

Completeness Checklist

Applicants must complete chart below and attach as PAGE 1 of the submission.

<u>Application Forms and Attachments</u>	<u>Page #</u>
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<u>Project Applicant:</u> Catholic Charities of Northwest Florida, Inc.	
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Applicant Name: Catholic Charities of Northwest Florida, Inc.	Authorized Representative Name/Title: Matthew Knee, President/CEO
Address: 11 N B Street	Telephone: 850-501-3476
City, State/Zip: Pensacola, FL 32502	Applicant Website: www.ccnwfl.org
Contact Person Name/Title: Heather Skitt, Director of Finance	Unique Entity ID (SAM #): SYNMLRCFNWL8
Contract Person E-mail: skith@cc.ptdiocese.org	Federal Employer ID #: 59-3213644

2. Project Information


Project Name: Trinity Village
Project Address (if different from organization address): 19 N A Street, Pensacola, FL 32502
This is a/an: <input checked="" type="checkbox"/> New Project or <input type="checkbox"/> Expanded Project
Total Funding Requested for this Project: \$ 1,283,700
Number of Persons to be Served: 9 Tiny Homes
Project Type: Construction of 9 Affordable Housing Units & Supportive Services
Target Qualifying Population (check as many as applicable below):

<input checked="" type="checkbox"/> Homeless <input checked="" type="checkbox"/> At Risk of Homelessness <input type="checkbox"/> Fleeing, or Attempting to Flee Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking	<input type="checkbox"/> Unaccompanied Youth (ages 18-24) Who Have Experienced Persistent Instability in Housing <input checked="" type="checkbox"/> Veterans, or Families of Veterans with a Member that Meets the Criteria for one of the Qualifying Populations
Target Service Location (check as many as applicable below):	
<input checked="" type="checkbox"/> City of Pensacola, District _____ <input type="checkbox"/> City of Milton, District _____	<input checked="" type="checkbox"/> Unincorporated Escambia County, District _____ <input type="checkbox"/> Unincorporated Santa Rosa County, District _____ <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: Matthew Kneec

Title: President / CEO

Date: 1/2/2025

4. Project Description

Trinity Village; a Tiny House Community

Catholic Charities of Northwest Florida, in collaboration with Trinity House, LLC, The Diocese of Pensacola Tallahassee, propose Trinity Village. An innovative “Tiny Home” community that will provide a permanent residence for at least 9 homeless or housing insecure individuals. Each of the tiny homes will have a kitchen, bathroom, separate bedroom, laundry closet, combination living/dining room, and a front porch. This project is an emerging approach to reducing housing insecurity in Escambia and Santa Rosa County.

Catholic Charities and Trinity House are currently constructing 9 permanent innovative tiny homes, which will be approximately 300 square feet, known as Trinity Village. The Trinity Village community will provide tiny homes to give single individuals access to affordable housing options in Escambia and Santa Rosa County. This community will utilize the Housing First program model which allows participants to gain safe and secure housing first, then focus on any barriers to self-sufficiency that they may face.

Trinity Village will focus on individuals 55 years old or older, and will not discriminate based on sex, religion, race, national origin, marital status, or disability. Any person under the age of 55 will be assessed on a case-by-case basis, and exceptions will be made. This will allow us to create a community while focusing on a vulnerable population of homeless and housing-insecure individuals. The 2024 Council on Homelessness annual report showed that more than 28% of the homeless population is 55 or over. Our collaborative effort will, not only offer an affordable permanent home, but also, wrap-around services to ensure the stability of the residents and reduce recidivism. Case Management is vital in ensuring the residents remain healthy, stably housed, and thriving. Case management services will include but are not limited to; financial literacy training, linkage to mainstream services such as SNAP, Medicare/Medicaid, property management, transportation, and referrals to physical and mental health services. Residents will be mentored and supported in their personal growth and development to ensure they maintain financial responsibility and stability, as well as take care of their physical and mental health. A full-time Case/Property Manager will be dedicated to assisting Trinity Village residents with wrap-around care and will also serve as the Property Manager for the homes. The Case Manager/Property Manager will be employed by Catholic Charities and will be in close proximity to Trinity Village to ensure a timely response to the needs of the residents. As an employee of Catholic Charities, the Case Manager will be active in the COC, and participate in HMIS. Our goal is to provide a sense of community, and a dignified place to live, within Trinity Village.

Trinity Village will be located on Garden Street within the city limits, on a public transportation route, and provides a safe location convenient to daily necessities. There will be one ADA-compliant home in the community per code. The land is owned by the Diocese of Pensacola-Tallahassee. The Diocese has committed the land to this project as a collaborative partner with Trinity House and Catholic Charities to help provide more affordable housing options in our community and help eliminate housing insecurity. The property has been leased to Catholic Charities/Trinity House, LLC at a minimal cost under a 99-year lease agreement. The project has been approved by the City’s Building and Planning Department, the Water Management District, Department of Transportation, ECUA, and all required building permits have been approved. Ground was officially broken on Trinity Village on September 25, 2024. As of

today's date, the land has been cleared and all site prep has been completed. The next step is to start construction on the foundations for the homes by February of 2025.

Trinity Village has received both financial and in-kind donations, as well as, financial commitments, totaling \$1,086,573 from individual donors, businesses, and private foundations. Trinity Village has secured a local reputable contractor for the project who is committed to continuing to secure in-kind donations of goods and services. Our budget shows a significant amount of leveraged funding (46%), both cash and in-kind, that will be used to complete this project and provide permanent housing and wrap-around services for at least 9 individuals. This project is permitted and planned and can be ready to house individuals in less than one year if funding is secured. A detailed budget outlining, financial contributions, in-kind contributions and requested funding is attached.

Renderings and informational brochures regarding Trinity Village have been attached.

Catholic Charities of NWFL, Inc. and Trinity House, LLC History:

Catholic Charities and Trinity House are 501(c)(3) non-profit organizations within the Catholic Diocese of Northwest Florida. The sole corporate owner of both organizations is the Bishop of the Diocese of Pensacola-Tallahassee and falls under the same tax-exempt group ruling.

Catholic Charities of Norwest Florida was founded in 1928 and serves 18 counties across the Florida Panhandle. Catholic Charities was founded by a group of Trinitarian Nuns, which led to the naming of Trinity House/Village. For many years, Catholic Charities has been an active member of the CoC, Opening Doors of Northwest Florida, and participates in HMIS and Coordinated Entry. Catholic Charities is a key partner of Opening Doors and has scored nearly perfect on all audits/monitoring of case files and HMIS data entry. Over the past two years, Catholic Charities has successfully administered over \$1,620,000 in federal grants, and last year, assisted 1,753 individuals with their immediate housing needs. All residents of Trinity Village will be entered into HMIS to avoid duplication of services, and all data will be accurately entered into HMIS in a timely manner.

Catholic Charities understands that this funding will be on a reimbursement basis and has the capacity to submit timely and accurate documentation to Escambia County. We have worked, and are working with, many reimbursement grants. All grants from the CoCs are reimbursement grants and we have worked with local cities and counties on reimbursement grants. Our experience reporting on these types of grants will ensure a smooth process.

In partnership with Catholic Charities, Trinity House is an organization that serves the homeless by offering Transitional Residential Housing to senior citizens. Founded in 2020, Trinity House currently operates two transitional homes in Pensacola with plans for a third home to be opened in the fall of 2025. The goal of Catholic Charities and Trinity House is to prepare its residents for the transition to permanent housing through case management, counseling, and mentorship to reduce homelessness in our community.

Program Evaluation:

Catholic Charities and Trinity Village will utilize a variety of methods to evaluate the success of the program. The main measurement tool will be the number of homeless, or at-risk of becoming homeless, individuals who are successfully transitioned into safe permanent housing.

Each resident of Trinity Village will be required to help develop a personalized case plan and meet with a Case Manager on a regular basis. During these meetings, the Case Manager will review the case plan with the resident to ensure they are meeting their personal goals, appropriately managing their finances, discuss any barriers the resident still faces, and additional topics as needed. Each resident will have a case file that the Case Manager will utilize to track and report on the successes of their client and entry this data into HMIS.

Catholic Charities will use HMIS (Homeless Management Information System) to produce aggregate reports on a monthly, quarterly, and annual basis. Each month, a Client Served Report will be pulled to show the number of clients served based on age, race, and sex. The report will also provide household composition as well as services provided to those households. HMIS also has APR and Caper Reports that are pulled each month to assist the agency with data quality reporting. These reports are printed monthly, and the Client Served Report is included with billing and invoicing as verification of completed deliverables and other CoC compliance requirements. In FY 23-24, our last agency monitoring showed that the agency has an overall data quality rate of 98%.

Due to the significant amount of funding that Catholic Charities receives, a single audit is conducted most years, alongside our normal audit by an outside auditing firm. The audit is then presented to the Catholic Charities' Board of Directors, the Finance Committee, and the Audit Committee. We consistently receive clean audit opinions.

We also hold quarterly Performance Quality and Improvement meetings with the staff to discuss goals, best practices, ensure we are meeting grant requirements, review client surveys and their suggestions, conduct training, and look at ways to improve our performance and quality of work. These meetings have proven to be an effective and efficient way for the staff at Catholic Charities to discuss any challenges and learn from one another.

Trinity Village Sustainability Plan:

The vision of Trinity Village is to help reduce the affordable housing shortage in Escambia and Santa Rosa County for many years to come. The goal is to complete this project debt-free, ensuring the continued provision of affordable permanent housing and wrap-around care for residents at minimal cost. The sustainability of Trinity Village is a top priority for Catholic Charities, Trinity House, and The Diocese. To ensure the sustainability of the program, each resident will be asked to pay rent based on their income and the current fair market for rentals in the county. This will yield an annual revenue of approximately \$100,000 to the program. All rent collected will cover operational expenses for Trinity Village, including, insurance, utilities, case/property management salaries, repairs, and maintenance. Catholic Charities and Trinity House both rely heavily on donations and fundraising for their operations, both agencies will continue to fundraise and save for routine and major repairs and maintenance for Trinity Village. Each of these homes is built to current building and storm codes and will be a permanent addition to affordable housing.

Additionally, Trinity Village will provide many opportunities to involve community-based supporters, both to enhance the program and keep costs minimal. Once a month, a community dinner is sponsored by different local groups or individuals for the current residents of Trinity House. This meal is provided

so that the residents get to interact with different community members and build their support system. The future residents of Trinity Village will also participate in this meal.

We also plan on utilizing volunteer labor from local schools and youth groups to assist with the upkeep of the property. This will provide a great opportunity for the volunteers to do meaningful work and gain volunteer hours.

Collaborations and Partnerships:

Catholic Charities relies heavily on collaborations and partnerships. We accept referrals from United Way/211, Favor House, Escambia County School Board, local hospitals, United Ministries, Samaritan Hands, St. Vincent DePaul, DCF, the Police and Sheriff's Department, and many others.

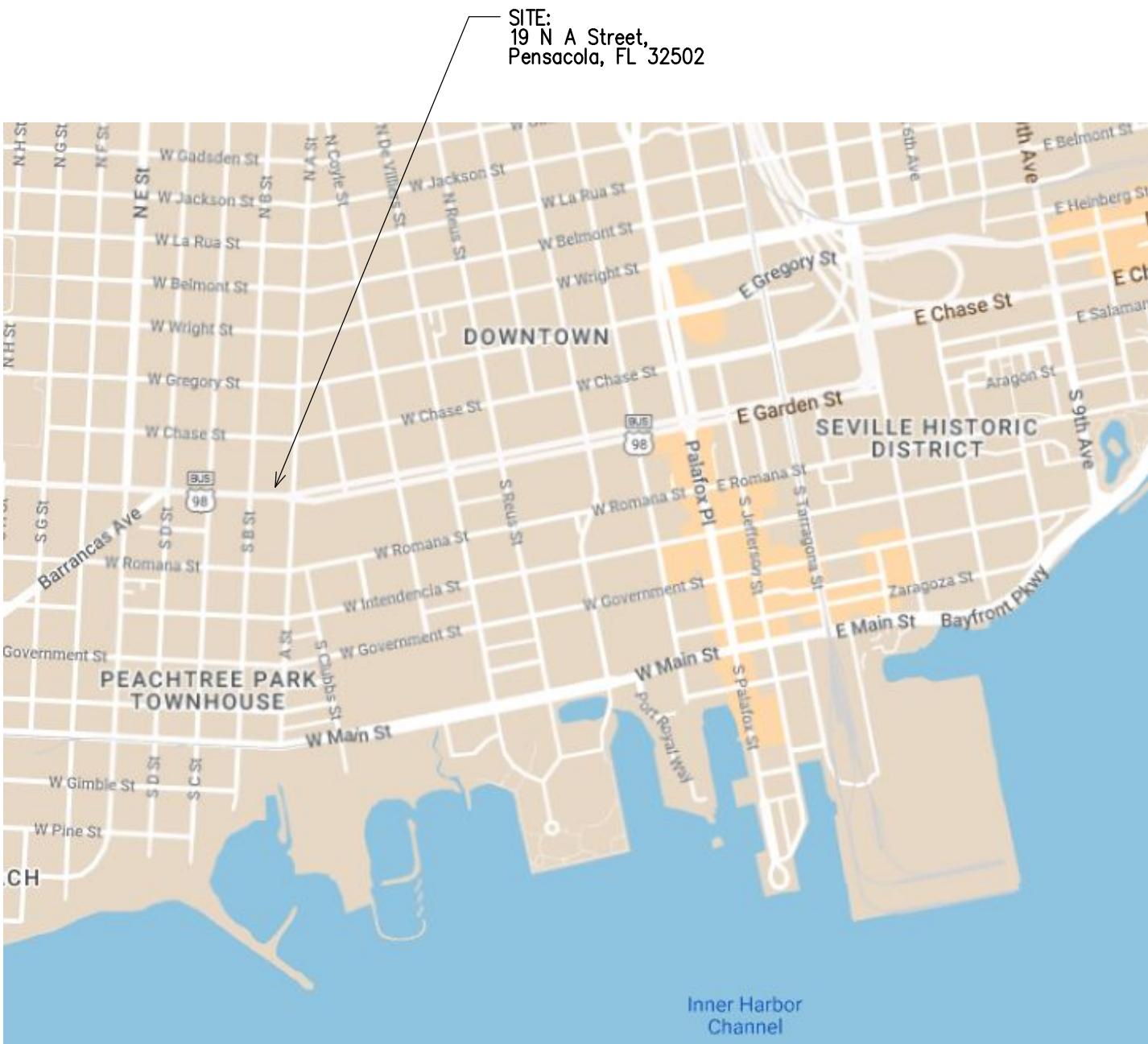
Our staff serves on many boards and committees such as; the Ascension/Sacred Heart Missions Committee, Emergency Food and Shelter Board, St. Joseph House Board, multiple CoC Boards, and the Homeless Reduction Task Force Committee.

Catholic Charities is also a key partner and active member of Opening Doors. We participate in CoC events, meetings, training, Subcontractor Meetings, Coordinated Entry Meetings, HMIS Meetings and trainings, point-in-time counts, and Coordinated Entry. Catholic Charities also receives and submits referrals to Opening Doors.

Summary

Catholic Charities of Northwest Florida, proposes Trinity Village, an innovative tiny home community aimed at providing permanent, stable housing for at least nine homeless or housing-insecure individuals in Escambia and Santa Rosa Counties. Grounded in the Housing First model, this initiative prioritizes securing safe, permanent housing as a foundation for addressing barriers to self-sufficiency. Each 300-square-foot home will offer essential amenities, including a kitchen, bathroom, and living space, within a supportive community environment. Residents, primarily aged 55 and older, will receive comprehensive wrap-around services, including case management, financial literacy, and access to health and social resources. With over \$1 million in support already secured and the construction phase already in progress, Trinity Village will provide dignified, affordable housing while fostering long-term stability and independence for vulnerable individuals in the community.

VACINITY MAP



Trinity Village
Diocese of Pensacola Tallahassee
Pensacola, Florida

CODE SUMMARY

This building is classified as Type V, Unprotected, Residential Occupancy, according to the 8th Edition (2023) of the Florida Building Code.

WIND LOAD CRITERIA

This building is designed to withstand a minimum wind load of 140 mph. The contractor is to insure that all connection details, nailing schedules, connections between floor framing, stud walls, and roof trusses are properly hurricane strapped and that the manufacturers recommended installation details and techniques are followed. Any deviation from the manufacturers installation details should be brought to the attention of the Architect as soon as possible. The Contractor is to verify that the building practices employed on the project follow the intent of the wind loading guidelines as well as standard building practices. On projects where the Architect is not retained for Project Supervision, no warranty for liability, errors, or omissions is granted by the Architect.

I, Carter Quina, AIA, certify that the documents as prepared for this structure will withstand a minimum wind load of 140 mph. Openings rated for 47 DP and 6 W1.

GRAPHIC SYMBOLS

RIGID INSULATION

BATT INSULATION

CONCRETE

GYPSUM BOARD

PLYWOOD

WOOD- ROUGH

WOOD- FINISH

BRICK

CONCRETE MASONRY UNITS

METAL

SOIL

KITCHEN EQUIPMENT

TOILET ACCESSORY

DOOR MARK

EXISTING CONTOUR LINE

NEW CONTOUR LINE

BROKEN LINE

CENTER LINE

HIDDEN LINE

ELEVATION KEY

SECTION KEY

ENLARGED DETAIL

LIST OF DRAWINGS

SEQ.	SHEET #	DESCRIPTION
1	T1	Cover Sheet
Architectural		
2	A0	Architectural Site Plan
3	A1	Floor Plans
4	A2	Reflected Ceiling Plans
5	A3	Roof Plans
6	A4	Elevations
7	A5	Elevations
8	A6	Building Sections & Details
9	A7	Foundation, Framing, & Electrical Plans
10	A8	Interior Elevations & Doors

PERSONNEL

OWNER:
Diocese of Pensacola Tallahassee
Pensacola, Florida

ARCHITECT:
Quina Grundhoefer Architects, P.A.
Pensacola, Florida

CIVIL ENGINEER:
McKim & Creed
Pensacola, Florida

FLORIDA PRODUCT APPROVAL LIST

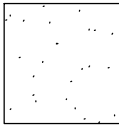
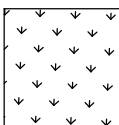

MANUFACTURER**	MODEL #	CATEGORY	SUBCATEGORY	APPROVAL #	VALIDATION ENTITY
Jeld-Wen	PRAVSH2642	Windows	Single Hung	FL14095.1	Zachary R. Priest, P.E.
Jeld-Wen	SP-684DG	Exterior Doors	Swinging Exterior Doors	FL16708.2	Zachary R. Priest, P.E.
GAF	Asphalt Roof Shingle	Roofing	Asphalt Shingles	FL10124.1	John W. Knezevich, P.E.
W.R Grace	Ice and Water Shield	Roofing	Underlayment	FL 298.1	PRO Asphalt Technologies

** CONTRACTOR TO SUBMIT MANUFACTURER'S BASED ON SPECIFICATIONS AND PRODUCT APPROVAL NUMBERS IF DIFFERENT THAN THOSE SHOWN

Project
Trinity Village
Diocese of Pens.
Pensacola, Florida

Project No.
1623
Set No. _____
Date: _____ 04/25/24

LEGEND

- — — — — PROPERTY LINE
-  NEW SOD: 419 TIFWAY BERMUDA THESE AREAS TO RECEIVE IRRIGATION SYSTEM
-  NEW CONCRETE SIDEWALK: 4" THICK REINF. w/ W1.4xW1.4-6x6 W.W.F. OR FIBERMESH - PROVIDE SCORED JOINTS AS SHOWN BUT NOT TO EXCEED 6' O.C. PROVIDE EXPANSION JOINTS AS SHOWN BUT NOT TO EXCEED 30' O.C.
-  CM NEW CREPE MYRTLE

EXIST.
PARKING LOT

RETENTION POND
SEE CIVIL DWGS.

EXIST.
PARKING LOT

PARKING - 8 TOTAL SPACES
PERVIOUS CONCRETE
(ASPHALT SHAVINGS ALTERNATE)

EXIST. ONE-STORY
BRICK & METAL BUILDING

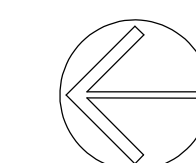
SWALE

EXIST.
TREES

BIKE REPAIR
STATION

BIKE RACK
IN-GROUND
BASKETBALL
GOAL
TIMER CURB -
SEE CIVIL DWGS.
4" THICK CONC.
SIDEWALK
BLUE STRIPING

GARDEN STREET



Site Plan

1/8"=1'-0"

Project

Trinity Village
Diocese of Pens.

Pensacola, FL

Date:
04/25/24
Project No.
1623

Sheet No.

A0





TRINITY HOUSE LLC WOULD LIKE TO THANK OUR SPONSORS AND PARTNERS:

- DIOCESE OF PENSACOLA-TALLAHASSEE
- CATHOLIC CHARITIES FOUNDATION
- THE CHADBOURNE-DEMARIA FOUNDATION



TO LEARN MORE CONTACT

Deacon Ray Aguado
Trinity House LLC
11 North B Street,
Pensacola, Florida 32502
(850) 435-3500
aguador@ptdiocese.org
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FUTURE HOME OF TRINITY VILLAGE

AN AFFORDABLE TINY HOME DEVELOPMENT
FEATURING **NINE** NEW RESIDENCES



THE CATHOLIC DIOCESE
of
PENSACOLA TALLAHASSEE



ABOUT TRINITY VILLAGE

Trinity Village will offer affordable rental housing to low income senior citizens experiencing housing insecurity.

Trinity Village will offer case management and other services to its residents as well as help them attain other community resources available to senior citizens.

While Trinity village operates as a Catholic ministry, we are respectful of all faith traditions and we welcome all from any religious background or none at all.



ADDRESSING HOUSING INSECURITY

- Pensacola faces a shortage of affordable housing, leading to housing insecurity and homelessness.
- The population in the greater Pensacola area has significantly increased, causing a housing shortage that drives up property values.
- Over the past 12-24 months, rents in the area have more than doubled in some cases, leading to financial struggles for many residents.
- Many people are forced to take second jobs, reduce spending on health care, food, or other necessities to meet housing costs.
- Those unable to afford housing resort to staying with family, in motels, living in vehicles, or on the street. One of the most vulnerable segments of the population experiencing "housing insecurity" are low income senior citizens.

THE SOLUTION - TRINITY VILLAGE

Trinity Village In response to the housing crisis, Trinity House LLC, a non-profit, is developing a community called Trinity Village-a group of nine tiny homes in downtown Pensacola.

Target Population The primary target for these houses is low income senior citizens who are vulnerable to rising rents, property taxes, insurance and housing maintenance costs and may be at risk of losing their home.

Support Services

Trinity Village will provide affordable rent along with support services such as case management and mentoring and help with acquiring benefits and services offered to senior citizens.



5. Quality of Services Questionnaire

1. Describe how the project aligns with Escambia HOME Consortium HOME-ARP Allocation Plan (Appendix 1).

Trinity Village aligns with the HOME-ARP Allocation plan because it will provide 9 additional affordable housing units, increasing the number of affordable homes in the area. The project will use a housing first approach to quickly address the need for shelter for our clients. These tiny homes will provide a safe, affordable home for individuals who are homeless or at-risk of becoming homeless. It is an innovative and sustainable plan that we hope to replicate throughout our service area once this project is complete.

Our community is facing a major affordable housing crisis. Trinity Village will work with low income individuals that are suffering the most with the housing crisis. With the drastic increase in both rental and housing prices, many of these people would have nowhere else to go. The homeless population we work with faces even greater barriers as they do not have the income, rental history, or credit to be able to qualify for housing. It is our intent to reduce these struggles as much as possible.

In addition to housing, Catholic Charities is known for its case management. Housing is just the first step in helping someone become stable. Case management is a crucial part of making sure someone does not return to homelessness. Through case management and affordable housing, we know we can help the Consortium reach its goal of developing at least 15 affordable homes.

2. Explain how your agency is actively participating in the Homeless Continuum of Care (CoC) and existing HMIS and Coordinated Entry systems in the Consortium service area, and how this project will integrate with those systems.

Catholic Charities collaborates with Opening Doors, the Homeless Continuum of Care, in many ways. We are an active member who receives and sends referrals. We participate in all CoC events, meetings, and trainings on a monthly basis such as the General CoC Coalition Meeting, Monthly Sub-Contractor Meeting, Coordinated Entry Meetings, HMIS Training, Point-In-Time, and Coordinated Entry. Catholic Charities is an Access Point and assists Opening Doors with Coordinated Entry.

How Catholic Charities assists with Coordinated Entry:

- (1) Catholic Charities attends a weekly RRH/Coordinated Entry meetings to assess the needs of the homeless population.
- (2) Catholic Charities participates in Coordinated Entry Training.
- (3) Opening Doors refers individuals that meet the standards in 2023 Florida Statutes ([24 CFR 578.3 "Homeless"](#)) through the Coordinated Entry process. The agency will accept the referral in HMIS, and the staff will contact the client for an initial screening within 12-24 hours. These individuals are selected from a list based on priority and need. This allows our agency to quickly accept referrals, triage clients in an effective manner, and connect clients to services.
- (4) Once the referral has been accepted, Catholic Charities contacts households within 24-48 hours by phone to schedule them for an intake assessment and to begin services.

- (5) In FY 23-34, we also became an Access Point and provided coordinated entry services for homeless prevention services. By becoming an access point, we reduced the wait time for homeless prevention services. By becoming an Access Point, individuals can call directly to our office to request services, or they can be referred by another community agency.

Catholic Charities also utilizes the HMIS system to track all client data. We have been using HMIS since it was established, and our most recent monitoring showed that we have a 98% data accuracy score. All staff have been well trained on HMIS and stay up-to-date on the system by attending regular HMIS training sessions. Our security officer for HMIS ensures that staff have been properly trained and that the proper background screenings have been completed before a staff member is granted access to HMIS.

- 3. Describe how the project will provide connections to supportive solutions, include the extent to which this project will connect clients to mainstream services (i.e. food stamps, SSI/SSDI, Medicare/Medicaid, physical health care, mental health care, substance abuse treatment, recovery support groups, public housing, childcare providers, etc.), and community-based supports (i.e. volunteer opportunities, faith-based organizations, civic groups, etc.) to ensure long term stability.**

With the long-standing history of Catholic Charities of Northwest Florida, we have many resources at our disposal that allow us to either directly connect clients with supportive services, or refer them to agencies who specialize in a specific need. The Case Manager will look at each resident of the tiny home individually to determine what additional services would benefit the client. The services will include, but not be limited to; SNAP enrollment and re-enrollment, SSI/SSDI, health care, housing, and mental health counseling.

Additionally, Trinity Village will provide many opportunities to involve community-based supporters, both to enhance the program and keep costs minimal. Once a month, a community dinner is sponsored by different local groups or individuals for the current residents of Trinity House. This meal is provided so that the residents get to interact with different community members and build their support system. The future residents of Trinity Village will also participate in this meal.

We also plan on utilizing volunteer labor from local schools and youth groups to assist with the upkeep of the property. This will provide a great opportunity for the volunteers to do meaningful work and gain volunteer hours.

- 4. Describe how your agency has worked to remove traditional barriers (i.e. no income, no insurance, no transportation, etc.) to provide services for individuals and families who are members of the qualifying populations.**

Catholic Charities follows the Housing First Model to best serve our clients. The first step in ending a person's time in homelessness is getting them in a safe and stable living environment. We then work with the client on an individualized case plan that is unique to their current circumstances. Once this assessment is complete the client and case manager work together to reduce as many barriers as possible. This includes benefit enrollment, job searches and readiness, transportation, and anything else that might be a barrier for the client.

- 5. Describe how your agency evaluates program success.**

Catholic Charities will use different methods to measure our program's success and the goals of this program. This proposal will allow 90% of households to remain stably housed and reduce the number of returns to homelessness. Participants will be measured by (1) the number of households that maintain permanent housing for at least 12 months, (2) the number of households that exit into permanent housing, and (3) the number of clients that report an increase in income and benefits throughout the program. The agency also uses other avenues to measure our success and progress.

(1) We receive and implement feedback from client surveys and input from our Board of Directors. (2) We have quarterly Performance Quality Improvement meetings. These meetings are intended to allow staff and leadership to evaluate the program's performance and progress, develop strategies for success, review the quality and quantity of services, and implement needed changes as they arise.

6. Describe how the agency will continue to provide quality services in the community in the case of reduced or loss of funding, and after funding has ended.

For over 97 years, Catholic Charities has been a trusted provider of high-quality services, continually adapting to fluctuating funding and evolving community needs. After conducting feasibility plans for Trinity Village, we are confident that this project will quickly become self-sufficient, just like its residents.

Our organization is committed to promoting and fundraising for this essential initiative. The enthusiastic support and interest from community members that this project has already received, is an example of how our community already stands behind this project.

To ensure the long-term success of Trinity Village, we will continue to actively pursue diverse funding streams, including grants, individual donations, and corporate sponsorships, while leveraging volunteer support to keep costs affordable for the residents.

Additionally, we are excited about the scalability of this housing model. Discussions are already underway regarding potential sites for future expansions, with a vision to replicate the success of Trinity Village in other locations. Our goal is to replicate the innovative concept of Trinity Village to continue to add more affordable housing solutions in our community.

6. Completed Activities Outline

Trinity Village Timeline

September 26, 2024 – Ground Broken

December 31, 2024 – Land Completely Cleared, Utilities connected,

February 1, 2025 - Foundation & Footers Completed

April 1, 2025 – Phase 2 \$249,500 Draw Down

May 1, 2025 – Phase 3 \$240,000 Draw Down

June 1, 2025 – Phase 4 \$89,600 Draw Down

July 1, 2025 – Phase 5 \$129,000 Draw Down – Case/Property Manager Search begins

August 1, 2025 – Phase 6 \$115,000 Draw Down – Case/Property Manager Hired

September 1, 2025 – Phase 7 \$139,900 Draw Down - Referrals accepted – Tenants Selected

October 1, 2025 – Open for Operation - Trinity Village Complete and Residence Occupy Tiny Homes

Monthly Drawn Downs for Supportive Services (Case Management) until the end of funding.

Project Outcomes

Reports for Project Outcomes will be submitted Quarterly beginning on 12/31/2025, subject to completion of the project.

**All dates are subject to change due to the date funded by Escambia County.*

7. Budget Narrative

Construction of Cost

Construction Cost details are explained in the timeline and budget schedules.

Supportive Services

Personnel/Fringe Benefits

Property/Case Manager – The full-time Property and Case Manager will provide property oversight, and supportive services, and perform administrative duties at Trinity Village.

Fringe Benefits include Dental, Health, and Long-Term Disability Insurance, as well as 401K Match.

The Property/Case Manager will be hired as the construction nears completion, these services will be offered for the duration of the grant, and after, utilizing funds made available through rental income to Trinity Village, as well as, donations.

Administrative Costs

The proposed administrative costs include expenses related to accounting and bookkeeping, project management, grant reporting, and HMIS expenses. Costs include office space and supplies, cellular phones, as well as, liability insurance. These costs are critical to ensuring efficient program management, compliance with funding requirements, and maintaining accurate client and financial data.

Funding will be spent according to the following schedule attached. Trinity Village has secured a local reputable contractor who will work diligently with all subcontractors to ensure this project is completed on schedule and prior to the deadline of this grant.

Leverage Funds

Trinity Village is leveraging funds in the form of cash contributions, as well as in-kind goods and services. The overall match percentage of the program is 46%.

The approximate amount of The Diocese of Pensacola- Tallahassee is committed to leasing the property where Trinity Village is located for a minimal cost for an indefinite period. The value of the land is estimated at \$500,000, based on recent sales data from the Escambia County Property Appraiser.

The Diocese of Pensacola-Tallahassee has also committed to project management, through the time of their Director of Construction & Properties, Rob Bennett. The value of his time dedicated to the project is estimated at \$12,000.

Trinity Village has received more than \$365,000 in cash contributions, which have been used to complete engineering and architectural plans, land clearing, permits, and utility installations to the project. Funding is also being used to complete the footers and foundations of the tiny homes, which will be completed by February 1, 2025.

Sun Chase Construction, LLC has committed its construction fee and overhead expenses to Trinity Village, as well as many of their subcontractors. The value of these services and materials is estimated at \$197,000.

Commitment letters, from the Diocese of Pensacola-Tallahassee and Sunchase Construction are attached.

Trinity Village Budget

Notice of Funding Availability

Edit GREY fields to add broad line items to form your budget. BLUE fields provide budget short descriptions and amounts requested.

Year 1 - Trinity Village		
Eligible Costs	Quantity AND Description (max 400 characters)	Assistance Requested
Construction Cost Phase 1	Acquisition of Land, Land clearing, Permitting, Floor Plans & Architectural Drawings, Foundations & Footers	COMPLETED
Construction Cost Phase 2	Water/Utilities, Framing, Roof Sheathing, Doors & Windows	\$ 249,500.00
Construction Cost Phase 3	Insulation, Roof Shingles, Exterior Siding, Rough Plumbing & Electrical, Heating & A/C	\$ 240,000.00
Construction Cost - Phase 4	Masonry, Termite Treatment, Drywall, Interior Paint	\$ 89,600.00
Construction Cost - Phase 5	Interior Finish/Woodwork, Sewer Hookup, Cabinets/Storage, Countertops	\$ 129,000.00
Construction Cost - Phase 6	Flooring, Tile, Complete Plumbing & Electrical, Purchase and Install Appliances	\$ 115,000.00
Construction Cost - Phase 7	Gutters, Blinds, Exterior Paint, Final Survey, Landscaping, Mailboxes, Fencing	\$ 139,900.00
Supportive Services		
Case/Property Manager Salary and Fringe Benefits	Prorated for 6 months in Year 1	\$ 30,000.00
Subtotal Requested		993,000.00
Admin Requested (max of 10%) (i.e. accounting costs, contract management costs, facility costs)		99,300.00
Total Amount Requested		1,092,300.00

Budget

Notice of Funding Availability

Edit GREY fields to add broad line items to form your budget. BLUE fields provide budget short descriptions and amounts requested.

Year 2 - Trinity Village		
Eligible Costs	Quantity AND Description (max 400 characters)	Assistance Requested
Supportive Services		
Case/Property Manager Salary and Fringe Benefits	Salary & Benefits for Case/Property Manager	\$ 56,000.00
Subtotal Requested		56,000.00
Admin Requested (max of 10%) (i.e. accounting costs, contract management costs, facility costs)		5,600.00
Total Amount Requested		61,600.00

Budget

Notice of Funding Availability

Edit GREY fields to add broad line items to form your budget. BLUE fields provide budget short descriptions and amounts requested.

Year 3 - Trinity Village		
Eligible Costs	Quantity AND Description (max 400 characters)	Assistance Requested
Supportive Services		
Case/Property Manager Salary and Fringe Benefits	Salary & Benefits for Case/Property Manager	\$ 58,000.00
Subtotal Requested		58,000.00
Admin Requested (max of 10%) (i.e. accounting costs, contract management costs, facility costs)		5,800.00
Total Amount Requested		63,800.00

Budget Template
Notice of Funding Availability

Edit GREY fields to add broad line items to form your budget. BLUE fields provide budget short descriptions and amounts requested.

Year 4 - Trinity Village		
Eligible Costs	Quantity AND Description (max 400 characters)	Assistance Requested
Supportive Services		
Case/Property Manager Salary and Fringe Benefits	Salary & Benefits for Case/Property Manager	\$ 60,000.00
Subtotal Requested		60,000.00
Admin Requested (max of 10%) <i>(i.e. accounting costs, contract management costs, facility costs)</i>		6,000.00
Total Amount Requested		66,000.00

Trinity Village

Phase	Target Completion & Draw Down Date	Description	Total Amount	HOME-ARP Grant	Donated Funds (Leverage Funds)	In-Kind Contributions (Leveraged Funds)
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CONSTRUCTION COST

1	COMPLETED	Land Cost	500,000			500,000
1	COMPLETED	Permits, Sewer & Water Tap Fees, Engineering, and Land Clearing.	315,000		315,000	
1	COMPLETED	Architectual Plans & Drawings	12,573			12,573
1	2/1/2025	Foundations	50,000		50,000	
2	4/1/2025	Water/Utilities	27,000	27,000		
2	4/1/2025	Framing	135,000	135,000		
2	4/1/2025	Roof Sheathing	37,500	37,500		
2	4/1/2025	Doors/Windows	50,000	50,000		
3	5/1/2025	Insulation	37,500	37,500		
3	5/1/2025	Roof Shingling	37,500	37,500		
3	5/1/2025	Exterior Siding	50,000	50,000		
3	5/1/2025	Rough Plumbing	37,500	27,500		10,000
3	5/1/2025	Rough Electrical	37,500	37,500		
3	5/1/2025	Heating/AC	50,000	50,000		
4	6/1/2025	Masonry	25,000	25,000		
4	6/1/2025	Termite Treatment	3,600	3,600		
4	6/1/2025	Drywall	36,000	36,000		
4	6/1/2025	Interior Paint	25,000	25,000		
5	7/1/2025	Interior Finish/Woodwork	50,000	50,000		
5	7/1/2025	Sewer Hook up	25,000	25,000		
5	7/1/2025	Cabinets & Storage	36,000	36,000		
5	7/1/2025	Countertops	18,000	18,000		
6	8/1/2025	Handicap Ramp	12,000			12,000
6	8/1/2025	Flooring	25,000	15,000		10,000
6	8/1/2025	Tile	25,000	20,000		5,000
6	8/1/2025	Finish Plumbing	25,000	15,000		10,000
6	8/1/2025	Finish Electrical/Electrical Fixtures	35,000	35,000		
6	8/1/2025	Appliances (Stove, Fridge, Microwave, Washer/Dryer)	30,000	30,000		
7	9/1/2025	Gutters	5,000	5,000		
7	9/1/2025	Blinds	4,500	4,500		
7	9/1/2025	Exterior Paint	25,000	25,000		
7	9/1/2025	Final Survey	5,000	5,000		
7	9/1/2025	Landscaping	37,500	37,500		
7	9/1/2025	Driveway/Walks	37,500	37,500		
7	9/1/2025	Mailboxes/Fencing	25,400	25,400		
Ongoing		Contractor Fee	150,000			150,000
Ongoing		Diocese Contruction Manger				12,000

SUPPORTIVE SERVICES

Monthly	7/1/2025	Case Manager - Prorated Year 1	30,000	30,000		
Monthly	1/1/2026	Case Manager - Year 2	56,000	56,000		
Monthly	1/1/2027	Case Manager - Year 3	58,000	58,000		
Monthly	1/1/2028	Case Manager - Year 4	60,000	60,000		

ADMINISTRATIVE COST

Ongoing	Monthly	Administrative Cost	116,700	116,700		
			2,358,273	1,283,700	365,000	721,573

Total Amount of Leveraged Funds	\$ 1,086,573
Match Percentage	46%



Diocese of Pensacola-Tallahassee

Office of the Bishop

11 North "B" Street
Pensacola, Florida 32502
Office: (850) 435-3520
Fax: (850) 435-3565
Email: bishop@ptdiocese.org

Dear Brothers and Sisters,

Greetings. I fully support the HOME -ARP proposal set forth by Catholic Charities of Northwest Florida for the development of Trinity Village. I and the entire Diocese stand behind this much-needed effort, and we are ready to assist wherever we can. The development of nine (9) tiny homes will be a blessing for those who are homeless, or at risk of becoming homeless.

The property on Garden Street, where the tiny homes will be built, is owned by the Diocese of Pensacola-Tallahassee but has been leased to Catholic Charities and Trinity Village for a 99-year lease term at a very affordable rate. We will also lend the vast experience of the Properties and Construction Manager for our Diocese, Robert Bennett, who has served at our Diocese for nearly 20 years and has helped us successfully manage over \$250,000,000 in construction projects. His experience and dedication to this project will greatly aid Catholic Charities in the development of nine permanent tiny homes for those in need.

The mission of our Diocese and Catholic Charities is to be a beacon of hope for those in need. No matter a person's race, religion, or national origin, our faith calls us to help the less fortunate. The development of these nine tiny homes will help fill a large gap in our community for affordable housing. We are also hopeful that this project is just the beginning of many affordable housing projects to come.

Again, I humbly ask for your kind consideration of Catholic Charities' request. I cannot think of a better organization to implement and manage such an innovative project.

Sincerely yours in Christ,

Most Rev. William A. Wack, CSC
Bishop of Pensacola-Tallahassee



Trinity Village LLC

To Whom It May Concern -

Sunchase Construction LLC, an affiliate of Sunchase Companies LLC, has committed itself to donating its services to Trinity Village LLC along with its normal overhead and fee that it typically charges a client. Many of our regular subcontractors and vendors have committed to donating materials and services as well. If anyone has any questions they can reach me at (850) 450-0891.

Thanks,

Kyle McGee
President & CEO
Sunchase Companies LLC

Quina Grundhoefer Architects



January 2, 2025

Deacon Raymond Aguado
Catholic Diocese of Pensacola-Tallahassee
11 North B Street
Pensacola, FL 32502

Re: Trinity Village Development - Tiny Homes

Dear Ray,

I am pleased to write this letter to let you know of our intention to contribute our architectural services to the Diocese of Pensacola-Tallahassee for the Tiny Home project. Our services to date amount to \$12,572.50. See attached breakdown of the time and rates. Note that architectural services are not tax deductible, but we are nevertheless proud to contribute to this project.

We have been fortunate to be involved in many projects for the Diocese and are pleased to contribute to this worthwhile project that should benefit not only the underprivileged in our community, but our entire city.

Sincerely,

A handwritten signature in black ink, reading "Danny Grundhoefer", with a long horizontal flourish extending to the right.

Danny Grundhoefer, AIA

Trinity Village
Quina Grundhoefer Architects

Carter	
Week Ending	Hrs.
2023	
December 10	2
December 31	7
2024	
February 25	4
March 17	1
March 24	2
May 5	1
May 12	2
Total	19
Principal Rate - \$190/hr.	\$3,610.00

Nick	
Week Ending	Hrs.
2024	
January 7	24
January 14	25
January 21	1.5
February 25	2
March 10	15
March 17	4
March 24	7.5
April 7	7.5
April 14	10
April 21	3.5
April 28	15.5
May 5	4
Total	119.5
Staff Rate - \$75/hr.	\$8,962.50

Architectural Services **\$12,572.50**

9. Project Outcomes

Applicants must provide anticipated outcomes and related performance measures (minimum of three).

Performance Measure	Baseline Data (<i>must include source</i>)	Desired Outcome	Describe the project component(s) that will be used, and how the outcome will be achieved and monitored.	Reporting Schedule
1. Successfully house 9 individuals who are facing homelessness in permanent affordable housing	1,123 Homeless individuals in Escambia and Santa Rosa County (2024 PIT Count)	9 individuals successfully housed	The tiny homes will serve a permanent housing solution for 9 individuals and all data will be tracked in HMIS	1 year from Funding Start
2. 90% of the residents will become self-sufficient in the first 90 days.	N/A	Self-Sufficiency After 90-days	Residents will undergo intensive Case Management to enroll in benefits in an effort to become self-sufficient. All data will be tracked in HMIS.	Quarterly, beginning on date first resident is housed.
3. 95% of the residents will report a high satisfaction of their living conditions	N/A	Resident surveys will show a high level of pride of ownership in their tiny home.	Survey will take place 90 days after move-in, with yearly follow-ups.	Quarterly, beginning on date first resident is housed.
4. Recidivism of less than 10% .	https://www.myrifamilies.com/sites/default/files/2023-07/Florida%27s%20Council%20On%20Homelessness%20Annual%20Report%202023.pdf	Less than 10% of occupants will return to homelessness.	Annual surveys for current and former clients.	Annually beginning on date first resident is housed.

Catholic Charities of Northwest Florida, Inc.

Trinity Village

Attachments



January 6, 2025

I affirm that Heather Skitt, and myself, attended the Team meeting on October 3, 2024, regarding the NOFA for HOME-ARP Funding.

Thank you.

Matthew Knee
President/CEO

Tallahassee

Panama City



Fort Walton Beach

Pensacola

CATHOLIC CHARITIES OF NORTHWEST FLORIDA

11 North B Street, Pensacola, FL 32502

850-435-3516 ~ Website: <http://ccnwfl.org>

Catholic Charities of Northwest Florida is a 501(c)(3) nonprofit organization.
Catholic Charities is an equal opportunity provider.





NWFL

HOMELESSNESS REDUCTION TASK FORCE

January 2, 2025

To Whom it May Concern,

Please let this letter serve as our support of Catholic Charities of Northwest Florida for the proposed tiny home project, Trinity Village. Catholic Charities has been a staple in our community since 1928, serving the most poor and vulnerable throughout Northwest Florida. Their reputation, experience, capacity, and dedication to the service of others make this agency a perfect candidate to receive the HOME – American Rescue Plan grant.

Trinity Village is an innovative project that will add 9 permanent tiny homes to our community to safely house 9 homeless senior citizens. As we all know, the need in our community is great and the need for affordable housing is even greater. I have worked closely with Catholic Charities and Deacon Ray Aguado since the inception of this project. I am excited to report that the strategy of Catholic Charities will be to replicate this Trinity Village concept multiple times throughout Escambia and Santa Rosa County, and, eventually, to develop it throughout the rest of the Panhandle.

Catholic Charities is an active member of the Homeless Reduction Task Force Committee, the CoC, and many other groups whose focus is ending homelessness. I am confident that Trinity Village will be well-managed and will be a sustainable solution for our community. Your kind consideration of their grant proposal is greatly appreciated as I know this will be a great benefit to our community.

Please feel free to reach out to me if you have any questions, 850-346-2922 or cbookman@pathwaysforchange.org

Sincerely,

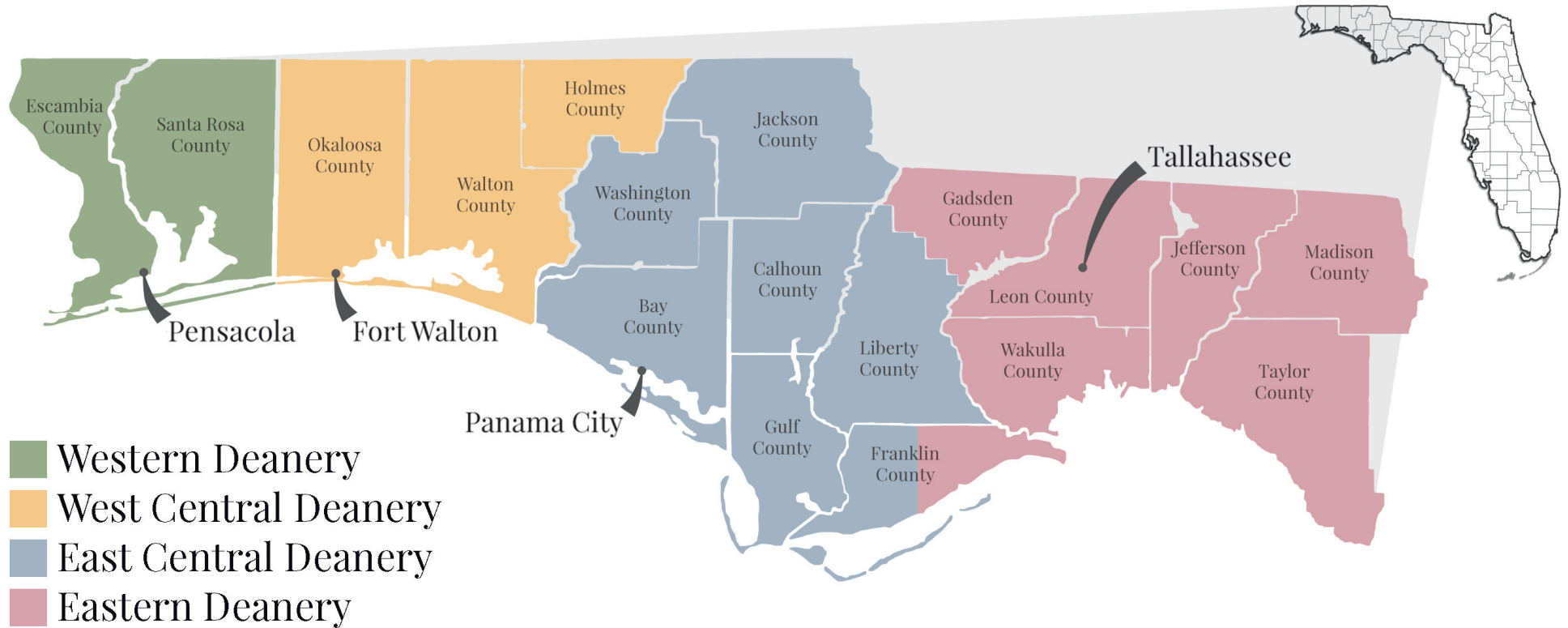
Connie Bookman, LCSW
Founder & CEO

Pathways For Change and the Homelessness Reduction Task Force of NWF

Type text here



Catholic Charities *of* Northwest Florida



2024 FLORIDA NOT FOR PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# N93000002895

Entity Name: CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.

Current Principal Place of Business:

11 NORTH B STREET
PENSACOLA, FL 32502

Current Mailing Address:

11 NORTH B STREET
PENSACOLA, FL 32502 US

FEI Number: 59-3213644

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

KNEE, MATTHEW F
11 NORTH B STREET
PENSACOLA, FL 32502 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: MATTHEW KNEE

05/29/2024

Electronic Signature of Registered Agent

Date

Officer/Director Detail :

Title PRESIDENT
Name HINDS, TIFFANI
Address 11 NORTH B STREET
City-State-Zip: PENSACOLA FL 32502

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 617, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: TIFFANI HINDS

PRESIDENT

05/29/2024

Electronic Signature of Signing Officer/Director Detail

Date



FUNDED AGENCY MEMORANDUM OF AGREEMENT

BETWEEN: **United Way of West Florida**
(Herein called UWWF)

AND: **CATHOLIC CHARITIES OF NORTHWEST FLORIDA INC**
(Herein called the Agency)

AGREEMENT:

Grant funding is being provided to the **CATHOLIC CHARITIES OF NORTHWEST FLORIDA INC** in an annual amount of **\$23750.00** for the **Emergency Assistance Program** program. This funding is awarded monthly, beginning July 1, 2024, and ending June 30, 2025. Funding will be contingent upon the availability of funds from UWWF and the Agency's successful operation and achievement of goals.

INTRODUCTION:

The *mission* of United Way of West Florida is uniting our community and leveraging resources to improve lives.

UWWF provides the means by which a cross section of citizens and agencies join in a community-wide effort to deliver effective human-service programs.

One of the functions of UWWF is to develop financial resources for the human-service needs of the community. Essential to this function is UWWF's fundraising campaign.

Underscoring the cooperative nature of the UWWF-Agency relationship is a reciprocal commitment to communicate on matters of mutual concern and to work together to reach solutions that are in the best interest of the community.

SECTION I:

By entering into this agreement, the Agency recognizes the fundamental principles that characterize the UWWF-Agency relationship and agrees to adhere to the specific policies and procedures summarized in this written agreement.

By signing this agreement, the Agency certifies the following is true and any deficiencies or changes in status will be immediately brought to the attention of UWWF.

The Agency agrees to:

- (A) Utilize all UWWF dollars paid to the agency in support of its program operating budget, and in accordance with the approved investment, as outlined in the Award Letter(s), provided to each Agency's funded program upon completion of the community investment process.
- (B) Provide semi-annual progress reports as required by UWWF (due January and



- July) on the program outputs, outcomes, and data as proposed in the application for program support, through the online portal provided by UWWF.
- (C) Make available agency program, project, service, statistical, and financial reports as required by UWWF.
 - (D) Ensure the organization and applicable program service(s) is/are listed in the 211 Northwest Florida Database and the listing is consistently accurate.
 - (E) Submit agency paperwork with updates as requested by UWWF.
 - (F) Advise UWWF immediately of any organizational changes (change in professional leadership, service, program or funding).
 - (G) Display an easily visible standard window cling (available from UWWF) on its facilities identifying the agency as a United Way funded agency.
 - (H) Use the United Way logo and/or the words "United Way Funded Agency" on all printed and web-based materials. Use of the United Way logo and the style of lettering should always conform to the standards in current use by UWWF.
 - (I) Abide by UWWF policies, discouraging self-designations and the promotion of donor designations. When fundraising for the UWWF campaign, Agencies are expected to promote the Community Investment Fund and not promote self-designations, either in their literature and/or during participation in any speaking engagements on behalf of UWWF.
 - (J) Hold a site visit that is open to UWWF staff and board, Community Investment volunteers, and members of the public. If your agency does not have the space to host a visit, contact UWWF to arrange for the presentation to be hosted elsewhere.
 - (K) Include UWWF on the Agency's website and include a text and/or logo hyperlink to the United Way of West Florida's website. Funded Agency Tools are located at <https://www.uwwf.org/funded-agency-tools>
 - (L) Participate actively in the UWWF fundraising campaign, which includes holding an Employee Campaign, and participating in UWWF's presentations when asked. Agencies are NOT required to raise a certain amount of money through their workplace campaign, however they are required to have a UWWF Staff member or Ambassador present about UWWF to their employees. **The agency's workplace campaign must be completed by December 31st.**
 - (M) Request, in writing, an extension of the use of unused funds that remain at the end of the grant period. UWWF reserves the right to request the return of any unspent funds that remain after the funding period approved within this Agreement.



- (N) Request in writing to UWWF if changes are required in the approved goals, objectives and/or overall program. In this event, UWWF reserves the right to renegotiate, adjust, suspend or cancel its grant to the Agency, and will request further information as to the proposed changes. UWWF will inform the Agency of its decision in a timely manner.

Payment of funds to the Agency is subject to reduction or cancellation, in whole or in part, if the Agency fails to carry on its activities, in whole or in part, as represented at the time of the request for funds. Where the Agency uses or applies funds invested in the Agency by UWWF, or it is anticipated that such funds may be used or applied, for purposes other than those for which such funds were invested, UWWF may renegotiate, adjust, suspend or cancel further payment of funds not already paid to the Agency. Any change in investment would require the approval of the UWWF Board of Directors.

SECTION II:

By entering into this Agreement, UWWF agrees to:

- (A) Conduct a comprehensive fundraising campaign within Escambia County and Santa Rosa Counties.
- (B) Support the Agency's UWWF workplace campaign.
- (C) Identify the Agency as a UWWF Funded Agency and to communicate to the public the broad range of services provided by all Funded Agencies.
- (D) Remit on a monthly basis, July to June fiscal year, the investment committed to the Agency, subject to the regulations and restrictions laid out in this Agreement.
- (E) Provide access to the online portal so that the Agency can provide semi-annual updates on progress.
- (F) Notify the Agency of any adjustments of investments that may be necessary in the event of a campaign shortfall, or other financial shortfall.
- (G) Make available the UWWF annual report on the UWWF website, including the most recent audited financial statement.
- (H) Ensure the Agency is aware of the rationale for the investment decision.
- (I) Act as a liaison to provide opportunities for professional development and non-profit training.
- (J) Adhere to UWW Membership Standards and comply with all federal, state, local and IRS regulations.



SECTION III:

In the event of a violation by either party of its obligations herein, the other party shall have the right to terminate this agreement upon thirty (30) days written notice. The parties hereby acknowledge UWWF also reserves the right to renegotiate, adjust, suspend or cancel the investment to the Agency in the event of a violation of the obligations of the Agency set out herein; or in the event of a shortfall in UWWF's anticipated revenue or other financial hardship. UWWF also reserves the right to renegotiate, adjust, suspend or cancel the investment if the approved goals, objectives and/or overall program become unachievable, and an alternative cannot be supported by UWWF.

By signing this agreement, the Agency certifies that to the best of its knowledge, it is in compliance with all federal, state, and local governmental regulations pertaining to its operations and is currently eligible to receive tax deductible contributions in accordance with IRS regulations. In the event the Agency determines, or is notified, that it is not in compliance with federal, state, or local governmental regulations, or is no longer eligible to receive tax deductible contributions under IRS guidelines, the Agency will notify UWWF in writing of said non-compliance immediately.

This Funded Agency Agreement, upon its approval by both UWWF and the Agency, shall supersede any previous Funded Agency Agreements executed between UWWF and the Agency.

This Funded Agency Agreement was reviewed and approved by the Agency's Board of Directors, or a representative of the Board, on: June 5, 2024
(month / date / year)

FOR THE FUNDED AGENCY:

Signed on: June 5, 2024
(month / date / year)

By: _____
Chair of Agency Board (print name and provide signature)

By: Matthew F. Knece _____
Agency Executive Director/CEO (print name and provide signature)

FOR UNITED WAY OF WEST FLORIDA:

Signed on: 7/24/24
(month / date / year)



By: Tim Miller
Chair of UWWF Board (print name and provide signature)

By: Laurel P. Gilman
UWWF Chief Executive Officer (print name and provide signature)

Independent Subcontractor Agreement

This Agreement is entered into between Opening Doors Northwest Florida, a non-profit organization under the laws of the State of Florida (EIN 59-2909065), hereinafter referred to as the “Contractor”, with a principal place of business at 1020 North New Warrington Road, Pensacola, FL 32506, and Catholic Charities of Northwest Florida, a non-profit organization under the laws of the State of Florida (EIN 59-3213644) (“Subcontractor”), with a principal place of business at 1815 N 6th Avenue, Pensacola, FL 32503 for the Challenge Grant, Emergency Solutions Grant (ESG), and Temporary Assistance for Needy Families (TANF) within the APZ10 State Unified Contract.

The Contractor is engaging the subcontractor to provide various types of services to the homeless and at-risk of homelessness population for the benefit of the citizens of Escambia and Santa Rosa Counties, Florida. The Subcontractor has exhibited the managerial and technical ability to effectively assist the Contractor with management and oversight of the project(s) in the local community and deliver direct client case management services and assistance to income-eligible families at risk of or experiencing homelessness in the local community. It is in the best interest of the Contractor to enter an agreement with the subcontractor for the specific purpose of providing for the administration and coordination related to this Agreement within Escambia and Santa Rosa Counties, including the Cities of Pensacola and Milton, and the surrounding towns within the CoC catchment area.

Standard Contract Requirements

Homelessness Funding is received by the Department of Children and Families (DCF), which must be coordinated through the Continuum of Care (CoC) per, Section 420.622, Florida Statutes. The State Office on Homelessness enters multi-year unified contracts with each CoC for eligible grants. These Unified Homelessness Grants combine all applicable funds (Emergency Solutions Grant, Homelessness Prevention Grant, Challenge Grant, and Staffing Grant) into a single contract for each CoC. The contract for the Unified Homelessness Grants delivered to the CoC is hereby known as the State Unified Contract (APZ10).

CoCs can subcontract ESG, Challenge, and TANF with other nonprofit organizations to fund the direct services provided to the homeless population. All subcontractors of services under APZ10 are bound by grant requirements under Section 215.971, Florida Statutes. Further, subcontractors of services under APZ10 are bound to 24 CFR Part 576, when conducting program activities and 2 CFR Part 200 as it relates to adherence to federal financial requirements under the ESG grant award. APZ10 may be amended from time to time and any additional implementation guidance may be published by the State Office on

Homelessness or the United States Department of Housing and Urban Development (HUD). The requirements outlined in APZ10, HUD guidance, and the applicable requirements set forth are incorporated as part of this Agreement.

Official Payee and Party Representatives

Subcontractor's Official Payee

Name: Matthew Knee, President and CEO
Address: 1815 N. 6th Avenue
City: Pensacola State: FL Zip Code: 32503
Phone: 850-435-3516
Email: kneem@cc.ptdiocese.org

Subcontractor's Program Administrator

Name: Tracie Simmons, Program Director
Address: 1815 N. 6th Avenue
City: Pensacola State: FL Zip Code: 32503
Phone: 850-602-8601
Email: campbellt@cc.ptdiocese.org

Financial and Administrative Records

Name: Heather Skitt, Chief Financial Officer
Address: 1815 N. 6th Avenue
City: Pensacola State: FL Zip Code: 32503
Phone: 850-450-5876
Email: skitth@cc.ptdiocese.org

Contractor Compliance Officer

Name: Martika Baker, Director of Operations
Address: 1020 N. New Warrington Road
City: Pensacola State: FL Zip Code: 32506
Phone: 850-466-5379
Email: martikab@openingdoorsnwfl.org

The Contractor's Director of Operations is the primary contact through which all subcontract information flows between the Contractor and Subcontractor. Upon change of representatives (names, addresses, telephone numbers, or email addresses) by either party, notice shall be provided in writing to the other party.

Subcontractor Rights and Responsibilities

Independent Contractor and Subcontractor Assignments

For reference of all standard contract requirements that must be met by independent subcontractor, the Contractor will provide the DCF contract to the subcontractor. This agreement may not identify all responsibilities, guidance, and regulations identified in the original contract of the Department. The subcontractor acknowledges they have received the original contract and understand that standards and requirements outlined in the Department's original contract are to be adopted.

In performing its obligations under this Agreement, the Subcontractor shall at all times be acting in the capacity of an independent contractor and not as an officer, employee, or agent of the State of Florida, except where the Subcontractor is a State agency. The subcontractor is not permitted to subcontract in turn. Neither the Subcontractor nor any of its agents, employees, or assignees shall represent to others that it is an agent of or has the authority to bind the Department or the Contractor under this Agreement, unless specifically authorized in writing to do so. This Agreement does not create any right in any individual to State retirement, leave benefits or any other benefits of State employees as a result of performing the duties or obligations of this Agreement.

The Subcontractor understands that they are responsible for all work performed and for all commodities produced pursuant to this Agreement whether actually furnished by the Contractor or by the subcontractor. This responsibility includes adhering to quality standards, deadlines, and any other requirements specified in this agreement. This subcontract agreement is required to be provided in writing to the subcontractor and will be submitted to the Department's Contract Manager. The Subcontractor further agrees that the Department shall not be liable to the subcontractor in any way or for any reason relating to this Agreement.

The Subcontractor's work must also meet the standards set by the primary contractor and, in many cases, by the original contract with the Department. If the subcontractor fails to meet these standards or if issues arise, the Contractor may hold the subcontractor accountable and seek remedies as defined in the subcontract agreement.

Insurance

The subcontractor shall maintain continuous adequate liability insurance coverage during the existence of this Contract and any renewal(s) and extension(s) thereof, With the exception of a State agency or subdivision as defined by subsection 768.28(2), F.S., by execution of this Contract, the Subcontractor accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for the subcontractor and the clients to be served under this Agreement.

Upon the execution of this Agreement, the Subcontractor shall furnish the Contractor written verification supporting both the determination and existence of such insurance coverage and shall furnish verification of renewal or replacement thereof prior to the expiration or cancellation. The subcontractor is required to list the Contractor as additional insured on the subcontractor's general liability policy and such coverage shall be at least as broad as that provided to the Named Insured under the policy for the terms and conditions of this Agreement. The Contractor nor the Department shall not be considered liable for premium payment, entitled to any premium return or dividend, and shall not be considered a member of any mutual or reciprocal company.

Notice of Legal Actions

The Subcontractor shall notify the Contractor of potential or actual legal actions taken against the Subcontractor related to services provided through this Agreement or that may impact the Subcontractors ability to deliver the contractual services, or that may adversely impact the Department and Contractor. The Subcontractor shall notify the Contractor within ten (10) days of the Subcontractor becoming aware of such actions or potential actions or from the day of the legal filing, whichever comes first.

Intellectual Property

All intellectual property inventions, written or electronically created materials, including manuals, presentations, films, or other copyrightable materials, developed or created by the Subcontractor under this Agreement shall be the sole and exclusive property of the Department. The Subcontractor hereby assigns all rights, title, and interest in such intellectual property to the

Department. It is specifically agreed that the Department shall have exclusive rights to all data processing software falling within the terms of section 119.084, F.S., which arises or is developed during or as a result of work or services performed under this Agreement, or in any way connected herewith. Notwithstanding the foregoing provision, if the Provider is a university and a member of the State University System of Florida, then section 1004.23, F.S. shall apply.

The Subcontractor shall retain ownership of any intellectual property that was created before this Agreement. The Subcontractor grants the Department a perpetual, fully paid, non-exclusive, license to use and the use of its contractors of any resulting patented, copyrighted, or trademarked work products.

The Subcontractor agrees to keep confidential any proprietary information disclosed by the Department and not to use or disclose such information for any purpose other than performing the services under this Agreement.

Employee Gifts

The Subcontractor agrees that it will not offer to give or give any gift to any Department employee during the service performance period of this Agreement and for two years thereafter. In addition to any other remedies available to the Department, any violation of this provision will result in the referral of the Subcontractor's name and description of the violation of this term to the Department of Management Services for the potential inclusion of the Subcontractor's name on the suspended vendors list for an appropriate period. The Contractor will ensure that the subcontractor complies with these provisions.

Subcontractor Indemnity

The subcontractor agrees to indemnify the Department and the Contractor for damages, losses, or claims arising out of or because of the execution of this Agreement or arising from or relating to any alleged act or omission by the Subcontractor, its agents, employees, or partners, with this agreement. This includes issues like property damage, personal injury, or legal claims.

The subcontractor agrees that indemnity includes coverage of all costs and attorneys' fees arising from or relating to or relating to the subcontractor's claim that a record contains trade secret information that is exempt from disclosure, or arising from or relating to the scope of the subcontractor's redaction of the record, as provided for under Section 5.3, including litigation initiated by the Department for claims made against the Department and the Contractor due to the subcontractor's work. This means the subcontractor is responsible for covering the costs of defending against such claims.

The subcontractor's inability to evaluate liability or its evaluation of liability shall not excuse its duty to defend and indemnify after receipt of notice. Only an adjudication or judgment after the highest appeal is exhausted finding the Department or the Contractor negligent shall excuse the Subcontractor of performance under this provision, in which case the Department nor the Contractor shall have no obligation to reimburse the Subcontractor for

the cost of its defense, If the subcontractor is an agency or subdivision of the State, its obligation to indemnify, defend and hold harmless the Department shall be to the extent permitted by section 768.28, F.S, or other applicable law, and without waiving the limits of sovereign immunity,

Mandatory Reporting Requirements

The subcontractor must comply with and inform its employees of the following mandatory reporting requirements. Each employee of the subcontractor, providing services in connection with this Agreement who has any knowledge of a reportable incident shall report such incident as follows:

1. A reportable incident is defined in CFOP 180-4, which can be obtained from the Contract Manager.
2. Reportable incidents that may involve an immediate or impending impact on the health or safety of a client shall be immediately reported to the Contract Manager.
3. Other reportable incidents shall be reported to the Department's Office of Inspector General through the Internet at <http://www.dcf.state.fl.us/admin/ig/rptfraud1.shtml> or by completing a Notification/Investigation Request (Form CF 1934) and emailing the request to the Office of Inspector General at IG.Complaints@myflfamilies.com. The Provider and subcontractor may also mail the completed form to the Office of Inspector General, 1317 Winewood Boulevard, building 5, 2nd Floor, Tallahassee, Florida, 32399-0700; or via fax at (850) 488-1428.

Employment Screening

The Subcontractor shall ensure that all staff utilized by the subcontractor (hereinafter, "Subcontractor Staff") that are required by Florida law and by CFOP 60-25, Chapter 2, which is hereby incorporated by reference to be screened per chapter 435, F.S., are of good moral character and meet the Level 2 Employment Screening standards specified by sections 435.04, 110.1127, and subsection 39.001 (2), F.S., as a condition of initial and continued employment that shall include but not be limited to a:

- i. Employment history checks
- ii. Fingerprinting for all criminal record checks
- iii. Statewide criminal and juvenile records check through the Florida Department of Law Enforcement (FDLE)
- iv. Federal criminal records check from the Federal Bureau of Investigation via the Florida Department of Law Enforcement; and
- v. Security background investigation, which may include local criminal record checks through local law enforcement agencies.
- vi. Attestation by each employee, subject to penalty of perjury, to meeting the requirements for qualifying for employment under chapter 435 and agreeing to

inform the employer immediately if arrested for any of the disqualifying offenses while employed by the employer.

Subcontractors shall sign the Florida Department of Children and Families Employment Screening Affidavit each State fiscal year (no two such affidavits shall be signed more than 13 months apart) for the term of the Contract stating that all required staff have been screened or the subcontractor is awaiting the results of screening.

The Department requires, as applicable, the use of the Officer of Inspector General's Request for Reference Check form (CF 774), which states: "As part of the screening of an applicant being considered for appointment to a career service, selected exempt service, senior management, or OPS position with the Department of Children and Families or a Contract or sub-contract provider, a check with the Office of Inspector General (IG) is required to determine if the individual is or has been a subject of an investigation with the IG's Office. The request will only be made on the individual that is being recommended to be hired for the position if that individual has previously worked for the Contract or sub-contract provider, or if that individual is being promoted, transferred, or demoted within the Contract or sub-contract provider."

Drug-Free Workplace

Per the Florida State and Federal Drug-Free Workplace Acts, subcontractors are required to uphold a drug-free workplace to ensure a safe and productive environment. This mandate involves implementing policies that prohibit the use, distribution, or possession of controlled substances in the workplace. Subcontractors must actively educate employees about the dangers of drug abuse, provide resources for assistance, and enforce strict disciplinary actions for violations. Compliance with these regulations not only fosters a healthier work environment but also aligns with legal standards designed to protect both employees and the broader community.

Records, Retention, Audits, Inspections, and Investigations

The Subcontractor shall establish and maintain books, records, and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by the Department under this Agreement. Upon demand, at no additional cost to the Department and the Contractor, the Subcontractor will facilitate the duplication and transfer of any records or documents during the term of this Agreement and the required retention period in Section 5.1.2. These records shall be made available at all reasonable times for inspection, review, copying, or audit by Federal, State, or other personnel duly authorized by the Department.

Retention of all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement shall be maintained by the Subcontractor during the term of this Agreement

and retained for six (6) years after completion of the Agreement or longer when required by law. In the event an audit is required under this Agreement, records shall be retained for a minimum period of six (6) years after the audit report is issued or until resolution of any audit findings or litigation based on the terms of this Agreement, at no additional cost to the Department.

At all reasonable times for as long as records are maintained, persons duly authorized by the Department and Federal auditors, under 2 CFR § 200.336, shall be allowed full access to and the right to examine any of the Subcontractor's Agreements and related records and documents, regardless of the form in which kept.

A financial and compliance audit shall be provided to the Department as specified in this Agreement.

The Subcontractor shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Contractor, the Department, HUD, and The Office of the Inspector General (section 20.055, F.S.). The Subcontractor agrees to ensure the cooperation of its agents, employees, and board members in any such reviews and audits. This provision will survive the expiration or termination of this Agreement.

No record may be withheld, nor may the Subcontractor attempt to limit the scope of any of the foregoing inspections, reviews, copying, transfers, or audits based on any claim that any record is exempt from public inspection or is confidential, proprietary or trade secret in nature; provided, however, that this provision does not limit any exemption to public inspection or copying to any such record.

Inspections and Corrective Actions

The Subcontractor shall permit all persons who are duly authorized by the Department to inspect and copy any records, papers, documents, facilities, goods, and services of the Subcontractor that are relevant to this Agreement, and to interview any clients, employees, and subcontractor employees to assure the Department of the satisfactory performance of the terms and conditions of this Agreement. Following such a review, the Contractor may direct the development, by the Subcontractor, of a corrective action plan where appropriate. The Subcontractor hereby agrees to correct all deficiencies identified in the Department's direction promptly. This provision will not limit the Department's choice of remedies under law, rule, or the original contract.

HIPAA Requirements

In compliance with 45 CFR § 164.504(e), the Subcontractor shall comply with the provisions of Attachment 2 of the original contract, governing the safeguarding, use and disclosure of Protected Health Information created, received, maintained, or transmitted by the Subcontractor incidental to the Subcontractor's performance of this Agreement.

Information Security

The Subcontractor shall comply with the following information security requirements whenever the Subcontractor has access to Department information systems or maintain any client or other confidential information in electronic form:

An appropriately skilled individual shall be identified by the Subcontractor to function as its Information Security Officer. The Information Security Officer shall act as the liaison to the Department's security staff and **will** maintain an appropriate level of information security for Department information systems or any client or other confidential information the Subcontractor is collecting or using in the performance of this agreement. An appropriate level of security includes approving and tracking all who request or have access, through the Subcontractor's access, to Department information systems or any client or other confidential information. The Information Security Officer will ensure that any access to Department information systems or any client or other confidential information is removed immediately upon such access no longer being required for Subcontractor's performance under this agreement.

The Subcontractor shall provide the latest Departmental security awareness training to all who request or have access, through the Subcontractor's access, to Department information systems or any client or other confidential information.

All who request or have access, through the Subcontractor's access, to Department information systems or any client or other confidential information shall comply with, and be provided a copy of CFOP 50-2, and shall sign the DCF Security Agreement form 0114 annually. A copy of CF 0114 may be obtained from the Contract Manager.

The Subcontractor shall prevent unauthorized disclosure or access, from or to Department information systems or client or other confidential information. Client or other confidential information on systems and network capable devices shall be encrypted per CFOP 50-2.

The Subcontractor agrees to notify the Contractor as soon as possible, but no later than five (5) business days following the determination of any potential or actual unauthorized disclosure or access to Department information systems or to any client or other confidential information.

The Subcontractor shall, at its own cost, comply with section 501.171, F.S. The Subcontractor shall also, at its own cost, implement measures deemed appropriate by the Department to avoid or mitigate potential injury to any person due to potential or actual unauthorized disclosure or access to Department information systems or to any client or other confidential information.

Unauthorized Aliens

Unauthorized aliens shall not be employed. Employment of unauthorized aliens shall be cause for unilateral cancellation of this Agreement by the Department for violation of section 274A of the Immigration and Nationality Act (8 U.S.C. § 1324a) and section 101 of the Immigration Reform and Control Act of 1986. The Subcontractor will enroll in and use the E-Verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of its employees performing under this Agreement. Employees assigned to the agreement means all persons employed or assigned by the Contractor during the agreement term to perform work pursuant to the original contract within the United States and its territories.

Civil Rights Requirements

These requirements shall apply to the Subcontractor and others with whom it arranges to provide services or benefits to clients or employees in connection with its programs and activities.

The Subcontractor shall comply with the provisions in accordance with Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, or the Florida Civil Rights Act of 1992, as applicable the Subcontractor shall not discriminate against any employee (or applicant for employment) in the performance of this Agreement because of race, color, religion, sex, national origin, disability, age, or marital status.

The Subcontractor shall not discriminate against any applicant, client, or employee in service delivery or benefits in connection with any of its programs and activities in accordance with 45 CFR, Parts 80, 83, 84, 90, and 91, Title VI of the Civil Rights Act of 1964, or the Florida Civil Rights Act of 1992, as applicable and CFOP 60-16.

If employing fifteen or more employees, the Subcontractor shall complete the Civil Rights Compliance Checklist, CF Form 946 within thirty (30) days of execution of the original contract and annually thereafter in accordance with CFOP 60-16 and 45 CFR, Part 80.

Lobbying

The Subcontractor shall comply with the provisions of sections 11.062 and 216.347, F.S., which prohibit the expenditure of contract funds for the purpose of lobbying the Legislature, judicial branch, or a State agency.

Public Entity Crime and Discriminatory Contractors

Pursuant to sections 287.133 and 287.134, F.S., the following restrictions are placed on the ability of persons placed on the convicted vendor list or the discriminatory vendor list.

When a person or affiliate has been placed on the convicted vendor list following a conviction for a public entity crime, or an entity or affiliate has been placed on the

discriminatory vendor list, such person, entity or affiliate may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or the repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity; provided, however, that the prohibition on persons or affiliates placed on the convicted vendor shall be limited to business in excess of the threshold amount provided in section 287,017, F.S., for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

Whistleblower Act Requirements

In accordance with subsection 112.3187, F.S., the Subcontractor shall not retaliate against an employee for reporting violations of law, rule, or regulation that creates substantial and specific danger to the public's health, safety, or welfare to an appropriate agency. Furthermore, agencies or independent contractors shall not retaliate against any person who discloses information to an appropriate agency alleging improper use of governmental office, gross waste of funds, or any other abuse or gross neglect of duty on the part of an agency, public officer, or employee. The Subcontractor and any subcontractor shall inform its employees that they and other persons may file a complaint with the Office of Chief Inspector General, Agency Inspector General, the Florida Commission on Human Relations or the Whistle-blower's Hotline number at 1-800-543-5353.

Federal Funds Applicability: Federal Law (8.1.4, 8.16, and 8.17)

The Subcontractor shall comply with the provisions of Federal law and regulations including, but not limited to, 2 CFR, Part 200, and other applicable regulations.

If this Agreement contains \$10,000 or more of Federal Funds, the Subcontractor shall comply with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order 11375 and others, and as supplemented in Department of Labor regulation 41 CFR, Part 60 if applicable.

If this Agreement contains over \$150,000 of Federal Funds, the Subcontractor shall comply with all applicable standards, orders, or regulations issued under section 306 of the Clean Air Act, as amended (42 U.S.C. § 7401 et seq.), section 508 of the Federal Water Pollution Control Act, as amended (33 U.S.C. § 1251 et seq.), Executive Order 11738, as amended and where applicable, and Environmental Protection Agency regulations (2 CFR, Part 1500). The Subcontractor shall report any violations of the above to the Department.

No Federal Funds received in connection with this Agreement may be used by the Subcontractor, or agent acting for the Subcontractor, to influence legislation or

appropriations pending before the Congress or any State legislature. If this Agreement contains Federal funding in excess of \$100,000, the Subcontractor must, prior to contract execution, complete the Certification Regarding Lobbying form, Attachment I. All disclosure forms as required by the Certification Regarding Lobbying form must be completed and returned to the Contract Manager, prior to payment under this Contract.

If this Agreement provides services to children up to age 18, the Subcontractor shall comply with the Pro-Children Act of 1994 (20 U.S.C. § 6081). Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation or the imposition of an administrative compliance order on the responsible entity, or both.

If the Subcontractor is a federal subrecipient or pass-through entity, then the Subcontractor who are federal subrecipients or pass-through entities are subject to the following: A contract award (see 2 CFR § 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines in 2 CFR, Part 180 that implement Executive Orders 12549 and 12689, "Debarment and Suspension." SAM Exclusion contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

If the Subcontractor is a federal subrecipient or pass-through entity, the Subcontractor and who are federal subrecipients or pass-through entities, must determine whether or not its subcontracts are being awarded to a 'contractor' or a "subrecipient," as those terms are defined in 2 CFR, Part 200. If a Subcontractor's subcontractor is determined to be a subrecipient, the Subcontractor must ensure the subcontractor adheres to all the applicable requirements in 2 CFR 200.

Client Services Applicability: Client Risk Prevention

If services to clients are to be provided under this Agreement, the Subcontractor, in accordance with the client risk prevention system, report those reportable situations listed in CFOP 215-6 in the manner prescribed in CFOP 215-6. The Subcontractor shall immediately report any knowledge or reasonable suspicion of abuse, neglect, or exploitation of a child, aged person, or disabled adult to the Florida Abuse Hotline on the statewide toll-free telephone number (1-800-96ABUSE). As required by Chapters 39 and 415, F.S., this provision is binding upon both the Subcontractor and its employees.

Support to the Deaf or Hard-of-Hearing

The Subcontractor shall comply with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, as implemented by 45 CFR Part 84 (hereinafter referred to as Section 504), the Americans with Disabilities Act of 1990, 42 U.S.C. § 12131, as implemented by 28 CFR Part

35 (hereinafter referred to as ADA), and CFOP 60-10, Chapter 4, entitled Auxiliary Aids and Services for the Deaf or Hard-of-Hearing.

If the Subcontractor or any of its subcontractors employs 15 or more employees, such Subcontractor and subcontractor shall each designate a Single-Point-of-Contact to ensure effective communication with deaf or hard-of-hearing customers or companions in accordance with Section 504 of the ADA, and CFOP 60-10, Chapter 4. The Subcontractor's Single-Point-of-Contact and that of its Subcontractors will process the compliance data into the Department's HHS Compliance reporting Database by the 5th business day of the month, covering the previous month's reporting, and forward confirmation of submission to the Contract Manager. The name and contact information for the Subcontractor's Single-Point-of-Contact shall be furnished to the Department's Contract Manager within fourteen (14) calendar days of the effective date of this requirement.

The Subcontractor shall, within thirty (30) days of the effective date of this requirement, comply with Section 504, the ADA, and CFOP 60-10, Chapter 4. A Single-Point-of-Contact shall be required for each subcontractor that employs 15 or more employees. This Single-Point-of-Contact will ensure effective communication with deaf or hard-of-hearing customers or companions in accordance with Section 504 and the ADA and coordinate activities and reports with the Subcontractor's Single-Point-of-Contact.

The Single-Point-of-Contact shall ensure that employees are aware of the requirements, roles and responsibilities, and contact points associated with compliance with Section 504, the ADA, and CFOP 60-10, Chapter 4. Further, employees of Subcontractors with fifteen (15) or more employees shall attest in writing that they are familiar with the requirements of Section 504, the ADA, and CFOP 60-10, Chapter 4. This attestation shall be maintained in the employee's personnel file.

The Subcontractor's Single-Point-of-Contact will ensure that conspicuous Notices which provide information about the availability of appropriate auxiliary aids and services at no cost to the deaf or hard-of-hearing customers or companions are posted near where people enter or are admitted within the agent locations. Such Notices must be posted immediately by the Subcontractor. The approved Notice is available at:
<http://www.myfifamilies.com/about-us/services-deaf-and-hard-hearing/dcfposters>.

The subcontractor shall document the customer's or companion's preferred method of communication, and any requested auxiliary aids/services provided in the customer's record. Documentation, with supporting justification, must also be made if any request was not honored. The Subcontractor shall distribute Customer Feedback forms to customers or companions and provide assistance in completing the forms as requested by the customer or companion.

If customers or companions are referred to other agencies, the Subcontractor must ensure that the receiving agency is notified of the customer's or companion's preferred method of communication and any auxiliary aids/service needs.

The Department requires each subcontract provider agency's direct service employees to complete training on serving our customers who are Deaf or Hard-of-Hearing and sign the Attestation of Understanding. Direct service employees performing under this agreement **will** also print their certificate of completion, attach it to their Attestation of Understanding, and maintain it in their personnel file.

Confidential Client and Other Information

Except as provided in this Agreement, the Subcontractor shall not use or disclose but shall protect and maintain the confidentiality of any client information and any other information made confidential by Florida law or Federal laws or regulations that is obtained or accessed by the Subcontractor incidental to performance under this Agreement.

State laws providing for the confidentiality of client and other information include but are not limited to sections 39.0132, 39.00145, 39.202, 39.809, 39.908, 63.162, 63.165, 383.412, 394.4615, 397.501, 409.821, 409.175, 410.037, 410.605, 414.295, 415.107, 741.3165 and 916.107, F.S.

Federal laws and regulations to the same effect include section 471(a)(8) of the Social Security Act, section 106(b)(2)(A)(viii) of the Child Abuse Prevention and Treatment Act, 7 U.S.C. § 2020(e)(8), 42 U.S.C. § 602 and 2 CFR § 200.303 and 2 CFR § 200.337, 7 CFR § 272.1(c), 42 CFR §§ 2.1-2.3, 42 CFR §§ 431.300-306, 45 CFR § 205.

A summary of Florida Statutes providing for confidentiality of this, and other information are found in Part II of the Attorney General's Government in the Sunshine Manual, as revised from time-to-time.

Audits

PART I: FEDERAL REQUIREMENTS

The subcontractor must have a single or program specific audit conducted if they expend \$750,000 or more in Federal awards during their fiscal year. The subcontractor must provide a copy of the single audit to the Department's Single Audit Unit and its contract manager. If the subcontractor expends less than \$750,000 in Federal awards during its fiscal year, they must provide certification that a single audit was not required. All sources of Federal awards need to be considered when determining the Federal awards expended. An audit conducted by the Auditor General in accordance with the relevant provisions will meet the requirements. The subcontractor also has responsibilities relative to auditee responsibilities as provided in the relevant guidelines.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the Department in effect during the audit period. The financial statements should disclose whether the matching requirement was met for each applicable contract. All questions about costs and liabilities due to the Department shall be fully disclosed in the audit report package with reference to the specific contract number.

The subcontractor is required to send a copy of the federal audit package, including any audits, reports, and management letters to be sent to the Contractor and the Federal Clearinghouse upon completion. The deadline to submit the package is within 30 days after audit completion.

PART II: STATE REQUIREMENTS

The subcontractor must undergo a State single or project-specific audit if it expends \$500,000 or more (\$750,000 or more for fiscal years beginning on or after July 1, 2016) in state financial assistance during its fiscal year, as per Section 215.97, Florida Statutes. If the expenditure is less than the aforementioned amounts, the subcontractor must certify to the Department's Single Audit Unit and its contract manager that a single audit was not required. All sources of state financial assistance, excluding Federal direct or pass-through awards and resources received for Federal program matching requirements, must be considered when determining the state financial assistance expended.

The subcontractor is required to send a copy of the state audit package, including any audits, reports, and management letters to be sent to the Contractor and the Florida Auditor General upon completion. The deadline to submit the package is within 30 days after audit completion.

Program Descriptions

The Contractor is the CoC Lead Agency and pass-through entity for Challenge Grant, Emergency Solutions Grant (ESG), and the Temporary Assistance for Needy Families (TANF) Grant Programs as funded by the Department of Children and Families for the Escambia and Santa Rosa Counties CoC. Per the FY2023 DCF RFP reallocation policy, high performing subcontractors would have their MOUs renewed for FY2024.

The subcontractor will continue providing Challenge, ESG, and TANF Grant activities under this Agreement. In addition, the subcontractor agrees to implement these projects, including Coordinated Entry and Homeless Management Information System (HMIS) matters, per the provisions of Attachment A, Exhibit C, and Exhibit D incorporated in this Agreement.

The subcontractor further agrees to provide intensive case management services targeting persons or families at risk of or experiencing homelessness, who are income eligible, and

meet other eligibility criteria cited in Attachment A and as further defined in the CoC Plan and the HEARTH Act, as may be amended. The provisions of the CoC Plan and the HEARTH Act are incorporated within by reference and acknowledged by the agency as provided in Attachment D to this Agreement.

Challenge Grant

Pursuant to Section 420.622(4) F.S., the subcontractor will provide housing and service needs included in the CoC Plan.

Emergency Solutions Grant

Pursuant to 24 CFR 576, the subcontractor will provide homeless prevention services to enable those in danger of losing their home to remain stably housed and to provide re-housing services to help those who are homeless become stably housed.

TANF

Pursuant to Section 414.161, F.S., and 45 CFR Part 260, the subcontractor will provide Temporary Assistance to Needy Families through homeless prevention services, including emergency financial assistance to eligible families facing the loss of their current home due to a financial or other crisis through the payment of past due rent, mortgage, or utility bills to enable them to remain stably housing and for the provision of case management services.

Budget

For implementation of the Agreement, the Contractor agrees to pay the subcontractor an amount not to exceed **\$245,064.76**, payable from available FY2024-2025 Challenge, ESG, and TANF funds.

During the term of this Agreement, the Contractor will make periodic payments to the subcontractor, or on behalf of the subcontractor, from the sum authorized above for eligible activities and services authorized under the terms and conditions set forth in Attachment A. All payments will be subject to the submission of all relevant documentation as may be required by the Contractor and/or the Department to verify eligible program costs and confirm: the eligibility of individuals receiving program assistance (income and homelessness status); the delivery of case management services in compliance with provisions of the eligible program requirements and regulations, and the provision of financial assistance and housing relocation and stabilization services payments benefitting eligible clients of the respective program.

The Contractor agrees to receive, account for, and disburse program funds from budgets and accounts, as legally established by the Contractor and the Department, for the mutual

benefit of the subcontractor and the Continuum of Care (CoC) agencies to the extent that such benefits conform to the requirements of federal and state law.

The method of payment will be according to the Reimbursement standards, as described in Attachment A of this Agreement.

Reporting

The subcontractor shall provide copies of the Invoice and Match Report, Roll-Up Reports, and Monthly Status Reports to the Contractor, including a narrative summary of progress as described in Attachment N of this Agreement.

The monthly reporting requirement will survive termination/expiration of the Agreement and continue until all information concerning the programs has been received by the Contractor.

The monthly reports are due on the 5th day of each month, unless this day falls on a weekend. Therefore, the reports will be due the next working day. The monthly reports will include all program activities undertaken during the previous month.

The subcontractor will provide the Contractor with additional information as may be required by state or federal agencies to substantiate all program activities, service, or activity eligibility and/or expenditure eligibility.

Contract Period and Termination

This Agreement, after being properly executed by the parties' names herein, shall be effective for the term beginning August 7, 2024, and shall expire on June 30, 2025, unless earlier terminated with or without cause, by any party giving thirty (30) days prior written notice of such termination.

Despite anything written here that suggests otherwise, if the Subcontractor does not adequately fulfill its responsibilities as described here, or if funding is not provided to the Contractor or stops being provided, the Contractor can end this Agreement right away and must refund any payments made up to the termination date. This termination will follow the guidelines of 2 C.F.R. §§ 200.339-340, as appropriate.

Performance Monitoring

Due to the time constraints for using program funds, the Subcontractor will undergo performance evaluations by the Contractor monthly starting from the effective date of this Agreement. Quarterly monitoring is required by the Department, which includes review of client files for eligibility, employee records, customer satisfaction surveys, and HMIS data

quality and performance reporting. These evaluations are meant to provide advice and help the Subcontractor to identify any obstacles to effectively carrying out the program. The Contractor will inform the Subcontractor of any performance problems or financial irregularities. If the Subcontractor fails to address the written review comments within ten (10) business days of receiving them, the Contractor may stop making payments and notify the Subcontractor of potential termination and reallocation of subcontract funds for other program activities.

Nepotism and Conflict of Interest

The subcontractor must follow the rules stated in §112.3135, Florida Statutes, which relate to nepotism while carrying out this Agreement. Regarding the utilization of Program funds for obtaining services, equipment, supplies, or other items, the subcontractor must adhere to 2 C.F.R. Part 200.

The subcontractor needs to establish and uphold written ethical guidelines that govern the conduct of its employees involved in the granting and management of contracts. No employee, officer, or representative is permitted to take part in the selection, granting, or administration of a contract funded by Federal funds if there is an actual or perceived conflict of interest.

Subcontractor employees, directors, officers, and other interested parties must sign an annual conflict of interest statement. All employees, directors, officers, and volunteers must sign an annual conflict of interest form that is retained on record.

Program Income

Project related assistance provided through this Agreement will be in the form of a grant for the delivery of services and assistance benefitting eligible persons with respect to the Challenge, ESG, and/or TANF programs. As such, no program income is anticipated because of the unified grant activities.

However, in the event of any unanticipated repayment of any program funds in relation to this Agreement, such funds shall be repaid to the Contractor and credited by the Contractor to the program income within the budgets and accounts of the Contractor. Any program income will be expended by the Contractor for eligible costs prior to drawing additional funds from the Department.

Understanding of Terms

The agreement is signed in Escambia County, Florida, and will be governed by Florida law. Any legal action related to this agreement will be under the jurisdiction of the State Courts in Florida, with the venue being in Leon County.

Any changes or extensions to this agreement must be in writing and signed by both parties to be valid. If any part of the agreement is found to be illegal or unenforceable, the rest of the agreement will remain in effect. The obligations and remedies of the provider and the department will continue even after the end date or termination of the agreement.

Any adjustments to payment rates or total amounts will be made in writing and will only be valid if both parties sign.

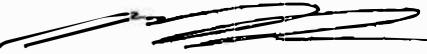
[SIGNATURE PAGE FOLLOWS]

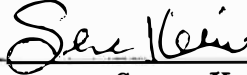
By signing this Agreement, the parties agree that they have read and agree to the entire agreement, as described above.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized.

Subcontractor: Catholic Charities of NWFL

Opening Doors Northwest Florida

Signature: 
Print Name: Matthew Knee
Title: President and CEO
Date: 8/7/2024

Signature: 
Print Name: Serene Keiek
Title: Interim Director
Date: 8/7/2024

The parties agree that any future amendment(s) replacing s page will not affect the above execution.

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1:04 PM

08/27/24

Accrual Basis

Catholic Charities of Northwest Florida, Inc.
Profit & Loss Budget Overview
July 2024 through June 2025

	Jul '24 - Jun 25
Ordinary Income/Expense	
Income	
4 · Contributed support	2,866,000.00
5 · Earned revenues	417,000.00
5800 · Special events	315,000.00
Total Income	3,598,000.00
Gross Profit	3,598,000.00
Expense	
7000 · Grant & contract expense	1,087,500.00
7200 · Salaries & related expenses	1,828,293.00
7500 · Contract services	40,500.00
8000 · Special events expenses	81,000.00
8020 · Annual Campaign expense	7,000.00
8100 · Non-personnel expenses	146,450.00
8200 · Facility & equipment expenses	247,100.00
8300 · Travel & meetings expenses	20,612.00
8500 · Other expenses	103,550.00
8600 · Business expenses	15.00
Total Expense	3,562,020.00
Net Ordinary Income	35,980.00
Net Income	35,980.00

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

Department of the Treasury

Date: September 18, 2024

Person to Contact:

K. Gleason #0203083

Toll Free Telephone Number:

877-829-5500

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

Group Exemption Number:

0928

Dear Sir/Madam:

This responds to your August 26, 2024, 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 2024*, 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 2024* 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

Diocese of Pensacola-Tallahassee

(*Diocesis Pensacolensis-Tallahasensis*)



MOST REVEREND WILLIAM A. WACK, C.S.C.

Bishop of Pensacola-Tallahassee; ordained April 9, 1994; appointed Bishop of Pensacola-Tallahassee May 29, 2017; ordained August 22, 2017.
Office: 11 North B St., Pensacola, FL 32502. T: 850-435-3500.

Monsignor James Amos Pastoral Center: 11 North B St., Pensacola, FL 32502. T: 850-435-3500; F: 850-436-6424.
ell@ptdiocese.org

ESTABLISHED NOVEMBER 6, 1975.

Square Miles 14,044.

Comprises the following Counties: Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Madison, Okaloosa, Santa Rosa, Taylor, Wakulla, Walton and Washington Counties.

For legal titles of parishes and diocesan institutions, consult the Pastoral Center.

STATISTICAL OVERVIEW

Personnel

Bishop.....	1
Retired Bishops.....	1
Priests: Diocesan Active in Diocese.....	65
Priests: Diocesan Active Outside Diocese.....	3
Priests: Retired, Sick or Absent.....	4
Number of Diocesan Priests.....	72
Religious Priests in Diocese.....	11
Total Priests in your Diocese.....	83
Extern Priests in Diocese.....	20
Ordinations:	
Diocesan Priests.....	1
Transitional Deacons.....	1
Permanent Deacons in Diocese.....	55
Total Sisters.....	17
Parishes	
Parishes.....	49
With Resident Pastor:	
Resident Diocesan Priests.....	47
Resident Religious Priests.....	6
Without Resident Pastor:	
Administered by Priests.....	7
Missions.....	4
Pastoral Centers.....	1

Professional Ministry Personnel:

Sisters.....	17
Lay Ministers.....	49
Welfare	
Catholic Hospitals.....	3
Total Assisted.....	1,891,224
Homes for the Aged.....	2
Total Assisted.....	453
Day Care Centers.....	4
Total Assisted.....	274
Specialized Homes.....	4
Total Assisted.....	267
Special Centers for Social Services.....	6
Total Assisted.....	46,367
Educational	
Diocesan Students in Other Seminaries.....	19
Total Seminarians.....	19
High Schools, Diocesan and Parish.....	3
Total Students.....	930
Elementary Schools, Diocesan and Parish.....	8
Total Students.....	2,268
Catechesis/Religious Education:	
High School Students.....	987

Elementary Students.....	2,372
Total Students under Catholic Instruction.....	6,576

Teachers in Diocese:

Brothers.....	1
Sisters.....	17
Lay Teachers.....	376

Vital Statistics

Receptions into the Church:

Infant Baptism Totals.....	768
Minor Baptism Totals.....	155
Adult Baptism Totals.....	126
Received into Full Communion.....	203
First Communions.....	952
Confirmations.....	817
Marriages:	
Catholic.....	147
Interfaith.....	55
Total Marriages.....	202
Deaths.....	573
Total Catholic Population.....	81,082
Total Population.....	1,647,275

LEADERSHIP

Bishop's Office - t) (850) 435-3520
 bishop@ptdiocese.org Most Rev. William Albert Wack, C.S.C.;
Monsignor James Amos Pastoral Center -
 t) 850-435-3500 elld@ptdiocese.org David Ell, COO;
Chancellor - t) 850-435-3500 chancellor@ptdiocese.org
 Rev. Msgr. Michael V. Reed, Chancellor;
Archivist - Rev. Msgr. Michael V. Reed;
Child and Youth Protection - Rev. Msgr. Michael V. Reed; Claudia Wolf, Diocesan Investigator;
Delegate for Religious - Sr. Margaret Kuntz, A.S.C.J.;
Independent Review Board - Rev. Douglas G. Halsema; Dcn. John Parnham; Dcn. Don Krehley;
Safe Environment - crowell@ptdiocese.org
Safe Environment Coordinator -
Vicar for Priests - Rev. Dennis J. O'Brien;
Victim Assistance Coordinators - Louis Makarowski; Dr. Shannon Mullen; Dcn. Molina Santiago;
Chief Operating Officer - t) (850) 435-3502 David Ell, COO;
Chief Financial Officer - t) (850) 435-3509
 largaspadae@ptdiocese.org Ed Largaspada, CFO;
Accounting - Nicholas Bray;
Cemetery, Office of - t) 850-432-0878
Internal Review - Bill Beck;
Risk and Insurance Manager - Thomas Martin Jr.;
Safety Manager - Marvin Patterson;
Office of Schools - t) 850-435-3540
 juhiasm@ptdiocese.org Michael Juhas, Supt.; Donna Bass, Asst. to Supt. Schools & Teacher Certification;
Catholic Youth Sports League - cysl@ptdiocese.org
 Tony Howard, Dir.;
Holy Childhood Association - Michael Juhas, Dir.;
Stewardship & Development, Office of -
 t) 850-435-1521 kennedyj@ptdiocese.org John Kennedy, Dir.;
Human Resources - t) (850) 435-3558
 hr@ptdiocese.org
Real Estate/Construction - t) (850) 435-3542
 bennett@ptdiocese.org Robert Bennett;
Information Technology - t) (850) 435-3537
 itsupport@ptdiocese.org Bryan Goodwin;
Communications Office - t) (850) 435-3528
 communications@ptdiocese.org
Catholic Charities of Northwest Florida - t) 850-435-3516
 kneem@cc.ptdiocese.org Matthew Knee, Pres.;
Fort Walton Beach (West-Central Deanery) -
 t) 850-244-2825 wise@cc.ptdiocese.org Eva Wise, Asst. Exec. Dir.;
Panama City Office (East Central Deanery) - t) (850) 763-0475 wise@cc.ptdiocese.org Eva Wise, Asst. Exec. Dir.;
Pensacola Office (West Deanery) - t) 850-436-8754
 wise@cc.ptdiocese.org Eva Wise, Asst. Exec. Dir.;
Tallahassee Office (East Deanery) - t) 850-222-2180

wise@cc.ptdiocese.org Eva Wise, Asst. Exec. Dir.;
Vicars Forane - Very Rev. Michael Foley, Eastern Vicariate; Very Rev. Craig Smith, Western Vicariate;
Vicar General - t) (850) 435-3510
 hunt@clergy.ptdiocese.org Rev. Msgr. Luke Hunt;
Tribunal - t) 850-435-3549 fowlerj@ptdiocese.org
Judicial Vicar - fowlerj@ptdiocese.org Very Rev. T. Joseph Fowler;
Adjutant Judicial Vicar - olsons@ptdiocese.org Rev. Stephen Olson;
Ecclesiastical Notaries - Consequa Floyd; Kathy Methvin;
Judges - Very Rev. T. Joseph Fowler; Rev. Stephen Olson;
Promoter of Justice - Rev. Msgr. Michael V. Reed;
Defender of the Bond - Rev. Eugene D. Casserly;
College of Consultors - Rev. Msgr. Luke Hunt; Rev. Msgr. Michael V. Reed; Very Rev. John B. Cayer;
Finance, Diocesan Commission for - Most Rev. William Wack, C.S.C.; Rev. Msgr. Luke Hunt, Secy.; Rev. Msgr. Michael V. Reed;
Administrative Council -
Council of Priests -
Presider - Most Rev. William Albert Wack, C.S.C.;
Ex Officio Members - Rev. Msgr. Luke Hunt; Rev. Msgr. Michael V. Reed, Chancellor;
Elected by Deanery - Rev. Msgr. Stephen C. Bosso, Mem.; Rev. Philip Fortin, Mem.; Rev. Jack Campbell, West;
Members at Large - Rev. John Cayer, Mem.; Rev. Thomas Kennell, Mem.;
Members Appointed - Rev. Alvaro Pio Gonzalez (Colombia), Mem.; Rev. Richard Graham, Mem.; Rev. George Thekku, Mem.;
Council of Sisters - Sr. Margaret Kuntz, A.S.C.J., Pres.;
Priests' Pension Plan, Board - Most Rev. William Albert Wack, C.S.C., Chair; Rev. Msgr. Luke Hunt; Rev. Msgr. Michael V. Reed;
Priest Personnel Board - Rev. Msgr. Luke Hunt; Rev. Msgr. Michael V. Reed; Very Rev. Michael Foley;
Vicar for Permanent Deacons - t) (850) 435-3550
 calliparej@ptdiocese.org Very Rev. Joseph P. Callipare, Dir.;
Office of the Permanent Diaconate and Permanent Diacon Formation - t) 850-435-3552
 calliparej@ptdiocese.org Very Rev. Joseph P. Callipare, Vicar;
Permanent Diacon Deanery Representatives - Dcn. Raymond Aguado, Mem.; Dcn. Daniel Dailey, Mem.; Dcn. Andrew Grosmaire, Mem.;
Permanent Diacon Formation Board - Very Rev. Joseph P. Callipare, Chair; Rev. Christian Winkeljohn; Dcn. Raymond Aguado;
Permanent Diacon Formation Team - Very Rev. Joseph P. Callipare, Dir.; Rev. Christian Winkeljohn, Liturgical Formation; Dcn. Anthony

DeCotis, Pastoral Formation;
Vocations & Seminarians, Office of - t) (850) 435-3552
 frim@cocathedral.com Stacey Ragland, Staff; Very Rev. Timothy Michael Holeda II, Dir.;
Seminarian Candidate Review Board - Rev. Douglas G. Halsema, Mem.; Very Rev. Timothy Michael Holeda II, Mem.; Rev. John J. Licari, Mem.;

OFFICES AND DIRECTORS

African American Catholics, Commission for - c) (850) 969-6590 gabriel.brown@ecua.fl.gov Gabriel M. Brown, Chair;
Apostleship of the Sea, Office of the - t) (850) 435-3550
 calliparej@ptdiocese.org Very Rev. Joseph P. Callipare;
Campus Ministry - t) 850-222-9630
 director@fsucatholic.org Bro. Parker Jordan, B.H., Dir.; Very Rev. Timothy Michael Holeda II, Campus Min.; Bro. Ray Morris, B.H.;
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Tallahassee Community College - Bro. Parker Jordan, B.H., Dir.;
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Charismatic Renewal, Diocesan Commission for - c) (850) 454-4445 ptdecr@gmail.com Rev. Nicholas Schumm, Chap.; Keith Whalen, Chair;
Cursillo Movement - c) (850) 496-5722
 fraitest@clergy.ptdiocese.org Dcn. Thomas Fraites;
Diocesan Council of Catholic Women - c) (850) 624-6891
 walkerj@cc.ptdiocese.org Joan Walker, Pres.; Rev. Richard Dawson, Spiritual Adv./Care Svcs.; Very Rev. Michael Foley, Spiritual Adv./Care Svcs.;
Hispanic Ministry, Office for - t) 850-939-3020
 gonzalesp@clergy.ptdiocese.org Rev. Alvaro Pio Gonzalez (Colombia), Dir.;
Knights of Columbus - t) (850) 939-3020
 kellyj@clergy.ptdiocese.org Rev. John F. Kelly, Chap.;
Legion of Mary - t) 850-432-9362
 perez@clergy.ptdiocese.org Rev. Canon Hector R.G. Perez, Dir.;
Office for Advocacy & Justice - t) 850-435-3532 Aida Bone, Dir. (bonea@ptdiocese.org); Dcn. Raymond Aguado (aguador@clergy.ptdiocese.org);
Office for Faith Formation - t) (850) 435-3523
 kuntzm@ptdiocese.org Sr. Margaret Kuntz, A.S.C.J.;
Office for Marriage & Family Life - t) (850) 435-3553
 filippinic@ptdiocese.org Chez Filippini;
Office for Youth Ministry - t) (850) 435-3513
 kurnikl@ptdiocese.org Lisa Kurnik;
Orders & Ministries, Commission for - Rev. Msgr. Luke Hunt; Rev. Msgr. Michael V. Reed; Very Rev. Timothy Michael Holeda II;
Propagation of the Faith, Office of - Very Rev. T. Joseph Fowler;

PARISHES, MISSIONS, AND CLERGY**STATE OF FLORIDA****APALACHICOLA**

St. Patrick - 27th 6th St., Apalachicola, FL 32320;
 Mailing: PO Box 550, Apalachicola, FL 32329
 t) 850-653-9453; 850-653-2100
 office@stpatrick.ptdiocese.org stpatricksmass.com Rev. Roger Latosynski, Pst.; CRP Stds.: 6

BLOUNTSTOWN

St. Francis of Assisi - 16498 S.W. Gaskin St., Blountstown, FL 32424 t) 850-674-4482; 850-320-7725
 office@sfa.ptdiocese.org; puling@clergy.ptdiocese.org
 Rev. Tarsisius Puling, svd (indonesia), Pst.; Anna Najere, DRE; CRP Stds.: 31

BONIFAY

Blessed Trinity - 2331 Hwy. 177A, Bonifay, FL 32425
 t) 850-547-3735 btbonifay@embarqmail.com
 www.blessedtrinity.ptdiocese.org Rev. Richard Dawson, Pst.;

CANTONMENT

St. Jude Thaddeus - 303 Rocky Ave., Cantonment, FL 32533 t) 850-968-6189 office@stjude.ptdiocese.org Rev. George Thekku, Pst.; Dcn. McBurnett J. Smith Jr.; Dcn. Bradley M. Seabrook; Rachel Bradley, DRE; CRP Stds.: 13

St. Elizabeth of Hungary - t) (850) 968-6189

CHIPLEY

St. Joseph the Worker - 1664 Main St., Chipley, FL 32428; Mailing: P O Box 266, Chipley, FL 32428
 t) 850-638-7654 stjoe@chipley.ptdiocese.org
 stjoe@worker.ptdiocese.org Rev. Philip Fortin, Pst.; CRP Stds.: 16

CRAWFORDVILLE

St. Elizabeth Ann Seton - 3609 Coastal Hwy., Crawfordville, FL 32327 t) 850-745-8359 (CRP)
 office@seas.ptdiocese.org
 www.catholicchurchwakuilla.org Rev. Joseph Anthu Raj, Pst.; Rev. Michael, DRE; CRP Stds.: 10

CRESTVIEW

Our Lady of Victory - 550 Adams Dr., Crestview, FL 32536 t) 850-682-4622 www.olvnw.com Rev. Roy C. Marien, Pst.; Viviana Lasher, DRE; Rita Coleman, Music Min.; Theresa Vannier, Bus. Mgr.; CRP Stds.: 170

DE FUNIAK SPRINGS

St. Margaret - 247 U.S. Hwy. 331 - N., De Funiak Springs, FL 32433; Mailing: PO Box 590, De Funiak Springs, FL 32435-0590 t) 850-892-9247
 stmargaret@embarqmail.com
 www.stmargaret.ptdiocese.org Rev. Richard Dawson, Pst.; Kathy Russ, DRE; CRP Stds.: 125

DESTIN

Corpus Christi - 307 Beach Dr., Destin, FL 32541
 t) 850-654-5422 corpusdomini@outlook.com
 ccdestin.com Rev. Viet Huynh, Pst.; Robert Pacheco, DRE; CRP Stds.: 87

immaculateperry@gmail.com/immaculateperry.org/
Rev. Matthew Busch, Pst.; Heather Smith, DRE; CRP
Stds.: 28

PORT ST. JOE

St. Joseph - 2001 Monument Ave., Port St. Joe, FL
32456; Mailing: 304 20th St, Port Saint Joe, FL 32456
t) 850-227-1417 www.stjosephpsj.org Rev. Mathew
Abraham Kochumoodapuvail, Pst.;

QUINCY

St. Thomas the Apostle - 27 N. Shadow St., Quincy, FL
32351; Mailing: P.O. Box 549, Quincy, FL 32351
t) 850-627-2350 www.stthomasquincy.com Rev. Vincent
Alexius, Pst.; CRP Stds.: 96

SANTA ROSA BEACH

St. Rita - 40 Saint Rita Ln., Santa Rosa Beach, FL
32459; Mailing: 22 Saint Rita Ln., Santa Rosa Beach,
FL 32459 t) 850-267-2558; 850-267-2558 x103 (CRP)
office@saintritarparish.org; jenna@saintritarparish.org
saintritarparish.org Rev. Raja Karumelnathan (India),
Par. Vicar; Stewart Danos, Admin.; Gabrielle Schrack,
Music Min.; Laurie Elliott, Bus. Mgr.; Rev. Michael
Hartley, Pst.; Dcn. Antonio Herrera; Nancy Wesson,
Liturgy Dir.; Jenna Danos, CRE; CRP Stds.: 227
St. Rita Preschool - 14 Saint Rita Ln., Santa Rosa

Beach, FL 32459 t) (850) 267-2558 x106
preschool@saintritarparish.org Heather Carson, Dir.;
Stds.: 26; Lay Tchrs.: 6

SUNNY HILLS

St. Theresa - 2071 Sunny Hills Blvd., Sunny Hills, FL
32428 t) 850-332-3188 pastor@sttheresa.ptdiocese.org;
moodyp@clergy.ptdiocese.org

www.sttheresa.ptdiocese.org Rev. Paul Moody,
Admin.;

TALLAHASSEE

Blessed Sacrament - 653 Miccosukee Rd., Tallahassee,
FL 32308; Mailing: 624 Miccosukee Rd., Tallahassee,
FL 32308 t) 850-222-1321 office@bscthl.com;

msproul@bscthl.com bscthl.com Rev. Peter Zalewski,
Pst.; Rev. Dustin Feddon, Par. Vicar; Rev. Sean Vincent
Knox, Par. Vicar; Dcn. Patrick Dallet; Dcn. C. Louis
Fete; Dcn. Michael Nixon; Rev. Bernard Jakubco,
M.S.C., In Res.;

Trinity Catholic - (Grades PreK-8) 706 E. Brevard St.,
Tallahassee, FL 32308 t) 850-222-0444
bridgest@trinityknights.org trinityknights.org James
Thomas Bridges, Prin.; Stds.: 473; Lay Tchrs.: 36
St. John Neumann Retreat Center - 685 Miccosukee
Rd., Tallahassee, FL 32308 t) 850-224-2971

info@neumanncenter.org
www.neumanncenteroftallahassee.com Kevin
Keating, Dir.;

Co-Cathedral of St. Thomas More - 900 W. Tennessee
St., Tallahassee, FL 32304 t) 850-222-9630
office@cocathedral.com www.cocathedral.com Very
Rev. Timothy Michael Holeda II, Rector; Rev. Luke
Farabaugh, Par. Vicar; Dcn. Andrew Grosmaire; CRP
Stds.: 67

Good Shepherd - 4665 Thomasville Rd., Tallahassee, FL
32309-2512 t) 850-893-1837
goodshepherd@gparishthl.org;

minnok@gparishthl.org goodshepherdparish.org Very
Rev. Michael Foley, Pst.; Rev. Semanhyia Boateng-
Mensah; Dcn. Raul Antonio Vega Gonzalez; Dcn. Tom
Gillis; Dcn. Gerald Haynes; Dcn. Thomas McBrearty;
Dcn. Edward Melvin III; Dcn. Mark Schneider; CRP
Stds.: 484

St. Louis - 3640 Fred George Rd., Tallahassee, FL 32303
t) 850-262-8156 admin@stlouis.ptdiocese.org
www.stlouischurch.org Rev. Alberic Lazerna,
Pst.; CRP Stds.: 35

St. Augustine Yu Korean Mission - 708 Hazel Dr.,
Fort Walton Beach, FL 32547-2002 t) 850-570-0558

SCHOOLS: PRESCHOOL THRU HIGH SCHOOL**HIGH SCHOOLS****STATE OF FLORIDA****PENSACOLA**

Mother Clelia Morning Star High School, LLC (DIO)
(Grades 9-12) 70 Hunter Ave., Pensacola, FL 32505
t) (850) 857-8364 office@mshspensacola.org

www.mshspensacola.org Non-Residential School for the
Disabled Amanda Jansen Drews, Dir.; Stds.: 28; Lay
Tchrs.: 4

Pensacola Catholic High School - (DIO) (Grades 9-12)
3043 W. Scott St., Pensacola, FL 32505 t) 850-436-6400
kmartin@pensacolachs.org www.pensacolachs.org Sr.
Kierstin Martin, A.S.C.J., Prin.; Stds.: 705; Lay Tchrs.:

46

TALLAHASSEE

St. John Paul II Catholic High School - (DIO) (Grades
9-12) 5100 Terrebone Dr., Tallahassee, FL 32311-7848
t) 850-201-5744 csabo@jppichs.org www.sjpichs.org
Rev. J. Thomas Dillon, Pst.; Joanna Copenhagen, Prin.;
Stds.: 190; Lay Tchrs.: 17

**CONVENTS, MONASTERIES, AND
RESIDENCES FOR WOMEN [CON]****SUNNY HILLS**

Vestiarki Sisters of Jesus (Poland) - 3919 Vistula Dr.,
Sunny Hills, FL 32428 t) 850-773-3302
vestiarki@att.net Sr. Natalia Kwiatek, Supr.; Srs.: 6

**ENDOWMENTS / FOUNDATIONS / TRUSTS
[EFT]****PENSACOLA**

The Catholic Foundation of Northwest Florida, Inc. - 11
N. B St., Pensacola, FL 32502 t) 850-435-3500
kennedyj@ptdiocese.org; hughesv@ptdiocese.org
www.ptdiocese.org Ed Largaespada, Exec.; John
Kennedy, Dir.;

Sacred Heart Foundation, Inc. - 2200 Airport Blvd. Fl. 2,
Pensacola, FL 32504; Mailing: P.O. Box 2700,
Pensacola, FL 32513-2700 t) 850-416-4660
ann.varner@ascension.org; don.king@ascension.org;
givesacredheart.org Don King, CEO; Ann Varner, Chief
Mission Integration Officer;

HOSPITALS / HEALTH SERVICES [HOS]**PENSACOLA**

The Mother Seton Guild of Sacred Heart Hospital, Inc. -
5151 N. 9th Ave., Pensacola, FL 32504 t) 850-416-7883
Harold Knowles, Pres.;

Sacred Heart Health System, Inc. - 5151 N. Ninth Ave.,
Pensacola, FL 32504 t) 850-416-7000

don.king@ascension.org; ann.varner@ascension.org
sacred-heart.org Sacred Heart Hospital of Pensacola;
Sacred Heart Hospital on the Emerald Coast; Sacred
Heart Hospital on the Gulf Don King, CEO; Ann
Varner, Chief Mission Integration Officer; Bed
Capacity: 975; Asstd. Annu.: 1,891,224; Staff: 5,440
Sacred Heart Health Ventures, Inc. - 5151 N. Ninth

INSTITUTIONS LOCATED IN DIOCESE

Ave., Pensacola, FL 32504 t) 850-416-6500
don.king@ascension.org; ann.varner@ascension.org
Don King, CEO; Ann Varner, Chief Mission Integration
Officer;

MISCELLANEOUS [MIS]**PANAMA CITY**

St. Dominic Media Production Center - 3308 E. 15th St.,
Panama City, FL 32405 t) 850-914-0072
contact@saintdominimedia.com

www.saintdominimedia.com Rev. Michael J. Nixon,
Pres.;

PENSACOLA

Fox Trace Housing, LLC - 11 N. B St., Pensacola, FL
32502 t) (850) 435-3500 Brianna Methvin, Contact;

Joseph House LLC - 11 N. B St., Pensacola, FL 32502
c) 850-933-0375 frdustin@josephhouseus.org
josephhouseus.org Rev. Dustin Feddon, Exec.;

Trinity House, LLC - 11 N. B St., Pensacola, FL 32502
t) 850-435-3500 aguador@ptdiocese.org Transitional
Housing Dcn. Raymond Aguado, Contact;

TALLAHASSEE

Florida Catholic Conference - 201 W. Park Ave.,
Tallahassee, FL 32301-7760 t) 850-205-6820
conference@flacathconf.org; info@flacathconf.org
www.flaccb.org Michael Sheedy, Exec.;

*John Paul II Healing Center - 2910 Kerry Forest Pkwy.,
#D4-344, Tallahassee, FL 32309 t) (850) 765-6272

Karen Steplitis, Contact;
Magnificat of Tallahassee, Inc. - 1232 Blockford Ct. W.,
Tallahassee, FL 32317 t) 850-321-8174
magnificattallahassee@gmail.com;

terryshine@gmail.com magnificat-ministry.net/
chapters/fl-tallahassee/ (Mary, Mother of Mercy and
Hope Chapter) Terry Shine, Pres.;

Martyrs of La Florida Missions, Incorporated - 1230

Archangel Way, Tallahassee, FL 32317-9636; Mailing:
P.O. Box 12062, Tallahassee, FL 32317-2062 t) (407)
376-6057 c) 850-508-5547
secretary@martyrsfloridamissions.org
www.martyrsfloridamissions.org Michael Sheedy,
Vice. Pres.;

**NURSING / REHABILITATION /
CONVALESCENCE / ELDERLY CARE [NUR]****PENSACOLA**

Haven of Our Lady of Peace, Inc. - 1900 Summit Blvd.,
Pensacola, FL 32503 t) 850-436-5900
don.king@ascension.org; ann.varner@ascension.org
Don King, CEO; Ann Varner, Chief Mission Integration
Officer; Asstd. Annu.: 344; Staff: 119

TALLAHASSEE

Casa Calderon, Inc. - 800 W. Virginia St., Tallahassee,
FL 32304 t) 850-222-4026
kristie.edwards@thecolumbiagroup.com;
robby.ward@thecolumbiagroup.com Very Rev. Timothy
Michael Holeda II; Asstd. Annu.: 109; Staff: 6

SPECIAL CARE FACILITIES [SPF]**PAGE**

*Majella House Inc. - 5568 Woodbine Rd., #121, Pace,
FL 32571-8766 t) 850-816-0616

majellahouseinc@gmail.com majellahouse.org
Maternity Home Ministry to pregnant, homeless
mothers and their children. Mary Beth Cyr, Pres.; Bed
Capacity: 3; Asstd. Annu.: 60; Staff: 8

PANAMA CITY

St. Barnabas House - 2943 E 11th St., Panama City, FL
32401; Mailing: c/o Catholic Charities, 3128 E. 11th St.,
Panama City, FL 32401 t) 850-417-7942; 850-252-8217
watsong@cc.ptdiocese.org Monika Weld, Contact;

An asterisk (*) denotes an organization that has established tax-exempt status directly with the IRS and is not covered by the USCCB Group Ruling.

**Request for Taxpayer
Identification Number and Certification**
Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Catholic Charities of Northwest Florida, Inc.		
	2 Business name/disregarded entity name, if different from above.		
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)	
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>		
	5 Address (number, street, and apt. or suite no.). See instructions. 11 N B Street 6 City, state, and ZIP code Pensacola, FL 32502 7 List account number(s) here (optional)	Requester's name and address (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

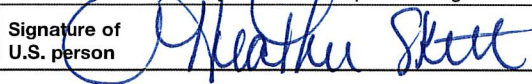
Social security number										
			-				-			
or										
Employer identification number										
5	9	-	3	2	1	3	6	4	4	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person 	Date 1/4/2025
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Form **990**Department of the Treasury
Internal Revenue Service**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2022Open to Public
Inspection**A** For the **2022** calendar year, or tax year beginning **JUL 1, 2022** and ending **JUN 30, 2023****B** Check if applicable:Address change
Name change
Initial return
Final return/terminated
Amended return
Application pending**C** Name of organization**CATHOLIC CHARITIES OF NORTHWEST FLORIDA,**

Doing business as

Number and street (or P.O. box if mail is not delivered to street address)

11 NORTH B ST.

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

PENSACOLA, FL 32502**F** Name and address of principal officer: **MILES ANDERSON****SAME AS C ABOVE****D** Employer identification number**59-3213644****E** Telephone number**850-435-3516****G** Gross receipts \$**3,490,723.****H(a)** Is this a group returnfor subordinates? Yes ☒ No**H(b)** Are all subordinates included? Yes No

If "No," attach a list. See instructions

H(c) Group exemption number**I** Tax-exempt status: ☒ 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527**J** Website: **WWW.CCNWFL.ORG****K** Form of organization: ☒ Corporation Trust Association Other**L** Year of formation: **1999****M** State of legal domicile: **FL****Part I Summary**

Activities & Governance	1	Briefly describe the organization's mission or most significant activities: CATHOLIC CHARITIES CARRIES OUT THE SOCIAL MISSION OF THE CATHOLIC CHURCH IN NORTHWEST FLORIDA TO
	2	Check this box if the organization discontinued its operations or disposed of more than 25% of its net assets.
	3	Number of voting members of the governing body (Part VI, line 1a) 3 12
	4	Number of independent voting members of the governing body (Part VI, line 1b) 4 12
	5	Total number of individuals employed in calendar year 2022 (Part V, line 2a) 5 0
	6	Total number of volunteers (estimate if necessary) 6 1043
	7a	Total unrelated business revenue from Part VIII, column (C), line 12 7a 0.
7b	Net unrelated business taxable income from Form 990-T, Part I, line 11 7b 0.	
Revenue	8	Contributions and grants (Part VIII, line 1h) 4,266,794. 3,024,619.
	9	Program service revenue (Part VIII, line 2g) 318,378. 333,387.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d) 17,134. 16,826.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) 48,519. 5,741.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) 4,650,825. 3,380,573.
	Expenses	13
14		Benefits paid to or for members (Part IX, column (A), line 4) 0. 0.
15		Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) 225,322. 228,682.
16a		Professional fundraising fees (Part IX, column (A), line 11e) 0. 0.
b		Total fundraising expenses (Part IX, column (D), line 25) 329,202.
17		Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e) 2,582,499. 2,056,831.
18		Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) 5,266,562. 3,530,125.
19	Revenue less expenses. Subtract line 18 from line 12 -615,737. -149,552.	
Net Assets or Fund Balances	20	Total assets (Part X, line 16) 3,279,839. 3,133,228.
	21	Total liabilities (Part X, line 26) 331,230. 334,171.
	22	Net assets or fund balances. Subtract line 21 from line 20 2,948,609. 2,799,057.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer		Date		
	TIFFANI CROWSON HINDS, TREASURER				
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check if self-employed	PTIN
	CLAIRE C. DUREN, CPA	<i>Claire Duren</i>	05/09/24	<input type="checkbox"/>	P01577924
Preparer Use Only	Firm's name	Firm's EIN			
	WARREN AVERETT, LLC	45-4084437			
Preparer Use Only	Firm's address	Phone no.			
	350 W CEDAR STREET, SUITE 400 PENSACOLA, FL 32502	850-435-7400			

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

Part III Statement of Program Service AccomplishmentsCheck if Schedule O contains a response or note to any line in this Part III ☐**1** Briefly describe the organization's mission:

CATHOLIC CHARITIES CARRIES OUT THE SOCIAL MISSION OF THE CATHOLIC CHURCH IN NORTHWEST FLORIDA TO SERVE, EMPOWER, AND ADVOCATE FOR VULNERABLE FAMILIES AND INDIVIDUALS OF ANY RACE, RELIGION, OR NATIONAL ORIGIN.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.**4a** (Code:) (Expenses \$ 2,483,299. including grants of \$ 1,208,820.) (Revenue \$ 11,912.)

EMERGENCY ASSISTANCE - EMERGENCY ASSISTANCE SERVICES PROVIDES ASSISTANCE TO LOW INCOME FAMILIES OR FAMILIES EXPERIENCING EMERGENCIES SUCH AS UNEMPLOYMENT BY PROVIDING ASSISTANCE IN THE FORM OF FOOD, CLOTHING, OR HOUSEHOLD FURNISHINGS. FINANCIAL ASSISTANCE IS PROVIDED TO HELP THOSE IN NEED WITH RENT, UTILITIES, AND MEDICAL PRESCRIPTIONS.

4b (Code:) (Expenses \$ 218,470. including grants of \$ 29,453.) (Revenue \$ 258,225.)

REFUGEE & IMMIGRATION - REFUGEE RESETTLEMENT AND IMMIGRATION SERVICES PROVIDES A WIDE RANGE OF SERVICES TO REFUGEES AND IMMIGRANTS. THE MAIN OBJECTIVES OF THE PROGRAMS ARE TO ASSIST FAMILIES IN THEIR EFFORTS TO OBTAIN CITIZENSHIP AND ADAPT TO A NEW ENVIRONMENT.

4c (Code:) (Expenses \$ 108,080. including grants of \$ 6,339.) (Revenue \$ 63,250.)

ADOPTION, PREGNANCY & COUNSELING - ADOPTION & PREGNANCY SERVICES INCLUDES PREGNANCY COUNSELING, INFANT CARE SERVICES FOR BABIES AWAITING A FAMILY THROUGH THE ADOPTION PROCESS, AND ADOPTION SERVICES WHICH INCLUDE PROFESSIONAL HOME STUDIES, PREPARATION FOR PARENTHOOD, AND SUPERVISION OF THE CHILD IN THE HOME PRECEDING FINALIZATION OF THE ADOPTION. FAMILY COUNSELING SERVICES REACHES OUT TO FAMILIES OF ALL AGES, RACES, AND RELIGIONS WHO ARE IN NEED OF INDIVIDUAL, MARRIAGE, AND FAMILY COUNSELING.

4d Other program services (Describe on Schedule O.)

(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses 2,809,849.

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	1 X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ? See instructions	2 X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>	3	X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>	4	X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? <i>If "Yes," complete Schedule C, Part III</i>	5	X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>	6	X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>	7	X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>	8	X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>	9 X	
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>	10 X	
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	11a X	
b Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>	11b	X
c Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>	11c	X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>	11d	X
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	11e	X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	11f X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	12a X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>	12b	X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	13	X
14a Did the organization maintain an office, employees, or agents outside of the United States?	14a	X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>	14b	X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>	15	X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>	16	X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I. See instructions</i>	17	X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	18 X	
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>	19 X	
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>	20a	X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b	
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>	21 X	

Part IV Checklist of Required Schedules (continued)

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>	22 X	
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>	23	X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>	24a	X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b	
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c	
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d	
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>	25a	X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>	25b	X
26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II</i>	26	X
27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>	27	X
28 Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i>	28a	X
b A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>	28b	X
c A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>	28c	X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>	29	X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>	30	X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>	31	X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>	32	X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>	33	X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>	34 X	
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a	X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>	35b	
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>	36	X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>	37	X
38 Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O	38 X	

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response or note to any line in this Part V ☐

	Yes	No
1a Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a 3	
b Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b 1	
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c X	

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

		Yes	No
2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a 0		
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b		
3a Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a		X
b If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	3b		
4a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a		X
b If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
5a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		X
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		X
c If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c		
6a Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a		X
b If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b		
7 Organizations that may receive deductible contributions under section 170(c).			
a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a	X	
b If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b	X	
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c		X
d If "Yes," indicate the number of Forms 8282 filed during the year	7d		
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		X
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f		X
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g		
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h		
8 Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8		
9 Sponsoring organizations maintaining donor advised funds.			
a Did the sponsoring organization make any taxable distributions under section 4966?	9a		
b Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b		
10 Section 501(c)(7) organizations. Enter:			
a Initiation fees and capital contributions included on Part VIII, line 12	10a		
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b		
11 Section 501(c)(12) organizations. Enter:			
a Gross income from members or shareholders	11a		
b Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b		
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a		
b If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b		
13 Section 501(c)(29) qualified nonprofit health insurance issuers.			
a Is the organization licensed to issue qualified health plans in more than one state? Note: See the instructions for additional information the organization must report on Schedule O.	13a		
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b		
c Enter the amount of reserves on hand	13c		
14a Did the organization receive any payments for indoor tanning services during the tax year?	14a		X
b If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b		
15 Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see the instructions and file Form 4720, Schedule N.	15		X
16 Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16		X
17 Section 501(c)(21) organizations. Did the trust, or any disqualified or other person engage in any activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.	17		

Part VI Governance, Management, and Disclosure. For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

☒
Section A. Governing Body and Management

	1a	12	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year		12		
If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.				
b Enter the number of voting members included on line 1a, above, who are independent	1b	12		
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		2		X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?		3		X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		4		X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?		5		X
6 Did the organization have members or stockholders?		6		X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		7a	X	
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		7b	X	
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a The governing body?		8a	X	
b Each committee with authority to act on behalf of the governing body?		8b	X	
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O		9		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10a Did the organization have local chapters, branches, or affiliates?		X
b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
b Describe on Schedule O the process, if any, used by the organization to review this Form 990.		
12a Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done	X	
13 Did the organization have a written whistleblower policy?	X	
14 Did the organization have a written document retention and destruction policy?	X	
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official	X	
b Other officers or key employees of the organization		X
If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.		
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed FL

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☒ Another's website ☒ Upon request ☐ Other (explain on Schedule O)

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records

HEATHER SKITT - 850-435-3516
11 NORTH B ST., PENSACOLA, FL 32502

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent ContractorsCheck if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.

- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."

- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.

- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.

- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) MATTHEW KNEE EXECUTIVE DIRECTOR	40.00			X				105,842.	0.	26,144.
(2) HEATHER SKITT DIRECTOR OF FINANCE	40.00			X				76,984.	0.	13,577.
(3) KAREN EMMANUEL VICE CHAIRPERSON	1.00	X		X				0.	0.	0.
(4) DOMINIC CALABRO BOARD MEMBER	1.00	X						0.	0.	0.
(5) SUE STRAUGHN BOARD MEMBER	1.00	X						0.	0.	0.
(6) ROMEO AGGABAO BOARD MEMBER	1.00	X						0.	0.	0.
(7) ANGELICA OTERO BOARD MEMBER	1.00	X						0.	0.	0.
(8) TIFFANI CROWSON HINDS TREASURER	1.00	X		X				0.	0.	0.
(9) FRANK MCCOLM, II BOARD MEMBER	1.00	X						0.	0.	0.
(10) ANDY REMKE BOARD MEMBER	1.00	X						0.	0.	0.
(11) THOMAS RICE SECRETARY	1.00	X		X				0.	0.	0.
(12) MILES ANDERSON CHAIRPERSON	1.00	X		X				0.	0.	0.
(13) JULES KARIHER BOARD MEMBER	1.00	X						0.	0.	0.
(14) FR. LUKE FARABAUGH BOARD MEMBER/PRIEST	1.00	X						0.	0.	0.
(15) WILLIAM WACK BISHOP	1.00			X				0.	0.	0.

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
1b Subtotal								182,826.	0.	39,721.
c Total from continuation sheets to Part VII, Section A								0.	0.	0.
d Total (add lines 1b and 1c)								182,826.	0.	39,721.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization

1

- 3** Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*
- 4** For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? *If "Yes," complete Schedule J for such individual*
- 5** Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*

	Yes	No
3		X
4		X
5		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
NONE		

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization

0

Part VIII Statement of RevenueCheck if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a	105,197.				
	b Membership dues	1b					
	c Fundraising events	1c	207,696.				
	d Related organizations	1d	300,000.				
	e Government grants (contributions)	1e	991,925.				
	f All other contributions, gifts, grants, and similar amounts not included above ...	1f	1,419,801.				
	g Noncash contributions included in lines 1a-1f	1g	\$				
	h Total. Add lines 1a-1f						
Program Service Revenue	2 a <u>IMMIGRATION</u>	Business Code					
		624100		258,225.	258,225.		
	b <u>ADOPTION</u>	624100		63,250.	63,250.		
	c <u>EMERGENCY ASSISTANCE</u>	624200		11,912.	11,912.		
	d						
	e						
	f All other program service revenue						
	g Total. Add lines 2a-2f				333,387.		
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			18,613.			18,613.
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6 a Gross rents	6a	(i) Real (ii) Personal				
	b Less: rental expenses ...	6b					
	c Rental income or (loss)	6c					
	d Net rental income or (loss)						
	7 a Gross amount from sales of assets other than inventory	7a	(i) Securities (ii) Other				
	b Less: cost or other basis and sales expenses	7b	18,500.				
	c Gain or (loss)	7c	20,287.				
	d Net gain or (loss)	-1,787.					
	8 a Gross income from fundraising events (not including \$ 207,696. of contributions reported on line 1c). See Part IV, line 18	8a	32,135.				
	b Less: direct expenses	8b	62,927.				
	c Net income or (loss) from fundraising events				-30,792.		-30,792.
	9 a Gross income from gaming activities. See Part IV, line 19	9a	50,600.				
	b Less: direct expenses	9b	26,936.				
	c Net income or (loss) from gaming activities				23,664.		23,664.
10 a Gross sales of inventory, less returns and allowances	10a						
b Less: cost of goods sold	10b						
c Net income or (loss) from sales of inventory							
Miscellaneous Revenue	11 a <u>OTHER INCOME</u>	Business Code					
		561499		12,869.			12,869.
	b						
	c						
	d All other revenue						
	e Total. Add lines 11a-11d				12,869.		
12 Total revenue. See instructions				3,380,573.	333,387.	0.	22,567.

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 ...	56,481.	56,481.		
2 Grants and other assistance to domestic individuals. See Part IV, line 22	1,188,131.	1,188,131.		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	228,682.	91,572.	87,455.	49,655.
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages				
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)	64,060.	32,101.	31,874.	85.
12 Advertising and promotion	10,940.	484.	2,935.	7,521.
13 Office expenses	44,552.	29,534.	11,856.	3,162.
14 Information technology	16,576.	12,583.	3,244.	749.
15 Royalties				
16 Occupancy	200,572.	167,139.	20,882.	12,551.
17 Travel	22,804.	14,618.	7,530.	656.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials ...				
19 Conferences, conventions, and meetings	7,361.	2,413.	4,948.	
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	44,825.	32,152.	12,084.	589.
23 Insurance	7,045.		7,045.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a SALARY REIMBURSEMENT EX	1,417,702.	1,049,295.	145,948.	222,459.
b REPAIRS AND MAINTENANCE	142,795.	107,040.	15,422.	20,333.
c DUES, MEMBERSHIPS AND L	44,018.	14,830.	22,219.	6,969.
d BANK CHARGES	23,045.	4,836.	15,496.	2,713.
e All other expenses	10,536.	6,640.	2,136.	1,760.
25 Total functional expenses. Add lines 1 through 24e	3,530,125.	2,809,849.	391,074.	329,202.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance SheetCheck if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	1,470,842.	1	1,232,712.
	2 Savings and temporary cash investments	996,775.	2	1,390,399.
	3 Pledges and grants receivable, net	480,243.	3	158,074.
	4 Accounts receivable, net	4,583.	4	19,533.
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges	52,177.	9	96,850.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 750,390.		
	b Less: accumulated depreciation	10b 514,730.		
		275,219.	10c	235,660.
	11 Investments - publicly traded securities		11	
	12 Investments - other securities. See Part IV, line 11		12	
	13 Investments - program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
15 Other assets. See Part IV, line 11		15		
16 Total assets. Add lines 1 through 15 (must equal line 33)	3,279,839.	16	3,133,228.	
Liabilities	17 Accounts payable and accrued expenses	229,374.	17	232,806.
	18 Grants payable		18	
	19 Deferred revenue	83,085.	19	89,574.
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties	18,771.	23	11,791.
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25	331,230.	26	334,171.
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions	2,143,339.	27	2,381,503.
	28 Net assets with donor restrictions	805,270.	28	417,554.
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances	2,948,609.	32	2,799,057.
	33 Total liabilities and net assets/fund balances	3,279,839.	33	3,133,228.

Form 990 (2022)

Part XI Reconciliation of Net AssetsCheck if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	3,380,573.
2	Total expenses (must equal Part IX, column (A), line 25)	2	3,530,125.
3	Revenue less expenses. Subtract line 2 from line 1	3	-149,552.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	2,948,609.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	2,799,057.

Part XII Financial Statements and ReportingCheck if Schedule O contains a response or note to any line in this Part XII ☒

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
b Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	X	
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F? _____		X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits _____		

Form 990 (2022)

Department of the Treasury
Internal Revenue Service

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2022

Open to Public Inspection

Name of the organization

CATHOLIC CHARITIES OF NORTHWEST FLORIDA,

Employer identification number	
--------------------------------	--

59-3213644

Part I	Reason for Public Charity Status. (All organizations must complete this part.) See instructions.
---------------	---

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☒ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 ☐ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations

g Provide the following information about the supported organization(s).

g Provide the following information about the supported organization(s).						
(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2022 (line 6, column (f), divided by line 11, column (f))	14	%
15 Public support percentage from 2021 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test - 2022. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 33 1/3% support test - 2021. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
17a 10% -facts-and-circumstances test - 2022. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
b 10% -facts-and-circumstances test - 2021. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization <input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions <input type="checkbox"/>		

Schedule A (Form 990) 2022

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2022 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2021 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2022 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2021 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests - 2022. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

b 33 1/3% support tests - 2021. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?		
11a		
b A family member of a person described on line 11a above?		
11b		
c A 35% controlled entity of a person described on line 11a or 11b above? If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI .		
11c		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
1		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		
2		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		
1		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
1		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
2		
3 By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		
3		

Section E. Type III Functionally Integrated Supporting Organizations

	Yes	No
1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).		
2 Activities Test. Answer lines 2a and 2b below.		
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.		
2a		
b Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.		
2b		
3 Parent of Supported Organizations. Answer lines 3a and 3b below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? If "Yes" or "No" provide details in Part VI .		
3a		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.		
3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in Part VI*). See instructions.
All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (<i>explain in detail in Part VI</i>):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Schedule A (Form 990) 2022

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions		Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	1	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	3	
4 Amounts paid to acquire exempt-use assets	4	
5 Qualified set-aside amounts (prior IRS approval required - <i>provide details in Part VI</i>)	5	
6 Other distributions (<i>describe in Part VI</i>). See instructions.	6	
7 Total annual distributions. Add lines 1 through 6.	7	
8 Distributions to attentive supported organizations to which the organization is responsive (<i>provide details in Part VI</i>). See instructions.	8	
9 Distributable amount for 2022 from Section C, line 6	9	
10 Line 8 amount divided by line 9 amount	10	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2022	(iii) Distributable Amount for 2022
1 Distributable amount for 2022 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2022 (reasonable cause required - <i>explain in Part VI</i>). See instructions.			
3 Excess distributions carryover, if any, to 2022			
a From 2017			
b From 2018			
c From 2019			
d From 2020			
e From 2021			
f Total of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2022 distributable amount			
i Carryover from 2017 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2022 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2022 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2022, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
6 Remaining underdistributions for 2022. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
7 Excess distributions carryover to 2023. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2018			
b Excess from 2019			
c Excess from 2020			
d Excess from 2021			
e Excess from 2022			

Schedule A (Form 990) 2022

Supplemental Information.

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information.
(See instructions.)

Form **990**Department of the Treasury
Internal Revenue Service**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021Open to Public
Inspection**A** For the **2021** calendar year, or tax year beginning **JUL 1, 2021** and ending **JUN 30, 2022****B** Check if applicable:Address change
Name change
Initial return
Final return/terminated
Amended return
Application pending**C** Name of organization**CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.**

Doing business as

Number and street (or P.O. box if mail is not delivered to street address)

11 NORTH B ST.

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

PENSACOLA, FL 32502**F** Name and address of principal officer: **MILES ANDERSON****SAME AS C ABOVE****D** Employer identification number**59-3213644****E** Telephone number**850-435-3516****G** Gross receipts \$**4,676,014.****H(a)** Is this a group returnfor subordinates? Yes ☒ No**H(b)** Are all subordinates included? Yes No

If "No," attach a list. See instructions

H(c) Group exemption number ▶**I** Tax-exempt status: ☒ 501(c)(3) 501(c) () ◀ (insert no.) 4947(a)(1) or 527**J** Website: ▶ **WWW.CCNWFL.ORG****K** Form of organization: ☒ Corporation Trust Association Other ▶**L** Year of formation: **1999****M** State of legal domicile: **FL****Part I Summary**

Activities & Governance	1	Briefly describe the organization's mission or most significant activities: CATHOLIC CHARITIES CARRIES OUT THE SOCIAL MISSION OF THE CATHOLIC CHURCH IN NORTHWEST FLORIDA TO
	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.
	3	Number of voting members of the governing body (Part VI, line 1a) 12
	4	Number of independent voting members of the governing body (Part VI, line 1b) 12
	5	Total number of individuals employed in calendar year 2021 (Part V, line 2a) 0
	6	Total number of volunteers (estimate if necessary) 855
	7a	Total unrelated business revenue from Part VIII, column (C), line 12 0.
7b	Net unrelated business taxable income from Form 990-T, Part I, line 11 0.	
Revenue	8	Contributions and grants (Part VIII, line 1h) 4,678,703.
	9	Program service revenue (Part VIII, line 2g) 291,766.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d) 14,620.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) 42,063.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) 5,027,152.
	Expenses	13
14		Benefits paid to or for members (Part IX, column (A), line 4) 0.
15		Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) 195,957.
16a		Professional fundraising fees (Part IX, column (A), line 11e) 0.
b		Total fundraising expenses (Part IX, column (D), line 25) ▶ 296,324.
17		Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e) 2,336,357.
18		Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) 4,748,717.
19	Revenue less expenses. Subtract line 18 from line 12 278,435.	
Net Assets or Fund Balances	20	Total assets (Part X, line 16) 3,903,346.
	21	Total liabilities (Part X, line 26) 339,000.
	22	Net assets or fund balances. Subtract line 21 from line 20 3,564,346.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	Date			
	TIFFANI CROWSON HINDS, TREASURER Type or print name and title				
Paid Preparer Use Only	Print/Type preparer's name CLAIRE C. DUREN, CPA	Preparer's signature <i>Claire Duren</i>	Date 05/15/23	Check if self-employed <input type="checkbox"/>	PTIN P01577924
	Firm's name ▶ WARREN AVERETT, LLC	Firm's EIN ▶ 45-4084437	Phone no. 850-435-7400		
	Firm's address ▶ 350 W CEDAR STREET, SUITE 400 PENSACOLA, FL 32502				

May the IRS discuss this return with the preparer shown above? See instructions

☒ Yes ☐ No

132001 12-09-21

LHA For Paperwork Reduction Act Notice, see the separate instructions.

Form **990** (2021)

SEE SCHEDULE O FOR ORGANIZATION'S STATEMENT CONTINUATION

CATHOLIC CHARITIES OF NORTHWEST FLORIDA,
INC.

Form 990 (2021)

59-3213644 Page 2

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III ☐

1 Briefly describe the organization's mission:

CATHOLIC CHARITIES CARRIES OUT THE SOCIAL MISSION OF THE CATHOLIC CHURCH IN NORTHWEST FLORIDA TO SERVE, EMPOWER, AND ADVOCATE FOR VULNERABLE FAMILIES AND INDIVIDUALS OF ANY RACE, RELIGION, OR NATIONAL ORIGIN.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses.

Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 4,278,954. including grants of \$ 2,410,483.) (Revenue \$ 53,643.)

EMERGENCY ASSISTANCE - EMERGENCY ASSISTANCE SERVICES PROVIDES ASSISTANCE TO LOW INCOME FAMILIES OR FAMILIES EXPERIENCING EMERGENCIES SUCH AS UNEMPLOYMENT BY PROVIDING ASSISTANCE IN THE FORM OF FOOD, CLOTHING, OR HOUSEHOLD FURNISHINGS. FINANCIAL ASSISTANCE IS PROVIDED TO HELP THOSE IN NEED WITH RENT, UTILITIES, AND MEDICAL PRESCRIPTIONS.

4b (Code:) (Expenses \$ 232,736. including grants of \$ 42,663.) (Revenue \$ 242,895.)

REFUGEE & IMMIGRATION - REFUGEE RESETTLEMENT AND IMMIGRATION SERVICES PROVIDES A WIDE RANGE OF SERVICES TO REFUGEES AND IMMIGRANTS. THE MAIN OBJECTIVES OF THE PROGRAMS ARE TO ASSIST FAMILIES IN THEIR EFFORTS TO OBTAIN CITIZENSHIP AND ADAPT TO A NEW ENVIRONMENT.

4c (Code:) (Expenses \$ 98,586. including grants of \$ 5,595.) (Revenue \$ 21,840.)

ADOPTION, PREGNANCY & COUNSELING - ADOPTION & PREGNANCY SERVICES INCLUDES PREGNANCY COUNSELING, INFANT CARE SERVICES FOR BABIES AWAITING A FAMILY THROUGH THE ADOPTION PROCESS, AND ADOPTION SERVICES WHICH INCLUDE PROFESSIONAL HOME STUDIES, PREPARATION FOR PARENTHOOD, AND SUPERVISION OF THE CHILD IN THE HOME PRECEDING FINALIZATION OF THE ADOPTION. FAMILY COUNSELING SERVICES REACHES OUT TO FAMILIES OF ALL AGES, RACES, AND RELIGIONS WHO ARE IN NEED OF INDIVIDUAL, MARRIAGE, AND FAMILY COUNSELING.

4d Other program services (Describe on Schedule O.)

(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses 4,610,276.

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**CATHOLIC CHARITIES OF NORTHWEST FLORIDA,
INC.**

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Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ? See instructions	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>	X	
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>	X	
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	X	
b Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
c Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>		X
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I. See instructions</i>		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	X	
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>	X	
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		X

**CATHOLIC CHARITIES OF NORTHWEST FLORIDA,
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Part IV Checklist of Required Schedules (continued)

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>	22 X	
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>	23	X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>	24a	X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b	
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c	
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d	
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>	25a	X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>	25b	X
26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II</i>	26	X
27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>	27	X
28 Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i>	28a	X
b A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>	28b	X
c A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>	28c	X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>	29	X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>	30	X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>	31	X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>	32	X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>	33	X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>	34 X	
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a	X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>	35b	
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>	36	X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>	37	X
38 Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O	38 X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☐

	Yes	No
1a Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a 3	
b Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b 1	
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c X	

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

	Yes	No
2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return 2a 0		
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file. See instructions.	2b	
3a Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a	X
b If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	3b	
4a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a	X
b If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a	X
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b	X
c If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c	
6a Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a	X
b If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b	
7 Organizations that may receive deductible contributions under section 170(c).		
a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a	X
b If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b	X
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c	X
d If "Yes," indicate the number of Forms 8282 filed during the year 7d		
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e	X
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f	X
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g	
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h	
8 Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8	
9 Sponsoring organizations maintaining donor advised funds.		
a Did the sponsoring organization make any taxable distributions under section 4966?	9a	
b Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b	
10 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on Part VIII, line 12 10a		
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities 10b		
11 Section 501(c)(12) organizations. Enter:		
a Gross income from members or shareholders 11a		
b Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) 11b		
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a	
b If "Yes," enter the amount of tax-exempt interest received or accrued during the year 12b		
13 Section 501(c)(29) qualified nonprofit health insurance issuers.		
a Is the organization licensed to issue qualified health plans in more than one state? Note: See the instructions for additional information the organization must report on Schedule O.	13a	
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans 13b		
c Enter the amount of reserves on hand 13c		
14a Did the organization receive any payments for indoor tanning services during the tax year?	14a	X
b If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b	
15 Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see the instructions and file Form 4720, Schedule N.	15	X
16 Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16	X
17 Section 501(c)(21) organizations. Did the trust, any disqualified person, or mine operator engage in any activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.	17	

Part VI Governance, Management, and Disclosure. For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.Check if Schedule O contains a response or note to any line in this Part VI ☒**Section A. Governing Body and Management**

	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year 1a 12 If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.		
b Enter the number of voting members included on line 1a, above, who are independent 1b 12		
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2	X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3	X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4	X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?	5	X
6 Did the organization have members or stockholders?	6	X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a X	
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b X	
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a The governing body?	8a X	
b Each committee with authority to act on behalf of the governing body?	8b X	
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O	9	X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10a Did the organization have local chapters, branches, or affiliates?	10a	X
b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b	
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a X	
b Describe on Schedule O the process, if any, used by the organization to review this Form 990.		
12a Did the organization have a written conflict of interest policy? If "No," go to line 13	12a X	
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b X	
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done	12c X	
13 Did the organization have a written whistleblower policy?	13 X	
14 Did the organization have a written document retention and destruction policy?	14 X	
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official	15a X	
b Other officers or key employees of the organization	15b	X
If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.		
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a	X
b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b	

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ► **FL**

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
☐ Own website ☒ Another's website ☒ Upon request ☐ Other (explain on Schedule O)

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records ►
HEATHER SKITT - 850-435-3516
11 NORTH B ST., PENSACOLA, FL 32502

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent ContractorsCheck if Schedule O contains a response or note to any line in this Part VII ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
 - List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
 - List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
 - List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
 - List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.
- See the instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) MATTHEW KNEE EXECUTIVE DIRECTOR	40.00			X				103,539.	0.	18,291.
(2) HEATHER SKITT DIRECTOR OF FINANCE	40.00			X				73,114.	0.	18,259.
(3) KAREN EMMANUEL VICE CHAIRPERSON	1.00	X		X				0.	0.	0.
(4) DOMINIC CALABRO BOARD MEMBER	1.00	X						0.	0.	0.
(5) SUE STRAUGHN BOARD MEMBER	1.00	X						0.	0.	0.
(6) ROMEO AGGABAO BOARD MEMBER	1.00	X						0.	0.	0.
(7) ANGELICA OTERO BOARD MEMBER	1.00	X						0.	0.	0.
(8) TIFFANI CROWSON HINDS TREASURER	1.00	X		X				0.	0.	0.
(9) FRANK MCCOLM, II BOARD MEMBER	1.00	X						0.	0.	0.
(10) ANDY REMKE BOARD MEMBER	1.00	X						0.	0.	0.
(11) THOMAS RICE SECRETARY	1.00	X		X				0.	0.	0.
(12) MILES ANDERSON CHAIRPERSON	1.00	X		X				0.	0.	0.
(13) JULES KARIHER BOARD MEMBER	1.00	X						0.	0.	0.
(14) FR. LUKE FARABAUGH BOARD MEMBER/PRIEST	1.00	X						0.	0.	0.
(15) WILLIAM WACK BISHOP	1.00			X				0.	0.	0.

**CATHOLIC CHARITIES OF NORTHWEST FLORIDA,
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Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
1b Subtotal								176,653.	0.	36,550.
c Total from continuation sheets to Part VII, Section A								0.	0.	0.
d Total (add lines 1b and 1c)								176,653.	0.	36,550.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **1**

	Yes	No
3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
NONE		

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **0**

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**CATHOLIC CHARITIES OF NORTHWEST FLORIDA,
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Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514	
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a	111,332.					
	b Membership dues	1b						
	c Fundraising events	1c	21,685.					
	d Related organizations	1d	280,000.					
	e Government grants (contributions)	1e	2,626,538.					
	f All other contributions, gifts, grants, and similar amounts not included above ...	1f	1,227,239.					
	g Noncash contributions included in lines 1a-1f	1g	\$					
	h Total. Add lines 1a-1f							▶
Program Service Revenue	2 a <u>IMMIGRATION</u>	Business Code 624100		242,895.	242,895.			
	b <u>EMERGENCY ASSISTANCE</u>	624200		53,643.	53,643.			
	c <u>ADOPTION</u>	624100		21,840.	21,840.			
	d							
	e							
	f All other program service revenue							
	g Total. Add lines 2a-2f			▶	318,378.			
	Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)	▶		17,134.			17,134.
4 Income from investment of tax-exempt bond proceeds		▶						
5 Royalties		▶						
6 a Gross rents		6a	(i) Real (ii) Personal					
b Less: rental expenses ...		6b						
c Rental income or (loss)		6c						
d Net rental income or (loss)		▶						
7 a Gross amount from sales of assets other than inventory		7a	(i) Securities (ii) Other					
b Less: cost or other basis and sales expenses		7b						
c Gain or (loss)		7c						
d Net gain or (loss)		▶						
8 a Gross income from fundraising events (not including \$ <u>21,685.</u> of contributions reported on line 1c). See Part IV, line 18		8a	3,050.					
b Less: direct expenses		8b	2,114.					
c Net income or (loss) from fundraising events		▶		936.			936.	
9 a Gross income from gaming activities. See Part IV, line 19		9a	51,250.					
b Less: direct expenses	9b	23,075.						
c Net income or (loss) from gaming activities	▶		28,175.			28,175.		
10 a Gross sales of inventory, less returns and allowances	10a							
b Less: cost of goods sold	10b							
c Net income or (loss) from sales of inventory	▶							
Miscellaneous Revenue	11 a <u>OTHER INCOME</u>	Business Code 561499		19,408.			19,408.	
	b							
	c							
	d All other revenue							
	e Total. Add lines 11a-11d	▶		19,408.				
12 Total revenue. See instructions				▶	4,650,825.	318,378.	0.	65,653.

**CATHOLIC CHARITIES OF NORTHWEST FLORIDA,
INC.**

Form 990 (2021)

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Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 ...				
2 Grants and other assistance to domestic individuals. See Part IV, line 22	2,458,741.	2,458,741.		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	225,322.	89,418.	82,428.	53,476.
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages				
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)	111,746.	82,324.	28,409.	1,013.
12 Advertising and promotion	13,127.	1,288.	1,337.	10,502.
13 Office expenses	50,079.	37,636.	10,029.	2,414.
14 Information technology	10,432.	8,255.	1,114.	1,063.
15 Royalties				
16 Occupancy	196,008.	169,532.	16,791.	9,685.
17 Travel	28,401.	18,347.	9,958.	96.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials ...				
19 Conferences, conventions, and meetings	4,609.	1,728.	2,856.	25.
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	42,369.	34,153.	7,606.	610.
23 Insurance	4,568.	3,331.	1,237.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a SALARY REIMBURSEMENT EX	1,859,345.	1,539,726.	124,146.	195,473.
b REPAIRS AND MAINTENANCE	173,604.	121,122.	40,984.	11,498.
c DUES, MEMBERSHIPS AND L	45,662.	27,997.	10,393.	7,272.
d BANK CHARGES	26,026.	4,601.	20,636.	789.
e All other expenses	16,523.	12,077.	2,038.	2,408.
25 Total functional expenses. Add lines 1 through 24e	5,266,562.	4,610,276.	359,962.	296,324.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here ☐ if following SOP 98-2 (ASC 958-720)

**CATHOLIC CHARITIES OF NORTHWEST FLORIDA,
INC.**

Form 990 (2021)

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Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	2,394,464.	1	1,470,842.
	2 Savings and temporary cash investments	957,626.	2	996,775.
	3 Pledges and grants receivable, net	219,712.	3	480,243.
	4 Accounts receivable, net	4,583.	4	4,583.
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges	89,937.	9	52,177.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	763,507.		
	b Less: accumulated depreciation	488,288.		
		237,024.	10c	275,219.
	11 Investments - publicly traded securities		11	
	12 Investments - other securities. See Part IV, line 11		12	
	13 Investments - program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
15 Other assets. See Part IV, line 11		15		
16 Total assets. Add lines 1 through 15 (must equal line 33)	3,903,346.	16	3,279,839.	
Liabilities	17 Accounts payable and accrued expenses	245,440.	17	229,374.
	18 Grants payable		18	
	19 Deferred revenue	68,148.	19	83,085.
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties	25,412.	23	18,771.
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25	339,000.	26	331,230.
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions	1,972,883.	27	2,143,339.
	28 Net assets with donor restrictions	1,591,463.	28	805,270.
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances	3,564,346.	32	2,948,609.
	33 Total liabilities and net assets/fund balances	3,903,346.	33	3,279,839.

Form **990** (2021)

**CATHOLIC CHARITIES OF NORTHWEST FLORIDA,
INC.**

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Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	4,650,825.
2	Total expenses (must equal Part IX, column (A), line 25)	2	5,266,562.
3	Revenue less expenses. Subtract line 2 from line 1	3	-615,737.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	3,564,346.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	2,948,609.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII ☒

		Yes	No
1	Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
b	Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	X	
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? _____		X
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits _____		

Form **990** (2021)

**CATHOLIC CHARITIES OF
NORTHWEST FLORIDA, INC.**

**FINANCIAL STATEMENTS
AN SUPPLEMENTARY INFORMATION**

JUNE 30, 2024 AND 2023

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Catholic Charities of Northwest Florida, Inc.

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Catholic Charities of Northwest Florida, Inc. (the Organization)(a nonprofit Organization), which comprise the statements of financial position as of June 30, 2024 and 2023, and the related statements of activities and changes in net assets, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Organization as of June 30, 2024 and 2023, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control related matters that we identified during the audit.

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 14, 2024, on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Warren Averett, LLC". The signature is written in a cursive, flowing style.

Pensacola, Florida
November 14, 2024

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2024 AND 2023

	<u>2024</u>	<u>2023</u>
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 2,095,140	\$ 2,363,368
Grants receivable	410,186	177,607
Prepaid expenses	<u>81,133</u>	<u>96,850</u>
Total current assets	2,586,459	2,637,825
PROPERTY AND EQUIPMENT, NET	815,828	235,660
OTHER ASSETS		
Restricted cash	5,583	5,435
Restricted investments	12,946	12,946
Investment- Certificate of deposit	<u>240,764</u>	<u>241,362</u>
Total other assets	<u>259,293</u>	<u>259,743</u>
TOTAL ASSETS	<u><u>\$ 3,661,580</u></u>	<u><u>\$ 3,133,228</u></u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$ 23,165	\$ 55,287
Accrued liabilities	161,875	177,519
Refundable advances	78,123	89,574
Current portion of related party notes payable	<u>27,813</u>	<u>7,338</u>
Total current liabilities	290,976	329,718
NONCURRENT LIABILITIES		
Long-term portion of related party notes payable	<u>272,870</u>	<u>4,453</u>
TOTAL LIABILITIES	563,846	334,171
NET ASSETS		
Without donor restrictions	2,439,867	2,381,503
With donor restrictions	<u>657,867</u>	<u>417,554</u>
Total net assets	<u>3,097,734</u>	<u>2,799,057</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 3,661,580</u></u>	<u><u>\$ 3,133,228</u></u>

See notes to the financial statements.

**CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023**

	<u>2024</u>	<u>2023</u>
CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS		
Support and other revenue:		
Grants revenue	\$ 1,195,094	\$ 801,344
United Way donations	88,633	105,197
Contributions	432,030	703,653
Diocesan support	300,000	300,000
Program revenues	287,093	333,387
Special events	302,933	290,431
In-kind revenue	37,707	34,279
Other income, net	133,060	29,695
Net assets released from restriction	<u>953,808</u>	<u>1,294,445</u>
Total support, other revenue, and net assets released from restriction	3,730,358	3,892,431
Operating expenses:		
Program services:		
Adoption and counseling	170,409	108,080
Emergency assistance	2,569,937	2,485,257
Immigration and refugee	231,603	218,470
Supporting services:		
Fundraising	356,774	417,107
General and administrative services	<u>343,271</u>	<u>425,353</u>
Total operating expenses	<u>3,671,994</u>	<u>3,654,267</u>
CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS	58,364	238,164
CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS		
Support and other revenue – contributions	673,344	716,148
Grants revenue	520,777	190,581
Net assets released from restrictions	<u>(953,808)</u>	<u>(1,294,445)</u>
CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS	<u>240,313</u>	<u>(387,716)</u>
CHANGES IN NET ASSETS	298,677	(149,552)
NET ASSETS, BEGINNING OF YEAR	<u>2,799,057</u>	<u>2,948,609</u>
NET ASSETS, END OF YEAR	<u><u>\$ 3,097,734</u></u>	<u><u>\$ 2,799,057</u></u>

See notes to the financial statements.

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2024

	Program Services			Supporting Services		
	Adoption and Counseling	Emergency Assistance	Immigration and Refugee	Fundraising	General and Administrative Services	Total Expenses
Direct assistance	\$ 8,671	\$ 1,236,748	\$ 25,559	\$ -	\$ -	\$ 1,270,978
Special events	-	2,102	-	80,480	-	82,582
Annual campaign	-	-	-	3,972	-	3,972
Professional services	7,995	13,515	65	150	27,168	48,893
Administrative services	-	-	-	-	4,736	4,736
Personnel	127,660	970,025	163,586	239,953	176,913	1,678,137
Training	244	1,180	970	-	2,841	5,235
Building	4,830	113,401	7,103	2,772	12,867	140,973
Utilities	3,225	75,200	5,573	1,689	3,315	89,002
Communications	4,650	38,031	6,782	4,099	14,260	67,822
Rent	1,537	22,747	1,844	3,689	38,629	68,446
Travel	995	12,623	1,753	298	3,078	18,747
Office equipment	96	198	196	89	168	747
IT infrastructure	776	6,477	1,089	780	759	9,881
Equipment maintenance, rental and repair	2,130	24,112	5,162	5,093	7,836	44,333
Vehicle insurance	934	4,661	-	-	2,457	8,052
Bank charges	1,317	1,950	2,980	2,783	13,582	22,612
Interest	-	423	-	-	2,741	3,164
Supplies	2,442	11,479	1,519	1,540	1,756	18,736
Printing	1,329	150	-	-	-	1,479
Postage	259	1,435	949	1,077	204	3,924
Dues and licenses	1,319	11,849	6,473	8,310	10,428	38,379
	170,409	2,548,306	231,603	356,774	323,738	3,630,830
Depreciation and amortization	-	21,631	-	-	19,533	41,164
TOTAL EXPENSES	\$ 170,409	\$ 2,569,937	\$ 231,603	\$ 356,774	\$ 343,271	\$ 3,671,994

See notes to the financial statements.

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2023

	Program Services			Supporting Services		
	Adoption and Counseling	Emergency Assistance	Immigration and Refugee	Fundraising	General and Administrative Services	Total Expenses
Direct assistance	\$ 6,339	\$ 1,208,820	\$ 29,453	\$ -	\$ -	\$ 1,244,612
Special events	-	1,957	-	87,906	-	89,863
Annual campaign	-	-	-	7,476	2,935	10,411
Professional services	11,758	19,875	468	85	31,874	64,061
Administrative services	-	-	-	-	4,480	4,480
Personnel	69,178	928,611	143,078	272,114	233,403	1,646,384
Training	65	846	1,501	-	4,948	7,361
Marketing	125	359	-	45	-	529
Building	4,009	56,888	5,648	12,990	1,750	81,284
Utilities	3,265	65,940	3,929	3,042	2,404	78,579
Communications	3,452	54,180	7,182	5,603	17,510	87,927
Rent	1,551	25,781	1,859	3,905	35,248	68,345
Travel	347	11,236	3,035	656	7,530	22,805
Office equipment	316	2,270	502	118	1,396	4,601
IT infrastructure	776	10,953	854	749	3,244	16,576
Equipment maintenance, rental and repair	3,931	29,420	7,144	7,343	13,672	61,510
Vehicle insurance	-	-	-	-	7,045	7,045
Bank charges	666	1,232	2,938	2,713	15,496	23,045
Supplies	1,606	24,074	3,855	3,162	7,376	40,072
Printing	120	295	110	734	227	1,486
Postage	372	2,196	458	908	512	4,447
Dues and licenses	204	8,171	6,455	6,969	22,219	44,018
	108,080	2,453,104	218,470	416,518	413,269	3,609,440
Depreciation and amortization	-	32,154	-	589	12,084	44,827
TOTAL EXPENSES	\$ 108,080	\$ 2,485,257	\$ 218,470	\$ 417,107	\$ 425,353	\$ 3,654,267

See notes to the financial statements.

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2024 AND 2023

	2024	2023
CASH FLOWS FROM OPERATING ACTIVITIES		
Changes in net assets	\$ 298,677	\$ (149,552)
Adjustments to reconcile changes in net assets to net cash provided by operating activities:		
Depreciation	41,164	44,827
Realized and unrealized gain on investments	(23,837)	(1,363)
Donated capital assets	-	(3,500)
Gain on disposal of property	-	(2,751)
Decrease (increase) in operating assets		
Grants receivable	(232,579)	307,219
Prepaid expenses	15,717	(44,673)
Increase (decrease) in operating liabilities		
Accounts payable	(32,122)	1,407
Accrued liabilities	(15,644)	2,025
Refundable advances	(11,451)	6,489
Net cash provided by operating activities	<u>39,925</u>	<u>160,128</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of property and equipment	(621,332)	(17,516)
Proceeds from sale of fixed assets	-	18,500
Purchase of certificate of deposits	(240,000)	(240,000)
Sale of certificate of deposits	264,435	-
Net cash used in investing activities	<u>(596,897)</u>	<u>(239,016)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Repayment of notes payable	(11,108)	(6,980)
Proceeds from note payable	300,000	-
Net cash provided by (used in) financing activities	<u>288,892</u>	<u>(6,980)</u>
NET DECREASE IN CASH AND CASH EQUIVALENTS	<u>(268,080)</u>	<u>(85,868)</u>
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>2,368,803</u>	<u>2,454,671</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u><u>\$ 2,100,723</u></u>	<u><u>\$ 2,368,803</u></u>
RECONCILIATION TO STATEMENTS OF NET POSITION		
Cash and cash equivalents	\$ 2,095,140	\$ 2,363,368
Restricted cash	5,583	5,435
	<u><u>\$ 2,100,723</u></u>	<u><u>\$ 2,368,803</u></u>
CASH PAID DURING THE YEAR FOR:		
Interest on debt	<u><u>\$ 3,164</u></u>	<u><u>\$ 780</u></u>

See notes to the financial statements.

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2024 AND 2023

1. DESCRIPTION OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Business

Catholic Charities of Northwest Florida, Inc. (the "Organization") is a not-for-profit social service agency of the Diocese of Pensacola-Tallahassee (the "Diocese"), which is part of the United States Conference of Catholic Bishops. The Organization carries out the social mission of the Catholic Church in Northwest Florida to serve, to empower and to advocate for vulnerable families and individuals of any race, religion or national origin. Offices are located in Pensacola, Fort Walton Beach, Panama City and Tallahassee, Florida; programs include pregnancy and adoption services, financial assistance, emergency food and shelter to the needy, counseling, refugee resettlement and immigration services and other support services. The Organization's primary funding sources are the Diocese, United Way, the McMillan Foundation, grant funding, program revenue and private donations.

A summary of the significant accounting policies consistently applied in the preparation of the accompanying financial statements follows:

Basis of Accounting

The Organization follows standards of accounting and financial reporting prescribed for nonprofit organizations and uses the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

Basis of Presentation

Net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

Net assets without donor restrictions are not subject to donor-imposed stipulations. Board designated or appropriated amounts are legally unrestricted and are reported as part of the net assets without donor restriction class.

Net assets with donor restrictions are subject to donor-imposed stipulations that include time and/or purpose restrictions.

Cash and Cash Equivalents

The Organization considers all liquid investments purchased within three months of maturity to be cash equivalents. A significant portion of the Organization's cash is held on deposit with the Diocese which administers a savings program for entities within the Diocese.

Investments

Investments in mutual funds and certificates of deposits with readily determinable fair values are carried at their fair value. Investment income or loss (including both realized and unrealized gains and losses) is reported as an increase or decrease in net assets without donor restrictions unless a donor or law restricts their use.

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2024 AND 2023

Revenue Recognition

Revenues are reported as increases in net assets without donor restrictions unless their use is limited by donor-imposed restrictions. Earned revenues are typically under arrangements that are one year or less in length. Under accounting standards, earned revenue measurement is driven via a principles-based process that requires the entity to 1) identify the contract with the customer, 2) identify the performance obligations in the contract, 3) determine the transaction price, 4) allocate the transaction price to the performance obligations and 5) recognize revenue when (or as) performance obligations are satisfied. Contributed support follows different standards.

A summary of the revenue and support flows are as follows:

Gifts and grants, including unconditional promises to give: Recognized as revenues as either without or with donor restrictions in the period verifiably committed by the donor. Gifts and grants of assets other than cash are recorded at their estimated fair value and per the fair value policies described elsewhere in these notes. Unconditional promises to give that are expected to be collected in future years are recorded at the present value of the estimated future cash flows using a risk-adjusted discount rate depending on the time period involved. Amortization of the discount is included in gift and grant revenue in accordance with the donor-imposed restrictions, if any, on the gifts or grants. Gifts or grants with donor-imposed restrictions that can be met through the passage of time or upon the incurring of expenses consistent with the purposes are recorded as net assets with restrictions and reclassified to net assets without donor restrictions when such time or purposes restriction has been satisfied.

Gifts of property and equipment: Recorded as without donor restrictions unless the donor explicitly states how such assets should be used. Gifts of cash or other assets that must be used to acquire long-lived assets are reported as net assets with donor restrictions. The Organization reports expirations of donor restrictions when the donated or acquired long-lived asset is placed into service.

Conditional contributions: Recorded as revenue when such amounts become unconditional which generally involves the meeting of a barrier to entitlement. This can include items like meeting a matching provision, incurring specified allowable expenses in accordance with a framework of allowable costs or other barriers. Contributions received pending designation by the donor are considered with donor restrictions until known, at which time such are reclassified, if required.

Support funded by cost-reimbursement-type grants: Recognized as revenue as the Organization incurs costs associated for program services. Accordingly, as the Organization incurs direct programmatic expenses eligible for reimbursement under the grant agreements, revenue is recognized along with amounts allowable for overhead. Invoiced and non-invoiced amounts are recorded in grants receivable as such costs are incurred or in the case when grants that are funded in advance as a reduction in the associated deferred revenue from such grantor.

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2024 AND 2023

Refundable advances (unearned revenue): Individual governmental and private grant arrangements are evaluated and determined whether they are nonreciprocal, meaning the granting entity has not received a direct benefit of commensurate value in exchange for the resources provided. Instead, revenue is recognized like a conditional contribution, when the barrier to entitlement is overcome. The barrier to entitlement is considered overcome when expenses associated with each grant are determined to be allowable and all other significant conditions of the grant are met. For the individual governmental and private grant arrangements that are reciprocal, revenue is recognized as services are provided, which is generally as allowable expenses are incurred.

Accounts and grants receivable: Stated at face amount with no allowance for credit losses. Grants receivable represents amounts due typically under cost-reimbursement-type grants. An allowance for credit losses is not considered necessary as of June 30, 2024 and 2023, because the estimate of expected credit losses based on historical loss information adjusted for its reasonable and supportable forecast is deemed immaterial.

Property and Equipment

Property and equipment is recorded at cost or, if donated, at the estimated fair value at the date of the gift. The cost of maintenance and repairs is charged to expense as incurred. The Organization follows the practice of capitalizing expenditures in excess of \$2,000. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets.

Estimated useful lives of the various classes of assets are three to thirty years. When assets are retired or otherwise disposed, the cost and related accumulated depreciation are removed, and any resulting gain or loss is reflected in income for the period.

Donated Services and Materials

Contributed services are recognized if they create or enhance nonfinancial assets or are of a nature requiring specialized skills that would typically be purchased if not provided by donation. In the current fiscal year, a substantial number of volunteers have donated significant amounts of their time in the Organization's services. However, no value has been assigned or recognized for these volunteer hours in the financial statements since the skills are not specialized. Donations have been recognized at the value of the donated specialized service. Significant donated equipment is reflected as contributions in the accompanying financial statements at the estimated fair value of the equipment at the date of the donation.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

Compensated Absences

Employees are allowed to accumulate earned, but unused, vacation time up to a maximum of 75 hours at calendar year-end. Accordingly, an accrual for earned, but unused, vacation time has been included in accrued liabilities in the accompanying financial statements.

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2024 AND 2023

Reclassifications

Certain prior period financial statement amounts have been reclassified to conform to current period presentation.

Principal Programs

Adoption and Counseling – Adoption Services includes pregnancy counseling, infant care services for babies awaiting a family through the adoption process, and adoption services which include professional home studies, preparation for parenthood and supervision of the child in the home preceding finalization of the adoption. Family counseling services reaches out to families of all ages, races and religions who are in need of individual, marriage and family counseling.

Emergency Assistance – Family Assistance Services provides assistance to low-income families or families experiencing emergencies, such as unemployment, by providing assistance in the form of food, clothing or household furnishings. Financial assistance is provided to help those in need with rent, utilities and medical prescriptions.

Immigration and Refugee – Refugee Resettlement and Immigration Services provides a wide range of services to refugees and immigrants. The main objectives of these programs are to assist families in their efforts to obtain citizenship and adapt to a new environment.

Functional Allocation of Expenses

The costs of providing the various programs and supporting services have been summarized on a functional basis in the statements of activities. Most expenses are charged directly to program services, fundraising or general and administrative services based on specific identification. Accordingly, some costs have been allocated among the programs and supporting services benefited by allocations based on time and effort, occupancy costs or an average square footage basis.

Income Taxes

The Organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes is included in the financial statements. U.S. GAAP requires management to evaluate tax positions taken by the Organization. The Organization adopted the authoritative guidance relating to accounting for uncertainty in income taxes included in Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) Topic 740, *Income Taxes*. These provisions provide consistent guidance for the accounting for uncertainty in income taxes recognized in an entity's financial statements and prescribe a threshold of "more likely than not" for recognition and derecognition of tax positions taken or expected to be taken in a tax return. Management has concluded that there was no uncertainty in income taxes that would require recognition in the financial statements or that may have an effect on its tax-exempt status, therefore no provision for income taxes is required for the years ended June 30, 2024 or 2023.

Subsequent Events

Management has evaluated subsequent events through November 14, 2024, which is the date the financial statements were available to be issued.

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2024 AND 2023

2. INVESTMENTS

The cost and fair market value of the Organization's investments are as follows:

	2024		2023	
	Cost	Market	Cost	Market
Certificate of deposit	\$ 240,000	\$ 240,764	\$ 240,000	\$ 241,362
Mutual funds	9,934	12,946	9,934	12,946
	<u>\$ 249,934</u>	<u>\$ 253,710</u>	<u>\$ 249,934</u>	<u>\$ 254,308</u>

An investment in an external investment pool with the Community Foundation of North Florida is included within investment amounts.

Investments are reported at fair value, which is defined by ASC Topic 820, *Fair Value Measurement*, as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. ASC Topic 820 also establishes a fair value hierarchy, which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. ASC Topic 820 describes three levels of inputs that may be used to measure fair value as follows:

Level 1 – Inputs utilize quoted prices in active markets for identical assets or liabilities.

Level 2 – Inputs utilize data points that are observable such as quoted prices, interest rates and yield curves. Level 2 inputs include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets in markets that are not active;
- Observable inputs other than quoted prices for the asset or liability;
- Inputs derived principally from, or corroborated by, observable market data by correlation or by other means.

Level 3 – Inputs are unobservable data points for the asset and liability, and include situations where there is little, if any, market activity for the asset or liability.

The determination of where an asset or liability falls in the hierarchy requires significant judgment. The Organization evaluates its hierarchy disclosures annually and, based on various factors, it is possible that an asset or liability may be classified differently from year-to-year. However, the Organization expects that changes in classifications between levels will be rare. Realized and unrealized gains and losses are reflected in the statements of activities.

At June 30, 2024	Fair Value	Level 1	Level 2
Fixed income - certificate of deposit	\$ 240,764	\$ -	\$ 240,764
Mutual funds - other	12,946	12,946	-
	<u>\$ 253,710</u>	<u>\$ 12,946</u>	<u>\$ 240,764</u>

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2024 AND 2023

<u>At June 30, 2023</u>	<u>Fair Value</u>	<u>Level 1</u>	<u>Level 2</u>
Fixed income - certificate of deposit	\$ 241,362	\$ -	\$ 241,362
Mutual funds - other	12,946	12,946	-
	<u>\$ 254,308</u>	<u>\$ 12,946</u>	<u>\$ 241,362</u>

There are no investments categorized as Level 3 at June 30, 2024 and 2023.

3. GRANTS RECEIVABLE

Grants receivable primarily consisted of receivables from the Florida Department of Children and Families totaling approximately \$310,000 and \$124,000 as of June 30, 2024 and 2023, respectively.

4. PROPERTY AND EQUIPMENT

Major classifications of property and equipment are summarized as follows:

	<u>2024</u>	<u>2023</u>
Land	\$ 225,421	\$ 3,500
Buildings	679,635	301,556
Furniture and equipment	224,920	221,016
Vehicles	244,940	224,318
	1,374,916	750,390
Accumulated depreciation	(559,088)	(514,730)
Property and equipment, net	<u>\$ 815,828</u>	<u>\$ 235,660</u>

Depreciation expense for the years ended June 30, 2024 and 2023, was approximately \$41,000 and \$45,000, respectively.

5. REFUNDABLE ADVANCES

Refundable advances consisted of the following:

	<u>2024</u>	<u>2023</u>
United Way – various grants	\$ 20,158	\$ 22,241
Other grantors	57,965	67,333
	<u>\$ 78,123</u>	<u>\$ 89,574</u>

**CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2024 AND 2023**

6. NET ASSETS WITH DONOR RESTRICTIONS

During the years ended June 30, 2024 and 2023, net assets were released from donor restrictions by incurring expenses satisfying the purpose of the restrictions. Remaining net assets with donor restrictions are restricted for the following purposes:

	2024	2023
Emergency assistance	\$ 646,727	\$ 404,746
Other programs	11,140	12,808
	<u>\$ 657,867</u>	<u>\$ 417,554</u>

7. BOARD DESIGNATED NET ASSETS

At June 30, 2024 and 2023, the Board has designated funds (a component of net assets without donor restriction) of approximately \$448,000 and \$726,000, respectively, for future projects to be approved by the executive committee.

8. SELF-INSURANCE

The Diocese maintains a self-insurance program for certain Diocesan entities, including the Organization, which provides coverage for property, general liability and workers' compensation. The Diocese charges each participating entity for its share of the estimated costs of claims, administration fees, premiums for excess insurance coverage and anticipated reserve requirements. Any excess of assessments over actual losses remains in the self-insurance fund to cover future program years.

As part of the self-insurance program, the Diocese purchases excess insurance coverage from outside insurance carriers. Generally, this excess insurance coverage reimburses losses only after the amount of an individual claim has exceeded a specified threshold.

9. RELATED PARTIES

Diocese of Pensacola-Tallahassee

The Diocese subsidizes the operations of the Organization. For each of the years ended June 30, 2024 and 2023, the Organization received annual subsidies from the Diocese of \$300,000.

The Diocese is the carrier for all liability, workers' compensation and health insurance for the Organization. For fiscal years ended June 30, 2024 and 2023, the Diocese charged the Organization approximately \$250,000 and \$201,000, respectively, for this coverage.

The Diocese provides office space of the Diocese building, valued at \$37,707 and \$34,279, for the years ended June 30, 2024 and 2023, respectively, at no cost to the Organization. The office space is recognized as in-kind revenue and rent expense on the statements of activities.

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2024 AND 2023

At June 30, 2024 and 2023, rent expense paid by the Organization for all other building locations provided by the Diocese totaled approximately \$31,000 and \$34,000, respectively.

At June 30, 2024 and 2023, amounts payable to the Diocese totaled approximately \$13,000 and \$26,000, respectively.

At June 30, 2024 and 2023, the Organization held cash in a deposit account at the Diocese totaling approximately \$768,000 and \$1,020,000, respectively.

At June 30, 2024 and 2023, loans from the Diocese totaled approximately \$301,000 and \$12,000, respectively.

The Organization acquired land and a building totaling \$600,000 for the year ended June 30, 2024. In 2024, the Organization paid \$300,000 to the Diocese for the purchase of the property.

Employee Benefit Plan

The Organization's employees participate in the Diocese's defined contribution plan, which covers substantially all employees age 21 or older. The Organization provides a 50-250% (depending on years of service) matching contribution not to exceed 6% of the employees' annual compensation. The Organization made matching contributions of approximately \$38,000 for each of the years ended June 30, 2024 and 2023.

Grant Awards

During the years ended June 30, 2024 and 2023, the Organization recognized grant revenues from the Catholic Foundation totaling \$28,000 and \$10,000, respectively.

The terms and amounts of the above related party transactions are not necessarily indicative of the terms and amounts that would have been incurred had comparable transactions been entered into with independent parties.

10. COMMITMENTS AND CONTINGENCIES

Funding Contingencies

For the years ended June 30, 2024 and 2023, the Organization received approximately 60% and 80%, respectively, of its support from contributions and grants.

Concentration of Credit Risk

At June 30, 2024 and 2023, the Organization had approximately \$1,392,000 and \$1,257,000, respectively, of cash held with financial institutions, which was insured up to \$250,000 under the Federal Deposit Insurance Corporation (FDIC) coverage. In addition, as of June 30, 2024 and 2023, the Organization had approximately \$768,000 and \$1,020,000, respectively, on deposit with the Diocese, which places its cash and investments in financial institutions and investment firms that are federally insured for \$250,000 and for \$500,000 under FDIC and the Securities Investors Protection Corporation (SIPC), respectively.

**CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2024 AND 2023**

At June 30, 2024 and 2023, the balance held by the financial institutions and the aggregate balances held by the Diocese were in excess of the related insurance coverage and bear some risk since they are not collateralized. The Organization has not experienced any losses on their cash accounts to date as related to the FDIC and SIPC insurance limits.

11. LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The Organization has a policy to manage its liquidity and reserves, following three guiding principles: operating within a prudent range of financial stability, maintaining adequate liquidity to fund near-term operations, and maintaining sufficient reserves to provide reasonable assurance that long-term obligations will be discharged.

The following table reflects the Organization's financial assets, reduced by amounts not available for general expenditures within one year.

	<u>2024</u>	<u>2023</u>
Cash and cash equivalents	\$ 1,647,483	\$ 1,637,554
Cash and cash equivalents – Board designated	447,657	725,814
Grants receivable, net, collectible in less than one year	<u>410,186</u>	<u>177,607</u>
Total financial assets	2,505,326	2,540,975
Less those unavailable for general expenditures within one year due to contractual or donor-imposed restrictions		
Board designated	(447,657)	(725,814)
Restricted by donor with time or purpose restrictions	<u>(657,867)</u>	<u>(417,554)</u>
Financial assets available to meet cash needs for expenditures within one year	<u><u>\$ 1,399,802</u></u>	<u><u>\$ 1,397,607</u></u>

12. FLOOD INSURANCE PROCEEDS

In March 2024, the Tallahassee office of the Organization experienced a flood.

For the year ended June 30, 2024, the Organization recognized approximately \$27,000 of insurance proceeds. Insurance proceeds are included in other income in the accompanying statements of activities and changes in net assets. For the year ended June 30, 2024, the Organization incurred approximately \$13,000 of reconstruction and repair costs.

COMPLIANCE SECTION

**CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2024**

Federal and State Grantor/Pass-Through Grantor/Program Title	Assistance Listing Number	Contract/Grant Number	Expenditures	Pass-Through to Subrecipients
FEDERAL AWARDS				
U. S. Department of Housing and Urban Development				
Passed through State of Florida, Department of Children and Families				
Emergency Solutions Grant Program	14.231	BPZ12	\$ 57,912	\$ -
Emergency Solutions Grant Program	14.231	BPZ11	134,500	-
COVID 19 - Emergency Solutions Grant Program	14.231	BPZ11	50,671	-
Emergency Solutions Grant Program	14.231	APZ11	136,852	-
COVID 19 - Emergency Solutions Grant Program	14.231	APZ11	25,038	-
Emergency Solutions Grant Program	14.231	APZ10	101,159	-
COVID 19 - Emergency Solutions Grant Program	14.231	APZ10	58,778	-
			564,910	-
Continuum of Care Program (HUD PSH)	14.267	FL0775L4H05212	104,034	-
Passed through State of Florida, Homeless and Housing Alliance				
Community Development Block Grant (HUD HHA)	14.218	2022-2023	4,976	-
CDBG- Entitlement/Special Purpose Grants Cluster			4,976	-
U. S. Department of Health and Human Services				
Passed through State of Florida, Department of Children and Families				
Temporary Assistance for Needy Families	93.558	BPZ11	31,481	-
Temporary Assistance for Needy Families	93.558	APZ10	36,218	-
Temporary Assistance for Needy Families	93.558	BPZ12	28,555	-
			96,254	-
U. S. Department of Homeland Security				
Passed through Okaloosa County				
Emergency Food and Shelter Program	97.024	LRO 167600-003	5,995	
Emergency Food and Shelter Program	97.024	LRO 156200-005	12,034	
Emergency Food and Shelter Program	97.024	LRO 165600-002	1,124	
Emergency Food and Shelter Program	97.024	LRO 171200-006	2,726	-
			21,879	-
U.S. Department of Treasury				
Passed through Okaloosa County				
Coronavirus Local Fiscal Recovery Fund	21.027	SLFRP0029	28,446	-
TOTAL FEDERAL AWARDS			\$ 820,499	\$ -

See notes to the schedule of expenditures of federal awards.

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2024

A. BASIS OF PRESENTATION

The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Since the schedule presents only a select portion of the operations of the Organization, it is not intended to and does not present the financial position, changes in net assets or cash flows of the Organization.

B. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying schedule of expenditures of federal awards includes the federal grant activity for the year ended June 30, 2024. Expenditures reported on the schedule are reported on the accrual basis of accounting.

C. DE MINIMIS INDIRECT COST RATE ELECTION

The Organization has elected not to use the 10 percent de minimis indirect cost rate as allowed under Uniform Guidance.

D. CONTINGENCIES

The programs shown in the schedule of expenditures of federal awards are subject to audit by grantor agencies. If any expenditures or expenses are disallowed by the grantor agencies as a result of such audit, any claim for reimbursement to the grant agencies would become a liability of the Organization. In the opinion of management, all grant expenditures are in compliance with the terms of the grant agreements and applicable federal laws and regulations.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Directors
Catholic Charities of Northwest Florida, Inc.

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Catholic Charities of Northwest Florida, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2024, and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated November XX, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Catholic Charities of Northwest Florida, Inc.'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purposes of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Catholic Charities of Northwest Florida, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Catholic Charities of Northwest Florida, Inc.'s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency or a combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of Catholic Charities of Northwest Florida, Inc.'s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Catholic Charities of Northwest Florida, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Catholic Charities of Northwest Florida Inc.'s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Catholic Charities of Northwest Florida Inc.'s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Warren Averett, LLC". The signature is written in a cursive, flowing style.

Pensacola, Florida
November 14, 2024

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR THE
MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors
Catholic Charities of Northwest Florida, Inc.

Report on Compliance for the Major Federal Program

Opinion on the Major Federal Program

We have audited Catholic Charities of Northwest Florida Inc.'s (the Organization) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on the Organization's major federal program for the year ended June 30, 2024. The Organization's major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2024.

Basis for Opinion on the Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the major federal program. Our audit does not provide a legal determination of the Organization's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Organization's federal program.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Organization's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Organization's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Organization's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Organization's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of the Organization's internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Warren Averett, LLC

Pensacola, Florida
November 14, 2024

**CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2024**

A. SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

- | | | | | |
|--|-------|-----|----------------------|---------------|
| • Material weakness(es) identified? | _____ | Yes | _____ <u>X</u> _____ | No |
| • Significant deficiency(ies) identified that is/are not considered to be material weaknesses? | _____ | Yes | _____ <u>X</u> _____ | None Reported |
| • Noncompliance material to financial statements noted? | _____ | Yes | _____ <u>X</u> _____ | No |

Federal Awards

Internal control over major programs:

- | | | | | |
|--|-------|-----|----------------------|---------------|
| • Material weakness(es) identified? | _____ | Yes | _____ <u>X</u> _____ | No |
| • Significant deficiency(ies) identified that is/are not considered to be material weaknesses? | _____ | Yes | _____ <u>X</u> _____ | None Reported |

Type of auditors' report issued on compliance for major programs: Unmodified

- | | | | | |
|--|-------|-----|----------------------|----|
| • Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance? | _____ | Yes | _____ <u>X</u> _____ | No |
|--|-------|-----|----------------------|----|

Identification of major program:

Assistance Listing Number/ Name of Federal Program or Cluster

Assistance Listing Number

Emergency Solutions Grant Program	14.231
-----------------------------------	--------

Dollar threshold used to distinguish between type A and type B programs for federal awards?	<u>\$750,000</u>
---	------------------

- | | | | | |
|---|-------|-----|----------------------|----|
| Auditee qualified as low-risk auditee for federal awards? | _____ | Yes | _____ <u>X</u> _____ | No |
|---|-------|-----|----------------------|----|

B. FINDINGS – FINANCIAL STATEMENTS

There were no findings which were required to be reported in accordance with *Government Auditing Standards* generally accepted in the United States of America.

C. FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAM

There were no findings which were required to be reported in accordance with the Uniform Guidance.

**CATHOLIC CHARITIES OF
NORTHWEST FLORIDA, INC.**

FINANCIAL STATEMENTS

JUNE 30, 2023 AND 2022

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
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JUNE 30, 2023 AND 2022

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Catholic Charities of Northwest Florida, Inc.

Opinion

We have audited the accompanying financial statements of Catholic Charities of Northwest Florida, Inc. (the "Organization"), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Organization as of June 30, 2023, and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings and certain internal control-related matters that we identified during the audit.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 16, 2023, on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

Warren Averett, LLC

Pensacola, Florida
November 16, 2023

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2023 AND 2022

ASSETS		
	2023	2022
CURRENT ASSETS		
Cash and cash equivalents	\$ 2,252,718	\$ 2,449,309
Grants receivable	177,607	484,826
Prepaid expenses	96,850	52,177
Total current assets	2,527,175	2,986,312
PROPERTY AND EQUIPMENT, NET	235,660	275,219
OTHER ASSETS		
Restricted cash	5,435	5,362
Investments	364,958	12,946
Total other assets	370,393	18,308
TOTAL ASSETS	\$ 3,133,228	\$ 3,279,839
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$ 55,287	\$ 53,880
Accrued liabilities	177,519	175,494
Refundable advances	89,574	83,085
Current portion of related party notes payable	7,338	6,981
Total current liabilities	329,718	319,440
NON-CURRENT LIABILITIES		
Long-term portion of related party notes payable	4,453	11,790
TOTAL LIABILITIES	334,171	331,230
NET ASSETS		
Without donor restrictions	2,381,503	2,143,339
With donor restrictions	417,554	805,270
Total net assets	2,799,057	2,948,609
TOTAL LIABILITIES AND NET ASSETS	\$ 3,133,228	\$ 3,279,839

See notes to the financial statements.

**CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022**

	<u>2023</u>	<u>2022</u>
CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS		
Support and other revenue:		
Grants revenue	\$ 801,344	\$ 2,088,726
United Way donations	105,197	111,332
Contributions	703,653	566,561
Diocesan support	300,000	280,000
Program revenues	333,387	318,378
Special events	290,431	75,985
In-kind revenue	34,279	34,279
Other income, net	29,695	36,542
Net assets released from restriction	<u>1,294,445</u>	<u>1,984,683</u>
Total support, other revenue, and net assets released from restriction	3,892,431	5,496,486
Operating expenses:		
Program services:		
Adoption and counseling	108,080	98,586
Emergency assistance	2,485,257	4,279,648
Immigration and refugee	218,470	232,737
Supporting services:		
Fundraising	417,107	320,390
General and administrative services	<u>425,353</u>	<u>394,669</u>
Total operating expenses	<u>3,654,267</u>	<u>5,326,030</u>
CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS	238,164	170,456
CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS		
Support and other revenue – contributions	716,148	660,678
Grants revenue	190,581	537,812
Net assets released from restrictions	<u>(1,294,445)</u>	<u>(1,984,683)</u>
CHANGES IN NET ASSETS WITH DONOR DONOR RESTRICTIONS	<u>(387,716)</u>	<u>(786,193)</u>
CHANGES IN NET ASSETS	(149,552)	(615,737)
NET ASSETS, BEGINNING OF YEAR	<u>2,948,609</u>	<u>3,564,346</u>
NET ASSETS, END OF YEAR	<u><u>\$ 2,799,057</u></u>	<u><u>\$ 2,948,609</u></u>

See notes to the financial statements.

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2023

	Program Services			Supporting Services		
	Adoption and Counseling	Emergency Assistance	Immigration and Refugee	Fundraising	General and Administrative Services	Total Expenses
Direct assistance	\$ 6,339	\$ 1,208,820	\$ 29,453	\$ -	\$ -	\$ 1,244,612
Special events	-	1,957	-	87,906	-	89,863
Annual campaign	-	-	-	7,476	2,935	10,411
Professional services	11,758	19,875	468	85	31,874	64,061
Administrative services	-	-	-	-	4,480	4,480
Personnel	69,178	928,611	143,078	272,114	233,403	1,646,384
Training	65	846	1,501	-	4,948	7,361
Marketing	125	359	-	45	-	529
Building	4,009	56,888	5,648	12,990	1,750	81,284
Utilities	3,265	65,940	3,929	3,042	2,404	78,579
Communications	3,452	54,180	7,182	5,603	17,510	87,927
Rent	1,551	25,781	1,859	3,905	35,248	68,345
Travel	347	11,236	3,035	656	7,530	22,805
Office equipment	316	2,270	502	118	1,396	4,601
IT infrastructure	776	10,953	854	749	3,244	16,576
Equipment maintenance, rental, and repair	3,931	29,420	7,144	7,343	13,672	61,510
Vehicle insurance	-	-	-	-	7,045	7,045
Bank charges	666	1,232	2,938	2,713	15,496	23,045
Supplies	1,606	24,074	3,855	3,162	7,376	40,072
Printing	120	295	110	734	227	1,486
Postage	372	2,196	458	908	512	4,447
Dues and licenses	204	8,171	6,455	6,969	22,219	44,018
	108,080	2,453,104	218,470	416,518	413,269	3,609,440
Depreciation and amortization	-	32,154	-	589	12,084	44,827
TOTAL EXPENSES	\$ 108,080	\$ 2,485,257	\$ 218,470	\$ 417,107	\$ 425,353	\$ 3,654,267

See notes to the financial statements.

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2022

	Program Services			Supporting Services		Total Expenses
	Adoption and Counseling	Emergency Assistance	Immigration and Refugee	Fundraising	General and Administrative Services	
Direct assistance	\$ 5,595	\$ 2,410,483	\$ 42,663	\$ -	\$69	\$ 2,458,810
Special events	-	696	-	24,065	428	25,189
Annual campaign	-	-	-	10,221	1,294	11,515
Professional services	5,434	76,295	595	1,013	28,340	111,677
Administrative services	-	-	-	-	3,795	3,795
Personnel	66,606	1,414,937	147,600	248,950	206,574	2,084,667
Training	418	1,059	250	25	2,856	4,608
Marketing	275	677	336	281	43	1,612
Building	5,282	65,259	7,227	6,335	30,671	114,774
Utilities	2,998	63,153	3,683	2,793	2,256	74,883
Communications	3,208	56,300	9,282	3,191	14,535	86,516
Rent	1,551	27,495	1,862	3,700	34,279	68,887
Travel	906	16,606	835	96	9,958	28,401
Office equipment	758	8,804	105	1,425	1,357	12,449
IT infrastructure	776	6,652	828	1,063	1,114	10,433
Equipment maintenance, rental, and repair	2,137	35,834	5,383	5,163	10,313	58,830
Vehicle insurance	-	2,704	627	-	1,237	4,568
Bank charges	254	1,973	2,374	789	20,636	26,026
Supplies	1,315	34,161	2,160	2,414	6,234	46,284
Printing	95	664	-	266	220	1,245
Postage	138	486	1,027	718	461	2,830
Dues and licenses	840	21,257	5,900	7,272	10,393	45,662
	<u>98,586</u>	<u>4,245,495</u>	<u>232,737</u>	<u>319,780</u>	<u>387,063</u>	<u>5,283,661</u>
Depreciation and amortization	-	34,153	-	610	7,606	42,369
TOTAL EXPENSES	<u><u>\$ 98,586</u></u>	<u><u>\$ 4,279,648</u></u>	<u><u>\$ 232,737</u></u>	<u><u>\$ 320,390</u></u>	<u><u>\$ 394,669</u></u>	<u><u>\$ 5,326,030</u></u>

See notes to the financial statements.

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2023 AND 2022

	2023	2022
CASH FLOWS FROM OPERATING ACTIVITIES		
Changes in net assets	\$ (149,552)	\$ (615,737)
Adjustments to reconcile changes in net assets to net cash provided by (used in) operating activities:		
Depreciation	44,827	42,369
Realized and unrealized gain on investments	(2,012)	-
Donated capital assets	(3,500)	-
Gain on disposal of property	(2,751)	-
Decrease (increase) in operating assets		
Grants receivable	307,219	(260,531)
Prepaid expenses	(44,673)	37,760
Increase (decrease) in operating liabilities		
Accounts payable	1,407	(7,147)
Accrued liabilities	2,025	(8,919)
Refundable advances	6,489	14,937
Net cash provided by (used in) operating activities	<u>159,478</u>	<u>(797,268)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of property and equipment	(17,516)	(80,564)
Proceeds from sale of fixed assets	18,500	-
Purchase of investments	<u>(350,000)</u>	<u>-</u>
Net cash used in investing activities	<u>(349,016)</u>	<u>(80,564)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Repayment of notes payable	<u>(6,980)</u>	<u>(6,641)</u>
Net cash used in financing activities	<u>(6,980)</u>	<u>(6,641)</u>
NET DECREASE IN CASH AND CASH EQUIVALENTS	(196,518)	(884,473)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>2,454,671</u>	<u>3,339,144</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 2,258,153</u>	<u>\$ 2,454,671</u>
RECONCILIATION TO STATEMENTS OF NET POSITION		
Cash	\$ 2,252,718	\$ 2,449,309
Restricted Cash	<u>5,435</u>	<u>5,362</u>
	<u>\$ 2,258,153</u>	<u>\$ 2,454,671</u>

See notes to the financial statements.

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2023 AND 2022

**1. DESCRIPTION OF ORGANIZATION AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES**

Nature of Business

Catholic Charities of Northwest Florida, Inc. (the "Organization") is a not-for-profit social service agency of the Diocese of Pensacola-Tallahassee (the "Diocese"), which is part of the United States Conference of Catholic Bishops. The Organization carries out the social mission of the Catholic Church in Northwest Florida to serve, to empower and to advocate for vulnerable families and individuals of any race, religion or national origin. Offices are located in Pensacola, Fort Walton Beach, Panama City, and Tallahassee, Florida; programs include pregnancy and adoption services, financial assistance, emergency food and shelter to the needy, counseling, refugee resettlement and immigration services and other support services. The Organization's primary funding sources are the Diocese, United Way, the McMillan Foundation, grant funding, program revenue and private donations.

A summary of the significant accounting policies consistently applied in the preparation of the accompanying financial statements follows:

Basis of Accounting

The Organization follows standards of accounting and financial reporting prescribed for nonprofit organizations and uses the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

Basis of Presentation

Net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

Net assets without donor restrictions are not subject to donor-imposed stipulations. Board designated or appropriated amounts are legally unrestricted and are reported as part of the net assets without donor restriction class.

Net assets with donor restrictions are subject to donor-imposed stipulations that include time and/or purpose restrictions.

Cash and Cash Equivalents

The Organization considers all liquid investments purchased within three months of maturity to be cash equivalents. A significant portion of the Organization's cash is held on deposit with the Diocese of Pensacola-Tallahassee, an affiliated entity, which administers a savings program for entities within the Diocese of Pensacola-Tallahassee.

Investments

Investments in marketable equity securities with readily determinable fair values and all investments in debt securities are carried at their fair value. Investment income or loss (including both realized and unrealized gains and losses) is reported as an increase or decrease in net assets without donor restrictions unless a donor or law restricts their use.

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2023 AND 2022

**1. DESCRIPTION OF ORGANIZATION AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES – CONTINUED**

Revenue Recognition

Revenues are reported as increases in net assets without donor restrictions unless their use is limited by donor-imposed restrictions. Earned revenues are typically under arrangements that are one year or less in length. Under accounting standards, earned revenue measurement is driven via a principles-based process that requires the entity to 1) identify the contract with the customer, 2) identify the performance obligations in the contract, 3) determine the transaction price, 4) allocate the transaction price to the performance obligations, and 5) recognize revenue when (or as) performance obligations are satisfied. Contributed support follows different standards.

A summary of the revenue and support flows are as follows:

Gifts and grants, including unconditional promises to give: Recognized as revenues as either without or with donor restrictions in the period verifiably committed by the donor. Gifts and grants of assets other than cash are recorded at their estimated fair value and per the fair value policies described elsewhere in these notes. Unconditional promises to give that are expected to be collected in future years are recorded at the present value of the estimated future cash flows using a risk-adjusted discount rate depending on the time period involved. Amortization of the discount is included in gift and grant revenue in accordance with the donor-imposed restrictions, if any, on the gifts or grants. Gifts or grants with donor-imposed restrictions that can be met through the passage of time or upon the incurring of expenses consistent with the purposes are recorded as net assets with restrictions and reclassified to net assets without donor restrictions when such time or purposes restriction has been satisfied.

Gifts of property and equipment: Recorded as without donor restrictions unless the donor explicitly states how such assets should be used. Gifts of cash or other assets that must be used to acquire long-lived assets are reported as net assets with donor restrictions. The Organization reports expirations of donor restrictions when the donated or acquired long-lived asset is placed into service.

Conditional contributions: Recorded as revenue when such amounts become unconditional which generally involves the meeting of a barrier to entitlement. This can include items like meeting a matching provision, incurring specified allowable expenses in accordance with a framework of allowable costs or other barriers. Contributions received pending designation by the donor are considered with donor restrictions until known, at which time such are reclassified, if required.

Support funded by cost-reimbursement-type grants: Recognized as revenue as the Organization incurs costs associated for program services. Accordingly, as the Organization incurs direct programmatic expenses eligible for reimbursement under the grant agreements, revenue is recognized along with amounts allowable for overhead. Invoiced and non-invoiced amounts are recorded in grants receivable as such costs are incurred or in the case when grants that are funded in advance as a reduction in the associated deferred revenue from such grantor.

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2023 AND 2022

**1. DESCRIPTION OF ORGANIZATION AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES – CONTINUED**

Refundable Advances (Unearned revenue): Individual governmental and private grant arrangements are evaluated and determined whether they are nonreciprocal, meaning the granting entity has not received a direct benefit of commensurate value in exchange for the resources provided. Instead, revenue is recognized like a conditional contribution, when the barrier to entitlement is overcome. The barrier to entitlement is considered overcome when expenses associated with each grant are determined to be allowable and all other significant conditions of the grant are met. For the individual governmental and private grant arrangements that are reciprocal, revenue is recognized as services are provided, which is generally as allowable expenses are incurred.

Accounts and grants receivable: Stated at face amount with no allowance for doubtful accounts. Grants receivable represents amounts due typically under cost-reimbursement-type grants. An allowance for doubtful accounts is not considered necessary as of June 30, 2023 and 2022 because probable uncollectible accounts are considered immaterial.

Property and Equipment

Property and equipment is recorded at cost or, if donated, at the estimated fair value at the date of the gift. The cost of maintenance and repairs is charged to expense as incurred. The Organization follows the practice of capitalizing expenditures in excess of \$2,000. Depreciation is computed using the straight-line method over the estimated useful lives of the related assets.

Estimated useful lives of the various classes of assets are three to thirty years. When assets are retired or otherwise disposed, the cost and related accumulated depreciation are removed, and any resulting gain or loss is reflected in income for the period.

Donated Services and Materials

Contributed services are recognized if they create or enhance non-financial assets or are of a nature requiring specialized skills that would typically be purchased if not provided by donation. In the current fiscal year, a substantial number of volunteers have donated significant amounts of their time in the Organization's services. However, no value has been assigned or recognized for these volunteer hours in the financial statements since the skills are not specialized. Donations have been recognized at the value of the donated specialized service. Significant donated equipment is reflected as contributions in the accompanying financial statements at the estimated fair value of the equipment at the date of the donation.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

Compensated Absences

Employees are allowed to accumulate earned, but unused, vacation time up to a maximum of 75 hours at calendar year end. Accordingly, an accrual for earned, but unused, vacation time has been included in accrued liabilities in the accompanying financial statements.

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2023 AND 2022

**1. DESCRIPTION OF ORGANIZATION AND SUMMARY OF
SIGNIFICANT ACCOUNTING POLICIES – CONTINUED**

Reclassifications

Certain prior period financial statement amounts have been reclassified to conform to current period presentation.

Principal Programs

Adoption and Counseling – Adoption Services includes pregnancy counseling, infant care services for babies awaiting a family through the adoption process, and adoption services which include professional home studies, preparation for parenthood, and supervision of the child in the home preceding finalization of the adoption. Family Counseling Services reaches out to families of all ages, races and religions who are in need of individual, marriage and family counseling.

Emergency Assistance – Family Assistance Services provides assistance to low-income families or families experiencing emergencies, such as unemployment, by providing assistance in the form of food, clothing or household furnishings. Financial assistance is provided to help those in need with rent, utilities and medical prescriptions.

Immigration and Refugee – Refugee Resettlement and Immigration Services provides a wide range of services to refugees and immigrants. The main objectives of these programs are to assist families in their efforts to obtain citizenship and adapt to a new environment.

Functional Allocation of Expenses

The costs of providing the various programs and supporting services have been summarized on a functional basis in the statement of activities. Most expenses are charged directly to program services, fundraising or general and administrative services based on specific identification. Accordingly, some costs have been allocated among the programs and supporting services benefited by allocations based on time and effort, occupancy costs or an average square footage basis.

Income Taxes

The Organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes is included in the financial statements. U.S. GAAP requires management to evaluate tax positions taken by the Organization. The Organization adopted the authoritative guidance relating to accounting for uncertainty in income taxes included in Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) Topic 740, Income Taxes. These provisions provide consistent guidance for the accounting for uncertainty in income taxes recognized in an entity's financial statements and prescribe a threshold of "more likely than not" for recognition and derecognition of tax positions taken or expected to be taken in a tax return. Management has concluded that there was no uncertainty in income taxes that would require recognition in the financial statements or that may have any effect on its tax-exempt status, and no provision for income taxes is required for the years ended June 30, 2023 or 2022.

Subsequent Events

Management has evaluated subsequent events through November 16, 2023, which is the date the financial statements were available to be issued.

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2023 AND 2022

2. INVESTMENTS

The costs and fair market value of the Organization's investments are as follows:

	2023		2022	
	Cost	Market	Cost	Market
CDs and money market funds	\$ 350,650	\$ 352,012	\$ -	\$ -
Mutual funds	9,934	12,946	9,934	12,946
	<u>\$ 360,584</u>	<u>\$ 364,958</u>	<u>\$ 9,934</u>	<u>\$ 12,946</u>

An investment in an external investment pool with the Community Foundation of North Florida is included within investment amounts.

Investments are reported at fair value, which is defined by ASC Topic 820, *Fair Value Measurements*, as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. ASC Topic 820 also establishes a fair value hierarchy, which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. ASC Topic 820 describes three levels of inputs that may be used to measure fair value as follows:

Level 1 – Inputs utilize quoted prices in active markets for identical assets or liabilities.

Level 2 – Inputs utilize data points that are observable such as quoted prices, interest rates, and yield curves. Level 2 inputs include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets in markets that are not active;
- Observable inputs other than quoted prices for the asset or liability;
- Inputs derived principally from, or corroborated by, observable market data by correlation or by other means.

Level 3 – Inputs are unobservable data points for the asset and liability, and include situations where there is little, if any, market activity for the asset or liability.

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2023 AND 2022

2. INVESTMENTS – CONTINUED

The determination of where an asset or liability falls in the hierarchy requires significant judgment. The Organization evaluates its hierarchy disclosures annually and, based on various factors, it is possible that an asset or liability may be classified differently from year-to-year. However, the Organization expects that changes in classifications between levels will be rare. Realized and unrealized gains and losses are reflected in the statements of activities.

At June 30, 2023	Fair Value	Level 1	Level 2
Cash and money market funds	\$ 352,012	\$ 352,012	\$ -
Fixed income - CDs	241,362	-	241,362
Mutual funds - other	12,946	12,946	-
	<u>\$ 606,320</u>	<u>\$ 364,958</u>	<u>\$ 241,362</u>
At June 30, 2022	Fair Value	Level 1	Level 2
Mutual funds - other	\$ 12,496	\$ 12,496	\$ -

There are no investments categorized as Level 3 at June 30, 2023 and 2022.

3. GRANTS RECEIVABLE

Grants receivable primarily consisted of receivables from the Florida Department of Children and Families totaling \$124,258 and \$245,840 as of June 30, 2023 and 2022, respectively.

4. PROPERTY AND EQUIPMENT

Major classifications of property and equipment are summarized as follows:

	2023	2022
Land	\$ 3,500	\$ -
Buildings	301,556	301,556
Furniture and equipment	221,016	227,533
Vehicles	224,318	234,418
	<u>750,390</u>	<u>763,507</u>
Accumulated depreciation	<u>(514,730)</u>	<u>(488,288)</u>
Property and equipment, net	<u>\$ 235,660</u>	<u>\$ 275,219</u>

Depreciation expense for the years ended June 30, 2023 and 2022 was approximately \$45,000 and \$42,000, respectively.

**CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2023 AND 2022**

5. REFUNDABLE ADVANCES

Refundable advances consisted of the following:

	2023	2022
United Way – various grants	\$ 50,094	\$ 46,063
Other grantors	39,480	37,022
	<u>\$ 89,574</u>	<u>\$ 83,085</u>

6. NET ASSETS WITH DONOR RESTRICTIONS

During the years ended June 30, 2023 and 2022, net assets were released from donor restrictions by incurring expenses satisfying the purpose of the restrictions. Remaining net assets with donor restrictions are restricted for the following purposes:

	2023	2022
Emergency assistance	\$ 404,746	\$ 695,127
Other programs	12,808	110,143
	<u>\$ 417,554</u>	<u>\$ 805,270</u>

7. BOARD DESIGNATED NET ASSETS

At June 30, 2023 and 2022, the Board has designated funds (a component of net assets without donor restriction) of approximately \$1,020,000 and \$978,000, respectively, for future projects to be approved by the executive committee.

8. SELF-INSURANCE

The Diocese maintains a self-insurance program for certain Diocesan entities, including the Organization, which provides coverage for property, general liability and workers' compensation. The Diocese charges each participating entity for its share of the estimated costs of claims, administration fees, premiums for excess insurance coverage and anticipated reserve requirements. Any excess of assessments over actual losses remains in the self-insurance fund to cover future program years.

As part of the self-insurance program, the Diocese purchases excess insurance coverage from outside insurance carriers. Generally, this excess insurance coverage reimburses losses only after the amount of an individual claim has exceeded a specified threshold.

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2023 AND 2022

9. RELATED PARTIES

Diocese of Pensacola-Tallahassee:

The Diocese subsidizes the operations of the Organization. For the years ended June 30, 2023 and 2022, the Organization received annual subsidies from the Diocese of \$300,000 and \$280,000, respectively.

The Diocese is the carrier for all liability, workers' compensation and health insurance for the Organization. For fiscal years ended June 30, 2023 and 2022, the Diocese charged the Organization approximately \$129,000 and \$209,000, respectively, for this coverage.

The Diocese provides office space of the Diocese building, valued at \$34,279 for the years ended June 30, 2023 and 2022, at no cost to the Organization. The office space is recognized as in-kind revenue and rent expense on the statements of activities.

At June 30, 2023 and 2022, rent expense paid to the Diocese for all other building locations operated by the Organization but provided by the Diocese totaled approximately \$34,000 and \$31,000, respectively.

At June 30, 2023 and 2022, amounts payable to the Dioceses totaled approximately \$26,000 and \$30,000, respectively.

At June 30, 2023 and 2022, the Organization held cash in a deposit account at the Diocese totaling \$1,020,006 and \$978,467, respectively.

At June 30, 2023 and 2022, loans from the Diocese totaled \$11,791 and \$18,771, respectively.

Employee Benefit Plan:

The Organization's employees participate in the Diocese's defined contribution plan, which covers substantially all employees age 21 or older. The Organization provides a 50-250% (depending on years of service) matching contribution not to exceed 6% of the employees' annual compensation. The Organization made matching contributions of approximately \$38,000 and \$32,000 for the years ended June 30, 2023 and 2022, respectively.

Grant Awards:

During the years ended June 30, 2023 and 2022, the Organization recognized grant revenues from the Catholic Foundation totaling approximately \$10,000 and \$34,000, respectively.

The terms and amounts of the above related party transactions are not necessarily indicative of the terms and amounts that would have been incurred had comparable transactions been entered into with independent parties.

10. COMMITMENTS AND CONTINGENCIES

Funding Contingencies:

For the years ended June 30, 2023 and 2022, the Organization received approximately 80% of its support from contributions and grants.

CATHOLIC CHARITIES OF NORTHWEST FLORIDA, INC.
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2023 AND 2022

10. COMMITMENTS AND CONTINGENCIES – CONTINUED

Concentration of Credit Risk:

At June 30, 2023 and 2022, the Organization had approximately \$1,257,000 and \$1,550,000, respectively, of cash held with financial institutions, which was insured up to \$500,000 under the Federal Deposit Insurance Corporation (FDIC) coverage. In addition, as of June 30, 2023 and 2022, the Organization had approximately \$1,020,000 and \$978,000, respectively, on deposit with the Diocese, which places its cash and investments in financial institutions and investment firms that are federally insured for \$250,000 and for \$500,000 under the Federal Deposit Insurance Corporation (FDIC) and the Securities Investors Protection Corporation (SIPC), respectively.

At June 30, 2023 and 2022, the balance held by the financial institutions and the aggregate balances held by the Diocese were in excess of the related insurance coverage and bear some risk since they are not collateralized. The Organization has not experienced any losses on their cash accounts to date as related to the FDIC and SIPC insurance limits.

11. LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The Organization has a policy to manage its liquidity and reserves, following three guiding principles: operating within a prudent range of financial stability, maintaining adequate liquidity to fund near-term operations, and maintaining sufficient reserves to provide reasonable assurance that long-term obligations will be discharged.

The following table reflects the Organization's financial assets, reduced by amounts not available for general expenditures within one year.

	2023	2022
Cash and cash equivalents	\$ 1,526,904	\$ 1,734,309
Cash and cash equivalents- Board designated	725,814	715,000
Restricted cash and investments	370,393	18,308
Grants receivable, net, collectible in less than one year	177,607	484,826
Total financial assets	2,800,718	2,952,443
Less those unavailable for general expenditures within one year due to contractual or donor-imposed restrictions		
Board designated	(725,814)	(715,000)
Restricted by donor with time or purpose restrictions	(417,554)	(805,270)
Financial assets available to meet cash needs for expenditures within one year	<u>\$ 1,657,350</u>	<u>\$ 1,432,173</u>

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Directors
Catholic Charities of Northwest Florida, Inc.

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Catholic Charities of Northwest Florida, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated November 16, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Catholic Charities of Northwest Florida, Inc.'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purposes of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Catholic Charities of Northwest Florida, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Catholic Charities of Northwest Florida, Inc.'s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Catholic Charities of Northwest Florida, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Catholic Charities of Northwest Florida Inc.'s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Catholic Charities of Northwest Florida Inc.'s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Warren Averett, LLC". The signature is written in a cursive, flowing style.

Pensacola, Florida
November 16, 2023



CCNWFL Executive Committee Meeting

December 19, 2024- 10:00 AM CST/11:00 AM EST

BOARD MEMBERS PRESENT

- Tiffani Hinds, Chairperson (via teleconference)
- Thomas Rice, Secretary (via teleconference)
- Matthew Knee, President (via teleconference)

❖ Quorum was established

STAFF MEMBERS PRESENT

- Haleigh Hixon, Executive Assistant (via teleconference)

CALL TO ORDER & OPENING REMARKS

- Tiffani Hinds called the meeting to order at 10:03 AM.

PRAYER

- The opening prayer was given by Matthew Knee.

THE EXECUTIVE COMMITTEE'S MEETING MINUTES

- Tiffani Hinds presented the November 14, 2024, Executive Committee Meeting Minutes.
- **MOTION:** Motion was made, seconded, and carried to approve the meeting minutes.

FINANCIAL REPORT

Matthew Knee presented the Financial Report for November 2024:

- Detailed financial statements were included in the meeting materials.
- Mr. Knee presented the November 2024 Balance Sheet and Profit and Loss statement.
- **MOTION:** Motion was made, seconded, and carried to approve the financial report.

EXECUTIVE DIRECTOR REPORT

Matthew Knee presented the Executive Director's report.

- Christmas Connection is underway at all locations
 - Tallahassee will be complete by today or tomorrow
 - Fort Walton Beach gift distribution is happening today and will provide gifts for over 400 families
 - Pensacola Christmas Connection gift distribution finished up this week
 - Panama City Christmas Connection is going great
- Hiring news
 - Tallahassee is in the process of hiring a part-time administrative assistant
 - Pensacola Administrative Assistant for the Immigration department, Dorian Sison, will start January 6
 - FWB Case Manager, Bianca Morales, started in November
 - FWB will hire another Case Manager in January
 - FWB will also be hiring for a Caring Coach coordinator as Shawn Engel is leaving.
- Matt spoke with Ed Burns about joining the Board and acting as Treasurer and he will give an answer by January 1, 2025.

FUNDS DEVELOPMENT REPORT

Matthew Knee provided the Funds Development Report.

- **FY 25 Funds Development**
 - **Annual Appeal** – supporting the greatest need of CCNWFL

TOTAL COST FOR 2024 ANNUAL APPEAL	\$4,458.93
2024 ANNUAL APPEAL SUMMARY – as of 12.17.24	Mailed to 5,270 on 9.30.24
Revenue Received	\$120,060.83
Number of Gifts received	298
Average of gift received	\$402.89
Net Revenue to date for the annual appeal	\$115,601.90

- **Bishop's Year End Appeal Letter** – supporting the greatest need of CCNWFL – We mailed an appeal letter from Bishop asking for a gift of support to 8,554 parishioner households. It was mailed on December 16th.
- **Grants Submitted & Significant Gifts -**
 - **Christmas Connection – Tallahassee** – We received a \$17,031.50 gift from a individual trust to.
 - **Catholic Charities–Tallahassee** – We received notification of a pending \$60,000 trust gift to support our Tallahassee office.
 - **Catholic Charities–Panama City** – We received notification in late September of a pending estate gift to support our Panama City office. They stated that it would take approximately 6 months for it to go through probate.
 - **AmFund** – We received notification that we did not receive a grant from AmFund.
 - **The Society of the Debutante Charity Cotillion** – We submitted a \$3,000 grant to support the Emergency Assistance Program in Pensacola.
- **Marketing/Social Media Outreach**—In November, our website had 1,800 visitors, our Facebook reach was 13,555 without any boosted ads, and our Instagram reach was 856.
- **Email Outreach** —On November 16, a gratitude outreach email was sent to 2,664 donors and priests to thank them for their support. The email was viewed by 1,399 individuals, which is a 53% open rate.
- **FY 25 Funds Development Events -**
 - **An Evening of Faith & Fellowship** – February 7, 2025 – Saint Mary's Catholic Church, FWB – Supporting the greatest need of the FWB Office. Invitations will be mailed to 921 of our donor households in the West Central Deanery. Sponsorship packets will be mailed to the parishes in the West Central Deanery.
 - **Bishop's Black & White Gala** – March 28, 2025 – Sanders Beach Ballroom, Pensacola - Sponsorship packets will be mailed to the parishes in the Diocese and invitations will be mailed to all CCNWFL donors. The revenue from this event will support the greatest need of CCNWFL
 - **Spring Appeal** – Late Spring 2025 – will be mailed to all CCNWFL donors and will support the greatest need of our Emergency Assistance Program
 - **Celebrating Hope-Lunch with the Bishop** – June 12, 2025 – Sponsorship packets will be mailed to the parishes in the Western Deanery, and invitations will be mailed to all CCNWFL donors in the Western Deanery. The revenue from this event will support the greatest need of the Pensacola Office
 - **Cash for a Cause** – The drawing will be held on June 18, 2025, and will support the greatest need of CCNWFL – We will have two \$10,000 Grand Prize Winners, and only 1,000 tickets will be available. We need each CCNWFL board member to sell 20 CFAC tickets to help us cover the Grand Prize money and our expenses.

OTHER BUSINESS

- Matthew Knee presented to the Executive Committee an opportunity to apply for the Escambia Consortium HOME-ARP Grant to be used to fund a tiny house village for senior citizens who are facing housing insecurities.
- **MOTION:** Motion was made, seconded, and carried to approve Catholic Charities of Northwest Florida applying for the HOME-ARP grant.

CLOSING PRAYER

- The closing prayer was provided by Matthew Knee.

ADJOURNMENT

- The Executive Committee Meeting adjourned at 10:29 AM.

Approved:



Thomas Rice, Secretary

Date:

2 JAN 25