

Before Starting the CoC Application

You must submit all three of the following parts in order for us to consider your Consolidated Application complete:

1. the CoC Application,
2. the CoC Priority Listing, and
3. all the CoC's project applications that were either approved and ranked, or rejected.

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

1. The FY 2023 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2023 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.

Your CoC Must Approve the Consolidated Application before You Submit It
- 24 CFR 578.9 requires you to compile and submit the CoC Consolidated Application for the FY 2023 CoC Program Competition on behalf of your CoC.

- 24 CFR 578.9(b) requires you to obtain approval from your CoC before you submit the Consolidated Application into e-snaps.

Answering Multi-Part Narrative Questions

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

Attachments

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

- Attachments must match the questions they are associated with—if we do not award points for evidence you upload and associate with the wrong question, this is not a valid reason for you to appeal HUD's funding determination.

- We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

1A. Continuum of Care (CoC) Identification

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

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

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

1A-3. CoC Designation: CA

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

1B. Coordination and Engagement–Inclusive Structure and Participation

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

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1B-1.	Inclusive Structure and Participation–Participation in Coordinated Entry.	
	NOFO Sections V.B.1.a.(1), V.B.1.e., V.B.1f., and V.B.1.p.	
	In the chart below for the period from May 1, 2022 to April 30, 2023:	
	1. select yes or no in the chart below if the entity listed participates in CoC meetings, voted—including selecting CoC Board members, and participated in your CoC’s coordinated entry system; or	
	2. select Nonexistent if the organization does not exist in your CoC’s geographic area:	

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

16.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes	Yes	Yes
17.	Organizations led by and serving LGBTQ+ persons	Yes	Yes	Yes
18.	Organizations led by and serving people with disabilities	Yes	Yes	Yes
19.	Other homeless subpopulation advocates	Yes	Yes	Yes
20.	Public Housing Authorities	Yes	Yes	No
21.	School Administrators/Homeless Liaisons	Yes	Yes	No
22.	Street Outreach Team(s)	Yes	Yes	Yes
23.	Substance Abuse Advocates	Yes	Yes	Yes
24.	Substance Abuse Service Organizations	Yes	Yes	Yes
25.	Agencies Serving Survivors of Human Trafficking	Yes	Yes	No
26.	Victim Service Providers	Yes	Yes	Yes
27.	Domestic Violence Advocates	Yes	Yes	Yes
28.	Other Victim Service Organizations	Yes	Yes	Yes
29.	State Domestic Violence Coalition	Yes	Yes	No
30.	State Sexual Assault Coalition	No	No	No
31.	Youth Advocates	Yes	Yes	Yes
32.	Youth Homeless Organizations	Yes	Yes	Yes
33.	Youth Service Providers	Yes	Yes	Yes
	Other: (limit 50 characters)			
34.				
35.				

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

1B-2.	Open Invitation for New Members.	
	NOFO Section V.B.1.a.(2)	

	Describe in the field below how your CoC:
1.	communicated a transparent invitation process annually (e.g., communicated to the public on the CoC's website) to solicit new members to join the CoC;
2.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats; and
3.	invited organizations serving culturally specific communities experiencing homelessness in the geographic area to address equity (e.g., Black, Latino, Indigenous, LGBTQ+, and persons with disabilities).

(limit 2,500 characters)

1. The CoC has two open solicitations for new members each year in April and October, however membership opportunities are open year-round. The CoC membership is open to anyone interested in our mission to end homelessness. We send notifications to our mailing list of over 500 individuals & organizations encouraging them to join and share this opportunity with others in their networks. We post calls for new members on our website landing page and social media, as well as make announcements at local meetings in our community. Year round, the community has access to our online membership application on our website.
2. As part of our web notices, recordings, and announcements at public meetings, we offer any accommodation someone may need to fully review the information sent out electronically. By utilizing tools within Microsoft and Adobe making suggestions on more accessible formats, we can ensure that our electronic communications have the ability of large print, compatibility with assistive technology, and language translation. We partner with two different organizations specializing in empowering persons with different abilities and have them review our notices for optimal accessibility. Three-fourths of our meetings occur via Teams which also provide a variety if accessibility features including assistive technology such as closed captioning and transcripts, text telephone, and screen reader support.
3. Our Racial Equity workgroup began in 2021 and has expanded our reach to more culturally specific organizations who serve communities experiencing homelessness. This workgroup is open to anyone in the community, but we intentionally solicit people in our community who are affiliated with the NAACP, Migrant Worker Associations, Human Trafficking Organizations, LGBTQ+ advocacy agencies, and leaders in predominantly black and brown neighborhoods stricken with poverty, school liaisons for predominantly black schools and minority lead organizations dedicated to serving minority populations. The focus of this workgroup is to assess racial disparities throughout our homelessness system and provide input and guidance on how to address those disparities and promote equity.

1B-3.	CoC's Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness.	
	NOFO Section V.B.1.a.(3)	

Describe in the field below how your CoC:	
1.	solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;
2.	communicated information during public meetings or other forums your CoC uses to solicit public information;
3.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats; and
4.	took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.

(limit 2,500 characters)

1. The CoC solicits and considers opinions using CoC facilitated Partner Meetings, CoC Committee meetings, including the Needs Assessment and Planning (NAP) meetings and Racial Equity Workgroup, at CoC Board and Membership Meetings through public comment, CoC lead community meetings, and by interacting with a cross-section of people through other work representing different disciplines. All CoC committee and board meetings are open to the public. This year, the CoC has held several meetings with partners, agency staff, small businesses owners, community advocates, neighborhood associations, faith-based organizations, and local stakeholders to ensure the inclusion of all communities.
2. The CoC ensures that each Board, Membership, and committee meeting agenda provides time to share any pertinent information that needs to be discussed with the community. The CoC monthly Partner Meetings also provides an opportunity for the CoC and all participants to share and discuss vital information to the community. CoC staff is charged with collecting public input and providing meeting minutes that are used for future feedback in strategic planning.
3. The CoC sends out E-newsletters to over 500 organizations and individuals announcing opportunities for engagement and input. All electronic communication platforms provide a variety of accessibility features including screen reader support, effective color contrast, alternative text for images, and plain text versions.
4. In April and May 2023, the CoC held a series of 3 meetings that included participation from those with lived experience of homelessness, partners, agency staff, small businesses owners, community advocates, faith-based organizations, and local stakeholders to gather input on implementing new approaches to addressing homelessness in our service area. Participants provided a number of out-of-the box ideas and suggestions on how to improve our current response to homelessness. In response to feedback and solicited responses from all meetings addressing priorities the CoC should focus on, the NAP and Executive committees review and make recommendations to develop and/or update strategies to improve housing outcomes and stability for our neighbors needing homeless and housing assistance. Strategies include revisions to procedures, policies, and the CoC's Homelessness Assistance Plan or establishing priorities for future work or specific funding streams available through local opportunities and ESG funding.

1B-4.	Public Notification for Proposals from Organizations Not Previously Awarded CoC Program Funding.	
	NOFO Section V.B.1.a.(4)	
	Describe in the field below how your CoC notified the public:	
1.	that your CoC will consider project applications from organizations that have not previously received CoC Program funding;	
2.	about how project applicants must submit their project applications—the process;	
3.	about how your CoC would determine which project applications it would submit to HUD for funding; and	
4.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats.	

(limit 2,500 characters)

1. Per our HUD NOFO Renew and New Project Review P&P, the application process is open to agencies meeting threshold criteria, inclusive of new agencies. The opportunity is posted to CoC website within 48 hours of NOFO release from HUD. The RFP was shared with local non-profit networks to distribute to their lists. The funding opportunity & timeline is shared with newspapers, TV/Radio stations, & social media. Notifications & postings are shared through the deadline of project submittal via the BCoC lists served, email, & social media platforms encouraging agencies to apply. Our CoC began posting information on funding opportunities on 8/2/2023. All notifications and postings specifically encouraged the public to forward the notification/publication to anyone who may be interested in funding. The CoC also held a community wide training on the funding opportunity that was recorded and posted to the CoC website for review.
2. The CoC held a community info session on 8/15/23 to allow any agency interested in applying an opportunity to learn about the funding priorities and activities and ask questions. Each week following, we held office hours covering components of the application process on topics including the following: Submitting letter of intent and Eligible Organizations, E-SNAPS troubleshooting and technical assistance, Timeline/Q&A, Project Scoring Tools, Presentations & App Packet Submission Formats. All sessions were recorded & posted to the web for anyone to access.
3. The CoC used a trained committee of community members, free of conflicts as our Project Application & Performance Review Committee to review and score project proposals. The committee makes recommendations for high-scoring projects to be included in the ranking/tiering that is then completed by the CoC Executive Committee.
4. The CoC posted full recordings of all TA sessions to our NOFO section of the web. We utilized Adobe & Microsoft tools to make our electronic text format accessible. Teams, our virtual meeting platform, provides a variety of accessibility features including assistive technology such as closed captioning and transcripts, text telephone, and screen reader support.

1C. Coordination and Engagement

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

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

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

18.		
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1C-2.	CoC Consultation with ESG Program Recipients.	
	NOFO Section V.B.1.b.	

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

(limit 2,500 characters)

1. The City of Tallahassee (CoT) and State of Florida Office on Homelessness (State) are the two recipients of ESG funds serving our area. We utilize our Needs Assessment & Planning (NAP) Committee & monthly Partner Planning Calls to prioritize & plan for the use of all ESG funds including ESG-CV funding. Several staff from the CoT Housing and Human Services Department are active members of the NAP committee & regularly provide updates & assists with planning efforts for our CoC. The CoT Human Service Director is part of our Project Performance & Review Committee. The State shares their priorities for ESG and ESG-CV frequently & the CoC adjusts its written standards to accommodate these changes.
2. The City of Tallahassee performs their own monitoring of ESG subrecipients & informs the CoC by sharing monitoring reports. CoT also ensures the CoC has the opportunity to provide additional TA for any CAP. The CoC conducts program monitoring & evaluation of our State ESG sub-recipients to address fiscal & programmatic compliance. Sub-recipients are provided with monitoring findings & feedback on monitoring results & an opportunity to correct deficiencies where appropriate through a CAP. On-going training is provided to address program requirements as well as any program updates.
3. The CoC shares preliminary PIT/HIC data as well as all final reports with both ESG recipients by emailing the reports & meeting with the entities to review the results, the reports are also posted to the CoC website for the public.
4. CoT invites the CoC and area providers to its Annual Action Plan & Consolidated Plan meetings. We help publicize the meetings, attend, & provide input. Regular & updated information on PIT, HIC, data analysis & results of the needs assessment & any resulting changes to the HAP are shared with both the State & COT. We also provide detailed education on our System Performance Measures and how the ESG funds can be used to increase system performance through our NAP Committee meetings, which is regularly attended by CoT.

1C-3.	Ensuring Families are not Separated.	
	NOFO Section V.B.1.c.	

Select yes or no in the chart below to indicate how your CoC ensures emergency shelter, transitional housing, and permanent housing (PSH and RRH) do not deny admission or separate family members regardless of each family member's self-reported sexual orientation and gender identity:

1.	Conducted mandatory training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
2.	Conducted optional training for all CoC- and ESG-funded service providers to ensure families are not separated.	Yes
3.	Worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	Yes
4.	Worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within your CoC's geographic area that might be out of compliance and took steps to work directly with those facilities to bring them into compliance.	Yes
5.	Sought assistance from HUD by submitting questions or requesting technical assistance to resolve noncompliance by service providers.	Yes

1C-4.	CoC Collaboration Related to Children and Youth—SEAs, LEAs, School Districts.	
	NOFO Section V.B.1.d.	

Select yes or no in the chart below to indicate the entities your CoC collaborates with:

1.	Youth Education Provider	Yes
2.	State Education Agency (SEA)	Yes
3.	Local Education Agency (LEA)	Yes
4.	School Districts	Yes

1C-4a.	Formal Partnerships with Youth Education Providers, SEAs, LEAs, School Districts.	
	NOFO Section V.B.1.d.	

Describe in the field below the formal partnerships your CoC has with at least one of the entities where you responded yes in question 1C-4.

(limit 2,500 characters)

As part of the CoC's governance board structure, we have representatives from our county school districts (K-12), local universities and community colleges who regularly participate in voting on policies, procedures, funding allocations. We have also partnered with a local university to provide assistance to students who may be homeless by both assessing them via coordinated entry and documenting homeless status. Our CoC holds an MoA with Career Source Capital Region who provided employment training and education for homeless youth ages 18-24. We utilize the FL DoE data on homeless youth and doubled-up families to help determine what should be allocated for homelessness prevention and rental assistance programs in each of the 8 counties we serve. Our CoC coverage area includes 8 county school districts that have designated Families In Transition (FIT) Liaisons who work with school-aged youth and families in the school system that are nearing or experiencing homelessness.

1C-4b.	Informing Individuals and Families Experiencing Homelessness about Eligibility for Educational Services.	
	NOFO Section V.B.1.d.	

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

(limit 2,500 characters)

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

1C-4c.	Written/Formal Agreements or Partnerships with Early Childhood Services Providers.	
	NOFO Section V.B.1.d.	

Select yes or no in the chart below to indicate whether your CoC has written formal agreements or partnerships with the listed providers of early childhood services:

		MOU/MOA	Other Formal Agreement
1.	Birth to 3 years	No	No
2.	Child Care and Development Fund	No	Yes
3.	Early Childhood Providers	No	Yes
4.	Early Head Start	No	Yes
5.	Federal Home Visiting Program–(including Maternal, Infant and Early Childhood Home and Visiting or MIECHV)	No	No
6.	Head Start	No	Yes
7.	Healthy Start	No	No
8.	Public Pre-K	No	Yes
9.	Tribal Home Visiting Program	No	No
	Other (limit 150 characters)		
10.			

1C-5.	Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors—Collaboration with Federally Funded Programs and Victim Service Providers.
	NOFO Section V.B.1.e.

In the chart below select yes or no for the organizations your CoC collaborates with:

	Organizations	
1.	state domestic violence coalitions	Yes
2.	state sexual assault coalitions	No
3.	other organizations that help this population	Yes

1C-5a.	Collaboration with Federally Funded Programs and Victim Service Providers to Address Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.
	NOFO Section V.B.1.e.

Describe in the field below how your CoC regularly collaborates with organizations indicated in Question 1C-5 to:

1.	update CoC-wide policies; and
2.	ensure all housing and services provided in the CoC's geographic area are trauma-informed and can meet the needs of survivors.

(limit 2,500 characters)

1. In collaborative efforts to inform CoC wide policies, the CoC governance Charter designates a board a seat for the Executive Director of Refuge House, the regional certified domestic violence and sexual assault provider, the CoC's Needs Assessment Committee, who informs the CoC on gaps analysis and policy changes, also engages Refuge House for input on revisions of the CoC's Homelessness Assistance Plan (HAP), which directly addresses the needs of the community. The CoC has also incorporated questions in provider intake assessments to gather information directly from program participants who are seeking services because they are fleeing a domestic violence situation that provide client level data used to assist in CoC wide policy changes and/or implementation. The CoC's Coordinated Entry policy mandates collaboration with DV service providers to better address the community's needs as it relates to domestic violence, sexual assault, dating violence, and stalking.

2. CoC policies and procedures require participating agencies to provide all staff with client centered and trauma informed training at least annually to promote a trauma informed and culturally responsive experience for clients. This year the CoC has extended several opportunities for partner agencies to participate in trauma informed care training provided by local experts. The CoC specifically asks agencies to provide proof of training during both monitoring and as a scored component of CoC funding competitions."

1C-5b.	Coordinated Annual Training on Best Practices to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.
	NOFO Section V.B.1.e.

	Describe in the field below how your CoC coordinates to provide training for:
1.	project staff that addresses best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually); and
2.	Coordinated Entry staff that addresses best practices (e.g., trauma informed care) on safety and planning protocols in serving survivors of domestic violence and indicate the frequency of the training in your response (e.g., monthly, semi-annually).

(limit 2,500 characters)

1. The CoC collaborates with community providers to provide training for our partner service providers on how to address and assist DV survivors. Refuge House provides a detailed and customized community education and training program that covers a variety of topics to promote violence prevention through awareness and response. This year, Survive and Thrive Advocacy Center provided enhanced and customized training for CoC agencies, through a collaboration with Leon County. The CoC partner agencies also conduct new hire orientations that train staff on safety and planning protocols for DV survivors.
2. Staff at CE Access Points are trained to prioritize the safety of anyone presenting as needing victim-centered services through an annual comprehensive CE training, with the assistance of our local DV & human trafficking providers, Refuge House, Survive and Thrive Advocacy Center, & Open Doors Outreach Network. Each participant is given the opportunity to connect with the DV shelter, law enforcement &/or medical. Staff utilizing CE receive annual training on providing trauma-informed services & confidentiality have access to a 24- hour hotline maintained by Refuge House to connect DV clients to resources. All CE participating agency staff are trained annually through our CoC CE training & are expected to preserve the client's privacy & maintain confidentiality.

1C-5c.	Implemented Safety Planning, Confidentiality Protocols in Your CoC's Coordinated Entry to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	

	Describe in the field below how your CoC's coordinated entry includes:
1.	safety planning protocols; and
2.	confidentiality protocols.

(limit 2,500 characters)

1. All persons participating in coordinated entry will be asked about domestic violence, dating violence, sexual assault, and stalking concerns. Refuge House will provide training on conducting these assessments on a quarterly basis to staff at all Access Points. Persons who identify a concern related to domestic violence, dating violence, sexual assault, or stalking will be provided with general safety planning information, and referred to the Refuge House hotline for individualized safety planning and additional resources.
2. Coordinated Entry P&P specify that consumers who want domestic violence-specific services should never have information entered in HMIS. The assessment should be done on a paper form and passed off to the appropriate provider. If they are being served by a domestic violence provider, that agency may enter their information into an HMIS-comparable database. Households who do not sign a data confidentiality form should also never have their data shared in HMIS. Once the assessment process has been completed, the assessment staff member will enter the consumer’s record in HMIS as soon as possible. This will eliminate duplication of services or asking the same questions again from another agency, potentially re- traumatizing the consumer, or causing additional barriers to housing and/or assistance. Access to parts of the consumer record or assessment form may be restricted for safety reasons or upon the consumer’s request.

1C-5d.	Used De-identified Aggregate Data to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	
	Describe in the field below:	
	1. the de-identified aggregate data source(s) your CoC used for data on survivors of domestic violence, dating violence, sexual assault, and stalking; and	
	2. how your CoC uses the de-identified aggregate data described in element 1 of this question to evaluate how to best meet the specialized needs related to domestic violence and homelessness.	

(limit 2,500 characters)

1. Refuge House, the CoC partner and certified DV and Sexual assault provider, provides the CoC with aggregate data, compiled from their confidential client services database maintained by Refuge House, Osnum WS. Osnum WS complies with all data confidentiality requirements under the Violence Against Women Act.
2. The CoC uses this aggregate data for inclusion in the Point in Time count, Housing Inventory, and gaps analysis/needs assessment. Information gathered from our DV providers also allows the CoC to access and plan for specialized opportunities for survivors of DV such as the allocation of Emergency Housing Vouchers and HUD CoC DV Bonus.

1C-5e.	Implemented Emergency Transfer Plan Policies and Procedures for Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC communicates to all individuals and families seeking or receiving CoC Program assistance:	
	1. whether your CoC has policies and procedures that include an emergency transfer plan;	
	2. the process for individuals and families to request an emergency transfer; and	

3.	the process your CoC uses to respond to individuals' and families' emergency transfer requests.
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(limit 2,500 characters)

1. CoC wide policy and procedures specify that households identified as actively fleeing DV situations, should immediately be connected to our victim service provider, Refuge House, given client consent, & prepare an immediate safety plan. If the client needs to be moved, program staff and Refuge House staff will work on a safety plan to transfer the household to a safe location.
2. Individuals and Families are able to make a request for transfer by written request. All information is kept confidential. The provider will then access available resources and begin the process for transfer after all consent waivers are signed.
3. When participants are identified as actively fleeing DV situations, staff immediately reach out to our victim service provider, Refuge House, given client consent, & prepare an immediate safety plan. Often the safety plan involves an emergency transfer of the household from ES to a DV-specific shelter/program with the client's consent. If the client is not actively fleeing but has a history of DV or has shared this as a concern we partner with Ability 1st, so that they can be referred for housing & services through CE under an alias HMIS entry if the client chooses to participate in CE. Ability 1st works with other victim service programs & is trained by the DV providers on how to best support families fleeing DV, maintain confidentiality, & trauma-informed approaches.

1C-5f.	Access to Housing for Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section V.B.1.e.	

	Describe in the field below how your CoC:	
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1.	ensures that survivors of domestic violence, dating violence, sexual assault, or stalking have safe access to all of the housing and services available within the CoC's geographic area; and	
2.	proactively identifies systemic barriers within your homeless response system that create barriers to safely house and provide services to survivors of domestic violence, dating violence, sexual assault, or stalking.	

(limit 2,500 characters)

1. All CE Access Points enter a MOU & are expected to provide person-centered practices & support informed client choices while ensuring the confidentiality of client information. Our CE is housed within HMIS & as part of CE & HMIS new user training, staff complete several agreements detailing confidentiality requirements/expectations. All CE participating agency staff are trained annually through our CoC CE training & are expected to preserve the client's privacy & maintain confidentiality. For cases where the household is fleeing, we have our DV provider complete the standardized CE assessment on that household and work with other providers to provide access to housing opportunities while maintaining a level of confidentiality that ensures the households safety.

2. The CoC engages with Refuge House, family and individual shelters, and transitional housing programs to best understand the issues and barriers clients who are survivors of domestic violence, dating violence, sexual assault, or stalking face through our quarterly Needs Assessment Committee as well as monthly partner meetings. In the last year, providers have seen an increase in the need to safely house households who are fleeing domestic violence, dating violence, sexual assault, stalking, and human and sex trafficking. Many of the barriers that these households face, include, but not limited to, insufficient income, lack of support from family and community, and mental health, make locating and obtaining safe housing a challenge.

1C-5g.	Ensuring Survivors With a Range of Lived Expertise Participate in Developing CoC-Wide Policy and Programs.	
	NOFO Section V.B.1.e.	
	Describe in the field below how your CoC:	
	1. ensured survivors with a range of lived expertise are involved in the development of your CoC-wide policy and programs; and	
	2. accounted for the unique and complex needs of survivors.	

(limit 2,500 characters)

1. The CoC engages survivors with lived expertise through several community partnerships which help to inform the CoC policies and programs. Refuge House, Survive and Thrive (STAC) and International Rescue Committee (IRC) personnel and clients provide input to the CoC through community meetings, involvement in the CoC's Needs Assessment and Planning Committee, as well as participation in the CoC's monthly partner calls.

2. Community trainings provided by partner agencies such as Refuge House and STAC provide a better understanding of the complex and unique needs of those who are survivors of domestic, dating, sexual assault, and stalking. Staff from STAC are present in our largest emergency shelter each week to assess the needs of survivors. Refuge House advocates can be contact 24 hours a day through the hotline, which provides immediate mediation and de-escalation and evacuation plans for anyone seeking services. Through these programs, the CoC is able to gather pertinent information on how to best account for the needs of survivors.

1C-6.	Addressing the Needs of Lesbian, Gay, Bisexual, Transgender and Queer+–Anti-Discrimination Policy and Training.	
	NOFO Section V.B.1.f.	

	1. Did your CoC implement a written CoC-wide anti-discrimination policy ensuring that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination?	Yes
	2. Did your CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	Yes
	3. Did your CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access in Accordance With an Individual's Gender Identity in Community Planning and Development Programs (Gender Identity Final Rule)?	Yes

1C-6a.	Anti-Discrimination Policy–Updating Policies–Assisting Providers–Evaluating Compliance–Addressing Noncompliance.	
	NOFO Section V.B.1.f.	

	Describe in the field below:
1.	how your CoC regularly collaborates with LGBTQ+ and other organizations to update its CoC-wide anti-discrimination policy, as necessary to ensure all housing and services provided in the CoC are trauma-informed and able to meet the needs of LGBTQ+ individuals and families;
2.	how your CoC assisted housing and services providers in developing project-level anti-discrimination policies that are consistent with the CoC-wide anti-discrimination policy;
3.	your CoC's process for evaluating compliance with your CoC's anti-discrimination policies; and
4.	your CoC's process for addressing noncompliance with your CoC's anti-discrimination policies.

(limit 2,500 characters)

2. Throughout the year, the CoC, along with other partners, hosts training and forums for agency leadership and staff on a variety of topics, including anti-discrimination best practices and policy development. The CoC encourages agencies to participate in several community trainings on the topic of anti-discrimination issues so that their agency P&P's directly reflect best practices and the most up to date processes. This year, our partner, United Partners for Human Services (UPHS), provided several opportunities for our partners to receive training and technical assistance around anti-discrimination and policy and procedures.

3. Annually the CoC monitors programs to ensure that agencies are in compliance with CoC policies and procedures. During the monitoring, the CoC surveys program participants to assess their experience with program staff and service delivery. The CoC also asks the agencies to disclose any complaints or grievances they may have received. Feedback is taken into consideration when updating policies.

4. Agencies who remain in compliance with anti-discrimination policies in line with the CoC policies may be placed on a corrective action plan and mandated to participate in topic related technical assistance and trainings. If the agency continues to be in compliance, it may result in the decrease or termination of CoC funding and/or partnerships.

1C-7.	Public Housing Agencies within Your CoC's Geographic Area–New Admissions–General/Limited Preference–Moving On Strategy.	
	NOFO Section V.B.1.g.	

You must upload the PHA Homeless Preference\PHA Moving On Preference attachment(s) to the 4B. Attachments Screen.

Enter information in the chart below for the two largest PHAs highlighted in gray on the current CoC-PHA Crosswalk Report or the two PHAs your CoC has a working relationship with—if there is only one PHA in your CoC's geographic area, provide information on the one:

Public Housing Agency Name	Enter the Percent of New Admissions into Public Housing and Housing Choice Voucher Program During FY 2022 who were experiencing homelessness at entry	Does the PHA have a General or Limited Homeless Preference?	Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On?
Tallahassee Housing Authority		Yes-HCV	Yes
Northwest Florida Housing Authority		No	No

You must enter information for at least 1 row in question 1C-7.

1C-7a.	Written Policies on Homeless Admission Preferences with PHAs.	
	NOFO Section V.B.1.g.	

Describe in the field below:

- steps your CoC has taken, with the two largest PHAs within your CoC's geographic area or the two PHAs your CoC has working relationships with, to adopt a homeless admission preference—if your CoC only has one PHA within its geographic area, you may respond for the one; or
- state that your CoC has not worked with the PHAs in its geographic area to adopt a homeless admission preference.

(limit 2,500 characters)

- Tallahassee Housing Authority (THA) and the CoC work closely together to house individuals and families experiencing homelessness. THA has adopted language for households exiting homelessness into their administrative plan, per CoC request and has remained a collaborative partner. The THA Director holds a seat on the CoC governance board. Since issuance of the Emergency Housing Vouchers, THA accepted all EHV referrals from the CoC, in accordance to an MOU to fill these vouchers through the CoC CE process. THA and the CoC worked together to house additional clients exiting permanent supportive housing using Move Along Vouchers.
- The CoC has previously initiated discussion with the two other housing authorities serving our area, Northwest Florida Regional Housing Authority and North Central Florida Regional Housing Authority, to adopt the THA model. Neither have a homeless preference nor move along strategy currently. The CoC Board and staff will continue working to educate these entities on the need for prioritization of homeless individuals and families and dedicated move- along vouchers. NWFRHA and NCFRHA are invited and strongly encouraged to attend all CoC meetings and planning events.

1C-7b.	Moving On Strategy with Affordable Housing Providers.	
	Not Scored—For Information Only	

Select yes or no in the chart below to indicate affordable housing providers in your CoC's jurisdiction that your recipients use to move program participants to other subsidized housing:

1.	Multifamily assisted housing owners	Yes
2.	PHA	Yes
3.	Low Income Housing Tax Credit (LIHTC) developments	Yes
4.	Local low-income housing programs	Yes
	Other (limit 150 characters)	
5.		

1C-7c.	Include Units from PHA Administered Programs in Your CoC's Coordinated Entry.	
	NOFO Section V.B.1.g.	

In the chart below, indicate if your CoC includes units from the following PHA programs in your CoC's coordinated entry process:

1.	Emergency Housing Vouchers (EHV)	Yes
2.	Family Unification Program (FUP)	No
3.	Housing Choice Voucher (HCV)	Yes
4.	HUD-Veterans Affairs Supportive Housing (HUD-VASH)	Yes
5.	Mainstream Vouchers	Yes
6.	Non-Elderly Disabled (NED) Vouchers	No
7.	Public Housing	No
8.	Other Units from PHAs:	

1C-7d.	Submitting CoC and PHA Joint Applications for Funding for People Experiencing Homelessness.	
	NOFO Section V.B.1.g.	

1.	Did your CoC coordinate with a PHA(s) to submit a competitive joint application(s) for funding or jointly implement a competitive project serving individuals or families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other programs)?	Yes
		Program Funding Source
2.	Enter the type of competitive project your CoC coordinated with a PHA(s) to submit a joint application for or jointly implement.	Mainstream and Emergency Housing Vouchers

1C-7e.	Coordinating with PHA(s) to Apply for or Implement HCV Dedicated to Homelessness Including Emergency Housing Voucher (EHV).	
	NOFO Section V.B.1.g.	

	Did your CoC coordinate with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan?	Yes
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1C-7e.1.	List of PHAs with Active MOUs to Administer the Emergency Housing Voucher (EHV) Program.	
	Not Scored—For Information Only	

	Does your CoC have an active Memorandum of Understanding (MOU) with any PHA to administer the EHV Program?	Yes
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	If you select yes to question 1C-7e.1., you must use the list feature below to enter the name of every PHA your CoC has an active MOU with to administer the Emergency Housing Voucher Program.	
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PHA	
	Tallahassee Housi...

1C-7e.1. List of PHAs with MOUs

Name of PHA: Tallahassee Housing Authority

1D. Coordination and Engagement Cont'd

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
 - 24 CFR part 578;
 - FY 2023 CoC Application Navigational Guide;
 - Section 3 Resources;
 - PHA Crosswalk; and
 - Frequently Asked Questions

1D-1.	Discharge Planning Coordination.	
	NOFO Section V.B.1.h.	

Select yes or no in the chart below to indicate whether your CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs.

1. Foster Care	Yes
2. Health Care	Yes
3. Mental Health Care	Yes
4. Correctional Facilities	Yes

1D-2.	Housing First—Lowering Barriers to Entry.	
	NOFO Section V.B.1.i.	

1.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe Haven, and Transitional Housing projects your CoC is applying for in FY 2023 CoC Program Competition.	5
2.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe Haven, and Transitional Housing projects your CoC is applying for in FY 2023 CoC Program Competition that have adopted the Housing First approach.	5
3.	This number is a calculation of the percentage of new and renewal PSH, RRH, SSO non-Coordinated Entry, Safe Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in the FY 2023 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

1D-2a.	Project Evaluation for Housing First Compliance.	
	NOFO Section V.B.1.i.	

You must upload the Housing First Evaluation attachment to the 4B. Attachments Screen.

	Describe in the field below:
1.	how your CoC evaluates every project—where the applicant checks Housing First on their project application—to determine if they are using a Housing First approach;
2.	the list of factors and performance indicators your CoC uses during its evaluation; and
3.	how your CoC regularly evaluates projects outside of your local CoC competition to ensure the projects are using a Housing First approach.

(limit 2,500 characters)

1. CoC Competition application for renewal & new projects score projects on their commitment to using Housing First. Our CoC Funding P&P specify that the applicant clearly demonstrates how their policies and procedures are based on Housing First and does not mandate client participation in services either before obtaining housing or to retain housing. The applicant must demonstrate in policies and procedures that it prioritizes rapid placement and stabilization in permanent housing and improvement of economic self-sufficiency. The local application also requires that applicants certify their compliance with Housing First principles as a threshold requirement. Applicants are also required to submit copies of their policies and procedures to ensure compliance with Housing First principles.
2. To be in compliance w/ Housing 1st, agencies P&P must demonstrate that the program doesn't mandate client participation in services either before obtaining housing or in order to retain housing. P&P prioritize rapid placement and stabilization in permanent housing and improvement of economic self-sufficiency. Reviewers score based on the following: a) agency P&P demonstrate operating under Housing First, including allowing previously terminated participants to access services again in the future. Policies and procedures describe in detail how rapid placement and stabilization in permanent housing is measured. b) policies and procedures are vague and not detailed but show commitment to operation under Housing First model or c) failure to document how policy was implemented.
3. We ensure Housing First in each of our projects through annual project monitoring and annual performance evaluations. We conduct interviews w/ front-line staff, leadership & clients participating or have participated in the project. Staff explain how they promote Housing First with clients to ensure an understanding of the agencies P&P as common practice with participants. Clients are asked if they are required to participate to keep their housing. We facilitate regular case staffing, reviewing income, benefits, and services. We check case notes and documentation in HMIS on program participants to see if there are notes of required services. We provide annual Housing 1st training to all non- profit members and CoC project service provider staff, we require staff to participate in this training annually and look for it to be included in the staff training logs upon monitoring.

1D-3.	Street Outreach—Scope.	
	NOFO Section V.B.1.j.	

	Describe in the field below:
1.	your CoC's street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;
2.	whether your CoC's Street Outreach covers 100 percent of the CoC's geographic area;
3.	how often your CoC conducts street outreach; and

4.	how your CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.
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(limit 2,500 characters)

1. CoC Outreach Coordinator coordinates outreach teams to go out daily. Outreach teams ensure those experiencing unsheltered homelessness (youth, veterans, families, etc.) are assessed, prioritized/matched with housing & support services. A by-name list of those engaged by outreach is maintained & staffed bi-weekly during CoC lead Outreach calls ensuring housing efforts are followed through. This year, the CoC Outreach Coordinator continued to oversee CoC-wide outreach efforts concentrated on expanding outreach efforts through strategically planned outreach events. The Coordinator has been successful in streamlining and organizing outreach efforts, coordinating with city and county staff to address community concerns, and with other agencies to increase the number of outreach workers. The Coordinator has expanded services through partnerships with street medicine, overdose prevention, and sex trafficking agencies."
2. CoC street outreach teams conduct outreach to 100% of the CoC's geographic area.
3. Outreach teams are visible daily in Tallahassee/Leon County, 1x a week in Gadsden/Wakulla, & monthly/as needed in remaining counties. The OC coordinates outreach events regularly engaging people who are panhandling, in parks & public areas.
4. Outreach workers canvas streets & camps working with clients who may not seek out services. Using Housing 1st & motivational interviewing, effort is made to connect clients with housing through CE. Collaborating with multiple partners, fulfilling basic needs, using person-centered trauma-informed approaches, our CoC ensures those who are less likely to request assistance have equal access. Outreach workers are trained to effectively engage people experiencing unsheltered homelessness, living with mental health, cognitive, substance use issues, or other barriers.

1D-4.	Strategies to Prevent Criminalization of Homelessness.	
	NOFO Section V.B.1.k.	

Select yes or no in the chart below to indicate strategies your CoC implemented to ensure homelessness is not criminalized and to reverse existing criminalization policies in your CoC's geographic area:
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	Your CoC's Strategies	Ensure Homelessness is not Criminalized	Reverse Existing Criminalization Policies
1.	Engaged/educated local policymakers	Yes	No
2.	Engaged/educated law enforcement	Yes	No
3.	Engaged/educated local business leaders	Yes	No
4.	Implemented community wide plans	Yes	No
5.	Other:(limit 500 characters)		

1D-5.	Rapid Rehousing–RRH Beds as Reported in the Housing Inventory Count (HIC) or Longitudinal Data from HMIS.	
	NOFO Section V.B.1.I.	

	HIC Longitudinal HMIS Data	2022	2023
Enter the total number of RRH beds available to serve all populations as reported in the HIC or the number of households served per longitudinal HMIS data, e.g., APR.	HIC	132	117

1D-6.	Mainstream Benefits–CoC Annual Training of Project Staff.	
	NOFO Section V.B.1.m.	

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

	Mainstream Benefits	CoC Provides Annual Training?
1.	Food Stamps	Yes
2.	SSI–Supplemental Security Income	Yes
3.	SSDI–Social Security Disability Insurance	Yes
4.	TANF–Temporary Assistance for Needy Families	Yes
5.	Substance Use Disorder Programs	Yes
6.	Employment Assistance Programs	Yes
7.	Other (limit 150 characters)	

1D-6a.	Information and Training on Mainstream Benefits and Other Assistance.	
	NOFO Section V.B.1.m	

	Describe in the field below how your CoC:	
1.	systemically provides up-to-date information on mainstream resources available for program participants (e.g., Food Stamps, SSI, SSDI, TANF, substance abuse programs) within your CoC's geographic area;	
2.	works with project staff to collaborate with healthcare organizations, including substance abuse treatment and mental health treatment, to assist program participants with receiving healthcare services; and	
3.	works with projects to promote SSI/SSDI Outreach, Access, and Recovery (SOAR) certification of program staff.	

(limit 2,500 characters)

1. The CoC keeps program staff/participants up to date using social media, mailing list, networking meetings, Board & Membership meetings, partnership with 211 Big Bend & area providers. CoC staff frequently updates program staff with new information and updates on mainstream programming as it comes available. CoC staff also utilizes monthly partner calls to brief agency leadership about upcoming changes from mainstream programs. We update our paper & electronic Resource Guide at least 2x a year in both English & Spanish used by staff to assist clients with the most relevant & targeted information & referrals. Through the pandemic notifications of newly available benefits were sent to our network and program participants weekly. The CoC monitors the development of new mainstream resources by monitoring the news & participating in community & regional meetings for updates in local health care, behavioral health care, education, transportation & other services.

2. Health insurance enrollment & Medicaid utilization are top priorities for all area providers. Medicaid HMOs regularly visit our ES providers to support enrollment efforts. Representatives from mainstream benefits providers are available onsite at our local emergency shelter, ensuring easy access & minimizing transportation barriers. We also collaborate with two of our largest mental health centers, Apalachee Mental Health and Tallahassee Behavioral Health to ensure that clients have access to mental health care services. The City of Tallahassee has also formed a crisis intervention team, equipped to handle mental health crisis who frequently coordinate with our street outreach teams to assist clients in crisis. Northwest Florida Health Network, our state funded behavioral health lead agency dedicates state funds for housing related needs for persons experiencing homelessness & considered to be high utilizers of emergency services including psychiatric stabilization, detox & jail services.

3. CoC staff disseminates information about on-going training for SSI/SSDI Outreach, Access, and Recovery (SOAR) certifications. We are always seeking funding opportunities that will allow agencies to fund additional staff with SOAR certifications. We also connect clients with our Northwest FL Health Network (NWFHN), who provides access to SOAR Benefits Specialists as well as support & training for any program staff becoming SOAR certified.

1D-7.	Increasing Capacity for Non-Congregate Sheltering.	
	NOFO Section V.B.1.n.	

Describe in the field below how your CoC is increasing its capacity to provide non-congregate sheltering.

(limit 2,500 characters)

We began using non-congregate sheltering during March 2020 in response to the COVID 19 pandemic and the need to decrease congregate sheltering and comply with CDC guidelines and local health department recommendations. Since then, the CoC recognizes the importance of non-congregate sheltering and the need to increase accessibility of non-congregate sheltering options, especially with more vulnerable populations. The CoC is currently working on creating partnerships with local hotels/motels that can act as non-congregate shelter when needed. The CoC's Street Outreach Coordinator is tasked with contacting hotel/motel staff to build relationships. The City of Tallahassee and Leon County have entered into MOU's with a local motel to provide shelter for clients who may not be appropriate for immediate congregate shelters. Partner agencies have also worked hard to develop and build relationships with several local motels that will accept hotel vouchers.

ID-8.	Partnerships with Public Health Agencies–Collaborating to Respond to and Prevent Spread of Infectious Diseases.	
	NOFO Section V.B.1.o.	
	Describe in the field below how your CoC effectively collaborates with state and local public health agencies to:	
1.	develop CoC-wide policies and procedures to respond to infectious disease outbreaks; and	
2.	prevent infectious disease outbreaks among people experiencing homelessness.	

(limit 2,500 characters)

1. The CoC, along with the City of Tallahassee, Leon County Government, local and state Departments of Health, and partner homeless service providers, collaborated to create an effective protocol for responding to outbreaks of infectious disease. Policies and procedures include best practices around prevention, isolation, safety planning, disease control, unsheltered and encampment involvement, education, medical interventions, and a host of other pertinent concerns. This collaborative effort, though prompted by COVID, has remained efficient throughout other outbreaks including monkey pox and flu.

2. The CoC has worked with local government to form a Homeless Task Force that consistent of county and city human service leadership, county emergency management, homeless service providers and Health Department advisors, having this task force established and having gone through the experience of planning for the COVID pandemic that has allowed for us to easily reconvene for other health emergencies as well as natural disasters. We are also better equipped to quickly collect and report on data that may be helpful in mitigating a health emergency and have a much better understanding of how utilizing GIS can assist in targeting future emergencies or outbreaks through leveraging staff and software our government partners regularly use.

ID-8a.	Collaboration With Public Health Agencies on Infectious Diseases.	
	NOFO Section V.B.1.o.	
	Describe in the field below how your CoC:	
1.	shared information related to public health measures and homelessness, and	
2.	facilitated communication between public health agencies and homeless service providers to ensure street outreach providers and shelter and housing providers are equipped to prevent or limit infectious disease outbreaks among program participants.	

(limit 2,500 characters)

1. Our CoC developed strong working relationships with state and local county health officials during the onset of COVID and have maintained these relationships since. Our service providers and CoC staff have access to multiple health officials and feel comfortable making contact when advice or assessment is needed. Our collaboration has aided in being able to provide the latest, most accurate information to service providers in the onset of an infectious disease outbreak. We are able to share information that is beneficial for both teams to decrease the effects of an outbreak.

2. Since March 2020, we worked with local government to form a Homeless Task Force that consists of county and city human service leadership, county emergency management, homeless service providers, including street outreach and emergency shelter providers, and Health Department advisors. Having this task force established and having gone through the experience of planning for the COVID pandemic has allowed for us to easily reconvene for other health emergencies as well as natural disasters. We are also better equipped to quickly collect and report on data that may be helpful in mitigating a health emergency and have a much better understanding of how utilizing GIS can assist in targeting future emergencies or outbreaks through leveraging staff and software our government partners regularly use. Our health departments and other health organizations now partner with the outreach teams to provide informational fliers, set up pop up screenings, and other materials to both educate and serve our unsheltered populations.

1D-9.	Centralized or Coordinated Entry System—Assessment Process.	
	NOFO Section V.B.1.p.	
	Describe in the field below how your CoC's coordinated entry system:	
1.	covers 100 percent of your CoC's geographic area;	
2.	uses a standardized assessment process; and	
3.	is updated regularly using feedback received from participating projects and households that participated in coordinated entry.	

(limit 2,500 characters)

1. The CoC CES covers the entire 8 county area via access points & collaborative outreach. Anyone experiencing homelessness can access CE through access points during designated CE hours or engage with outreach workers in the community. 211, open 24/7, is a resource available to anyone seeking referral services outside of normal CE operation hours.
2. The CoC has designed a pre-screening that collects basic demographic, income, and disability information. This screening serves as a starting point for discussion between the assessment staff and the consumer about household needs. The Vulnerability Index- Service Prioritization Decision Assistance Tool (VI-SPDAT), developed by OrgCode Consulting, is an assessment tool that seeks to identify a household's level of need as it relates to health, daily activities, medical history, and homeless experiences. Population specific versions of the VI-SPDAT and relevant demographic and program eligibility questions will be used when making referrals and in prioritization. Once completed, the assessment tool will help to prioritize households for access to appropriate housing interventions. All access points must follow the order of the CE workflow to ensure consistency in the process for all households.
3. Updates and modifications to the coordinated entry process, including policies and procedures, will be driven primarily by the need to improve the performance of the homelessness assistance system on key outcomes. Regular and ongoing evaluations of the CE system are conducted to ensure that improvement opportunities are identified that results are shared and understood, and that the CE system is held accountable. The CoC will evaluate the current assessment process at least annually to gauge how the CE system is intended to work, how it is perceived to work, and how it is working. A thorough review of the findings will be examined to make informed decisions and recommendations for system improvements. A formal improvement plan will be implemented to address adjustment and improvements.

1D-9a.	Program Participant-Centered Approach to Centralized or Coordinated Entry.	
	NOFO Section V.B.1.p.	
	Describe in the field below how your CoC's coordinated entry system:	
	1. reaches people who are least likely to apply for homeless assistance in the absence of special outreach;	
	2. prioritizes people most in need of assistance;	
	3. ensures people most in need of assistance receive permanent housing in a timely manner, consistent with their preferences; and	
	4. takes steps to reduce burdens on people using coordinated entry.	

(limit 2,500 characters)

1. Outreach teams are dedicated to clients who may not be accessing services by collaborating with partner agencies to identify households in need, frequently visiting isolated & hard to reach areas, convenience stores, bus stations, parks, encampments, & scanning intersections for panhandling. Outreach teams utilize persons with lived experience to assist in finding unidentified camps & locations of those who are extremely vulnerable & disconnected from services. Outreach teams engage clients who are not willing to travel to access points by meeting them where they are. Our CoC's marketing strategy that consists of using fliers, yard signs, & printed contact information to reach people no matter where they are. Advertisements are strategically posted throughout the 8 county CoC coverage area for anyone seeking assistance.
2. Our CoC has developed & implemented policy to ensure households are prioritized by vulnerability & length of time homeless. Our CoC has a goal of connecting those referred through CE to housing interventions to be provided within 30 days. Using the VISPDAT assessment tool & priority ranking policy during case conferencing ensures the most vulnerable & those experiencing homelessness the longest receive appropriate interventions. Our CoC is a Built for Zero community, we prioritize PSH projects for our most vulnerable households. Our CoC uses the By Name list to prioritize chronically homeless households based on VISPDAT score & case staffing.
3. Our CoC's Coordinated Entry Director manages the CoC's By Name List, sorted by households vulnerabilities with the most vulnerable being prioritized first. In an effort to reduce the amount of time a household remains homeless; the CE Director hosts PSH case conferencing every 2 weeks. During the case conference, case managers work through housing challenges with the CE Director. The CoC's Landlord Liaison attends case conferences and assists case managers with housing options that fit the client's preference and income. At least twice a week, the CoC Landlord Liaison sends out available unit listings to case workers in the community.
4. The CoC has implemented a prompt on the CoC website where households can begin their CE assessment online as well as hired work study students to take in overflow calls. This provides a decrease in call back times for households needing access to services. The CoC attempts to contact and connect households to appropriate resources within 24-48 hours.

1D-9b.	Informing Program Participant about Rights and Remedies through Centralized or Coordinated Entry—Reporting Violations.	
	NOFO Section V.B.1.p.	

Describe in the field below how your CoC through its centralized or coordinated entry:	
1.	affirmatively markets housing and services provided within the CoC's geographic area and ensures it reaches all persons experiencing homelessness;
2.	informs program participants of their rights and remedies available under federal, state, and local fair housing and civil rights laws; and
3.	reports any conditions or actions that impede fair housing choice for current or prospective program participants to the jurisdiction(s) responsible for certifying consistency with the Consolidated Plan.

(limit 2,500 characters)

1. Our CoC has developed a marketing strategy that consists of using fliers, yard signs, & printed contact information to reach people no matter where they are. Advertisements are strategically posted throughout the 8 county CoC coverage area for anyone seeking assistance. 211 provides multilingual services for anyone seeking services as well.
2. Each access point is required to post, in a clear and easily located place, participant rights, fair housing and civil rights laws through out the intake area.
3. As part of the CE process, once a client has been referred to program and are seeking housing, they are given information about fair housing and the grievance policy for the programs. BBCoC has also added a section to our website that specifically addresses fair housing and housing choice for clients. The CoC Landlord Liaison has created tools that are distributed to case managers to share with clients that speak to their rights as renters and as clients in our CoC and ESG funded programs.

1D-10.	Advancing Racial Equity in Homelessness—Conducting Assessment.	
	NOFO Section V.B.1.q.	

1.	Has your CoC conducted a racial disparities assessment in the last 3 years?	Yes
2.	Enter the date your CoC conducted its latest assessment for racial disparities.	02/01/2023

1D-10a.	Process for Analyzing Racial Disparities—Identified Racial Disparities in Provision or Outcomes of Homeless Assistance.	
	NOFO Section V.B.1.q.	

Describe in the field below:	
1.	your CoC’s process for analyzing whether any racial disparities are present in the provision or outcomes of homeless assistance; and
2.	what racial disparities your CoC identified in the provision or outcomes of homeless assistance.

(limit 2,500 characters)

1. The CoC, in partnership with the City of Tallahassee, utilized multiple methods to analyze racial disparities in our service area. Methods included a city-wide survey, in person and virtual workshops, and reviewing of current data. This process was diverse in method and allowed us to effectively identify critical need for equitable responses to improve the safety and quality of life for Tallahassee residents of color. We also analyze coordinated entry data to assess any racial disparities that may be evident in agency service provision. Annually, in our CoC Competition Review process, applicants are asked about the racial makeup of their leadership team as it relates to the clients they serve. This process is a way for both the service providers and the CoC to gather information on racial disparities at the agency level. Agencies are then challenged to address any disparities as they plan for new project staffing. This year, the CoC sent out an assessment in effort to gain better insight on agency culture and policy surrounding race from a staff perspective. In the last 3 years, the CoC has established a more diverse Board and membership as a direct result of analyzing the makeup of the Board and recognizing the need to seek more individuals of color to better reflect the population we serve.

2. The CoC was able to identify racial disparities within agency leadership, where there was a lack of representation of black and brown people employed in upper management levels of several agencies. Also, it was evident, that cultural competency trainings were essential to increase the skills and knowledge around diversity and understanding how to respond to cultural differences. Agencies needed to access their own awareness of their organizations cultural norms. In order to connect more with the clients being served, our CoC Board and partner agencies, needed to hire more people who could help even out racial disparities within the organizations. We find that the agencies are working to even out the racial disparities between agency staff and clients. Leadership has noted that clients are best served when they are able to develop a trusting and understanding relationship with case management and front line staff.

1D-10b.	Implemented Strategies that Address Racial Disparities.	
	NOFO Section V.B.1.q.	

Select yes or no in the chart below to indicate the strategies your CoC is using to address any racial disparities.

1.	The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	Yes
2.	The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	Yes
3.	The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	Yes
4.	The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.	Yes
5.	The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	Yes
6.	The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	Yes
7.	The CoC has staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness.	Yes
8.	The CoC is educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	Yes

9.	The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	Yes
10.	The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	Yes
11.	The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	Yes
	Other:(limit 500 characters)	
12.		

1D-10c.	Implemented Strategies that Address Known Disparities.	
	NOFO Section V.B.1.q.	

Describe in the field below the steps your CoC is taking to address the disparities identified in the provision or outcomes of homeless assistance.

(limit 2,500 characters)

The CoC's Racial Equity Committee was established and charged with developing a strategic plan to track progress on preventing or eliminating disparities in the provision or outcomes of homeless assistance with the CoC. The committee has worked hard to develop an assessment to begin gathering preliminary data that will lead to the development of action plans and recommendations for our CoC. Since the assessment, the CoC has increased its efforts to collaborate with more agencies serving black and brown communities as well as provide additional opportunities for racial equity training for agency leadership and staff. The CoC encourages agencies to use HUD's tools to guide them in improving racial equity with their agency through staffing and policy.

1D-10d.	Tracked Progress on Preventing or Eliminating Disparities.	
	NOFO Section V.B.1.q.	

Describe in the field below:

1.	the measures your CoC has in place to track progress on preventing or eliminating disparities in the provision or outcomes of homeless assistance; and
2.	the tools your CoC uses.

(limit 2,500 characters)

1. The CoC's coverage area includes 8 counties that are each unique in their racial makeup. The CoC and partner funders, have begun to collect data from partner agencies that provide direct services on which zip codes clients are coming from, being served in as well as housed in. By tracking data points like zip code, the CoC will gain a better understanding of where clients are coming from, being served in, and moved to.

2. The CoC uses HMIS to collect data but will also continue to use HUD's racial equity analysis tool to identify and analyze racial disparities within the CoC.

1D-11.	Involving Individuals with Lived Experience of Homelessness in Service Delivery and Decisionmaking—CoC’s Outreach Efforts.	
	NOFO Section V.B.1.r.	

Describe in the field below your CoC’s outreach efforts (e.g., social media announcements, targeted outreach) to engage those with lived experience of homelessness in leadership roles and decision making processes.

(limit 2,500 characters)

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

1D-11a.	Active CoC Participation of Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.r.	

You must upload the Letter Signed by Working Group attachment to the 4B. Attachments Screen.
 Enter in the chart below the number of people with lived experience who currently participate in your CoC under the four categories listed:

	Level of Active Participation	Number of People with Lived Experience Within the Last 7 Years or Current Program Participant	Number of People with Lived Experience Coming from Unsheltered Situations
1.	Included in the decisionmaking processes related to addressing homelessness.	4	3
2.	Participate on CoC committees, subcommittees, or workgroups.	4	3
3.	Included in the development or revision of your CoC’s local competition rating factors.	3	3
4.	Included in the development or revision of your CoC’s coordinated entry process.	3	3

1D-11b.	Professional Development and Employment Opportunities for Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.r.	

Describe in the field below how your CoC or CoC membership organizations provide professional development and employment opportunities to individuals with lived experience of homelessness.

(limit 2,500 characters)

As stated before, the CoC previously made the hiring of persons with lived experience of homelessness one of our funding priorities for state and local funding opportunities. Our partner agencies have hired persons with lived experience as case managers, operations staff, and street outreach advocates. The CoC has also hired persons with lived experience as leadership staff. This CoC employee leads our community in coordinated efforts to address service coordination and participates in needs assessment planning, strategic planning meetings, and on our Racial Equity Committee. The CoC provides persons with lived experience opportunities to gain professional development through community trainings and participation in conferences both in and out of state. Our CoC membership and partner organizations are vocal about our interest in investing and assisting with cultivating individuals with lived homelessness experience, professionally. CoC staff encourages our agencies to seek employees with lived experience, by acknowledging their individual expertise in homelessness frequently, at committee meetings, partner calls, and case conferencing meetings.

1D-11c.	Routinely Gathering Feedback and Addressing Challenges of Individuals with Lived Experience of Homelessness. NOFO Section V.B.1.r.	
Describe in the field below:		
1.	how your CoC routinely gathers feedback from people experiencing homelessness;	
2.	how your CoC routinely gathers feedback from people who have received assistance through the CoC or ESG Programs; and	
3.	the steps your CoC has taken to address challenges raised by people with lived experience of homelessness.	

(limit 2,500 characters)

1. The CoC solicits feedback from people experiencing homelessness through our annual monitoring of all CoC funded projects. During our monitoring of emergency shelter and street outreach programs, CoC staff interviews both shelter and unsheltered clients who are currently experiencing homelessness.
2. During the CoC's annual monitoring of all CoC funded programs, including ESG and HUD CoC, CoC staff interviews both current and former program participants in effort to understand their experience with program and receiving assistance. The CoC recognizes the importance of this one-on-one time with participants to gather feedback on program service delivery.
3. During monitoring exit interviews and in monitoring reports, the CoC provides pertinent information about issues or challenges reported by the clients. Partner agencies are able to respond to the monitoring report, in writing, how they intend to address and improve service delivery as was experienced by the client. The CoC will assist the agency with access to training and technical assistance, if needed, to correct the challenges.

1D-12.	Increasing Affordable Housing Supply. NOFO Section V.B.1.t.	
Describe in the field below at least 2 steps your CoC has taken in the past 12 months to engage city, county, or state governments that represent your CoC's geographic area regarding the following:		

1.	reforming zoning and land use policies to permit more housing development; and
2.	reducing regulatory barriers to housing development.

(limit 2,500 characters)

In the past year, the CoC has engaged in activities with local and state officials in effort to increase the affordable housing stock. The CoC has engaged in several conversations with City of Tallahassee and Leon County staff about the need to create incentive programs for affordable housing developers. One specific incentive would offer a tax break to developers who were willing to set aside a portion of their units to be used for people exiting homelessness and preferably rent those units at a lower rate. In May 2023, the CoC and several partner agencies presented at the Leon County Workshop on Homelessness. The group took this opportunity to educate county commissioners on the barriers that clients experiencing homelessness often face when seeking to rent in market rate properties. The CoC and partner agencies stressed the need for more affordable housing development that focus on providing housing that rents below market rate.

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

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1E-1.	Web Posting of Your CoC’s Local Competition Deadline–Advance Public Notice.	
	NOFO Section V.B.2.a. and 2.g.	
	You must upload the Web Posting of Local Competition Deadline attachment to the 4B. Attachments Screen.	

1.	Enter your CoC’s local competition submission deadline date for New Project applicants to submit their project applications to your CoC—meaning the date your CoC published the deadline.	08/28/2023
2.	Enter the date your CoC published the deadline for Renewal Project applicants to submit their project applications to your CoC’s local competition—meaning the date your CoC published the deadline.	07/28/2023

1E-2.	Project Review and Ranking Process Your CoC Used in Its Local Competition. We use the response to this question and the response in Question 1E-2a along with the required attachments from both questions as a factor when determining your CoC’s eligibility for bonus funds and for other NOFO criteria below.	
	NOFO Section V.B.2.a., 2.b., 2.c., 2.d., and 2.e.	
	You must upload the Local Competition Scoring Tool attachment to the 4B. Attachments Screen.	
	Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition:	

1.	Established total points available for each project application type.	Yes
2.	At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH).	Yes
3.	At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness).	Yes
4.	Provided points for projects that addressed specific severe barriers to housing and services.	Yes

5.	Used data from comparable databases to score projects submitted by victim service providers.	Yes
6.	Provided points for projects based on the degree the projects identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.	Yes

1E-2a.	Scored Project Forms for One Project from Your CoC's Local Competition. We use the response to this question and Question 1E-2. along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.	
	NOFO Section V.B.2.a., 2.b., 2.c., and 2.d.	

You must upload the Scored Forms for One Project attachment to the 4B. Attachments Screen.
 Complete the chart below to provide details of your CoC's local competition:

1.	What were the maximum number of points available for the renewal project form(s)?	104
2.	How many renewal projects did your CoC submit?	5
3.	What renewal project type did most applicants use?	PH-PSH

1E-2b.	Addressing Severe Barriers in the Local Project Review and Ranking Process.	
	NOFO Section V.B.2.d.	

Describe in the field below:

1.	how your CoC analyzed data regarding each project that has successfully housed program participants in permanent housing;
2.	how your CoC analyzed data regarding how long it takes to house people in permanent housing;
3.	how your CoC considered the specific severity of needs and vulnerabilities experienced by program participants preventing rapid placement in permanent housing or the ability to maintain permanent housing when your CoC ranked and selected projects; and
4.	considerations your CoC gave to projects that provide housing and services to the hardest to serve populations that could result in lower performance levels but are projects your CoC needs in its geographic area.

(limit 2,500 characters)

1. Our CoC used objective scoring tools in our scoring and ranking process. Our CoC utilized the Annual Performance Report (APR) data, generated by HMIS or similar database, to determine how successful projects were in housing program participants. From the APR, we can determine move in data to determine the number of days from enrollment to housing, and that information was used to determine how many points a program could earn.
2. Points were given if the project served the chronically homeless, who are typically the hardest to serve populations and result in longer times between enrollment and move-in dates. These projects' programmatic focus is on vulnerable populations & local prioritization based on our Homelessness Assistance Plan (HAP). Each project application must articulate, in narrative form, how their project intends to house participants in permanent housing. These agencies are encouraged to use CoC wide data and HMIS generated reports to support their narrative.
3. Our CoC's Annual Performance Review policy directs our Review Committee to evaluate PSH/RRH renewals for how well they serve high-needs populations. Under our policies, PSH projects that focus on chronically homeless people must serve 100% chronically homeless to earn maximum points. After reallocation decisions are made, our Review Committee scores new & renewal projects on severity of needs & vulnerability elements including how projects demonstrate need with data, further goals of (HAP), adhere to Housing 1st, comply with CE prioritization & advance HUD SPMs. Project proposals include a presentation by the applicant to the Review Committee, followed by a Q&A session. Applicants can present any challenges or hurdles they had in serving individuals with higher needs. Applicants are asked to submit answers to questions from the review committee. The applicant can explain in detail challenges they had that should be taken into consideration when scoring.
4. Once the Review Committee has made their recommendation, the CoC Executive Committee then applies severity of needs elements during its ranking analysis & decision making. Projects are ranked/tiered based on supporting data from our HAP stating we need more PH programs like PSH/RRH in order to end homelessness, those types of projects were ranked higher & applicants were encouraged to submit proposals that addressed the need for increased PH, especially for the most vulnerable individuals/ families.

1E-3.	Advancing Racial Equity through Participation of Over-Represented Populations in the Local Competition Review and Ranking Process. NOFO Section V.B.2.e.	
	Describe in the field below:	
	1. how your CoC used the input from persons of different races and ethnicities, particularly those over-represented in the local homelessness population, to determine the rating factors used to review project applications;	
	2. how your CoC included persons of different races and ethnicities, particularly those over-represented in the local homelessness population in the review, selection, and ranking process; and	
	3. how your CoC rated and ranked projects based on the degree to which their project has identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.	

(limit 2,500 characters)

1. Our CoC solicits feedback on proposed rating factors from membership, governance board, committee participants, & those formerly/currently experiencing homelessness through our listserv as well as our Needs Assessment and Planning and Racial Equity committees. We have diversified our BBCoC staff, Board membership, governance board & committee participants to mirror the demographic make-up of the population we serve. "
2. The Race Equity Workgroup has rounded out the perspective we received specifically from black and/or brown community members. There are multiple ways to share feedback on rating factors or participate in creation of rating factors; written comment through our website, over the phone with a CoC staff person, or as a Project Performance & Review Committee Member. Our Review Committee & Executive Committee finalize rating factors, we strive to have these committees mirror our client demographics.
3. As part of our project evaluation criteria, applicants analyzed both their client demographic makeup & their staff/leadership demographic makeup, per the recommendation of Review Committee members. We asked applicants to compare their leadership/staff race/ethnic makeup to their client race/ethnic makeup. Projects were awarded maximum points if their leadership/staff race/ethnic makeup was within 10% of their client's race/ethnic makeup.

1E-4.	Reallocation—Reviewing Performance of Existing Projects.	
	NOFO Section V.B.2.f.	
	Describe in the field below:	
1.	your CoC's reallocation process, including how your CoC determined which projects are candidates for reallocation because they are low performing or less needed;	
2.	whether your CoC identified any low performing or less needed projects through the process described in element 1 of this question during your CoC's local competition this year;	
3.	whether your CoC reallocated any low performing or less needed projects during its local competition this year; and	
4.	why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable.	

(limit 2,500 characters)

1. Decisions for reallocation are based on the Annual Performance Reviews and the community need for the project services. The CoC is responsible for documenting the community need for various services in the CoC's Homelessness Assistance Plan (HAP). As part of our Reallocation Policy, if a renewal project scores below 74 points for two consecutive years, reallocation will be considered. If the project scores below 74 points for the first time, a Corrective Action Plan is implemented and must be met to avoid reallocation recommendation for the following year.
2. The CoC did not identify any low performing projects this year.
3. The CoC did not reallocate any low performing projects this year.
4. The CoC did not have any low performing projects that needed to be reallocated based on the scoring of all renewal projects.

1E-4a.	Reallocation Between FY 2018 and FY 2023.	
	NOFO Section V.B.2.f.	

	Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2018 and FY 2023?	No
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1E-5.	Projects Rejected/Reduced–Notification Outside of e-snaps.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of Projects Rejected-Reduced attachment to the 4B. Attachments Screen.	

1.	Did your CoC reject any project application(s) submitted for funding during its local competition?	Yes
2.	Did your CoC reduce funding for any project application(s) submitted for funding during its local competition?	No
3.	Did your CoC inform applicants why your CoC rejected or reduced their project application(s) submitted for funding during its local competition?	Yes
4.	If you selected Yes for element 1 or element 2 of this question, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2023, 06/27/2023, and 06/28/2023, then you must enter 06/28/2023.	09/13/2023

1E-5a.	Projects Accepted–Notification Outside of e-snaps.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of Projects Accepted attachment to the 4B. Attachments Screen.	

	Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2023, 06/27/2023, and 06/28/2023, then you must enter 06/28/2023.	09/13/2023
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1E-5b.	Local Competition Selection Results for All Projects.	
	NOFO Section V.B.2.g.	
	You must upload the Local Competition Selection Results attachment to the 4B. Attachments Screen.	

	Does your attachment include: 1. Project Names; 2. Project Scores; 3. Project accepted or rejected status; 4. Project Rank–if accepted; 5. Requested Funding Amounts; and 6. Reallocated funds.	Yes
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1E-5c.	Web Posting of CoC-Approved Consolidated Application 2 Days Before CoC Program Competition Application Submission Deadline.	
	NOFO Section V.B.2.g. and 24 CFR 578.95.	
	You must upload the Web Posting–CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC posted the CoC-approved Consolidated Application on the CoC’s website or partner’s website—which included: 1. the CoC Application; and 2. Priority Listings for Reallocation forms and all New, Renewal, and Replacement Project Listings.	09/26/2023
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1E-5d.	Notification to Community Members and Key Stakeholders that the CoC-Approved Consolidated Application is Posted on Website.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC notified community members and key stakeholders that the CoC-approved Consolidated Application was posted on your CoC’s website or partner’s website.	09/26/2023
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2A. Homeless Management Information System (HMIS) Implementation

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2A-1.	HMIS Vendor.	
	Not Scored—For Information Only	

	Enter the name of the HMIS Vendor your CoC is currently using.	Wellsky
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2A-2.	HMIS Implementation Coverage Area.	
	Not Scored—For Information Only	

	Select from dropdown menu your CoC's HMIS coverage area.	Multiple CoCs
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2A-3.	HIC Data Submission in HDX.	
	NOFO Section V.B.3.a.	

	Enter the date your CoC submitted its 2023 HIC data into HDX.	04/27/2023
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2A-4.	Comparable Database for DV Providers—CoC and HMIS Lead Supporting Data Collection and Data Submission by Victim Service Providers.	
	NOFO Section V.B.3.b.	

	In the field below:
1.	describe actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC collect data in HMIS comparable databases;
2.	state whether DV housing and service providers in your CoC are using a HUD-compliant comparable database—compliant with the FY 2022 HMIS Data Standards; and

3. state whether your CoC's HMIS is compliant with the FY 2022 HMIS Data Standards.

(limit 2,500 characters)

1. The CoC gathers aggregate emergency shelter and transitional housing population data from the regional certified domestic violence and sexual assault provider, Refuge House, for inclusion in the Point in Time count, Housing Inventory and gaps analysis/needs assessment. Refuge House aggregate data is compiled in a confidential client services database maintained by Refuge House, Osnum WS, that complies with all data confidentiality requirements under the Violence Against Women Act. Our CoC combined and deduplicated data from our HMIS (Wellsky ServicePoint) and local DV provider's (Refuge House) comparable database (Osnum WS) on who has requested services through the CoC and/or our DV provider in the past FY and indicated they were fleeing domestic violence and needed housing or related services. We require that the DV service provider submit their SYS PMs as part of their APR to us for the annual review
2. DV Providers within our CoC do use a HUD compliant comparable database that is compliant with the 2022 HMIS Data Standards.
3. Our CoC is compliant with the 2022 HMIS Data Standards

2A-5.	Bed Coverage Rate—Using HIC, HMIS Data—CoC Merger Bonus Points.	
	NOFO Section V.B.3.c. and V.B.7.	

Enter 2023 HIC and HMIS data in the chart below by project type:

Project Type	Total Year-Round Beds in 2023 HIC	Total Year-Round Beds in HIC Operated by Victim Service Providers	Total Year-Round Beds in HMIS	HMIS Year-Round Bed Coverage Rate
1. Emergency Shelter (ES) beds	551	68	483	100.00%
2. Safe Haven (SH) beds	0	0	0	
3. Transitional Housing (TH) beds	152	80	72	100.00%
4. Rapid Re-Housing (RRH) beds	117	0	117	100.00%
5. Permanent Supportive Housing (PSH) beds	497	0	245	49.30%
6. Other Permanent Housing (OPH) beds	66	0	0	0.00%

2A-5a.	Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-5.	
	NOFO Section V.B.3.c.	

For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-5, describe:

1. steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and
2. how your CoC will implement the steps described to increase bed coverage to at least 85 percent.

(limit 2,500 characters)

1. Our PSH and OPH beds experienced a significant drop in percentage from last year due to several critical factors: Decreased participation from the VA; unstable economy causing significant increase in rental prices; and the end of the national eviction moratorium. Difficulty in finding landlords who will accept vouchers or work with our clients has become a constant issue. Our PSH programs have had significant challenges being able to support rental increases for current clients and take on new clients without any additional increases in funding. Those programs are just unable to serve the same amount of clients and maintain rental increases.

2. The CoC and partner agencies will strategize on ways to increase client income and to expand projects in effort to balance out the burden of increased rent. The CoC will implement strategies that will encourage non HMIS providers for other permanent housing programs to use the system for tracking. The CoC has merged with a larger implementation which has implemented a learning management tool for both HMIS and project level training that may incentivize agencies to participate. We have also been able to significantly reduce the cost of HMIS licensure through this implementation with the hopes of attracting additional agency participation.

2A-6.	Longitudinal System Analysis (LSA) Submission in HDX 2.0.	
	NOFO Section V.B.3.d.	
	You must upload your CoC's FY 2023 HDX Competition Report to the 4B. Attachments Screen.	

Did your CoC submit at least two usable LSA data files to HUD in HDX 2.0 by February 28, 2023, 8 p.m. EST?	Yes
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2B. Continuum of Care (CoC) Point-in-Time (PIT) Count

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2B-1.	PIT Count Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC conducted its 2023 PIT count.	01/23/2023
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2B-2.	PIT Count Data–HDX Submission Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC submitted its 2023 PIT count data in HDX.	04/20/2023
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2B-3.	PIT Count–Effectively Counting Youth in Your CoC’s Most Recent Unsheltered PIT Count.	
	NOFO Section V.B.4.b.	

	Describe in the field below how your CoC:	
	1. engaged unaccompanied youth and youth serving organizations in your CoC’s most recent PIT count planning process;	
	2. worked with unaccompanied youth and youth serving organizations to select locations where homeless youth are most likely to be identified during your CoC’s most recent PIT count planning process; and	
	3. included youth experiencing homelessness as counters during your CoC’s most recent unsheltered PIT count.	

(limit 2,500 characters)

1. The CoC engaged with our largest provider focused on youth, Capital City Youth Services (CCYS). Through our collaboration with CCYS, the CoC is able to identify youth during the Point in Time Count. Additionally, we reached out to all our homeless service providers, including other youth agencies, regarding volunteer opportunities and to identify homeless encampments during the planning and mapping phase. CCYS and other youth agencies participate in all aspects of planning and implementation of our annual PIT count, including mapping.
2. As a part of our call for volunteers for PIT, the CoC engages youth providers and encourages them to include youth, over 18, who are in their programs to participate in the count. Our CoC worked closely with community street outreach teams to identify known encampments and locations where homeless youth were commonly seen or were known to congregate.
3. Unaccompanied youth identified during our street outreach engagement are encouraged to participate in the mapping components of our PIT planning efforts. We solicit engagement from our community partners, including local colleges and universities, where we partner with students who are currently or formerly homeless.

2B-4.	PIT Count–Methodology Change–CoC Merger Bonus Points.	
	NOFO Section V.B.5.a and V.B.7.c.	
	In the field below:	
	1. describe any changes your CoC made to your sheltered PIT count implementation, including methodology or data quality changes between 2022 and 2023, if applicable;	
	2. describe any changes your CoC made to your unsheltered PIT count implementation, including methodology or data quality changes between 2022 and 2023, if applicable; and	
	3. describe how the changes affected your CoC’s PIT count results; or	
	4. state “Not Applicable” if there were no changes or if you did not conduct an unsheltered PIT count in 2023.	

(limit 2,500 characters)

Not Applicable

2C. System Performance

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
 - 24 CFR part 578;
 - FY 2023 CoC Application Navigational Guide;
 - Section 3 Resources;
 - PHA Crosswalk; and
 - Frequently Asked Questions

2C-1.	Reduction in the Number of First Time Homeless–Risk Factors Your CoC Uses.	
	NOFO Section V.B.5.b.	
	In the field below:	
	1. describe how your CoC determined the risk factors to identify persons experiencing homelessness for the first time;	
	2. describe your CoC’s strategies to address individuals and families at risk of becoming homeless; and	
	3. provide the name of the organization or position title that is responsible for overseeing your CoC’s strategy to reduce the number of individuals and families experiencing homelessness for the first time	

(limit 2,500 characters)

1. Our CoC Needs Assessment & Planning (NAP) Committee addresses risk factors for First time homelessness & outline our CoC strategies to address households (HH) at risk of homelessness. NAP looks at multiple sources of data including CE, VI-SPDAT, PIT, HIC, SPMs per project, & community-wide data on poverty to assess risk factors. United Way estimates over 50% of area HHs are at/below Asset Limited, Income Constrained, Employed (ALICE) Thresholds (AT). ALICE households earn more than Federal Poverty Level, but less than basic cost of living & lack savings adequate to carry them beyond a month of financial hardship. The CoC assesses risk using Trauma-Informed approaches such as Adverse Childhood Experiences (ACE) scores as an additional indicator of risk of homelessness.
2. CoC has implemented a diversion & housing mediation initiative that is funded largely through state and local resources. Persons experiencing a housing crisis are encouraged to utilize 211 call center, visit a local service provider or CE access point. 211 Intake specialists triage persons between those at-risk of homelessness vs. those who are literally homeless. Those at-risk are referred to eviction prevention assistance. Those who are literally homeless are referred to local agencies to speak with housing specialists trained to engage, face-to-face or via phone/virtual, in problem-solving conversations about their housing crisis. All willing providers in the CoC's HMIS are trained on CE access and homelessness diversion workflow to provide housing mediation prior to assessment/referral to ES or Supportive Housing Resources. One time financial assistance is available for family reunification, groceries, transportation, security deposit & short-term rental assistance to divert newly homeless persons from utilizing the CoC's limited shelter & supportive housing resources through our family emergency shelter diversion program.
3. The CoC Board, ED & CoC staff are responsible for overseeing strategies to reduce the number of individuals and families experiencing homelessness for the first time.

2C-1a.	Impact of Displaced Persons on Number of First Time Homeless.	
	NOFO Section V.B.5.b	

Was your CoC's Number of First Time Homeless [metric 5.2] affected by the number of persons seeking short-term shelter or housing assistance displaced due to:

1.	natural disasters?	No
2.	having recently arrived in your CoCs' geographic area?	No

2C-2.	Length of Time Homeless—CoC's Strategy to Reduce.	
	NOFO Section V.B.5.c.	

- In the field below:
1. describe your CoC's strategy to reduce the length of time individuals and persons in families remain homeless;
 2. describe how your CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
 3. provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the length of time individuals and families remain homeless.

(limit 2,500 characters)

1. We use length of time homeless (LoT) as part of our prioritization for services, those with the longest LoT are prioritized for permanent housing assistance. We focus on improving data quality, ensuring ES providers properly and timely exit clients so that LoTs are not inflated and inaccurate. Our Homelessness Assistance and Strategic Plan state that by end of 2025 our LoT will be an average of 30 nights or less. To do this, our CoC has leveraged additional local funding dedicated to permanent supportive housing and has expanded our move-along plan with one of our local PHAs to continue with swift permanent housing placements. The CoC and partner agencies have also focused on diversion and rapid rehousing funding to reduce the length of time a household experiences homelessness. In 2022, the CoC hired a Landlord Liaison, who is focused on landlord engagement and securing units to increase affordable and available units to households seeking placement.
2. Our CE uses the VISPDAT paired with case conferencing to assess a client's needs based on vulnerability and length of time homeless and all our projects accepting referrals through CE prioritize individuals and families who are most vulnerable and have experienced homelessness for the longest time. The CoC organizes bi-weekly meetings to staff all homeless cases and the CoC monitors referrals that are high priority due to vulnerability and length of homelessness.
3. The CoC Board, ED and CoC staff are responsible for overseeing strategies to reduce the length of time individuals and families remain homeless.

2C-3.	Exits to Permanent Housing Destinations/Retention of Permanent Housing—CoC’s Strategy	
	NOFO Section V.B.5.d.	

	In the field below:
1.	describe your CoC’s strategy to increase the rate that individuals and persons in families residing in emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations;
2.	describe your CoC’s strategy to increase the rate that individuals and persons in families residing in permanent housing projects retain their permanent housing or exit to permanent housing destinations; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC’s strategy to increase the rate that individuals and families exit to or retain permanent housing.

(limit 2,500 characters)

1. We analyze project-specific data showing which projects are successfully making permanent placements directly from ES/TH/RRH. Projects with the best permanent housing placement rates share their strategies for success with the CoC network of providers quarterly & are publicly recognized for their success. The CoC holds MoUs with 8 properties that received tax credits for development, giving the CoC access to 42 rental units where cost is based on 33% of the tenants' income. These units are set aside for elderly, ELI, & disabled clients. The CoC is actively pursuing more partnerships like this where developers have been afforded tax credits and must dedicate a portion of units as affordable housing. We represent the homeless & housing providers at our city/county Housing Leadership Council, keeping them informed of needs assessment results & necessary changes in ordinance, zoning, and development regulations. An example of collaboration with this council made it possible for developers to revamp hotel units into single-room apartments/efficiencies. We work with PHAs to increase the number of mainstream vouchers & move along vouchers dedicated to those experiencing homelessness or moving on from HUD-funded PSH programs. We also partnered with the Tallahassee Housing Authority to provide more than 60 EHV vouchers to households seeking permanent housing.
2. The CoC ensures agencies in our network providing financial assistance for rent, enter a signed agreement between the landlord, tenant, & assistance agency detailing services available to the tenant & landlord, including supportive case management so landlords know they are supported if a challenge arises with a tenant. The CoC hired a Landlord Liaison that actively works with private & corporate properties negotiating reduced rents & terms for housing tenants with challenging histories. The Landlord Liaison hosts education events for landlords, tenants & case managers on utilizing local landlord risk mitigation funding, prevention & diversion funds to increase retention of units and avoid eviction. The City of Tallahassee and Leon County have partnered to provide landlords access to a Landlord Mitigation Fund to ensure support and financial assistance to landlords as an incentive to house clients who are homeless and working with our partner agencies.
3. The CoC Board, ED and CoC staff oversee these strategies.

2C-4.	Returns to Homelessness—CoC's Strategy to Reduce Rate.	
	NOFO Section V.B.5.e.	
	In the field below:	
1.	describe your CoC's strategy to identify individuals and families who return to homelessness;	
2.	describe your CoC's strategy to reduce the rate of additional returns to homelessness; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the rate individuals and persons in families return to homelessness.	

(limit 2,500 characters)

1. The CoC is able to identify individuals returning to homelessness by providing efficient workflows for agencies at the front door of the system effectively using shared data available in HMIS. Our emergency shelter and street outreach projects are trained to use HMIS to identify if a client is returning to homelessness within a two-year period. These cases, when identified, are prioritized for homeless prevention and diversion assistance and are staffed by the CoC and service partners to quickly come up with alternatives to returns to homelessness. The CoC also runs monthly reports showing the individual clients that have returned to homelessness over the past 30 days, this report shows us if there is an uptick in returns that needs to be addressed and helps us gauge additional prevention and diversion resources that may be needed to keep these returns from happening."
2. As part of our Homelessness Assistance and Strategic Plans we plan to increase the following types of assistance to decrease returns; Diversion, Prevention, RRH and PSH. We also plan to partner with more mainstream benefits partners to ensure exits to permanent housing are set up to succeed and retain housing. We have revised our written standards governing the amount of financial assistance that can be provided through RRH and HP programs, lifting the cap on funding per household allowing for more support as needed. The CoC works with the RISE reentry center to ensure those exiting jails and prisons do not fall into homelessness upon release. BBCoC and partner agencies case managers encourage clients to participate in job search assistance, on the job training programs, SOAR & mainstream services to increase income & benefits. Case managers are trained to provide case management to include housing stability budgeting and other best practices to equip the clients with tools to help stabilize housing.
3. The CoC Board, ED and CoC staff are responsible for overseeing these strategies.

2C-5.	Increasing Employment Cash Income—CoC's Strategy.	
	NOFO Section V.B.5.f.	
	In the field below:	
1.	describe your CoC's strategy to access employment cash sources;	
2.	describe how your CoC works with mainstream employment organizations to help individuals and families experiencing homelessness increase their employment cash income; and	
3.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase income from employment.	

(limit 2,500 characters)

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

2C-5a.	Increasing Non-employment Cash Income–CoC's Strategy	
	NOFO Section V.B.5.f.	
	In the field below:	
	1. describe your CoC's strategy to access non-employment cash income; and	
	2. provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase non-employment cash income.	

(limit 2,500 characters)

1. As part of our monitoring and annual project review process we look to see if our service providers have SOAR trained case managers to help clients with SSDI applications that are experiencing homelessness and disability. We work with our local SOAR lead organization, Northwest Health Network to see how many applications have been processed and approved through our partners and that our provider agencies are having staff complete the free 18- hour training available to them. We encourage our providers to include discussion of increasing income at their monthly case staffing with clients to ensure it is addressed ongoingly.
2. The CoC Board, ED and CoC staff are responsible for overseeing these strategies.

3A. Coordination with Housing and Healthcare

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
 - 24 CFR part 578;
 - FY 2023 CoC Application Navigational Guide;
 - Section 3 Resources;
 - PHA Crosswalk; and
 - Frequently Asked Questions

3A-1.	New PH-PSH/PH-RRH Project–Leveraging Housing Resources.	
	NOFO Section V.B.6.a.	
	You must upload the Housing Leveraging Commitment attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses housing subsidies or subsidized housing units which are not funded through the CoC or ESG Programs to help individuals and families experiencing homelessness?	No
--	--	----

3A-2.	New PH-PSH/PH-RRH Project–Leveraging Healthcare Resources.	
	NOFO Section V.B.6.b.	
	You must upload the Healthcare Formal Agreements attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses healthcare resources to help individuals and families experiencing homelessness?	Yes
--	--	-----

3A-3.	Leveraging Housing/Healthcare Resources–List of Projects.	
	NOFO Sections V.B.6.a. and V.B.6.b.	

If you selected yes to questions 3A-1. or 3A-2., use the list feature icon to enter information about each project application you intend for HUD to evaluate to determine if they meet the criteria.

Project Name	Project Type	Rank Number	Leverage Type
Big Bend Cares He...	PH-RRH	6	Healthcare

3A-3. List of Projects.

1. What is the name of the new project? Big Bend Cares Health and Wellness Housing Project

2. Enter the Unique Entity Identifier (UEI): F9JBZM8H1P86

3. Select the new project type: PH-RRH

4. Enter the rank number of the project on your CoC's Priority Listing: 6

5. Select the type of leverage: Healthcare

3B. New Projects With Rehabilitation/New Construction Costs

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3B-1.	Rehabilitation/New Construction Costs—New Projects.	
	NOFO Section V.B.1.s.	

Is your CoC requesting funding for any new project application requesting \$200,000 or more in funding for housing rehabilitation or new construction?	No
--	----

3B-2.	Rehabilitation/New Construction Costs—New Projects.	
	NOFO Section V.B.1.s.	

If you answered yes to question 3B-1, describe in the field below actions CoC Program-funded project applicants will take to comply with:

1.	Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u); and
2.	HUD’s implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very-low-income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low-income persons.

(limit 2,500 characters)

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

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3C-1.	Designating SSO/TH/Joint TH and PH-RRH Component Projects to Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section V.F.	

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

3C-2.	Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section V.F.	

You must upload the Project List for Other Federal Statutes attachment to the 4B. Attachments Screen.

If you answered yes to question 3C-1, describe in the field below:

1.	how serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3; and
2.	how your CoC will meet requirements described in Section 427(b)(1)(F) of the Act.

(limit 2,500 characters)

4A. DV Bonus Project Applicants for New DV Bonus Funding

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2023 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

4A-1.	New DV Bonus Project Applications.	
	NOFO Section I.B.3.I.	

	Did your CoC submit one or more new project applications for DV Bonus Funding?	No
Applicant Name		
This list contains no items		

4B. Attachments Screen For All Application Questions

We have provided the following guidance to help you successfully upload attachments and get maximum points:

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

Document Type	Required?	Document Description	Date Attached
1C-7. PHA Homeless Preference	No	PHA Homeless Pref...	09/27/2023
1C-7. PHA Moving On Preference	No	PHA Moving On Pre...	09/25/2023
1D-11a. Letter Signed by Working Group	Yes	Letter Signed by ...	09/27/2023
1D-2a. Housing First Evaluation	Yes	Housing First Eva...	09/25/2023
1E-1. Web Posting of Local Competition Deadline	Yes	Local Competition...	09/25/2023
1E-2. Local Competition Scoring Tool	Yes	Local Competition...	09/25/2023
1E-2a. Scored Forms for One Project	Yes	Scored Forms for ...	09/25/2023
1E-5. Notification of Projects Rejected-Reduced	Yes	Notification of P...	09/25/2023
1E-5a. Notification of Projects Accepted	Yes	Notification of P...	09/25/2023
1E-5b. Local Competition Selection Results	Yes	Final Project Sco...	09/25/2023
1E-5c. Web Posting—CoC-Approved Consolidated Application	Yes	Web-Posting -CoC-...	09/27/2023

1E-5d. Notification of CoC-Approved Consolidated Application	Yes	Notification of C...	09/27/2023
2A-6. HUD's Homeless Data Exchange (HDX) Competition Report	Yes	HUD's HDX Competi...	09/25/2023
3A-1a. Housing Leveraging Commitments	No		
3A-2a. Healthcare Formal Agreements	No	Healthcare Formal...	09/25/2023
3C-2. Project List for Other Federal Statutes	No		
Other	No		

Attachment Details

Document Description: PHA Homeless Preference Documentation

Attachment Details

Document Description: PHA Moving On Preference Documentation

Attachment Details

Document Description: Letter Signed by Working Group

Attachment Details

Document Description: Housing First Evaluation

Attachment Details

Document Description: Local Competition Deadline

Attachment Details

Document Description: Local Competition Scoring Tool

Attachment Details

Document Description: Scored Forms for One Project

Attachment Details

Document Description: Notification of Projects Rejected/Reduced

Attachment Details

Document Description: Notification of Projects Accepted

Attachment Details

Document Description: Final Project Scores for All Projects

Attachment Details

Document Description: Web-Posting -CoC-Approved Consolidated Application

Attachment Details

Document Description: Notification of CoC Approved Consolidated Application

Attachment Details

Document Description: HUD's HDX Competition Report

Attachment Details

Document Description:

Attachment Details

Document Description: Healthcare Formal Agreements

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. CoC Identification	08/09/2023
1B. Inclusive Structure	09/26/2023
1C. Coordination and Engagement	09/26/2023
1D. Coordination and Engagement Cont'd	09/26/2023
1E. Project Review/Ranking	09/26/2023
2A. HMIS Implementation	09/26/2023
2B. Point-in-Time (PIT) Count	09/26/2023
2C. System Performance	09/26/2023
3A. Coordination with Housing and Healthcare	09/26/2023
3B. Rehabilitation/New Construction Costs	09/26/2023
3C. Serving Homeless Under Other Federal Statutes	09/26/2023

4A. DV Bonus Project Applicants	09/26/2023
4B. Attachments Screen	09/27/2023
Submission Summary	No Input Required

PART I: GENERAL REQUIREMENTS

17-I.A. OVERVIEW [24 CFR 983.5]

The project-based voucher (PBV) program allows THAs that already administer a tenant-based voucher program under an annual contributions contract (ACC) with HUD to take up to 20 percent of its authorized units and attach the funding to specific units rather than using it for tenant-based assistance [24 CFR 983.6]. THAs may only operate a PBV program if doing so is consistent with the THA's Annual Plan, and the goal of deconcentrating poverty and expanding housing and economic opportunities [42 U.S.C. 1437f(o)(13)].

Tallahassee Housing Authority Policy

The THA will operate a project-based voucher program using up to 20 percent of its authorized units for project-based assistance.

PBV assistance may be attached to existing housing or newly constructed or rehabilitated housing [24 CFR 983.52]. If PBV units are already selected for project-based assistance either under an agreement to enter into HAP Contract (Agreement) or a HAP contract, the THA is not required to reduce the number of these units if the amount of authorized units is subsequently reduced. However, the THA is responsible for determining the amount of budget authority that is available for project-based vouchers and ensuring that the amount of assistance that is attached to units is within the amounts available under the ACC, regardless of whether the THA has vouchers available for project-basing [FR Notice 1/18/17].

Additional Project-Based Units [FR Notice 1/18/17]

The THA may project-base an additional 10 percent of its units above the 20 percent program limit, if the units:

- Are specifically made available to house individuals and families that meet the definition of homeless under section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302).
- Are specifically made available to house families that are comprised of or include a veteran.
 - *Veteran* means an individual who has served in the United States Armed Forces.
- Provide supportive housing to persons with disabilities or elderly persons as defined in 24 CFR 5.403.
- Are located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year Estimates.
 - For these projects, the project cap is the greater of 25 units or 40 percent (instead of 25 percent) of the units in the project [FR Notice 7/14/17].

Tallahassee Housing Authority Policy

The THA will not set aside units above the 20 percent program limit.

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

Tallahassee Housing Authority Policy

The THA has adopted the following local preference:

- 1) **Families who are Involuntary Displaced due to a Federally Declared Natural Disaster** - THA will offer a preference to families involuntarily displaced due to natural disasters in Federally-Declared Disaster Areas. Involuntarily displaced due to a natural disaster includes:
 - Hurricanes, Storms, Tsunamis
 - Wild Fires
 - Earthquakes, floods or other such natural causes
- 2) **Families who are Exiting Permanent Supportive Housing**- Contingent upon availability (as determined by THA), THA will offer a preference and make *up to* maximum of **50 vouchers available** to families successfully exiting permanent supportive housing and referred by the Coordinated Entry agency designated by the Tallahassee -Leon County Affordable Housing Workgroup.
 Note: Successfully exiting from permanent supportive housing means the family is in good standing and has satisfied all requirements of the Permanent Supportive Housing program.

Income Targeting Requirement [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75 percent of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low-income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

Letter Signed by Working Group

Big Bend CoC
Needs Assessment and Planning Committee

September 20, 2023

As a representative of FL-506 CoC Membership Board, Needs Assessment and Planning Committee and persons with lived experience, we offer complete support of Big Bend CoC's (FL-506) initiatives and priorities set forth to serve individuals and families experiencing homelessness within the CoC's geographic service area. Throughout the year, BBCoC regularly solicits input through committee and board discussions, acknowledging that people with lived experience of homelessness is vital to understanding and responding to the unique needs of the individuals and families who are currently experiencing a housing crisis in our community.

Board and Committee Member Signature: _____

  9-20-23

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	Kimble 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. Ronterious Green	Appointed	2021	Gadsden County Commission	County Commissioner	Edward Dixon		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	Quincee Messersmith		2023
10. Johna 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 st			2024
17. Nick Maddox	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/ Talahassee 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	Capital Area Community Action Agency- Quality Assurance Manager			2024
27. Fatima Oleabehle	Elected	2022	Policy and Planning Specialist				2024
28. Tranesia Walker	Elected	2023	Homeless/Formerly Homeless Family				2024
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 Downing	Elected	2022	At- Large	Former Gadsden County School Board		Project Review Committee Member	2024



Big Bend CoC Monitoring

Agency: Ability 1st

Project Monitored: APCH/APCHF/ARPA SO/DCF Street Outreach

Grant Number: multiple

Monitoring Date: 3.23.23

Contract Year Monitored 2022-2023

Total Grant Amount: ARPA - \$75,000; DCF \$23,000; HUD PSH APCH Families and APCH

Number of Households Served PIT: -

Type of Funds: DCF ESG, HUD PSH, ARPA Street Outreach

Program Type: Outreach; PSH

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Grantee Monitoring Tool & Guide

1) Using this document

- This document will be used during remote review & onsite monitoring visits & includes all requirements that will be monitored.
- Embedded in the tool is guidance regarding HUD and BBCoC requirements. This guidance is intended to help CoC/ESG program recipients and subrecipients to maintain compliance with requirements and prepare for BBCoC and HUD monitoring.
- Sections 1 to 9 apply to all CoC and ESG funded programs. There are additional compliance sections for CoC versus ESG, specific to each program type.
- As we learn from the monitoring process about what is most helpful to recipients/subrecipients, CoC staff will adjust the document.
- ESG standards will be used to review ARPA as requested by funders.

2) Document assembling and review

Prior to monitoring—obtain or request the following documents from grantee:

- Most recent Annual Performance Report (APR) or CAPER
- List of all participants served in this grant cycle, including admission data and discharge date (HMIS identifier only)
- List of all applicants declined for admission in this grant cycle (unique identifier only)
- Two most recent drawdowns or invoices.
- Most recent close out certification executed by HUD and your agency
- List of all staff paid for by grant funds with job descriptions (name, title and % FTE billed)
- Written agency-specific policies and procedures including:
 - Confidentiality policy
 - Conflict of interest policy
 - Eligibility and intake requirements for the program being monitored
 - Intake policy for the program being monitored (including all documents provided to participants and all documents participants must sign)
 - Non-discrimination policy of grantee
 - Service planning policy for the program being monitored
 - Client assessment policy for the program being monitored
 - Procurement policies
 - Agency Code of Conduct
 - Release of Information forms provided to and completed by program participants
- Accounting policy and procedures including:
 - Procedures for recording financial transactions
 - Written guidelines for authority to approve financial transactions
 - Guidelines for controlling expenditures including purchasing requirements and travel authorizations
 - How accounting records are to be maintained

Upon arrival to the site, monitors may request the following:

Please refer to program specific section of this monitoring guide for detailed guidelines on documentation required.

If applicable, monitors will request access to the following: leases/occupancy agreements, most recent rent calculations, environmental reviews, documentation of rent reasonableness, documentation of HQS inspections, and documentation of Lead Based Paint Visual Inspections. Additionally, should the monitoring identify issues with the client charts under review, the monitors may seek to review additional charts to determine the pervasiveness of the issue.

- Charts of 20% of currently enrolled in and/or recently discharged from the program including at least one participant discharged in the past 12 months and one participant admitted in the past 12 months. (if applicable)

3) Visual Observation

1) Are financial records secured in limited access area?

- Yes
- No

Guidance: Recipients shall adequately safeguard all such assets and assure they are used solely for authorized purposes

Reviewer Comments:

Located in locked accounting office with access by 3 staff members

2) Are client files maintained in a confidential manner?

- Yes
- No

Guidance: Recipients shall adequately safeguard charts and assure they are used solely for authorized purposes. Reviewer will look for evidence of locked charts and for proper safeguarding of client names and other confidential materials (578.103(b) Confidentiality).

As required by 24 CFR 91.325(c)(3) and 24 CFR 576.500(x), the recipient shall ensure the confidentiality of records pertaining to any individual provided family-violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family-violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Reviewer Comments:

3) Drug free workplace statement:

- Yes
- No

Guidance: Agency must have a drug free work place statement that complies with the requirements of 24 CFR 21.200 and has been posted in an area visible to all employees engaged on the CoC award.

Reviewer Comments:

Located in administrative service area and in employee files

4) Physical Location (Housing or Shelters)

- A. Residents have adequate space with an acceptable place to sleep
 - Yes
 - No
- B. Rooms have natural or mechanical ventilation
 - Yes
 - No
- C. Residents have access to sufficient sanitary facilities
 - Yes
 - No
- D. Heating and Cooling is adequate/in working condition
 - Yes
 - No
- E. Electricity/Illumination is adequate
 - Yes
 - No
- F. Space/Equipment to store and prepare food in a sanitary manner is suitable
 - Yes
 - No
- G. Smoke detector is present on each occupied level of unit
 - Yes
 - No
- H. Public areas have sufficient smoke detectors
 - Yes
 - No
- I. Housing is maintained in a sanitary condition
 - Yes
 - No

Guidance: Items above are intended to inform a brief review of physical plant conditions. All housing assisted through leasing or rental assistance with CoC funds must include a housing inspection checklist and be re-inspected at least annually using HUD Housing Quality Standards (see Section E #32)

Reviewer Comments:

N/A

4) Required Match

1) Is the required match met?

CoC Funded: Must be matched by at least 25% of funds or in-kind contributions from other sources (578.53(a))

ESG Funded: Require a 100% match of funds, in-kind services, or a combination of both (576.203(b)).

Yes

No

Guidance: Agency must demonstrate by cash receipt in accounting records or MOU as specified below for in-kind that the required match was met for the program year being monitored.

Reviewer Comments:

Noted on ESG invoices

2) In-Kind Match MOU - If the match has been met in whole or in part by service provided by a third party, is there a MOU that indicates: the hourly rate for the service (must be consistent with those paid for similar services); specific service to be provided; and profession of persons providing the service (578.73(c)(3))

Yes

No

Reviewer Comments:

n/a

3) Eligibility of Match - If match is met by in-kind contributions, would the services, goods equipment, real property that is providing the match have been an eligible expense under Subpart D of the HEARTH CoC program? (578.73(c)(1))

Yes

No

Guidance: For each component type (e.g. Rental Assistance, Supportive Services, Operating) eligible activities are defined in Subpart D of the HEARTH Interim Rule. Match must be used only for eligible activities. See Appendix 1

Reviewer Comments:

n/a

- 4) Documentation of in-kind match - Does the grantee have documentation of the service hours provided where these hours are used as in-kind match?

(578.73(c)(ii))

- Yes
 No

Guidance: Volunteer services shall be documented and, to the extent feasible, supported by the same methodology used by the recipient for employees; the basis for determining the value of personal services must be documented.

Reviewer Comments:

n/a

- 5) Documentation of Leverage - Does the grantee have the required documentation of leveraging as defined in the NOFA under which the project was funded?

- Yes
 No

Guidance: Commitment letter(s) on file that are dated and demonstrate the minimum required amount of leveraged funds. A written commitment letter may include signed letters, memoranda of agreement, or other documented evidence of a commitment. All written commitments must be signed and dated by an authorized representative, and should include the name of the contributing organization, the type of contribution (cash, case management, etc.), the value of the contribution, and the date the contribution will be available. It is also important that the written commitment include the project name and be addressed to the project applicant or subrecipient.

Reviewer Comments:

n/a

5) Administrative costs and requirements

- 1) Administrative fee - Review APR and grant application for amounts requested for administrative expenses. Calculate the percentage that administrative costs represent of the total grant.

Percent of administrative funding varies

Reviewer Comments:

No administrative dollars are included in ESG or ARPA- some for HUD as outlined in budget

- 2) Eligibility of Administrative Costs - If administrative funds are used for general management, oversight and coordination, has the grantee included the entire salary, wages and related costs of persons whose primary activity is program administration or has it pro-rated the share of time of each person whose job includes any administrative function. Has the grantee used only one of these methods for each fiscal year? [578.89(a)(1)]

- Yes
 No

Reviewer Comments:

n/a

- 3) Allocation of Administrative Costs: Have administrative costs been allocated to the following eligible activities: general management, oversight and coordination including travel costs associated with monitoring, contracts for legal, accounting or audit services; costs for good and services required for administration of the program including equipment rental and purchase, insurance, utilities, supplies, rental and maintenance of office space; Training on Continuum of Care requirements [providing or participating in HUD sponsored training]; or Environmental review [578.59(a)]

Guidance: Reviewers will request a report showing administrative expenses drawn down and expended during the contract period.

Reviewer Comments:

n/a

- 4) Staff eligibility for administrative costs - Does a randomly selected review of administrative personnel costs reveal that staff paid from program funds are working on eligible funded activities? [578.59]

- Yes
 No

Guidance: If personnel costs are assigned to administration, reviewers will look for back up (e.g. time sheets) that shows staff was working on administrative activities for the time billed.

Reviewer Comments:

n/a

6) Nondiscrimination and equal opportunity requirements

Does the project comply with the nondiscrimination and equal opportunity requirements set forth in 24CFR 5.105(a)? [578.93(a)]

- Yes
- No

Reviewer Comments:

Posters located in Administrative Services area and in employee files

7) Financial Management

1) Internal Controls: Do the fiscal records indicate that the grantee has effective internal control over, and accountability for, all grant funds, property, and other assets? [84.21(b) and 85.20 (b)]

- Yes
- No

Reviewer Comments:

Two individuals primarily responsible for financial activities at main office; hired accounting firm is responsible for bookkeeping, grant/contracts management, and reporting.

2) Recording of expenses: Do the grantees accounting records identify expenditures according to eligible activities? [578.37-578.59]

- Yes
- No

Reviewer Comments:

- 3) Expenditure eligibility: Randomly select financial transactions. Does a review of these transactions reveal that expenditures were for eligible costs and that the transactions were supported by adequate source documents? [578.37-578.59; 84.21(b) and 85.20(b)]

- Yes
 No

Guidance: for each component type (e.g. Rental Assistance, Supportive Services, Operating) eligible activities are defined in Subpart D of the HEARTH Interim Rule. See Appendix I.

Reviewer Comments:

Salary and payroll is the primary expenditure

- 4) Payroll documentation: Are charges for salaries and wages based on payrolls documented by appropriate time sheets (including timesheets indicating times worked) and approved by responsible official of the grantee? [OMB Circular A110 and A122]

- Yes
 No

Reviewer Comments:

- 5) Allocation of salaries: If salaries involve payments from more than one activity line (i.e. Rental Assistance, Leasing, Operating Costs, and Supportive Services) can payments for wages clearly be tracked to the eligible activities? [84.21(b) and 85.20(b)]

- Yes
 No

Reviewer Comments:

n/a

- 6) Program Income: Has program income earned by the grantee been added to funds committed to project by HUD and used for eligible activities under 24 CFR Part 578 [578.97(b)]

- Yes
 No

Reviewer Comments:

n/a

7) Indirect Costs: If indirect costs have been charged, does the grantee have an indirect cost rate proposal that is in accordance with OMB Circulars A-87 or A-122, as applicable? [578.63]

- Yes
- No

Reviewer Comments:

n/a

8) Separation of duties: is there evidence that financial duties are separated so that no one individual has complete authority over a financial transaction? [OMB Circular A110 & A122]

- Yes
- No

Reviewer Comments:

Between staff and accounting firm

9) Travel: Review a sample of travel expenditures. Were they necessary and proper? Was reimbursement in accordance with GSA policies? [OMB A-122]

- Yes
- No

Reviewer Comments:

n/a

10) Eligibility of expenditures: Do funded expenditures reviewed meet program and fiscal eligibility requirements? [578.37-578.59 and OMB A-122]

- Yes
- No

Reviewer Comments:

11) Equipment: Has physical inventory of the equipment been taken and the result reconciled with the property records in the past two years? [85.32 and 84.34]

- Yes
- No

Reviewer Comments:

n/a

12) Equipment records: Does the grantee maintain equipment records that contain information required (item, date acquired, cost, serial number, Federal share of acquisition)? [85.32 &84.34]

- Yes
- No

Reviewer Comments:

n/a

13) Conflicts of Interest: Does the grantee meet the conflict-of-interest requirements (no financial interests or benefit from assisted activity on part of staff (or personal with whom the staff member has immediate family or business ties) during his/her tenure with organization and one year following his/her tenure. This includes, procurement, rent reasonableness determinations, and housing quality inspections for a property owned by the grantee or subgrantee [578.95]

- Yes
- No

Guidance: Sample "Rent Reasonableness Checklist and Certification" form available at <http://www.hud.gov/offices/cpd/affordablehousing/library/forms/rentreasonablechecklist.doc>

Reviewer Comments:

Document provided

8) Homeless Management Information System (HMIS) - Eric

1) Has the grantee collected and entered data on all persons served and all activities assisted into the applicable database, in accordance with HUD's standards on participation, data collection, and reporting under the local CoC HMIS policies and procedures? [576.400(f)]

- Yes
- No

Reviewer Comments:

2) Does the grantee participate in local CoC planning, governance, performance evaluation and management process?

- Yes
- No

Reviewer Comments:

- 3) Does the grantee participate in the local CoC coordinated entry system in accordance with HUD requirements?
- Yes
 - No

Reviewer Comments:

9) Emergency Solutions Grant (ESG) Compliance - TW

1) Does the grantee operate in a manner consistent with housing first practices as reflected in the CoC written standards?

Guidance: Monitors will review if practices are consistent with 1) ensuring low barrier, 2) helping participants resolve barriers, 3) seeking to quickly resolve the housing crisis as a priority, 4) allowing participants to choose, and 5) connecting participants to support and services that foster long-term housing stability.

- Yes
 No

Reviewer Comments:

ESG charts reviewed- 545909 , 503842 , 486574 . All currently enrolled.

2) Is the number of participants currently being served consistent with the number in the approved application?

- Yes
 No

Reviewer Comments:

Indicate Initials of Charts Selected and in applicable, discharge/admission status

#1 487127 (ARPA)	#2 471838	#3 542811	#4 488958	#5 543885
__Discharge	__Discharge	__Discharge	__Discharge	__Discharge
__Admission	__Admission	__Admission	__Admission	__Admission
#6 469621	#7 485848	#8 538280	#9 549208	#10 482487
__Discharge	__Discharge	__Discharge	__Discharge	__Discharge
__Admission	__Admission	__Admission	__Admission	__Admission

Applications, disposition records, and all related documents from at least one applicant recently denied admissions to the program –please have available a list of all applicants denied in the past 12 months.

Indicate Initials of Charts Selected:

#1:

#2:

#3

10) Street Outreach:

- 1) Were street outreach costs limited to the costs of: providing essential services necessary to reach out to unsheltered homeless people; connecting unsheltered homeless people with emergency shelter, housing, or critical services; and providing urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility? [576.101(a)]

- Yes
 No

Reviewer Comments:

- 2) Were ESG funds used for transportation limited to the following eligible costs:
- The transportation costs of travel by outreach workers, social workers, or other service providers, and that the travel took place during the provision of services eligible; and
 - The costs of transporting unsheltered people to emergency shelters or other service facilities? [576.101(a)(5)]

- Yes
 No

Reviewer Comments:

- 3) Did the recipient ensure that outreach services were provided to unsheltered homeless individuals and families for at least the period during which ESG funds were provided (e.g. the length of the subrecipient agreement)? [576.101(b)]

- Yes
 No

Reviewer Comments:

- 4) Were all activities in compliance with the applicable written standards for targeting and providing essential street outreach services? [576.400(e)]

- Yes
 No

Reviewer Comments:

#543885 enrolled in A1st and CESC OR projects during same dates.

11) Emergency Shelter:

- 1) Were all essential services provided only in an emergency shelter or to homeless individuals and families staying in emergency shelter? [576.102(a)]

- Yes
 No

Reviewer Comments:

n/a

- 2) Were ESG funds used for the costs of eligible activities, for the purposes of assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant?

- Yes
 No

Reviewer Comments:

n/a

- 3) Were ESG funds used for transportation costs for travel by program participants to and from medical care, employment, childcare, or other eligible essential services facilities? [576.102(a)(1)(x)]

- Yes
 No

Reviewer Comments:

n/a

- 4) Did the shelter operations records document that ESG funds were used for the costs of maintenance, rent, security, fuel, equipment, insurance, utilities, food, furnishings, supplies necessary for the operation of the emergency shelter, and, when no appropriate shelter is available, for hotel or motel vouchers for homeless families or individuals? [576.500(k)]

- Yes
 No

Reviewer Comments:

n/a

- 5) If the recipient terminated any participants from the program, did they:
- a. Do so in accordance with the formal process established that recognizes the rights of individuals affected; and
 - b. Examine all extenuating circumstances in determining when violations warrant termination so that a program participant's assistance is terminated only in the most severe cases? [576.402(a)]
- Yes
 No

Reviewer Comments:

n/a

- 6) Did the recipient have policies and procedures in place to ensure that providers of emergency shelter that serve households with children under 18 do not deny admission to a family based on the age of any child under 18? [576.102(b)]
- Yes
 No

Reviewer Comments:

n/a

- 7) If ESG funds were used for shelter operations or renovation, do the records of the recipient reflect that the shelter met the minimum safety, sanitation, and privacy standards set forth at 24 CFR 576.403, including inspection reports required? [576.500(j)]
- Yes
 No

Reviewer Comments:

n/a

- 8) Habitability Standards: Does the shelter comply with minimum standards for accessibility in accordance with the Rehabilitation Act (29 U.S.C. 794), the Fair Housing Act (42 U.S.C. 3601 et seq.) and Title II of the Americans with Disabilities Act (42 U.S.C. 12131)?
- Yes
 No

Reviewer Comments:

n/a

9) Accessibility of Services: Does the grantee meet the regulatory requirements relating to access, transportation, disability accommodations and linguistic needs? [576.407(b)]

- Yes
- No

Reviewer Comments:

n/a

10) Were all activities in compliance with the applicable written standards for targeting and providing essential emergency shelter services? [576.400(e)]

- Yes
- No

Reviewer Comments:

n/a

12) Rapid Re-housing and Homelessness Prevention:

1) Did the recipient conduct an initial evaluation to determine each individual's or family's eligibility for rapid re-housing or homelessness prevention assistance and the amount and types of assistance the individual or family needs to regain stability in permanent housing? [576.401(a)]

- Yes
- No

Reviewer Comments:

n/a

2) Does the documentation indicate that all program participants who received homelessness prevention assistance met the eligibility criteria of the "at risk of homelessness" definition or categories 2, 3, or 4 of the "homeless" definition and have an annual income below 30% AMI? [576.103; 576.401(c); 576.500(b)]

- Yes
- No

Reviewer Comments:

n/a

- 3) Did the recipient document that all program participants who received rapid re-housing assistance met the eligibility criteria under category 1 of the homeless definition or under category 4 and live in an emergency shelter or place described in category 1 of the homeless definition? [576.104; 576.500(b)]

- Yes
 No

Reviewer Comments:

n/a

- 4) Were all activities in compliance with the applicable written standards for targeting and providing homelessness prevention and rapid re-housing assistance? [576.400(e)]

- Yes
 No

Reviewer Comments:

n/a

- 5) For each individual and family determined ineligible to receive ESG assistance, did the recipient document the reason for that determination?

- Yes
 No

Reviewer Comments:

n/a

- 6) Were ESG funds used for the costs of eligible activities, to help the program participant regain stability in current housing or to move into other permanent housing and achieve stability in that housing? [576.103; 576.500(f)]

- Yes
 No

Reviewer Comments:

n/a

7) Do the program participant files document that the program participant met with a case manager at least once per month to assist the participant in ensuring long-term housing stability? [576.401(e); 576.500(f)]

- Yes
- No

Reviewer Comments:

n/a

8) If the recipient terminated any participants from the program, did they do so in accordance with the formal process established that recognizes the rights of individuals affected, that met the following requirements [576.402]:

- a. written notice to the program participant containing a clear statement of the reasons for termination,
- b. a review of the decision, in which the program participant is given the opportunity to present written and oral objections before a person other than the person (or a subordinate) who made or approved the termination decision, and
- c. prompt written notice of the final decision to the program participant?

- Yes
- No

Reviewer Comments:

n/a

9) Where ESG funds were used for rental assistance (TBRA or PBRA) or supportive services, do records reflect that the recipient complied with all lead-based paint requirements? [576.403(a)]

- Yes
- No

Reviewer Comments:

n/a

10) Did the recipient ensure that all housing units met the minimum habitability standards before incurring any costs to help program participants remain in or move into those housing units? [576.403; 576.500(j)]

- Yes
- No

Reviewer Comments:

n/a

11) Did the recipient ensure that no program participant received financial assistance under 24 CFR 576.105(a) that was of the same type of assistance that the program participant was receiving through other public sources?

- Yes
- No

Reviewer Comments:

n/a

12) Were eligible costs paid only to a housing owner, utility company, or other third party (not directly to the program participant)? [576.105(a)]

- Yes
- No

Reviewer Comments:

n/a

13) Were rental housing application fees paid for with ESG funds a standard charge issued by the owner to all applicants? [576.105(a)]

- Yes
- No

Reviewer Comments:

n/a

14) Were security deposits paid for with ESG funds equal to no more than 2 months' rent? [576.105(a)]

- Yes
- No

Reviewer Comments:

n/a

15) Were costs for the last month's rent paid for with ESG funds[576.105(a)(3)]:

- a. Necessary to obtain housing for a program participant;
 - b. Paid to the owner of the housing at the time the owner was paid the security deposit and first month's rent;
 - c. Less than or equal to one month's rent; and
 - d. Included in calculating the program participant's total rental assistance?
- Yes
 - No

Reviewer Comments:

n/a

16) Were utility deposits paid for with ESG funds only for eligible types of utility services (gas, electric, water, and sewage) and required by the utility company for all customers? [576.105(a)]

- Yes
- No

Reviewer Comments:

n/a

17) Were utility payments paid for with ESG funds [576.105(a)(5)]:

- a. Within the limit of 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service;
 - b. Only provided when the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments; and
 - c. Only for eligible types of utility services (gas, electric, water, and sewage)?
- Yes
 - No

Reviewer Comments:

n/a

18) Were moving costs paid for with ESG funds only for moving-related activities such as truck rental, hiring a moving company, and allowable temporary storage fees (up to 3 months, fees accrued after the date the program participant began receiving services and before moving into permanent housing, and excluding storage fees in arrears)? [576.105(a)(6)]

- Yes
- No

Reviewer Comments:

n/a

19) Were housing search and placement costs paid for with ESG funds necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing? [576.105(b)]

- Yes
- No

Reviewer Comments:

n/a

20) Were ESG funds used for services costs listed in 24 CFR 576.105? If so, refer to HUD ESG monitoring guide for specific regulations.

- Yes
- No

Reviewer Comments:

n/a

21) Did the recipient use ESG funds for short- and/or medium-term rental assistance listed in 24 CFR 576.106? If so, refer to HUD ESG monitoring guide for specific regulations.

- Yes
- No

Reviewer Comments:

n/a

22) Rent Reasonableness: If grant funds are used to lease individual units or if rental assistance is provided, has the grantee conducted a rent reasonableness determination? [578.49(b)]

Guidance: When grants are used to pay rent for all or part of a structure or structures, the rent paid must be reasonable in relation to rents being charged in the area for a comparable space. In addition, the rent paid may not exceed rents currently being charged by the same owner for comparable unassisted space. The recipient must determine whether the rent charged for the unit receiving rental assistance is reasonable, taking into account the location, size, type, quality amenities, facilities, management and maintenance of each unit.

- Yes
- No

Reviewer Comments:

n/a

13) Continuum of Care (CoC) Compliance

1) Does the grantee operate in a manner consistent with housing first practices as reflected in the CoC written standards?

Guidance: Monitors will review if practices are consistent with 1) ensuring low barrier, 2) helping participants resolve barriers, 3) seeking to quickly resolve the housing crisis as a priority, 4) allowing participants to choose, and 5) connecting participants to support and services that foster long-term housing stability.

- Yes
- No

Reviewer Comments:

APCHF charts reviewed #489629 #476937 #467397. All still enrolled in project.

2) Does withdrawal information from the Line of Credit Control System (eLOCCS) match the information from the CoC's grantee's drawdown voucher requests? [OMB Circular A110 & A122]

- Yes
- No

Reviewer Comments:

APCH drawdowns from Family Promise as Ability 1st is a sub provider

Indicate Initials of Charts Selected and in applicable, discharge/admission status

#1 470920 (1) __Discharge __Admission	#2 499606 (1) __Discharge __Admission	#3 348183 (1) __Discharge __Admission	#4 474842 (1) __Discharge __Admission	#5 536893 (1) __Discharge __Admission
#6 487503 (1) __Discharge __Admission	#7 483763 (1) __Discharge __Admission	#8 480030 (1) __Discharge __Admission	#9 489339 (1) __Discharge __Admission	#10 __Discharge __Admission

Applications, disposition records, and all related documents from at least one applicant recently denied admissions to the program –please have available a list of all applicants denied in the past 12 months.

Indicate Initials of Charts Selected:

#1:

#2:

#3

3) Was the most recent APR submitted to HUD no later than 90 days from the date of the end of the project’s grant term? [578.103(e)]

- Yes
 No

Reviewer Comments:

4) Were all close out reports required by HUD submitted no later than 90 days from the date of the end of the project’s grant term and as instructed in the closeout certification issued by HUD? [578.109(b)]

- Yes
 No

Reviewer Comments:

APCH-F has not been closed as of time of monitoring

- 5) If there was a significant change made that required a grant amendment, is an executed amendment on file? Significant changes include, a change of recipient, a shift in a single year of more than 10 percent of the total amount awarded under the grant for one approved eligible activity to another activity and a permanent change in the subpopulation served by any one project funded under the grant, as well as a permanent proposed reduction in the total number of units funded under the grant.
[578.105 (a)]
- Yes
 - No

Reviewer Comments:

- 6) Is the number of participants currently being served consistent with the number in the approved application?
- Yes
 - No

Reviewer Comments:

- 7) Accessibility of Services: Does the grantee meet the regulatory requirements relating to access, transportation, disability accommodations and linguistic needs?
[576.407(b)]
- Yes
 - No

Reviewer Comments:

14) CoC Permanent Supportive Housing:

- 1) Occupancy Agreements: Does grantee have a signed occupancy agreement/lease with all program participants residing in housing (permanent housing must have an initial one year agreement, transitional must have at least a monthly agreement).
[578.77(a) and 578.51(l)]
- Yes
 - No

Reviewer Comments:

For all charts with the exception of #467397.

2) Permanent Supportive and Transitional Housing Calculation of occupancy charges/rent:

- a) Calculations: If grantee imposes occupancy charges is income calculated in accordance with 24 CFR 5.609 and 5.611 and is the rent charged not greater than 30% of family’s adjusted income or 10% of gross income? [578.77(b)]

Guidance: If grantee has used the CPD income calculator and this is documented by system printouts, the no further assessment is required. If the grantee is using something other than the CPD income calculator, review calculations in selected client’s charts to be sure HUD requirements are followed. HUD CPD Income Calculator at:

<https://www.hudexchange.info/resource/2079/cpd-income-eligibility-calculator/>

- Yes
 No

Reviewer Comments:

All files with the exception of #483763 and #467397 have up to date, appropriate rental calculation documents.

- b) Adjustment: Is rent adjusted upon notification of change in income? [578.77(c)]

- Yes
 No

- c) Review: Is income reviewed annually or when there is a change in income and is documentation of the review on file? [578.77 (c)]

- Yes
 No

Reviewer Comments:

For all files reviewed with the exception of #483763.

3) Were CoC funds used to “screen-in” applicants with the greatest barriers to housing, by prioritizing people who have the highest service needs as evidenced by the vulnerability assessment and using low barrier admission policies?

- Yes
 No

Reviewer Comments:

- 4) Does the grantee incorporate practices and policies that prevent lease violations and evictions among tenants? For example, Housing First models may have policies that give tenants some flexibility to enter payment installment plans rather than moving towards eviction proceedings.

- Yes
 No

Reviewer Comments:

- 5) Housing Quality Standards: Has all housing assisted through leasing or rental assistance with CoC funds been inspected prior to occupancy and re-inspected at least annually? [578.75(b)]

- Yes
 No

Reviewer Comments:

At initial move in a habitability form is completed. An annual form is not completed for inspection, however it is noted in most Consumer contact notes.

- 6) Lead based paint: Has the grantee conducted a visual assessment of all units receiving financial assistance if the unit was constructed prior to 1978 and if there will be a child under 6 or a pregnant woman residing in the unit? [578.99(f)]

- Yes

Reviewer Comments:

- No

- 7) Dwelling Size: Does the dwelling unit have at least one bedroom or living/sleeping room for each two persons? [578.75(c)]

- Yes
 No

Reviewer Comments:

- 8) Retention of assistance in PSH: Has a family been able to retain rental assistance until the expiration of the lease in effect when qualifying member died, was incarcerated or institutionalized? [578.75(i)]

- Yes

No

Reviewer Comments:

- 9) Environmental Review: Has the grantee complied with environmental review requirements (Grantee will not acquire, rehabilitate, convert, lease provide sponsor or project based rental assistance, repair, dispose or, demolish or construct property or expend HUD funds until an Environmental Review under 24 CFR part 50 has been completed and the grantee has received HUD approval of the property)? [578.31]
Guidance: Monitors will review files for evidence of environmental review and notice of HUD approval. For more guidance see: <https://www.hudexchange.info/environmental-review/>

Yes
 No

Reviewer Comments:

15) CoC Rapid Re-Housing:

- 1) RRH Calculation of occupancy rent:

- a) Calculation: Is income calculated in accordance with 24 CFR 5.609 and 5.611 and is the rent charged not less than 30% of family's adjusted income? Is total rental assistance received by each participant in line with Ventura County Written Standards?

Yes
 No

- b) Adjustment: Is rent adjusted upon notification of change in income? [578.77(c)]

Reviewer Comments:

n/a

Yes
 No

Reviewer Comments:

n/a

- c) Review: Is income reviewed at least every 90 days or when there is a change in income and is documentation of the review on file?

Yes
 No

Reviewer Comments:

n/a

2) Did the grantee ensure that individuals and families were defined under any of the four categories included in the Homeless Definition Rule?

- Yes
- No

Reviewer Comments:

n/a

3) Were CoC Rapid Re-Housing costs limited to tenant-based rental assistance only?

- Yes
- No

Reviewer Comments:

n/a

4) Were CoC funds used for financial assistance limited to the following eligible costs:

- a) Security deposits (up to 2 months)
- b) First and last month's rent
- c) Property damage

- Yes
- No

Reviewer Comments:

n/a

5) Did the grantee consistently follow policies and procedures established for determining the amount or percentage of rent each program participant must pay and the maximum number of eligible months?

- Yes
- No

Reviewer Comments:

n/a

6) If the supportive services were provided, did the program participant attend monthly case management meetings?

- Yes
- No

Reviewer Comments:

n/a

7) Did the grantee consistently follow policies and procedures established for supportive services, as outlined in 24 CFR part 578.53?

- Yes
- No

Reviewer Comments:

n/a

8) Rent Reasonableness: If grant funds are used to lease individual units or if rental assistance is provided, has the grantee conducted a rent reasonableness determination? [578.49(b)]

Guidance: When grants are used to pay rent for all or part of a structure or structures, the rent paid must be reasonable in relation to rents being charged in the area for a comparable space. In addition, the rent paid may not exceed rents currently being charged by the same owner for comparable unassisted space. The recipient must determine whether the rent charged for the unit receiving rental assistance is reasonable, taking into account the location, size, type, quality amenities, facilities, management and maintenance of each unit.

- Yes
- No

Reviewer Comments:

n/a

- 9) FMR Ceilings: If CoC grant funds are used to lease individual units, has the grantee observed the limitation that rents may not exceed Fair Market Rents [578.49(b)]
- Yes
 - No

Reviewer Comments:

n/a

- 10) Security Deposits: If the grantee uses CoC funds for security deposits, are the amounts of the deposits not in excess of two months' rent? [578.49(b) and 578.51(a)]
- Yes
 - No

Reviewer Comments:

n/a

- 11) Environmental Review: Has the grantee complied with environmental review requirements (Grantee will not acquire, rehabilitate, convert, lease provide sponsor or project based rental assistance, repair, dispose or, demolish or construct property or expend HUD funds until an Environmental Review under 24 CFR part 50 has been completed and the grantee has received HUD approval of the property)? [578.31]
Guidance: Monitors will review files for evidence of environmental review and notice of HUD approval. For more guidance see: <https://www.hudexchange.info/environmental-review/>
- Yes
 - No

Reviewer Comments:

n/a

- 12) Restriction on combining funds: Has the grantee combined any leasing, tenant-based rental assistance, short- or medium-term rental assistance, or rental assistance and operating in a single structure or housing unit? [578.87©]
- Yes
 - No

Reviewer Comments:

n/a

13) Housing Quality Standards: Has all housing assisted through leasing or rental assistance with CoC funds been inspected prior to occupancy and re-inspected at least annually? [578.75(b)]

- Yes
- No

Reviewer Comments:

n/a

14) Lead based paint: Has the grantee conducted a visual assessment of all units receiving financial assistance if the unit was constructed prior to 1978 and if there will be a child under 6 or a pregnant woman residing in the unit? [578.99(f)]

- Yes
- No

Reviewer Comments:

n/a

16) CLIENT INTERVIEW

Client Name: [REDACTED]

Where is the client residing? Address or shelter

1266 ~~Q. Larry Dr.~~

of Household members? |

Date of Entry into Program - (Application/ Intake Date)

8-27-21

View evidence that this clients information has been entered into HMIS or a comparable reportable data base if a Victim Services Provider.

What is the end date of assistance for this client?

Currently enrolled

General Client File Information

1. How long have you been receiving assistance or services from this agency or program?

Since 8/27/21

2. What types of assistance do you receive from this agency/program?

Housing assistance, Food, Case management

3. Are you satisfied are you with the services you've received?

- Yes
- No

4. Did the agency deny your request for any services?

- Yes
- No

5. What was the reason given for the denial?

- Yes
- No

6. Are you permanently housed? Yes No N/A

- Yes
- No

7. Are you satisfied with your current housing?

- Yes
- No

8. Has assistance from this agency/program helped you to obtain housing, maintain housing, or improve your plan to attain housing?

- Yes
- No

9. Has this program been helpful in referring you for housing assistance, medical care, insurance coverage, and other services you need?

- Yes
- No

10. Has this program helped you access or maintain sources of income (Example: Helped you get a job, or helped you sign-up or stay qualified for assistance programs)?

- Yes
- No

Comments:

16) CLIENT INTERVIEW

Client Name:



Where is the client residing? Address or shelter



of Household members? 1

Date of Entry into Program - (Application/ Intake Date) 4-1-20

View evidence that this clients information has been entered into HMIS or a comparable reportable data base if a Victim Services Provider.

What is the end date of assistance for this client?

Currently Enrolled

General Client File Information

1. How long have you been receiving assistance or services from this agency or program?

Since 4-1-20

2. What types of assistance do you receive from this agency/program?

Housing assistance and CM

3. Are you satisfied are you with the services you've received?

- Yes
- No

4. Did the agency deny your request for any services?

- Yes
- No

5. What was the reason given for the denial?

- Yes
- No

6. Are you permanently housed? Yes No N/A

- Yes
- No

7. Are you satisfied with your current housing?

- Yes
- No

8. Has assistance from this agency/program helped you to obtain housing, maintain housing, or improve your plan to attain housing?

- Yes
- No

9. Has this program been helpful in referring you for housing assistance, medical care, insurance coverage, and other services you need?

- Yes
- No

10. Has this program helped you access or maintain sources of income (Example: Helped you get a job, or helped you sign-up or stay qualified for assistance programs)?

- Yes
- No

Comments:

16) CLIENT INTERVIEW

Client Name: [REDACTED]

Where is the client residing? Address or shelter [REDACTED]

of Household members? 3

Date of Entry into Program - (Application/ Intake Date) 6-2-22

View evidence that this clients information has been entered into HMIS or a comparable reportable data base if a Victim Services Provider.

What is the end date of assistance for this client?

Currently Enrolled

General Client File Information

1. How long have you been receiving assistance or services from this agency or program?

Since 6-2-2022

2. What types of assistance do you receive from this agency/program?

Housing assistance and mental Health

3. Are you satisfied are you with the services you've received?

Yes
 No

4. Did the agency deny your request for any services?

Yes
 No

5. What was the reason given for the denial?

Yes
 No

6. Are you permanently housed? Yes No N/A

Yes
 No

7. Are you satisfied with your current housing?

Yes
 No

8. Has assistance from this agency/program helped you to obtain housing, maintain housing, or improve your plan to attain housing?

- Yes
- No

9. Has this program been helpful in referring you for housing assistance, medical care, insurance coverage, and other services you need?

- Yes
- No

10. Has this program helped you access or maintain sources of income (Example: Helped you get a job, or helped you sign-up or stay qualified for assistance programs)?

- Yes
- No

Comments:

16) CLIENT INTERVIEW

Client Name [REDACTED]

Where is the client residing? Address or shelter [REDACTED]

of Household members? 3

Date of Entry into Program - (Application/ Intake Date) 9-1-2019

View evidence that this clients information has been entered into HMIS or a comparable reportable data base if a Victim Services Provider.

What is the end date of assistance for this client?
Currently Enrolled

General Client File Information

1. How long have you been receiving assistance or services from this agency or program?
Since 9-1-2019
2. What types of assistance do you receive from this agency/program?
Housing assistance
3. Are you satisfied are you with the services you've received?
 Yes
 No
4. Did the agency deny your request for any services?
 Yes
 No
5. What was the reason given for the denial?
 Yes
 No
6. Are you permanently housed? Yes No N/A
 Yes
 No
7. Are you satisfied with your current housing?
 Yes
 No

8. Has assistance from this agency/program helped you to obtain housing, maintain housing, or improve your plan to attain housing?

- Yes
- No

9. Has this program been helpful in referring you for housing assistance, medical care, insurance coverage, and other services you need?

- Yes
- No

10. Has this program helped you access or maintain sources of income (Example: Helped you get a job, or helped you sign-up or stay qualified for assistance programs)?

- Yes
- No

Comments:

16) CLIENT INTERVIEW

Client Name:



Where is the client residing? Address or shelter

Unsheltered

of Household members?

1

Date of Entry into Program - (Application/ Intake Date)

2-27-23

View evidence that this clients information has been entered into HMIS or a comparable reportable data base if a Victim Services Provider.

What is the end date of assistance for this client?

Currently enrolled

General Client File Information

1. How long have you been receiving assistance or services from this agency or program?

Since February, 2023

2. What types of assistance do you receive from this agency/program?

OR supplies, resources, Counseling, CM

3. Are you satisfied are you with the services you've received?

Yes

No

4. Did the agency deny your request for any services?

Yes

No

5. What was the reason given for the denial?

Yes

No

6. Are you permanently housed? Yes No

Yes

No

N/A

7. Are you satisfied with your current housing?

Yes

No

8. Has assistance from this agency/program helped you to obtain housing, maintain housing, or improve your plan to attain housing?

- Yes
- No

9. Has this program been helpful in referring you for housing assistance, medical care, insurance coverage, and other services you need?

- Yes
- No

10. Has this program helped you access or maintain sources of income (Example: Helped you get a job, or helped you sign-up or stay qualified for assistance programs)?

- Yes
- No

Comments:

" Everyone who I have worked with has done extremely well !!! "

16) CLIENT INTERVIEW

Client Name:



Where is the client residing? Address or shelter

unsheltered

of Household members?

1

Date of Entry into Program - (Application/ Intake Date)

11-08-22

View evidence that this clients information has been entered into HMIS or a comparable reportable data base if a Victim Services Provider.

What is the end date of assistance for this client?

currently enrolled

General Client File Information

1. How long have you been receiving assistance or services from this agency or program?

5 months

2. What types of assistance do you receive from this agency/program?

Food and Connection to resources.

3. Are you satisfied are you with the services you've received?

- Yes
- No

4. Did the agency deny your request for any services?

- Yes
- No

5. What was the reason given for the denial?

- Yes
- No

6. Are you permanently housed? Yes No

- Yes
- No

N/A

7. Are you satisfied with your current housing?

- Yes
- No

16) CLIENT INTERVIEW

Client Name: [REDACTED]

Where is the client residing? Address or shelter
of Household members? *unsheltered*

Date of Entry into Program - (Application/ Intake Date) *9/13/22*

View evidence that this clients information has been entered into HMIS or a comparable reportable data base if a Victim Services Provider.

What is the end date of assistance for this client?
Currently Enrolled

General Client File Information

1. How long have you been receiving assistance or services from this agency or program?
7 months
2. What types of assistance do you receive from this agency/program?
outreach supplies, clothes, Food
3. Are you satisfied are you with the services you've received?
 Yes
 No
4. Did the agency deny your request for any services?
 Yes
 No
5. What was the reason given for the denial?
 Yes
 No
6. Are you permanently housed? Yes No *(N/A)*
 Yes
 No
7. Are you satisfied with your current housing?
 Yes
 No

Big Bend CoC Monitoring

8. Has assistance from this agency/program helped you to obtain housing, maintain housing, or improve your plan to attain housing?

- Yes
- No

9. Has this program been helpful in referring you for housing assistance, medical care, insurance coverage, and other services you need?

- Yes
- No

10. Has this program helped you access or maintain sources of income (Example: Helped you get a job, or helped you sign-up or stay qualified for assistance programs)?

- Yes
- No

Comments:

Web-Posting of Local Competition Deadline- Posted to CoC website on 7/28/2023

The screenshot shows a web browser window with the URL <https://www.bigbendcoc.org/nofa/2023-hud-nofa/>. The page features a dark blue header with navigation links: About Us, Board & Committees, Data, and Resources. A 'DONATE' button is visible in the top right. The main content area is titled '- LOCAL COMPETITION INFORMATION' and lists funding for BBCoC- FL 506:

- FUNDING For BBCoC- FL 506
- Estimated ARD- \$1,898,386
- Tier 1 - \$1,765,499
- CoC Bonus- \$207,235
- DV Bonus- \$296,051
- CoC Planning - \$148,025

A black oval highlights the text: **Local Competition Applications are due on August 28th, 2023 by 12 midnight.**

Below this, two sections provide further information:

- RENEWAL PROJECTS:** Please see the Renewal Project Review Process for information on project review and submission.
- NEW PROJECTS:** Please see New Project Review Process for information on project review and submission.

At the bottom, a note states: The local process is posted at 2023 HUD CoC Competition NOFO – Big Bend Continuum of Care ([bigbendcoc.org](https://www.bigbendcoc.org)) and the HUD process is available at https://www.hud.gov/program_offices/comm_planning/coc/competition.

The browser's taskbar at the bottom shows the time as 3:01 PM on 7/28/2023, with a black oval around the system tray area.

2023 CoC NOFO: New Project Local Application

Excel instructions: You will only be able to select and edit the fillable boxes in this tool. The rest of the cells are locked. If you have any issues with the tool, please reach out to applications@bigbendcoc.org. When you complete your application, save this Excel tool with the name of your project in the file name. Email this application form along with all attachments to applications@bigbendcoc.org.

Please complete all required boxes that are shaded [light blue](#) in Tabs A-G (Tab H is for reference only).

Excel tips for narrative questions:

-Depending on your version of Excel, you may not be able to spell check in a protected workbook like this one. If you want to use spell check, write your narrative responses in a Word document and paste into the Excel workbook when you are ready. It is easier to copy and paste if you limit your response to one paragraph per question.

-In Excel, you can start a new paragraph by pressing "Alt"+"Enter."

-The cells are set to "Wrap Text," but if you copy and paste content into the cell, you may have to select "Wrap Text" again for the cell.

-You can adjust the height of rows to create more space, as needed.

PROJECT APPLICANT INFORMATION

Agency Name:	
Agency Address:	
Contact Person:	
Contact Phone:	
Contact Email:	
Executive Director:	
ED Phone:	
ED Email:	

PROJECT INFORMATION

Name of Project:	
Project Address if Applicable	
Proposed Project Start Date	
Project Type	
Is this project a DV Bonus?	
Is this an Expansion Project?	
If Yes, what are the reasons for expansion? (increase # of units, increase in # of persons served, expansion of services to existing participants, and/or additional activities (HMIS only)	
Project Funding Request:	
Match Amount:	
Match Funding Source:	

PROJECT DESCRIPTION

Identify the primary goal of this project.	
Describe the type of housing the project will provide (scattered site, single site) Will project provide rental assistance? Number of units proposed?	
What population will this project serve?	
Indicate the number of people to be served through this project and expected outcomes.	

B. THRESHOLD CRITERIA

Instructions:

New projects must meet threshold criteria to be included in the BBCoC Collaborative Application. Information about the threshold criteria is included in Column A. Use the drop down menus to select your answers in Column C. If you answer "yes" to a threshold question, the box is highlighted in green. If you answer "no" to a threshold question, the box will be highlighted red. If the answer is "no" for any of the threshold criteria, the project is not eligible.

Threshold Criteria	Question	Response
<p>Eligible Applicant: Eligible project applicants for the CoC Program are nonprofit organizations, States, local governments, instrumentalities of State and Local governments, and Indian Tribes and Tribally Designated Housing Entities (TDHE). <i>Please include a copy of organizations SAMS registration with valid UEI number with your attachments for this application. See Tab G.</i></p>	Are the applicant eligible applicants?	
<p>Project Eligibility: Proposed project type is eligible for bonus, reallocation, or domestic violence bonus funding in the 2023 CoC NOFO.</p>	Project eligibility will be assessed during application review by BBCoC Staff.	
<p>Application Score Threshold: Project application must receive a minimum 74 points in the local new project application process to be included in the consolidated application package.</p>	Project applications will be scored by Project Review Committee.	
<p>HUD Timeliness Standards: Project will begin operation less than 12 months from the execution of the contract. New housing projects have secured or will secure proof of site control, match, environmental review, and the documentation of financial feasibility within 12 months of the award.</p>	Will the project be able to meet HUD's timeliness standards?	
<p>Homeless Management Information System (HMIS) Participation: Project has certified in application it does or will participate in the CoC HMIS. Projects that do not participate, or have not agreed to participate, are not eligible for funding, unless it is a victim-service agency, serving survivors of domestic violence, or a legal services agency and utilizes a comparable database.</p>	Please certify the project's participation in HMIS by selecting whether the project: (a) currently participates in the CoC HMIS, (b) agrees to participate in HMIS, or (c) is a victim-service agency or legal services agency that utilizes a comparable database.	
<p>Coordinated Entry: All projects who receive HUD CoC funding are required to participate in Coordinated Entry. Housing projects must notify BBCoC Coordinated Entry Director of all openings and fill those openings with participants referred from Coordinated Entry. DV providers shall participate with Coordinated Entry while protecting client data and safety. Project has certified in application it does or will participate in Coordinated Entry.</p>	Does the project certify that it does or will participate in Coordinated Entry (CE)?	
<p>Match: The agency budget must include committed match funding equivalent to 25% of the grant except for leasing funds.</p>	Does the project budget include committed match funding equivalent to 25% of the grant except for leasing funds?	
<p>Client Eligibility: The population to be served must meet HUD CoC program eligibility requirements, and the project application must clearly establish eligibility of project applicants.</p>	Does the population that the project serves (or will serve) meet the HUD CoC program eligibility requirements?	
<p>Recent Financial Statement: Projects must provide an up to date audited financial statement (from 12/31/2020 or more recent), and single audit (if applicable).</p>	Please include an audited financial statement and single audit (if applicable) with your attachments for this application. See Tab G.	
<p>Equal Access and Non-Discrimination: The project ensures equal access for program participants regardless of their race, color, national origin, religion, sex, age, familial status, disability, gender or LGBTQ status. The project complies with all federal and state civil rights and fair housing laws including the Fair Housing Act, Title IV of the Civil Rights Act and the Equal Access Rule.</p>	Does the project certify that it will comply with the equal access and non-discrimination requirements?	
<p>Monitoring, Training and Technical Assistance: All projects must agree to be responsive to project monitoring, training and technical assistance from the CoC, including HMIS.</p>	Does the project agree to be responsive to project monitoring, training and technical assistance from the CoC and HMIS?	
<p>Code of Conduct: All projects must provide a copy of organizations Code of Conduct demonstrating requirements to conduct business in accordance with ethical standards.</p>	Please include a copy of organizations Code of Conduct with your attachments for this application. See Tab G.	

C. SYSTEM ENGAGEMENT

Instructions: Narrative responses should be concise. Please aim for responses of 500 words or less to each question.

Excel tips for narrative questions:

-Depending on your version of Excel, you may not be able to spell check in a protected workbook like this one. If you want to use spell check, write your narrative responses in a Word document and paste into the Excel workbook when you are ready. It is easier to copy and paste if you limit your response to one paragraph per question.

-In Excel, you can start a new paragraph by pressing "Alt"+"Enter."

-The cells are set to "Wrap Text," but if you copy and paste content into the cell, you may have to select "Wrap Text" again for the cell.

-You can adjust the height of rows to create more space, as needed.

	Notes:	Max Points	Points Awarded
<p style="text-align: center;">Administration of ESNAPS</p> <p>Applicants should have a minimum of 2 active staff with ESNAPS profiles</p>	<p>2: Completed 1: Initiated or 1 active profile</p>	2	
<p style="text-align: center;">Community Need: Addressing Local Priorities</p> <p>Please describe how the proposed project type and size meet a need for services in our area as identified from BBCoC Homelessness Assistance Plan, HMIS, PIT Reports, and other HUD resources and approved databases.</p>	<p>3: Sources clearly articulate the unmet need for the services proposed in the application. 2: Data attempts to define the unmet need 0: Data does not address the unmet need</p>	3	
<p>Please describe how the proposed project target population and their severity of needs addresses local priorities as identified in the BBCoC Homelessness Assistance Plan. How does will the project advance those goals? (Cite specific elements to be addressed)</p>	<p>6: The agency has clearly documented how the project will accomplish serving the client population to advance 3 goals in the HAP 4: Advance 2 goals 2: Advanced 1 goal 0: No advancement of goals identified</p>	6	
<p style="text-align: center;">Coordinated Entry</p> <p>Describe how the proposed project will implement and participant in the BBCoC Coordinated Entry assessment and referral process. If agency is already using CE for other projects, please attach CE MOU. See Tab G.</p>	<p>5: Will serve as CE Assess point and only accepts referrals through CE 2: Will use the CE Assessment tool and accept referrals through CE only 0: Will not use the CE Assessment Tool and takes referrals outside of the CE System</p>	5	
<p style="text-align: center;">Racial Equity</p> <p>Include narrative and data demonstrating organizations executive and direct service staff racial and ethnic makeup is reflective of the clients served within the past year. Include percentages of makeup.</p>	<p>3: Organization has analyzed staff and client racial and ethnic makeup and the staff makeup matches the client demographic makeup within 10% 2: Organization has analyzed staff and client racial and ethnic makeup, but they do not mirror each other within 10% 1: Organization has analyzed staff or client racial and ethnic make up 0: No analysis done on either staffing or clients served</p>	3	

<p>Include narrative about organizations commitment to hiring racially and ethnically diverse staff at all levels as well as board recruitment, racial and cultural trainings provided for staff, responsiveness to evaluations of practice and policy of racial and cultural inequalities.</p>		<p>2: Organization has evaluated racial equity at both staff and board level and made plans to address racial and cultural inequalities.</p> <p>1: oOrganization has evaluated racial equity at both staff and board level but no plans have been made to address racial and cultural inequalities.</p> <p>0: No evaluation has been done on or plans made to address racial and cultural inequalities</p>	2
<p>Housing First</p> <p>Demonstrate how the program will not mandate client participation in services either before obtaining housing or in order to retain housing, is low barrier, does not screen out based on income, active/history of substance abuse, having criminal record or history of domestic violence as described and referenced the organizations policies and procedures. Attach any supporting documentation, policy and procedure, eligibility criteria, intake document, etc. See Tab G.</p>		<p>3: Organizations policies and procedures demonstrate operating under Housing First and includes specific details of expectation.</p> <p>1: Policies and procedures are vague and not detailed but show commitment to operation under Housing First model.</p> <p>0: Failure to document how Housing First policy is implemented.</p>	3
<p>Describe how the proposed project will prioritize rapid placement and stabilization in permanent housing.</p>		<p>2: Policies and procedures describe in detail how rapid placement and stabilization in permanent housing is measured.</p> <p>1: Policies and procedures are vague and not detailed but show commitment to rapid placement and stabilization in permanent housing is measured</p> <p>0: Failure to document commitment to rapid placement and stabilization is implemented</p>	2
<p>Coordination with Healthcare</p> <p>Please describe how the proposed project will coordinate with at least one healthcare organization to provide participants access to healthcare services and insurance. Provide a commitment from the healthcare organization through an executed MOU and/or letter of financial or in-kind support of the project. Attach letter- See Tab G.</p>		<p>6: Have commitment for healthcare organization ensure clients are connected to health insurance and health care, includes completed MOU and letter of commitment.</p> <p>3: Has identified healthcare partners but only has an MOU or letter of commitment.</p> <p>0: Has no MOU or letter of commitment</p>	6
<p>Incorporating Lived Experience</p> <p>Describe how your organization and/or proposed project meaningfully involves people with lived experience of homelessness in project design, implementation, evaluation, and/or decision making.</p>		<p>5: Agency is currently involving people with lived experience in two or more aspects.</p> <p>3: Agency detailed plans to involve people with lived experience in two or more aspects.</p> <p>0: Agency does not plan to involve people with lived experience of homelessness.</p>	5
<p>Improvement of System Performance Measures</p> <p>Describe how the proposed project will improve two or more of the HUD System Performance Measures for our CoC. Include clear goals and outcomes for each measure it will address.</p>		<p>10: Clearly demonstrates the applicants understanding of the CoC goals, and has documented how it will improve at least 2 of those measures.</p> <p>5: Only documents improvement in 1 measure.</p> <p>0: Does not document how it will improve any SPM.</p>	10

D. PROGRAM DETAIL

Instructions: Narrative responses should be concise. Please aim for responses of 500 words or less to each question.

Excel tips for narrative questions:

-Depending on your version of Excel, you may not be able to spell check in a protected workbook like this one. If you want to use spell check, write your narrative responses in a Word document and paste into the Excel workbook when you are ready. It is easier to copy and paste if you limit your response to one paragraph per question.

-In Excel, you can start a new paragraph by pressing "Alt"+"Enter."

-The cells are set to "Wrap Text," but if you copy and paste content into the cell, you may have to select "Wrap Text" again for the cell.

-You can adjust the height of rows to create more space, as needed.

Project Operation- Staffing Plan with Job Descriptions		Notes:	Max Points	Points Awarded
<p>Describe how the proposed project will be implemented, including staff qualifications, a staffing plan with target dates of hire, location of service delivery, and all available supportive services. Provide a detailed timeline and attach job descriptions. See Tab G.</p>		<p>5: Detailed description of how project will be implemented, includes detailed plan with all relevant job descriptions showing dates of hire and vacancies for each position and describes supportive services. Timeline and job descriptions attached.</p> <p>3: Detailed description of implementation and job descriptions but attachments are not available.</p> <p>2: Plan lacks some details requested.</p> <p>0: No detailed plan.</p>	5	
<p>Project Operation- Organizational Chart Attach organizational chart in Tab G. Show both existing staff and proposed staffing to be hired under this project.</p>	<p style="text-align: center;">Please include organizational chart in Tab G.</p>	<p>3: Organization chart documents all existing staff and any proposed staff to be hired under this project.</p> <p>2: Organization chart documents all existing staff only.</p> <p>0: No organizational chart provided.</p>	3	
<p>Project Operation- Operational Plan Describe how the proposed project will implement the following: A. Staff Training (trauma informed care, confidentiality and security, programmatic specific training, etc.) B. Adoption of Policies and Procedures (Eligibility, Programmatic requirements) C. Forms and Documentation (client screening, intake data collection) Provide all relevant attachments. See Tab G.</p>		<p>10: Comprehensive operational plan, min. of 3 types of training, P&Ps are accurate and complete, forms and documentation are clear, sufficient and established.</p> <p>5: Has operational plan but details are missing, training plan is inadequate, P&Ps, forms and docs are adequate.</p> <p>3: Has an outline of an operational plan but it lacks details and specificity in areas of staffing, training, P&Ps, forms and documentation.</p> <p>0: There is no operational plan, though the elements of staffing, training, P&Ps, forms and documents may be provided.</p>	10	
Project Operation- Client Eligibility				

<p>Describe how proposed project will determine client eligibility. Provide clear written procedures to verify client eligibility for program services as defined in the NOFO based on the project type and has defined policies for referring and receipt of referrals through Coordinated Entry. Attach Eligibility P&P and other related documents . See Tab G.</p>			
<p>Describe how the proposed project plans to ensure participants will be assisted with obtaining mainstream benefits such as health, social, and employment programs that they are eligible for. Be sure to include specific partnerships.</p>		<p>10: Client Eligibility is clearly defined, understood, included process for sending and receiving referrals through Coordinated Entry. 5: Client eligibility is clearly defined but does not reference both the use of Coordinated Entry. 3: Client eligibility is not clearly defined though they may be referenced to use of CE. 0: No explanation of client eligibility.</p>	10
<p>Project Outcomes and Deliverables What are the proposed outcomes for the project, how will the outcomes be measured, tracked and documented over the project period?</p>		<p>5: Narrative includes detailed process on connecting clients to mainstream benefits promoting economic self-sufficiency. 3: Referral for mainstream benefits is included but lacks specific partnerships. 0: No explanation of client referral for mainstream benefits.</p>	5
		<p>5: Response clearly outlines number of individuals/households assisted in 12 month time frame, explains how project will improve system performance, demonstrates knowledge and commitment to use of HMIS (or comparable DB for DV) used for measurement, tracking and documentation. 2: Response outlines quantity in deliverables, does not address measurement, tracking, documentation or improvement of measures. 0: No clear explanation or response</p>	5

E. BUDGET AND ADMIN

Instructions: Narrative responses should be concise. Please aim for responses of 500 words or less to each question.

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-You can adjust the height of rows to create more space, as needed.

			Max Points	Points Awarded
<p style="text-align: center;">Budget</p> <p>Provide a detailed project budget describing how requested funding will be allocated including the cost per person/ per household served and the breakdown of the amount and percent of costs to be spent on housing assistance, supportive services, HMIS and administration. The eSnaps Budget page for the project can be referenced but there should also be narrative including cost per person and household. Budget Template provided under Tab F.</p>		<p>5: Provided detailed budget narrative that includes cost per person/household breakdown, an percent of costs spent on housing assistance, support services, HMIS and Admin. Budget Template complete.</p> <p>3: Budget narrative is clear but lacks details on cost per person/household breakdown, percent of costs spent on housing assistance, support services, HMIS and Admin. Budget Template is complete.</p> <p>0: No budget narrative provided.</p>	5	
<p style="text-align: center;">Fiscal Management</p> <p>Does the project applicant agency have any of the following issues:</p> <ol style="list-style-type: none"> Any audit or monitoring findings from any HUD source (ESG, HOPWA, HOME, CDBG, CoC, etc.) that is not satisfactorily satisfied? A current outstanding obligation to HUD which is in arrears or for which a payment scheduled has not been agreed upon? Audit findings from Annual Independent Audit that has not been resolved? Has HUD instituted any sanctions on any project of your agency including suspending disbursements via ELOCCS, requiring repayment of grant funds, de-obligating grant funds due to performance issues? 			1	
<p style="text-align: center;">Match Requirement</p> <p>There is a commitment of 25% match for the project from an allowable source for the projects proposed operation dates. Attach a letter from the source of match funds indicating the match funding is dedicated to carrying out activities related to this project . See Tab G.</p>	<p style="text-align: center;">Please include Match Letter in Tab G.</p>	<p>6: Match commitment documentation is for 25%, is for activities related to this project and from an allowable match source specifically for the project operation dates.</p> <p>3: Match commitment is for previous year operation but is expected to continue.</p> <p>0: No Match provided.</p>	6	

Total Points (Budget) 15 0

Grand Total Points 100 0

F. Budget Template for HUD NEW PROJECTS

Project Name:

	Amount of HUD CoC Funding Requested	Amount of Match	Total
<p>Please provide a summary budget for your proposed projects using the table below/ Indicate the total amount of HUD CoC funds you are requesting and your match, broken down into the provided budget categories per HUD's BLI's. Please refer to https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/coc-eligible-activities-overview/ for more detailed information as you develop your budget.</p> <p><i>Note: RRH projects BLI's are tenant based rental assistance, supportive services, HMIS, and admin. Joint TH/RRH are leasing, operations, tenant based rental assistance, supportive services, HMIS and admin. Match must be atleast 25% of the total HUD funding requested (not including leasing costs) and must be spend on HUD allowable costs.</i></p>			
Budget Line Items (BLI's)			
Acquisition	\$ -	\$ -	\$ -
Rehabilitation	\$ -	\$ -	\$ -
New Construction	\$ -	\$ -	\$ -
Leasing	\$ -	\$ -	\$ -
Rental Assistance	\$ -	\$ -	\$ -
Operations	\$ -	\$ -	\$ -
Supportive Services	\$ -	\$ -	\$ -
HMIS	\$ -	\$ -	\$ -
Admin	\$ -	\$ -	\$ -
GRAND TOTAL	\$ -	\$ -	\$ -

G. ATTACHEMENTS

Instructions: This is a check list of Attachments to include with the submission of this excel application. Please include all attachments as PDF's and ensure that they are in order of the the attachment list.

Check List of Attachments

Attachment	Required?	Attached	Notes (name, relevant page numbers, etc.)
HUD Annual Performance Reports (APRs) or other funder reports demonstrating performance from a comparable project.	Yes		
A report from a comparable project within the last two years that demonstrates bed or unit utilization. Can be same report as above.	Yes		
Budget Narrative	Must either enter Budget Narrative in Tab F or submit as attachment (Budget Table required either way)		
Most recent annual independent audit with Management Letter or financial statement (if audit not required) —must be from a fiscal year ending December 31, 2020 or later.	Yes		
Proof of 501c3 non-profit status (if applicable)	Yes, if Applicable		
Proof of SAM'S registration and UEI number	Yes		
ESNAPS User Profile Screenshot	Yes		
Housing First documentation Attach documents that show implementation of Housing First principles in the proposed program. This could include: Resident Selection Criteria/Housing Application; Participant Agreement; Lease and/or subleases; and/or House Rules.	Yes		
CE MOU, if applicable	Yes, if Applicable		
Healthcare Coordination Support Letter or MOU	Yes		
Staffing Plan and Timeline	Yes		
Operational Plan Documents	Yes		
Eligibility And Intake Documentation	Yes		
Proof of Match	Yes		
A letter of support or Memorandum of Understanding (MOU) with another organization committing housing funding or units from a source other than CoC/ESG that is at least 25% of units (for PSH) or 25% of participants to be served (for RRH)	Optional		
A written commitment from a health care organization to provide health care services equal in value to at least 25% of funds being requested (or, if a substance use disorder treatment or recovery project, that treatment or recovery services will be provided to all participants who qualify and chose the services).	Optional		

H. References

- Big Bend CoC
2023 NOFO and Local Competition <https://bigbendcoc.org/>
<https://bigbendcoc.org/nofa/2023-hud-nofa/>
- PIT/HIC Reports and Sys Performance Reports
HAP and Strategic Plan <https://bigbendcoc.org/committees/needs-assessment-and-planning/>
Coordinated Entry Policy and Procedures http://bbcoc2022.bigbendcoc.org/wp-content/uploads/2022/10/20201029_BBCoC-Coordinated-Entry-Policies-Procedures-v4.pdf
- HUD Virtual Binders <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/>

2023 CoC NOFO: Renewal Project Local Application

Excel instructions: You will only be able to select and edit the fillable boxes in this tool. The rest of the cells are locked. If you have any issues with the tool, please reach out to applications@bigbendcoc.org. When you complete your application, save this Excel tool with the name of your project in the file name. Email this application form along with all attachments to applications@bigbendcoc.org.

Please complete all required boxes that are shaded **light blue** in Tabs A-G (Tab H is for reference only)

Excel tips for narrative questions:

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- The cells are set to "Wrap Text," but if you copy and paste content into the cell, you may have to select "Wrap Text" again for the cell.
- You can adjust the height of rows to create more space, as needed.

Project Applicant Information	
Agency Name:	
Agency Address:	
Contact Person:	
Contact Phone:	
Contact Email:	
Executive Director:	
ED Phone:	
ED Email:	
Project Information	
Name of Project:	
Project Address if Applicable	
Current Project Start & End Dates	
Project Type	
HUD Grant Number	
Project Current Award Amount	
APR Submission Date	
Project Description	
Please provide a brief narrative of current project. This narrative is not scored but provides details to orient Review Committee of project.	
Describe the type of housing the project provides (scattered site, single site) Does project provide rental assistance? Number of units? How do you acquire units?	
What population does this project serve?	
Indicate the number of people served through this project.	
Does this project have any subrecipients? If so, list the names of subrecipients	
Did project meet identified deliverables and spending drawdowns?	
<i>If no, please explain and confirm if extension was granted.</i>	
<i>Where there any corrective action plans or recommendations imposed?</i>	
Renewal Information	
Is this project seeking renewal?	
Does this amount match what is listed on the Grant Inventory Worksheet?	
<i>If no, what amount of reduction is being requested?</i>	
<i>If renewing for reduced amount, please describe reasoning and how project will meet it's performance outcomes and targets</i>	
Is this project still identified as relevant in the BBCoC's HAP and Strategic Plan?	
Did this project have previous CAPs or mandatory TA that would make it eligible for reallocation this year?	
APR Results on System Performance Measures	
Avg. Change in Overall Cash Stayers?	
Avg. Change in Overall Cash leavers?	
Percent of leavers exiting to Permanent Housing destinations?	

B. THRESHOLD CRITERIA

Instructions:

New projects must meet threshold criteria to be included in the BBCoC Collaborative Application. Information about the threshold criteria is included in Column A. Use the drop down menus to select your answers in Column C. If you answer "yes" to a threshold question, the box is highlighted in green. If you answer "no" to a threshold question, the box will be highlighted red. If the answer is "no" for any of the threshold criteria, the project is not eligible.

Threshold Criteria	Question	Response
<p>Eligible Applicant: Eligible project applicants for the CoC Program are nonprofit organizations, States, local governments, instrumentalities of State and Local governments, and Indian Tribes and Tribally Designated Housing Entities (TDHE). <i>Please include a copy of organizations SAMS registration with valid UEI number with your attachments for this application. See Tab G.</i></p>	Are the applicant eligible applicants?	
<p>Project Eligibility: Proposed project type is eligible for bonus, reallocation, or domestic violence bonus funding in the 2023 CoC NOFO.</p>	Project eligibility will be assessed during application review by BBCoC Staff.	
<p>Application Score Threshold: Project application must receive a minimum 74 points in the local renewal project application process to be included in the consolidated application package.</p>	Project applications will be scored by Project Review Committee.	
<p>Homeless Management Information System (HMIS) Participation: Project has certified in application it does participate in the CoC HMIS. Projects that do not participate, or have not agreed to participate, are not eligible for funding, unless it is a victim-service agency, serving survivors of domestic violence, or a legal services agency and utilizes a comparable database.</p>	Please certify the project's participation in HMIS by selecting whether the project: (a) currently participates in the CoC HMIS or (b) is a victim-service agency or legal services agency that utilizes a comparable database.	
<p>Coordinated Entry: All projects who receive HUD CoC funding are required to participate in Coordinated Entry. Housing projects must notify BBCoC Coordinated Entry Director of all openings and fill those openings with participants referred from Coordinated Entry. DV providers shall participate with Coordinated Entry while protecting client data and safety. Project has certified in application it does or will participate in Coordinated Entry . <i>Attach CE MOU see Tab G.</i></p>	Does the project certify that it does participate in Coordinated Entry (CE)?	
<p>Match: The agency budget must include committed match funding equivalent to 25% of the grant except for leasing funds.</p>	Did the project budget include committed match funding equivalent to 25% of the grant except for leasing funds?	
<p>Client Eligibility: The population to be served must meet HUD CoC program eligibility requirements, and the project application must clearly establish eligibility of project applicants.</p>	Does the population that the project served meet the HUD CoC program eligibility requirements?	
<p>Recent Financial Statement: Projects must provide an up to date audited financial statement (from 12/31/2020 or more recent), and single audit (if applicable).</p>	Please include an audited financial statement and single audit (if applicable) with your attachments for this application. See Tab G.	
<p>Equal Access and Non-Discrimination: The project ensures equal access for program participants regardless of their race, color, national origin, religion, sex, age, familial status, disability, gender or LGBTQ status. The project complies with all federal and state civil rights and fair housing laws including the Fair Housing Act, Title IV of the Civil Rights Act and the Equal Access Rule.</p>	Does the project certify that it complies with the equal access and non-discrimination requirements?	
<p>Monitoring, Training and Technical Assistance: All projects must agree to be responsive to project monitoring, training and technical assistance from the CoC, including HMIS.</p>	Has the project been responsive to project monitoring, training and technical assistance from the CoC and HMIS?	
<p>Code of Conduct: All projects must provide a copy of organizations Code of Conduct demonstrating requirements to conduct business in accordance with ethical standards.</p>	Please include a copy of organizations Code of Conduct with your attachments for this application. See Tab G.	

C. SYSTEM ENGAGEMENT

Instructions: Narrative responses should be concise. Please aim for responses of 500 words or less to each question.

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	Administration of ESNAPS	Notes:	Max Points	Points Awarded
	Applicants should have a minimum of 2 active staff with ESNAPS profiles	Please include ESNAPS Screenshoot with your attachments for this application. See Tab G.	2	
	Applicants should have a minimum of 2 active staff with ELOCCS profiles	Please include ELOCCS Screenshoot with your attachments for this application. See Tab G.	2	
	Provide copy of Executed contract with HUD for project.	Please include executed HUD contract with your attachments for this application. See Tab G.	2	
	Community Need: Addressing Local Priorities			
	Please describe how the project type and size meets a need for services in our area as identified from BBCoC Homelessness Assistance Plan, HMIS, PIT Reports, and other HUD resources and approved databases.	3: Sources clearly articulate the unmet need for the services proposed in the application. 2: Data attempts to define the unmet need. 0: Data does not address the unmet need.	3	
	Please describe how the project target population and their severity of needs addresses local priorities as identified in the BBCoC Homelessness Assistance Plan. How does will the project advance those goals? (Cite specific elements to be addressed)	6: The agency has clearly documented how the project will accomplish serving the client population to advance 3 goals in the HAP. 4: Advance 2 goals. 2: Advanced 1 goal. 0: No advancement of goals identified.	6	
	Coordinated Entry			
	Describe how the project has implemented and participated in the BBCoC Coordinated Entry assessment and referral process. If agency is already using CE for other projects, please attach CE MOU See Tab G.	5: Serves as CE Assess point and only accepts referrals through CE. 2: Use the CE Assessment tool and accept referrals through CE only. 0: Does not use the CE Assessment Tool and takes referrals outside of the CE System.	5	
	Racial Equity			

<p>Include narrative and data demonstrating organizations executive and direct service staff racial and ethnic makeup is reflective of the clients served within the past year. Include percentages of makeup.</p>	<p>3: Organization has analyzed staff and client racial and ethnic makeup and the staff makeup matches the client demographic makeup within 10%.</p> <p>2: Organization has analyzed staff and client racial and ethnic makeup, but they do not mirror each other within 10%.</p> <p>1: Organization has analyzed staff or client racial and ethnic make up.</p> <p>0: No analysis done on either staffing or clients served.</p>	<p>3</p>
<p>Include narrative about organizations commitment to hiring racially and ethnically diverse staff at all levels as well as board recruitment, racial and cultural trainings provided for staff, responsiveness to evaluations of practice and policy of racial and cultural inequalities.</p>	<p>2: Organization has evaluated racial equity at both staff and board level and made plans to address racial and cultural inequalities.</p> <p>1: Organization has evaluated racial equity at both staff and board level but no plans have been made to address racial and cultural inequalities.</p> <p>0: No evaluation has been done on or plans made to address racial and cultural inequalities.</p>	<p>2</p>
<p>Housing First</p> <p>Demonstrate how the program does not mandate client participation in services either before obtaining housing or in order to retain housing, is low barrier, does not screen out based on income, active/history of substance abuse, having criminal record or history of domestic violence as described and referenced the organizations policies and procedures. Attach any supporting documentation, policy and procedure, eligibility criteria, intake document, etc. See Tab G.</p>	<p>3: Organizations policies and procedures demonstrate operating under Housing First and includes specific details of expectation.</p> <p>1: Policies and procedures are vague and not detailed but show commitment to operation under Housing First model.</p> <p>0: Failure to document how Housing First policy is implemented.</p>	<p>3</p>
<p>Describe how the project prioritizes rapid placement and stabilization in permanent housing.</p>	<p>2: Policies and procedures describe in detail how rapid placement and stabilization in permanent housing is measured.</p> <p>1: Policies and procedures are vague and not detailed but show commitment to rapid placement and stabilization in permanent housing is measured.</p> <p>0: Failure to document commitment to rapid placement and stabilization is implemented.</p>	<p>2</p>
<p>Coordination with Healthcare</p> <p>Please describe how the project coordinated with at least one healthcare organization to provide participants access to healthcare services and insurance. Provide a commitment from the healthcare organization through an executed MOU and/or letter of financial or in-kind support of the project. Attach letter - See Tab G.</p>	<p>6: Have commitment for healthcare organization ensure clients are connected to health insurance and health care, includes completed MoU and letter of commitment.</p> <p>3: Has identified healthcare partners but only has an MoU or letter of commitment.</p> <p>0: Has no MoU or letter of commitment</p>	<p>6</p>
<p>Incorporating Lived Experience</p>		

<p>Describe how your organization and/or project meaningfully involves people with lived experience of homelessness in project design, implementation, evaluation, and/or decision making.</p>		5	<p>5: Agency is currently involving people with lived experience in two or more aspects. 3: Agency detailed plans to involve people with lived experience in two or more aspects. 0: Agency does not plan to involve people with lived experience of homelessness.</p>
<p>Improvement of System Performance Measures Describe how the project has improved two or more of the HUD System Performance Measures for our CoC. Include clear goals and outcomes for each measure addressed.</p>		10	<p>10: Clearly demonstrates the applicants understanding of the CoC goals, and has documented how it has improved at least 2 of those measures. 5: Only documents improvement in 1 measure. 0: Does not document how it will improve any SPM.</p>

Total Points (System) 51 0

D. PROGRAM DETAIL

Instructions: Narrative responses should be concise. Please aim for responses of 500 words or less to each question.

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- You can adjust the height of rows to create more space, as needed.

				Max Points	Points Awarded
Project Operation- Staffing Plan with Job Descriptions			Notes:		
Describe how the project staff was implemented, including current staff qualifications, staffing plan with dates of hire, location of service delivery, and all available supportive services. Include details for any new hires if project is renewed. Provide a detailed narrative and attach job descriptions. See Tab G.			<p>5: Detailed description of how project was implemented, includes detailed plan with all relevant job descriptions showing dates of hire and vacancies for each position and describes supportive services. All job descriptions attached.</p> <p>3: Detailed description of implementation and job descriptions but attachments are not available.</p> <p>2: Plan lacks some details requested.</p> <p>0: No detailed plan.</p>	5	
Project Operation- Organizational Chart					
Attach organizational chart in Tab G. Show both existing staff and proposed staffing to be hired under this project if renewed.		Please include organizational chart in Tab G.	<p>5: Organization chart documents all existing staff and any proposed staff to be hired under this project.</p> <p>3: Organization chart documents all existing staff only.</p> <p>0: No organizational chart provided.</p>	5	
Project Operation- Operational Plan					
Describe how the project has implemented the following: A. Staff Training (trauma informed care, confidentiality and security, programmatic specific training, etc.) B. Adoption of Policies and Procedures (Eligibility, Programmatic requirements) C. Forms and Documentation (client screening, intake data collection) Provide all relevant attachments. See Tab G.			<p>10: Comprehensive operational plan, min. of 3 types of training, P&Ps are accurate and complete, forms and documentation are clear, sufficient and established.</p> <p>5: Had operational plan but details are missing, training plan is inadequate, P&Ps, forms and docs are adequate.</p> <p>3: Has an outline of an operational plan but it lacks details and specificity in areas of staffing, training, P&Ps, forms and documentation.</p> <p>0: There is no operational plan, though the elements of staffing, training, P&Ps, forms and documents may be provided.</p>	10	
Project Operation- Client Eligibility					

<p>Describe how project determines client eligibility. Provide clear written procedures to verify client eligibility for program services as defined in the NOFO based on the project type and has defined policies for referring and receipt of referrals through Coordinated Entry. Attach Eligibility P&P and other related documents. See Tab G.</p>		<p>10: Client Eligibility is clearly defined, understood, included process for sending and receiving referrals through Coordinated Entry.</p> <p>5: Client eligibility is clearly defined but does not reference both the use of Coordinated Entry.</p> <p>3: Client eligibility is not clearly defined though they may be referenced to use of CE.</p> <p>0: No explanation of client eligibility.</p>	10	
<p>Describe how the project ensures participants are assisted with obtaining mainstream benefits such as health, social, and employment programs that they are eligible for. Be sure to include specific partnerships.</p>		<p>6: Narrative includes detailed process on connecting clients to mainstream benefits promoting economic self-sufficiency.</p> <p>3: Referral for mainstream benefits is included but lacks specific partnerships.</p> <p>0: No explanation of client referral for mainstream benefits.</p>	6	
<p>Project Outcomes and Deliverables</p> <p>What were the outcomes for the project, how were the outcomes be measured, tracked and documented over the project period?</p>		<p>6: Response clearly outlines number of individuals/households assisted in 12 month time frame, explains how project has improve system performance, demonstrates knowledge and commitment to use of HMIS (or comparable DB for DV) used for measurement, tracking and documentation.</p> <p>3: Response outlines quantity in deliverables, does not address measurement, tracking, documentation or improvement of measures.</p> <p>0: Explanation lacked significant details or no explanation of outcomes provided</p>	6	

Total Points (Program)

42

0

E. BUDGET AND ADMIN

Instructions: Narrative responses should be concise. Please aim for responses of 500 words or less to each question.

Excel tips for narrative questions:

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-The cells are set to "Wrap Text," but if you copy and paste content into the cell, you may have to select "Wrap Text" again for the cell.

-You can adjust the height of rows to create more space, as needed.

		Notes:	Max Points	Points Awarded
<p style="text-align: center;">Budget</p> <p>Provide a detailed project budget describing how requested funding will be allocated including the cost per person/ per household served and the breakdown of the amount and percent of costs to be spent on housing assistance, supportive services, HMIS and administration. The eSnaps Budget page for the project can be referenced but there should also be narrative including cost per person and household. Budget Template provided under Tab F.</p>		<p>5: Provided detailed budget narrative that includes cost per person/household breakdown, an percent of costs spent on housing assistance, support services, HMIS and Admin. Budget Template complete.</p> <p>3: Budget narrative is clear but lacks details on cost per person/household breakdown, percent of costs spent on housing assistance, support services, HMIS and Admin. Budget Template is complete.</p> <p>0. No budget narrative provided.</p>	5	
<p style="text-align: center;">Match Requirement</p> <p>There is a commitment of 25% match for the project from an allowable source for the projects proposed operation dates. Attach a letter from the source of match funds indicating the match funding is dedicated to carrying out activities related to this project. See Tab G.</p>	<p>Please include Match Letter in Tab G.</p>	<p>6: match commitment documentation is for 25%, is for activities related to this project and from an allowable match source specifically for the project operation dates.</p> <p>3: Match commitment is for previous year operation but is expected to continue.</p> <p>0. No Match provided.</p>	6	

Total Points (Budget) 11 0

Grand Total Points 104 0

F. Budget Template for HUD RENEWAL PROJECTS

Project Name:

Please provide a summary budget for your proposed projects using the table below/ Indicate the total amount of HUD CoC funds you are requesting and your match, broken down into the provided budget categories per HUD's BLI's. Please refer to <https://www.hudexchange.info/homelessness-assistance/coc-esq-virtual-binders/coc-eligible-activities/coc-eligible-activities-overview/> for more detailed information as you develop your budget.

Note: RRH projects BLI's are tenant based rental assistance, supportive services, HMIS, and admin. Joint TH/RRH are leasing, operations, tenant based rental assistance, supportive services, HMIS and admin. Match must be atleast 25% of the total HUD funding requested (not including leasing costs) and must be spend on HUD allowable costs.

	Amount of HUD CoC Funding Requested	Amount of Match	Total
Budget Line Items (BLI's)			
Acquisition	\$ -	\$ -	\$ -
Rehabilitation	\$ -	\$ -	\$ -
New Construction	\$ -	\$ -	\$ -
Leasing	\$ -	\$ -	\$ -
Rental Assistance	\$ -	\$ -	\$ -
Operations	\$ -	\$ -	\$ -
Supportive Services	\$ -	\$ -	\$ -
HMIS	\$ -	\$ -	\$ -
Admin	\$ -	\$ -	\$ -
GRAND TOTAL	\$ -	\$ -	\$ -

G. ATTACHEMENTS

Instructions: This is a check list of Attachments to include with the submission of this excel application. Please include all attachments as PDF's and ensure that they are in order of the the attachment list.

Check List of Attachments			
Attachment	Required?	Attached	Notes (name, relevant page numbers, etc.)
HUD Annual Performance Reports (APRs) or other funder reports demonstrating performance from a comparable project.	Yes		
A report from a comparable project within the last two years that demonstrates bed or unit utilization. Can be same report as above.	Yes		
Budget Narrative	Must either enter Budget Narrative in Tab F or submit as attachment (Budget Table required either way)		
Most recent annual independent audit with Management Letter or financial statement (if audit not required) —must be from a fiscal year ending December 31, 2020 or later.	Yes		
Proof of 501c3 non-profit status (if applicable)	Yes, if Applicable		
Proof of SAM'S registration and UEI number	Yes		
ESNAPS User Profile Screenshot	Yes		
Housing First documentation Attach documents that show implementation of Housing First principles in the proposed program. This could include: Resident Selection Criteria/Housing Application; Participant Agreement; Lease and/or subleases; and/or House Rules.	Yes		
CE MOU	Yes		
Healthcare Coordination Support Letter or MOU	Yes		
Staffing Plan and Timeline	Yes		
Operational Plan Documents	Yes		
Eligibility And Intake Documentation	Yes		
Proof of Match	Yes		
A letter of support or Memorandum of Understanding (MOU) with another organization committing housing funding or units from a source other than CoC/ESG that is at least 25% of units (for PSH) or 25% of participants to be served (for RRH)	Optional		
A written commitment from a health care organization to provide health care services equal in value to at least 25% of funds being requested (or, if a substance use disorder treatment or recovery project, that treatment or recovery services will be provided to all participants who qualify and chose the services).	Optional		

H. References

- Big Bend CoC
2023 NOFO and Local Competition <https://bigbendcoc.org/>
<https://bigbendcoc.org/nofo/2023-hud-nofo/>
- PIT/HIC Reports and Sys Performance Reports <https://bigbendcoc.org/annual-reports/>
- HAP and Strategic Plan
Coordinated Entry Policy and Procedures <https://bigbendcoc.org/committees/needs-assessment-and-planning/>
http://bbcoc2022.bigbendcoc.org/wp-content/uploads/2022/10/20201029_BBCoC-Coordinated-Entry-Policies-Procedures-v4.pdf
- HUD Virtual Binders <https://www.hudexchange.info/homelessness-assistance/coc-ess-virtual-binders/>

2023 CoC NOFO: Renewal Project Local Application

Excel instructions: You will only be able to select and edit the fillable boxes in this tool. The rest of the cells are locked. If you have any issues with the tool, please reach out to applications@bigbendcoc.org. When you complete your application, save this Excel tool with the name of your project in the file name. Email this application form along with all attachments to applications@bigbendcoc.org.

Please complete all required boxes that are shaded **light blue** in Tabs A-G (Tab H is for reference only)

Excel tips for narrative questions:

- Depending on your version of Excel, you may not be able to spell check in a protected workbook like this one. If you want to use spell check, write your narrative responses in a Word document and paste into the Excel workbook when you are ready. It is easier to copy and paste if you limit your response to one paragraph per question.
- In Excel, you can start a new paragraph by pressing "Alt"+"Enter."
- The cells are set to "Wrap Text," but if you copy and paste content into the cell, you may have to select "Wrap Text" again for the cell.
- You can adjust the height of rows to create more space, as needed.

Project Applicant Information

Agency Name:	Big Bend Homeless Coalition DBA Family Promise Big Bend
Agency Address:	325 John Knox Road
Contact Person:	Tamika Fields
Contact Phone:	(850) 576-5566, ext 9436
Contact Email:	tfields@familypromisebigbend.org
Executive Director:	Nick Maddox
ED Phone:	(850) 759-2001
ED Email:	nmaddox@familypromisebigbend.org

Project Information

Name of Project:	Home Plate
Project Address if Applicable	325 John Knox Road
Current Project Start & End Dates	September 1, 2022 - August 31, 2023
Project Type	PSH
HUD Grant Number	FL0302L4H062113
Project Current Award Amount	\$765,417
APR Submission Date	11/29/2022

Project Description

Please provide a brief narrative of current project. This narrative is not scored but provides details to orient Review Committee of project.	This Permanent Supportive Housing project provides housing assistance and supportive services to 70 formerly chronic homeless individuals
Describe the type of housing the project provides (scattered site, single site) Does project provide rental assistance? Number of units? How do you acquire units?	Scattered site housing providing rental/leasing assistance to 70 persons that are acquired through negotiations with private landlords
What population does this project serve?	Adults meeting the definition of chronic homelessness
Indicate the number of people served through this project.	70
Does this project have any subrecipients? If so, list the names of subrecipients	no
Did project meet identified deliverables and spending drawdowns?	yes
<i>If no, please explain and confirm if extension was granted.</i>	n/a
<i>Where there any corrective action plans or recommendations imposed?</i>	No

Renewal Information

Is this project seeking renewal?	Yes
Does this amount match what is listed on the Grant Inventory Worksheet?	Yes
<i>If no, what amount of reduction is being requested?</i>	n/a
<i>If renewing for reduced amount, please describe reasoning and how project will meet it's performance outcomes and targets</i>	n/a
Is this project still identified as relevant in the BBCoC's HAP and Strategic Plan?	Yes
Did this project have previous CAPs or mandatory TA that would make it eligible for reallocation this year?	No

APR Results on System Performance Measures

Avg. Change in Overall Cash Stayers?	(\$638)
Avg. Change in Overall Cash leavers?	0
Percent of leavers exiting to Permanent Housing destinations?	77.78%

B. THRESHOLD CRITERIA

Instructions:

New projects must meet threshold criteria to be included in the BBCoC Collaborative Application. Information about the threshold criteria is included in Column A. Use the drop down menus to select your answers in Column C. If you answer "yes" to a threshold question, the box is highlighted in green. If you answer "no" to a threshold question, the box will be highlighted red. If the answer is "no" for any of the threshold criteria, the project is not eligible.

Threshold Criteria	Question	Response	
<p>Eligible Applicant: Eligible project applicants for the CoC Program are nonprofit organizations, States, local governments, instrumentalities of State and Local governments, and Indian Tribes and Tribally Designated Housing Entities (TDHE). <i>Please include a copy of organizations SAMS registration with valid UEI number with your attachments for this application. See Tab G.</i></p>	Are the applicant eligible applicants?	Yes	Reviewed by Johnna Coleman
<p>Project Eligibility: Proposed project type is eligible for bonus, reallocation, or domestic violence bonus funding in the 2023 CoC NOFO.</p>	Project eligibility will be assessed during application review by BBCoC Staff.		Reviewed by Johnna Coleman
<p>Application Score Threshold: Project application must receive a minimum 74 points in the local renewal project application process to be included in the consolidated application package.</p>	Project applications will be scored by Project Review Committee.		
<p>Homeless Management Information System (HMIS) Participation: Project has certified in application it does participate in the CoC HMIS. Projects that do not participate, or have not agreed to participate, are not eligible for funding, unless it is a victim-service agency, serving survivors of domestic violence, or a legal services agency and utilizes a comparable database.</p>	Please certify the project's participation in HMIS by selecting whether the project: (a) currently participates in the CoC HMIS or (b) is a victim-service agency or legal services agency that utilizes a comparable database.	Project currently participates in HMIS	Reviewed by Johnna Coleman
<p>Coordinated Entry: All projects who receive HUD CoC funding are required to participate in Coordinated Entry. Housing projects must notify BBCoC Coordinated Entry Director of all openings and fill those openings with participants referred from Coordinated Entry. DV providers shall participate with Coordinated Entry while protecting client data and safety. Project has certified in application it does or will participate in Coordinated Entry . <i>Attach CE MOU see Tab G.</i></p>	Does the project certify that it does participate in Coordinated Entry (CE)?	Yes-Project currently participates in CE	Reviewed by Johnna Coleman
<p>Match: The agency budget must include committed match funding equivalent to 25% of the grant except for leasing funds.</p>	Did the project budget include committed match funding equivalent to 25% of the grant except for leasing funds?	Yes	Reviewed by Johnna Coleman
<p>Client Eligibility: The population to be served must meet HUD CoC program eligibility requirements, and the project application must clearly establish eligibility of project applicants.</p>	Does the population that the project served meet the HUD CoC program eligibility requirements?	Yes	Reviewed by Johnna Coleman
<p>Recent Financial Statement: Projects must provide an up to date audited financial statement (from 12/31/2020 or more recent), and single audit (if applicable).</p>	Please include an audited financial statement and single audit (if applicable) with your attachments for this application. <i>See Tab G.</i>		Reviewed by Johnna Coleman
<p>Equal Access and Non-Discrimination: The project ensures equal access for program participants regardless of their race, color, national origin, religion, sex, age, familial status, disability, gender or LGBTQ status. The project complies with all federal and state civil rights and fair housing laws including the Fair Housing Act, Title IV of the Civil Rights Act and the Equal Access Rule.</p>	Does the project certify that it complies with the equal access and non-discrimination requirements?	Yes	Reviewed by Johnna Coleman
<p>Monitoring, Training and Technical Assistance: All projects must agree to be responsive to project monitoring, training and technical assistance from the CoC, including HMIS.</p>	Has the project been responsive to project monitoring, training and technical assistance from the CoC and HMIS?	Yes	Reviewed by Johnna Coleman
<p>Code of Conduct: All projects must provide a copy of organizations Code of Conduct demonstrating requirements to conduct business in accordance with ethical standards.</p>	Please include a copy of organizations Code of Conduct with your attachments for this application. <i>See Tab G.</i>		Reviewed by Johnna Coleman

C. SYSTEM ENGAGEMENT

Instructions: Narrative responses should be concise. Please aim for responses of 500 words or less to each question.

Excel tips for narrative questions:

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- You can adjust the height of rows to create more space, as needed.

Administration of ESNAPS	Notes:	Max Points	Points Awarded
<p>Applicants should have a minimum of 2 active staff with ESNAPS profiles</p> <p>Applicants should have a minimum of 2 active staff with ELOCCS profiles</p>	<p>Please include ESNAPS Screenshoot with your attachments for this application. See Tab G.</p> <p>Please include ELOCCS Screenshoot with your attachments for this application. See Tab G.</p>	<p>2</p> <p>2</p>	<p>2</p> <p>1</p>
<p>Provide copy of Executed contract with HUD for project.</p>	<p>Please include executed HUD contract with your attachments for this application. See Tab G.</p>	<p>2</p>	<p>2</p>
<p>Community Need: Addressing Local Priorities</p> <p>Please describe how the project type and size meets a need for services in our area as identified from BBCoC Homelessness Assistance Plan, HMIS, PIT Reports, and other HUD resources and approved databases.</p>	<p>Big Bend Homeless Coalition's Home Plate program provides Housing First Permanent Supportive Housing to 70 individuals who meet the definition of chronic homelessness. If this program is not renewed, these 70 individuals would lose their supportive housing placement. Furthermore, the BBCoC 2023 Point in Time Summary report prepared by the Big Bend Continuum of Care identifies a total of 178 people in our community meeting the definition for chronically homeless, demonstrating the need for continued Permanent Supportive Housing for Chronically Homeless in our community.</p> <p>The BBHC Home Plate Program advances the following goals of the Big Bend CoC's current HAP as amended in 2021: 1)Chronic Homeless Overarching Objective 3: Prioritize housing for chronically homeless individuals, and adult couples, reaching Functional Zero for Chronically Homeless Adults by 2025 as defined by the Built for Zero national effort. --Program serves only those individuals experiencing chronic homelessness and as such prioritizes this population. As spots are freed from clients leaving the program (most to more permanent housing options or through death), new chronically homeless individuals are identified through BBCoC Coordinated Entry program for placement, thus getting us closer to functional zero 2)Coordinated Entry Chronic Homelessness goal a: Collaborate with agencies serving individuals experiencing chronic homelessness to ensure that agencies are fully utilizing the Coordinated Entry System (CE) in HMIS, which will connect clients with appropriate services --Only individuals who are chronically homeless, as prioritized by the Coordinated Entry System are served and only accepted through CE. Individuals entering Home Plate now have increasingly intensive needs and high barriers.3)Permanent Rental Housing Chronic Homelessness goals a: Ensure PSH clients are assessed annually and supported to move on to other permanent housing as intensive support services are no longer needed; e:Continue the work of the Landlord Liaisons focusing on education, recruitment and support of landlords willing to house those with unstable housing backgrounds; f: Expand access to the landlord mitigation fund as a security measure for landlords housing chronic clients; g: Expand the work of the Landlord Liaison focusing on education, recruitment and support of landlords willing to house those with barriers to housing --As Move Along vouchers and other housing opportunities become available, we moved individuals out of Home Plate to free up space for newly identified individuals. When participants "income out" of the program and demonstrate stability, we exit them from Home Plate to free up space for newly identified individuals. Our partners in this area include: Landlords</p>	<p>3</p>	<p>3</p>
<p>Please describe how the project target population and their severity of needs addresses local priorities as identified in the BBCoC Homelessness Assistance Plan. How does will the project advance those goals? (Cite specific elements to be addressed)</p>	<p>6: The agency has clearly documented how the project will accomplish serving the client population to advance 3 goals in the HAP.</p> <p>4: Advance 2 goals.</p> <p>2: Advanced 1 goal.</p> <p>0: No advancement of goals identified.</p>	<p>6</p>	<p>6</p>

<p>Describe how the project has implemented and participated in the BBCoC Coordinated Entry assessment and referral process. If agency is already using CE for other projects, please attach CE MOU See Tab G.</p>	<p>Racial Equity</p> <p>Include narrative and data demonstrating organizations executive and direct service staff racial and ethnic makeup is reflective of the clients served within the past year. Include percentages of makeup.</p>	<p>Include narrative about organizations commitment to hiring racially and ethnically diverse staff at all levels as well as board recruitment, racial and cultural trainings provided for staff, responsiveness to evaluations of practice and policy of racial and cultural inequalities.</p>	<p>Housing First</p> <p>Demonstrate how the program does not mandate client participation in services either before obtaining housing or in order to retain housing, is low barrier, does not screen out based on income, active/history of substance abuse, having criminal record or history of domestic violence as described and referenced the organizations policies and procedures. Attach any supporting documentation, policy and procedure, eligibility criteria, intake document, etc. See Tab G.</p>	<p>Describe how the project prioritizes rapid placement and stabilization in permanent housing.</p> <p>Coordination with Healthcare</p>
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<p>Home Plate exclusively accepts referrals from the CoC's Coordinated Entry System using the CE Assessment Tool. Agency serves as access point per attached CE MOU. Please attached for CE MOU, Program P&P, attached elsewhere in this document demonstrate and outline CE exclusivity and process for accepting referrals through CE. CE MOU & HomePlate P&Ps attached.</p>	<p>For our most recent operating year, our client racial composition is 84% African American, 25% white, 1% Asian, Native American and other. Our total staff is 61 % African American and 3 % Asian, Native American and other. Our management team is 50 % African American and 50% white. Our executive management and senior management team demographic has changed this past year with intentional hiring and now more closely reflects our racial demographic and members who were formally homeless. We also have those who identify as LGBTQIA, which supports diverse perspectives in our client-focused programs.</p>	<p>Our board has adopted a formal recruitment process that includes a skills and diversity matrix for the board and staff. The entire board agrees on the types of diverse members needed and is thoughtful in recruiting the board and staff for specific demographics, skills, as well as for specific interests that align with our core mission and client demographics. Within the last year, the agency has strategically and intentionally hired management that represents the client's racial demographic as turnover in management occurred. Our goal during the hiring process is to select at least one of three finalists that will add some level of diversity to maintain a diverse workforce within the agency</p>	<p>We adhere to the tenants of Housing First in all ways. Home Plate does not mandate client participation in services either before obtaining housing or in order to retain housing. See excerpts from HP P&P manual in attachment labeled HP Housing First P&P</p>	<p>rapid and streamlined entry into housing – Home Plate coordinates with street outreach workers, shelter case managers, and program participants to move each participant into housing as quickly as possible. Home Plate also work to ensure fully informed choice based on apartments and dwellings available at the time. Voluntary supportive service delivery – Home Plate supportive services promote housing stability and include help with living skills, links to healthcare, and guidance accessing resources such as food, clothes, food stamps, and other essential goods and services. It also includes providing information about mental health, dental, and substance abuse services available in the community. All of these services are voluntary and proactively offered to help tenants achieve and maintain their goals, and first and foremost, their housing stability. Supportive services are offered in a person-centered, trauma-informed, and non-judgmental manner, using</p>
<p>5: Serves as CE Assess point and only accepts referrals through CE. 2: Use the CE Assessment tool and accept referrals through CE only. 0: Does not use the CE Assessment Tool and takes referrals outside of the CE System.</p>	<p>3: Organization has analyzed staff and client racial and ethnic makeup and the staff makeup matches the client demographic makeup within 10%. 2: Organization has analyzed staff and client racial and ethnic makeup, but they do not mirror each other within 10%. 1: Organization has analyzed staff or client racial and ethnic make up. 0: No analysis done on either staffing or clients served.</p>	<p>2: Organization has evaluated racial equity at both staff and board level and made plans to address racial and cultural inequalities. 1: Organization has evaluated racial equity at both staff and board level but no plans have been made to address racial and cultural inequalities. 0: No evaluation has been done on or plans made to address racial and cultural inequalities.</p>	<p>3: Organizations policies and procedures demonstrate operating under Housing First and includes specific details of expectation. 1: Policies and procedures are vague and not detailed but show commitment to operation under Housing First model. 0: Failure to document how Housing First policy is implemented.</p>	<p>2: Policies and procedures describe in detail how rapid placement and stabilization in permanent housing is measured. 1: Policies and procedures are vague and not detailed but show commitment to rapid placement and stabilization in permanent housing is measured. 0: Failure to document commitment to rapid placement and stabilization is implemented.</p>

<p>Please describe how the project coordinated with at least one healthcare organization to provide participants access to healthcare services and insurance. Provide a commitment from the healthcare organization through an executed MOU and/or letter of financial or in-kind support of the project. Attach letter - See Tab G.</p>	<p>Incorporating Lived Experience</p> <p>Describe how your organization and/or project meaningfully involves people with lived experience of homelessness in project design, implementation, evaluation, and/or decision making.</p>	<p>Improvement of System Performance Measures</p> <p>Describe how the project has improved two or more of the HUD System Performance Measures for our CoC. Include clear goals and outcomes for each measure addressed.</p>
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<p>Communication with health care is initiated individually on a client by client basis. Case managers assess client's health care needs and status upon program entry. Many clients have insurance upon program entry or are quickly connected to the best available plan for them, and case managers work with clients to access healthcare needs through their primary care physicians. Case managers work closely with Apalachee Services who provide some health care to connect our clients who are uninsured. Clients are also referred to Bond and Neighborhood Health Services when insurance doesn't cover the cost.</p>	<p>Our agency currently has staff and board members that report former histories of homelessness and bring their perspective to decision making, program design, implementation and evaluation at all levels of operation. Additionally, our staff constantly interact with clients seeking their feedback on aspects for improvement and incorporate this into planning and evaluation. One specific example is our clients input with regard to campus safety - both physical and psychological, which has created a focus on better safety and security and increased awareness of staff trauma responses.</p>	<p>Project meets following HUD/CoC Systems performance Measures: Measure 3 - Number of homeless persons and Measure 7 - successful Housing Placement. Measure 3 is met because all participants in program were formerly homeless and all new participants move directly from homelessness, thus program decreases number of those experiencing homelessness in our community by the number of individuals the project serves: 70. Measure 7 is met in that all participants coming into program (which is a permanent housing placement) meet federal definition of homelessness and are from street outreach (Measure 7a.1) or emergency shelter (Measure 7b.1), thereby effecting a change (an increase) in exits from SO and ES to increase exits from these homelessness situations into permanent housing by the number of clients entering into the program.</p>
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<p>6: Have commitment for healthcare organization ensure clients are connected to health insurance and health care, includes completed MOU and letter of commitment. 3: Has identified healthcare partners but only has an MoU or letter of commitment. 0: Has no MoU or letter of commitment</p>	<p>5: Agency is currently involving people with lived experience in two or more aspects. 3: Agency detailed plans to involve people with lived experience in two or more aspects. 0: Agency does not plan to involve people with lived experience of homelessness.</p>	<p>6 0</p> <p>5 4</p> <p>10 9</p>
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Total Points (System) 51 41

D. PROGRAM DETAIL

Instructions: Narrative responses should be concise. Please aim for responses of 500 words or less to each question.

Excel tips for narrative questions:

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- The cells are set to "Wrap Text," but if you copy and paste content into the cell, you may have to select "Wrap Text" again for the cell.

- You can adjust the height of rows to create more space, as needed.

		Notes:	Max Points Awarded	Points Awarded
<p>Project Operation- Staffing Plan with Job Descriptions</p> <p>Describe how the project staff was implemented, including current staff qualifications, staffing plan with dates of hire, location of service delivery, and all available supportive services. Include details for any new hires if project is renewed. Provide a detailed narrative and attach job descriptions. See Tab G.</p>	<p>Home Plate implements the best practice of having supportive services and housing administration separated yet closely coordinated. We follow the guidance of Corporation for Supportive Housing Technical Assistance and HUD best practices, and have our staff organized accordingly. See attached documented labeled Home Plate Staffing Plan for full description with job descriptions.</p>	<p>5: Detailed description of how project was implemented, includes detailed plan with all relevant job descriptions showing dates of hire and vacancies for each position and describes supportive services. All job descriptions attached.</p> <p>3: Detailed description of implementation and job descriptions but attachments are not available.</p> <p>2: Plan lacks some details requested.</p> <p>0: No detailed plan.</p>	5	5
<p>Project Operation- Organizational Chart</p> <p>Attach organizational chart in Tab G. Show both existing staff and proposed staffing to be hired under this project if renewed.</p>	<p style="text-align: center;">Please include organizational chart in Tab G.</p>	<p>5: Organization chart documents all existing staff and any proposed staff to be hired under this project.</p> <p>3: Organization chart documents all existing staff only.</p> <p>0: No organizational chart provided.</p>	5	5
<p>Project Operation- Operational Plan</p> <p>Describe how the project has implemented the following: A. Staff Training (trauma informed care, confidentiality and security, programmatic specific training, etc.) B. Adoption of Policies and Procedures (Eligibility, Programmatic requirements) C. Forms and Documentation (client screening, intake data collection)</p> <p>Provide all relevant attachments. See Tab G.</p>	<p>A: Training Provided: 1) New Staff/Orientation – BBHC conducts new staff orientations several times each year and new case managers shadow existing case managers for a few weeks; 2) New Grantees/HUD JAX – Staff attends when offered; 3) Trauma Informed Care – Staff receive Trauma Informed Care internally and are encouraged to participate in external online training; 4) Confidentiality and Security – All new staff are provided agency Personnel Policy and Procedures Manual and confidentiality and security sections are reviewed individually. Refreshers are offered in weekly team meetings and in one on one supervision; 5) Conflict Resolution and Grievance P&P – All new staff are provided individually at hire, with refreshers offered in weekly team meetings and in one-on-one supervision.</p> <p>B: Adoption of Policies and Procedures (See Attachment: Home Plate P&P)</p> <p>1) Homeless status and eligibility determination; 2) Programmatic requirements</p> <p>C: Forms and Documentation (See Attachment: Home Plate P&P) 1) Client screening and eligibility forms 2) Data collection forms</p> <p>See Attachment: Home Plate P&P</p>	<p>10: Comprehensive operational plan, min. of 3 types of training. P&Ps are accurate and complete, forms and documentation are clear, sufficient and established.</p> <p>5: Had operational plan but details are missing, training plan is inadequate, P&Ps, forms and docs are adequate.</p> <p>3: Has an outline of an operational plan but it lacks details and specificity in areas of staffing, training, P&Ps, forms and documentation.</p> <p>0: There is no operational plan, though the elements of staffing, training, P&Ps, forms and documents may be provided.</p>	10	10
<p>Project Operation- Client Eligibility</p> <p>Describe how project determines client eligibility. Provide clear written procedures to verify client eligibility for program services as defined in the NOFO based on the project type and has defined policies for referring and receipt of referrals through Coordinated Entry.</p> <p>Attach Eligibility P&P and other related documents. See Tab G.</p>	<p>Client eligibility is addressed in the Section E of the Home Plate Program Policy and Procedures Manual. These are attached separately as requested. See Attachment labeled: HP Eligibility P&P</p>	<p>10: Client Eligibility is clearly defined, understood, included process for sending and receiving referrals through Coordinated Entry.</p> <p>5: Client eligibility is clearly defined but does not reference both the use of Coordinated Entry, their may be referenced to use of CE.</p> <p>3: Client eligibility is not clearly defined though they may be referenced to use of CE.</p> <p>0: No explanation of client eligibility.</p>	10	10

Describe how the project ensures participants are assisted with obtaining mainstream benefits such as health, social, and employment programs that they are eligible for. Be sure to include specific partnerships.

Project Outcomes and Deliverables

What were the outcomes for the project, how were the outcomes measured, tracked and documented over the project period?

<p>Each program participant is assessed upon entry into the program to determine clients needs, interests and goals. Case managers work with clients based upon the needs identified in this assessment to help client access needed supports. Our partnership with DCF ensures quick and easy connection to SNAP benefits as well as referral to local food pantries like ECHO to ensure adequate food. Clients without health insurance are connected to Apalachee, Bond and/or Neighborhood Health Services to obtain health care needs. For those clients who are interested in and able to obtain employment (all of our clients have a disability but some are able to work), we have a long standing partnership with Career Source Capital Region and refer our clients to them for job placement and training assistance. All of these goals are included in an Individual Housing Plan which focuses on three areas: 1)Housing stability, 2)access to resources and 3)self-determination/social goals. Case managers work with clients on these goals, monitoring progress monthly, reassessing and updating and coordinating additional referrals as needed.</p>	<p>6: Narrative includes detailed process on connecting clients to mainstream benefits promoting economic self-sufficiency.</p> <p>3: Referral for mainstream benefits is included but lacks specific partnerships.</p> <p>0: No explanation of client referral for mainstream benefits.</p>	<p>6</p> <p>6</p>
<p>Home Plate will achieve the following 2 project outcomes in the proposed renewal project year: 1)The program will serve a minimum of 70 clients during the grant year. This positively impacts our CoC performance measure by reducing the number of people experiencing homelessness (CoC System Performance measure.3) since all people served in the program enter from homelessness. 2)The program will have a permanent housing retention rate of 95%, meaning that of the 70 people served in a year, 67 (95%) will remain in the program at year end or will leave the program for another permanent housing solution. These outcomes are obtained through consistent client contact, and are measured, tracked and documented in the HMIS system.</p>	<p>6: Response clearly outlines number of individuals/households assisted in 12 month time frame, explains how project has improve system performance, demonstrates knowledge and commitment to use of HMIS (or comparable DB for DV) used for measurement, tracking and documentation.</p> <p>3: Response outlines quantity in deliverables, does not address measurement, tracking, documentation or improvement of measlures.</p> <p>0: Explanation lacked significant details or no explanation of outcomes provided</p>	<p>6</p> <p>4</p>
<p>All client program entry and exit activity and reasons for exit will be entered into the HMIS system at the time of entry/exit. HMIS reports (mainly activity reports and APRs) are run and reviewed monthly to analyze performance objectives and deliverables.</p>		<p>42</p>
<p>Total Points (Program)</p>		<p>40</p>

E. BUDGET AND ADMIN

Instructions: Narrative responses should be concise. Please aim for responses of 500 words or less to each question.

Excel tips for narrative questions:

- Depending on your version of Excel, you may not be able to spell check in a protected workbook like this one. If you want to use spell check, write your narrative responses in a Word document and paste into the Excel workbook when you are ready. It is easier to copy and paste if you limit your response to one paragraph per question.
- In Excel, you can start a new paragraph by pressing "Alt"+"Enter."
- The cells are set to "Wrap Text," but if you copy and paste content into the cell, you may have to select "Wrap Text" again for the cell.
- You can adjust the height of rows to create more space, as needed.

		Notes:	Max Points	Points Awarded
<p style="text-align: center;">Budget</p> <p>Provide a detailed project budget describing how requested funding will be allocated including the cost per person/ per household served and the breakdown of the amount and percent of costs to be spent on housing assistance, supportive services, HMIS and administration. The eSnaps Budget page for the project can be referenced but there should also be narrative including cost per person and household. Budget Template provided under Tab F.</p>	<p>Requested Funding:\$712,822</p> <p>Housing Assistance:\$578,817 - 70 1 Bedroom units for 12 months at most recently available FMR</p> <p>Supportive Services: Staffing - \$100,250Covers partial payroll costs of all program staff including Program Director, Case Manager and Housing Administration.</p> <p>- \$5,565 Covers utilities for participants without income as well as some transportation costs, IDs, and other direct client assistance.</p> <p>Administration: \$28,190 - Covers partial payroll and supplies of administrative staff.</p> <p>25%- \$33,501 - Match of 25% required for total of all budget line items except leasing (\$134,005 x 24% is \$33,501). Used to cover partial payroll costs and other program expenses such as insurance not covered by the grant. This match is provided through our CHSP PSH funding grant which is renewable for 23-24.</p> <p>TOTAL - \$ 746,323</p> <p>Avg Cost/Household: \$10,661</p>	<p>5: Provided detailed budget narrative that includes cost per person/household breakdown, an percent of costs spent on housing assistance, support services, HMIS and Admin. Budget Template complete.</p> <p>3: Budget narrative is clear but lacks details on cost per person/household breakdown, percent of costs spent on housing assistance, support services, HMIS and Admin.Budget Template is complete.</p> <p>0: No budget narrative provided.</p>	5	3
<p style="text-align: center;">Match Requirement</p> <p>There is a commitment of 25% match for the project from an allowable source for the projects proposed operation dates. Attach a letter from the source of match funds indicating the match funding is dedicated to carrying out activities related to this project. See Tab G.</p>	<p>Please include Match Letter in Tab G.</p>	<p>6: match commitment documentation is for 25%, is for activities related to this project and from an allowable match source specifically for the project operation dates.</p> <p>3: Match commitment is for previous year operation but is expected to continue.</p> <p>0: No Match provided.</p>	6	6

Total Points (Budget)

11

9

Grand Total Points

104

90

F. Budget Template for HUD RENEWAL PROJECTS

Project Name:

Please provide a summary budget for your proposed projects using the table below/ Indicate the total amount of HUD CoC funds you are requesting and your match, broken down into the provided budget categories per HUD's BLI's. Please refer to <https://www.hudexchange.info/homelessness-assistance/coc-esq-virtual-binders/coc-eligible-activities/coc-eligible-activities-overview/> for more detailed information as you develop your budget.

Note: RRH projects BLI's are tenant based rental assistance, supportive services, HMIS, and admin. Joint TH/RRH are leasing, operations, tenant based rental assistance, supportive services, HMIS and admin. Match must be atleast 25% of the total HUD funding requested (not including leasing costs) and must be spend on HUD allowable costs.

	Amount of HUD CoC Funding Requested	Amount of Match	Total
Budget Line Items (BLI's)			
Acquisition	\$ -	\$ -	\$ -
Rehabilitation	\$ -	\$ -	\$ -
New Construction	\$ -	\$ -	\$ -
Leasing	\$ 578,817.00	\$ -	\$ 578,817.00
Rental Assistance	\$ -	\$ -	\$ -
Operations	\$ 5,565.00	\$ 1,391.25	\$ 6,956.25
Supportive Services	\$ 100,250.00	\$ 25,062.50	\$ 125,312.50
HMIS	\$ -	\$ -	\$ -
Admin	\$ 28,190.00	\$ 7,047.50	\$ 35,237.50
GRAND TOTAL	\$ 712,822.00	\$ 33,501.25	\$ 746,323.25

G. ATTACHEMENTS

Instructions: This is a check list of Attachments to include with the submission of this excel application. Please include all attachments as PDF's and ensure that they are in order of the the attachment list.

Check List of Attachments	Required?	Attached	Notes (name, relevant page numbers, etc.)
HUD Annual Performance Reports (APRs) or other funder reports demonstrating performance from a comparable project.	Yes	Yes	
A report from a comparable project within the last two years that demonstrates bed or unit utilization. Can be same report as above.	Yes	Yes	
Budget Narrative	Must either enter Budget Narrative in Tab F or submit as attachment (Budget Table required either way)	Yes	
Most recent annual independent audit with Management Letter or financial statement (if audit not required) —must be from a fiscal year ending December 31, 2020 or later.	Yes	Yes	
Proof of 501c3 non-profit status (if applicable)	Yes, if Applicable	Yes	
Proof of SAM'S registration and UEI number.	Yes	Yes	
ESNAPS User Profile Screenshot	Yes	Yes	
Housing First documentation Attach documents that show implementation of Housing First principles in the proposed program. This could include: Resident Selection Criteria/Housing Application; Participant Agreement; Lease and/or subleases; and/or House Rules.	Yes	Yes	
CE MOU	Yes	Yes	
Healthcare Coordination Support Letter or MOU	Yes	Yes	
Staffing Plan and Timeline	Yes	Yes	
Operational Plan Documents	Yes	Yes	
Eligibility And Intake Documentation	Yes	Yes	
Proof of Match	Yes	Yes	
A letter of support or Memorandum of Understanding (MOU) with another organization committing housing funding or units from a source other than CoC/ESG that is at least 25% of units (for PSH) or 25% of participants to be served (for RRH)	Optional		
A written commitment from a health care organization to provide health care services equal in value to at least 25% of funds being requested (or, if a substance use disorder treatment or recovery project, that treatment or recovery services will be provided to all participants who qualify and chose the services).	Optional		

H. References

- Big Bend CoC
2023 NOFO and Local Competition <https://bigbendcoc.org/>
<https://bigbendcoc.org/nofo/2023-hud-nofo/>
- PIT/HIC Reports and Sys Performance Reports <https://bigbendcoc.org/annual-reports/>
HAP and Strategic Plan <https://bigbendcoc.org/committees/needs-assessment-and-planning/>
Coordinated Entry Policy and Procedures http://bbcoc2022.bigbendcoc.org/wp-content/uploads/2022/10/20201029_BBCoC-Coordinated-Entry-Policies-Procedures-v4.pdf
- HUD Virtual Binders <https://www.hudexchange.info/homelessness-assistance/coc-ess-virtual-binders/>

Johnna Coleman

From: Johnna Coleman
Sent: Wednesday, September 13, 2023 12:22 PM
To: vicki.butler@cesctlh.org; Danielle Dougherty
Subject: 2023 HUD COC NOFO Local Competition Score and Ranking

Good morning CESC, Inc. Team,

Thank you for submitting new application to the Big Bend CoC under the 2023 HUD CoC NOFO Local RFP. Unfortunately, the following application is not recommended for inclusion in the CoC's comprehensive application by the CoC Review Committee and Executive Committee.

- **CESC Rapid Rehousing PH-RRH**

A follow up email containing your detailed score sheets and the final list of projects will be sent to you shortly.

Sincerely,

Johnna Coleman, M.S.

Executive Director
Big Bend Continuum of Care
2507 Callaway Road #102
Tallahassee, FL 32303
Phone: 850-739-5162
jcoleman@bigbendcoc.org



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Johnna Coleman

From: Johnna Coleman
Sent: Wednesday, September 13, 2023 11:43 AM
To: Nick Maddox; Tamika Fields; Bret Oglesby; Tara Hall
Subject: 2023 HUD COC NOFO Local Competition Score and Ranking

Good morning Family Promise Team,

Thank you for submitting renewal applications to the Big Bend CoC under the 2023 HUD CoC NOFO Local RFP. The following applications were recommended for inclusion in the CoC's comprehensive application by the CoC Review Committee and Executive Committee.

- **HomePlate PH-PSH**
- **Youth Launch PH- RRH**

A follow up email containing your detailed score sheets and the final list of projects will be sent to you shortly.

Sincerely,

Johnna Coleman, M.S.

Executive Director
Big Bend Continuum of Care
2507 Callaway Road #102
Tallahassee, FL 32303
Phone: 850-739-5162
jcoleman@bigbendcoc.org



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Johnna Coleman

From: Johnna Coleman
Sent: Wednesday, September 13, 2023 11:44 AM
To: Mandy Bianchi
Subject: 2023 HUD COC NOFO Local Competition Score and Ranking

Good morning Ability 1st Team,

Thank you for submitting renewal applications to the Big Bend CoC under the 2023 HUD CoC NOFO Local RFP. The following applications were recommended for inclusion in the CoC's comprehensive application by the CoC Review Committee and Executive Committee.

- **A Place Called Home for Families PH-PSH**
- **A Place Called Home for Individuals PH- PSH**

A follow up email containing your detailed score sheets and the final list of projects will be sent to you shortly.

Sincerely,

Johnna Coleman, M.S.

Executive Director
Big Bend Continuum of Care
2507 Callaway Road #102
Tallahassee, FL 32303
Phone: 850-739-5162
jcoleman@bigbendcoc.org



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Johnna Coleman

From: Johnna Coleman
Sent: Wednesday, September 13, 2023 11:45 AM
To: Eric Layton; Broderick Seabrooks; Lona Ford
Subject: 2023 HUD COC NOFO Local Competition Score and Ranking

Good morning ARPC/BBCoC Team,

Thank you for submitting renewal application to the Big Bend CoC under the 2023 HUD CoC NOFO Local RFP. The following application is recommended for inclusion in the CoC's comprehensive application by the CoC Review Committee and Executive Committee.

- **HMIS**

A follow up email containing your detailed score sheets and the final list of projects will be sent to you shortly.

Sincerely,

Johnna Coleman, M.S.

Executive Director
Big Bend Continuum of Care
2507 Callaway Road #102
Tallahassee, FL 32303
Phone: 850-739-5162
jcoleman@bigbendcoc.org



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Johnna Coleman

From: Johnna Coleman
Sent: Wednesday, September 13, 2023 11:47 AM
To: Sylvia Smith; Rob Renzi
Subject: 2023 HUD COC NOFO Local Competition Score and Ranking

Good morning Big Bend Cares Team,

Thank you for submitting new application to the Big Bend CoC under the 2023 HUD CoC NOFO Local RFP. The following application is recommended for inclusion in the CoC's comprehensive application by the CoC Review Committee and Executive Committee.

- **Health and Wellness Housing PH-RRH**

A follow up email containing your detailed score sheets and the final list of projects will be sent to you shortly.

Sincerely,

Johnna Coleman, M.S.

Executive Director
Big Bend Continuum of Care
2507 Callaway Road #102
Tallahassee, FL 32303
Phone: 850-739-5162
jcoleman@bigbendcoc.org



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2023 HUD NOFO

Reviewer Scores and Ranking for All Projects (Project Listing)

Rank	Applicants and Projects	Project Type	Average	Accepted or Rejected	Requested Amounts	Reallocated Funds
1	ARPC/BBCoC Renewal	HMIS	97	Accepted	\$130,292.00	\$0.00
2	Ability 1st APCH Families Renewal	PH- PSH	97	Accepted	\$176,493.00	\$0.00
3	Family Promise- HomePlate Renewal	PH-PSH	96.33333333	Accepted	\$765,417.00	\$0.00
4	Ability 1st APCH Individuals Renewal	PH- PSH	94.66666667	Accepted	\$642,332.00	\$0.00
5	Family Promise- Youth Launch Renewal	PH-PSH	92.66666667	Accepted	\$168,485.00	\$0.00
6	Big Bend Cares- RRH	PH-RRH	97.66666667	Accepted	\$207,235.00	\$0.00
	CESC- RRH	PH- RRH	92.66666667	Rejected	\$0.00	\$0.00



2023 HUD NOFO COC PROJECT RANKING AND TIERING

SUMMARY:

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

- *Ann Brattain, Community Member*
- *Kim Ladner, Refuge House*
- *Robyn Wainner, City of Tallahassee*

Seven total projects were reviewed and scored by Review Committee Members. An Average Project Score was calculated by combining all review committee scores and dividing by the number of reviewers (3).

AVERAGE PROJECT SCORES:

BBCoC/ARPC HMIS Renewal	97
BBHC- Home Plate PSH Renewal	96.33
Ability 1st APCH Families PSH Renewal	97
Ability 1st APCH Individuals PSH Renewal	94.63
BBHC- Youth Launch RRH Renewal	92.67
Big Bend Cares RRH- New	97.67
CESC- RRH- New	92.67

APPROVAL:

The Review Committee and CoC staff recommendations are detailed below, be approved as the ranking and tiering to be submitted for the 2023 HUD CoC NOFO. Via electronic vote, the BBCoC Executive Committee of the Governance Board approved this option.

Tier	Suggested Ranking	Project	Funding Requested
Tier 1 \$1,765,499.00	1	ARPC/BBCoC HMIS Renewal	\$130,292.00
	2	Ability 1 st APCH Families PSH Renewal	\$176,493.00
	3	Family Promise Home Plate PSH Renewal	\$765,417.00
	4	Ability 1 st APCH PSH Renewal	\$642,332.00
	5	Family Promise Youth Launch RRH Renewal <i>(Portioned in Tiers 1 & 2)</i>	\$50,965.00
			\$117,520.00
6	Big Bend Cares RRH- New Project	\$207,235.00	
Tier 2 CoC Bonus \$207,235.00			

Notes:

- Family Promise Youth Launch Renewal is straddling Tiers 1 and 2, provided we had a new expansion project funded during last competition, we feel it is not likely that this would have a negative impact on the program or the new Big Bend Cares RRH.
- The PRC recommendations include straddling the Family Promise Youth Launch project between Tiers 1 and 2 since it was the lowest scoring renewal project but to place it ahead of the top scoring new project- Big Bend Cares RRH project.
- CESC submitted a project that scored within the Threshold for inclusion; however, the CoC Bonus funding amount was not sufficient to fund another new project.

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Renewal Project Application Instructions – Posted 8/4/2023

Click on a section below to expand its contents

- + LOCAL COMPETITION INFORMATION
- COC CONSOLIDATED APPLICATION
BBCoC Collaborative Application – CoC Approved
BBCoC Priority Listing
- + GRANT PLANNING APPLICATION
- + RANKING AND TIERING
- + PROJECT PROPOSALS
- + Q&A SESSIONS



Type here to search



Johnna Coleman

From: Johnna Coleman
Sent: Tuesday, September 26, 2023 5:44 PM
To: abena.ojetayo@talgov.com; Abigail Sanders; almavenisee@aol.com; Amanda Wander; Amber Tynan; Ashlee Barbel; Ashley Nevels; Barbara Wills; barry@warriorsrestoration.org; brad@faithpcusa.org; brendawilliams@tallha.org; Broderick Seabrooks (bseabrooks@bigbendcoc.org); Carol Weissert; Cathy Campbell; chess@mywakulla.com; Cheval Breggins; cwhitedlvp@aol.com; Danni.Hickey@rescue.org; David Dobbs; Dawn Baldaeus; dbrown@libertybocc.com; Dean Hilton; Dianne Williams Cox; district2@madisoncountyfl.com; district3@madisoncountyfl.com; dynacom@embarqmail.com; emitchem@refugehouse.com; Eric Layton; ew19f@my.fsu.edu; Fatima Oleabhiele; Freddy Branham; Gene T Jagers; gwynn.virostek@ccys.org; horacet51@yahoo.com; jayr@apalacheecenter.org; Jeanne Freeman; Jeff Kane; jim.mcshane@careersourcecapitalregion.com; kjmedwards7@yahoo.com; kneem@cc.ptdiocese.org; lamys@leoncountyfl.gov; Lashawn Gordon; lbradley@gadsdencountyfl.gov; leslie@lsnf.org; lmurphy@elcbigbend.org; Lona Ford (Lford@bigbendcoc.org); Lovena Basquin (lbasquin@bigbendcoc.org); lowej@leonschools.net; lsmith@gadsdencountyfl.gov; mandybianchi@ability1st.info; margaretkmoore@gmail.com; marianngrantham@gmail.com; Marie Vandenberg; Micha Allen; minorr@leoncountyfl.gov; Morrell, Anita; mradey@fsu.edu; Nancy Foley; noah@franklincountyflorida.com; Norris, Frank R.; Paul Pacchioli; qmessersmith@mywakulla.com; rgreen@gadsdencountyfl.gov; Rob Renzi; Sarah Grindle-Rollins (sgrindlerollins@bigbendcoc.org); Shirley O'Rear (sorear@brehonfamilyservices.org); Stephanie Johnson; Tamika Fields; Tara Hall; Taylor Biro; Thomas, Kimball; Tim Center; towanda.davila-davis@talgov.com; Tracie Campbell; Vicki Butler; Wainner, Robyn; wilkofj@leoncountyfl.gov
Subject: 2023 HUD NOFO Available on Website

Good afternoon BBCoC Board,

Below is the link to the CoC Board approved 2023 HUD NOFO Collaborative Application. The deadline for the NOFO submission is Thursday, September 28, 2023. CoC staff will prepare to submit our collaborative application around noon on Thursday to avoid any issues with the ESNAPS system.

<https://bbcoc.wpengine.com/wp-content/uploads/2023/09/BBCoC-Collaborative-App-NOFO-2023-version-1.pdf>

Thank you all for your support and participation during this years NOFO cycle. As always, we pray that our application will score well and our CoC will awarded our requests for renewal and new funding in full.

Thank you again! None of this work is possible without you, our partners!

Sincerely,

Johnna Coleman, M.S.

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

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



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2023 HDX Competition Report
PIT Count Data for FL-506 - Tallahassee/Leon County CoC

Total Population PIT Count Data

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count	805	621	621	801
Emergency Shelter Total	551	462	380	414
Safe Haven Total	0	0	0	0
Transitional Housing Total	145	68	77	118
Total Sheltered Count	696	530	457	532
Total Unsheltered Count	109	91	164	269

Chronically Homeless PIT Counts

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	192	197	153	178
Sheltered Count of Chronically Homeless Persons	135	145	76	94
Unsheltered Count of Chronically Homeless Persons	57	52	77	84

2023 HDX Competition Report

PIT Count Data for FL-506 - Tallahassee/Leon County CoC

Homeless Households with Children PIT Counts

	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	58	35	43	51
Sheltered Count of Homeless Households with Children	56	35	40	50
Unsheltered Count of Homeless Households with Children	2	0	3	1

Homeless Veteran PIT Counts

	2011 PIT	2020 PIT	2021 PIT *	2022 PIT	2023 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	63	83	92	86	92
Sheltered Count of Homeless Veterans	60	78	85	67	70
Unsheltered Count of Homeless Veterans	3	5	7	19	22

*For CoCs that did not conduct an unsheltered count in 2021, 2020 data were used.

2023 HDX Competition Report
HIC Data for FL-506 - Tallahassee/Leon County CoC

HMIS Bed Coverage Rates

Project Type	Total Year-Round, Current Beds	Total Current, Year-Round, HMIS Beds	Total Year-Round, Current, Non-VSP Beds*	HMIS Bed Coverage Rate for Year-Round Beds	Total Year-Round, Current VSP Beds in an HMIS Comparable Database	Total Year-Round, Current, VSP Beds**	HMIS Comparable Bed Coverage Rate for VSP Beds	Total Current, Year-Round, HMIS Beds and VSP Beds in an HMIS Comparable Database	HMIS and Comparable Database Coverage Rate
ES Beds	551	483	483	100.00%	68	68	100.00%	551	100.00%
SH Beds	0	0	0	NA	0	0	NA	0	NA
TH Beds	152	72	72	100.00%	80	80	100.00%	152	100.00%
RRH Beds	117	117	117	100.00%	0	0	NA	117	100.00%
PSH Beds	497	245	497	49.30%	0	0	NA	245	49.30%
OPH Beds	66	0	66	0.00%	0	0	NA	0	0.00%
Total Beds	1,383	917	1,235	74.25%	148	148	100.00%	1,065	77.01%

2023 HDX Competition Report
HIC Data for FL-506 - Tallahassee/Leon County CoC

2023 HDX Competition Report

HIC Data for FL-506 - Tallahassee/Leon County CoC

Notes

*For OPH Beds, this does NOT include any beds that are Current, Non-VSP, Non-HMIS, and EHV-funded.
 **For OPH Beds, this does NOT include any beds that are Current, VSP, Non-HMIS, and EHV-funded.
 In the HIC, "Year-Round Beds" is the sum of "Beds HH w/o Children", "Beds HH w/ Children", and "Beds HH w/ only Children". This does not include Overflow ("O/V Beds") or Seasonal Beds ("Total Seasonal Beds").
 In the HIC, Current beds are beds with an "Inventory Type" of "C" and not beds that are Under Development ("Inventory Type" of "U").

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2020 HIC	2021 HIC	2022 HIC	2023 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	452	465	465	497

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2020 HIC	2021 HIC	2022 HIC	2023 HIC
RRH units available to serve families on the HIC	38	2	20	9

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2020 HIC	2021 HIC	2022 HIC	2023 HIC
RRH beds available to serve all populations on the HIC	106	34	132	117

2023 HDX Competition Report
HIC Data for FL-506 - Tallahassee/Leon County CoC

2023 HDX Competition Report

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	Submitted FY 2021	FY 2022
1.1 Persons in ES and SH	1534	1448	106	108	54	39
1.2 Persons in ES, SH, and TH	1655	1566	140	120	68	50
				Difference		Difference
				2		-15
				-20		-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.

2023 HDX Competition Report 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

2023 HDX Competition Report

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

2023 HDX Competition Report 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%

2023 HDX Competition Report

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%

2023 HDX Competition Report 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

2023 HDX Competition Report
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

2023 HDX Competition Report 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%

2023 HDX Competition Report
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

2023 HDX Competition Report
FY2022 - SysPM Data Quality

2023 HDX Competition Report

Submission and Count Dates for FL-506 - Tallahassee/Leon County CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2023 PIT Count	1/23/2023	

Report Submission Date in HDX

	Submitted On	Met Deadline
2023 PIT Count Submittal Date	4/27/2023	Yes
2023 HIC Count Submittal Date	4/27/2023	Yes
2022 System PM Submittal Date	2/27/2023	Yes



August 24, 2023

Big Bend Continuum of Care
2507 Callaway Road, Suite 102a
Tallahassee, Florida 32303

RE: Letter of Support for Big Bend Cares *Health & Wellness Housing* project

Dear Big Bend Continuum of Care,

Individuals experiencing homelessness who live with HIV, high risk of HIV, or chronic medical conditions need housing as health care. The proposed Big Bend Cares *Health & Wellness Housing* project would provide the type of housing & healthcare collaborative services needed to address this concern. We write to outline how we can assist with the project and to communicate our support.

We executed the attached MOU with Big Bend Cares in 2018 and it continues to guide our ongoing collaboration with the agency's programs. We understand that the new project will provide Rapid Rehousing through the CoC's Coordinated Entry System. We fully support the project application and will assist the project as outlined in the MOU.

We have partnered with Big Bend Cares since 1991 to address the housing challenges faced by people living with HIV+. Big Bend Cares has consistently expanded its mission and programs to address the challenges and opportunities facing people living with HIV. The agency has decades of experience in the community, providing housing-first and person-centered housing services, medical case management, and related services. The agency is dedicated to trauma-informed care and harm reduction (and has been designated to serve as our community's syringe exchange program). Big Bend Cares has extensive experience collaborating with and supporting the housing and health goals of the people it serves.

We look forward to working with Big Bend Cares to ensure the success of this program.

Sincerely,

A handwritten signature in black ink that reads 'Jeanne S. Freeman'. The signature is fluid and cursive, with a long horizontal flourish extending to the right.

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

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



Bond Community Health Center, Inc.

August 23, 2023

Big Bend Continuum of Care
2507 Callaway Road, Suite 102a
Tallahassee, Florida 32303

RE: Letter of Support for Big Bend Cares *Health & Wellness Housing* project

Dear Big Bend Continuum of Care,

I am writing this letter on behalf of Bond Community Health Center (Bond) to express our support for the Big Bend Cares Health & Wellness Housing project and how Bond can assist. The housing project is essential to Individuals experiencing homelessness who live with HIV, have a high risk of HIV, or have chronic medical conditions who need housing as health care. The proposed Big Bend Cares Health & Wellness Housing project would provide the type of housing & healthcare collaborative services required to address this community's needs.

Bond executed the attached MOU with Big Bend Cares in 2018 and continues to guide our ongoing collaboration with the agency's programs. We understand the new project will provide Rapid Rehousing through the CoC's Coordinated Entry System. We fully support the project application and will assist the project as outlined in the MOU.

We have partnered with Big Bend Cares since 1991 to address the housing challenges faced by people living with HIV+. Big Bend Cares has consistently expanded its mission and programs to address the challenges and opportunities facing people living with HIV. The agency has decades of experience in the community, providing housing-first and person-centered housing services, medical case management, and related services. Big Bend Cares is dedicated to trauma-informed care and harm reduction and has been designated to serve as our community's syringe exchange program. Big Bend Cares has extensive experience collaborating with and supporting the housing and health goals of the people it serves.

We look forward to working with Big Bend Cares to ensure the success of this program.

Sincerely,

Temple O. Robinson, M.D.
Chief Executive Officer

1720 South Gadsden Street - Tallahassee, Florida 32301
Telephone: 850.576.4073 - Fax 850.571.5102



CHIEF EXECUTIVE OFFICER
Jay A. Reeve, Ph.D.

August 22, 2023

Big Bend Continuum of Care
2507 Callaway Road, Suite 102a
Tallahassee, Florida 32303

RE: Letter of Support for Big Bend Cares *Health & Wellness Housing* project

Dear Big Bend Continuum of Care,

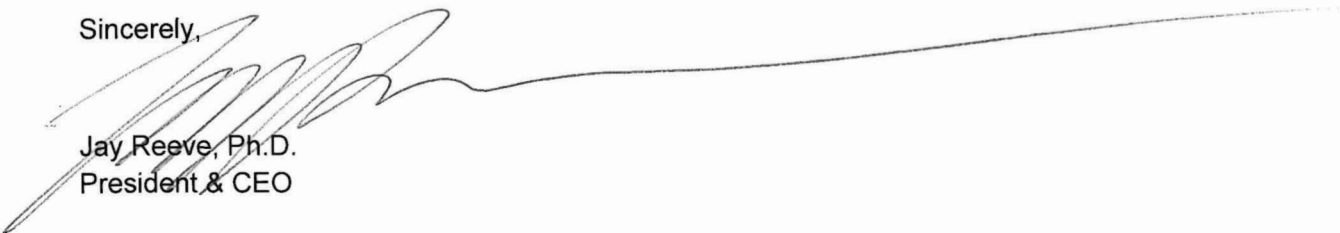
Individuals experiencing homelessness who live with HIV, high risk of HIV, or chronic medical conditions need housing as health care. The proposed Big Bend Cares *Health & Wellness Housing* project would provide the type of housing & healthcare collaborative services needed to address this concern. We write to outline how we can assist with the project and to communicate our support.

We executed the attached MOU with Big Bend Cares in 2018 and it continues to guide our ongoing collaboration with the agency's programs. We understand that the new project will provide Rapid Rehousing through the CoC's Coordinated Entry System. We fully support the project application and will assist the project as outlined in the MOU.

We have partnered with Big Bend Cares since 1991 to address the housing challenges faced by people living with HIV+. Big Bend Cares has consistently expanded its mission and programs to address the challenges and opportunities facing people living with HIV. The agency has decades of experience in the community, providing housing-first and person-centered housing services, medical case management, and related services. The agency is dedicated to trauma-informed care and harm reduction (and has been designated to serve as our community's syringe exchange program). Big Bend Cares has extensive experience collaborating with and supporting the housing and health goals of the people it serves.

We look forward to working with Big Bend Cares to ensure the success of this program.

Sincerely,



Jay Reeve, Ph.D.
President & CEO

Memorandum of Understanding

Parties:

Big Bend Cares, Inc
2200 S. Monroe Street
Tallahassee, Florida 32301
Phone 850-354-8765

Neighborhood Medical Center, Inc
438 W. Brevard Street
Tallahassee, Florida 32301
Phone 850-224-2469

In a collaborative effort to work towards the needs of individuals and families in Area 2B, Neighborhood Medical Center and Big Bend Cares agree to the following:

Big Bend Cares agrees to:

- Provide referrals for HIV positive individuals seeking medical care under Part C. Referrals will be made via calls to the appropriate staff and provide necessary information to schedule a first appointment.
- Participate in monthly face to face meetings with case managers from Neighborhood Medical Center to review mutual client needs and address challenges to help maintain clients in care.
- Collaborate with case managers and other staff to address patient barriers.
- Provide transportation for clients to appointments as able.
- Collaborate on HIV outreach and testing initiatives and community events as appropriate.
- Not use or further disclose protected health information other than permitted or required by the agreement or as required by law and agrees to use appropriate safeguards to prevent the use or disclosure of protected health information.

Neighborhood Medical Center agrees to:

- Accept referrals from Big Bend Cares for HIV positive individuals in need medical services as appropriate.
- Participate in monthly face to face meetings with case managers from Big Bend Cares to review mutual client needs and address challenges to help maintain clients in care.
- Inform the case managers at Big Bend Cares of any barriers or concerns so they can be addressed with the client.
- Collaborate on HIV outreach and testing initiatives and community events as appropriate.
- Attend the Red Ribbon Alliance meetings quarterly to provide input as it related to HIV prevention and care for the 2B community.
- Not use or further disclose protected health information other than permitted or required by the agreement or as required by law and agrees to use appropriate safeguards to prevent the use or disclosure of protected health information.

This agreement shall take effect upon the receipt of signatures and may be terminated or revised at the request of either party.

BIG BEND CARES, INC



Rob Renzi, Chief Executive Officer

8/21/18
Date

NEIGHBORHOOD MEDICAL CENTER



Jeanne Freeman, Chief Executive Officer

08/17/2018
Date

Memorandum of Understanding

Parties:

Big Bend Cares, Inc
2200 S. Monroe Street
Tallahassee, Florida 32301
Phone 850-354-8765

Bond Community Health Center, Inc
Kelvin Wilson, Program Coordinator
1720 S. Gadsden Street
Tallahassee, Florida 32301
Phone 850-576-4073 ext 263
Email: KWilson@bondchc.com

In a collaborative effort to work towards the needs of individuals and families in Area 2B, Bond Community Health Center and Big Bend Cares agree to the following:

Big Bend Cares agrees to:

- Provide referrals for HIV positive individuals seeking medical care under Part D. Referrals will be made via calls to the appropriate staff and provide necessary information to schedule a first appointment.
- Refer clients to Bond at Magnolia for primary care as appropriate.
- Participate in monthly face to face meetings with case managers from Bond to review mutual client needs and address challenges to help maintain clients in care.
- Collaborate with case managers and other staff to address patient barriers.
- Provide transportation for clients to appointments as able.
- Collaborate on HIV outreach and testing initiatives and community events as appropriate.
- Not use or further disclose protected health information other than permitted or required by the agreement or as required by law and agrees to use appropriate safeguards to prevent the use or disclosure of protected health information.

Bond Community Health Center agrees to:

- Accept referrals from Big Bend Cares for HIV positive individuals in need medical services as appropriate.
- Accept referrals for individuals needing primary care at Bond at Magnolia.
- Participate in monthly face to face meetings with case managers from Big Bend Cares to review mutual client needs and address challenges to help maintain clients in care.
- Inform the case managers at Big Bend Cares of any barriers or concerns so they can be addressed with the client.
- Attend the Red Ribbon Alliance meetings quarterly to provide input as it related to HIV prevention and care for the 2B community.
- Collaborate on HIV outreach and testing initiatives and community events as appropriate.

- Not use or further disclose protected health information other than permitted or required by the agreement or as required by law and agrees to use appropriate safeguards to prevent the use or disclosure of protected health information.

This agreement shall take effect upon the receipt of signatures and may be terminated or revised at the request of either party.


BIG BEND CARES, INC



Rob Renzi, Chief Executive Officer

8/21/18
Date

BOND COMMUNITY HEALTH CENTER, INC



Temple O. Robinson MD, Chief Executive Officer

8/8/2018
Date

MEMORANDUM OF UNDERSTANDING

Parties:

Big Bend Cares, Inc. ("BBC")
2201 S. Monroe Street
Tallahassee, Florida, 32301

Bond Community Health Center, Inc. ("BOND")
1720 S. Gadsden Street
Tallahassee, Florida 32301

Overview:

BBC owns and will operate the "Care Point Health and Wellness Center" currently under construction at 2200 S. Monroe Street, Tallahassee, Florida ("Care Point"). One of the primary purposes of the Care Point facility is to serve the Tallahassee community (particularly the under-privileged and underserved individuals within Tallahassee's south side) as a one-stop, full-service medical, health and related services home. In this regard and in the past, both BBC and Bond have worked independently, and in conjunction with their collaborative community and medical partners, in order to deliver the medical care and services needed by the patients they serve. The vision of BBC and its initiatives furthered by Care Point, is aimed to increase this level of medical community collaboration to deliver even greater services and patient care in conjunction with partners like BOND.

Purpose and Scope of Agreement:

The purpose of this Memorandum of Understanding (hereinafter "MOU" or the "Agreement") is to establish and set forth the terms of a formalized relationship between BBC and BOND (collectively referred to as the "Parties"), in furtherance of the above-referenced collaborative partnership focused on providing the best possible care and services to patients served by the Parties at Care Point.

Responsibilities and Commitments of BOTH parties:

- Both parties will provide copies of; General Liability Insurance, Cyber Security, professional Liability, auto liability and workers compensation insurance and add the other on their policies as additionally insured parties.
- Each party is responsible for generating and obtaining payments from insurers as services are rendered.

Responsibilities and Commitments of BBC to BOND:

- BBC will provide designated office space (including a private, lockable office suitable for a medical provider) at no cost;
- Any BBC provider subcontracted with Bond must be fully credentialed by Bond CHC and must provide proof of professional Liability Insurance at a minimum amount of coverage at \$1,000,000 / 3,000,000.
- Big Bend Cares will allow total access to the scheduling data to Bond for review and ensure fairness in scheduling distribution of insured patients.
- BBC will provide the use of up to four (4) examination rooms, for a period of up to twice a week, as necessary to provide care to primary care, PreP, STD, HIV and Hepatitis clients;
- BBC and BOND will work collaboratively to provide BOND with the ability to utilize its existing electronic medical records, and to include the use of Allscripts (as well as ensuring that BOND will be provided with necessary support and electronic access to extrapolate any items needed for FQHC and/or County reporting requirements;
- BBC will provide BOND staff with access to nurses, billing and scheduling support staff as needed;
- BBC will share (50/50 net) revenue generated by the 340B FQHC Pharmacy with BOND.
- BBC will use reasonable best efforts to ensure that all net revenue owed to BOND (generated by BOND providers) is paid within thirty (30) days of collection;
- BBC agrees to bear all responsibility for operating, maintaining and auditing the 340B FQHC Pharmacy (including all registration requirements, OPA audits, fees, contracts and coordination with contracted pharmacies and wholesaler(s));
- BBC will allow necessary access to all 340B FQHC Pharmacy records directly from the PBM and wholesaler(s), and will use its reasonable best efforts to ensure that all revenue owed to BOND is paid within three (3) days of receipt by BBC; and
- BBC will refer clients equally (both insured and uninsured) without preferential treatment given to any particular provider.

Responsibilities and Commitments of BOND to BBC:

- Assist in making BOND resources and expertise available for the support of the services and programs contemplated herein by BBC;
- BOND will supply a provider or providers at Care Point for up to two (2) days per week at no cost;
- BOND will assist and provide BBC (and/or Care Point) and their provider(s) to subcontract under BOND's FQHC provider status designation;
- BOND will relocate any willing Ryan White Part D clients to Care Point to facilitate the receipt of broader and more efficient client treatment-coordination of Ryan White services;
- BOND agrees to provide services to clients equally (both insured and uninsured) without preferential treatment based upon ability to pay;
- BOND agrees to recognize BBC as a strategic partner/collaborator/affiliate

organization of BOND, and agrees not to disparage (publicly or privately) BBC, Care Point, or any employee, officer, director or agent thereof.

Other Consideration

Bond Community Health Center, Inc., in addition to operating as a Ryan White Part D recipient, operates as a federally qualified health center. This § 330 Health Care grant program dictates that BOND must receive approval to add a new service site (CarePoint) to its scope of sites and services; and to do so, the following program requirements must be clear and acknowledged:

- BBC and BOND acknowledge that medical services associated with this agreement will be provided by Bond Community Health Center, Inc. or on behalf of BOND and that BOND'S governing board retains control and authority of the provision of these services at the location.
- BBC and BOND acknowledge that BOND will "own" the patient record of encounters generated by or on behalf of BOND.
- BBC and BOND acknowledge that the transfer of PHI will take place as per existing HIPAA regulations.
- BBC and BOND agree that services will be provided on a regularly scheduled basis—weekly.
- BBC and BOND agree that BOND's providers will exercise independent judgment in the provision of services to the patient.

Term:

This Agreement is the formal agreement between BBC and BOND, and it may be superseded by any mutually agreed upon revision and/or addendum executed by the Parties. The MOU shall become effective as of February 1, 2018, and shall have an initial term of twelve (12) months, subject to an annual twelve (12) month renewal each year thereafter upon mutual agreement of the Parties. Either party may terminate this agreement with or without cause with 30 days written notice. In the event of termination, all patients seen at Care Point by Bond providers will stay with the Bond provider unless requesting otherwise.

Confidential Information (For the Benefit of BBC):

- Under this Agreement, BBC may disclose information to BOND (including, but not limited to, information related to its programs and activities, funding sources and the like), which is oral, written, graphic, visual, or electronic form, and may be specifically marked or explicitly declared as confidential ("Confidential Information");
- To the extent possible under applicable State and Federal law, BOND shall keep such information confidential and secret, and shall not disclose or make such Confidential Information available, directly or indirectly, to any person not expressly authorized by BBC; and
- BOND hereby agrees and undertakes that all Confidential Information shall be and remain at all times the sole exclusive property of BBC. Upon termination of

this Agreement, the granted rights to use such Confidential Information shall expire and BOND shall cease to use Logo, Name, representations, and intellectual property of BBC.

Confidential Information (For the Benefit of BOND):

- Under this Agreement, BOND may disclose information to BBC, which is oral, written, graphic, visual, or electronic form, and may be specifically marked or explicitly declared as confidential ("Confidential Information");
- BBC shall keep such information confidential and secret, and shall not disclose or make such Confidential Information available, directly or indirectly, to any person not expressly authorized by BOND; and
- BBC hereby agrees and undertakes that all confidential information pertaining to BOND shall be and remain at all times the sole exclusive property of BOND. Upon termination of this Agreement, BBC agrees that its rights to use Confidential Information shall wholly cease, and BBC shall undertake to return to BOND all Confidential Information.

Regulatory Compliance:

- BBC and BOND represent and agree that it is the express intent of each that the relationship and transaction(s) contemplated herein fully comply with any and all applicable laws and regulations including, but not limited to, 42 C.F.R. Parts 1001 and 1003 (the "Anti-Kickback Statue and Safe Harbors), as well as the Balanced Budget Act (BBA) of 1997 and the Patient Protection and Affordable Care Act, Public Law 111-148, 124 Stat. 119 (2010), as amended by the Health Care and Education Reconciliation Act of 2010 (ACA). In the event that any of the foregoing enumerated Responsibilities and Commitments should be deemed by any party to be in potential or actual violation of any such applicable laws and regulations, BBC and BOND shall utilize their good faith, best efforts to address and remedy the same without unnecessary delay.

SIGNATURES:

BIG BEND CARES, INC.

By: Rob Renzi
Its: President



12/7/17

Date

BOND COMMUNITY HEALTH CENTER, INC.

By: Temple O. Robinson, MD
Its: Chief Executive Officer



12/6/2017

Date

Memorandum of Understanding

Parties:

Big Bend Cares, Inc
2200 S. Monroe Street
Tallahassee, Florida 32301
Phone 850-354-8765

Apalachee Center, Inc
Calonie Pitts, Supervisor, Outpatient Services
2634 Capital Circle NE
Tallahassee, Florida 32308
Phone 850-523-3333 ext 4535
Email: Caloniep@apalacheecenter.org

In a collaborative effort to work towards the needs of individuals and families in Area 2B, Apalachee Center, Inc and Big Bend Cares agree to the following:

Big Bend Cares agrees to:

- Provide referrals for HIV positive individuals seeking mental health and/or substance abuse counseling. Referrals will be made via calls to the appropriate center which may include evaluation and admissions, crisis stabilization or primary care detox.
- Provide needed information regarding client's current medical status with appropriate signed release if needed.
- Collaborate with Apalachee staff to address patient barriers as able.
- Provide transportation for clients to appointments as able.
- Provider referrals for ongoing counseling and assist with payment for outpatient counseling as able.
- Not use or further disclose protected health information other than permitted or required by the agreement or as required by law and agrees to use appropriate safeguards to prevent the use or disclosure of protected health information.

Apalachee Center, Inc agrees to:

- Accept referrals from Big Bend Cares for HIV positive individuals in need of mental health and/or substance abuse services.
- Complete and intake and assessment of client's behavioral health problems.
- Develop a treatment plan and provide counseling based on plan.
- Provide crisis evaluation and intervention services where appropriate.
- Inform the Ryan White case managers of any barriers or concerns so they can be addressed with the client.
- Not use or further disclose protected health information other than permitted or required by the agreement or as required by law and agrees to use appropriate safeguards to prevent the use or disclosure of protected health information.

This agreement shall take effect upon the receipt of signatures and may be terminated or revised at the request of either party.

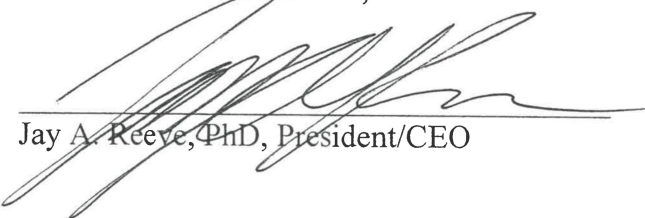
BIG BEND CARES, INC



Rob Renzi, Chief Executive Officer

8/15/18
Date

APALACHEE CENTER, INC



Jay A. Reeve, PhD, President/CEO

8/8/18
Date