



**Semiannual Full Membership and Board Meeting**  
**Thursday, April 13<sup>th</sup>, 2023 – 11:00am-12:30pm**

**AGENDA**

**MEMBERSHIP MEETING**

1. **Call to Order** – Jeanne’ Freeman, Board Chair
2. **System Performance Measures 2022 Presentation** – Eric Layton, HMIS Training and Data Director.....Pg. 1
3. **Membership Roster and Dues Paid 2023** – Jeanne’ Freeman, Board Chair..... Pg. 12
4. **General Membership Announcements**
5. **Adjournment of Membership Meeting**

**BOARD MEETING**

1. **Call to Order** – Jeanne Freeman, Board Chair
2. **Consent Agenda**
  - a. January 12<sup>th</sup>, 2023 BBCoC Board Meeting Minutes..... Pg. 16
  - b. Committee Meeting Minutes since January 2023.... Pg. 20
  - c. January-March 2023 Financials..... Pg. 27
  - d. January-March 2023 Contracts Spending Update..... Pg 32
  - e. Big Bend CoC Financial Policy and Procedures Handbook Draft..... Pg. 34
  - f. Big Bend CoC Code of Ethical Conduct Revision Draft..... Pg. 75
  - g. CoC Staff Report..... Pg. 77
3. **Discussion Items**
  - a. PIT and HIC 2023 Draft and Vote Submit Report to HUD 4/30/23 – Johnna Coleman, Executive Director and Eric Layton, HMIS Training and Data Director ..... Pg. 80
  - b. DCF ESG-CV 3 Proposed Budget..... Pg. 89
  - c. BBCoC HUD CoC Competition Award- NOFA 2022..... Pg. 90
  - d. Committee Reports..... Pg. 91
    - i. Coordinated Entry Committee – Mandy Bianchi, Committee Chair
    - ii. HMIS Committee – Jim McShane, Committee Chair
    - iii. Needs Assessment and Planning Committee, Chair Needed
      - a) Meeting Series
    - iv. Project Review and Performance Committee, Chair Needed
    - v. Executive Committee-Jeanne’ Freeman, Board Chair
    - vi. Racial Equity Work Group – Taylor Biro, Committee Chair
6. **County Updates**

a. Franklin	d. Leon	g. Taylor
b. Gadsden	e. Liberty	h. Wakulla
c. Jefferson	f. Madison	
7. **Public Comment/Announcements**
8. **Adjournment of Meeting**

# FY2022 - Performance Measurement Module (Sys PM)

## Summary Report for FL-506 - Tallahassee/Leon County CoC

### Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

**Metric 1.1:** Change in the average and median length of time persons are homeless in ES and SH projects.  
**Metric 1.2:** Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2021	FY 2022	Submitted FY 2021	FY 2022	Difference	Submitted FY 2021	FY 2022	Difference
1.1 Persons in ES and SH	1534	1448	106	108	2	54	39	-15
1.2 Persons in ES, SH, and TH	1655	1566	140	120	-20	68	50	-18

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

NOTE: Due to the data collection period for this year's submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year's submission.

# FY2022 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2021	FY 2022	Submitted FY 2021	FY 2022	Difference	Submitted FY 2021	FY 2022	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	1816	1835	496	467	-29	197	160	-37
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	2123	1928	498	470	-28	225	165	-60

## FY2022 - Performance Measurement Module (Sys PM)

### Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range. Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2022	% of Returns	FY 2022	% of Returns	FY 2022	% of Returns	FY 2022	% of Returns
Exit was from SO	35	3	9%	3	9%	2	6%	8	23%
Exit was from ES	437	47	11%	21	5%	32	7%	100	23%
Exit was from TH	52	3	6%	3	6%	8	15%	14	27%
Exit was from SH	0	0		0		0		0	
Exit was from PH	252	6	2%	16	6%	11	4%	33	13%
TOTAL Returns to Homelessness	776	59	8%	43	6%	53	7%	155	20%

### Measure 3: Number of Homeless Persons

#### Metric 3.1 – Change in PIT Counts

# FY2022 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2021 PIT Count	January 2022 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	621	621	0
Emergency Shelter Total	462	380	-82
Safe Haven Total	0	0	0
Transitional Housing Total	68	77	9
Total Sheltered Count	530	457	-73
Unsheltered Count	91	164	73

## Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2021	FY 2022	Difference
Universe: Unduplicated Total sheltered homeless persons	1686	1810	124
Emergency Shelter Total	1564	1693	129
Safe Haven Total	0	0	0
Transitional Housing Total	137	137	0

## FY2022 - Performance Measurement Module (Sys PM)

### Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	143	100	-43
Number of adults with increased earned income	9	6	-3
Percentage of adults who increased earned income	6%	6%	0%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	143	100	-43
Number of adults with increased non-employment cash income	67	69	2
Percentage of adults who increased non-employment cash income	47%	69%	22%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults (system stayers)	143	100	-43
Number of adults with increased total income	74	75	1
Percentage of adults who increased total income	52%	75%	23%

## FY2022 - Performance Measurement Module (Sys PM)

### Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	26	48	22
Number of adults who exited with increased earned income	3	4	1
Percentage of adults who increased earned income	12%	8%	-4%

### Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	26	48	22
Number of adults who exited with increased non-employment cash income	8	16	8
Percentage of adults who increased non-employment cash income	31%	33%	2%

### Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2021	FY 2022	Difference
Universe: Number of adults who exited (system leavers)	26	48	22
Number of adults who exited with increased total income	11	19	8
Percentage of adults who increased total income	42%	40%	-2%

## FY2022 - Performance Measurement Module (Sys PM)

### Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2021	FY 2022	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	1465	1575	110
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	569	381	-188
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	896	1194	298

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2021	FY 2022	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	1896	2216	320
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	704	514	-190
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	1192	1702	510



## FY2022 - Performance Measurement Module (Sys PM)

### Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2022 (Oct 1, 2021 - Sept 30, 2022) reporting period.

### Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2021	FY 2022	Difference
Universe: Persons who exit Street Outreach	106	280	174
Of persons above, those who exited to temporary & some institutional destinations	41	37	-4
Of the persons above, those who exited to permanent housing destinations	27	31	4
% Successful exits	64%	24%	-40%

Metric 7b.1 – Change in exits to permanent housing destinations

## FY2022 - Performance Measurement Module (Sys PM)

	Submitted FY 2021	FY 2022	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	1547	1717	170
Of the persons above, those who exited to permanent housing destinations	645	785	140
% Successful exits	42%	46%	4%

### Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2021	FY 2022	Difference
Universe: Persons in all PH projects except PH-RRH	359	274	-85
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	353	268	-85
% Successful exits/retention	98%	98%	0%

# FY2022 - SysPM Data Quality

## FL-506 - Tallahassee/Leon County CoC

	All ES, SH			All TH			All PSH, OPH			All RRH			All Street Outreach		
	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022	Submitted FY2020	Submitted FY2021	FY2022
1. Number of non-DV Beds on HIC	407	183	404	137	64	64	683	525	566	106	34	127			
2. Number of HMIS Beds	407	183	404	80	64	64	395	238	213	106	34	127			
3. HMIS Participation Rate from HIC ( % )	100.00	100.00	100.00	58.39	100.00	100.00	57.83	45.33	37.63	100.00	100.00	100.00			
4. Unduplicated Persons Served (HMIS)	2400	1627	1689	127	20	137	241	183	327	463	478	1262	484	352	710
5. Total Leavers (HMIS)	1955	1366	1209	75	16	84	33	25	30	338	315	901	306	274	515
6. Destination of Don't Know, Refused, or Missing (HMIS)	1020	590	520	0	0	7	2	1	4	17	31	116	62	40	82
7. Destination Error Rate (%)	52.17	43.19	43.01	0.00	0.00	8.33	6.06	4.00	13.33	5.03	9.84	12.87	20.26	14.60	15.92

# FY2022 - SysPM Data Quality

Name	Seat Type	Date Elected or Appointed	CoC Board Seat	Employment	Alternate Representative	Board Committees	Term Ends
1. Diane Williams Cox	Appointed	2021	Tallahassee City Commission	City Commissioner	Dr. Kimball Thomas		2023
2. Rick Minor	Appointed	2021	Leon County Commission	County Commissioner	Shington Lamy		2023
3. Noah Lockley	Appointed	2021	Franklin County Commission	County Commissioner	Erin Griffith		2023
4. Eric F. Hinson	Appointed	2021	Gadsden County Commission	County Commissioner	Jeff Price		2023
5. Steven Walker	Appointed	2021	Jefferson County Commission	County Commissioner	Parrish Barwick		2023
6. Doyle Brown	Appointed	2021	Liberty County Commission	County Commissioner			2023
7. Donnie Waldrep (District 2) Ronnie Moore (District 3)	Appointed	2021	Madison County Commission	County Commissioner			2023
8. Thomas Demps	Appointed	2021	Taylor County Commission	County Commissioner			2023
9. Chuck Hess	Appointed	2021	Wakulla County Commission	County Commissioner			2023
10. Johnna Coleman	Appointed	2022	CoC Lead Agency (non-voting)	Executive Director- Big Bend CoC			
11. Frank Norris	Elected	2022	Veterans Administration	Program Supervisor/VA - HUD VASH/		Executive Committee	2024
12. Jim McShane	Elected	2022	Employment Services	CEO/ CareerSource Capital Region		Executive Committee- Past Chair & Treasurer/ HMIS Committee Chair	2024
13. Jeanne Freeman	Elected	2022	Healthcare Provider	CEO, Neighborhood Medical Center, Inc.		Executive Committee- Chair	2024
14. Barbara Wills	Elected	2020	Higher Education	Vice President, Administrative Services & Chief Business Officer, Tallahassee Community College		Executive Committee	2024
15. Emily Mitchem	Elected	2022	State Certified Domestic Violence Provider	Executive Director/Refuge House		Executive Committee	2024

Name	Seat Type	Date Elected or Appointed	CoC Board Seat	Employment	Alternate Representative	Board Committees	Term Ends
16. Mandy Bianchi	Elected	2022	Center for Independent Living	Executive Director/Ability 1 <sup>st</sup>		Coordinated Entry- Chair	2024
17. Holly Bernardo	Elected	2022	Family Emergency Shelter Provider	Executive Director/Big Bend Homeless Coalition			2024
18. Horace Fred Thompson	Elected	2022	Homeless/Formerly Homeless Individual			Project Review Committee Member	2024
19. Brenda Williams	Elected	2022	Public Housing Authority Provider	Executive Director/ Tallahassee Housing Authority			2024
20. Jay Reeve	Elected	2022	Mental Health Services	President, CEO Apalachee Mental Health Center	Ashlee Barbel		2024
21. Gwen Virostek	Elected	2022	Homeless Youth Service Provider	Executive Director/ Capital City Youth Services	Justin Barfield		2024
22. Melissa Radey	Elected	2022	Higher Education	Professor, FSU School of Social Work			2024
23. Michael Hightower	Elected	2022	Public School System	Homeless Liaison/Families in Transition Project Coordinator			2024
24. Vicki Butler	Elected	2022	Emergency Shelter Provider	Executive Director/CESC, Inc			2024
25. Chuck White	Elected	2022	Private Business Sector	Affordable Housing Consultant/Beatitude Foundation Contractor, CESC, Inc.			2024
26. Taylor Biro	Elected	2022	Homeless/Formerly Homeless Individual				2024
27. Fatima Oleabhiele	Elected	2022	Policy and Planning Specialist	Capital Area Community Action Agency- Quality Assurance Manager			2024
28.	Elected		Homeless/Formerly Homeless Youth	Youth Council Member			
29. Matthew Knee	Elected	2022	Rapid Rehousing and Homeless Prevention Service Provider	Executive Director/Catholic Charities	Tracey Campbell		2024
30. Lizbeth Murphy	Elected	2022	Early Learning Provider	CEO/ Early Learning Coalition of the Big Bend Region			2024
31. Greg Downey	Elected	2022	At- Large	Former Gadsden County School Board		Project Review Committee Member	2024



## Join us in ending homelessness, become a member!

The Big Bend Continuum of Care (BBCoC) is a membership, planning and oversight body for the homeless service system of care serving Franklin, Gadsden, Jefferson, Leon, Liberty, Madison, Taylor, and Wakulla counties of the Big Bend area in Florida. The purpose of the CoC is to develop and implement strategies to prevent and end homelessness. The active participation of individual and organizational members is critical to the success of the CoC. Members of the CoC are asked to attend general membership meetings and participate in any committees of interest throughout the year.

***Please complete this form and attach payment to be enrolled as a member of the BBCoC***

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address (if different): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact if business membership: \_\_\_\_\_

**MEMBERSHIP LEVELS AND ANNUAL COST (PLEASE CHECK ONE):**

- Homeless or Formerly Homeless - \$0
- Concerned Citizen - \$50
- Religious or Spiritual Partner - \$150
- Non-Profit Partner - \$300
- For Profit Business Partner (including Landlords/Property owners) - \$500
- Local City or County Government Partner (population UNDER 150,000) - \$500
- Local City or County Government Partner (population of 150,000 or OVER) – \$1,000

**PLEASE RETURN COMPLETED MEMBERSHIP FORM TO:**

Big Bend Continuum of Care  
2507 Callaway Rd., Ste. 102A,  
Tallahassee, FL 32303

If you have questions, reach us at [info@bigbendcoc.org](mailto:info@bigbendcoc.org) or 850-792-5015



## MEMBERSHIP DUES

Big Bend Continuum of Care (BBCoC) is a membership, planning, and oversight body for Homeless Services within the eight-county region of the Big Bend of Florida, including Franklin, Gadsden, Jefferson, Leon, Liberty, Madison, Taylor, and Wakulla Counties. The purpose of the CoC is to develop and implement strategies to end homelessness in the Big Bend by facilitating community needs assessments and gaps analysis and collection of data on persons served through our network of service providers. Active participation by our membership is critical to the success of the CoC and addressing homelessness in your community.

**There are many benefits to membership with BBCoC, including:**

Membership Level/Type	Dues	Vote at Membership Meetings	Newsletter	Recognition on Website	Project and Agency Funding Opportunities	Coordinated Entry Referral System	Training and Technical Assistance
Homeless/Formerly Homeless	\$0	X	X				
Concerned Citizen Membership for Individuals or Families	\$50	X	X				
Religious and Spiritual Partner Membership	\$150	X	X	X			
Non-Profit Partner Membership	\$300	X	X	X	X	X	X
For Profit Business Partner (Including Landlords/Property Owners)	\$500	X	X	X	X		X
Local City or County Government Partner (population UNDER 150,000)	\$500	X	X	X	X	X	X
Local City or County Government Partner (population of 150,000 or OVER)	\$1,000	X	X	X	X	X	X

Joining the BBCoC Membership makes you part of the solution in ending homelessness! Membership dues are used to educate, advocate and facilitate community planning around homelessness. For more information on working committees and activities happening in your community targeted at ending homelessness, visit our website at [www.bigbendcoc.org](http://www.bigbendcoc.org)





## **Board Meeting Minutes**

**January 12, 2023  
11:00 am-12:30 pm**

**Board Members Present:** Chair Jeanné Freeman, Johnna Coleman, Jim McShane, Holly Bernardo, Mandy Bianchi, Horace Thompson, Commissioner Rick Minor, Frank Norris, Gwen Virostek, Taylor Biro, Vicki Butler, Brenda Williams, Emily Mitchem, Chuck White, Shington Lamy

**Meeting Attendees:** Sarah Grindle-Rollins, Lona Ford, Eric Layton, Broderick Seabrooks, Jeff Kane, Sara Ramkissoon, Rev. Brad Clayton, Marie Vandenberg, Barry Walker, Gene Jager, Danni Hickey, Bret Oglesby, Amber Tynan, Justin Barfield, Jackie Fortmann, Rob Renzi, Lovena Basquin, Jodi Wilkof, Tracie Simmons, Melissa Radey, Dr. Kimball Thomas, Katherine Del Signore, Abigail Sanders, Robyn Wainner, Anita Morrell, Paul Pacchioli, Ashlee Barbel

### **Board Meeting**

**1. Call to Order** – Jeanne Freeman, Board Chair

**Johnna Coleman, ED, BBCoC**, welcomed everyone to the first 2023 board meeting. Johnna explained several key Discussion Items that she would be explaining in depth to everyone and reported that there has been an increase in unsheltered homelessness and a decrease in the amount of dollars to assist those experiencing homelessness and those that are needing homeless prevention to remain within their residence. Johnna also reported that we would schedule a Needs Assessment and Planning Committee Meeting for a discussion on solutions to the problems we have faced as a community.

**Jeanné Freeman, Board Chair**, called the meeting to order at 11:04am.

**2. Consent Agenda**

- a. October 13, 2022, Board Meeting Minutes
- b. Committee Meeting Minutes since October 2022
- c. 2022/23 Budget and CoC Financial Report October 2022- December 2022
- d. CoC Staff Report

**Motion to approve Consent Agenda was made by Jim McShane and seconded by Vicki Butler. None opposed. All members were in favor of the motion and motion carried and passed unanimously.**

**3. Discussion Items**

- a. Point In Time Count 2023 Updates – **Johnna Coleman**
  - 2023 Point in Time will be held January 24<sup>th</sup> – 27<sup>th</sup> from 6am – 9pm surveying our unsheltered. Outer counties will be held Thursday and Friday, January 26<sup>th</sup> – 27<sup>th</sup>. Counties to be surveyed are Leon, Gadsden, Wakulla, Franklin, and Taylor.
  - We did not get as much participation this year with donations, therefore, we will not give out gift cards to our survey participants but will distribute goodie bags. Businesses were not in a stable financial position to-date as in previous years. Johnna explained that the funds collected will be used to cover the cost of goodie bags and items to go into them.
  - We will use the same tools as last year to survey, and thanks to the City of Tallahassee for the very efficient application tool that we are utilizing.
  - We are asking everyone to follow our Facebook page for additional information and we encourage staff members to participate and asking managers to allow time for those who are interested in participating.
  - Training will be held Sunday, January 22<sup>nd</sup> at 1200 Church, 1200 W. Tharpe Street at 2:00pm. Johnna explained that Eric Layton, CoC Data and Training Director, will send out a virtual training to those who will not be able to attend the in-person training if the volunteer has previously participated in PIT.
  - We have had an influx in volunteers within the last two weeks. So far, we have signed up 45 volunteers.

b. Emergency Shelter for Cold Nights Updates – **Johnna Coleman**

- There was a larger timeframe for cold night shelter this year with the shelter opening during the Christmas holidays due to very cold temperatures.
- Received several emails regarding workflow for cold night shelter from agencies and each will receive a separate email regarding questions that were asked.
- We have cold nights approaching and everything is going well with providing shelter during that time.
- Street Outreach teams have made preparation for sending out notifications for cold night shelter and we will discuss in our Needs Assessment and Planning Committee meeting means of earlier planning for cold night shelter. Johnna explained that she is looking forward to receiving feedback from emergency shelters and community partners on making the process more efficient.
- Have spoken with Vicki Butler (CESC) on options for clients with animals because they are not allowed in the Kearney Center unless they are certified service dogs and clients don't want to leave them behind and this causes a barrier to assist the client with shelter.
- We haven't received notice from Emergency Management regarding cold night shelter for the weekend, although we are expecting a notice tomorrow, and Sunday - Monday are predicted to be the coldest nights.

c. Homeless Service Provision- Decreased Program Funding – **Johnna Coleman**

- The Federal Government has launched an initiative with USICH as a partner to address homelessness on the national level.
- Attended a webinar earlier this week and they are getting prepared to have a discussion on partnering with the City, County and State regarding initiatives that will provide affordable housing, workforce and unsheltered homelessness, rapid rehousing, homeless prevention, and street outreach.
- Clients are entering the system at a faster pace than exiting and it has caused a drastic clog in our system.
- All slides from this webinar will be posted on the CoC's website and future webinars will be forwarded to agencies.
- DCF is reviewing recaptured dollars from ESG that other CoC's weren't able to utilize and waiting to hear from them on how the funds will be distributed. Johnna will forward the information to everyone as soon as she is informed.
- The City and County are aware that resources are limited, and Lona Ford, CoC Finance Director, and Johnna will schedule a meeting with providers next month to discuss experienced challenges and receive updates on spending.

Jim McShane asked if we had an advocacy plan to present to the newly elected officials, considering there is approximately one month before legislature begins. Jim explained that he has sat with the new senator and advised that others should visit our local team of legislators and discuss means of assistance.

Johnna stated that we have worked with Florida Housing Coalition regarding new requests for this year and she will forward the information after this meeting.

Johnna explained to the Board that Taylor Biro asked questions about decreased ARPA dollars that agencies did not receive along with their allotted dollars. Johnna stated that the information was provided during our April 2022 Board Meeting that the CoC has access to approximately \$150,000 for Street Outreach and Permanent Supportive Housing and agencies which received ARPA funding are aware that the funding is being held until they near the ending of their allotted funding already allocated to them. Johnna explained that this subject will be on the Agenda of our next partner call for more clarification, if needed.

d. Committee Reports

i. Coordinated Entry Committee – **Johnna Coleman**

- Johnna reported that Tranesia Walker is out today due to a death in her family, and the minutes from the Coordinated Entry Committee meeting is attached with the Agenda.

ii. HMIS Committee – **Eric Layton**

- Relaunched our new BBCoC website in October ([www.bigbendcoc.org](http://www.bigbendcoc.org)). It was created as a web-based portal for the CoC to be able to share community events (featured on the website), and clients will have the ability to relate to the CoC through the website for available resources.
- Data Dashboards have been updated and we can feature some of the work that our agencies are doing, as well as client demographics.

- Eric asked everyone to take a look at the new website and let him know if there are any questions or concerns.
- iii. Needs Assessment and Planning Committee – **Johnna Coleman**
  - Due to COVID we had to cease our meetings, although, we will begin to schedule consistent meetings again in March and continue throughout the year.
  - Later in the year we will consider conducting a needs assessment for the community and gather data to update the Homelessness Assistance Plan to reflect our updated needs.
- iv. Project Review and Performance Committee – **Johnna Coleman**
  - There has not been any new funding streams and the committee have not met.
- v. Executive Committee – **Jeanné Freeman**
  - **No Report**
- vi. Ad-hoc Racial Equity Work Group- Racial Equity Survey – **Johnna Coleman and Taylor Biro**
  - Finalized Racial Equity Survey and it is ready to be distributed.
  - Taylor reported that the committee is open for new members for additional support and after survey is distributed the committee will determine the next steps and goals to move forward.

## 2. Rural County Updates

- a. **Gadsden – Johnna Coleman**
  - Alma Venisee, Investing in our Youth, has limited rapid rehousing funding for Gadsden County clients only.
  - Sarah Hinson, Outreach-Veteran’s Administration, will be the lead coordinator in Gadsden County for the 2023 Point in Time Count.
- b. **Wakulla – Jim McShane**
  - Met with Commissioner Messer-Smith, along with Johnna, and there are individuals experiencing homelessness in a camp behind Career Source in Crawfordville. There is not a shelter in the county and nowhere to house those that are homeless. Everyone has to be transported to the Kearney Center, and those who have jobs in Wakulla County have issues getting to work from Leon County.
- c. **Franklin – No Report**
- d. **Liberty – No Report**
- e. **Jefferson – No Report**
- f. **Madison – No Report**
- g. **Taylor – Vicki Butler**
  - Emergency Management team from Taylor County called her prior to our last cold night shelter and informed her that they had eleven individuals experiencing homelessness sleeping outdoors and she does not know who the contact person would be to talk with regarding the issue.

Jeanné stated that she will continue to email representatives from the rural counties that have not attended meetings and try to get participation from each county.

## 3. Public Comment/Announcements

- ❖ **Justin Barfield, CCYS** – Accepting applications and hiring for several positions within their agency.
- ❖ **Jim McShane, Career Source** – Has vacancy in their HR Department to operate the Executive Center.
- ❖ **Jeanné Freeman, Neighborhood Medical Center** – The Center recently received funding from Congressman Al Lawson (\$1.6 million) and Senator Lorraine Ausley (\$750,000). The funding will assist to open a Maternal and Pediatric Health Center in Havana next year, and we have a new Neighborhood Medical Center opening next month on South Monroe Street in the previous Hancock Bank building.
- ❖ **Commissioner Rick Minor** – Inquired regarding receiving updated data from 2022 and also the 2023 PIT count broken down by year on the data dashboard. Eric explained that there is about five years of data on the dashboard and the data community snapshot allows filtering agency, date range and also by the year. Eric also stated that the recent data for 2022 going into 2023 will be updated monthly moving forward. Johnna explained that 2023 PIT data will be available the beginning of April, although the community will receive this data prior to that timeframe. Preliminary data is available the week of PIT on our Facebook page. Commissioner Minor requested a presentation with the County Commissioners as soon as PIT data is available to determine upcoming needs in the community.
- ❖ **Holly Bernardo, Big Bend Homeless Coalition (BBHC)** announced that the agency has been working towards a shift and will become Family Promise of the Big Bend, and March 9, 2023, will be their signature event of rebranding and utilizing the new logo for the agency. Holly explained that this will give them an opportunity to work with partners on a national level and apply for funding in a different way.

- ❖ **Barry Walker, Warrior’s Restoration** – We have been working with two Representatives, along with Florida Dept. of Veteran’s Affairs regarding a housing solution for female veterans and families. Our agency has also requested funding, and it appears hopeful receiving it.
- ❖ **Mandy Bianchi, Ability 1<sup>st</sup>** – Ability 1<sup>st</sup> is one of the featured charities on the Target App and asked everyone to cast their votes for them.
- ❖ **Vicki Butler, CESC** – Day Services at the Kearney Center will reopen Tuesday after the holiday and will be reaching out to everyone to assist in helping them to serve as many clients as possible.
- ❖ **Tim Mosley, The Less Fortunate Still Matter Foundation** – Would like to get into the network to assist the organizations to grow. Mr. Mosley explained that his foundation has been working with the Kearney Center for approximately twelve years throughout the week delivering needed supplies and need more access to the various needs in the community because they serve up to seven different counties outside of Leon and would like to be added to the email list for various meetings, etc.  
Contact information for Mr. Mosley ([thelessfortunatestillmatters@gmail.com](mailto:thelessfortunatestillmatters@gmail.com)) 850-509-0251.

Jeanné thanked everyone for their hard work and dedication and explained that the CoC is very easy to access if anyone needs to contact Johnna or her team.

#### **4. Adjournment of Meeting**

Board Meeting was adjourned at 11:47am by Jeanné Freeman, Board Chair and wished everyone a Happy New Year!

# Coordinated Entry Committee Meeting

2507 Callaway Rd.  
Tallahassee, FL 32303

March 15, 2023

10:00 am

## 1. Welcome and Introductions

Tranesia Walker, Coordinated Entry Director, opened by welcoming Committee Members and requesting a roll call.

**Present:** Tranesia Walker, Eleanor Vliek, Melissa Bourcier, Derek Hubble, Mandy Bianchi, Jim McShane, Kimberly Blan, Victoria Callen, Johnna Coleman, Ashlee Barbell, and Graciella

## 2. Introducing Our New Committee Chair

TW introduced Mandy Bianchi as the CES, new committee chair. Mandy is the executive director of Ability 1st and expressed her excitement about her new role. She also shouted out to Kimberly Blan, who has taken a new position at Ability 1<sup>st</sup>, as their Housing program manager. TW informed, moving forward, both she and Mandy were the first point of contact regarding any Coordinated Entry system cares or concerns.

## 3. CE Access Point Data Overview

TW reviewed Coordinated Entry data between dates December 2022 until March 1st, 2023, which reflected the number of CE assessments opened between dates . TW first reviewed data for each single Agencies designated access points. These agencies include Ability 1<sup>st</sup>, BBHC, Catholic Charities, CCYS, and CESC.

Completed CE assessments by each agency:

Ability 1st: 4

BBHC (HOPE, RRH, SSVF): 18

Catholic Charities: 0

CCYS (Youth Street Outreach): 15

CESC: 31

COC: 3

Unknown: 141

TOTAL: 212

TW reiterated the importance of assigning an agency or provider when completing the CE assessments so that we can recognize which agency is engaged with client, for the purpose of efficient collaboration and referrals process. Next, the COC-wide coordinated entry data was reviewed, which reported that there were 899 people enrolled in CoC's CES project.

SSVF supervisor Melissa inquired about getting the list of unknown individuals so that her agency could cross-reference them with active cases to research if these were CE assessment completed by her team that were a part of the "unknown" assessments, so that they could appropriately attach client's assessment to SSVF-BBHC. TW acknowledged that she would send the list to any agency that wants to do the same.

#### **4. Coordinated Entry Policy and Procedure Amendments**

Tranesia proceeded to pull up the Big Bend Continuum of Care Policies and procedures (Version 4.0) that advised of recent suggested amendments. Amendments were relative to CES referral processes located on page 13 of the CES policies and procedures manual. This amendment outlined the responsibility of the referring case manager when referral is accepted by housing program. In summary, the referring case manager is responsible for assisting program case managers with establishing initial engagement meetings between referred client and housing program case manager. After initial engagement, the client is responsible for "remaining compliant" with appointments and engaging in housing interventions or housing stability case plans. If the client is not compliant, the housing program case manager must make at least three attempts at engaging client before rescinding or retracting the referral. All these efforts are required to be documented in HMIS.

The subsequent amendment referred to the Inactive/No Contact Policy section, which states that the referring case managers are responsible for going into Coordinated Entry and closing out the CE assessment after 90 days of inactivity. TW states that while she goes in routinely to do this, it would be appreciated if the agencies could also do it.

The last amendment referred to Programs Declining Referral, which outlines why a program could reject a referral. The policy states that these specific reasons are valid and must be documented in HMIS before they move on to the next client.

TW paused and allowed the participants to object to the policies previously read. There were no objections. She opened the floor for questions or concerns, and no one spoke up.

Johnna Coleman called a vote for the three amendments, and no objections or changes were voiced. The motion to proceed was called by Jim McShane and seconded by Mandy Bianchi. The official revision must be approved by the BBCoC board.

#### **5. Coordinated Entry Prescreening Reminders**

TW reviewed common errors made by providers in the CES project (i.e., CE assessment completed by unknown providers). She clarified that the interviewer's name should go at the very top of the assessment, right above client's contact info. In addition, she informed that if this was not client's first CE assessment, the interviewer should still go into that section and update the name, agency/program, and assessment type. Next, she reminded everyone that updating clients' information helps with

prioritization process as well as help with contacting the individuals once referred to program. The third reminder had to do with inputting CE events. TW did another overview to ensure everyone understood what needed to be done entirely and where each noted section was in CE assessment.

#### **6. We Want to Know -What are your concerns with VISPD?**

Tranesia opened a dialogue regarding any concerns community Providers may have with VISPD as our community's prioritization tool. Melissa from SSVF expressed how some questions on the survey seem unnecessary and insensitive. She provided some examples and explained why she believed they were not needed. Johnna Coleman added, further explaining that the creation of the VISPD was centered and compiled without cultural competency and racial inclusion. This has been a concern for a while, and many HMIS vendors are working on changing that.

Tranesia expressed that she wants to hear directly from everyone and encouraged providers to email any questions or concerns they had with the current prioritization tool (VISPD).

#### **7. Prioritization Tool Focus Group**

TW informed the COC is planning to develop a focus group of individuals to revamp the prioritization tool. She inquired about who would be interested in the focus group. Melissa, SSVF- Program Supervisor voiced she was interested.

#### **8. Community Partners Coordinated Entry Concerns: Questions and Comments**

They were not any concerns or comments.

TW promised to send out the new link and recording of the meeting.

Meeting ended.



**Big Bend Continuum of Care  
Coordinated Entry Policies and Procedures (Version 4.0)**

<b><i>I. Overview</i></b> .....	<b>3</b>
<b>A. Key Elements</b> .....	<b>3</b>
<b>B. Guiding Principles</b> .....	<b>3</b>
<b>C. Roles and Responsibilities</b> .....	<b>4</b>
<b><i>II. Access</i></b> .....	<b>6</b>
<b>A. Coordinated Entry Participation</b> .....	<b>6</b>
<b>B. Designated Coordinated Access Points</b> .....	<b>7</b>
<b>C. Street Outreach</b> .....	<b>8</b>
<b>D. Assessment Center Staffing</b> .....	<b>8</b>
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<b>F. Diversion</b> .....	<b>9</b>
<b>G. Prevention</b> .....	<b>10</b>
<b>H. Phone Calls</b> .....	<b>10</b>
<b><i>III. Assessment</i></b> .....	<b>10</b>
<b>A. Assessment Tool</b> .....	<b>10</b>
<b>B. Assessment Screening</b> .....	<b>11</b>
<b>C. Participant Autonomy</b> .....	<b>11</b>
<b>D. The Assessment Process</b> .....	<b>11</b>
<b><i>IV. Referrals and Prioritization</i></b> .....	<b>12</b>
<b>A. Referral Process</b> .....	<b>12</b>
<b>B. Case Conferencing Meeting</b> .....	<b>13</b>
<b>C. Prioritization</b> .....	<b>14</b>
<b>D. Priority List Management and Notification of Referral</b> .....	<b>14</b>
<b>E. Special Populations</b> .....	<b>15</b>
<b>F. Order of Priority</b> .....	<b>16</b>
<b>G. Inactive/ No Contact Policy</b> .....	<b>18</b>



The referral process will be standard across all assessment sites.

1. After the assessment process is complete, the assessment worker will score the tool to determine which interventions the household should be prioritized for, if any. If there is an assessment completed on a client, it should be entered in the appropriate referral section of HMIS and a ranked referral should be made based on their score.
2. For those who receive a score to be prioritized for housing interventions, the assessment staff member should offer a summary of the housing intervention. The assessment staff will describe how the referral process works. Case conference meetings will be held to discuss ranked cases and fill vacancies. This meeting also allows for advocacy for those individuals with extenuating circumstances that may increase their priority. Once on the list, slots will be offered based on need and prioritization.
3. At each case conferencing meeting, cases will be reviewed and can be advocated for a clients' case manager. PSH and RRH providers must agree to work with clients based on available slots and will be assigned clients with the highest prioritized client being assigned first. PSH providers also require a completed PSH housing application to accept assignment.
4. Currently our system only supports referrals to PSH and RRH programs. Referrals to specific providers will be made at the end of every priority meeting to reflect the most current prioritization. If providers have more spaces that become available between meetings, they should refer to the list for the next prioritized household. The provider should communicate the vacancy to the referring case manager as well as coordinated entry contact at the Coordinated Entry Coordinator.
5. When the client is housed through the PSH or RRH program, the provider should close the referral and remove the client from the CoC CE by closing the referral and CE entry. If the client is ineligible or refuses services from the provider this should be reflected in the interim notes section of the closed referral in HMIS.
6. When a Household is referred to either a PSH or RRH program. It is the referring case managers responsibility to coordinate initial meetings between client and housing program case manager. Thereafter initial engagement has occurred. Client is responsible for remaining compliant with appointments and engaging in housing intervention or housing stability case plan. In cases where clients have missed three appointments or more, program case manager have the right to rescind referral due to appointment incompliance. In cases where a client has no referring case manager, housing program case manager is responsible for attempting to contact referred client at least three times, exhausting every feasible effort to engage client, before rescinding referral. All attempts to engage referred client and all missed appointments by a referred client must be documented in HMIS.

## **B. Case Conferencing Meeting**

Case Conferencing meetings are routine meetings designed to manage the Coordinated Entry Housing Priority list. The Coordinated Entry **Director** will facilitate these meetings.

### **I. Representation at the meeting should be comprised of:**

- Representatives from housing providers
  - Street outreach staff
  - Advocates for Participants (especially in cases when the VI-SPDAT score does not to reflect client need)
  - Any direct service providers that can assist with case conferencing participants
- Group members will adhere to [privacy policies](#).

- b) Prioritizing for Rapid Re-Housing Programs
- CoC & ESG Program RRH
    - (1) Chronically Homeless individuals and families with the Longest History of Homelessness and with the Most Severe Service Needs
    - (2) Non-Chronically Homeless individuals and families with the Longest History of Homelessness and with the Most Severe Service Needs
    - (3) In instances where two or more households have equal priority, applicants will be further prioritized as follows:
      - (a) Veterans Not Eligible for Housing/Health VA Services
      - (b) Victims of Domestic Violence
      - (c) Youth (18 – 24 years of age)
      - (d) First presented for assistance
  - SSVF RRH (Veteran)
 

Eligible participants will be prioritized or targeted based on the agreed upon standards set forth in the provider’s SSVF grant agreement. Veteran clients should be prioritized and referred to the veteran’s workgroup the veteran’s case manager should contact veteran resources to ensure the veteran is included in the veteran master list for our community.

**G. Inactive/ No Contact Policy**

Case managers will make every attempt possible to contact households to provide services and connect referrals to housing. This includes but is not limited to:

1. Requesting search assistance from outreach teams;
2. Contacting the last known agency/organization where the household received services; and
3. Phone contact.
4. The date, time, and outcome of each contact will be noted in HMIS. After 10 standard business days of no contact, the case manager will inform the Coordinated Entry **Director** and the next eligible household on the priority list will be contacted.
5. Households that were not located and have not received any services within the previous 90 days will be moved from an active status to inactive status. Households on the inactive list who re-enter the system will be immediately reinstated as active and the household will be reassessed for services.
6. **It is Referring Case managers responsibility to exit client from Coordinated Entry after 90 days of being inactive.**

**V. Client Choice**

Participants will be notified about all the programs available to them and provided choices whenever feasible based on assessment information, vulnerability scores, preliminary eligibility pre-determinations, and availability. A household may decline a referral because program requirements are inconsistent with their needs and/or preferences. If a household chooses to decline a referral, a written statement of declination must be documented in HMIS. The household will be placed back on the

priority list. Households should be informed that they will remain on the By-Name list until the next housing option is available.

### **1. Program Declines Referral**

There may be rare instances where programs decide not to accept a referral from the priority list. Refusals are acceptable only in certain situations, including:

- a) The participant does not meet the program's eligibility criteria or is unable to provide determining documentation.
- b) The participant would be a danger to others or themselves if allowed entry to this program as documented by a medical professional in writing and uploaded to the client profile in HMIS;
- c) The participant has previously caused serious conflicts within the program (e.g. was violent with another consumer or program staff). Occurrences shall be documented in HMIS;
- d) The services available through the project are not sufficient to address the intensity and scope of participant need; or
- e) The project is at capacity and is not currently available to accept referrals.

**A.** If the Participant is incompliant with appointments or is non-engaged with housing stability plan. If Participant is deemed incompliant, in which we define in this instance as, missing 3 or more appointments in a row or not actively engaging in housing stability case plan. PSH or RRH Case Manager, with approval of Coordinated Entry Director, may rescind referral and move to next referral for prioritization. Instances of non-compliances MUST be supported and documented in HMIS. In addition to housing program case managers presenting, they have exhausted every effort to reengage or involve client in housing stability plan.

- B.** If the program determines a participant is not eligible for their program after they have received the referral from CE, the participant will be placed back on the list for further assessment and the case will be discussed at the next case conferencing meeting to see if a resolution can be made or if another appropriate program is willing to accept the client. Declined referrals must be submitted to the Coordinated Entry Director within 10 business days of referral date and include the following:
- Why the referral was rejected
  - When and how the referred participant was informed
  - What alternative resources were made available to the participant and whether staff foresee future refusals

All refusals will be shared in Case Conferencing to discuss and decide the more appropriate next steps.

## **VI. Homeless Management Information System (HMIS)**

### **A. HMIS Security and Confidentiality**

HMIS standards mandate that all client information either being entered in HMIS or being made use of for program management be held to the highest standard of confidentiality. CE partners and all participating agencies contributing data to CE must ensure participants' data are secured regardless of the systems or locations where participant data are collected, stored, or shared, whether on paper or electronically. Additionally, participants must be informed how their data are being collected, stored,

**Big Bend Continuum of Care**  
**Profit & Loss**  
 January through March 2023

	<u>Jan - Mar 23</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>43400 · Direct Public Support</b>	
43410 · Corporate Contributions	242.28
<b>Total 43400 · Direct Public Support</b>	<u>242.28</u>
<b>47200 · Program Income</b>	
47210 · State Contracts	115,435.39
47220 · Local Government Contracts	243,107.71
47230 · Membership Dues	3,081.68
47250 · Federal Contracts/Funding	64,465.64
47260 · Background Screens	39.90
47200 · Program Income - Other	4,461.52
<b>Total 47200 · Program Income</b>	<u>430,591.84</u>
<b>Total Income</b>	<u>430,834.12</u>
<b>Gross Profit</b>	430,834.12
<b>Expense</b>	
<b>60900 · Business Expenses</b>	
60920 · Business Registration Fees	361.25
60930 · Memberships	350.00
60950 · Stipend	221.00
<b>Total 60900 · Business Expenses</b>	<u>932.25</u>
<b>62100 · Contract Services</b>	178,867.85
<b>62800 · Facilities and Equipment</b>	
62890 · Rent, Parking, Utilities	5,754.21
<b>Total 62800 · Facilities and Equipment</b>	<u>5,754.21</u>
<b>63000 · Program Expense</b>	26,232.18
<b>65000 · Operations</b>	
65010 · Books, Subscriptions, Reference	270.00
65020 · Postage, Mailing Service	63.00
65030 · Printing and Copying	498.61
65040 · Supplies	809.97
65050 · Telephone, Telecommunications	982.13
65060 · Information Technology	601.75
65070 · Advertising/Marketing	81.00
<b>Total 65000 · Operations</b>	<u>3,306.46</u>
<b>65100 · Other Types of Expenses</b>	
65120 · Insurance - Liability, D and O	2,065.92
<b>Total 65100 · Other Types of Expenses</b>	<u>2,065.92</u>
<b>66000 · Payroll Expenses</b>	
66010 · FMIT	2,337.19
66020 · Health Insurance	19,478.96
66030 · Retirement -FRS	13,405.92
66040 · Life & Dental	1,118.88
66070 · Taxes	8,610.84
66000 · Payroll Expenses - Other	114,567.55
<b>Total 66000 · Payroll Expenses</b>	<u>159,519.34</u>
<b>Total Expense</b>	<u>376,678.21</u>
<b>Net Ordinary Income</b>	<u>54,155.91</u>
<b>Net Income</b>	<u><u>54,155.91</u></u>

Big Bend Continuum of Care

4/10/2023 10:41 AM

Register: 1 · Regions Bank

From 01/01/2023 through 03/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/04/2023		Bick Real Estate Gro...	-split-		1,918.07	X		70,006.55
01/05/2023		Mailchimp	65070 · Advertising/M...		27.00	X		69,979.55
01/09/2023		Microsoft	65060 · Information Te...		60.00	X		69,919.55
01/09/2023		Microsoft	65060 · Information Te...		7.00	X		69,912.55
01/09/2023	2052	Microsoft	65060 · Information Te...	VOID:		X		69,912.55
01/10/2023		Capital City Youth S...	47200 · Program Income	HMIS Licenses		X	939.16	70,851.71
01/10/2023		Warrior's Restoration...	47200 · Program Income	HMIS Licenses		X	124.86	70,976.57
01/10/2023		Amazon	65040 · Supplies	PIT 2023	307.20	X		70,669.37
01/10/2023		Amazon	65040 · Supplies	PIT 2023	49.99	X		70,619.38
01/10/2023		SentryLink	63000 · Program Expe...	bACKGROUN...	19.95	X		70,599.43
01/11/2023		Institute for Nonprofit	60930 · Memberships		350.00	X		70,249.43
01/11/2023	2150	Ability 1st	20000 · Accounts Paya...	Nov 2022 ESG	1,155.50	X		69,093.93
01/11/2023	2151	Big Bend Homeless ...	20000 · Accounts Paya...	Nov 22 Challe...	7,346.96	X		61,746.97
01/11/2023	2152	Capital City Youth S...	20000 · Accounts Paya...	Nov 22 DCF C...	5,843.32	X		55,903.65
01/11/2023	2153	Catholic Charities of ...	20000 · Accounts Paya...	Nov 22 DCF E...	12,303.02	X		43,600.63
01/11/2023	2154	Investing In Our Youth	20000 · Accounts Paya...	Nov 22 DCF E...	1,070.00	X		42,530.63
01/12/2023			-split-	Deposit		X	36,154.60	78,685.23
01/12/2023	2155	Apalachee Regional ...	20000 · Accounts Paya...		22,429.46	X		56,255.77
01/12/2023	2156	Apalachee Regional ...	20000 · Accounts Paya...		4,915.99	X		51,339.78
01/13/2023		Straighttalk	-split-		37.46	X		51,302.32
01/17/2023		Walmart	65040 · Supplies	Office	37.80	X		51,264.52
01/18/2023		Straighttalk	-split-		48.36	X		51,216.16
01/18/2023		CenturyLink	-split-		289.22	X		50,926.94
01/20/2023		Department of Childr...	47210 · State Contracts	Deposit DEC T...		X	1,837.97	52,764.91
01/20/2023		Department of Childr...	47210 · State Contracts	Deposit Dec E...		X	5,644.94	58,409.85
01/20/2023		Department of Childr...	47210 · State Contracts	Deposit Dec St...		X	8,928.57	67,338.42
01/20/2023		Leon County BCC	-split-	Deposit ARPA ...		X	21,154.83	88,493.25
01/20/2023		Intuit QuickBooks	65010 · Books, Subscri...		50.00	X		88,443.25
01/23/2023			47260 · Background Sc...	Deposit		X	19.95	88,463.20
01/23/2023		Amazon	65040 · Supplies	PIT 2023	245.63	X		88,217.57
01/23/2023		Target	65040 · Supplies	PIT 2023	2.02	X		88,215.55
01/23/2023		Sam's Club	63000 · Program Expe...	PIT 2023	463.99	X		87,751.56
01/25/2023		Staples	65040 · Supplies	PIT 2023	29.99	X		87,721.57
01/25/2023		Krispy Kreme	63000 · Program Expe...	PIT 2023	25.98	X		87,695.59
01/25/2023	2157	Apalachee Regional ...	20000 · Accounts Paya...	Inv 23-66	560.90	X		87,134.69
01/25/2023	2158	Apalachee Regional ...	20000 · Accounts Paya...	Inv 23-68 Payr...	22,891.85	X		64,242.84
01/25/2023	2159	Absolute Computing ...	20000 · Accounts Paya...		157.50	X		64,085.34
01/26/2023		City of Tallahassee	-split-	Deposit		X	37,525.07	101,610.41
01/26/2023		KFC	63000 · Program Expe...	PIT 2023	95.97	X		101,514.44
01/27/2023			43410 · Corporate Con...	PIT Donation 2...		X	242.28	101,756.72

Big Bend Continuum of Care

4/10/2023 10:41 AM

Register: 1 · Regions Bank

From 01/01/2023 through 03/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/27/2023			47210 · State Contracts	Deposit DCF C...		X	8,035.53	109,792.25
01/27/2023		Gaines Street Pies	63000 · Program Expe...	PIT 2023	84.00	X		109,708.25
01/27/2023		Walmart	63000 · Program Expe...	PIT 2023	6.28	X		109,701.97
01/30/2023	2161	Apalachee Regional ...	20000 · Accounts Paya...		5,606.74	X		104,095.23
01/31/2023	2162	Department of Childr...	20000 · Accounts Paya...	Repayment of ...	768.27	X		103,326.96
02/02/2023		Department of Childr...	47210 · State Contracts	Deposit Staffin...		X	8,928.57	112,255.53
02/02/2023		Department of Childr...	47210 · State Contracts	Deposit ESG D...		X	14,543.78	126,799.31
02/03/2023		Leon County BCC	-split-	Deposit ARPA ...		X	21,605.10	148,404.41
02/03/2023		City of Tallahassee	-split-	Deposit ARPA ...		X	17,534.57	165,938.98
02/03/2023			-split-	Deposit		X	3,042.87	168,981.85
02/03/2023		Bick Real Estate Gro...	-split-		1,918.07	X		167,063.78
02/06/2023		Mailchimp	65070 · Advertising/M...		27.00	X		167,036.78
02/06/2023	2163	Ability 1st	20000 · Accounts Paya...	DCF DCE 202...	1,155.00	X		165,881.78
02/06/2023	2164	Big Bend Homeless ...	20000 · Accounts Paya...	DCF Dec 2022 ...	7,580.38	X		158,301.40
02/06/2023	2165	Capital City Youth S...	20000 · Accounts Paya...		8,764.98			149,536.42
02/06/2023	2166	Catholic Charities of ...	20000 · Accounts Paya...	DCF Dec 2022 ...	9,178.37	X		140,358.05
02/06/2023	2167	Investing In Our Youth	20000 · Accounts Paya...	DCF Dec 2022 ...	1,071.00	X		139,287.05
02/06/2023	2168	One Roof.	20000 · Accounts Paya...	Contract 03098...	3,675.69	X		135,611.36
02/08/2023	2169	Apalachee Regional ...	20000 · Accounts Paya...	Absolute Inv 2...	46.25	X		135,565.11
02/08/2023	2170	Apalachee Regional ...	20000 · Accounts Paya...	Inv 23.76	22,429.46	X		113,135.65
02/08/2023	2171	Ability 1st	20000 · Accounts Paya...	ARPA Novem...	6,250.00	X		106,885.65
02/08/2023	2172	Absolute Computing ...	20000 · Accounts Paya...	ACS 68117	67.50	X		106,818.15
02/08/2023	2173	Big Bend Homeless ...	20000 · Accounts Paya...	ARPA Novem...	11,263.39	X		95,554.76
02/08/2023	2174	Capital City Youth S...	20000 · Accounts Paya...	ARPA Nov 2022	4,991.54			90,563.22
02/08/2023	2175	CESC Inc	20000 · Accounts Paya...		4,783.28	X		85,779.94
02/08/2023	2176	Sharp Electronics Co...	20000 · Accounts Paya...	Contract 44000...	218.61	X		85,561.33
02/09/2023		Microsoft	65060 · Information Te...		60.00	X		85,501.33
02/09/2023		USPS	65020 · Postage, Maili...		63.00	X		85,438.33
02/09/2023		Microsoft	65060 · Information Te...		3.00	X		85,435.33
02/13/2023		Straighttalk	-split-		37.46	X		85,397.87
02/13/2023	2177	Absolute Computing ...	20000 · Accounts Paya...	ACS 67121	45.00	X		85,352.87
02/13/2023	2179	Ability 1st	20000 · Accounts Paya...	October 2022 ...	6,111.45	X		79,241.42
02/13/2023	2180	Big Bend Homeless ...	20000 · Accounts Paya...	ARPA OCT 20...	16,449.85	X		62,791.57
02/13/2023	2181	CESC Inc	20000 · Accounts Paya...	OCTOBER 20...	4,088.29	X		58,703.28
02/16/2023		CenturyLink	-split-		289.49	X		58,413.79
02/17/2023		City of Tallahassee	-split-	Dec 2022 and J...		X	37,967.79	96,381.58
02/17/2023		Straighttalk	-split-		48.36	X		96,333.22
02/20/2023		HUD	47250 · Federal Contra...	Jan 2023 HMIS		X	13,123.90	109,457.12
02/21/2023		Intuit QuickBooks	65010 · Books, Subscri...		90.00	X		109,367.12
02/22/2023		Department of Childr...	-split-	JAN 2023 BPZ...		X	29,457.54	138,824.66

Big Bend Continuum of Care

4/10/2023 10:41 AM

Register: 1 · Regions Bank

From 01/01/2023 through 03/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/22/2023	2182	Apalachee Regional ...	20000 · Accounts Paya...		23,167.13	X		115,657.53
02/23/2023			47200 · Program Income	Deposit		X	249.72	115,907.25
02/27/2023		Department of Childr...	47210 · State Contracts	JAN 2023 ESG...		X	437.78	116,345.03
02/27/2023	2183	Ability 1st	20000 · Accounts Paya...	Jan 2023 Esg	1,155.50	X		115,189.53
02/27/2023	2184	Big Bend Homeless ...	20000 · Accounts Paya...	Jan 2023 DCF	7,702.77	X		107,486.76
02/27/2023	2185	Catholic Charities of ...	20000 · Accounts Paya...	Jan 2023 DCF	8,098.16	X		99,388.60
02/27/2023	2186	Investing In Our Youth	20000 · Accounts Paya...	Jan 2023 DCF ...	2,466.00	X		96,922.60
02/28/2023	2187	WillPower Innovatio...	20000 · Accounts Paya...		1,500.00	X		95,422.60
02/28/2023	2188	Sharp Electronics Co...	20000 · Accounts Paya...	Contract 44000...	54.65	X		95,367.95
02/28/2023	2189	Apalachee Regional ...	20000 · Accounts Paya...	Inv 23-86	5,148.73	X		90,219.22
02/28/2023	2190	Apalachee Regional ...	20000 · Accounts Paya...	Inv 23-89	425.00	X		89,794.22
03/01/2023		Bick Real Estate Gro...	-split-	February 2023 ...	1,918.07	X		87,876.15
03/03/2023		UPHS	47230 · Membership D...	Deposit		X	290.84	88,166.99
03/06/2023		Mailchimp	65070 · Advertising/M...		27.00	X		88,139.99
03/08/2023			-split-	Deposit		X	25,100.78	113,240.77
03/08/2023			47250 · Federal Contra...	Deposit		X	15,329.30	128,570.07
03/08/2023	2191	Apalachee Regional ...	20000 · Accounts Paya...	FMIT - 3rd Inst...	2,025.19	X		126,544.88
03/08/2023	2192	Apalachee Regional ...	20000 · Accounts Paya...	Inv 23-92 and I...	22,475.71	X		104,069.17
03/09/2023		Frank Norris	47230 · Membership D...	Deposit Paypal		X	50.00	104,119.17
03/09/2023		Microsoft	65060 · Information Te...		3.00	X		104,116.17
03/09/2023		Microsoft	65060 · Information Te...		60.00	X		104,056.17
03/10/2023		Sunbiz.org	60920 · Business Regis...	Department of ...	61.25	X		103,994.92
03/10/2023		Amazon	65040 · Supplies		15.14	X		103,979.78
03/13/2023			47230 · Membership D...	Deposit		X	300.00	104,279.78
03/13/2023			47230 · Membership D...	Deposit		X	50.00	104,329.78
03/13/2023			-split-	Deposit		X	600.00	104,929.78
03/13/2023		Amazon	65040 · Supplies		83.00	X		104,846.78
03/13/2023		Amazon	65040 · Supplies		39.20	X		104,807.58
03/13/2023		Straighttalk	-split-		37.46	X		104,770.12
03/15/2023			-split-	Deposit		X	18,047.00	122,817.12
03/17/2023			-split-	Deposit		X	53,164.23	175,981.35
03/20/2023			-split-	Deposit		X	600.00	176,581.35
03/20/2023		Straighttalk	-split-		48.36	X		176,532.99
03/20/2023		Intuit QuickBooks	65010 · Books, Subscri...		130.00	X		176,402.99
03/20/2023	2193	CESC Inc	20000 · Accounts Paya...	JAN 23 ARPA	4,722.06	X		171,680.93
03/20/2023	2194	Big Bend Homeless ...	20000 · Accounts Paya...	Jan 23 ARPA ...	14,997.02	X		156,683.91
03/20/2023	2195	Ability 1st	20000 · Accounts Paya...	Jan 23 ARPA S...	6,250.00	X		150,433.91
03/20/2023	2197	CESC Inc	20000 · Accounts Paya...	Dec 22 ARPA	6,151.72	X		144,282.19
03/20/2023	2198	Big Bend Homeless ...	20000 · Accounts Paya...	Dec 2022 ARPA	18,823.92	X		125,458.27
03/20/2023	2199	Ability 1st	20000 · Accounts Paya...	Dec 2022 ARPA	6,203.42	X		119,254.85

Big Bend Continuum of Care

4/10/2023 10:41 AM

Register: 1 · Regions Bank

From 01/01/2023 through 03/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/20/2023	2200	Lovena Basquin	20000 · Accounts Paya...	Stipend	221.00	X		119,033.85
03/20/2023	2201	One Roof.	20000 · Accounts Paya...	Contract #0309...	3,675.69	X		115,358.16
03/21/2023			-split-	Deposit - Mem...		X	600.00	115,958.16
03/21/2023		Apalachee Center Inc	47230 · Membership D...	Deposit		X	300.00	116,258.16
03/21/2023	2202	Apalachee Regional ...	20000 · Accounts Paya...		23,236.95	X		93,021.21
03/22/2023		Barbara Will	47230 · Membership D...	Deposit		X	290.84	93,312.05
03/22/2023		CenturyLink	-split-		290.57	X		93,021.48
03/23/2023		City of Tallahassee	-split-	Deposit		X	11,008.34	104,029.82
03/23/2023		Department of Childr...	47210 · State Contracts	Deposit		X	4,916.22	108,946.04
03/27/2023		Department of Childr...	47210 · State Contracts	Deposit		X	8,928.57	117,874.61
03/27/2023	2203	Absolute Computing ...	20000 · Accounts Paya...	ACS 68594	45.00			117,829.61
03/27/2023	2204	Legacy Insurance Sol...	20000 · Accounts Paya...		2,065.92	X		115,763.69
03/27/2023	2205	Robert J Young Co...	20000 · Accounts Paya...	INV 6227652	170.70	X		115,592.99
03/27/2023	2206	Sharp Electronics Co...	20000 · Accounts Paya...	Contract 44000...	54.65			115,538.34
03/28/2023	2207	Apalachee Regional ...	20000 · Accounts Paya...		5,148.73	X		110,389.61
03/28/2023	2208	Apalachee Regional ...	20000 · Accounts Paya...	INV 23-96	425.00	X		109,964.61
03/28/2023	To Print	Capital City Youth S...	20000 · Accounts Paya...	Dec 2022 ARPA	7,487.31			102,477.30
03/29/2023		Department of Childr...	47210 · State Contracts	Deposit		X	2,617.05	105,094.35
03/30/2023			47210 · State Contracts	Deposit		X	21,141.57	126,235.92
03/31/2023		United Partners for H...	60920 · Business Regis...		300.00	X		125,935.92



**2022-2023 DCF PROVIDER PAYMENTS**

Agency	Funding Stream	Activity	Annual Award Amount	Actual Invoice JULY	Actual Invoice AUGUST	Actual Invoice SEPTEMBER	Actual Invoice OCTOBER	Actual Invoice NOVEMBER	Actual Invoice DECEMBER	Actual Invoice January	Actual Invoice February	Total Invoices	Contract Balance
<b>Ability 1st</b>	DCF ESG	Outreach	\$23,000.00	\$0.00	\$4,636.04	\$7,964.40	\$1,155.50	\$1,155.50	\$1,155.00	\$1,155.50	\$1,155.50	\$18,377.44	\$4,622.56
	DCF ESG	Rapid Rehousing											
	DCF ESG	ADMIN											
<b>BBCoC</b>	DCF Staffing	CoC Staffing	\$107,142.85	\$8,928.57	\$8,928.57	\$8,928.57	\$8,928.57	\$8,928.57	\$8,928.51	\$8,928.51	\$8,928.57	\$71,428.44	\$35,714.41
	DCF TANF	Admin	\$966.00	\$36.23	\$43.20	\$106.40	\$80.56	\$82.55	\$53.53	\$38.48	\$76.22	\$517.17	\$448.83
	DCF Challenge	Admin	\$8,600.00	\$396.24	\$857.35	\$423.64	\$906.43	\$1,046.68	\$730.50	\$541.66	\$446.93	\$5,349.43	\$3,250.57
	DCF ESG	Admin	\$5,730.00	\$328.58	\$608.18	\$966.41	\$280.95	\$744.31	\$1,014.68	\$924.38	\$1,608.72	\$6,476.21	-\$746.21
<b>BBHC</b>	DCF Challenge	Housing Need	\$4,898.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,898.20
	DCF Challenge	Program Need	\$33,221.80	\$1,004.34	\$947.11	\$1,689.62	\$1,233.39	\$2,727.01	\$3,562.80	\$3,840.37	\$3,840.37	\$18,845.01	\$14,376.79
	DCF ESG	Emergency Shelter	\$36,852.00	\$1,151.39	\$1,082.89	\$880.78	\$1,126.52	\$4,619.95	\$4,017.58	\$3,862.40	\$3,862.40	\$20,603.91	\$16,248.09
	DCF ESG	Homeless Prevention	\$25,148.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,735.94	\$8,735.94	\$16,412.06
<b>Catholic Charities</b>	DCF TANF	Financial Assistance	\$19,385.00	\$1,208.69	\$700.00	\$1,500.00	\$1,193.81	\$1,613.31	\$646.00	\$144.31	\$1,022.44	\$8,028.56	\$11,356.44
	DCF TANF	Case Management	\$11,899.00	\$0.00	\$739.99	\$2,046.79	\$1,491.68	\$1,138.44	\$1,138.44	\$1,138.44	\$1,518.39	\$9,212.17	\$2,686.83
	DCF Challenge	Housing Need	\$15,280.00	\$1,465.16	\$4,659.98	\$2,546.79	\$1,560.54	\$1,638.44	\$433.57	\$985.65	\$628.92	\$13,919.05	\$1,360.95
	DCF Challenge	Program Need	\$4,000.00	\$0.00	\$0.00	\$0.00	\$427.00	258.00	\$387.00	590.55	\$569.22	\$2,231.77	\$1,768.23
	DCF ESG	Emergency Shelter											
	DCF ESG	Rapid Rehousing	\$26,000.00	\$770.22	\$358.71	\$2,476.46	\$557.07	\$3,456.58	\$1,602.08	\$4,275.15	\$4,358.60	\$17,854.87	\$8,145.13
	DCF ESG	Homeless Prevention	\$5,720.00	\$0.00	\$1,019.57	\$988.82	\$327.93	\$326.12	\$643.95	\$566.08	\$354.14	\$4,226.61	\$1,493.39
<b>CCYS</b>	DCF Challenge	Housing Need											
	DCF Challenge	Program Need	\$20,000.00	\$1,492.94	\$2,966.40	\$0.00	\$5,843.32	\$5,843.32	\$2,921.66	\$0.00	\$0.00	\$19,067.64	\$932.36
	DCF ESG	Street Outreach	\$15,550.00	\$1,295.84	\$0.00	\$0.00	\$0.00	\$0.00	\$5,843.32	\$0.00	\$0.00	\$7,139.16	\$8,410.84
	DCF ESG	Emergency Shelter	\$2,000.00	\$1,085.58	\$1,011.85	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$2,097.43	-\$97.43
<b>IOY</b>	DCF ESG	Rapid Rehousing	\$10,000.00	\$0.00	\$0.00	\$575.00	\$579.00	\$366.00	\$266.57	\$2,466.00	\$1,200.00	\$5,452.57	\$4,547.43
<b>CoC Wide Totals</b>			<b>\$375,392.85</b>	<b>\$19,163.78</b>	<b>\$28,559.84</b>	<b>\$31,093.68</b>	<b>\$25,692.27</b>	<b>\$33,944.78</b>	<b>\$33,395.19</b>	<b>\$29,457.48</b>	<b>\$38,306.36</b>	<b>\$239,613.38</b>	<b>\$135,779.47</b>

**Ability 1st**

Monthly Target Amount

Task Category	Project Budget \$	Current Expenditures \$												Cumulative Expenditures (Amount Spent To-Date) \$	Unexpended Budget (Remaining Funds) \$		
		Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23			Oct-23	
Task 1 - Street Outreach	\$75,000.00	\$6,111.45	\$6,250.00	\$6,203.42	\$6,250.30	\$6,388.55										\$31,203.72	\$43,796.28
<b>TOTALS</b>	<b>\$75,000.00</b>	<b>\$6,111.45</b>	<b>\$6,250.00</b>	<b>\$6,203.42</b>	<b>\$6,250.30</b>	<b>\$6,388.55</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$31,203.72</b>	<b>\$43,796.28</b>

\$6,256.61

**BBCoC**

Monthly Target Amount

Task Category	Project Budget \$	Current Expenditures \$												Cumulative Expenditures (Amount Spent To-Date) \$	Unexpended Budget (Remaining Funds) \$		
		Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23			Apr-23	
Task 1 - Street Outreach	\$75,000.00	\$0.00	\$1,426.47	\$2,379.37	\$3,568.03	\$2,395.68	\$7,269.13	\$6,831.88	\$7,383.58	\$8,295.72	\$7,997.18	\$6,956.76				\$47,547.04	\$27,452.96
Task 2 - Permanent Supportive Housing	\$75,000.00	\$0.00	\$2,360.34	\$108.85	\$2,921.47	\$3,324.36	\$3,916.63	\$4,842.50	\$5,467.88	\$8,066.43	\$6,249.38	\$7,854.40				\$37,257.84	\$37,742.16
Task 3 - Capacity Building	\$360,000.00	\$0.00	\$21,311.17	\$21,739.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$43,050.50	\$316,949.50
										\$1,000.00							
<b>TOTALS</b>	<b>\$510,000.00</b>	<b>\$0.00</b>	<b>\$25,097.98</b>	<b>\$24,227.55</b>	<b>\$6,489.50</b>	<b>\$5,720.04</b>	<b>\$11,185.76</b>	<b>\$11,674.38</b>	<b>\$12,851.46</b>	<b>\$17,362.15</b>	<b>\$14,246.56</b>	<b>\$14,811.16</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$127,855.38</b>	<b>\$382,144.62</b>	

\$3,921.85

\$5,391.74

\$17,608.31

**BBHC**

Monthly Target Amount

Task Category	Project Budget \$	Current Expenditures \$												Cumulative Expenditures (Amount Spent To-Date) \$	Unexpended Budget (Remaining Funds) \$		
		Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23			Apr-23	
Task 2 - Permanent Supportive Housing	\$300,000.00	\$0.00	\$0.00	\$2,345.79	\$3,074.17	\$5,733.26	\$7,860.40	\$21,965.90	\$16,779.44	\$24,339.97	\$20,513.07	\$48,874.42				\$102,612.00	\$197,388.00
	\$75,000.00				-\$3,074.17	-\$5,733.26	-\$5,516.05	-\$5,516.05	-\$5,516.05	-\$5,516.05	-\$5,516.05	-\$5,516.05	-\$5,516.05	-\$5,516.05	-\$5,516.05	-\$36,387.68	\$38,612.32
<b>TOTALS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,345.79</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,344.35</b>	<b>\$16,449.85</b>	<b>\$11,263.39</b>	<b>\$18,823.92</b>	<b>\$14,997.02</b>	<b>\$43,358.37</b>	<b>-\$5,516.05</b>	<b>-\$5,516.05</b>	<b>-\$5,516.05</b>	<b>\$66,224.32</b>	<b>-\$66,224.32</b>

28,198.29

Advance- on target to pay

**CESC**

Monthly Target Amount

Task Category	Project Budget \$	Current Expenditures \$												Cumulative Expenditures (Amount Spent To-Date) \$	Unexpended Budget (Remaining Funds) \$		
		Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23			Apr-23	
Task 1 - Street Outreach	\$75,000.00	\$2,316.62	\$2,425.87	\$2,612.45	\$5,013.44	\$3,551.65	\$3,513.88	\$4,088.29	\$4,783.28	\$6,151.72	\$4,722.06	\$3,467.51				\$39,179.26	\$35,820.74
<b>TOTALS</b>	<b>\$75,000.00</b>	<b>\$2,316.62</b>	<b>\$2,425.87</b>	<b>\$2,612.45</b>	<b>\$5,013.44</b>	<b>\$3,551.65</b>	<b>\$3,513.88</b>	<b>\$4,088.29</b>	<b>\$4,783.28</b>	<b>\$6,151.72</b>	<b>\$4,722.06</b>	<b>\$3,467.51</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$39,179.26</b>	<b>\$35,820.74</b>	

\$5,117.25

**CCYS**

Monthly Target Amount

Task Category	Project Budget \$	Current Expenditures \$												Cumulative Expenditures (Amount Spent To-Date) \$	Unexpended Budget (Remaining Funds) \$		
		Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23			Apr-23	
Task 1 - Street Outreach	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,991.54	\$7,487.31	\$0.00	\$6,500.90				\$12,478.85	\$62,521.15
Task 2 - Permanent Supportive Housing	\$200,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	contract terminated		\$0.00	\$200,000.00
<b>TOTALS</b>	<b>\$275,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,991.54</b>	<b>\$7,487.31</b>	<b>\$0.00</b>	<b>\$6,500.90</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,478.85</b>	<b>\$262,521.15</b>

\$8,931.59

\$28,571.43

**BIG BEND HOMELESS ASSISTANCE CONTINUUM OF  
CARE, INC.**

**Financial Policies and Procedures**

**Rev: 4.2023**

**Board Approved** xx-xx-xxx

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<b>POLICY TITLE:</b> <b>Annual Authorization of Signers</b>	<b>POLICY NUMBER:</b> <b>F-AUTH</b>
<b>DEPARTMENT:</b> <b>Finance</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

**POLICY:**

THE ORGANIZATION annually approves check signers for all bank and investment accounts maintained by THE ORGANIZATION.

**PROCEDURE:**

1. The Executive Director(“ED”), is hereby granted the authority as agent for THE ORGANIZATION to sign documents and enter into contracts, as follows:
  - a. Any contract, check or other paper in connection with any expenditure or activity that is within a duly authorized annual budget authorized by the Board of Directors, as such budget may be amended from time to time and annually.
  - b. Any contract, check or other paper in connection with any single expenditure or expenditures in any distinct calendar year that singularly or in aggregate total \$10,000, and that are not within any budget category or exceed the amount budgeted. This is a single limit authorization and when the \$10,000 is committed in any single year, then the Executive Director must seek additional board authority for any additional expenditure from the Board prior to incurring or obligating THE ORGANIZATION. The Executive Director shall report at the next Board Meeting any expenditures, or contracts which he/she expends or enters into in connection with this specific authorization. In no event shall the Executive Director obligate THE ORGANIZATION to any multiyear contracts that require the expenditure of \$75,000 for more than one year that is not presented and approved by the Board.
  - c. The Executive Director is authorized to add her/himself as an authorized signatory for any and all bank and other accounts of THE ORGANIZATION. He/She and other officers of THE ORGANIZATION are authorized to sign any standard-form resolutions that such banking institutions or others require for such signatory authorization.
  - d. Nothing in this policy and procedure diminishes or otherwise eliminates the Chief Executive Officer’s obligations to disclose and obtain proper approval of any conflict of interest expenditure or any transaction in which he/she has a personal interest.
  
2. Upon termination/resignation of the Executive Director and Board Officers they will be no longer authorized to act on behalf of THE ORGANIZATION.

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<b>POLICY TITLE:</b>  <b>General Banking</b>	<b>POLICY NUMBER:</b>  <b>F-GEN</b>
<b>DEPARTMENT:</b>  <b>Finance</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

**POLICY:**

The Organization will safeguard and implement segregation of duties over the bank reconciliation process.

**PROCEDURE:**

1. A digital copy of bank statement is provided to the ED for approval. The ED reviews and approves the bank statements as indicated by a signature or initials. Approved Bank statements are placed in the accounting- restricted server folder. See Other Administrative Policies at F-ADMI.
2. Accounting reconciles bank statements in accounting software and sends a copy of Reconciliation Detail to ED for approval. ED signs/initials to signify approval.
3. Access to online banking is limited and secured.

<b>POLICY TITLE:</b> <b>Credit Cards</b>	<b>POLICY NUMBER:</b> <b>F-CRED</b>
<b>DEPARTMENT:</b> <b>Finance</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

**POLICY:**

THE ORGANIZATION may maintain credit cards and overall credit limits as approved by the Finance Committee and Board of Directors.

**PROCEDURE:**

1. The Executive Director may issue corporate credit cards to appropriate staff members who may need to use such cards for THE ORGANIZATION business expenses and or other uses authorized by the Executive Director. Non-business charges to the corporate card are not allowed and such unauthorized use may be subject to disciplinary action and loss of credit card privileges. Charges made using the corporate credit card must be supported by adequate, contemporaneous documentation and a copy given to the Office Manager as the custodian of the corporate credit card. Any staff person not providing such documentation in a timely manner, will lose corporate credit card privileges.

A corporate credit card is in the custody of the Executive Director or Contracts and Finance Director and is to be used for on-line purchases and when online payment is not immediately available. See policies below for detail on handling receipts, expense recording, and monthly reconciliation.



<b>POLICY TITLE:</b>  <b>Cash Receipt Processing</b>	<b>POLICY NUMBER:</b>  <b>F-CR</b>
<b>DEPARTMENT:</b>  <b>Finance</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

**POLICY:**

The ORGANIZATION receives funds from a variety of sources including – local, state and federal entities for reimbursement of joint expenses, as well as other sources.

**PROCEDURE:**

*Paper Checks:*

1. Money that comes in the forms of paper checks to the office are opened by the ED and entered on the check log.
2. Check log and checks are collected by the Contracts and Finance Director. A deposit slip is created and supporting documentation is attached (deposit slip, and copy of the check).
3. Copies of deposit slip and supporting documentation are maintained by accounting.
4. Accounting records all deposit information into accounting software.

*ACH:*

1. The ED and Contracts and Finance Director has access to the bank accounts online and regularly checks for incoming ACH receipts.
2. The ED makes accounting aware of any ACH payments that will be deposited into the account when information is received.
3. Accounting records all deposit information into accounting software.
4. Copies of supporting documentation are maintained by accounting.

**NOTES:**

Receivables are reviewed periodically for collectability.

Bank statements are reconciled and reviewed monthly by the ED and signed off/ initialed as an indication of approval.

<b>POLICY TITLE:</b> <b>Accounts Receivable/Billing</b>	<b>POLICY NUMBER:</b> <b>F-AR</b>
<b>DEPARTMENT:</b> <b>Finance</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

**Policy:**

The ORGANIZATION records revenue when paid via electronic transmission in accordance with generally accepted accounting principles. Other receivables will be recorded when billed.

**Procedure:**

When the ORGANIZATION is notified of funds received, the reports are coded and entered into the accounting software.

When payment is received for the other receivables, it is entered into the accounting software. Other receivables are reviewed periodically for collectability.

<b>POLICY TITLE:</b> <b>Procurement</b>	<b>POLICY NUMBER:</b> <b>F-PROC</b>
<b>DEPARTMENT:</b> <b>Finance</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

**POLICY:**

THE ORGANIZATION’s procurement policy complies with or exceeds the procurement standards established by OMB’s *Uniform Guidance on Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award*, Subpart D - Procurement Standards.

**PROCEDURES:**

1. Competitive bidding processes required by any contract or program under which THE ORGANIZATION is bound will be followed per requirements of that contract or program. The following competitive bidding practices will be followed in the absence of any such contract or program requirements:
  - a. Items under \$3,000 no bidding required.
  - b. Items costing over \$3,000 but less than \$10,000 telephone bids from at least three vendors for the same or comparable goods.
  - c. Items costing over \$10,000 but less than \$50,000 written bids from at least three vendors for the same or comparable goods.
  - d. Items costing over \$50,000 written sealed bids from at least three qualified vendors (if available) to be due by announced date and opened by more than one THE ORGANIZATION staff member or Board member in a meeting open to any interested bidder. All bids will be documented as to when received and shall be initialed by the Executive Director and/or his/her designee as to time and date received. In addition, a written specification is required to have been provided to all bidders. A bidder’s meeting may or may not be conducted to explain the specifications. Any questions which vendors may have about the specification, and which may be asked outside such bidder’s meeting (if one is held) must be in writing, must be answered by THE ORGANIZATION in writing and posted on THE ORGANIZATION website in order to be accessed by all other bidders.
  
2. Sole source can be used only when one of the following circumstances apply:
  - a. The item or service is available only from a single source;
  - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

- c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
  - d. After solicitation of a number of sources, competition is determined inadequate.
- 3. Take necessary affirmative steps to assure that minority business, women's business enterprises and labor surplus area firms are used when possible.  
Affirmative steps must include:
  - a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - b. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
  - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
  - d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
  - e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
  - f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.
- 4. Retention of records sufficient to detail the history of procurement, including, but not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection and the basis for the contract price.

<b>POLICY TITLE:</b> <b>Cost Allocation Methodology</b>	<b>POLICY NUMBER:</b> <b>F-COST</b>
<b>DEPARTMENT:</b> <b>Finance</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

**POLICY:**

**I. Introduction**

The ORGANIZATION provides administrative services including accounting and grant administration. The following outlines the cost allocation methodology of the Organization to provide these services.

**PROCEDURES:**

**II. Cost Allocation Methodology**

Three common ways to allocate indirect cost are square footage, time incurred by staff, and number of employees. We have identified overhead expenses and assigned a cost allocation method to those costs. In general, staff time is allocated based on actual time recorded to each cost center on their time sheets. Shared administrative costs are allocated based on the percentage of FTE time on each cost center.

Employee timekeeping records will be maintained for all employees. Timekeeping records will account for the activities conducted and the time spent on each activity.

Allocation of variable expenses (costs that may fluctuate from month-to-month based on activity) will be computed based on the amounts established in the budget. At the end of the year, The Organization will evaluate the cost allocation methodology and determine if it provides an adequate representation of the administrative service costs.

**III. Conference and Meeting Allocation**

THE ORGANIZATION staff will track working hours. It is the responsibility of each staff member to identify and assign time to the correct cost center. Any expenses incurred related to attendance at a conference or meeting will also be identified by cost center.

#### **IV. Conference and Meeting Allocation**

THE ORGANIZATION staff will track working hours. It is the responsibility of each staff member to identify and assign time to the correct cost center. Any expenses incurred related to attendance at a conference or meeting will also be identified by cost center.

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<b>POLICY TITLE:</b>  Accounts payable	<b>POLICY NUMBER:</b>  F-AP
<b>DEPARTMENT:</b>  Finance	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

**POLICY:**

The ORGANIZATION authorizes the ED, CFD, Board President and Treasurer to sign checks. Anyone signing a check must review and initial the supporting invoice or other documentation. Individuals may not sign a check payable to themselves.

Accounting will maintain the accounts payable system. All purchases of goods and services will be recorded in the accounting system in the appropriate accounting period and properly classified (as determined by The Organization’s employees). Adequate records will be maintained to provide information regarding outstanding payables, payment due dates and indication of duplicate or potentially improper payments. All purchases of any type must be attributable to the business operations of the Organization. The ED authorizes all purchases. In emergency situations, or in the absence of the ED, the CFD ~~President~~ will authorize the purchase.

**PROCEDURE:**

1. Accounting enters the invoices and credit card transactions into the accounting software with general ledger coding if syncing is not available.
2. The accounting team enters ensures that all supporting documents are presented and maintained.
3. After approval by the ED or CFD, paper checks and electronic payments are released in the online payment platform, if applicable, and documentation is saved through the accounting software.
- 3.4. For invoices and credit card transactions that are prepaid (paid prior to the expense occurring), the information is entered into the Prepaid Schedule maintained by the accounting team. The Prepaid Schedule is then reconciled with the Prepaid account in the accounting software monthly at a minimum. The Prepaid Schedule supports the accounting software, but is not a source document. All invoices are used as source documentation and maintained.
- 4.5. Vendor payments are recorded in the “Active Vendor Schedule” in the accounting records to provide a record of regular monthly payments made. This schedule is used to determine if any monthly payments are missing.

- ~~5.6.~~ For Debit/Credit Card transactions, before use of the credit cards, an employee must complete a purchase order detailing grant, account code, and detail of request purchases (QTY, description, and price). The Purchase order is approved by the ED or CFD before purchase. Once purchased the invoice/receipt is entered into the Credit Card Transaction List in accounting records. The charge is then entered into accounting software. Supporting documents must include signed purchase order.
- ~~6.7.~~ The accounting team reconciles the credit card statement in the accounting software and sends the Reconciliation Detail to ED for approval, indicated by ED signature/initials.
- ~~7.8.~~ Once approved, the accounting team saves the approved Reconciliation Detail in the accounting records and pays the credit card statement via online account. The accounting team then saves payment confirmation in record retention software.

## NOTES:

All checks on the organization's bank accounts are pre-numbered and are continually monitored to ensure that no sequential number is missing. Voided or spoiled checks are marked as such and are retained until the next independent audit. Unissued blank checks are safeguarded in a locked file.

## Additional controls:

- Consulting services must be approved by the ED who will require all proposals to clearly state the cost, the scope of services and a not-to-exceed amount for the services rendered. A member of the Board shall not be employed as a paid consultant.
- All independent contractors, including consultants, must complete an IRS Form W-9 upon signing any agreement for contracted services. The requirement to submit this form will be included in all independent contractor agreements with the stipulation that this requirement must be met in order for the agreement to be valid. To avoid incorrect tax reporting, entry for payment of any consultant will not be made in the accounting system until the Form W-9 is received by the accounting team. The "IRS 20 Factor Test" will be used to determine if a person should be classified as an independent contractor or employee.
- All staff members and members of the Board of Directors of THE ORGANIZATION who are engaged in recommending or approving the procurement or purchase of any item or service shall strictly adhere to the following guidelines:
  - No gift or payments of any kind may be solicited or accepted from any vendor in exchange for the recommendation or selection of that vendor's goods or services. Any conflict of interest existing for any staff or Board member who is involved in recommending or approving procurement of any good or services for THE ORGANIZATION shall be identified by that staff or Board member and he/she shall refrain from continuing to be involved in the transaction or possible transaction. Such conflict of interest will not necessarily disqualify the effected



vendor subject to the determination of the Executive Director Board of Directors (as appropriate) that the conflict of interest is not material or that disapproval of the vendor would be detrimental to THE ORGANIZATION.

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<b>POLICY TITLE:</b> <b>Chart of Accounts w/ Narrative</b>	<b>POLICY NUMBER:</b> <b>F-CHAR</b>
<b>DEPARTMENT:</b> <b>Finance</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

**POLICY:**

THE ORGANIZATION’s financial position must be represented in conformity with Generally Accepted Accounting Principles (GAAP) in the United States of America and the Governmental Accounting Standards Board (GASB). THE ORGANIZATION ensures proper recording and classification by properly maintaining the Chart of Accounts of the General Ledger and overseeing account setup and the assignment of attributes to accounts.

**PROCEDURES:**

The ED and accounting team together are responsible for ensuring the proper recording and classification of all revenues, expenses, assets, liabilities, and fund balances. Any requests to change attributes on accounts or to set up new accounts must be reviewed and approved by the ED and accounting team.

**Chart of Accounts**

The Chart of Accounts is structured to allow for expanding or deleting accounts to satisfy THE ORGANIZATION’s requirements while preserving uniformity and consistency in recording and reporting financial information. The following is a list of accounts categories that are available for coding transactions in the accounting system:

- |             |              |
|-------------|--------------|
| 10000-14000 | Assets       |
| 20000-24000 | Liabilities  |
| 30000-32000 | Net Assets   |
| 40000-49900 | Revenues     |
| 50000-61000 | Expenditures |

The general ledger is automated and maintained using THE ORGANIZATION’s accounting software. The Executive Director and the accounting team shall review the general ledger and chart of accounts on a periodic basis for any unusual transactions.

Classes

THE ORGANIZATION has set up classes to aid in reporting expenses allocated to various funding sources.

<b>POLICY TITLE:</b> <b>Budget</b>	<b>POLICY NUMBER:</b> <b>F-BUDG</b>
<b>DEPARTMENT:</b> <b>Finance</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

**POLICY:**

THE ORGANIZATION prepares and adopts an annual budget before the beginning of the fiscal year. The budget is revised only if approved by the Board.

**PROCEDURE:**

1. The Executive Director and the accounting team will develop an annual operating budget.
2. The Executive Director and the accounting team will present the proposed budget to the Executive Committee for review and approval to submit to the Board.
3. Once approved by the Executive Committee, the Executive Director and the Contracts and Finance Director, will present the proposed budget to the Board in October or earlier for the next fiscal year.

<b>POLICY TITLE:</b> <b>Payroll Processing</b>	<b>POLICY NUMBER:</b> <b>F-PR</b>
<b>DEPARTMENT: Finance</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

**POLICY:**

The ORGANIZATION processes payroll on a computerized system via an online employer system administered by the payroll and benefit administrator.

**PROCEDURE:**

Payroll periods are bi-weekly.

1. Employees are required to track time daily by time spent on specific programs. Time is recorded on the Organization’s timesheet. Timesheets are signed by employee and reviewed and approved by the Executive Director (indicated by sign off).
  - a. Employee time sheets will be submitted to his/her supervisor for approval on the first (1st) business day after the payroll period end date
  - b. The ED will review for accuracy and approve time sheets. The ED will forward approved time sheets to the Payroll Administrator on or before the first (1st) business day after the payroll period end date.
2. All reviewed and approved timesheets and support of PTO request are provided to the Payroll Administrator to prepare payroll payments using the online payroll processing system.
3. Payroll reports from the payroll processing system are provided to Executive Director ("ED") for review. Once reports are approved, they are signed by the ED and provided back to the accounting team.
4. Accountant team processes payroll.
5. Pay checks are directly deposited into individual employee checking or savings accounts. The Organization will accommodate an employee’s request for a paper check; however, the preferred method is direct deposit for the security and timing of payment.
6. Accountant prepares payroll journal entry off the approved payroll, which contains all employee payroll and deduction, into accounting software.
7. Timesheet and approved processed reports are saved in the accounting records. The Payroll Administrator provides a monthly PTO Balance report to each employee.

**SYSTEM ACCESS:**

The Payroll Administrator will be the designated administrator of the online employer payroll system. They are responsible for payroll functions including adding, changing, and terminating employees. Employees have access only to his or her profile, time sheet, PTO information, and pay stub. The user access is designated as “Employee”.

**Payroll Errors or Issues:**

- If an employee identifies a payroll error/issue, he/she is to alert accounting and ED immediately in writing.

**NOTES:**

- Processes for hourly and salaried employees are the same.
- Timesheets are used for the cost allocation of expenses.

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<b>POLICY TITLE: Line of Credit</b>	<b>POLICY NUMBER: F-LINE</b>
<b>DEPARTMENT: Finance</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

**POLICY:**

Line of credit is utilized for emergency cash flow purposes. To access the line of credit, the accounts receivable must be equal to or greater than the amount of the draw down. When possible, repayments of the loan shall be made in order to avoid incurring interest charges. Any interest charges incurred must be paid from unencumbered funds.

The Treasurer and ED will approve line of credit usage to ensure alignment with policy.

**PROCEDURES:**

1. The Treasurer and ED will approve the draw down
2. The accounting team will have documentation of approval to request draw down
3. Set amount is drawn down and recorded as a liability on the books.

**NOTES:**

The Organization has no active line of credit at this time.

<b>POLICY TITLE: Close Out Processes</b>	<b>POLICY NUMBER: F-CLOSE</b>
<b>DEPARTMENT: Finance</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

**POLICY:**

Month-end close is performed accounting. Quarterly statements are submitted to the Executive Committee for approval and then the Board for final approval.

**PROCEDURES:**

1. The Contracts and Finance Director:
  - a. Prepares accruals and adjustments in the general ledger as needed for monthly financial statements.
  - b. Batches Monthly/ Quarterly AJES and prints with references to WPs that support AJEs. AJES are reviewed and approved.
  - c. Prepares monthly reconciliation of general ledger accounts and ties to support in record retention filing system.
  - d. Prepares financial statements monthly.
  - e. Performs quality control checks of financial statements and workpapers. Analyzes budget to actual monthly.
2. The Executive Committee and Board reviews and approves Quarterly Financial statements

<b>POLICY TITLE:</b> <b>Financial Reporting – Internal</b>	<b>POLICY NUMBER:</b> <b>F-INFR</b>
<b>DEPARTMENT:</b> <b>Finance</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

**POLICY:**

THE ORGANIZATION prepares monthly financial statements under generally accepted accounting principles.

**PROCEDURE:**

The accounting software is password protected with full access granted to the ED and the Contracts and Finance Director.

Each balance sheet account is reconciled to the financial statements by the accounting team. Any variances are reviewed, noted, and corrected as needed. Balances and support are reviewed by the Contracts and Finance Director.



<b>POLICY TITLE:</b> <b>Financial Statement Audit</b>	<b>POLICY NUMBER:</b> <b>F-AUD</b>
<b>DEPARTMENT:</b> <b>Finance</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

**POLICY:**

THE ORGANIZATION will obtain the services of an independent certified public accountant to conduct the annual audit and the single audit as required by grantors. It is the policy of THE ORGANIZATION to contract for an independent audit of agency records for each fiscal year.

**PROCEDURE:**

The ORGANIZATION is responsible for hiring, working with the auditor, and ensuring recommendations for the audit are reviewed and implemented. At a minimum, every 5 years The ORGANIZATION will procure an independent audit firm (see Policy F-PROC for procurement standards). The same audit firm may continue to be used, audit firm rotation is not required.

The audit will be conducted on a timely basis with a complete report, if necessary, including a Management Letter which shall be submitted to THE ORGANIZATION Board no later than its February Meeting.

THE ORGANIZATION staff and accounting shall make available financial records during the fiscal year to permit preliminary work.

It shall be the responsibility of the Executive Committee to review the audit report, recommend approval to the full Board and provide direction to THE ORGANIZATION staff regarding recommendations contained therein.

<b>POLICY TITLE:</b> <b>Property Records</b>	<b>POLICY NUMBER:</b> <b>F-PROP</b>
<b>DEPARTMENT:</b> <b>Finance</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

**POLICY:**

THE ORGANIZATION will maintain a detail list of property and equipment to safeguard assets of THE ORGANIZATION.

**PROCEDURE:**

1. A record will be maintained of all items of equipment owned or leased by THE ORGANIZATION. The record will include equipment having a useful life of more than one (1) year and an acquisition cost of \$1,000 or more per unit.
2. The total of property and equipment acquisition cost on the property record shall balance with the property and equipment account of the general ledger. The equipment will be physically inventoried annually and checked against property records.
3. Property valued more than \$10,000 will not be disposed of without prior approval of the Executive Committee and in accordance with governing regulations.
4. Depreciation will be calculated using the straight-line method over its estimated useful life.

<b>POLICY TITLE:</b> <b>Government Filings</b>	<b>POLICY NUMBER:</b> <b>F-GOVT</b>
<b>DEPARTMENT:</b> <b>Finance</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

**POLICY:**

THE ORGANIZATION will ensure that all government filings are made timely.

**PROCEDURE:**

1. This responsibility will be delegated to the accounting team, independent auditor and payroll service, depending on the required filing.
2. Governmental filings include, but are not limited to, the following:
  - a. RT 6 – State of Florida Department of Labor and Employment Security, Division of Unemployment Compensation RT 6 copy to Worker’s Comp carrier (due 45 days after the end of the quarter)
  - b. 990 Federal Tax Forms (IRS)
  - c. Form 2758 used to file for Extension of 990
  - d. 1096 used to file 1099 (for unincorporated individuals over \$600)
  - e. W-3 used to file W-2s.
  - f. Employer’s Quarterly Federal 941
  - g. Employer’s Annual Federal Unemployment (FUTA) 941
3. In the event THE ORGANIZATION is required to collect sales tax on items sold by THE ORGANIZATION, THE ORGANIZATION will submit timely sales tax reports and payments to the State of Florida on its authorized schedule.

<b>POLICY TITLE:</b> <b>Taxes</b>	<b>POLICY NUMBER:</b> <b>F-TAX</b>
<b>DEPARTMENT:</b> <b>Finance</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

**POLICY:**

THE ORGANIZATION will comply with all federal and state tax reporting requirements.

**PROCEDURE:**

1. THE ORGANIZATION is a 501(c)(3) not-for-profit corporation and therefore exempt from income taxes and from sales tax on its purchases in the State of Florida. All purchases will be made using this non-taxable status where possible.
2. As required by the IRS, THE ORGANIZATION will complete and file form 990, Return of Organization Exempt Form Income Tax.

<b>POLICY TITLE:</b> <b>Other Administrative Policies</b>	<b>POLICY NUMBER:</b> <b>F-ADMI</b>
<b>DEPARTMENT:</b> <b>Finance</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

**Mail**

- All mail will be stamped “Received” when opened.
- All bank statements must be given to the Executive Director unopened.
- Postage will ordinarily be applied to outgoing mail.
- Overnight mail services will be used judiciously and only when required.

**Insurance**

THE ORGANIZATION will maintain: 1) fire and extended coverage in an amount sufficient to cover the value of all property; 2) comprehensive general liability insurance; 3) professional liability insurance; 4) blanket position bond with limits of liability as required by state contract; 5) workers’ compensation insurance; 6) directors and officers insurance, and 7) cyber liability.

<b>POLICY TITLE:</b> <b>Grant Administration-Purpose, Scope and Authority</b>	<b>POLICY NUMBER:</b> <b>FG-AUTH</b>
<b>DEPARTMENT:</b> <b>Finance</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

**POLICY:**

The purpose of this policy is to document grant-related protocol for the management of grant awards. The policy describes the grants administration and procedures of THE ORGANIZATION associated with:

- Grant Identification, Application and Tracking
- Grant Award Notification, Review and Acceptance
- Grant Oversight and Monitoring
- Grant Accounting and Reporting
- Grant Sub recipient Monitoring
- Grant

Close-out

SCOPE

*Support and Control*

It is the responsibility of the Executive Director to implement the grant administration policy and to provide procedures that detail the grant proposal seeking process and the proper execution, management and close out of THE ORGANIZATION’s grant award. It is also the Chief Executive Officer’s responsibility to report on the submission and status of grants in a manner that assures transparency and accountability to the Board, grantors and the public.

*Definition of a Grant*

A grant is financial assistance from an external entity to carry out a public purpose. Funds can either be disbursed directly by the granting agency to THE ORGANIZATION or may be passed through another entity - such as the state or other governmental entity.

GOVERNING LAWS AND REGULATIONS

Federal

- Federal Grant and Cooperative Agreement Act of 1977, as incorporated in Title 31 Section 6304 of the US Code
- Office of Management and Budget (OMB), 2 CFR Parts 200, et al. – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

State

- Rules of the Auditor General, Chapter 10.650, Nonprofit And For-Profit Organizations
- Florida Single Audit Act, Florida Statutes 215.97

<b>POLICY TITLE:</b> <b>Records Retention and Destruction</b>	<b>POLICY NUMBER:</b> <b>G-RECO</b>
<b>DEPARTMENT:</b> <b>Management</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

It is the intent of the THE ORGANIZATION to establish an ongoing, coordinated administrative effort to systematically manage documents and records. The purpose of this policy is to ensure that documents are secure, accessible, maintained and destroyed according to business practices that are practical, while still meeting the legal requirement applicable to the BBCoC. In addition, the policy provides administrative personnel information about the recommended minimum requirements for document retention. These guidelines apply to both electronic and paper copy documents.

THE ORGANIZATION's staff is responsible for preserving the safety and confidentiality of documents in THE ORGANIZATION's possession. Documents should be maintained at the BBCoC's offices or otherwise easily accessible by THE ORGANIZATION's administration to provide for the security and preservation of the documents, as well as their usefulness to the BBCoC.

Documents should be maintained until the end of the identified retention period and should then be destroyed in an appropriate manner. Sensitive documents such as those containing financial, account or personnel information should be destroyed with no reasonable risk of the information being recovered.

*All permitted document destruction shall halt if THE ORGANIZATION is being investigated by a government law enforcement agency and routine destruction shall not resume without the written approval or legal counsel.*

The retention period for documents is 7 years, unless specified by a contract otherwise.

<b>Policy Title:</b> <b>Award Notification, Review and Acceptance Procedures</b>	<b>POLICY NUMBER:</b> <b>FG-AWAR</b>
<b>DEPARTMENT:</b> <b>Finance</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

Grant agreements are legal contracts. It is the ORGANIZATION'S responsibility to carry out grant activities to accomplish its objectives while adhering to the regulatory and budgetary terms and conditions prescribed by the grantor in the grant agreement. Failure to do so exposes the ORGANIZATION to legal liability and compromises current and future grant funding. The ORGANIZATION carries a significant legal and ethical responsibility when accepting grant funding and management of grant awards requires heightened awareness throughout the ORGANIZATION.

The award notification, review and acceptance process has three components: (1) award notification, (2) award review and negotiation, and (3) Board award acceptance and appropriation of grant funds.

#### BOARD ACCEPTANCE AND BUDGET AMENDMENT

Below are the procedures for grant acceptance:

1. ED, or his/her designee, presents the grant opportunity to the Board or Executive Committee for approval to submit the grant application.
2. If grant is awarded
  - a. Obtain contract signature from the Board President/ED.
  - b. Send originals to grantor for execution via mail or electronic.
  - c. If necessary, establish project codes with the accounting team.
  - d. Submit budget amendment to the Board approval.
  - e. After approval by Board, follow grant instructions for execution process.
  - f. Prepare and maintain a file that will be available for inspection by any state and federal auditors and the Organization's independent auditor.



<b>Policy Title:</b> <b>Management of the Grant</b>	<b>POLICY NUMBER:</b> <b>FG-MANA</b>
<b>DEPARTMENT:</b> <b>Finance</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

The ORGANIZATION is responsible for ensuring that all grantor and ORGANIZATION regulatory and budgetary policy and procedures are followed and that grants awarded to the ORGANIZATION end successfully and produce meaningful outcomes. The Chief Executive Officer, or his/her designee, is the liaison with the grantor regarding program performance, operational requirements and monitoring and will supervise all programmatic (operational) aspects of the grant in accordance with the terms and conditions of the grant, ensuring preparation and submission of all required program reports by or before the specified deadlines in the award agreement.

#### FISCAL ACCOUNTABILITY

Once the award is made, the Executive Director must ensure that the program is properly managed and controlled. Specifically, the Executive Director must monitor the progress of the program activities and the receipt and disbursement of program funds. All invoices received must be checked for accuracy prior to submittal to the Accounting team for payment.

#### COST PRINCIPLES

##### *Receipt and Use of Grant Funds*

- Grant funds may only be used for grant related expenses and expended within the period of performance identified in the grant agreement and pursuant to the cost principles set forth in §200.400 - §200.475 of OMB's Uniform Guidance.
- Grant funds awarded to the Organization shall not be used to supplant an existing expense so that current funds can be diverted to another use unless such a use of grant funds is explicitly identified as allowable in writing by the grantor in the grant award.
- All procurement activity associated with grant-funded projects or programs shall follow the grantor and ORGANIZATION policy and procedures for procurement of goods.
- All grant revenues shall be recorded in the ORGANIZATION'S finance system.

##### *Direct and Indirect (F&A) Costs*

- §200.412-§200.415 define direct and indirect costs and provide criteria for determining direct and indirect costs.
- Grant specific guidance may also provide additional information related to indirect costs.

*Method for determining whether costs are allowable*

- Cost Principles §200.401 (a) must be used in determining the allowable costs of work performed by the non-Federal entity under Federal awards.
- These principles must also be used by the non-Federal entity as a guide in the pricing of fixed price contracts and subcontracts where costs are used in determining the appropriate price.
- §200.402 defines the total cost of a federal award as the sum of the allowable direct and indirect costs less any applicable credits.

*Method for determining whether costs are reasonable*

- Cost Principles §200.404(a-e) establishes the criteria for reasonable costs. A cost is reasonable if:
  - a. It does not exceed that which would be incurred by a prudent person under the specific circumstances.
  - b. It is considered ordinary and necessary for operation or efficient performance of the award.
  - c. It shows sound business practice, arm's-length bargaining and applicable federal/state/local laws.
  - d. It is similar to market prices in the geographic area.
  - e. The individuals concerned acted with prudence.
  - f. The individuals concerned adhered to THE ORGANIZATION'S established policies and procedures regarding incurring costs (deviation may not unjustifiably increase cost to the federal award).

*Method for determining whether costs are allocable*

- Cost Principles §200.405(a-d) establishes the criteria for determining allocable costs.
  - a. The cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to that Federal award or cost objective is in accordance with the relative benefits received.
  - b. All activities which benefit from the non-Federal entity's indirect (F&A) cost including unallowable activities and donated services by the non-Federal entity or third parties will receive an appropriate allocation of indirect costs.
  - c. Any cost allocable to a particular Federal award under the principles provided for in this part may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations, or terms and conditions of the Federal awards, or for other reasons.
  - d. If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit.

### *Equipment Management*

- Equipment purchased with grant funds shall be used in line with the contract's requirements
- Grant purchased equipment must be properly maintained and safeguarded and equipment records must be maintained per the ORGANIZATION'S inventory policy and procedures. The ORGANIZATION maintains an inventory list for all ORGANIZATION owned property.
- After the grant award is closed and equipment is no longer needed for its originally intended purpose, the Executive Director shall request disposition instructions from the grantor and follow the Organization's policy and procedures for property and inventory control.

### GRANT REPORTING

Every award has reporting requirements specified in the grant agreement. It is critical that all reports are complete, accurate and submitted per the specified dates outlined in the agreement. Accurate and timely reporting is critical to maintaining a good relationship with the grantor. Requirements and procedures are established to ensure that grant funds are expended and accounted for in a method that provides accuracy, uniformity and consistency. Late or inaccurate reports may negatively impact current or future funding and result in Single Audit findings.

#### Types of Reports

- **Performance:** Typically required on a quarterly basis. The recipient is required to regularly submit and retain performance reports that reflect grant funded operational progress as required by the grant agreement.
- **Financial:** The recipient is required to regularly submit and retain financial reports that reflect a grant fiscal health as required by the grant agreement.
- **Close-out:** Per grantor award terms and conditions, including time frames for action, the recipient department is required to submit all financial, performance, and other reports required in the grant conditions.

### GENERAL STANDARDS FOR SUPPORTING DOCUMENTATION

Costs claimed by the Organization under its grants must be allowable, allocable and reasonable and adequate documentation to support charges to the grant must be maintained. Expenditures are governed by the cost principles established by federal, state, and other grantors and must conform to respective policies, grant special provisions and Organization policies. Specifically, the cost principles established in §200.400-§200.475 of OMB's Uniform Guidance must be adhered to.

- Documentation of eligible expenses may include copies of invoices, receipts, payroll or labor reports or other proof that complies with federal and state audit standards. Proof of payment of expenditures may include a copy of a credit card receipt, receipt showing cash payment, cancelled checks, bank statements or other proof that complies with federal and state audit standards. A supplemental accounting record may accompany the receipts and cancelled checks.

## FILE MANAGEMENT, ACCESS AND RETENTION

Files associated with a grant award must maintain a file structure that includes the important documents that chronicle the application, receipt of the award and all management related documents and correspondence through award close out.

- Proposal Submission Documentation:
  - a. Request for Proposal (RFP) or Application (RFA) guidelines
  - b. Copy of the original submitted application
  - c. Information and data used in preparation of and support of the grant proposal
  - d. Correspondence related to the proposal
- Award Documentation
  - a. Grant Award Notice (with budget and special conditions when applicable)
  - b. Grant amendments, modifications, extensions, cancellations and terminations and correspondence related to the award.
- Financial Documentation
  - a. Purchase orders
  - b. Invoices
  - c. Grantor approval for items such as budget reallocation, changes to scope, procurement and contractor selection
  - d. Performance and fiscal reports on grant activities
  - e. Personnel time and effort worksheets
  - f. CAP supporting documentation
- Contracts
  - a. Executed contracts and amendments
  - b. Relevant correspondence with grantor
- Reports
  - a. All reports to grantor – progress, technical, quarterly, annual, final, etc.
  - b. Evaluation forms and data
  - f. Compliance monitoring reports from desk audits or on-site visits
  - g. Project Closeout documents
  - h. Any other relevant communication with grantor
- Sub recipient Documents (if applicable)
  - a. Sub-recipient risk assessment documentation
  - b. Sub-recipient contract
  - c. All site visit documentation
  - d. Relevant sub-recipient correspondence
  - e. All financial, legal and procurement records related to the sub recipient's execution of the grant funded project
- All other pertinent or necessary information to show compliance with the award terms and conditions

## GRANT MODIFICATIONS, EXTENSIONS, OR CANCELLATIONS

During the course of a grant's lifetime, there are times when changes are necessary to periods of performance, budget or the project scope of work. Most of these changes, typically called grant amendments or modifications, are allowable but it is important to follow the procedures written in the grant agreement or in the guidelines provided by the grantor. These changes must be pre- approved by the grantor before they are considered eligible.

### *Grant Modifications*

Written confirmation from the grantor is necessary before any money is spent on items different from what was approved in the original budget. Also, project activities that deviate from those originally proposed in the grant application shall be documented and receive prior approval from the grantor before instituting these changes.

### *Extensions*

- Many grants allow for at least one no-cost time extension to complete a project, if necessary. These requests must be documented, and written approval must be received from the grantor usually in the form of a grant amendment/modification.
- Contract extensions may require Board approval.

### *Cancellations*

In the event that a grant must be returned to the grantor prior to project initiation, Board approval of the cancellation is necessary, and appropriate procedures for cancellation specific to the grant must be followed.

## GRANT CLOSEOUT

The grant closeout is a critical piece in the lifecycle of a grant and is the process by which the Organization performs all necessary administrative and financial actions to satisfactorily complete all requirements set forth in the grant agreement and generally address the physical completion of work and the administrative requirements and financial requirements for closeout. If an official letter or other formal document that references successful closeout is not provided, please request something in writing from the grantor for grant documentation purposes.

### *File Retention*

- Files will be maintained according to THE ORGANIZATION'S retention policy unless the grant specifies a longer time period.

<b>Policy Title:</b> <b>Grant Contracting</b>	<b>POLICY NUMBER:</b> <b>FG-CONT</b>
<b>DEPARTMENT:</b> <b>Finance</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

The Organization may encounter situations where it does not have the workforce capacity to adequately fulfill all of the grant objectives and must seek out vendors or contractors to perform certain functions. These activities will be obligated in the form of a contract.

### CONTRACT INFORMATION

A contract is for the purpose of obtaining services for an entity's own use and creates a procurement relationship with the contractor.

#### *Request for Qualifications (RFQ) and Request for Proposals (RFP)*

1. When preparing an RFQ or RFP for a grant-funded project, it is essential to incorporate any requirements specific to the grant agreement. Some grants include specific processes for procurement, evaluation and selection of contractors. Failure to adhere to these requirements can result in loss of funding.
2. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any responses to RFPs must be considered to the extent practical.
3. Proposals must be solicited from an adequate number of qualified sources.
4. There must be a written method for conducting technical evaluations of the proposals received and for selecting recipients.
5. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
6. Competitive proposal procedures may be used for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
7. Affirmative steps must be taken to include small and minority and women's business enterprises and labor surplus firms as described in the next section.

*Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms*

§200.321 of the Uniform Guidance requires that all necessary affirmative steps must be taken to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible including:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
2. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources.
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises.
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and Minority Business Development Agency of the Department of Commerce.
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in this section.

**FEDERAL AWARD REQUIREMENTS**

Additionally, for federal awards, the procurement requirements set forth in the Uniform Guidance §200.318-200.321, §200.323, §200.324 must be followed.

**SUSPENSION AND DEBARMENT**

The Organization and its-sub recipients shall not award grant assistance to applicants that are debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549.

A person or entity debarred or suspended is excluded from federal financial and non-financial assistance and benefits under federal programs and activities. Debarment or suspension of a participant in a program by one federal agency has government-wide, reciprocal effect.

- The managing department shall ensure that the federal Excluded Parties List System (EPLS) site and the state Convicted/Suspended/Discriminatory/Complaints Vendor Lists are checked prior to entering into any contractual relationship or use of services.
  - a. The System for Award Management (SAM) is the official federal EPLS. It is accessed at: <https://sam.gov/content/home>
  - b. Convicted, Suspended, Discriminatory, Complaints Vendor Lists for the State of Florida are accessed at:

[https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/state\\_agency\\_resources/vendor\\_registration\\_and\\_vendor\\_lists/](https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/vendor_registration_and_vendor_lists/)

<b>Policy Title:</b> <b>Sub-recipient Information</b>	<b>POLICY NUMBER:</b> <b>FG-SUBR</b>
<b>DEPARTMENT:</b> <b>Finance</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

A sub recipient is an entity that expends funds received from a pass-through entity to carry out a program but does not include an individual that is a beneficiary of such a program.

Characteristics of a sub recipient:

- Receiving entity determines who is eligible to receive financial assistance.
- Has its performance measured against whether the objectives of the program are met
- Has responsibility for programmatic decision making.
- Has responsibility for adherence to applicable program compliance requirements.
- Uses the funds to carry out a program of the organization, as opposed to providing goods or services for the benefit of the pass-through entity.

### SUBRECIPIENT MONITORING

The Organization’s sub-recipient monitoring shall follow the regulations and guidance set forth in

§200.330 -§200.332 of the Uniform Guidance for Federal Awards. The Organization shall also adhere to the requirements for pass-through entities as described in these sections, including:

1. Ensure that every sub-award is clearly identified to the sub-recipient as a sub-award and includes the following information at the time of the sub-award and if any of these data elements change, include the changes in subsequent sub-award modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and sub-award. Required information can be found in §200.331.
2. Evaluate each sub-recipient’s risk of noncompliance with Federal, State, and County statutes, regulations and the terms and conditions of the sub-award for purposes of determining the appropriate sub recipient monitoring as described below:
  - a. The sub-recipient’s prior experience with the same or similar awards.
  - b. The results of previous audits including whether or not the sub-recipient receives a Single Audit in accordance with Subpart F of the Uniform Guidance for Federal Awards, and the extent to which the same or similar sub-award has been audited as a major program.
  - c. Whether the sub-recipient has new personnel or new or substantially changed systems.



- d. The extent and results of Federal awarding agency monitoring (e.g. if the sub-recipient also receives Federal awards directly from a Federal awarding agency)
    - e. The extent and results of Federal awarding agency monitoring (e.g. if the sub-recipient also receives Federal awards directly from a Federal awarding agency).
3. Consider imposing specific sub-award conditions upon a sub-recipient if appropriate as described in §200.207 of the Uniform Guidance for Federal Awards and below.
  - a. Requiring payments as reimbursements rather than advance payments.
  - b. Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given period of performance.
  - c. Requiring additional more detailed financial reports.
  - d. Requiring additional project monitoring.
  - e. Requiring additional technical or management experience.
  - f. Establishing additional prior approvals.
4. If additional conditions are imposed on a sub-recipient, the pass-through entity must notify the applicant of the following.
  - a. The nature of the additional requirements.
  - b. The reason why the additional requirements are being imposed.
  - c. The nature of the action needed to remove the additional requirement, if applicable
  - d. The time allowed for completing the actions, if applicable.
  - e. The method for requesting reconsideration of the additional requirements imposed.
5. Monitor the activities of the sub-recipient as necessary to ensure that the sub-award is used for authorized purposes, in compliance with Federal statutes, regulations and the terms and conditions of the sub-award; and that sub-award performance goals are achieved.
6. Utilize the monitoring tools as described below dependent on the assessment of risk.
  - a. Providing sub-recipients with training and technical assistance on program-related matters.
  - b. Performing on-site reviews of the sub-recipient's program operations.
  - c. Arranging for agreed-upon procedures engagements as described in §200.425 of the Uniform Guidance for Federal Awards.
7. Verify that every sub-recipient is audited as required by Subpart F of the Uniform Guidance for Federal Awards when it is expected that the sub-recipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in §200.501
8. Consider whether the results of the sub-recipient's audits, on-site reviews or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records.

9. If it is determined that noncompliance cannot be remedied by imposing additional conditions, consider taking enforcement action against noncompliant sub recipients as described below.
  - a. Temporarily withhold cash payments pending correction of the deficiency.
  - b. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
  - c. Wholly or partly suspend or terminate the award.
  - d. Recommend to Federal awarding agency initiation of suspension or debarment proceedings.
  - e. Withhold further awards for the project or program.
  - f. Take other remedies that may be legally available.

DRAFT

<b>Policy Title:</b> <b>Year End Procedures</b>	<b>POLICY NUMBER:</b> <b>FG-YEAR</b>
<b>DEPARTMENT:</b> <b>Finance</b>	<b>EFFECTIVE DATE:</b>
<b>DATE OF APPROVAL:</b>	<b>REVISION DATE:</b>

### ANNUAL BUDGET CARRYFORWARDS

Each fiscal year-end (September 30), the Executive Director must review with the accounting team the status of reimbursement requests and calculate any required revenue accruals. For grant eligible expenditures for which the corresponding revenue has not yet been received, a revenue accrual must be recorded within the Finance System. When the reimbursement is actually received, the accrual will be satisfied via Finance action. (When the revenue is received, it is necessary for the Executive Director and accounting to effectively communicate that the revenue received is an accrual from the previous fiscal year so that it is credited appropriately).

The Executive Directors and accounting team should report any expected revenue amounts for grant expenditures made prior to September 30 but for which the revenue might not be received by the close of 13<sup>th</sup> period (October 31). Any applicable period ending September 30<sup>th</sup> invoices that may be paid in 13<sup>th</sup> period (October) must be considered.

### ANNUAL AUDIT

Information for each fiscal year is typically available 6-8 months following the conclusion of a fiscal year.

Grant agreements may require submission of hard copy or electronic copy of the audited financial statements once available. The accounting team distributes the audited financial statements and is responsible with the Executive Director for ensuring compliance with the grant agreement.

## **Big Bend Continuum of Care Code of Ethical Conduct Policy**

**Goal:** To establish a set of principles and practices of the Big Bend Continuum of Care (CoC) Governing Board that will set parameters and provide guidance and direction for board conduct and decision-making.

**Code:** Members of the Governing Board of the Continuum of Care are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board of CoC. Board members pledge to accept this code as a minimum guideline for ethical conduct.

### **I. Purpose**

The Governing Board for the Big Bend Continuum of Care (CoC) has adopted the following Code of Conduct. This Code is intended to focus board members, officers, and support staff on areas of ethical risk, provide guidance to help them recognize and deal with ethical issues, provide mechanisms to report unethical conduct, foster a culture of honesty and accountability. No code or policy can anticipate every situation that may arise. Accordingly, this Code is to serve as a source of guiding principles.

### **II. Introduction**

Each board member, officer and support staff are expected to adhere to a high standard of ethical conduct. The good name of Big Bend Continuum of Care depends on the way board members, officers and support staff conduct business and the way the public perceives that conduct. Unethical actions, or the appearance of unethical actions, are not acceptable. Board members, officers and support staff are to be guided by the following principles in carrying out their responsibilities:

### **III. Accountability**

1. Faithfully abide by the governing charter and policies of Continuum of Care.
2. Exercise reasonable care, good faith and due diligence in organizational affairs.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
4. Fully disclose, at the earliest opportunity, information that would have significance in board decision-making.

### **IV. Professional Excellence**

1. Maintain a professional level of courtesy, respect, and objectivity in all Continuum of Care activities.
2. Adhere to the highest standards of conduct to inspire public confidence and trust in public service.
3. Respect the confidentiality of sensitive information known due to board service.
4. Ensure when communicating CoC information that it is fair, accurate, and complete.
5. Reject knowingly making any misrepresentations relating to CoC recommendations, actions, or activities.
6. Refuse to engage in any professional conduct involving dishonesty, fraud, or deceit.
7. Act in such a manner as to enhance personal and professional honor, integrity, and dignity.
8. Treat with respect and consideration all persons, regardless of race, religion, gender, abilities, age, or national origin.
9. Respect the diversity of opinions and register dissent as appropriate.
10. Exercise the powers invested in your position for the good of all members and the organization.
11. Promote collaboration, cooperation, and partnership among CoC members.

### **V. Media Policy**

The CoC appreciates that any form of media can be a rewarding way for board members and staff to share information about themselves, and to interact with people in the community and around the world. Because board members and staff serve the public, however, and potentially are subject to public scrutiny on and off-duty conduct, use of any form of media carries with it risks and responsibilities of which board members and staff must be aware. This is especially true for those board members or staff who are in a leadership capacity, although it applies to everyone. This policy sets forth the CoC's guidelines on board members and staff media usage including but not limited to social, television, and print media.

## Big Bend Continuum of Care Code of Ethical Conduct Policy

1. Board members and staff are solely responsible for what they post on any form of media. Remember that many postings can be viewed worldwide and are archived “forever,” meaning that they cannot be deleted once posted, or are archived even if deleted and that seemingly “private” posts can easily be shared with a wide audience via a single contact in your closed network. It is also easy to capture short-lived messages (like Snapchat) and rebroadcast them in a more permanent format despite the originator’s intent.
2. Unless communications are part of a board member or staff’s regular job duties, they are not to represent themselves as spokespeople for the CoC. Similarly, if commenting about the CoC or its policies or services, board members and staff whose job duties do not include media communications must make clear that they are speaking in a personal capacity, rather than in an official capacity, and that their views do not represent those of the CoC or of other board members or staff.
3. In general, while board members and staff have the right to comment freely about matters of public concern—issues or events of political, social, or other importance to our community—the comments must not be unduly disruptive to the CoC’s operations or interfere/distract from board duties.
4. Board members and staff must avoid posting material about their board work that could be construed as malicious, obscene, or threatening, or that might constitute harassment or bullying. An example of prohibited conduct would be offensive or obscene posts deliberately intended to harm a collaborator’s reputation, or the use of racial, ethnic, or gender slurs.
5. Board members or staff may not evade these guidelines by posting anonymously or under a screen name.

Definition: “Media” shall include all ways of communicating with others via printed publication and the internet, including, but not limited to, Facebook, YouTube, Twitter, Snapchat, Pinterest, Reddit, or Instagram; communications on blogs, bulletin boards, wikis, chat rooms and on-line journals; file-sharing including, but not limited to, Dropbox, Airdrop, or Google Drive; and items posted in comment sections to stories published on-line by traditional media outlets such as newspapers and television stations.

### VI. Penalties

Penalties imposed for breach of the CoC’s Code of Ethics Policy may include, but are not limited to, the following:

- a. Excluding the member from portions of all future meetings and discussions which relate to the breach, and/or
- b. Censure of the member in private, public, or both, and/or
- c. Removal of the member from the board by a resolution passed by a vote of two-thirds of the Board of Directors.

**I have read the Code of Ethical Conduct for the Big Bend Continuum of Care and agree to uphold the aforementioned responsibilities:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

## COC STAFF REPORT

January 2023- March 2023

### HIGHLIGHTS

#### BOARD MEETING

1. Board Meeting minutes were completed from January 12, 2023 and included with packet for review.

#### HOUSING ASSISTANCE INQUIRIES

1. During the months of January 2023- March 2023 there were an influx of calls and email inquiries requesting housing assistance:
  - Homeless Prevention – 165 inquiries
  - Rapid Rehousing – 150 Inquiries
  - Emergency Shelter Assistance:
    - CESC/Kearney Center – 60
    - HOPE Community - 30

#### FINANCIAL, BUDGET and GRANT RELATED ACTIVITIES

1. Completed invoices for DCF, Leon County and City of Tallahassee funded programs for January 2023 to February 2023.
2. Completed Status and Roll-Up Reports for DCF funded programs for January 2023 to February 2023.
3. CoC staff attended DCF Office on Homelessness OFFICE HOURS bi-weekly calls.
4. Successfully obtained BBCoC Directors & Officers Liability Insurance for 2023-2024.
5. Continuous technical assistance to providers required due to staff transitions.
6. Completed monitoring on six partnering agencies with HUD, DCF, City and County funding.
7. Drafted and submitted proposed budget for re-captured ESG-CV dollars to end June 2024 to DCF.
8. Met with Institute of Nonprofit Innovation and Excellence to explore additional resource development for BBCoC.
9. Staff participate in monthly meetings with HUD TA for guidance on HUD contracts.

#### COC ADMINISTRATION AND GOVERNANCE

1. Hosted monthly BBCoC Partner calls each month- January through March 2023
2. Conducted weekly CoC staff meetings with all CoC staff
3. ED attends bi-weekly CoC Coordination Calls hosted by Florida Coalition to End Homelessness
4. ED participated 2 weekly Legislative Updates hosted by Sadowski Affiliates and Florida Coalition to End Homelessness
5. Staff met with Mayor Daley, County Commissioner O'Keefe and County Commissioner Caban to discuss homelessness issues and solutions.
6. Staff met with several agencies to discuss possible collaborations including Legal Aid and PACE.
7. The CoC was proud to distribute our first Quarterly Newsletter on April 3<sup>rd</sup>. ***If anyone would like to share news/updates for April-June in our next Newsletter, please submit your articles to the CoC ([sgrindlerollins@bigbendcoc.org](mailto:sgrindlerollins@bigbendcoc.org)) by June 10, 2023.***

## **MEMBERSHIP**

1. Membership Renewal Invoices were emailed for yearly dues March 1st. 50% of members are paid up to date.
2. We welcomed two new members to the Board in March/April:
  - a. Tallahassee Community College (Non-Profit) – Barbara Wills, Representative
  - b. Jeffji Music Ministries (Religious) – Jeff Saulich

## **PIT and HIC 2023**

1. Point in Time Count was held January 24-27, 2023.
2. 50+ volunteers participated in the PIT count this year and surveyed in Leon, Jefferson, Taylor, Madison, Wakulla, Gadsden, and Franklin counties.
3. Submission due to HUD April 30, 2023.

## **HMIS**

1. Worked with City of Tallahassee to conduct our 2023 Point in Time survey, which was administered electronically again this year, reducing data quality errors and allowing enhanced tracking of client locations.
2. Working with our HMIS software vendor, Wellsky, to beta test a new HMIS portal for clients. This portal will allow homeless clients to update their HMIS profile information, check availability of shelter and homeless resources, and present digital ID cards which will assist agencies with client check-in.
3. Streamlined our Street Outreach workflow training to enhance data collection of clients exit destinations and outcomes.
4. Continued work on our new comprehensive Learning Management System (LMS) for HMIS new user and refresher trainings. This LMS will serve 12 CoCs in our HMIS implementation and will reduce time spent on BBCoC personnel training new users, allowing us to focus on data quality and other HMIS/reporting improvements. This LMS can be found by visiting [www.learnhmis.org](http://www.learnhmis.org).
5. Continued refinement of our new BBCoC website ([www.bigbendcoc.org](http://www.bigbendcoc.org)). Our new site includes improved organizational description for better understanding of CoC role in community; interactive elements for committee members, agencies, and clients; and data dashboards to increase performance and data transparency with our community. Latest updates include a Landlord Liaison program page, and a rental tenant education page.
6. Submitted annual HUD reports - Longitudinal Systems Analysis (LSA) on January 9<sup>th</sup>, and System Performance Measures (SPM) on February 27<sup>th</sup>.
7. Supported 88 HMIS users and trained 9 new users.
8. Assisted users with 92 helpdesk tickets, with an average time to resolve (ATTR) of 21 minutes.
9. Five-year background screenings were emailed to employees whose terms had expired for their continued use of the HMIS System. All are up to date.

## **LANDLORD ENGAGEMENT**

1. Landlord Liaison continues to update our housing list/database of corporate-owned apartment complexes, private owners of residential properties, 55+ over communities, and affordable housing communities in Leon County and the surrounding Big Bend counties.
2. Provides email blast list of 69 + Case Managers from various agencies (continuously update as new people come on board or leave their agency) in Tallahassee and send out listings of available housing leads/units 2-3x weekly.
3. Engaged potential landlords and visits to various apartment communities and private landlords Landlord Liaison has sent out to potential landlords that advertise on Facebook Marketplace, Zillow, Trulia, and other various apartment rental sites.
4. Attended bi-monthly Zoom meetings sponsored by the National League of Cities. The Landlord Engagement Cohort is led by City of Tallahassee staff and includes representatives from Leon County and partner agencies.
5. Participated in TA session provided by NLC for our community to focus on engagement with smaller landlords.

6. Provided direct housing assistance to Case Management staff with The Kearney Center, BBHC, Ability First, VA, and the IRC regarding the MOU set aside units.

### **STREET OUTREACH**

1. Responded to over 100 outreach requests (for emergency supplies/connection to housing assistance).
2. Coordinated and participated in weekly outreach efforts in Leon County with Service Providers (Ability 1st, CCYS, CESC and BBHC's Outreach Teams) and Community Partners (Leon County Human Services, City of Tallahassee Parks & Recreation, COT Department of Housing and Community Resilience, Leon County Sheriff's Office HOST Unit).
3. Coordinated and participated in weekly outreach to Rural Counties in Franklin, Wakulla, and Gadsden counties with CCYS's and BBHC's SSVF Outreach Teams.
4. In collaboration with LCSO HOST Unit, BBCoC developed a strategic plan to conduct needs assessment in services in 3 targeted areas - Downtown Tallahassee, Pensacola Street, and the North Monroe Corridor.
5. Lead Needs Assessment in Leon County 2/28/23 through 4/6/23. Street outreach specialists canvassed Leon County on a biweekly basis to assess household's needs and interest in services in 3 targeted areas - Downtown Tallahassee, Pensacola Street, and the North Monroe Corridor.
6. On 2/9/23, BBCoC Representatives addressed community concerns/provided resources to members regarding unsheltered homelessness at Downtown Improvement Authority meeting.
7. Continuously supported and coordinated with City of Tallahassee and Leon County staff to address citizen complaints related to unsheltered homelessness.
8. Provided guidance and support to COT Parks & Rec and LCSO HOST Unit for dismantling camps using Trauma Informed Care.
9. Escorted HOME Street Medicine Team to visit unsheltered individuals in need of medical care at their campsites (2/27, 3/2, 4/3).
10. Met with Gadsden County Sheriff's Office to discuss the state of unsheltered homelessness in Gadsden County.

### **COORDINATED ENTRY**

1. Coordinated and facilitated Permanent Supportive Housing community case conferencing on 01/05/23, 01/19/2023, 02/02/23, 02/16/23, 03/02/2023, and 03/16/2023.
2. Provided Consistent Telecommunications support to partnering agencies that aided their efforts in proficiently participating in Coordinated Entry project.
3. Lead Coordinated Entry Bimonthly Committee Meeting on 03/15/2023.
4. Coordinated and Facilitated Families case conferencing on 01/05/23, 02/02/23, and 03/02/23.
5. Coordinated 5 individual referral placements into CoC funded individual's PSH programs.
6. Coordinated one household referral placements into Big Bend Homeless Coalition's Families PSH ARPA program. Household members calculated individually, resulting in 5 individuals being housed.
7. Hosted several TA sessions for partnering agencies (Ability 1<sup>st</sup>, BBHC, and The Kearney Center ) relative to CES training and available housing intervention overviews.
8. Coordinated and facilitated community RRH case conferencing on 01/11/23, 02/08/2023, and 03/08/23. Referred 4 households to agency partner RRH program opening.
9. Participated in RRH Roundtable Discussion Series: Landlord Engagement and Unit Acquisition on 01/19/23, Hosted by HUD. During this discussion, many communities shared innovative ideas and strategies they have adopted to acquire units and Property owners' support.
10. Participated in our 1<sup>st</sup> Coordinated Entry Mini-Lab session: Reimagining a racially equitable and just coordinated entry system. This is a 6-month lab hosted by the National Alliance of Ending Homelessness. During each session, 50 communities come together to discuss various key components and ideas in developing a more equitable CES.



**Big Bend CoC 2023 Point In Time (PIT) Data 5 Year Overview- *DRAFT***

	2019	2020	2021	2022	2023
<b>Total Households</b>	811	647	547	510	<b>664</b>
<b>Total Persons</b>	966	805	621	659	<b>801</b>
<b>Total Adults &gt;24</b>	756	596	530	492	<b>641</b>
<b>Total Children &lt;18</b>	143	160	67	144	<b>113</b>
<b>Total Youth ages 18-24</b>	67	49	24	23	<b>47</b>
<b>Veterans</b>	91	83	95	86	<b>92</b>
<b>Unsheltered Persons</b>	91	109	91	168	<b>269</b>
<b>Chronically Homeless</b>	152	192	197	153	<b>178</b>
<b>Adults w/ Serious Mental Illness</b>	142	258	121	107	<b>129</b>
<b>Adults w/ Substance Use Disorder</b>	56	116	44	89	<b>35</b>
<b>Adults with HIV/AIDS</b>	22	19	11	11	<b>12</b>
<b>Victims of Domestic Violence</b>	61	142	17	11	<b>17</b>
<b>Unaccompanied Youth up to age 24</b>	58	52	25	28	<b>40</b>

The Point In Time Count (PIT) is a census of literally homeless persons and families, meaning the count only includes individuals and families who live in a place not meant for human habitation (including the streets or in their car), emergency shelter, transitional housing, and hotels paid for by a government or charitable organization on the night of 1/23/2023. The PIT report includes survey data from the following counties: Leon, Gadsden, Franklin, Wakulla, and Taylor.

*If you have questions, comments or concerns about the 2022 PIT count results, please contact Eric Layton at [elayton@bigbendcoc.org](mailto:elayton@bigbendcoc.org).*

## 2023 Point-in-Time Count FL-506 Tallahassee/Leon County CoC

Population: Sheltered and Unsheltered Count

### Persons in Households with at least one Adult and one Child

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	36	14	1	51
Total Number of persons (Adults & Children)	120	48	2	63
Number of Persons (under age 18)	72	34	1	107
Number of Persons (18 - 24)	9	0	0	9
Number of Persons (25 - 34)	20	14	0	34
Number of Persons (35 - 44)	12	0	1	13
Number of Persons (45 - 54)	5	0	0	5
Number of Persons (55 - 64)	2	0	0	2
Number of Persons (over age 64)	0	0	0	0

Gender (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	83	25	1	109
Male	37	23	1	61
Gender that is not singularly 'Female' or 'Male'	0	0	0	0
Questioning	0	0	0	0
Transgender	0	0	0	0

## 2023 Point-in-Time Count FL-506 Tallahassee/Leon County CoC

<b>Ethnicity (adults and children)</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
	Emergency	Transitional		
Non-Hispanic/Non-Latin(a)(o)(x)	112	45	2	<b>159</b>
Hispanic/Latin(a)(o)(x)	8	3	0	<b>11</b>

<b>Race (adults and children)</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
	Emergency	Transitional		
American Indian, Alaska Native, or Indigenous	2	0	0	<b>2</b>
Asian or Asian American	0	0	0	<b>0</b>
Black, African American, or African	107	39	2	<b>148</b>
Native Hawaiian or Pacific Islander	4	0	0	<b>4</b>
White	5	8	0	<b>13</b>
Multiple Races	2	1	0	<b>3</b>

<b>Chronically Homeless (adults and children)</b>	<b>Sheltered</b>		<b>Unsheltered</b>	<b>Total</b>
	Emergency	Transitional		
Total number of households	3		0	<b>3</b>
Total number of persons	9		0	<b>9</b>

Population: Sheltered and Unsheltered Count

**Persons in Households with only Children**

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	6	0	0	0	<b>6</b>
Total Number of children (under age 18)	6	0	0	0	<b>6</b>

Gender (only children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	4	0	0	0	<b>4</b>
Male	2	0	0	0	<b>2</b>
Gender that is not singularly 'Female' or 'Male'	0	0	0	0	<b>0</b>
Questioning	0	0	0	0	<b>0</b>
Transgender	0	0	0	0	<b>0</b>

Ethnicity (only children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latin(a)(o)(x)	6	0	0	0	<b>6</b>
Hispanic/Latin(a)(o)(x)	0	0	0	0	<b>0</b>

<b>Race (only children)</b>	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
	Emergency	Transitional	Safe Haven		
American Indian, Alaska Native, or Indigenous	0	0	0	0	<b>0</b>
Asian or Asian American	0	0	0	0	<b>0</b>
Black, African American, or African	3	0	0	0	<b>3</b>
Native Hawaiian or Pacific Islander	0	0	0	0	<b>0</b>
White	2	0	0	0	<b>2</b>
Multiple Races	1	0	0	0	<b>1</b>

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

## 2023 Point-in-Time Count FL-506 Tallahassee/Leon County CoC

Population: Sheltered and Unsheltered Count

### Persons in Households without Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	280	70	0	257	<b>607</b>
Total Number of persons (Adults)	<b>288</b>	<b>70</b>	<b>0</b>	<b>267</b>	<b>625</b>
Number of Persons (18 - 24)	24	5	0	9	<b>38</b>
Number of Persons (25 - 34)	55	12	0	80	<b>147</b>
Number of Persons (35 - 44)	44	8	0	51	<b>103</b>
Number of Persons (45 - 54)	67	10	0	57	<b>134</b>
Number of Persons (55 - 64)	70	22	0	54	<b>146</b>
Number of Persons (over age 24)	28	13	0	16	<b>57</b>

Gender (adults)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	91	19	0	74	<b>184</b>
Male	193	51	0	193	<b>437</b>
Gender that is not singularly 'Female' or 'Male'	1	0	0	0	<b>1</b>
Questioning	1	0	0	0	<b>1</b>
Transgender	2	0	0	0	<b>2</b>

## 2023 Point-in-Time Count FL-506 Tallahassee/Leon County CoC

<b>Ethnicity (adults)</b>	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latin(a)(o)(x)	272	69	0	247	<b>588</b>
Hispanic/Latin(a)(o)(x)	16	1	0	20	<b>37</b>

<b>Race (adults)</b>	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
	Emergency	Transitional	Safe Haven		
American Indian, Alaska Native, or Indigenous	3	0	0	6	<b>9</b>
Asian or Asian American	5	1	0	1	<b>7</b>
Black, African American, or African	172	46	0	126	<b>344</b>
Native Hawaiian or Pacific Islander	3	0	0	1	<b>4</b>
White	99	23	0	128	<b>250</b>
Multiple Races	6	0	0	5	<b>11</b>

<b>Chronically Homeless (adults)</b>	<b>Sheltered</b>			<b>Unsheltered</b>	<b>Total</b>
	Emergency	Transitional	Safe Haven		
Total number of persons	85		0	84	<b>169</b>

Date of PIT Count: 1/23/2023

Population: Sheltered and Unsheltered Count

### Total Households and Persons

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	322	84	0	258	<b>664</b>
Total Number of Persons	414	118	0	269	<b>801</b>
Number of Children (under age 18)	78	34	0	1	<b>113</b>
Number of Persons (18 to 24)	33	5	0	9	<b>47</b>
Number of Persons (25 to 34)	75	26	0	80	<b>181</b>
Number of Persons (35 to 44)	56	8	0	52	<b>116</b>
Number of Persons (45 to 54)	72	10	0	57	<b>139</b>
Number of Persons (55 to 64)	72	22	0	54	<b>148</b>
Number of Persons (over age 64)	28	13	0	16	<b>57</b>

### Gender

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	178	44	0	75	<b>297</b>
Male	232	74	0	194	<b>500</b>
Gender that is not singularly 'Female' or 'Male'	1	0	0	0	<b>1</b>
Questioning	1	0	0	0	<b>1</b>
Transgender	2	0	0	0	<b>2</b>

### Ethnicity

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

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latin (a)(o)(x)	390	114	0	249	<b>753</b>
Hispanic/Latin(a)(o)(x)	24	4	0	20	<b>48</b>

**Race**

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
American Indian, Alaska Native, or Indigenous	5	0	0	6	<b>11</b>
Asian or Asian American	5	1	0	1	<b>7</b>
Black, African American, or African	282	85	0	128	<b>495</b>
Native Hawaiian or Pacific Islander	7	0	0	1	<b>8</b>
White	106	31	0	128	<b>265</b>
Multiple Races	9	1	0	5	<b>15</b>

**Chronically Homeless**

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	94		0	84	<b>178</b>

Row #	Year	Proj. Type	Organization Name	Project Name	Geo Code	Inventory Type	Bed Type	Target Pop.	Beds HH w/ Children	Units HH w/ Children	Beds HH w/o Children	Beds HH w/ only Children	Veteran Beds HH w/ Children	CH Beds HH w/ Children	Veteran Beds HH w/o Children	Youth Beds HH w/o Children	CH Beds HH w/o Children	Additional Federal Funding?	Additional Federal Funding: HUD-VASH	Additional Federal Funding: SSVF	Additional Federal Funding: GPD	McKinney - Vento	Year-Round Beds	Total Seasonal Beds	Overflow Beds	PIT Count	Total Beds	Utilization Rate	
622608	2023	PSH	FL506 - BBCoC: Ability 1st - APCH Families (PSH)	FL506 - BBCoC: Ability 1st - APCH Families (PSH)	129073	C	NA		36	12	0	0	0	36	0	0	0	No	No	No	No	Yes	36			28	36	78%	
622607	2023	PSH	FL506 - BBCoC: Ability 1st - APCH Individuals (PSH)	FL506 - BBCoC: Ability 1st - APCH Individuals (PSH)	129073	C	NA		0	0	45	0	0	0	0	0	0	45	No	No	No	Yes	45			45	45	100%	
622620	2023	PSH	FL506 - BBCoC: BBHC	FL506 - BBCoC: BBHC - PSH for Families (ARPA) (PSH)	129073	C	NA		28	8	2	0	0	28	0	0	2	No	No	No	No	No	30			30	30	100%	
622593	2023	RRH	FL506 - BBCoC: BBHC	FL506 - BBCoC: BBHC - SSVF Rapid Rehousing (RRH)	129073	C	NA		9	3	70	0	3			35	0	Yes	No	Yes	No	No	79			79	79	100%	
622613	2023	PSH	FL506 - BBCoC: BBHC - Home Front Veterans Community (PSH)	FL506 - BBCoC: BBHC - Home Front Veterans Community (PSH)	129073	C	NA		0	0	52	0	0	0	52	0	0	52	Yes	Yes	No	No	No	52			40	52	77%
622611	2023	PSH	FL506 - BBCoC: BBHC - Home Plate (CoC-PSH)	FL506 - BBCoC: BBHC - Home Plate (CoC-PSH)	129073	C	NA		0	0	16	0	0	0	0	0	0	16	No	No	No	No	No	16			16	16	100%
622612	2023	PSH	FL506 - BBCoC: BBHC - Home Plate (CoC-PSH)	FL506 - BBCoC: BBHC - Home Plate (CoC-PSH)	129073	C	NA		0	0	66	0	0	0	0	0	0	66	No	No	No	Yes	66			66	66	100%	
622588	2023	ES	FL506 - BBCoC: BBHC - HOPE Community Family ES (ES)	FL506 - BBCoC: BBHC - HOPE Community Family ES (ES)	129073	C	Facility-based beds	NA	146	31	0	0	0	0	0	0	0	No	No	No	No	Yes	146	0	0	124	146	85%	
622616	2023	RRH	FL506 - BBCoC: Big Bend Continuum of Care	FL506 - BBCoC: Investing in our Youth - Rapid Rehousing (DCF-ESG-CV) (RRH)	129039	C	NA		0	0	1	0	0	0	0	0	0	No	No	No	No	Yes	1			1	1	100%	
622605	2023	TH	FL506 - BBCoC: Brehon Institute (TH)	FL506 - BBCoC: Brehon Institute (TH)	129073	C	NA		2	1	12	0	0	0	0	0	0	No	No	No	No	No	14			3	14	21%	
622599	2023	RRH	FL506 - BBCoC: Catholic Charities	FL506 - BBCoC: Catholic Charities - Rapid Rehousing (DCF Challenge) (RRH)	129073	C	NA		19	4	0	0	0	0	0	0	0	No	No	No	No	No	19			19	19	100%	
622600	2023	RRH	FL506 - BBCoC: Catholic Charities	FL506 - BBCoC: Catholic Charities - Rapid Rehousing (DCF ESG) (RRH)	129073	C	NA		0	0	5	0	0	0	0	0	0	No	No	No	Yes	5			5	5	100%		
622603	2023	RRH	FL506 - BBCoC: Catholic Charities	FL506 - BBCoC: Catholic Charities - Rapid Rehousing (DCF-ESG-CV) (RRH)	129073	C	NA		7	2	0	0	0	0	0	0	0	Yes	No	No	No	Yes	7			7	7	100%	
622621	2023	TH	FL506 - BBCoC: CCYS	FL506 - BBCoC: CCYS - Going Places - Step-up Housing (TH)	129073	C	NA		0	0	2	0	0	0	0	0	0	No	No	No	No	No	2			2	2	100%	
622584	2023	ES	FL506 - BBCoC: CCYS	FL506 - BBCoC: CCYS - Someplace Else Crisis Youth Shelter (ES)	129073	C	Facility-based beds	NA	0	0	0	12	0	0	0	0	0	Yes	No	No	No	No	12	0	0	6	12	50%	
622622	2023	RRH	FL506 - BBCoC: CESC	FL506 - BBCoC: CESC - DCF Case Mgmt (RRH)	129073	C	NA		0	0	3	0	0	0	0	0	0	No	No	No	No	No	3			3	3	100%	
622619	2023	RRH	FL506 - BBCoC: CESC	FL506 - BBCoC: CESC - Rapid Rehousing (DCF-ESG-CV) (RRH)	129073	C	NA		0	0	3	0	0	0	0	0	0	No	No	No	Yes	3			3	3	100%		
622585	2023	ES	FL506 - BBCoC: CESC - Emergency Shelter (singles) (ES)	FL506 - BBCoC: CESC - Emergency Shelter (singles) (ES)	129073	C	Facility-based beds	NA	0	0	325	0	0	0	0	0	0	No	No	No	No	Yes	325	0	0	265	325	82%	
622614	2023	TH	FL506 - BBCoC: Refuge House - 360 (TH)	FL506 - BBCoC: Refuge House - 360 (TH)	129073	C	DV		14	1	0	0	0	0	0	0	0	Yes	No	No	No	No	14			57	14	407%	
622590	2023	ES	FL506 - BBCoC: Refuge House - Taylor Co (ES)	FL506 - BBCoC: Refuge House - Taylor Co (ES)	129123	C	Facility-based beds	DV	21	4	0	0	0	0	0	0	0	Yes	No	No	No	No	31	0	0	4	31	13%	
622591	2023	TH	FL506 - BBCoC: Refuge House (SH)	FL506 - BBCoC: Refuge House - Extended Stay (TH)	129073	C	DV		10	1	0	0	0	0	0	0	0	Yes	No	No	No	No	10			0	10	0%	
622589	2023	ES	FL506 - BBCoC: Refuge House (SH)	FL506 - BBCoC: Refuge House - Leon (ES)	129073	C	Facility-based beds	DV	27	1	10	0	0	0	0	0	0	Yes	No	No	No	No	37	0	0	15	37	41%	
622592	2023	TH	FL506 - BBCoC: Refuge House (SH)	FL506 - BBCoC: Refuge House - Townhome Village (TH)	129073	C	DV		0	0	13	0	0	0	0	0	0	Yes	No	No	No	No	13			0	13	0%	
622601	2023	TH	FL506 - BBCoC: Tallahassee Veterans Village (TH)	FL506 - BBCoC: Tallahassee Veterans Village (TH)	129073	C	NA		0	0	56	0	0	0	56	0	0	Yes	No	No	Yes	No	56			56	56	100%	
622615	2023	OPH	FL506 - BBCoC: THA	FL506 - BBCoC: THA EHV Program (PH)	123000	C	NA		66	66	0	0	0	0	0	0	0	No	No	No	No	No	66			58	66	88%	
624688	2023	PSH	FL506 - BBCoC: Veteran's Administration	FL506 - BBCoC: VA - HUD VASH (Scattered Site) (PSH)	129073	C	NA		0	0	252	0	0	0	252	0	0	252	Yes	Yes	No	No	No	252			233	252	92%
									Sum : 385	Sum : 134	Sum : 943	Sum : 12	Sum : 3	Sum : 64	Sum : 395	Sum : 0	Sum : 433						Sum : 1340	Sum : 0	Sum : 0	Sum : 1165			

**Contract #BPZ12 - ESG CV3 Contract Amendment**

**Big Bend Continuum of Care**

<b>Total ESG CV3 Funding</b>	<b>\$239,047.70</b>		
<b>Deliverables</b>	<b>SFY22/23</b>	<b>SFY 23/24</b>	
Street Outreach	6	6	12
Emergency Shelter	54	54	108
Prevention	6	6	12
RRH	6	6	12
HMIS	N/A	N/A	N/A
Admin	N/A	N/A	N/A
<b>Funding</b>	<b>SFY22/23</b>	<b>SFY 23/24</b>	
Street Outreach	\$ 9,000.00	\$ 9,000.00	\$ 18,000.00
Emergency Shelter	\$ 33,950.00	\$ 33,950.00	\$ 67,900.00
Prevention	\$ 26,675.00	\$ 26,675.00	\$ 53,350.00
RRH	\$ 29,250.00	\$ 29,250.00	\$ 58,500.00
HMIS	\$ 11,684.56	\$ 11,684.56	\$ 23,369.12
Admin	\$ 8,964.29	\$ 8,964.29	\$ 17,928.58
<b>Total</b>	<b>\$ 119,523.85</b>	<b>\$ 119,523.85</b>	<b>\$ 239,047.70</b>
<b>Grant total</b>	<b>\$ 239,047.70</b>		

**State**

**CoC Name**

**Project Name**

**Program**

**Awarded Amount**

**FL-506 - Tallahassee/Leon County CoC**

A Place Called Home	CoC	\$487,610
A Place Called Home Expansion	CoC	\$154,722
A Place Called Home for Families	CoC	\$176,493
CoC Planning Project Application FY2022	CoC	\$74,278
HMIS Renewal FY2022	CoC	\$130,292
Home Plate Renewal	CoC	\$765,417
Youth Launch Renewal	CoC	\$183,852

**FL-506 Total :** **\$1,972,664**

**FL-507 - Orlando/Orange, Osceola, Seminole Counties CoC**

2022 Ability PSH Rental Assistance	CoC	\$238,050
2022 CASL Bonus Project	CoC	\$177,980
2022 Catholic Charities HT	CoC	\$402,040
2022 CES	CoC	\$456,124
2022 Covenant House CMO	CoC	\$91,003
2022 Covenant House ROPAL	CoC	\$154,449
2022 EFS Beacon of Light	CoC	\$118,962
2022 GAE CDC Homes for New Beginnings	CoC	\$66,705
2022 HMIS	CoC	\$337,565
2022 Housing & Healthcare Leverage 2	CoC	\$114,182
2022 Housing and Healthcare Leverage 1	CoC	\$95,760
2022 Orange County Shelter Plus Care	CoC	\$978,513
2022 Osceola Co S+C	CoC	\$297,583
2022 Pathlight Bonus Project	CoC	\$98,911
2022 Pathway Homes Bonus Project	CoC	\$333,097
2022 Planning	CoC	\$370,874



BIG BEND CONTINUUM OF CARE

## Needs Assessment & Planning Committee Upcoming Events

**19**  
APRIL

### Networking and Resources

1:00 PM - 3:00 PM

Please come prepared to talk about your agency resources that are currently available, including eligibility and referral information.

**17**  
MAY

### Unsheltered Homelessness, Street Outreach & Emergency Shelter

1:00 PM - 3:00 PM

Meeting will address limited emergency shelter capacity, brief overview of current street outreach teams efforts. Bring your out of the box ideas to address unmet needs of those experiencing unsheltered homelessness.

**31**  
MAY

### Homeless Prevention, Rental Assistance & Landlord Engagement

1:00 PM - 3:00 PM

This meeting will focus on innovative interventions to prevent homelessness and short and long term rental assistance, and interventions for housing and landlord engagement.

**ALL MEETINGS WILL BE HELD AT:**

**LEON HUMAN SERVICES CENTER  
1000 THARPE STREET  
TALLAHASSEE, FL 32303**

For more Info:  
Big Bend CoC  
850-792-5015  
[www.bigbendcoc.org](http://www.bigbendcoc.org)