

2022 HUD COC FUNDED PROJECT REVIEW SUMMARY SHEET

PROJECT NAME: _____

PROJECT TYPE: _____ **PROJECT OPERATION DATES:** _____

TOTAL ANNUAL PROJECT FUNDING THROUGH HUD: _____

NUMBER OF HOUSEHOLDS/INDIVIDUALS TO BE SERVED ANNUALLY: HH _____ **INDIVIDUALS** _____

FUNDING AMOUNT DRAWN FROM HUD ELOCS AS OF LATEST QUARTERLY REPORT: _____

NUMBER OF HOUSEHOLDS/INDIVIDUALS ACTUALLY SERVED: HH _____ **INDIVIDUALS** _____

Did the project meet the identified deliverables and spending drawdowns?

Deliverables _____

Drawdowns _____

If the project did not meet deliverables and/or drawdowns, was an extension approved? _____

When does the extension end? _____

If the project did not need or request an extension, was the APR submitted on time? _____

What was the cost per household/individual for this project? HH _____ **Individual** _____

Was there a HUD, CoC or other monitoring performed on this project? _____ **When:** _____

Were there any Corrective Action Plans or recommendations imposed as a result of the monitoring(s)? _____

Describe: _____

Was there technical assistance offered to this project either through HUD or the CoC? _____ **When:** _____

Is this project type still needed as identified in the most recent Homelessness Assistance Plan and BBCoC 5 year Strategic Plan? _____

What was the Bed Utilization Rate as identified on the APR? _____

What were the APR results on system performance measures?

Average Change in Overall Cash Income stayers (APR 19a1) _____

Average Change in overall Cash Income leavers(APR 19a2) _____

Percent of leavers exiting to permanent housing destinations (APR 23c) _____

Did this project have previous year CAPs, mandatory TA that would make this project eligible for reallocation this year? _____ Describe: _____

OTHER COMMENTS:



**2022 HUD NOFO
Renewal 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:	Youth Launch		
Project Address, if applicable: (Mark N/A for scattered sites.)	2729 W Pensacola Street Tallahassee, FL 32304 <input type="checkbox"/> N/A		
Is this address confidential?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Application Type	<input type="checkbox"/> New <input checked="" type="checkbox"/> Renewal		
Project Type	<input type="checkbox"/> CoC Bonus <input type="checkbox"/> HMIS <input type="checkbox"/> PH-PSH <input type="checkbox"/> DV Bonus; <input type="checkbox"/> SSO-CE <input checked="" type="checkbox"/> PH-RRH <input type="checkbox"/> Joint TH&PH-RRH		
Date Range of Current Grant	10 ___ / 01 ___ / 2021 ___ to 9 ___ / 30 ___ / 2022 ___		
Amount Awarded	183,852		
HUD grant number (from GIW)	FL0726L4H062103		

C. Threshold Criteria

1) SAM Registration
Attach documentation of organizations active SAM registration. See Attachment SAM.
2) DUNS Number
Attach documentation of organization’s valid DUNS number. Attachment DUNS. N/A - DUNS replaced by SAM UEI No Attachment
3) Code of Conduct
Attach copy of organizations Code of Conduct demonstrating requirements to conduct business in accordance with ethical standards. See Attachment CODE OF CONDUCT
4) Audit Management Letter 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. See Attachment AUDIT
5) Last completed APR submitted through SAGE
Attach the PDF generated from SAGE of the most recent APR submission. Attachment APR See Attachment APR
6) Nondiscrimination Policy
Attach the organizations established nondiscrimination Policy. See Attachment NONDISC

D. Scored Criteria

1) Administration – eSnaps
Attach documentation of at least two staff with active eSnaps profiles as Attachment A. See Attachment A
2) Administration – eLOCCS
Attach documentation of at least two staff with active eLOCCS profiles as Attachment B. See Attachment B
3) Administration – Executed Contract with HUD (including budget)
Attach documentation of contract or initiation of contract as Attachment C. See Attachment C
4) Demonstrated Need
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. Attachment D. The demonstrated need for this Rapid Rehousing (RRH) project is found in the following data sources: <ul style="list-style-type: none"> - 2022 Point in Time Summary page 7 showing: <ul style="list-style-type: none"> o 13 18-24 year old young adults in shelter and transitional housing and 1 unsheltered.

And the massive demand for homeless prevention services from all age groups and demographics including 18-24 year old young adults.

See Attachment D

5) Goals of the Homelessness Assistance Plan (HAP)

Include narrative and reference the BBCoC updated HAP indicating how your project has advanced the goals identified in the HAP, citing specific elements to be addressed from the

Attachment E

Alignment with HAP Goals

The below goals and objective are taken directly from the Youth Homelessness section of Big Bend CoC Housing Assistance Plan updated in 2021 for 2021-2025.

Prevention & Diversion 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. This program can fund homeless prevention for youth 18-24 (unlike the ESG RRH programs). Therefore the Youth Launch and the Youth Launch Expansion programs directly increase the homeless prevention and diversion resources available.

We engage in direct outreach to the following agencies: FSU, FAMU, TCC, the BBCoC, CCYS, Oasis Center, Refuge House, BBHC HOPE Shelter, Kearney Center, Ability 1st, Brehon Institute, Phi Center, Chelsea House, ECHO, City Walk Urban Center, PACE Center and any other appropriate agencies.

This outreach identifies and diverts youth from entering homelessness.

Unsheltered Homelessness/ Outreach 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. See above described outreach.

We also work with CCYS Going Places Outreach to identify youth in need of Youth Launch RRH services.

Youth Launch is the program our CoC uses to exit older youths (18-24 y.o.) to housing, rental assistance, and case management. Through that case management support we also assist youth with access to basic needs, goods and services as well as assistance as they are exiting homelessness.

Permanent Rental Housing

(Rapid Rehousing, Rental) b. Identify or create appropriate housing with supports for pregnant youth and youth with children. Youth Launch can and does serve households with children.

See Attachment E for narrative combined with full BBCoC HAP.

6) Coordinated Entry (CE)

Include narrative describing how this project participates in the BBCoC Coordinated Entry Assessment and Referral process. Reference the CE policies and procedures if this project is considered a CE Access Point. **Attachment CE.**

Youth Launch accepts referrals and conducts its own outreach. All young adults are assessed per the CE Policies and Procedures.

See Attachment CE

7) Racial Equity

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.

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.

See Attachment F.

8) Commitment to Housing First

Include narrative and reference the organizations policies and procedures that demonstrate the program does 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. **Attachment G.**

We adhere to the tenants of Housing First in all ways. Youth Launch does not mandate client participation in services either before obtaining housing or in order to retain housing.

See Attachment G

9) Program – Staffing Plan with Job Descriptions

Describe how the project has been implemented, including staff qualifications, a staffing plan with 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.**

See staffing plan and job descriptions at Attachment H.

10) Program – Organizational Chart

Attach organizational chart as **Attachment I.** For maximum points, show both staff hired and proposed staffing to be hired and/or unfilled positions.

See Attachment I

11) Program – Operational Plan

Describe the following aspects of the project operational plan: See Attachment J for Operational Plan and Program Policies and Procedures

- 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.
- b. Training Provided:
 - a. New Staff/Orientation - BBHC conducts new staff orientation plus has new case managers shadow an experienced case manager. Individual supervision is provided in the use of client files and required forms by the Director of Permanent Housing Supportive Services. Weekly case supervision is held and the supervisor participates in client appointments especially when new, but also on an ongoing basis. HMIS mandatory training is required, including the usual training that BBHC Permanent Housing staff get, but also including instruction about how to create a household which is not applicable to PSH for individuals only. Review of progress notes is conducted by the Director of Permanent Housing.
 - 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)**
 - 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

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

See Attachment J for Youth Launch Policy and Procedures

12) Client Eligibility

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 include detail on how clients will be connected to mainstream benefits promoting economic self-sufficiency. **Reference Attachment K.**

Eligibility requirements are included in Youth Launch Policies and Procedures. See Attachment K for excerpted Section E pertaining to eligibility.

13) Improvement of Systems Performance Measures

Provide a narrative demonstrating how the project has improved system performance over the past year and 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. **Attachment L.**

**BBCoC SysPM1 – 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**

As a RRH program that uses a Housing First approach, Youth Launch and Youth Launch Expansion will help the CoC’s performance on this measure by quickly exiting young adults 18-24 years old from ES and TH settings and assisting them to obtain stable permanent housing.

BBCoC SysPM2 - DECREASE returns to homelessness Target 2021: Returns to homelessness with in

.....6 months less that 21%

.....2 years, less than 33%

Ultimate Goal by 2025: Returns in 2 years, less than 20%

Goal – Reduce returns to homelessness.

Measure – No more than 15% of participants will return to homelessness.

The customary goal in RRH programs is a housing stability rate of 85% after one year and we expect to achieve or exceed that goal in the combined Youth Launch and Youth Launch Expansion. The program can provide case management and rental assistance for up to 12 months. We are confident that our operation of this program will improve the CoC’s performance on Measure 2.

BBCoC Sys PM 7 - INCREASE permanent housing placements from Outreach, ES, TH, PH-RRH programs and retention of permanent housing

.....Target:

Increase placements to permanent housing from outreach to be greater than 65% of outreach exits

Increase placements to permanent housing from ES, SH, TH and PH- RRH to be greater than 30%

Ultimate Goal by 2025: Increase placements to permanent housing from ES, SH, TH and PH-RRH to be greater than 60%

BBHC’s Youth Launch places youth experiencing homelessness directly into permanent housing from emergency shelter, street homelessness and transitional housing thereby increasing our local systems performance measure percentage by the number of youth housed through YL.

See Attachment L for BBHC Systems Performance Measure report through September 30, 2021

14) 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. **Attachment M.**

Narrative: The combined Youth Launch & Youth Launch Expansion program will achieve the following 2 project outcomes in the proposed renewal project year:

1. The program will serve a minimum of 22 persons during the grant year.
2. The program will achieve a 1-year housing stability rate of 85% (19 people).

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

Budget – Combined Youth Launch and Expansion See below and Attachment N

Requested Funding			\$183,852	
<u>Housing Assistance: Rental Assistance</u>			\$100,380	Homeless Prevention and Rapid Rehousing assistance to serve a minimum of 22 client in program year
Units	22			
<u>Supportive Services:</u>				
Staffing			\$68,105	Covers partial payroll costs of all program staff.
Operations			0	
<u>HMIS:</u>				
<u>Administration:</u>			\$15,367	Covers partial payroll of administrative staff.
<u>Match</u>	25%		\$20,869	Match of 25% required for total of all budget line items except leasing assistance (\$83475 x 25% is \$20,868.75).
TOTAL			\$ 204,721	
Avg Cost/Household			\$9,305.50	

16) 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. See **Attachment O**.

17) PROOF OF PROJECT SUBMISSION IN ESNAPS

Attach a full export of the project submission in eSnaps as a PDF. **Attachment P**.

N/A – Per Johnna, since eSnaps did not open until after renewal window opened, this will be done later in the competition. See Attachment P which is a letter confirming that the information in this renewal is accurate and that eSnaps submission will be completed when requested.

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

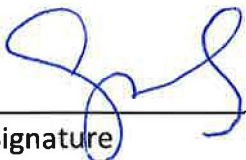
The Code of Conduct of the Big Bend Homeless Coalition, Inc.:

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.

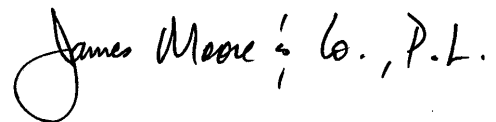
Other Matters

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	<u>\$ 22,965</u>

(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.

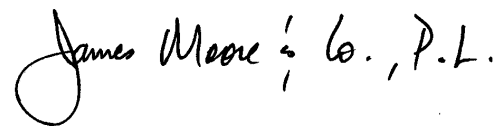
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not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

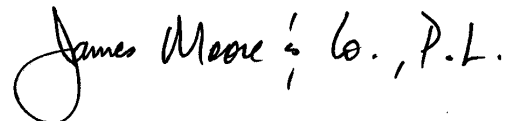
Report on Internal Control over Compliance

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 APR

Report Run History

Report ID	Date Ran (Run-time)	Report Type Name	User Creating	Running Provider	Running User	Report Status
256560	08/30/2022 09:32:54 AM (0.08 mins)	COCAPR	Alicia Gibson	FL506 - BCoC: BBHC - Youth Launch Rapid Rehousing (HUD) (RRH)	Alicia Gibson	Completed
256559	08/30/2022 09:09:39 AM (0.14 mins)	COCAPR	Alicia Gibson	FL506 - BCoC: BBHC - Youth Launch Rapid Rehousing (HUD) (RRH)	Alicia Gibson	Completed
256510	08/29/2022 02:36:25 PM (0.42 mins)	COCAPR	Alicia Gibson	FL506 - BCoC: BBHC - Home Plate (CoC-PSH)	Alicia Gibson	Completed
256380	08/26/2022 11:23:34 AM (0.07 mins)	COCAPR	Alicia Gibson	FL506 - BCoC: BBHC - Youth Launch Rapid Rehousing (HUD) (RRH)	Alicia Gibson	Completed
256377	08/26/2022 11:04:38 AM (0.09 mins)	COCAPR	Alicia Gibson	FL506 - BCoC: BBHC - Youth Launch Rapid Rehousing (HUD) (RRH)	Alicia Gibson	Completed

Showing 1-5 of 13

Report Options

Name	
Description	
Provider Type	<input checked="" type="radio"/> Provider <input type="radio"/> Reporting Group
Provider *	FL506 - BCoC: BBHC - Youth Launch Rapid Rehousing (HUD) (RRH) (6000) <input type="radio"/> This provider AND its subordinates <input checked="" type="radio"/> This provider ONLY
Program Date Range *	10/01/2020 to 09/30/2021
Entry/Exit Types *	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> HUD <input type="checkbox"/> PATH <input type="checkbox"/> Quick Call <input type="checkbox"/> RHY <input type="checkbox"/> Standard <input type="checkbox"/> VA <input type="checkbox"/> HPRP (Retired)

CoC-APR Report Results - Date Ran: 08/30/2022 09:32:54 AM - Report ID: 256560

4a - Project Identifiers in HMIS

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
Organization Name	Org. ID	Project Name	Project ID	HMIS Project Type	Method for Tracking ES	Affiliated with a residential project? (SSO)	Project IDs of Affiliation	CoC Codes	Geocodes	Victim Service Provider																	
FL506 - BCoC: BBHC	9349	FL506 - BCoC: BBHC - Youth Launch Rapid Rehousing (HUD) (RRH)	6000	PH - Rapid Rehousing (HUD)				FL-506	129073	False																	

Showing 1-1 of 1

5a - Report Validations Table

Report Validations Table	
1. Total Number of Persons Served	33
2. Number of Adults (age 18 or over)	28
3. Number of Children (under age 18)	5
4. Number of Persons with Unknown Age	0
5. Number of Leavers	7
6. Number of Adult Leavers	7
7. Number of Adult and Head of Household Leavers	7
8. Number of Stayers	26
9. Number of Adult Stayers	21
10. Number of Veterans	0
11. Number of Chronically Homeless Persons	2
12. Number of Youth Under Age 25	28
13. Number of Parenting Youth Under Age 25 with Children	2
14. Number of Adult Heads of Household	28
15. Number of Child and Unknown-Age Heads of Household	0
16. Heads of Households and Adult Stayers in the Project 365 Days or More	0

6a - Data Quality: Personally Identifiable Information

Data Element	Client Doesn't Know/Client Refused	Information Missing	Data Issues	Total	% of Error Rate
Name (3.1)	0	0	0	0	0%
SSN (3.2)	3	0	0	3	9%
Date of Birth (3.3)	0	0	0	0	0%
Race (3.4)	0	3		3	9%
Ethnicity (3.5)	0	3		3	9%

Gender (3.6)	0	1		1	3%		
Overall Score				5	15%		
6b - Data Quality: Universal Data Elements							
Data Element				Error Count	% of Error Rate		
Veteran Status (3.7)				1	4%		
Project Start Date (3.10)				0	0%		
Relationship to Head of Household (3.15)				1	3%		
Client Location (3.16)				0	0%		
Disabling Condition (3.8)				5	15%		
6c - Data Quality: Income and Housing Data Quality							
Data Element				Error Count	% of Error Rate		
Destination (3.12)				0	0%		
Income and Sources (4.2) at Start				0	0%		
Income and Sources (4.2) at Annual Assessment				0	0%		
Income and Sources (4.2) at Exit				0	0%		
6d - Data Quality: Chronic Homelessness							
Entering into project type	Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate Date started (3.917.3) DK/R/missing	Number of times (3.917.4) DK/R/missing	Number of months (3.917.5) DK/R/missing	% of records unable to calculate
ES, SH, Street Outreach	0			0	0	0	0%
TH	0	0	0	0	0	0	0%
PH(all)	28	0	0	0	0	0	0%
Total	28						0%
6e - Data Quality: Timeliness							
Time For Record Entry				Number of Project Start Records	Number of Project Exit Records		
0 days				16	1		
1 - 3 days				4	0		
4 - 6 days				1	0		
7 - 10 days				1	0		
11+ days				11	6		
6f - Data Quality: Inactive Records: Street Outreach and Emergency Shelter							
				# of Records	# of Inactive Records	% of Inactive Records	
Contact (Adults and Heads of Household in Street Outreach or ES - NBN)				0	0	0%	
Bed Night (All clients in ES - NBN)				0	0	0%	
7a - Number of Persons Served							
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type		
Adults	28	26	2		0		
Children	5		5	0	0		
Client Doesn't Know/Client Refused	0	0	0	0	0		
Data Not Collected	0	0	0	0	0		
Total	33	26	7	0	0		
For PSH and RRH - the total persons served who moved into housing	15	15	0	0	0		
7b - Point-in-Time Count of Persons on the Last Wednesday							
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type		
January	0	0	0	0	0		
April	0	0	0	0	0		
July	4	3	1	0	0		
October	0	0	0	0	0		
8a - Number of Households Served							
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type		
Total Households	28	26	2	0	0		
For PSH and RRH - the total persons served who moved into housing	15	15	0	0	0		
8b - Point-in-Time Count of Households on the Last Wednesday							
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type		
January	0	0	0	0	0		
April	0	0	0	0	0		
July	4	3	1	0	0		
October	0	0	0	0	0		

9a - Number of Persons Contacted				
	All Persons Contacted	First Contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on Streets, ES, or SH	First contact - Worker unable to determine
Once	0	0	0	0
2-5 Times	0	0	0	0
6-9 Times	0	0	0	0
10+ Times	0	0	0	0
Total Persons Contacted	0	0	0	0

9b - Number of Persons Engaged				
	All Persons Contacted	First Contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on Streets, ES, or SH	First contact - Worker unable to determine
Once	0	0	0	0
2-5 Times	0	0	0	0
6-9 Times	0	0	0	0
10+ Times	0	0	0	0
Total Persons Engaged	0	0	0	0
Rate of Engagement	0%	0%	0%	0%

10a - Gender of Adults				
	Total	Without Children	With Children and Adults	Unknown Household Type
Male	9	9	0	0
Female	19	17	2	0
No Single Gender	0	0	0	0
Questioning	0	0	0	0
Transgender	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	0	0	0	0
Subtotal	28	26	2	0

10b - Gender of Children				
	Total	With Children and Adults	With Only Children	Unknown Household Type
Male	0	0	0	0
Female	4	4	0	0
No Single Gender	0	0	0	0
Questioning	0	0	0	0
Transgender	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	1	1	0	0
Subtotal	5	5	0	0

10c - Gender of Persons Missing Age Information					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male	0	0	0	0	0
Female	0	0	0	0	0
No Single Gender	0	0	0	0	0
Questioning	0	0	0	0	0
Transgender	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Subtotal	0	0	0	0	0

11 - Age					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Under 5	5		5	0	0
5 - 12	0		0	0	0
13 - 17	0		0	0	0
18 - 24	28	26	2		0
25 - 34	0	0	0		0
35 - 44	0	0	0		0
45 - 54	0	0	0		0
55 - 61	0	0	0		0
62 +	0	0	0		0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	33	26	7	0	0

12a - Race					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White	4	4	0	0	0
Black, African American, or African	25	21	4	0	0
Asian or Asian American	0	0	0	0	0
American Indian, Alaska Native, or Indigenous	0	0	0	0	0
Native Hawaiian or Pacific Islander	0	0	0	0	0
Multiple Races	1	1	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	3	0	3	0	0
Total	33	26	7	0	0

12b - Ethnicity					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latin(a)(o)(x)	30	26	4	0	0
Hispanic/Latin(a)(o)(x)	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	3	0	3	0	0
Total	33	26	7	0	0

13a1 - Physical and Mental Health Conditions at Start						
	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children	Unknown Household Type
Mental Health Disorder	4	4	0	0	0	0
Alcohol Use Disorder	0	0	0	0	0	0
Drug Use Disorder	1	1	0	0	0	0
Both Alcohol and Drug Use Disorders	0	0	0	0	0	0
Chronic Health Condition	0	0	0	0	0	0
HIV/AIDS	0	0	0	0	0	0
Development Disability	2	2	0	0	0	0
Physical Disability	1	1	0	0	0	0

13b1 - Physical and Mental Health Conditions at Exit						
	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children	Unknown Household Type
Mental Health Disorder	1	1	0	0	0	0
Alcohol Use Disorder	0	0	0	0	0	0
Drug Use Disorder	0	0	0	0	0	0
Both Alcohol and Drug Use Disorders	1	1	0	0	0	0
Chronic Health Condition	0	0	0	0	0	0
HIV/AIDS	0	0	0	0	0	0
Development Disability	0	0	0	0	0	0
Physical Disability	0	0	0	0	0	0

13c1 - Physical and Mental Health Conditions of Stayers						
	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children	Unknown Household Type
Mental Health Disorder	3	3	0	0	0	0
Alcohol Use Disorder	0	0	0	0	0	0
Drug Use Disorder	1	1	0	0	0	0
Both Alcohol and Drug Use Disorders	0	0	0	0	0	0
Chronic Health Condition	0	0	0	0	0	0
HIV/AIDS	0	0	0	0	0	0
Development Disability	2	2	0	0	0	0
Physical Disability	1	1	0	0	0	0

13a2 - Number of Conditions at Start						
	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children	Unknown Household Type
None	22	21	1	0	0	0
1 Condition	2	2	0	0	0	0
2 Conditions	3	3	0	0	0	0
3+ Conditions	0	0	0	0	0	0
Condition Unknown	1	0	1	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0	0
Data Not Collected	5	0	0	5	0	0
Total	33	26	2	5	0	0

13b2 - Number of Conditions at Exit						
-------------------------------------	--	--	--	--	--	--

	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children	Unknown Household Type
None	6	6	0	0	0	0
1 Condition	0	0	0	0	0	0
2 Conditions	0	0	0	0	0	0
3+ Conditions	1	1	0	0	0	0
Condition Unknown	0	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0	0
Data Not Collected	0	0	0	0	0	0
Total	7	7	0	0	0	0

13c2 - Number of Conditions for Stayers

	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children	Unknown Household Type
None	16	15	1	0	0	0
1 Condition	1	1	0	0	0	0
2 Conditions	3	3	0	0	0	0
3+ Conditions	0	0	0	0	0	0
Condition Unknown	1	0	1	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0	0
Data Not Collected	5	0	0	5	0	0
Total	26	19	2	5	0	0

14a - Domestic Violence History

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	0	0	0	0	0
No	28	26	2	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	28	26	2	0	0

14b - Persons Fleeing Domestic Violence

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	0	0	0	0	0
No	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	0	0	0	0	0

15 - Living Situation

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	3	3	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Place not meant for habitation	6	6	0	0	0
Safe Haven	0	0	0	0	0
Host Home (non-crisis)	0	0	0	0	0
Subtotal	9	9	0	0	0
Institutional Settings					
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Foster care home or foster care group home	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Locations					
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Rental by client, with HCV voucher (tenant or project based)	0	0	0	0	0
Rental by client in a public housing unit	0	0	0	0	0
Rental by client, no ongoing housing subsidy	1	1	0	0	0
Rental by client, with VASH housing subsidy	0	0	0	0	0

with Income Information at Start and Annual Assessment)	Annual Assessment	Assessment Than at Start	Assessment as at Start	Annual Assessment	Income Category at Annual Assessment	Annual Assessment		Start to Annual Assessment, Average Gain	Accomplished this Measure
Number of Adults with Earned Income (i.e., Employment Income)	0	0	0	0	0	0	0	0	0%
Average Change in Earned Income	0	0		0	0			0	
Number of Adults with Other Income	0	0	0	0	0	0	0	0	0%
Average Change in Other Income	0	0		0	0			0	
Number of Adults with Any Income (i.e., Total Income)	0	0	0	0	0	0	0	0	0%
Average Change in Overall Income	0	0		0	0			0	

19a2 - Client Cash Income Change - Income Source - by Start and Exit

Income Change by Income Category (Universe: Adult Leavers with Income Information at Start and Exit)	Had Income Category at Start and Did Not Have It at Exit	Retained Income Category But Had Less \$ at Exit Than at Start	Retained Income Category and Same \$ at Exit as at Start	Retained Income Category and Increased \$ at Exit	Did Not Have the Income Category at Start and Gained the Income Category at Exit	Did Not Have the Income Category at Start or at Exit	Total Adults (including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Exit, Average Gain	Performance measure: Percent of Persons who Accomplished this Measure
Number of Adults with Earned Income (i.e., Employment Income)	0	0	4	0	0	3	7	0	0%
Average Change in Earned Income	0	0		0	0			0	
Number of Adults with Other Income	0	0	1	0	0	6	7	0	0%
Average Change in Other Income	0	0		0	0			0	
Number of Adults with Any Income (i.e., Total Income)	0	0	4	0	0	3	7	0	0%
Average Change in Overall Income	0	0		0	0			0	

19b - Disabling Conditions and Income for Adults at Exit

	AO: Adult with Disabling Condition	AO: Adult without Disabling Condition	AO: Total Adults	AO: percent with Disabling Condition by Source	AC: Adult with Disabling Condition	AC: Adult without Disabling Condition	AC: Total Adults	AC: percent with Disabling Condition by Source	UK: Adult with Disabling Condition	UK: Adult without Disabling Condition	UK: Total Adults	UK: percent with Disabling Condition by Source
Earned Income	0	4	4	0%	0	0	0	0%	0	0	0	0%
Supplemental Security Income (SSI)	0	1	1	0%	0	0	0	0%	0	0	0	0%
Social Security Disability Insurance (SSDI)	0	0	0	0%	0	0	0	0%	0	0	0	0%
VA Service - Connected Disability Compensation	0	0	0	0%	0	0	0	0%	0	0	0	0%
Private Disability Insurance	0	0	0	0%	0	0	0	0%	0	0	0	0%
Worker's Compensation	0	0	0	0%	0	0	0	0%	0	0	0	0%
Temporary Assistance for Needy Families (TANF)	0	0	0	0%	0	0	0	0%	0	0	0	0%
Retirement Income from Social Security	0	0	0	0%	0	0	0	0%	0	0	0	0%
Pension or retirement income from a former job	0	0	0	0%	0	0	0	0%	0	0	0	0%
Child Support	0	0	0	0%	0	0	0	0%	0	0	0	0%
Other Source	0	0	0	0%	0	0	0	0%	0	0	0	0%

No Sources	1	2	3	33%	0	0	0	0%	0	0	0	0%
Unduplicated Total Adults	1	6	7		0	0	0		0	0	0	

20a - Type of Non-Cash Benefit Source

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)	7	0	0
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	0	0	0
TANF Child Care Services	0	0	0
TANF Transportation Services	0	0	0
Other TANF-Funded Services	0	0	0
Other Source	0	0	0

20b - Number of Non-Cash Benefit Sources

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
No Sources	20	0	7
1 + Source(s)	7	0	0
Client Doesn't Know/Client Refused	0	0	0
Data Not Collected/Not stayed long enough for Annual Assessment	1	21	0
Total	28	21	7

21 - Health Insurance

	At Start	At Annual Assessment for Stayers	At Exit for Leavers
MEDICAID	11	0	2
MEDICARE	0	0	0
State Children's Health Insurance Program	0	0	0
Veteran's Administration (VA) Medical Services	0	0	0
Employer-Provided Health Insurance	0	0	0
Health Insurance obtained through COBRA	0	0	0
Private Pay Health Insurance	0	0	0
State Health Insurance for Adults	0	0	0
Indian Health Services Program	0	0	0
Other	6	0	2
No Health Insurance	8	0	2
Client Doesn't Know/Client Refused	0	0	0
Data Not Collected	8	0	0
Number of stayers not yet required to have an annual assessment		26	
1 Source of Health Insurance	17	0	4
More than 1 Source of Health Insurance	0	0	0

22a1 - Length of Participation - CoC Projects

	Total	Leavers	Stayers
30 days or less	1	0	1
31 to 60 days	9	3	6
61 to 90 days	11	4	7
91 to 180 days	12	0	12
181 to 365 days	0	0	0
366 to 730 Days (1-2 Yrs)	0	0	0
731 to 1,095 Days (2-3 Yrs)	0	0	0
1,096 to 1,460 Days (3-4 Yrs)	0	0	0
1,461 to 1,825 Days (4-5 Yrs)	0	0	0
More than 1,825 Days (>5 Yrs)	0	0	0
Data Not Collected	0	0	0
Total	33	7	26

22b - Average and Median Length of Participation in Days

	Leavers	Stayers
Average Length	65	81
Median Length	68	77

22c - Length of Time between Project Start Date and Housing Move-in Date

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	3	3	0	0	0
8 to 14 days	2	2	0	0	0
15 to 21 days	3	3	0	0	0
22 to 30 days	2	2	0	0	0

31 to 60 days	4	4	0	0	0
61 to 180 days	1	1	0	0	0
181 to 365 days	0	0	0	0	0
366 to 730 Days (1-2 Yrs)	0	0	0	0	0
Total (persons moved into housing)	15	15	0	0	0
Average length of time to housing	25	25	0	0	0
Persons who were exited without move-in	1	1	0	0	0
Total	16	16	0	0	0

22e - Length of Time Prior to Housing - based on 3.917 Date Homelessness Started

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	0	0	0	0	0
8 to 14 days	0	0	0	0	0
15 to 21 days	1	1	0	0	0
22 to 30 days	0	0	0	0	0
31 to 60 days	2	2	0	0	0
61 to 180 days	8	8	0	0	0
181 to 365 days	0	0	0	0	0
366 to 730 Days (1-2 Yrs)	1	1	0	0	0
731 days or more	3	3	0	0	0
Total (persons moved into housing)	15	15	0	0	0
Not yet moved into housing	18	11	7	0	0
Data Not Collected	0	0	0	0	0
Total Persons	33	26	7	0	0

23c - Exit Destination - All persons

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing subsidy	0	0	0	0	0
Owned by client, with ongoing subsidy	0	0	0	0	0
Rental by client, no ongoing subsidy	0	0	0	0	0
Rental by client, with VASH subsidy	0	0	0	0	0
Rental by client with GPD TIP subsidy	0	0	0	0	0
Rental by client, other ongoing subsidy	0	0	0	0	0
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	6	6	0	0	0
Rental by client, with HCV voucher (tenant or project based)	0	0	0	0	0
Rental by client in a public housing unit	0	0	0	0	0
Subtotal	6	6	0	0	0
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Host Home (non-crisis)	0	0	0	0	0
Subtotal	0	0	0	0	0
Institutional Settings					
Foster care home or foster care group home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	1	1	0	0	0

Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	1	1	0	0	0
Total	7	7	0	0	0
Total persons exiting to positive housing destinations	6	6	0	0	0
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	86%	86%	0%	0%	0%

25a - Number of Veterans

	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran	0	0	0	0
Non-Chronically Homeless Veteran	0	0	0	0
Not a veteran	28	26	2	0
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	0	0	0	0
Total	28	26	2	0

25b - Number of Veteran Households

	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran	0	0	0	0
Non-Chronically Homeless Veteran	0	0	0	0
Not a veteran	28	26	2	0
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	0	0	0	0
Total	28	26	2	0

25c - Gender - Veterans

	Total	Without Children	With Children and Adults	Unknown Household Type
Male	0	0	0	0
Female	0	0	0	0
No Single Gender	0	0	0	0
Questioning	0	0	0	0
Transgender	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	0	0	0	0
Total	0	0	0	0

25d - Age - Veterans

	Total	Without Children	With Children and Adults	Unknown Household Type
18 - 24	0	0	0	0
25 - 34	0	0	0	0
35 - 44	0	0	0	0
45 - 54	0	0	0	0
55 - 61	0	0	0	0
62 +	0	0	0	0
Client Doesn't Know/Client Refused				
Data Not Collected				
Total	0	0	0	0

25e - Physical and Mental Health Conditions - Veterans

	Conditions at Start	Conditions at Latest Assessment for Stayers	Conditions at Exit for Leavers
Mental Health Disorder	0	0	0
Alcohol Use Disorder	0	0	0
Drug Use Disorder	0	0	0
Both Alcohol and Drug Use Disorders	0	0	0
Chronic Health Condition	0	0	0
HIV/AIDS	0	0	0
Development Disability	0	0	0
Physical Disability	0	0	0

25f - Cash Income Category - Income Category - by Start and Annual/Exit Status - Veterans

Number of Veterans by Income Category	Number of Veterans at Start	Number of Veterans at Annual Assessment (Stayers)	Number of Veterans at Exit (Leavers)
Veterans with Only Earned Income (i.e., Employment Income)	0	0	0

Veterans with Only Other Income	0	0	0
Veterans with Both Earned and Other Income	0	0	0
Veterans with No Income	0	0	0
Veterans with Client Doesn't Know/Client Refused Income Information	0	0	0
Veterans with Missing Income Information	0	0	0
Number of veterans not yet required to have an annual assessment		0	
Number of veterans without required annual assessment		0	
Total Veterans	0	0	0

25g - Type of Cash Income Sources - Veterans

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income	0	0	0
Unemployment Insurance	0	0	0
Supplemental Security Income (SSI)	0	0	0
Social Security Disability Insurance (SSDI)	0	0	0
VA Service - Connected Disability Compensation	0	0	0
VA Non-Service Connected Disability Pension	0	0	0
Private Disability Insurance	0	0	0
Worker's Compensation	0	0	0
Temporary Assistance for Needy Families (TANF)	0	0	0
General Assistance (GA)	0	0	0
Retirement Income from Social Security	0	0	0
Pension or retirement income from a former job	0	0	0
Child Support	0	0	0
Alimony and other spousal support	0	0	0
Other Source	0	0	0
Veterans with Income Information at Start and Annual Assessment/Exit		0	0

25h - Type of Non-Cash Benefit Sources - Veterans

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)	0	0	0
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	0	0	0
TANF Child Care Services	0	0	0
TANF Transportation Services	0	0	0
Other TANF-Funded Services	0	0	0
Other Source	0	0	0

25i - Exit Destination - Veterans

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	0	0	0	0	0
Rental by client, with VASH housing subsidy	0	0	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	0	0	0	0	0
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Rental by client, with HCV voucher (tenant or project based)	0	0	0	0	0
Rental by client in a public housing unit	0	0	0	0	0
Subtotal	0	0	0	0	0
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0

Host Home (non-crisis)	0	0	0	0	0
Subtotal	0	0	0	0	0
Institutional Settings					
Foster care home or foster care group home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	0	0	0	0	0
Total persons exiting to positive housing destinations	0	0	0	0	0
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	0%	0%	0%	0%	0%

26a - Chronic Homeless Status - Number of Households w/at least one or more CH person					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	2	2	0	0	0
Not Chronically Homeless	26	24	2	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	28	26	2	0	0

26b - Number of Chronically Homeless Persons by Household					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	2	2	0	0	0
Not Chronically Homeless	30	24	6	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	1	0	1	0	0
Total	33	26	7	0	0

26c - Gender of Chronically Homeless Persons					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male	1	1	0	0	0
Female	1	1	0	0	0
No Single Gender	0	0	0	0	0
Questioning	0	0	0	0	0
Transgender	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	2	2	0	0	0

26d - Age of Chronically Homeless Persons					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
0 - 17	0		0	0	0
18 - 24	2	2	0		0
25 - 34	0	0	0		0
35 - 44	0	0	0		0
45 - 54	0	0	0		0
55 - 61	0	0	0		0
62 +	0	0	0		0
Client Doesn't Know/Client Refused	0	0	0		0
Data Not Collected	0	0	0		0
Total	2	2	0	0	0

26e - Physical and Mental Health Conditions - Chronically Homeless Persons					
			Conditions at Start	Conditions at Latest Assessment for Stayers	Conditions at Exit for Leavers
Mental Health Disorder			2	2	0

Alcohol Use Disorder	0	0	0
Drug Use Disorder	0	0	0
Both Alcohol and Drug Use Disorders	0	0	0
Chronic Health Condition	0	0	0
HIV/AIDS	0	0	0
Development Disability	1	1	0
Physical Disability	1	1	0

26f - Client Cash Income - Chronically Homeless Persons

	Number of Chronically Homeless Persons at Start	Number of Chronically Homeless Persons at Annual Assessment (Stayers)	Number of Chronically Homeless Persons at Exit (Leavers)
Number of Chronically Homeless Persons by Income Category			
Chronically Homeless Persons with Only Earned Income (i.e., Employment Income)	2	0	0
Chronically Homeless Persons with Only Other Income	0	0	0
Chronically Homeless Persons with Both Earned and Other Income	0	0	0
Chronically Homeless Persons with No Income	0	0	0
Chronically Homeless Persons with Client Doesn't Know/Client Refused Income Information	0	0	0
Chronically Homeless Persons with Missing Income Information	0	0	0
Number of Chronically Homeless Persons not yet required to have an annual assessment		2	
Number of Chronically Homeless Persons without required annual assessment		0	
Total Chronically Homeless Persons	2	2	0

26g - Type of Cash Income Sources - Chronically Homeless Persons

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income	2	0	0
Unemployment Insurance	0	0	0
Supplemental Security Income (SSI)	0	0	0
Social Security Disability Insurance (SSDI)	0	0	0
VA Service - Connected Disability Compensation	0	0	0
VA Non-Service Connected Disability Pension	0	0	0
Private Disability Insurance	0	0	0
Worker's Compensation	0	0	0
Temporary Assistance for Needy Families (TANF)	0	0	0
General Assistance (GA)	0	0	0
Retirement Income from Social Security	0	0	0
Pension or retirement income from a former job	0	0	0
Child Support	0	0	0
Alimony and other spousal support	0	0	0
Other Source	0	0	0
Chronically Homeless Persons with Income Information at Start and Annual Assessment/Exit		0	0

26h - Type of Non-Cash Income Sources - Chronically Homeless Persons

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)	0	0	0
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	0	0	0
TANF Child Care Services	0	0	0
TANF Transportation Services	0	0	0
Other TANF-Funded Services	0	0	0
Other Source	0	0	0

27a - Age of Youth

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
12 - 17	0		0	0	0
18 - 24	28	26	2		
Client Doesn't Know/Client Refused					
Data Not Collected					
Total	28	26	2	0	

27b - Parenting Youth

	Total Parenting Youth	Total Children of Parenting Youth	Total Persons	Total Households
Parenting youth < 18	0	0	0	0
Parenting youth 18 to 24	2	3	6	2

27c - Gender - Youth

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male	9	9	0	0	0
Female	19	17	2	0	0
No Single Gender	0	0	0	0	0
Questioning	0	0	0	0	0
Transgender	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	28	26	2	0	0

27d - Living Situation - Youth

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	3	3	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Place not meant for habitation	6	6	0	0	0
Safe Haven	0	0	0	0	0
Host Home (non-crisis)	0	0	0	0	0
Subtotal	9	9	0	0	0
Institutional Settings					
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Foster care home or foster care group home	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Locations					
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Rental by client, with HCV voucher (tenant or project based)	0	0	0	0	0
Rental by client in a public housing unit	0	0	0	0	0
Rental by client, no ongoing housing subsidy	1	1	0	0	0
Rental by client, with VASH housing subsidy	0	0	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other housing subsidy (including RRH)	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	2	2	0	0	0
Staying or living in a friend's room, apartment or house	5	4	1	0	0
Staying or living in a family member's room, apartment or house	11	10	1	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Subtotal	19	17	2	0	0
Total	28	26	2	0	0

27e - Length of Participation - Youth

	Total	Leavers	Stayers
30 days or less	1	0	1
31 to 60 days	8	3	5
61 to 90 days	11	4	7
91 to 180 days	8	0	8
181 to 365 days	0	0	0
366 to 730 Days (1-2 Yrs)	0	0	0
731 to 1,095 Days (2-3 Yrs)	0	0	0
1,096 to 1,460 Days (3-4 Yrs)	0	0	0
1,461 to 1,825 Days (4-5 Yrs)	0	0	0
More than 1,825 Days (>5 Yrs)	0	0	0
Data Not Collected	0	0	0
Total	28	7	21

27f - Exit Destination - Youth

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations					
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0

Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	0	0	0	0	0
Rental by client, with VASH housing subsidy	0	0	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	0	0	0	0	0
Permanent Housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	6	6	0	0	0
Rental by client, with HCV voucher (tenant or project based)	0	0	0	0	0
Rental by client in a public housing unit	0	0	0	0	0
Subtotal	6	6	0	0	0
Temporary Destinations					
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Host Home (non-crisis)	0	0	0	0	0
Subtotal	0	0	0	0	0
Institutional Settings					
Foster care home or foster care group home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Destinations					
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	1	1	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	1	1	0	0	0
Total	7	7	0	0	0
Total persons exiting to positive housing destinations	6	6	0	0	0
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	86%	86%	0%	0%	0%

27g - Cash Income - Sources - Youth

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income	17	0	4
Unemployment Insurance	1	0	0
Supplemental Security Income (SSI)	3	0	1
Social Security Disability Insurance (SSDI)	0	0	0
VA Service - Connected Disability Compensation	0	0	0
VA Non-Service Connected Disability Pension	0	0	0
Private Disability Insurance	0	0	0
Worker's Compensation	0	0	0
Temporary Assistance for Needy Families (TANF)	0	0	0
General Assistance (GA)	0	0	0
Retirement Income from Social Security	0	0	0
Pension or retirement income from a former job	0	0	0
Child Support	0	0	0
Alimony and other spousal support	0	0	0
Other Source	0	0	0
Adults with Income Information at Start and Annual Assessment/Exit		0	0

27h - Client Cash Income Category - Earned/Other Income Category - by Start and Annual Assessment/Exit Status - Youth

Number of Youth by Income Category	Number of	Number of	Number of
------------------------------------	-----------	-----------	-----------

	Youth at Start	Youth at Annual Assessment (Stayers)	Youth at Exit (Leavers)
Youth with Only Earned Income (i.e., Employment Income)	15	0	3
Youth with Only Other Income	2	0	0
Youth with Both Earned and Other Income	2	0	1
Youth with No Income	9	0	3
Youth with Client Doesn't Know/Client Refused Income Information	0	0	0
Youth with Missing Income Information	0	0	0
Number of youth stayers not yet required to have an annual assessment		21	
Number of youth stayers without required annual assessment		0	
Total Youth	28	21	7
1 or More Source of Income	19	0	4
Youth with Income Information at Start and Annual Assessment/Exit		0	0

27i - Disabling Conditions and Income for Youth at Exit

	AO: Youth with Disabling Condition	AO: Youth without Disabling Condition	AO: Total Youth	AO: percent with Disabling Condition by Source	AC: Youth with Disabling Condition	AC: Youth without Disabling Condition	AC: Total Youth	AC: percent with Disabling Condition by Source	CO: Youth with Disabling Condition	CO: Youth without Disabling Condition	CO: Total Youth	CO: percent with Disabling Condition by Source	UK: Youth with Disabling Condition	UK: Youth without Disabling Condition	UK: Total Youth	UK: percent with Disabling Condition by Source
Earned Income	0	4	4	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Supplemental Security Income (SSI)	0	1	1	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Social Security Disability Insurance (SSDI)	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
VA Service - Connected Disability Compensation	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Private Disability Insurance	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Worker's Compensation	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Temporary Assistance for Needy Families (TANF)	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Retirement Income from Social Security	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Pension or retirement income from a former job	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Child Support	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Other Source	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
No Sources	1	2	3	33%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Unduplicated Total Youth	1	6	7		0	0	0		0	0	0		0	0	0	

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.

Attachment A

[Front Office Portal](#)

Profile

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Workspace

Applicants
Funding Opportunity
Registrations
Projects
Submissions


[Contact Us](#)





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 B

Your Profile x +

eloccs.hud.gov/templates/user_profile.cfm?&14:15:57

HOLLY BERNARDO
Your Profile

Menu AO Portfolio Your Profile

HUD-27054E LOCCS Security

User: **BERNARDO, HOLLY L**
 BIG BEND HOMELESS-CEO
 2729 W PENSACOLA
 TALLAHASSEE, FL 32304

Phone: (615) 525-1903 Ext:
 Email: hbernardo@bigbendkc.org

Effective Date: 2022-04-22 Last access Date: 2022-08-30 14:12 Last Certified Date:

HUD-27054E Program Area Authorizations

Secure Systems LOCCS Assigned Roles

ADM	Administrator
QRY	Query

[Edit Email](#) [Security Questions](#) [Menu](#)

AO Portfolio x +

eloccs.hud.gov/templates/ao_portfolio.cfm?auth_detail=no&14:15:57

HOLLY BERNARDO
Approving Official User Portfolio

Menu AO Portfolio

Click [this link](#) for additional information on the LOCCS certification process.

Current	User	Certification Status		Effective Date	Times Accessed	Last Accessed	HUD-27054E Authorization(s)			Authority	
		Next	Last				Organization	Program	Drawdown		
✓	1) GIACOBBE, LISA M	✓	10-01-2022	08-08-2022	11-09-2020	101	08-25-2022	BIG BEND HOMELESS COALITION (59-2898810)	SNAP	Special Needs Assistance	Drawdown

[Menu](#)

[Back to Top](#) [Help](#) [Help](#)

[Privacy Statement](#)

Attachment C



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
400 West Bay Street Suite 1015
Jacksonville, FL 32202

Grant Number (FAIN): Multiple Projects
Tax ID Number: 59-2898810
DUNS Number: 942306390

CONTINUUM OF CARE PROGRAM (CDFA# 14.267) GRANT AGREEMENT

This Grant Agreement (“this Agreement”) is made by and between the United States Department of Housing and Urban Development (“HUD”) and Big Bend Homeless Coalition, Inc. (the “Recipient”).

This Agreement, the use of funds provided under this Agreement (the “Grant” or “Grant Funds”), and the operation of projects assisted with Grant Funds are governed by title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C. 11301 et seq. (the “Act”), the Continuum of Care Program rule at 24 CFR part 578 (the “Rule”), as amended from time to time, and the Fiscal Year (FY) 2020 Continuum of Care (CoC) Program Non-competitive Funding Notice, Notice CPD-21-01. Capitalized terms that are not defined in this Agreement shall have the meanings given in the Rule.

Only the project (those projects) listed below are funded by this Agreement. HUD’s total funding obligation for this grant is \$1,217,195, allocated between the projects listed below and, within those projects, between budget line items, as shown below.

Project No.	Grant Term	Budget Period/Performance Period	Total Amount
FL0077L4H062013	12	09/01/2021-8/31/2022	\$454,433

allocated between budget line items as follows:

a. Continuum of Care planning activities	\$0
b. Leasing	\$368,633
c. Rental assistance	\$0
d. Supportive Services	\$60,271
e. Operating costs	\$0
f. Homeless Management Information System	\$0
g. Administrative costs	\$25,529
h. Relocation costs	\$0
i. HPC homelessness prevention activities:	
Housing relocation and stabilization services	\$0
Short-term and medium term rental assistance	\$0

Project No.	Grant Term	Budget Period/Performance Period	Total Amount
FL0302L4H062012	12	09/01/2021-08/31/2022	\$712,822

allocated between budget line items as follows:

a. Continuum of Care planning activities	\$0
b. Leasing	\$578,817
c. Rental assistance	\$0
d. Supportive Services	\$100,250
e. Operating costs	\$5,565
f. Homeless Management Information System	\$0
g. Administrative costs	\$28,190
h. Relocation costs	\$0
i. HPC homelessness prevention activities:	
Housing relocation and stabilization services	\$0
Short-term and medium term rental assistance	\$0

Project No.	Grant Term	Budget Period/Performance Period	Total Amount
FL0726L4H062002	12	10/01/2021-09/30/2022	\$49,940

allocated between budget line items as follows:

a. Continuum of Care planning activities	\$0
b. Leasing	\$0
c. Rental assistance	\$29,568
d. Supportive Services	\$16,147
e. Operating costs	\$0
f. Homeless Management Information System	\$0
g. Administrative costs	\$4,225
h. Relocation costs	\$0
i. HPC homelessness prevention activities:	
Housing relocation and stabilization services	\$0
Short-term and medium term rental assistance	\$0

Pre-award Costs for Continuum of Care Planning

The Recipient may, at its own risk, incur pre-award costs for continuum of care planning awards, after the date of the HUD selection notice and prior to the start date of the award budget period/performance period, if such costs: a) are consistent with 2 CFR 200.458; and b) would be allowable as a post-award cost; and c) do not exceed 10 percent of the total funds obligated to this award. The incurrence of pre-award costs in anticipation of an award imposes no obligation on HUD either to make the award, or to increase the amount of the approved budget, if the award is made for less than the amount anticipated and is inadequate to cover the pre-award costs incurred.

These provisions apply to all Recipients:

The Agreement constitutes the entire agreement between the parties, and may be amended only in writing executed by HUD and the Recipient.

The budget period/performance period of renewal projects funded by this Agreement will begin immediately at the end of the budget period/performance period (or final operating year for Supportive Housing Program (SHP) and Shelter Plus Care (S+C) grants being renewed for the first time) under the grant agreement being renewed. Eligible costs incurred between the end of Recipient's budget period/performance period (or final operating year for SHP and S+C grants being renewed for the first time) under the grant agreement being renewed and the date this Agreement is executed by both parties may be reimbursed with Grants Funds from this Agreement. No Grant Funds for renewal projects may be drawn down by Recipient before the end date of the project's budget period/performance period (or final operating year for SHP and S+C grants being renewed for the first time) under the grant that has been renewed.

The Recipient must complete the attached "Indirect Cost Rate Schedule" and return it to HUD with this Agreement. The Recipient must provide HUD with a revised schedule when any change is made to the rate(s) included in the schedule. The schedule and any revisions HUD receives from the Recipient will be incorporated into and made part of this Agreement, provided that each rate included satisfies the applicable requirements under 2 CFR part 200 (including appendices).

This Agreement shall remain in effect until the earlier of 1) written agreement by the parties; 2) by HUD alone, acting under the authority of 24 CFR 578.107; 3) upon expiration of the budget period/performance period for all projects funded under this Agreement; or 4) upon the expiration of the period of availability of Grant Funds for all projects funded under this Agreement.

HUD notifications to the Recipient shall be to the address of the Recipient as stated in the Recipient's applicant profile in e-snaps. Recipient notifications to HUD shall be to the HUD Field Office executing the Agreement. No right, benefit, or advantage of the Recipient hereunder may be assigned without prior written approval of HUD.

The Agreement constitutes the entire agreement between the parties and may be amended only in writing executed by HUD and the Recipient.

By signing below, Recipients that are states and units of local government certify that they are following a current HUD approved CHAS (Consolidated Plan).

This agreement is hereby executed on behalf of the parties as follows:

**UNITED STATES OF AMERICA,
Secretary of Housing and Urban Development**

By:



Lisa Hill, Director

(Typed Name and Title)

August 13, 2021

(Date)

RECIPIENT

Big Bend Homeless Coalition, Inc.

(Name of Organization)

By:



(Signature of Authorized Official)

Sylvia Smith, Executive Director

(Typed Name and Title of Authorized Official)

8/30/21

(Date)

INDIRECT COST RATE SCHEDULE

Agency/Dept./Major Function	Indirect cost rate	Direct Cost Base
	%	
	%	
	%	
	%	

This schedule must include each indirect cost rate that will be used to calculate the Recipient's indirect costs under the grant. The schedule must also specify the type of direct cost base to which each included rate applies (for example, Modified Total Direct Costs (MTDC)). Do not include indirect cost rate information for subrecipients.

For government entities, enter each agency or department that will carry out activities under the grant, the indirect cost rate applicable to each department/agency (including if the de minimis rate is used per 2 CFR §200.414), and the type of direct cost base to which the rate will be applied.

For nonprofit organizations that use the Simplified Allocation Method for indirect costs or elects to use the de minimis rate of 10% of Modified Total Direct Costs in accordance with 2 CFR §200.414, enter the applicable indirect cost rate and type of direct cost base in the first row of the table.

For nonprofit organizations that use the Multiple Base Allocation Method, enter each major function of the organization for which a rate was developed and will be used under the grant, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied.

To learn more about the indirect cost requirements, see 24 CFR 578.63; 2 CFR part 200, subpart E; Appendix IV to Part 200 (for nonprofit organizations); and Appendix VII to Part 200 (for state and local governments).

Attachment D

4) Demonstrated Need

Narrative: The demonstrated need for this Rapid Rehousing (RRH) project is found in the following data sources:

- 2022 Point in Time Summary page 7 showing:
 - o 13 18-24 year old young adults in shelter and transitional housing and 1 unsheltered.
- And the massive demand for homeless prevention services from all age groups and demographics including 18-24 year old young adults.

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

Alignment with HAP Goals

The below goals and objective are taken directly from the Youth Homelessness section of Big Bend CoC Housing Assistance Plan updated in 2021 for 2021-2025.

<p>Prevention & Diversion</p>	<ul style="list-style-type: none"> 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. 	<p>This program can fund homeless prevention for youth 18-24 (unlike the ESG RRH programs). Therefore the Youth Launch and the Youth Launch Expansion programs directly increase the homeless prevention and diversion resources available.</p> <p>We engage in direct outreach to the following agencies: FSU, FAMU, TCC, the BBCoC, CCYS, Oasis Center, Refuge House, BBHC HOPE Shelter, Kearney Center, Ability 1st, Brehon Institute, Phi Center, Chelsea House, ECHO, City Walk Urban Center, PACE Center and any other appropriate agencies.</p> <p>This outreach identifies and diverts youth from entering homelessness.</p>
<p>Unsheltered Homelessness/ Outreach</p>	<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. 	<p>See above described outreach.</p> <p>We also work with CCYS Going Places Outreach to identify youth in need of Youth Launch RRH services.</p> <p>Youth Launch is the program our CoC uses to exit older youths (18-24 y.o.) to housing, rental assistance, and case management. Through that case management support we also assist youth with access to basic needs, goods and services as well as assistance as they are exiting homelessness.</p>

Permanent Rental Housing <i>(Rapid Rehousing, Rental)</i>	b. Identify or create appropriate housing with supports for pregnant youth and youth with children.	Youth Launch can and does serve households with children.
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Attachment CE

Youth Launch accepts referrals and conducts its own outreach. All young adults are assessed per the CE Policies and Procedures.

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

Narrative: We adhere to the tenants of Housing First in all ways. Youth Launch does not mandate client participation in services either before obtaining housing or in order to retain housing.

C. Supportive Services

Again, depending on the rental assistance resources available, Youth Launch will pay up to 12 months of rental assistance.

Supportive Services remain active for a minimum of three months and can be extended to ensure housing stability.

Supportive services are critical to the quality and success of Youth Launch. 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 Youth Launch or a collaborating organization. Youth Launch provides resource information to help ensure that participants can access needed services on an ongoing basis. Youth Launch'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 in the community, which are at convenient hours and locations.
3. Coordinated: Youth Launch has established connections to mainstream and community-based resources.
4. Integrated: Staff supports youth tenants in developing and strengthening connections to their community.
5. Sustainable: Youth Launch 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 that quickly and successfully connects 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 wherein 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.

The Youth Launch 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 Youth Launch 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 – Youth Launch admission is low-barrier and prioritizes those facing the most significant barriers to housing. Youth Launch accepts referrals from the BBCoC Coordinated Entry System (CES) as well as directly from community partners and abides by the CES' policies and procedures. Our CES policies prioritize people into Youth Launch who are 18-24 years old, 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 – Youth Launch coordinates with street outreach workers, shelter case managers, and program participants to move each Participant into housing as quickly as possible. Youth Launch also works with the individual to ensure fully informed choice based on apartments and dwellings available at the time.
4. Voluntary supportive service delivery – Youth Launch supportive services include help with living skills, links to healthcare, and guidance accessing resources such as food, clothes, EBT benefits, 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 principles and motivational interviewing techniques.
5. Tenants have full rights, responsibilities, and legal protections – Youth Launch 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. Youth Launch educates participants about their rights and responsibilities as tenants under the lease and state law. Youth Launch 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 Youth Launch Placement - Youth Launch requires that eligible participants entering or maintaining their enrolled status within Youth Launch be willing to cooperate with Youth Launch only to the extent necessary to maintain their lease.
7. Practices and policies to prevent lease violations and evictions – Youth Launch makes every effort to neutralize the threat of eviction and prevent threatened eviction of program participants. Strategies to prevent eviction include counseling them to thoroughly familiarize themselves with the terms of their lease, requiring the development of a budget, 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. Length of Stay – Youth Launch can assist and support unhoused youth in moving from homelessness into independent housing and helps them gain access to supportive services. The program Launches youth into independent housing through supportive services and payment of security deposits, initial rent, application fees, utility past-due fees, and any required renter’s insurance, based upon individualized need. The program is permitted to serve youth for up to 12 months.

E. Youth Launch Eligibility Criteria and Intake Procedures for Verifying Eligibility

1. Youth Launch Receives Referral - Youth Launch receives its

referrals from the Big Bend Continuum of Care (CoC) Coordinated Entry (CE) via the Homeless Management Information System (HMIS) and from other community partners.

2. Confirmation of Eligibility:

- a) CoC RRH programs may serve individuals from any of the 4 HUD defined categories of homelessness. See Section F. for definitions. The program generally serves youth from Category 1 and Category 2.
- b) The documents that establish homeless status are generally available in HMIS when the CoC CE staff refer an individual to Youth Launch.
- c) When a referral comes from a community partner, i.e., TCC, FAMU, FSU, the

Attachment H

Youth Launch Staffing Plan

Youth Launch is a small program that works with young adults who we have found to be highly motivated to locate their own housing.

While cases may remain open for 12 months, most will close within 3 months if housing stability has been achieved.

1. Chief Operating Officer – Bret Oglesby – Functions as Youth Launch Director
 - a. Case Manager – Micha Allen - works 1/4 time in Youth Launch.
2. Director of Housing Administration – Alicia Gibson - works 1/4 time in Youth Launch

All duties are outlined 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: Executive Director

SUPERVISORY RESPONSIBILITIES:

- Program Specialist

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 PSH 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 required (social work, psychology, or a counseling profession)
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:

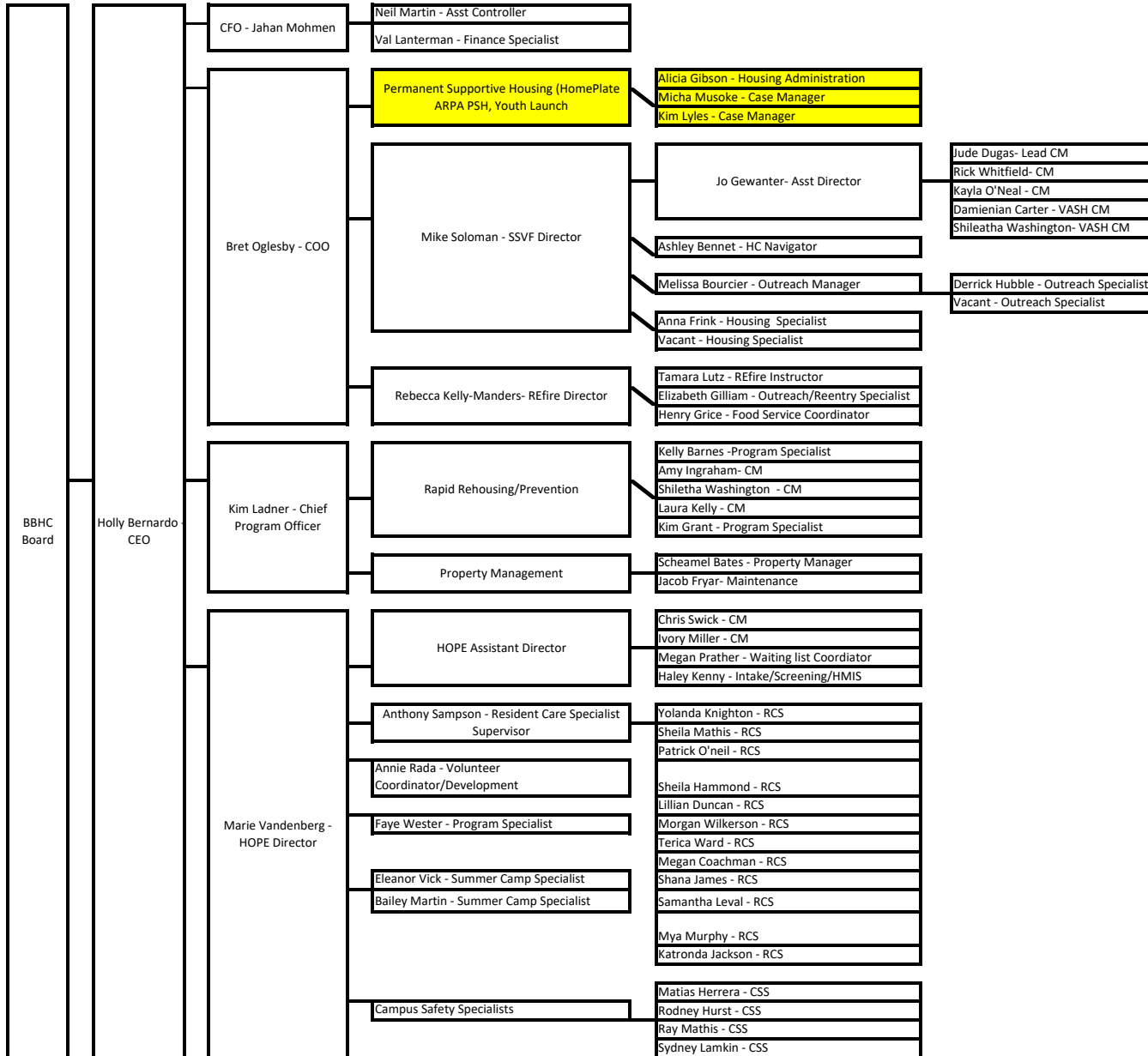
1. Work directly with new clients who are entering permanent housing to ensure a smooth transition into housing.
2. Conduct assessments to identify basic needs and supportive services needs.
3. Ensure linkages to basic needs items and ongoing supportive services.
4. Provide **case** management with residents, 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

ATTACHMENT I

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



Attachment J



Youth Launch

Tenant-Based Rapid Rehousing

Program Policies and Procedures

October 2021

Contents

A.	Purpose of the Manual.....	3
B.	Housing Management/Finance and Administration	3
C.	Supportive Services.....	5
D.	Housing First/Low Barrier	5
E.	Youth Launch Eligibility Criteria and Intake Procedures for Verifying Eligibility	7
F.	Homeless Definitions	9
G.	Coordinated Entry Case Staffing Meetings for Youth and Families	11
H.	Utilization Management and Program Sustainability	11
I.	Accepting Referrals, Removing Barriers, and Providing Program Orientation.....	11
J.	Assessment of Service Needs	12
K.	Supportive Services.....	13
L.	Housing Stability, Problem Solving, Addressing Lease Violations, and Rehousing	13
M.	Payment of Leases, Ongoing Administration, and HMIS	14
N.	File Documentation Requirements.....	14

A. Purpose of the Manual

Youth Launch 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 Youth Launch policies, procedures, and practices **not already** outlined in the following:

1. The HEARTH Act
2. The CoC Program Interim Rule
3. CoC Rapid Rehousing 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/Finance and Administration

Youth Launch is a housing first oriented CoC PH Rapid Rehousing project that addresses the needs of the CoC's homeless young adults ages 18-24.

Depending on the rental assistance resources available, Youth Launch will pay up to 12 months of rental assistance.

Rental Assistance and Support Services will remain active for a minimum of three months and can be extended to ensure housing stability.

The project locates homeless youth, conducts coordinated entry, accepts referrals from coordinated entry, assesses service needs, assists with moving costs, provides case management, provides housing search and counseling services, life skills training, transportation, and utility deposits.

Housing management refers to the set of services concerned with connecting tenants to housing in the private rental market, making rental payments for units, paying security deposits, application fees, moving costs, and for property damage. .

Youth Launch is Tenant-based Rapid Rehousing. In the Youth Launch program, the Director of Finance and Administration will provide checks to the Youth Launch Case Manager for use in paying eligible costs and fees, e.g., rental deposits, first month's rent, renter's insurance if required, utility deposits, and other expenses needed to house an individual.

Youth Launch staff are the Youth Launch Case Manager (Youth Launch CM), the Director of Permanent Housing Supportive Services, and the Director of Finance and Administration. Youth are motivated to find their own housing and therefore the project does not yet require a housing specialist. The CM is able to assist with recommendations should the young adult find the process challenging.

These housing services are:

1. Tenant Centered and Accessible: Tenants move into housing quickly, and the process accommodates their varying backgrounds, their disabilities, and cultural needs. The necessary checks are cut quickly to make the program competitive with prospective tenants from the public who are also applying for apartments.
2. Coordinated: Staff works closely with each other, the Participant, supportive service staff, and landlords to ensure tenants have been prepared, as much as possible, to be able to sustain stable housing.
3. Integrated: All tenants are offered a choice of housing unit and have a lease identical to tenants who are not in the Youth Launch program. Prospective tenants are encouraged to find their own housing.
4. Sustainable: While respecting tenant rights and privacy, staff regularly checks to

ensure that the unit remains in good condition and receives any needed maintenance by the property manager.

C. Supportive Services

Again, depending on the rental assistance resources available, Youth Launch will pay up to 12 months of rental assistance.

Supportive Services remain active for a minimum of three months and can be extended to ensure housing stability.

Supportive services are critical to the quality and success of Youth Launch. 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 Youth Launch or a collaborating organization. Youth Launch provides resource information to help ensure that participants can access needed services on an ongoing basis. Youth Launch'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 in the community, which are at convenient hours and locations.
3. **Coordinated:** Youth Launch has established connections to mainstream and community-based resources.
4. **Integrated:** Staff supports youth tenants in developing and strengthening connections to their community.
5. **Sustainable:** Youth Launch 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 that quickly and successfully connects 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 wherein 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.

The Youth Launch 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 Youth Launch 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 – Youth Launch admission is low-barrier and prioritizes those facing the most significant barriers to housing. Youth Launch accepts referrals from the BBCoC Coordinated Entry System (CES) as well as directly from community partners and abides by the CES’ policies and procedures. Our CES policies prioritize people into Youth Launch who are 18-24 years old, 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 – Youth Launch coordinates with street outreach workers, shelter case managers, and program participants to move each Participant into housing as quickly as possible. Youth Launch also works with the individual to ensure fully informed choice based on apartments and dwellings available at the time.
4. Voluntary supportive service delivery – Youth Launch supportive services include help with living skills, links to healthcare, and guidance accessing resources such as food, clothes, EBT benefits, 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 principles and motivational interviewing techniques.
5. Tenants have full rights, responsibilities, and legal protections – Youth Launch 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. Youth Launch educates participants about their rights and responsibilities as tenants under the lease and state law. Youth Launch 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 Youth Launch Placement - Youth Launch requires that eligible participants entering or maintaining their enrolled status within Youth Launch be willing to cooperate with Youth Launch only to the extent necessary to maintain their lease.
7. Practices and policies to prevent lease violations and evictions – Youth Launch makes every effort to neutralize the threat of eviction and prevent threatened eviction of program participants. Strategies to prevent eviction include counseling them to thoroughly familiarize themselves with the terms of their lease, requiring the development of a budget, 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. Length of Stay – Youth Launch can assist and support unhoused youth in moving from homelessness into independent housing and helps them gain access to supportive services. The program Launches youth into independent housing through supportive services and payment of security deposits, initial rent, application fees, utility past-due fees, and any required renter’s insurance, based upon individualized need. The program is permitted to serve youth for up to 12 months.

E. Youth Launch Eligibility Criteria and Intake Procedures for Verifying Eligibility

1. Youth Launch Receives Referral - Youth Launch receives its referrals from the Big Bend Continuum of Care (CoC) Coordinated Entry (CE) via the Homeless Management Information System (HMIS) and from other community partners.
2. Confirmation of Eligibility:
 - a) CoC RRH programs may serve individuals from any of the 4 HUD defined categories of homelessness. See Section F. for definitions. The program generally serves youth from Category 1 and Category 2.
 - b) The documents that establish homeless status are generally available in HMIS when the CoC CE staff refer an individual to Youth Launch.
 - c) When a referral comes from a community partner, i.e., TCC, FAMU, FSU, the

Youth Launch CM will assist the applicant in gathering and completing initial paperwork.

- d) The Youth Launch CM 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).
 - e) For purposes of evidence of literal homelessness for Category (1) program participants, 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.
 - f) The Youth Launch CM will meet with the referred individual to become acquainted, orient the referred individual, and initiate service planning. If necessary, the Youth Launch CM will also continue the process of gathering missing homeless status documentation so that homelessness is verified before moving forward.
3. Enrollment - Once eligibility is confirmed, the Youth Launch CM will obtain informed consent through a completed ROI after which the applicant is entered in the HMIS system and becomes a participant in the Youth Launch program.
4. Housing Process – The Youth Launch CM will:
- a) Assist with locating and inspecting housing and assist with providing information about employment opportunities
 - b) The Youth Launch CM and Participant will jointly develop a budget to help ensure future success. Discussion between the Youth Launch CM and Participant will cover employment and income issues as related to the Participant having income to sustain their ongoing expenses after the Youth Launch program has housed them.
 - c) Review the landlord’s lease with the Participant before they sign the lease, and provide a copy to the Participant.
 - d) Ensure that a current Release of Information for the landlord/property manager is signed and on file. Ensure that any other needed Releases of Information are signed and on file.
 - e) Complete the needed Check Request Form(s) for rent, utilities, deposit (and other needs) and have the Director of Permanent Housing Supportive Services sign for approval. At this time, a brief review of the case will occur between the Youth Launch CM and the Director of Permanent Housing Supportive Services.
 - f) Deliver the approved Check Request Form(s) to the Director of Finance and Administration for the property and apartment chosen by the Participant.
 - g) After the requested check(s) has been prepared by the Director of Finance

and Administration, pick up the check(s) and take them to the appropriate landlord or other entity.

- h) Enter a note into HMIS to document the specific housing secured, which costs and fees were paid by the program, any tenant contribution to move-in fees, move-in date, and relevant details of current status.
- i) The Youth Launch CM will assist in obtaining furniture for the Participant if needed and requested by the Participant. An MOU between Youth Launch and ECHO provides for the youth to obtain furniture for a delivery fee of \$100. Send a weekly report to the Executive Director, Director of Permanent Housing Supportive Services, Director of Finance and Administration, and Executive Director.

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 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.

G. Coordinated Entry Case Staffing Meetings for Youth and Families

1. The Youth Launch CM is required to attend Coordinated Entry Case Staffing Meetings targeted to Families and Youth. The Director of Permanent Housing Supportive Services will also attend when able and when new referrals are going to be presented. These meetings occur every other week and are coordinated by the CoC.
2. Coordinated Entry Case Staffing meetings are one opportunity for Youth Launch to learn about individuals who have been identified as being in need of housing and who may be referred to Youth Launch for Rapid Re-housing and supportive services.
3. Any referrals that have been made by other community partners are reviewed with the referring agency representative and staffed with the Director of Permanent Housing Supportive Services. Referrals made directly to the Director of Permanent Housing Supportive Services are discussed with and referred to the Youth Launch CM for follow-up. These referrals are then staffed with the team during the Youth and Families Case Staffing meetings.
4. CoC staff prioritize the individuals on the By Name List according to our CoC's Coordinated Entry Policies and Procedures.

H. Utilization Management and Program Sustainability

1. The Youth Launch team must review our capacity to accept new referrals weekly.
2. Youth Launch must strive to achieve the highest possible utilization while maintaining quality budgeting sufficient grant funds to house the targeted number of participants specified in the proposal .
3. The Director of Finance and Administration will email on a monthly basis the Youth Launch CM, Director of Permanent Housing Supportive Services and Executive Director to update them about the budget balance and expenditures.

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

1. Youth Launch engages in extensive peer to peer collaboration with the CoC, 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 to the Youth Launch program for rapid rehousing, the process of housing the individual begins.

2. Following referral, the Youth Launch CM must meet with the individual, introduce themselves, and share information about the program. Documents are reviewed and eligibility is verified, the reviews the Youth Launch 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 individual and Youth Launch CM coordinate together to identify housing options, giving careful consideration to the specific needs and preferences of each individual.
4. The individual, with the assistance of the as needed, visits available apartments and completes applications.
5. The 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 Youth Launch CM must complete an inspection of the unit.
7. If repairs are required, the Youth Launch CM 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 Youth Launch CM must return the lease, along with the requisite security deposit and first month's rent to the landlord.
11. The Youth Launch CM must then assist the individual with moving in and securing basic items for the household.

J. Assessment of Service Needs

1. Assessment of service needs begins before referral when the Youth Launch CM or Director of Permanent Housing Supportive Services is alerted to the probability of an individual being referred.
2. The Youth Launch CM must learn about and begin to identify barriers to housing facing the individual being referred, for example, resolving past due utilities balance.
3. The Youth Launch CM must learn about these known barriers during

Coordinated Entry Case Staffing Meetings, staffing with the Rapid Rehousing Supportive Services Director, and Youth Launch 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 Youth Launch CM must begin to meet with the individual.
5. The Youth Launch CM and Director of Permanent Housing, if needed, must continue to assess the individual's needs during the initial meetings.
6. The Youth Launch CM and the individual must review the Youth Launch guidelines.
7. The Youth Launch CM must provide ongoing monthly case management follow-up through face-to-face visits, telephone calls, texts and emails.
8. The Youth Launch team meets weekly to discuss status updates and assess needs.
9. The Youth Launch 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.

K. Supportive Services

1. Case Management is provided at least once monthly for all participants.
2. Youth Launch 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 Youth Launch 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

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

1. The develops and maintains a relationship with property owners and 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 the Youth Launch CM to alert us about a participant who is or may be about to violate the lease.
4. The 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.

M. Payment of Leases, Ongoing Administration, and HMIS

1. The Youth Launch CM enters complete program participant information into HMIS upon program entry and updates information as required.
2. The Youth Launch CM also assists in completing program Annual Performance Report (APR).
3. The Youth Launch CM 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 Youth Launch CM prepares check requests for rents to property owners and utilities and submits them for authorization and payment.

N. File Documentation Requirements

Files must contain:

1. Copies of all checks written
2. Identification
3. HMIS Client Consent to Share Information
4. Authorization to Obtain and/or Release Information
5. Income Verification
6. Initial assessment and annual updates
7. Individual Support Plan (ISP)
8. HMIS consent to share information form
9. Health Survey
10. Supportive Services Client Agreement

- a) Consents to Obtain/Release Information as appropriate for each client
- b) Entry Summary
- c) Exit summary (closed files)
- d) SSI statement and documentation of other income
- e) Printed progress notes (in all closed files)

Big Bend Homeless Coalition

Youth Launch Rapid Rehousing Pre-

Referring Agency: Case Manager / contact #:	screening	Date:
Name of all adults in household: First: _____ MI: _____ Last: _____ First: _____ MI: _____ Last: _____		Last 4 digits of Social Security # _____ _____

Phone #: _____

Have you previously received HPRP, Homeless Prevention or Rapid Re-Housing Program funds?
 Yes No ***Applicants who answer yes to the above question are not eligible.***

RRH Homelessness Criteria:

1. Are you and your family living in an emergency shelter or staying in a hotel that is paid for by a charitable organization? Yes No

2. Is your permanent nighttime residence a place not meant for human habitation such as a car, abandoned house, or tent? Yes No

3. Are you and your family currently fleeing from domestic or sexual violence? Yes No

Did the applicant answer yes to at least one of the three criteria listed above? Yes No

1. Does your household include children under 18? Yes No
If so, how many? _____

Do you have enough income or benefits to be able to afford to pay rent and utilities each month (In most cases, clients will need at least \$900 in monthly income and benefits)? Yes No

Can you move in to an apartment/house without this assistance? Yes No

Eligible **Ineligible, reason:** _____

All information above must be complete prior to acceptance of form

Big Bend Homeless Coalition
Youth Launch
Rapid Rehousing Cat. 1 Pre-screening

Clients who meet these criteria may be referred to the Rapid Re-Housing program, but a referral does not guarantee eligibility.

Information for Case Managers and Homelessness Service Providers:

1. Have the applicant complete the pre-screening form on the back of these instructions.

2. Provide homelessness documentation with pre-screening form if possible. Examples of appropriate documentation:
 - proof of residency at an emergency shelter
 - a letter that shows that a charitable organization is currently paying for the client's hotel stay
 - a letter from a service provider indicating that the client is fleeing from domestic violence
 - a letter from a service provider indicating that the client's permanent nighttime residence is a place not meant for human habitation. See guidelines for letter below:
 - a. Examples of who could provide documentation: a case manager or a homelessness service provider
 - b. The name and title of the person providing the referral with a phone number so that we may verify the information
 - c. The specific conditions in which the client has been living (outside, in a car, in a tent or abandoned house, or other place not meant for human habitation)
 - d. The dates in which client has been living in that situation
 - e. How you became aware of their living situation
 - f. Sign and date the letter

After referral, what is the next step?

What is the process?

If initially eligible, an application will be given to the applicant or referring Case Manager. An appointment with the BBHC Housing Specialist will be made to review the application and appropriate documentation. Assistance will be given to those in need to collect the documentation necessary to demonstrate eligibility, such as documentation of homelessness status and verification of income, and to complete a budget.

Questions? Please contact the BBHC Housing Specialist at 850-792-9415

Number of adults in the household: _____

This document is to certify that the above named individual or household currently meets homelessness criteria based on information about current living situation and staff signatures.

Living Situation (Please check one):

Emergency **Shelter (Name):**

Transitional **Housing (Name):**

Place **not meant for human habitation (describe):**

Other:

Start and end date of residence: _____

Agency Staff Printed Name & Title: _____

_____ Phone:

Agency Staff Signature: _____

Date:

I certify that the above statements about my living situation are true and complete. If they are not accurate or complete, please describe your situation below:

Applicant Signature: _____

Date:

Big Bend Homeless Coalition

Youth Launch

Rapid Re-housing Staff: Documentation of attempts made for third-party verification:

Rapid Re-housing Staff Signature: _____

Date:

Attachment K

E. Youth Launch Eligibility Criteria and Intake Procedures for Verifying Eligibility

1. Youth Launch Receives Referral - Youth Launch receives its referrals from the Big Bend Continuum of Care (CoC) Coordinated Entry (CE) via the Homeless Management Information System (HMIS) and from other community partners.
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ATTACHMENT L



System Performance Measures

October 1, 2020 – September 30, 2021

ABOUT THE SYSTEM PERFORMANCE MEASURES REPORT

HUD has developed seven system-level performance measures to help communities gauge their progress in preventing and ending homelessness.

The performance measures are interrelated and, when analyzed relative to each other, provide a more complete picture of system performance.



These reports are also useful for:

- CoC and ESG recipients to measure project performance; and
- Continuums and Collaborative Applicants to measure project performance and identify the impact of projects on overall system performance

HOW DO WE USE THE DATA?

NEEDS ASSESSMENT AND PLANNING

- Identifying client needs and service gaps in our CoC coverage area
- Making data informed decisions on strategic planning and allocation of resources to end homelessness

HUD COC FUNDING PROCESS

- HUD will use the data as selection criteria to award projects under future HUD CoC funding
- HUD will evaluate how CoCs are improving their performance from year to year and consider their unique circumstances and conditions



THE MEASUREMENTS



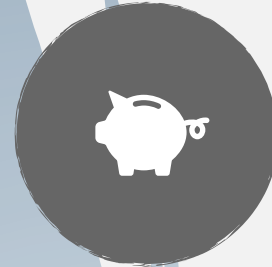
Measure 1:
Length of Time
Homeless



Measure 2:
Returns to
Homelessness



Measure 3:
Number of
homeless persons



Measure 4:
Jobs and
Income Growth



Measure 5:
First Time
Homeless



Measure 7:
Successful Housing
Placement

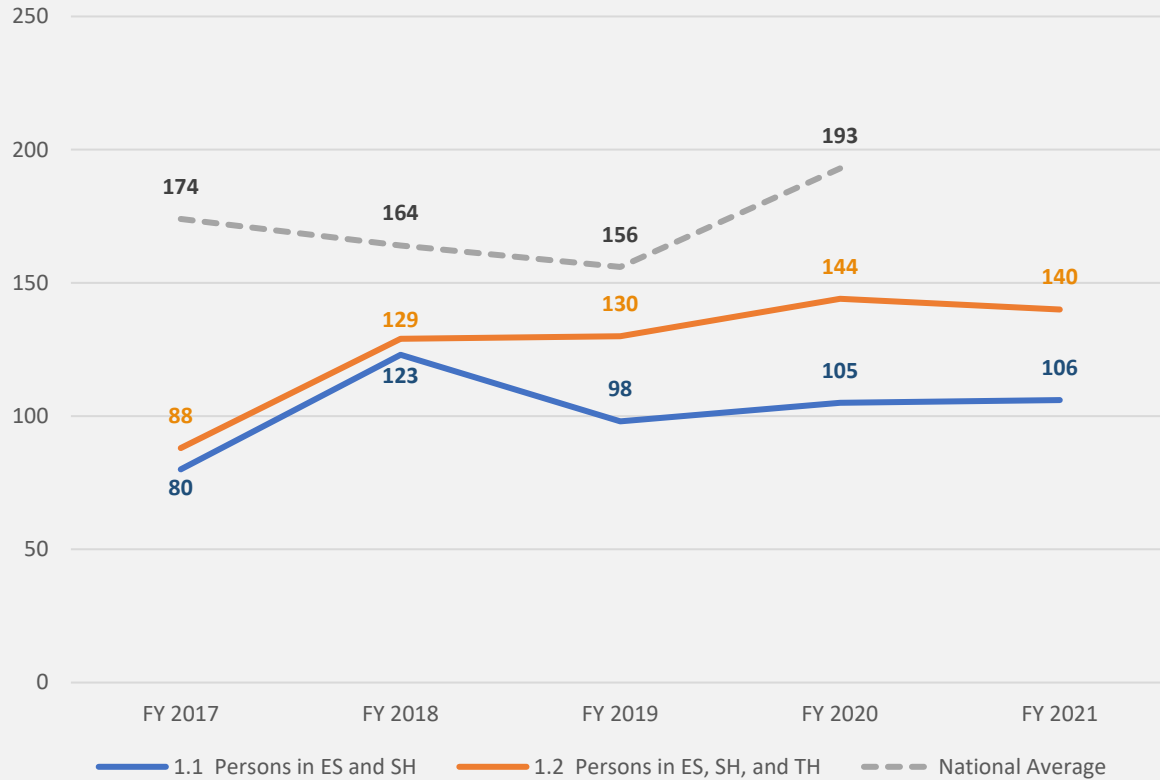
ABBREVIATIONS

- **SPM** = System Performance Measure
- **ES** = Emergency Shelter
- **SH** = Safe Haven
- **TH** = Transitional Housing
- **SO** = Street Outreach
- **PH** = Permanent Housing
- **PSH** = Permanent Supportive Housing

NOTES

- The tables shown are snapshots of the actual System Performance Measures as reported to HUD on 2/28/2022
- Reporting period: October 1, 2020 to September 30, 2021 with a two year lookback (going back to 2019)

Average LOT Homeless (bed nights)



AVERAGE 2021 Length of time homeless = 140 NIGHTS

MEDIAN 2021 Length of time homeless = 68 NIGHTS

*Note: 2021 National Average data has not been posted by HUD.

Measurement 1

Length of time persons remain homeless

This report measures the number of clients active in the report date range along with their average and median length of time homeless across the relevant universe of projects. This includes time homeless during the report date range as well as prior to the report start date.

Projects included in this metric: Emergency Shelters (ES) and Transitional Housing (TH)

Measurement 1

Goal: *Reduce the length of time a person/household experiences homelessness*

RECOMMENDATIONS:

- Increase permanent housing placement rates from Emergency Shelter Programs
- Improve data collection and updating in HMIS for Exit destinations from Emergency Shelter

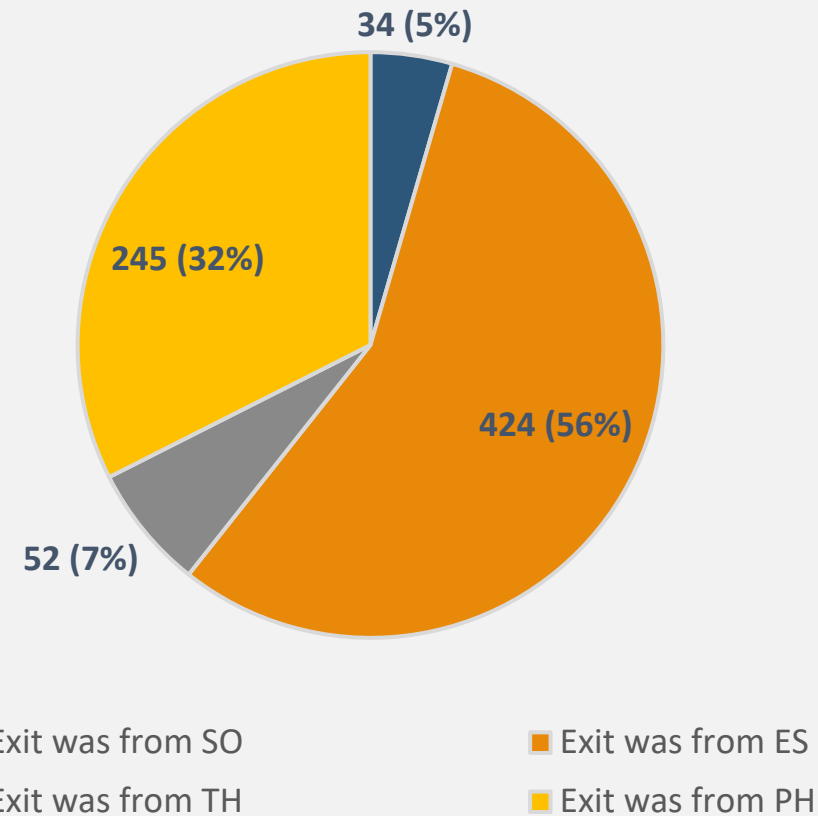
Measurement 2

Extent to which persons who exit homelessness to permanent housing destinations return to homelessness

This report begins with clients who have exited to a permanent destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as measured in the HMIS for up to two years after the initial exit

Projects included in this metric: Emergency Shelter (ES), Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), Transitional Housing (TH), Street Outreach (SO)

Total # of Persons who Exited to a Permanent Housing Destination (Last 2 years)



TOTAL EXITS TO PERMANENT HOUSING = 755

Measurement 2

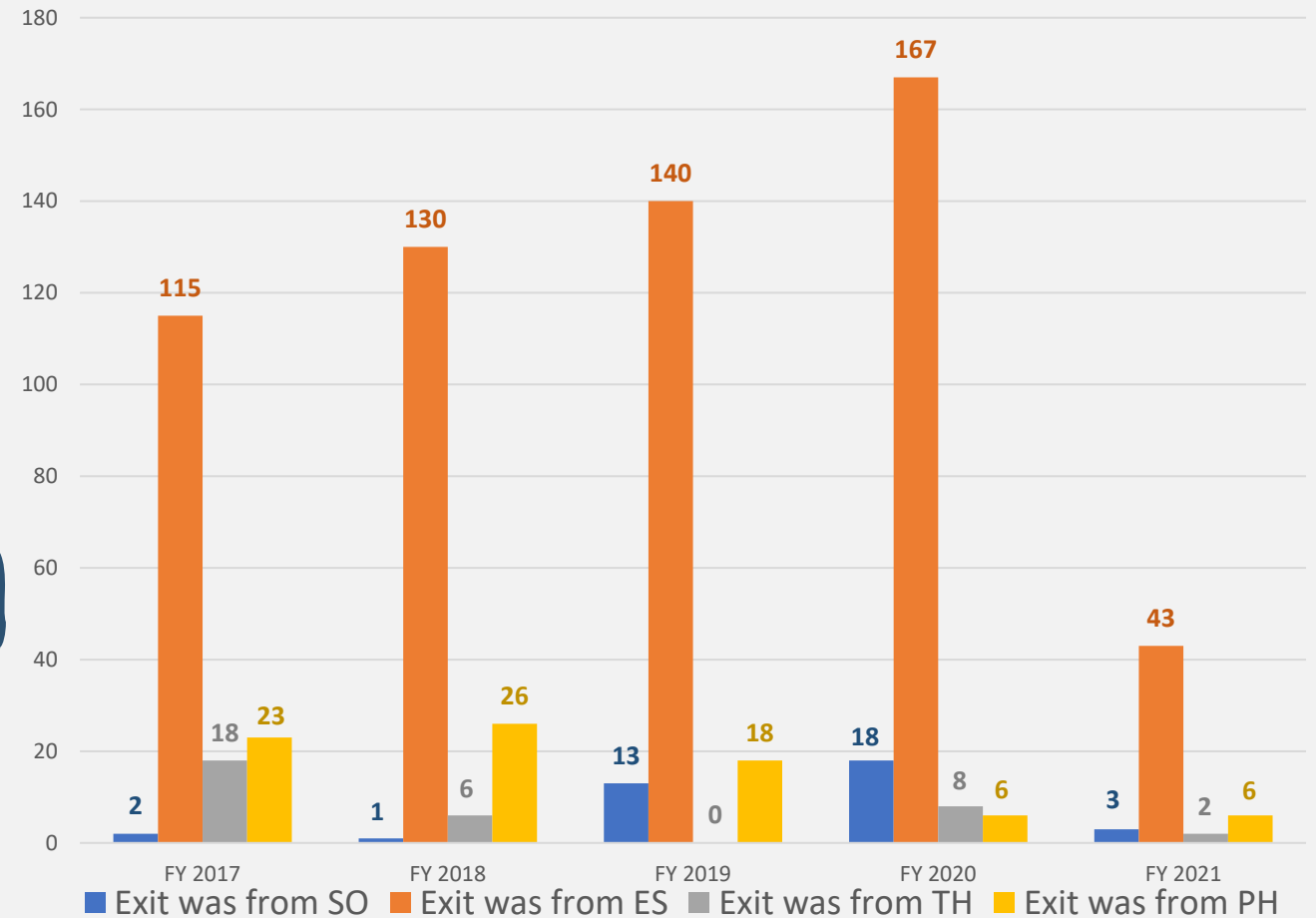
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Extent to which persons who exit homelessness to permanent housing destinations return to homelessness

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Projects included in this metric: Emergency Shelter (ES), Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), Transitional Housing (TH), Street Outreach (SO)

Returns to Homelessness in Less than 6 months



TOTAL RETURNS IN LESS THAN 6 MONTHS: 54 (7%)

Measurement 2

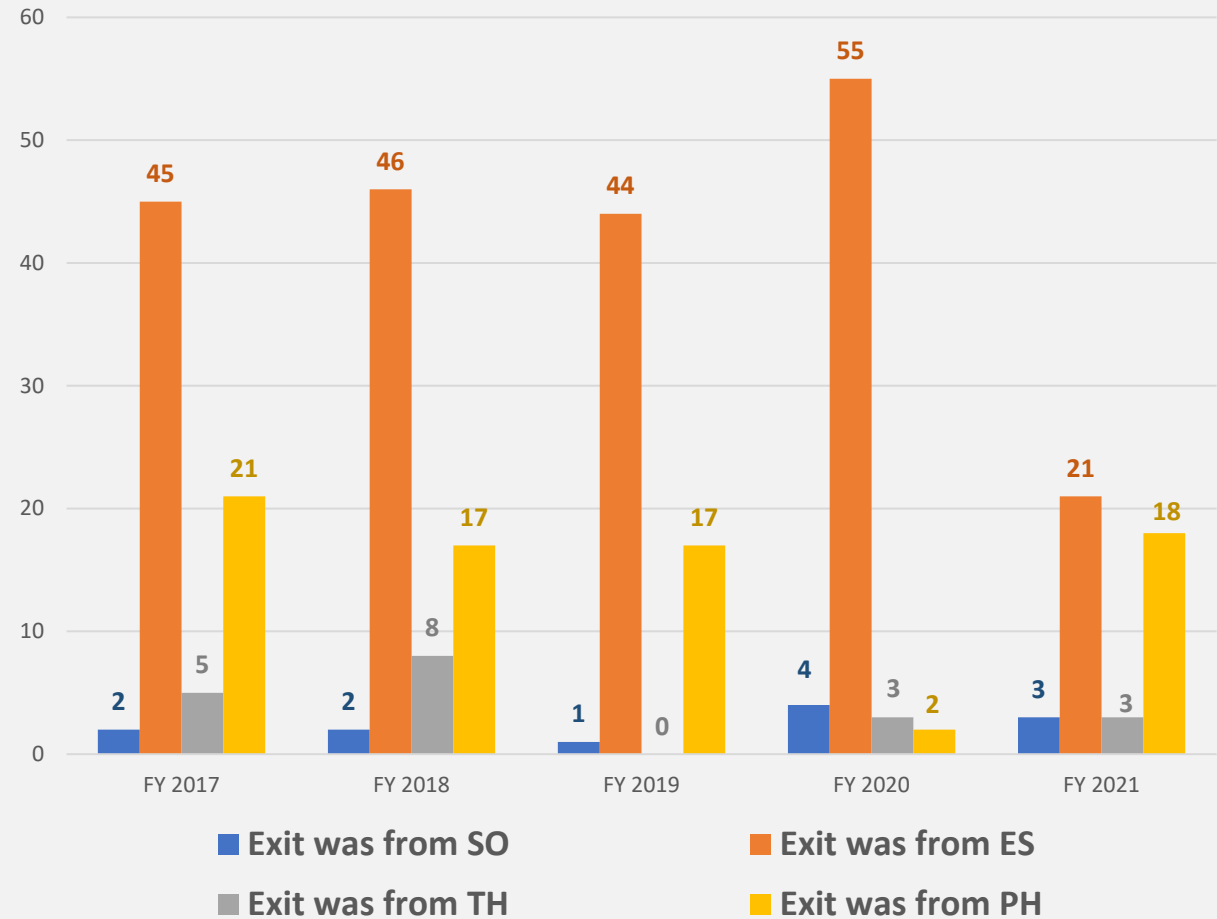
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Projects included in this metric: Emergency Shelter (ES), Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), Transitional Housing (TH), Street Outreach (SO)

Returns to Homelessness from 6 to 12 Months



TOTAL RETURNS FROM 6 TO 12 MONTHS: 45 (6%)

Measurement 2

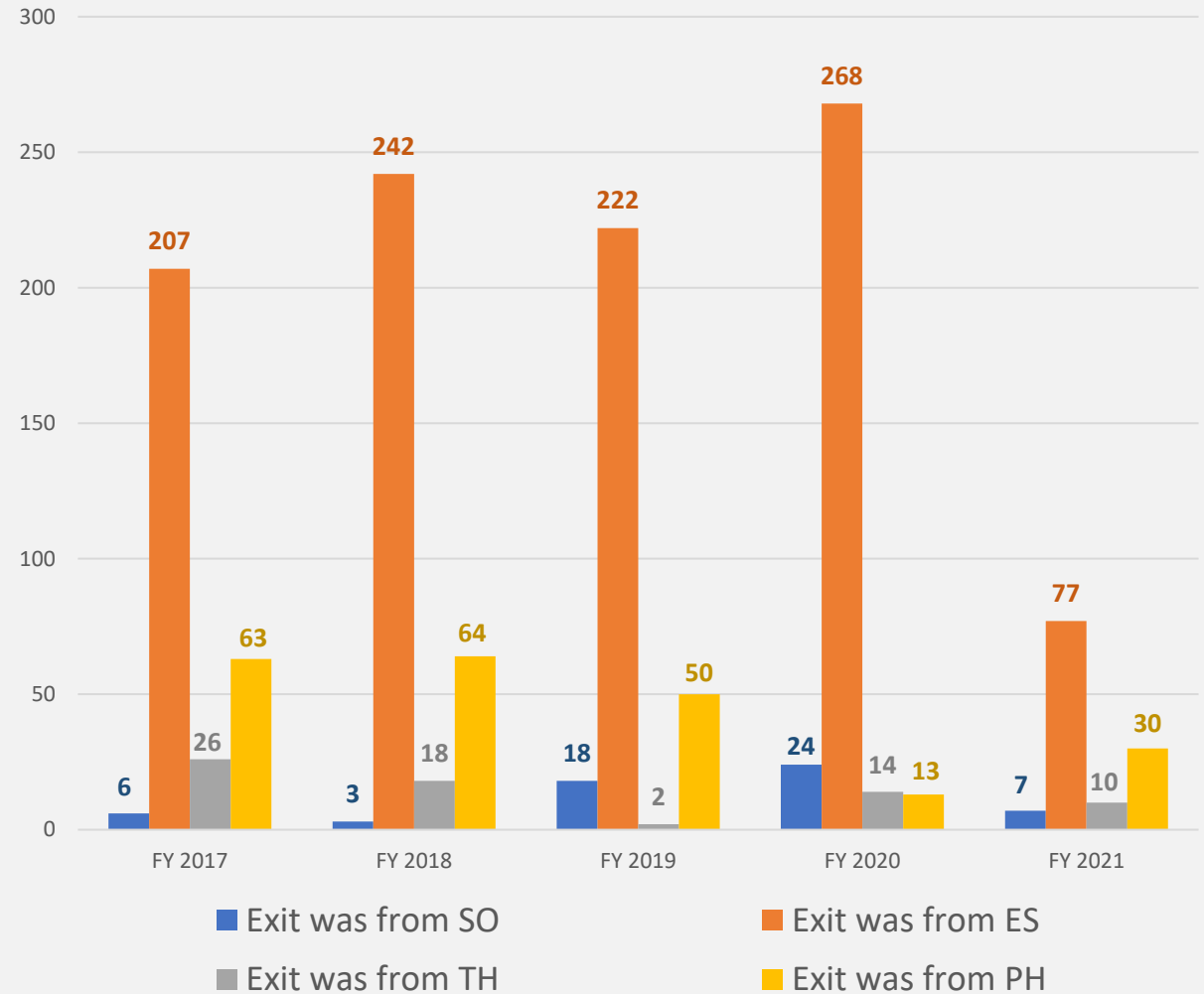
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Projects included in this metric: Emergency Shelter (ES), Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), Transitional Housing (TH), Street Outreach (SO)

Returns to Homelessness in 2 Years



TOTAL RETURNS IN 2 YEARS: 124 (16%)

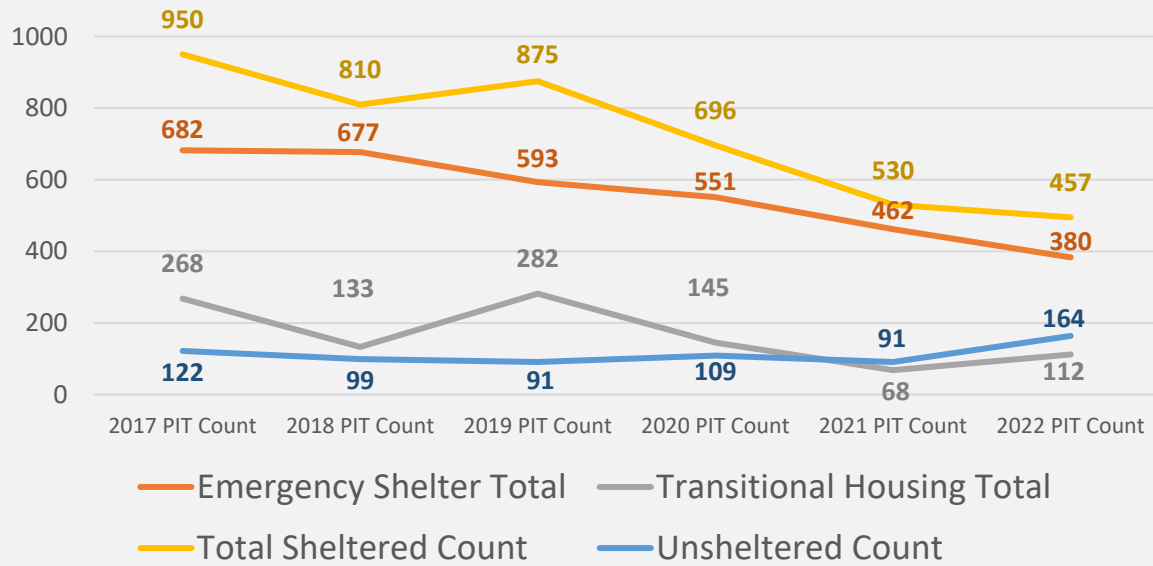
Measurement 2

Goal: *Decrease the number of incidences where a formerly homeless household returns to homelessness*

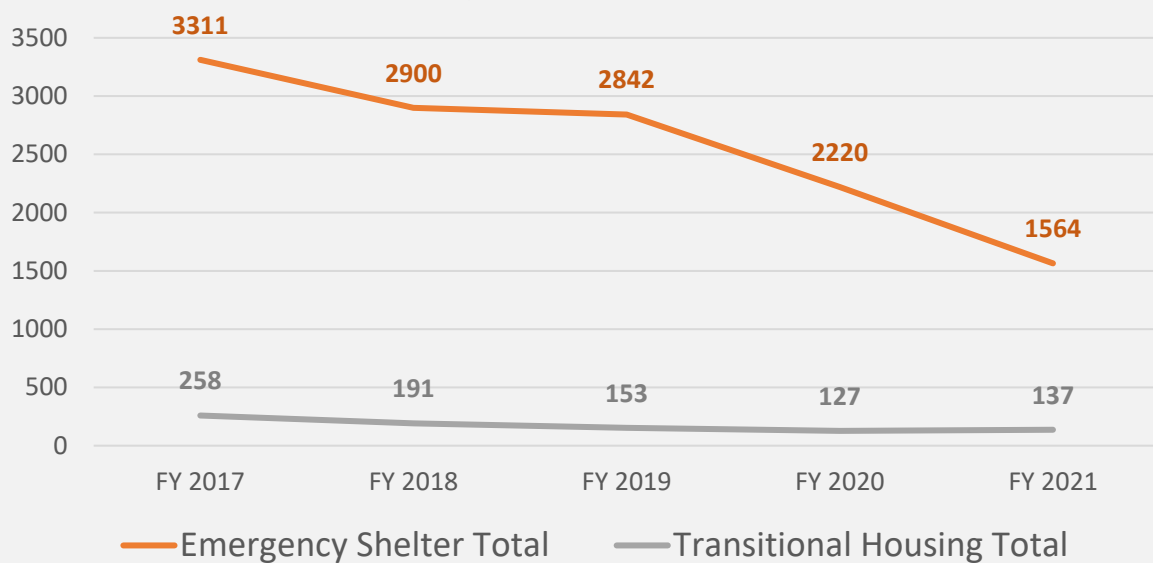
Recommendations:

- Increase Homeless Prevention
- Expand Diversion efforts and funding efforts and resources CoC-wide
- Implement case follow-up among all projects for cases that exited to Permanent Housing at 30, 60, 90 days, 6 and 12 months following permanent housing placement to identify resources to assist in the event there is an imminent return to homelessness
- Increase Landlord Mediation efforts between client and landlord to avoid eviction
- Increase access to natural support systems for system leavers

Change in PIT Counts



Change in Annual Counts



Measurement 3

Number of homeless persons

This metric uses counts of client level HMIS data to show an unduplicated annual count of homeless clients served in Emergency Shelter, Safe Haven and Transitional Housing.

Projects included in this metric: Emergency Shelter (ES), Transitional Housing (TH)

Recommendations:

- Strengthen Housing First practices CoC wide
- Create more options for ongoing housing subsidies including housing authority vouchers prioritized for those exiting homelessness
- Expand diversion and prevention programs
- Implement CoC wide Diversion strategies to divert people from shelter within the first 14 days of their stay.
- Increase permanent housing options for people with \$0 income
- Expand Permanent Supportive Housing Programs
- Coordinate with other systems of care to avoid homelessness amongst the re-entry population, child welfare, hospitals

Measurement 3

Goal: *Decrease overall number of households experiencing homelessness in our CoC*

Measurement 4

Jobs and Income Growth for Homeless Persons in CoC Program-funded Projects

This report looks at clients with an Entry or Exit from a CoC-funded project within a given operating year to determine the percentage of clients who have increased Earned, Other (non-earned) or total income during that timeframe. Metric 4 has (6) associated tables which focus on employment and income growth for our (3) CoC-funded projects

Projects included in this metric: HUD CoC Funded Permanent Supportive Housing (PSH), HUD CoC funded Rapid Rehousing (RRH)

4.1 – CHANGE IN EARNED INCOME FOR ADULT SYSTEM STAYERS

	FY 2020	FY 2021	Difference
Universe: Number of Adults (System Stayers)	99	143	44
Number of Adults with Increased Earned Income	8	9	1
Percentage of adults who increased earned income	8%	6%	-2%

4.2 – CHANGE IN NON-EMPLOYMENT CASH INCOME FOR ADULT SYSTEM STAYERS

	FY 2020	FY 2021	Difference
Universe: Number of Adults (System Stayers)	99	143	44
Number of Adults with Increased Non-employment Cash Income	63	67	4
Percentage of adults who increased Non-employment Cash Income	64%	47%	-17%

Measurement 4

Continued

Jobs and Income Growth for Homeless Persons in CoC Program-funded Projects

This report looks at clients with an Entry or Exit from a CoC-funded project within a given operating year to determine the percentage of clients who have increased Earned, Other (non-earned) or total income during that timeframe. Metric 4 has (6) associated tables which focus on employment and income growth for our (3) CoC-funded projects

4.3 – CHANGE IN TOTAL INCOME FOR ADULT SYSTEM STAYERS

	FY 2020	FY 2021	Difference
Universe: Number of Adults (System Stayers)	99	143	44
Number of Adults with Increased Earned Income	69	74	5
Percentage of adults who increased earned income	70%	52%	-18%

4.4 – CHANGE IN EARNED INCOME FOR ADULT SYSTEM LEAVERS

	FY 2020	FY 2021	Difference
Universe: Number of Adults (System Stayers)	28	26	-2
Number of Adults with Increased Non-employment Cash Income	1	3	2
Percentage of adults who increased Non-employment Cash Income	4%	12%	8%

Measurement 4

Continued

Jobs and Income Growth for Homeless Persons in CoC Program-funded Projects

This report looks at clients with an Entry or Exit from a CoC-funded project within a given operating year to determine the percentage of clients who have increased Earned, Other (non-earned) or total income during that timeframe. Metric 4 has (6) associated tables which focus on employment and income growth for our (3) CoC-funded projects

4.5 – CHANGE IN NON-EMPLOYMENT CASH INCOME FOR ADULT SYSTEM LEAVERS

	FY 2020	FY 2021	Difference
Universe: Number of Adults (System Stayers)	28	26	-2
Number of Adults with Increased Earned Income	18	8	-9
Percentage of adults who increased earned income	61%	31%	-30%

4.6 – CHANGE IN TOTAL INCOME FOR ADULT SYSTEM LEAVERS

	FY 2020	FY 2021	Difference
Universe: Number of Adults (System Stayers)	28	26	-2
Number of Adults with Increased Non-employment Cash Income	18	11	-7
Percentage of adults who increased Non-employment Cash Income	64%	42%	-22%

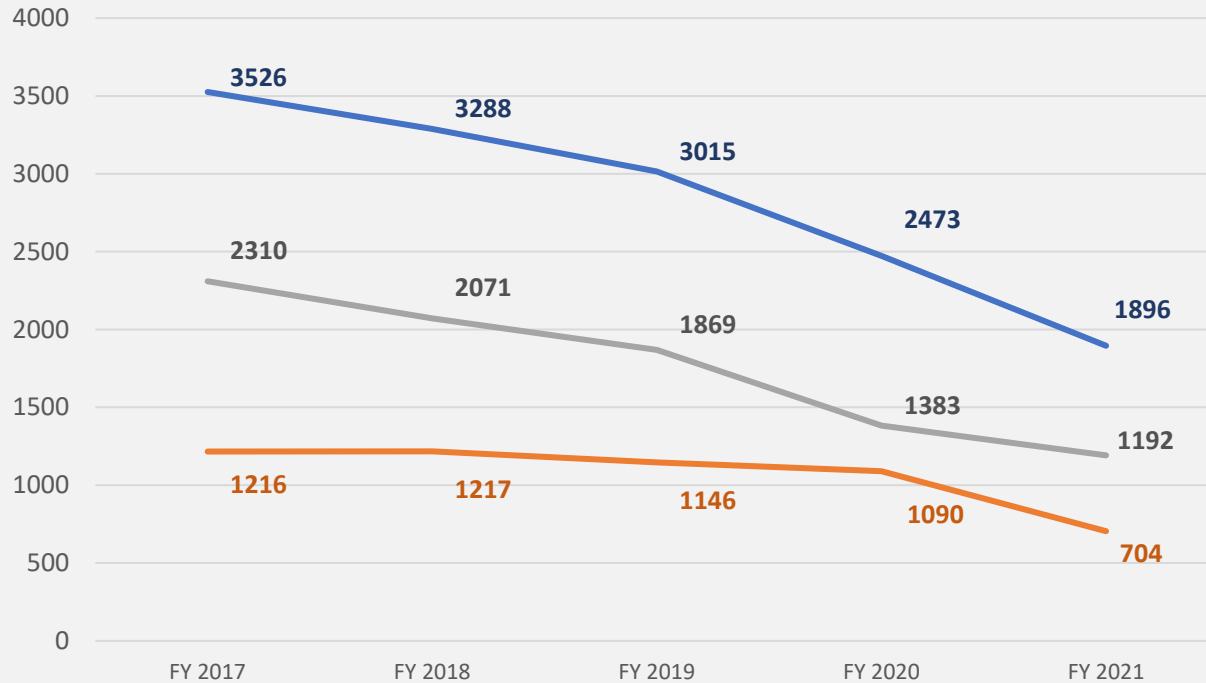
Measurement 4

Goal: Increase income across all HUD CoC-funded projects

Recommendations:

- Continue Intensive case management identifying potential income
- Continue to work with participants to initiate or increase non-earned income (e.g. SSI or SSDI)
- Identify sustainable, low-income housing options for households outside of PSH, such as mainstream housing vouchers or set-aside units
- Encourage households to initiate or increase earned income where possible
- Continue to track updates in annual assessment data in HMIS

Change in the number of persons entering ES, TH and PH projects with no prior enrollments



- Universe: Person with entries into ES, SH, TH or PH during the reporting period.
- Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.
- Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)

486 fewer people became homeless for the 1st time

Measurement 5

Number of Persons Homeless for the First Time

This metric uses a client's entry date in relation to any prior project entries to determine whether the entry is a "new" homeless stay or whether the client was homeless in the prior 24 months.

Projects included in this metric: Emergency Shelter (ES), Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), Transitional Housing (TH)

Recommendations:

- Implement diversion and prevention efforts CoC-wide
- Improve discharge planning for people exiting systems of care and institutions

Measurement 5

Goal: Decrease number of persons who become homeless for the first time

Measurement 7

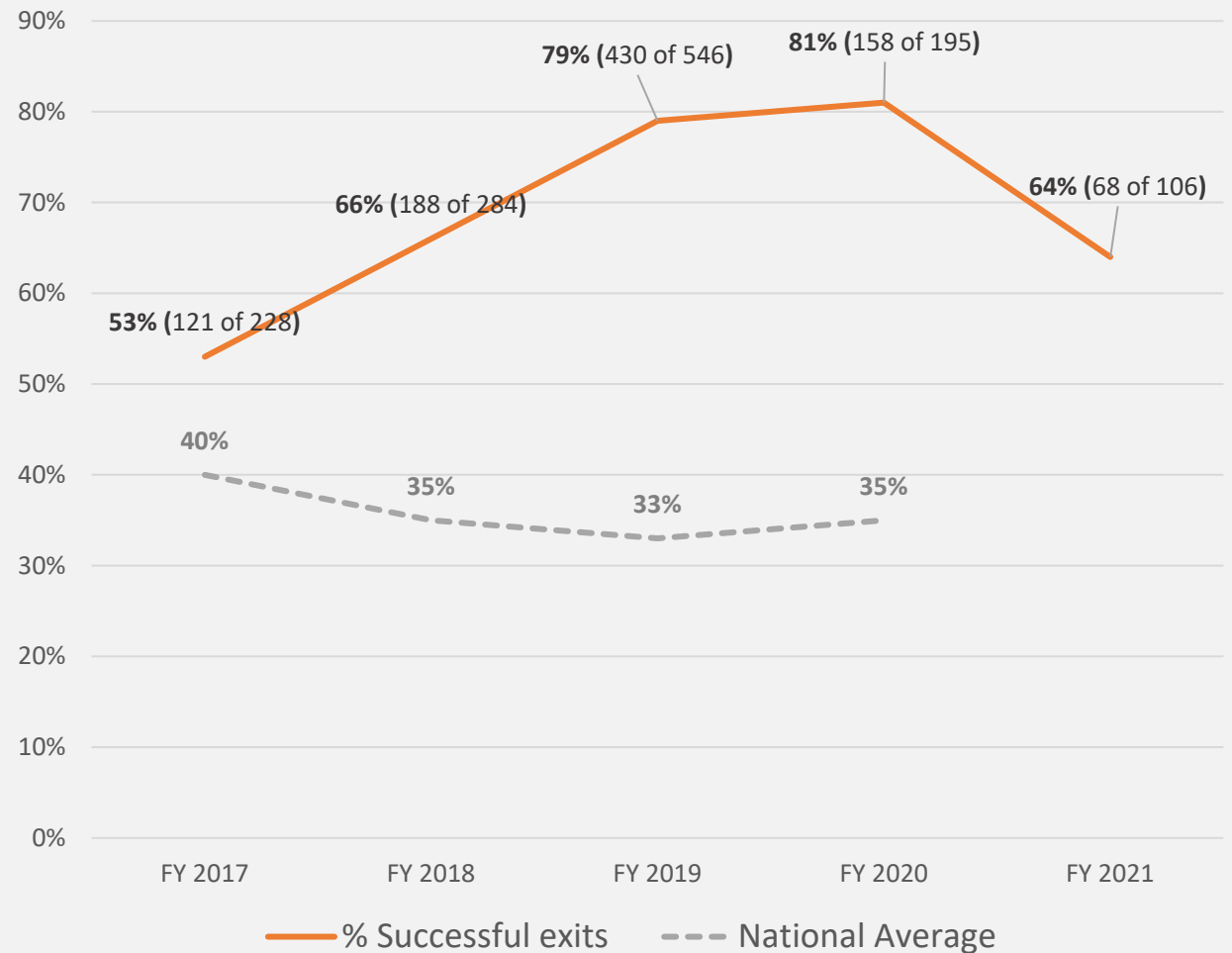
Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Measure 7a.1 Change in exits to PH destinations from Street Outreach Programs

This metric uses counts of client level HMIS data to show placements from Street Outreach into Temporary and Permanent Housing and Permanent Housing Placements and Retention in PH projects. It includes three tables – this table focuses on placements to PH from Street Outreach.

Projects included in this metric: Emergency Shelter (ES), Safe Haven (SH), Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), Street Outreach (SO), Transitional Housing (TH)

Change in exits to permanent housing destinations



*Note: 2021 National Average data has not been posted by HUD.

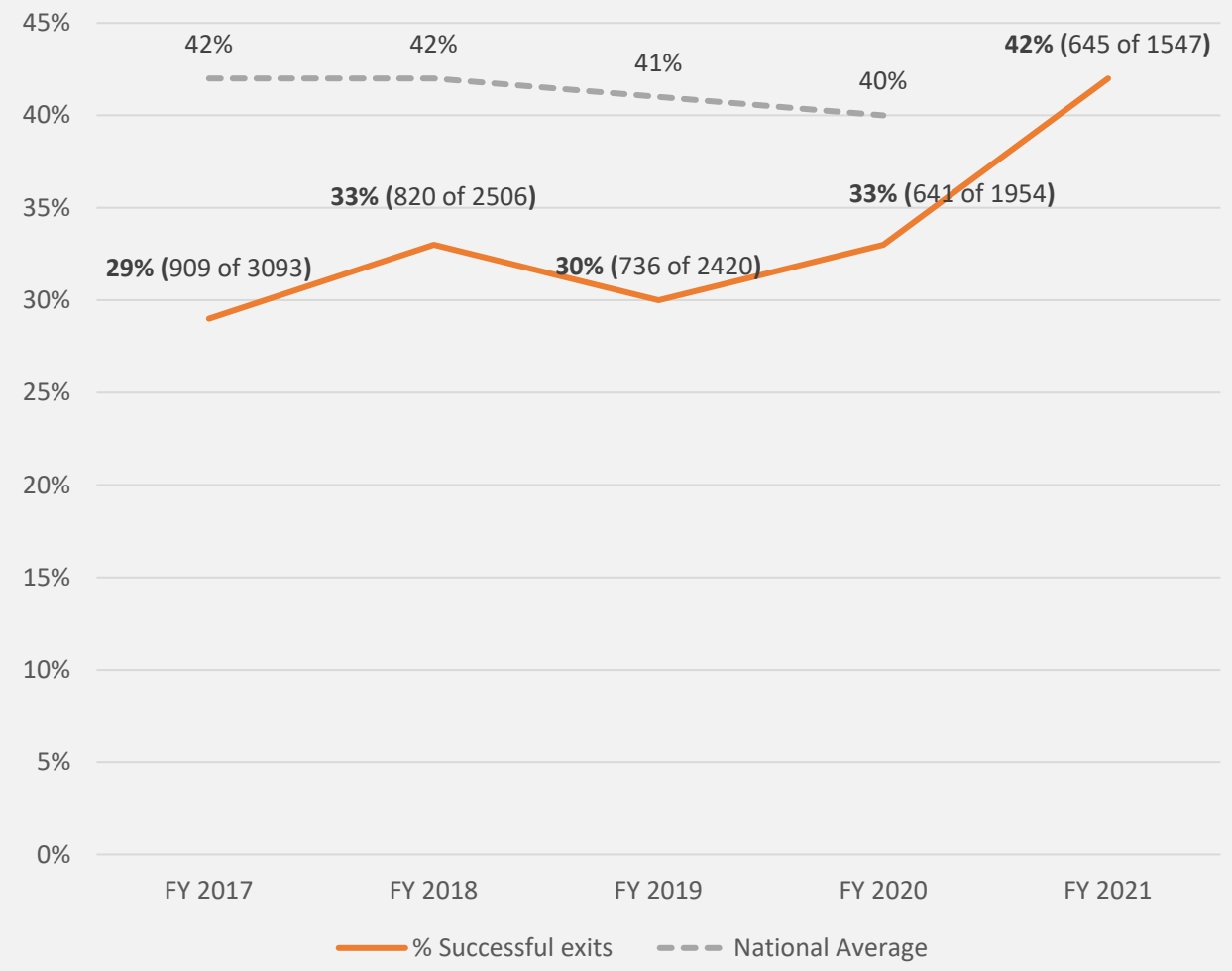
Measurement 7

Measure 7b.1 Change in exits from ES, SH, TH, RRH, PH to permanent housing destinations

This metric looks at clients exited from ES, SH, TH, RRH and PH projects who exited to permanent housing destinations

Projects included in this metric: Emergency Shelter (ES), Safe Haven (SH), Transitional Housing (TH), Rapid Rehousing (RRH), and Other Permanent Housing (OPH).

Change in exits to permanent housing destinations



*Note: 2021 National Average data has not been posted by HUD.

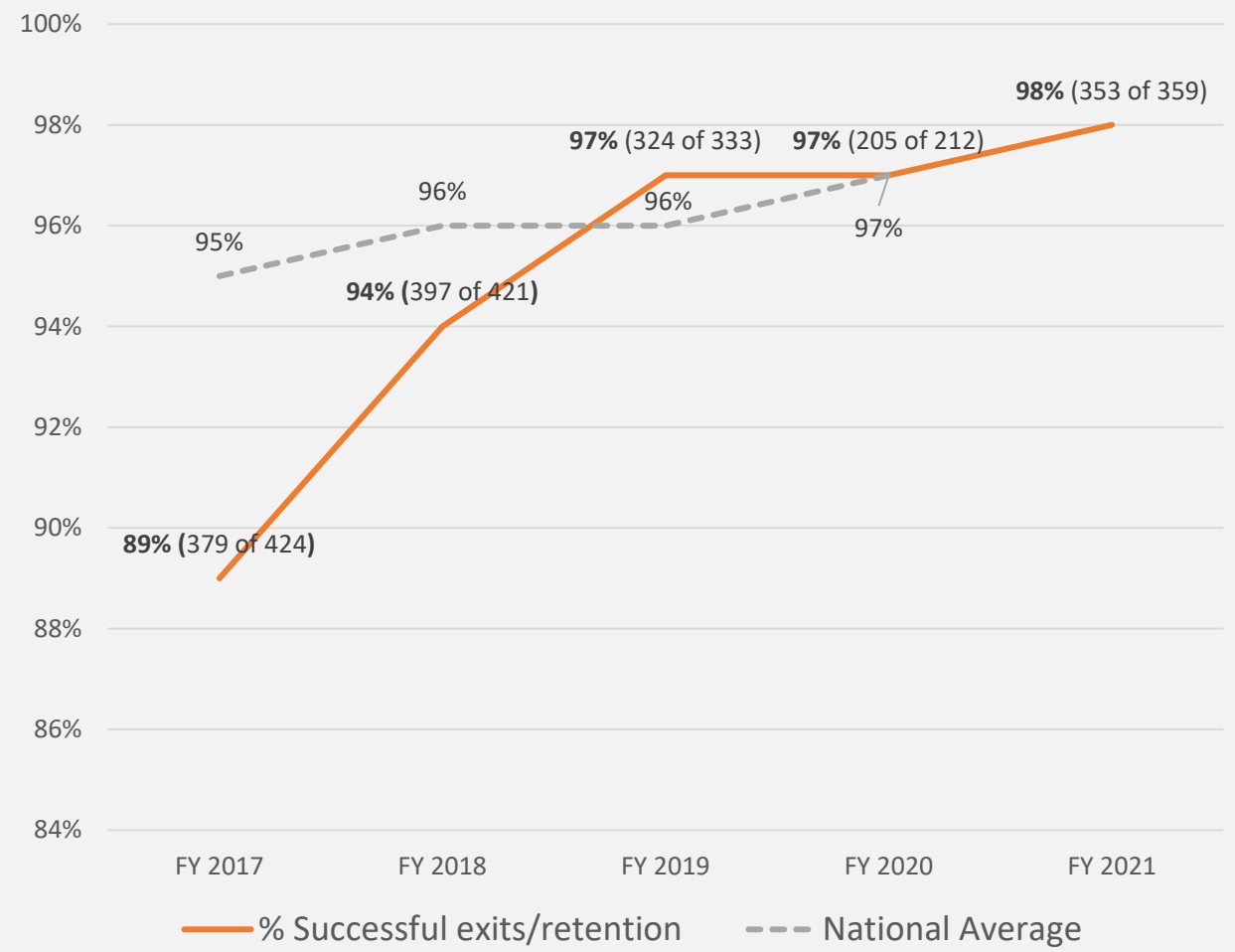
Measurement 7

Measure 7b.2 Change in exit to or retention of permanent housing

This metric uses counts of clients in all PH projects except RRH, that either remained in the PH projects or exited to other permanent housing destinations.

Projects included in this metric: all Permanent Housing (PH) except for RRH.

Change in exit to or retention of permanent housing



*Note: 2021 National Average data has not been posted by HUD.

Ongoing Performance Management

Improving Data Quality and System Performance

- Complete monthly data quality and quantity reports with individual projects
- Ensure projects run their own data quality and quantity reports monthly
- Complete system performance measure data reviews quarterly with individual projects
- Offer monthly training to HMIS users and leadership addressing common mistakes in maintaining excellent data quality
- Provide training on reporting and performance management to leadership and have them access HMIS for reporting and monitoring
- Conduct HMIS monitoring's annually and implement data corrective action plan with agencies as needed
- Expand new user and ongoing user refresher trainings available via webinar and recorded, interactive video sessions



BIG BEND CONTINUUM OF CARE

THANK YOU

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Attachment M

D.14) Program Outcomes

Narrative: The combined Youth Launch & Youth Launch Expansion program will achieve the following 2 project outcomes in the proposed renewal project year:

1. The program will serve a minimum of 22 persons during the grant year.
2. The program will achieve a 1 year housing stability rate of 85% (19 people).

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 – Combined Youth Launch and Expansion

Requested Funding			\$183,852	
<u>Housing Assistance:</u> <u>Rental Assistance</u>			\$100,380	Homeless Prevention and Rapid Rehousing assistance to serve a minimum of 22 client in program year
Units	22			
<u>Supportive Services:</u>				
Staffing			\$68,105	Covers partial payroll costs of all program staff.
Operations			0	
<u>HMIS:</u>				
<u>Administration:</u>			\$15,367	Covers partial payroll of administrative staff.
Match	25%		\$20,869	Match of 25% required for total of all budget line items except leasing assistance (\$83475 x 25% is \$20,868.75).
TOTAL			\$ 204,721	
Avg Cost/Household			\$9,305.50	

Cost Effectiveness/Average Cost per Household:

Grant award 183,852 plus match

of \$20,869 = 204,721 divided by

Minimum number of persons

served – 22

= **\$9,305.50 per person**



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Tallahassee, FL 32304


ATTACHMENT O

CASH MATCH

For Youth Launch HUD CoC Permanent Housing - RRH program

Big Bend Homeless Coalition, Inc. has received FY 2022/2023 CHSP funding for Permanent Supportive Housing (PSH) in the amount of \$518,589. While a portion of this is to increase quantity of PSH units, \$82,500 of this was requested to replace CDBG funds that were awarded BBHC since 2006 to support our PSH programs but are not refunded after FY 2021/22. This funding provides for space, operating costs, staff match, and other permanent housing program expenses not covered by HUD CoC funding. And more than covers the required match of \$20,869 for the Youth Launch program. These funds are expected to be renewed through at least FY23/24. We will also use \$35,501 of this funding for our HUD Home Plate renewal, but the combined match for both programs of \$56,370 is less than the \$82,500 requested and received.

Signed:

 8/25/2022

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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Attachment P

August 30, 2022

Re: Big Bend Homeless Coalition Combined Youth Launch and Expansion Renewal Application

The information and attachments submitted as the Big Bend Homeless Coalition Youth Launch and Expansion Renewal Application are true and correct to the best of my understanding. Per the guidance received in the first Big Bend CoC Technical Assistance Call, this application has not been loaded into the HUD eSnaps system since that system did not open until well into the renewal application window. 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 community application.

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

Sincerely,

Bret Oglesby
Chief Operating Officer



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