



2022 Supplemental NOFO Project Application

**New Project Application
FORM 400-B**

A. Project Applicant Information

Agency Name:	Big Bend Homeless Coalition		
Agency Address:	2729 W Pensacola Street		
City, State, Zip:	Tallahassee, FL 32304		
Contact Person:	Bret Oglesby		
Contact Phone and Email	(850) 544-6834	e-mail:	boglesby@bigbendhc.org
Agency Executive Director:	Holly Bernardo		
Director Phone and Email:	(615) 525-1903	e-mail:	hbernardo@bigbendhc.org

B. Project Information

Name of Project:	Unsheltered PSH		
Project Address, if applicable: (Mark N/A for scattered sites.)	2729 W Pensacola Street		<input type="checkbox"/> N/A
Is this address confidential?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Application Type	<input checked="" type="checkbox"/> Unsheltered Set Aside <input type="checkbox"/> Rural Set Aside		
Project Type	<input checked="" type="checkbox"/> PH-RRH <input type="checkbox"/> HMIS <input checked="" type="checkbox"/> PH-PSH <input type="checkbox"/> Emergency Shelter <input type="checkbox"/> SSO-CE <input type="checkbox"/> SSO (Non-CE) <input type="checkbox"/> Joint TH&PH-RRH <input type="checkbox"/> Homeless Prevention		
Amount Requested			

C. Threshold Criteria

1) SAM Registration (Attached)
Attach documentation of organizations active SAM registration. Attachment SAM.
2) DUNS Number N/A
Attach documentation of organization’s valid DUNS number. Attachment DUNS.
3) Code of Conduct (Attached)
Attach copy of organizations Code of Conduct demonstrating requirements to conduct business in accordance with ethical standards. Attachment CODE OF CONDUCT
4) Audit Management Letter (Attached)
Attach a copy of the most recent Audit Management Letter which contains a statement as to whether the audit disclosed any audit findings for which a response is overdue or unsatisfactory. Attachment AUDIT
5) Nondiscrimination Policy (Attached)
Attach the organizations established nondiscrimination Policy. Attachment NONDISC

D. Scored Criteria

1) Administration – eSnaps (Attached)
Attach documentation of at least two staff with active eSnaps profiles as Attachment A.
2) Demonstrated Need
<p>Include narrative and attach documentation of the community need for this project from approved data sources, such as, BBCoC Homelessness Assistance Plan, HMIS, PIT County Reports, or other HUD Approved Databases.</p> <p>Big Bend Homeless Coalition’s proposed PSH program will provide Housing First Permanent Supportive Housing to 30 individuals and/or households who are unsheltered in the Big Bend CoC . The attached 2022 Point in Time count report prepared by the Big Bend Continuum of Care identifies a total of 158 people in Leon County and the number in the total continuum of care will exceed that. Our proposed Permanent Supportive Housing for unsheltered in our community would serve 30 of those 158+ who were unsheltered in our community in early 2022. See Attachment D with local PIT 2022.</p>
3) Goals of the Homelessness Assistance Plan (HAP)
<p>Include narrative and reference the BBCoC updated HAP indicating how your project will advanced the goals identified in the HAP, citing specific elements to be addressed from the HAP.</p> <p>Goals of Homelessness Assistance Plan (2021-2025 HAP attached with identified goals highlighted)</p> <p>Narrative: The BBHC Home Plate Program advances the following goals of the Big Bend CoC’s current HAP as amended in 2021: 1. All Other Types of Homelessness, Permanent Rental Housing objective a. Increase local funding of PSH</p> <p>a. This program adds 70 additional PSH slots in our local community</p>

<p>2. All Other Types of Homeless, Healthcare/Benefits objective a. Initiate partnership with healthcare providers and hospitals and increase collaboration on discharge policy and procedures</p> <p>a. This program finds a healthcare navigator that will strengthen collaboration with all local healthcare providers and initiate discharge planning</p> <p>See Attachment E with BBCoC HAP as referenced in this narrative.</p>
<p>4) Coordinated Entry (CE)</p> <p>Include narrative describing how this project will participate in the BBCoC Coordinated Entry Assessment and Referral process.</p> <p>Our agency is a local CE access point, and this project will accept referrals exclusively from the CoC’s Coordinated Entry System.</p> <p>Attachment CE.</p>
<p>5) Racial Equity (Attached)</p> <p>Include narrative and data demonstrating organizations executive and direct service staff racial and ethnic makeup is reflective of the clients served within the past year.</p> <p>For our most recent operating year our client racial composition is 77% African American, 17% white and 6% Asian, Native American and other. Our total staff is 52% African American, 41% white, and 7% Asian, Native American and other. Our management team is 20% African American and 80% white. While our management team does not currently reflect our racial demographic, we do have members who were formally homeless and those who identify as LGBTQ, which supports diverse perspectives in our client-focused programs.</p> <p>Our board has recently adopted a formal recruitment process that includes adopting a skills and diversity matrix for board and staff so the entire board agrees on the types of diverse members needed, and is thoughtful in recruiting board and staff for specific demographics, skills, as well as for specific interests that align with our core mission and client demographic. Our HR staff complete this matrix quarterly to evaluate internal staffing and board governance committee reviews and prioritizes staff and management diversity. As there is turnover in our management team and full staff, we will have purposeful recruitment and intentional, targeted hiring to have leadership more closely reflect our client racial demographic. One specific step is the requirement that for every leadership position hired, one of the top 3 finalists will be a candidate that adds diversity and gets our leadership team closer to the client demographic. See Attachment F.</p>
<p>6) Commitment to Housing First</p>

Include narrative and reference the organizations policies and procedures that demonstrate the program will not mandate client participation in services either before obtaining housing or in order to retain housing. In addition, reference established policies and procedures within the organization that prioritize rapid placement and stabilization in permanent housing and improvement of economic self-sufficiency.

Our agency adheres to the tenants of Housing First in all ways. This project will not mandate client participation in services either before obtaining housing or in order to retain housing. See excerpts from our current Home Plate PSH program P&P manual in Attachment G. This program will operate with the same P&Ps.

See **Attachment G**.

<p>7) Coordination with Healthcare Organization</p>
<p>Include narrative on how project participants will be connected to obtain health insurance and address healthcare needs. Attach MoUs with healthcare organizations and letters of financial or in-kind commitment to this project by healthcare organizations.</p> <p>This program will accept those who are medically vulnerable and in need of healthcare services and coordination. This request funds a healthcare navigator to work directly with program participants to access local healthcare, build relationships with local healthcare providers, and coordinate services to improve access and care.</p> <p>Attachment HEALTH</p>
<p>8) Program – Staffing Plan with Job Descriptions</p>
<p>Describe how the project will be implemented, including staff qualifications, a staffing plan with target dates of hire, location of service delivery, and all available supportive services. For maximum points, provide a detailed plan and attach job descriptions as Attachment H.</p>
<p>9) Program – Organizational Chart</p>
<p>Attach organizational chart as Attachment I. For maximum points, show both existing staff and proposed staffing to be hired under this project.</p>
<p>10) Program – Operational Plan</p>
<p>Describe the following aspects of the project operational plan:</p> <ul style="list-style-type: none"> a. Staffing – Hiring: Provide dates of hire for each project position, indicate if a position is vacant and what methods of recruitment have been used to fill the position to date. Staffing pattern described above. <ul style="list-style-type: none"> New positions will be advertised and filled with 45 days of receiving executed contract b. Training Provided: <ul style="list-style-type: none"> a. New Staff/Orientation – BBHC conducts new staff orientations several times each year and new case managers shadow existing case managers for a few weeks. b. New Grantee/HUDJAX – Staff attends when offered. c. Trauma Informed Care – Staff receive Trauma Informed Care internally and are encouraged to participate in external online training. d. Confidentiality and Security – All new staff are provided agency Personnel Policy and Procedures Manual and confidentiality and security sections are reviewed individually. Refreshers are offered in weekly team meetings and in one on one supervision. e. Conflict Resolution and Grievance P&P - All new staff are provided the agency Conflict Resolution and Grievance P&Ps. These are reviewed individually at hire, with refreshers offered in weekly team meetings and in one-on-one supervision. c. Adoption of Policies and Procedures (See Attachment J) <ul style="list-style-type: none"> a. Homeless status and eligibility determination b. Programmatic requirements d. Forms and Documentation (See Attachment J) <ul style="list-style-type: none"> a. Client screening and eligibility forms

b. Data collection forms

For maximum points, attach completed policies and procedures as **Attachment J.**

11) Client Eligibility

Our unsheltered homeless program will follow the same basic guidelines as our current Home Plate PSH program but will be updated to reflect different eligibility since this program will serve the more general population of unsheltered homeless and not restricted to the specific definition of chronic homelessness. The same documentation of eligibility process will apply, with completed applications documenting unsheltered homeless status coming through Coordinated Entry referral.

The applicant has clear written procedures to verify client eligibility for program services as defined in the NOFO based on the project type and has defined policies for referring and receipt of referrals through Coordinated Entry. This includes detail on how clients will be connected to mainstream benefits promoting economic self-sufficiency.

**See Attachment K for details of client eligibility.
Attachment K.**

12) Improvement of System Performance

Provide a narrative demonstrating how the project will improve two or more of the HUD System Performances for our Continuum in the future. This includes clear goals and outcomes for each measure it will address.

This project will help our CoC be successful on at least 3 HUD Performance Measures that are impacted by PSH program outcomes.

CoC System Performance Measure 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.

By quickly placing referrals into housing this program will decrease length of time homeless. Our current PSH program is placing people within 2 weeks of referral and we

anticipate continuing that short window.

CoC System Performance Measure 2: Decrease returns to homelessness within 6 months to less than 21%; within 2 years to less than 20%. Our current PSH program for chronically homeless indicates no returns to homelessness for the 9 people exiting the program in the 20/21 year. This has been our program performance consistently, and we anticipate the same results for this expanded PSH program.

CoC System Performance Measure 7: Increase rate of retention of permanent housing to be greater than 95%. Of the 73 persons served in the 20/21 FY of our current PSH program, only 1 person leaving the program had a stay of less than 1 year indicating excellent program retention. Of the 73 persons served in the FY, only 4 individuals (5%) exited to a temporary housing or temporary institutional setting with 69 (95%) remaining in the program or exiting to another permanent destination. We anticipate similar results for the program serving the unsheltered population.

See Attachment L.

13) Project Outcomes	Provide a narrative demonstrating the proposed outcomes for the project, how the outcomes will be measured, tracked and documented over the project period.
Program Outcomes	Narrative: This PSH project for unsheltered will achieve the following 2 project outcomes in the proposed renewal project year:
<ol style="list-style-type: none"> 1. The program will serve a minimum of 30 clients during the grant year. This positively impacts our CoC performance measures by reducing the number of people experiencing homelessness (CoC System Performance measure 3) since all people served in the program enter from homelessness. 2. The program will have a permanent housing retention rate of 95%, meaning that of the 30 people served in a year, 28 (95%) will remain in the program at year end or will leave the program for another permanent housing solution. 	All client program entry and exit activity and reasons for exit will be entered into the HMIS system at the time of entry/exit. HMIS reports (mainly activity reports and APRs) are run and reviewed monthly to analyze performance objectives and deliverables.
See Attachment M.	
14) Project Budget (Attached)	Provide a detailed project budget describing how requested funding will be allocated including the cost per person/ per household served and the breakdown of the amount and percent of costs to be spent on housing assistance, supportive services, HMIS and administration. The eSnaps Budget page for the project can be referenced but there should also be narrative including cost per person and household.
See Attachment N.	
15) Match Documentation	Attach a letter from the source of match funds indicating the match funding is dedicated to carrying out activities related to this project. Attachment O.
16) PROOF OF PROJECT SUBMISSION IN ESNAPS	Attach a full export of the project submission in eSnaps as a PDF. Attachment P.

Attachment SAM

From: donotreply@sam.gov <donotreply@sam.gov>

Sent: Tuesday, August 9, 2022 9:47 AM

To: Lisa Giacobbe <lgiacobbe@bigbendhc.org>; Arun Dhanarajan <adhanarajan@bigbendhc.org>

Cc: Lisa Giacobbe <lgiacobbe@bigbendhc.org>

Subject: Registration Activated for BIG BEND HOMELESS COALITION / TSVQAJ1MH319 / 3V4T6 in the U.S. Government's System for Award Management (SAM).

This email was sent by an automated administrator. Please do not reply to this message.

Dear Lisa Giacobbe, Immanuel Dhanarajan,

The registration for BIG BEND HOMELESS COALITION / TSVQAJ1MH319 / 3V4T6 is now active in the U.S. federal government's System for Award Management (SAM). If you did not provide a Commercial and Government Entity (CAGE) Code during the registration process, one has been assigned to you by the Defense Logistics Agency (DLA) CAGE Program.

To remain eligible to do business with the federal government, you must renew your entity's registration in SAM every year. The annual renewal date for the registration is 2023-08-07 15:23:52.451.

You may invite additional users to manage or review your entity registration by following these steps:

1. Go to <https://www.sam.gov> and log in.
2. On the Workspace page, scroll down to the User Directory.
3. Enter the email address of the user you want to invite and select Enter or select the email address from the list.
4. On the next page, select the Assign Role button in the top right corner of the page.
5. On the Assign Role page, follow the instructions provided and then select Send Invitation at the bottom of the page.
6. The user will be notified.

All invitees will receive an email message from SAM with instructions on how to complete the process.

Remember, this process is entirely FREE to you. It is FREE to register and maintain your registration in SAM. It is FREE to get help with your registration. Contact our supporting Federal Service Desk at www.fsd.gov, or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally).

In addition, if you are located in the U.S. and its outlying areas, you can get FREE support from your local Procurement Technical Assistance Center (PTAC), an official resource for government contracting assistance. Go to <http://www.aptac-us.org/> to find your closest PTAC.

Thank you,
The System for Award Management (SAM) Administrator
<https://www.sam.gov>

 Reply

 Reply all

 Forward



**BIG BEND
HOMELESS
COALITION**

www.bigbendhc.org
850-576-5566

325 John Knox Rd, Bldg. B
Tallahassee, FL 32303

Attachment Code of Conduct

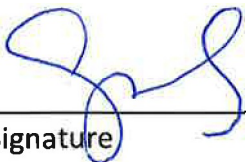
The Code of Conduct of the Big Bend Homeless Coalition, Inc.:

1. Prohibits the solicitation and acceptance of gifts or gratuities by Board members, officers, employees, and agents for their personal benefit in excess of minimal value, and
2. Prohibits any real or apparent conflicts of interest that may arise among Board members, officers, employees, and agents.

Board members, officers, employees, and agents of the Big Bend Homeless Coalition, Inc. are made aware of the Code of Conduct when a relationship is formed with the agency and are responsible for abiding by the Code of Conduct. Board members, officers, employees, and agents are required to report as soon as practicable any possible or perceived violations of the Code of Conduct.

Failure to abide by the Code of Conduct will result in disciplinary actions up to and including termination of the relationship with the agency (employment, Board membership, volunteer status, etc., as appropriate).

Sylvia W. Smith, Executive Director
Authorized Individual Name and Title


Signature



fh LAHASSEE

OUR MISSION:

End homelessness in the Big Bend through leadership, education, advocacy, and the provision of quality services

Attachment Audit

BIG BEND HOMELESS COALITION, INC.

FINANCIAL STATEMENTS

**SEPTEMBER 30, 2020 WITH SUMMARIZED
INFORMATION AS OF SEPTEMBER 30, 2019**

BIG BEND HOMELESS COALITION, INC.
TABLE OF CONTENTS
SEPTEMBER 30, 2020

	<u>Page(s)</u>
Independent Auditors' Report	1 – 2
Financial Statements	
Statement of Financial Position	3
Statement of Activities	4
Statement of Functional Expenses	5
Statement of Cash Flows	6
Notes to Financial Statements	7 – 16
Schedule of Expenditures of Federal Awards	17
Notes to Schedule of Expenditures of Federal Awards	18
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 <i>Government Auditing Standards</i>	19 – 20
Independent Auditors' Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance in Accordance with the Uniform Guidance	21 – 22
Schedule of Findings and Questioned Costs	23 – 24

INDEPENDENT AUDITORS' REPORT

To the Board of Directors,
Big Bend Homeless Coalition, Inc.:

Report on the Financial Statements

We have audited the accompanying financial statements of Big Bend Homeless Coalition, Inc. which comprise the statement of financial position as of September 30, 2020, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

- 1 -

121 Executive Circle
Daytona Beach, FL 32114-1180
Telephone: 386-257-4100

133 East Indiana Avenue
DeLand, FL 32724-4329
Telephone: 386-738-3300

5931 NW 1st Place
Gainesville, FL 32607-2063
Telephone: 352-378-1331

2477 Tim Gamble Place, Suite 200
Tallahassee, FL 32308-4386
Telephone: 850-386-6184

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Big Bend Homeless Coalition, Inc. as of September 30, 2020, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited Big Bend Homeless Coalition, Inc.'s September 30, 2019 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated February 20, 2020. In our opinion, the summarized comparative information presented herein as of and for the year ended September 30, 2019 is consistent, in all material respects, with the audited financial statements from which it has been derived.

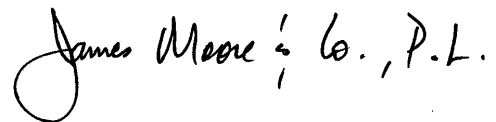
Other Matters

Other Information

Our audit was 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 (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) 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 audit 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 June 21, 2021 on our consideration of Big Bend Homeless Coalition, Inc.'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 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 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 Big Bend Homeless Coalition, Inc.'s internal control over financial reporting and compliance.

James Moore & Co., P.L.

Tallahassee, Florida
June 21, 2021

BIG BEND HOMELESS COALITION, INC.
STATEMENT OF FINANCIAL POSITION
SEPTEMBER 30, 2020 WITH SUMMARIZED
INFORMATION AS OF SEPTEMBER 30, 2019

	2020	2019
<u>ASSETS</u>		
Current assets		
Cash and cash equivalents	\$ 24,004	\$ 16,476
Certificate of deposit	7,662	7,582
Tenant security deposits	23,408	17,108
Investments	17,713	17,481
Beneficial interest in endowment	3,749	3,699
Grants and contracts receivable	472,338	293,344
Prepaid expenses	36,933	41,900
Total current assets	585,807	397,590
Property and equipment, net	6,050,100	6,226,619
Total Assets	\$ 6,635,907	\$ 6,624,209
<u>LIABILITIES AND NET ASSETS</u>		
Current liabilities		
Accounts payable and accrued expenses	\$ 184,486	\$ 156,605
Bank overdraft	-	47,643
Accrued leave	51,317	38,103
Refundable advance - Paycheck Protection Program	129,686	-
Tenant security deposits	23,408	17,108
Current portion of note payable	37,441	16,030
Total current liabilities	426,338	275,489
Total Liabilities	426,338	275,489
Net assets		
Without donor restrictions:		
Undesignated	136,504	122,101
Net investment in property and equipment	6,050,100	6,226,619
Total net assets without donor restrictions	6,186,604	6,348,720
With donor restrictions:		
Purpose restrictions	22,965	-
Total net assets	6,209,569	6,348,720
Total Liabilities and Net Assets	\$ 6,635,907	\$ 6,624,209

The accompanying notes to financial statements
are an integral part of this statement.

BIG BEND HOMELESS COALITION, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2020 WITH SUMMARIZED
INFORMATION FOR THE YEAR ENDED SEPTEMBER 30, 2019

	2020			2019
	Without Donor Restrictions	With Donor Restrictions	Total	Total
Support and revenues				
Grants and contracts	\$ 3,526,698	\$ -	\$ 3,526,698	\$ 3,117,724
Rental income	382,219	-	382,219	389,457
Contributions and support	89,662	7,328	96,990	58,698
Investment earnings	644	-	644	3,413
Other income	37,125	15,637	52,762	70,030
In-kind revenue	45,845	-	45,845	65,201
Loan forgiveness - Paycheck Protection Program	163,350	-	163,350	-
Total support and revenues	<u>4,245,543</u>	<u>22,965</u>	<u>4,268,508</u>	<u>3,704,523</u>
Expenses				
Program services				
Advocates for Veteran Housing	1,118,572	-	1,118,572	1,015,723
Emergency and Temporary Housing	1,252,931	-	1,252,931	1,127,221
Permanent Housing	1,704,638	-	1,704,638	1,471,059
Continuum of Care	41,965	-	41,965	29,941
Total program services	<u>4,118,106</u>	<u>-</u>	<u>4,118,106</u>	<u>3,643,944</u>
General and administrative				
General and administrative	249,651	-	249,651	282,567
Fundraising	39,902	-	39,902	28,640
Total expenses	<u>4,407,659</u>	<u>-</u>	<u>4,407,659</u>	<u>3,955,151</u>
Increase (decrease) in net assets	<u>(162,116)</u>	<u>22,965</u>	<u>(139,151)</u>	<u>(250,628)</u>
Net assets, beginning of year	6,348,720	-	6,348,720	6,599,348
Net assets, end of year	<u>\$ 6,186,604</u>	<u>\$ 22,965</u>	<u>\$ 6,209,569</u>	<u>\$ 6,348,720</u>

The accompanying notes to financial statements
are an integral part of this statement.

BIG BEND HOMELESS COALITION, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED SEPTEMBER 30, 2020 WITH SUMMARIZED
INFORMATION FOR THE YEAR ENDED SEPTEMBER 30, 2019

	2020						2019	
	Program Services							
	Supportive Services for Veterans Housing	Emergency and Temporary Housing	Permanent Housing	Continuum of Care	General and Administrative	Fundraising	Total	Total
Building rent	\$ 41,271	\$ 1,504	\$ 5,215	\$ -	\$ 4,360	\$ -	\$ 52,350	\$ 57,300
Client assistance	103	12,370	432	-	-	-	12,905	8,836
Communications	19,754	9,420	8,585	-	280	-	38,039	38,232
Depreciation	3,893	117,728	79,312	-	196	-	201,129	198,831
Direct support	496,162	57,819	666,916	-	-	-	1,220,897	977,308
Equipment rental	26,079	11,167	13,054	-	2,305	-	52,605	71,183
Food	-	56,946	347	-	-	-	57,293	42,474
Grants to subrecipients	-	-	406,495	41,965	-	-	448,460	428,591
In-kind	7,580	31,445	6,820	-	-	-	45,845	65,201
Insurance	30,422	28,530	27,599	-	1,066	-	87,617	66,047
Interest	139	219	102	-	559	-	1,019	1,426
Miscellaneous	8,190	2,679	203	-	2,216	-	13,288	7,713
Occupancy	-	4,198	4,792	-	-	-	8,990	8,296
Operating supplies	28,096	4,628	1,647	-	2,853	-	37,224	27,083
Professional fees	5,222	13,896	56,113	-	20,786	-	96,017	97,790
Public relations	-	1,530	-	-	11,280	531	13,341	17,513
Repairs and maintenance	3,352	83,498	74,594	-	-	-	161,444	154,343
Salaries and benefits	437,457	723,343	300,541	-	202,911	39,371	1,703,623	1,522,572
Taxes	-	29	16	-	54	-	99	722
Training and conferences	6,657	2,960	86	-	67	-	9,770	22,150
Travel and mileage	1,683	1,263	2,374	-	38	-	5,358	9,846
Utilities	2,512	87,759	49,395	-	680	-	140,346	131,694
Total expenses	<u>\$ 1,118,572</u>	<u>\$ 1,252,931</u>	<u>\$ 1,704,638</u>	<u>\$ 41,965</u>	<u>\$ 249,651</u>	<u>\$ 39,902</u>	<u>\$ 4,407,659</u>	<u>\$ 3,955,151</u>

The accompanying notes to financial statements
are an integral part of this statement.

BIG BEND HOMELESS COALITION, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED SEPTEMBER 30, 2020 WITH SUMMARIZED
INFORMATION FOR THE YEAR ENDED SEPTEMBER 30, 2019

	2020	2019
Cash flows from operating activities		
Cash received from grantors, contributors and clients	\$ 3,827,103	\$ 3,534,131
Cash paid to suppliers and employees	(4,113,794)	(3,670,867)
Interest paid	(1,019)	-
Interest income received	282	125
Other income received	52,762	70,030
Net cash used in operating activities	(234,666)	(66,581)
Cash flows from investing activities		
Purchases of property and equipment	(24,610)	(32,579)
Cash flows from financing activities		
Proceeds from notes payable	49,922	45,458
Proceeds from bank overdraft	-	47,643
Payments on bank overdraft	(47,643)	-
Proceeds from refundable advance - Paycheck Protection Program	293,036	-
Payments on notes payable	(28,511)	(52,296)
Net cash provided by financing activities	266,804	40,805
Net increase (decrease) in cash and cash equivalents	7,528	(58,355)
Cash and cash equivalents, beginning of year	16,476	74,831
Cash and cash equivalents, end of year	\$ 24,004	\$ 16,476
Reconciliation of decrease in net assets to net cash used in operating activities		
Decrease in net assets	\$ (139,151)	\$ (250,628)
Adjustments to reconcile decrease in net assets to net cash used in operating activities:		
Depreciation	201,129	198,831
Unrealized gain on investments	(312)	(3,268)
Unrealized gain from beneficial interest in endowment	(50)	(19)
Loan forgiveness - Paycheck Protection Program	(163,350)	-
Increase in grant and contract receivables	(178,994)	(60,188)
Decrease in unconditional promise to give	-	40,000
(Increase) decrease in prepaid expenses	4,967	(7,836)
Decrease in deferred revenue	-	(11,560)
Increase in accounts payable	41,095	28,087
Total adjustments	(95,515)	184,047
Net cash used in operating activities	\$ (234,666)	\$ (66,581)
Supplemental disclosure of non-cash investing and financing activities:		
Forgiveness of Paycheck Protection Program payable	\$ 163,350	\$ -
Prepaid insurance financed with note payable	36,933	41,279
	\$ 200,283	\$ 41,279

The accompanying notes to financial statements
are an integral part of this statement.

BIG BEND HOMELESS COALITION, INC.
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

(1) **Summary of Significant Accounting Policies:**

The following is a summary of the more significant accounting policies and practices of Big Bend Homeless Coalition, Inc. (the “Coalition”) which affect significant elements of the accompanying financial statements:

(a) **General**—The Coalition was incorporated as a Florida non-profit corporation in 1987. The Coalition operates nine direct service programs:

HOPE Community: Emergency shelter/temporary housing, case management, and support services for families with minors experiencing homelessness.

Rapid Rehousing: Utility deposits, initial rent payments, and case management for families who are self-sufficient but lack funds to move into an apartment.

Homeless Prevention: Financial assistance to pay past-due rent and/or utilities to prevent households from being evicted and becoming homeless.

Supportive Services for Veterans Housing: Rapid rehousing, prevention, and case management for Veterans.

Home Plate: Permanent supportive housing and leasing assistance for individuals with disabilities who have extensive histories of homelessness.

Home Place at Balkin: Affordable accessible apartments as well as supportive services for individuals with chronically homeless histories and disability.

Home Front: Affordable apartments dedicated to formerly homeless Veterans.

Patrick Avenue Apartments: Eight-unit housing complex offering affordable housing for families. Rents are set based on family income.

Refire Culinary: Culinary training program operated out of HOPE Café, for people with felony convictions.

In its direct service capacity, the Coalition is also responsible for A Place Called Home. A Place Called Home is a Permanent Supportive Housing program (similar to Home Plate) that is operated by a sub-recipient.

Primary funding is received from various grant and/or contract for services agreements.

(b) **Property and Equipment**—Property and equipment acquired by the Coalition are considered to be owned by the Coalition. However, funding sources may maintain an equitable interest in the property purchased with grant monies as well as the right to determine the use of any proceeds from the sale of these assets. The Federal Government has a reversionary interest in those assets purchased with its funds which have a cost of \$5,000 or more and an estimated useful life of at least one year. The State of Florida has a reversionary interest in those assets purchased with its funds which have a cost of \$1,000 or more and an estimated useful life of at least one year.

BIG BEND HOMELESS COALITION, INC.
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

(1) **Summary of Significant Accounting Policies:** (Continued)

(b) **Property and Equipment** (Continued) —Property and equipment with a value greater than \$2,500 and an estimated useful life of at least one year are recorded at cost when purchased or at estimated fair value when contributed. Depreciation is computed using the straight-line method over the estimated useful life of the assets, ranging from five to thirty-nine years.

(c) **Income Taxes**—The Coalition is generally exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. Therefore, no provision for income taxes has been made in the accompanying financial statements.

The Coalition files income tax returns in the U.S. Federal jurisdiction. The Coalition's income tax returns for the past three years are subject to examination by tax authorities and may change upon examination.

The Coalition has reviewed and evaluated the relevant technical merits of each of their tax positions in accordance with accounting principles generally accepted in the United States of America for accounting for uncertainty in income taxes, and determined that there are no uncertain tax positions that would have a material impact on the financial statements.

(d) **Cash and Cash Equivalents**—For the purpose of reporting cash flows, cash and cash equivalents include cash on hand, demand deposits due from banks, and short-term investments with an original maturity of 90 days or less.

(e) **Use of Estimates**—The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

(f) **Basis of accounting**—The financial statements have been prepared on the accrual basis of accounting, and accordingly, reflect significant receivables, payables and other liabilities.

Net assets of the Coalition and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net Assets With Donor Restrictions – Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

(g) **Functional Allocation of Expenses**—The costs of providing the various services and other activities have been summarized on a functional basis in the Statement of Activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

BIG BEND HOMELESS COALITION, INC.
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

(1) **Summary of Significant Accounting Policies:** (Continued)

(h) **Contributions**—All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as net assets with donor restrictions that increases that net asset class. However, if a restriction is fulfilled in the same time period in which the contribution is received, the Coalition reports the support as net assets without donor restrictions.

Unconditional promises to give that are expected to be collected within one year are recorded at net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at the present value of their estimated future cash flows. The discounts on those amounts are computed using risk-free interest rates applicable to the years in which the promises are received. Amortization of the discounts is included in contribution revenue. Conditional promises to give are not included as support until the conditions are substantially met.

Donations of property and equipment are recorded as contributions at their estimated fair value at the date of donation. Such donations are reported as increases in unrestricted net assets unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use, and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Coalition reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Coalition reclassifies net assets with donor restrictions to net assets without donor restrictions at that time.

(i) **Revenue Recognition**—The Coalition recognizes contract revenue (up to the contract ceiling) from its contracts over a period which represents the service period for certain contracts, or to the extent of expenses. Revenue recognition depends on the contract.

(j) **Compensated Absences**—It is the Coalition's policy to permit employees to accumulate earned but unused personnel benefits. Personnel benefits are accrued when incurred and reported as a liability to the Coalition.

(k) **Grant and Contract Receivables**—Grant and contract receivables are stated at the amount management expects to collect from balances outstanding at year-end. Based on management's assessment of the credit history with grantors and contractors having outstanding balances and current relationships with them, it has concluded that realization losses on balances outstanding at year-end will be immaterial.

(l) **Reclassification**—Certain amounts in the prior year's financial statements have been reclassified to conform to the presentation of the current year financial statements. These reclassifications had no effect on the prior period change in net assets without donor restrictions.

BIG BEND HOMELESS COALITION, INC.
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

(2) **Significant Funding Sources:**

The Coalition receives a substantial amount of its funding from the U.S. Department of Housing and Urban Development and the U.S. Department of Veterans Affairs. A significant reduction in the level of this funding, if this were to occur, could have an adverse effect on the Coalition's programs and activities.

(3) **2019 Presentation:**

The accompanying financial statements include certain prior year summarized comparative information in total. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States. Accordingly, such information should be read in conjunction with the Coalition's financial statements for the year ended September 30, 2019 from which the summarized information was derived.

(4) **Concentrations of Credit Risk:**

The more significant concentrations of credit risk are as follows:

(a) **Demand and Time Deposits**—The Coalition maintains demand and time deposits with several financial institutions. The Coalition has no policy requiring collateral to support its demand and time deposits, although accounts at each bank are insured by the Federal Deposit Insurance Corporation up to FDIC limits.

(b) **Grant and Contract Receivables**—The Coalition's receivables are for amounts due under contracts with Federal, State and local agencies. The Coalition has no policy requiring collateral or other security to support its receivables.

(c) **Financial Instruments**—Financial instruments are exposed to various risks such as significant world events, interest rate, credit, and overall market volatility risks. Credit risk is a consequence of carrying investment positions. To manage credit risk, the Coalition holds investments with a broker that is covered by SPIC (Securities Investor Protection Corporation); however, this does not protect against loss due to market fluctuation. Due to the level of risk associated with certain financial instruments, it is reasonably possible that changes in the fair value of investments will occur in the near term and that such changes could materially affect the amounts reported in the Statement of Financial Position.

(5) **Matching Requirements:**

The Coalition receives a portion of its support through grants and contracts. Certain grants and contracts require the Coalition to provide specified amounts of matching revenue. Each grant/contract, where applicable, has met all matching requirements. Also, for each contract that ended on or before September 30, 2020, no obligation remains outstanding to the funding source.

BIG BEND HOMELESS COALITION, INC.
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

(6) Defined Contribution Plan:

The Coalition has a 401(k) Retirement Plan that is available to all employees age 21 and older with at least one year of service. The plan has no vesting period for participants. Coalition matching and profit-sharing contributions are voluntary. The Coalition made no contributions to the plan during the year ended September 30, 2020.

(7) Property and Equipment:

The following is a summary of property and equipment at September 30, 2020:

Land	\$ 1,380,404
Building and improvements	6,527,113
Equipment	253,526
Furniture	61,486
	8,222,529
Less: accumulated depreciation	2,172,429
Total	\$ 6,050,100

(8) Contingent Liabilities:

Amounts received or receivable from grant agencies are subject to audit and adjustment by grantor agencies, principally Federal and state governments. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by grantors cannot be determined at this time although the Coalition expects such amounts, if any, to be immaterial.

(9) Beneficial Interest in Endowment:

During the year ended September 30, 2020, the Coalition had a beneficial interest in an endowment held by The Community Foundation of North Florida, Inc. (“the Foundation”) for the purpose of helping to further and carry out the purpose of the Coalition. As of September 30, 2020, the fair value of the Coalition’s endowment fund excluding third party contributions was \$3,749.

Contractually, the Foundation retains legal ownership of principal amounts contributed. However, because the Coalition names itself as the beneficiary of such contributions, even though the variance power is explicitly stated in the gift instrument to the Foundation, the principal balances and any earnings or losses there on are reported as Beneficial Interest in Endowment on the Statement of Financial Position.

The Fund is subject to the variance power described in Treasury Reg. Sec.1.170A-9(e)(11)(v)(B)(1) of the Internal Revenue Code of 1986, as amended from time to time.

The Foundation has the power to modify any restriction or condition on the distribution of funds for any specified charitable purposes or to specified Coalitions, if in the sole judgment of the Foundation’s Board of Directors (without the necessity of the approval of any trustee, custodian or agent), such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the north Florida community and other areas served by the corporation.

BIG BEND HOMELESS COALITION, INC.
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

(10) **Fair Value Measurements:**

The Fair Value Measurements and Disclosures Topic of the FASB Codification defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants. The Codification requires the use of valuation techniques that are consistent with the market approach, the income approach, and/or the cost approach. Inputs to valuation techniques refer to the assumptions that market participants would use in pricing the asset or liability. Inputs may be observable, meaning those that reflect the assumptions market participants would use in pricing the asset or liability developed based on market data obtained from independent sources or unobservable, meaning those that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability developed based on the best information available in the circumstances. In that regard, the Codification establishes a fair value hierarchy for valuation inputs that gives the highest priority to quoted prices in active markets for identical assets or liabilities and the lowest priority to unobservable inputs. The fair value hierarchy is as follows:

Level 1: Quoted prices (unadjusted) for identical assets or liabilities in active markets that the entity has the ability to access as of the measurement date.

Level 2: Significant other observable inputs other than Level 1 prices such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data.

Level 3: Significant unobservable inputs that reflect a reporting entity's own assumptions about the assumptions that market participants would use in pricing an asset or liability.

A description of the valuation methodologies used for assets measured at fair value, as well as the general classification of such instruments pursuant to the valuation hierarchy, is set forth below.

Beneficial interest in assets held by Community Foundation of North Florida, Inc. - Assets held by the Foundation are invested in equities and mutual funds that have quoted prices in active markets. The Coalition adjusts its interest in the assets held by the Foundation similar to the equity method of accounting, which results in the asset being carried at fair value. The interest in the assets held by the Foundation is measured using level 3 inputs within the fair value hierarchy. These assets totaled \$3,749 as of September 30, 2020.

The following is a schedule of the current year activity of these level 3 assets at September 30, 2020:

	Endowment Fund
Balance, September 30, 2019	\$ 3,699
Unrealized gain relating to instruments still held at reporting date	50
Balance, September 30, 2020	\$ 3,749

BIG BEND HOMELESS COALITION, INC.
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

(10) **Fair Value Measurements:** (Continued)

The Coalition maintained investments consisting of marketable securities recorded at fair value. Their fair value as of September 30, 2020 is summarized below:

	Cost	Fair Value	Unrealized Gain (Loss)
Mutual funds	\$ 8,547	\$ 17,713	\$ 9,166

The mutual funds are valued at quoted market prices and deemed level 1 investments.

Investments in marketable securities with readily determinable fair values are reported at fair values in the Statement of Financial Position. Unrealized gains and losses are included in net assets.

The following schedule summarizes the investment earnings in the Statement of Activities for the year ended September 30, 2020:

Interest and dividend income	\$ 282
Net realized and unrealized gains	362
Total	\$ 644

(11) **Note Payable:**

Note payable consisted of the following as of September 30, 2020:

0.00% note payable to corporation, \$12,480 payable monthly, uncollateralized, through December 2020.	\$ 37,441
Less: current portion	37,441
Total long-term debt, less current portion	\$ —

Maturities of long-term debt over the next five years, and in the aggregate, are as follows:

Year Ending September 30,	Amount
2021	\$ 37,441
2022	—
2023	—
2024	—
2025	—
Total	\$ 37,441

BIG BEND HOMELESS COALITION, INC.
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

(12) **Line of Credit:**

The Coalition has a variable rate unsecured line of credit with a bank in the amount of \$70,000 that matures in June 2021. As of September 30, 2020 there was no balance outstanding on the line of credit.

(13) **Operating Lease:**

The Coalition leases office space under an operating lease expiring in December 2023.

The Coalition also leases multiple vehicles under operating leases expiring in September 2022.

Minimum future rental payments under the operating leases with a term in excess of one year as of September 30, 2020, for each of the next five years and in the aggregate are:

<u>Year Ending June 30,</u>	<u>Amount</u>
2021	\$ 70,890
2022	84,517
2023	76,253
2024	77,646
Total	<u>\$ 309,306</u>

Rental expense related to the building operating leases incurred during the year ended September 30, 2020 was \$52,350. Rental expense related to the vehicle operating leases incurred during the year ending September 30, 2020 was \$52,350.

(14) **Liquidity and Availability:**

Financial assets available for general expenditure, that is, without donor restrictions limiting their use, within one year of the statement of financial position date, comprise the following:

Cash and cash equivalents	\$ 24,004
Certificate of deposit	7,662
Investments	17,713
Grants, contracts and other receivables	472,338
Less amounts not available to use within one year:	
Purposes restrictions	(22,965)
Financial assets available to meet cash needs for general expenditures	<u>\$ 498,752</u>

As part of our liquidity management plan, in the event of an unanticipated liquidity need, the Coalition has \$70,000 available from an unused line of credit.

BIG BEND HOMELESS COALITION, INC.
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

(15) **In-Kind Support:**

The Coalition receives donations of supplies to help serve clients. The value of this in-kind support is based upon the fair value of the donated items. In-kind revenue from donations of supplies totaled \$45,845 for the year ended September 30, 2020 and is recognized in the Statement of Activities.

(16) **Net Assets with donor restrictions:**

Net assets with donor restrictions consist of the following at September 30, 2020:

Funding for direct assistance for children at HOPE or Infrastructure for children at HOPE	\$ 15,637
Funding for direct supplies for participants	3,074
Funding for recreational infrastructure for children at HOPE	1,262
Funding for goods and materials for Zonta eligible female heads of households	1,237
Funding for direct supplies for participants for veteran participants	1,757
Total	\$ 22,965

(17) **Risks and Uncertainties:**

During the year ended September 30, 2020, local, U.S., and world governments have encouraged self-isolation to curtail the spread of the global pandemic, coronavirus disease (COVID-19), by mandating temporary work stoppage in many sectors and imposing limitations on travel and size and duration of group meetings. Most industries are experiencing disruption to business operations and the impact of reduced consumer spending. There is unprecedented uncertainty surrounding the duration of the pandemic, its potential economic ramifications, and any government actions to mitigate them. Accordingly, while management cannot quantify the financial and other impact to the Coalition as of June 21, 2021, management believes that a material impact on the Coalition's financial position and results of future operations is reasonably possible.

(18) **Refundable Advance– Paycheck Protection Program:**

On May 22, 2020, the Coalition received proceeds in the amount of \$293,036 under the Paycheck Protection Program (“PPP”). The PPP, established as part of the Coronavirus Aid, Relief and Economic Security Act (“CARES Act”), provides funding to qualifying businesses for amounts up to 2.5 times of the average monthly payroll expenses of the qualifying business. The proceeds are forgivable after twenty-four weeks as long as the borrower uses the proceeds for eligible purposes, including payroll, benefits, rent and utilities, and maintains its payroll levels. The proceeds received under the program were forgiven subsequent to year end on April 7, 2021.

The Coalition has recorded \$129,686 PPP proceeds as a refundable advance in the Statement of Financial Position and \$163,350 (the amount expended as of September 30, 2020) as loan forgiveness revenue in the Statement of Activities in accordance with generally accepted accounting principles.

BIG BEND HOMELESS COALITION, INC.
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2020

(19) **Subsequent Events:**

The Coalition has evaluated events and transactions for potential recognition or disclosure in the financial statements through June 21, 2021 the date which the financial statements were available to be issued. See Note 18 above for forgiveness of the Refundable Advance received under the Paycheck Protection Program subsequent to September 30, 2020.

(20) **Recently Issued Accounting Pronouncements:**

The Financial Accounting Standards Board (FASB) issued new or modifications to, or interpretations of, existing accounting guidance. The Coalition has considered the new pronouncements that altered accounting principles generally accepted in the United States of America, and other than as disclosed in the notes to the financial statements below, does not believe that any other new or modified principles will have a material impact on the Coalition's reported financial position or operations in the near term.

In May 2014, the FASB issued Accounting Standards Update 2014-09: Revenue from Contracts with Customers, to clarify the principles used to recognize revenue for all entities. The new standard (as amended) is effective for fiscal years beginning after December 15, 2019 and may be adopted early. The Coalition is currently evaluating the effect that implementation of the new standard will have on its financial position, results of operations, and cash flows.

In February 2016, the FASB issued Accounting Standards Update 2016-02: Leases (Topic 842), to increase transparency and comparability among Coalition's by recognizing lease assets and lease liabilities on the statement of financial position and disclosing key information about leasing arrangements. The new standard is effective for fiscal years beginning after December 15, 2021 and may be adopted early. The Coalition is currently evaluating the effect that implementation of the new standard will have on its financial position, results of operations, and cash flows.

**BIG BEND HOMELESS COALITION, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED SEPTEMBER 30, 2020**

Federal Grantor / Pass Through Grantor/ Program Title	Federal CFDA Number	Contract Number	Pass-Through to Subrecipients	Expenditures
FEDERAL AWARDS				
U.S. Department of Housing and Urban Development				
Continuum of Care Program	14.267	FL0077L4H061811	\$ 301,630	\$ 310,601
Continuum of Care Program	14.267	FL0077L4H061912	104,865	108,646
Continuum of Care Program	14.267	FL0302L4H061810	-	522,087
Continuum of Care Program	14.267	FL0302L4H061911	-	108,907
			<u>406,495</u>	<u>1,050,241</u>
Passed through the City of Tallahassee:				
Community Development Block Grants / Entitlement Grants	14.218	4743	465	2,867
Community Development Block Grants / Entitlement Grants	14.218	4680	40,500	596,000
		Total Entitlement Grants Cluster	<u>40,965</u>	<u>598,867</u>
Passed through Big Bend Continuum of Care				
Emergency Solutions Grant Program	14.231	BPZ12	-	24,197
Passed through the City of Tallahassee				
Emergency Solutions Grant Program	14.231	4743	-	40,000
Emergency Solutions Grant Program	14.231	4743	-	85,146
Emergency Solutions Grant Program	14.231	4680	-	72,988
			<u>-</u>	<u>222,331</u>
U.S. Department of Veterans Affairs				
VA Supportive Services for Veteran Families Program	64.033	14-FL-179	-	1,163,547
U.S. Department of Health and Human Services				
Passed through Big Bend Continuum of Care				
Temporary Assistance for Needy Families	93.558	BPZ12	-	39,166
U.S. Department of Treasury				
Passed through the City of Tallahassee:				
Coronavirus Relief Fund	21.019	-----	-	10,311
U.S. Department of Homeland Security				
Passed through United Way:				
Emergency Food and Shelter National Board Program	97.024	165600-016	-	19,050
Total Federal Awards			<u>\$ 447,460</u>	<u>\$ 3,103,513</u>

The accompanying notes to the Schedule of Federal Awards
are an integral part of this schedule.

BIG BEND HOMELESS COALITION, INC.
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED SEPTEMBER 30, 2020

(1) **Basis of Presentation:**

The accompanying Schedule of Expenditures of Federal Awards includes the Federal Award activity of the Big Bend Homeless Coalition, Inc. and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of The Uniform Guidance *Audits of States, Local Governments, and Non-Profit Coalitions*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in, the preparation of, the financial statements.

(2) **Summary of Significant Accounting Policies:**

Expenditures reported on the schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowed or are limited as to reimbursement.

(3) **De Minimis Indirect Cost Rate Election:**

Big Bend Homeless Coalition, Inc. has elected not to use the 10 percent de minimis indirect cost rate as allowed under Uniform Guidance.

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,
Big Bend Homeless Coalition, 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 Big Bend Homeless Coalition, Inc., which comprise the statement of financial position as of September 30, 2020, and the related statements of activities, 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 June 21, 2021.

Internal Control over Financial Reporting

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

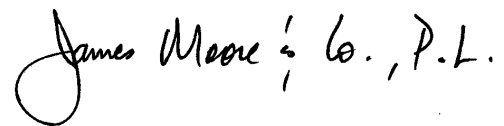
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Big Bend Homeless Coalition, 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 the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

James Moore & Co., P.L.

Tallahassee, Florida
June 21, 2021

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL
PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE
IN ACCORDANCE WITH THE UNIFORM GUIDANCE**

To the Board of Directors,
Big Bend Homeless Coalition, Inc.:

Report on Compliance for Each Major Federal Program

We have audited Big Bend Homeless Coalition, Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Big Bend Homeless Coalition, Inc.'s major federal programs for the year ended September 30, 2020. Big Bend Homeless Coalition, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of Big Bend Homeless Coalition, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. 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). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Big Bend Homeless Coalition, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Big Bend Homeless Coalition, Inc.'s compliance.

Opinion on Major Federal Programs

In our opinion, Big Bend Homeless Coalition, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2020.

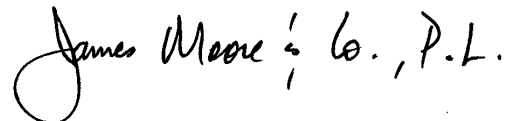
Report on Internal Control over Compliance

Management of Big Bend Homeless Coalition, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Big Bend Homeless Coalition, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program 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 internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Big Bend Homeless Coalition, Inc.'s 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 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 first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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.

A handwritten signature in black ink that reads "James Moore & Co., P.L." The signature is written in a cursive style with a large, looped initial "J".

Tallahassee, Florida
June 21, 2021

**BIG BEND HOMELESS COALITION, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED SEPTEMBER 30, 2020**

I. Summary of Auditors' Results:

Financial Statements

A. Type of audit report issued on the financial statements: *Unmodified*

Internal control over financial reporting:

- Material weakness(es) identified? _____ yes X no
- Significant deficiency(ies) identified? _____ yes X none reported

Noncompliance material to financial statements noted? _____ yes X no

Federal Awards

Internal control over major Federal programs:

- Material weakness(es) identified? _____ yes X no
- Significant deficiency(ies) identified? _____ yes X none reported

Types of auditor's report issued on compliance for major Federal programs: *Unmodified*

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of The Uniform Guidance? _____ yes X no

B. Identification of major programs:

Federal Program	Federal CFDA Number
VA Supportive Services for Veteran Families Program	64.033
Dollar threshold used to distinguish between type A and type B program:	\$750,000
Auditee qualified as low-risk auditee?	<u> X </u> yes _____ no

**BIG BEND HOMELESS COALITION, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED SEPTEMBER 30, 2020**

- II. **Financial Statement Findings:** None.
- III. **Federal Award Findings and Questioned Costs:** None.
- IV. **Summary Schedule of Prior Audit Findings:** None.

Attachment NONDESC

Big Bend Homeless Coalition, Inc.

Topic:	Personnel	Policies/Procedure Title:	Discrimination, Retaliation, And Harassment Policy And Complaint Procedure
Number:	P128	Date Board Approved:	8/23/2012
		Date Amended:	9/23/2021

Discrimination, Retaliation, And Harassment Policy And Complaint Procedure

POLICY:

1. BBHC is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, BBHC expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.
2. BBHC has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination, and retaliation. BBHC will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.
3. Any employee who has questions or concerns about these policies and procedures should contact their Program Director or the Executive Director.
4. These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment.
5. The law and the policies of BBHC prohibit disparate treatment on the basis of

sex or any other protected characteristic, with regard to terms, conditions, privileges, and perquisites of employment. The prohibitions against

harassment, discrimination, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

a. Equal Employment Opportunity:

- It is the policy of BBHC to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, age, sexual orientation, gender identity or expression, pregnancy, physical or mental disability, medical condition, marital status, ancestry, ethnicity alienage, national origin, citizenship, military or veteran status, genetic information or any other characteristic protected by law.
- BBHC prohibits any such discrimination or harassment.

b. Retaliation:

- BBHC encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of BBHC to promptly and thoroughly investigate such reports. BBHC prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

c. Sexual Harassment:

- Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

- Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

d. Harassment:

- Harassment on the basis of any protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, sex, age, sexual orientation, gender identity or expression, pregnancy, physical or mental disability, medical condition, marital status, ancestry, ethnicity alienage, national origin, citizenship, military or veteran status, genetic information or any other characteristic protected by law, or that of their relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.
- Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on BBHC's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

e. Individuals And Conduct Covered:

- These policies apply to all applicants and employees of BBHC, whether related to conduct engaged in by fellow employees or by someone not directly connected to BBHC (e.g., an outside vendor, consultant, partner or client).
- Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

f. Reporting An Incident Of Harassment, Discrimination Or Retaliation:

- BBHC encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of, or have witnessed, such conduct should report their concerns as described in the complaint procedure below.

PROCEDURE

1. Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should submit a written complaint to their Program Director. If the complaint directly implicates the Program Director, the written complaint should be submitted to the Executive Director. If the complaint directly implicates the Executive Director, the written complaint should be submitted to the Board President.
2. The written complaint must be dated and signed and provide details about the nature of the problem. The complaint must also identify the steps that have already been taken in an attempt to resolve the problem. The complaint should contain as much detail as possible, such as dates, names, and descriptions to ensure BBHC has all necessary information to evaluate and resolve the concerns raised therein adequately.
3. Program Directors are required to immediately notify the Executive Director of any possible complaints or information related to possible complaints alleging discrimination or harassment of any kind.

4. Program Directors are required to direct employees to prepare written complaints.
5. Program Directors are required to then immediately forward all written complaints alleging discrimination or harassment of any kind to the Executive Director.
6. BBHC encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.
7. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.
8. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately to the Executive Director and will be promptly investigated and addressed.
9. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action by BBHC may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay

increase, reassignment, temporary suspension without pay, or termination, as BBHC believes appropriate under the circumstances.

10. False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

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Applicants
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Applicant: Big Bend Homeless Coalition, Inc. (FL-506)

Applicant Details

Applicant Name: Big Bend Homeless Coalition, Inc.
Applicant Number: FL-506

Registrants

Delete	Open	Name	User Name	Email	Group
		Oglesby, Bret	Bret	boglesby@bigbendhc.org	Administrator <input type="text"/>
		Bianchi, Mandy	danielmoore	mandybianchi@ability1st.info	Administrator <input type="text"/>
		Smith, Sylvia	Sylvia W. Smithq	ssmith@bigbendhc.org	Administrator <input type="text"/>
		Bernardo, Holly	hbernardo	hbernardo@bigbendhc.org	Administrator <input type="text"/>

[Back to List](#)

Attachment D

4) Demonstrated Need

Narrative: Big Bend Homeless Coalition's proposed PSH program will provide Housing First Permanent Supportive Housing to 30 individuals and/or households who are unsheltered in the Big Bend CoC . The attached 2022 Point in Time count report prepared by the Big Bend Continuum of Care identifies a total of 158 people in Leon County and the number in the total continuum of care will exceed that. Our proposed Permanent Supportive Housing for unsheltered in our community would serve 30 of those 158+ who were unsheltered in our community in early 2022.

2022 Point-in-Time Count FL-506 Tallahassee/Leon County CoC

Population: Sheltered and Unsheltered Count

Persons in Households with at least one Adult and one Child

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	37	3	3	43
Total Number of persons (Adults & Children)	121	7	11	139
Number of Persons (under age 18)	76	3	3	82
Number of Persons (18 - 24)	6	0	2	8
Number of Persons (over age 24)	39	4	6	49

Gender (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	73	5	6	84
Male	48	2	5	55
Gender that is not singularly 'Female' or 'Male'	0	0	0	0
Questioning	0	0	0	0
Transgender	0	0	0	0

Ethnicity (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latino	107	6	11	124
Hispanic/Latino	14	1	0	15

2022 Point-in-Time Count FL-506 Tallahassee/Leon County CoC

Race (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
American Indian, Alaska Native, or Indigenous	2	0	0	2
Asian or Asian American	0	0	0	0
Black, African American, or African	87	5	1	93
Native Hawaiian or Pacific Islander	4	0	0	4
White	21	2	8	31
Multiple Races	7	0	2	9

Chronically Homeless (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total number of households	1		0	1
Total number of persons	2		0	2

Population: Sheltered and Unsheltered Count

Persons in Households with only Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	13	0	0	0	13
Total Number of children (under age 18)	20	0	0	0	20

Gender (only children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	14	0	0	0	14
Male	6	0	0	0	6
Gender that is not singularly 'Female' or 'Male'	0	0	0	0	0
Questioning	0	0	0	0	0
Transgender	0	0	0	0	0

Ethnicity (only children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	19	0	0	0	19
Hispanic/Latino	1	0	0	0	1

Race (only children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
American Indian, Alaska Native, or Indigenous	2	0	0	0	2
Asian or Asian American	0	0	0	0	0
Black, African American, or African	16	0	0	0	16
Native Hawaiian or Pacific Islander	0	0	0	0	0
White	2	0	0	0	2
Multiple Races	0	0	0	0	0

Chronically Homeless (only children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	0		0	0	0

2022 Point-in-Time Count FL-506 Tallahassee/Leon County CoC

Population: Sheltered and Unsheltered Count

Persons in Households without Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	239	70	0	141	450
Total Number of persons (Adults)	239	70	0	153	462
Number of Persons (18 - 24)	7	0	0	1	8
Number of Persons (over age 24)	232	70	0	152	454

Gender (adults)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	77	27	0	43	147
Male	162	43	0	109	314
Gender that is not singularly 'Female' or 'Male'	0	0	0	1	1
Questioning	0	0	0	0	0
Transgender	0	0	0	0	0

Ethnicity (adults)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	226	68	0	139	433
Hispanic/Latino	13	2	0	14	29

2022 Point-in-Time Count FL-506 Tallahassee/Leon County CoC

Race (adults)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
American Indian, Alaska Native, or Indigenous	2	0	0	8	10
Asian or Asian American	2	1	0	0	3
Black, African American, or African	142	49	0	53	244
Native Hawaiian or Pacific Islander	3	1	0	2	6
White	82	18	0	75	175
Multiple Races	8	1	0	15	24

Chronically Homeless (adults)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	74		0	77	151

Date of PIT Count: 2/21/2022

Population: Sheltered and Unsheltered Count

Total Households and Persons

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	289	73	0	144	506
Total Number of Persons	380	77	0	164	621
Number of Children (under age 18)	96	3	0	3	102
Number of Persons (18 to 24)	13	0	0	3	16
Number of Persons (over age 24)	271	74	0	158	503

Gender

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	164	32	0	49	245
Male	216	45	0	114	375
Gender that is not singularly 'Female' or 'Male'	0	0	0	1	1
Questioning	0	0	0	0	0
Transgender	0	0	0	0	0

Ethnicity

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	352	74	0	150	576
Hispanic/Latino	28	3	0	14	45

Race

Point In Time Summary for FL-506 - Tallahassee/Leon County CoC

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
American Indian, Alaska Native, or Indigenous	6	0	0	8	14
Asian or Asian American	2	1	0	0	3
Black, African American, or African	245	54	0	54	353
Native Hawaiian or Pacific Islander	7	1	0	2	10
White	105	20	0	83	208
Multiple Races	15	1	0	17	33

Chronically Homeless	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	76		0	77	153

Attachment E

D.5) Goals of Homelessness Assistance Plan (2021-2025 HAP attached with identified goals highlighted)

Narrative: The BBHC Home Plate Program advances the following goals of the Big Bend CoC's current HAP as amended in 2021:

- 1. All Other Types of Homelessness, Permanent Rental Housing objective a. Increase local funding of PSH**
 - a. This program adds 70 additional PSH slots in our local community**
- 2. All Other Types of Homeless, Healthcare/Benefits objective a. Initiate partnership with healthcare providers and hospitals and increase collaboration on discharge policy and procedures**
 - a. This program finds a healthcare navigator that will strengthen collaboration with all local healthcare providers and initiate discharge planning**

- i. Landlords (leasing, communication about potential and actual lease violations and possible unmet needs)
- ii. Tallahassee Housing Authority (Move Along Vouchers)
- iii. HUD-VASH and A Place Called Home projects (information about available resources and problem-solving approaches)

Big Bend Continuum of Care
Homelessness Assistance Plan (HAP) 2021-2025(v.20210601)

Homeless Definition: HUD defines homelessness as being in one of four categories: 1) Literally Homeless, 2) Imminent Risk of Homelessness, 3) Homeless under other Federal Statutes, and 4) Fleeing/Attempting to Flee Domestic Violence. These categories are more fully defined at the end of this document.

Data Driven Plan: The Homeless Assistance Plan is updated and refined annually through ongoing community and agency feedback as well as a data driven approach using client data collected through the Homeless Management Information System, Coordinated Assessment Tool, System Performance Measures and other needs assessment engagement survey tools. There are three major System Performance Measures that should be improved upon as the goal of this version of the HHAP; **Decrease average length of time homeless, decrease returns to homelessness and increase placement and retention of permanent housing.**

<p>Improving System Performance</p>	<p>Across all areas of homelessness we need to focus efforts to improve system performance by;</p> <p>Measuring all System Performance Measures frequently to improve specific outcomes tied to each measure</p> <p><u>Sys PM 1</u> - 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</p> <p style="text-align: right;"><i>Ultimate Goal by 2025: Average is 30 nights or less</i></p> <p><u>SysPM2</u> - DECREASE returns to homelessness..... Target 2021: Returns to homelessness with in</p> <p style="text-align: right;">.....6 months less that 21%2 years, less than 33%</p> <p style="text-align: right;"><i>Ultimate Goal by 2025: Returns in 2 years, less than 20%</i></p> <p><u>Sys PM 3</u> - DECREASE number of homeless persons in annual and PIT count Target: PIT Count is less than 900</p> <p style="text-align: right;">Annual Count is less than 2900</p> <p><u>Sys PM 4</u> - INCREASE or maintain income for persons in housing programs Target: Increase income for more than 60% system stayers</p> <p style="text-align: right;">Increase income for more than 30% system leavers</p> <p><u>Sys PM 5</u> - DECREASE instances of 1st time homelessness..... Target: first time homeless count is less than 1500</p> <p><u>Sys PM 7</u> - INCREASE permanent housing placements from Outreach, ES, TH, PH-RRH programs and retention of permanent housing</p> <p>.....Target: Increase placements to permanent housing from outreach to be greater than 65% of outreach exits</p> <p>Increase placements to permanent housing from ES, SH, TH and PH-RRH to be greater than 30%</p> <p style="text-align: right;"><i>Ultimate Goal by 2025: Increase placements to permanent housing from ES, SH, TH and PH-RRH to be greater than 60%</i></p> <p style="text-align: right;">Increase rate of retention of permanent housing to be greater than 95%</p>
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	Veteran Homelessness	Chronic Homelessness	Family & Child Homelessness	Youth Homelessness	All Other Types of Homelessness
Overarching Objectives	<p>Obj. 1 – Prioritize housing for homeless veterans, reaching Functional Zero for Veterans by 2024 as defined by the Built for Zero national effort.</p> <p>Obj. 2 – At least 90% of veterans with homelessness prevention financial assistance will remain in permanent housing for at least 6 months following assistance.</p> <p>Obj. 3 – At least 85% of the veterans receiving rapid re-housing assistance will remain in permanent housing for at least 6 months following assistance.</p> <p>Obj. 4 – Ensure the Inflow of new veterans experiencing homelessness each month is less than the Outflow of veterans exiting to permanent housing each month.</p> <p>Obj. 5 – Ensure no service eligible Veteran experiences homelessness for more than 30 consecutive days.</p>	<p>Obj. 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.</p> <p>Obj. 2 – Promote use of local ordinance and inclusionary housing regulations mandating new residential developments dedicate a minimum of 5% of newly developed unites be dedicated to those exiting chronic homelessness for which they would pay no more than 30% of their monthly income to maintain a permanent lease.</p> <p>Obj. 3 – Prioritize housing for chronically homeless individuals, and adult couples, reaching Functional Zero for Chronically Homeless Adults by 2025 as defined by the Built for Zero national effort.</p> <p>Obj. 4 - Increase funding dedicated to operations of permanent supportive housing programs to ensure participants do not reenter homelessness.</p>	<p>Obj. 1 – Ensure no families with minor children experiences unsheltered homelessness.</p> <p>Obj. 2 – Increase permanent housing appropriate for families with minor children with extremely low income and histories of homelessness by 500 units.</p> <p>Obj. 3 – Ensure 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.</p> <p>Obj. 4 – Increase access to section 8 housing vouchers for families with minor children and encourage use of homeless priority among PHAs.</p> <p>Obj. 5 – Reduce the average length of time that a family is literally homeless to no more than 30 days.</p>	<p>Obj. 1 – Implement the use of Host Homes for runaway, LGBTQ+ and at-risk youth as a emergency shelter diversion practice for youth.</p> <p>Obj. 2 – Identify resources and implement programing for parenting youth and pregnant youth experiencing homelessness.</p> <p>Obj. 3- Ensure no minor youth, up to age 18, experiences unsheltered homelessness.</p> <p>Obj. 4- Increase permanent housing units for youth including support services by 30 units.</p> <p>Obj. 5 – Increase funding dedicated to operating Transitional/Medium-Term/Bridge housing and support services for youth.</p> <p>Obj. 6 – Utilize the Youth Action Board committee of the BBCoC to vet and prioritize youth specific service and intervention approaches.</p>	<p>Obj. 1 – Promote use of local ordinance and inclusionary housing regulations mandating new residential developments dedicate a minimum of 10% of newly developed unites to those exiting homelessness for which they would pay no more than 30% of their monthly income to maintain a permanent lease.</p> <p>Obj. 2 - Increase permanent housing by 30 units for those with Sexual Offender and Predator status.</p> <p>Obj. 3 – Establish prevention assistance programs targeted to serve the elderly or medically needy designed to keep these individuals in permanent housing.</p> <p>Obj. 4 – Expand function of Landlord Liaison Initiatives to include identifying and engaging landlords willing to housing Sexual Offenders and those with Felonies in background as well as those with no or low credit.</p>

	Veteran Homelessness	Chronic Homelessness	Family & Child Homelessness	Youth Homelessness	All Other Types of Homelessness
<p>Coordinated Entry <i>(Intake, Assessment & Referrals)</i></p>	<p>a. Ensure Emergency Shelters and SSVF and VA Outreach Teams are the primary Access Points for Veterans through Coordinated Entry.</p>	<p>a. Collaborate with agencies serving individuals experiencing chronic homelessness to ensure that agencies are fully utilizing the Coordinated Entry System in HMIS, which will connect clients with appropriate services.</p> <p>b. Increase functionality of Coordinated Entry service referral system by to allow for all HMIS participating agencies to send and receive support services and housing referrals within HMIS.</p>	<p>a. Collaborate with agencies serving families and children who are experiencing homelessness to ensure households are assessed and entered in the Coordinated Entry System in HMIS, within the first 14 days of becoming homeless.</p> <p>b. Expand use of the Coordinated Entry System to other emergency assistance providers for the purposes of case coordination and ensuring duplicative services are avoided.</p> <p>c. Utilize Homeless School Liaisons as an Access Partner for Coordinated Entry in rural communities</p>	<p>a. Collaborate with agencies serving youth who are experiencing homelessness to ensure that agencies are fully utilizing the Coordinated Entry System in HMIS, which will connect clients with appropriate services and housing opportunities.</p> <p>b. Partner with the child welfare, juvenile justice and at-risk youth programs to ensure they can assess youth experiencing homelessness through the Coordinated Entry System.</p>	<p>a. Collaborate with agencies serving individuals experiencing homelessness to ensure that agencies are fully utilizing the Coordinated Entry System in HMIS, which will connect clients with appropriate services and housing opportunities.</p> <p>b. Increase functionality of Coordinated Entry System to incorporate Landlords who have vacant permanent units prioritized for those exiting homelessness.</p>

	Veteran Homelessness	Chronic Homelessness	Family & Child Homelessness	Youth Homelessness	All Other Types of Homelessness
Prevention & Diversion	<ul style="list-style-type: none"> a. Connect clients to legal aid when necessary to avoid entering homelessness. Specifically adding resources for Veteran’s Tax Court and Veteran Justice Outreach. b. Increase financial resources available for homeless prevention and diversion efforts for veterans who do not qualify for VA and SSVF assistance. 	<ul style="list-style-type: none"> a. Connect clients to legal aid when necessary to avoid entering homelessness. b. Prioritize individuals with chronic homeless histories for Diversion and Prevention resources in order to keep them from returning to homelessness. c. Create a formal partnership providing mediation and legal expertise for chronically homeless cases that have been permanently housed and face eviction again. 	<ul style="list-style-type: none"> a. Dedicate funding for Diversion activities through Family Emergency Shelters and Prevention Providers. b. Create a formal partnership providing mediation and legal expertise for families facing eviction. c. Expand Prevention activities serving our 7 rural counties targeted at families at imminent risk of homelessness. 	<ul style="list-style-type: none"> a. Seek funding through the HUD YHDP to implement Host Homes to divert youth from entering homelessness and emergency shelter. b. Increase resources available for homeless prevention and diversion for youth ages 16-24. c. Create a formal partnership with local CBC, Department of Children and Families and Department of Justice to prevent and divert youth 16-24 from entering homelessness. 	<ul style="list-style-type: none"> a. Connect clients to legal aid when necessary to avoid entering homelessness. b. Increase resources available for homeless prevention and diversion efforts system wide c. Dedicate funding to Reentry and Discharge planning from county jails and hospitals to avoid discharges directly to the streets or emergency shelters.

	Veteran Homelessness	Chronic Homelessness	Family & Child Homelessness	Youth Homelessness	All Other Types of Homelessness
Unsheltered Homelessness/ Outreach	<ul style="list-style-type: none"> a. Utilize SSVF funded Outreach workers as a component of the CoC Coordinated Outreach efforts. b. Assess all unsheltered Veterans through SSVF and VA Outreach for completion of Coordinated Entry Assessment and Referral. c. SSVF and VA Outreach teams to provide support for clients needing access to basic needs items such as hygiene, tarps, survival aid and access to emergency shelter. 	<ul style="list-style-type: none"> a. Dedicate case management and outreach services to chronic subpopulation that will follow clients through to support them after the first few months of permanent housing. b. Identify Individuals who are currently residing in primitive camps and prioritize permanent housing options to meet the needs of chronic and unsheltered population with limited income. c. Offer permanent housing to ALL Chronic clients every 14 days. d. Expand outreach coordination to include law enforcement, institutions and hospitals to ensure proper discharge planning to avoid unsheltered homelessness. 	<ul style="list-style-type: none"> a. Collaborate with Homeless School Liaisons to identify families needing prevention, diversion, shelter and permanent housing resources. b. Collaborate with local CBC, Department of Children and Families and Department of Justice to identify families with children who are literally homeless needing resources. c. Ensure there is adequate funding to cover hotel/motel vouchers for families needing short term stays to avoid unsheltered homelessness among families with minor children in all 8 counties. 	<ul style="list-style-type: none"> a. Utilize youth specific outreach teams to identify and assess unsheltered youth through age 24. b. Provide services and goods to meet basic needs for run away, homeless, and street youth and connect to service providers for youth to exit the streets into stable housing. c. Provide basic needs and assistance to homeless youth to increase youth’s personal safety, well-being, and self-sufficiency; and provide positive adult connections. 	<ul style="list-style-type: none"> a. Expand outreach coordination to include outreach to local county jails and hospitals for those that are likely to be discharged to homelessness. b. Continue to conduct bi-weekly outreach coordination calls facilitated by the CoC ensuring all “hot spots” for unsheltered homelessness are visited regularly by outreach workers. c. Evaluate the advantages of conducting an unsheltered Point In Time Count semi-annually, once in January and once during June, July, or August to better understand influx of unsheltered homelessness, specifically within Leon County.

	Veteran Homelessness	Chronic Homelessness	Family & Child Homelessness	Youth Homelessness	All Other Types of Homelessness
Emergency Shelter	<ul style="list-style-type: none"> a. Increase resources dedicated to emergency shelter operations. b. Increase resources for emergency shelter case management in order to enforce a 30:1 Client : Case Manager ratio. c. Increase use of hotel/motels as emergency shelter when congregate shelters are at capacity d. Create shelter programing for clients with pets. 	<ul style="list-style-type: none"> a. Increase resources available for emergency shelter operations. b. Ensure clients nearing chronic homelessness are prioritized for permanent housing opportunities. c. Ensure no client remains homeless and in emergency shelter for more than 12 months. d. Reduce the rate of returns to chronic homelessness by prioritizing use of diversion and prevention for the formerly chronic population. e. Increase resources for emergency shelter case management in order to enforce a 30:1 Client : Case Manager ratio. f. Increase use of hotel/motels as emergency shelter when congregate shelters are at capacity g. Create shelter programing for clients with pets. 	<ul style="list-style-type: none"> a. Assess the need for additional shelter capacity in neighboring counties. b. Increase resources for emergency shelter case management in order to enforce a 30:1 Client : Case Manager ratio. c. Ensure no household remains homeless and in emergency shelter for more than 12 months. 	<ul style="list-style-type: none"> a. Identify need and potential funding for emergency shelter beds targeting youth ages 18-24, including LGBTQ+ youth. b. Designate a "Safe Place" within the current Emergency Shelter system for LGBTQ+ youth. c. Increase resources for emergency shelter case management in order to enforce a 14:1 Client : Case Manager ratio. d. Evaluate the need for emergency shelter options for minors with children and/or pregnant minors. 	<ul style="list-style-type: none"> a. Increase resources for emergency shelter case management in order to enforce a 30:1 Client : Case Manager ratio. b. Identify funding required to implement a small 12-18 bed a Safe Haven Shelter option.

	Veteran Homelessness	Chronic Homelessness	Family & Child Homelessness	Youth Homelessness	All Other Types of Homelessness
Medium Term Supportive Housing/Bridge Housing/Transitional Housing	<ul style="list-style-type: none"> a. Strategize with GPD Transitional Housing Provider to turnover units to Bridge Housing and permanent housing units in order to achieve Functional Zero. b. Create Bridge Housing option with 15 units. c. Identify need and scope of services and support for Respite Living Program. 	<ul style="list-style-type: none"> a. Create Bridge Housing option up to 20 units for chronic population waiting for PSH and working to identify housing. b. Identify need and scope of services and support for Respite Living Program. 	<ul style="list-style-type: none"> a. Identify funding to increase transitional housing options for families with children by 94 beds. a. Increase funding options covering support staff costs for transitional and medium term supportive housing. b. Identify need and scope of services and support for Respite Living Program. 	<ul style="list-style-type: none"> a. Apply for HUD YHDP Grant to implement a 18-24 bed Bridge/Medium Term Supportive Living program for youth ages 16-24. b. Increase funding available for providing life skills training and transitional supports to better prepare them for housing stability in the future. 	<ul style="list-style-type: none"> a. Identify funding and Implement housing options for sexual offenders/predators and those exiting institutions by 18 units. a. Increase funding options covering discharge planning from jails and prisons so that those re-entering can go directly into medium term supportive options rather than shelter or the streets.

	Veteran Homelessness	Chronic Homelessness	Family & Child Homelessness	Youth Homelessness	All Other Types of Homelessness
Permanent Rental Housing <i>(Rapid Rehousing, Rental, Permanent Supportive Housing, Vouchers)</i>	<ul style="list-style-type: none"> a. Increase the number of VASH Vouchers available to CoC Coverage area. b. Identify funding for 10 additional units of PSH for veterans not eligible for VASH Vouchers. c. Utilize Emergency Housing Vouchers designated through PHAs to serve veterans not qualifying for other assistance. d. Identify housing options with higher levels of care including Assisted Living Facilities and Nursing Homes targeted towards serving veterans that are service eligible and ineligible. 	<ul style="list-style-type: none"> a. Ensure PSH clients are assessed annually and supported to move on to other permanent housing as intensive support services are no longer needed. b. Expand local funding of Permanent Supportive Housing program operations. c. Identify funding of pilot project utilizing 3-4 small quad apartments to house those with SPMI who lack family support. d. Work with local governments to incentivize development/rehab housing stock making a portion of the units available to extremely low income clients exiting chronic homeless. e. Continue the work of the Landlord Liaisons focusing on education, recruitment and support of landlords willing to house those with unstable housing backgrounds. f. Expand access to the landlord mitigation fund as a security measure for landlords housing chronic clients. g. Expand the work of the Landlord Liaison focusing on education, recruitment and support of landlords willing to house those with barriers to housing. 	<ul style="list-style-type: none"> a. Increase funding dedicated to PSH units for families with minor children by 30 units. b. Work with PHAs to identify 300 set aside voucher for homeless families with children and or prioritize section 8 vouchers to homeless families first. c. Utilize Emergency Housing Vouchers designated through PHAs. d. Increase RRH funds available for families with children and couples with no children. e. Increase funding and partnerships to provide component of wrap around services and continued case management to help sustain housing. f. Work with local governments to incentivize development/rehab housing stock making a portion of the units available to extremely low income families exiting homelessness. 	<ul style="list-style-type: none"> a. Apply for the HUD YHDP to fund a pilot Youth PSH program for 18-24 year olds with chronic homelessness, family violence, child welfare involvement, juvenile justice involvement, developmental disabilities or generational homelessness histories. b. Identify or create appropriate housing with supports for pregnant youth and youth with children. c. Implement use of roommate matching criteria to decrease financial burden on youth. d. Expand the work of the Landlord Liaison focusing on education, recruitment and support of landlords willing to house youth needing stable housing. e. Expand financial assistance services to include Direct Cash Transfers (DCT) to youth to cover basic needs, including permanent housing costs. 	<ul style="list-style-type: none"> a. Increase local funding of PSH operations. b. Identify and partner with Senior Citizen Housing communities and senior service organizations to refer elderly homeless individuals to the most appropriate housing and care options. c. Expand MoUs with Florida Housing Finance Corporation funded tax credit properties setting aside units for seniors, those with disabilities and extremely low incomes. d. Explore use of Sponsor Housing agreements and Master Leasing entities to help permanently house those with backgrounds that prohibit them from attaining a lease on their own. e. Identify or create dedicated housing for sexual offenders/predators in compliance with residence requirements. f. Implement roommate matching criteria to lower cost burden of housing.

	Veteran Homelessness	Chronic Homelessness	Family & Child Homelessness	Unaccompanied Youth Homelessness	All Other Types of Homelessness
Home Ownership	a. Provide education on Veteran’s Home Loan assistance programs.	a. Assess if there is any participant in the THA voucher program or PSH programs that could transition to home ownership. b. Educate those identified to move towards home ownership on mortgages, subsidies, and other home ownership opportunities through relationships with community partner organizations.	a. Provide opportunities for education on federal, state and local incentive programs to qualify low-income households for home purchases. b. Encourage local incentives for developers creating low-cost, smaller sized housing to be created for home ownership.	a. Offer connections to budgeting, saving and future planning education to youth, sparking interest in homeownership goals.	b. Create formal partnerships with local organizations specializing in home ownership preparation and first-time home buyer education.

	Veteran Homelessness	Chronic Homelessness	Family & Child Homelessness	Unaccompanied Youth Homelessness	All Other Types of Homelessness
Employment & Income Support Services	<ul style="list-style-type: none"> a. Identify programs focused on vocational training and certification programs at free or substantially reduced cost. b. Expand veteran involvement in employment and income support services. c. Ensure that SSVF programing offers the services of a SOAR processor to improve system access for veterans trying to secure/restore SSI/SSDI benefits. d. Partner with CareerSource Capital Region and the VET program to assist all veterans seeking employment. 	<ul style="list-style-type: none"> a. Expand participant involvement with employment and income support services. b. Increase number of SOAR processors dedicated to chronic clients, to improve system access for individuals trying to secure/restore SSI/SSDI benefits. c. Increase referrals to WIPA programs to ensure access to work incentive programs. d. Increase referrals to programs offering job readiness and employability training support services (including financial literacy supports) to help individuals access employment programs/efforts. e. Increase number of representative payees available for chronic clients. f. Create training on gaining part time employment and maintaining disability benefits for PSH participants. 	<ul style="list-style-type: none"> a. Expand participant involvement with employment and income support services. b. Ensure case managers serving families are SOAR certified to improve system access for families trying to secure/restore SSI/SSDI benefits. c. Create training on gaining part time employment and maintaining disability benefits for PSH participants. 	<ul style="list-style-type: none"> a. Explore the development of a vocational training program for youth experiencing homelessness. b. Increase number of SOAR processors dedicated to youth, to improve system access for individuals trying to secure/restore SSI/SSDI benefits. c. Build partnerships with local businesses to pair youth with internships and apprenticeships. 	<ul style="list-style-type: none"> a. Increase access to SOAR processors to improve system access for individuals trying to secure/restore SSI/SSDI benefits. b. Expand participant involvement with employment and income support services. c. Create training on gaining part time employment and maintaining disability benefits for PSH participants.

	Veteran Homelessness	Chronic Homelessness	Family & Child Homelessness	Unaccompanied Youth Homelessness	All Other Types of Homelessness
Transportation Assistance	<ul style="list-style-type: none"> a. Increase transportation options for cross county travel (outer counties to Leon for services) when services cannot be delivered in rural counties. b. Encourage public transportation services to allow homeless veterans to receive free or reduced fare bus passes. 	<ul style="list-style-type: none"> a. Continue to collaborate with public transportation services through the partnership with StarMetro to ensure organizations serving the chronically homeless can purchase reduced fare bus passes for clients. b. Provide education on reduced fare bus transportation services options for individuals in PSH programs. 	<ul style="list-style-type: none"> a. Increase transportation options for cross county travel (outer counties to Leon for services) when services cannot be delivered in rural counties. b. Continue to collaborate with public transportation services to ensure homeless services programs can receive vouchers/discounted rates for clients who are homeless. c. Continue partnership with County Schools to provide transportation to and from school through the McKinney Vento Act. 	<ul style="list-style-type: none"> a. Continue to collaborate with public transportation services to ensure homeless services programs can receive vouchers/discounted rates for clients who are homeless. b. Continue partnership with County Schools to provide transportation to and from school through the McKinney Vento Act. c. Increase transportation options for cross county travel (outer counties to Leon for services) when services cannot be delivered in rural counties. 	<ul style="list-style-type: none"> a. Continue to collaborate with public transportation services to ensure homeless services programs can receive vouchers/discounted rates for clients who are homeless. b. Increase free and reduced transportation services options for individuals accessing homeless services and exiting the homeless system of care to permanent housing. c. Increase transportation options cross county travel (outer counties to Leon for services) when services cannot be delivered in rural counties. d. Provide homeless families with education about the McKinney Vento act and accommodations for bus travel to maintain school placements.

	Veteran Homelessness	Chronic Homelessness	Family & Child Homelessness	Unaccompanied Youth Homelessness	All Other Types of Homelessness
Childcare	a. If needed, connect veteran families to various childcare opportunities through set-aside vouchers available through ELC.	a. Ensure chronically homeless families are prioritized for ELC vouchers if requested.	a. Refer homeless households needing childcare to the Early Learning Coalition for vouchers.	a. Connect pregnant youth with childcare options upon birth of child through ELC.	a. Ensure families with minor children have access to childcare vouchers in all 8 counties if they are experiencing homelessness.
Healthcare/Benefits	<p>a. Initiate partnership with health care providers and hospitals and increase collaboration on discharge policy and procedures.</p> <p>b. Identify health care and benefit resources for veterans who do not qualify for veteran's assistance due to dishonorable discharge, etc.</p> <p>c. Connect Veterans with a dishonorable discharge with VA access to Mental Health Services now available.</p> <p>d. Identify need and funding for service ineligible veterans needing temporary respite housing</p>	<p>a. Access Medicaid benefits for those who qualify to cover cost of case management and peer support services among individuals experiencing chronic homelessness.</p> <p>b. Initiate partnership with health care providers and hospitals and increase collaboration on discharge policy and procedures.</p> <p>c. Ensure healthcare supports and services for individuals experiencing chronic homelessness are accessible.</p> <p>d. Ensure behavioral healthcare supports and substance abuse treatment services for individuals experiencing chronic homelessness are available through partnership with providers and the area Managing Entity.</p>	<p>a. Assess how access to Medicaid benefits can be used for case management services among families experiencing homelessness.</p> <p>b. Initiate partnership with health care providers and hospitals and increase collaboration on discharge policy and procedures.</p> <p>c. Ensure healthcare supports and services for families experiencing homelessness are available through partnership with mainstream providers and providers operating in the Kearney Center.</p> <p>d. Work to improve access of families and children without insurance to ongoing behavioral health services.</p>	<p>a. Connect youth experiencing homelessness with managed care plans for education on accessing benefits of health insurance and acquiring health insurance.</p> <p>b. Initiate partnership with health care providers and hospitals and increase collaboration on discharge policy and procedure.</p>	<p>a. Initiate partnership with health care providers and hospitals and increase collaboration on discharge policy and procedure.</p> <p>b. Complete data analysis on need for temporary respite housing to decrease use of emergency departments as primary health care.</p>

	Veteran Homelessness	Chronic Homelessness	Family & Child Homelessness
Education/Advocacy	<ul style="list-style-type: none"> a. Implement PR campaign and Action Plan promoting reaching Functional Zero for Veteran Homelessness by 2024. b. Implement standardized education to clients on budgeting, how to be a good roommate/tenant and life skills needed to retain housing. c. Provide seminars for case managers and clients on fair housing laws through local partner organizations. d. Collaborate with local substance abuse providers to offer education on Harm Reduction for clients with SA issues and housing stability issues. 	<ul style="list-style-type: none"> a. Implement PR campaign and Action Plan promoting reaching Functional Zero for Chronic Homelessness by 2025. b. Conduct Landlord education and engagement to reduce common barriers to housing for individuals with criminal backgrounds, eviction and damage histories c. Implement standardized education to clients on budgeting, how to be a good roommate/tenant and life skills needed to retain housing. d. Collaborate with local substance abuse providers to offer education on Harm Reduction for clients with SA issues and housing stability issues. e. Provide seminars for case managers and clients on fair housing laws through local partner organizations. 	<ul style="list-style-type: none"> a. Provide education at Homeless School on existing prevention of homelessness resources in September each year. b. Implement standardized education to clients on budgeting, how to be a good roommate/tenant and life skills needed to retain housing. c. Provide seminars for case managers and clients on fair housing laws through local partner organizations. d. Collaborate with local substance abuse providers to offer education on Harm Reduction for clients with SA issues and housing stability issues. e. Partner with DCF to offer training on safety practices.

Attachment CE

4) Coordinated Entry

Narrative: Our agency is a local CE access point, and this project will accept referrals exclusively from the CoC's Coordinated Entry System.

Attachment F

Racial Equity

For our most recent operating year our client racial composition is 77% African American, 17% white and 6% Asian, Native American and other. Our total staff is 52% African American, 41% white, and 7% Asian, Native American and other. Our management team is 20% African American and 80% white. While our management team does not currently reflect our racial demographic, we do have members who were formally homeless and those who identify as LGBTQ, which supports diverse perspectives in our client-focused programs.

Our board has recently adopted a formal recruitment process that includes adopting a skills and diversity matrix for board and staff so the entire board agrees on the types of diverse members needed, and is thoughtful in recruiting board and staff for specific demographics, skills, as well as for specific interests that align with our core mission and client demographic. Our HR staff complete this matrix quarterly to evaluate internal staffing and board governance committee reviews and prioritizes staff and management diversity. As there is turnover in our management team and full staff, we will have purposeful recruitment and intentional, targeted hiring to have leadership more closely reflect our client racial demographic. One specific step is the requirement that for every leadership position hired, one of the top 3 finalists will be a candidate that adds diversity and gets our leadership team closer to the client demographic.

Attachment G

D.8) Housing First

Narrative: Our agency adheres to the tenants of Housing First in all ways. This project will not mandate client participation in services either before obtaining housing or in order to retain housing. See excerpts from our current Home Plate PSH program P&P manual in Attachment G. This program will operate with the same P&Ps.

**Excerpt from Home Plate Policies & Procedures:
D.Housing First/Low Barrier**

Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment, or service participation requirements.

Low Barrier Housing is housing, where a minimum number of expectations are placed on people who wish to exit homelessness and enter permanent housing. The aim is to have as few barriers as possible.

Home Plate program adheres to the following core features of Housing First and Low Barrier program operation:

1. Few to no programmatic preconditions – A participant referred to Home Plate is accepted and offered permanent housing (rental or leased apartments or dwellings) without any requirement of agreeing to any programmatic preconditions, such as a demonstration of sobriety, completion of alcohol or drug treatment, or compliance with a treatment regimen.
2. Low barrier admission – Home Plate admission is low-barrier and prioritizes those facing the most significant barriers to housing. Home Plate accepts referrals from the BBCoC Coordinated Entry System (CES) and abides by the CES' policies and procedures. Our CES policies prioritize

people into Home Plate who have been homeless the longest, have the highest service needs (as evidenced by vulnerability assessments and/or high utilization of crisis services), and/or face the greatest barriers to housing (such as no or very low income, poor rental history, past evictions, or criminal histories).

3. Rapid and streamlined entry into housing – Home Plate coordinates with street outreach workers, shelter case managers, and program participants to move each participant into housing as quickly as possible. Home Plate also work to ensure fully informed choice based on apartments and dwellings available at the time. Voluntary supportive service delivery – Home Plate supportive services include help with living skills, links to healthcare, and guidance accessing resources such as food, clothes, food stamps, and other essential goods and services. It also includes providing information about mental health, dental, and substance abuse services available in the community. All of these services are voluntary and proactively offered to help tenants achieve and maintain their goals, and first and foremost, their housing stability. Supportive services are offered in a person-centered, trauma-informed, and non-judgmental manner, using harm reduction principals and motivational interviewing techniques.
4. Tenants have full rights, responsibilities, and legal protections – Home Plate helps people experiencing homelessness achieve long-term housing stability in permanent housing. Permanent housing is defined as housing where tenants have subleases or occupancy agreements that confer the full rights, responsibilities, and legal protections under Federal, state, and local housing laws. Home Plate educates participants about their rights and responsibilities as tenants under the lease, the occupancy agreement, and state law. Home Plate assists participants with landlord discussions and negotiations and encourages them to exercise their full legal rights and responsibilities.
5. Sole Requirement for Entering or Maintaining a PSH

Placement - Home Plate requires that eligible participants entering or maintaining their enrolled status within Home Plate be willing to cooperate with Home Plate only to the extent necessary to maintain their responsibilities under the Occupancy Agreement executed between the participant and the Home Plate program.

6. Practices and policies to prevent lease violations and evictions – Home Plate makes every effort to neutralize the threat of eviction and prevent threatened eviction of program participants. Strategies to prevent eviction include rehousing participants to units owned by other participating landlords mid- lease, assisting participants in negotiations with landlords, and educating participants about their rights and responsibilities.
7. Participant Payment of Income-Based Rental Portions – Home Plate attempts to collect the rental portion due to the Big Bend Homeless Coalition from participants who have income and have agreed to pay a rental portion that has been calculated based on their income. This revenue is used to pay the utilities of participants with zero income and to cover other allowable costs. However, Home Plate does not terminate individuals from the program for failure to pay.
8. No Designated Length of Stay – Home Plate provides participants with housing and access to supportive services without a designated length of stay.

Attachment Health: Coordination with Healthcare Organization

This program will accept those who are medically vulnerable and in need of healthcare services and coordination. This request funds a healthcare navigator to work directly with program participants to access local healthcare, build relationships with local healthcare providers, and coordinate services to improve access and care.

Attachment H
PSH Staffing Plan

This PSH plan implements the best practice of having supportive services and housing administration *separated* yet closely coordinated. We follow the guidance of CSH Technical Assistance and have our staff organized accordingly.

1. Chief Operating Officer – Bret Oglesby – Functions as HomePlate Director
 - a. Case Manager – To be hired - works 3/4 time in program.
 - b. Health Care Navigator – To be hired - works full time time in program.
2. Director of Housing Administration – Alicia Gibson - works 1/4 time in

Program
All duties are outlines in the enclosed job descriptions.

Administrative Support

1. Executive Director –Holly Bernardo
2. CEO – Jahan Mohmen
 - a. And additional staff within Finance Team.

**BIG BEND HOMELESS COALITION
JOB DESCRIPTION**

Chief Financial Officer

The Chief Finance Officer is responsible for oversight of the financial affairs of the agency following sound financial principles, fund accounting, and federal, state, and local government regulations. This position makes recommendations on the establishment of primary economic objectives and policies. The CFO directs accounting staff in preparing monthly financial statements, budgets, and financial forecasts. This position is also primarily responsible for establishing lines of credit, directing activities concerned with internal controls, accounting for properties, assets, and securities, and the management information systems. This position has oversight of administrative facilities, risk management, and all other administrative functions of the Big Bend Homeless Coalition.

DUTIES AND RESPONSIBILITIES:

1. Provides oversight to financial and administrative staff to ensure financial records and information management systems are kept in compliance with BBHC Accounting Policies, GAAP, applicable OMB Circulars and regulations, and state, federal, local, and private grant requirements.
2. Monitors of actual income and expenditures relative to the budget, applicable OMB Circulars and regulations, and state, federal, local, and private grant requirements.
3. Directs the BBHC's competitive procurement of financial services such as annual audits, and administrative, human resource, and other services such as employee benefits, insurance, IT, vehicle leasing and facility maintenance.
4. Directs the preparation of reports that outline the Big Bend Homeless Coalition's financial position.
5. Directs the preparation of grant reports and reimbursement requests for grants and contracts.
6. Prepares financial sections of grant applications.
7. Ensures effective management of accounts payable and accounts receivable.
8. Prepares, files, and ensures proper storage of governing documents.
9. Assists with the preparation and filing to ensure proper storage of all contracts, including contracts between the BBHC and its subrecipients.

10. Prepares all financial information required for federal, state, and local grant applications, contract monitoring, and grant monitoring.
11. Directs payroll and payroll-related filings, reports, and payments.
12. Assists with the design and implementation of required subrecipient monitoring.
13. Directs the budget preparation processes, procedures, and requests to identify areas in which reductions can be made. Manages and reviews program budgeting. Allocates operating budgets.
14. Ensures that proper internal controls are in place to safeguard the property and assets of the agency.
15. Develops and directs operational procedures to ensure optimum efficiency, and reduced costs.
16. Ensure that BBHC management information systems (not including HMIS) are functioning and being used in accordance with established policies and procedures.
17. Works closely with Directors to review budgets and other services, accounting policies and procedures, or other appropriate topics.
18. Attends Board of Directors meetings and Finance Committee meetings to present monthly financial reports. Attends other Committee meetings as necessary to discuss policy recommendations and other items as deemed appropriate. Works directly with the Executive Director and Board Treasurer.
20. Manages the BBHC's administrative facilities at John Knox Rd. and Pensacola St.
21. Develops, monitors, and modifies specific work assignments for administrative services staff to ensure efficient administrative and financial operations while moving operation forward with technologically and other improvements.

Skills and Qualifications:

1. Bachelor's degree in accounting or business administration, and at least ten years of related executive management experience.
2. Knowledge of Generally Accepted Accounting Principles. Working knowledge of federal OMB Regulations.
3. Knowledge of state and federal laws relating to personnel regulation, business practices and accounting principles.

4. Proven oral and written communication skills. Ability to read, write and speak fluently and communicate effectively in English, including a working knowledge of correct grammar, punctuation, spelling, and sentence structure.
5. Sound professional judgment and interpersonal skills, which will allow the employee to maintain productive working relationships with all staff members and to work in an interdisciplinary team with other professionals.
6. Highly organized and possesses the ability to manage multiple priorities, meet deadlines, and maintain accurate records.
7. Sensitivity to persons who have experienced homelessness, including people with disabilities.
8. Experience working with and sensitivity to persons from multi-ethnic communities.
9. Strong computer skills to include fluency in MS Word, MS Excel, MS Outlook, management information systems, and accounting programs.

SUPERVISORY RESPONSIBILITY:

- Finance and HR Manager
- Finance Specialists
- Administrative Assistants
- Other full time, part-time, or temporary administrative staff

SUPERVISED BY:

1. CEO

BIG BEND HOMELESS COALITION

Director of Housing Administration

Full Time/Exempt

POSITION SUMMARY: The Role of the Director of Housing Administration is to ensure the provision of tenant -centered, accessible, coordinated, integrated, and sustainable housing services to participants the Big Bend Homeless Coalition's Permanent Supportive Housing Programs.

This position is responsible for meeting grant deliverables related to the housing commitments of each program. This position ensures that the housing administration policies, procedures, and practices comport with grant requirements and best practices. This position also ensures that housing services policies, procedures, and practices comply with requirements. This position coordinates internally with Chief Operating Officer Director of Finance and Administration as part of the BBHC's overall housing team .

DOHA assists in donation solicitation, and departmental strategic planning as needed, as well as participation in appropriate agency and team meetings; securing and monitoring vendor services and contracts and other duties as assigned by the Chief Operating Officer.

QUALIFICATIONS:

- Bachelor 's Degree in Social Work, Rehabilitation Services, or Counseling and five years of human services experience.
- Field experience or work with clients with mental health, substance abuse, or other disabilities preferred.
- Demonstrated experience working effectively with homeless, marginalized, or underserved populations.
- Demonstrated commitment to the mission and values of the Big Bend Homeless Coalition.
- Ability to measure outcomes and meet grant deliverables for the housing services provided in these programs.
- Capable of assisting in fundraising activities, donation solicitation, and departmental strategic planning as needed.
- Proven ability to work independently and as a team player.
- Should possess a working knowledge of proper meeting etiquette as it relates to interdepartmental meetings and community forums.

SKILLS REQUIRED:

- Extensive skills in staff supervision and management
- Program administration and management
- Excellent interpersonal and customer service skills
- Effective written and verbal communication skills
- Ability to manage crises
- Ability to compile and analyze statistical data
- Ability to work productively with a diverse population
- Excellent skills in grants compliance, management, and reporting
- Effective organizational, time management, and project management skills
- Excellent skills in Microsoft Word, Office, Excel, and Internet
- Ability to work independently
- Ability to work accurately with attention to detail
- Ability to advocate

PHYSICAL/MENTAL DEMANDS AND WORKING CONDITIONS:

- Transportation and valid Florida driver's license
- Physically able to work in a fast-paced, multitasked environment
- Must be able to lift 35 pounds, work in extreme temperatures, and intercede in the event of a crisis.
- Must be able to work various shifts as required, including on-call and weekend work
- Ability to travel
- Must be able to sit or stand to use a computer for extended periods
- Must be available to work some evenings and weekends, if needed, and be on call as needed

SUPERVISED BY: Chief Operation Officer

BIG BEND HOMELESS COALITION

Chief Operating Officer (Permanent Housing role)

Full Time/Exempt

POSITION SUMMARY: The Role of the Chief Operating Officer as pertains to Permanent Supportive Housing is to ensure the provision of tenant centered, accessible, coordinated, integrated, and sustainable supportive services to residents of the Big Bend Homeless Coalition's Permanent Supportive Housing programs.

Supportive services are services designed to provide program participants the opportunity to stay housed, improve their physical and mental health, increase their income and employment, and have social and community connections.

This position is responsible for meeting grant deliverables, compliance, and smooth operations of Permanent Supportive Housing programs. This position directly supervises the work of Case Managers, Director of Housing Administration, and other staff involved in the provision of supportive services. This position ensures that the permanent housing supportive services policies, procedures, and practices comport with grant requirements and best practices. This position also ensures that permanent housing supportive services policies, procedures, and practices comply with Coe requirements. This position works cooperatively with other community agencies to bring additional resources to program residents and serves as an advocate against systemic barriers to homelessness. This position also coordinates with the Director of Property Management of Permanent Housing and the Director of Finance and Administration as part of the BBHC's overall supportive housing management team.

QUALIFICATIONS:

- Masters Degree in Social Work, Rehabilitation Services, or Counseling and five years of human services experience. LCSW or on track for LCSW preferred.
- Field experience or work with clients with mental health, substance abuse, or other disabilities preferred.
- At least three years of supervisory experience.
- Demonstrated experience working effectively with homeless and/or marginalized or underserved populations.
- Commitment to the mission and values of the Big Bend Homeless Coalition.

- Commitment to fostering professional working relationships with colleagues, clients and volunteers.

DUTIES AND RESPONSIBILITIES:

- Directs, supervises, and evaluates work activities of Director of Housing Administration
- Works in the field providing direction as needed to ensure reasonable caseloads, adequate supervision, and quality services.
- Directs recruitment, hiring, and initial and ongoing training of Permanent Housing Support Services team members.
- Works in partnership with community agencies to expand the continuum of care for clients, and to reduce internal and external barriers to independence for homeless clients.
- Works in partnership with BBHC's CEO and CFO to help ensure the overall sustainability of the BBHC's Permanent Supportive Housing program and that housing units remain in good condition and receive any needed maintenance.
- Develops and monitors provision of care using the Individual Service Plan model, emphasizing recovery from homelessness by addressing the clients' housing, health and financial goals, and barriers to achieving those goals..
- Develops, revises and implements policies and procedures for Permanent Housing Supportive Services.
- Works closely with other BBHC teams to ensure collaboration and mission-focused services to clients.
- Represents the program in the community.
- Provides information to CEO and Board of Directors and attends meetings as needed.
- Responsible for grant writing and reporting for Permanent Housing programs.

- Responsible for measuring outcomes and meeting grant deliverables for the supportive services provided in Permanent Housing programs.
- Responsible for departmental strategic planning
- Participate in appropriate agency and team meetings.
- All other duties as assigned.

SKILLS REQUIRED:

- Extensive skills in staff supervision and management
- Program administration and management
- Excellent interpersonal and customer service skills
- Effective written and verbal communication skills
- Ability to manage crisis situations
- Ability to compile and analyze statistical data
- Ability to work productively with a diverse population
- Excellent skills in grants compliance, management, and reporting
- Effective organizational, time management, and project management skills
- Excellent skills in Microsoft Word, Office, Excel, and Internet
- Ability to work independently
- Ability to work accurately with attention to detail

PHYSICAL/MENTAL DEMANDS AND WORKING CONDITIONS:

- Transportation and valid Florida driver's license
- Physically able to work in a fast paced multitasked environment
- Must be able to lift 35 pounds, work in extreme temperatures, and intercede in the event of a crisis situation.
- Must be able to work various shifts as required, including on call and weekend work
- Ability to travel
- Must be able to sit or stand to use a computer for extended periods of time
- Must be available to work some evenings and weekends, if needed, and be on call as needed

SUPERVISED BY: CEO

SUPERVISORY RESPONSIBILITIES:

- Case Managers

- DOHA

Big Bend Homeless Coalition

Permanent Supportive Housing

Case Manager

Status: Full Time/Exempt

Position Summary: The role of the Home Plate Case Manager is to utilize agency and community resources to offer clients the opportunity to achieve lasting recovery from homelessness. This position promotes clients' achievement of stable housing, self-sufficiency, and increased self-determination by providing concrete pathways that will assist them in reaching their housing, health, and financial outcomes. In addition, this position addresses individual needs for transportation, employment, medical/mental health/recovery issues and assists clients through the application process for available resources. This position works cooperatively with other community agencies to find additional resources for their clients and serve as advocates against systemic barriers to homelessness. As the clients' most personal and direct staff contact, this position interacts with clients in a way that fosters health, mutual respect, clear communication, and positive self-regard.

Qualifications and Skills:

1. Master's degree preferred (social work, psychology, or a counseling profession), experience acceptable
2. Two years of human services experience
3. Demonstrated capacity in providing direct services, preferably case management, to homeless or **marginalized** or underserved populations.
4. Commitment to fostering professional working relationships with colleagues, clients, and volunteers.
5. First Aid and CPR certifications (within 30 days of hire).
6. Excellent interpersonal and customer service skills.
7. Effective written and verbal communication skills.
8. Strong computer literacy skills (Microsoft Word, Office, Excel and Internet).
9. Ability to manage crisis situations.

Essential Functions:

1. Work directly with new clients who are entering permanent housing to ensure a smooth transition into housing.
2. Conduct assessments to identify basic needs and supportive services needs.
3. Ensure linkages to basic needs items and ongoing supportive services.
4. Provide **case** management with residents, including but not limited to ongoing assessment and **goal** setting, supportive counseling, crisis intervention, referrals to community resources, linking and supporting as needed to help clients maintain their housing and increase their self-sufficiency.
5. Apply Housing First principles to work with clients.
6. Perform or ensure regular home visits to each of the program participants as directed.
7. Complete the Initial Assessment with new clients within 30 days of their program entry.
8. Develop and annually update an Individualized Service Plan (ISP) with the client within 30 days of their entry. The ISP will include goals which focus on housing stability, increased skills and increased self-determination, to help remove barriers to housing and self-sufficiency and is based on a "strengths perspective," which focuses on assets and opportunities, rather than deficits.
9. Increase clients' awareness of available services applicable to individual needs and assist them in accessing those resources in a way which encourages personal responsibility and self-sufficiency.
10. Assist Director with entering all HMIS data at entry and exit, as well as any required updates.
11. Maintain all charts and records according to established standards, including use of the Homeless Management Information System.
12. Document contacts with clients by entering progress notes in HMIS in a timely fashion, usually within a week.
13. Develop mutually beneficial working relationships with Home Plate staff, to support residents in reaching their housing, health, and financial goals.
14. Work cooperatively with other community agencies to find additional resources for residents.
15. Support Social Work interns as assigned.
16. Conduct Case Conferences, as needed, in partnership with the client, families, HP Team staff, and outside agency staff involved in the client's services.
17. Participate in quality assurance activities such as peer chart reviews, monthly reports, and time studies, as requested.
18. Participate in staff meetings, in-service training, agency events, and workshops,
19. All other duties as assigned.

1. Must be able to lift: 35 pounds and work in- extreme temperatures.
2. Transportation and valid Florida Driver's License.
3. Physically able to work in a fast-paced multitasked environment.
4. Will require nights and weekend work occasionally as needed.

SU-PERVISED BY: COO

Job description

BIG BEND HOMELESS COALITION

Healthcare Navigator/SOAR Specialist

We are looking for an experienced social worker to provide healthcare navigation and SOAR services to formerly unsheltered individuals in our PSH program. This position is responsible for assisting with health care enrollment, helping gain access to appointments, identifying barriers to health care goals, helping with transportation to health care appointments, encouraging communication with health care providers, and ensuring coordination of care.

SSI/SSDI Outreach, Access, and Recovery (SOAR) is a model that helps individuals experiencing or at-risk for homelessness who have mental illness or a co-occurring substance use disorder or other medical impairments apply for Social Security disability benefits. This position is also responsible for providing SOAR support to help Veterans obtain SSI/SSDI.

A successful candidate will not only fulfill qualifications and demonstrate required skills, but also bring a trauma-informed awareness to our strength-based organization. An exceptional ability to use de-escalation and conflict resolution skills is required along with a value for diversity, a willingness to self-assess, and the capacity to adapt to diversity and context.

General Description: To provide healthcare navigation and SOAR services to formerly unsheltered PSH program participants with the primary objective of assisting participants in securing steady income and health insurance benefits in conjunction with navigating various health care systems and linking participants to vital community resources.

This position is responsible for:

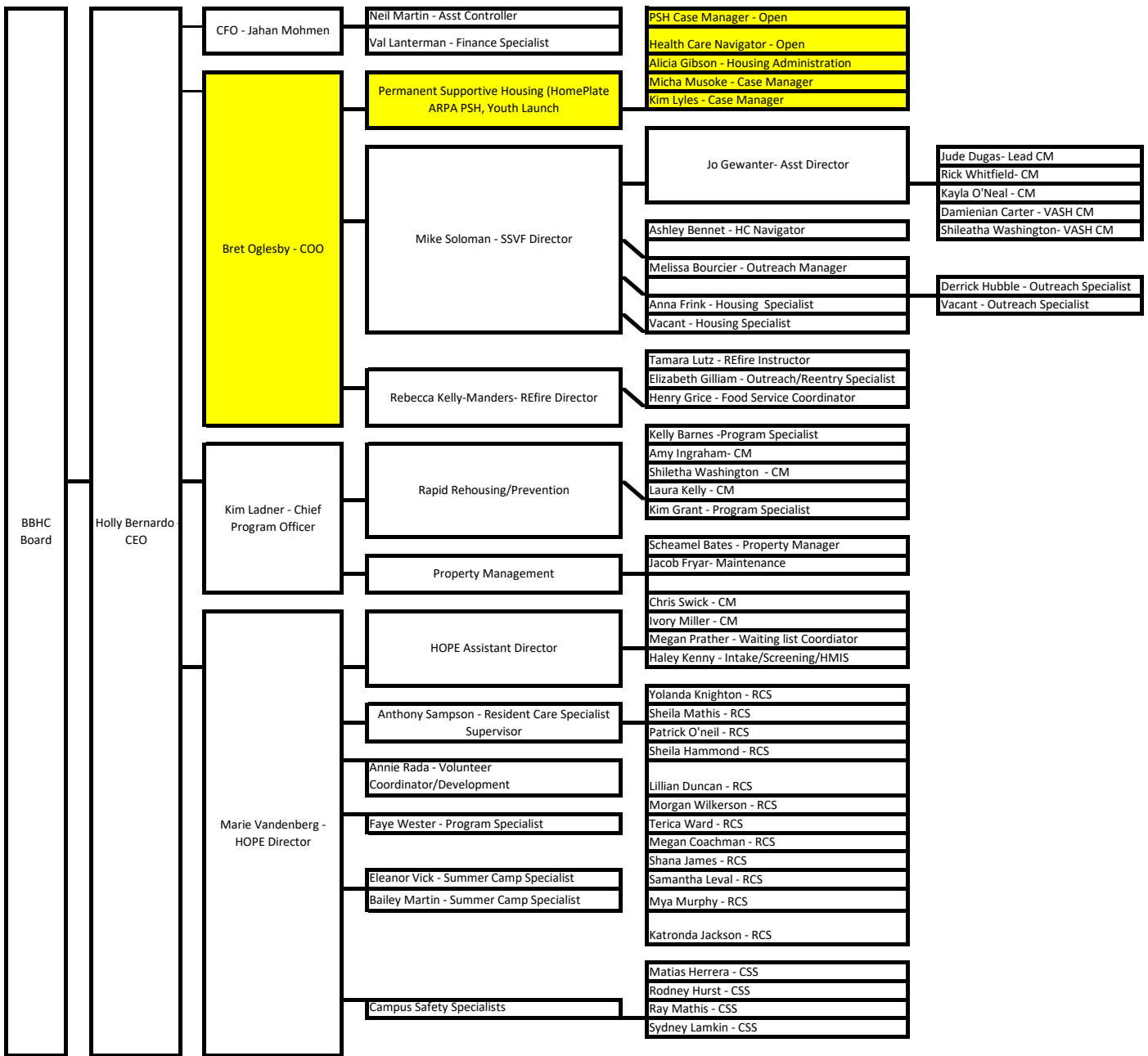
- Improving patient access to care
- Helping identify barriers to adhering to recommended health care plans
- Assisting in understanding and communicating with providers to make informed decisions about health care
- Supporting and encouraging participants to discuss questions about medication or treatment goals with providers
- Problem-solving barriers to care (such as transportation and childcare)

- Providing education or create linkages to learn about wellness-related topics (may include providing pamphlets or other literature on smoking cessation, diabetes management, exercise)
- Linking to support groups or other programs in the community to support their health goals
- Assisting those who may have barriers to accessing care or keeping health care appointments, lack of transportation or childcare, for example
- Providing education about available health-related resources and benefits
- Assisting with specific health care needs such as cancer or other chronic illnesses (such as Substance Use Disorder, Major Depressive Disorder, PTSD, and Cardiovascular Disease.)
- Decreasing no show rates and increasing health screenings in healthcare systems
- Helping to gather documentation and complete paperwork required for enrollment in healthcare plans
- Following up on enrollment progress to ensure that the client is enrolled in community health care services
- Helping get access to appointments when needed
- Supporting clients in identifying health care needs
- Working collaboratively with health care teams to facilitate access to care
- Assisting clients in utilizing available services including preventative health care
- Communicating with clients and health care teams about appointments
- Work with the case managers to identify candidates for SOAR
- Initiate paperwork with clients by filing initial documentation of representation with SSA office
- Complete interviews with clients to gather information to complete SSI/SSDI applications
- Gather medical records and other information to complete SSI/SSDI applications
- Write SOAR Medical Summary Reports for applications
- Accompany clients to appointments at the Social Security Administration

- Coordinate visits to medical doctors, psychiatrists, and other specialists to obtain evidence for SSA case
- Provide crisis intervention as needed
- **Working Conditions:** The position may require travel to rural communities' of the Big Bend, including but not limited to Gadsden, Wakulla, Liberty, and Franklin Counties, and occasionally requires working outside of regular 9-5 work hours.
- **Qualifications and Skills:**
 - Education in a human service field preferred, experience can substitute for education.
 - Excellent interpersonal skills and demonstrated ability to work with marginalized or underserved client populations, such as persons experiencing homelessness
 - Knowledge of community resources and ability to foster working relationships with colleagues, clients, and community agencies
 - High level of professionalism and ability to work independently
 - Strong organizational, time management and communication skills
 - Computer proficient
 - Excellent interpersonal skills, including the ability to manage crises

Schedule:

Big Bend Homeless Coalition - Organizational Chart (As of 8/25/2022)



Below are the P&Ps for our current PSH program for chronically homeless. Our unsheltered homeless program will follow the same basic guidelines but will be updated to reflect different eligibility since this program will serve the more general population of unsheltered homeless and not restricted to the specific definition of chronic homelessness. The same documentation of eligibility process will apply, with completed applications documenting unsheltered homeless status coming through Coordinated Entry referral.

ATTACHMENT J



Home Plate

Permanent Supportive Housing

Program Policies and Procedures

Contents

A.	Purpose of the Manual.....	3
B.	Housing Management.....	3
C.	Supportive Services.....	4
D.	Housing First/Low Barrier	5
E.	Home Plate Eligibility Criteria and Intake Procedures for Verifying Eligibility.....	7
F.	Homeless Definitions	8
G.	Documentation Requirements for Chronic Homelessness	10
H.	Disability Definition.....	11
I.	Disability Documentation Requirements.....	11
J.	Coordinated Entry Case Staffing Meetings for Individuals.....	12
K.	Utilization Management and Program Sustainability	12
L.	Accepting Referrals, Removing Barriers, and Providing Program Orientation	12
M.	Assessment of Service Needs.....	13
N.	Supportive Services.....	14
O.	Interim Reviews and Income Recertifications	15
P.	Housing Stability, Problem Solving, Addressing Lease Violations, and Rehousing	15
Q.	Payment of Leases, Ongoing Administration, and HMIS.....	15
R.	File Documentation Requirements.....	16

A. Purpose of the Manual

Home Plate is authorized by the McKinney-Vento Homeless Assistance Act, As Amended by S.896 Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009.

The regulatory implementation of the CoC Program is achieved through the CoC Program Interim Rule found at 24 CFR 578. Subpart D describes the Program Components and Eligible Costs of Leasing, Supportive Services, Operating, and Project administrative costs. Subpart F contains the regulations governing termination of assistance, use of program income, and Fair Housing and Equal Opportunity.

The purpose of this Manual is to document Home Plate policies, procedures, and practices **not already** outlined in the following:

1. The HEARTH Act
2. The CoC Program Interim Rule
3. CoC Permanent Supportive Housing Requirements as outlined in the HUD Community Planning and Development Monitoring Handbook available at Exhibit 29-7
https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.2
4. Homeless and At-Risk Determinations/Recordkeeping Requirements as outlined in the HUD Community Planning and Development Monitoring Handbook available at Exhibit 29-1
https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.2
5. Big Bend CoC's Coordinated Entry Policies and Procedures and related MOUs
6. Big Bend Homeless Coalition Personnel Policies and Procedures
7. Big Bend Homeless Coalition Accounting Policies and Procedures

B. Housing Management

Housing management refers to the set of services concerned with connecting tenants to housing in the private rental market, making rental payments for units that the organization may lease directly from a landlord, and in some cases, receiving tenant rent payments. Housing Management staff serve as Home Plate's

ongoing landlord liaison and have a distinct role from Home Plate's supportive services staff.

Home Plate's Housing Management staff are the Director of Housing Administration and Program Specialist.

Home Plate's Housing Management services are:

1. Tenant-Centered: Staff educates tenants on their rights and responsibilities as leaseholders, actively soliciting tenant feedback.
2. Accessible: Tenants move into housing quickly, and the process accommodates their varying backgrounds and cultural needs.
3. Coordinated: Staff works closely with supportive service staff and landlords to ensure tenants sustain stable housing.
4. Integrated: All tenants are offered a choice of housing unit and have a lease identical to tenants not in supportive housing.
5. Sustainable: While respecting tenant rights and privacy, staff regularly checks to ensure that the unit remains in good condition and receives any needed maintenance. Housing management also ensures that Home Plate has sufficient program income from participant rental payments to pay the utilities of participants who do not yet have income.

C. Supportive Services

Supportive services are critical to the quality and success of Home Plate. Every program participant should have access to a comprehensive package of support services to help them use stable housing as a platform for individual health, recovery and personal growth. These services may be provided by Home Plate or a collaborating organization. Home Plate ensures that participants can access needed services on an ongoing basis. Home Plate's Supportive Services are:

1. Tenant-Centered: Services are voluntary, customized, and comprehensive, reflecting the needs of all participants.
2. Accessible: Staff actively works to ensure that tenants are aware of available services, which are at convenient hours and locations.
3. Coordinated: Home Plate has established connections to mainstream and community-based resources.
4. Integrated: Staff supports tenants in developing and strengthening connections

to their community.

5. Sustainable: Home Plate works to secure funding that is sufficient to provide services to tenants on an ongoing basis and flexible enough to address changing tenant needs.

D. Housing First/Low Barrier

Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment, or service participation requirements.

Low Barrier Housing is housing, where a minimum number of expectations are placed on people who wish to exit homelessness and enter permanent housing. The aim is to have as few barriers as possible.

Home Plate program adheres to the following core features of Housing First and Low Barrier program operation:

1. Few to no programmatic preconditions – A participant referred to Home Plate is accepted and offered permanent housing (rental or leased apartments or dwellings) without any requirement of agreeing to any programmatic preconditions, such as a demonstration of sobriety, completion of alcohol or drug treatment, or compliance with a treatment regimen.
2. Low barrier admission – Home Plate admission is low-barrier and prioritizes those facing the most significant barriers to housing. Home Plate accepts referrals from the BBCoC Coordinated Entry System (CES) and abides by the CES' policies and procedures. Our CES policies prioritize people into Home Plate who have been homeless the longest, have the highest service needs (as evidenced by vulnerability assessments and/or high utilization of crisis services), and/or face the greatest barriers to housing (such as no or very low income, poor rental history, past evictions, or criminal histories).
3. Rapid and streamlined entry into housing – Home Plate coordinates with street outreach workers, shelter case managers, and program participants to move each participant into housing as quickly as possible. Home Plate also work to ensure fully informed choice based on apartments and dwellings available at the time.

4. Voluntary supportive service delivery – Home Plate supportive services include help with living skills, links to healthcare, and guidance accessing resources such as food, clothes, food stamps, and other essential goods and services. It also includes providing information about mental health, dental, and substance abuse services available in the community. All of these services are voluntary and proactively offered to help tenants achieve and maintain their goals, and first and foremost, their housing stability. Supportive services are offered in a person-centered, trauma-informed, and non-judgmental manner, using harm reduction principals and motivational interviewing techniques.
5. Tenants have full rights, responsibilities, and legal protections – Home Plate helps people experiencing homelessness achieve long-term housing stability in permanent housing. Permanent housing is defined as housing where tenants have subleases or occupancy agreements that confer the full rights, responsibilities, and legal protections under Federal, state, and local housing laws. Home Plate educates participants about their rights and responsibilities as tenants under the lease, the occupancy agreement, and state law. Home Plate assists participants with landlord discussions and negotiations and encourages them to exercise their full legal rights and responsibilities.
6. Sole Requirement for Entering or Maintaining a PSH Placement - Home Plate requires that eligible participants entering or maintaining their enrolled status within Home Plate be willing to cooperate with Home Plate only to the extent necessary to maintain their responsibilities under the Occupancy Agreement executed between the participant and the Home Plate program.
7. Practices and policies to prevent lease violations and evictions – Home Plate makes every effort to neutralize the threat of eviction and prevent threatened eviction of program participants. Strategies to prevent eviction include rehousing participants to units owned by other participating landlords mid-lease, assisting participants in negotiations with landlords, and educating participants about their rights and responsibilities.
8. Participant Payment of Income-Based Rental Portions – Home Plate attempts to collect the rental portion due to the Big Bend Homeless Coalition from participants who have income and have agreed to pay a rental portion that has been calculated based on their income. This revenue is used to pay the utilities of participants with zero income and to cover other allowable costs. However, Home Plate does not terminate individuals from the program for failure to pay.
9. No Designated Length of Stay – Home Plate provides participants with housing and access to supportive services without a designated length of stay.

E. Home Plate Eligibility Criteria and Intake Procedures for Verifying Eligibility

1. Home Plate Receives Referral - Home Plate receives its referrals from the Big Bend Continuum of Care (CoC) Coordinated Entry (CE) via the Homeless Management Information System (HMIS).
2. Confirmation of Homeless Status:
 - a) The documents that establish homeless status are generally available in HMIS when the CoC CE staff refer an individual to Home Plate.
 - b) The Director of Housing Administration will print available documentation and review it to determine whether it adequately establishes homelessness per CoC Interim Rule and Final CoC Chronic Definition Rule (see relevant excerpts below).
 - c) For purposes of evidence of homelessness, the order of priority for documentation is (1) third-party documentation; (2) intake worker observations; and (3) self-certification. See HUD Guidance below for details.
 - d) The Director of Housing Administration will meet with the referred individual to become acquainted and initiate service planning. If necessary, the Director of Housing Administration will also initiate the process of gathering missing homeless status documentation so that homelessness is verified before moving forward.
3. Confirmation of Disability:
 - a) The documents that establish disability are generally available in HMIS when the CoC CE staff refer an individual to Home Plate.
 - b) The Director of Housing Administration will print available documentation and review it to determine whether it adequately establishes disability per CoC Interim Rule (see relevant excerpts below).
 - c) The Case Manager will meet with the referred individual to become acquainted and initiate service planning. If necessary, the Case Manager will also assist with gathering missing disability documentation so that disability is verified before moving forward.
4. Enrollment - Once homelessness status and disability are confirmed, the Director of Housing Administration will notify the Case Manager and make suggestions, if any, regarding housing needs.
5. Housing Process – The Director of Housing Administration will:
 - a) Ensure that the Home Plate Policies Handbook has been provided and explained to the new Participant. They will also secure a signature on the document.
 - b) Assist with locating and inspecting housing.

- c) Perform the initial income calculation and prepare the initial Occupancy Agreement outlining rental contribution and other requirements.
- d) Review the lease between the BBHC and the landlord with the participant and provide a copy.
- e) Ensure that a current Release of Information is signed and on file
- f) Request payment to the landlord for the unit selected for the new Participant.
- g) Enter a note into HMIS to document the specific housing secured, tenant portion due, and any outstanding documents/signatures that Supportive Services staff can assist with gathering.
- h) Notify the Case Manager when and where the individual will be housed.

F. Homeless Definitions

As outlined in the CoC Interim Rule:

Homeless means:

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low income individuals); or
 - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- (2) An individual or family who will imminently lose their primary nighttime residence provided that:

- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
- (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act;
 - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
 - (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- (4) Any individual or family who:
- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - (ii) Has no other residence; and

- (iii) Lacks the resources or support networks, *e.g.*, family, friends, and faith-based or other social networks, to obtain other permanent housing.

Chronically homeless means:

- (1) An individual who:
 - (i) Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
 - (ii) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; and
 - (iii) Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability; or
- (2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility.

G. Documentation Requirements for Chronic Homelessness

1. The requirements for documenting **chronic homelessness** is evidenced by the following and in the following order of priority or preference:
 - a) a written referral by another housing or service provider;
 - b) a printed record from HMIS or a comparable database used by a victim service or legal service provider;
 - c) a written observation by an outreach worker of the conditions where the individual or family was living; or
 - d) a written certification by the individual or head of household seeking assistance.
2. Per HUD Guidance, when documenting duration of homelessness, either continuous period of homelessness or number of occasions, there are

limitations on the extent a period can be documented solely through self-report:

- a) To document 12 months of continuous homelessness, only 3 months can be documented via self-report. So at least 9 months of the 1-year period must be documented by one of the following: (1) HMIS data, (2), a written referral, or (3) a written observation by an outreach worker. To document at least four distinct occasions of homelessness, at least three of the occasions must be documented in the same manner. Up to 3 months for continuous or one occasion for occasional may be documented via self-report from the person seeking assistance.
 - b) In extremely rare circumstances, a self-report may be accepted for the entire period when third-party evidence cannot be obtained. When such cases present, the intake worker must obtain a certification from the individual or head of household seeking assistance, and document all efforts made to obtain third-party documentation. The intake worker must also document the severity of the household's living situation. An example of where this might occur is where an individual has been homeless and living in a place not meant for human habitation in a secluded area for more than 1 year and has not had any contact with the homelessness assistance system during that entire period.
3. The requirements for documenting homelessness of a **participant who was also in an institution for 90 days or less** are all of A plus the following:
- a) discharge paperwork or written or oral referral from a social worker, case manager, or other appropriate official of the institution, stating the beginning and end dates of the time residing in the institution, or
 - b) a written record of the intake worker's due diligence in attempting to obtain the information above and a written certification by the individual seeking assistance that stated he or she is exiting (or has just exited) the institution where he or she resided for 90 days or less.

H. Disability Definition

Any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

I. Disability Documentation Requirements

Written verification of the disability from a professional licensed by the state to diagnose and treat the disability and his or her certification that the disability is

expected to be long continuing or of indefinite duration and substantially impedes the individual's ability to live independently;

- a) written verification from the Social Security Administration;
- b) the receipt of a disability check (e.g., Social Security Disability Insurance check or Veteran Disability Compensation);
- c) intake staff-recorded observation of disability that, no later than 45 days of the application for assistance, is confirmed and accompanied by evidence in paragraph (c)(1), (2), (3), or (4) of this section; or
- d) other documentation approved by HUD.

J. Coordinated Entry Case Staffing Meetings for Individuals

1. The Home Plate Director of Housing Administration and the Director of Permanent Housing Supportive Services must attend Coordinated Entry Case Staffing Meetings for Individuals.
2. Coordinated Entry Case Staffing meetings are when Home Plate learns about individuals who have been identified as being in need of housing and who may be referred to the project for housing and supportive services.
3. CoC staff prioritize the individuals on the By Name List according to our CoC's Coordinated Entry Policies and Procedures.

K. Utilization Management and Program Sustainability

1. The Home Plate team must review our capacity to accept new referrals weekly.
2. Home Plate must strive to achieve the highest possible utilization while maintaining quality and sustaining sufficient program income to cover the utilities of participants with no income.
3. The Director of Housing Administration emails the CoC to notify them about our capacity to accept new referrals at least once a month.
4. The Director of Housing Administration also notifies the CoC about our capacity to accept new referrals during Coordinated Entry Case Staffing Meetings for Individuals.

L. Accepting Referrals, Removing Barriers, and Providing Program Orientation

1. Home Plate engages in extensive peer to peer collaboration with the CoC, Ability 1st, and the Kearney Center to begin early identification of existing barriers which could impede the process of housing new participants as effectively and efficiently as possible. For example, investigation of any past due balances owed to the city which will prevent the participant from having a utility account; and investigation of prior legal convictions that may limit the

choices of housing providers available to the individual. Once an individual is referred by the CoC to the PSH project for permanent housing, the process of housing the individual begins.

2. Following referral, the Director of Housing Administration and Case Manager must meet with the individual, introduce themselves, and share about the program. Documents are reviewed and eligibility is verified, then orientation is scheduled. At orientation, the Director of Housing Administration reviews the Home Plate Participant Handbook and answers any questions regarding the program. The individual signs all required documents including a release of information. A final review is made of the required documentation checklist.
3. After orientation, the Director of Housing Administration must work with the individual and Case Manager to identify housing options, giving careful consideration to the specific needs and preferences of each individual.
4. The individual, with the assistance of the Director of Housing Administration as needed, visits available apartments and completes applications.
5. The Case Manager must promptly identify and address any past due balances or other barriers to establishing a utilities account.
6. Once the application process is completed and individual is approved by the landlord, the Director of Housing Administration must complete an inspection of the unit.
7. If repairs are required, the Director of Housing Administration must re-inspect the unit once repairs are completed.
8. Upon completion of a successful inspection, a lease is prepared by the Landlord between the property owner and the Big Bend Homeless Coalition with the individual as tenant.
9. The Director of Housing Administration must review and sign the lease.
10. The Director of Housing Administration must return the lease, along with the requisite security deposit and first month's rent to the landlord.
11. The Director of Housing Administration and the Case Manager must then assist the individual with moving in and securing basic items for the household.

M. Assessment of Service Needs

1. Assessment of service needs begins before referral when Home Plate is alerted to the probability of an individual being referred.
2. The Home Plate Case Manager must learn about and begin to identify barriers to housing the individual being referred, for example, resolving past due utilities balance.
3. The Home Plate Case Manager must learn about these known barriers during

Coordinated Entry Case Staffing Meetings, staffing with the Permanent Supportive Housing Supportive Services Director, and Home Plate Team Meetings, and by speaking with the street outreach or shelter case management staff who know the individual and their situation.

4. After the referral, the Home Plate Case Manager must begin to meet with the individual.
5. Both the Home Plate Case Manager and Director of Housing Administration must continue to assess the individual's needs during the initial meetings.
6. The Director of Housing Administration and the individual must review the Home Plate guidelines.
7. The Case Manager must provide ongoing quarterly case management follow-up contacts using face-to-face visits, telephone calls, texts and emails.
8. The Director of Housing Administration also engages in assessment of service needs annually during Interim Review.
9. The Home Plate team meets weekly to discuss status updates and assess needs.
10. The Home Plate team meets with other agencies when authorized to by the individual and also holds case conferences which include the individual as needed to resolve concerns and issues. During interagency case conferences, partner agencies may also provide needs assessments information in the areas of mental health treatment, substance abuse treatment, and outpatient health/medical treatment.

N.Supportive Services

1. Case Management is provided at least once quarterly for all PSH participants.
2. Home Plate provides direct assistance with housing search and counseling, limited Life Skills training, and limited assistance with moving costs for participants who need to be re-housed.
3. Supportive Services are provided based on participant need, staff capacity, and partner capacity. The priority domains are outlined in the Home Plate grant application and the Big Bend CoC Homeless Assistance Plan and include:
 - a) Employment & Income Support Services
 - b) Emergency Assistance
 - c) Transportation Assistance
 - d) Healthcare/Benefits
 - e) Permanent Housing
 - f) Other Permanent Housing
 - g) Education

O. Interim Reviews and Income Recertifications

1. Each year, at or before each participants anniversary of entering the program, their income must be recertified and their rental portion and utility allowance established.
2. The Director of Housing Administration writes each participant to request current income documentation.
3. The Director of Housing Administration uses HUD's Rent Calculation tool to determine the split of rent between Home Plate and the Participant and any portion of utilities that Home Plate will cover.
4. The participant's responsibility for payment of rent is documented on the Home Plate Permanent Supportive Housing Occupancy Agreement, which also documents the unit/dwelling address, instructions about payment, the participant's agreement to pay and follow the lease and Participant Handbook, any utilities that Home Plate will pay directly are also documented here.
5. The Occupancy Agreement must be signed by the Director of Housing Administration and the Participant.
6. The Director of Housing Administration enters the Interim Review into HMIS.

P. Housing Stability, Problem Solving, Addressing Lease Violations, and Rehousing

1. The Director of Housing Administration develops and maintains a relationship with property owners and negotiates leases and coordinates move outs including final inspections, notice, and that the occupant has vacated and emptied the property and the utilities have been turned off.
2. To avoid penalties, the space must be clean, and close out with property owner is completed. Arrangements are made for the return of security deposit.
3. Landlords usually call either the Case Manager or the Director of Housing Administration to alert us about a participant who is or may be about to violate the lease.
4. The Director of Housing Administration and/or the Case Manager visit the participant and discuss the situation with the participant.
5. Participants who are motivated to remain housed and who can resolve the situation with support, are supported through counseling and problem-solving suggestions.
6. Participants who, for various reasons, cannot resolve the situation even with support, are usually offered the options of moving.

Q. Payment of Leases, Ongoing Administration, and HMIS

1. The Director of Housing Administration enters complete program participant

information into HMIS upon program entry and updates information as required.

2. The Director of Housing Administration also assists in completing program Annual Performance Report (APR).
3. The Director of Housing Administration maintains the Master Log with current program participant data, including but not limited to lease information, rent amounts, and important compliance dates.
4. Each month, the Director of Housing Administration prepares check requests for rents to property owners and utilities and submits them for authorization and payment.

R. File Documentation Requirements

1. Housing Management Files must contain:
 - a) Identification
 - b) HMIS Client Consent to Share Information
 - c) Authorization to Obtain and/or Release Information
 - d) Application: Intake Certification
 - e) Verification of Homeless Status
 - f) Verification of Disability
 - g) Verification of receipt of HP Participant Handbook
 - h) Income Verification
 - i) Income & Rent calculation
 - j) Utility Allowance sheet
 - k) Proof of utilities
 - l) HP Participant Agreement
 - m) All Written Correspondences
 - n) Lease
 - o) Inspection

2. Supportive Services Files must contain:
 - a) Initial assessment and annual updates
 - b) Individual Support Plan (ISP)
 - c) HMIS consent to share information form
 - d) Health Survey
 - e) Supportive Services Client Agreement

- f) Consents to Obtain/Release Information as appropriate for each client
- g) Entry Summary
- h) Exit summary (closed files)
- i) SSI statement or other income documentation
- j) Printed progress notes (in all closed files)



Joint Project between



HOME PLATE & Big Bend Homeless Coalition

DISABILITY STATUS CERTIFICATION FORM

According to the McKinney-Vento Act ([Section 11382](#)), the term “disability” means:

- _____ A. A disability as defined in [Section 223 of the Social Security Act \(42 U.S.C. 423\)](#);
- _____ B. To be determined to have, pursuant to regulations issued by the Secretary, a physical, mental, or emotional impairment which:
 - 1. is expected to be of long-continued and indefinite duration,
 - 2. substantially impedes an individual’s ability to live independently, and
 - 3. of a nature that could be improved by more suitable housing conditions (e.g., a substance abuse disorder *if* the person’s impairment could be improved by more suitable housing conditions);
- _____ C. A developmental disability as defined in Section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000; or
- _____ D. The disease of acquired immunodeficiency syndrome (AIDS) or conditions arising from the etiologic agency for acquired immunodeficiency syndrome.

I have reviewed this definition and determined that _____ (Client Name)

meets the criteria for having a disability in the category or categories indicated above. This

individual has the following *specific* disabling conditions:

- 1) _____ 2) _____
- 3) _____ 4) _____

I certify that to the best of my knowledge and belief that the above information is correct.

Signed _____ Date _____

Name & Credentials (printed) _____

Company/Organization: _____

Professional Title _____



Application: Intake Certification

I, _____ certify
that I (please print)

- am single **AND**
- have been homeless for one continuous year **OR**
- have had four (4) or more homeless episodes in the last three (3) years **AND**
- am disabled **AND**
- am currently homeless

Definitions:

- **Homelessness:** sleeping in a place not meant for human habitation (e.g., streets, woods) OR living in a homeless emergency shelter.
- **Episodes of Homelessness:** a separate, distinct, and sustained stay on the streets and/or in a homeless emergency shelter.
- **Disabling Condition:** a diagnosable substance abuse disorder, a serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. In addition, a disabling condition limits an individual's ability to work or perform one or more activities of daily living.

Program Goals:

- To help program participants obtain and remain in permanent housing;
- To help participants increase skills and/or income. Meeting this goal will allow the participants to secure an income to live as independently as possible;
- To help participants achieve greater self-determination.

Participant: I can be reached at: _____

Applicant Signature:	Date:
Staff Signature:	Date:



CHRONICALLY HOMELESS SELF-STATEMENT CERTIFICATION

I certify that I was homeless (sleeping in a place not meant for human habitation such as living on the streets) **OR** living in a homeless emergency shelter during the following period(s) of time:

Between Example: Jan., 2005 and Aug., 2005 I lived at ABC Shelter, Tallahassee

Between _____ and _____ I lived at _____

Between _____ and _____

I lived at _____ Between _____

and _____ I lived at _____

Between _____ and _____

I lived at _____ Between _____

and _____ I lived at _____

What else would you like to share about your history? For example, *“I can not remember the name of the place where I was living during the fall of 2004 but I believe that it was a homeless emergency shelter. I have problems with my memory from that time due to an illness.”*

(Attach

another page if necessary) I certify that the above information is correct.

(Signature of Client)

Date

I reviewed the above statement with the client.

(Signature of Staff Witness) (Organization)

Operational Plan Narrative

a. Staffing – Hiring: Provide dates of hire for each project position, indicate if a position is vacant and what methods of recruitment have been used to fill the position to date.

Staffing pattern described above.

New positions will be advertised and filled with 45 days of receiving executed contract

b. Training Provided:

a. New Staff/Orientation – BBHC conducts new staff orientations several times each year and new case managers shadow existing case managers for a few weeks.

b. New Grantee/HUD JAX – Staff attends when offered.

c. Trauma Informed Care – Staff receive Trauma Informed Care internally and are encouraged to participate in external online training.

d. Confidentiality and Security – All new staff are provided agency Personnel Policy and Procedures Manual and confidentiality and security sections are reviewed individually. Refreshers are offered in weekly team meetings and in one on one supervision.

e. Conflict Resolution and Grievance P&P - All new staff are provided the agency Conflict Resolution and Grievance P&Ps. These are reviewed individually at hire, with refreshers offered in weekly team meetings and in one-on-one supervision.

c. Adoption of Policies and Procedures (See Attachment J)

a. Homeless status and eligibility determination

b. Programmatic requirements

d. Forms and Documentation (See Attachment J)

a. Client screening and eligibility forms

b. Data collection forms

ATTACHMENT K

E. PSH Eligibility Criteria and Intake Procedures for Verifying Eligibility

1. PSH Receives Referral - receives its referrals from the Big Bend Continuum of Care (CoC) Coordinated Entry (CE) via the Homeless Management Information System (HMIS).
2. Confirmation of Unsheltered Homeless Status:
 - a) The documents that establish unsheltered homeless status are generally available in HMIS when the CoC CE staff refer an individual to PSH.
 - b) The Director of Housing Administration will print available documentation and review it to determine whether it adequately establishes unsheltered homelessness per CoC Interim Rule and Final CoC Rule (see relevant excerpts below).
 - c) For purposes of evidence of homelessness, the order of priority for documentation is (1) third-party documentation; (2) intake worker observations; and (3) self-certification. See HUD Guidance below for details.
 - d) The Director of Housing Administration will meet with the referred individual to become acquainted and initiate service planning. If necessary, the Director of Housing Administration will also initiate the process of gathering missing homeless status documentation so that homelessness is verified before moving forward.
3. Enrollment - Once homelessness status is confirmed, the Director of Housing Administration will notify the Case Manager and make suggestions, if any, regarding housing needs.
4. Housing Process – The Director of Housing Administration will:
 - a) Ensure that the PSH Policies Handbook has been provided and explained to the new Participant. They will also secure a signature on the document.

b) Assist with locating and inspecting housing.

- c) Perform the initial income calculation and prepare the initial Occupancy Agreement outlining rental contribution and other requirements.
- d) Review the lease between the BBHC and the landlord with the participant and provide a copy.
- e) Ensure that a current Release of Information is signed and on file
- f) Request payment to the landlord for the unit selected for the new Participant.
- g) Enter a note into HMIS to document the specific housing secured, tenant portion due, and any outstanding documents/signatures that Supportive Services staff can assist with gathering.
- h) Notify the Case Manager when and where the individual will be housed.

F. Homeless Definitions

As outlined in the CoC Interim Rule:

Homeless means:

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

(i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

(ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low income individuals); or

(iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

(2) An individual or family who will imminently lose their primary nighttime residence provided that:

- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
- (ii) No subsequent residence has been identified; and
- (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;

(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act;
- (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
- (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
- (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or

(4) Any individual or family who:

- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- (ii) Has no other residence; and

(iii) Lacks the resources or support networks, *e.g.*, family, friends, and faith-based or other social networks, to obtain other permanent housing.

Chronically homeless means:

(1) An individual who:

(i) Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and

(ii) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; and

(iii) Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability; or

(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility.

G.Documentation Requirements for Chronic Homelessness

1. The requirements for documenting **chronic homelessness** is evidenced by the following and in the following order of priority or preference:
 - a) a written referral by another housing or service provider:
 - b) a printed record from HMIS or a comparable database used by a victim service or legal service provider;
 - c) a written observation by an outreach worker of the conditions where the individual or family was living; or
 - d) a written certification by the individual or head of household seeking assistance.
2. Per HUD Guidance, when documenting duration of homelessness, either continuous period of homelessness or number of occasions, there are

limitations on the extent a period can be documented solely through self-report:

- a) To document 12 months of continuous homelessness, only 3 months can be documented via self-report. So at least 9 months of the 1-year period must be documented by one of the following: (1) HMIS data, (2), a written referral, or (3) a written observation by an outreach worker. To document at least four distinct occasions of homelessness, at least three of the occasions must be documented in the same manner. Up to 3 months for continuous or one occasion for occasional may be documented via self-report from the person seeking assistance.
 - b) In extremely rare circumstances, a self-report may be accepted for the entire period when third-party evidence cannot be obtained. When such cases present, the intake worker must obtain a certification from the individual or head of household seeking assistance, and document all efforts made to obtain third-party documentation. The intake worker must also document the severity of the households living situation. An example of where this might occur is where an individual has been homeless and living in a place not meant for human habitation in a secluded area for more than 1 year and has not had any contact with the homelessness assistance system during that entire period.
3. The requirements for documenting homelessness of a **participant who was also in an institution for 90 days or less** are all of A plus the following:
- a) discharge paperwork or written or oral referral from a social worker, case manager, or other appropriate official of the institution, stating the beginning and end dates of the time residing in the institution, or
 - b) a written record of the intake worker's due diligence in attempting to obtain the information above and a written certification by the individual seeking assistance that stated he or she is exiting (or has just exited) the institution where he or she resided for 90 days or less.

H. Disability Definition

Any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

I. Disability Documentation Requirements

Written verification of the disability from a professional licensed by the state to diagnose and treat the disability and his or her certification that the disability is

expected to be long continuing or of indefinite duration and substantially impedes the individual's ability to live independently;

- a) written verification from the Social Security Administration;
- b) the receipt of a disability check (e.g., Social Security Disability Insurance check or Veteran Disability Compensation);
- c) intake staff-recorded observation of disability that, no later than 45 days of the application for assistance, is confirmed and accompanied by evidence in paragraph (c)(1), (2), (3), or (4) of this section; or
- d) other documentation approved by HUD.

J. Coordinated Entry Case Staffing Meetings for Individuals

1. The Home Plate Director of Housing Administration and the Director of Permanent Housing Supportive Services must attend Coordinated Entry Case Staffing Meetings for Individuals.
2. Coordinated Entry Case Staffing meetings are when Home Plate learns about individuals who have been identified as being in need of housing and who may be referred to the project for housing and supportive services.
3. CoC staff prioritize the individuals on the By Name List according to our CoC's Coordinated Entry Policies and Procedures.

K. Utilization Management and Program Sustainability

1. The Home Plate team must review our capacity to accept new referrals weekly.
2. Home Plate must strive to achieve the highest possible utilization while maintaining quality and sustaining sufficient program income to cover the utilities of participants with no income.
3. The Director of Housing Administration emails the CoC to notify them about our capacity to accept new referrals at least once a month.
4. The Director of Housing Administration also notifies the CoC about our capacity to accept new referrals during Coordinated Entry Case Staffing Meetings for Individuals.

L. Accepting Referrals, Removing Barriers, and Providing Program Orientation

1. Home Plate engages in extensive peer to peer collaboration with the CoC, Ability 1st, and the Kearney Center to begin early identification of existing barriers which could impede the process of housing new participants as effectively and efficiently as possible. For example, investigation of any past due balances owed to the city which will prevent the participant from having a utility account; and investigation of prior legal convictions that may limit the

ATTACHMENT L – System Performance Measure Improvement

This project will help our CoC be successful on at least 3 HUD Performance Measures that are impacted by PSH program outcomes. **See Attachment L** which demonstrates the overall progress of the CoC on these three Measures.

CoC System Performance Measure 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.

By quickly placing referrals into housing this program will decrease length of time homeless. Our current PSH program is placing people within 2 weeks of referral and we anticipate continuing that short window.

CoC System Performance Measure 2: Decrease returns to homelessness within 6 months to less than 21%; within 2 years to less than 20%. Our current PSH program for chronically homeless indicates no returns to homelessness for the 9 people exiting the program in the 20/21 year. This has been our program performance consistently, and we anticipate the same results for this expanded PSH program.

CoC System Performance Measure 7: Increase rate of retention of permanent housing to be greater than 95%. Of the 73 persons served in the 20/21 FY of our current PSH program, only 1 person leaving the program had a stay of less than 1 year indicating excellent program retention. Of the 73 persons served in the FY, only 4 individuals (5%) exited to a temporary housing or temporary institutional setting with 69 (95%) remaining in the program or exiting to another permanent destination. We anticipate similar results for the program serving the unsheltered population.

Attachment M

D.13) Program Outcomes

Narrative: This PSH project for unsheltered will achieve the following 2 project outcomes in the proposed renewal project year:

1. The program will serve a minimum of 30 clients during the grant year. This positively impacts our CoC performance measures by reducing the number of people experiencing homelessness (CoC System Performance measure 3) since all people served in the program enter from homelessness.
2. The program will have a permanent housing retention rate of 95%, meaning that of the 30 people served in a year, 28 (95%) will remain in the program at year end or will leave the program for another permanent housing solution.

All client program entry and exit activity and reasons for exit will be entered into the HMIS system at the time of entry/exit. HMIS reports (mainly activity reports and APRs) are run and reviewed monthly to analyze performance objectives and deliverables.

Attachment N

Budget

Requested Funding			\$432,740	
<u>Housing Assistance:</u>			\$248,400	30 1 Bedroom units for 12 months at most recently available FMR – Can adjust numbers served to house families in larger units
Units	30			
<u>Supportive Services:</u>				
Staffing			\$120,000	Covers partial payroll costs of all program staff.
Operations			\$25,000	Covers utilities for participants without income as well as some transportation costs, IDs, and other direct client assistance. Also includes program supplies and operating expenses including equipment and insurance.
HMIS:				
<u>Administration:</u>			\$39,340	Covers partial payroll of administrative staff.
Match	25%		46,085	Match of 25% required for total of all budget line items except leasing (\$184,340 x 25% is \$46,085). Used to cover partial payroll costs and other program expenses such as insurance not covered by the grant.
TOTAL			\$ 478,825	
Avg Cost/Household			\$15,960.83	

Cost Effectiveness/Average Cost per Household:

Grant request of 432,740

plus match of \$46,085 =

878,387 Minimum number of

persons served – 30

= \$15,960.83 per person



www.bigbendhc.org
850-576-5566

2729 W. Pensacola St.
Tallahassee, FL 32304

ATTACHMENT O


CASH MATCH

For Unsheltered Homeless PSH New Project Application

Big Bend Homeless Coalition, Inc. will use funds from the following sources to provide cash match in the amount of \$46,085 for the PSH for Unsheltered Homeless New Project Application:

1. A portion of our CHSP funding award for Permanent Supportive Housing (PSH) in the amount of \$518,589;
2. Proceeds from program income collected from participants calculated and collected using HUD guidelines for rents;
3. Income generated from rents collected from agency owned rental properties.

Signed:

 9/16/2022

Bret Oglesby
Chief Operating Officer



OUR MISSION:

End homelessness in the Big Bend through leadership, education, advocacy, and the provision of quality services.



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2729 W. Pensacola St.
Tallahassee, FL 32304

September 16, 2022

Re: Big Bend Homeless Coalition Home Plate Renewal Application

The information and attachments submitted as the Big Bend Homeless Coalition PSH Project for Unsheltered Homeless are true and correct to the best of my understanding. This application has not been loaded into the HUD eSnaps system since that system did not open until well into the renewal application window, and due to technical difficulties with the eSnaps system on 9/16/2022. If this project application is accepted to be reviewed and approved by the review committee, The Big Bend Homeless Coalition will complete the application as submitted per BBCoC suggestion and instruction into the eSnaps system as part of the Big Bend Continuum of Care complete Supplemental NOFO for Unsheltered Homeless Community Application. We are also willing to negotiate and amend the budget to reflect more or less slots than written into the present new project application based upon the other project applications received from the community for this pot of funds.

Please let me know if you have any questions or need any further information regarding this new project application.

Sincerely,

Bret Oglesby
Chief Operating Officer



OUR MISSION:

End homelessness in the Big Bend through leadership, education, advocacy, and the provision of quality services.