

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:

Refuge House, Inc.
2022 HUD NOFA
Renewal Project Application
Big Bend Continuum of Care



Refuge House
Stop the Violence!

Safe Landing PH-RRH Project
DV Bonus Category

Refuge House, Inc.
P.O. Box 20910
Tallahassee, FL 32316

Submitted August 30, 2022
Emily Mitchem, Executive Director

4



**2022 HUD NOFO
Renewal Project Application
FORM 400-B**

A. Project Applicant Information

Agency Name:	Refuge House		
Agency Address:	P.O. Box 20910		
City, State, Zip:	Tallahassee, FL 32316		
Contact Person:	Emily Mitchem		
Contact Phone and Email	850-922-6062	e-mail:	emitchem@refugehouse.com
Agency Executive Director:	Emily Mitchem		
Director Phone and Email:	850-922-6062	e-mail:	emitchem@refugehouse.com

B. Project Information

Name of Project:	Refuge House Safe landing Rapid Rehousing		
Project Address, if applicable: (Mark N/A for scattered sites.)	<input checked="" 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	12 / 31 / 2021 to 12 / 31 / 2022		
Amount Awarded	\$105,318		
HUD grant number (from GIW)	FLO777D4HO61900		

C. Threshold Criteria

1) SAM Registration
Attach documentation of organizations active SAM registration. Attachment SAM.
2) DUNS Number
Attach documentation of organization's valid DUNS number. Attachment DUNS.
3) Code of Conduct
Attach copy of organizations Code of Conduct demonstrating requirements to conduct business in accordance with ethical standards. Attachment CODE OF CONDUCT
4) Audit Management Letter
Attach a copy of the most recent Audit Management Letter which contains a statement as to whether the audit disclosed any audit findings for which a response is overdue or unsatisfactory. Attachment AUDIT
5) Last completed APR submitted through SAGE
Attach the PDF generated from SAGE of the most recent APR submission. Attachment APR
6) Nondiscrimination Policy
Attach the organizations established nondiscrimination Policy. Attachment NONDISC

D. Scored Criteria

1) Administration – eSnaps
Attach documentation of at least two staff with active eSnaps profiles as Attachment A.
2) Administration – eLOCCS
Attach documentation of at least two staff with active eLOCCS profiles as Attachment B.
3) Administration – Executed Contract with HUD (including budget)
Attach documentation of contract or initiation of contract as 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.
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 HAP. Attachment E.
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.
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. 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.
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.
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.
11) Program – Operational Plan	
	Describe the following aspects of the project operational plan: 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 b. New Grantee/HUD JAX c. Trauma Informed Care d. Confidentiality and Security e. Conflict Resolution and Grievance P&P c. Adoption of Policies and Procedures a. Homeless status and eligibility determination b. Programmatic requirements d. Forms and Documentation a. Client screening and eligibility forms b. Data collection forms For maximum points, attach completed policies and procedures as Attachment J.
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.
13) Improvement of System Performance	
	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.
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.
15) Project Budget	
	Provide a detailed project budget describing how requested funding will be allocated including the cost per person/ per household served and the breakdown of the amount and percent of costs to be spent on housing assistance, supportive services, HMIS and administration. The eSnaps Budget page for the project can be referenced but there should also be narrative including cost per person and household. Attachment N.
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. Attachment O.
17) PROOF OF PROJECT SUBMISSION IN ESNAPS	
	Attach a full export of the project submission in eSnaps as a PDF. Attachment P.

REFUGEE HOUSE, INC.

ALERT! This entity is only available FOR OFFICIAL USE ONLY.

DUNS Unique Entity ID 883369399	SAM Unique Entity ID NKEWXG2SEUN8	CAGE / NCAGE 49EA6
Purpose of Registration Federal Assistance Awards Only	Expiration Date Oct 8, 2022	Registration Status Active
Physical Address 2315 Hartsfield RD Tallahassee, Florida 32303-3311 United States	Mailing Address P.O. Box 20910 Tallahassee, Florida 32316-0910 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Florida 05	State / Country of Incorporation Florida / United States	URL www.refugeehouse.com
MPIN *****se20		

Registration Dates

Activation Date Oct 12, 2021	Submission Date Oct 8, 2021	Initial Registration Date Jan 12, 2006
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Entity Dates

Entity Start Date Feb 13, 1978	Fiscal Year End Close Date Jun 30
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Immediate Owner

CAGE (blank)	Legal Business Name (blank)
-----------------	--------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
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Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Not Selected

Proceedings Questions

Is your business or organization, as represented by the DUNS Number on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

No

Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Not Selected

Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in

finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?
Not Selected

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure	Entity Type	Organization Factors
Corporate Entity (Tax Exempt)	Business or Organization	(blank)
Profit Structure		
Non-Profit Organization		

Other Entity Qualifiers

Domestic Shelter

Financial Information

Accepts Credit Card Payments	Debt Subject To Offset	Department Code
Yes	No	(blank)
Agency Location Code	Disbursing Office Symbol	
(blank)	(blank)	

Electronic Funds Transfer

EFT Indicator	CAGE Code	
0000	49EA6	
Financial Institution	Account Type	Lock Box Number
SYNOVUS BANK	Checking	(blank)
Routing Number	Account Number	
****9922	****04101	

Automated Clearing House

Financial Institution	Phone (U.S.)	Email
SYNOVUS BANK	8505761182	(blank)
Phone (non-U.S.)	Fax	
(blank)	(blank)	

Remittance Information

Merchant ID1	Merchant ID2	Accounting Station
(blank)	(blank)	(blank)

Remittance Address

Refuge House
P.O. Box 20910
Tallahassee, Florida 32316
United States

Taxpayer Information

EIN	Type of Tax	Taxpayer Name
****9324	Applicable Federal Tax	REFUGE HOUSE INC
Tax Year (Most Recent Tax Year)	Name/Title of Individual Executing Consent	TIN Consent Date
2018	Cfo	Oct 8, 2021
Address		
P.O. Box 20910		
Tallahassee, Florida 32316		
Points of Contact		

Scott Otte, CFO
sotte@refugehouse.com
8509226062

Electronic Business

🔗
Scott Otte, CFO
sotte@refugehouse.com
8509226062

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Government Business

🔗
Emily Mitchem, Executive Director
emitchem@refugehouse.com
8509226062

2315 Hartsfield RD
Tallahassee, Florida 32303
United States

Past Performance

🔗
Emily Mitchem, Executive Director
emitchem@refugehouse.com
8509226062

2315 Hartsfield RD
Tallahassee, Florida 32316
United States

Security Information

Company Security Level
(blank)

Highest Level Employee Security Level
(blank)

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
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Size Metrics

IGT Size Metrics

Annual Revenue (from all IGTs)
(blank)

Worldwide

Annual Receipts (in accordance with 13 CFR 121) (blank)	Number of Employees (in accordance with 13 CFR 121) (blank)
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Location

Annual Receipts (in accordance with 13 CFR 121) (blank)	Number of Employees (in accordance with 13 CFR 121) (blank)
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Industry-Specific

Barrels Capacity (blank)	Megawatt Hours (blank)	Total Assets (blank)
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Electronic Data Interchange (EDI) Information

This entity did not enter the EDI information

Disaster Response

This entity does not appear in the disaster response registry

REFUGE HOUSE, INC.

ALERT! This entity is only available FOR OFFICIAL USE ONLY.

DUNS Unique Entity ID 883369399	SAM Unique Entity ID NKEWXG2SEUN8	CAGE / NCAGE 49EA6
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MPIN *****se20		

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Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

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Business Types

Entity Structure

Corporate Entity (Tax Exempt)

Entity Type

Business or Organization

Organization Factors

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Profit Structure

Non-Profit Organization

Other Entity Qualifiers

Domestic Shelter

Financial Information

Accepts Credit Card Payments

Yes

Debt Subject To Offset

No

Department Code

(blank)

Agency Location Code

(blank)

Disbursing Office Symbol

(blank)

Electronic Funds Transfer

EFT Indicator

0000

CAGE Code

49EA6

Financial Institution

SYNOVUS BANK

Account Type

Checking

Lock Box Number

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Routing Number

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Account Number

****04101

Automated Clearing House

Financial Institution

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Phone (U.S.)

8505761182

Email

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Fax

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EIN

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Type of Tax

Applicable Federal Tax

Taxpayer Name

REFUGE HOUSE INC

Tax Year (Most Recent Tax Year)

2018

Name/Title of Individual Executing Consent

Cfo

TIN Consent Date

Oct 8, 2021

Address

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Points of Contact

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Number of Employees (in accordance with 13 CFR 121)
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Industry-Specific

Barrels Capacity
(blank)

Megawatt Hours
(blank)

Total Assets
(blank)

Electronic Data Interchange (EDI) Information

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Disaster Response

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REFUGE HOUSE, INC.

**CONFLICT-OF-INTEREST POLICY FOR
BOARD MEMBERS**

Effective Date: 06/23/2009

RESOLVED, that it is the basic policy of Refuge House, Inc. that all board members or members of any committee thereof or officers of the corporation have a duty to be free from the influence of any conflicting interest when they act on behalf of the corporation or represent it in negotiations or advise others in the corporation with respect to dealing with third parties. They are expected to deal with suppliers, customers, contractors, and others having dealings with the corporation on the sole basis of what is in the best interest of the corporation without favor or preference to third parties based on personal considerations. To this end the following rules shall be observed:

1. No member of the board or member of any committee thereof or officer of the corporation shall accept from any person, directly or indirectly, whether by himself or herself or through his or her spouse or a member of his or her family or through any partner or business or professional associate, any gift, favor, service, employment or offer of employment or any other thing of value which he or she knows or has reason to believe is made or offered to him or her with the intent to influence him or her in the performance of his or her duties as a member of the executive board or member of any committee thereof or officer or employee of the corporation.
2. No member of the board or member of any committee thereof or officer of the corporation who is a partner, officer, or employee of a partnership, firm, or corporation or who owns or controls more than 10 percent of the stock of such corporation, shall represent, appear for, or negotiate on behalf of the corporation in connection with the acquisition or sale by the corporation of any interest in real or tangible or intangible personal property to such partnership, firm, or corporation.
3. No member of the board or member of any committee thereof shall participate by discussion, voting, or by any other action taken by the executive board, or any committee thereof, in the enactment of or defeat of a motion which relates to any transaction with any party referred to in paragraph 2 above. In case any such matter is discussed at any meeting where any executive board or committee member who has such an interest is present, he or she shall promptly disclose his or her interest in the matter to be voted on to the chairman of the meeting. He or she shall not vote on the matter and at the discretion of the disinterested members present may be required to leave the meeting during the discussion and the voting on the matter.

Date

Director

REFUGE HOUSE, INC.

**CONFLICT-OF-INTEREST POLICY FOR
PROFESSIONAL NONPROFIT EMPLOYEES**

Effective Date: 06/23/2009

RESOLVED, that the following conflict-of-interest policy become the policy of the Refuge House, Inc. and be applied to professional nonprofit employees. It is imperative that employees of the Refuge House conduct themselves with a degree of honesty and integrity which is beyond reproach or even suspicion.

While it is not possible to anticipate every situation and prescribe a precise rule for each, it is possible to set forth certain basic, general principles to be observed by employees at all times. The essence of this policy is that employees shall always deal with others doing, or seeking to do, business with the Refuge House in a manner that excludes all consideration of personal advantage. Accordingly, every employee of the Organization is subject to the following policy:

1. Interest in Other Business Organization

Employees of the Refuge House or members of their immediate families shall not have any interest, direct or indirect, in any other business which in any degree conflicts with the employee's primary obligations to the Refuge House. In this regard, employees or members of their immediate families should not possess a significant financial interest in any business that does, or seeks to do, business with the Refuge House. In addition, employees should not conduct business on behalf of the Refuge House with members of their immediate family, or a business organization with which the employees or members of their immediate families have any association which could be construed as significant in terms of potential conflict of interest.

2. Gifts, Favors, Entertainment, and Payments to Employees

Employees shall not seek or accept any gifts, payments, fees, services, valuable privileges, vacations or pleasure trips, loans (other than conventional loans from lending institutions), or other favors from any person or business organization that does, or seeks to do, business with the Refuge House. No employee shall accept anything of value in exchange for referral of parties to any person or business organization that does, or seeks to do, business with the Refuge House. In the application of this policy:

- (a) Employees may accept common courtesies of nominal value usually associated with accepted business practices for themselves and members of their families.
- (b) An especially strict standard is expected with respect to gifts, services, or considerations of any kind from suppliers. Entertainment at the expense of suppliers beyond that contemplated by (a) above should not be accepted under any circumstance.
- (c) It is never permissible to accept a gift in cash or cash equivalents of any amount.

- (d) This policy does not preclude the acceptance of benefits to the Refuge House as compared to benefits to an individual employee.
- (e) This policy does not preclude the acceptance of courtesies extended to employees of the Refuge House in their official capacities, such as gratis hotel rooms for business (but not personal use) in connection with meetings.
- (f) This policy will be communicated to persons and organizations doing, or seeking to do, business with the Refuge House.

3. Confidential Information

Employees shall not, without proper authority, give or release to anyone not an employee, or to another employee who has no need for the information, data or information of a confidential nature concerning the Refuge House.

4. Gifts, Favors, Entertainment, and Payments by the Refuge House

Gifts, favors, and entertainment may be given others at the expense of the Refuge House only if they meet all of the following criteria:

- (a) They are consistent with accepted business practices.
- (b) They are of sufficiently limited value, and in a form that will not be construed as improper.
- (c) They are not in contravention of applicable law and generally accepted ethical standards.
- (d) Public disclosure of the facts will not embarrass the Refuge House.

5. Obligation to Disclose

Any employee who believes that his or her personal actions or interests, or the actions of others, may violate this policy must discuss the matter with the executive director. Additional interpretations of this policy and definitions of words and phrases used herein will be made upon request to the executive director.

6. Sanctions

Any employee whose actions or interests violate this policy is subject to termination on that account alone, if such is determined to be in the best interests of the movement.

It is the responsibility of every employee of the Refuge House to be aware of and to observe these standards. Accordingly, each employee is asked to sign and return the accompanying Employee Statement relating to these standards. Employee Statements will be held in complete confidence. The Employee Statement will be re-executed on a regular basis.

Date _____

Executive Director _____

REFUGE HOUSE, INC.

CONFLICT-OF-INTEREST POLICY FOR
BOARD MEMBERS

Effective Date: 06/23/2009

RESOLVED, that it is the basic policy of Refuge House, Inc. that all board members or members of any committee thereof or officers of the corporation have a duty to be free from the influence of any conflicting interest when they act on behalf of the corporation or represent it in negotiations or advise others in the corporation with respect to dealing with third parties. They are expected to deal with suppliers, customers, contractors, and others having dealings with the corporation on the sole basis of what is in the best interest of the corporation without favor or preference to third parties based on personal considerations. To this end the following rules shall be observed:

1. No member of the board or member of any committee thereof or officer of the corporation shall accept from any person, directly or indirectly, whether by himself or herself or through his or her spouse or a member of his or her family or through any partner or business or professional associate, any gift, favor, service, employment or offer of employment or any other thing of value which he or she knows or has reason to believe is made or offered to him or her with the intent to influence him or her in the performance of his or her duties as a member of the executive board or member of any committee thereof or officer or employee of the corporation.
2. No member of the board or member of any committee thereof or officer of the corporation who is a partner, officer, or employee of a partnership, firm, or corporation or who owns or controls more than 10 percent of the stock of such corporation, shall represent, appear for, or negotiate on behalf of the corporation in connection with the acquisition or sale by the corporation of any interest in real or tangible or intangible personal property to such partnership, firm, or corporation.
3. No member of the board or member of any committee thereof shall participate by discussion, voting, or by any other action taken by the executive board, or any committee thereof, in the enactment of or defeat of a motion which relates to any transaction with any party referred to in paragraph 2 above. In case any such matter is discussed at any meeting where any executive board or committee member who has such an interest is present, he or she shall promptly disclose his or her interest in the matter to be voted on to the chairman of the meeting. He or she shall not vote on the matter and at the discretion of the disinterested members present may be required to leave the meeting during the discussion and the voting on the matter.

Date

Director

INDEPENDENT AUDITORS' REPORT

To the Board of Directors,
Refuge House, Inc.:

Report on the Financial Statements

We have audited the accompanying financial statements of Refuge House, Inc., which comprise the statement of financial position as of June 30, 2021, 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 auditors' 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.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Refuge House, Inc. as of June 30, 2021, 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.

Other Matters

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 is presented for purposes of additional analysis as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) 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 information 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 March 25, 2022 on our consideration of Refuge House, 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 Refuge House, Inc.'s internal control over financial reporting and compliance.

James Moore & Co., P.L.

Tallahassee, Florida
March 25, 2022

REFUGE HOUSE, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2021

I. Summary of Auditors' Results:

Financial Statements

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

Internal control over financial reporting:

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

Noncompliance material to financial statements noted? yes no

Federal Awards

Internal control over major Federal programs:

- Material weakness(es) identified? yes no
- Significant deficiency(ies) identified? yes 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 2 CFR200.516(a)? yes no

Identification of major programs:

Federal Program	Federal CFDA Number
Crime Victim Assistance	16.575
Dollar threshold used to distinguish between type A and type B Federal programs:	\$ 750,000

Auditee qualified as low-risk auditee? yes no

REFUGE HOUSE, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2021
(Continued)

II. Financial Statement Findings:

2021-001: Preparation of Financial Statements in Accordance with GAAP/Adjustments

Criteria: 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 (“GAAP”).

Condition: Adjustments were required to be made to the accounting records to be in accordance with GAAP. Since these adjustments resulted in a material misstatement of the financial statements, this deficiency is deemed to be a material weakness.

Cause: Audit procedures resulted in auditors proposing entries that had not been recorded at the time of the audit.

Effect: Errors or material misstatements in the financial statements presented to the board by management may exist and not be detected.

Recommendation: We recommend that the process for identifying accounting transactions be reviewed and updated.

2021-002: Cost Allocation Plan

Criteria: Costs should be allocated in the accounting system among grants according to 2 CFR, Part 200.

Condition: In our testing of the cost allocation plan, we noted that documentation of changes made to the plan throughout the year was not saved.

Cause: Management is not maintaining adequate documentation of the allocation rates used throughout the year when changes to the percentages are made.

Effect: Expenses could be improperly reimbursed by the grant program and the grantor could require repayment.

Recommendation: We recommend the Organization implement procedures to ensure the cost allocation agrees to the documentation used as the basis for the plan.

III. Federal Award Findings and Questioned Costs:

IV. Federal Award Summary Schedule of Prior Year Audit Findings: There were no audit findings for the year ended June 30, 2020.



Refuge House
Stop the Violence!

DOMESTIC VIOLENCE ❖ RAPE CRISIS

Corrective Action Plan:

2021-001: Preparation of Financial Statements in Accordance with GAAP/Adjustments

We attribute this finding to be primarily caused by vacancies in the Business Office at year-end. These have been filled and the process of identifying transactions requiring particular financial statement treatment strengthened.

2021-002: Cost Allocation Plan

We understand the importance of retaining documentation supporting cost allocations. All rate schedules will be properly archived.



P O Box 20910 • Tallahassee, FL 32316
Office (850) 922-6062 • Fax (850) 413-0395
24-Hour Hotline (850) 681-2111 or (800) 500-1119
E-Mail: info@refugehouse.com



Apalachicola (850) 653-3313 Crawfordville (850) 926-9005 Middleburg (850) 922-4111 Monticello (850) 349-3515 Perry (850) 584-8808 Quincy (850) 622-9111

REFUGE HOUSE, INC. IS REGISTERED WITH THE STATE UNDER THE CHARITABLE CONTRIBUTION ACT, 1993, REGISTRATION NUMBER 507066. RECEIPTS FROM THE ORGANIZATION OF EACH CONTRIBUTOR, A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL STATEMENTS MUST BE OBTAINED FROM THE DIVISION OF CONSUMER AFFAIRS BY CALLING TOLL FREE WITHIN THE STATE 1-800-352-7257. REGISTRATION DOES NOT IMPLY ENDORSEMENT OR RECOMMENDATION BY THE STATE.

REFUGUE HOUSE, INC.
GENERAL OPERATIONS

Procedure Number: G200.56

Procedure Title: Non-discrimination

Purpose: To provide non-discriminatory service to individuals

Written By: Marie Olenych	Title: Assistant Director	Date: 6/18/06
Approved By: Meg Baldwin	Title: Executive Director	Date: 6/18/06
Revised By: Meg Baldwin	Title: Executive Director	Date: 12/2/11
Revised By: Meg Baldwin	Title: Executive Director	Date: 10/1/13

Last Review Date: 7/31/20

Next Review Date: 7/31/21

Procedure Statement:

The purpose of the Refuge House non-discrimination policy is to assure that all potential and current eligible participants and clients have access to programs that are safe, inclusive, meaningful and non-stigmatizing by design and in operation, regardless of the individual's race, religion, color, national origin, gender, pregnancy, age, mental or physical disability, sexual orientation, gender identity, genetic information, citizenship, immigration status, marital status, military status, language spoken, or any other classification prohibited by federal law, state law, or local ordinance. Refuge House provides services on an equal basis to all eligible individuals regardless of race, religion, color, national origin, gender, pregnancy, age, mental or physical disability, sexual orientation, gender identity, genetic information, citizenship, immigration status, marital status, military status or language spoken, or any other classification prohibited by federal law, state law, or local ordinance.

Refuge House does not and will not tolerate any type of harassment or bullying of our participants/clients. The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's race, color, sex (including same-sex sexual harassment), marital status, pregnancy, sexual orientation, gender identity, genetic information, religion, national origin, citizenship, immigration status, language spoken, age, military status, or mental or physical disability, or any other classification prohibited by federal law, state law, or local ordinance.

Prohibited sexual harassment also includes sexual advances, requests for sexual favors, offensive touching, and other verbal, graphic, physical conduct, or electronic communications of a sexual nature.

The term "bullying" includes repeated, intentional behavior directed at a participant/client that is intended to degrade, humiliate, threaten or humiliate, relating to an individual's race, color, sex (including same-sex sexual harassment), marital status, pregnancy, sexual orientation, gender identity, genetic information, religion, national origin, citizenship, immigration status, language spoken, age, military status, or mental or physical disability.

Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination of employment.

If a participant/client feels that she is being harassed or bullied in any way by a Refuge House employee, volunteer, or other participant/client, the participant/client should notify the participant/client's case manager, counselor, advocate, or program director. The matter will be thoroughly investigated and where appropriate, disciplinary action or other intervention will be taken. Violation of this policy by an employee will subject an employee to disciplinary action, up to and including immediate termination of employment.

A participant or client will not be penalized in any way for reporting such improper conduct. Participants and clients are encouraged to bring complaints and concerns forward so that they can be resolved. Complaints will be reviewed and a written response provided within 30 days of the receipt of a complaint. Documentation regarding complaints will be maintained by the Assistant Director consistent with all policies related to confidential client information.

Clients/companions/staff/volunteers are informed that discrimination complaints may be filed with the Florida DCF Office of Civil Rights, U.S. Department of Health and Human Services (HHS) – Office of Civil Rights, or with the U.S. Department of Justice (DOJ) – Office of Civil Rights.

Refuge House does not conduct criminal background checks on any individual seeking or receiving services.

The Refuge House ARP is not yet due.

Attachment A

Front Office Panel

- Profile
- My Account
Change Password
- Workspace
- Applicants
- Funding Opportunity
- Registrations
- Projects
- Submissions
- Calendar

User Account

* First Name:

* Middle Name:

* Last Name:

* Email:

* Email Confirm:

* Default Application Language:

* User Name:

Emily Mitchem

Fig. 4.3: User Account Page

Ignore Reply Reply Forward Share Print Done Create New Move OneNote Mark Category Follow Translate Related Zoom Send to Viva Find Related Zoom Send to Viva Mark Category Follow Translate Related Zoom Send to Viva Quick Step: Tags Up Editing Zoom OneNote Viva

Front Office

From Office Portal

- Profile
- My Account
- Change Password
- Workspace
- Applicants
- Funding Opportunity
- Registrations
- Projects
- Submissions

Page Generation Time: 0:15

User Account

* First Name:
 * Middle Name:
 * Last Name:
 * Email:
 * Email Confirm:
 * Default Application Language:
 * User Name:

*Wysahnda
Pompey*

File Message Tell me what you want to do...

Ignore Delete Reply Reply Forward More

Junk Delete Reply Reply Forward More All

Respond

Deleting Board Reply & Delete

Quick Steps

To Manager Done Create New

Rules OneNote

Move Actions Move

Mark Unread Categorize Follow Up

Tags

Find Related Select

Zoom Send to OneNote OneNote

Viva Insights

From: Scott Otte
 To: Emily Micham
 RE: E snaps

Grantium™

esnapshuddgov/grantium/followNotification.jsf

Welcome to System... CHSP : ESNP Website : RESC | HUDGov / U... : ECASV Tracker : PayPal Business | M... : NLADA Login : VOCA eGrants - Lo... : QWV-Just Grants-UI... : scott@refugehouse.com Logout

Front Office

Front Office Portal

- Profile
- My Account
- Change Password
- Workspace
- Applicants
- Contact Us

You are accessing a U.S. Government information system. System usage may be monitored, recorded, and subject to audit. Unauthorized use of this system is prohibited and subject to criminal and civil penalties. Use of this system indicates consent to monitoring and recording.

Grantium™

Scott Otte

Attachment B



System Administration

Secure Systems

Welcome EMILY MITCHEM

- system administration
 - Business Partners
 - Maintenance
 - Participant Assignment
 - Maintenance
 - Password Change
 - User Maintenance
- System
 - Active Partners
 - Performance System (APPS)
 - Line of Credit Control System (LOCCS)

Assign Participant for User MDFQ13[WYSHANTA POMPEY]

Choose a Role:	
Role Description (System ID - Role Code)	
APPS Update (APPS - AUP)	
Administration (LOCCS - ADM)	
Query (LOCCS - QRY)	
Choose at least one Participant:	
Participant Name - TIN - Participant Type	
Refuge House, Inc. - 591869324 - Organization	

Submit Cancel

Back to Top

Content updated January 6, 2013

U.S. Department of Housing and Urban Development
431 7th Street, Washington, DC 20002
Telephone: (202) 726-1112 TDD: (202) 726-1455

Home | Privacy Statement



Secure Systems

Welcome EMILY MITCHEM

- system administration
- Business Partner
- Maintenance
- Participant Assignment
- Training
- Password Change
- User Maintenance

- Active Partners
- Performance Systems (APPS)
- Line of Credit Control System (LOCCS)

System Administration

[help](#) | [search](#) | [home](#) | [logout](#)

Assign Participant for User MDDI86[EMILY C. MITCHEM]

Choose a Role:	
Role Description (System ID - Role Code)	APPS Update (APPS -AUP) Administration (LOCCS - ADM) Query (LOCCS - QRY)
Choose at least one Participant:	
Participant Name - TIN - Participant Type	Refuge House, Inc. - 591669324 - Organization

[Back to Top](#)

U.S. Department of Housing and Urban Development
 451 7th Street S.W., Washington, DC 20410
 Washington (202) 708-1112 TTY: (202) 765-1455

[Home](#) | [Privacy Statement](#)

File Message Tell me what you want to do...

Ignore Delete Reply Forward Meeting Reply All

Shan Pompey
eLOCCS

RECEIVED

1/25/2018 10:41 AM

From: [REDACTED]

Subject: RE: [REDACTED]

REFUGEE HOUSE, INC.
Maintain Email Addresses

eLOCCS has the capability of automatically generating various emails related to your organizations HUD portfolio and payments. However, emails will only be generated if an email address is assigned to a particular type of email. This page (Maintain Email Addresses) allows you to keep a list of email addresses which can then be assigned to specific emails from the Maintain Email Assignments option.

Use the Update Primary button to add/update your organizations primary email address. Please note that by default, this address will receive all generated eLOCCS emails

Use the Add Additional button to add any additional email addresses.



Don't forget to assign additional addresses to a type of email from the Maintain Email Assignments option.

PRIMARY Email Address: (Primary receives ALL LOCCS Emails)

Name : REFUGEE HOUSE, INC.

Email : emitchem@refugeehouse.com

ADDITIONAL Email Addresses: (Click the name link to modify or delete)

Name	Email	Phone	Ext.
Shan Pompey	spompey@refugeehouse.com	(850)-972-6062	1006



Print Friendly

Attachment C

Recipient Acknowledgement

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

This text box presents comments and alerts, recorded by HUD, that do not qualify as issues or conditions.

Eligible Costs - One or multiple cost requests lacks sufficient detail necessary for HUD to determine if the cost is reasonable..rjs

The Recipient must acknowledge all of the issues and conditions identified by HUD. Review the conditions applicable to your project and check the corresponding boxes under "Recipient Acknowledgement." You may also be required to update the application accordingly.

HUD has made at least one budget change that may require reconciliation before submission by adjusting budget subcategories on the following screen(s). This may also require a change to the total match commitment on the Sources of Match screen.

- Rental Assistance
- Supportive Services
- Administration (on Budget Summary)

HUD Award	Recipient Acknowledgement	Conditions Applicable to ALL Projects
		1. Match amount update needed in e-snaps and/or match documentation required. (Condition)
<input type="checkbox"/>	<input type="checkbox"/>	a. Additional match commitment amount is required to be added to the e-snaps Match Screen due to a budget increase.
<input type="checkbox"/>	<input type="checkbox"/>	b. In-kind match commitment contributions provided by a third party must attach MOU documentation in e-snaps.
<input type="checkbox"/>	<input type="checkbox"/>	c. Match commitment documentation for this new conditionally awarded project must be attached in e-snaps.

		<p>* YHDP renewal or replacement projects will not be required to meet the 25 percent match requirement if the applicant is able to demonstrate it has taken reasonable steps to maximize resources available for youth experiencing homelessness under Section V.B.3.h of the NOFO. Applicants should provide the following:</p> <ol style="list-style-type: none"> 1. One or more letters from potential match sources that outlines what funds are being committed to other youth projects and why those projects are better suited to serving youth in the community 2. For the HUD Field Office, if the letter regarding potential match explains how the non-CoC projects better serve youth in the community, this meets the requirement for exemption from the match requirement. For instance, a letter may cite a large population of minors experiencing homelessness CoC projects cannot assist them because of state laws, this may be a good reason for match to be redirected to assist those minors.
<input type="checkbox"/>	<input type="checkbox"/>	2. Code of Conduct not on file with HUD or does not comply with 2 CFR part 200. (Condition)
<input type="checkbox"/>	<input type="checkbox"/>	3. Form HUD 2880 - Incomplete Applicant/Recipient Disclosure/Update Report. (Condition)
		5. Performance or capacity concern(s). The applicant should provide a written plan addressing the capacity concern(s) identified below. (Issue)
<input type="checkbox"/>	<input type="checkbox"/>	a. Applicant has a history of consistently submitting late APRs.
<input type="checkbox"/>	<input type="checkbox"/>	b. Applicant has a history of consistent drawdown issues or poor financial management.
<input type="checkbox"/>	<input type="checkbox"/>	c. Applicant has a history of consistent unresolved HUD monitoring or audit findings.
<input type="checkbox"/>	<input type="checkbox"/>	d. Other capacity concerns (details specified below in #22).
		6. Homeless Eligibility - Clarification is needed in the project application to confirm homeless eligibility of proposed program participants. (Issue)
<input type="checkbox"/>	<input type="checkbox"/>	a. Update(s) needed to Project Description on Screen 3B (details specified below in #22).
<input type="checkbox"/>	<input type="checkbox"/>	b. The project application identified 100% Dedicated to CH but Screen 5B tables did not identify a correct number of CH persons to equal the number of Dedicated CH Beds on Screen 4B.
<input type="checkbox"/>	<input type="checkbox"/>	c. PH-PSH or SH project application is unclear if proposing to serve households having at least one person with a disability. Updates should be made to the disability category numbers in the tables on Screen 5B.
<input type="checkbox"/>	<input type="checkbox"/>	8. Unit/Bed Counts - Clarification is needed to unit and/or bed counts on Screen 4B and /or updates are needed to other numbers in the project application for a general correlation between Screens 4B, 5A, or 5B tables. (Issue)
<input type="checkbox"/>	<input type="checkbox"/>	10. Consolidation Project. This project application was conditionally awarded as a consolidated project. (Issue)
<input type="checkbox"/>	<input type="checkbox"/>	11. Expansion Project The applicant of this CoC Program funded expansion of a renewal must update the project information to reflect the full expanded project's data. (Issue)
		12. Housing First on Screen 3B questions identifying a commitment to a Housing First approach must be updated to "Yes." (Issue)
<input type="checkbox"/>	<input type="checkbox"/>	a. DV Bonus funded projects for PH-RRH or JOINT Component, must adopt a Housing First approach.
<input type="checkbox"/>	<input type="checkbox"/>	b. JOINT component projects funded from any CoC funding type must adopt a Housing First approach.
		13. Housing Type - clarification is needed for the Housing Type selection(s) on Screen 4B for the component type identified below. (Issue)
<input type="checkbox"/>	<input type="checkbox"/>	a. Joint TH/PH-RRH component project (details specified below in #22).
<input type="checkbox"/>	<input type="checkbox"/>	b. PH-PSH or PH-RRH component projects.

<input type="checkbox"/>	<input type="checkbox"/>	14. 100% Dedicated, DedicatedPLUS or N/A: This PH-PSH project must update the Screen 3C selection from "N/A" to either "100% Dedicated" or "DedicatedPLUS." (Condition)
		15. Eligible Costs (Issue)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. One or multiple cost requests lacks sufficient detail necessary for HUD to determine if the cost is reasonable.
<input type="checkbox"/>	<input type="checkbox"/>	b. One or multiple cost requests have been determined to be ineligible and the project application has been reduced.
		Although this project passed threshold, HUD is requesting updates to the item(s) identified. a. The applicant must provide clarification to the cost Quantity and Description details in e-snaps budgets to be in compliance with 24 CFR 578.53, 578.55, and 578.57. The applicant can clarify the cost Quantity and Description or allocate these costs to another eligible cost item for HUD approval. b. The amount of a requested cost has been removed from the project application and amount requested has been reduced from the conditional award. Refer to 24 CFR 578.53, 578.55, and 578.57. The applicant must confirm agreement that the project remains viable with the revised budget.
<input type="checkbox"/>	<input type="checkbox"/>	16a. Coordinated Entry - The project application indicated on Screen 3B that the project will not participate in coordinated entry and it is unclear if the applicant is a victim service provider using an equivalent system. (Condition)
<input type="checkbox"/>	<input type="checkbox"/>	20. Possible violation of program regulation on service participation (details specified below in #22). (Issue)
		21. Renewal of YHDP youth projects under the CoC Program.
<input type="checkbox"/>	<input type="checkbox"/>	a. Waiver Request Attachments (Condition)
<input type="checkbox"/>	<input type="checkbox"/>	b. Youth Population Focus (details specified below in #22). (Issue)
		22. Other policy and program related conditions:
<input type="checkbox"/>	<input type="checkbox"/>	Other 1
<input type="checkbox"/>	<input type="checkbox"/>	Other 2
<input type="checkbox"/>	<input type="checkbox"/>	Other 3
<input type="checkbox"/>	<input type="checkbox"/>	Other 4
<input type="checkbox"/>	<input type="checkbox"/>	Other 5
<input type="checkbox"/>	<input type="checkbox"/>	Other 6

Attachments

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

Document Type	Required?	Document Description	Date Attached
01) Match Documentation	No		
02) Attachment(s)	No		
03) Attachment(s)	No		
04) Attachment(s)	No		
05) Attachment(s)	No		
06) Attachment(s)	No		
07) Attachment(s)	No		
08) Attachment(s)	No		
09) Attachment(s)	No		
10) Attachment(s)	No		

Attachment Details

Document Description:

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Adjustments

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

Has HUD required that you adjust information submitted with your application to resolve Issues and Conditions made by HUD? No

1A. Application Type

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

This information cannot be edited. If updates are needed to this information, exit this step and update the Project Applicant Profile.

1. Type of Submission: Application

2. Type of Application: Renewal Project Application

If "Revision", select appropriate letter(s):

If "Other", specify:

3. Date Received: 08/29/2022

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier: FL0777D4H062102

6. Date Received by State:

7. State Application Identifier:

1B. Legal Applicant

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

This information cannot be edited. If updates are needed to this information, exit this step and update the Project Applicant Profile.

8. Applicant

a. Legal Name: Refuge House, Inc.

b. Employer/Taxpayer Identification Number (EIN/TIN): 59-1869324

	c. Organizational DUNS:	883369399	PLUS 4	
--	-------------------------	-----------	--------	--

d. Address

Street 1: 2315 Hartsfield Road

Street 2:

City: Tallahassee

County:

State: Florida

Country: United States

Zip / Postal Code: 32303

e. Organizational Unit (optional)

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application

Prefix: Ms.

First Name: Shan

Middle Name:

Last Name: Pompey

Suffix:

Title: Assistant Director

Organizational Affiliation: Refuge House, Inc.

Telephone Number: (850) 922-6062

Extension: 1014

Fax Number: (850) 413-0395

Email: spompey@refugehouse.com

1C. Application Details

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

This information cannot be edited. If updates are needed to this information, exit this step and update the Project Applicant Profile.

9. Type of Applicant: M. Nonprofit with 501C3 IRS Status

If "Other" please specify:

10. Name of Federal Agency: Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Title: CoC Program

CFDA Number: 14.267

12. Funding Opportunity Number: FR-6500-N25

Title: Continuum of Care Homeless Assistance Competition

13. Competition Identification Number:

Title:

1D. Congressional District(s)

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

14. Area(s) affected by the project (State(s) only): Florida
(for multiple selections hold CTRL key)

15. Descriptive Title of Applicant's Project: Refuge House Safe landing Renewal FY2021

16. Congressional District(s):

a. Applicant: FL-002, FL-005

b. Project: FL-002, FL-005
(for multiple selections hold CTRL key)

17. Proposed Project

a. Start Date: 10/01/2020

b. End Date: 09/30/2021

18. Estimated Funding (\$)

a. Federal:

b. Applicant:

c. State:

d. Local:

e. Other:

f. Program Income:

g. Total:

1E. Compliance

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

This information cannot be edited. If updates are needed to this information, exit this step and update the Project Applicant Profile.

19. Is the Application Subject to Review By State Executive Order 12372 Process? b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- If "YES", enter the date this application was made available to the State for review:

20. Is the Applicant delinquent on any Federal debt? No
- If "YES," provide an explanation:

1F. Declaration

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

This information cannot be edited. If updates are needed to this information, exit this step and update the Project Applicant Profile.

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

I AGREE:

21. Authorized Representative

Prefix: Ms.

First Name: Emily

Middle Name: Camille

Last Name: Mitchem

Suffix:

Title: Executive Director

Telephone Number: (850) 922-6062
(Format: 123-456-7890)

Fax Number: (850) 413-0395
(Format: 123-456-7890)

Email: emitchem@refugehouse.com

Signature of Authorized Representative: Considered signed upon submission in e-snaps.

Date Signed: 08/29/2022

Recipient Performance

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

1. Did you submit your previous year's Annual Performance Report (APR) on time? Not Applicable

1a. If you did not submit your APR on time to the SAGE website, provide an explanation.

The contract was extended until December 31, 2021.

2. Do you have any unresolved HUD Monitoring or OIG Audit finding(s) concerning any previous grant term related to this renewal project request? No

3. Do you draw funds quarterly for your current renewal project? Yes

4. Have any funds remained available for recapture by HUD for the most recently expired grant term related to this renewal project request? No

Renewal Grant Consolidation or Renewal Grant Expansion

The FY2021 CoC Competition will continue offering opportunities to expand or consolidate CoC projects. A few changes have occurred that differentiate the process from FY2019.

1. Expansions and Consolidations will no longer be required to submit a combined version of the application.

a. Expansions will be required to ONLY submit a Stand-Alone Renewal and a Stand-Alone New application.

b. Consolidations will be required to ONLY submit a Survivor grant and a terminating grant. Up to 10 grants may be involved in a consolidation (Survivor + 9 Terminating grants)

2. Since no combined version will be submitted for either the Expansion or Consolidation, the combining of data will occur at Post-Award. HUD HQ will combine all units, beds and budgets prior to the Post-Award process. The field office and applicant will then be required to combine remaining project data at C1.9a (recipient step). HUD HQ will provide a data report with the data all combined. All that will be required for applicants to do is a simple copy and paste.

We hope this process will simplify and reduce any confusion when submitting expansions or consolidations. If you have any questions, please contact the AAQ.

1. Is this renewal project application requesting to consolidate or expand? No

If "No" click on "Next" or "Save & Next" below to move to the next screen.

2A. Project Subrecipients

This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the icon. To view or update subrecipient information already listed, select the view option.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

Total Expected Sub-Awards: \$0

Organization	Type	Sub-Award Amount
This list contains no items		

3A. Project Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

1. Expiring Grant Project Identification Number (PIN): FL0777D4H062102

(e.g., the "Federal Award Identifier" indicated on form 1A. Application Type)

2. CoC Number and Name: FL-506 - Tallahassee/Leon County CoC

3. CoC Collaborative Applicant Name: Apalachee Regional Planning Council

4. Project Name: Refuge House Safe landing Renewal FY2021

5. Project Status: Standard

	Renewal Project Application	HUD Award	Adjustment
6. Component Type:	PH	PH	PH

	Renewal Project Application	HUD Award	Adjustment
6a. Does the PH project provide PSH or RRH?	RRH	RRH	RRH

7. Is your organization, or subrecipient, a victim service provider defined in 24 CFR 578.3? Yes

3B. Project Description

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

1. Provide a description that addresses the entire scope of the proposed project.

Our project will assist homeless individuals and families escaping domestic violence, dating violence, or stalking, who fall within the parameters of the Category 4 definition of Homeless at 24 CFR 578.3, in our eight county catchment area. Per area population, we expect that 65% of those we serve will be residents of urban Leon County, and 35% will be residents of one of the seven rural surrounding counties.

Each survivor's unique personal and family circumstances will inform our approach to providing housing assistance and supportive services. Survivor's needs and strengths vary widely; flexibility in adapting the scope and duration of rental assistance to a broad range of circumstances (from a single utility deposit to a full year of rental assistance, for example) will be essential to project success. Likewise, supportive services will be offered on a voluntary basis, as useful to the survivor. Core services will be provided by project staff (funded and match), and include domestic violence recovery assistance as well as basic needs, transportation, job readiness, and advocacy with medical, public benefits, employment and criminal justice system issues. Case management support will be offered continuously throughout the survivor's participation in the project, and available indefinitely following termination of rental assistance. We anticipate that 38 individuals and households will participate in the program in the first year. Many of these survivors are parents who have lost their children to the child welfare system; thus we anticipate serving slightly more individual survivors compared to adult survivors with children (20 individuals; 18 households with one adult and at least one child). Our primary goals are: 1. 80% of project households maintain permanent housing for at least 12 months after exit from the project; and 2. 75% of project households increase cash income (earned or non-employment) during the period of project participation.

Refuge House actively coordinates with over 40 local non-profit agencies, including our area independent living/disability provider, workforce development agency, Legal Services provider, and economic empowerment agency. Local law enforcement generously provides extra neighborhood patrols, at survivors' requests. Our partnerships with the county health departments, state Department of Children and Families, and regional hospitals help respond to survivors' medical and behavioral health needs after trauma.

The primary barriers facing women escaping abusers are the challenges of rebuilding financially after abuse, and the lack of stable, safe housing. This funding is tailor-made to fill those gaps. Traditional mainstream domestic violence funding sources focus on providing safety to survivors in crisis. But survivors stay in crisis, if options and support for permanent housing don't follow. Thank you for offering this opportunity.

1a. Provide changes, if required, to the description that addresses the entire scope of the proposed project.

Our project will assist homeless individuals and families escaping domestic violence, dating violence, or stalking, who fall within the parameters of the Category 4 definition of Homeless at 24 CFR 578.3, in our eight county catchment area. Per area population, we expect that 65% of those we serve will be residents of urban Leon County, and 35% will be residents of one of the seven rural surrounding counties.

Each survivor’s unique personal and family circumstances will inform our approach to providing housing assistance and supportive services. Survivor’s needs and strengths vary widely; flexibility in adapting the scope and duration of rental assistance to a broad range of circumstances (from a single utility deposit to a full year of rental assistance, for example) will be essential to project success. Likewise, supportive services will be offered on a voluntary basis, as useful to the survivor. Core services will be provided by project staff (funded and match), and include domestic violence recovery assistance as well as basic needs, transportation, job readiness, and advocacy with medical, public benefits, employment and criminal justice system issues. Case management support will be offered continuously throughout the survivor’s participation in the project, and available indefinitely following termination of rental assistance.

We anticipate that 38 individuals and households will participate in the program in the first year. Many of these survivors are parents who have lost their children to the child welfare system; thus we anticipate serving slightly more individual survivors compared to adult survivors with children (20 individuals; 18 households with one adult and at least one child). Our primary goals are: 1. 80% of project households maintain permanent housing for at least 12 months after exit from the project; and 2. 75% of project households increase cash income (earned or non-employment) during the period of project participation.

Refuge House actively coordinates with over 40 local non-profit agencies, including our area independent living/disability provider, workforce development agency, Legal Services provider, and economic empowerment agency. Local law enforcement generously provides extra neighborhood patrols, at survivors’ requests. Our partnerships with the county health departments, state Department of Children and Families, and regional hospitals help respond to survivors’ medical and behavioral health needs after trauma.

The primary barriers facing women escaping abusers are the challenges of rebuilding financially after abuse, and the lack of stable, safe housing. This funding is tailor-made to fill those gaps. Traditional mainstream domestic violence funding sources focus on providing safety to survivors in crisis. But survivors stay in crisis, if options and support for permanent housing don’t follow. Thank you for offering this opportunity.

2. Check the appropriate box(s) if this project will have a specific subpopulation focus. (Select all that apply)

N/A - Project Serves All Subpopulations	<input type="checkbox"/>	Domestic Violence	<input checked="" type="checkbox"/>
Veterans	<input type="checkbox"/>	Substance Abuse	<input type="checkbox"/>
Youth (under 25)	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>

Families	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
		Chronic Homeless	<input type="checkbox"/>
		Other (Click 'Save' to update)	<input type="checkbox"/>

3. Housing First

3a. Does the project quickly move participants into permanent housing? Yes

3b. Does the project enroll program participants who have the following barriers? Select all that apply.

Having too little or little income	<input checked="" type="checkbox"/>
Active or history of substance abuse	<input checked="" type="checkbox"/>
Having a criminal record with exceptions for state-mandated restrictions	<input checked="" type="checkbox"/>
History of domestic violence (e.g. domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
None of the above	<input type="checkbox"/>

3c. Will the project prevent program participant termination for the following reasons? Select all that apply.

Failure to participate in supportive services	<input checked="" type="checkbox"/>
Failure to make progress on a service plan	<input checked="" type="checkbox"/>
Loss of income or failure to improve income	<input checked="" type="checkbox"/>
Any other activity not covered in a lease agreement typically found in the project's geographic area	<input checked="" type="checkbox"/>
None of the above	<input type="checkbox"/>

3d. Does the project follow a "Housing First" approach? Yes

4A. Supportive Services for Participants

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

- 1. For all supportive services available to participants, indicate who will provide them and how often they will be provided.
Click 'Save' to update.**

Supportive Services	Provider	Frequency
Assessment of Service Needs	Applicant	Quarterly
Assistance with Moving Costs	Applicant	As needed
Case Management	Applicant	Weekly
Child Care	Non-Partner	As needed
Education Services	Non-Partner	As needed
Employment Assistance and Job Training	Partner	Quarterly
Food	Applicant	As needed
Housing Search and Counseling Services	Applicant	Weekly
Legal Services	Partner	As needed
Life Skills Training	Applicant	Quarterly
Mental Health Services	Partner	As needed
Outpatient Health Services	Non-Partner	As needed
Outreach Services	Applicant	Weekly
Substance Abuse Treatment Services	Non-Partner	As needed
Transportation	Applicant	As needed
Utility Deposits	Applicant	As needed

Identify whether the project includes the following activities:



2. Transportation assistance to program participants to attend mainstream benefit appointments, employee training, or jobs? Yes

3. Annual follow-up with program participants to ensure mainstream benefits are received and renewed? Yes

4. Do program participants have access to SSI/SSDI technical assistance provided by this project, subrecipient, or partner agency? Yes

4a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months? Yes

4B. Housing Type and Location

The following list summarizes each housing site in the project. To add a housing site to the list, select the  icon. To view or update a housing site already listed, select the  icon.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

Total Units: 16

Total Beds: 32

Housing Type	Housing Type (JOINT)	Units	Beds
Scattered-site apartments (...)	---	7	19
Scattered-site apartments (...)	---	1	1
Scattered-site apartments (...)	---	1	1
Scattered-site apartments (...)	---	1	1
Scattered-site apartments (...)	---	1	1
Scattered-site apartments (...)	---	5	9

4B. Housing Type and Location Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

1. **Housing Type:** Scattered-site apartments (including efficiencies)

2. **Indicate the maximum number of units and beds available for project participants at the selected housing site.**

a. **Units:** 7

b. **Beds:** 19

3. **Address:**

Street 1: P.O. Box 20910

Street 2:

City: Tallahassee

State: Florida

ZIP Code: 32316

4. **Select the geographic area(s) associated with the address:**
(for multiple selections hold CTRL Key)

129073 Leon County

4B. Housing Type and Location Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

1. **Housing Type:** Scattered-site apartments (including efficiencies)

2. Indicate the maximum number of units and beds available for project participants at the selected housing site.

a. Units: 1

b. Beds: 1

3. Address:

Street 1: P.O. Box 20910

Street 2:

City: Tallahassee

State: Florida

ZIP Code: 32316

**4. Select the geographic area(s) associated with the address:
(for multiple selections hold CTRL Key)**

129077 Liberty County

4B. Housing Type and Location Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

1. Housing Type: Scattered-site apartments (including efficiencies)

2. Indicate the maximum number of units and beds available for project participants at the selected housing site.

a. Units: 1

b. Beds: 1

3. Address:

Street 1: P.O. Box 20910

Street 2:

City: Tallahassee

State: Florida
ZIP Code: 32316

**4. Select the geographic area(s) associated with the address:
(for multiple selections hold CTRL Key)**

129037 Franklin County

4B. Housing Type and Location Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

1. Housing Type: Scattered-site apartments (including efficiencies)

2. Indicate the maximum number of units and beds available for project participants at the selected housing site.

a. Units: 1

b. Beds: 1

3. Address:

Street 1: P.O. Box 20910

Street 2:

City: Tallahassee

State: Florida

ZIP Code: 32316

**4. Select the geographic area(s) associated with the address:
(for multiple selections hold CTRL Key)**

129129 Wakulla County

4B. Housing Type and Location Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

1. Housing Type: Scattered-site apartments (including efficiencies)

2. Indicate the maximum number of units and beds available for project participants at the selected housing site.

a. Units: 1

b. Beds: 1

3. Address:

Street 1: P.O. Box 20910

Street 2:

City: Tallahassee

State: Florida

ZIP Code: 32316

**4. Select the geographic area(s) associated with the address:
(for multiple selections hold CTRL Key)**

129079 Madison County

4B. Housing Type and Location Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

1. Housing Type: Scattered-site apartments (including efficiencies)

2. Indicate the maximum number of units and beds available for project participants at the selected housing site.

a. Units: 5

b. Beds: 9

3. Address:

Street 1: P.O. Box 20910

Street 2:

City: Tallahassee

State: Florida

ZIP Code: 32316

**4. Select the geographic area(s) associated with the address:
(for multiple selections hold CTRL Key)**

129123 Taylor County

5A. Project Participants - Households

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

Households	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households	16	20	0	36

Characteristics	Persons in Households with at Least One Adult and One Child	Adult Persons in Households without Children	Persons in Households with Only Children	Total
Persons over age 24	10	12		22
Persons ages 18-24	6	8		14
Accompanied Children under age 18	32		0	32
Unaccompanied Children under age 18			0	0
Total Persons	48	20	0	68

Click Save to automatically calculate totals

5B. Project Participants - Subpopulations

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

Persons in Households with at Least One Adult and One Child

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Persons over age 24							10			
Persons ages 18-24							6			
Children under age 18							32			
Total Persons	0	0	0	0	0	0	48	0	0	0

Click Save to automatically calculate totals

Persons in Households without Children

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Persons over age 24							12			
Persons ages 18-24							8			
Total Persons	0	0	0	0	0	0	20	0	0	0

Click Save to automatically calculate totals

Persons in Households with Only Children

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Accompanied Children under age 18										
Unaccompanied Children under age 18										

Total Persons	0			0	0	0	0	0	0	0
---------------	---	--	--	---	---	---	---	---	---	---

6A. Funding Request

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

1. Do any of the properties in this project have an active restrictive covenant? No

2. Was the original project awarded as either a Samaritan Bonus or Permanent Housing Bonus project? No

3. Does this project propose to allocate funds according to an indirect cost rate? No

4. Renewal Grant Term: This field is pre-populated with a one-year grant term and cannot be edited: 1 Year

6. Select the costs for which funding is being requested:

	Renewal Application	HUD Award	Adjustment
Leased Units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leased Structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supportive Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HMIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6D. Rental Assistance Budget

The following list summarizes the rental assistance funding request for the total term of the project. To add information to the list, select the icon. To view or update information already listed, select the icon.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

		Renewal Application	HUD Award		Adjustment	
Total Annual Assistance Request:		\$158,724	\$74,472		\$74,472	
Grant Term:		1 Year	1 Year		1 Year	
Total Request for Grant Term:		\$158,724	\$74,472		\$74,472	
Total Units:		16	7		7	
Rental Assistance Type	Rental Assistance Type (HUD Award)	Rental Assistance Type (Adjustment)	FMR from Project Application	FMR from Award	Total Units Requested	Total Request
TRA	TRA	TRA	FL - Tallahassee,...	FL - Tallahassee,...	2	\$31,128
TRA	TRA	TRA	FL - Wakulla Coun...	FL - Wakulla Coun...	1	\$10,356
TRA	TRA	TRA	FL - Madison Coun...	FL - Madison Coun...	1	\$7,968
TRA	TRA	TRA	FL - Franklin Cou...	FL - Franklin Cou...	1	\$7,968
TRA	TRA	TRA	FL - Liberty Coun...	FL - Liberty Coun...	1	\$7,968
TRA	TRA	TRA	FL - Taylor Count...	FL - Taylor Count...	1	\$9,084

Rental Assistance Budget Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

Type of Rental Assistance: TRA
Renewal Application

Rental Assistance Type: TRA
Adjustment

All RRH and JOINT projects with CoC funded units must select TRA as the Rental Assistance Type.

	FMR Area
Metropolitan or non-metropolitan fair market rent area: Renewal Application	FL - Tallahassee, FL HUD Metro FMR Area (1203999999)
Metropolitan or non-metropolitan fair market rent area: HUD Award	FL - Tallahassee, FL HUD Metro FMR Area (1203999999)
Metropolitan or non-metropolitan fair market rent area: Adjustment	FL - Tallahassee, FL HUD Metro FMR Area (1203999999)

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
Applicant

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
HUD Award

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
Adjustment

Size of Units	# of Units (Renewal Submission)	# of Units (HUD Award)	# of Units (Adjustment)	FMR Area (Renewal Submission)	FMR Area (HUD Award)	FMR Area (Adjustment)	HUD Paid Rent (Applicant)	HUD Paid Rent (HUD Award)	HUD Paid Rent (Adjustment)	12 Months	Total Request (Renewal Submission)	Adjusted Total Assistance Requested (HUD Award)	Total Request (Adjustment)

SRO				x	\$584	\$628	\$628	\$584	\$628	\$628	x	12	=	\$0	\$0	\$0
0 Bedroom				x	\$778	\$837	\$837	\$778	\$837	\$837	x	12	=	\$0	\$0	\$0
1 Bedroom	2			x	\$843	\$941	\$941	\$843	\$941	\$941	x	12	=	\$20,232	\$0	\$0
2 Bedrooms	4	1	1	x	\$1,024	\$1,124	\$1,124	\$1,024	\$1,124	\$1,124	x	12	=	\$49,152	\$13,488	\$13,488
3 Bedrooms	1	1	1	x	\$1,361	\$1,470	\$1,470	\$1,361	\$1,470	\$1,470	x	12	=	\$16,332	\$17,640	\$17,640
4 Bedrooms				x	\$1,484	\$1,596	\$1,596	\$1,484	\$1,596	\$1,596	x	12	=	\$0	\$0	\$0
5 Bedrooms				x	\$1,707	\$1,835	\$1,835	\$1,707	\$1,835	\$1,835	x	12	=	\$0	\$0	\$0
6 Bedrooms				x	\$1,929	\$2,075	\$2,075	\$1,929	\$2,075	\$2,075	x	12	=	\$0	\$0	\$0
7 Bedrooms				x	\$2,152	\$2,314	\$2,314	\$2,152	\$2,314	\$2,314	x	12	=	\$0	\$0	\$0
8 Bedrooms				x	\$2,374	\$2,554	\$2,554	\$2,374	\$2,554	\$2,554	x	12	=	\$0	\$0	\$0
9 Bedrooms				x	\$2,597	\$2,793	\$2,793	\$2,597	\$2,793	\$2,793	x	12	=	\$0	\$0	\$0
Total Units and Annual Assistance Requested	7	2	2											\$85,716	\$31,128	\$31,128
Grant Term														1 Year		1 Year
Total Request for Grant Term														\$85,716	\$31,128	\$31,128

Click the 'Save' button to automatically calculate totals.

Rental Assistance Budget Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

Type of Rental Assistance: TRA
Renewal Application

Rental Assistance Type TRA
Adjustment

All RRH and JOINT projects with CoC funded units must select TRA as the Rental Assistance Type.

	FMR Area
Metropolitan or non-metropolitan fair market rent area: Renewal Application	FL - Wakulla County, FL HUD Metro FMR Area (1212999999)
Metropolitan or non-metropolitan fair market rent area: HUD Award	FL - Wakulla County, FL HUD Metro FMR Area (1212999999)
Metropolitan or non-metropolitan fair market rent area: Adjustment	FL - Wakulla County, FL HUD Metro FMR Area (1212999999)

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
Applicant

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
HUD Award

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
Adjustment

Size of Units	# of Units (Renewal Submission)	# of Units (HUD Award)	# of Units (Adjustment)	FMR Area (Renewal Submission)	FMR Area (HUD Award)	FMR Area (Adjustment)	HUD Paid Rent (Applicant)	HUD Paid Rent (HUD Award)	HUD Paid Rent (Adjustment)	12 Months	Total Request (Renewal Submission)	Adjusted Total Assistance Requested (HUD Award)	Total Request (Adjustment)
SRO				x \$509	\$575	\$575	\$509	\$575	\$575	x 12	= \$0	\$0	\$0
0 Bedroom				x \$678	\$767	\$767	\$678	\$767	\$767	x 12	= \$0	\$0	\$0
1 Bedroom	1	1	1	x \$738	\$863	\$863	\$738	\$863	\$863	x 12	= \$8,856	\$10,356	\$10,356
2 Bedrooms				x \$892	\$1,025	\$1,025	\$892	\$1,025	\$1,025	x 12	= \$0	\$0	\$0
3 Bedrooms				x \$1,109	\$1,267	\$1,267	\$1,109	\$1,267	\$1,267	x 12	= \$0	\$0	\$0
4 Bedrooms				x \$1,544	\$1,754	\$1,754	\$1,544	\$1,754	\$1,754	x 12	= \$0	\$0	\$0
5 Bedrooms				x \$1,776	\$2,017	\$2,017	\$1,776	\$2,017	\$2,017	x 12	= \$0	\$0	\$0
6 Bedrooms				x \$2,007	\$2,280	\$2,280	\$2,007	\$2,280	\$2,280	x 12	= \$0	\$0	\$0
7 Bedrooms				x \$2,239	\$2,543	\$2,543	\$2,239	\$2,543	\$2,543	x 12	= \$0	\$0	\$0
8 Bedrooms				x \$2,470	\$2,806	\$2,806	\$2,470	\$2,806	\$2,806	x 12	= \$0	\$0	\$0
9 Bedrooms				x \$2,702	\$3,070	\$3,070	\$2,702	\$3,070	\$3,070	x 12	= \$0	\$0	\$0
Total Units and Annual Assistance Requested	1	1	1								\$8,856	\$10,356	\$10,356
Grant Term											1 Year		1 Year
Total Request for Grant Term											\$8,856	\$10,356	\$10,356

Click the 'Save' button to automatically calculate totals.

Rental Assistance Budget Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

Type of Rental Assistance: TRA
 Renewal Application
 Rental Assistance Type: TRA
 Adjustment

All RRH and JOINT projects with CoC funded units must select TRA as the Rental Assistance Type.

	FMR Area
Metropolitan or non-metropolitan fair market rent area: Renewal Application	FL - Madison County, FL (1207999999)
Metropolitan or non-metropolitan fair market rent area: HUD Award	FL - Madison County, FL (1207999999)
Metropolitan or non-metropolitan fair market rent area: Adjustment	FL - Madison County, FL (1207999999)

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
 Applicant No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
 HUD Award No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
 Adjustment No

Size of Units	# of Units (Renewal Submission)	# of Units (HUD Award)	# of Units (Adjustment)	FMR Area (Renewal Submission)	FMR Area (HUD Award)	FMR Area (Adjustment)	HUD Paid Rent (Applicant)	HUD Paid Rent (HUD Award)	HUD Paid Rent (Adjustment)	12 Months	Total Request (Renewal Submission)	Adjusted Total Assistance Requested (HUD Award)	Total Request (Adjustment)
SRO				x \$472	\$490	\$490	\$472	\$490	\$490	x 12	\$0	\$0	\$0
0 Bedroom				x \$629	\$653	\$653	\$629	\$653	\$653	x 12	\$0	\$0	\$0
1 Bedroom	1	1	1	x \$641	\$664	\$664	\$641	\$664	\$664	x 12	\$7,692	\$7,968	\$7,968
2 Bedrooms				x \$734	\$757	\$757	\$734	\$757	\$757	x 12	\$0	\$0	\$0
3 Bedrooms				x \$966	\$1,041	\$1,041	\$966	\$1,041	\$1,041	x 12	\$0	\$0	\$0
4 Bedrooms				x \$1,271	\$1,296	\$1,296	\$1,271	\$1,296	\$1,296	x 12	\$0	\$0	\$0
5 Bedrooms				x \$1,462	\$1,490	\$1,490	\$1,462	\$1,490	\$1,490	x 12	\$0	\$0	\$0
6 Bedrooms				x \$1,652	\$1,685	\$1,685	\$1,652	\$1,685	\$1,685	x 12	\$0	\$0	\$0
7 Bedrooms				x \$1,843	\$1,879	\$1,879	\$1,843	\$1,879	\$1,879	x 12	\$0	\$0	\$0
8 Bedrooms				x \$2,034	\$2,074	\$2,074	\$2,034	\$2,074	\$2,074	x 12	\$0	\$0	\$0
9 Bedrooms				x \$2,224	\$2,268	\$2,268	\$2,224	\$2,268	\$2,268	x 12	\$0	\$0	\$0
Total Units and Annual Assistance Requested	1	1	1								\$7,692	\$7,968	\$7,968
Grant Term											1 Year		1 Year
Total Request for Grant Term											\$7,692	\$7,968	\$7,968

Click the 'Save' button to automatically calculate totals.

Rental Assistance Budget Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

Type of Rental Assistance: TRA
Renewal Application

Rental Assistance Type: TRA
Adjustment

All RRH and JOINT projects with CoC funded units must select TRA as the Rental Assistance Type.

	FMR Area
Metropolitan or non-metropolitan fair market rent area: Renewal Application	FL - Franklin County, FL (1203799999)
Metropolitan or non-metropolitan fair market rent area: HUD Award	FL - Franklin County, FL (1203799999)
Metropolitan or non-metropolitan fair market rent area: Adjustment	FL - Franklin County, FL (1203799999)

No

**Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
Applicant**

No

**Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
HUD Award**

No

**Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
Adjustment**

Size of Units	# of Units (Renewal Submission)	# of Units (HUD Award)	# of Units (Adjustment)	FMR Area (Renewal Submission)	FMR Area (HUD Award)	FMR Area (Adjustment)	HUD Paid Rent (Applicant)	HUD Paid Rent (HUD Award)	HUD Paid Rent (Adjustment)	12 Months	Total Request (Renewal Submission)	Adjusted Total Assistance Requested (HUD Award)	Total Request (Adjustment)
SRO				x \$484	\$490	\$490	\$484	\$490	\$490	x 12	\$0	\$0	\$0
0 Bedroom				x \$645	\$653	\$653	\$645	\$653	\$653	x 12	\$0	\$0	\$0
1 Bedroom	1	1	1	x \$661	\$664	\$664	\$661	\$664	\$664	x 12	\$7,932	\$7,968	\$7,968
2 Bedrooms				x \$753	\$757	\$757	\$753	\$757	\$757	x 12	\$0	\$0	\$0
3 Bedrooms				x \$1,078	\$1,075	\$1,075	\$1,078	\$1,075	\$1,075	x 12	\$0	\$0	\$0
4 Bedrooms				x \$1,304	\$1,296	\$1,296	\$1,304	\$1,296	\$1,296	x 12	\$0	\$0	\$0
5 Bedrooms				x \$1,500	\$1,490	\$1,490	\$1,500	\$1,490	\$1,490	x 12	\$0	\$0	\$0
6 Bedrooms				x \$1,695	\$1,685	\$1,685	\$1,695	\$1,685	\$1,685	x 12	\$0	\$0	\$0
7 Bedrooms				x \$1,891	\$1,879	\$1,879	\$1,891	\$1,879	\$1,879	x 12	\$0	\$0	\$0
8 Bedrooms				x \$2,086	\$2,074	\$2,074	\$2,086	\$2,074	\$2,074	x 12	\$0	\$0	\$0
9 Bedrooms				x \$2,282	\$2,268	\$2,268	\$2,282	\$2,268	\$2,268	x 12	\$0	\$0	\$0

Total Units and Annual Assistance Requested	1	1	1
Grant Term			
Total Request for Grant Term			

\$7,932	\$7,968	\$7,968
1 Year		1 Year
\$7,932	\$7,968	\$7,968

Click the 'Save' button to automatically calculate totals.

Rental Assistance Budget Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

Type of Rental Assistance: TRA
Renewal Application

Rental Assistance Type: TRA
Adjustment

All RRH and JOINT projects with CoC funded units must select TRA as the Rental Assistance Type.

	FMR Area
Metropolitan or non-metropolitan fair market rent area: Renewal Application	FL - Liberty County, FL (1207799999)
Metropolitan or non-metropolitan fair market rent area: HUD Award	FL - Liberty County, FL (1207799999)
Metropolitan or non-metropolitan fair market rent area: Adjustment	FL - Liberty County, FL (1207799999)

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
Applicant

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
HUD Award

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
Adjustment

Size of Units	# of Units (Renewal Submission)	# of Units (HUD Award)	# of Units (Adjustment)	FMR Area (Renewal Submission)	FMR Area (HUD Award)	FMR Area (Adjustment)	HUD Paid Rent (Applicant)	HUD Paid Rent (HUD Award)	HUD Paid Rent (Adjustment)	12 Months	Total Request (Renewal Submission)	Adjusted Total Assistance Requested (HUD Award)	Total Request (Adjustment)
SRO				x \$472	\$490	\$490	\$472	\$490	\$490	x 12	\$0	\$0	\$0
0 Bedroom				x \$629	\$653	\$653	\$629	\$653	\$653	x 12	\$0	\$0	\$0
1 Bedroom	1	1	1	x \$644	\$664	\$664	\$644	\$664	\$664	x 12	\$7,728	\$7,968	\$7,968
2 Bedrooms				x \$734	\$757	\$757	\$734	\$757	\$757	x 12	\$0	\$0	\$0
3 Bedrooms				x \$913	\$936	\$936	\$913	\$936	\$936	x 12	\$0	\$0	\$0
4 Bedrooms				x \$1,021	\$1,058	\$1,058	\$1,021	\$1,058	\$1,058	x 12	\$0	\$0	\$0
5 Bedrooms				x \$1,174	\$1,217	\$1,217	\$1,174	\$1,217	\$1,217	x 12	\$0	\$0	\$0
6 Bedrooms				x \$1,327	\$1,375	\$1,375	\$1,327	\$1,375	\$1,375	x 12	\$0	\$0	\$0
7 Bedrooms				x \$1,480	\$1,534	\$1,534	\$1,480	\$1,534	\$1,534	x 12	\$0	\$0	\$0
8 Bedrooms				x \$1,634	\$1,693	\$1,693	\$1,634	\$1,693	\$1,693	x 12	\$0	\$0	\$0
9 Bedrooms				x \$1,787	\$1,852	\$1,852	\$1,787	\$1,852	\$1,852	x 12	\$0	\$0	\$0
Total Units and Annual Assistance Requested	1	1	1								\$7,728	\$7,968	\$7,968
Grant Term											1 Year		1 Year
Total Request for Grant Term											\$7,728	\$7,968	\$7,968

Click the 'Save' button to automatically calculate totals.

Rental Assistance Budget Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

Type of Rental Assistance: TRA
Renewal Application

Rental Assistance Type TRA
Adjustment

All RRH and JOINT projects with CoC funded units must select TRA as the Rental Assistance Type.

	FMR Area
Metropolitan or non-metropolitan fair market rent area: Renewal Application	FL - Taylor County, FL (1212399999)
Metropolitan or non-metropolitan fair market rent area: HUD Award	FL - Taylor County, FL (1212399999)
Metropolitan or non-metropolitan fair market rent area: Adjustment	FL - Taylor County, FL (1212399999)

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
Applicant

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
HUD Award

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
Adjustment

Size of Units	# of Units (Renewal Submission)	# of Units (HUD Award)	# of Units (Adjustment)	FMR Area (Renewal Submission)	FMR Area (HUD Award)	FMR Area (Adjustment)	HUD Paid Rent (Applicant)	HUD Paid Rent (HUD Award)	HUD Paid Rent (Adjustment)	12 Months	Total Request (Renewal Submission)	Adjusted Total Assistance Requested (HUD Award)	Total Request (Adjustment)
SRO				x \$472	\$490	\$490	\$472	\$490	\$490	x 12	\$0	\$0	\$0
0 Bedroom				x \$629	\$653	\$653	\$629	\$653	\$653	x 12	\$0	\$0	\$0
1 Bedroom	3			x \$644	\$664	\$664	\$644	\$664	\$664	x 12	\$23,184	\$0	\$0
2 Bedrooms	2	1	1	x \$734	\$757	\$757	\$734	\$757	\$757	x 12	\$17,616	\$9,084	\$9,084
3 Bedrooms				x \$930	\$984	\$984	\$930	\$984	\$984	x 12	\$0	\$0	\$0
4 Bedrooms				x \$1,042	\$1,076	\$1,076	\$1,042	\$1,076	\$1,076	x 12	\$0	\$0	\$0
5 Bedrooms				x \$1,198	\$1,237	\$1,237	\$1,198	\$1,237	\$1,237	x 12	\$0	\$0	\$0
6 Bedrooms				x \$1,355	\$1,399	\$1,399	\$1,355	\$1,399	\$1,399	x 12	\$0	\$0	\$0

7 Bedrooms				x	\$1,511	\$1,560	\$1,560	\$1,511	\$1,560	\$1,560	x	12	=	\$0	\$0	\$0
8 Bedrooms				x	\$1,667	\$1,722	\$1,722	\$1,667	\$1,722	\$1,722	x	12	=	\$0	\$0	\$0
9 Bedrooms				x	\$1,824	\$1,883	\$1,883	\$1,824	\$1,883	\$1,883	x	12	=	\$0	\$0	\$0
Total Units and Annual Assistance Requested	5	1	1											\$40,800	\$9,084	\$9,084
Grant Term														1 Year		1 Year
Total Request for Grant Term														\$40,800	\$9,084	\$9,084

Click the 'Save' button to automatically calculate totals.

6H. Sources of Match

The following list summarizes the funds that will be used as Match for the project. To add a Matching source to the list, select the icon. To view or update a Matching source already listed, select the icon.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

Summary for Match

Total Value of Cash Commitments:	\$56,070
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$56,070

1. Does this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant? No

Type	Source	Contributor	Value of Commitments
Cash	Government	Victims of Crimes...	\$56,070

Sources of Match Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

1. Type of Match Commitment: Cash

2. Source: Government

3. Name of Source: Victims of Crimes Act

(Be as specific as possible and include the office or grant program as applicable)

4. Amount of Written Commitment: \$56,070

6I. Summary Budget

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

The following information summarizes the funding request for the total term of the project. However, the appropriate amount of administrative costs must be entered in the available fields below.

Eligible Costs	Annual Assistance Requested (Renewal Submission)	Annual Assistance Requested (HUD Award)	Annual Assistance Requested (Adjustment)	Grant Term (Renewal Submission)	Grant Term (HUD Award)	Grant Term (Adjustment)	Total Assistance Requested for Grant Term (Renewal Submission)	Total Assistance Requested for Grant Term (HUD Award)	Total Assistance Requested for Grant Term (Adjustment)	Budget Change (Adjustment)
1a. Leased Units	\$0		\$0	1 Year	1 Year	1 Year	\$0	\$0	\$0	
1b. Leased Structures	\$0	\$0	\$0	1 Year	1 Year	1 Year	\$0	\$0	\$0	
2. Rental Assistance	\$158,724	\$74,472	\$74,472	1 Year	1 Year	1 Year	\$158,724	\$74,472	\$74,472	
3. Supportive Services	\$46,265	\$22,100	\$22,100	1 Year	1 Year	1 Year	\$46,265	\$22,100	\$22,100	
4. Operating	\$0	\$0	\$0	1 Year	1 Year	1 Year	\$0	\$0	\$0	
5. HMIS	\$0	\$0	\$0	1 Year	1 Year	1 Year	\$0	\$0	\$0	
6. Sub-total Costs Requested							\$204,989	\$96,572	\$96,572	
7. Admin (Up to 10%)							\$19,289	\$8,746	\$8,746	
8. Total Assistance plus Admin Requested							\$224,278	\$105,318	\$105,318	
9. Cash Match							\$56,070	\$56,070	\$56,070	
10. In-Kind Match							\$0	\$0	\$0	
11. Total Match							\$56,070	\$56,070	\$56,070	
12. Total Budget							\$280,348	\$161,388	\$161,388	

Submission Summary

Page	Last Updated
Acknowledgement	Please Complete
Attachments	No Input Required
Adjustments	08/29/2022
1A. Application Type	No Input Required
1B. Legal Applicant	No Input Required
1C. Application Details	No Input Required
1D. Congressional District(s)	08/29/2022
1E. Compliance	No Input Required

Applicant Renewal Issues and Conditions	Page 50	08/29/2022
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1F. Declaration	No Input Required
Recipient Performance	08/29/2022
Renewal Grant Consolidation or Renewal Grant Expansion	08/29/2022
2A. Subrecipients	No Input Required
3A. Project Detail	08/29/2022
3B. Description	08/29/2022
4A. Services	08/29/2022
4B. Housing Type	08/29/2022
5A. Households	08/29/2022
5B. Subpopulations	No Input Required
6A. Funding Request	08/29/2022
6D. Rental Assistance	08/29/2022
6H. Match	08/29/2022
6I. Summary Budget	No Input Required

Notes:

The Recipient has not acknowledged the issues and conditions identified by HUD.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

OFFICE OF ASSISTANT SECRETARY
FOR COMMUNITY PLANNING AND DEVELOPMENT

March 14, 2022

Ms. Emily Mitchem
Executive Director
Refuge House, Inc.
P. O. Box 20910
Tallahassee, FL 32316

Dear Ms. Mitchem:

Congratulations! I am delighted to inform you of the funding for your project(s) under HUD's Notice3 of Funding Opportunity (NOFO) for Fiscal Year (FY) 2021 Continuum of Care Competition and NonCompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants for a total of \$105,318.

The CoC Program is an important part of HUD's mission. CoCs around the country will continue to improve the lives of men, women, and children through their local planning efforts and through the direct housing and service programs funded under the FY 2021 CoC Program Competition. Projects like those of your organization, funded through the CoC program, continue to demonstrate their value by improving accountability and performance every year.

The enclosure provides details about your organization's award(s) including: the name(s) of the individual project(s); the project number(s); and the specific amount(s) of the obligation(s) for each project. HUD field office staff will notify you when they are available to process grant agreements; once all conditions are satisfied and the grant agreement is executed, your organization can expend funds.

HUD commends your organization's work and encourages it to continue to strive for excellence in the fight to end homelessness.

Sincerely,

A handwritten signature in black ink, appearing to read "James", written over a light blue horizontal line.

James Arthur Jemison II
Principal Deputy Assistant Secretary for
Community Planning and Development

Enclosure

FL0777D4H062102

Refuge House Safe landing Renewal FY2021

\$105,318

Total Amount:

\$105,318

Attachment D

The Refuge House Safe Landing DV Bonus RRH project addresses the urgent need among survivors of domestic violence, dating violence, and stalking, in our eight county catchment area, for rapid rehousing resources when fleeing or attempting to flee such violence in the aftermath of these traumatic attacks.

Local data sources confirm that thousands of adults and children are subjected to domestic violence attacks every year in our community. In 2020, the Florida Department of Law Enforcement (FDLE) Annual Crime Statistics reported that 3,099 domestic violence incidents were called in to law enforcement in that one year alone in our eight county area. (FDLE Domestic Violence Reports by County 2020.) Further, the actual number of domestic violence attacks in any community far exceeds those known to law enforcement. According to the federal Bureau of Crime Statistics, only about 40% of domestic violence attacks are ever reported to authorities. (BCS, Crime Victimization Report 2020) Based on that reporting rate, over 6,320 domestic violence attacks likely occurred in our communities, in 2020 alone. This projection corresponds closely to the number of domestic violence related crisis calls— 5623-- that were received by the Refuge House hotline in 2020/21. (2020/21 Refuge House Annual Hotline Report)

For many of these victims, especially those suffering and escaping the most brutal attacks, leaving the abusive household means risking homelessness as the safer, hopefully short-term option. Of the 5623 domestic violence related calls to our hotline, in 2020/21, 3756 were domestic violence survivors escaping abuse, and seeking safe housing options made calls. (Refuge House DV Call Analytics) These survivors represented only one segment of all domestic violence survivors in our community who were homeless in the same year. Area agencies participating in HMIS recorded that 2,841 individual and households experiencing homelessness in our community identified themselves as victims of domestic violence. (BBCoC HMIS Report: DV Victims 2018/19)

The need for increased permanent housing resources for this vulnerable population is apparent from our community-wide data. **Of the 3,099 homeless individuals and families affected by domestic violence in 2020/2021 in our community, only 345 reported that they had secured permanent housing.** Of those 345, one-third) identified “staying with family” or “staying with friends” as their permanent housing destination. Despite people’s best intentions at the outset, these kinds of arrangements often don’t meet expectations and lead to continuing housing instability.

If Refuge House is awarded the funding sought by this application, we anticipate that at least 20 individuals and families escaping domestic violence will have access to resources and support for permanent housing stability. In addition, survivors in areas outside of Leon County will have access to these permanent housing supports in their own communities.

Total Reported Domestic Violence Offenses for Florida by County, 2020.

County	Population	Murder	Manslaughter	Forcible Rape		Aggravated Assault	Aggravated Stalking	Simple Assault	Threat/Intimidation	Stalking	Total	% Change 2019/2020	Rate Per	Rate
				Rape	Fondling								100,000 Population	Change 2019/2020
Alachua	271,588	3	0	46	21	399	15	1,121	16	21	1,642	3.2	604.6	1.6
Baker	28,532	1	0	3	0	38	0	88	9	0	139	-23.2	487.2	-24.0
Bay	174,410	2	0	16	0	225	2	852	26	10	1,133	-11.0	649.6	-14.6
Bradford	28,725	0	0	1	0	15	0	36	1	0	53	-55.1	184.5	-55.2
Brevard	606,671	4	3	63	32	566	5	2,884	44	7	3,608	-0.5	594.7	-2.5
Broward	1,932,212	14	0	76	14	1,066	19	4,308	76	25	5,598	-0.6	289.7	-1.3
Calhoun	14,489	1	0	0	0	1	1	12	0	0	15	-6.2	103.5	-9.0
Charlotte	187,904	0	1	6	3	100	1	468	3	1	583	-1.9	310.3	-5.0
Citrus	149,383	3	0	8	6	141	0	671	4	0	833	0.7	557.6	-0.4
Clay	219,575	5	0	32	29	80	0	719	0	2	867	2.0	394.9	0.0
Collier	387,450	4	0	23	14	250	1	1,319	23	0	1,634	-3.1	421.7	-5.8
Columbia	70,617	0	0	4	0	110	0	324	5	1	444	12.4	628.7	12.2
Desoto	37,082	1	0	8	4	52	0	273	6	0	344	20.3	927.7	17.0
Dixie	16,663	1	0	5	0	46	0	124	2	0	178	85.4	1,068.2	84.8
Duval	982,080	14	0	50	10	1,192	4	7,251	88	122	8,731	8.1	889.0	6.9
Escambia	323,714	3	0	37	17	375	1	1,677	61	0	2,171	-6.7	670.7	-7.4
Flagler	114,235	0	0	19	13	118	0	440	21	1	612	-7.1	535.7	-10.0
Franklin	11,864	0	0	0	0	10	0	59	0	0	69	21.1	581.6	25.2
Gadsden	46,226	0	0	1	0	22	0	32	0	0	55	-52.2	119.0	-52.1
Glachrist	18,269	0	0	0	1	10	0	63	0	0	74	4.2	405.1	1.4
Glades	13,609	0	0	1	0	21	0	59	3	0	81	16.3	367.4	12.1
Gulf	14,724	0	0	0	1	17	0	59	0	0	75	9.5	550.1	-2.8
Hamilton	14,570	1	1	0	0	9	1	63	0	0	75	-8.5	514.8	-8.3
Hardee	27,443	0	0	1	3	29	0	171	0	40	244	20.8	889.1	20.5
Hendry	40,953	0	0	1	0	35	1	200	8	0	245	15.6	598.2	13.2
Hernando	192,186	3	0	27	14	113	0	775	22	0	954	-12.7	496.4	-14.5
Highlands	104,834	0	1	4	4	69	0	574	15	0	667	12.9	636.2	11.3
Hillsborough	1,478,759	16	1	68	14	821	0	6,101	37	25	7,083	5.2	479.0	2.8
Holmes	20,001	0	0	0	0	32	0	112	11	1	156	10.6	780.0	10.9
Indian River	158,834	3	0	7	6	67	0	407	2	0	492	10.3	309.8	7.6
Jackson	46,587	0	0	1	0	23	0	50	2	0	76	-11.6	163.1	-10.9
Jefferson	14,394	0	0	1	0	29	0	45	1	2	78	-6.0	541.9	-3.5
Lafayette	8,690	0	0	0	0	11	0	11	0	0	22	22.2	253.2	19.3
Lake	366,742	4	2	34	27	215	5	1,411	14	6	1,718	-0.1	468.4	-2.7
Lee	750,493	8	1	87	41	488	4	2,730	23	8	3,390	18.7	451.7	16.3
Leon	299,484	3	0	47	26	417	3	1,963	13	6	2,478	16.6	827.4	15.4
Levy	41,699	1	0	31	4	390	0	84	7	1	518	3.6	1,242.2	2.7
Liberty	8,575	0	0	0	0	4	0	15	3	0	22	-29.0	256.6	-27.4
Madison	18,954	0	0	2	0	39	0	78	0	0	119	4.4	627.8	7.8
Manatee	403,120	3	1	74	27	418	0	1,797	23	0	2,343	3.1	581.2	0.3
Marion	368,135	4	0	59	33	629	0	2,986	16	4	3,731	10.6	1,013.5	8.3
Martin	161,301	1	0	13	6	61	0	378	1	2	462	-11.8	286.4	-13.3
Miami-Dade	2,832,794	22	1	308	192	1,490	15	5,028	391	23	7,470	-8.5	263.7	-9.1
Monroe	77,823	2	0	3	1	68	0	265	13	0	352	2.6	452.3	0.5
Nassau	89,258	0	0	5	0	36	0	225	7	2	275	-13.8	308.1	-17.8
Okaloosa	203,951	1	0	9	6	183	2	1,271	25	1	1,498	20.2	734.5	18.8
Okeechobee	42,112	1	0	0	2	15	0	137	0	0	155	-31.1	368.1	-31.6

County	Population	Murder	Manslaughter	Forcible										% Change 2019/2020	Rate Per 100,000 Population	Rate Change 2019/2020
				Rape	Fondling	Aggravated Assault	Aggravated Stalking	Simple Assault	Threat/ Intimidation	Stalking	Total					
Orange	1,415,260	18	0	176	65	1,575	12	5,816	215	23	7,900	-3.3	558.2	-5.3		
Osecola	387,055	5	0	37	18	262	14	1,902	10	19	2,267	2.2	585.7	-2.2		
Palm Beach	1,466,494	8	2	92	51	869	4	3,258	48	27	4,359	-5.9	297.2	-7.1		
Pasco	542,638	4	0	71	42	345	0	4,107	9	53	4,631	1.5	853.4	-1.4		
Pinellas	984,054	5	1	77	46	710	7	5,136	115	14	6,111	1.1	621.0	0.5		
Polk	715,090	10	1	41	9	700	1	3,858	22	32	4,674	0.9	653.6	-2.6		
Pulham	73,723	0	0	2	2	31	0	348	4	0	387	-21.0	524.9	-21.5		
Santa Rosa	184,653	2	0	9	9	79	0	635	37	0	771	23.0	417.5	19.2		
Sarasota	434,199	2	0	13	4	213	1	1,146	17	3	1,399	13.2	322.2	9.9		
Seminole	476,727	4	1	14	5	328	4	2,142	34	31	2,563	2.5	537.6	1.4		
St. Johns	261,898	1	0	2	1	141	1	537	7	1	691	10.7	263.8	7.5		
St. Lucie	322,265	2	1	14	7	205	0	1,409	9	0	1,647	12.2	511.1	7.7		
Sumter	141,422	0	0	4	2	74	0	401	3	0	484	-3.8	342.2	-12.5		
Suwannee	45,463	0	0	2	3	76	0	240	5	0	326	1.9	717.1	1.8		
Taylor	22,436	2	0	2	0	53	0	161	5	0	223	5.2	993.9	5.3		
Union	15,410	0	0	0	0	7	0	13	5	0	25	-26.5	162.2	-26.0		
Volusia	551,528	3	1	46	29	585	2	3,182	57	9	3,914	-8.4	709.7	-10.5		
Wakulla	33,981	2	0	1	0	21	0	31	0	0	55	10.0	161.9	6.8		
Walton	74,724	1	0	8	4	30	1	388	3	0	435	-12.3	582.1	-17.8		
Washington	25,334	0	0	1	0	14	0	100	1	0	116	-4.9	457.9	-4.7		
Florida	21,596,068	198	19	1,794	868	16,863	127	84,495	1,628	523	106,515	1.4	493.2	-0.5		

SOURCE: Florida Department of Law Enforcement. Crime in Florida, Florida uniform crime report, 2020 [Computer program]. Tallahassee, FL: FDLE, Florida Statistical Analysis Center.

* Percent changes in number and rate should be interpreted with caution. In small counties with low numbers of crime, a small increase in crime can produce a large percent change.

Note: On January 1, 2013, the Federal Bureau of Investigation's (FBI) UCR Program implemented a new definition of Rape that includes incidents previously reported as Forcible Sodomy. Therefore, beginning with the 2013 data, FDLE's UCR modified the collection of Forcible Rape data to include forcible rape, attempted rape, and forcible sodomy. Florida has adopted a "Forcible Sex Offense" category that is not used at the Federal level. Florida's Forcible Sex Offenses (FSO) include forcible rape, attempted rape, forcible sodomy, and forcible fondling. Users of this site will note that various reports will use either a Forcible Rape or a FSO category in Index Offenses. Through the 2012 data, when Forcible Rape is presented, it includes rape and attempted rape only, while forcible sodomy and forcible fondling are included in aggravated assault to comply with Federal UCR reporting guidelines.



Criminal Victimization, 2020

SUMMARY | NCJ 301775

OCTOBER 2021

From 2019 to 2020, the total violent victimization rate declined 22%, from 21.0 to 16.4 victimizations per 1,000 persons age 12 or older. Based on data from the National Crime Victimization Survey, the decrease in violent victimization (rape or sexual assault, robbery, aggravated assault, and simple assault) was driven primarily by a decline in assault. The rate of simple assault declined from 13.7 per 1,000 in 2019 to 10.7 per 1,000 in 2020, and the rate of aggravated assault dropped from 3.7 to 2.9 per 1,000.

Violent victimization

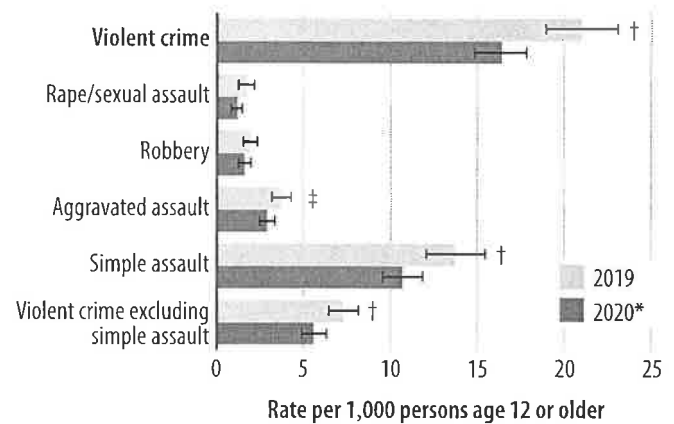
The violent victimization rate decreased by about a quarter among persons who were male or female (down 22% each), Hispanic (down 25%), white (down 23%), ages 50 to 64 (down 23%), earning less than \$25,000 a year (down 27%), and earning \$100,000 to \$199,999 annually (down 27%) from 2019 to 2020. The largest decline during this period (51%) was among persons ages 12 to 17.

From 2019 to 2020, there was a decline in the rate of firearm victimizations (down 24%, from 1.7 to 1.3 per 1,000). During this same time period, the rate of violent victimization fell in suburban areas (down 25%) but did not change in urban and rural areas.

Property victimization

The rate of property crime victimization declined for the second year in a row, from 101.4 victimizations per 1,000 households in 2019 to 94.5 per 1,000 in 2020. The decline in property crime (burglary, residential trespassing, motor vehicle theft, and other types of household theft) during this period was due to decreases in the rates of burglary and trespassing. Burglary declined 19% (from 11.7 to 9.5 per 1,000), and trespassing declined 24% (from 5.5 to 4.1 per 1,000). From 2019 to 2020, there were no statistically significant changes in the rates of motor vehicle theft and other household theft.

Rate of violent victimization, 2019–2020



*Comparison year.

†Difference with comparison year is significant at the 95% confidence level.

‡Difference with comparison year is significant at the 90% confidence level.

Source: Bureau of Justice Statistics, National Crime Victimization Survey, 2019–2020.

Reporting to police

About 40% of violent victimizations and 33% of property victimizations were reported to police in 2020. From 2019 to 2020, the rate of violent crime reported to police declined from 8.6 to 6.6 victimizations per 1,000 persons age 12 or older. Similarly, the rate of unreported violent crime declined from 12.1 to 9.5 victimizations per 1,000 persons age 12 or older. The decreases for the reported and unreported rates of violent crime were both driven by declines in assault.

The rate of domestic violence reported to police declined 42%, from 2.2 per 1,000 in 2019 to 1.3 per 1,000 in 2020. Similarly, the rate of intimate partner violence reported to police decreased 51% (from 1.5 to 0.7 per 1,000). However, the rates of domestic violence and intimate partner violence not reported to police in 2020 were similar to the rates in 2019.

The full report ([https://www.bjs.ojp.gov/publications/criminal-victimization-2020](#), NCJ 301775), related documents, and additional information about the Bureau of Justice Statistics are available on the BJS website at bjs.ojp.gov.

Attachment E

Homelessness Assistance Plan (HAP) 2021-2025

Family & Child Homelessness:

Obj. 5 – Reduce the average length of time that a family is literally homeless to no more than 30 days.

- We anticipate that families participating in the Refuge House RRH project will be homeless for 30 days or less, based on our anticipated timeline between program engagement and housing placement. This timeframe will contribute to reducing the average length of family homelessness community-wide to 60 days or less. (Overarching Objective 1.)
- The project will add 1 FTE case managers (.5 FTE project funded staff member; 1.0 FTE project match staff member) dedicated to increase referrals and placements in permanent housing. (Emergency Shelter b.)
- All adult program participants will be invited to participate in employment readiness counseling and economic empowerment educational groups provided by partner agencies and convened by Refuge House in confidential settings that promote survivor safety and confidentiality. (Employment and Income Support Services a.)
- Our project will increase resources available for basic needs, including food, household items, and clothing; all project participants will be provided basic needs support upon entry into the project and as needed for family stabilization. (Emergency Assistance a.)
- Transportation resources including car repair, first month insurance payments, and tire replacement will be available to program participants to maintain employment, and enhance independence. (Transportation Assistance b.)
- All parents participating in the project in need of childcare will be referred to the Early Learning Coalition for childcare vouchers. (Childcare a.)
- If fully funded, the Refuge House project will increase Rapid Rehousing funds available to families with children by a total of \$51,600, or an average of \$4,300 per family, for 5 families. (This projection assumes that the project will serve 20 households (5 families with children, 12 individuals' total, and 8 adult individuals). (Rapid Rehousing a.)
- In addition, our project will make RRH resources available to families escaping domestic violence, dating violence, and stalking, directly in their home county, for survivors in the seven counties surrounding Leon County: Wakulla, Franklin, Liberty, Jefferson, Madison and Taylor counties. Based on the relative populations of each county, Refuge House anticipates that 35% of RRH resources dedicated to families escaping domestic violence will be allocated to supporting survivors in the 6 surrounding counties, in their home counties. (Rapid Rehousing c.)
- The Refuge House project will include funding for a new RRH Case Manager to provide and coordinate ongoing supportive services for families receiving RRH rental assistance, for the period each family is receiving assistance and for up to 6 months' follow-up support. In addition, all families receiving RRH services will have access to ongoing crisis/supportive counseling services, safety planning, and advocacy services, as well as information and referral services networking with over 70 collaborating community agencies, through the Refuge House 24-hour hotline and county-based outreach counsellors. (Rapid Rehousing d.)
- Financial empowerment/education services will be available as a supportive service for all project

participants. (Education d.)

All Other Types of Homelessness:

- The project will add 2 FTE case managers (.5 FTE project funded staff member; 1.0 project match staff members) dedicated to increasing referrals and placements in permanent housing. (Emergency Shelter b.)
- All adult program participants will be invited to participate in employment readiness counseling and economic empowerment educational groups provided by partner agencies and convened by Refuge House in confidential settings that promote survivor safety and confidentiality. (Employment and Income Support Services a.)
- Our project will increase resources available for basic needs, including food, household items, and clothing; all project participants will be provided basic needs support upon entry into the project and as needed for family stabilization. (Emergency Assistance a.)
- Transportation resources including car repair, first month insurance payments, and tire replacement will be available to program participants to maintain employment, and enhance independence. (Transportation Assistance b.)
- Financial empowerment/education services will be available as a supportive service for all project participants. (Education d.)

Attachment CE

Refuge House participates in the CE process by utilizing the attached policy. We follow BCoC Coordinated Entry Assessment and Referral process standards.

Refuge House, Inc.

Rapid Rehousing Program Services

Procedure Number: 600.04

Procedure Title: Rapid Rehousing Program Referral/Coordinated Entry Process

Purpose: To describe how prospective applicants to the Refuge House Rapid Rehousing Program will be assessed and referred through the Big Bend Continuum of Care Coordinated Entry process.

Written By: Meg Baldwin Title: Executive Director Date: 8/15/19
Reviewed By:

Revised By:

PROCEDURE STATEMENT:

RRH Referrals to Refuge House: CE providers will refer persons who identify a concern related to domestic violence, sexual assault, dating violence, and stalking, and who are assessed as eligible for CoC RRH housing intervention, to Refuge House to access those services. Refuge House will prioritize those referrals consistently with BBCoC CE policy for prioritization for Rapid Re-Housing Programs, i.e.:

- (1) Chronically Homeless individuals and families with the Longest History of Homelessness and with the Most Severe Service Needs
- (2) Non-Chronically Homeless individuals and families with the Longest History of Homelessness and with the Most Severe Service Needs
- (3) In instances where two or more households have equal priority, applicants will be further prioritized as follows:
 - (a) Veterans Not Eligible for Housing/Health VA Services
 - (b) Youth (18 – 24 years of age)
 - (c) [Victims of Domestic Violence: all referred must meet this criterion]
 - (d) First presented for assistance.

Survivors who seek services directly from Refuge House: For those survivors seeking services directly from Refuge House (i.e., not through an outside agency referral, Refuge House staff will assess the survivors housing intervention needs using the same screening tool as employed by CE providers. Survivors will then be prioritized for RRH services using the same criteria as listed above. The priority lists received from referring agencies will be merged with the priority list created by Refuge House staff. This will assure that all survivors are screened, screened with the same tool, and prioritized applying the same criteria, without regard to their point of access.

Refuge House, Inc.

Rapid Rehousing Program Services

Data Collection: All information gathered from survivors seeking RRH housing assistance will be entered into a parallel client services database, maintained by Refuge House, that includes all HMIS all data points. Refuge House will aggregate this data on an annual basis and provide that data to the BBCoC and for grant reporting purposes.

Survivors who access Refuge House services directly, and who are eligible for Refuge House Rapid Rehousing Program services, will also be administered the VI-SPDAT assessment, by Refuge House staff. Eligible survivors will be prioritized consistently with CE policy. Critical data points collected will be integrated into all intake paperwork for the RRH project, allowing for consistent data collection.

(Survivors who access Refuge House services seeking other housing assistance are referred for Coordinated Entry/HMIS participation through Ability 1st, consistent with BBCoC CE policy.)

Attachment F

Refuge House Staff and Leadership Representation

Clients Served:

African American	1966
American Indian	8
Asian	19
White	1612
Latino	70
Undisclosed (hotline)	375

Staff:

African American	30
American Indian	0
Asian	0
White	7
Latino	4

Program Directors and Management:

African American	3
White	0
Latino	0

Executive Leadership:

African American	1
White	2

Attachment G

The purposes of Refuge House Rapid Rehousing Program services are:

- to quickly rehouse individuals and families who are escaping domestic violence, dating violence, and stalking, while minimizing the trauma and dislocation caused by homelessness as well as abuse;
- to ally with survivors in achieving housing stability through a combination of rental assistance and optional supportive services;
- to promote access to and effective utilization of mainstream programs and benefits available to survivors;
- to optimize self-sufficiency among those participating in the program while strengthening community support; and
- to provide all services on an empowerment based, victim-centered, and trauma-informed model enhancing survivor resources for safety and autonomy.

Refuge House Rapid Rehousing Program services are offered in a manner that promotes the human rights of all victims of domestic violence, sexual violence, dating violence, and stalking, including their rights to respect, self-determination, support, dignity, and equal justice. Refuge House provides culturally relevant services to all survivor populations, including, but not limited to, survivors of prostitution, male victims, LGBTQIA+ survivors, incarcerated survivors, youth survivors, African American and Latinex survivors, and survivors in rural communities.

Refuge House Rapid Rehousing Program policy and services are designed and operate on a Housing First model. Housing First is a model of housing assistance that prioritizes rapid placement and stabilization of survivors in permanent housing, in a manner that does not impose service participation requirements or preconditions (such as sobriety or a minimum income threshold). Our aim is to connect individuals and families escaping abuse to permanent housing quickly and our program:

- imposes no barriers to entry (e.g. sobriety, participation in treatment or supportive services);
- imposes no preconditions (e.g., sobriety, income); and
- does not terminate program participants from the project for lack of participation in program services (e.g., electing not to engage Refuge House supportive services, or noncompliance with rules beyond normal tenancy rules).

Supportive services are offered to strengthen housing stability and are voluntary.

Rapid Re-Housing / Homeless Prevention Program Policies and Procedures For Operating Years 2020-2025

Application and Screening Process

Information about the program will be advertised to as many agencies as possible within and beyond the Big Bend Continuum of Care.

Procedures:

- The RRH / HP Housing Specialist will visit agencies throughout the Continuum of Care each month to communicate program information.
- Program information will be shared at local Continuum of Care network meetings and shared with 211 Big Bend.
- Any dissemination of program information will be recorded in a log.

Policy: Application and screening will be a multi-phase process that is subject to revision as needed to improve the process and client services.

Phase I. Pre-Screening

- Individuals or families can be screened in person at the Big Bend Homeless Coalition Office or over the phone or by the BBHC RRH / HP Housing Specialist. Potential clients can also be referred by current case manager or homelessness service provider within the CoC to get a referral.
- Questions to determine initial eligibility will include homelessness status, income (generally), and previous receipt of HPRP, RRH, or HP funds. Rapid Re-Housing Case Coordinator will call eligible clients in the order in which referrals are received. A VI-SPDAT Questionnaire will be completed with each RRH applicant determined eligible in order to determine vulnerability.

Applicants will receive a phone call either:

- 1) To deny clients who are ineligible and provide referrals. Clients who are not eligible will be informed of this and the reason for denial will be placed in the application or screening form; or
- 2) They will receive a call to schedule an individual screening. They will need to bring documentation info needed to fill out a budget:

Amounts of all sources of income
List of outstanding bills (debt)
Monthly bills and expenses

They will also be instructed about what documentation they need to prove their eligibility.

- Documentation of homelessness
- ID, Birth Certificates, SS Cards for all household members

Rapid Re-Housing / Homeless Prevention Program Policies and Procedures For Operating Years 2020-2025

Phase II. Long Application

- Questions to collect basic information and documentation to further determine eligibility, ie: homelessness status, stable housing criteria, and income eligibility.
- Rapid Re-Housing Case Coordinator will review the applications and VI-SPDAT Scores to determine eligibility and check HMIS to see if they have received prior HPRP, RRH, or HP funds

Phase III: Individual Screenings

Policy: The requirements for minimum income eligibility will be determined on the basis of regular, long-term verifiable net monthly income relative to the budget that is appropriate for the size of the family. Assets, such as money saved, will not be considered as part of the minimum amount of income necessary to support the family.

The maximum income that a family can have to be eligible for the RRP is calculated based on gross annual income, which includes assets, such as savings, tips, interest, etc. (following federal regulation 24 CFR 5.609), and must be equal to or less than 50% of the Area Median Income for the family size for RRH assistance and 30% AMI for HP assistance.

- At individual screenings, budgets will be examined to make sure that clients can afford to pay rent, given their income, as well as their basic expenses appropriate for their family size.
- Clients who are not eligible will be informed of this and the reason for denial will be placed on the application or screening form.

Core Services

Policy: All clients must meet with the RRH/HP Housing Specialist at least once to complete an assessment, HMIS intake form, and individual service plan.

- Clients will be informed that any personal information, including their home address, will be kept confidential unless their written permission is given.
- Clients can fill out a release of information for correspondence with landlords and connecting clients to services. In such cases, only the minimum amount of information that is necessary to obtain services will be shared.
- Any HMIS data that is collected will only be used in aggregate form.
- After HMIS data is entered, the form will be stamped and placed in the client's file.
- Clients will conduct their own search for housing, unless they request assistance.
- All clients must be willing to sign a one-year lease and have the names of all adults in the household on the lease.

Rapid Re-Housing / Homeless Prevention Program Policies and Procedures For Operating Years 2020-2025

Any financial assistance to clients must be supported with appropriate documentation, including move-in cost agreements filled out by landlords, and requests for back utility payments must be documented with a copy of past-due utility bills that is in the name of one of the members of the household.

Policy: All property must pass an inspection for lead-based paint and habitability standards designated by HUD.

- The RRH / HP Housing Specialist will call property managers and schedule a time to inspect property for lead based paint and habitability standards.
- If property meets standards, the RRH / HP Housing Specialist will meet with the client and complete an Individual Service Plan (ISP). The ISP will address financial needs to move into housing, goals for fulfilling household needs, and goals for addressing housing barriers.

Request for payment forms must be approved by the Director of Rapid Rehousing/Homeless Prevention Programs Director and processed by the finance director.

- The RRH / HP Housing Specialist will write up a request for payment for application and processing fees.
- Upon approval of the application, the RRH / HP Housing Specialist will complete the ISP and fill out an additional request for payment for the security deposit and/or utility deposits or back payments.
- Checks will not be given to the client directly. They must be mailed or hand delivered to the payee.

Clients are not required to continue with case management, but financial literacy education and referral services will be available for clients as desired.

- The RRH / HP Housing Specialist will follow up with clients as needed or after one month, three months, six months, and 1 year to ensure that their needs for referrals are met.
- Any case management activities, such as referrals or home visits, will be documented in the client's files as case notes.
- Clients will officially exit the program and will complete an HMIS exit form when they move into housing.

Eligibility Criteria for Rapid Rehousing / Homeless Prevention Programs

1. Meets homelessness criteria per CFR 576.2. For individuals or families:
 - whose nighttime residence is a place not meant for human habitation, an emergency shelter,

Rapid Re-Housing / Homeless Prevention Program Policies and Procedures For Operating Years 2020-2025

- transitional housing program, or a hotel/motel paid for by a charitable organization; OR
 - who stayed in an institution for less than or equal to 90 days and was homeless prior to entry; OR
 - who is/are fleeing from domestic or sexual violence that is occurring at home and has/have no other residence and lack/s resources of family or friends to obtain permanent housing.
2. Individuals and families who are not currently in a transitional housing program need to be able to document homelessness according to CFR 576.500 and Policies and Procedures for Documentation (see below).
 3. The City of Tallahassee ESG-RRP grant **does not** include individuals or families who are imminently homeless in their definition of homelessness.
 4. Household income is at or below 50% Area Median Income and has verifiable income sufficient to maintain stable housing after assistance. The total monthly income (not including savings) needs to be greater than the total amount necessary to support the basic needs of the family. Income will be documented on an income certification form with supporting documentation as described in CFR 576.500 and Policies and Procedures for Documentation (see below). The budget must be completely filled in and approved by the Rapid Rehousing Case Coordinator.
 5. Individuals and families must **not** have received prior Homelessness Prevention or Rapid Rehousing funds.
 6. Individuals or families need to be willing to undergo complete assessment of housing needs and meet with the RRH / HP Housing Specialist at least once to find housing.
 7. Individuals or families need to be willing to sign a one-year lease and the housing must pass an inspection for habitability and lead paint standards.

Requirements for Eligibility Certification and Policies and Procedures for Documentation

Homelessness Documentation

Homelessness documentation should be gathered and homelessness eligibility should be certified prior to entry into program.

The order of priority of documentation is as follows: 1) 3rd party documentation 2) intake worker observation 3) self-certification by individual. Due diligence will be made to collect documentation in the order of priority indicated and all attempts will be documented on the homelessness certification form.

Individuals who cannot provide 3rd party *or other appropriate documentation* will be referred to appropriate emergency shelters, victim service providers, or other supportive homelessness services if

Rapid Re-Housing / Homeless Prevention Program Policies and Procedures For Operating Years 2020-2025

they are found to be ineligible for Rapid Rehousing Assistance.

HMIS data, in the form that is available to us, is NOT acceptable as 3rd party documentation or intake worker observation, but could be a source to look for further information.

Individuals or families who meet criteria for homelessness and reside in a shelter, transitional housing facility, or are staying in a hotel that is paid for by a charitable organization need to:

1. obtain or provide permission for intake worker to obtain 3rd party documentation from the shelter or service provider of their living conditions, *such as their location of residence and the starting and ending dates of stay, AND*
2. provide self-certification of their location of residence and *the starting and ending dates of stay.*

Families who meet the criteria for homelessness because they live in a place not meant for human habitation, have no other place to live, or have no other resources to obtain permanent housing need to:

1. obtain or provide permission for intake worker to obtain 3rd party documentation of their living conditions, *such as their location of residence and the starting and ending dates of stay, if possible from a service provider, intake worker, or other outreach professional, OR*
2. *get written observations from a business, family member, or friend who is aware of their situation and can certify their location of residence and the starting and ending dates of their stay, AND*
3. provide a self-certification of their location of residence, the starting and ending dates of their stay, and that they have no other resources to obtain permanent housing.

Families who meet the criteria for homelessness because they stayed in a shelter, transitional housing program, or a place not meant for human habitation prior to being institutionalized for 90 days or less need to:

1. obtain or provide permission for intake worker to obtain 3rd party documentation from the shelter or service provider of their living conditions, *such as their location of residence and the starting and ending dates of stay, AND*
2. provide discharge paperwork or a referral by a professional in the institution that includes the starting and ending dates of stay at the institution *and that they have no resources for obtaining permanent housing, AND*
3. provide self-certification of their location of residence prior to being in the institution, including *the starting and ending dates of stay.*

Families who meet the criteria for homelessness because they are fleeing from domestic or sexual violence or are in danger of experiencing such violence if they return to their homes should:

1. *provide self-certification of their situation and that they have no other resources to obtain permanent housing, AND*

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2. attempt to obtain or provide permission for the intake worker to get written 3rd party observations from an intake worker or other professional who can certify that the individual or family sought services for domestic violence.

Certification of Income and Household Budget

All applicants and the RRH / HP Housing Specialist will need to certify that their total monthly income is sufficient to support the basic expenses of the family and that it is likely to be representative of their income for the next three months. The client's income eligibility will be verified by having the client sign a certification form, fill out a budget and provide appropriate documentation, such as:

- A verified letter from employer, or
- Two pay stubs or other check stubs dated within the past month that includes the net pay before and after tax and withholdings, or
- Statements of benefits, such as social security statements.

Exceptional cases will be accepted at the discretion of the RRH / HP Housing Specialist with approval by supervisor, and in such cases we will attempt to adhere as closely as possible to the ESG-RRP guidelines for documentation of eligibility and appropriate use of funds.

Attachment H

Detail how the project will be implemented, including staff qualifications, a staffing plan, location of service delivery, and all available supportive services.

Project Implementation: Refuge House anticipates that our project will afford 20 individuals and families escaping domestic violence, dating violence and stalking the opportunity and resources to quickly secure permanent housing and remained housed. Project services will be provided by a Refuge House staff team, responsible for 5 key program activities. Each activity is designed to build a successful partnership among eligible clients, appropriate landlords, and Refuge House, with the goal of maintaining safe, long-term housing stability for the client and her/his children.

The first activity is **outreach** to prospective clients, and to landlords. Prospective clients will be informed of the program through print and electronic information, consistently distributed to partner agencies that interact with domestic violence survivors across our eight county area, law enforcement agencies, and on our own website and social media. Face-to-face information sharing will be included in our community awareness presentations, which reach over 10,000 people per year. Program information will also be shared and updated at all area provider meetings, DV/SV Taskforce meetings, and through our DCF partnerships. Callers to our own crisis hotlines—over 4,000 per year—will also be informed about RRH services and the process for accessing them.

Relationships with landlords who manage properties appropriate for clients escaping domestic violence, and whose leasing policies are aligned with program objectives, will be identified through provider partners and real estate professionals who have existing relationships with Refuge House. Our goal is to have at least 3 identified rental options available for each client seeking project assistance.

The second activity is client **intake and assessment**. When a prospective client is referred to Refuge House for RRH services (through the Coordinated Entry process described above), or directly through the Refuge House hotline or other program contact, they will be scheduled to meet with a Refuge House Case Manager. The Case Manager and the prospective client will first address any immediate safety issues that the survivor and her family may be facing. The client will receive more information about the program, and invited to identify their housing preferences, and goals for personal empowerment. Depending on the client's availability and resiliency, this initial intake may be conducted on the phone or in person, and over one or several sessions.

Consistently with trauma-informed, victim-centered practice, the client's individual needs and preferences, as well as the client's short and long-term safety concerns, will inform each step of this process.

The survivor will then be invited to meet again with a case manager to develop an individual strengths/needs assessment, that will assist the client and case manager in determining whether and how RRH assistance can support the client in achieving housing stability, and what supportive services may be useful to that client in light of their individual circumstances. The survivor will then be enrolled in the program, or referred to other Refuge House and/or community resources if RRH assistance does not match the client's objectives for achieving long-term housing stability. If the survivor believes that moving immediately into permanent housing in the community jeopardizes her safety, she may choose to engage options she believes will be safer for her (e.g., Refuge House Emergency Shelter or Transitional Housing), and revisit the option of permanent rental housing when her safety issues are resolved.

For survivors enrolling in the programs the third activity is **housing placement**. The client will be invited to work with the Refuge House Housing Coordinator to identify rental housing options that are consistent with the survivor's safety, family size and characteristics, trauma history, and personal preferences. Housing options may include units identified by Refuge House, or those identified by the client. The RH Housing Coordinator will advocate and accompany the survivor in interactions with prospective landlords, assist the survivor in assessing whether a unit is a match for her needs, and assist the survivor with paperwork and documentation that may be required by the landlord.

The fourth activity is achieving **housing stability through supportive services**. The RH Housing Coordinator will also link the survivor with agency and community resources, including initial move-in basic needs (food, basic furniture, cleaning supplies), transportation assistance including minor car repairs, accompaniment to DCF ACCESS points for support in applying for public benefits, employment readiness and financial skill-building workshops, and child care vouchers. These services will initially be identified through the assessment process; the Housing Coordinator will assure that each survivor can add to, shift from, or re-prioritize any services interests throughout the survivors' participation in the program. Refuge House outreach services, including ongoing trauma counseling, safety planning, injunction assistance, address confidentiality and support group activities, will also be available to all RRH clients in each county.

And finally, the fifth activity is **services documentation, reporting and evaluation**. All client contacts and services will be documented by each direct service staff member in paper files as well as in the Refuge House electronic client services database, which tracks all HMIS data points as well as other information relevant to victims of violence. Service documentation will be reviewed for completeness and consistency by the Refuge House Contract Manager, who is also responsible for submitting timely contract reports. All participants will be asked to complete a program evaluation to be forwarded directly to the Refuge House Executive Director. Longitudinal data capturing short, medium and long-term housing stability outcomes will be tracked individually and reported in the aggregate.

Staffing Plan and Staff Qualifications: *All Refuge House staff receive 75 hours of initial training specific to providing victim-centered, trauma informed services to survivors of domestic violence, sexual assault, dating violence, and stalking. Training material is provided by, and trainers approved by, the Florida Coalition Against Domestic Violence, and the Florida Council Against Sexual Violence, the federally certified statewide nonprofits responsible for oversight of victim services agencies within the state. Each staff member received 16 hours of additional annual training on victim services topics. Refuge House itself is certified by the Florida Department of Children and Families as the qualified provider of domestic violence services in our region.*

All Refuge House staff meet DCF Level 2 background check requirements.

- **Outreach Activities:**

- **Refuge House Community Education Coordinator:** Responsible for creating, designing and distributing RRH program information (print and electronic) for ease of safe access by prospective clients. Distributes informational material directly to partner agencies, through face-to-face community education and awareness events. Supplies and restocks program information at all Refuge House services sites for distribution by Refuge House staff (16 sites). *Quals: B.A. degree; 2 years of community outreach experience.*
- **Refuge House RRH Housing Coordinator:** Responsible for identifying safe, affordable and appropriate rental housing offered through individual landlords and management companies; develops relationships with those entities; maintains information on local markets, leasing requirements; maintains landlord contact and unit availability information. *Quals: B.A. degree or equivalent experience; knowledge of local real estate/rental markets and leasing practices; 2 years' experience working with diverse populations; skills interacting with survivors of trauma in crisis.*
- **Refuge House Outreach Counselors:** Responsible for direct services to survivors in the community seeking assistance in the aftermath of violence, including providing information about RRH housing assistance services, referring survivors for services. *Quals: B.A. degree or equivalent experience; at least two years' experience working with diverse populations; skills interacting with survivors of trauma in crisis.*

- **Intake and assessment activities:**

- **Refuge House Hotline Advocates: (24-hour availability)** Responsible for providing crisis intervention counseling and safety planning for victims of abuse, including prospective program clients; provides initial information about the program to interested survivors; describes eligibility and services available; conveys referral information to case managers for follow-up. May conduct full intake. *Quals: B.A. degree or equivalent experience; experience working with diverse populations; skills interacting with survivors of trauma in crisis.*
- **Refuge House Case Managers:** Responsible for providing supportive counseling for survivors of abuse and identifying each survivor's individual goals, strengths and

needs, connecting each survivor with relevant resources. Conducts project assessment activities with prospective clients. *Quals: B.A. degree; MSW preferred; at least 2 years' experience working with diverse populations; skills interacting with survivors of trauma in crisis.*

- **Refuge House Outreach Counselors:** See description above. Also responsible for providing supportive counseling for survivors of abuse and identifying each survivor's individual goals, strengths and needs, connecting each survivor with relevant resources. Conducts project assessment activities with prospective clients.
- Housing Placement:
 - **Refuge House RRH Housing Coordinator:** See description above. The Housing Coordinator is also responsible for assisting individual clients in accessing rental housing, by advocating and accompanying the survivor in interactions with prospective landlords, assisting the survivor in assessing whether a unit is a match for her needs, and assisting the survivor with paperwork and documentation that may be required by the landlord.
 - **Refuge House Case Managers:** See description above. Case Managers will assist the Housing Coordinator in facilitating housing placements for those clients with whom the case manager has an established relationship, or to maintain a productive pace of placements when caseloads are heavy. Continuity of the counseling/support relationship is especially important for survivors of trauma, who benefit from experiencing a safe connection with another person over time.
 - **Refuge House Outreach Counselors:** See description above. Outreach Counselors will also assist the Housing Coordinator in facilitating housing placements for those clients with whom the counselor has an established relationship, or to maintain a productive pace of placements when caseloads are heavy. Continuity of the counseling/support relationship is especially important for survivors of trauma, who benefit from experiencing a safe connection with another person over time.
- Housing Stability/Supportive Services:
 - **Refuge House RRH Housing Coordinator:** See description above. The Housing Coordinator is responsible for offering ongoing safety planning, case management, including access to agency and community resources, for clients receiving RRH services. Refuge House Case Managers will also be available to provide these services as desired by the client and as needed by the Housing Coordinator.
 - **Refuge House Outreach Counselors:** Responsible for ongoing supportive services to survivors participating in the RRH program, including supportive counseling, safety planning, advocacy, and information and referral.
 - **Other supportive services:** Please see detailed information below.
- Documentation, Reporting, and Evaluation:
 - **All Direct Services Staff:** All staff listed above will be responsible for accurate and timely documentation of services in both paper and electronic database formats; participation in data quality activities.

- **Refuge House Contract Manager:** Responsible for aggregating all services data points, compiling and submitting grant and CoC reports, and producing longitudinal outcome reports. Responsible for data collection quality assurance. Responsible for collecting and forwarding all client evaluations/satisfaction surveys to the Executive Director. *Quals: B.A and 2 years' relevant experience, or at least 4 years' experience in non-profit administration, including data management.*

Supportive Services Detail

Please note: All services will be offered on a voluntary basis and from an empowerment-based perspective. Survivors are invited to identify the services that they believe would be useful to them; Refuge House then endeavors to provide or support the survivor in gaining access to those services. For survivors of trauma, experiencing other people respecting their choices is an important step in regaining autonomy and building secure connections with others. Services will be provided at locations that are most accessible and comfortable for the survivor, consistent with survivor and staff safety.

Service	Provider	How Frequently
Crisis Intervention Counseling	Refuge House	As needed/24-hour hotline. In person counseling weekly.
Safety Planning	Refuge House	As needed/24 hour hotline. In person counseling weekly.
Case Management	Refuge House	Weekly; more frequently if safety concerns present.
Sexual assault counseling and therapy	Refuge House	As needed.
Food	Refuge House	At move-in; as needed on emergency basis.
Furniture	Refuge House	At move-in.
Car repair	Refuge House	Up to \$500 per household.
Injunction Assistance	Refuge House	As needed.
Advocacy (criminal justice system, school, job, child welfare system, health care systems)	Refuge House	As needed.
Job Readiness	Partner agency, on-site at Refuge House facilities.	6 session workshops offered quarterly.
Financial Empowerment	Partner agency, on-site at Refuge House facilities.	12 session workshops offered every six months.
Immigration Assistance	Partner agency through Refuge House referral.	As needed.
Civil Legal Assistance	Partner agency through Refuge House referral.	As needed.

Staffing Plan and Staff Qualifications: All Refuge House staff receive 75 hours of initial training specifically providing victim-centered, trauma informed services to survivors of domestic violence, sexual assault, dating violence, and stalking. Training material is provided by, and trainers approved by, the Florida Coalition Against Domestic Violence, and the Florida Council Against Sexual Violence, the federally certified statewide nonprofits responsible for oversight of victim services agencies within the state. Each staff member received 16 hours of additional annual training on victim services topics. Refuge House itself is certified by the Florida Department of Children and Families as the qualified provider of domestic violence services in our region.

All Refuge House staff meet DCF Level 2 background check requirements.

• Outreach Activities:

- **Refuge House Community Education Coordinator:** Responsible for creating, designing, and distributing RRH program information (print and electronic) for ease of safe access by prospective clients. Distributes informational material directly to partner agencies, through face-to-face community education and awareness events. Supplies and restocks program information at all Refuge House services sites for distribution by Refuge House staff (16 sites). *Quals: B.A. degree; 2 years of community outreach experience.*
- **Refuge House RRH Housing Coordinator:** Responsible for identifying safe, affordable and appropriate rental housing offered through individual landlords and management companies; develops relationships with those entities; maintains information on local markets, leasing requirements; maintains landlord contact and unit availability information. *Quals: B.A. degree or equivalent experience; knowledge of local real estate/rental market and leasing practices; 2 years' experience working with diverse populations; skills interacting with survivors of trauma in crisis.*
- **Refuge House Outreach Counselors:** Responsible for direct services to survivors in the community seeking assistance in the aftermath of violence, including providing information about RRH housing assistance services, referring survivors for services. *Quals: B.A. degree or equivalent experience; at least two years' experience working with diverse populations; skills interacting with survivors of trauma in crisis.*

• Intake and assessment activities:

- **Refuge House Hotline Advocates: (24-hour availability)** Responsible for providing crisis intervention counseling and safety planning for victims of abuse, including prospective program clients; provides initial information about the program to interested survivors; describes eligibility and services available; conveys referral information to case manager for follow-up. May conduct full intake. *Quals: B.A. degree or equivalent experience; experience*

- each survivor with relevant resources. Conducts project assessment activities with prospective clients. *Quals: B.A. degree; MSW preferred; at least 2 years' experience working with diverse populations; skills interacting with survivors of trauma in crisis.*
- **Refuge House Outreach Counselors:** See description above. Also responsible for providing supportive counseling for survivors of abuse and identifying each survivor's individual goals, strengths and needs, connecting each survivor with relevant resources. Conducts project assessment activities with prospective clients.
 - Housing Placement:
 - **Refuge House RRH Housing Coordinator:** See description above. The Housing Coordinator is also responsible for assisting individual clients in accessing rental housing, by advocating and accompanying the survivor in interactions with prospective landlords, assisting the survivor in assessing whether a unit is a match for her needs, and assisting the survivor with paperwork and documentation that may be required by the landlord.
 - **Refuge House Case Managers:** See description above. Case Managers will assist the Housing Coordinator in facilitating housing placements for those clients with whom the case manager has an established relationship, or to maintain a productive pace of placements when caseloads are heavy. Continuity of the counseling/support relationship is especially important for survivors of trauma, who benefit from experiencing a safe connection with another person over time.
 - **Refuge House Outreach Counselors:** See description above. Outreach Counselors will also assist the Housing Coordinator in facilitating housing placements for those clients with whom the counselor has an established relationship, or to maintain a productive pace of placements when caseloads are heavy. Continuity of the counseling/support relationship is especially important for survivors of trauma, who benefit from experiencing a safe connection with another person over time.
 - Housing Stability/Supportive Services:
 - **Refuge House RRH Housing Coordinator:** See description above. The Housing Coordinator is responsible for offering ongoing safety planning, case management, including access to agency and community resources, for clients receiving RRH services. Refuge House Case Managers will also be available to provide these services as desired by the client and as needed by the Housing Coordinator.
 - **Refuge House Outreach Counselors:** Responsible for ongoing supportive services to survivors participating in the RRH program, including supportive counseling, safety planning, advocacy, and information and referral.
 - **Other supportive services:** Please see detailed information below.
 - Documentation, Reporting, and Evaluation:
 - **All Direct Services Staff:** All staff listed above will be responsible for accurate and timely documentation of services in both paper and electronic database formats; participation in data quality activities.
 - **Refuge House Contract Manager:** Responsible for aggregating all services data points, compiling and submitting grant and CoC reports, and producing longitudinal outcome

reports. Responsible for data collection quality assurance. Responsible for collecting and forwarding all client evaluations/satisfaction surveys to the Executive Director. *Quals: B.A and 2 years' relevant experience, or at least 4 years' experience in non-profit administration, including data management.*

Services delivery will occur at Refuge House counseling offices across the six county service area associated with this project.

Refuge House, Inc.

Rapid Rehousing Project

Location of Service Delivery

Rapid Rehousing program services will be provided at locations across the Big Bend region. Locations will vary depending on service provided. Housing will be provided at scattered site locations across the Big Bend CoC eight-county catchment area.

Program Function	Locations
Program information distribution to prospective clients.	Leon County Emergency shelter (hotline information) Taylor County Emergency shelter (hotline information)
Housing/Landlord outreach.	Supportive landlords and housing meeting program standards will be identified/contacted across the Big Bend.
Assessment, intake.	Leon County Emergency shelter (hotline advocates and case managers) Taylor County Emergency shelter (hotline advocates and case managers) Refuge House Outreach offices in each of the Big Bend counties
Housing placements.	Scattered site across the Big Bend counties.
Supportive services.	Scattered site for services coordinated in-home Refuge House Outreach offices in each of the Big Bend counties.

Refuge House, Inc.

Rapid Rehousing Project

Staffing Plan

Rapid Rehousing program services will be provided within the Refuge House Domestic Violence Services Program. Primary supervision of the RRH program will be the responsibility of the Domestic Violence Program Services Director. Allocation of staff FTE and primary roles for the program:

Position Title	Total FTE	FTE Allocated to RRH Activities	Primary RRH Roles
RRH Housing Coordinator	1	1	Identify rental housing options; assist RRH clients to secure housing; coordinate and provide RRH supportive services.
Advocate	10	1	Accept RRH referrals; provide program information; assess eligibility.
Outreach Counselor	9	1	Accept RRH referrals; provide program information; assess eligibility; conduct strength/needs assessments; provide case management and counseling; coordinate partner provider services.
Case Manager	5	1	Conduct strength/needs assessments; provide case management and counseling; coordinate partner provider services.
Contract Manager	1	1	Provide QA for project data quality; collect project statistics; create and submit required grant reports.

Refuge House Position Description

Job title	<i>Rapid Rehousing Project Housing Coordinator</i>
Reports to	<i>Domestic Violence Program Director</i>

Job purpose

Provides services to survivors of domestic violence in the RRH program.

Duties and responsibilities

- Represent Refuge House in accordance to agency mission, philosophy, and policy.
- Be accountable for professional conduct at all times.
- Communicate clearly and directly with supervisor regarding all Refuge House activities.
- Provide crisis intervention services to survivors of domestic violence.
- Conduct intake activities, including eligibility screening and strengths/needs assessments for RRH applicants and enrollees.
- Provide case management, individual and group counseling for RRH participants.
- Develop cooperative relationships with area landlords, management companies, and other real estate professionals to identify rental housing options for RRH participants.
- Assist RRH participants identify and secure rental housing that meets their needs. Act as an advocate for each participant in successfully securing housing.
- Assist survivors by providing information and referrals for additional resources as needed, coordinating services with partner agencies as needed or requested.
- Provide information to survivors about their rights under Florida law.
- Accompany victims to court proceedings, law enforcement interview, medical appointments, and all other domestic violence response related meetings as requested.
- Execute contract deliverable requirements as directed.
- Create services documentation, submit statistical and grant related reports as directed by supervisor.
- Attends required staff meetings, individual supervision meetings, and all trainings required by Refuge House.
- Other duties as assigned.

Qualifications

This position requires a caring, patient, good-humored, and flexible individual with excellent interpersonal skills and the ability to deal with individuals in a crisis. Must be capable of good decision making, and be able to remain calm in stressful situation. Additionally, this position requires an individual to be humble and teachable, and be able to follow directions.

Qualifications include:

- Bachelor degree preferred, plus two years in social services related field.
- Understanding of the dynamics of domestic violence.
- Strong counseling skills, previous experience in case management preferred.
- Excellent communication skills.
- Strong work ethic and professional boundaries.
- Bi-lingual a plus.
- Must be able to pass a Level 2 background check, and provide excellent professional references.

Working conditions

This position requires flexibility, and the ability to competently prioritize essential tasks. May require occasional evening and weekend work. Must be able to adapt to change in a high stress environment while remaining calm, focused, and professional. Requires excellent counseling skills and experience in de-escalation.

Physical requirements

WORK ENVIRONMENT	Seldom	Occasional	Frequent
Cold (50 F or less)		x	
Heat (90 F or more)		x	
Humidity		x	
Noise		x	
Driving		x	
Standing			x
Sitting			x
Walking			x
Bending		x	
Climbing		x	
Learning			x
Thinking			x
Concentrating			x
Working with others			x
Repetitive Motion		x	

EQUIPMENT & MACHINERY USE	Seldom	Occasional	Frequent
Copier			x
Typewriter		x	
Telephone			x
Facsimile			x
Calculator		x	
Computer			x
Mouse			x
Printer			x
Power Tools	x		
Ladder	x		
Lawn Equipment	x		
Other Equipment		x	

MOVING EQUIPMENT	Seldom	Occasional	Frequent
Light (under 5 lbs.)			x
Moderate (6-20 lbs.)			x
Heavy (over 20 lbs.)			x
Lift/Lower		x	
Carry		x	
Push/Pull		x	
Reach Above		x	

OTHER	Seldom	Occasional	Frequent
Visual Acuity, near			x
Visual Acuity, far			x
Color discrimination			x
Hearing			x
Speech			x
Travel:			
Local			x
National	x		
International	n/a		

Direct reports

Employee: _____ Date: _____

Domestic Violence Program Director: _____ Date: _____

Executive Director: _____ Date: _____

**Refuge House
Position Description**

Title: Advocate

Department: Residential Services

Supervisor: Residential Manager

Positions Supervised: none

Status: Full-time/non-exempt

General Description: Provides hotline response, crisis intervention, shelter and housing/RRH screening, rape crisis response coordination, information and referral, counseling, and advocacy to victims calling the 24-hour hotline, and to victims of domestic and sexual violence living within Refuge House housing programs.

Essential Functions:

1. Provide hotline response, crisis intervention, information and referral, counseling, and advocacy to victims of domestic and sexual violence and significant others.
2. Update and maintain hotline information and referral sources.
3. Screen all domestic and sexual violence victims for shelter or other housing (RRH) eligibility.
4. Call SANE advocates and SANE nurses when notified that a sexual assault victim is in need of forensic and advocacy services. Monitor response and ensure that victim assistance is timely provided.
5. Provide hotline services for incarcerated victims, coordinate outreach services for such victims as requested in conformity with Refuge House policies.
6. Document services in client files and coordinate and communicate services with other shelter and hotline staff members.
7. Enter participant data into the Osnum database.
8. Provide daily household needs to residential clients and maintain shelter cleanliness.
9. Notify supervisor of facility repairs, maintenance, or supply needs.
10. Update and maintain accurate hotline and client records and collect statistics on services provided. Submit monthly statistics on time.
11. Participate in a minimum of 24 hours of annual training.
12. Attend required meetings.
13. Other duties as assigned.

Working Conditions: This position works irregular hours, including frequent evening and weekend work.

Collaborative Relationships: The Advocate is a member of the Residential Program.

Qualities and Skills:

This position requires a caring, patient, good-humored and flexible individual with excellent interpersonal skills and the ability to deal with individuals in a crisis. Must be capable of good decision making, and be able to remain calm in stressful situations. In addition, this positions requires an individual to be humble and teachable, and be able to follow directions.

This position requires that the individual represent Refuge House in accordance with agency mission, philosophy, and policy, be accountable for professional conduct at all times, and communicate clearly and directly with supervisors regarding all Refuge House activities.

1. A Bachelor's degree in human services and 2 years of relevant experience or significant work experience.
2. Experience and familiarity with domestic and sexual violence issues.
3. Excellent counseling skills and experience with de-escalation.
4. Familiarity with community resources.
5. Computer literacy.
6. Superior written and oral communication skills.
7. Ability and willingness to work as a team member to meet the needs of clients, agency, and community.
8. Flexibility and the ability to competently prioritize essential tasks.
9. Ability to adapt to change in a high-stress environment while remaining calm, focused, and professional.
10. Bi-lingual preferred.
11. Successful DCF Level 2 background clearance.
12. Commitment to Refuge House mission.

WORK ENVIRONMENT	Seldom	Occasional	Frequent
Cold (50 F or less)	x		
Heat (90 F or more)	x		
Humidity	x		
Noise		x	
Driving			x
Standing			x
Sitting			x
Walking			x
Bending			x
Climbing		x	
Learning			x
Thinking			x
Concentrating			x

Working with others			x
Repetitive motions		x	

EQUIPMENT & MACHINERY USE	Seldom	Occasional	Frequent
Copier			x
Typewriter		x	
Telephone			x
Facsimile			x
Calculator			x
Computer			x
Mouse			x
Printer			x
Power Tools	x		
Ladder	x		
Lawn Equipment	n/a		
Other Equipment		x	

MOVING EQUIPMENT	Seldom	Occasional	Frequent
Light (under 5 lbs.)			x
Moderate (6-20 lbs.)			x
Heavy (over 20 lbs.)		x	
Lift/Lower			x
Carry			x
Push/Pull			x
Reach Above			x

OTHER	Seldom	Occasional	Frequent
Visual Acuity, near			x
Visual Acuity, far			x
Color discrimination			x
Hearing			x
Speech			x
Travel			
Local			x
National		x	

International	n/a		
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By signing below I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with Refuge House.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Refuge House Position Description

Job title	<i>Domestic Violence Outreach Counselor</i>
Reports to	<i>Domestic Violence Program Director</i>

Job purpose

Provides services to survivors of domestic violence in outreach setting.

Duties and responsibilities

- Represent Refuge House in accordance to agency mission, philosophy, and policy.
- Be accountable for professional conduct at all times.
- Communicate clearly and directly with supervisor regarding all Refuge House activities.
- Provide crisis intervention services to survivors of domestic violence.
- Conduct intake activities, including eligibility screening and strengths/needs assessments for RRH applicants and enrollees.
- Provide case management, individual and group counseling to domestic violence survivors, including RRH participants.
- Assist survivors by providing information and referrals for additional resources as needed, including referrals to assist meeting basic living needs, such as food, clothing, and shelter, coordinating services with partner agencies as needed as requested.
- Provide information to survivors about their rights under Florida law.
- Accompany victims to court proceedings, law enforcement interview, medical appointments, and all other domestic violence response related meetings as requested.
- Execute contract deliverable requirements as directed.
- Create services documentation, submit statistical and grant related reports as directed by supervisor.
- Attends required staff meetings, individual supervision meetings, and all trainings required by Refuge House.
- Other duties as assigned.

Qualifications

This position requires a caring, patient, good-humored, and flexible individual with excellent interpersonal skills and the ability to deal with individuals in a crisis. Must be capable of good decision making, and be able to remain calm in stressful situation. Additionally, this position requires an individual to be humble and teachable, and have able to follow directions.

Qualifications include:

- Bachelor degree preferred, plus two years in social services related field.
- Understanding of the dynamics of domestic violence.
- Strong counseling skills, previous experience in case management preferred.
- Excellent communication skills.
- Strong work ethic and professional boundaries.
- Bi-lingual a plus.
- Must be able to pass a Level 2 background check, and provide excellent professional references

Working conditions

This position requires flexibility, and the ability to competently prioritize essential tasks. May require occasional evening and weekend work. Must be able to adapt to change in a high stress environment while remaining calm, focused, and professional. Requires excellent counseling skills and experience in de-escalation.

Physical requirements

WORK ENVIRONMENT	Seldom	Occasional	Frequent
Cold (50 F or less)		x	
Heat (90 F or more)		x	
Humidity		x	
Noise		x	
Driving		x	
Standing			x
Sitting			x
Walking			x
Bending		x	
Climbing		x	
Learning			x
Thinking			x
Concentrating			x
Working with others			x
Repetitive Motion		x	

EQUIPMENT & MACHINERY USE	Seldom	Occasional	Frequent
Copier			x
Typewriter		x	
Telephone			x
Facsimile			x
Calculator		x	
Computer			x
Mouse			x
Printer			x
Power Tools	x		
Ladder	x		
Lawn Equipment	x		
Other Equipment		x	

MOVING EQUIPMENT	Seldom	Occasional	Frequent
Light (under 5 lbs.)			x
Moderate (6-20 lbs.)			x
Heavy (over 20 lbs.)			x
Lift/Lower		x	
Carry		x	
Push/Pull		x	
Reach Above		x	

OTHER	Seldom	Occasional	Frequent

Visual Acuity, near			x
Visual Acuity, far			x
Color discrimination			x
Hearing			x
Speech			x
Travel:			
Local			x
National	x		
International	n/a		

Direct reports

Employee: _____ Date: _____

Domestic Violence Program Director: _____ Date: _____

Executive Director: _____ Date: _____

**Refuge House
Position Description**

Title: Case Manager

Department: Residential Programs

Supervisor: Residential Manager or Program Director (Taylor County)

Positions Supervised: none

Status: Full-time/non-exempt

General Description: Provides case management planning support and service for residents and/or housing assistance clients who have been victims of domestic violence and/or sexual assault. Provides individual and group short-term counseling, personal advocacy, and information and referrals to assist survivors in meeting their goals. Ongoing individualized safety planning and services coordination.

Essential Functions:

1. Provide short term-term counseling and crisis intervention to victims of domestic and sexual violence.
2. Maintain and update accurate case management records, including developing individualized service plans and safety planning for all clients.
3. Conducts intakes and strength/needs assessments as needed for residential program clients, including RRH applicants and enrollees. Provide advocacy, linkage, education, and monitoring of community information and referrals.
4. Coordinate with the children's program to provide services to children.
5. Coordinate weekly meetings with residents to discuss community living and other issues.
6. Act as a liaison between the residential program and other agency programs.
7. Participate in case staffings and attend meetings as required.
8. Develop and maintain cooperative working relationship with health care, law enforcement, social services agencies, and other community groups to provide coordinated services for survivors.
9. Collect statistics and prepare reports regarding services provided in accordance with all funding requirements.
10. Participate in a minimum of 24 hours of annual training directly related to the provision of services to victims.
11. Communicate with supervisors and complete documentation about the needs and repairs of facilities and property.
12. Other duties as assigned related to the provision of services for victims.

Working Conditions: The position requires flexible scheduling and weekend/overnight work.

Collaborative Relationships: The Case Manager is a member of the Residential Program.

Qualities and Skills:

This position requires a caring, patient, good-humored and flexible individual with excellent interpersonal skills and the ability to deal with individuals in a crisis. Must be capable of good decision making, and be able to remain calm in stressful situations. In addition, this positions requires an individual to be humble and teachable, and be able to follow directions.

This position requires that the individual represent Refuge House in accordance with agency mission, philosophy, and policy, be accountable for professional conduct at all times, and communicate clearly and directly with supervisors regarding all Refuge House activities.

1. A Bachelor's degree in human services and 2 years of relevant experience or significant work experience.
2. Experience and familiarity with domestic and sexual violence issues.
3. Excellent counseling skills and experience with de-escalation.
4. Excellent interpersonal skills and demonstrated ability to work with diverse populations.
5. Familiarity with community resources.
6. Computer literacy.
7. Superior written and oral communication skills.
8. Ability and willingness to work as a team member to meet the needs of clients, agency, and community.
9. Flexibility and the ability to competently prioritize essential tasks.
10. Ability to adapt to change in a high-stress environment while remaining calm, focused, and professional.
11. Clean driving record.
12. Successful DCF Level 2 background clearance.
13. Commitment to the Refuge House mission.
14. Bilingual preferred (Spanish and English).

WORK ENVIRONMENT	Seldom	Occasional	Frequent
Cold (50 F or less)		x	
Heat (90 F or more)		x	
Humidity		x	
Noise		x	
Driving			x

Standing			x
Sitting			x
Walking			x
Bending		x	
Climbing		x	
Learning			x
Thinking			x
Concentrating			x
Working with others			x
Repetitive Motion		x	

EQUIPMENT & MACHINERY USE	Seldom	Occasional	Frequent
Copier			x
Typewriter		x	
Telephone			x
Facsimile			x
Calculator		x	
Computer			x
Mouse			x
Printer			x
Power Tools	x		
Ladder	x		
Lawn Equipment	x		
Other Equipment		x	

MOVING EQUIPMENT	Seldom	Occasional	Frequent
Light (under 5 lbs.)			x
Moderate (6-20 lbs.)			x
Heavy (over 20 lbs.)			x
Lift/Lower		x	
Carry		x	
Push/Pull		x	
Reach Above		x	

OTHER	Seldom	Occasional	Frequent
Visual Acuity, near			x
Visual Acuity, far			x

Color discrimination			X
Hearing			X
Speech			X
Travel:			
Local		X	
National	X		
International	n/a		

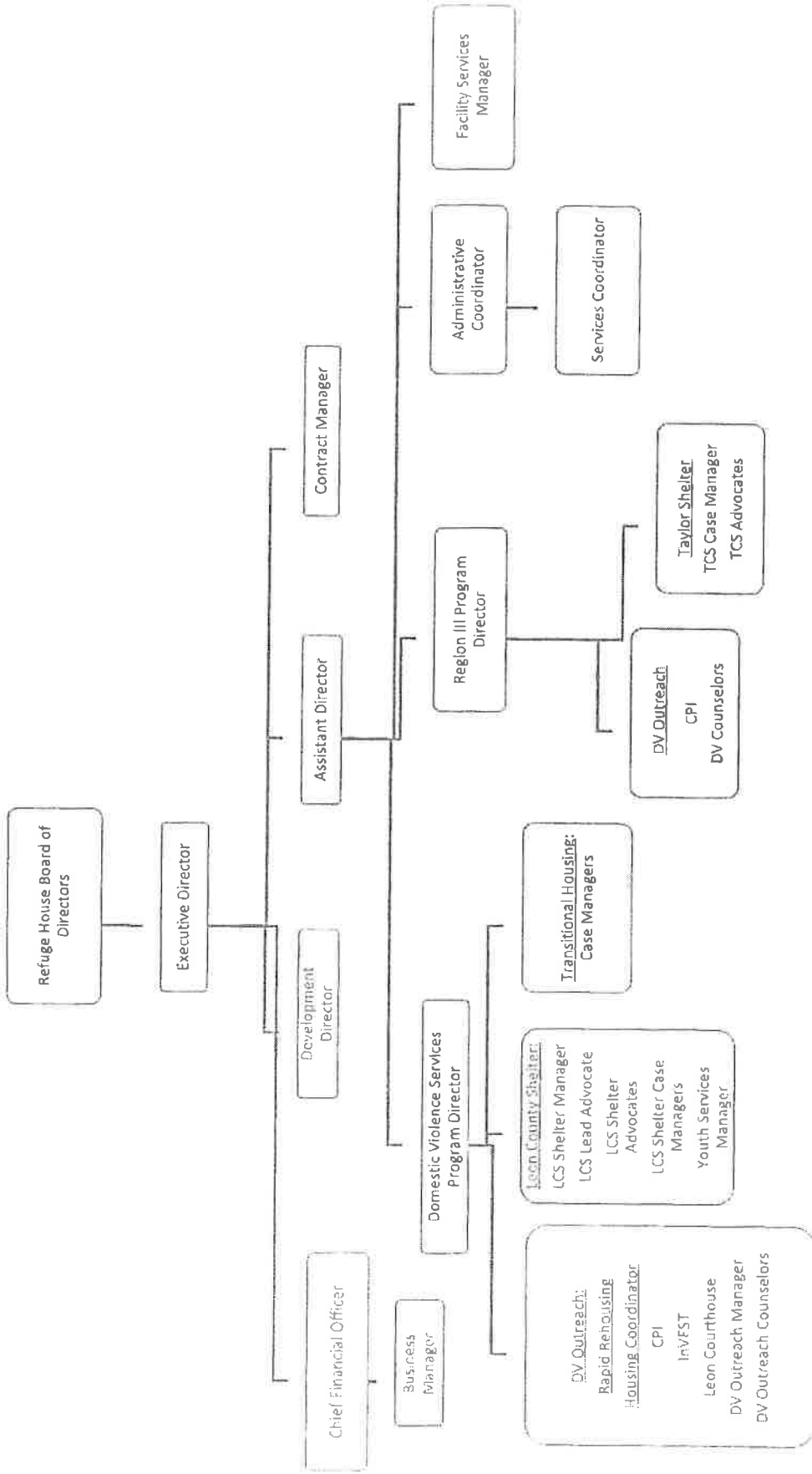
By signing below I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with Refuge House.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____



Refuge House, Inc.

Rapid Rehousing Project

Staffing Plan

Rapid Rehousing program services will be provided within the Refuge House Domestic Violence Services Program. Primary supervision of the RRH program will be the responsibility of the Domestic Violence Program Services Director. Allocation of staff FTE and primary roles for the program:

Position Title	Total FTE	FTE Allocated to RRH Activities	Primary RRH Roles
RRH Housing Coordinator	1	1	Identify rental housing options; assist RRH clients to secure housing; coordinate and provide RRH supportive services.
Advocate	10	1	Accept RRH referrals; provide program information; assess eligibility.
Outreach Counselor	9	1	Accept RRH referrals; provide program information; assess eligibility; conduct strength/needs assessments; provide case management and counseling; coordinate partner provider services.
Case Manager	5	1	Conduct strength/needs assessments; provide case management and counseling; coordinate partner provider services.
Contract Manager	1	1	Provide QA for project data quality; collect project statistics; create and submit required grant reports.

Refuge House Position Description

Job title	<i>Contract Manager</i>
Reports to	<i>Executive Director</i>
Funding Allocation	

Job purpose

Manages grant and contract solicitation, performance, and compliance procedures to assure excellence in Refuge House contracting process and support for agency programs. Assures that agency maintains accurate program statistics. Provide administrative support for the Refuge House Board of Directors and the Executive Director.

Duties and responsibilities

- Represent Refuge House in accordance with agency mission, philosophy, and policy.
- Be accountable for professional conduct at all times.
- Communicate clearly and directly with supervisor regarding all Refuge House activities.
- Provide administrative support for the completion of funding applications, including VOCA, CHSP, FCADV, FCASV, United Way and OVW solicitations. Assist in the preparation of United Way and CHSP funding presentation materials.
- Create annual deliverables tracking forms, and staff responsibilities for deliverables, for each major funding source.
- Provide direct service staff training on statistics, deliverables reporting and timelines on an annual basis.
- Create and submit grant program reports as directed by the Assistant Director.
- Implement quality assurance protocols as directed by the Assistant Director.
- Collect and compile monthly and annual program statistics. Create statistical reports as requested by the Executive Director and/or the Assistant Director.
- Offer recommendations for grant, contract, and statistical reporting, and QA enhancements, on an annual basis.
- Provide administrative support to the Board of Directors and Executive Director.
- Meet or exceed all annual training requirements.

Other duties as assigned.

Qualifications

This position requires a caring, patient, good-humored, and flexible individual with excellent interpersonal skills and the ability to deal with individuals in a crisis. Must be capable of good decision making, and be able to remain calm in stressful situation. Additionally, this position requires an individual to be humble and teachable, and able to follow directions.

Qualifications include:

- Bachelor's degree or equivalent professional experience in administrative position.
- Experience working in a social services/nonprofit administrative setting.
- Understanding of the dynamics of domestic and sexual violence.
- Excellent communication skills.
- Strong work ethic and professional boundaries.
- Flexibility and ability to competently prioritize essential tasks.
- Bi-lingual preferred.
- Must demonstrate good character, and provide excellent professional references.

Working conditions

May require occasional evening and weekend work. Must be able to adapt to change in a high stress environment while remaining calm, focused, and professional.

Physical requirements

WORK ENVIRONMENT	Seldom	Occasional	Frequent
Cold (50 F or less)		x	
Heat (90 F or more)		x	
Humidity		x	
Noise		x	
Driving		x	
Standing			x
Sitting			x
Walking			x
Bending		x	
Climbing		x	
Learning			x
Thinking			x
Concentrating			x
Working with others			x
Repetitive Motion		x	

EQUIPMENT & MACHINERY USE	Seldom	Occasional	Frequent
Copier			x
Typewriter		x	
Telephone			x
Facsimile			x
Calculator		x	
Computer			x
Mouse			x
Printer			x
Power Tools	x		
Ladder	x		
Lawn Equipment	x		
Other Equipment		x	

MOVING EQUIPMENT	Seldom	Occasional	Frequent
Light (under 5 lbs.)			x
Moderate (6-20 lbs.)			x
Heavy (over 20 lbs.)			x
Lift/Lower		x	
Carry		x	
Push/Pull		x	
Reach Above		x	

OTHER	Seldom	Occasional	Frequent
Visual Acuity, near			x
Visual Acuity, far			x
Color discrimination			x
Hearing			x
Speech			x
Travel:			
Local			x
National	x		
International	n/a		

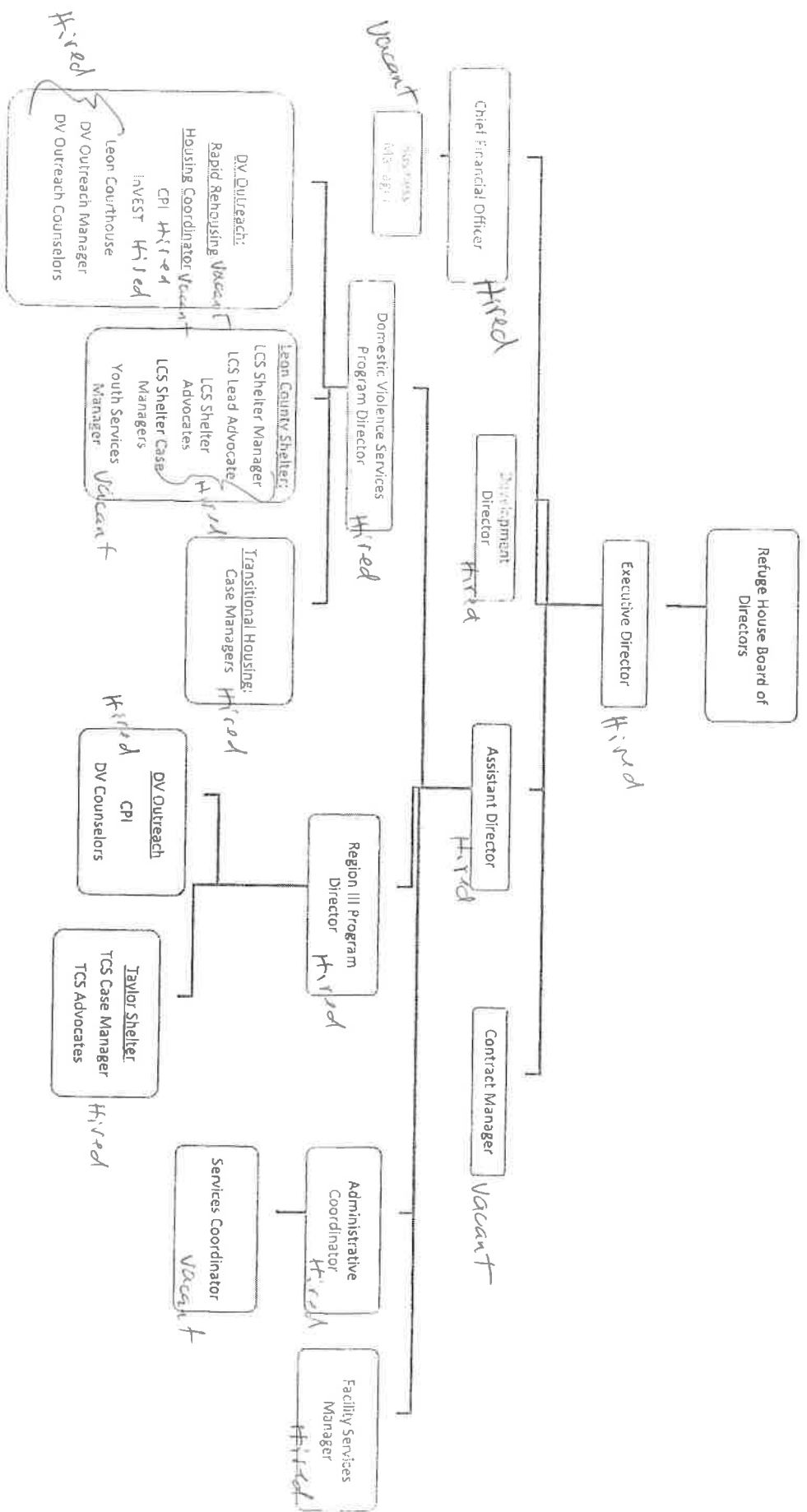
Direct reports

None.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Attachment I



All vacant positions are being advertised on Indeed. We would like to fill the positions immediately.

Attachment J

Operations Plan

Task	July	August	September	October	November	December
Staffing-Hiring	Review staffing plan and job descriptions.	Create job posting information for new project staff.	<ul style="list-style-type: none"> • Post new positions. • Revise job descriptions as needed for existing staff. 	<ul style="list-style-type: none"> • Hire new staff. • Execute amended job descriptions for existing staff. 		
Training	ED, Asst, Director participate in Coordinated Entry for DV programs training as needed. All staff will complete orientation, Trauma Informed Care, Confidentiality and Security, Conflict Resolution and Grievance Policy and Procedure training within 30 days of hire.	ED, Asst. Director, CFO, Program Director Participate in BBCoC training for new grantees as available. Staff attends JUD/JAX new grantee training as available.	Orientation training for project staff designed with input from BBCoC, including project policies and procedures, HUD/BBCoC requirements, documentation and reporting.	New staff participate in mandatory DV/SV/Operations training at hire. All project staff participate in project orientation training.	Continuing OJT training for all project staff.	Continuing OJT training for all project staff.
Policies and Procedures	Review existing program policies and procedures.	Develop, revise P&P as needed based on prior month review.	Review P&P with BBCoC staff for feedback and revision.	Compile, distribute and review P&P handbook with all staff, incorporating program forms and reporting templates.	Review P&P handbook, revise based on staff feedback, initial operations.	Continue revision as needed.
Forms and Documentation	Review HMIS fields in Osnium database. Schedule meeting with BBCoC to review Osnium HMIS fields and reporting functions.	Meet with BBCoC staff to review Osnium HMIS fields and reporting functions. Develop draft Coordinated Intake Agreement, consistent with RH	Finalize Coordinated Intake Agreement for BBCoC approval. Develop RH HMIS data collection protocol, using the alternative database Osnium, for BBCoC approval.	Implement Coordinated Intake Agreement for project activities. Begin project data entry in Osnium HMIS fields.	Review Coordinated Intake Agreement, HMIS data collection in Osnium, with staff implementing these functions.	Continue revision as needed.

Refuge House, Inc.

Rapid Rehousing Procedures

Procedure Number: 600.04

Procedure Title: Rapid Rehousing Program Referral/Coordinated Entry Process

Purpose: To describe how prospective applicants to the Refuge House Rapid Rehousing Program will be assessed and referred through the Big Bend Continuum of Care Coordinated Entry process.

Written By: Meg Baldwin

Title: Executive Director

Date: 8/15/19

Reviewed By:

Revised By:

PROCEDURE STATEMENT:

RRH Referrals to Refuge House: CE providers will refer persons who identify a concern related to domestic violence, sexual assault, dating violence, and stalking, and who are assessed as eligible for CoC RRH housing intervention, to Refuge House to access those services. Refuge House will prioritize those referrals consistently with BBCoC CE policy for prioritization for Rapid Re-Housing Programs, i.e.:

- (1) Chronically Homeless individuals and families with the Longest History of Homelessness and with the Most Severe Service Needs
- (2) Non-Chronically Homeless individuals and families with the Longest History of Homelessness and with the Most Severe Service Needs
- (3) In instances where two or more households have equal priority, applicants will be further prioritized as follows:
 - (a) Veterans Not Eligible for Housing/Health VA Services
 - (b) Youth (18 – 24 years of age)
 - (c) [Victims of Domestic Violence: all referred must meet this criterion]
 - (d) First presented for assistance.

Survivors who seek services directly from Refuge House: For those survivors seeking services directly from Refuge House (i.e., not through an outside agency referral, Refuge House staff will assess the survivors housing intervention needs using the same screening tool as employed by CE providers. Survivors will then be prioritized for RRH services using the same criteria as listed above. The priority lists received from referring agencies will be merged with the priority list created by Refuge House staff. This will assure that all survivors are screened, screened with the same tool, and prioritized applying the same criteria, without regard to their point of access.

Data Collection: All information gathered from survivors seeking RRH housing assistance will be entered into a parallel client services database, maintained by Refuge House, that includes all HMIS all data points. Refuge House will aggregate this data on an annual basis and provide that data to the BBCoC and for grant reporting purposes.

Survivors who access Refuge House services directly, and who are eligible for Refuge House Rapid Rehousing Program services, will also be administered the VI-SPDAT assessment, by Refuge House staff. Eligible survivors will be prioritized consistently with CE policy. Critical data points collected will be integrated into all intake paperwork for the RRH project, allowing for consistent data collection.

(Survivors who access Refuge House services seeking other housing assistance are referred for Coordinated Entry/HMIS participation through Ability 1st, consistent with BBCoC CE policy.)

Refuge House, Inc.

Rapid Rehousing Procedures

Procedure Number: 600.02

Procedure Title: Rapid Rehousing Program eligibility.

Purpose: To describe eligibility criteria for application to the Refuge House Rapid Rehousing Program.

Written By: Meg Baldwin Title: Executive Director Date: 8/15/19
Reviewed By:

Revised By:

PROCEDURE STATEMENT:

Adult survivors of domestic violence, dating violence, or stalking, and their children:

- who are fleeing or attempting to flee such victimization, 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;
- has no other residence;
- lacks the resources or support networks, *e.g.*, family, friends, and faith-based or other social networks, to obtain other permanent housing, and
- has a current income of 50% or below Area Median Income (AMI) through an income determination process that includes identifying the applicable AMI, documenting income, and calculating household income,

are eligible to apply for Refuge House Rapid Rehousing Program services.

Eligibility criteria based on the survivor's circumstances (victimization, residence status and resource options) will be verified by survivor self-report and documented in the survivor's service file. Income eligibility (50% below AMI) will be verified by documentation provided by the survivor, which may include employer pay stubs, tax records, or applications for benefits, scholarships, or other financial assistance. The intention of this criterion is to show requisite need for program services, not current income.

A survivor is considered to be a victim of domestic violence if she/he/they has been subjected to behaviors of power and control, which may include physical violence, sexual violence, emotional or psychological abuse, isolation, financial abuse, control over children, reproductive control, or other oppressive practices, within an intimate partner relationship.

Eligible applicants will not be screened out of the program based on (1) having too little income; (2) active of history of substance use; or (3) having a criminal record with the exception of state-mandated restrictions. Background checks are not required as a condition of eligibility for the any Refuge House program.

To be eligible, individuals must also be interested in the services offered through the Rapid Rehousing Program and agree to program guidelines.

Attachment K

Refuge House, Inc.

Rapid Rehousing Procedures

Procedure Number: 600.04

Procedure Title: Rapid Rehousing Program Referral/Coordinated Entry Process

Purpose: To describe how prospective applicants to the Refuge House Rapid Rehousing Program will be assessed and referred through the Big Bend Continuum of Care Coordinated Entry process.

Written By: Meg Baldwin Title: Executive Director Date: 8/15/19
Reviewed By:

Revised By:

PROCEDURE STATEMENT:

RRH Referrals to Refuge House: CE providers will refer persons who identify a concern related to domestic violence, sexual assault, dating violence, and stalking, and who are assessed as eligible for CoC RRH housing intervention, to Refuge House to access those services. Refuge House will prioritize those referrals consistently with BBCoC CE policy for prioritization for Rapid Re-Housing Programs, i.e.:

- (1) Chronically Homeless individuals and families with the Longest History of Homelessness and with the Most Severe Service Needs
- (2) Non-Chronically Homeless individuals and families with the Longest History of Homelessness and with the Most Severe Service Needs
- (3) In instances where two or more households have equal priority, applicants will be further prioritized as follows:
 - (a) Veterans Not Eligible for Housing/Health VA Services
 - (b) Youth (18 – 24 years of age)
 - (c) [Victims of Domestic Violence: all referred must meet this criterion]
 - (d) First presented for assistance.

Survivors who seek services directly from Refuge House: For those survivors seeking services directly from Refuge House (i.e., not through an outside agency referral, Refuge House staff will assess the survivors housing intervention needs using the same screening tool as employed by CE providers. Survivors will then be prioritized for RRH services using the same criteria as listed above. The priority lists received from referring agencies will be merged with the priority list created by Refuge House staff. This will assure that all survivors are screened, screened with the same tool, and prioritized applying the same criteria, without regard to their point of access.

Data Collection: All information gathered from survivors seeking RRH housing assistance will be entered into a parallel client services database, maintained by Refuge House, that includes all HMIS all data points. Refuge House will aggregate this data on an annual basis and provide that data to the BBCoC and for grant reporting purposes.

Survivors who access Refuge House services directly, and who are eligible for Refuge House Rapid Rehousing Program services, will also be administered the VI-SPDAT assessment, by Refuge House staff. Eligible survivors will be prioritized consistently with CE policy. Critical data points collected will be integrated into all intake paperwork for the RRH project, allowing for consistent data collection.

(Survivors who access Refuge House services seeking other housing assistance are referred for Coordinated Entry/HMIS participation through Ability 1st, consistent with BBCoC CE policy.)

Refuge House, Inc.

Rapid Rehousing Procedures

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Written By: Meg Baldwin Title: Executive Director Date: 8/15/19

Reviewed By:

Revised By:

PROCEDURE STATEMENT:

Adult survivors of domestic violence, dating violence, or stalking, and their children:

- who are fleeing or attempting to flee such victimization, 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;
- has no other residence;
- lacks the resources or support networks, *e.g.*, family, friends, and faith-based or other social networks, to obtain other permanent housing, and
- has a current income of 50% or below Area Median Income (AMI) through an income determination process that includes identifying the applicable AMI, documenting income, and calculating household income,

are eligible to apply for Refuge House Rapid Rehousing Program services.

Eligibility criteria based on the survivor's circumstances (victimization, residence status and resource options) will be verified by survivor self-report and documented in the survivor's service file. Income eligibility (50% below AMI) will be verified by documentation provided by the survivor, which may include employer pay stubs, tax records, or applications for benefits, scholarships, or other financial assistance. The intention of this criterion is to show requisite need for program services, not current income.

A survivor is considered to be a victim of domestic violence if she/he/they has been subjected to behaviors of power and control, which may include physical violence, sexual violence, emotional or psychological abuse, isolation, financial abuse, control over children, reproductive control, or other oppressive practices, within an intimate partner relationship.

Eligible applicants will not be screened out of the program based on (1) having too little income; (2) active or history of substance use; or (3) having a criminal record with the exception of state-mandated restrictions. Background checks are not required as a condition of eligibility for the any Refuge House program.

To be eligible, individuals must also be interested in the services offered through the Rapid Rehousing Program and agree to program guidelines.

Attachment L

The Refuge House Safe Landing DV Bonus RRH project affords Rapid Rehousing (RRH) assistance, including rental assistance and supportive services, for up to 20 homeless individuals and families escaping domestic violence, dating violence, or stalking, across our eight county catchment area. We have successfully assisted the survivors we serve, who have been displaced and traumatized by violence, to quickly secure permanent housing and to remain safely, stably housed. All services are provided in a victim-centered, trauma informed manner, mindful of the ongoing safety concerns that can continue to distress and disorient survivors and their children.

Eligible survivors will be those who fall within the parameters of the Category 4 definition of Homeless at 24 CFR 578.3. Refuge House participates in our CoC Coordinated Entry process to receive and prioritize referrals for services; domestic violence survivors who enter Refuge House services in the first instance are assessed for RRH using the tool and prioritization matrix in place under current CE policy. Once referred to the project, survivors meet individually with Refuge House Case Managers and Outreach Counselors for further information about project services, and to explore the survivor's strengths and needs related to achieving housing stability, and the types of assistance needed to regain stability in permanent housing. For those who need more time establish basic safety, and strategies for maintaining permanent housing after rental assistance is no longer available, Refuge House has offered emergency shelter and/or transitional housing options that are a better fit for that survivor at that time.

Services have been shaped as much as possible to each survivor's unique and complex individual and family circumstances, and safety needs. The duration of rental assistance, and the type of housing that is desirable for that survivor is determined on an individual basis, respecting the preferences and perspectives of the survivor herself. Supportive services are offered on a voluntary basis, and include domestic violence recovery assistance as well as basic needs, transportation, job readiness, and advocacy with medical, public benefits, employment and criminal justice system issues. Case management support is offered continuously throughout the survivor's participation in the project, and available indefinitely following termination of rental assistance.

Refuge House project staff has identified and built relationships with landlords and management companies eager to support and assist our population, including in the rural counties surrounding Tallahassee, where many survivors struggle with lack of resources on every level. Partner agencies have been available to assist with services that Refuge House cannot provide; many agencies make those services available on site to support survivor safety.

System Performance Measure Two: We have found over the past year that participants need a little more time than we anticipated. Most are staying in RRH for 9 months. So far, no participant that we have served in RRH has returned to homelessness after ending RRH services.

Anticipated Project Improvements: We anticipate that approximately 20 individuals and families will benefit from this project this year. Our primary goal is that at least 85% of participants maintain permanent housing for at least one year after exiting the project.

System Performance Measure Four: Over the past year, 100% of participants have gained employment and generated income for economic self-sufficiency. Furthermore, 3 participants have enrolled in either trade school or college. Our goal for this year is that 80 % of participants increase cash income.

Attachment M

Anticipated Project Outcomes: We anticipate that 20 individuals and households will participate in the program in the second year. Many of these survivors are parents who have lost their children to the child welfare system; consequently we anticipate that we will serve a slight majority of individual survivors compared to adult survivors with children (20 individuals; 13 households with one adult and at least one child). Our primary goals are: 1. That 85% of project households maintain permanent housing for at least 12 months after exit from the project; and 2. That 80% of project households increase cash income (earned or non-employment) during the period of project participation.

Outcomes will be measured by monthly performance reports completed by project staff and submitted to the Assistant Director. Data will be recorded in OSNIUM for statistical purposes. Additionally, all demographics, participation in continued case management after exit, length of stay, housing status at time of exit, and income progress will be recorded on internal Excel spreadsheets.

Attachment N

Expense Category	Amount	Percentage of Total Budget
<u>Housing assistance</u> : Rental assistance, rental deposits, utility deposits for survivor clients/families.	\$74,472	71%
<u>Supportive services</u> : Case management services	\$22,100	21%
<u>Administrative</u> :	\$8,746	8%
Total Expenses	\$105,318	100%

Cost per household served:


- **Projecting 20 households served/total cost per household = \$5282.66**
 - Average 6 months of rental assistance @ \$796/month (average); first/last months' deposit; utility deposit: \$4,132.66 per client
 - Case management services (6 months' average \$750.00)
 - Admin share: \$400.00

*HMIS is not applicable.

Costs associated with first/last month's rent, deposit, and utility deposit vary across our services. This budget represents an estimation of actual costs.

Attachment 0

**Office of the Attorney General
Grant Award Project Summary**

 <p>Office of the Attorney General Division of Victim Services Bureau of Advocacy and Grants Management PL-01 The Capitol Tallahassee, Florida</p>	<p>Office of the Attorney General Victims of Crime Act Grant</p>		<p>2021-2022</p>
<p>Subrecipient Name and Address Refuge House, Inc. P.O. Box 20910 Tallahassee, Florida 32316-0910</p>	<p>OAG Grant Number VOCA-2021-Refuge House, Inc.-00748</p>		
<p>Subrecipient DUNS Number 883369399</p>	<p>Project Period: From 10/1/2021 To 9/30/2022</p>		
<p>Subrecipient IRS/Vendor/FEIN Number 591869324</p>	<p>Budget Period: From 10/1/2021 To 9/30/2022</p>		
<p>Project Title OVC FY 19 VOCA Victim Assistance Formula OVC FY 20 VOCA Victim Assistance Formula</p>	<p>Award Date 09/27/2021</p>	<p>Award is R&D (Y/N) No</p>	
	<p>Federal Indirect Cost Rate or De Minimis Rate</p>		
<p>Previous Award Amount \$0.00</p>	<p>Amount of this Award \$863,949.00</p>	<p>Total Award \$863,949.00</p>	
<p>Special Conditions The above grant project is approved subject to such conditions or limitations as are set forth in the Office of the Attorney General contract.</p>			
<p>Catalog of Domestic Federal Assistance (CFDA Number) 16.575 - Crime Victim Assistance</p>			
<p>Summary Description of Project This grant award provides funds from the Crime Victims Fund to enhance crime victim services in the State of Florida. Victims of Crime Act (VOCA) assistance funds are typically competitively awarded by the Office of the Attorney General to public agencies and/or local, not-for-profit organizations that provide direct services to crime victims.</p>			
<p>Federal Award Agency U.S. Department of Justice Office of Justice Programs Office for Victims of Crime</p>	<p>OVC Project Period 2018-2019: From 10/1/2017 to 9/30/2022 (pending) 2019-2020: From 10/1/2018 to 9/30/2022</p>		
<p>OVC Federal Award Number 2018-V2-GX-0018 - Awarded 08-09-2018 2019-V2-GX-0047 - Awarded 09-13-2019</p>	<p>OVC Total Award to OAG \$210,755,732 \$143,823,948</p>		
<p>OAG Staff Contact Christina Harris, Bureau Chief (850) 414-3380</p>	<p>Bureau Contact contact.voca@myfloridalegal.com (850) 414-3380</p>		
<p>Signature, OAG Authorizing Official, Date <i>/s/ Richard H. Martin</i> Oct 1, 2021</p>	<p>Signature, Agency Executive Director, Date <i>Emily Mitchem</i> Oct 2, 2021</p>		

IN WITNESS WHEREOF, the OFFICE OF THE ATTORNEY GENERAL and Refuge House, Inc., have executed this agreement.

Emily Mitchom

Authorizing Official
Executive Director

Print Name
Oct 2, 2021

Date

Authorizing Official*

Print Name

Date

Authorizing Official*

Print Name

Date

59-1869324

FEID# of Provider

Flair Code

/s/ Richard H. Martin

OAG Authorizing Official
Richard H. Martin

Print Name
Oct 1, 2021

Date

* Provided for use if multiple signatures are required by your organization.

Required Match

\$53,582.50

Match Sources:

	Salary	Benefits	Match
LCS Case Manager	\$32,000.00	11,004.50	\$43,004.50 100% VOCA 2
LCS Case Manager	\$33,000.00	11,209.90	\$44,209.90 100% VOCA 2
TCS Case Manager	\$35,006.40	16,569.80	\$51,576.20 100% VOCA 3
Transitional Case Manager Speciali:	\$34,333.00	11,564.64	\$22,948.82 50% VOCA 2
Transitional Case Manager	\$34,000.00	10,761.40	\$22,380.70 50% VOCA 2
Franklin/Liberty SV Case Manager	\$34,000.00	10,818.26	\$8,113.70 75% VOCA 2
Wakulla SV Case Manager	\$34,000.00	15,598.96	\$24,799.48 50% VOCA 2

Most recent project Submission in ESNAPS

Recipient Acknowledgement

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

This text box presents comments and alerts, recorded by HUD, that do not qualify as issues or conditions.

Eligible Costs - One or multiple cost requests lacks sufficient detail necessary for HUD to determine if the cost is reasonable..rjs

The Recipient must acknowledge all of the issues and conditions identified by HUD. Review the conditions applicable to your project and check the corresponding boxes under "Recipient Acknowledgement." You may also be required to update the application accordingly.

HUD has made at least one budget change that may require reconciliation before submission by adjusting budget subcategories on the following screen(s). This may also require a change to the total match commitment on the Sources of Match screen.

- Rental Assistance
- Supportive Services
- Administration (on Budget Summary)

HUD Award	Recipient Acknowledgement	Conditions Applicable to ALL Projects
		1. Match amount update needed in e-snaps and/or match documentation required. (Condition)
<input type="checkbox"/>	<input type="checkbox"/>	a. Additional match commitment amount is required to be added to the e-snaps Match Screen due to a budget increase.
<input type="checkbox"/>	<input type="checkbox"/>	b. In-kind match commitment contributions provided by a third party must attach MOU documentation in e-snaps.
<input type="checkbox"/>	<input type="checkbox"/>	c. Match commitment documentation for this new conditionally awarded project must be attached in e-snaps.

		<p>* YHDP renewal or replacement projects will not be required to meet the 25 percent match requirement if the applicant is able to demonstrate it has taken reasonable steps to maximize resources available for youth experiencing homelessness under Section V.B.3.h of the NOFO. Applicants should provide the following:</p> <p>1. One or more letters from potential match sources that outlines what funds are being committed to other youth projects and why those projects are better suited to serving youth in the community 2. For the HUD Field Office, if the letter regarding potential match explains how the non-CoC projects better serve youth in the community, this meets the requirement for exemption from the match requirement. For instance, a letter may cite a large population of minors experiencing homelessness CoC projects cannot assist them because of state laws, this may be a good reason for match to be redirected to assist those minors.</p>
<input type="checkbox"/>	<input type="checkbox"/>	2. Code of Conduct not on file with HUD or does not comply with 2 CFR part 200. (Condition)
<input type="checkbox"/>	<input type="checkbox"/>	3. Form HUD 2880 - Incomplete Applicant/Recipient Disclosure/Update Report. (Condition)
		5. Performance or capacity concern(s). The applicant should provide a written plan addressing the capacity concern(s) identified below. (Issue)
<input type="checkbox"/>	<input type="checkbox"/>	a. Applicant has a history of consistently submitting late APRs.
<input type="checkbox"/>	<input type="checkbox"/>	b. Applicant has a history of consistent drawdown issues or poor financial management.
<input type="checkbox"/>	<input type="checkbox"/>	c. Applicant has a history of consistent unresolved HUD monitoring or audit findings.
<input type="checkbox"/>	<input type="checkbox"/>	d. Other capacity concerns (details specified below in #22).
		6. Homeless Eligibility - Clarification is needed in the project application to confirm homeless eligibility of proposed program participants. (Issue)
<input type="checkbox"/>	<input type="checkbox"/>	a. Update(s) needed to Project Description on Screen 3B (details specified below in #22).
<input type="checkbox"/>	<input type="checkbox"/>	b. The project application identified 100% Dedicated to CH but Screen 5B tables did not identify a correct number of CH persons to equal the number of Dedicated CH Beds on Screen 4B.
<input type="checkbox"/>	<input type="checkbox"/>	c. PH-PSH or SH project application is unclear if proposing to serve households having at least one person with a disability. Updates should be made to the disability category numbers in the tables on Screen 5B.
<input type="checkbox"/>	<input type="checkbox"/>	8. Unit/Bed Counts - Clarification is needed to unit and/or bed counts on Screen 4B and /or updates are needed to other numbers in the project application for a general correlation between Screens 4B, 5A, or 5B tables. (Issue)
<input type="checkbox"/>	<input type="checkbox"/>	10. Consolidation Project. This project application was conditionally awarded as a consolidated project. (Issue)
<input type="checkbox"/>	<input type="checkbox"/>	11. Expansion Project The applicant of this CoC Program funded expansion of a renewal must update the project information to reflect the full expanded project's data. (Issue)
		12. Housing First on Screen 3B questions identifying a commitment to a Housing First approach must be updated to "Yes." (Issue)
<input type="checkbox"/>	<input type="checkbox"/>	a. DV Bonus funded projects for PH-RRH or JOINT Component, must adopt a Housing First approach.
<input type="checkbox"/>	<input type="checkbox"/>	b. JOINT component projects funded from any CoC funding type must adopt a Housing First approach.
		13. Housing Type - clarification is needed for the Housing Type selection(s) on Screen 4B for the component type identified below. (Issue)
<input type="checkbox"/>	<input type="checkbox"/>	a. Joint TH/PH-RRH component project (details specified below in #22).
<input type="checkbox"/>	<input type="checkbox"/>	b. PH-PSH or PH-RRH component projects.

<input type="checkbox"/>	<input type="checkbox"/>	14. 100% Dedicated, DedicatedPLUS or N/A: This PH-PSH project must update the Screen 3C selection from "N/A" to either "100% Dedicated" or "DedicatedPLUS." (Condition)
15. Eligible Costs (Issue)		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. One or multiple cost requests lacks sufficient detail necessary for HUD to determine if the cost is reasonable.
<input type="checkbox"/>	<input type="checkbox"/>	b. One or multiple cost requests have been determined to be ineligible and the project application has been reduced.
Although this project passed threshold, HUD is requesting updates to the item(s) identified.		
a. The applicant must provide clarification to the cost Quantity and Description details in e-snaps budgets to be in compliance with 24 CFR 578.53, 578.55, and 578.57. The applicant can clarify the cost Quantity and Description or allocate these costs to another eligible cost item for HUD approval.		
b. The amount of a requested cost has been removed from the project application and amount requested has been reduced from the conditional award. Refer to 24 CFR 578.53, 578.55, and 578.57. The applicant must confirm agreement that the project remains viable with the revised budget.		
<input type="checkbox"/>	<input type="checkbox"/>	16a. Coordinated Entry - The project application indicated on Screen 3B that the project will not participate in coordinated entry and it is unclear if the applicant is a victim service provider using an equivalent system. (Condition)
<input type="checkbox"/>	<input type="checkbox"/>	20. Possible violation of program regulation on service participation (details specified below in #22). (Issue)
21. Renewal of YHDP youth projects under the CoC Program.		
<input type="checkbox"/>	<input type="checkbox"/>	a. Waiver Request Attachments (Condition)
<input type="checkbox"/>	<input type="checkbox"/>	b. Youth Population Focus (details specified below in #22). (Issue)
22. Other policy and program related conditions:		
<input type="checkbox"/>	<input type="checkbox"/>	Other 1
<input type="checkbox"/>	<input type="checkbox"/>	Other 2
<input type="checkbox"/>	<input type="checkbox"/>	Other 3
<input type="checkbox"/>	<input type="checkbox"/>	Other 4
<input type="checkbox"/>	<input type="checkbox"/>	Other 5
<input type="checkbox"/>	<input type="checkbox"/>	Other 6

Attachments

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

Document Type	Required?	Document Description	Date Attached
01) Match Documentation	No		
02) Attachment(s)	No		
03) Attachment(s)	No		
04) Attachment(s)	No		
05) Attachment(s)	No		
06) Attachment(s)	No		
07) Attachment(s)	No		
08) Attachment(s)	No		
09) Attachment(s)	No		
10) Attachment(s)	No		

Attachment Details

Document Description:

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Adjustments

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

Has HUD required that you adjust information submitted with your application to resolve Issues and Conditions made by HUD? No

1A. Application Type

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

This information cannot be edited. If updates are needed to this information, exit this step and update the Project Applicant Profile.

1. Type of Submission: Application

2. Type of Application: Renewal Project Application

If "Revision", select appropriate letter(s):

If "Other", specify:

3. Date Received: 08/29/2022

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier: FL0777D4H062102

6. Date Received by State:

7. State Application Identifier:

1B. Legal Applicant

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

This information cannot be edited. If updates are needed to this information, exit this step and update the Project Applicant Profile.

8. Applicant

a. Legal Name: Refuge House, Inc.

b. Employer/Taxpayer Identification Number (EIN/TIN): 59-1869324

	c. Organizational DUNS:	883369399	PLUS 4	
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d. Address

Street 1: 2315 Hartsfield Road

Street 2:

City: Tallahassee

County:

State: Florida

Country: United States

Zip / Postal Code: 32303

e. Organizational Unit (optional)

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application

Prefix: Ms.

First Name: Shan

Middle Name:

Last Name: Pompey

Suffix:

Title: Assistant Director

Organizational Affiliation: Refuge House, Inc.

Telephone Number: (850) 922-6062

Extension: 1014

Fax Number: (850) 413-0395

Email: spompey@refugehouse.com

1C. Application Details

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

This information cannot be edited. If updates are needed to this information, exit this step and update the Project Applicant Profile.

9. Type of Applicant: M. Nonprofit with 501C3 IRS Status

If "Other" please specify:

10. Name of Federal Agency: Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Title: CoC Program

CFDA Number: 14.267

12. Funding Opportunity Number: FR-6500-N25

Title: Continuum of Care Homeless Assistance Competition

13. Competition Identification Number:

Title:

1D. Congressional District(s)

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

14. Area(s) affected by the project (State(s) only): Florida
(for multiple selections hold CTRL key)

15. Descriptive Title of Applicant's Project: Refuge House Safe landing Renewal FY2021

16. Congressional District(s):

a. Applicant: FL-002, FL-005

b. Project: FL-002, FL-005
(for multiple selections hold CTRL key)

17. Proposed Project

a. Start Date: 10/01/2020

b. End Date: 09/30/2021

18. Estimated Funding (\$)

a. Federal:

b. Applicant:

c. State:

d. Local:

e. Other:

f. Program Income:

g. Total:

1E. Compliance

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

This information cannot be edited. If updates are needed to this information, exit this step and update the Project Applicant Profile.

19. Is the Application Subject to Review By State Executive Order 12372 Process? b. Program is subject to E.O. 12372 but has not been selected by the State for review.

If "YES", enter the date this application was made available to the State for review:

20. Is the Applicant delinquent on any Federal debt? No

If "YES," provide an explanation:

1F. Declaration

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

This information cannot be edited. If updates are needed to this information, exit this step and update the Project Applicant Profile.

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

I AGREE:

21. Authorized Representative

Prefix: Ms.

First Name: Emily

Middle Name: Camille

Last Name: Mitchem

Suffix:

Title: Executive Director

Telephone Number: (850) 922-6062
(Format: 123-456-7890)

Fax Number: (850) 413-0395
(Format: 123-456-7890)

Email: emitchem@refugehouse.com

Signature of Authorized Representative: Considered signed upon submission in e-snaps.

Date Signed: 08/29/2022

Recipient Performance

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

1. Did you submit your previous year's Annual Performance Report (APR) on time? Not Applicable

1a. If you did not submit your APR on time to the SAGE website, provide an explanation.

The contract was extended until December 31, 2021.

2. Do you have any unresolved HUD Monitoring or OIG Audit finding(s) concerning any previous grant term related to this renewal project request? No

3. Do you draw funds quarterly for your current renewal project? Yes

4. Have any funds remained available for recapture by HUD for the most recently expired grant term related to this renewal project request? No

Renewal Grant Consolidation or Renewal Grant Expansion

The FY2021 CoC Competition will continue offering opportunities to expand or consolidate CoC projects. A few changes have occurred that differentiate the process from FY2019.

1. Expansions and Consolidations will no longer be required to submit a combined version of the application.

a. Expansions will be required to ONLY submit a Stand-Alone Renewal and a Stand-Alone New application.

b. Consolidations will be required to ONLY submit a Survivor grant and a terminating grant. Up to 10 grants may be involved in a consolidation (Survivor + 9 Terminating grants)

2. Since no combined version will be submitted for either the Expansion or Consolidation, the combining of data will occur at Post-Award. HUD HQ will combine all units, beds and budgets prior to the Post-Award process. The field office and applicant will then be required to combine remaining project data at C1.9a (recipient step). HUD HQ will provide a data report with the data all combined. All that will be required for applicants to do is a simple copy and paste.

We hope this process will simplify and reduce any confusion when submitting expansions or consolidations. If you have any questions, please contact the AAQ.

1. Is this renewal project application requesting to consolidate or expand? No

If "No" click on "Next" or "Save & Next" below to move to the next screen.

2A. Project Subrecipients

This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the icon. To view or update subrecipient information already listed, select the view option.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

Total Expected Sub-Awards: \$0

Organization	Type	Sub-Award Amount
This list contains no items		

3A. Project Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

1. Expiring Grant Project Identification Number (PIN): FL0777D4H062102

(e.g., the "Federal Award Identifier" indicated on form 1A. Application Type)

2. CoC Number and Name: FL-506 - Tallahassee/Leon County CoC

3. CoC Collaborative Applicant Name: Apalachee Regional Planning Council

4. Project Name: Refuge House Safe landing Renewal FY2021

5. Project Status: Standard

	Renewal Project Application	HUD Award	Adjustment
6. Component Type:	PH	PH	PH

	Renewal Project Application	HUD Award	Adjustment
6a. Does the PH project provide PSH or RRH?	RRH	RRH	RRH

7. Is your organization, or subrecipient, a victim service provider defined in 24 CFR 578.3? Yes

3B. Project Description

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

1. Provide a description that addresses the entire scope of the proposed project.

Our project will assist homeless individuals and families escaping domestic violence, dating violence, or stalking, who fall within the parameters of the Category 4 definition of Homeless at 24 CFR 578.3, in our eight county catchment area. Per area population, we expect that 65% of those we serve will be residents of urban Leon County, and 35% will be residents of one of the seven rural surrounding counties.

Each survivor’s unique personal and family circumstances will inform our approach to providing housing assistance and supportive services. Survivor’s needs and strengths vary widely; flexibility in adapting the scope and duration of rental assistance to a broad range of circumstances (from a single utility deposit to a full year of rental assistance, for example) will be essential to project success. Likewise, supportive services will be offered on a voluntary basis, as useful to the survivor. Core services will be provided by project staff (funded and match), and include domestic violence recovery assistance as well as basic needs, transportation, job readiness, and advocacy with medical, public benefits, employment and criminal justice system issues. Case management support will be offered continuously throughout the survivor’s participation in the project, and available indefinitely following termination of rental assistance. We anticipate that 38 individuals and households will participate in the program in the first year. Many of these survivors are parents who have lost their children to the child welfare system; thus we anticipate serving slightly more individual survivors compared to adult survivors with children (20 individuals; 18 households with one adult and at least one child). Our primary goals are: 1. 80% of project households maintain permanent housing for at least 12 months after exit from the project; and 2. 75% of project households increase cash income (earned or non-employment) during the period of project participation.

Refuge House actively coordinates with over 40 local non-profit agencies, including our area independent living/disability provider, workforce development agency, Legal Services provider, and economic empowerment agency. Local law enforcement generously provides extra neighborhood patrols, at survivors’ requests. Our partnerships with the county health departments, state Department of Children and Families, and regional hospitals help respond to survivors’ medical and behavioral health needs after trauma.

The primary barriers facing women escaping abusers are the challenges of rebuilding financially after abuse, and the lack of stable, safe housing. This funding is tailor-made to fill those gaps. Traditional mainstream domestic violence funding sources focus on providing safety to survivors in crisis. But survivors stay in crisis, if options and support for permanent housing don’t follow. Thank you for offering this opportunity.

1a. Provide changes, if required, to the description that addresses the entire scope of the proposed project.

Our project will assist homeless individuals and families escaping domestic violence, dating violence, or stalking, who fall within the parameters of the Category 4 definition of Homeless at 24 CFR 578.3, in our eight county catchment area. Per area population, we expect that 65% of those we serve will be residents of urban Leon County, and 35% will be residents of one of the seven rural surrounding counties.

Each survivor’s unique personal and family circumstances will inform our approach to providing housing assistance and supportive services. Survivor’s needs and strengths vary widely; flexibility in adapting the scope and duration of rental assistance to a broad range of circumstances (from a single utility deposit to a full year of rental assistance, for example) will be essential to project success. Likewise, supportive services will be offered on a voluntary basis, as useful to the survivor. Core services will be provided by project staff (funded and match), and include domestic violence recovery assistance as well as basic needs, transportation, job readiness, and advocacy with medical, public benefits, employment and criminal justice system issues. Case management support will be offered continuously throughout the survivor’s participation in the project, and available indefinitely following termination of rental assistance.

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The primary barriers facing women escaping abusers are the challenges of rebuilding financially after abuse, and the lack of stable, safe housing. This funding is tailor-made to fill those gaps. Traditional mainstream domestic violence funding sources focus on providing safety to survivors in crisis. But survivors stay in crisis, if options and support for permanent housing don’t follow. Thank you for offering this opportunity.

2. Check the appropriate box(s) if this project will have a specific subpopulation focus. (Select all that apply)

N/A - Project Serves All Subpopulations	<input type="checkbox"/>	Domestic Violence	<input checked="" type="checkbox"/>
Veterans	<input type="checkbox"/>	Substance Abuse	<input type="checkbox"/>
Youth (under 25)	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>

Families	<input type="checkbox"/>	HIV/AIDS	<input type="checkbox"/>
		Chronic Homeless	<input type="checkbox"/>
		Other (Click 'Save' to update)	<input type="checkbox"/>

3. Housing First

3a. Does the project quickly move participants into permanent housing? Yes

3b. Does the project enroll program participants who have the following barriers? Select all that apply.

Having too little or little income	<input checked="" type="checkbox"/>
Active or history of substance abuse	<input checked="" type="checkbox"/>
Having a criminal record with exceptions for state-mandated restrictions	<input checked="" type="checkbox"/>
History of domestic violence (e.g. domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
None of the above	<input type="checkbox"/>

3c. Will the project prevent program participant termination for the following reasons? Select all that apply.

Failure to participate in supportive services	<input checked="" type="checkbox"/>
Failure to make progress on a service plan	<input checked="" type="checkbox"/>
Loss of income or failure to improve income	<input checked="" type="checkbox"/>
Any other activity not covered in a lease agreement typically found in the project's geographic area	<input checked="" type="checkbox"/>
None of the above	<input type="checkbox"/>

3d. Does the project follow a "Housing First" approach? Yes

4A. Supportive Services for Participants

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

- 1. For all supportive services available to participants, indicate who will provide them and how often they will be provided.
Click 'Save' to update.**

Supportive Services	Provider	Frequency
Assessment of Service Needs	Applicant	Quarterly
Assistance with Moving Costs	Applicant	As needed
Case Management	Applicant	Weekly
Child Care	Non-Partner	As needed
Education Services	Non-Partner	As needed
Employment Assistance and Job Training	Partner	Quarterly
Food	Applicant	As needed
Housing Search and Counseling Services	Applicant	Weekly
Legal Services	Partner	As needed
Life Skills Training	Applicant	Quarterly
Mental Health Services	Partner	As needed
Outpatient Health Services	Non-Partner	As needed
Outreach Services	Applicant	Weekly
Substance Abuse Treatment Services	Non-Partner	As needed
Transportation	Applicant	As needed
Utility Deposits	Applicant	As needed

Identify whether the project includes the following activities:

2. Transportation assistance to program participants to attend mainstream benefit appointments, employee training, or jobs? Yes

3. Annual follow-up with program participants to ensure mainstream benefits are received and renewed? Yes

4. Do program participants have access to SSI/SSDI technical assistance provided by this project, subrecipient, or partner agency? Yes

4a. Has the staff person providing the technical assistance completed SOAR training in the past 24 months? Yes

4B. Housing Type and Location

The following list summarizes each housing site in the project. To add a housing site to the list, select the icon. To view or update a housing site already listed, select the icon.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

Total Units: 16

Total Beds: 32

Housing Type	Housing Type (JOINT)	Units	Beds
Scattered-site apartments (...)	---	7	19
Scattered-site apartments (...)	---	1	1
Scattered-site apartments (...)	---	1	1
Scattered-site apartments (...)	---	1	1
Scattered-site apartments (...)	---	1	1
Scattered-site apartments (...)	---	5	9

4B. Housing Type and Location Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

1. **Housing Type:** Scattered-site apartments (including efficiencies)

2. **Indicate the maximum number of units and beds available for project participants at the selected housing site.**

a. **Units:** 7

b. **Beds:** 19

3. **Address:**

Street 1: P.O. Box 20910

Street 2:

City: Tallahassee

State: Florida

ZIP Code: 32316

4. **Select the geographic area(s) associated with the address:**
(for multiple selections hold CTRL Key)

129073 Leon County

4B. Housing Type and Location Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

1. **Housing Type:** Scattered-site apartments (including efficiencies)

2. Indicate the maximum number of units and beds available for project participants at the selected housing site.

a. Units: 1

b. Beds: 1

3. Address:

Street 1: P.O. Box 20910

Street 2:

City: Tallahassee

State: Florida

ZIP Code: 32316

**4. Select the geographic area(s) associated with the address:
(for multiple selections hold CTRL Key)**

129077 Liberty County

4B. Housing Type and Location Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

1. Housing Type: Scattered-site apartments (including efficiencies)

2. Indicate the maximum number of units and beds available for project participants at the selected housing site.

a. Units: 1

b. Beds: 1

3. Address:

Street 1: P.O. Box 20910

Street 2:

City: Tallahassee

State: Florida
ZIP Code: 32316

**4. Select the geographic area(s) associated with the address:
(for multiple selections hold CTRL Key)**

129037 Franklin County

4B. Housing Type and Location Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

1. Housing Type: Scattered-site apartments (including efficiencies)

2. Indicate the maximum number of units and beds available for project participants at the selected housing site.

a. Units: 1

b. Beds: 1

3. Address:

Street 1: P.O. Box 20910

Street 2:

City: Tallahassee

State: Florida

ZIP Code: 32316

**4. Select the geographic area(s) associated with the address:
(for multiple selections hold CTRL Key)**

129129 Wakulla County

4B. Housing Type and Location Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

1. Housing Type: Scattered-site apartments (including efficiencies)

2. Indicate the maximum number of units and beds available for project participants at the selected housing site.

a. Units: 1

b. Beds: 1

3. Address:

Street 1: P.O. Box 20910

Street 2:

City: Tallahassee

State: Florida

ZIP Code: 32316

**4. Select the geographic area(s) associated with the address:
(for multiple selections hold CTRL Key)**

129079 Madison County

4B. Housing Type and Location Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

1. Housing Type: Scattered-site apartments (including efficiencies)

2. Indicate the maximum number of units and beds available for project participants at the selected housing site.

a. Units: 5

b. Beds: 9

3. Address:

Street 1: P.O. Box 20910

Street 2:

City: Tallahassee

State: Florida

ZIP Code: 32316

**4. Select the geographic area(s) associated with the address:
(for multiple selections hold CTRL Key)**

129123 Taylor County

5A. Project Participants - Households

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

Households	Households with at Least One Adult and One Child	Adult Households without Children	Households with Only Children	Total
Total Number of Households	16	20	0	36

Characteristics	Persons in Households with at Least One Adult and One Child	Adult Persons in Households without Children	Persons in Households with Only Children	Total
Persons over age 24	10	12		22
Persons ages 18-24	6	8		14
Accompanied Children under age 18	32		0	32
Unaccompanied Children under age 18			0	0
Total Persons	48	20	0	68

Click Save to automatically calculate totals

5B. Project Participants - Subpopulations

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

Persons in Households with at Least One Adult and One Child

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Persons over age 24							10			
Persons ages 18-24							6			
Children under age 18							32			
Total Persons	0	0	0	0	0	0	48	0	0	0

Click Save to automatically calculate totals

Persons in Households without Children

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Persons over age 24							12			
Persons ages 18-24							8			
Total Persons	0	0	0	0	0	0	20	0	0	0

Click Save to automatically calculate totals

Persons in Households with Only Children

Characteristics	CH (Not Veterans)	CH Veterans	Veterans (Not CH)	Chronic Substance Abuse	HIV/AIDS	Severely Mentally Ill	DV	Physical Disability	Developmental Disability	Persons not represented by listed subpopulations
Accompanied Children under age 18										
Unaccompanied Children under age 18										

Total Persons	0			0	0	0	0	0	0	0
---------------	---	--	--	---	---	---	---	---	---	---

6A. Funding Request

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

1. Do any of the properties in this project have an active restrictive covenant? No

2. Was the original project awarded as either a Samaritan Bonus or Permanent Housing Bonus project? No

3. Does this project propose to allocate funds according to an indirect cost rate? No

4. Renewal Grant Term: This field is pre-populated with a one-year grant term and cannot be edited: 1 Year

6. Select the costs for which funding is being requested:

	Renewal Application	HUD Award	Adjustment
Leased Units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leased Structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supportive Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HMIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6D. Rental Assistance Budget

The following list summarizes the rental assistance funding request for the total term of the project. To add information to the list, select the icon. To view or update information already listed, select the icon.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

		Renewal Application	HUD Award		Adjustment	
Total Annual Assistance Request:		\$158,724	\$74,472		\$74,472	
Grant Term:		1 Year	1 Year		1 Year	
Total Request for Grant Term:		\$158,724	\$74,472		\$74,472	
Total Units:		16	7		7	
Rental Assistance Type	Rental Assistance Type (HUD Award)	Rental Assistance Type (Adjustment)	FMR from Project Application	FMR from Award	Total Units Requested	Total Request
TRA	TRA	TRA	FL - Tallahassee,...	FL - Tallahassee,...	2	\$31,128
TRA	TRA	TRA	FL - Wakulla Coun...	FL - Wakulla Coun...	1	\$10,356
TRA	TRA	TRA	FL - Madison Coun...	FL - Madison Coun...	1	\$7,968
TRA	TRA	TRA	FL - Franklin Cou...	FL - Franklin Cou...	1	\$7,968
TRA	TRA	TRA	FL - Liberty Coun...	FL - Liberty Coun...	1	\$7,968
TRA	TRA	TRA	FL - Taylor Count...	FL - Taylor Count...	1	\$9,084

Rental Assistance Budget Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

Type of Rental Assistance: TRA
Renewal Application

Rental Assistance Type: TRA
Adjustment

All RRH and JOINT projects with CoC funded units must select TRA as the Rental Assistance Type.

	FMR Area
Metropolitan or non-metropolitan fair market rent area: Renewal Application	FL - Tallahassee, FL HUD Metro FMR Area (1203999999)
Metropolitan or non-metropolitan fair market rent area: HUD Award	FL - Tallahassee, FL HUD Metro FMR Area (1203999999)
Metropolitan or non-metropolitan fair market rent area: Adjustment	FL - Tallahassee, FL HUD Metro FMR Area (1203999999)

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
Applicant

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
HUD Award

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
Adjustment

Size of Units	# of Units (Renewal Submission)	# of Units (HUD Award)	# of Units (Adjustment)	FMR Area (Renewal Submission)	FMR Area (HUD Award)	FMR Area (Adjustment)	HUD Paid Rent (Applicant)	HUD Paid Rent (HUD Award)	HUD Paid Rent (Adjustment)	12 Months	Total Request (Renewal Submission)	Adjusted Total Assistance Requested (HUD Award)	Total Request (Adjustment)

SRO				x	\$584	\$628	\$628	\$584	\$628	\$628	x	12	=	\$0	\$0	\$0
0 Bedroom				x	\$778	\$837	\$837	\$778	\$837	\$837	x	12	=	\$0	\$0	\$0
1 Bedroom	2			x	\$843	\$941	\$941	\$843	\$941	\$941	x	12	=	\$20,232	\$0	\$0
2 Bedrooms	4	1	1	x	\$1,024	\$1,124	\$1,124	\$1,024	\$1,124	\$1,124	x	12	=	\$49,152	\$13,488	\$13,488
3 Bedrooms	1	1	1	x	\$1,361	\$1,470	\$1,470	\$1,361	\$1,470	\$1,470	x	12	=	\$16,332	\$17,640	\$17,640
4 Bedrooms				x	\$1,484	\$1,596	\$1,596	\$1,484	\$1,596	\$1,596	x	12	=	\$0	\$0	\$0
5 Bedrooms				x	\$1,707	\$1,835	\$1,835	\$1,707	\$1,835	\$1,835	x	12	=	\$0	\$0	\$0
6 Bedrooms				x	\$1,929	\$2,075	\$2,075	\$1,929	\$2,075	\$2,075	x	12	=	\$0	\$0	\$0
7 Bedrooms				x	\$2,152	\$2,314	\$2,314	\$2,152	\$2,314	\$2,314	x	12	=	\$0	\$0	\$0
8 Bedrooms				x	\$2,374	\$2,554	\$2,554	\$2,374	\$2,554	\$2,554	x	12	=	\$0	\$0	\$0
9 Bedrooms				x	\$2,597	\$2,793	\$2,793	\$2,597	\$2,793	\$2,793	x	12	=	\$0	\$0	\$0
Total Units and Annual Assistance Requested	7	2	2											\$85,716	\$31,128	\$31,128
Grant Term														1 Year		1 Year
Total Request for Grant Term														\$85,716	\$31,128	\$31,128

Click the 'Save' button to automatically calculate totals.

Rental Assistance Budget Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

Type of Rental Assistance: TRA
Renewal Application

Rental Assistance Type TRA
Adjustment

All RRH and JOINT projects with CoC funded units must select TRA as the Rental Assistance Type.

	FMR Area
Metropolitan or non-metropolitan fair market rent area: Renewal Application	FL - Wakulla County, FL HUD Metro FMR Area (1212999999)
Metropolitan or non-metropolitan fair market rent area: HUD Award	FL - Wakulla County, FL HUD Metro FMR Area (1212999999)
Metropolitan or non-metropolitan fair market rent area: Adjustment	FL - Wakulla County, FL HUD Metro FMR Area (1212999999)

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
Applicant

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
HUD Award

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
Adjustment

Size of Units	# of Units (Renewal Submission)	# of Units (HUD Award)	# of Units (Adjustment)	FMR Area (Renewal Submission)	FMR Area (HUD Award)	FMR Area (Adjustment)	HUD Paid Rent (Applicant)	HUD Paid Rent (HUD Award)	HUD Paid Rent (Adjustment)	12 Months	Total Request (Renewal Submission)	Adjusted Total Assistance Requested (HUD Award)	Total Request (Adjustment)
SRO				X \$509	\$575	\$575	\$509	\$575	\$575	X 12	\$0	\$0	\$0
0 Bedroom				X \$678	\$767	\$767	\$678	\$767	\$767	X 12	\$0	\$0	\$0
1 Bedroom	1	1	1	X \$738	\$863	\$863	\$738	\$863	\$863	X 12	\$8,856	\$10,356	\$10,356
2 Bedrooms				X \$892	\$1,025	\$1,025	\$892	\$1,025	\$1,025	X 12	\$0	\$0	\$0
3 Bedrooms				X \$1,109	\$1,267	\$1,267	\$1,109	\$1,267	\$1,267	X 12	\$0	\$0	\$0
4 Bedrooms				X \$1,544	\$1,754	\$1,754	\$1,544	\$1,754	\$1,754	X 12	\$0	\$0	\$0
5 Bedrooms				X \$1,776	\$2,017	\$2,017	\$1,776	\$2,017	\$2,017	X 12	\$0	\$0	\$0
6 Bedrooms				X \$2,007	\$2,280	\$2,280	\$2,007	\$2,280	\$2,280	X 12	\$0	\$0	\$0
7 Bedrooms				X \$2,239	\$2,543	\$2,543	\$2,239	\$2,543	\$2,543	X 12	\$0	\$0	\$0
8 Bedrooms				X \$2,470	\$2,806	\$2,806	\$2,470	\$2,806	\$2,806	X 12	\$0	\$0	\$0
9 Bedrooms				X \$2,702	\$3,070	\$3,070	\$2,702	\$3,070	\$3,070	X 12	\$0	\$0	\$0
Total Units and Annual Asslstance Requested	1	1	1								\$8,856	\$10,356	\$10,356
Grant Term											1 Year		1 Year
Total Request for Grant Term											\$8,856	\$10,356	\$10,356

Click the 'Save' button to automatically calculate totals.

Rental Assistance Budget Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

Type of Rental Assistance: TRA
 Renewal Application
 Rental Assistance Type: TRA
 Adjustment

All RRH and JOINT projects with CoC funded units must select TRA as the Rental Assistance Type.

	FMR Area
Metropolitan or non-metropolitan fair market rent area: Renewal Application	FL - Madison County, FL (1207999999)
Metropolitan or non-metropolitan fair market rent area: HUD Award	FL - Madison County, FL (1207999999)
Metropolitan or non-metropolitan fair market rent area: Adjustment	FL - Madison County, FL (1207999999)

No
 Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
 Applicant

No
 Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
 HUD Award

No
 Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
 Adjustment

Size of Units	# of Units (Renewal Submission)	# of Units (HUD Award)	# of Units (Adjustment)	FMR Area (Renewal Submission)	FMR Area (HUD Award)	FMR Area (Adjustment)	HUD Paid Rent (Applicant)	HUD Paid Rent (HUD Award)	HUD Paid Rent (Adjustment)	12 Months	Total Request (Renewal Submission)	Adjusted Total Assistance Requested (HUD Award)	Total Request (Adjustment)
SRO				x \$472	\$490	\$490	\$472	\$490	\$490	x 12	\$0	\$0	\$0
0 Bedroom				x \$629	\$653	\$653	\$629	\$653	\$653	x 12	\$0	\$0	\$0
1 Bedroom	1	1	1	x \$641	\$664	\$664	\$641	\$664	\$664	x 12	\$7,692	\$7,968	\$7,968
2 Bedrooms				x \$734	\$757	\$757	\$734	\$757	\$757	x 12	\$0	\$0	\$0
3 Bedrooms				x \$966	\$1,041	\$1,041	\$966	\$1,041	\$1,041	x 12	\$0	\$0	\$0
4 Bedrooms				x \$1,271	\$1,296	\$1,296	\$1,271	\$1,296	\$1,296	x 12	\$0	\$0	\$0
5 Bedrooms				x \$1,462	\$1,490	\$1,490	\$1,462	\$1,490	\$1,490	x 12	\$0	\$0	\$0
6 Bedrooms				x \$1,652	\$1,685	\$1,685	\$1,652	\$1,685	\$1,685	x 12	\$0	\$0	\$0
7 Bedrooms				x \$1,843	\$1,879	\$1,879	\$1,843	\$1,879	\$1,879	x 12	\$0	\$0	\$0
8 Bedrooms				x \$2,034	\$2,074	\$2,074	\$2,034	\$2,074	\$2,074	x 12	\$0	\$0	\$0
9 Bedrooms				x \$2,224	\$2,268	\$2,268	\$2,224	\$2,268	\$2,268	x 12	\$0	\$0	\$0
Total Units and Annual Assistance Requested	1	1	1								\$7,692	\$7,968	\$7,968
Grant Term											1 Year		1 Year
Total Request for Grant Term											\$7,692	\$7,968	\$7,968

Click the 'Save' button to automatically calculate totals.

Rental Assistance Budget Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

Type of Rental Assistance: TRA
Renewal Application

Rental Assistance Type: TRA
Adjustment

All RRH and JOINT projects with CoC funded units must select TRA as the Rental Assistance Type.

	FMR Area
Metropolitan or non-metropolitan fair market rent area: Renewal Application	FL - Franklin County, FL (1203799999)
Metropolitan or non-metropolitan fair market rent area: HUD Award	FL - Franklin County, FL (1203799999)
Metropolitan or non-metropolitan fair market rent area: Adjustment	FL - Franklin County, FL (1203799999)

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
Applicant

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
HUD Award

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
Adjustment

Size of Units	# of Units (Renewal Submission)	# of Units (HUD Award)	# of Units (Adjustment)	FMR Area (Renewal Submission)	FMR Area (HUD Award)	FMR Area (Adjustment)	HUD Paid Rent (Applicant)	HUD Paid Rent (HUD Award)	HUD Paid Rent (Adjustment)	12 Months	Total Request (Renewal Submission)	Adjusted Total Assistance Requested (HUD Award)	Total Request (Adjustment)
SRO				x \$484	\$490	\$490	\$484	\$490	\$490	x 12	\$0	\$0	\$0
0 Bedroom				x \$645	\$653	\$653	\$645	\$653	\$653	x 12	\$0	\$0	\$0
1 Bedroom	1	1	1	x \$661	\$664	\$664	\$661	\$664	\$664	x 12	\$7,932	\$7,968	\$7,968
2 Bedrooms				x \$753	\$757	\$757	\$753	\$757	\$757	x 12	\$0	\$0	\$0
3 Bedrooms				x \$1,078	\$1,075	\$1,075	\$1,078	\$1,075	\$1,075	x 12	\$0	\$0	\$0
4 Bedrooms				x \$1,304	\$1,296	\$1,296	\$1,304	\$1,296	\$1,296	x 12	\$0	\$0	\$0
5 Bedrooms				x \$1,500	\$1,490	\$1,490	\$1,500	\$1,490	\$1,490	x 12	\$0	\$0	\$0
6 Bedrooms				x \$1,695	\$1,685	\$1,685	\$1,695	\$1,685	\$1,685	x 12	\$0	\$0	\$0
7 Bedrooms				x \$1,891	\$1,879	\$1,879	\$1,891	\$1,879	\$1,879	x 12	\$0	\$0	\$0
8 Bedrooms				x \$2,086	\$2,074	\$2,074	\$2,086	\$2,074	\$2,074	x 12	\$0	\$0	\$0
9 Bedrooms				x \$2,282	\$2,268	\$2,268	\$2,282	\$2,268	\$2,268	x 12	\$0	\$0	\$0

Total Units and Annual Assistance Requested	1	1	1
Grant Term			
Total Request for Grant Term			

\$7,932	\$7,968	\$7,968
1 Year		1 Year
\$7,932	\$7,968	\$7,968

Click the 'Save' button to automatically calculate totals.

Rental Assistance Budget Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

Type of Rental Assistance: TRA
Renewal Application

Rental Assistance Type: TRA
Adjustment

All RRH and JOINT projects with CoC funded units must select TRA as the Rental Assistance Type.

	FMR Area
Metropolitan or non-metropolitan fair market rent area: Renewal Application	FL - Liberty County, FL (1207799999)
Metropolitan or non-metropolitan fair market rent area: HUD Award	FL - Liberty County, FL (1207799999)
Metropolitan or non-metropolitan fair market rent area: Adjustment	FL - Liberty County, FL (1207799999)

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
Applicant

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
HUD Award

No

**Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
Adjustment**

Size of Units	# of Units (Renewal Submission)	# of Units (HUD Award)	# of Units (Adjustment)	FMR Area (Renewal Submission)	FMR Area (HUD Award)	FMR Area (Adjustment)	HUD Paid Rent (Applicant)	HUD Paid Rent (HUD Award)	HUD Paid Rent (Adjustment)	12 Months	Total Request (Renewal Submission)	Adjusted Total Assistance Requested (HUD Award)	Total Request (Adjustment)
SRO				x \$472	\$490	\$490	\$472	\$490	\$490	x 12	\$0	\$0	\$0
0 Bedroom				x \$629	\$653	\$653	\$629	\$653	\$653	x 12	\$0	\$0	\$0
1 Bedroom	1	1	1	x \$644	\$664	\$664	\$644	\$664	\$664	x 12	\$7,728	\$7,968	\$7,968
2 Bedrooms				x \$734	\$757	\$757	\$734	\$757	\$757	x 12	\$0	\$0	\$0
3 Bedrooms				x \$913	\$936	\$936	\$913	\$936	\$936	x 12	\$0	\$0	\$0
4 Bedrooms				x \$1,021	\$1,058	\$1,058	\$1,021	\$1,058	\$1,058	x 12	\$0	\$0	\$0
5 Bedrooms				x \$1,174	\$1,217	\$1,217	\$1,174	\$1,217	\$1,217	x 12	\$0	\$0	\$0
6 Bedrooms				x \$1,327	\$1,375	\$1,375	\$1,327	\$1,375	\$1,375	x 12	\$0	\$0	\$0
7 Bedrooms				x \$1,480	\$1,534	\$1,534	\$1,480	\$1,534	\$1,534	x 12	\$0	\$0	\$0
8 Bedrooms				x \$1,634	\$1,693	\$1,693	\$1,634	\$1,693	\$1,693	x 12	\$0	\$0	\$0
9 Bedrooms				x \$1,787	\$1,852	\$1,852	\$1,787	\$1,852	\$1,852	x 12	\$0	\$0	\$0
Total Units and Annual Assistance Requested	1	1	1								\$7,728	\$7,968	\$7,968
Grant Term											1 Year		1 Year
Total Request for Grant Term											\$7,728	\$7,968	\$7,968

Click the 'Save' button to automatically calculate totals.

Rental Assistance Budget Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

Type of Rental Assistance: TRA
Renewal Application

Rental Assistance Type TRA
Adjustment

All RRH and JOINT projects with CoC funded units must select TRA as the Rental Assistance Type.

	FMR Area
Metropolitan or non-metropolitan fair market rent area: Renewal Application	FL - Taylor County, FL (1212399999)
Metropolitan or non-metropolitan fair market rent area: HUD Award	FL - Taylor County, FL (1212399999)
Metropolitan or non-metropolitan fair market rent area: Adjustment	FL - Taylor County, FL (1212399999)

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
Applicant

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
HUD Award

No

Does the applicant request rental assistance funding for less than the area's per unit size fair market rents?
Adjustment

Size of Units	# of Units (Renewal Submission)	# of Units (HUD Award)	# of Units (Adjustment)	FMR Area (Renewal Submission)	FMR Area (HUD Award)	FMR Area (Adjustment)	HUD Paid Rent (Applicant)	HUD Paid Rent (HUD Award)	HUD Paid Rent (Adjustment)	12 Months	Total Request (Renewal Submission)	Adjusted Total Assistance Requested (HUD Award)	Total Request (Adjustment)
SRO				x \$472	\$490	\$490	\$472	\$490	\$490	x 12	\$0	\$0	\$0
0 Bedroom				x \$629	\$653	\$653	\$629	\$653	\$653	x 12	\$0	\$0	\$0
1 Bedroom	3			x \$644	\$664	\$664	\$644	\$664	\$664	x 12	\$23,184	\$0	\$0
2 Bedrooms	2	1	1	x \$734	\$757	\$757	\$734	\$757	\$757	x 12	\$17,616	\$9,084	\$9,084
3 Bedrooms				x \$930	\$984	\$984	\$930	\$984	\$984	x 12	\$0	\$0	\$0
4 Bedrooms				x \$1,042	\$1,076	\$1,076	\$1,042	\$1,076	\$1,076	x 12	\$0	\$0	\$0
5 Bedrooms				x \$1,198	\$1,237	\$1,237	\$1,198	\$1,237	\$1,237	x 12	\$0	\$0	\$0
6 Bedrooms				x \$1,355	\$1,399	\$1,399	\$1,355	\$1,399	\$1,399	x 12	\$0	\$0	\$0

7 Bedrooms				x	\$1,511	\$1,560	\$1,560	\$1,511	\$1,560	\$1,560	x	12	=	\$0	\$0	\$0
8 Bedrooms				x	\$1,667	\$1,722	\$1,722	\$1,667	\$1,722	\$1,722	x	12	=	\$0	\$0	\$0
9 Bedrooms				x	\$1,824	\$1,883	\$1,883	\$1,824	\$1,883	\$1,883	x	12	=	\$0	\$0	\$0
Total Units and Annual Assistance Requested	5	1	1											\$40,800	\$9,084	\$9,084
Grant Term														1 Year		1 Year
Total Request for Grant Term														\$40,800	\$9,084	\$9,084

Click the 'Save' button to automatically calculate totals.

6H. Sources of Match

The following list summarizes the funds that will be used as Match for the project. To add a Matching source to the list, select the icon. To view or update a Matching source already listed, select the icon.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

Summary for Match

Total Value of Cash Commitments:	\$56,070
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$56,070

1. Does this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant? No

Type	Source	Contributor	Value of Commitments
Cash	Government	Victims of Crimes...	\$56,070

Sources of Match Detail

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

1. Type of Match Commitment: Cash

2. Source: Government

3. Name of Source: Victims of Crimes Act

(Be as specific as possible and include the office or grant program as applicable)

4. Amount of Written Commitment: \$56,070

6I. Summary Budget

For help in completing Post Award steps, please take a look at the FY2021 Recipients Post-Award Instructional Guide.

To edit this screen, click "Adjustments" on the left menu, select "Yes" from the dropdown menu and briefly explain the adjustments that you would like to request in the text box provided.

The following information summarizes the funding request for the total term of the project. However, the appropriate amount of administrative costs must be entered in the available fields below.

Eligible Costs	Annual Assistance Requested (Renewal Submission)	Annual Assistance Requested (HUD Award)	Annual Assistance Requested (Adjustment)	Grant Term (Renewal Submission)	Grant Term (HUD Award)	Grant Term (Adjustment)	Total Assistance Requested for Grant Term (Renewal Submission)	Total Assistance Requested for Grant Term (HUD Award)	Total Assistance Requested for Grant Term (Adjustment)	Budget Change (Adjustment)
1a. Leased Units	\$0		\$0	1 Year	1 Year	1 Year	\$0	\$0	\$0	
1b. Leased Structures	\$0	\$0	\$0	1 Year	1 Year	1 Year	\$0	\$0	\$0	
2. Rental Assistance	\$158,724	\$74,472	\$74,472	1 Year	1 Year	1 Year	\$158,724	\$74,472	\$74,472	
3. Supportive Services	\$46,265	\$22,100	\$22,100	1 Year	1 Year	1 Year	\$46,265	\$22,100	\$22,100	
4. Operating	\$0	\$0	\$0	1 Year	1 Year	1 Year	\$0	\$0	\$0	
5. HMIS	\$0	\$0	\$0	1 Year	1 Year	1 Year	\$0	\$0	\$0	
6. Sub-total Costs Requested							\$204,989	\$96,572	\$96,572	
7. Admin (Up to 10%)							\$19,289	\$8,746	\$8,746	
8. Total Assistance plus Admin Requested							\$224,278	\$105,318	\$105,318	
9. Cash Match							\$56,070	\$56,070	\$56,070	
10. In-Kind Match							\$0	\$0	\$0	
11. Total Match							\$56,070	\$56,070	\$56,070	
12. Total Budget							\$280,348	\$161,388	\$161,388	

Submission Summary

Page	Last Updated
Acknowledgement	Please Complete
Attachments	No Input Required
Adjustments	08/29/2022
1A. Application Type	No Input Required
1B. Legal Applicant	No Input Required
1C. Application Details	No Input Required
1D. Congressional District(s)	08/29/2022
1E. Compliance	No Input Required

Applicant Renewal Issues and Conditions	Page 50	08/29/2022
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1F. Declaration	No Input Required
Recipient Performance	08/29/2022
Renewal Grant Consolidation or Renewal Grant Expansion	08/29/2022
2A. Subrecipients	No Input Required
3A. Project Detail	08/29/2022
3B. Description	08/29/2022
4A. Services	08/29/2022
4B. Housing Type	08/29/2022
5A. Households	08/29/2022
5B. Subpopulations	No Input Required
6A. Funding Request	08/29/2022
6D. Rental Assistance	08/29/2022
6H. Match	08/29/2022
6I. Summary Budget	No Input Required

Notes:

The Recipient has not acknowledged the issues and conditions identified by HUD.