BBCoC
BIG BEND CONTINUUM OF CARE

Semiannual Full Membership and Board Meeting
October 13th, 2022 – 11:00am-12:30pm

Teams Meeting Link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2U0MGNjZTAtYWYzOS00M2ZjLWI2ZjktYTJkYzU2NjViYWJk%40thread.v2/0?context=%7b%22Tid%22%3a%22a3176375-25d9-4b56-8bff-c7dd9a42805d%22%2c%22Oid%22%3a%2269c2868b-a758-495b-b5eb-1cffa847434d%22%7d

Meeting ID: 279 202 546 044   Passcode: nLFwtc

AGENDA

Membership Meeting
1. **Call to Order** – Jeanne Freeman, Board Chair
2. **Nominations and Election**
3. **Slate of Officers**
4. **Governance Charter Revisions**
5. **Adjournment of Membership Meeting**

Board Meeting
1. **Call to Order** – Jeanne Freeman, Board Chair
2. **Consent Agenda**
   a. July 14, 2022, Board Meeting Minutes
   b. Committee Meeting Minutes since July 2022
   c. 2022/23 Budget
   d. ARPC MoU 2022-2025
   e. 2022/2023 Schedule of Meetings and Case Staffing Meetings
   f. CoC Staff Report
   g. BBCoC Action Plan- *electronic vote by 10/31/2022*
3. **Discussion Items**
   a. 2022 HUD NOFO and Supplemental NOFO Updates
   b. Point In Time Count 2023 Timeline and Methodology
   c. Emergency Shelter for Cold Nights
   d. Homeless Service Provision- Star Metro Bus Passes, Coordinated Street Outreach, Decreased Program Funding
   e. Appointment of Committee Chairs and Committee Reports (CE, HMIS, NAP, and PR)
      i. Coordinated Entry Committee
      ii. HMIS Committee
      iii. Needs Assessment and Planning Committee
      iv. Project Review and Performance Committee
      v. Executive Committee
      vi. Ad-hoc Racial Equity Work Group
6. **Rural County Updates**
   a. **Gadsden**
   b. **Wakulla**
   c. **Franklin**
   d. **Liberty**
   e. **Jefferson**
   f. **Madison**
   g. **Taylor**
7. **Public Comment/Announcements**
8. **Adjournment of Meeting**

Full Board Meeting

July 14th, 2022 – 11:00am-12:30pm

MINUTES

Board Members Present: Chair Jeanné Freeman, Johnna Coleman, Jim McShane, Dr. Kimble Thomas, Holly Bernardo, Mandy Bianchi, Horace Thompson, Commissioner Rick Minor, Chuck White, Frank Norris, Gwen Virostek, Taylor Biro, Samantha Vance, Emily Mitchem, Mandy Bianchi, Commissioner Dianne Williams-Cox (via phone)

Meeting Attendees: Sarah Grindle-Rollins, Lona Ford, Eric Layton, Broderick Seabrooks, Jeff Kane, Tranesia Walker, Sara Ramkissoon, Brad Clayton, Kim Ladner, Alma Venisee, Marie Vandenberg, Paula Carroll-Jefferson, LaShawn Gordon, Barry Walker

1. **Call to Order** – Jeanne' Freeman, Board Chair
    Vice-Chair Jim McShane, Career Source, called the meeting to order at 11:00am during Jeanne's temporary absence.

2. **Consent Agenda**
    a. April 14, 2022, Membership and Board Meeting Minutes
    b. Finance Report
    c. BBCoC Staff Report
    d. Designation of Big Bend CoC as HUD Collaborative Applicant and HMIS Lead

Johnna reported that ARPC is HUD's present collaborative applicant. Johnna explained that the CoC has separated financials from ARPC, therefore, ARPC will now be our payroll entity only due to hiring Lona Ford as the Contract and Finance Director for the CoC. The CoC is asking to be placed as the collaborative applicant and be able to apply without ARPC, also remain HMIS Lead.

Jim commented that the CoC has been working towards becoming HUD Collaborative Applicant for five-six years and it is very good that the time has come for this reality to take place.

There were no questions or concerns from the Board.

Dr. Kimble Thomas reported that Abena Ojetayo should be listed as a board member on April 14th meeting minutes due to her alternating for Commissioner Dianne Williams-Cox. Changes were accepted.

Motion to approve Consent Agenda, with amendment from Dr. Thomas, was made by Gwynn Virostek and seconded by Emily Mitchem. None opposed. All members were in favor of the motion and motion carried and passed unanimously.

3. **Discussion Items**
    a. DCF Funding
        i.   BBCoC DCF Contract 2022-2025
        ii. Awards for 2022-2023
        iii. 2022-2023 Balance Report

Johnna Coleman Reported:
- ➢ This year DCF has reported that there will not be a CoC Competition and funding would be rolled into the new year. The Contract (included in packet) was signed in April, as well as agency competition awards.
- ➢ The CoC did not get funded at the level expected and look forward to the future if DCF will again allow CoC competition.
- ➢ We are working from a three-year old application in which the CoC received funding and we have hopes in the future that we will be able to apply for funding at a higher level.
- ➢ As of June, DCF ESG, Challenge and TANF funding has ended for 2022 and the new contract will begin July 1, 2022 – June 30, 2023.

b. HUD NOFA 2021 Application Debriefing
Johnna Reported:
- ➢ Agencies were thanked for their applications and many thanks to Amanda Wander, previous Executive Director of the CoC for a job well done completing the Application for NOFO and the CoC scored very well (the Debriefing is attached in the board packet).

c. HUD Supplemental NOFO
   i. RFP Link: https://www.hudexchange.info/news/coc-program-supplemental-nofo-address-unsheltered-and-rural-homelessness/
   Johnna Reported:
- ➢ HUD has released a Supplemental NOFO. Johnna explained that the regular NOFO has not been released, although, expectations for the release should be any day now.
- ➢ A discussion was held on our partner call in detail regarding the Supplemental NOFO. Johnna explained that she is not sure how competitive our CoC will be in the Street Outreach portion because HUD has targeted communities with larger rates of unsheltered homelessness issuing bonus points for having 1,000-10,000 individuals experiencing unsheltered homelessness.
- ➢ We will apply for this funding, although, it includes a community plan. Johnna explained that she has worked with the Florida Housing Coalition to develop action plans which will be brought to the Executive Committee and staff before going out to the community for public comment prior to the development of action plans.
- ➢ There has been a decrease in funding within agencies as the COVID funding comes to an end. Johnna explained that agencies will have to strategize the use of current funding that's already in place.
- ➢ The CoC staff is working on a calendar and Johnna will meet with the current HUD funded programs next week and emails will be sent regarding agency renewals because the Grant Inventory Worksheet is due on July 19th.

Jim McShane asked how much in dollars can be requested.

Johnna explained in Unsheltered Homelessness the CoC was given $2.1 million, and the rural community was given $613,000, which covers Taylor, Jefferson, Franklin, and Liberty Counties. Johnna also explained that Wakulla and Gadsden were not included as rural counties.

Johnna reported that the regular HUD NOFO should drop anytime soon, and it will be due prior to the Supplemental NOFO (due October 20th), therefore, both competitions will run together.

Holly Bernardo asked would it be possible to work on the Supplemental NOFO as a community considering the small amount of funding offered and Johnna explained that there would be conversation with those who are currently funded through HUD. Johnna also explained that the NOFO for unsheltered homelessness requires the CoC to have a community plan, which will include the Action Plan that she has been developing to be used as a platform to develop NOFO priorities.

Johnna reported that two new staff members have joined the CoC and welcomed them to their first Board Meeting:

Tranesia Walker – CoC Coordinated Entry Director
Sara Ramkissoon – Street Outreach Coordinator

d. Factsheet Link: https://endhomelessness.org/resource/2022-unsheltered-and-rural-homelessness-supplemental-nofo-resource-series/

e. Committee Reports- Committee Chair or CoC Staff Lead
   i. Coordinated Entry Committee- Next Meeting on July 20, 2022, at 10 am
      Tranesia Reported:
      ➢ The Committee has a vacancy for Chairperson, which will be discussed at the next meeting.

   ii. HMIS Committee- Next Meeting August 10, 2022, at 10 am
      Eric Layton Reported:
      ➢ The previous meeting was cancelled due to occurring scheduled system updates.
      ➢ Working with other CoC's on HMIS implementation to discard the old Release of Information (ROI) form. Eric explained that information he received at a previous conference was very informative regarding HMIS Data and Privacy Policy being posted within each agency and made available for client's access, that would eliminate providing a written form, although, we are investigating initiating only verbal permission from the client and completely discarding the written form.
      ➢ Working on Data Quality items in preparation for the upcoming reporting season, which begins in October.

   iii. Needs Assessment and Planning Committee- Next Meeting August 17, 2022
      Johnna Reported:
      ➢ Committee met last month for the first in-person meeting post-COVID. Johnna thanked those who were in attendance in-person as well as virtual.
      ➢ We began taking steps on gaps analysis by allowing agencies to share their experienced gaps along with solutions.
      ➢ Agencies have not returned their feedback forms to the CoC. Johnna asked those who received the form to send it in and she would send out again to those who did not have it available, and that would allow her to incorporate the feedback into the Action Plan.
      ➢ The next meeting is scheduled for August 17th.

   iv. Racial Equity Committee
      Taylor Biro Reported:
      ➢ Committee met and an assessment was developed that will be sent out to partner agencies showing where everyone is at this point with DEI work. Taylor explained that this would be a baseline of individual's needs and what the areas of weaknesses are. Afterwards, the information will be brought to the committee for discussion.
      ➢ The survey was reviewed by the committee, and additional edits are required. The committee will review once more, afterwards, we will send it out to agencies for completion.
      ➢ A doodle calendar will be sent out to determine a convenient date and time that everyone will be able to meet prior to scheduling the next committee meeting.

4. **Partner Updates**
   a. City of Tallahassee
      Dr. Kimble Thomas Reported:
      - Dr. Thomas introduced himself to everyone and reported that Abena Ojetayo has now moved to Assistant City Manager with the City of Tallahassee, and he is now the Director of Housing and Community Resilience. As of today, he is also the alternate for Commissioner Dianne Williams-Cox.
      - Since the passing of Delmas Barber, the City of Tallahassee is looking at how to build their aspect of Outreach and being in support of what the agencies are doing.
      - The City of Tallahassee has hired two new employee trainees, Arterios Floyd and Willie Blake. Both will be working under Temple McPherson, who is the contact person for Big Bend CoC. They will be offering support to the Outreach team, as well as coordinating with the host deputies from Leon County Sheriff's Department.
      - Ron Burnett will continue to be the contact for homelessness issues in City Parks and Recreation areas.

   b. Leon County
      Commissioner Rick Minor:
      - No immediate updates at this time.

   c. Gadsden County
      Alma Venisee Reported:
      - The County continues to experience issues with decent affordable housing.

   d. Wakulla County
      Johnna reported Commissioner Chuck Hess is out of the country and there are no updates to report.

   e. Franklin County – No representative for updates
   f. Madison County – No representative for updates
   g. Taylor County – No representative for updates

   h. Jefferson County
      Paula Carroll-Jefferson Reported:
      - The county has partnered with the Shepherd's Hands, which is a mobile medical unit that comes once monthly. The mobile unit has administered medical assistance to five community members.
      - The County is now working on Jefferson County Big Bend Disaster Task Force.

   i. Liberty County – No representative for updates

   Jeanné asked Johnna to send a list of the counties without participation at the Board Meetings, along with their contact numbers. She would contact someone in each county and try to get participation during this time as hurricane season approaches the area.

5. **Public Comment/Announcements**
   Jim McShane-Career Source:
   - Having difficulty finding employees to hire. An article has been posted in the Tallahassee Democrat, although, we remain short staffed but continue to work with agencies and provide services as needed during this time.

   Samantha Vance-CESC/Kearney Center:
   - CESC has increased housing capacity for individuals experiencing homelessness from 256 to 325.

- Intake hours has been extended from four hours per day, three days per week to Monday through Sunday from 9am-8pm, and those that need to come in after hours can be transported from Tallahassee Memorial Hospital (TMH) by Law Enforcement and special beds have been designated specifically for them.
- Assisting individuals who are hungry with meals and water.
- There will be an announcement forthcoming today regarding retaining staff that are currently employed, with pay increases from their present salary of $12 per hour.

Mandy Bianchi-Ability 1st
- Jackie Fortmann will be out of the office approximately six weeks on medical leave. Mandy can be reached directly with requests during that time.

Gwynn Virostek-CCYS
- Thank everyone for reviewing the Youth Development Grant and many thanks to Taylor Biro for contributing a huge amount of her time and hard work into the grant in the short period of time prior to submission.
- Looking forward to seeing the results and receiving feedback from the submission.

6. **Adjournment of Meeting**

Jim McShane made a motion to adjourn the meeting and Samantha Vance seconded.

Jeanné thanked the CoC staff, Board members and partner agencies for efforts in helping to end homelessness in the community and explained to everyone that their work is making a difference and it's very much appreciated.

Jeanné reported that Neighborhood Medical and Bond Community have masks and at home test kits. If anyone needs those items, please let her know and she or Dr. Robinson will make provisions for pick-up.

Board Meeting was adjourned at 11:35am.

HMIS Committee Meeting
August 10ᵗʰ, 2022 – 10:00am – 11:00pm Eastern Time

Attendees: Jim McShane (CareerSource), Eric Layton (BBCoC), Broderick Seabrooks (BBCoC), Jackie Fortmann (Ability 1ˢᵗ), Melissa Bourcier (BBHC), Jeannine Fier (City of Tallahassee), Victoria Callan (VoA Tallahassee Veterans Village), Horace Thompson, Taketha Branton (Catholic Charities), Vicki Butler (CESC), Jennifer Harris (Brehon Family Services), Tracie Simmons (Catholic Charities), Mandi Bianchi (Ability 1ˢᵗ), Chloe Bare (CESC), Justin Barfield (CCYS), Larry Gallien (CCYS), Shileatha Washington (BBHC), Amy Ingraham (BBHC)

1. Welcome and Introductions
- **Jim McShane** called the meeting to order at 10:02am.

2. Upcoming Change: FY2023 Assessment Updates – October 2022

- **Eric Layton** reported that in April 2022, the CoC sent out a survey to all HMIS users and agency leadership asking what the CoC can do to improve HMIS training and use. The top response was to improve reporting and assessments.
- As of **October 1ˢᵗ, 2022**, the CoC HMIS Team will be streamlining and improving our HMIS client assessments. Some of these improvements include documenting in the assessment which clients that assessment questions are required for (e.g. demographic info for all clients; Homelessness history for head of household and adults only; Housing history for RRH and PSH programs only; Date of engagement for street outreach programs only).
- Adding these instructions in assessments will help new and existing users to skip over questions that are not applicable to their client/program, thus speeding up the process of serving clients.

3. Coordinated Entry Updates – September 2022

- **Eric** noted that the CoC HMIS Team is currently working with our new Coordinated Entry Director, Tranesia Walker, to identify ways to streamline our Coordinated Entry program.

- Effective **October 1ˢᵗ, 2022,** the Coordinated Entry assessment will also be tweaked and streamlined to include a few additional questions, while removing some question that are not as efficient for serving C.E. clients.
- In addition, updated Coordinated Entry training will be posted to the BBCoC website in late **September 2022**. This training will be required for all new users, and optional for existing users (though strongly recommended).
- **Eric** urged all agency data leads with access to BusinessObjects (formerly known as ART), to review the new report – "**C.E. Report by Agency and User**" which displays all active Coordinated Entry clients. Several clients have been on the C.E. list since 2018. **Eric** asked that any users who have been on the list for more than 6 months be reviewed and, if the client no longer unreachable or active in our CoC coverage area, that the client's C.E. entry be closed out.
- **Justin Barfield** asked if the VI-SPDAT could be opened up to non-Coordinated Entry programs for evaluating clients. **Eric** stated that Tranesia Walker, CoC Coordinated Entry director, would be a better person to answer this question, however the VI-SPDAT is primarily designed specifically for C.E. programs, so adding it to non C.E. programs is not likely.
- **Eric** also mentioned that the VI-SPDAT has been discontinued by its programmers, and the CoC is looking for alternative tools to replace it. **Justin** asked if there is a subcommittee being developed work on a SPDAT replacement. **Eric** stated that he believes Tranesia has on her To Do list.

4. Proposal & Discussion: Written ROI Process Change

- **Eric** stated that it has been recently identified that there are no mandates from HUD or any other authorities for a written ROI.
- In the CoC's attempts to streamline HMIS workflows and expedite assisting our clients, Eric opened the floor to discuss moving from a written ROI to a verbal ROI.
- **Amy Ingraham** voiced her thoughts that a verbal ROI would be easier as sometimes clients are not always available to sign a written ROI document.
- **Melissa Bourcier** asked if an HMIS user does the client intake documents alone (no other witnesses), what would you put in the ROI section under the witness field? **Eric** stated that while there is no official answer to this, it would be acceptable to put the HMIS user's name as a witness.
- **Jim McShane** voiced his concern that this could be risky, and recommended we consult with a lawyer to discuss this, as not having a client's signature on paper could open the CoC and/or agencies to lawsuits and other adverse actions.

- **Eric** mentioned that if this plan is adopted, written ROIs would remain an option at the agency level, rather than getting rid of the written ROI entirely.
- **Melissa Bourcier** asked if there are any comments or concerns about this after today's meeting, if users should submit a help desk ticket or send an email. **Eric** replied that any concerns should be sent to the CoC data team via email.

5. Community Partner HMIS Concerns, Questions and Comments
- No additional concerns, questions or comments were brought up.

6. Adjourn
- Jim McShane adjourned the meeting at 10:36am.

Next HMIS Committee Meeting is scheduled for Wednesday, June 8th, 2022 - 10-11am

BIG BEND CONTINUUM OF CARE FY 22/23 PROPOSED BUDGET

REVENUES:		EXPLANATION:
US HUD	**22-23 Budget**	
HUD HMIS	$130,292.00	HUD HMIS Grant 5/1/22 - 4/30/23
HUD Planning	$70,091.00	HUD Planning Grant 9/1/22 - 8/31/23
FL DCF 2022 -2025		
DCF Staffing Grant	$107,142.85	DCF Staffing Grant 7/1/22 - 6/30/23
DCF Challenge Grant Admin	$8,600.00	DCF Challenge Grant Admin 7/1/22 - 6/30/23
DCF ESG Grant Admin	$5,730.00	DCF ESG Grant Admin 7/1/22 - 6/30/23
DCF TANF Grant Admin	$966.00	DCF TANF Grant Admin 7/1/22 - 6/30/23
DCF Challenge, ESG, TANF Subs	$252,954.00	DCF Challenge, ESG, TANF Subs 7/1/22 - 6/30/23
DCF ESG-CV2 Admin	$4,209.78	DCF ESG-CV2 Admin 7/1/22 - 6/30/23
DCF ESG-CV2 Outreach Coord	$0.00	DCF ESG-CV2 Outreach Coordination 7/1/22 - 6/30/23
DCF ESG-CV2 HMIS Admin	$11,525.00	DCF ESG-CV2 HMIS Admin 7/1/22 - 6/30/23
DCF ESG-CV Subs	$95,550.00	DCF ESG-CV2 Sub Payments 7/1/22 - 6/30/23
City of Tallahassee		
CoT ESG HMIS Admin	$79,077.00	10/1/22 - 9/30/23
CoT ESG RRH Landlord Liaison	$79,076.00	10/1/22 - 9/30/23
Leon County/City of Tallahassee ARPA Funds		
Leon ARPA Outreach Admin	$75,000.00	March 2022 to September 30, 2023 - 1st Invoices submitted 9/2022
Leon ARPA Outreach Subs	$300,000.00	March 2022 to September 30, 2023
Leon ARPA Capacity Building	$360,000.00	March 2022 to September 30, 2023
Leon ARPA PSH Admin/Training	$75,000.00	March 2022 to September 30, 2023
Leon ARPA PSH Subs	$600,000.00	March 2022 to September 30, 2023
OTHER		
CoC Membership Dues	$8,000.00	Membership Dues 10/1/22 - 9/30/23
CoC Donations / PIT	$1,000.00	PIT Donations 10/1/22 - 9/30/23
CoC HMIS Partner Fees	$12,000.00	HMIS Partner License Fees 10/1/22 - 9/30/23
TOTAL REVENUES	**$2,276,213.63**	
OPERATING EXPENSES:		
Salaries - Gross	$487,760.00	Gross Salaries for current 8 employees
Fringe Benefits	$157,462.42	Total Fringe Benefits: health, dental/life, FRS, & FICA Match
Staff Merit Bonus Pool	$32,000.00	Merit bonus pool for high scoring evaluations
ARPC Admin Costs	$5,100.00	Per new contract
Audit	$5,000.00	Annual Audit Fees ($10K estimated annaul cost, COC 25%)
CoC Board Expenses	$1,000.00	Discretional Expenditures of CoC Membership Dues
Consultants/SMEs	$25,000.00	
Dues	$5,000.00	FCEH $2,500, UPHS, INIE, etc.
Equipment / Software	$25,000.00	Additional Software and Equip. (purchase server)
Insurance	$10,000.00	Board E&O Policy $1900 and Wk Comp/GL Ins. $8100.76
Office Supplies	$5,000.00	Misc. Office Supplies & Paper
Rent	$24,000.00	Office Rent
Telephone & Internet	$15,000.00	Staff Cell phones / Off-site Internet Access
Travel	$12,000.00	Travel costs for staff conferences and training
PIT Expenses	$2,000.00	PIT Expenses
Training and Development	$25,000.00	
DCF Subs: Challenger, ESG, TANF	$252,954.00	DCF Sub Payments - Pass Thru
DCF Subs: ESG-CV2	$95,550.00	DCF Sub Payments - Pass Thru
Leon County/CoT Subs: ARPA	$950,000.00	ARPA Sub Payments - Pass Thru
HMIS License Renewal	$18,000.00	HMIS License Fees
Legal Support	$5,000.00	
Project Match	$10,000.00	Balance of Revenues over Expenses
TOTAL EXPENSES:	**$2,167,826.42**	
NET INCOME/(LOSS)	**$108,387.21**	

Big Bend Continuum of Care
Profit & Loss
July through September 2022

	Jul - Sep 22
Ordinary Income/Expense	
Income	
43400 · Direct Public Support	5,000.00
44800 · Indirect Public Support	2,394.19
47200 · Program Income	
47210 · State Contracts	385,642.80
47220 · Local Government Contracts	53,970.78
47230 · Membership Dues	590.84
47240 · Program Service Fees	19.95
47200 · Program Income - Other	2,566.77
Total 47200 · Program Income	442,791.14
Total Income	450,185.33
Gross Profit	450,185.33
Expense	
62100 · Contract Services	
62110 · Accounting Fees	1,275.00
62100 · Contract Services - Other	249,533.04
Total 62100 · Contract Services	250,808.04
62800 · Facilities and Equipment	
62840 · Equip Rental and Maintenance	109.60
62890 · Rent, Parking, Utilities	6,040.69
Total 62800 · Facilities and Equipment	6,150.29
63000 · Program Expense	6,380.99
65000 · Operations	
65010 · Books, Subscriptions, Reference	199.90
65040 · Supplies	1,140.39
65050 · Telephone, Telecommunications	1,180.29
65060 · Information Technology	2,959.85
65070 · Advertising/Marketing	69.00
Total 65000 · Operations	5,549.43
65100 · Other Types of Expenses	
65170 · Staff Development	6,000.00
65100 · Other Types of Expenses - Other	107.53
Total 65100 · Other Types of Expenses	6,107.53
66000 · Payroll Expenses	
66010 · FMIT	3,795.25
66020 · Health Insurance	15,251.32
66030 · Retirement -FRS	19,088.55
66040 · Life & Dental	2,085.69
66050 · Travel	5,883.97
66070 · Taxes	13,674.84
66000 · Payroll Expenses - Other	118,410.92
Total 66000 · Payroll Expenses	178,190.54
68300 · Travel and Meetings	
68310 · Conference, Convention, Meeting	35.61
68300 · Travel and Meetings - Other	134.94
Total 68300 · Travel and Meetings	170.55
Total Expense	453,357.37
Net Ordinary Income	-3,172.04
Net Income	**-3,172.04**

Register: 1 · Regions Bnak

From 07/01/2022 through 10/11/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
07/04/2022		Mailchimp	65070 · Advertising/M...		23.00	X		110,085.54
07/05/2022	2035	Apalachee Regional ...	20000 · Accounts Paya...	VOID:		X		110,085.54
07/05/2022	2037	Apalachee Regional ...	20000 · Accounts Paya...		12,417.40	X		97,668.14
07/08/2022			47210 · State Contracts	Deposit		X	119,828.03	217,496.17
07/08/2022	2036	Apalachee Regional ...	20000 · Accounts Paya...	Bonuses	6,000.00	X		211,496.17
07/08/2022	2039	Investing In Our Youth	20000 · Accounts Paya...	May 2022 DCF...	2,603.60	X		208,892.57
07/08/2022	2040	ECHO	20000 · Accounts Paya...	May 2022 DCF...	18,960.48	X		189,932.09
07/08/2022	2041	CESC Inc	20000 · Accounts Paya...	May 2022 DCF...	25,285.78	X		164,646.31
07/08/2022	2042	Catholic Charities of ...	20000 · Accounts Paya...	May 2022 DCF	35,253.71	X		129,392.60
07/08/2022	2043	Capital City Youth S...	20000 · Accounts Paya...	May 2022 DCF	10,002.33	X		119,390.27
07/08/2022	2044	Big Bend Homeless ...	20000 · Accounts Paya...	DCF May 2022	11,753.78	X		107,636.49
07/08/2022	2045	Ability 1st	20000 · Accounts Paya...	May 2022 DCF...	21,466.93	X		86,169.56
07/08/2022	2048	Apalachee Regional ...	20000 · Accounts Paya...		19,607.34	X		66,562.22
07/11/2022		Amazon	65040 · Supplies		83.03	X		66,479.19
07/12/2022		Microsoft	65060 · Information Te...		32.00	X		66,447.19
07/12/2022		Tallahassee Commun...	62890 · Rent, Parking, ...	ARPA	400.00	X		66,047.19
07/13/2022		Walmart	65040 · Supplies	ARPA Street O...	60.90	X		65,986.29
07/14/2022		CenturyLink	65050 · Telephone, Tel...		483.56	X		65,502.73
07/14/2022	2049	Absolute Computing ...	20000 · Accounts Paya...	ACS 66026	1,822.60	X		63,680.13
07/20/2022		Zoom Video Commu...	65010 · Books, Subscri...		199.90	X		63,480.23
07/21/2022		Walmart	65040 · Supplies		82.83	X		63,397.40
07/21/2022		Amazon	65040 · Supplies		27.96	X		63,369.44
07/21/2022		Amazon	65040 · Supplies		598.46	X		62,770.98
07/22/2022		Amazon	65040 · Supplies		29.98	X		62,741.00
07/22/2022		Straighttalk	65050 · Telephone, Tel...	Street Outreach	46.73	X		62,694.27
07/22/2022		Flowers.com	65100 · Other Types of...		107.53	X		62,586.74
07/25/2022			-split-	Deposit		X	15,360.95	77,947.69
07/25/2022	2050	Apalachee Regional ...	66000 · Payroll Expens...	7/14 - 7/27	20,500.00	X		57,447.69
07/28/2022			-split-	Deposit		X	7,735.52	65,183.21
07/28/2022		Microsoft	65060 · Information Te...		50.00	X		65,133.21
07/29/2022		City of Tallahassee	47220 · Local Govern...	COT HMIS RRH		X	13,599.16	78,732.37
07/29/2022		Newks	68300 · Travel and Me...		134.94	X		78,597.43
07/29/2022		Crumble	68310 · Conference, C...		35.61	X		78,561.82
08/01/2022		Greyhound Lines	63000 · Program Expe...	COT RRH	239.99	X		78,321.83
08/01/2022		Greyhound Lines	63000 · Program Expe...		516.98	X		77,804.85
08/01/2022	2052	Conservation Real Es...	20000 · Accounts Paya...	August 2022 rent	1,880.23	X		75,924.62
08/01/2022	2053	Absolute Computing ...	20000 · Accounts Paya...	ACS 65748 Inv...	592.50	X		75,332.12
08/01/2022	2054	Absolute Computing ...	20000 · Accounts Paya...	ACS 66222 Inv...	135.00	X		75,197.12
08/02/2022			43400 · Direct Public S...	Deposit		X	5,000.00	80,197.12
08/02/2022	2055	Apalachee Regional ...	20000 · Accounts Paya...		7,748.51	X		72,448.61

Register: 1 · Regions Bnak

From 07/01/2022 through 10/11/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/05/2022		Mailchimp	65070 · Advertising/M...		23.00	X		72,425.61
08/08/2022		Greyhound Lines	63000 · Program Expe...		48.99	X		72,376.62
08/08/2022	2057	Apalachee Regional ...	20000 · Accounts Paya...	Payroll ending ...	19,307.34	X		53,069.28
08/09/2022			44800 · Indirect Public...	Paypal Transfer		X	2,394.19	55,463.47
08/09/2022		Microsoft	65060 · Information Te...	Deposit		X	10.65	55,474.12
08/10/2022		Greyhound Lines	63000 · Program Expe...		457.97	X		55,016.15
08/12/2022		Greyhound Lines	63000 · Program Expe...		264.99	X		54,751.16
08/15/2022		SentryLink	63000 · Program Expe...	Background Sc...	19.95	X		54,731.21
08/15/2022	2058	Apalachee Regional ...	20000 · Accounts Paya...	Invoice 22-159	1,275.00	X		53,456.21
08/15/2022	2059	Sharp Electronics Co...	20000 · Accounts Paya...	101-0021113-0...	109.60	X		53,346.61
08/16/2022	2061	Apalachee Regional ...	20000 · Accounts Paya...	INV 22-156	91.25	X		53,255.36
08/17/2022			47230 · Membership D...	Deposit		X	150.00	53,405.36
08/22/2022		Apalachee Regional ...	20000 · Accounts Paya...	VOID: Absolut...		X		53,405.36
08/22/2022		Straighttalk	65050 · Telephone, Tel...		46.73	X		53,358.63
08/22/2022	2062	Apalachee Regional ...	20000 · Accounts Paya...		408.97	X		52,949.66
08/22/2022	2063	Apalachee Regional ...	20000 · Accounts Paya...		20,022.86	X		32,926.80
08/24/2022			-split-	Deposit		X	19,177.91	52,104.71
08/24/2022	2065	Cardinal Group Man...	20000 · Accounts Paya...	228 Dixie Driv...	1,935.00	X		50,169.71
08/25/2022		Greyhound Lines	63000 · Program Expe...		240.60	X		49,929.11
08/25/2022		CenturyLink	65050 · Telephone, Tel...		322.54	X		49,606.57
08/26/2022		Amazon	65040 · Supplies		23.99	X		49,582.58
08/26/2022		Amazon	65040 · Supplies		14.66	X		49,567.92
08/29/2022			47210 · State Contracts	Deposit		X	126,505.77	176,073.69
08/31/2022	2067	Ability 1st	20000 · Accounts Paya...		15,709.91	X		160,363.78
08/31/2022	2068	Capital City Youth S...	20000 · Accounts Paya...		4,697.74	X		155,666.04
08/31/2022	2069	Catholic Charities of ...	20000 · Accounts Paya...		29,074.54	X		126,591.50
08/31/2022	2070	CESC Inc	20000 · Accounts Paya...		59,946.59	X		66,644.91
08/31/2022	2071	ECHO	20000 · Accounts Paya...		24,113.06	X		42,531.85
08/31/2022	2072	Investing In Our Youth	20000 · Accounts Paya...		7,967.00	X		34,564.85
08/31/2022	2076	Big Bend Homeless ...	20000 · Accounts Paya...	Reissue of chec...	18,570.53	X		15,994.32
09/01/2022	2073	Apalachee Regional ...	20000 · Accounts Paya...		9,640.01	X		6,354.31
09/01/2022	2074	Conservation Real Es...	20000 · Accounts Paya...	September 202...	1,880.23	X		4,474.08
09/06/2022		Mailchimp	65070 · Advertising/M...		23.00	X		4,451.08
09/06/2022		Amazon	65040 · Supplies		80.01	X		4,371.07
09/06/2022		Amazon	65040 · Supplies		63.52	X		4,307.55
09/06/2022	2075	Apalachee Regional ...	20000 · Accounts Paya...		19,307.34	X		-14,999.79
09/09/2022		SentryLink	63000 · Program Expe...		19.95	X		-15,019.74
09/09/2022		Microsoft	65060 · Information Te...		50.00	X		-15,069.74
09/12/2022		Walmart	65040 · Supplies		53.69	X		-15,123.43
09/12/2022		Walmart	65040 · Supplies		37.50	X		-15,160.93

Register: 1 · Regions Bnak

From 07/01/2022 through 10/11/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/12/2022		Domain.com	65060 · Information Te...		83.40	X		-15,244.33
09/14/2022		SentryLink	63000 · Program Expe...		19.95	X		-15,264.28
09/17/2022		Department of Childr...	47210 · State Contracts	Deposit August...		X	9,430.84	-5,833.44
09/17/2022		Department of Childr...	47210 · State Contracts	Deposit Augus...		X	1,483.19	-4,350.25
09/18/2022	2081	Apalachee Regional ...	20000 · Accounts Paya...	Invoice 22-176	2,025.19	X		-6,375.44
09/18/2022	2082	Apalachee Regional ...	20000 · Accounts Paya...	Payroll for peri...	19,917.51	X		-26,292.95
09/20/2022		City of Tallahassee	-split-	Deposit July C...		X	40,371.62	14,078.67
09/20/2022			-split-	Deposit		X	2,716.77	16,795.44
09/20/2022		Straighttalk	65050 · Telephone, Tel...		46.73	X		16,748.71
09/21/2022		Department of Childr...	47210 · State Contracts	Deposit August...		X	8,717.24	25,465.95
09/21/2022		Amazon	65040 · Supplies	Deposit		X	16.14	25,482.09
09/23/2022		Department of Childr...	47210 · State Contracts	Deposit August...		X	8,928.57	34,410.66
09/23/2022	2085	Catholic Charities of ...	20000 · Accounts Paya...	DCF July 2022	3,444.07	X		30,966.59
09/23/2022	2086	Big Bend Homeless ...	20000 · Accounts Paya...	DCF July 2022	2,155.73			28,810.86
09/23/2022	2087	Capital City Youth S...	20000 · Accounts Paya...	VOID: DCF Ju...		X		28,810.86
09/23/2022	2088	Capital City Youth S...	20000 · Accounts Paya...		3,873.84	X		24,937.02
09/26/2022			47230 · Membership D...	Deposit		X	290.84	25,227.86
09/26/2022		USPS	65020 · Postage, Maili...		18.00	X		25,209.86
09/27/2022	2089	Apalachee Regional ...	20000 · Accounts Paya...	Inv 22-180	4,468.63	X		20,741.23
09/27/2022	2090	Apalachee Regional ...	20000 · Accounts Paya...	Invoice 22-177	46.25	X		20,694.98
09/27/2022	2091	Apalachee Regional ...	20000 · Accounts Paya...	Invoice 22-175	850.00	X		19,844.98
09/28/2022		Department of Childr...	47210 · State Contracts	Deposit ESG C...		X	57,991.63	77,836.61
09/29/2022		Department of Childr...	47210 · State Contracts	ESG CV Augu...		X	10,503.10	88,339.71
09/29/2022	2100	Big Bend Homeless ...	20000 · Accounts Paya...	DCF July ESG ...	10,975.16			77,364.55
09/29/2022	2101	CESC Inc	20000 · Accounts Paya...	DCF July 2022	12,458.16			64,906.39
09/29/2022	2102	ECHO	20000 · Accounts Paya...	DCF July 2022	16,080.48			48,825.91
09/29/2022	2103	Investing In Our Youth	20000 · Accounts Paya...	DCF July 2022...	4,200.00			44,625.91
10/03/2022		City of Tallahassee	-split-	Deposit ESG R...			41,148.33	85,774.24
10/03/2022		Leon County BCC	47220 · Local Govern...	ARPA April 2...			1,278.77	87,053.01
10/03/2022		United Partners for H...	47200 · Program Income	Beer Festival P...			300.00	87,353.01
10/03/2022		Gadsden County Boa...	47230 · Membership D...	Deposit			500.00	87,853.01
10/03/2022		Volunteer Florida	47200 · Program Income	Background Sc...			19.95	87,872.96
10/03/2022		Safe Families for Chi...	47230 · Membership D...	Deposit			300.00	88,172.96
10/03/2022		Catholic Charities of ...	47200 · Program Income	Background Sc...			39.90	88,212.86
10/03/2022		Conservation Real Es...	20000 · Accounts Paya...	Rent for Octob...	1,880.23			86,332.63
10/03/2022	2094	Broderick Seabrooks	20000 · Accounts Paya...	Beer Festival V...	150.00			86,182.63
10/03/2022	2095	Tranesia Walker	20000 · Accounts Paya...	Beer Festival V...	150.00			86,032.63
10/03/2022	2098	Apalachee Regional ...	20000 · Accounts Paya...		19,307.34			66,725.29
10/03/2022	2099	Apalachee Regional ...	20000 · Accounts Paya...		3,746.10			62,979.19
10/03/2022	2104	Big Bend Homeless ...	20000 · Accounts Paya...	DCF August 20...	4,538.47			58,440.72

Register: 1 · Regions Bnak

From 07/01/2022 through 10/11/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/03/2022	2105	Capital City Youth S...	20000 · Accounts Paya...	August 2022 D...	3,978.25			54,462.47
10/03/2022	2106	Catholic Charities of ...	20000 · Accounts Paya...	BPZ12 DCF A...	8,195.66			46,266.81
10/03/2022	2107	ECHO	20000 · Accounts Paya...	DCF August 20...	1,403.06			44,863.75
10/03/2022	2108	Investing In Our Youth	20000 · Accounts Paya...	August 2022 D...	1,625.00			43,238.75
10/03/2022	2109	Ability 1st	20000 · Accounts Paya...	DCF August 20...	7,675.79			35,562.96
10/04/2022	2110	Absolute Computing ...	20000 · Accounts Paya...	Invoice ACS 6...	67.50			35,495.46
10/10/2022			47220 · Local Govern...	Deposit			14,377.77	49,873.23
10/10/2022	2111	CESC Inc	20000 · Accounts Paya...	ARPA Street O...	2,316.62			47,556.61

Memorandum of Agreement
Between
Big Bend Continuum of Care
and
Apalachee Regional Planning Council

This document is designed to identify and support the vital relationship between the Big Bend Continuum of Care and the Apalachee Regional Planning Council.

The Big Bend Continuum of Care (CoC) is the designated regional housing and homeless service consortium that is serving Leon, Taylor, Franklin, Jefferson, Madison, Gadsden, Liberty, and Wakulla counties. As the designated Collaborative Applicant, the Apalachee Regional Planning Council (ARPC) will work with the CoC on ensuring the role of the collaborate applicant is carried out fully and will managing the fiscal responsibilities under the direction of the CoC Board of Directors.

In addition, the ARPC will;
- Employ all CoC staff, offering benefits, paid time off, sick leave
- Be responsible for HR/Benefits Assistance to employees
- Process payroll and travel reimbursement for CoC staff

All CoC staff will fall under the ARPC human resource policies and procedures and be on the payroll as an ARPC employee as outlined in the ARPC Personnel Manual. CoC staff will report to the Executive Director of the CoC.

The CoC Executive Director, the ARPC Executive Director and the ARPC Finance Director will strive to maintain a close working relationship for the long-term success of both organizations.
At a minimum, there will be semi-annual meetings that include the following representatives:
- ARPC Executive Director
- ARPC Finance Director
- BBCoC Executive Director
- BBCoC Board Chair
- BBCoC Treasurer

EEOC: Both parties agree to provide equal opportunity for employment and advancement opportunities. Employment decisions will be based on merit, qualifications, and abilities. The ARPC and CoC will not discriminate in providing employment opportunities or practices based on race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, or political affiliation or belief, or any other characteristic protected by law.

The ARPC agrees to the following:
- Provide back office support for the fiscal responsibilities of the CoC
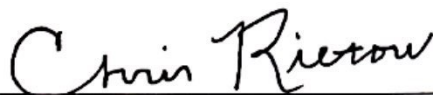- Provide the necessary copy/printing machine support for the CoC operations

- Actively engage with the Executive Director of the CoC in communications and reporting
- Work with the CoC in actively seeking potential grants and other financial opportunities to enhance both the ARPC and the CoC
- As the Collaborative Applicant, ensure that all US HUD grant requirements, State of Florida grant requirements and City of Tallahassee grant requirements are being met
- Establish periodic meetings between the ARPC/CoC staff to make sure the level of communications is working for both entities
- Provide CoC staff the payroll amount total on COB of the Friday preceding each payroll week

CoC agrees to the following:
- Provide completed timesheets and travel forms to the ARPC Finance Director
- Hand-deliver a check to the ARPC Finance Director by Monday at Noon of payroll weeks to ensure ample time for bank deposit and processing
- Ensure timely delivery of a check to ARPC Finance Director when quarterly payments for FRS, payroll taxes, and health insurance payments are due
- Coordination of efforts with ARPC and CoC staff
- Fulfilling the required planning and data requirements to maintain the current grants and seek additional grants for housing efforts in the region
- Executive Director of the CoC will establish and foster a working relationship with the ARPC Executive Director
- CoC Staff will support the work of the CoC and interact in a professional manner with ARPC staff
- Collaborate in a regional homelessness and housing strategic plan
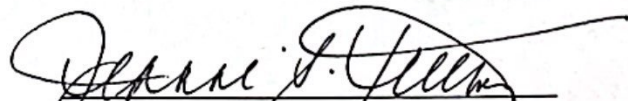
Investment: The CoC Board will agree to pay an annual support fee of up to $5,100 to ARPC to cover the costs of the fiscal management, server space/cloud backup, 25% of the 401K management fee, and a percentage of the Executive Director's time to manage the collaboration.

Signed the 5th day of August 2022 and in force until September 30, 2025 and can be renewed as needed.

Chris Rietow, Executive Director
Apalachee Regional Planning Council

Jeanne Freeman, Chair
Big Bend Continuum of Care

BBCOC

BIG BEND CONTINUUM OF CARE

BBCOC BOARD AND MEMBERSHIP MEETINGS SCHEDULE 2022-2023

Thursday, **January 12, 2023** 11am-12:30pm	**Full Board Meeting Only**
Thursday, **April 13th, 2023** 11am-12:30pm	**Full Board and Membership Meeting with Board Member Nominations, Officer Nominations, and appointment of Committee Chairs**
Thursday, **July 13th, 2023** 11am-12:30pm	**Full Board Meeting Only**
Thursday, **October 12th, 2023** 10am-12:30pm	**Full Board and Membership Meeting with Board Member Nominations, Officer Nominations, and appointment of Committee Chairs**

Please check our website for location and zoom call in information at www.bigbendcoc.org . Calendar Invitations will be sent to all Board and Committee Members as well as the General Membership and notices will be posted through social media and our mail distribution list through MailChimp.

COMMITTEE MEETING SCHEDULE 2022-2023

EXECUTIVE COMMITTEE: 3rd Tuesday, EVERY MONTH AT 3 PM

October 24, 2022	April 16, 2023
November 14, 2022	May 21, 2023
December 19, 2022	June 18, 2023
January 16, 2023	July 18, 2023
February 20, 2023	August 20, 2023
March 19, 2023	September 17, 2023

COORDINATED ENTRY COMMITTEE: 3RD WEDNESDAY, EVERY OTHER MONTH AT 10 AM

November 16, 2022	May 17, 2023
January 18, 2023	July 19, 2023
March 15, 2023	September 20, 2023

HMIS COMMITTEE: 2ND WEDNESDAY, EVERY OTHER MONTH AT 10 AM

October 12, 2022	April 12, 2023
December 14, 2022	June 14, 2023
February 8, 2023	August 9, 2023

NEEDS ASSESSMENT AND PLANNING COMMITTEE: 3RD WEDNESDAY, EVERY OTHER MONTH

December 21, 2022	June 21, 2023
February 15, 2023	August 16, 2023
April 19, 2023	

APPLICATION AND PROJECT PERFORMANCE REVIEW COMMITTEE: TWICE PER YEAR
Specific dates TBD

RACIAL EQUITY COMMITTEE: EVERY OTHER MONTH
Specific dates TBD

OTHER WORKGROUP AND REGULAR MEETINGS

CASE STAFFINGS

- **CHRONICALLY HOMELESS CASES- 1st and 3rd Thursday of each month at 9 am**
- **VETERANS CASES- 2nd and 4th Tuesday of each month at 2:30 pm**
- **RAPID REHOUSING CASES- 2nd Wednesday of each month at 1:00 pm**
- **FAMILY CASES- 1st Thursday of each month at 11 am**
- **OUTREACH COORDINATION MEETINGS – 2nd and 4th Tuesday of each month at 1:30 pm**
- **HMIS & DATA TRAINING SESSIONS – Each month as needed for New Users and Refresher Updates**

COC STAFF REPORT

July 2022- September 2022

HIGHLIGHTS

BOARD MEETING

1. Board Meeting minutes were completed from July 14, 2022, and included with packet for review.

HOUSING ASSISTANCE INQUIRIES

1. During the months of July 2022-September 2022 there were an influx of calls and email inquiries requesting housing assistance:

> Homeless Prevention – 137 inquiries
> Rapid Rehousing – 101 Inquiries
> Emergency Shelter Assistance:
> - CESC/Kearney Center – 35
> - HOPE Community - 13

FINANCIAL, BUDGET and GRANT RELATED ACTIVITIES

1. Completed invoices for DCF and City of Tallahassee funded programs for July 2022 through September 2022
2. Completed Status and Roll-Up Reports for DCF funded programs for July 2022 through September 2022
3. Updated and sent out DCF Sub-Provider Invoice Packet addressing invoicing, reporting, and monitoring
4. Successfully closed out DCF 2021-2022 funding year
5. 2022-2025 Contact with DCF has been executed
6. Completed 2022-2023 DCF Funding competition for local funding allocation
7. DCF Contracts sent out to agencies for review
8. Delivered two ARPA - Capacity Building Introductory Sessions at Tallahassee Community College (7/21/22 and 8/3/2022)
9. Completed process with DCF to receive direct deposits to CoC directly- Approval completed
10. Completed draft of CoC Agency Budget for 22-23 and Projected 23-24 Fiscal Years
11. Held weekly HUD NOFO Supplemental and Coc Competition Technical Assistance sessions for interested applicants
12. CoC staff attended DCF Office on Homelessness OFFICE HOURS bi-weekly calls
13. Conducted 2 ARPA Capacity Building Informational Sessions in July and August.
14. Submitted 2022 HUD NOFA Collaborative Application on 9/29/2022.

COC ADMINISTRATION AND GOVERNANCE

1. Hosted monthly BBCoC Partner calls each month
2. Conducted weekly CoC staff meetings

PIT 2023

1. Point in Time Planning Committee meeting will be held in October 2022.

MEMBERSHIP

1. Staff has invoiced all members for dues through the month of September. All are up to date with their payments, excluding:
   ➢ Franklin County Commission
   ➢ Jefferson County Commission
   ➢ Liberty County Commission
   ➢ Madison County Commission
   ➢ Perry City Council

HMIS

1. Held HMIS Committee meeting on 8/11/22.
2. Continuing work with 12 other CoCs on a comprehensive Learning Management System for HMIS new user trainings and refresher trainings. Estimated completion date: October 20, 2022.
3. Working on Big Bend CoC website overhaul to include updated organizational identity; interactive elements for both committee members, agencies, and clients; and data dashboards to increase performance and data transparency with our community. Launch date for new BBCoC website - 10/11/2022.
4. Revamping and streamlining Coordinated Entry workflow training to better utilize available tools & reports in HMIS and improve visibility of client status in C.E. program. (e.g., how far into the process is my client?)
5. Began data quality preparation for upcoming annual reports - System Performance Measures (SPM) and Longitudinal Systems Analysis (LSA) - reporting season begins October 1st.
6. Supported 85 HMIS users and trained 6 new users.
7. Assisted users with 68 helpdesk tickets, with an average time to resolve of 34 minutes.

LANDLORD ENGAGEMENT

1. Hosted Landlord Engagement Workgroup Meeting via Zoom on August 17th. Tentatively looking to host another event in November.
2. Developed calendar for Landlord Monthly Engagement Events
3. Landlord Liaison continues to update our housing list/database of corporate-owned apartment complexes, private owners of residential properties, 55+ over communities, and affordable housing communities in Leon County and the surrounding Big Bend counties.
4. Added 9+ private landlords to our housing database.
5. Created an email blast listing of 69 (increased from 47) Case Managers from various agencies in Tallahassee and send out listings of available units 2-3x weekly.
6. Engaged potential landlords and made at least 90+ visits to various apartment communities and private landlords from July to September. Landlord Liaison has sent out 140+ emails from July to September to potential landlords that advertise on Facebook Marketplace, Zillow, Trulia, and other various apartment rental sites.
7. Attended a 4-part Webinar Series sponsored by HUD for EHV (Emergency Housing Vouchers) Landlord Engagement. The topic of this Webinar series was Marketing, Outreach, and Retention Strategies for identifying and engaging landlords and maintaining strong relationships with Landlords and promoting and marketing the EHV program to prospective Landlords.
8. Attends CoC Monthly Partner Calls.

9. Attends bi-monthly Zoom meetings sponsored by the National League of Cities. The Landlord Engagement Cohort is led by City of Tallahassee staff and includes representatives from Leon County and partner agencies

STREET OUTREACH

1. Responded to more than 100 outreach requests (direct requests and referrals).
2. Coordinated and participated in weekly outreach efforts with Service Providers (Ability 1st, CCYS, CESC and BBHC's Outreach Teams) and Community Partners (Leon County Human Services, City of Tallahassee Parks & Recreation, COT Department of Housing and Community Resilience, Leon County Sherriff's Office HOST Unit).
3. Partnered with DISC Village and Survive & Thrive Advocacy Group to provide professional development for Street Outreach Teams in the form of Harm Reduction and Human Trafficking Trainings.
4. Provided guidance and support to COT Parks & Rec and LCSO HOST Unit for dismantling camps using Trauma Informed Care.
5. CoC Street Outreach Coordinator walked 4 unsheltered families w/minor children to housing interventions through THA Housing Choice Vouchers, Leon County ERA Assistance as well as ARPA Permanent Supportive Housing Program for Families.
6. Coordinated and participated in Storm/Disaster Preparations for unsheltered households during Hurricane Ian. Street Outreach teams canvased Leon County to notify camps about the storm, inform them of local resources and provide materials (emergency food, water and gear).
7. Continuously supported and coordinated with City of Tallahassee and Leon County staff to address citizen complaints related to unsheltered homelessness.

COORDINATED ENTRY

1. Coordinated and facilitated Permanent Supportive Housing community case conferencing on 07/07/22, 07/21/22, 08/04/22, 08/18/22, and 09/01/22.
2. Provided Consistent Telecommunications support to partnering agencies that aided their efforts in proficiently participating in Coordinated Entry project.
3. Lead Coordinated Entry Bimonthly Committee Meetings on 7/20/22 and 9/21/22.
4. Coordinated and Facilitated Families case conferencing on 07/28/22 and 09/01/2022.
5. During the months of August and September CE Director aided HOPE community in developing a strategic plan to house households who were threatened by imminent, literal homelessness after ERA hotel funds were depleted. The CE Director provided ongoing support in these efforts, expediting, and coordinating housing subsidy referrals that lead at least 4 HH to permanent housing.

OTHER COMMUNITY INITIATIVES

1. Referred more than 30 referrals sent to Tallahassee Housing Authority for EHV and Mainstream vouchers issued since April 2022- consistently working with THA to get households connected to housing units.
2. Continued collaboration and coordination with CHSP process in relation to newly added Homeless category.

Big Bend Continuum of Care

FL-506 Tallahassee/Leon

and Franklin, Gadsden, Jefferson, Liberty, Madison, Taylor, and Wakulla Counties of North Florida

2022-2025 Action Plan

Supporting the 2022-2025 Strategic Plan & Homelessness Assistance Plan

Overview

The housing crisis response system covering Leon, Franklin, Gadsden, Jefferson, Liberty, Madison, Taylor, and Wakulla Counties of North Florida is coordinated by the Big Bend Continuum of Care. Utilizing gaps and needs assessment data from 2019 through 2022, the CoC has established a strategic plan to improve coordination and delivery of homeless and housing services for those households and individuals faced with homelessness in the Big Bend of Florida.

Four Main Objectives identified in the 2022-2025 Strategic Plan include;

Objective 1: Collaboratively Build a Homelessness System of Care that fully serves the BBCoC 8 county region including Gadsden, Leon, Wakulla, Jefferson, Liberty, Franklin, Madison and Taylor Counties

Objective 2: Ensure there is a menu of Homelessness Prevention, Diversion, and Homelessness Interventions and Housing Programs available to promote client choice.

Objective 3: Sustain an End to Homelessness

Objective 4: Create and Promote Pathways to Permanent Subsidized Housing

Gaps Analysis

Prior to the completion of this Strategic Plan, a Gaps Analysis was completed to help inform the Plan. Below are some key insights from the Gaps Analysis.

1 **LACK OF RESOURCES DEDICATED TO HOMELESS MINORS WHO ARE PREGNANT AND/OR PARENTING** – There are no programs or financial resources dedicated to this population. This has been a long standing need that has been unaddressed for a number of years while there has been a proven need for support to pregnant and/or parenting youth.

2 **LACK OF RESOURCES AND HOUSING OPTIONS FOR INDIVIDUALS EXPERIENCING HOMELESSNESS WITH SEXUAL OFFENCES** – Individuals with sexual offences face many barriers to accessing emergency shelter, permanent housing, and acquiring employment as well as sustaining income. Ensuring service and housing options are available for this population assists with reintegration in the community after they exit institutional settings and enhances safety of our neighborhoods locally.

3 **NO IDENTIFIED RESOURCES OR EMERGENCY SHELTERS FOR INDIVIDUALS WITH PETS** – Through surveys of individuals experiencing unsheltered homelessness and daily interactions with outreach workers, there are many individuals that never seek shelter due to having pets with them. No established shelter for individuals or families allows pets. Often pets provide security and a sense of safety as people are moving through their experience of homelessness and are a key component of their existing support network. Providing accommodations for people and their pets is essential when offering shelter services specifically.

4 **INADEQUATE FEDERAL, STATE, AND LOCAL RECURING FUNDING FOR HOMELESS SERVICE AND HOUSING PROGRAMS –** There never seem to be adequate resources for serving households experiencing homelessness and exiting them to permanent housing meeting their financial and living needs. Housing Crisis Response Systems are consistently forced to triage access to services and housing through a complex assessment and referral process that doesn't allow for assistance to all that need it. Enhanced funding at all levels is critical to addressing everyone's needs facing homelessness.

5 **INADEQUATE PROGRAMS AND RESOURCES FOR MEDIUM TERM SUPPORTIVE HOUSING, AND TRANSITIONAL HOUSING FOR YOUTH, FAMILIES, AND THOSE WITH SUBSTANCE USE DISORDERS (SUDs) –** There are very minimal programs dedicated to these activities and populations. In order to address returns to homelessness for families, youth and those with SUDs, there needs to be increased access to transitional and medium-term supportive housing, allowing these individuals and households the time needed to stabilize and build their own natural support networks that will help them sustain long term permanent housing.

6   **LACK OF ACCESS TO TRANSPORTATION, ESPECIALLY IN RURAL COUNTIES AND UNINCORPORATED LEON COUNTY –** BBCoC is the largest CoC, geographically speaking, in all of Florida. All of the counties surrounding Leon are rural and most often transportation into the city of Tallahassee is essential to access medical, behavioral health, education, and mainstream services and supports. Those struggling with housing stability often to do not have transportation of their own and a well-defined an accessible public transportation option available as needed is not available across the entire geographic area. This means often people go without the care and support they need to acquire housing and sustain housing as well as overall health.

7   **INADEQUATE RECURING COVERAGE AND RESOURCES DEDICATED TO CONDUCT AND MANAGE THE COORDINATED –** Coordinated Entry to homeless services and housing opportunities is a great tool to triage who needs assistance the most based on vulnerability. This system requires coordination, training, oversight, analysis and adequate staff coverage to assess and referral anyone faced with homelessness. Coordinated Access Points need additional resources to continue conducting assessments and follow-up and provide housing search and assistance where needed. There are few dedicated funding sources for this purpose at this time and additional funding is needed to expand and continue this vital work. The data collected through these assessments is critical to understanding needs and gaps and appropriate housing interventions that will alleviate homelessness.

Our Priorities

With the close of 2025, BBCoC envisions the following goals being accomplished:

1. Reaching functional zero for veterans experiencing homelessness
2. Reaching functional zero for those experiencing chronic homelessness
3. Ensure no families with minor children experience unsheltered homelessness
4. Develop a Coordinated Community Plan to prevent and end youth homelessness
5. Increase permanent housing options for people with zero to extremely low income
6. Increase permanent housing options for those with criminal and poor or no credit histories
7. Increase and diversify funding dedicated to Permanent Supportive Housing

Improving System Performance and Outcomes

As identified in the 2021-2025 Homelessness Assistance Plan, as a system we want to improve upon and maintain the following outcomes related to system performance;

Sys PM 1 - DECREASE the overall average and median length of time a person remains homeless
Target 2021: Average less than 144 nights, Median less than 65 nights
Ultimate Goal by 2025: Average is 30 nights or less

SysPM2 - DECREASE returns to homelessness
Target 2021: Returns to homelessness with in   …..6 months less that 21%
                                                                              …..2 years, less than 33%
Ultimate Goal by 2025: Returns in 2 years, less than 20%

Sys PM 3 - DECREASE number of homeless persons in annual and PIT count
Target: PIT Count is less than 900, Annual Count is less than 2900

Sys PM 4 - INCREASE or maintain income for persons in housing programs
Target: Increase income for more than 60% system stayers   Increase income for more than 30% system leavers

Sys PM 5 - DECREASE instances of 1st time homelessness
Target: first time homeless count is less than 1500

Sys PM 7 - INCREASE permanent housing placements from Outreach, ES, TH, PH-RRH programs and retention of permanent housing
Target: Increase placements to permanent housing from outreach to be greater than 65% of outreach exits
Increase placements to permanent housing from ES, SH, TH and PH-RRH to be greater than 30%
Ultimate Goal by 2025: Increase placements to permanent housing from ES, SH, TH and PH-RRH to be greater than 60%
Increase rate of retention of permanent housing to be greater than 95%

Additional Measurable Outcomes

- At least 90% of veterans with homelessness prevention financial assistance will remain in permanent housing for at least 6 months following assistance.

- At least 85% of the veterans receiving rapid re-housing assistance will remain in permanent housing for at least 6 months following assistance.

- At least 85% of the families receiving rapid re-housing assistance remain in permanent housing for at least 6 months following receipt of last rental payment or case management assistance.

Action Plan 2022-2025

Objective 1: Collaboratively Build a Homelessness System of Care that fully serves the BBCoC 8 county region including Gadsden, Leon, Wakulla, Jefferson, Liberty, Franklin, Madison and Taylor Counties.

Success looks like:
- Increased consistent engagement from representatives of each county
- Improved and increased assessment data on households in each county
- Production of 8 individual reports on homelessness, one for each county
- Regular communication and coordination of allocation of resources for homeless services in each county among local, state and federal funders

Objective 1: Strategy 1.1 Increase capacity and strengthen use of Coordinated Assessments and Coordinated Entry and Referral System.

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Conduct Coordinated Entry System Evaluation	CES Committee	Annually
Provide CES Training to existing and new Access Points serving all 8 counties	CoC Staff	Quarterly
Incorporate referrals and assessment and prioritization of Homeless Prevention and Diversion Services through CES	CES Committee/CoC Staff/HMIS lead	Summer 2023
Implement referral system to Emergency Shelter through CES	CES Committee/CoC Staff/HMIS lead	Fall 2023
Implement referral system to support services to improve housing retention among RRH and PSH participants	CES Committee/CoC Staff/HMIS lead	Summer 2025

Objective 1: Strategy 1.2 Expand the use of the Homeless Management Information System to more adequately collect all service data and generate data trends that inform allocation of resources.

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Develop a regular report showing utilization of services and average cost per person/household	HMIS Lead	Summer 2024/run 2x per year
Develop and disseminate monthly report on inflow	CES Committee/CoC Staff/HMIS lead	Monthly

and outflow paired with CES Assessment Scores to help pinpoint most needed type of intervention		
Explore integration of 211 caller needs data into HMIS	Needs Assessment and Planning Committee/CoC Staff	End of 2024

Objective 1: Strategy 1.3 Provide an annual homelessness status update report to each county commission in the CoC coverage area.		
ACTIONS IN SUPPORT OF STRATEGY	**RESPONSIBLE COMMITTEE/ENTITY**	**FREQUENCY/Target Completion**
Compile annual SPM Data	HMIS Lead	February Annually
Compile PIT Data by County	CoC Staff/HMIS lead	April Annually
Compile CES data by County	CoC Staff/HMIS lead	Summer Annually
Conduct Community Needs Surveys in each County in partnership with local Health Departments	Needs Assessment Committee	Summer Annually
Compile county specific reports including county specific resources, gaps, needs and demographic information	CoC Staff/HMIS Lead	September Annually
Present to each county commission on report and findings	CoC Board/Needs Assessment Committee/CoC Staff	October and November Annually

Objective 1: Strategy 1.4 Align Federal, State and Local funding of homelessness services to ensure the metrics and measurements used to evaluate project success are in line with BBCoC established metrics allowing us to measure progress and impact of investments towards reducing homelessness.		
ACTIONS IN SUPPORT OF STRATEGY	**RESPONSIBLE COMMITTEE/ENTITY**	**FREQUENCY/Target Completion**
Convene regular meetings of local homeless service funders including United Way, Local Governments to discuss needs and gaps updates and consistent ways to measure	CoC Executive Committee	Bi-annually
Review outcomes of locally funded homeless and housing projects to determine impact for each county	CoC Staff and local funders	Annually
Present results of impact to the communities and faith community to help guide evidence-based service provision.	CoC Board/CoC Staff	Annually

Objective 2: Ensure there is a menu of Homelessness Prevention, Diversion and Homelessness Interventions and Housing Programs available to promote client choice.

Success looks like:

- All Coordinated Entry Access Points serve as homeless prevention and diversion service providers
- Increased number of full-time positions and service providers dedicated to street outreach
- Able to access recurring funding to fully support existing emergency shelter and housing focused case management needs
- Increased number of Permanent Supportive Housing units and Rapid Rehousing slots
- In addition to Tallahassee Housing Authority, enter into MOU for homeless dedicated vouchers with at least one other housing authority.

Objective 2: Strategy 2.1 Increase Capacity and Strengthen Homelessness Prevention and Diversion Practices

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Review and modify CoC Diversion and Homeless Prevention Assessments	CoC Staff/Diversion and Prevention Service Providers/CE Committee	Summer 2023/annually
Incorporate Homeless Prevention and Diversion Assessment and referral into CES	CE Committee/HMIS Lead	Summer 2023
Train all Access Points on prevention and diversion assessment and use of CE for referral	CoC Staff/HMIS Lead	Summer 2023
Convene agencies conducting prevention and diversion assessments and services with the CE committee to discuss improvements	CE Committee/CoC staff/HMIS Lead	Fall 2023
Conduct focus group or interviews/surveys with participants of prevention and diversion for feedback	CE Committee/CoC Staff	Fall 2023
Refine diversion and prevention process	CE Committee/CoC Staff	Summer 2023

Objective 2: Strategy 2.2 Expand Street Outreach Programs

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Provide capacity building and training to existing and potential outreach service providers to prepare them for new funding and programs	CoC Board/CoC Staff	Starting in 2022/ongoing
Complete proposals and applications for funding currently available	CoC Executive Committee/CoC Staff	2022/ongoing

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Apply to the HUD supplemental NOFO for unsheltered and rural homelessness	CoC Executive Committee/CoC Staff	Fall 2022
Determine number of FTE needed to conduct Outreach across all 8 counties using the outreach workgroup regular meeting	CoC Staff/Outreach Workgroup	March 2024
Determine average cost per client for outreach services based on previous outreach project data	CoC Staff	April 2024
Determine allocation of funding needed to fully fund outreach across all 8 counties and determine funding gap	CoC Staff/Needs Assessment and Planning Committee	May 2024
Establish a time limited workgroup to identify federal, state and local outreach funding	CoC Board/CoC Staff	June-December 2024

Objective 2: Strategy 2.3 Identify funding sources for Emergency Shelter Operations with Housing Focused Case Management

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Determine size and scope of needs for existing ES operations and identify gaps	Needs Assessment and Planning Committee/CoC Staff	Summer 2023
Establish a cost per person for ES services	CoC Staff/Executive Committee	Summer 2023
Determine allocation of funding needed to fully fund ES operations including Housing Focused Case Management and determine funding gap	Needs Assessment and Planning Committee/CoC Staff	Summer 2023
Determine if allocation of existing resource needs to be shifted to support ES	CoC Staff/Executive Committee	Fall 2023
Establish a Work Group to identify additional funding for ES operations and housing focused case management that are recurring	CoC Board/CoC Staff	Fall 2023
Work group to identify funding	ES Work group	June 2023-April 2024
Create plan to leverage and apply for additional ES funding through this work group	ES Funding Workgroup/CoC Staff	February 2024

Objective 2: Strategy 2.4 Expand subsidies and resources for permanent housing dedicated to homeless households including Rapid Rehousing, Permanent Supportive Housing, and housing vouchers.

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Engage all Public Housing Authorities and convene	CoC Executive Committee/CoC Staff	Spring 2023

meeting explaining need for each of their coverage areas for homeless households.		
Facilitate meetings with each housing authority to establish homeless set aside preference and maximizing use of EHV and FUP programs where awarded	CoC staff	Ongoing/ minimum quarterly
Engage locally funded Tenant Based Rental Assistance Programs to better understand eligibility and referral process to better connect clients to resources	CoC Staff	Ongoing
Expand slots and funding dedicated to RRH and PSH through HUD NOFO, SSVF, YHDP, ESG and other funders by submitting additional project proposals and through reallocation if warranted	CoC Board/CoC Staff	Ongoing
Identify flexible funding to explore master leasing to hold units for RRH and PSH units between tenants and sublease to clients in homeless services system	CoC Board/CoC Staff	Ongoing

Objective 3: Sustain an End to Homelessness.

Success looks like:
- Reach functional zero for Veteran Homelessness by 12/31/2024
- Reach functional zero for Chronic Homelessness by 12/31/2025
- Established, operational Coordinated Community Plan to Prevent and End Youth Homelessness by 12/31/2023
- Submit HUD YHDP Application by 2023
- Establish Coordinated Community Plan to Prevent and End Unsheltered Homelessness by 12/31/25

Objective 3: Strategy 3.1 Facilitate an Action Plan to end Veteran Homelessness by 12/31/2024 as defined by the Functional Zero definition through the national Built for Zero Initiative

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Utilize the existing Veteran Staffing Work Group to draft the Action Plan to End Veteran Homelessness by the close of 2024.	Veteran Staffing Work Group/CoC Staff	Winter 2022/bi-weekly
Develop monthly targets for permanent housing of veterans and share progress monthly with full CoC membership, board and community.	Veteran Staffing Work Group/CoC Staff	Monthly
Work in partnership with local veterans assistance programs to help veterans sustain housing and have basic ongoing needs met	Veteran Staffing Work Group/CoC Staff	ongoing
Partner with City of Tallahassee, Leon County as well as other local governments to coordinate what shared success and responsibilities would look like in reaching functional zero for veterans.	CoC Board/CoC Staff	Spring 2023/ongoing

Objective 3: Strategy 3.2 Facilitate an Action Plan to end Chronic Homelessness by 12/31/2025 as defined by the Functional Zero definition through the national Built for Zero Initiative

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Utilize the existing Permanent Supportive Housing Staffing Workgroup to draft the Action Plan to End Chronic Homelessness by 12/31/2025	Chronic/PSH Work Group/CoC Staff	May 2023/bi-weekly
Develop Monthly targets for permanent housing of chronically homeless and share progress monthly with full CoC membership, board and community.	Chronic/PSH Work Group/CoC Staff	Starting May 2023/ongoing monthly
Work with the City of Tallahassee on the House America project to incorporate housing opportunities for chronically homeless.	CoC Board/CoC Staff	Start 2022
Partner with city of Tallahassee and Leon County government to establish at least 200 new PSH units	CoC Board/CoC Staff	Start 2022

by the close of 2025.		
Identify and establish formal partnerships with mainstream supports that will help formerly chronic clients maintain natural supports and housing stability.	Chronic/PSH Work Group/CoC Staff/CoC Board	Start May 2023/ongoing
Partner with City of Tallahassee and Leon County as well as other local governments to coordinate what shared success and responsibilities would look like in reaching functional zero for chronically homeless households.	CoC Board/CoC Staff	Summer 2023

Objective 3: Strategy 3.3 Create a Coordinated Community Plan to Prevent and End Youth Homelessness by 12/31/23

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Institute a formal committee of the CoC Governance Board call the Youth Action Board (YAB)	CoC Board/CoC Staff	2022
Organize regular meetings among youth stakeholders to prepare for release of HUD Youth Homeless Demonstration Program (YHDP) funding opportunity. Utilize this group to establish the Ending Youth Homelessness work group.	CoC Board/CoC Staff	Spring 2023
Conduct youth specific needs assessment in partnership with stakeholders and YAB	Needs Assessment and Planning Committee/Ending Youth Homelessness WG/CoC Staff	Fall 2023
Develop MoUs and data sharing agreements with stakeholders, including child welfare organization, DJJ, service non-profits, RHY providers, etc.	CoC Board/CoC Staff	Spring 2023
Apply to the HUD YHDP funding opportunity	CoC Board/CoC Staff/Youth Action Board	2023
Utilize the Ending Youth Homelessness Work Group to draft an outline for the Comprehensive Community Plan to End Homelessness	Ending Youth Homelessness WG/CoC Staff	Spring 2023
Work with the YAB, youth work group and Needs Assessment and Planning Committee to fully draft a detailed community plan to end youth homelessness to present to the full CoC Board and membership.	YAB/Needs Assessment and Planning Committee/Ending Youth Homelessness WB/CoC staff	Spring 2023

Objective 3: Strategy 3.4 Create a Coordinated Community Plan to Prevent and End Unsheltered Homelessness by 12/31/25

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Utilize the existing Street Outreach Workgroup to draft the Action Plan to Prevent and End Unsheltered homelessness	Street Outreach Workgroup/CoC Staff/Needs Assessment and Planning Committee	Summer 2024
Determine if a specific workgroup needs to be established to oversee the action plan after adopted by the CoC Board/Membership	CoC Board/CoC Staff	Fall 2024
Present draft Coordinated Community Plan to Prevent and End Unsheltered Homelessness to CoC Board and Membership for adoption	Established Workgroup/CoC Staff	Spring 2025

Objective 4: Create and Promote Pathways to Permanent Subsidized Housing

Success looks like:

- 300 new units of permanent housing dedicated to individuals or couples with no minor children and a history of chronic homelessness by close of 2025
- 20 units of housing dedicated to those with homelessness and prior sexual offense
- 60 units of housing dedicated to those with homelessness and felony history
- 90 units of housing dedicated to those with homeless history and no to low credit
- At least one local government will have adopted inclusionary housing regulation dedicating 10% of all new developments to those exiting homelessness.
- Established priority for homeless prevention program for those who are previously homeless but permanently housed within the last 2 years

Objective 4: Strategy 4.1 Increase units of permanent housing by 300 units for individuals and couples with no minor children who receive $750 per month in income or less and have chronic homelessness histories by 12/31/2025

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Establish a workgroup dedicated to increasing opportunities for permanent subsidized housing	CoC Board	Fall 2022
Have this workgroup outline a plan and funding for creating the number of units needed for each sub population	Permanent Subsidized Housing WG	March 2023
Adopt the plan, with yearly targets for new housing units	CoC Board	April 2023
Work to develop partnerships and acquire funding to ensure the creation of needed units	CoC Board/WG/CoC Staff/Local Governments	Starting May 2023/ongoing

Objective 4: Strategy 4.2 Expand function of Landlord Liaison Initiatives to include engaging landlords and incentivizing those willing to housing Sexual Offenders and those with Felonies in background as well as those with no or low credit.

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Identify funding for Landlord Liaison at CoC level to benefit all organizations with in the CoC	CoC Board/CoC Staff	2021
Start landlord engagement program to build relationships with new and existing landlords	CoC staff	2021
Establish a landlord mitigation fund as an incentive for landlords	City of Tallahassee/Leon County/CoC Board/CoC Staff	2021
Develop success stories told by landlords to help recruit other landlords to want to provide housing to those with sexual offender, felony and low credit histories	CoC Staff	2022

Conduct an inventory of all units acquired through Landlord Liaison expansion initiatives	CoC Staff	2023
Conduct a needs assessment among landlords to understand what is needed for them to agree to house this population.	CoC Staff/ Needs Assessment and Planning Committee	Spring 2023
Through landlord feedback and needs assessment identify necessary incentives and funding for incentives for landlords to house this population	CoC Staff/Needs Assessment and Planning Committee/CoC Board	Summer 2023/ongoing

Objective 4: Strategy 4.3 Promote use of local ordinance and inclusionary housing regulations mandating new residential developments dedicate a minimum of 10% of newly developed unites be dedicated to those exiting homelessness for which they would pay no more than 30% of their monthly income to maintain a permanent lease.

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Meet with local governments to understand their existing inclusionary housing regulations.	CoC Staff/Executive Committee	Starting February 2023/ongoing
Develop informational handouts on additional inclusionary housing regulations that would create more affordable housing units for those faced with homelessness	CoC Staff/ Florida Housing Coalition	Fall 2023
Prepare presentations to local governments on recommendations of regulations to consider to increase the housing stock for this population	CoC Staff/Florida Housing Coalition	Winter 2023
Conduct presentations to commissions, planning and development councils and housing/permitting departments describing needed regulation changes and specific need and outcomes	CoC Staff/CoC Board	2024

Objective 4: Strategy 4.4 Dedicate homeless prevention resources to PSH and RRH graduates to ensure fewer returns to homelessness and higher housing retention

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Evaluation allocation of existing prevention resources	CoC staff/Needs Assessment and Planning Committee	Summer 2023
Establish allocation needed to fully support PSH and RRH participants from returning to homelessness	CoC Staff/ CoC Board	Fall 2023
Identify new funding streams to support this effort	CoC Staff/CoC Board	Start October 2023/ongoing
Incorporate funds and services into existing coordinated entry process	CoC Staff/HMIS Lead	2024

2022 HUD NOFO COC PROJECT

RANKING AND TIERING

SUMMARY:
Reviewers submitting score sheets and who's scores were calculated into the Average Project Scores include:
- Rob Renzi, CEO Big Bend Cares
- Taylor Biro, Community Advocate and CoC Board Member
- Pam Beck, Senior Health Services Manager, Florida Department of Health

Nine total projects were reviewed and scored by Review Committee Members. An Average Project Score was calculated by combining all review committee scores and dividing by the number of reviewers (3).

AVERAGE PROJECT SCORES:

Ability 1st APCH Families PSH Renewal	94.3
BBCoC/ARPC HMIS Renewal	94
Ability 1st APCH Individuals PSH Renewal	94
BBHC- Youth Launch RRH Renewal	89
BBHC- Home Plate PSH Renewal	88.3
Ability 1st APCH Individuals- Expansion- PSH New	86.6
Refuge House Safe Landing RRH Renewal	81.6
CESC- New DV Bonus- Supportive Services	53
CESC- RRH- New	50.3

NOTES:
- The Ability 1st APCH Individuals EXPANSION project scored higher than one standing project currently housing individuals and families.
- The Review Committee did express concern over the ranking but ultimately decided that the projects should be ranked based on scores. One reviewer was specifically concerned that the overall average score did not reflect their own scores for the new project which was lower than the other reviewers scores.
- The Committee and Staff recommend ranking the APCH Expansion project as 6, straddling Tier 1 and Tier 2.
- Refuge House Safe Landing RRH Renewal project will be decreased from $105,318.00 to $12,869.00 because of ranking and tiering funding limits.
- 2 projects did not meet the threshold to be included in this funding application. CoC staff will offer TA to any agencies in effort to assist with readiness for future application submissions.

APPROVAL:
The Review Committee and CoC staff recommendations are detailed below, be approved as the ranking and tiering to be submitted for the 2022 HUD CoC NOFO. Wednesday 9/15/22, via electronic vote, the BBCoC Executive Committee of the Governance Board approved this option.

Additional Recommendations from the Review Committee on Process and Applications

The Review Committee Members expressed that they would like to see the Application Question on Racial Equity revised to not penalize an agency whose racial diversity makeup is more diverse than the population served.

Tier	Suggested Ranking	Project	Funding Requested
Tier 1 **$1,756,533.00**	1	**APCH Families Renewal**	$176,493.00
	2	**HMIS Renewal**	$130, 292.00
	3	**APCH Individual Renewal**	$487,610.00
	4	**Youth RRH Renewal**	$183,852.00
	5	**Home Plate Renewal**	$765,417.00
	6	**APCH Individual Expansion- New**	$12,869.00
Tier 2 **$134,299.00**			$121,430.00
	7	**Safe Landing RRH Renewal**	$12,869.00
GRAND TOTAL			**$1,890,832.00**

BBCOC
BIG BEND CONTINUUM OF CARE

2022 HUD SUPPLEMENTAL NOFO Project

Application Scoring and Recommendations

SUMMARY:
Reviewers submitting score sheets and who's scores were calculated into the Average Project Scores include:
- Kari Collins, Grant Writer, Funding for Social Change, and other local non-profits
- Taylor Biro, Community Advocate and CoC Board Member
- Horace Thompson, Formerly Homeless Veteran and CoC Governance Board Member

Four total projects were reviewed and scored by Review Committee Members, one for Rural Set Aside and three for Unsheltered Set Asides. An Average Project Score was calculated by combining all review committee scores and dividing by the number of reviewers (3).

AVERAGE PROJECT SCORES:
Ability 1st RRH Rural	86
BBHC PSH- Unsheltered	89.3
Ability RRH- Unsheltered	89
CESC SSO- Unsheltered	69

NOTES:
- The Ability 1st RRH project was the only project submission for the Rural Set Aside Application. The Project Application Review Committee noted that a supportive services project would be necessary to the success of this project.
- The Project Application Review Committee recommended that the CESC project funding amount be decreased due to the high percentage of dollars being allocated to direct services. The funds be more appropriately distributed among all the projects to increase access to housing.
- Although CESC scored lower, their project components are essential to service provision for the unsheltered population.

APPROVAL:
The Review Committee and CoC staff recommendations are detailed below, be approved as the ranking and tiering to be submitted for the 2022 HUD CoC NOFO. Via electronic vote, the BBCoC Executive Committee of the Governance Board approved this option.

RURAL SET ASIDES	Requested Amounts	Recommended Funding Amounts
Ability 1st RRH-Rural	$134,051.98	$250,000.00
BBCoC Supportive Services Only- Rural		$363,544.00
		$613,544.00
UNSHELTERED SET ASIDES		
BBHC- PSH- Unsheltered	$242,055.00	$1,000,000.00
Ability 1st RRH- Unsheltered	$432,740.00	$900,000.00
CESC- SSO- Unsheltered	$1,100,000.00	$705,394.78
CoC Planning- Unsheltered	$80,579.22	80,579.22
	Total: $1,855,374.22	**$2,685,974.00**

Point in Time and Housing Inventory Count 2023

Methodology for the Big Bend Continuum of Care

<u>**Proposed PIT Date:**</u>

Leon County: PIT Night Monday 1/23/2023
Survey days: Tues. 1/24/23, Wed. 1/25/2023, and Thurs. 1/26/23

Other Participating Counties: PIT Night Wed. 1/25/2023
Survey days: Thurs. 1/26/22 and Fri. 1/27/2023

<u>**Methodology**</u>

A. Planning, Implementation, and Collection
   a. We will report on both the Sheltered and Unsheltered populations in the Big Bend
      i. Our goal is to conduct PIT surveying across all 8 counties. However, focus will be placed on counties where participation is present. Plans to engage counties will begin in October 2022.
      ii. HMIS data will be used for HMIS participating providers.
      iii. For providers not participating in the HMIS, provider-level surveys will be distributed during PIT week to get an accurate count of clients residing in their programs on the night of PIT.
   b. The PIT survey will collect the data elements that are required for the annual report submission to HUD. CoC staff will use web based program for collection provided and supported by the City of Tallahassee.
   c. CoC's HMIS staff member will ensure the proper set up of the PIT assessment to accurately enter survey data that can be used for the PIT HUD HDX submission as recommended by our software vendor, Mediware.
   d. Volunteer trainings in participating counties will be conducted one week prior to the Point in Time count. New Volunteers will be trained in person, in accordance to CDC COVID protocols. A refresher training for returning volunteers will be offered in a remote platform.
   e. Required data for the Housing Inventory Count (HIC) will be collected and entered HMIS during to the PIT count. Provider-level surveys will be distributed and phone calls to providers in our CoC made to collect the appropriate responses that can determine their bed count capacity, population served, bed capacity on the night of PIT, and other required data elements for the HIC.
B. Data Cleansing and Analysis
   a. The surveys will be sorted and thoroughly reviewed for removal of any duplicates, or surveys that do not meet the HUD definition of literal homelessness.
   b. The data will be entered and analyzed by BBCoC HMIS staff members this year to reduce the amount of human errors made during the data entry process
C. Board Review and Final Submission
   a. Final report on the HIC and PIT will be presented to the Board prior to final submission_

HUD HDX Methodology Questions: Sheltered Population

1. PIT Collection Approach Type for Sheltered:
   a. 90% data produced from HMIS,
   b. 5% client-level survey,
   c. 5% provider-level survey
2. Complete census count (versus random or non-random sample and extrapolation)
3. De-duplication method:
   a. Comparison of PII
   b. Comparison of unique client identifiers (not PII)→unique client IDs in HMIS
   c. Interview/survey question included, "have you already completed a count survey?"

HUD HDX Methodology Questions: Unsheltered Population

1. PIT Collection Approach Type of Unsheltered:
   a. "Night of count" – complete census
      i. No areas excluded within the CoC geography
      ii. All people encountered are counted on the night of PIT, not just a sample
2. De-duplication method:
   a. Comparison of PII
   b. Comparison of unique client identifiers (not PII)→unique client IDs in HMIS
   c. Interview/survey question included, "have you already completed a count survey?"