



Semiannual Full Membership and Board Meeting

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Meeting ID: 294 174 915 401

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Phone: 323-618-1840 Phone conference ID: 354 195 223#

Thursday, April 10th, 2025

11:00am

AGENDA

MEMBERSHIP MEETING

- 1. Call to Order** – Jeanne’ Freeman, Board Chair
- 2. Audit Presentation-** HCT Certified Public Accountants and Consultants, LLC.... **Pg. 1-25**
- 3. BBCoC Agency Report.... Pg. 26-41**
- 4. Membership Roster Pg. 42-46**
 - a. Partner Agency Membership List
 - b. Board Member Application and Nomination Form
- 5. General Membership Announcements**
 - a. BBCoC Code of Ethical Conduct Policy Form. Pg. 47-48
- 6. Adjournment of Membership Meeting**

BOARD MEETING

- 1. Call to Order** – Jeanne Freeman, Board Chair
- 2. Consent Agenda**
 - a. BBCoC Financials (January- March 2025) **Pg. 49-50**
- 3. Discussion Items**
 - a. All BBCoC Funding Contracts Spending Update.... **Pg. 51-55**
 - i. HUD CoC Funding Update
 - ii. DCF FY 25-26 Funding RFP
 - b. System Performance Measures 2024 Presentation – Eric Layton, Director of Operations
 - i. PIT and HIC 2025 Draft and Vote to Submit to HUD
 - c. Committee Reports
 - i. Coordinated Entry Committee – Mandy Bianchi, Committee Chair.... **Pg. 56-59**
 - ii. HMIS Committee – Jim McShane, Committee Chair.... **Pg. 60**
 - iii. Needs Assessment and Planning Committee **Pg. 61-62**
 - iv. Project Review and Performance Committee.... **Pg. 63-64**
 - v. Executive Committee-Jeanne’ Freeman, Board Chair.... **Pg. 65-67**
 - vi. Work Group Updates.... **Pg. 68-69**
- 7. County Updates**

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

Big Bend Homeless Assistance Continuum of Care, Inc.

Audited Financial Statements

September 30, 2024 and 2023



HCT Certified Public Accountants and Consultants, LLC
3816 Hollywood Boulevard, Suite 203
Hollywood, Florida 33021
Telephone: (954) 966-4435
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**BIG BEND HOMELESS ASSISTANCE CONTINUUM OF CARE, INC.
SEPTEMBER 30, 2024 AND 2023**

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FINANCIAL SECTION

DRAFT #2

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Big Bend Homeless Assistance Continuum of Care, Inc.
Tallahassee, Florida

Opinion

We have audited the accompanying financial statements of the Big Bend Homeless Assistance Continuum of Care, Inc. (a nonprofit organization); which comprise the statements of financial position as of September 30, 2024, and the related statements of activities and change in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position as of September 30, 2024, and changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

The financial statements the Big Bend Homeless Assistance Continuum of Care, Inc. as of September 30, 2023, and for the year then ended were audited by other auditors who have ceased operations. Those auditors expressed an unqualified opinion on those financial statements in their report dated April 11, 2024.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Big Bend Homeless Assistance Continuum of Care, Inc. and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Big Bend Homeless Assistance Continuum of Care, Inc. ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Big Bend Homeless Assistance Continuum of Care, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Big Bend Homeless Assistance Continuum of Care, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the

financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March xx, 2025, on our consideration of Big Bend Homeless Assistance Continuum of Care, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Big Bend Homeless Assistance Continuum of Care, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Big Bend Homeless Assistance Continuum of Care, Inc.'s internal control over financial reporting and compliance.

HCT Certified Public Accountants & Consultants, LLC

Hollywood, Florida
April XX, 2025

BIG BEND HOMELESS ASSISTANCE CONTINUUM OF CARE, INC.
STATEMENTS OF FINANCIAL POSITION
SEPTEMBER 30, 2024 AND 2023

ASSETS	2024	2023
Current assets:		
Cash	\$ 215,599	\$ 113,669
Grants Receivable, Net	-	155,338
Prepaid Expenses	-	1,875
Total current assets	<u>215,599</u>	<u>270,882</u>
Non-current assets:		
Lease Right of Use Asset, Net	166,581	187,291
Deposits	-	3,400
Total assets	<u><u>\$ 382,180</u></u>	<u><u>\$ 461,573</u></u>
LIABILITIES AND NET ASSETS		
Current liabilities:		
Accounts payable and accruals	\$ -	\$ 117,168
Payroll and payroll taxes payable	816	-
Lease Liability Current Portion	38,290	29,680
Deferred revenue	-	101,026
Total current liabilities	<u>39,106</u>	<u>247,874</u>
Non-current liabilities:		
Lease Liability - Less Current Portion	128,291	157,611
Total liabilities	<u>167,397</u>	<u>405,485</u>
NET ASSETS		
Without donor restriction	<u>214,783</u>	<u>56,088</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 382,180</u></u>	<u><u>\$ 461,573</u></u>

The accompanying notes are an integral part of the financial statements.

BIG BEND HOMELESS ASSISTANCE CONTINUUM OF CARE, INC.
STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEARS ENDED SEPTEMBER 30, 2024 AND 2023

	<u>2024</u>	<u>2023</u>
Revenue and Support		
Federal Grants	\$ 668,459	\$ 1,238,964
State Grants	1,080,743	195,232
Contributions	4,001	9,408
Other Income	21,880	15,131
Total revenue and support	<u>1,775,083</u>	<u>1,458,735</u>
Expenses		
Program services	1,572,787	1,320,422
Total program service expenses	<u>1,572,787</u>	<u>1,320,422</u>
Support service:		
Administrative	100,227	88,322
Fundraising	855	1,186
Total support service expenses	<u>101,082</u>	<u>89,508</u>
Total expenses	<u>1,673,870</u>	<u>1,409,930</u>
Increase in net assets		
without donor restriction	<u>101,214</u>	<u>48,805</u>
Net assets, beginning of year (restated)	<u>113,569</u>	<u>64,764</u>
Net assets, end of year	<u>\$ 214,783</u>	<u>\$ 113,569</u>

The accompanying notes are an integral part of the financial statements.

BIG BEND HOMELESS ASSISTANCE CONTINUUM OF CARE, INC.
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED SEPTEMBER 30, 2024 AND 2023

	<u>2024</u>	<u>2023</u>
Cash flows from operating activities:		
Change in net assets	\$ 101,214	\$ 48,805
Adjustments to reconcile change in net assets to net cash (used in) provided by operating activities:		
Increase (decrease) in assets:		
Grants Receivable	155,338	(119,236)
Prepaid Expenses	1,875	(1,875)
Lease Right of Use Asset	20,710	(187,291)
Deposits	3,400	(3,400)
Increase (decrease) in liabilities:		
Accounts payable and accruals	(117,168)	33,563
Lease	36,771	187,291
Deferred revenue	(101,026)	101,026
Payroll and payroll taxes payable	816	-
Net cash provided by (used in) operating activities	<u>101,930</u>	<u>58,883</u>
Cash, beginning of year	<u>113,669</u>	<u>54,786</u>
Cash, end of year	<u><u>\$ 215,599</u></u>	<u><u>\$ 113,669</u></u>
Supplemental disclosures of cash flow information		
Cash paid during the year for:		
Interest		
Income Taxes	<u>\$ -</u>	<u>\$ -</u>
	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>



The accompanying notes are an integral part of the financial statements.

BIG BEND HOMELESS ASSISTANCE CONTINUUM OF CARE, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED SEPTEMBER 30, 2024

	<u>Supporting Services</u>			
	<u>Program Services</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>Total</u>
Salaries and wages	511,884	56,876	-	568,761
Payroll taxes and benefits	179,196	19,911	-	199,107
Total salaries and related expenses	691,080	76,787	-	767,867
Advertising	-	-	855	855
Insurance	-	2,147	-	2,147
Memberships	-	4,176	-	4,176
Miscellaneous	-	2,335	-	2,335
Occupancy	41,429	4,603	-	46,033
Professional fees	-	2,140	-	2,140
Program expense	35,842	-	-	35,842
Grants to subrecipients	750,314	-	-	750,314
Supplies/Printing	6,445	-	-	6,445
Technology and subscriptions	27,955	6,989	-	34,944
Telephone	4,206	1,051	-	5,257
Travel and meetings	15,516	-	-	15,516
Total expenses	1,572,787	100,227	855	1,673,870

The accompanying notes are an integral part of the financial statements.

BIG BEND HOMELESS ASSISTANCE CONTINUUM OF CARE, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED SEPTEMBER 30, 2023

		Supporting Services			
	Program Services	Management and General	Fundraising	Total Supporting Services	Total
Advertising	\$ -	\$ -	\$ 1,186	\$ 1,186	\$ 1,186
Contract services	591,605	70,834	-	70,834	662,439
Insurance	-	2,066	-	2,066	2,066
Miscellaneous	-	3,593	-	3,593	3,593
Occupancy	20,613	2,290	-	2,290	22,903
Professional fees	-	6,750	-	6,750	6,750
Program expense	19,285	-	-	-	19,285
Grants to subrecipients	669,710	-	-	-	669,710
Supplies	2,371	-	-	-	2,371
Technology and subscriptions	7,826	1,956	-	1,956	9,782
Telephone	3,333	833	-	833	4,166
Travel and meetings	5,679	-	-	-	5,679
Total expenses	<u>\$ 1,320,422</u>	<u>\$ 88,322</u>	<u>\$ 1,186</u>	<u>\$ 89,508</u>	<u>\$ 1,409,930</u>

The accompanying notes are an integral part of the financial statements.

Notes to Financial Statements

DRAFT

BIG BEND HOMELESS ASSISTANCE CONTINUUM OF CARE, INC.
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

NOTE 1 – REPORTING ENTITY

Big Bend Homeless Assistance Continuum of Care, Inc. (the “Organization”) is a nonprofit organization incorporated on February 28, 2017 in the state of Florida. They received a determination letter from the IRS to be treated as a 501(c)(3) tax exempt organization on February 15, 2020. The Organization operates as a membership planning and oversight body for the eight-county region of the Big Bend of Florida, which includes Franklin, Gadsden, Jefferson, Leon, Liberty, Madison, Taylor, and Wakulla counties.

Their mission is to address homelessness through a proactive and integrated approach using their Homelessness Continuum of Care. They are dedicated to providing individuals experiencing homelessness with a comprehensive range of services and support, guiding them towards stable housing and self-sufficiency. The Organization is primarily supported through federal and state grants.

During the period February 28, 2017 until September 30, 2022, all financial activity was reported in a special revenue fund of the Apalachee Regional Planning Council (“ARPC”)(a local governmental agency). ARPC was the collaborative applicant to receive and manage all the grants of the Big Bend Homeless Assistance Continuum of Care, Inc (“The Organization”). Effective October 1, 2022, the majority of grants were awarded directly to the organization with the exception of one Housing and Urban Development Contract. The organization is still working with the ARPC and the funding agency on the transition of this final contract award. The organization is now a complete standalone agency.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Accounting

These financial statements have been prepared on the accrual basis of accounting and, accordingly, reflect all significant receivables, payables, and other liabilities in conformity with accounting principles generally accepted in the United States. Under the accrual basis of accounting, revenues are recorded as earned and expenses are recorded at the time the liabilities are incurred.

B. Basis of Presentation

The Organization reports information regarding its financial position and activities according to Financial Accounting Standards Board (FASB) in its Statement of Financial Accounting Standards FASB ASU 2016-14, “Presentation of Financial Statements of Not-For-Profit Entities.” Under FASB ASU 2016-14, the Organization is required to report information regarding its financial position and activities according to two classes of net assets: *net assets with donor restrictions* and *net assets without donor restrictions*. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

Without Donor Restriction, Net Assets – Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of management and the Board of Directors. As of September 30, 2024, all net assets were listed without donor restriction.

BIG BEND HOMELESS ASSISTANCE CONTINUUM OF CARE, INC.
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

With Donor Restriction, Net Assets – Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, where by the donor has stipulated the funds be maintained in perpetuity. As of September 30, 2024, there were no net assets with donor restrictions.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statements of activities.

Measure of operations – The statements of activities reports all changes in net assets, including changes in net assets from operating and nonoperating activities. Operating activities consist of those items attributable to the organization ongoing services. Nonoperating activities are limited to other activities considered to be of a more unusual or nonrecurring nature. Revenue generated from programs is recognized upon the provision of the service.

C. Use of Estimates

The financial statements and related disclosures are prepared in conformity with accounting principles generally accepted in the United States. Management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

D. Contributions

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions. Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction end or the stated restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions.

Contributed Services

Contributed services are recognized at fair value if the services received (a) create or enhance long-lived assets or (b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation.

Many individuals volunteer their time to assist the organization with conducting surveys and data entry for their annual Point in Time count. Management estimates that it receives approximately 480 hours of volunteer time from 80 volunteers throughout the week-long event. The volunteer

BIG BEND HOMELESS ASSISTANCE CONTINUUM OF CARE, INC.
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

hours have not been recorded in the statement of activities as these services do not meet the criteria for recognition as contributed services.

E. Functional Allocation of Expenses

The costs of providing program and other activities have been summarized on a functional basis in the statements of activities. Expenses are allocated to functional categories based on allocation of

time spent on the programs, utilization of space and other allocation methodologies, as appropriate. Directly identifiable expenses are charged to programs and supporting services. Management and general administrative expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support of the organization. Such allocations are determined by management on an equitable basis.

F. Income Taxes

The organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. The organization is not aware of any activities that would jeopardize their tax-exempt status. Tax years after September 30, 2020 remain subject to examination by taxing authorities.

NOTE 3 – GRANT CONTINGENCY AND REVENUES CONCENTRATIONS

The organization's revenues are derived from grants and contracts which are subject to various recurring revision or adjustments. Any contingency that would adversely affect the organization's ability to successfully execute contracts would have a material bearing on whether the Organization can continue as a going concern. As of the financial statement date, no contingencies were identified that would prevent the Organization from continuing its operations to provide various services to the community.

Costs reflected in the accompanying financial statements relating to government funded programs are subject to additional financial and compliance audits by the grantors or their representatives. Such audits could result in the disallowance of any item charged to the programs. Management is of the opinion that disallowances, if any, will not have a material impact on the accompanying financial statements. The possible disallowance by the Grantor of any item charged to the program, if any, cannot be determined at this time. No provision for any liability that may result has been made in the financial statements.

In fiscal year 2024 approximately 98% of the reported grant revenue was from Federal and State Grants. The remainder of grant revenue was derived from individual donors and other non-profit agencies.

NOTE 5 – INFORMATION ABOUT LIQUIDITY

The organization has \$215,599 of cash held at local banks available for general expenditure within one year of the date of the statement of financial position.

BIG BEND HOMELESS ASSISTANCE CONTINUUM OF CARE, INC.
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

NOTE 6 – SUBSEQUENT EVENTS

The organization's management has evaluated subsequent events through March XX, 2025, which is the date that the financial statements were available to be issued and no events were noted that may require recording or disclosure in the notes to the financial statements of the organization as of September 30, 2024.

DRAFT #2

Compliance Section

BIG BEND HOMELESS ASSISTANCE CONTINUUM OF CARE, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED SEPTEMBER 30, 2024

FEDERAL GRANTOR / PASS-THROUGH GRANTOR / PROGRAM TITLE	ALN	Contract #	Grant Amount	Total Expenditures	Pass-through to Subrecipients
<i>U.S. Department of Housing and Urban Development</i>					
<i>Passed Through the Department of Children and Families</i>					
Emergency Solutions Grant (ESG)	14.23	BPZ12	\$ 150,000	\$ 150,000	\$ 111,761.91
Emergency Solutions Grant - CV (ESG-CV)	14.23	BPZ12	179,285	179,285	\$ 96,985.15
<i>Passed Through the City of Tallahassee</i>					
Emergency Solutions Grant (ESG)	14.23	993605	163,251	163,251	-
<i>Passed Through Apalachee Regional Planning Council</i>					
Continuum of Care - Homeless Management Information System	14.27	FL0355L4H062113	130,292	84,865	-
Continuum of Care - Homeless Management Information System	14.27	FL0355L4H062314	130,292	48,799	-
Continuum of Care - Planning	14.27	FL0957L4H062200	74,278	68,296	-
Continuum of Care - Planning	14.27	FL1012L4H062300	148,025	40,038	-
			<u>975,423</u>	<u>734,534</u>	<u>\$ 208,747.06</u>
<i>U.S. Department of Treasury</i>					
<i>Passed Through the City of Tallahassee</i>					
Coronavirus State and Local Fiscal Recovery Funds (SLFRF)	21.03	995105	631,680	124,659	\$ 46,925.00
<i>Passed Through Leon County</i>					
Coronavirus State and Local Fiscal Recovery Funds (SLFRF)	21.03	B-22-042A	778,320	153,564	\$ 57,784.84
			<u>1,410,000</u>	<u>278,223</u>	<u>\$ 104,709.84</u>
<i>U.S. Department of Health and Human Services</i>					
<i>Passed Through the Department of Children and Families</i>					
Temporary Assistance for Needy Families	93.56	BPZ12	32,250	32,250	\$ 31,284.00
			<u>32,250</u>	<u>32,250</u>	<u>\$ 31,284.00</u>
Total Federal Awards			<u>\$ 2,417,673</u>	<u>\$ 1,045,007</u>	<u>\$ 344,740.90</u>



**BIG BEND HOMELESS ASSISTANCE CONTINUUM OF CARE, INC.
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED SEPTEMBER 30, 2024**

Note 1 – Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards (the “Schedule”) includes the federal grant activity of Big Bend Homeless Assistance Continuum of Care, Inc. (the “Organization”) and is presented on the accrual basis of accounting. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards (Uniform Guidance). Therefore, some amounts presented in this Schedule may differ from amounts presented in or used in the preparation of the basic financial statements.

Note 2 – Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Note 3 – Indirect Cost Rate

The Organization has elected not to use the 10% de minimis indirect cost rate allowed under the uniform Guidance.

Note 4 – Contingencies

Grant monies received and disbursed by the Organization are for specific purposes and are subject to review by grantor agencies. Such audits may result in requests for reimbursements due to disallowance of expenditures. Based upon prior experience, the Organization does not believe that such disallowances, if any, would have a material effect on the financial position of the Organization.

Note 5 – Subrecipients

For the year ended September 30, 2024, the Organization passed \$616,429 through to subrecipients.

**BIG BEND HOMELESS ASSISTANCE CONTINUUM OF CARE, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED SEPTEMBER 30, 2024**

Summary of Independent Auditor's Results

Financial Statements

1. Type of report the auditor issued: Unmodified
2. Internal control over financial reporting:
 - a. Material weakness identified? Yes X No
 - b. Significant deficiency identified? Yes X None reported
3. Noncompliance material to financial statements noted? Yes X No

Federal Awards

2. Internal control over major Federal programs:
 - a. Material weakness identified? Yes X No
 - b. Significant Deficiency identified? Yes X None reported
3. Type of auditor's report issued on compliance for major Federal programs: Unmodified
4. Any audit findings disclosed that are required to be reported in accordance with the CFR 200.516(a)? Yes X No

Identification of major Federal programs:

Name of Federal Program(s)	Assistance Listing Number(s)
Coronavirus State and Local Fiscal Recovery Funds (SLFRF)	21.027

Dollar threshold used to distinguish between Type A and Type B Federal programs \$750,000

Auditee qualified as low-risk auditee? Yes X No

Section II – Financial Statement Findings

None noted for the year ended September 30, 2024.

Section III – Federal Awards Findings and Questioned Costs - Federal Award Programs

None noted for the year ended September 30, 2024.

Section IV – Summary Schedule of Prior Audit Findings Relative to Federal Award

No prior audit findings

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM
GUIDANCE

To the Board of Directors of
Big Bend Homeless Assistance Continuum of Care, Inc.
Tallahassee, Florida

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Big Bend Homeless Assistance Continuum of Care, Inc.'s compliance with the types of compliance requirements identified as subject to audit in the OMB Compliance Supplement that could have a direct and material effect on each of Big Bend Homeless Assistance Continuum of Care, Inc.'s major federal programs for the year ended September 30, 2024. The organization's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. In our opinion, the organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the organization and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the organization's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the organization's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the organization's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, Government Auditing Standards, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the organization's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the organization's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the organization's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the the organization's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters

The results of our auditing procedures disclosed no instances of noncompliance which are required to be reported in accordance with the Uniform Guidance. Our opinion on each major federal program is not modified with respect to these matters.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable

possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified. Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the organization, as of and for the year ended September 30, 2024, and the related notes to the financial statements, which collectively comprise statement financial position, statement of activities and change in net assets, statement of functional expenses and statement of cash flows. We issued our report thereon dated March xx, 2025, which contained unmodified opinion on those financial statements. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform

Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

HCT Certified Public Accountants & Consultants, LLC

Hollywood, Florida
March xx, 2025

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors of
Big Bend Homeless Assistance Continuum of Care, Inc.
Tallahassee, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Big Bend Homeless Assistance Continuum of Care, Inc. , Inc. (the "organization") (a nonprofit organization), which comprise the statement of financial position as of September 30, 2024, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated March 11, 2025.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the organization's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those

provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

HCT Certified Public Accountants & Consultants, LLC

Hollywood, Florida
March xx, 2025

DRAFT #2



BIG BEND CONTINUUM OF CARE

Annual Report

2024

Table of Contents

- 1 About Big Bend CoC
- 2 Our Progress
- 3 Year End Review: Successes Matter
- 4 Key Priorities: Defining Our Focus for Impact and Growth
- 5 2025 Initiatives
- 6 Planning for a Stronger Board
- 7 Acknowledgements



Big Bend Continuum of Care

GUIDING PRINCIPLES

1. **Quality**– Ending homelessness in the eight-county region of the CoC utilizing accurate and meaningful data to set priorities, high-quality best practices, and evidence-based interventions.
2. **Efficiency**– To provide area agencies, clients, and the community simple, well organized, and transparent tools and processes for needs assessment, planning, prioritizing, performance measures, and rules of governance.
3. **Fiscal Stewardship**– To do the most good with the least amount of resources with the majority of dollars being spent on direct client care and the expansion of housing resources.
4. **Data**– Driven Strategic Planning – Creating the vision for how we will end homelessness in our region, utilizing data.
5. **Accuracy** – The commitment to reporting and maintaining Real Time Data. All entities are committed to oversight and cleanup of data in HMIS monthly to ensure that community decisions are being made based on accurate reflection of needs and resources.
6. **Spirit of Collaboration** – CoC staff, the CoC Board, and area agencies will work collaboratively to promote the success of the CoC.

OUR MISSION

Our mission is to address homelessness through a proactive and integrated approach using our Homelessness Continuum of Care.

We are dedicated to providing individuals experiencing homelessness with a comprehensive range of services and support, guiding them towards stable housing and self-sufficiency.

“People who are homeless are not social inadequates. They are people without homes.”

Sheila McKechnie

Our Progress

The COVID-19 pandemic significantly impacted the progress of BBCoC and its partner agencies, disrupting service delivery, straining resources, and intensifying challenges for agencies, staff, and those experiencing homelessness. Restrictions on in-person services, funding reallocations, and workforce shortages delayed the implementation of key initiatives. However, BBCoC and its partners adapted by leveraging emergency resources, adjusting service models, and strengthening collaboration to continue providing critical support to the community.

Despite these challenges, we have made substantial progress in advancing a few key goals and objectives, reinforcing our collective impact in the fight against homelessness. Through targeted strategies, enhanced collaboration, and innovative solutions, we have improved access to services, expanded street outreach and coordinated entry, and refined system performance. These achievements align with the priorities outlined in our Homelessness Assistance Plan (HAP), demonstrating our commitment to sustainable, long-term solutions. While challenges remain, the progress made reflects the dedication of our CoC staff, CoC Board, partner agencies, stakeholders, and community members.

OBJECTIVES	DETAILS	OUTCOME
Increase capacity & access to Coordinated Entry	BBCoC implemented an online assessment providing access to CE 24/7 for anyone needing assistance	<ul style="list-style-type: none">• CoC hired Program Specialist March 2024• 859 submissions since 3/11/24
Expanded HMIS & Generate data trends	BBCoC merged with One Roof HMIS & implemented 4 Community Dashboards	<ul style="list-style-type: none">• Expanded HMIS support & network• Dashboards enhance transparency & access to homeless data for stakeholders & public
Increase Street Outreach Programs	State and local funding have allowed expansion of street outreach programs	<ul style="list-style-type: none">• ARPA & DCF funding expanded outreach.• Implemented CESC outreach• HOST outreach implemented & expanded

113

avg. nights

37

med. nights

SPM 1: Decrease the overall average and median length of time a person remains homeless

Target 2021: Average less than 144 nights, Median less than 65 nights

Ultimate Goal by 2025: Average is 30 nights or less

10%

within 6 months

26%

within 2 years

SPM 2 - Decrease returns to homelessness

Target 2021: Returns to homelessness with in

.....6 months less that 21%

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

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

840

2024 PIT COUNT

2998

ANNUAL COUNT

SPM 3 - Decrease number of homeless persons in annual and PIT count

Target: PIT Count is less than 900,
Annual Count is less than 2900

8%

of system stayers have
increased income

63%

of system leavers have
increased income

SPM 4 - Increase or maintain income for persons in housing programs

Target: Increase income for more than 60% system stayers and increase income for more than 30% system leavers

31%

Exit Rate of Permanent Housing
placement from street outreach

99%

Retention Rate of Permanent
Housing placement from street
outreach

SPM 7 - Increase PH placements from Outreach, ES, TH, PH-RRH & retention of permanent housing

Target: Increase placements to PH to be greater than 65% of outreach exits, Increase placements to PH from ES, SH, TH and PH- RRH to be greater than 30%

Ultimate Goal by 2025: Increase placements to PH to be greater than 60% Increase rate of retention of PH to be greater than 95%

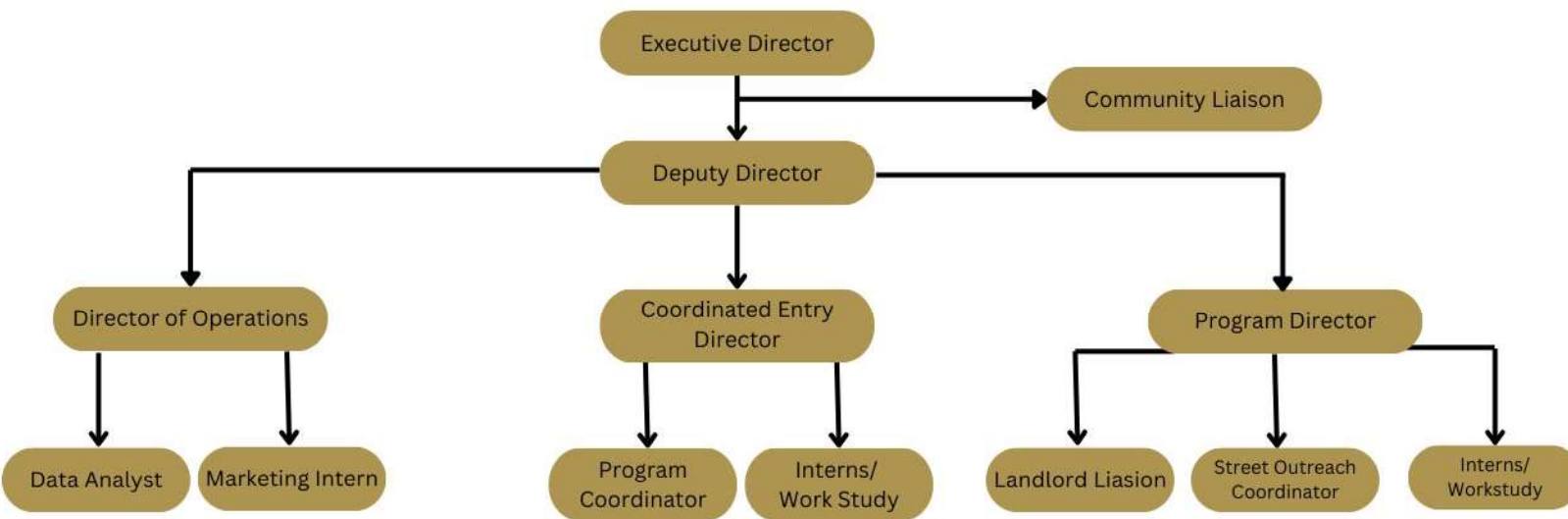
BBCoC Operational Highlights

- **Office Relocation:** Successfully moved to the current office space.
- **Staff Expansion:** Hired new personnel, including:
 - Community Engagement Liaison
 - Program Specialist
 - Accounting Intern
 - Case Management Intern
- **Human Resources & Payroll:**
 - Assumed full HR responsibilities.
 - Established payroll and benefits plans, including health, retirement, and supplemental insurance.
 - Secured Workers' Compensation and General Liability Insurance.
- **Financial Management:**
 - Completed the first independent audit with no findings; second audit initiated.
 - Established a more engaged banking relationship.
 - Secured a line of credit.
 - Implemented merchant payment processing (ACH debit, credit).
 - Set up ACH payments for sub-providers.
- **Program Development & Impact:**
 - Launched an in-house Rapid Rehousing (RRH) and Homelessness Prevention (HP) program to support partner agency capacity.
 - HP Impact: Assisted 4 households
 - RRH Impact: Served 68 individuals/households, successfully housing 49 individuals/households.
- **Initiated Collaborative Applicant switch from ARPC to BBCoC:** This step will make BBCoC a completely stand alone organization.



We could not have
done this without
your support!

Thank you!



27%

Increase in
funding from FY
23-24

\$2,660,846.85

Federal, State, and Local Funding 24-25

BIG BEND CONTINUUM OF CARE ANNUAL REVENUE COMPARISON

			2023-2024	2024-2025
US HUD				
	HUD HMIS		\$ 130,292.00	\$ 130,292.00
	HUD Planning		\$ 74,278.00	\$ 148,025.00
Florida Department of Children and Families				
	DCF Staffing Grant		\$ 185,891.85	\$ 185,894.85
	DCF Challenge Plus 1		\$ 101,260.07	\$ 96,598.58
	DCF Challenge Plus 2		\$ 340,209.46	\$ 159,339.13
	DCF Challenge		\$ 227,242.28	\$ 689,658.62
	DCF ESG Grant		\$ 150,000.00	\$ 165,261.93
	DCF ESG CV3		\$ 239,047.70	\$ -
	DCF TANF Grant		\$ 32,250.00	\$ 32,250.00
	DCF CHALLENGE UNSHELTERED		\$ -	\$ 293,596.06
	DCF RUSH 2		\$ -	\$ 97,336.12
City of Tallahassee				
	CoT ESG HMIS		\$ 79,077.00	\$84,069.00
	CoT ESG RRH Landlord Liaison		\$ 79,076.00	\$84,069.00
Leon County/City of Tallahassee ARPA Funds				
	ARPA Street Outreach		\$ 172,958.45	\$113,678.56
	ARPA Coordinated Entry		\$ -	\$142,646.00
	ARPA Community Engagement Liasion		\$ 30,757.15	\$122,343.85
	ARPA PSH		\$ 74,507.64	\$0.00
	ARPA Capacity Building		\$ -	\$99,999.78
OTHER				
	CoC Membership Dues		\$ 4,170.58	\$5,562.37
	CoC Donations / PIT		\$ 1,550.00	\$226.00
	CoC HMIS Partner Fees		\$ 9,918.34	\$10,000.00
TOTAL REVENUE			\$1,932,486.52	\$2,660,846.85

2025

Key Priorities

1

Building Awareness, Community Engagement, & Advocacy

At BBCoC, building awareness, community engagement, and advocacy are key to ending homelessness. Awareness educates, engagement fosters collaboration, and advocacy drives policy change. Together, these efforts create lasting impact and move us closer to making homelessness rare, brief, and nonrecurring.

2

Creating New Housing Opportunities and Services

Creating new housing opportunities and services is vital to ending homelessness. Expanding housing options provides stability, while essential services support long-term success. These efforts ensure individuals and families have the resources they need to rebuild their lives.

3

Strengthening BBCoC Infrastructure & Diversifying Funding

Strengthening BBCoC infrastructure and diversifying funding are essential for long-term success in ending homelessness and for the CoC as an organization. A well-coordinated system improves service delivery, ensuring resources reach those in need efficiently. Diversifying our funding sources creates financial stability, allowing us to expand programs and adapt to emerging challenges. Such efforts enhance our capacity to drive change in our CoC coverage area.

4

Improving System Performance

Improving system performance is key to making homelessness rare, brief, and nonrecurring. By enhancing data collection, streamlining processes, and increasing collaboration, we ensure more effective service delivery. A stronger, more efficient system means better outcomes for individuals and families in need, helping them achieve long-term stability.

2025 Initiatives

1. BUILDING AWARENESS, COMMUNITY ENGAGEMENT, & ADVOCACY

Building Awareness

1. Public Campaigns – Use media, social platforms, and storytelling to highlight homelessness issues.
2. Website & Blog Updates – Share data, success stories, and ways to get involved.

Engaging the Community

3. Faith & Business Partnerships – seek new relationships to increase resources and job opportunities.
4. Student Involvement – Engage students in advocacy and service.
5. Outer County Engagement – Strengthen partnerships with stakeholders, local governments, and service providers to expand impact in outer counties.
6. Listening Sessions – Facilitate discussions with those with lived experience, residents and leaders.

Promoting Advocacy

7. Legislative Action – Organize advocacy days and letter-writing campaigns.
8. Policy Education – Inform the public about candidates' housing policies.
9. Affordable Housing Support – Partner with city planners to push for more housing.

2. CREATING NEW HOUSING OPPORTUNITIES AND SERVICES

1. Expanding Housing Development

- Partner with Developers & Landlords – Increase affordable units.
- Alternative Housing Solutions– Explore cost-effective solutions and alternatives.
- Expand Rapid Rehousing & Supportive Housing – Strengthen long-term housing options.

2. Strengthening Services & Support

- Wraparound Services – Expand case management, mental health, and job training.
- Street Outreach & Housing Navigation – Assist individuals in securing housing.
- Tenant Support – Provide healthcare and eviction prevention services.
- Improve Transportation Access – Connect people to housing and services.

3. Strengthening Partnerships

- Engage Outer Counties – Explore housing initiatives beyond Leon County
- Public-Private Partnerships – Secure business and nonprofit relationships
- Advocate for Zoning & Funding – Push for policy changes and additional funding.
- Use Data & Needs Assessments – Identify housing gaps and prioritize projects.

4. Community Engagement & Awareness

- Affordable Housing Campaigns – Educate the public on solutions.
- Faith-Based & Nonprofit Collaboration – Leverage resources for housing initiatives.

2025 Initiatives

3. STRENGTHENING BBCOC INFRASTRUCTURE

1. Enhance Staff Development & Training

- Ongoing Professional Development – Provide regular training on HUD policies, case management, and leadership skills.
- Cross-Training – Ensure staff can handle multiple roles during high-demand periods.

2. Improve Organizational Structure & Efficiency

- Clear Role Definitions & Responsibilities – Ensure well-defined job descriptions and workflows.
- Structure– create tiered leadership structure
- Performance Review – Implement regular evaluations and feedback mechanisms.
- Succession Planning – Prepare for leadership transitions to maintain continuity.
- Interdepartmental Collaboration – Strengthen communication between teams.
- Handbook & Policies Manual – Standardize procedures for consistency and compliance.

3. Improve Internal Communication & Team Culture

- Regular Staff Meetings & Check-ins – Foster transparency and collaboration.
- Implement opportunity for staff feedback.
- Team-Building Activities – Encourage camaraderie through staff engagement events.

3. DIVERSIFYING FUNDING

BBCoC Strategies to Diversify Funding include:

1. Expand Government & Public Funding

- HUD, ESG, & Federal Grants – Be competitive in applications for homelessness funding.
- Disaster & Emergency Management Grants – Research FEMA and state disaster relief funding.

2. Strengthen Private & Corporate Partnerships

- Corporate Sponsorships & Donations – Partner with businesses for funding and in-kind support.
- Foundation Grants – Apply for funding from social impact-driven organizations.

3. Community-Based Fundraising

- Fundraising Events and social media campaigns.
- Recurring Donor Program – Establish monthly/annual giving options.

4. Strengthen Fund Development Capacity

- Dedicated Grant Writing & Strategy – Invest in securing competitive funding.
- Improve Data Reporting – Enhance tracking to meet funder expectations.

2025 Initiatives

4. IMPROVING SYSTEM PERFORMANCE

1. Reduce the Length of Time Persons Remain Homeless
 - Expand RRH & PSH Program – Prioritize quick placements.
 - Streamline Coordinated Entry – Reduce assessment wait times and improve referrals.
 - Enhance Case Management – Ensure faster housing navigation and support services.
2. Reduce the Number of Persons Experiencing Homelessness
 - Strengthen Prevention Programs – Expand homeless prevention assistance.
 - Increase Housing Supply – Develop affordable and supportive housing options.
 - Improve Data Tracking – Use real-time data to identify high-risk individuals and intervene early.
3. Reduce the Number of People Returning to Homelessness
 - Improve Housing Stability Services – Expand wraparound support, including employment and mental health resources.
 - Increase Landlord Engagement – Encourage long-term housing retention.
4. Increase Income and Employment Growth for Program Participants
 - Partner with Career Source and workforce programs – Connect clients to job training and employment opportunities.
 - Expand Education & Vocational Training – Provide skill-building resources.
 - Improve Benefits Enrollment Assistance – Ensure clients access available financial support programs including access to SOAR training for case managers.
5. Reduce the Number of First-Time Homeless
 - Strengthen Diversion Strategies – Identify alternative housing options before entry into the system.
 - Expand Family Reunification Services – Prevent unnecessary system entry.
 - Increase Outreach to At-Risk Populations – Focus on youth, veterans, and those exiting institutions.
6. Improve Data Quality & System Coordination
 - Enhance HMIS Data Accuracy & Reporting – Regularly audit and update records.
 - Increase Cross-Agency Collaboration – Improve communication among service providers.
 - Implement Performance-Based Funding Strategies – Align funding with high-impact interventions.

VISION FOR OUR BOARD

Board Recruitment
and Engagement
(Membership)

Board Member
Education and
Advocacy

Review of Bylaws and
Charter

To strengthen the BBCoC Board and enhance its impact, focused efforts are needed in board recruitment and membership expansion, particularly by engaging outer counties and new agencies. Bringing in diverse perspectives and expertise will improve strategic decision-making and regional collaboration. Additionally, educating board members and increasing advocacy support will empower them to be more effective champions for homelessness solutions. An in-depth review of the current bylaws and charter will ensure our governance structure remains aligned with our needs and best practices, reinforcing the Board's ability to drive meaningful progress.

Acknowledgements

As we reflect on the past year, I am filled with gratitude for the collective efforts that have propelled the Big Bend Continuum of Care forward in our mission to end homelessness. This work is not possible without the unwavering commitment of our partners, stakeholders, and community members who show up day after day to create real change.

To our dedicated staff—your passion and resilience continue to inspire. Your tireless efforts in outreach, housing navigation, and service coordination have made a lasting impact on individuals and families in need.

To our partner agencies and service providers—your collaboration strengthens our network and ensures that those experiencing homelessness receive the comprehensive support they deserve. Together, we have expanded housing opportunities, enhanced support services, and advocated for systemic solutions that create sustainable change.

To our board members—your leadership and dedication guide our vision and make our strategic goals a reality. Your insights and unwavering support have been invaluable in navigating challenges and seizing opportunities for growth.

To our funders, donors, volunteers and community advocates—your generosity fuels our mission. Every contribution, whether financial or in-kind, has directly supported life-changing programs that provide stability and hope to our most vulnerable neighbors.

Finally, to the individuals and families we serve—your strength and perseverance remind us why this work matters. Your stories of resilience motivate us to push forward, innovate, and advocate for a future where homelessness is rare, brief, and non-recurring.

As we close this chapter and look ahead to the future, I am confident that our collective commitment will continue to drive meaningful progress. Thank you for being a part of this journey. Together, we are making a difference.

Johnna Coleman, Executive Director

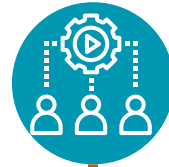
We thank you for your
continued support!

Big Bend Continuum of Care
1820 East Park Ave, Ste 203
Tallahassee, FL 32301
850-792-5015
www.bigbendcoc.org

Big Bend CoC- FL 506

The mission of /Big Bend Continuum of Care (BBCoC) is to address homelessness through a proactive and integrated approach using our Homelessness Continuum of Care. We are dedicated to providing individuals experiencing homelessness with a comprehensive range of services and support, guiding them towards stable housing and self-sufficiency.

At BBCoC, we envision a future where homelessness is minimized, and every person has access to safe and secure housing. Our mission is to walk alongside those in need, providing support as they work towards reclaiming their lives and rebuilding their future.



What are the key roles of a CoC?

To respond to and end homelessness

Overseeing Coordinated Entry (CE)

Oversight of the Homeless Management Information System (HMIS)



What are CoC-Funded Programs?

Permanent Supportive Housing (PSH)

is an affordable housing option that has an indefinite rental assistance paired with services to help homeless people with disabilities achieve housing stability

Rapid Re-housing (RRH)

a model that emphasizes housing search and relocation services and short-and medium term- rental assistance to move homeless people as rapidly as possible into permanent housing

Joint Transitional- RRH (TH/RRH)

these are temporary housing units designed to help people gain stability through supportive services and successfully transition into permanent housing combined with RRH component.

Support Services Only (SSO)

service providers conduct outreach to sheltered and unsheltered homeless persons, link clients with housing or other necessary services and provide ongoing support.



What is a Continuum of Care (CoC)?

Federal Funding Stream

-and-

CoC Board

CoC refers to both

The CoC Board makes decisions about local CoC access for homeless programs and coordinates services and housing designed to support the unhoused leading to a decrease in the number of people experiencing homelessness.



Who is part of the CoC?

People with Lived Experience

Emergency Housing Providers & Non-Profits

Emergency Response Entities

Local/State Government Officials

Faith-based Community Members

Community Advocates

Healthcare Providers

CoC Members



BBCoC Committees



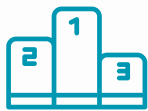
CoC Full Board

The CoC Board is the main decision-making body for the CoC. It provides ongoing leadership, policy oversight, and implementation responsibility for fulfilling the purposes of the CoC. The CoC Board is representative of organizations and projects serving homeless subpopulations within our eight counties. The board includes individuals who are currently homeless or have previously experienced homelessness.



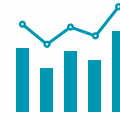
Need Assessment and Planning

The key responsibility of this committee is to coordinate the implementation of a housing and service system within the CoC's geographic area that meets the needs of individuals and families experiencing homelessness. This committee is charged with overseeing the assessment of needs and identification of gaps in the system.



Application and Review

This committee is charged with assisting the CoC Board with its responsibility to develop performance targets, monitor performance, and recommend projects for funding.



HMIS Committee

The HMIS Committee develops plans and recommendations for Board approval and implements approved actions. Its responsibilities include providing data and reports for performance analysis, evaluating and monitoring data quality, reviewing HMIS reports, taking necessary actions, and ensuring compliance with HUD HMIS requirements..



Coordinated Entry

This committee is responsible for establishing the CE process by developing, reviewing, and recommending a plan for all stages, including assessment, referral, application, vacancy posting, and acceptance or denial. It also creates a policy and procedure manual and a user guide to ensure clarity and understanding within the community and agencies.



Executive

The Executive Committee supports the CoC Board by recommending membership meetings and new member processes, reviewing board selection every five years, appointing members to committees, overseeing financial and compliance matters, and updating the Governance Charter annually to ensure HUD and HMIS compliance.

**Complete the membership
application to join the CoC**

Name	Seat Type	Date Elected or Appointed	CoC Board Seat	Employment	Alternate Representative	Board Committees	Term Ends
1. Diane Williams Cox	Appointed	2023	Tallahassee City Commission	City Commissioner	Dr. Kimball Thomas/ Anita Morrell		2025
2. Rick Minor	Appointed	2023	Leon County Commission	County Commissioner	Abigail Thomas		2025
3. Noah Lockley	Appointed	2023	Franklin County Commission	County Commissioner	Erin Griffith		2025
4. Ronterious Green	Appointed	2023	Gadsden County Commission	County Commissioner	Linda Smith		2025
5. Eugene Hall	Appointed	2023	Jefferson County Commission	County Commissioner	Gene Hall		2025
6. Doyle Brown	Appointed	2023	Liberty County Commission	County Commissioner			2025
7. Donnie Waldrep (District 2) Ronnie Moore (District 3)	Appointed	2023	Madison County Commission	County Commissioner			2025
8. Thomas Demps	Appointed	2023	Taylor County Commission	County Commissioner			2025
9. Chuck Hess	Appointed	2023	Wakulla County Commission	County Commissioner			2025
10. Johnna Coleman	Appointed	2022	CoC Lead Agency (non-voting)	Executive Director- Big Bend CoC			
11. Frank Norris	Elected	2024	Veterans Administration	Program Supervisor/VA - HUD VASH/		Executive Committee	2026
12. Jim McShane	Elected	2024	Employment Services	CEO/ CareerSource Capital Region		Executive Committee- Past Chair & Treasurer/ HMIS Committee Chair	2026
13. Jeanne Freeman	Elected	2024	Healthcare Provider	CEO, Neighborhood Medical Center, Inc.		Executive Committee- Chair	2026
14. Barbara Wills	Elected	2024	Higher Education	Vice President, Administrative Services & Chief Business Officer, Tallahassee Community College		Executive Committee	2026
15. Emily Mitchem	Elected	2024	State Certified Domestic Violence Provider	Executive Director/Refuge House		Executive Committee	2026
16. Mandy Bianchi	Elected	2024	Center for Independent Living	Executive Director/Ability 1 st	Brandi McCabe	Coordinated Entry- Chair	2026

Name	Seat Type	Date Elected or Appointed	CoC Board Seat	Employment	Alternate Representative	Board Committees	Term Ends
17. Nick Maddox	Elected	2024	Family Emergency Shelter Provider	CEO/Family Promise of the Big Bend	Tamika Fields		2026
18. Horace Fred Thompson	Elected	2024	Homeless/Formerly Homeless Individual				2026
19. Brenda Williams	Elected	2024	Public Housing Authority Provider	Executive Director/ Tallahassee Housing Authority			2026
20. Jay Reeve	Elected	2024	Mental Health Services	CEO/ Apalachee Mental Health Center			2026
21. Gwen Virostek	Elected	2024	Homeless Youth Service Provider	Executive Director/ Capital City Youth Services	Gina Dozier		2026
22. VACANT	Elected		Higher Education				
23. Need Replacement for Jessica Lowe	Elected	2024	Public School System	Homeless Liaison/Families in Transition Project Coordinator	Michelle Grant		2026
24. Sonya Wilson	Elected	2024	Emergency Shelter Provider	CEO CESC, Inc			2026
25. Chuck White	Elected	2024	Private Business Sector	Affordable Housing Consultant/Beatitude Foundation Contractor, CESC, Inc.			2026
26. Taylor Biro	Elected	2024	Homeless/Formerly Homeless Individual				2026
27. Fatima Oleabhie	Elected	2024	Policy and Planning Specialist	Capital Area Community Action Agency- Quality Assurance Manager			2026
28. VACANT	Elected		Homeless/Formerly Homeless Youth	Youth Council Member			2026
29. Matthew Knee	Elected	2024	Rapid Rehousing and Homeless Prevention Service Provider	Executive Director/Catholic Charities	Tracey Campbell		2026
30. VACANT	Elected		Early Learning Provider				
31. VACANT	Elected		At- Large				

Committee Chair Positions Vacant:

- Needs Assessment and Planning
- Project and Application Review

Workgroup Chair Positions Vacant:

- Youth
- Lived Experience
- Racial Equity

Membership Partners (Agency)

- Ability 1st (Center for Independent Living)
- Big Bend Cares
- Brehon Institute for Family Services
- Capital Area Community Action Agency
- Capital City Youth Services
- Career Source Capital Region
- Catholic Charities of Northwest Florida
- CESC/The Kearney Center
- Faith Presbyterian Church
- Family Promise of the Big Bend
- Jefferson County Commission
- Leon County Commission
- Leon County Schools
- Neighborhood Medical Center, Inc
- One More Child Single Moms Program
- Area Agency on Aging, Inc.
- Refuge House, Inc.
- Tallahassee Housing Authority
- Wakulla County Commission
- Apalachee Center, Inc
- 4 Sisters Solutions, Inc.
- Veteran's Administration
- City of Tallahassee Commission
- Franklin County Commission
- Gadsden County Commission
- Liberty County Commission
- Madison County Commission
- Tallahassee State College
- Taylor County Commission
- Legal Services of North Florida
- Whole Child Leon
- United Partners for Human Services
- Survive and Thrive Advocacy Center
- First Presbyterians Church
- International Rescue Committee
- Investing in Our Youth



Board of Directors Application and Nomination Form

Thank you for your interest in serving on the Board of Directors for the Big Bend Continuum of Care.

The CoC Board shall be broadly based, with representation from all sectors of the community, including but not limited to, individuals experiencing homelessness, homeless service providers, business community, funders, healthcare providers, law enforcement, education system and representatives of government. The CoC Board must be representative of the relevant organizations and projects serving homeless subpopulations and must be representative of the geographic area served by the CoC including Leon, Gadsden, Wakulla, Liberty, Franklin, Jefferson, Madison and Taylor Counties. The CoC Board is a thirty-one (31) member body providing oversight to the homelessness and housing system of care for this 8-county coverage area.

Please return your completed application/nomination form and resume to:

Johnna Coleman, Big Bend Continuum of Care, Executive Director

jcoleman@bigbendcoc.org 850-792-5015

Name:	Date of Application:																								
Phone Number:	Email:																								
Address:																									
List your current Employers and Titles (Include contract and consultant work): <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; text-align: left;"><u>Company/Organization</u></td> <td style="width: 50%; border-bottom: 1px solid black; text-align: left;"><u>Title</u></td> </tr> <tr> <td>1.</td> <td></td> </tr> <tr> <td>2.</td> <td></td> </tr> <tr> <td>3.</td> <td></td> </tr> </table>		<u>Company/Organization</u>	<u>Title</u>	1.		2.		3.																	
<u>Company/Organization</u>	<u>Title</u>																								
1.																									
2.																									
3.																									
How did you hear about BBCoC?																									
Do you have experience with homelessness? <div style="margin-left: 20px;"> a. Have you experience homelessness yourself? b. Has a close friend or family member experienced homelessness? c. Have you volunteered or worked to serve those experiencing homelessness? </div>																									
List your current and past board service in other organizations: <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; border-bottom: 1px solid black; text-align: left;"><u>Organization</u></td> <td style="width: 20%; border-bottom: 1px solid black; text-align: left;"><u>City/State</u></td> <td style="width: 20%; border-bottom: 1px solid black; text-align: left;"><u>Dates of Service</u></td> <td style="width: 30%; border-bottom: 1px solid black; text-align: left;"><u>Officer Positions Held, if any</u></td> </tr> <tr> <td>1.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5.</td> <td></td> <td></td> <td></td> </tr> </table>		<u>Organization</u>	<u>City/State</u>	<u>Dates of Service</u>	<u>Officer Positions Held, if any</u>	1.				2.				3.				4.				5.			
<u>Organization</u>	<u>City/State</u>	<u>Dates of Service</u>	<u>Officer Positions Held, if any</u>																						
1.																									
2.																									
3.																									
4.																									
5.																									

Please tell us why you want to become a member of the BBCoC Board?

What position are you interested in being nominated for and why?

What skills, expertise and connections can you offer as a BBCoC Board Member?

Participant Commitment:

I understand the requirements outlined in the Big Bend Continuum of Care Governance Charter and agree to abide by them. If I am selected, I will devote the time and resources necessary to complete orientation and become an active member of the Board of Directors. I understand the above commitments and agree to be bound by them in signing this application.

Applicant Signature

Date

Big Bend Continuum of Care Code of Ethical Conduct Policy

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

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

I. Purpose

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

II. Introduction

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

III. Accountability

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

IV. Gifts

1. Big Bend CoC officers, employees or agents will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Depending upon the circumstances, exceptions to this provision may be granted only in situations where the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value.
2. An employee, officer, or agent of the Big Bend CoC shall be careful to ensure that s/he is involved in no apparent or potential violations of this provision.

V. Professional Excellence

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

Big Bend Continuum of Care Code of Ethical Conduct Policy

VI. Media Policy

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

Board members and staff are solely responsible for what they post on any form of media. Remember that many postings can be viewed worldwide and are archived "forever," meaning that they cannot be deleted once posted, or are archived even if deleted and that seemingly "private" posts can easily be shared with a wide audience via a single contact in your closed network. It is also easy to capture short-lived messages (like Snapchat) and rebroadcast them in a more permanent format despite the originator's intent.

1. Unless communications are part of a board member or staff's regular job duties, they are not to represent themselves as spokespeople for the CoC. Similarly, if commenting about the CoC or its policies or services, board members and staff whose job duties do not include media communications must make clear that they are speaking in a personal capacity, rather than in an official capacity, and that their views do not represent those of the CoC or of other board members or staff.
2. In general, while board members and staff have the right to comment freely about matters of public concern—issues or events of political, social, or other importance to our community—the comments must not be unduly disruptive to the CoC's operations or interfere/distract from board duties.
3. Board members and staff must avoid posting material about their board work that could be construed as malicious, obscene, or threatening, or that might constitute harassment or bullying. An example of prohibited conduct would be offensive or obscene posts deliberately intended to harm a collaborator's reputation, or the use of racial, ethnic, or gender slurs.
4. Board members or staff may not evade these guidelines by posting anonymously or under a screen name.

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

VII. Penalties

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

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

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

Print Name: _____

Signature: _____

Organization: _____

Date: _____

Big Bend Homeless Assistance Continuum of Care

Profit Loss

January - March, 2025

	TOTAL
Revenue	
43400 Direct Public Support	57.00
43450 Individ, Business Contributions	174.06
Total 43400 Direct Public Support	231.06
47200 Program Income	0.00
47210 State Contracts	389,893.65
47220 Local Government Contracts	94,802.76
47240 Program Service Fees	494.52
47250 Federal Contracts/Funding	189,480.57
Total 47200 Program Income	674,671.50
Sales	100.00
Total Revenue	\$675,002.56
GROSS PROFIT	\$675,002.56
Expenditures	
60800 Bank Service Fees	53.11
60900 Business Expenses	39.25
60920 Business Registration Fees	200.00
60930 Memberships	2,650.00
60940 Background Screens	159.60
Total 60900 Business Expenses	3,048.85
62100 Contract Services	207,074.31
62110 Accounting Fees	4,153.00
62140 Legal Fees	1,000.00
Total 62100 Contract Services	212,227.31
62800 Facilities and Equipment	0.00
62890 Rent, Parking, Utilities	11,270.52
Total 62800 Facilities and Equipment	11,270.52
63000 Program Expense	4,093.41
64000 Specific Assist to Individuals	20,873.85
65000 Operations	1,985.01
65010 Books, Subscriptions, Reference	2,952.51
65020 Postage, Mailing Service	73.00
65030 Printing and Copying	576.86
65040 Supplies	45.60
65050 Telephone, Telecommunications	665.88
65060 Information Technology	5,625.45
65070 Advertising/Marketing	62.00
Total 65000 Operations	11,986.31

Big Bend Homeless Assistance Continuum of Care

Profit Loss

January - March, 2025

	TOTAL
65100 Other Types of Expenses	0.00
65120 Insurance - Liability, D and O	3,006.88
65170 Staff Development	1,356.40
Total 65100 Other Types of Expenses	4,363.28
66000 Payroll Expenses	109,439.54
66030 Retirement -FRS	1,291.20
66070 Taxes	5,575.08
66071 Remployment	2,182.37
Total 66070 Taxes	7,757.45
Company Contributions	0.00
Health Insurance	9,475.08
Retirement	1,806.00
Total Company Contributions	11,281.08
Wages	69,940.00
Total 66000 Payroll Expenses	199,709.27
68300 Travel and Meetings	29.20
68310 Conference, Convention, Meeting	742.80
Total 68300 Travel and Meetings	772.00
Reimbursements	1,421.79
Unapplied Cash Bill Payment Expenditure	1,017.49
Total Expenditures	\$470,837.19
NET OPERATING REVENUE	\$204,165.37
NET REVENUE	\$204,165.37

FY 2024/25 REPORT OF EXPENDITURES AND REIMBURSEMENT REQUEST
WITH ADVANCE

Please complete **only** the areas highlighted in blue

AGENCY NAME:

Big Bend Continuum of Care

PROGRAM NAME:

ARPA

REPORTING PERIOD COVERED:

February 1-28, 2025

CURRENT EXPENDITURES:

\$119.19

CUMULATIVE EXPENDITURES:

\$1,067,422.62

AMOUNT OF PAYMENT REQUEST :

\$119.19

FUNDING SOURCE (Select from the drop-down list)

ARPA

COMBINED

Cost Category	Project Budget \$	Current Expenditures \$														Cumulative Expenditures (Amount Spent To-Date) \$	Unexpended Budget (Remaining Funds) \$
		Previous	Payment 32	Payment 33	Payment 34	Payment 35	Payment 36	Payment 37	Payment 38	Payment 39	Payment 40	Payment 41	Payment 42	Payment 43	Payment 44		
Task 1- Street Outreach	\$570,000.00	\$456,321.44	\$6,012.99	\$3,995.06	\$4,207.64	\$2,525.03	\$1,601.45									\$474,663.61	\$95,336.39
Task 2- PSH	\$427,354.00	\$433,483.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00									\$433,483.29	-\$6,129.29
Task 3- Capacity Building	\$116,899.00	\$19,772.49	\$0.00	\$0.00	\$0.00	\$1,749.13	\$310.00									\$21,831.62	\$95,067.38
Task 4- Community Liaison	\$153,101.00	\$30,757.15	\$3,985.80	\$3,064.43	\$3,064.92	\$2,780.31	\$939.30									\$44,591.91	\$108,509.09
Task 5- Coord. Entry	\$142,646.00	\$0.00	\$6,792.63	\$4,997.95	\$5,510.92	\$3,282.25	\$1,018.44									\$21,602.19	\$121,043.81
Task 3 Advance-Capacity Bldg		\$90,000.00	-\$2,324.75	-\$5,175.25	-\$3,750.00	-\$3,750.00	-\$3,750.00									\$71,250.00	-\$71,250.00
TOTALS	\$1,410,000.00	\$1,030,334.37	\$14,466.67	\$6,882.19	\$9,033.48	\$6,586.72	\$119.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,067,422.62	\$342,577.38

**FY 2024/25 REPORT OF EXPENDITURES AND REIMBURSEMENT REQUEST
WITH ADVANCE- Leon County**

Please complete **only** the areas highlighted in blue

AGENCY NAME:	Big Bend Continuum of Care	PROGRAM NAME:	ARPA	REPORTING PERIOD COVERED:	February 1-28, 2025
CURRENT EXPENDITURES:	\$65.79	CUMULATIVE EXPENDITURES:	\$590,504.53	AMOUNT OF PAYMENT REQUEST :	\$65.79
FUNDING SOURCE (Select from the drop-down list)	ARPA	COUNTY			

Cost Category	Project Budget \$	Current Expenditures \$														Cumulative Expenditures (Amount Spent To-Date) \$	Unexpended Budget (Remaining Funds) \$
		Previous	Payment 32	Payment 33	Payment 34	Payment 35	Payment 36	Payment 37	Payment 38	Payment 39	Payment 40	Payment 41	Payment 42	Payment 43	Payment 44		
Task 1- Street Outreach	\$314,640.00	\$251,889.43	\$3,668.63	\$2,205.27	\$2,322.62	\$1,393.82	\$884.00									\$262,363.77	\$52,276.23
Task 2- PSH	\$235,899.41	\$239,282.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00									\$239,282.78	-\$3,383.37
Task 3- Capacity Building	\$64,528.25	\$11,153.27	\$0.00	\$0.00	\$0.00	\$965.52	\$171.12									\$12,289.91	\$52,238.34
Task 4- Community Liaison	\$84,511.75	\$16,977.94	\$2,549.63	\$1,691.57	\$1,691.84	\$1,534.73	\$518.49									\$24,964.20	\$59,547.55
Task 5- Coord. Entry	\$78,740.59	\$0.00	\$4,098.99	\$2,758.87	\$3,042.03	\$1,811.80	\$562.18									\$12,273.87	\$66,466.72
Task 3 Advance-Capacity Bldg		\$49,680.00	-\$1,283.26	-\$2,856.74	-\$2,070.00	-\$2,070.00	-\$2,070.00									\$39,330.00	-\$39,330.00
TOTALS	\$778,320.00	\$568,983.42	\$9,033.99	\$3,798.97	\$4,986.49	\$3,635.87	\$65.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$590,504.53	\$187,815.47

**FY 2024/25 REPORT OF EXPENDITURES AND REIMBURSEMENT REQUEST
WITH ADVANCE- CITY of TALLAHASSEE**

Please complete **only** the areas highlighted in blue

AGENCY NAME:

Big Bend Continuum of Care

PROGRAM NAME:

ARPA

REPORTING PERIOD
COVERED:

February 1-28, 2025

CURRENT EXPENDITURES:

\$53.40

CUMULATIVE
EXPENDITURES:

\$476,918.09

AMOUNT OF PAYMENT
REQUEST :

\$53.40

FUNDING SOURCE (Select from the drop-down list)

ARPA

CITY

Cost Category	Project Budget \$	Current Expenditures \$														Cumulative Expenditures (Amount Spent To-	Unexpended Budget (Remaining Funds) \$
		Previous	Payment 32	Payment 33	Payment 34	Payment 35	Payment 36	Payment 37	Payment 38	Payment 39	Payment 40	Payment 41	Payment 42	Payment 43	Payment 44		
Task 1- Street Outreach	\$255,360.00	\$204,432.01	\$2,344.36	\$1,789.79	\$1,885.02	\$1,131.21	\$717.45									\$212,299.84	\$43,060.16
Task 2- PSH	\$191,454.59	\$194,200.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00									\$194,200.51	-\$2,745.92
Task 3- Capacity Building	\$52,370.75	\$8,619.22	\$0.00	\$0.00	\$0.00	\$783.61	\$138.88									\$9,541.71	\$42,829.04
Task 4- Community Liaison	\$68,589.25	\$13,779.21	\$1,436.17	\$1,372.86	\$1,373.08	\$1,245.58	\$420.81									\$19,627.71	\$48,961.54
Task 5- Coord. Entry	\$63,905.41	\$0.00	\$2,693.64	\$2,239.08	\$2,468.89	\$1,470.45	\$456.26									\$9,328.32	\$54,577.09
Task 3 Advance-Capacity Bldg		\$40,320.00	-\$1,041.49	-\$2,318.51	-\$1,680.00	-\$1,680.00	-\$1,680.00									\$31,920.00	-\$31,920.00
TOTALS	\$631,680.00	\$461,350.95	\$5,432.68	\$3,083.22	\$4,047.00	\$2,950.85	\$53.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$476,918.09	\$154,761.91

FYs 2024-2025 MONTHLY REPORT OF EXPENDITURES AND REIMBURSEMENT REQUEST
EMERGENCY SOLUTIONS GRANT

Please complete only the areas highlighted in blue

AGENCY NAME:

Big Bend Continuum of Care BBCOC

REPORTING PERIOD COVERED:
(beginning & ending Dates)

October 1, 2024 - September 30, 2025
February 1, 2025 - February 28, 2025

CURRENT EXPENDITURES:

\$11,482.80

CUMULATIVE EXPENDITURES:

\$63,200.59

AMOUNT OF PAYMENT REQUEST:

\$11,482.80

Cost Category	Project Budget \$	Current Expenditures \$												Cumulative Expenditures (Amount Spent To-Date) \$	Unexpended Budget (Remaining Funds) \$
		Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25		
Coordinated Entry	\$84,069.00	\$6,893.82	\$6,108.72	\$6,215.05	\$5,691.75	\$5,295.66								\$30,205.00	\$77,175.18
HMIS	\$84,069.00	\$7,148.49	\$6,711.41	\$6,761.41	\$6,187.14	\$6,187.14								\$32,995.59	\$76,920.51
TOTALS	\$168,138.00	\$14,042.31	\$12,820.13	\$12,976.46	\$11,878.89	\$11,482.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63,200.59	\$104,937.41

2024-2025 DCF PROVIDER BALANCES

Agency	Funding Stream	Activity	Contract Amounts	January 2025 Invoices	February 2025 Invoices	Balance
Ability 1st	DCF Challenge +2	Rapid Rehousing	\$ 1,048.74	\$ -	\$ -	\$ -
	DCF Challenge +2	Admin	\$ 55.09	\$ -	\$ -	\$ (0.00)
	DCF Challenge Base	Program Need	\$ 25,000.00	\$ -	\$ 16,672.17	\$ -
	DCF Challenge Base	Admin	\$ 35.00	\$ -	\$ -	\$ -
	DCF ESG	Street Outreach	\$ 23,000.00	\$ -	\$ -	\$ 697.21
	DCF ESG	Rapid Rehousing	\$ 39,662.86	\$ 2,159.95	\$ 6,482.40	\$ 1,992.87
	DCF RUSH2	Street Outreach	\$ 10,000.00		\$ -	\$ 10,000.00
BBHC	DCF Challenge Base	Program Need	\$ 100,000.00	\$ 7,409.91	\$ 4,413.20	\$ 19,708.30
	DCF Challenge Base	Admin	\$ 3,000.00	\$ 222.29	\$ 130.22	\$ 848.60
	DCF Challenge Unsheltered	Program Need	\$ 79,269.86	\$ -	\$ 15,903.67	\$ 63,366.19
	DCF Challenge Unsheltered	Admin	\$ 8,807.76	\$ -	\$ 1,396.88	\$ 7,410.88
	DCF ESG	Emergency Shelter	\$ 39,662.86	\$ 5,448.67	\$ 3,632.46	\$ 18,440.60
Catholic Charities	DCF TANF	Financial Assistance	\$ 19,385.00	\$ 2,358.00	\$ 1,048.00	\$ 9,499.13
	DCF TANF	Case Management	\$ 11,899.00	\$ 2,118.98	\$ 1,415.56	\$ 3,098.72
	DCF Challenge Base	Housing Need	\$ 50,000.00	\$ 4,384.47	\$ 4,220.05	\$ 10,024.70
	DCF Challenge Base	Program Need	\$ 7,991.40	\$ -	\$ -	\$ -
	DCF Challenge Base	Service	\$ 42,008.60	\$ 4,336.67	\$ 3,286.48	\$ 25,698.49
	DCF Challenge Base	Admin	\$ 3,000.00	\$ 261.63	\$ 225.20	\$ 1,158.57
	DCF Challenge +1	Prevention	\$ 5,425.10	\$ 3,921.06	\$ 574.84	\$ 9.90
	DCF Challenge +1	Rapid Rehousing	\$ 16,098.63	\$ 3,801.20	\$ 4,687.50	\$ 3,495.51
	DCF Challenge +1	Admin	\$ 382.68	\$ 231.67	\$ -	\$ 0.00
	DCF Challenge +2	Rapid Rehousing	\$ 27,995.56	\$ -	\$ -	\$ 9,500.00
	DCF Challenge +2	Prevention	\$ 39,765.05	\$ 9,882.05	\$ 6,171.71	\$ 13,828.29
	DCF Challenge +2	Admin	\$ 1,879.70	\$ 296.46	\$ 185.15	\$ 699.85
CESC Inc.	DCF Challenge Base	Program Need	\$ 100,000.00	\$ 10,000.00	\$ 10,000.00	\$ 40,000.00
	DCF Challenge Base	Admin	\$ 3,000.00	\$ 300.00	\$ 300.00	\$ 1,200.00
	DCF Challenge Unsheltered	Program Need	\$ 126,155.23	\$ -	\$ -	\$ 126,155.23
ECHO	DCF Challenge +2	Prevention	\$ 48,285.46			\$ 34,226.87
	DCF Challenge +2	Admin	\$ 1,448.57			\$ 1,026.81
	DCF Challenge Base	Housing Need	\$ 66,953.78	\$ 9,698.00	\$ 574.91	\$ -
	DCF Challenge Base	Program Need	\$ 5,486.73		\$ -	\$ 0.00
	DCF Challenge Base	Service	\$ 29,513.27	\$ 3,726.09	\$ 2,983.85	\$ 15,753.91
	DCF Challenge Base	Admin	\$ 3,058.61	\$ 402.72	\$ 106.76	\$ 472.62
	DCF ESG	Prevention	\$ 31,675.20	\$ 2,564.60	\$ 3,450.00	\$ 12,424.92
	DCF RUSH2	Prevention	\$ 30,000.00		\$ 8,248.00	\$ 21,752.00
IOY	DCF Challenge +2	Prevention	\$ 3,990.00	\$ -	\$ -	\$ -
	DCF Challenge +2	Rapid Rehousing	\$ 40,322.81	\$ 4,500.00	\$ 3,880.00	\$ 20,681.81
	DCF Challenge +2	Admin	\$ 1,100.65	\$ 135.00	\$ 116.40	\$ 391.72
CCYS	DCF Challenge Unsheltered	Program Need	\$ 50,000.00	\$ 1,472.33	\$ 18,739.72	\$ 29,787.95

COMMITTEE: Coordinated Entry Committee
CHAIR: Mandy Bianchi
CoC Staff: Micha Allen
CHARTERED REQUIREMENTS:
<p>To assist the CoC Board and responsible entities to establish, operate, oversee, evaluate a coordinated entry system, the Coordinated Entry Committee will:</p> <ul style="list-style-type: none"> a) In consultation with recipients of Emergency Solutions Grant (ESG) funds within the CoC's geographic area, establish and operate a Coordinated Entry system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services; and b) In consultation with recipients of ESG funds within the CoC, establish and consistently follow written CE standards for providing CoC assistance. c) Serves as the evaluation entity of the Coordinated Entry System review while the CoC collaborative Applicant and CoC staff are responsible for implementing the Coordinated Entry System and the CoC Board is responsible for governing the Coordinated Entry System.
GOALS AND OBJECTIVES:
<ul style="list-style-type: none"> 1. Review CE P&P and CE workflow 2. Research alternative assessment tools to replace VISPDAT <p><u>2025 Meeting Months: March, May, July, Sept</u></p> <p>March 19, 2025- Welcome- Provide P&P and CE workflow for Review in May- potential P&P sub-committee</p> <p>May 21, 2025- Review and Comment on CE P&P and CE workflow</p> <p>July 23, 2025- Provide draft of update CE P&P and CE workflow</p> <p>September 17, 2025- Final draft for vote to go to full Board at October meeting</p> <ul style="list-style-type: none"> 3. Data cleanup of CE entries- ongoing 4. Training schedule to be implemented
RESPONSIBILITIES
<ul style="list-style-type: none"> • Investigating and resolving consumer and provider complaints or concerns about the process. • Providing information and feedback to the CoC community partners and CoC Board about coordinated assessment. • Evaluating the efficiency and effectiveness of the coordinated assessment process. • Reviewing performance data from the coordinated assessment process; and • Recommending changes or improvements to the process, based on performance data, to the CoC and CoC Board.

RECRUITMENT:

Coordinated Entry Committee Composition (minimum of 5 members) One Coordinated Entry Chair, two HMIS users with Access Points, one representative from a community information and referral organization and one person who is experiencing homelessness or who is formerly homeless. Leadership, intake, and case management staff from Access Points are encouraged to participate in this committee. One CoC staff member will support this committee.

No Recruitment Necessary at this time

ACTION ITEMS/NEXT STEPS

- CoC Staff- begin researching VISPDAT replacement assessments
- Update the Community Calendar with meeting dates and times.

Join Us for the Next CE Committee Meeting – Big News & A New Opportunity!

Wed, Mar 19, 2025 @10 am Via TEAMS

Summary:

The Coordinated Entry Committee convened to discuss the objectives and initiatives for 2025, led by Mandy Bianchi and facilitated by Micha Allen. The committee aims to review the Coordinated Entry System and its policies, focusing on researching alternative assessment tools to replace the BI-SPDAT and conducting data cleanup throughout the year. Micha addressed inquiries about access points for the system, confirming existing locations such as Kearney Center and HOPE, while also noting suggestions from Gloria Seabrooks to include individuals temporarily living with friends or family. Johnna Coleman highlighted the role of the COC's online assessment and agencies like Catholic Charities in facilitating access to the system.

Introduction and Welcome

Mandy Bianchi, the Chair of the Coordinated Entry Committee, welcomed participants to the first meeting of 2025. Micha Allen, the Coordinated Entry Director, led the introductions, allowing attendees to share their names and roles. Several participants, including Regina Flowers, Gloria Seabrooks, and Megan Duncan, introduced themselves during this segment.

Coordinated Entry Committee Meeting Overview

Micha Allen led the first Coordinated Entry Committee meeting of 2025, emphasizing the review of the Coordinated Entry System and the need for policy updates. The committee plans to research alternative assessment tools to replace the BI-SPDAT and will conduct data cleanup with the help of new staff. Several meetings are scheduled throughout the year to address these objectives.

- * Research on alternative assessment tools to replace VI-SPDAT.
- * Data cleanup efforts and communication regarding updates.
- * Launch of subcommittees for policy review and assessment tool research.

Coordinated Entry System Discussion

Micha Allen discussed the existing access points for the Coordinated Entry system, responding to Gloria Seabrooks' inquiry about expanding these points to include individuals living with friends or family. He explained the challenges in defining homelessness for those in such situations but mentioned that connections with schools could help verify homelessness. Johnna Coleman highlighted the COC's online assessment as another means for individuals seeking housing to enter the system.

- * Overview of the Coordinated Entry System and its purpose.

Action Items:

- * Micha Allen will send out the policy and procedures for coordinated entry to all participants for review by the end of the meeting.
- * Micha Allen will send out emails throughout the year regarding data cleanup efforts to all participants.
- * Micha Allen will invite participants to join subcommittees focused on reviewing policies and procedures and researching alternative assessment tools.
- * Eric Layton will unveil both the sheltered and unsheltered numbers after data cleanup and deduplication at the April full board and membership meeting.

Key Questions:

- * What are the main access points for clients seeking assistance through the Coordinated Entry System?
- * Is there a way to coordinate entry for individuals living with families or friends?

COMMITTEE: HMIS Committee
CHAIR: Jim McShane
CoC Staff: Eric Layton
CHARTERED REQUIREMENTS: To assist the CoC Board with its responsibility to oversee the HMIS in compliance with HUD’s requirements, the HMIS Committee will: <ul style="list-style-type: none"> a) Review, revise and recommend a CoC HMIS data privacy plan, data security plan, and data quality plan; b) Review HMIS administration and recommend any changes needed to ensure compliance with HUD requirements; and c) Make recommendations to ensure consistent participation in the HMIS by CoC and ESG recipients and sub-recipients. d) Review all HUD mandated reports including System Performance Measures, Point In Time County, Housing Inventory Chart, etc. e) Review and make recommendations to improve upon the CoC data quality plan. f) Review and revise the Data Sharing and Privacy Policies g) Implement and reinforce the CoC Data Quality Plan, Data Sharing and Privacy Policies and HMIS policies and procedures.
GOALS AND OBJECTIVES: <ul style="list-style-type: none"> 1. Continue to try to get more engagement from committee members 2. Dates and times of meetings are working- Eric has made calendar invites for meetings with current members- 2ND WEDNESDAY, EVERY OTHER MONTH AT 10 AM
RESPONSIBILITIES The HMIS committee is responsible for assisting the CoC Board with its responsibility to oversee the HMIS in compliance with HUD’s requirements. The HMIS Committee will: <ul style="list-style-type: none"> • a) Review, revise and recommend a CoC HMIS data privacy plan, data security plan, and data quality plan; • b) Review HMIS administration and recommend any changes needed to ensure compliance with HUD requirements; and • c) Make recommendations to ensure consistent participation in the HMIS by CoC and ESG recipients and sub-recipients.
RECRUITMENT: HMIS Committee Composition (minimum of 5 members) One HMIS Committee Chair, two Access Point staff, two staff from agencies using HMIS with reporting licenses. One CoC Staff member will support this committee. No recruitment necessary at this time
ACTION ITEMS/NEXT STEPS <ul style="list-style-type: none"> - prepare for next meeting 4/9/2025 at 10 am

COMMITTEE: Needs Assessment and Planning Committee
CHAIR:
CoC Staff: Johnna Coleman , Lona Ford – staff joined by Paul Pacchioli
<p>CHARTERED REQUIREMENTS:</p> <p>To assist the CoC Board with its responsibility to coordinate the implementation of a housing and service system within the CoC’s geographic area that meets the needs of individuals and families experiencing homelessness, the Needs Assessment and Planning Committee will:</p> <ul style="list-style-type: none"> a) Assist the Collaborative Applicant and CoC Board to conduct an annual gaps analysis; b) Make annual recommendations to the CoC Board for updates to the Homeless Assistance Plan; c) Assess needs for outreach, engagement, and coordinated assessment, shelter, housing, rapid rehousing, and supportive services, prevention strategies, strategies to end homelessness locally, based on the consideration of documented best practices, local needs and gaps, innovations in programs and service delivery, and available and potential resources; d) Consult with state and local government ESG recipients within the CoC geographic area on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and sub recipients; e) Assist the Lead Agency to plan for and conduct the annual Point In Time count, including a housing inventory of shelters, transitional housing, and permanent housing reserved for persons who are homeless, in general, and persons who are chronically homeless and veterans experiencing homelessness, specifically, as HUD requires; and f) Assist the Collaborative Applicant to provide information required to complete the Consolidated Plan(s) within the CoC geographic area and make recommendations for improving the engagement of each county in the CoC. g) Recommend prioritization of needs and targeted goals withing the Homelessness Assistance Plan. h) Review local and federal policy priorities and recommend the adoption of priorities that align with them.
<p>GOALS AND OBJECTIVES:</p> <p>1. NAP Committee Meeting Dates 2025</p> <p>Meeting- 4th Thursday of every other month- every month until Needs Assessment is done</p> <p>5/22- provide old assessment and HAP- ask for thoughts on new assessment- electronic</p> <p>6/26- 1st meeting- Provide 1st draft- ask for feedback on additional questions</p> <p>7/24- Final Draft to be reviewed and voted</p> <p>8/1- Assessment to be distributed</p> <p>8/28- Surveys due back</p> <p>9/25- Preliminary Results back to Committee</p> <p>10/9- Finalized Results to be presented to Board</p>
<p>RESPONSIBILITIES</p> <ul style="list-style-type: none"> • The key responsibility of this committee is to coordinate the implementation of a housing and service system within the CoC’s geographic area that meets the needs of individuals and families experiencing homelessness.

RECRUITMENT:

Needs Assessment and Planning Committee Composition (minimum of 6 members) One committee chair, one ESG entitlement jurisdiction employee, CoC Executive Director, one Coordinated Entry access point Leadership staff, one representative working in the Reentry sector, one representative from the education sector. Housing advocates as well as business and housing developers are also encouraged to participate in this committee.

- **Pacch will reach out to Re-entry for participation**

ACTION ITEMS/NEXT STEPS

- **Search for old assessment and send to Lona and Pacch for review then to committee**
- **Update community calendar with new dates for NAP meetings**

COMMITTEE: Project and Application Review Committee
CHAIR:
CoC Staff: Johnna Coleman and Lona Ford
<p>CHARTERED REQUIREMENTS:</p> <p>To assist the CoC Board with its responsibility to develop performance targets, review performance, and recommend projects for funding, the Project Performance and Application Review Committee will:</p> <p>a) will work with CoC staff closely to evaluate and score HUD funding projects based on the priorities and goals set forth by the CoC Board</p> <p>b) make recommendations on reallocation decisions when a project is under performing or chooses to relinquish the project to be administered by another grantee.</p> <p>c) provide feedback through the evaluation and scoring process of projects on how to improve policies, procedures and outcomes of the project.</p> <p>d) review the evaluation report from the Coordinated Entry Committee on the Coordinated Entry System and make recommendations on improving the system to the Executive Committee</p>
<p>GOALS AND OBJECTIVES:</p> <ul style="list-style-type: none"> - Improve project and application review process - Review and update P&P - Find a better platform for applications (Google forms, Jot form, etc.)
<p>RESPONSIBILITIES</p> <p>This committee is charged with assisting the CoC Board with its responsibility to develop performance targets, monitor performance, and recommend projects for funding, the Project Performance and Application Review Committee will:</p> <p>a) Review local and federal policy priorities and recommend the adoption of priorities that align with them.</p> <p>b) Recommend and implement a local process for applying, reviewing and prioritizing project applications for funding in the annual HUD Homeless Assistance CoC Grants competition and State of Florida Department of Children and Families Challenge Grant competition.</p> <p>c) Recommend a process for how the CoC:</p> <p>i. Consults with recipients and sub recipients to establish performance targets appropriate for each population and program type</p>

ii. Monitors performance of CoC and ESG recipients and sub recipients, evaluates the outcomes of projects funded under ESG and CoC programs

iii. Provides technical assistance and support to underperforming projects, and iv. Takes action against ESG and CoC projects that perform poorly

d) Ensure that the outcomes of ESG and CoC projects are reported to HUD annually.

RECRUITMENT:

Application and Project Performance Review Committee Composition (5-9 members)

One Application and Project Performance Review Committee Chair, 3-5 independent community members who are not affiliated with a homeless service provider's board or staff, and 1-3 other members that may be affiliated with organizations that are not currently funded through the CoC process, or applying for funding through the CoC in the same 12 month period of being on the review committee, but serve in the human services sector. One CoC staff member will support this committee.

- **Need to formalize a committee and chair**
- **DCF RFP likely to be released spring 2025**

ACTION ITEMS/NEXT STEPS

- **Develop and send out a survey about application process**
- **Seek recommendations from City/County for CHSP reviewers**
- **Research how other CoC's are gathering applications**

COMMITTEE: Executive Committee
CHAIR: Jeanne' Freeman
CoC Staff: Johnna Coleman
CHARTERED REQUIREMENTS:
<p>The Executive Committee is empowered to act as outlined in IV.D. To further assist the CoC Board with its responsibilities to operate a CoC, the Executive Committee will also:</p> <ul style="list-style-type: none"> a) Make recommendations for semi-annual full membership meetings. b) Make recommendations for the annual public invitation process for new members. c) Review the written process to select a CoC Board at least once every five years and recommend updates. d) Appoint CoC Board Members, Committee Chairs and CoC Members to committees, subcommittees, or work groups. e) Review budgets, financial statements, contract compliance reports, audits, and other materials relevant to the CoC Board oversight role. f) In consultation with the Collaborative Applicant and the HMIS Lead Agency, develop, follow, and annually update this Governance Charter, as well as all procedures and policies needed to comply with HUD requirements and with HMIS requirements, including a code of conduct and recusal process for the CoC Board, its Chairs, and any person acting on behalf of the CoC Board. g) At the Chair's discretion, the Executive Committee may invite other CoC Board Members and CoC Members to participate in and assist with annual Governance Charter review activities. h) Recommend and implement a local process for applying, reviewing and prioritizing project applications for funding in the annual HUD Homeless Assistance CoC Grants competition and State of Florida Department of Children and Families Challenge Grant competition. <ul style="list-style-type: none"> i) Recommend a process for how the CoC: ii) Consults with recipients and sub recipients to establish performance targets appropriate for each population and program type iii) Monitors performance of CoC and ESG recipients and sub recipients, evaluates the outcomes of projects funded under ESG and CoC programs iv) Provides technical assistance and support to underperforming projects, and v) Takes action against ESG and CoC projects that perform poorly i) Ensure that the outcomes of ESG and CoC projects are reported to HUD annually.

GOALS AND OBJECTIVES:

- 1. Update Charter and By-Laws**
 - i. Review Current Documents**
 - ii. Research other CoC's**
 - iii. Johnna and Lona to make recommendations**
- 2. Create connections in other counties**
 - i. Work with Jeanne and Jim to make contacts through their connections**
 - ii. Initiate meetings/calls with current commissioners and agencies**
- 3. Educate and Engage- Marketing**
 - i. Increase public awareness and engagement**
 - ii. What is our messaging- aligning with mission and vision**
 - iii. Social Media Campaigns**
 - iv. Engagement and Educational Events calendar**
- 4. Secure more diverse funding**
- 5. Learn advocacy strategies**

RESPONSIBILITIES

1. The Executive Committee is empowered to act on behalf of the CoC Board between meetings of the CoC Board, in cases of emergency or as directed by the CoC Board and is empowered to perform the responsibilities assigned to it outlined in VII.E.1, in accordance with the following:
 - a) A quorum for Executive Committee action is 51% of Executive Committee members. Electronic meetings and votes may be allowed to conduct the business of the Executive Committee.
 - b) The Executive Committee may hold a closed session to take actions related to the hiring, evaluation and termination of the Executive Director of the CoC.
 - c) Executive Committee action is subject to ratification by the full CoC Board at its next regular meeting.
 - d) By a two-thirds vote of the CoC Board members present at the next regular CoC Board meeting, the actions of the Executive Committee may be overturned.

<p>RECRUITMENT:</p> <p>Composition – The CoC Board’s Executive Committee (Executive Committee) shall consist of ten individuals:</p> <ul style="list-style-type: none"> 6. One CoC Board Chair 7. One CoC Board Vice Chair 8. One CoC Board Secretary 9. One CoC Treasurer 10. One At Large Member 11. Four Committee Chairs - Coordinated Intake and Assessment Committee, HMIS Committee, and Needs Assessment and Planning Committee, Application and Project Performance Review Committee. 12. One Immediate Past Chair
<p>ACTION ITEMS/NEXT STEPS</p> <ul style="list-style-type: none"> 1. Johnna and Lona to conduct a review of charter and by-laws and send suggestions to Executive Committee 2. Identify ways to engage with agencies in other counties 3. Create a marketing campaign calendar

COMMITTEE: Lived Experience Workgroup
CHAIR:
CoC Staff: Jeff Kane, Tori Stephenson
CHARTERED REQUIREMENTS: - Not identified
GOALS AND OBJECTIVES: The goal of this committee: <ul style="list-style-type: none"> - Educate and inform the board on the lived experiences of homelessness (including disability, mental health, substance use disorder, and more). - Provide feedback on current services and resources aimed at people experiencing homelessness. - Use lived experience to guide the improvement of services. - Inform the design of materials and outreach for people experiencing homelessness. <p>What meeting times would be most accessible for committee members?</p>
RESPONSIBILITIES - Not identified
RECRUITMENT: Those who <ul style="list-style-type: none"> - have in the past or be currently experiencing homelessness - be living in the Big Bend service area - be able to attend the meetings - be willing to take part actively and provide feedback - ?????
ACTION ITEMS/NEXT STEPS Research- How do we compensate people for their time? What agencies should we engage to find committee members?

COMMITTEE: Youth Workgroup
CHAIR:
CoC Staff: Lovena Basquin, Tori Stephenson, Ciara Tucker, Janelle Cotton- Justin, Gwynn
CHARTERED REQUIREMENTS: - not defined <ul style="list-style-type: none"> -gathering data and information about youth homelessness in the Big Bend area - develop partnerships with other youth service providers in the community - promote engagement from school FIT staff
GOALS AND OBJECTIVES: <ul style="list-style-type: none"> - Seek youth perspective about the work of this group - data analysis from youth perspective (storytelling, testimony)
RESPONSIBILITIES <ul style="list-style-type: none"> - Needs to be defined
RECRUITMENT: <ul style="list-style-type: none"> - Seek youth representation from each county- may be assigned to youth - Seek youth exiting from foster care - Seek student involvement at all levels <p>-10-12 members Max</p>
ACTION ITEMS/NEXT STEPS <ul style="list-style-type: none"> - Team Building for youth - Teach advocacy techniques- Training (public speaking) - Research on other Youth Focus group- (Orlando) - Next meeting 2/20/25 at 1 pm- canceled - Need to establish a meeting time