATION

I certify that the information contained in this proposal is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts. I further certify that no contracts have been awarded, funds committed, or construction begun on the proposed project, and that no action will be taken prior to issuance of official authorization to proceed by the Hernando County Housing & Supportive Services Department. I further certify that I am authorized to submit this Proposal and have followed all policies and procedures of my Organization regarding grant claim submissions.

Kelly Long

**Signature of Authorized Official**

k/ell(q cong

**Name of Authorized Official**

Chief Executive Officer

**Title**

may 29, 2025

**Date**

# The Arc

## Nature Coast

For people with intellectual  
and developmental disabilities

May 29, 2025

To Whom it May Concern.

The Board of Directors hereby authorizes and empowers the Chief Executive Officer (CEO), Kelly Long, to sign, execute, and deliver on behalf of the Company all contracts, agreements, documents, applications, and other instruments as may be necessary or appropriate to carry out the business and affairs of the Company.

FURTHER RESOLVED, that the CEO is hereby granted full authority to act in all matters relating to the execution of such documents and to take any action deemed necessary in connection therewith.

This resolution shall remain in full force and effect until modified or rescinded by the Board of Directors.

  
(signature)

Teri Nichols-Willman

President, Board of Directors



## CART (19)

[Remove All Items](#)

### Pickup and delivery options

Choose an option to change all items in your cart (if available)

G) Pickup

Delivery

2 of 7 items available All items available



### Pickup

Spring Hill (2 items)

#### Home Decorators Collection

Newport 24 in. W x 12 in. D x 30 in. H Assembled Plywood Wall Kitchen Cabinet in Pacific White with Soft Close

Assembled Height (in.): 30 in

Assembled Width (in.): 24 in

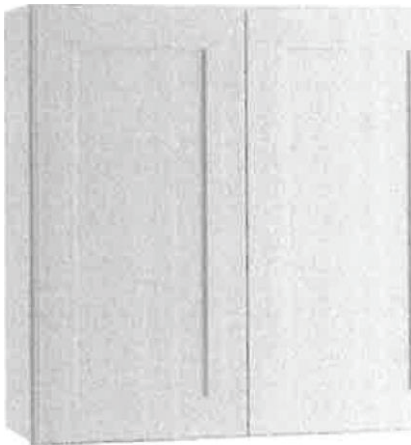
Assembled Depth (in.): 12 in

Color/Finish: Pacific White

\$1,932.06

(\$322.01/item \$440)

Save 35%



6

36

34.5

Base





Home Decorators Collection  
Newport 33 in. W x 24 in. D x 34.5 in. H Assembled Plywood Soft Close  
Kitchen Cabinet in Pacific White with 2ROT

Assembled Height (in.): 34.5 in  
Assembled Width (in.): 36 in  
Assembled Depth (in.): 24 in

Color/Finish: Pacific White

\$2,072.86  
(\$1,036.43/item ~~\$1,594.50~~)  
Save 35%

	2	
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## Delivery

Delivering to 34606 (5 items)

Your Delivery Cost: FREE



## Home Decorators Collection

Newport 33 in. W x 24 in. D x 34.5 in. H\*Assembled Plywood Corner

Lazy Susan Lazy Susan Base Kitchen Cabinet in Pacific White RH

Assembled Assembled

Assembled Height (in.):

Assembled 34.5 in

Color/Finish Assembled

Width (in.): 33

in Assembled

Depth (in.): 24

in

**\$703.91**

~~\$1,082.93~~

Save 35%

Color/Finish: Pacific White

Home Decorators Collection

Newport 24 in. W X 24 in. D X 34.5 in. H Assembled Plywood Soft Close



Newport 24 in. W X 24 in. D X 34.5 in. H Assembled Plywood Drawer Base Kitchen Cabinet in Pacific White with Soft Close

Assembled Height (in.): **34.5 in**  
Assembled Width (in.): **24 in**  
Assembled Depth (in.): **24 in**  
Color/Finish: **Pacific White**

**\$2,265.12**

(\$566.28/item ~~\$871.20~~)  
Save 35%

-

4

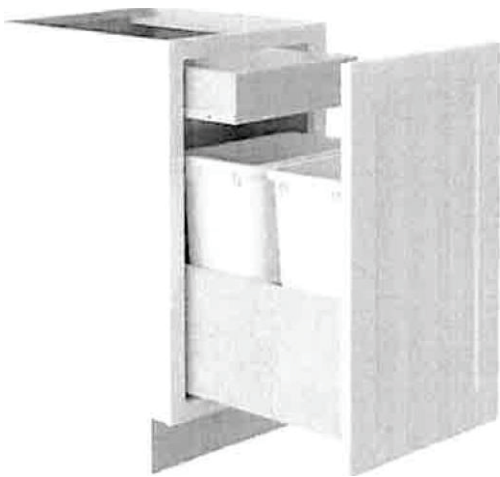
+

Feedback

2434.5Drawer

Base Kitchen Cabinet in Pacific White with  
Assembled Height (in.): 34.5 in  
Assembled Width (in.): 24 in  
Assembled Depth (in.): 24 in  
Color/Finish: Pacific White  
  
\$2,265.12  
(\$566.28/item ~~\$8-7-#2€~~)  
Save 35%

Home Decorators Collection



Newport 18 in. W x 24 in. D x 34.5 in. H Assembled Plywood Trash Can Kitchen Cabinet in Pacific White with Soft Close

Assembled Height (in.): 34.5 in

Assembled Width (in.): 18 in

Assembled Depth (in.): 24 in

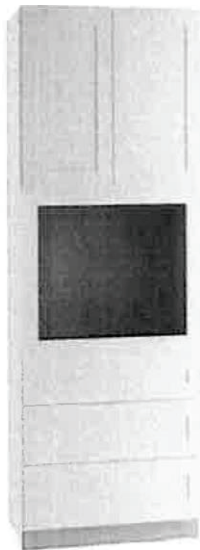
Color/Finish: Pacific White

**\$842.59**

~~\$1,296.29~~

Save 35%

	1	
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Newport 33 in. W x 24 in. D x 90 in. H Assembled Plywood Double Oven Kitchen Cabinet in Pacific White with Soft Close

Assembled Height (in.): **90 in**

Assembled Width (in.): **33 in**

Assembled Depth (in.): **24 in**

Color/Finish: **Pacific White**

**\$6,276.32**

(\$1,569.08/item ~~\$2,413.96~~)

Save 35%

-	4	+
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33 90 Double

Oven Kitchen Cabinet in Pacific White with

Assembled Height (in.): 90 in

Assembled Width (in.): 33 in

Assembled Depth (in.): 24 in

Color/Finish: Pacific White

**\$6,276.32**

(\$1,569.08/item ~~\$2,413.96~~)

Save 35%

Home Decorators Collection

Newport 24 in. W x 24 in. D x 34.5 in. H Assembled Plywood Soft Close

Home Decorators Collection

Newport 24 in. W x 24 in. D x 34.5 in. H Assembled Plywood Base Kitchen Cabinet in Pacific White with 2ROT Soft Close

Assembled Height (in.): 34.5 in

Assembled Width (in.): 24

in Assembled Depth (in.):

24 in Color/Finish: Pacific White

~~\$1,187.99~~ \$772.20  
save 35%



-

1

+

Loading Recommendations  
Loading Recommendations

# Your Order

Subtotal	\$22,869.25
Savings	-\$8,004.19
Delivery	FREE
Pickup	FREE
Estimated Sales Tax*	

**Total** **\$14,865.06**

You Saved 35% Off Your Items

Have a Promo Code? v

Checkout

Check Out Quickly With

CART (4)

Shara

[Remove All Items](#)

Pickup and delivery options

Choose an option to change all items in your cart (if available)

Pickup

1 of 4 items available

Delivery

All items available

Appliance Delivery

Delivering to 34606 (3 items)

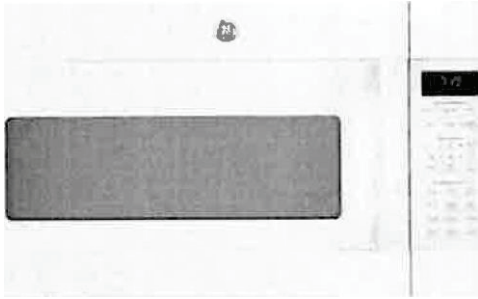
[Update ZIP Code](#) O

Your Appliance Delivery Cost: FREE

Free delivery on appliance purchases of \$396 or more. [View Details](#)

O Make sure the appliances fit in your space to prevent returns. Major appliances with defects and/or damage are returnable within 48 hours. See [Return policy](#). for more details.

1.9 cu. ft. Over the Range Microwave with Sensor Cooking in White  
Product Width (in.): 29.875 in  
Color/Finish: White



Capacity of Microwave (cu. ft.): 1.9 cu. ft.

\$308.00

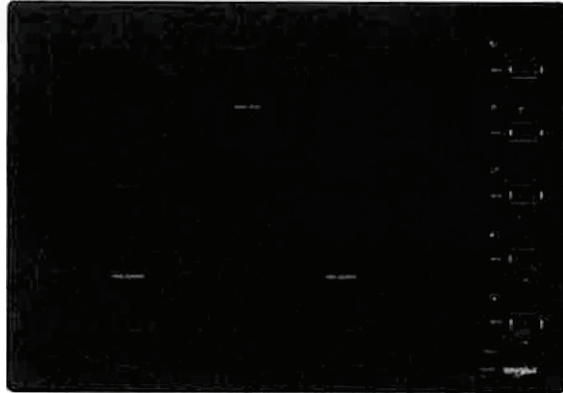
~~\$499.00~~

Save 38%

Whirlpool

30 in. Radiant Electric Ceramic Glass Cooktop in Black with 5

Burner  
Elements  
including 2 Dual  
Radiant  
Elements



Product Width (in.): 30.81 in

Color/Finish: Black

Number of Elements: 5  
element

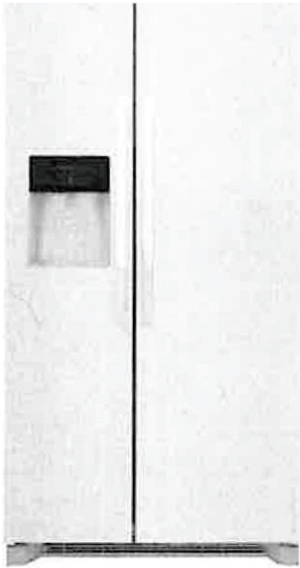
~~\$1,199.00~~

\$793.39

Save 34%

V Buy More Save More | Applied

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**Frontline**

36 in. 26 cu. ft. Standard Depth Side by Side Refrigerator in White

Total Capacity (cu. ft.): **25.6 cu ft**

Color/Finish: **White**

Installation Depth: **Standard Depth**

Handle Type: **Bar Handle**

**\$1,102.61**

~~**\$1,399.00**~~

Save 21%

✓ **Buy More Save More | Applied**

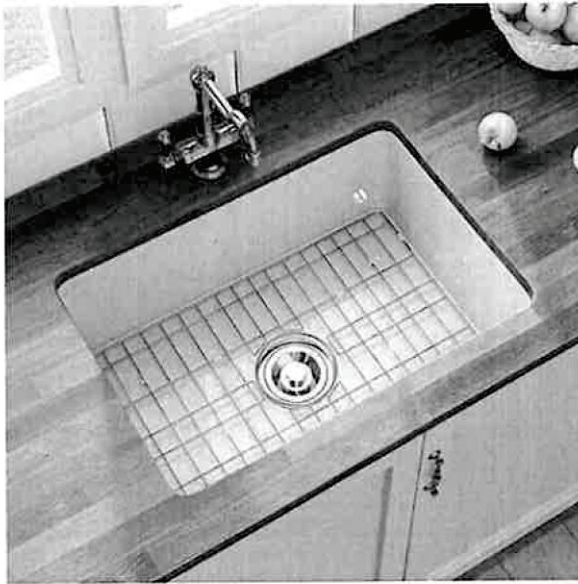
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**Pickup**

Spring Hill (1 item)

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**HOROW**

Undermount Fireclay 27 in. Single Bowl Kitchen Sink, with Grid and Strainer in White

Model #HR-US2719W

**\$259.00**

~~\$319.00~~

Save 19%

—	1	+
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**Loading Recommendations**

**Loading Recommendations**

## Your Order

Subtotal	\$3,416.00
Savings	-\$953.00
Appliance Delivery	FREE
Pickup	FREE
Estimated Sales Tax*	
<b>Total</b>	<b>\$2,463.00</b>

You Saved 28% Off Your Items

V Buy More Save More I Applied

[View Details](#)

Have a Promo Code? v

Checkout

Check Out Quickly With

**rayra**

Easy In-Store and Online Returns

Read our Return-policy.

Get Up to \$100 Off

Get a Home Depot Credit Card and receive \$25 off your qualifying purchase of \$25+, \$50 off purchases \$300+, or \$100 off orders over \$1000. O

[Apply Now](#)

Item Total			\$2,463.00
Savings	-\$100.00	New Total	\$2,363.00