

Before Starting the Special CoC Application

You must submit both of the following parts in order for us to consider your Special NOFO Consolidated Application complete:

1. the CoC Application, and
2. the CoC Priority Listing.

The CoC Special NOFO page provides HUD-approved resources to assist you in completing the Special NOFO CoC Application, including:

- Special Notice of Funding Opportunity to Address Unsheltered and Rural Homelessness
- 24 CFR part 578
- Special NOFO CoC Application Navigational Guide
- Section 3 Resources
- Frequently Asked Questions

As the Collaborative Applicant, you are responsible for reviewing the following:

1. The Special Notice of Funding Opportunity (Special NOFO) for specific application and program requirements.
2. The Special NOFO Continuum of Care (CoC) Application Detailed Instructions for Collaborative Applicants which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.

CoC Approval is Required before You Submit Your CoC's Special NOFO CoC Consolidated Application

- 24 CFR 578.9 requires you to compile and submit the Special NOFO CoC Consolidated Application on behalf of your CoC.
- 24 CFR 578.9(b) requires you to obtain approval from your CoC before you submit the Consolidated Application into e-snaps.

Answering Multi-Part Narrative Questions

Many questions require you to address multiple elements in a single text box. Number your responses to correspond with multi-element questions using the same numbers in the question. This will help you organize your responses to ensure they are complete and help us to review and score your responses.

Attachments

Questions requiring attachments to receive points state, "You must upload the [Specific Attachment Name] attachment to the 4A. Attachments Screen." Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process. Include a cover page with the attachment name.

- Attachments must match the questions they are associated with—if we do not award points for evidence you upload and associate with the wrong question, this is not a valid reason for you to appeal HUD's funding determination.
- We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

1A. Continuum of Care (CoC) Identification

The CoC Special NOFO page provides HUD-approved resources to assist you in completing the Special NOFO CoC Application, including:

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1A-1. CoC Name and Number: FL-506 - Tallahassee/Leon County CoC

1A-2. Collaborative Applicant Name: Apalachee Regional Planning Council

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Apalachee Regional Planning Council

1A-5.	New Projects	
	Complete the chart below by indicating which funding opportunity(ies) your CoC applying for projects under. A CoC may apply for funding under both set asides; however, projects funded through the rural set aside may only be used in rural areas, as defined in the Special NOFO.	
1.	Unsheltered Homelessness Set Aside	Yes
2.	Rural Homelessness Set Aside	Yes

1B. Project Capacity, Review, and Ranking–Local Competition

The CoC Special NOFO page provides HUD-approved resources to assist you in completing the Special NOFO CoC Application, including:

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1B-1.	Web Posting of Your CoC Local Competition Deadline–Advance Public Notice. (All Applicants)	
	Special NOFO Section VII.B.1.b.	
	You must upload the Local Competition Deadline attachment to the 4A. Attachments Screen.	
	Enter the date your CoC published the deadline for project application submission for your CoC's local competition.	08/04/2022

1B-2.	Project Review and Ranking Process Your CoC Used in Its Local Competition. (All Applicants)	
	Special NOFO Section VII.B.1.a.	
	You must upload the Local Competition Scoring Tool attachment to the 4A. Attachments Screen.	
	Select yes or no in the chart below to indicate how your CoC ranked and selected new project applications during your CoC's local competition:	
	1. Established total points available for each project application type.	Yes
	2. At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH).	Yes
	3. At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness).	Yes

1B-3.	Projects Rejected/Reduced–Notification Outside of e-snaps. (All Applicants)	
	Special NOFO Section VII.B.1.b.	
	You must upload the Notification of Projects Rejected-Reduced attachment to the 4A. Attachments Screen.	
	1. Did your CoC reject or reduce any project application(s)?	Yes
	2. Did your CoC inform the applicants why their projects were rejected or reduced?	Yes
	3. If you selected yes, for element 1 of this question, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps. If you notified applicants on various dates, list the latest date of any notification. For example, if you notified applicants on 6/26/22, 6/27/22, and 6/28/22, then you must enter 6/28/22.	10/04/2022

1B-3a.	Projects Accepted–Notification Outside of e-snaps. (All Applicants)	
	Special NOFO Section VII.B.1.b.	
	You must upload the Notification of Projects Accepted attachment to the 4A. Attachments Screen.	
	Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New Priority Listings in writing, outside of e-snaps. If you notified applicants on various dates, list the latest date of any notification. For example, if you notified applicants on 6/26/22, 6/27/22, and 6/28/22, then you must enter 6/28/22.	10/04/2022
1B-4.	Web Posting of the CoC-Approved Special NOFO CoC Consolidated Application. (All Applicants)	
	Special NOFO Section VII.B.1.b.	
	You must upload the Web Posting–Special NOFO CoC Consolidated Application attachment to the 4A. Attachments Screen.	
	Enter the date your CoC posted its Special NOFO CoC Consolidated Application on the CoC’s website or affiliate’s website–which included: 1. the CoC Application, and 2. Priority Listings.	10/18/2022

2A. System Performance

The CoC Special NOFO page provides HUD-approved resources to assist you in completing the Special NOFO CoC Application, including:

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2A-1.	Reduction in the Number of First Time Homeless—Risk Factors.	
	Special NOFO Section VII.B.2.b.	
	Describe in the field below:	
	1. how your CoC determined which risk factors your CoC uses to identify persons becoming homeless for the first time;	
	2. how your CoC addresses individuals and families at risk of becoming homeless; and	
	3. provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time or to end homelessness for individuals and families.	

(limit 2,500 characters)

1. Our CoC Needs Assessment & Planning (NAP) Committee address risk factors for First time homelessness & outline our CoC strategies to address households (HH) at risk of homelessness. NAP looks at multiple sources of data including CE, VI-SPDAT, PIT, HIC, SPMs per project, & community-wide data on poverty to assess risk factors. United Way estimates over 40% of area HHs are at/below Asset Limited, Income Constrained, Employed (ALICE) Thresholds (AT). ALICE households earn more than Federal Poverty Level, but less than basic cost of living & lack savings adequate to carry them beyond a month of financial hardship. The CoC assesses risk using Trauma-Informed approaches such as Adverse Childhood Experiences (ACE) scores as an additional indicator of risk of homelessness.
2. We partner with behavioral health providers that regularly assess individual ACE scores & potential housing crises risks based on those scores. We use the following strategies to mitigate first time homelessness: referring HHs to legal aid & 2-1-1, dedicating funds to homeless prevention & diversion, mediating landlord/tenant disputes, supporting family reunification, coordinating reentry & discharge with hospitals, psychiatric facilities, jails, prisons, & coordinating with disaster shelters. Outreach teams are trained to work with individuals most at risk of homelessness, including families, youth, single males and females, & those identifying as LGBTQ+. This training includes inclusivity & cultural competency. All RFPs released in the past 2 years by the CoC, regardless of the source, score proposals on how their project will decrease 1st time homelessness, ensuring providers are focused on this outcome before they begin the funded activities.
3. BBCCoC Board, ED & CoC staff are responsible for overseeing strategies to reduce the number of individuals and families experiencing homelessness for the first time.

2A-2.	Length of Time Homeless–Strategy to Reduce. (All Applicants)	
	Special NOFO Section VII.B.2.c.	
	Describe in the field below:	
	1. your CoC's strategy to reduce the length of time individuals and persons in families remain homeless;	
	2. how your CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and	
	3. provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the length of time individuals and families remain homeless.	

(limit 2,500 characters)

1. We use length of time homeless (LoT) as part of our prioritization for services, those with the longest LoT are prioritized for permanent housing assistance. We focused on improving data quality, ensuring ES providers properly and timely exit clients so that LoTs are not inflated and inaccurate. Our Homelessness Assistance and Strategic Plan state that by end of 2025 our LoT will be an average of 30 nights or less. To do this, our CoC has leveraged additional local funding dedicated to permanent supportive housing and has expanded our move-along plan with one of our local PHAs to continue with swift permanent housing placements.

2. Our CE uses the VISPDAT paired with case conferencing to assess a client's needs based on vulnerability and length of time homeless and all our projects accepting referrals through CE prioritize individuals and families who are most vulnerable and have experienced homelessness for the longest time. The CoC organizes bi-weekly meetings to staff all homeless cases and the CoC monitors referrals that are high priority due to vulnerability and length of homelessness.

3. The BBCoC Board, ED and CoC staff are responsible for overseeing strategies to reduce the length of time individuals and families remain homeless.

2A-3.	Successful Permanent Housing Placement or Retention. (All Applicants)	
	Special NOFO Section VII.B.2.d.	
	Describe in the field below how your CoC will increase the rate that individuals and persons in families residing in:	
	1. emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations; and	
	2. permanent housing projects retain their permanent housing or exit to permanent housing destinations.	

(limit 2,500 characters)

1. We analyze project-specific data showing which projects are successfully making permanent placements directly from ES/TH/RRH. Projects with the best permanent housing placement rates share their strategies for success with the CoC network of providers quarterly & are publicly recognized for their success. The CoC holds MoUs with 8 properties that received tax credits for development, giving the CoC access to 42 rental units where cost is based on 30% of the tenants' income. These units are set aside for elderly, ELI, & disabled clients. The CoC is actively pursuing more partnerships like this where developers have been afforded tax credits and must dedicate a portion of units as affordable housing. We represent the homeless & housing providers at our city/county Housing Leadership Council, keeping them informed of needs assessment results & necessary changes in ordinance, zoning, and development regulations. An example of collaboration with this council made it possible for developers to revamp hotel units into single-room apartments/efficiencies. We work with PHAs to increase the number of mainstream vouchers & move along vouchers dedicated to those experiencing homelessness or moving on from HUD-funded PSH programs. We also partnered with the Tallahassee Housing Authority to provide more than 60 EHV vouchers to households seeking permanent housing.

2. The CoC ensures agencies in our network providing financial assistance for rent, enter a signed agreement between the landlord, tenant, & assistance agency detailing services available to the tenant & landlord, including supportive case management so landlords know they are supported if a challenge arises with a tenant. The CoC hired a Landlord Liaison that actively works with private & corporate properties negotiating reduced rents & terms for housing tenants with challenging histories. The Landlord Liaison hosts education events for landlords, tenants & case managers on utilizing local landlord risk mitigation funding, prevention & diversion funds to increase retention of units and avoid eviction. The City of Tallahassee and Leon County have partnered to provide landlords access to a Landlord Mitigation Fund to ensure support and financial assistance to landlords as an incentive to house clients who are homeless and working with our partner agencies.

3. The BBCoC Board, ED and CoC staff oversee these strategies.

2A-4.	Returns to Homelessness—CoC's Strategy to Reduce Rate. (All Applicants)	
	Special NOFO Section VII.B.2.e.	

Describe in the field below:	
1.	how your CoC identifies individuals and families who return to homelessness;
2.	your CoC's strategy to reduce the rate of additional returns to homelessness; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the rate individuals and persons in families return to homelessness.

(limit 2,500 characters)

1. Our ES and street outreach projects are trained to use HMIS to identify if a client is returning to homelessness within a two-year period. These cases, when identified, are prioritized for homeless prevention and diversion assistance and are staffed by the CoC and service partners to quickly come up with alternatives to returns to homelessness. The CoC also runs monthly reports showing the individual clients that have returned to homelessness over the past 30 days, this report shows us if there is an uptick in returns that needs to be addressed and helps us gauge additional prevention and diversion resources that may be needed to keep these returns from happening altogether.
2. As part of our Homelessness Assistance and Strategic Plans we plan to increase the following types of assistance to decrease returns; Diversion, Prevention, RRH and PSH. We also plan to partner with more mainstream benefits partners to ensure exits to permanent housing are set up to succeed and retain housing. We have revised our written standards governing the amount of financial assistance that can be provided through RRH and HP programs, lifting the cap on funding per household allowing for more support as needed. The CoC is working with the RISE reentry center to ensure those exiting jails and prisons do not fall into homelessness upon release.
3. The BBCoC Board, ED and CoC staff are responsible for overseeing these strategies

2A-5.	Increasing Employment Cash Income–Strategy. (All Applicants)	
	Special NOFO Section VII.B.2.f.	
	Describe in the field below:	
	1. the strategy your CoC has implemented to increase employment cash sources;	
	2. how your CoC works with mainstream employment organizations to help individuals and families increase their cash income; and	
	3. provide the organization name or position title that is responsible for overseeing your CoC’s strategy to increase income from employment.	

(limit 2,500 characters)

1. Participants in our HUD CoC funded PSH programs are educated at a minimum annually on how they can attain higher paying jobs and training to support applying to those jobs. We closely monitor changes in income among CoC program participants through HMIS data and if an income change has not been updated within 11 months, we share a report with programs and ask what has been done in working with the client to increase earned income, especially if they are still enrolled in the program. The CoC has also implemented plans for continuous engagement of large local employers to consider an employment preference for those disclosing they have had housing instability or homelessness in their past that can be verified by the CoC as well local governments and hospitals.
2. We partner with Career Source Capital Region and H3LPs FL making referrals to both partners for job training and placement programs to increase a participant’s income. We also partner with Tallahassee Community College and Lively Technical Center to provide education opportunities on skills training that could ultimately improve a clients skill set, earning them more income through their existing employer or a new employment opportunity.
3. The BBCoC Board, ED and CoC staff are responsible for overseeing these strategies.

2A-5a.	Increasing Non-employment Cash Income-Strategy. (All Applicants)	
	Special NOFO Section VII.B.2.f.	
	Describe in the field below:	
	1. the strategy your CoC has implemented to increase non-employment cash income;	
	2. your CoC's strategy to increase access to non-employment cash sources; and	
	3. provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase non-employment cash income.	

(limit 2,500 characters)

- 1.As part of our monitoring and annual project review process we look to see if our service providers have SOAR trained case managers to help clients with SSDI applications that are experiencing homelessness and a disability. We work with our local SOAR lead organization, Northwest Health Network to see how many applications have been processed and approved through our partners and that our provider agencies are having staff complete the free 18-hour training available to them. We encourage our providers to include discussion of increasing income at their monthly case staffing with clients to ensure it is addressed ongoingly.
- 2.Representatives from each provider of mainstream benefits, such as TANF and SNAP, are available regularly onsite at our local emergency shelter & services center, ensuring easy access & minimizing transportation barriers.
- 3.The BBCoC Board, ED and CoC staff are responsible for overseeing these strategies.

2B. Coordination and Engagement–Inclusive Structure and Participation

The CoC Special NOFO page provides HUD-approved resources to assist you in completing the Special NOFO CoC Application, including:

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2B-1.	Inclusive Structure and Participation–Participation in Coordinated Entry. (All Applicants)	
	Special NOFO Sections VII.B.3.a.(1)	
	In the chart below for the period from May 1, 2021 to April 30, 2022:	
	1. select yes or no in the chart below if the entity listed participates in CoC meetings, voted—including selecting CoC Board members, and participated in your CoC’s coordinated entry system; or	
	2. select Nonexistent if the organization does not exist in your CoC’s geographic area:	

	Organization/Person	Participated in CoC Meetings	Voted, Including Electing of CoC Board Members	Participated in CoC’s Coordinated Entry System
1.	Affordable Housing Developer(s)	Yes	Yes	No
2.	Agencies serving survivors of human trafficking	Yes	Yes	No
3.	CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
4.	CoC-Funded Victim Service Providers	Yes	Yes	Yes
5.	CoC-Funded Youth Homeless Organizations	Yes	Yes	Yes
6.	Disability Advocates	Yes	Yes	No
7.	Disability Service Organizations	Yes	Yes	Yes
8.	Domestic Violence Advocates	Yes	Yes	No
9.	EMS/Crisis Response Team(s)	Yes	No	No
10.	Homeless or Formerly Homeless Persons	Yes	Yes	Yes
11.	Hospital(s)	Yes	No	No
12.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Nonexistent	No	No
13.	Law Enforcement	Yes	No	No
14.	Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) Advocates	Yes	Yes	Yes
15.	LGBTQ+ Service Organizations	Yes	Yes	Yes
16.	Local Government Staff/Officials	Yes	Yes	Yes
17.	Local Jail(s)	Yes	No	No
18.	Mental Health Service Organizations	Yes	Yes	Yes
19.	Mental Illness Advocates	Yes	Yes	Yes

20.	Non-CoC Funded Youth Homeless Organizations	Yes	No	No
21.	Non-CoC-Funded Victim Service Providers	Yes	Yes	No
22.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes	Yes	Yes
23.	Organizations led by and serving LGBTQ+ persons	Yes	Yes	Yes
24.	Organizations led by and serving people with disabilities	Yes	Yes	Yes
25.	Other homeless subpopulation advocates	Yes	Yes	Yes
26.	Public Housing Authorities	Yes	Yes	No
27.	School Administrators/Homeless Liaisons	Yes	Yes	No
28.	Street Outreach Team(s)	Yes	Yes	Yes
29.	Substance Abuse Advocates	Yes	Yes	Yes
30.	Substance Abuse Service Organizations	Yes	Yes	Yes
31.	Youth Advocates	Yes	Yes	Yes
32.	Youth Service Providers	Yes	Yes	Yes
	Other:(limit 50 characters)			
33.				
34.				

By selecting "other" you must identify what "other" is.

2B-2.	Open Invitation for New Members. (All Applicants)	
	Special NOFO Section VII.B.3.a.(2), V.B.3.g.	

	Describe in the field below how your CoC:
1.	communicated the invitation process annually to solicit new members to join the CoC;
2.	ensured effective communication with individuals with disabilities, including the availability of accessible electronic formats;
3.	conducted outreach to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join your CoC; and
4.	invited organizations serving culturally specific communities experiencing homelessness in the geographic area to address equity (e.g., Black, Latino, Indigenous, other People of Color, persons with disabilities).

(limit 2,500 characters)

1.The CoC has two calls for new members each year in April and October, however membership opportunities are open year-round. We send notifications to our mailing list of over 500 individuals & organizations encouraging them to join and share this opportunity with others in their networks. We post calls for new members on our website landing page and social media, as well as make announcements at local meetings in our community.

2.As part of our web notices, voice mail recordings and announcements at public meetings we offer any accommodations someone may need to fully review the information sent out electronically. We also utilize tools within Microsoft and Adobe making suggestions on more accessible formats. We partner with two different organizations specializing in empowering persons with different abilities and have them review our notices for optimal accessibility.

3. Our CoC consistently engages individuals who have lived experience of homelessness. The CoC Board established that anyone with lived experience can join the CoC membership free of charge. Our Point in Time count advertisements encourage those with lived experience to participate as team leads. The CoC has also targeted those with lived experience of homelessness to participate as street outreach team members. As a measurement of our dedication to increasing the number of people with lived experience of homelessness, the CoC has made such engagement a funding priority for all our funding calls for applications.

4.Last year, we launched our Racial Equity workgroup which has expanded our reach to more culturally specific organizations who serve communities experiencing homelessness. This workgroup is open to anyone in the community, but we intentionally solicited people in our community who are affiliated with the NAACP, Migrant Worker Associations, Human Trafficking Organizations, leaders in predominantly black and brown neighborhoods stricken with poverty, school liaisons for predominantly black schools and minority lead organizations dedicated to serving minority populations.

2B-3.	CoC's Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness. (All Applicants)	
	Special NOFO Section VII.B.3.a.(3)	

Describe in the field below how your CoC:	
1.	solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness or an interest in preventing and ending homelessness;
2.	communicated information during public meetings or other forums your CoC uses to solicit public information; and
3.	took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.

(limit 2,500 characters)

1.The CoC solicits and considers opinions using CoC facilitated Network Meetings, CoC Committee meetings, including the Needs Assessment and Planning (NAP) meetings, Race Equity Workgroup and Youth Action Board focus groups, CoC Board and Membership Meetings through public comment, Monthly Partner Planning Meetings and by interacting with a cross-section of people through other committee work representing different disciplines. The Housing Leadership Council of which we are a member continues to provide recommendations on new affordable housing development in collaboration with city and county governments. Partnerships with city and county housing focused departments, allows the CoC opportunities to give and solicit input on funding opportunities.

2.Consistently, the CoC sends out E-newsletters to a distribution list of more than 500 organizations and individuals announcing opportunities for engagement and input. The distribution list includes individuals, service partners, city and county government, business members, Board and CoC Members. We also conducted electronic surveys with our network of 500+ individuals and organizations.

3.In response to feedback and solicited responses on priorities the CoC should focus on, the NAP & Executive Committees receive and make recommendations to establish and update strategies to improve housing outcomes and stability for our neighbors needing homeless and housing assistance. This includes revisions to procedures, policies, and the CoC's Homeless Assistance Plan or establishing priorities for future work or specific funding streams available through local opportunities and ESG funding.

2B-4.	Public Notification for Proposals from Organizations Not Previously Funded. (All Applicants)	
	Special NOFO Section VII.B.3.a.(4)	

Describe in the field below how your CoC notified the public:	
1.	that your CoC's local competition was open and accepting project applications;
2.	that your CoC will consider project applications from organizations that have not previously received CoC Program funding;
3.	about how project applicants must submit their project applications;
4.	about how your CoC would determine which project applications it would submit to HUD for funding; and
5.	how your CoC effectively communicated with individuals with disabilities, including making information accessible in electronic formats.

(limit 2,500 characters)

1. Per our HUD NOFO Renew and New Project Review P&P, the application process is open to agencies meeting threshold criteria, inclusive of new agencies. The opportunity is posted to CoC website within 48 hours of NOFO release from HUD. The RFP was shared with local non-profit networks to distribute to their lists. The funding opportunity & timeline is shared with newspapers, TV/Radio stations, & social media. Notifications & postings are shared through the deadline of project submittal via the BCoC lists served, email, & social media platforms encouraging agencies to apply. Our CoC began posting information on funding opportunities on 8/4/2022. All notifications and postings specifically encouraged the public to forward the notification/publication to anyone who may be interested in funding.

2. To help support new organizations not previously funded, our CoC included weekly TA. We held a community information session on 8/15/22 to allow any agency interested in applying for funding an opportunity to learn about the funding priorities and activities and ask questions. Each week following, we held office hours covering components of the application process on topics including the following: Submitting letter of intent and Eligible Organizations, E-SNAPS troubleshooting and technical assistance, Timeline/Q&A, Project Scoring Tools, Presentations & App Packet Submission Formats. All sessions were recorded & posted to the web for anyone to access.

3. In the weekly office hours CoC staff were available to applicants walking them through the submission process. We provided examples of previous years submissions, detailed RFP guidance as well as one on one technical assistance for any applicant making the request. We provided an application checklist to help assist applicants in final submissions.

4. We used a trained committee of community members, free of conflicts as our Project Application & Performance Review Committee to review and score project proposals. The committee makes recommendations on high-scoring projects to be included in the ranking/tiering that is then completed by the CoC Executive Committee.

5. We posted text transcripts and full recordings, to our NOFO section of the web. We utilized Adobe & Microsoft tools to make our electronic text format accessible & relied on two partner agencies who are versed in accessibility to review our materials

2C. Coordination / Engagement—with Federal, State, Local, Private, and Other Organizations

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2C-1.	Coordination with Federal, State, Local, Private, and Other Organizations. (All Applicants)	
	Special NOFO Section VII.B.3.b.	
	In the chart below:	
	1. select yes or no for entities listed that are included in your CoC’s coordination, planning, and operations of projects that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness; or	
	2. select Nonexistent if the organization does not exist within your CoC’s geographic area.	

	Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects	Coordinates with Planning or Operations of Projects
1.	Funding Collaboratives	Yes
2.	Head Start Program	Yes
3.	Housing and services programs funded through Local Government	Yes
4.	Housing and services programs funded through other Federal Resources (non-CoC)	Yes
5.	Housing and services programs funded through private entities, including Foundations	Yes
6.	Housing and services programs funded through State Government	Yes
7.	Housing and services programs funded through U.S. Department of Health and Human Services (HHS)	Yes
8.	Housing and services programs funded through U.S. Department of Justice (DOJ)	Yes
9.	Housing Opportunities for Persons with AIDS (HOPWA)	Yes
10.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Nonexistent
11.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes
12.	Organizations led by and serving LGBTQ+ persons	Yes
13.	Organizations led by and serving people with disabilities	Yes
14.	Private Foundations	Yes
15.	Public Housing Authorities	Yes
16.	Runaway and Homeless Youth (RHY)	Yes
17.	Temporary Assistance for Needy Families (TANF)	Yes
	Other:(limit 50 characters)	
18.		

2C-2.	CoC Consultation with ESG Program Recipients. (All Applicants)	
	Special NOFO Section VII.B.3.b.	

Describe in the field below how your CoC:	
1.	consulted with ESG Program recipients in planning and allocating ESG funds;
2.	participated in evaluating and reporting performance of ESG Program recipients and subrecipients;
3.	provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area; and
4.	provided information to Consolidated Plan Jurisdictions to address homelessness within your CoC's geographic area so it could be addressed in Consolidated Plan update.

(limit 2,500 characters)

1. The City of Tallahassee (CoT) and State of Florida Office on Homelessness (State) are the two recipients of ESG funds serving our areas. We utilize our Needs Assessment & Planning (NAP) Committee & monthly Partner Planning Calls to prioritize & plan for the use of all ESG funds including CV. Several staff from the CoT Housing and Human Services Department are active members of the NAP committee & regularly provides updates & assists with planning efforts for our CoC. The CoT Human Service Director is part of our Project Performance & Review Committee. The State shares their priorities for ESG and ESG-CV frequently & the CoC adjusts its written standards to accommodate these changes.

2. City of Tallahassee performs their own monitoring of ESG subrecipients & informs the CoC by sharing a monitoring report so the CoC has the opportunity to provide additional TA for any CAP. The CoC conducts program monitoring & evaluation of our State ESG sub-recipients to address fiscal & programmatic compliance. Sub-recipients are provided monitoring findings & feedback on monitoring results & an opportunity to correct deficiencies where appropriate through a CAP. On-going training is provided to address program requirements as well as any program updates.

3. The CoC shares preliminary PIT/HIC data as well as all final reports with both ESG recipients by emailing the reports & meeting with the entities to review the results, the reports are also posted to the CoC website for the public.

4. CoT invites the CoC and area providers to its Annual Action Plan & Consolidated Plan meetings. We help publicize the meetings, attend, & provide input. Regular & updated information on PIT, HIC, data analysis & results of the needs assessment & any resulting changes to the HAP are shared with both the State & COT. We also provide detailed education on our System Performance Measures & how the ESG funds can be used to increase system performance through our NAP Committee meetings, which is regularly attended by CoT.

2C-3.	Discharge Planning Coordination. (All Applicants)	
	Special NOFO Section VII.B.3.c.	

Select yes or no in the chart below to indicate whether your CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs.	
1. Foster Care	Yes
2. Health Care	Yes
3. Mental Health Care	Yes
4. Correctional Facilities	Yes

2C-4.	CoC Collaboration Related to Children and Youth–SEAs, LEAs, School Districts. (All Applicants)
	Special NOFO Section VII.B.3.d.

Select yes or no in the chart below to indicate the entities your CoC collaborates with:	
1. Youth Education Provider	Yes
2. State Education Agency (SEA)	Yes
3. Local Education Agency (LEA)	Yes
4. School Districts	Yes

2C-4a.	CoC Collaboration Related to Children and Youth–SEAs, LEAs, School Districts–Formal Partnerships. (All Applicants)
	Special NOFO Section VII.B.3.d.

Describe in the field below:	
1.	how your CoC collaborates with the entities checked in Question 2C-4; and
2.	the formal partnerships your CoC has with the entities checked in Question 2C-4.

(limit 2,500 characters)

1. As part of the CoC's governance board structure, we have representatives from our county school districts (K-12), local university and community college who regularly participate in voting on policies, procedures, funding allocations. This year, we partnered with 2 elementary schools to host 2 service fairs designed to provide households in those communities with information about assistance and programs for those who may be at risk or experiencing homelessness. During those events, our partner agencies were able to conduct coordinated entry screenings and initial intakes for those households who were eligible for available services. We have also partnered with a local university to provide assistance to students who may be homeless by both assessing them via coordinated entry and documenting homeless status. Our CoC holds an MoA with Career Source Capital Region who provided employment training and education for youth ages 18-24. This partner also offers GED certificate programs. We utilize the FL DoE data on homeless youth and doubled-up families to help determine what should be allocated for homelessness prevention and rental assistance programs in each of the 8 counties we serve. Our CoC coverage area includes 8 county school districts that have designated Families In Transition (FIT) Liaisons who work with school-aged youth and families in the school system that are nearing or experiencing homelessness.

2. We have entered into an MoU with Gadsden County Schools System and their FIT program. Gadsden Co provides k-12 education in one of our counties with the highest counts of minorities and lowest graduation rates.

2C-4b.	CoC Collaboration Related to Children and Youth—Informing Individuals and Families Experiencing Homelessness about Eligibility for Educational Services. (All Applicants)	
	Special NOFO Section VII.B.3.d.	

Describe in the field below written policies and procedures your CoC adopted to inform individuals and families who become homeless of their eligibility for educational services

(limit 2,500 characters)

As part of our CoC Emergency Shelters client orientation, clients are provided information on accessing childcare and education for their children. Details about the McKinney Vento Act and benefits are reviewed with households with children upon program entry. This orientation is to be provided within the first 7 days of intake into the program and the client signs a document recognizing that this area was covered in their orientation and who their assigned case manager is they can follow up with if they have any questions. Recently the CoC has partnered with Florida State University to connect students who present as homeless with services. Our Written Standards P & P requires providers to coordinate with mainstream educational resources. Programs that serve households with children must provide a staff person to be designated as the educational liaison that will ensure that children are enrolled in school, connected to appropriate services in the community, including early childhood program such as Head Start, Part C of the Individuals with Disabilities Education Act, and the McKinney Vento education services.

2C-5.	Mainstream Resources—CoC Training of Project Staff. (All Applicants)	
	Special NOFO Section VII.B.3.e.	

Indicate in the chart below whether your CoC trains project staff annually on the following mainstream resources available for program participants within your CoC's geographic area:

	Mainstream Resource	CoC Provides Annual Training?
1.	Food Stamps	Yes
2.	SSI—Supplemental Security Income	Yes
3.	TANF—Temporary Assistance for Needy Families	Yes
4.	Substance Abuse Programs	Yes
5.	Employment Assistance Programs	Yes
6.	Other	Yes

2C-5a.	Mainstream Resources—CoC Collaboration with Project Staff Regarding Healthcare Organizations. (All Applicants)	
	Special NOFO Section VII.B.3.e.	

- | | |
|----|---|
| | Describe in the field below how your CoC: |
| 1. | systemically provides up-to-date information on mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within your CoC's geographic area; |
| 2. | works with project staff to collaborate with healthcare organizations to assist program participants with enrolling in health insurance; |
| 3. | provides assistance to project staff with the effective use of Medicaid and other benefits; and |
| 4. | works with projects to promote SOAR certification of program staff. |

(limit 2,500 characters)

1. The CoC keeps program staff/participants up to date using social media, mailing list, networking meetings, Board & Membership meetings, & its close partnership with 21. CoC staff updates program staff with new information and updates on mainstream programming and utilizes month partner calls to brief agencies about upcoming changes from mainstream programs. We update a paper & electronic Resource Guide at least 2x a year in both English & Spanish used by staff to assist clients with the most relevant & targeted information & referral. Through the pandemic notifications of newly available benefits were sent to our network and program participants weekly. The CoC monitors development of new mainstream resources by monitoring the news & participating in community & regional meetings for updates in local health care, behavioral health care, education, transportation & other services. We send updated information out using our mailing list reaching over 500 individuals & organizations & we host networking & partner planning meetings every month encouraging programs to share new resources. We have had managed care plans & healthcare organizations make presentations at these meetings during open enrollment or when they have new services that can benefit our clientele.

2. Health insurance enrollment & Medicaid utilization are top priorities for all area providers. Medicaid HMOs regularly visit our ES providers to support enrollment efforts. Representatives from each provider of these mainstream benefits are available daily onsite at our local emergency shelter & services center, ensuring easy access & minimizing transportation barriers. We can connect clients with our State-Funded Behavioral Health lead agency, Northwest FL Health Network (NWFHN), who provides access to SOAR Benefits Specialists as well as support & training for any program staff becoming SOAR certified. NWFHN also dedicates state funds for housing related needs for persons experiencing homelessness & considered to be high utilizers of emergency services including psychiatric stabilization, detox & jail services.

3. The Coordinated Entry Director facilitates calls regularly to ensure project staff is trained to use Medicaid and other programs effectively.

4. CoC staff disseminates information about on-going trainings for SSI/SSDI (SOAR) certifications during annual trainings specifically for case managers. We are always looking for funding opportunities that will allow agencies to fund additional staff with SOAR certifications.

3A. New Projects With Rehabilitation/New Construction Costs

The CoC Special NOFO page provides HUD-approved resources to assist you in completing the Special NOFO CoC Application, including:

- Special Notice of Funding Opportunity to Address Unsheltered and Rural Homelessness
- 24 CFR part 578
- Special NOFO CoC Application Navigational Guide
- Section 3 Resources
- Frequently Asked Questions

3A-1.	Rehabilitation/New Construction Costs–New Projects. (Rural Set Aside Only). Special NOFO Section VII.A.	
If the answer to the question below is yes, you must upload the CoC Letter Supporting Capital Costs attachment to the 4A. Attachments Screen.		
Is your CoC requesting funding for any new project(s) under the Rural Set Aside for housing rehabilitation or new construction costs?		No

3B. Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes

The CoC Special NOFO page provides HUD-approved resources to assist you in completing the Special NOFO CoC Application, including:

- Special Notice of Funding Opportunity to Address Unsheltered and Rural Homelessness
- 24 CFR part 578
- Special NOFO CoC Application Navigational Guide
- Section 3 Resources
- Frequently Asked Questions

3B-1.	Designating SSO/TH/Joint TH and PH-RRH Component Projects to Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes. (Rural Set Aside Only)	
	Special NOFO Section VII.C.	

Is your CoC requesting to designate one or more of its SSO, TH, or Joint TH and PH-RRH component projects to serve families with children or youth experiencing homelessness as defined by other Federal statutes?	No
--	----

3B-2.	Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes. (Rural Set Aside Only)	
	Special NOFO Section VII.C.	
	You must upload the Project List for Other Federal Statutes attachment to the 4A. Attachments Screen.	
	If you answered yes to question 3B-1, describe in the field below:	
	1. how serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3; and	
	2. how your CoC will meet requirements described in Section 427(b)(1)(F) of the Act.	

(limit 2,500 characters)

4A. Attachments Screen For All Application Questions

Please read the following guidance to help you successfully upload attachments and get maximum points:

- | | | |
|--|----|---|
| | 1. | You must include a Document Description for each attachment you upload; if you do not, the Submission Summary screen will display a red X indicating the submission is incomplete. |
| | 2. | You must upload an attachment for each document listed where 'Required?' is 'Yes' |
| | 3. | We prefer that you use PDF files, though other file types are supported—please only use zip files if necessary. Converting electronic files to PDF, rather than printing documents and scanning them, often produces higher quality images and reduces file size. Many systems allow you to create PDF files as a Print Option. If you are unfamiliar with this process, you should consult your IT Support or search for information on Google or YouTube. |
| | 4. | Attachments must match the questions they are associated with. |
| | 5. | Only upload documents responsive to the questions posed—including other material slows down the review process, which ultimately slows down the funding process. |
| | 6. | If you cannot read the attachment, it is likely we cannot read it either.
- We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).
- We must be able to read everything you want us to consider in any attachment. |
| | 7. | Open attachments once uploaded to ensure they are the correct attachment for the required Document Type. |

Document Type	Required?	Document Description	Date Attached
1B-1. Local Competition Announcement	Yes	Local Competition...	10/20/2022
1B-2. Local Competition Scoring Tool	Yes	Local Competition...	10/19/2022
1B-3. Notification of Projects Rejected-Reduced	Yes	Projects Rejected...	10/19/2022
1B-3a. Notification of Projects Accepted	Yes	Notification of P...	10/19/2022
1B-4. Special NOFO CoC Consolidated Application	Yes	Web-Posting-Speci...	10/20/2022
3A-1. CoC Letter Supporting Capital Costs	No		
3B-2. Project List for Other Federal Statutes	No		
P-1. Leveraging Housing Commitment	No	Leveraging Housin...	10/20/2022
P-1a. PHA Commitment	No	PHA Commitment	10/19/2022
P-3. Healthcare Leveraging Commitment	No	Healthcare Levera...	10/20/2022
P-9c. Lived Experience Support Letter	No	Lived Experience ...	10/19/2022
Plan. CoC Plan	Yes	CoC Plan	10/20/2022

Attachment Details

Document Description: Local Competition Deadline

Attachment Details

Document Description: Local Competition Scoring Tool

Attachment Details

Document Description: Projects Rejected- Reduced

Attachment Details

Document Description: Notification of Projects Accepted

Attachment Details

Document Description: Web-Posting-Special NOFO Consolidated Application

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: Leveraging Housing Commitment

Attachment Details

Document Description: PHA Commitment

Attachment Details

Document Description: Healthcare Leveraging Commitment

Attachment Details

Document Description: Lived Experience Support Letter

Attachment Details

Document Description: CoC Plan

Submission Summary

Ensure that the Special NOFO Project Priority List is complete prior to submitting.

Page	Last Updated
1A. CoC Identification	10/20/2022
1B. Project Review, Ranking and Selection	10/20/2022
2A. System Performance	10/19/2022
2B. Coordination and Engagement	10/20/2022
2C. Coordination and Engagement–Con't.	10/20/2022
3A. New Projects With Rehab/New Construction	No Input Required
3B. Homelessness by Other Federal Statutes	10/20/2022
4A. Attachments Screen	10/20/2022
Submission Summary	No Input Required

2022 CoC Supplemental NOFO - x

bigbendcoc.org/nofa/2022-coc-supp-nofa/

BBCoC About Us Board & Committees Data Resources

HOMELESS? FIND HELP HERE

...meeting will provide an opportunity for the 2022 Special Interest, local government, private, local application, community, regional, state, and federal... process. Any agency who may be interested in submitting a project should attend this meeting. To register for this meeting please go to https://teams.microsoft.com/registration/dWMXo9klVkuL_8fdmkKAXQ_Cewjqt7v1kiTD4snLgGpg.vlNSnz8mLEW9FU7027NobQ_8eyJMZ3Wk0ShpdL-CwMceA,rC2sSvUtgkmfJ6apnuxBSw,2Tdhv7_E7kWkHgsWjPdI6A?mode=read&tenantId=a3176375-25d9-4b56-8bff-c7dd9a42805d

Questions can also be submitted to applications@bigbendcoc.org prior to meeting.

August 16, 2022- 12 MIDNIGHT EASTERN TIME- LETTERS OF INTENT TO APPLY FOR NEW PROJECTS DUE.
All Letters of Intent should be submitted as a PDF attachment to applications@bigbendcoc.org. Letter of Intent should include **project type, target county(s), target population(s) and name of agency interested in applying** and should be initiated by either the **agency Executive Director or Board Chair**. Organizations submitting a letter of intent to apply for an eligible activity under this funding will receive additional group technical assistance on the expectations and priorities of the CoC as well as how to utilize the HUD project submission system known as ESNAPS.

September 16, 2022- 12 MIDNIGHT ET- PROJECT APPLICATIONS DUE IN ESNAPS AND AS A PDF ATTACHMENT TO applications@bigbendcoc.org

September 21-22- PROJECT REVIEW COMMITTEE CONVENES TO REVIEW, SCORE, AND RANK NEW PROJECT PROPOSALS. Only committee members who have participated in orientation, completed Conflict of Interest Forms and been approved to review projects will participate. This process will also include a 20-minute virtual presentation from each project with a 10 minute Q&A session.

September 23, 2022- PRIORITY LISTING RANKING AND TIERING OF PROJECTS APPROVAL BY COC BOARD for inclusion in the 2022 CoC Collaborative Application.

September 26, 2022 – APPLICANTS NOTIFIED IN WRITING OF THE STATUS OF THEIR PROJECT APPLICATIONS and inclusion or exclusion from ranking and tiering.

October 12, 2022- CONSOLIDATED COMMUNITY APPLICATION AND INDIVIDUAL PROJECT APPLICATIONS POSTED TO WWW.BIGBENDCOC.ORG FOR COMMUNITY REVIEW AND BBCOC BOARD APPROVAL TO SUBMIT TO HUD- Feedback is requested.

October 18, 2022 BY 5:00 PM EST- COC STAFF TO SUBMIT CONSOLIDATED APPLICATION IN ESNAPS leaving a buffer of 2 days prior to submission deadline set by HUD.

COC CONSOLIDATED APPLICATION

Type here to search

4:55 PM 8/4/2022

2022 HUD Supplemental NOFO NEW Project Scoring Tool For Ranking and Tiering FORM 500-A

REVIEW COMMITTEE MEMBER INITIALS: _____

DATE SCORED: _____

AGENCY NAME: _____

PROJECT NAME: _____

APPLICATION TYPE: Unsheltered Set Aside Rural Set Aside

PROJECT TYPE: PH-PSH PH-RRH Joint TH&PH-RRH SSO-CE Emergency Shelter SSO (Non CE) HMIS Homeless Prevention

Outcome Measure Area	Measure	Where information located	Total Points Available	Range of Points Available	Points Awarded
Administration	Minimum 2 staff with active eSnaps profiles	Application Question 1) and Attachment A	2	2: Completed 1: Initiated or 1 active profile	
Community Need	Documented need for project type and size from the approved sources including BBCoC Homelessness Assistance Plan, HMIS, PIT County Reports, or other HUD Approved Databases.	Application Question 2) and Attachment D	3	3: sources clearly articulate the unmet need for the services proposed in the application 2: data attempts to define the unmet need 0: data does not address the unmet need	
Community Need	Referenced the BBCoC updated HAP indicating how project advances the goals identified in the HAP, citing specific elements to be addressed from the HAP.	Application Question 3) and Attachment E	6	6: The agency has clearly documented how the project has accomplished serving the client population to advance 3 goals in the HAP. 4: advanced 2 goals 2: advanced one goal 0: no goals advanced in past year	
Coordinated Entry	Documentation of participation in Coordinated Entry (CE) is provided.	Application Question 4) and Attachment CE	5	5: Will serve as CE Assess point and only accepts referrals through CE 2: Will use the CE Assessment tool and accept referrals through CE only. 0: Will not use the CE Assessment Tool and takes referrals outside of the CE System.	

Outcome Measure Area	Measure	Where information located	Total Points Available	Range of Points Available	Points Awarded
Racial Equity	Organization demonstrated its ability to analyze racial and ethnicity data for leadership, direct care staff and clients served and has a staff structure that is racially and ethnically representative of the clients they serve.	Application Question 5) and attachment F	5	5: organization has analyzed staff and client racial and ethnic makeup and the staff makeup matches the client demographic makeup within 10%. 2: organization has analyzed staff and client racial and ethnic makeup, but they do not mirror each other within 10% 1: organization has analyzed staff or client racial and ethnic make up 0: no analysis done on either staffing or clients served	
Housing First	Organization's policies and procedures demonstrate the program does not mandate client participation in services either before obtaining housing or in order to retain housing. Organization's policies and procedures prioritize rapid placement and stabilization in permanent housing and improvement of economic self-sufficiency.	Application Question 6) and Attachment G	5	5: organization policies and procedures demonstrate operating under Housing First, including allowing previously terminated participants to access services again in the future. Policies and procedures describe in detail how rapid placement and stabilization in permanent housing is measured. 2: policies and procedures are vague and not detailed but show commitment to operation under Housing First model. 0: failure to document how policy was implemented.	
Coordination With Healthcare	Project narrative and attachments clearly demonstrate coordination with at least one healthcare organization and there is commitment from the healthcare organization through an executed MoU and letter of financial or in kind support of the project.	Application Question 7) and Attachment HEALTH	6	6: have commitment for healthcare organization ensure clients are connected to health insurance and health care, includes completed MoU and letter of commitment. 3: has identified healthcare partners but only has an MoU or letter of commitment. 0: has no MoU or letter of commitment	

Outcome Measure Area	Measure	Where information located	Total Points Available	Range of Points Available	Points Awarded
Program Operation	Staffing Plan with Job Descriptions	Application Question 8) and Attachment H if available	5	5: Detailed plan with all relevant job descriptions showing dates of hire and vacancies for each position and detailed job descriptions. 2: plan lacks details requested 0: no detailed plan	
Program Operation	Organization Chart	Application Question 9) and Attachment I	3	3: Organization chart documents all existing staff and any proposed staff to be hired under this project.	
Program Operation	<p>Program Operational Plan clearly demonstrates:</p> <ul style="list-style-type: none"> a. Staffing – Hiring: Provide target dates of hire for each project position, indicate what methods of recruitment will be used to fill the positions. b. Training to be Provided: <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> a. Homeless status and eligibility determination b. Programmatic requirements d. Forms and Documentation <ul style="list-style-type: none"> a. Client screening and eligibility forms b. Data collection forms <p>For maximum points, attach completed policies and procedures as Attachment J.</p>	Application Question 10) and Attachment J if available	15	15: Comprehensive operational plan documenting staffing, at least the 5 types of training mentioned in the question, P&Ps are accurate and complete, forms and documentation are clear, sufficient and established. 10: Has operational plan but details are missing, training plan is inadequate and does not cover all 5 areas, P&Ps, forms and docs are adequate. 5: Has an outline of an operational plan but it lacks details and specificity in areas of staffing, training, P&Ps, forms and documentation 0: there is no operational plan, though the elements of staffing, training, P&Ps, forms and documents may be provided.	

Outcome Measure Area	Measure	Where information located	Total Points Available	Range of Points Available	Points Awarded
Program Operation	Client Eligibility is clearly defined in the written policies and procedures and is inclusive of sending and receiving referrals through the BBCoC Coordinated Entry process. The policies and procedures include detail on how clients will be connected to mainstream benefits promoting economic self-sufficiency.	Application Question 11) and Attachment K	15	15: Client Eligibility is clearly defined, understood, included process for sending and receiving referrals through Coordinated Entry and includes process on connecting clients to mainstream benefits promoting economic self-sufficiency. 10: Client eligibility is clearly defined but does not reference both the use of Coordinated Entry and referral for mainstream benefits 5: client eligibility is not clearly defined though their may be referenced to use of CE and referrals for mainstream benefits. 0: no explanation of client eligibility	
System Performance Measures	Narrative and data presented demonstrate how 2 or more SPMs will be improved for the CoC because of this project and it's outcomes.	Application Question 12) and Attachment L	10	10: Clearly demonstrates the applicants understanding of the CoC goals, and has documented how it will improve at least 2 of those measures. 5: Only documents improvement in 1 measure. 0: does not document how it will improve any SPM.	
Project Outcomes/Deliverables	Narrative demonstrates clear outcomes and deliverables for project, how they will be measured, tracked and documented.	Application Question 13) and Attachment M	5	5: response clearly outlines number of individuals/households assisted in 12 month time frame, explains how project will improve system performance, demonstrates knowledge and commitment to use of HMIS (or comparable DB for DV) used for measurement, tracking and documentation. 2: response outlines quantity in deliverables, does not address measurement, tracking, documentation or improvement of measures.	

Outcome Measure Area	Measure	Where information located	Total Points Available	Range of Points Available	Points Awarded
Budget	Budget demonstrates allocation of requested funds including cost per person/per household served and the breakdown of the amount and percent of costs to be spent on housing assistance, supportive service, HMIS and administration.	Application Question 14) and Attachment N	5	5: provided eSnaps Budget detail as well as cost per person/household breakdown, an percent of costs spent on housing assistance, support services, HMIS and Admin. 2: only provided the eSnaps generated Budget page	
Cost Effectiveness	The cost per Household/Individual for 12 months of assistance is at or below the BBCoC provided amounts per project type.	Application Question 14) and Attachment N, as well as BBCoC generated cost effectiveness worksheet	5	5: provided per household/individual cost breakdown and it is at or below amounts indicated on CoC WS. 2: provided breakdown but is no more than 10% above amounts indicated on WS and comes with an explanation for increased cost.	
Match Commitment	There is a commitment of 25% match for the project from an allowable source for the projects proposed operation dates.	Application question 16) and Attachment O	5	5: match commitment documentation is for 25%, is for activities related to this project and from an allowable match source specifically for the project operation dates 2: match commitment is for previous year operation but is expected to continue	
Total Points Available			100		
Points Awarded					

100-point scale

- 100-92** Excellent
- 91-83** Satisfactory
- 82-74** Needs Improvement - provide TA/Support (1st year)
- Below 74** Corrective Action Needed (1st year)
- Below 74** Consider Reallocation (2nd year)

REVIEWER COMMENTS: _____

Johnna Coleman

From: Johnna Coleman
Sent: Tuesday, October 4, 2022 1:29 PM
To: Bret Oglesby; HBernardo@bigbendhc.org; jackiefortmann@ability1st.info; Mandy Bianchi; Katherine Del Signore; Vicki Butler
Cc: Lona Ford
Subject: Announcement of Scores for 2022 CoC Supplemental NOFO Applications
Attachments: 2022 HUD COC SUPPLEMENTAL NOFO Project Summary.pdf; Review Scores.xlsx

Hello Project Applicants,

Thank each of you for dedicating time and effort to serving our community members seeking housing stability. **Below is the approved ranking and tiering of project proposals for the 2022 HUD CoC Consolidated Application.** Each organization applying and having projects scored will receive all copies of the Review Committee Scoring Tools with comments, in a separate email, to help guide you in future competitions. The detailed summary as well as the spreadsheet of all reviewer scores are attached to this email for your review as well. Please note that if you feel it necessary to request an appeal due to the scoring process or tools being misaligned, please notify me no later than 12 noon on Thursday, October 6, 2022.

All applications need to be added in to ESNAPS by noon on Monday, October 17, 2022 along with an attachment stating your projects are in alignment with the ESG entitlement jurisdiction's Consolidated Plan, which will be provided to you by the CoC.

Please let me know if you have any questions about this and we can happily assist you!

Thanks again for all you do for our community and neighbors needing support and housing!

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

Sincerely,

Johnna Coleman, M.S.

Executive Director
Big Bend Continuum of Care
2507 Callaway Road #102

Tallahassee, FL 32303
Phone: 850-739-5162
jcoleman@bigbendcoc.org



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2022 HUD SUPPLEMENTAL NOFO Project

Application Scoring and Recommendations

SUMMARY:

Reviewers submitting score sheets and who’s scores were calculated into the Average Project Scores include:

- Kari Collins, Grant Writer, Funding for Social Change, and other local non-profits
- Taylor Biro, Community Advocate and CoC Board Member
- Horace Thompson, Formerly Homeless Veteran and CoC Governance Board Member

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

AVERAGE PROJECT SCORES:

Ability 1st RRH Rural	86
BBHC PSH- Unsheltered	89.3
Ability RRH- Unsheltered	89
CESC SSO- Unsheltered	69

NOTES:

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

APPROVAL:

The Review Committee and CoC staff recommendations are detailed below, be approved as the ranking and tiering to be submitted for the 2022 HUD CoC NOFO on 10/4/22, via electronic vote, the BBCoC Executive Committee of the Governance Board approved this option.

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

Johnna Coleman

From: Johnna Coleman
Sent: Tuesday, October 4, 2022 1:29 PM
To: Bret Oglesby; HBernardo@bigbendhc.org; jackiefortmann@ability1st.info; Mandy Bianchi; Katherine Del Signore; Vicki Butler
Cc: Lona Ford
Subject: Announcement of Scores for 2022 CoC Supplemental NOFO Applications
Attachments: 2022 HUD COC SUPPLEMENTAL NOFO Project Summary.pdf; Review Scores.xlsx

Hello Project Applicants,

Thank each of you for dedicating time and effort to serving our community members seeking housing stability. **Below is the approved ranking and tiering of project proposals for the 2022 HUD CoC Consolidated Application.** Each organization applying and having projects scored will receive all copies of the Review Committee Scoring Tools with comments, in a separate email, to help guide you in future competitions. The detailed summary as well as the spreadsheet of all reviewer scores are attached to this email for your review as well. Please note that if you feel it necessary to request an appeal due to the scoring process or tools being misaligned, please notify me no later than 12 noon on Thursday, October 6, 2022.

All applications need to be added in to ESNAPS by noon on Monday, October 17, 2022 along with an attachment stating your projects are in alignment with the ESG entitlement jurisdiction's Consolidated Plan, which will be provided to you by the CoC.

Please let me know if you have any questions about this and we can happily assist you!

Thanks again for all you do for our community and neighbors needing support and housing!

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

Sincerely,

Johnna Coleman, M.S.

Executive Director
Big Bend Continuum of Care
2507 Callaway Road #102

Tallahassee, FL 32303
Phone: 850-739-5162
jcoleman@bigbendcoc.org



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2022 HUD SUPPLEMENTAL NOFO Project

Application Scoring and Recommendations

SUMMARY:

Reviewers submitting score sheets and who's scores were calculated into the Average Project Scores include:

- Kari Collins, Grant Writer, Funding for Social Change, and other local non-profits
- Taylor Biro, Community Advocate and CoC Board Member
- Horace Thompson, Formerly Homeless Veteran and CoC Governance Board Member

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

AVERAGE PROJECT SCORES:

Ability 1st RRH Rural	86
BBHC PSH- Unsheltered	89.3
Ability RRH- Unsheltered	89
CESC SSO- Unsheltered	69

NOTES:

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

APPROVAL:

The Review Committee and CoC staff recommendations are detailed below, be approved as the ranking and tiering to be submitted for the 2022 HUD CoC NOFO on 10/4/22, via electronic vote, the BBCoC Executive Committee of the Governance Board approved this option.

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

Consolidated Application Posted To CoC Website 10/18/2022 at 5:01 PM

The screenshot shows a web browser window with the following elements:

- Browser Tab:** 2022 CoC Supplemental NOFO - x
- Address Bar:** bigbendcoc.org/nofa/2022-coc-supp-nofa/
- Navigation Menu:** About Us, Board & Committees, Data, Resources
- Call to Action:** HOMELESS? FIND HELP HERE
- Text Links:** Accessing Project Application, Detailed Instructions for Project Application, Detailed Instructions for Collaborative Applicant
- Instruction:** Please click on an item below to expand its contents
- Main Content Area:** LOCAL COMPETITION INFORMATION, LOCAL DEADLINES FOR PROJECT SUBMISSION, COC CONSOLIDATED APPLICATION (highlighted in orange), CoC Collaborative Application – Supplemental NOFO Rural and Unsheltered Set Asides, GRANT PLANNING APPLICATION, PROJECT PROPOSALS
- Right-Side Icons:** Home, List, Calendar, Wrench, Mail, Print
- Taskbar:** Search bar (Type here to search), task icons (Edge, File Explorer, Mail, Chrome, Word), system tray (5:01 PM, 10/18/2022)



www.bigbendhc.org
850-576-5566

2729 W. Pensacola St.
Tallahassee, FL 32304

October 17, 2022

Big Bend Continuum of Care
Attn: Johnna Coleman
2507 Callaway Rd
Tallahassee, FL 32303

Dear Ms. Coleman,

This letter is to confirm that Big Bend Homeless Coalition has 16 new units of Permanent Supportive Housing that became available in September 2022 and funded by the City of Tallahassee and Leon County Government through the American Rescue Plan Act. These units serve families who meet the definition of chronic homelessness. We accept referrals through the local Coordinated Entry System, and operate as Housing First.

Sincerely,

Bret Oglesby, Chief Operating Officer



OUR MISSION:

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

Approved - 04/22/2021 - FHFC - Elaine Roberts

**Memorandum of Understanding for Special Needs Housing Services
(Link MOU Form 01 SPN)**

This Memorandum of Understanding for Special Needs Housing Services (the "MOU") is entered into as of this 14th day of April, (2021) between MHP Magnolia Oaks, LLC (the "Owner") and Big Bend Continuum of Care, (the "Referral Agency").

RECITALS:

A. In response to Florida Housing Finance Corporation's ("the Corporation") REQUEST FOR APPLICATION # 2019-111 / 2020-074RB the Owner obtained funding for the development of an affordable housing Development located in LEON COUNTY, Florida known as Magnolia Oaks (the "Development") and consisting of 110 APARTMENT UNITS.

B. Owner committed to set-aside 50% of the ELI units, which is 6 units of the required Extremely Low-Income ("ELI") units in the Development, for Special Needs Household(s). "Special Needs Household" as defined by the Corporation in 67-48.002(107) f.a.c., means a household consisting of an individual or Family that is considered to be Homeless, a survivor of Domestic Violence, a Person with a Disability or Youth Aging Out Of Foster Care. These set-aside units that are occupied by ELI households referred by the designated Referral Agency are known as Link units.

C. The Corporation has determined that Special Needs Households require initial, intermittent or on-going supportive services from one or more community-based service providers so that stable, adequate and safe housing is maintained in the community.

D. The Owner desires to engage the Referral Agency's services as more particularly described herein in connection with the Special Needs Households at the Development and in working with the community's supportive service providers to find eligible tenants.

Accordingly the parties agree as follows:

1. Contract Form. This MOU is intended to constitute the entire agreement between the parties and they intend this MOU to be binding upon the parties in the absence of any other agreement. Amendments to this agreement must be reviewed and approved by the Corporation.
2. ELI Special Needs Household Candidate. The parties agree that Special Needs Households qualifying for the ELI units in the Development should be (i) receiving community-based supportive services at the time of the referral; (ii) prepared to live in an independent living environment; and (iii) able to pay the determined rent and other costs for the available ELI unit. The parties acknowledge that some of the Special Needs Households may require regular and long-term community-based supportive services during their tenancy, while others may need only temporary or short-term support to address a situational crisis or to receive assistance to regain independence and stability.
3. It is understood that all prospective Special Need Household candidates will be bound by the Development's residential application process, rules, regulations and lease provisions, and the applicable sections of Section 42 of the Internal Revenue Code, as well as any Corporation regulations or criteria as they apply to the processing, approval and lease terms of prospective and existing residents.

4. Referral Agency's Responsibilities. The Referral Agency shall be responsible for providing the following services at the Development (collectively, the "Services"):

- a) Develop and maintain a list of eligible Special Needs Households interested in applying for reserved Link units as they become available;
- b) Be knowledgeable and informed about the specific property's rents and related costs, household income limits or restrictions, resident rights and responsibilities, the resident application process, as well as the information and documents the household will need when applying for the reserved unit. Pre-screen Special Needs Households that are suitable for tenancy based on this information;
- c) Designate a point of contact to receive notices from the Owner/Management when there is a reserved unit available;
- d) Work with the Development during the leasing and occupancy period to refer Special Needs Household residents;
- e) Upon notification that a reserved unit is available, select the Special Needs Household at the top of the list waiting for that unit type;
- f) Coordinate the first contact between the selected special needs household and the Development within a timely manner;
- g) Assist in addressing appropriate application or tenancy issues or concerns by the Owner and/or household if the concerns or issues are not able to be adequately resolved or handled by the primary parties;
- h) Provide or ensure that the Owner/Management receives the Special Needs Household's required documentation pursuant to applicable compliance requirements established by the Corporation;
- i) Become knowledgeable about the specific property's process for Reasonable Accommodation under the federal Fair Housing Act and assist referred Special Needs Household with requesting a Reasonable Accommodation if applicable.

5. Owner's Responsibilities. The Owner (or the Management under a management agreement with the Owner) shall be responsible for the following:

- a) Holding the specified percentage of units available for Special Needs Households that are sent to the property by the Referral Agency. The reserved unit vacancies must be held open for referrals for at least a period of 30 calendar days starting from the date the unit is vacant and ready to lease. The Owner must notify the Referral Agency that the reserved unit is available on or before the unit becomes vacant and ready to lease.
 - i. If a Special Needs Household referral is denied, Owner must notify the Referral Agency when that denial is made and continue to hold the reserved unit available to allow the Referral Agency to make referrals within the 30 calendar day-hold period.
- b) Notifying the Referral Agency as to the disposition of applications for Link Units, and consider requests for Reasonable Accommodations for those not accepted.
- c) Working with Referral Agency to coordinate the first contact with the Special Needs Household and to initiate the application process;
- d) Designating a point person on-site at the Development to send notice of unit availability to the designated point person from the Referral Agency and to work with the Referral Agency during the leasing and occupancy period for all referred Special Needs Household residents.
 - i. Employ and maintain a communications plan between Management and Referral Agency that will accommodate staff turnover and assure continuing linkages for the duration of the compliance period.

- e) Collaborating with the Referral Agency as appropriate and applicable, to address the household's needs for assistance at application;
- f) Notifying the Referral Agency regarding anticipated and actual vacancies in Link Units, as described below in #6 "Availability of ELI Units."
- g) Notifying the Referral Agency, in a timely manner, of issues or concerns that may adversely affect the tenancy of the household;
- h) Contacting Referral Agency if there are any issues or concerns that have not been satisfactorily resolved with the household.
- i) Informing the Referral Agency about the property and unit characteristics and features, rents and related costs, household income limits or restrictions, resident rights and responsibilities, the resident application process, as well as the information and documents each household will need when applying for the reserved unit.
- j) Developing and maintaining a written policy and procedures information document to be given to the Referral Agency that describes the procedures to be used to help referred households apply for, get accepted, and maintain tenancy in a Link Unit. Owner shall inform the Referral Agency of any changes in these procedures. Owner shall include a section on Reasonable Accommodation under the federal Fair Housing Act in this document and the property's process for applying for a Reasonable Accommodation.

6. Availability of ELI Units

- a) Unit vacancies for the reserved units must be held open for referrals for a period of at least 30 calendar days starting from the date the unit is vacant and ready to lease. The Owner must notify the Referral Agency that the Link Unit is available on or before the unit becomes vacant and ready to lease.
- b) Leasing Activity (Lease-up and Pre-leasing): During leasing activity, the Development owner shall make all units available for the intended Link residents, referred by the Referral Agency, until the Development's Link set-aside requirement has been met. If the Development has not met its Link set-aside unit requirement by the passing of 30 days after the last unit is actually available for occupancy, the Development owner may lease the units to any eligible household.
- c) If an owner notifies a Referral Agency that a unit is available and the Referral Agency does not respond, the owner shall contact the Referral Agency at least three (3) times, at intervals of no less than seven (7) Calendar Days, during the 30-day period after the initial notice of unit availability was sent to the Referral Agency. The owner shall document all notification activity on its Link communication tracking log.
- d) The owner shall notify the Referral Agency regarding the outcome of each referral within one (1) business day after a determination is made regarding the household's eligibility to occupy the available unit.
- e) If a referral does not result in occupancy by the referred household, the 30-day holding period shall continue to allow the Referral Agency the opportunity to refer another household. The owner shall follow up with the Referral Agency at intervals of no less than seven (7) Calendar Days during the remainder of the 30-day holding period. The owner shall document all notification activity on its Link communication tracking log.

- f) The Owner is responsible for contacting the Referral Agency and the Corporation ninety calendar (90) days prior to the anticipated issuance of the first certificate of occupancy for any building in the development or by the commencement of pre-leasing, whichever comes first. This is to ensure that the Owner/Mgt. entity is in contact with proper Referral Agency staff and both parties to the MOU have an understanding with the roles and responsibilities as outlined in this MOU. This contact to the Corporation shall be made by email at the following email address: Link@floridahousing.org
- g) If the Development is an Acquisition/Rehabilitation development in which the Development is occupied at the time of closing, all ELI units that become available must be prioritized for Link referrals until the minimum Link requirements have been met.

7. Process for Termination of MOUs

- a) When an owner intends to terminate an MOU, the owner must submit to the Corporation a new approved, executed MOU with a new Referral Agency before the owner terminates the prior MOU. The owner must obtain approval from the Corporation for a new MOU executed with another Referral Agency before termination of the prior MOU may become effective. Owner must contact the Corporation by email at the following email address: Link@floridahousing.org.
- b) The Corporation may require the owner to terminate an MOU with a Referral Agency if that partnership is not effective in meeting the intent of the Link Set-Aside Requirement. The owner shall execute another MOU with a new Referral Agency and must obtain approval from the Corporation before execution of the MOU.
- c) When a Referral Agency notifies the owner of its intent to terminate an MOU, the owner shall notify the Corporation of the MOU termination by email, at Link@floridahousing.org, within five (5) calendar days of receiving the notification from the Referral Agency. The owner shall then select another Referral Agency for the Development's county and obtain approval from the Corporation for the MOU executed with the new Referral Agency no later than 45 calendar days after receipt of notification from the prior Referral Agency of its intent to terminate the MOU.

8. Term of Services.

- (a) This MOU shall continue on an annual basis from the date of execution unless either party provides notice of non-renewal to the other within thirty (30) calendar days prior to expiration. If the MOU is not to be renewed, owner must notify the Corporation by email at the following email address: Link@floridahousing.org. Owner must immediately begin execution of a new MOU with a Corporation-designated Special Needs Household Referral Agency. The process for the owner to execute a new MOU shall be followed as stated in Section 7 above.
- (b) If Referral Agency fails to adequately provide the services outlined in this MOU, Owner may terminate this MOU by providing written notice to Referral Agency as set forth above, and before such termination becomes effective, to immediately seek services from such other Special Needs Household referral agency providers deemed acceptable to the Corporation. The process for the owner to execute a new MOU shall be followed as stated in Section 7 above.
- (c) If Referral Agency elects to terminate the agreement for any reason, Owner may immediately seek services from such other Special Needs Household referral agency providers deemed acceptable to the

Corporation. The Corporation must be notified of the termination. The Owner must notify the Corporation by email at the following email address: Link@floridahousing.org.

9. Representations and Warranties. Referral Agency represents and warrants that it is capable and qualified of performing under the terms and conditions of this MOU, and shall maintain the appropriate designations and certifications to perform its functions under this MOU in the jurisdiction where the Development is located.

If to Owner: Name: MHP Magnolia Oaks, LLC
Address: 601 Brickell Key Drive, Suite 700
City State Zip: Miami, FL 33131
Attention: Christopher Shear
Phone: 786.257.2767
Email: Cshear@MCDhousing.com

If to Referral Agency: Name: Big Bend Continuum of Care
Address: 2507 Callaway Rd. Ste 102A
City State Zip: Tallahassee, FL 32303
Attention: Amanda Wander
Phone: 850.524.0544
Email: awander@bigbendcoc.org

9. Governing Law. All agreements set forth herein between Owner and Referral Agency shall be construed in accord with and governed by the laws of the State of Florida and the United States of America and the County and/or City in which the Development is located.

THIS MEMORANDUM OF UNDERSTANDING FOR SPECIAL NEEDS HOUSING SERVICES is agreed to upon the date first written above between:

OWNER:
By:  DocuSigned by:
95119D766D85459...

Name: Christopher Shear
Title: CEO

REFERRAL AGENCY:
By: 

Name: Amanda Wander
Title: Executive Director

Update on Magnolia Oaks

First, it looks like Building 1 and 2 will be ready, after Dec.. 1st, 2022 and Building 5 will be ready a week or two thereafter. With that being said, we have a beautiful brand new 1/1 on the 3rd floor, apartment 1315 and a 2/2 on the 1st floor, apartment 2113. Apartment 5214 a 1/1 on the 2nd floor.

Building 3 will be ready after Jan.. 1st, 2023 and building 4 a week or two thereafter. apartment 3214 a 1/1 on the 2nd floor and apartment 3311 on the 3rd floor. Apartment 4211 is a 2/2 on the 2nd floor.

The rent on the 1/1 will be \$502.00 per month and the 2/2 will be \$603.00 per month.

Do you have any applicants to send this way?

Let me know if you have any questions.

Best regards,

Melisa O Shields

Property Manager



821 E. Magnolia Dr. Tallahassee, FL 32301

w: 850-207-0701

manager@livemagnoliaoaks.com | www.livemagnoliaoaks.com | [confidentiality notice](#)



live well live weller





P: 850-385-6126 | F: 850-385-0390 | TDD: 711
2940 Grady Road, Tallahassee, FL 32312

TallHA.org  

Kendall Jones Chairman	Dr. James Moran Vice Chairman	Cassandra Brown Commissioner	Rev. Julius McAllister Commissioner	Courtney Atkins Commissioner	Walter Kelly Commissioner	Brenda Williams Executive Director
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October 18, 2022

Re: Support of Big Bend CoC and Partner Agencies Supplemental NOFO for Rural and Unsheltered Set Asides

To Whom It May Concern

On behalf of Tallahassee Housing Authority (THA), I wish to express our support Big Bend CoC's (BBCoC) application for Rural and Unsheltered Set Asides through 2022 HUD Supplemental NOFO. The mission of Big Bend Continuum of Care is to end homelessness in the Big Bend utilizing accurate and meaningful data to set priorities, high quality Best Practices, and evidence-based interventions. We believe it to be in the best interest of the general community for BBCoC to continue their dedicated provision of services to our neighbor's experiencing homelessness. Tallahassee Housing Authority consistently collaborates with organizations in the community to ensure that our residents have the access to affordable housing options through Housing Choice Vouchers.

As a community partner, THA works closely with the homeless population in our community through partnerships with Big Bend Homeless Coalition, Ability 1st, The Kearney. We have worked with BBCoC and its partner agencies to best serve these residents as it relates to low-income housing and housing vouchers. In support of this application, THA commits to serving program participants by dedicating 7 housing vouchers from 5/1/2023-4/30/2026.

We remain committed to serving our community in partnership with BBCoC and positively impacting the housing needs for residents experiencing homelessness.

Sincerely,

Brenda Williams
Executive Director



October 20, 2022

Re: Support of Big Bend CoC and Partner Agencies Supplemental NOFO for Rural and Unsheltered Set Asides

To Whom It May Concern:

On behalf of Neighborhood Medical Center (NMC), I wish to express our support Big Bend CoC's (BBCoC) application for Rural and Unsheltered Set Asides through 2022 HUD Supplemental NOFO. The mission of Big Bend Continuum of Care is to end homelessness in the Big Bend utilizing accurate and meaningful data to set priorities, high quality Best Practices, and evidence-based interventions. We believe it to be in the best interest of the general community for BBCoC to continue their dedicated provision of services to our neighbor's experiencing homelessness. Neighborhood Medical Center consistently collaborates with organizations in the community to ensure that our residents have the highest quality of care.

Neighborhood Medical Center, a Federally Qualified Health Center, has consistently provided comprehensive, culturally competent, quality primary, dental and behavioral health care services for our community and vulnerable populations in the designated service area. As a community partner, NMC works closely with the homeless population in our community through partnerships with Big Bend Homeless Coalition, Ability 1st, The Kearney. We have worked with BBCoC and it's partner agencies to best serve these residents as it relates to healthcare. NMC collaborates with BBCoC in conducting the yearly Point in Time Survey, which is conducted to capture the number of homeless persons in our community. In support of this application, NMC commits to serving program participants with primary, dental, and behavioral health care services from 5/1/2023 to 4/30/2026.

We remain committed to serving our community in partnership with BBCoC and positively impacting the healthcare needs for residents experiencing homelessness.

Sincerely,

A handwritten signature in black ink that reads 'Jeanne S. Freeman'. The signature is fluid and cursive, with a large loop at the end.

Jeanne' S. Freeman, MSP, MSW
Chief Executive Officer
Neighborhood Medical Center, Inc.

438 West Brevard Street
Tallahassee, FL 32301
850.224.2469 (Phone) 850.513.3277 (Fax)

Dear Review Committee,

As a current board member of the Big Bend Continuum of Care (BBCoC), the chair of our Project Review Committee, and someone who has previously experienced homelessness, I would like to take this opportunity to voice our full support for the BBCoC and all the organizations represented in their efforts to obtain federal funding under the U.S. HUD, NOFO. Under the BBCoC's leadership, our service area has witnessed a reduction of homelessness by 42% from our highest recorded Point In Time count in 2017 at 1072 individuals to 621 individuals in 2022. Another significant achievement is reducing unsheltered homelessness by 37% since 2015.

The BBCoC board works alongside BBCoC staff and our community at large to educate and advocate for more just housing interventions. During the BBCoC collaborative NoFo our Project Review team, comprised entirely of housing advocates who have lived experiences of homelessness, received full support and assistance from the BBCoC staff. Staff support ensured we had access to the necessary information to review proposed projects and the authority to review and approve final recommendations. On behalf of myself and the project review committee, we fully endorse the work of the BBCoC because of their excellent work and utilization of evidence-based practices they champion a great need in our community, and the service coordination they provide is necessary to ensure homelessness remains rare and brief within the Big Bend.

Thank you in advance for your careful consideration of their request.

Sincerely,

A handwritten signature in black ink, appearing to read "Taylor Keta Biro". The signature is written in a cursive, flowing style.

Taylor Keta Biro
Board Member, Project Review Committee Chair

Big Bend CoC-FL 506: CoC Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs

Big Bend Continuum of Care (CoC) is committed to developing and implementing strategies to help end homelessness in the Big Bend area. This area is comprised of eight counties: Franklin, Gadsden, Jefferson, Leon, Liberty, Madison, Taylor, and Wakulla, which requires a unique arrangement of services to meet the needs of each county's local homelessness population. Big Bend CoC strives to work with each community's unsheltered population to rapidly pair households with housing services and resources. Since 2019, the Big Bend area saw steady increase in the number of people experiencing unsheltered homelessness, significantly due to the Coronavirus pandemic. Big Bend CoC understands the vulnerability of those households experiencing unsheltered homelessness and is dedicated to prioritizing those who have the most severe service needs to ensure that they have access to appropriate housing and services through projects developed in the Supplemental NOFO.

P-1 Leveraging Housing Resources

P-1a. New Unit Leverage

Access to permanent housing options is essential in serving individuals and families experiencing homeless and for those who have severe service needs, Big Bend CoC, has planned to increase the number of permanent housing units by a minimum of 24. This includes permanent supportive housing and rapid rehousing projects.

The City of Tallahassee and Leon County governments provide funding opportunities for local agencies through the Community Human Service Partnership grant. In 2021, they created a Homeless Services Category and dedicated \$3 million dollars to agencies to serve individuals and families experiencing homelessness or at risk of homelessness transition to stable housing. Eligible services, through CHSP projects include homelessness prevention and diversion, street outreach, shelter operations, essential services, permanent supportive housing, and rapid rehousing. Effective programs in this category decrease chronic homelessness, decrease the length of time someone experiences homelessness, decrease returns to homelessness and increase collaboration efforts to address needs of special populations.

In July 2021, the City of Tallahassee and Leon County awarded Big Bend CoC, through the American Rescue Plan Act, \$675,000.00 for permanent supportive housing. From this funding 31 individuals/households will be served through 2 PSH programs. Through this partnership and initiative, 16 units were added through PSH. and will be available beginning September 2022.

In 2021, the CoC entered in partnership with County Club Magnolia Family, LP, an affordable housing developer, to provide 6 units for extremely low-income households. These units, funded by Florida Housing Finance Corporation, will be available to households at 50% of the market rate rent. These units will be available beginning in December 2022.

P-1b. Public Housing Authority

Tallahassee Housing Authority is one of three housing authorities in our area. Tallahassee Housing Authority adopted a homeless preference for their housing choice vouchers. Currently, the CoC and Tallahassee Housing Authority partner, via MOU, to place individuals and families through both Emergency Housing Vouchers as well as Mainstream vouchers. Placements are made via referral through Coordinated Entry and are prioritized for households that are most vulnerable, have limited to no income, but do not require intensive case management necessary for PSH eligibility. THA has dedicated 7 vouchers to projects included in the NOFO from 5/1/2023 through 4/30/2026.

P-1c. Landlord Recruitment

In 2020, Big Bend CoC launched our Landlord Engagement Initiative and, through City of Tallahassee ESG funds, the CoC was able to hire a Landlord Liaison to our staff. The Landlord Liaison is tasked with landlord engagement and recruitment, identifying new available units, and assisting case managers with housing search assistance and unit matching. Through City of Tallahassee ESG funds, the CoC Landlord Liaison position. The CoC recognizes the importance of developing relationships with landlords in effort to provide access to more affordable units for individuals and households experiencing homelessness.

In December 2020, the City of Tallahassee implemented a \$250,000.00 Landlord Risk Mitigation Fund to support Tallahassee landlords that agree to partner to provide housing stability for vulnerable and at-risk tenants. The Fund is designed to provide some assurances to local landlords that rent to tenants facing eviction or are ending homelessness. Participation in the Fund represents a partnership between property owners and the City, tenants and housing service providers. In addition, the program supports landlords and tenants with individualized community-based services and consultations to reduce tenant turnover and avoid costly and detrimental evictions. The initial priority of the Fund is to support those impacted by the COVID-19 pandemic, particularly families with young children, the elderly, and currently homeless future tenants. In 2021, Leon County joined in the effort and added an additional \$100,000.00 bringing the total fund to \$350,000.00. In addition to direct financial assistance to landlords, the program supports participating landlords with legal assistance for conflict resolution, eviction diversion and support services for tenants in crisis.

In May 2022, the CoC and City of Tallahassee, were accepted into the National League of Cities, Landlord Engagement Cohort, which focuses on building landlord engagement strategies with mom-and-pop landlords. This cohort, which includes cities from around the nation, meets at bi-monthly and offers opportunities for brainstorming and solution development and strategic planning strategies. In the off months, the CoC's Landlord Liaison hosts a call for partner agencies to discuss ways to implement what was learned in the previous months call.

The Big Bend CoC Landlord Liaison facilitates quarterly Landlord Engagement events for landlords. During these events, landlords can network with other landlords, learn about housing programs and new local resources, and engage with providers. From these events, the Landlord Liaison provides a platform and opportunity for landlords to discuss issues and concerns and

brainstorm on solutions. Each landlord is asked to speak about upcoming vacancies from their properties and service providers have an opportunity to connect their clients to those units.

The Landlord Liaison routinely cold calls landlords and properties to seek new engagements. A thorough search of social media advertisements, website listings, yard postings and findings are provided to case managers and housing navigators at least twice a week via email blasts. These listings include unit size, rent amount, eligibility requirements, and availability date for case managers. The Landlord Liaison keeps a master list of landlords and properties that is available to partner agencies.

The CoC will continue to develop the Landlord Engagement Initiative through annual review of the data. Case managers and landlords are invited to provide feedback and input as to how they would like to shape future events and engagements. The Landlord Liaison seeks opportunities to speak with local landlord workgroups and at events in hopes of expanding accessibility to units.

In the past 3 years, the CoC has entered 4 partnerships with affordable housing developers to secure units for households with extremely low incomes. The Landlord Liaison oversees these partnerships and makes referrals to units once they become available. The Landlord Liaison acts as a liaison between the landlord and case manager should there be any tenant issues and works to address the issues while maintaining landlord relationships and protecting the client's tenant rights.

P-2 Leveraging Healthcare Resources

Big Bend CoC recognizes the importance of connecting clients to healthcare resources as a part of their housing stability plan. As part of our CoC Plan for new projects, intending to serve those household with severe need, we have partnered with several healthcare agencies and programs to expand services. These contributing healthcare partners include our local Federally Qualified Health Centers, private mental healthcare center, local healthcare providers, and health insurance companies.

The proposed permanent supportive housing program will accept those who are medically vulnerable and in need of healthcare services and coordination and will focus on assisting participants with access local healthcare, building relationships with local healthcare providers, and coordinate services to improve access and care. These households, all with severe service needs, will be provided an opportunity to connect with a healthcare navigator who will access the individual needs of each household and provide individualized healthcare plans.

Unsheltered households who are connected through street outreach and/or emergency shelter programs will be immediately connected to health services through the Kearney Center, our local emergency shelter for singles. Located in the Kearney Center is CESC Health Services department provides a holistic approach to healthcare for residents of the center's overnight program and the underserved members of our community. The dental and health services programs provide free services to clients through volunteer dentist, nurses, and partnerships with local clinics and other medical institutions. CESC Health Services has an established partnership with Tallahassee Memorial Healthcare Transition Center. Services provided include telehealth, screenings and first aid, vital assessments, diabetic monitoring, glucose testing, over-the-counter

medication, health education, medical assistance, oral hygiene, oral cancer screenings, fillings, dentures, mental health and substance support, specialty consults, and more. Additionally, the Kearney Center has an established partnership with Well Care, The Apalachee Center, Humana Health Insurance, Veterans Affairs, and Big Bend Cares. These providers offer services to clients at the Kearney Center which includes providing mobility or accessibility equipment to disabled persons, health insurance, mental health services, Veteran's benefits, and conduct HIV testing and provide sex education. Households seeking rapid re-housing or other assistance will also be able to utilize these services through the day services programs at the Kearney Center.

In partnership with Ability 1st Center for Independence, one of the CoC's primary access points, households, specifically those without an income, will be connected to a Benefits Specialist, who will conduct an assessment to access whether anyone in the household may qualify for SSI/SSDI benefits, assist with applying for benefits which will upon approval will provide them with monthly income and Medicaid health benefits. Any household members who are uninsured will be connected to Neighborhood Medical, for physical checkups, preventive care, diagnosis, treatment, medication therapy and follow-up care. Household members who have insurance, a case manager will assist them in coordinating any healthcare needs through available providers. All our agencies work closely with the Apalachee Center, to assist participants in keeping up with their mental health appointments and medication.

P-3 Current Strategy to Identify, Shelter, and House Individuals and Families Experiencing Unsheltered Homelessness

Currently the CoC and partner agencies engage individuals and families experiencing unsheltered homelessness through a variety of ways including street outreach, community referrals, and emergency shelter inquiries. Households are able to be access through our various coordinated entry access points, by calling the CoC directly, or visiting the CoC's website and completing an online inquiry.

Once the CoC is notified that an individual or family is experiencing unsheltered homelessness, immediate contact is made to provide them with the most appropriate and immediate resource available.

P-3a. Current Street Outreach Strategy

Street Outreach is an essential function of CoC activities as it directly connects households experiencing homelessness to services. Street Outreach teams canvas the community every day of the week seeking individuals and families who may be experiencing unsheltered homelessness and connecting them with housing resources, community resources, and basic needs essentials. Community agencies and concerned citizens are able to make referrals directly to the CoC when they encounter someone experiencing unsheltered homelessness through the CoC's direct line or website. Those referrals are then prioritized and immediately a connection is made to available resources or a street outreach advocate.

In July of 2020, the CoC implemented a plan to expand street outreach in response to the increase in unsheltered homelessness as individuals and families tried to navigate through the pandemic. Since then, the CoC has hired a full time Street Outreach Coordinator to coordinate street outreach efforts in hopes of assisting as many unsheltered households as possible with basic needs and access to services. The CoC's plan to prioritize those living on the streets, who are likely the most vulnerable, and least likely to access services, has been successful in connecting with those households with some type of service.

Street Outreach advocates are trained to access and refer unsheltered individuals and families for housing resources. These resources can include, but not limited to, emergency shelter referrals, referrals to permanent supportive housing, and/or rapid rehousing. The goal of each street outreach engagement is to ask unsheltered households if they are interested in housing and if so, to walk them through the process straight to housing.

The CoC's street outreach teams include our Street Outreach Coordinator, two Leon County Sheriff's Department Deputies who act as our HOST unit, three City of Tallahassee staff dedicated to outreach, and advocates from our partner agencies CESC Kearney Center, Ability 1st, CCYS, and BBHC. While coordination has increased, the need is still not met. Outreach advocates are still overwhelmed with individuals and families who need assistance.

P-3b. Current Strategy to Provide Immediate Access to Low-Barrier Shelter and Temporary Housing for Individuals and Families Experiencing Unsheltered Homelessness

Our CoC has four shelters, each low barrier and designated to a specific population. CESC Kearney Center sheltered single individuals 18 and older. Big Bend Homeless Coalition's HOPE Community is our only family shelter for households with at least one minor child. Capital City Youth Services provides emergency shelter for children under 18. Refuge House shelters survivors of domestic violence, both singles and families.

Since the pandemic, our emergency shelters have been operating at max capacity most nights due to the increase in both individuals and families experiencing unsheltered homelessness in the area. In effort to prioritize emergency shelter placements, each shelter developed an assessment to gather information for those needing to be placed on the waitlist for a shelter bed.

Occasionally hotel voucher funds, diversion funds, or community funds are available, clients are able to be housed temporarily at hotels.

Daily, each shelter reviews their waitlists to access how many additional households they can accommodate. Once a household is next up on the list, that household will be able to access all the services offered through the emergency shelter program which includes access to case management, employment and benefit services, and healthcare resources.

P-3c. Current Strategy to Provide Immediate Access to Low-Barrier Permanent Housing for Individuals and Families Experiencing Unsheltered Homelessness

Currently, the CoC uses the VISPDAT as our Coordinated Entry Assessment to prioritize individuals and families for immediate access to permanent housing. Each household is prioritized based on vulnerability and length of time homeless. Once a household is accessed,

their options for housing assistance is presented and they will begin to work on a housing plan. Case managers and street outreach advocates are trained to assist household with gathering necessary eligibility documentation needed to quickly connect them with programs. Once enrolled in a housing program, households will receive the case management, housing search assistance, and financial assistance needed to place them in permanent housing.

P-4 Updating the CoC's Strategy to Identify, Shelter, and House Individuals Experiencing Unsheltered Homelessness with Data and Performance

Big Bend CoC has developed a comprehensive plan to incorporate data and performance when reviewing and updating policies and strategic planning. Continuous reviews of data from System Performance Measures, national best practices, local HMIS reporting, and Point in Time data provide data that guide our strategies for identifying and serving households with the greatest needs.

The most effective way to update the CoC's strategy for identifying, sheltering, and housing individuals and families experiencing unsheltered homelessness is through coordinated entry and street outreach project performance. Decisions about and modifications to coordinated entry will be driven primarily by the need to improve the performance of the homelessness assistance system on key outcomes. Regular and ongoing evaluation of the CE system will be conducted to ensure that improvement opportunities are identified that results are shared and understood, and that the CE system is held accountable. The coordinated entry assessment and workflow will be updated to reflect any changes to the priority groups as community data reflects a need.

From the data collected from funding requests through this NOFO competition, Big Bend CoC will complete a thorough analysis of our current strategy to provide the adequate service provision to households experiencing unsheltered homelessness. Modifications and adjustments will be made from data findings in effort to address any gaps in service delivery and performance.

P-5 Identify and Prioritize Households Experiencing or with Histories of Unsheltered Homelessness

Big Bend CoC relies heavily on data collected through Coordinated Entry to make important decisions about how we serve and prioritize clients. Coordinated entry referrals will prioritize those households that appear to be the hardest to house or serve for program beds and services. This approach ensures an appropriate match between the most intensive services while giving people with fewer housing barriers more time to work out a housing solution on their own. This approach reduces the average length of episodes of homelessness and result in better housing outcomes for all. Emergency services are a critical crisis response resource, and access to such services will not be prioritized. Referrals to housing services will be made based on factors such as results of the assessment, bed availability and priority list placement, established system wide priority populations, and program eligibility admission criteria, including populations served and services offered.

The coordinated entry assessment will be updated to reflect any changes to the priority groups as community data reflects a need. The Coordinated Entry Committee will be responsible for making changes to the coordinated entry assessment and re-distributing it to Access Points and other relevant staff.

In the figurative context, a person's current cognitive capacity, especially regarding their willingness, or lack thereof, to engage with services becomes essential to the way we train program staff to engage with clients. Best practices suggest consistent engagement of unsheltered households, through street outreach advocates by offering food, water, and housing assistance to help build trust by providing basic survival essentials and consistent follow-up. One of the most important roles of Street Outreach advocates is to understand how to build rapport and genuine relationships with those who are least likely to seek or may be hesitant to receive services.

The Coordinated Entry Assessment will be utilized to identify and thus allow Street Outreach advocates to prioritize individuals and families who have the highest needs. Additionally, the VI-SPDAT results will serve as a qualifying factor for different forms of assistance. Households' history of homelessness, level of need and vulnerability will inform their case plan and any decisions made concerning housing interventions. This valuable information collected through Street Outreach efforts is essential to ensuring we serve those that are the most vulnerable in these communities.

P-6 Supporting Underserved Communities and Supporting Equitable Community Development

Big Bend CoC's strives to support and serve communities underrepresented through equitable service and housing interventions. Community partners are challenged to evaluate the distribution of race of their administrative leadership, support service staff, and operational staff in comparison to the clients they serve. Our current application and review scoring tool assesses applicants about the racial makeup of their leadership team as it relates to the clients they serve. This process is a way for both the service providers and the CoC to gather information on racial disparities at the agency level. Agencies are then challenged to address any disparities as they plan for new project staffing. In the last 3 years, BBCoC has established a more diverse Board and membership as a direct result of analyzing the makeup of the Board and recognizing the need to seek more individuals of color to better reflect the population we serve. Also, it is evident, that cultural competency trainings were essential to increase the skills and knowledge around diversity and understanding how to respond to cultural differences. Agencies needed to access their own awareness of their organization's cultural norms. In order to connect more with the clients being served, the BBCoC Board and partner agencies, needed to hire more people who could help even out racial disparities within the organizations. BBCoC, in partnership with local government and other organizations, utilized multiple methods to analyze racial disparities.