

Before Starting the CoC Application

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

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

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

1. The FY 2022 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2022 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.

Your CoC Must Approve the Consolidated Application before You Submit It
- 24 CFR 578.9 requires you to compile and submit the CoC Consolidated Application for the FY 2022 CoC Program Competition on behalf of your CoC.

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

Answering Multi-Part Narrative Questions

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

Attachments

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

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

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

1A. Continuum of Care (CoC) Identification

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1A-1. CoC Name and Number: FL-603 - Ft Myers, Cape Coral/Lee County CoC

1A-2. Collaborative Applicant Name: Lee County Board of County Commissioners

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Lee County Board of County Commissioners

1B. Coordination and Engagement–Inclusive Structure and Participation

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

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- Frequently Asked Questions

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

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

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

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

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

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

(limit 2,500 characters)

1. The Executive Director of the Lee County Homeless Coalition and the CoC Program Manager actively solicit new members following an assessment of subgroups/agencies that are not represented or are underrepresented within the CoC general membership. Nomination and selection to the CoC Governing Board occurs following a similar assessment of underrepresented subgroups, as well as from active, regular participation in General CoC meetings. Solicitation for new members is made annually via email distributions, and posted constantly on the lead agency and homeless coalition websites.

2. Meeting announcements, agendas and minutes posted online comply with ADA standards to enhance and encourage persons with disabilities to participate. Meetings are virtual via a “Zoom” or Teams meeting platforms that provide real time transcription and “chat boxes” to encourage dialog.

3. Individuals experiencing homeless are identified and encouraged to participate in the CoC through targeted outreach. The CoC Governing Board has at least one member with lived experience, and multiple funded agencies have persons with lived experience represented within their organization, including as board members and as employees. Multiple peer specialists regularly solicit feedback from persons who are homeless and presents that information to CoC leadership through participation in the CoC Governing Board and through one on one meetings. The CoC also has a lived experience working group which meets at least quarterly to provide input for planning. To address equity and engage culturally diverse stakeholders, the CoC General and Governing Board members are regularly reminded to solicit participation from groups underrepresented within the CoC. The CoC conducts an annual review of racial and ethnic disparities, including within Board membership, and is actively working to recruit members from underrepresented population groups.

1B-3.	CoC's Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness.	
	NOFO Section VII.B.1.a.(3)	
	Describe in the field below how your CoC:	
1.	solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;	
2.	communicated information during public meetings or other forums your CoC uses to solicit public information; and	
3.	took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.	

(limit 2,500 characters)

1. All CoC actions, including planning for funding and development of new activities are presented to the CoC Governing Board and CoC General Membership. The CoC General membership meets monthly and was consulted during the creation of a variety of new projects over the past several years. The CoC Governing Board is consulted for all new funding uses, including HOME, ESG, HOME-ARP funds, ESG-CV, and State funding received to address homelessness.
2. Public input is gathered from the public during quarterly public meetings through a Lee County Board of County Commissioners (BoCC) Advisory Committee. The committee membership includes representatives from low income neighborhoods, local businesses, the United Way, the Department of Children and Families, and advocates for persons who are homeless. All new funding applications and receipts of funding to address homelessness are presented during BoCC meetings. The public is invited to comment on these items during each meeting, as well as present on items of concern to them. The CoC manages a Facebook page and data dashboards which are posted on the lead agency webpage to ensure that performance data and the most up to date CoC related information is shared with the public.
3. All information gathered during public outreach efforts are used in planning and making improvements to activities to address homelessness. As an example, concerns regarding families experiencing unsheltered homelessness and a limited number family emergency shelter beds were heard during public meetings. Based on these comments, the Lead Agency utilized County General funds to create a joint component non-congregate sheltering and rapid re-housing program for families. The program is still operating, but has successfully housed 85 households comprising 275 individuals since its inception in March of 2021.

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

(limit 2,500 characters)

1. Notice of the local competition opening was sent via direct email to nonprofit organizations that have registered for the lead agencies mailing address. In addition, the local request for applications was distributed to other local funders such as the United Way and the Community Foundation, for distribution to their stakeholders. The request for applications was also posted on the lead agency website, and distributed by the Homeless Coalition. The Performance Evaluation and Ranking Committee (PERC), a subcommittee of the CoC Governing Board, reviews all applications that are submitted, regardless of their current funding status. Catholic Charities is not currently funded, but submitted two new project applications, and was selected for submission of a DV RRH bonus project.
2. Instructions related to the request for application were included in the application package which was posted online and distributed via email. Renewal project applicants received instructions for submitting renewal project applications via direct email. All applications are received outside of eSnaps, and submitted directly via email to the grants analyst at the Lead Agency.
3. The PERC reviews all new and renewal projects in accordance with the most recent CoC Ranking and Reallocation policies, and the current year ranking tool. All project applications that are submitted prior to the local deadline are reviewed by the PERC, so long as they are submitted by an eligible non-profit applicant. Eligible applicants must be a 501c3, have provided services for a minimum of 12 months prior to application, and must not be on the SAM.org list of debarred agencies. The ranking tool, ranking policies and procedures, and scoring rubric is included in the request for application documents and sent via direct email to all renewal applicants.
4. All documents published on the webpage are OCR to allow for persons with disabilities to use screen readers and other aids. All published documents contain language offering translation or alternative formats.

1C. Coordination and Engagement

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

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

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

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

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

(limit 2,500 characters)

1. Lee County Human and Veteran Services is the lead agency for the CoC and the entitlement grantee for ESG and ESG-CV funds. HVS sought input from the CoC Governing Board, the General Membership, community stakeholders, and the public when planning for and allocating ESG and ESG-CV funds. Consultations take place during regular meetings and public hearings, as well as via direct emails.
2. The Performance Evaluation and Ranking Committee (PERC), a subcommittee of the CoC Governing Board, reviewed all funding applications for ESG-CV funds and made recommendations to the CoC Governing Board for project selection. The Governing Board also votes on allocation of regular annual ESG Allocations. All selected uses for ESG and ESG-CV funds were presented to the Board of County Commissioners during a public meeting.
3. PIT and HIC data are provided to the staff responsible for completed the Con Plan as soon as it is made available.
4. The CoC Governing Board is consulted prior to the submission of all Annual Action and Consolidated Plans. Staff that manage the CoC lead agency responsibilities regularly consult with staff that are responsible for managing the responsibilities of the Consolidate Planning process. Because HVS serves as the lead agency for both processes, consultation is constantly occurring.

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

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

1.	Conducted mandatory training for all CoC- and ESG-funded service providers to ensure families are not separated.	No
2.	Conducted optional training for all CoC- and ESG-funded service providers to ensure families are not separated.	No
3.	Worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	Yes

4.	Worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within your CoC's geographic area that might be out of compliance and took steps to work directly with those facilities to bring them into compliance.	Yes
5.	Sought assistance from HUD by submitting AAQs or requesting technical assistance to resolve noncompliance of service providers.	No
6.	Other. (limit 150 characters)	

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

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

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

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

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

(limit 2,500 characters)

The CoC has formal partnerships with the Early Learning Coalition and Lee County School District. Contracts for funding exist between Lee County Human and Veteran Services and the local Early Learning Coalition (ELC). The County provides funding to support the operations of the Coalition to provide pre-K, VPK, and infant-to-3 childcare for families who are low income or experiencing homelessness. All CoC funded RRH providers have executed partnership referral agreements with ELC through the Homeless Coalition. These agreements facilitate the streamlined and free childcare placements for families that are experiencing homelessness and enrolled in RRH programs. Street outreach teams also utilize this process for persons who may not yet be referred to housing programs, but who are still in need of childcare. The CoC regularly engages the Lee County School District to assess needs, and ensure that all CoC resources are made available to students who are homeless. The CoC recently connected the school district's homeless liaison staff to HMIS. Those staff are now completing coordinated assessments with students and their families who are experiencing category 1 or 4 homelessness. The CoC also partnered with the school district to provide onsite tutoring, on demand transportation, and other services to families who were enrolled in the CoC's joint component family transition collaborative project, which was funded with County General funds. The CoC Lead Agency conducted a presentation regarding CE and RRH resources to all school social workers at the start of the 2021 school year. Coordinated entry staff and street outreach teams regularly collaborate with social workers hired by the Lee County School district to connect homeless youth with appropriate CoC services. The CoC also collaborates directly Florida Gulf Coast university for a variety of projects, including conducting outreach with their campus police team to connect students experiencing homelessness with available services.

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

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

(limit 2,500 characters)

All Lee County CoC service providers must have written policies in place which ensure that individuals and families who become homeless are informed of their eligibility for and receive access to educational services. These policies should detail how homeless families with children will be informed of and referred to the Lee County School Districts homeless students program, A.C.C.E.S.S. Such policies should also include information for all homeless individuals and families regarding local technical schools and universities, which may offer programs and assistance for persons who are homeless. Additionally, programs that specifically serve families with children must have a staff person designated as the education liaison that will ensure that children are enrolled in school and connected to the A.C.C.E.S.S. program, as well as Healthy Start and Head Start, if applicable. The CoC regularly engages the Lee County School District to assess needs, and ensure that all CoC resources are made available to students who are homeless. The CoC recently connected the school district's homeless liaison staff to HMIS. Those staff are now completing coordinated assessments with students and their families who are experiencing category 1 or 4 homelessness. The CoC also partnered with the school district to provide onsite tutoring, on demand transportation, and other services to families who were enrolled in the CoC's joint component Family Transition Collaborative project, which was funded with County General funds.

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

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

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

1C-5.	Addressing Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors—Collaborating with Victim Service Providers.	
	NOFO Section VII.B.1.e.	

	Describe in the field below how your CoC regularly collaborates with organizations who help provide housing and services to survivors of domestic violence, dating violence, sexual assault, and stalking to:
1.	update CoC-wide policies; and
2.	ensure all housing and services provided in the CoC are trauma-informed and can meet the needs of survivors.

(limit 2,500 characters)

1. Representatives from victim service providers actively participate in the work of the CoC. Management staff from Abuse Counseling and Treatment (ACT) participates in the CoC general membership. Development of the proposed DV programs was driven by de-identified data submitted to the CoC by ACT, showing that 13,202 unique services had been provided to survivors of domestic violence in Lee County in 2021 alone.
2. Catholic Charities, Diocese of Venice (CCDOV) is the proposed provider for the DV-RRH project that has been submitted with this application, and has a history of providing trauma informed case management in its Program aiding victims of human trafficking. Trauma informed care is emphasized as a best practice throughout the CoC, and agencies are encouraged to seek appropriate training for all staff.

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

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

(limit 2,500 characters)

1. CoC Project staff is trained on best practices and safety protocols directly related to serving victims of Domestic Violence and Human Trafficking. CoC-wide training was coordinated in the past year through Catholic Charities, and all staff using HMIS must receive at least annual training, which includes planning protocols for data associated with DV victims and survivors. Current programming at Catholic Charities provides trauma informed and client centered approaches to provide tailored services to victims of human trafficking, as well as victims of domestic violence and/or sexual assault. All CoC staff, including CE staff received motivational interviewing and mental health first aid training in 2022.
2. Coordinated entry staff attends the training on serving victims of domestic violence and human trafficking, and must receive at least annual HMIS training, which includes planning protocols for data associated with DV victims and survivors. All CoC staff, including CE staff received motivational interviewing and mental health first aid training in 2022.

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

(limit 2,500 characters)

1. Data to assess the needs of DV survivors is sourced from Lee County's HMIS and from the local Abuse Counseling and Treatment (ACT) victim service provider, which maintains data in a comparable database.

2. Data from both data sources is shared regularly to evaluate the magnitude of need in the community. Individuals and families are asked if they are fleeing or are survivors of domestic violence when they enter the Coordinated Entry System and aggregate data is regularly reviewed by the Data Committee of the CoC. The number of survivors the CoC is currently serving is the number of unduplicated individuals who either indicated on their housing needs assessment that they were the victims of domestic violence or who are active in another CoC program and indicated that they were the victims of domestic violence. De-identified aggregate data from ACT is also regularly received and reviewed by the CoC to evaluate need.

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

(limit 2,500 characters)

1. The CoC's written standards outline the requirements of the VAWA final rule for all service providers. The policies require that each covered housing provider produce a detailed emergency transfer plan, which ensures that a tenant receiving rental assistance through or residing in a unit subsidized under a covered housing program who is a victim of domestic violence, dating violence, sexual assault, or stalking qualifies for an emergency transfer within the criteria stated in 24 CFR 5.2005 (e)(2). Lee County's Emergency Transfer plan, encompasses all CoC, Emergency Solutions Grant (ESG), and HOME funded programs. All covered housing providers must maintain records on emergency transfers requested under 24 CFR 5.2005(e). Data must include the outcomes of each request, and must be provided to Lee County upon request.

2. Program participants can confidentially contact their case manager and request an emergency transfer. CoC staff complies with the Emergency Transfer plan and all applicable laws, rules, policies and procedures.

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

Describe in the field below how your CoC ensures that survivors of domestic violence, dating violence, sexual assault, or stalking have access to all of the housing and services available within the CoC's geographic area.

(limit 2,500 characters)

The CoC collaborates closely with Victim Service Providers to ensure that CoC services are well advertised and known to survivors of domestic violence, dating violence, sexual assault, or stalking. Individuals and families fleeing domestic violence are advised that they may reach out to the Coordinated Entry System to be prioritized for housing services, and calltakers regularly make appropriate referrals to supportive services in the geographic area. ACT alone recorded 1339 unique referrals to outside services, including those funded by the CoC, in 2021. In 2021, 98 households who indicated that they were survivors of domestic violence exited the Coordinated Entry System to permanent housing destinations, including 66 households who exited to rentals with RRH or equivalent subsidies.

1C-5e.	Including Safety, Planning, and Confidentiality Protocols in Coordinated Entry to Address the Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.	
	NOFO Section VII.B.1.e.	

Describe in the field below how your CoC's coordinated entry includes:

- | | |
|----|----------------------------|
| 1. | safety protocols, |
| 2. | planning protocols, and |
| 3. | confidentiality protocols. |

(limit 2,500 characters)

1. Lee County CoC's Coordinated Entry System prioritizes the safety and confidentiality of individuals fleeing domestic violence by allowing individuals to confidentially access the system by phone, 24/7. Referrals made as a result of each client's contact with CE are made using each client's system ID only without contact information, or any identifying information. (Eg. CardID 734-DV). Communications which include the client's name, phone number, or any other identifying information are prohibited. Per VAWA and local policies, ACT, the local domestic violence shelter, does not enter data into HMIS, and clients seeking access to those programs are instructed to contact them directly.

2. The CoC plan to serve individuals fleeing domestic violence includes a strategy to limit exposure of client data to only the staff that needs to access it. While Lee County has greatly increased the number of outreach partners who can accept referrals from CE, only a limited number of those receive DV referrals from the coordinated entry system. Those outreach partners specialize in the needs of victims of domestic violence and are able to make safe, appropriate referrals.

3. All data is collected in accordance with Lee County CoC's Privacy Policy, which must be clearly posted in all caseworkers offices throughout the CoC. The policy outlines how and when client's data will be shared, if at all, and guarantees that clients will be able to access, correct, or file a complaint regarding their data. The CoC's Written Standards and Coordinated Entry Policies and Procedures includes the emergency transfer and other provisions as required by VAWA. Lee County and other local CoC, HOME or ESG funded housing providers allow tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation. The ability of Lee County and other applicable housing providers to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether Lee County or other applicable housing providers has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

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

	1. Did your CoC implement a written CoC-wide anti-discrimination policy ensuring that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination?	Yes
	2. Did your CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	No
	3. Did your CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access in Accordance With an Individual's Gender Identity in Community Planning and Development Programs (Gender Identity Final Rule)?	No

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

Describe in the field below:

1.	whether your CoC updates its CoC-wide anti-discrimination policy, as necessary, based on stakeholder feedback;
2.	how your CoC assisted providers in developing project-level anti-discrimination policies that are consistent with the CoC-wide anti-discrimination policy ensuring that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination;
3.	your CoC's process for evaluating compliance with your CoC's anti-discrimination policies; and
4.	your CoC's process for addressing noncompliance with your CoC's anti-discrimination policies.

(limit 2,500 characters)

1. The Lee County CoC operates all programs and the Coordinated Entry system in accordance with all federal statutes including, but not limited to: the Fair Housing Act, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, and Title II and Title III of the Americans with Disabilities Act. All service providers, where assistance is provided through HUD programs, including assistance under the must ensure equal access to the HUD-assisted program in accordance with all general HUD program requirements as specified in 24 CFR Part 5.
2. Lee County CoC requires service providers to practice a person-centered model that incorporates participant choice and inclusion of all homeless subpopulations present in Lee County, including homeless veterans, youth, and families with children, individual adults, seniors, victims of domestic violence, and Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, and Intersex (LGBTQI+) individuals and families. All CoC and ESG funded service providers must ensure that all persons have fair and equal access to the Coordinated Entry process and all forms of assistance regardless of race, ethnicity, national origin, age, sex, familial status, religious preference, disability type, or amount of disability, gender identity, perceived gender identity, marital status, sexual orientation, or perceived sexual orientation. Additionally, service providers must maintain compliance with the HEARTH Act's involuntary family separation provision, which ensures that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, marital status, gender, gender identity, perceived gender identity, sexual orientation, or disability, when entering shelter or housing.
3. Adoption of the CoC's anti-discrimination policies are mandatory for all funded agencies, and the implementation of anti-discrimination policies is evaluated during monitoring visits.
4. If the CoC is notified or otherwise becomes aware of non-compliance with these policies by a partner agency, the agency is contacted and given the opportunity to correct the non-compliance. Failure to correct any non-compliance is reflected in the agency's monitoring report, and negatively affects future funding applications, including renewal funding.

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

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

Enter information in the chart below for the two largest PHAs highlighted in gray on the FY 2021 CoC-PHA Crosswalk Report or the two PHAs your CoC has a working relationship with--if there is only one PHA in your CoC's geographic area, provide information on the one:

Public Housing Agency Name	Enter the Percent of New Admissions into Public Housing and Housing Choice Voucher Program During FY 2021 who were experiencing homelessness at entry	Does the PHA have a General or Limited Homeless Preference?	Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On?
Housing Authority of the City of Fort Myers	48%	Yes-Both	No
Lee County Housing Authority	61%	Yes-Both	No

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

Describe in the field below:

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

(limit 2,500 characters)

Both the Housing Authority of the City of Fort Myers (HACFM) and Lee County Housing Authority (LCHA) have a public housing and HCV preference for persons who are homeless. In addition, the CoC signed an MOU with HACFM for the administration of mainstream vouchers, as well as for Emergency Housing Vouchers. The CoC and Coordinated Entry Systems are being used to provide referrals and documentation for both mainstream and EHV's. Since the implementation of EHV's, HACFM has been participating in case conferencing meetings and is beginning to increase their engagement with the CoC and Coordinated Entry Systems, although they are not yet fully participating. Two CoC funded providers also work directly with the housing authorities for the administration of VASH vouchers. The PHAs regularly accept referral from RRH providers, who use HCV and Mainstream vouchers as a primary move-on strategy for clients with high service needs, who are in need of long term rental subsidy. The CoC continues to work with the PHAs to encourage participation in CE and HMIS.

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

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

1.	Multifamily assisted housing owners	No
2.	PHA	Yes
3.	Low Income Housing Tax Credit (LIHTC) developments	Yes
4.	Local low-income housing programs	No
	Other (limit 150 characters)	
5.		

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

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

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

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

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

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

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

	Does your CoC have an active Memorandum of Understanding (MOU) with any PHA to administer the EHV Program?	Yes
--	--	-----

If you select yes to question 1C-7e.1., you must use the list feature below to enter the name of every PHA your CoC has an active MOU with to administer the Emergency Housing Voucher Program.

PHA	
Housing Authority...	

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

Name of PHA: Housing Authority of the City of Fort Myers

1D. Coordination and Engagement Cont'd

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

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

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

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

1.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2022 CoC Program Competition.	8
2.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects your CoC is applying for in FY 2022 CoC Program Competition that have adopted the Housing First approach.	8
3.	This number is a calculation of the percentage of new and renewal PSH, RRH, SSO non-Coordinated Entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in the FY 2022 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

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

Describe in the field below:

1.	how your CoC evaluates every recipient—that checks Housing First on their Project Application—to determine if they are actually using a Housing First approach;
2.	the list of factors and performance indicators your CoC uses during its evaluation; and
3.	how your CoC regularly evaluates projects outside of the competition to ensure the projects are using a Housing First approach.

(limit 2,500 characters)

1. The CoC is continually evaluating each funded providers housing first practices to determine if they are actually using a housing first approach. The Coordinated Entry coordinator conducts follow up on every referral that is made to funded providers. If referrals are rejected that follow up includes a staffing of the case and an evaluation/reminder of housing first practices. If the funded provider is determined to have rejected the referral for a reason that is outside of housing first practices, the referral is not allowed to be reassigned and the provider must accept the referral.
2. The CoC also evaluates the average vulnerability score for each referral that is accepted by funded providers. This referral score indicates whether or not the provider is accepting clients with the highest service needs, including those who have eviction histories, legal issues, no income, or other factors that may be barriers to housing. During the annual funding competition this average vulnerability score is used as a factor in the determination of the overall score and ranking of the renewal projects.
3. The performance evaluation and ranking committee meets at least quarterly in coordination with the data committee to evaluate each funded projects performance, including their housing first practices. When the committee or Coordinated Entry staff determine that an agencies practices are outside of housing first principles the CoC manager and Deputy Director of the lead agency schedule a one on one call with the leadership of the lower performing agency to advise them of the current situation and remind them of the housing first requirements within the CoC. This practice was recently instituted by the CoC and has proven very successful in ensuring that providers are accepting all referrals and focusing on housing first.

1D-3.	Street Outreach–Scope.	
	NOFO Section VII.B.1.j.	
	Describe in the field below:	
	1. your CoC's street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are identified and engaged;	
	2. whether your CoC's Street Outreach covers 100 percent of the CoC's geographic area;	
	3. how often your CoC conducts street outreach; and	
	4. how your CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance.	

(limit 2,500 characters)

1. The CoC implemented significant street outreach efforts in 2020 and expanded those through American Resuce Plan funds in 2021 and 2022. The CoC developed Housing Outreach & Treatment (HOT) teams in partnership with Lee County Human & Veteran Services, Centerstone (behavioral health provider), & local law enforcement, including Lee County Sherriff's Office, Cape Coral Police Department, Fort Myers Police Department, Sanibel Police Department, Lee County Port Authority & Florida Gulf Coast University Police Department. HOT Teams consist of a law enforcement officer & behavioral health professional. HOT Teams conduct assessments, provide referrals for housing/shelter, & connection to behavioral health services. The CoC lead agency now has seven full time street outreach staff, one emergency medical services (EMS) coordinator, & one mobility coordinator.
2. The street outreach efforts cover 100% of the geographic area. Law Enforcement agencies have received permission to assist with outreach outside of their traditional jurisdictional boundaries. Outreach staff are assigned geographic areas, and have recently collaborated with Lee County Code Enforcement to accept referrals from and conduct outreach with their field staff who may encounter individuals experiencing homelessness on their daily inspection routes. This partnership has expanded outreach capacity exponentially.
3. Street outreach & HOT teams conduct street outreach at least 5 days per week & are available approximately 10 hours per day. HOT team & street outreach staff also conduct targeted outreach events when encampments are identified. These targeted events are triggered at the request of the public, local businesses, outreach staff, the Board of County Commissioners, or any other community stakeholders who identify a potential encampment. When such space is identified, the stake holder contacts the lead agency, who then organizes a team for an event aimed at connecting individuals in encampments with shelter, housing, & resources.
4. Targeted encampment outreach events & the lead agency's dedicated staff aim to engage those who are least likely to request assistance. The EMS coordinator engages persons who are frequent users of EMS services & connects them to housing & primary medical care. The mobility coordinator engagement persons who frequent public transit stations & connects them to housing & resources.

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

Select yes or no in the chart below to indicate strategies your CoC implemented to ensure homelessness is not criminalized and to reverse existing criminalization policies in your CoC's geographic area:

		Ensure Homelessness is not Criminalized	Reverse Existing Criminalization Policies
1.	Engaged/educated local policymakers	Yes	No
2.	Engaged/educated law enforcement	Yes	No
3.	Engaged/educated local business leaders	Yes	No
4.	Implemented community wide plans	Yes	No
5.	Other:(limit 500 characters)		

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1D-5.	Rapid Rehousing–RRH Beds as Reported in the Housing Inventory Count (HIC).	
	NOFO Section VII.B.1.i.	

		2021	2022
	Enter the total number of RRH beds available to serve all populations as reported in the HIC—only enter bed data for projects that have an inventory type of “Current.”	348	540

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

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

	Resource	CoC Provides Annual Training?
1.	Food Stamps	No
2.	SSI–Supplemental Security Income	No
3.	TANF–Temporary Assistance for Needy Families	No
4.	Substance Abuse Programs	No
5.	Employment Assistance Programs	No
6.	Other (limit 150 characters)	

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

Describe in the field below how your CoC:

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

(limit 2,500 characters)

1. Updates related to mainstream resources are sent directly to case managers, outreach staff, and other who engage with clients via email and also shared during weekly case conferencing meetings. The CoC general membership meeting also includes a spotlight agency presentation each month where all CoC agency and direct service staff receive updates regarding new supportive services and programs available within the CoC.
2. The CoC collaborates directly with the local hospital in bi-weekly healthcare system collaboration meetings. During these meetings the CoC and hospital staff discuss particular high need cases as well as explore options for improving referrals and colabration between the systems. Staff from local substance abuse and mental health treatment providers are itegrated into every aspect of the continuum. Centerstone, a local behavioral health provider, partners closely with street outreach and is a contracted parter for Housing Outreach and Treatment (street outreach) teams in the CoC. The Center for Progress and Excellence, another local behavioral health provider, manages the local individual emergency shelter, as well as staff's the Coordinated Entry line after hours in coordination with their Mobile Crisis Line. Salus Care, the CoC's largest behavioral health provider, coordinates directly with the CoC for CSU discharges, outpatient service referrals. Salus Care was also awarded CDBG-CV2 grant funding to staff a system navigator, charged with connecting CoC program participants with all of the services offered by Salus Care, including, but not limited to Medication Assisted Therapy, CSU, outpatient, in patient, sober living, 28-day transitional living, and support groups.
3. The CoC colaborates closely with the PATH funded outreach staff who connect individuals to SOAR benefits. All RRH staff at the lead agency are SOAR certified, as well as many direct services staff at partner agencies. In 2021 the CoC funded Providence Family Life Center to assist program participants with SOAR applications. To date they have completed more than 50 applications with clients who were enrolled in RRH programs, or who were awaiting housing placement.

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

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

(limit 2,500 characters)

In 2021, the Lee County Board of County Commissioners allocated \$3.8 million in Lee County General Revenue Reserves to provide Non-congregate sheltering for persons experiencing homelessness. This project, name the Family Transition Collaborative (FTC), is a joint component non-congregate shetlerring to rapid re-housing program. The project is still in operating, but to date has placed 85 households or 274 individuals in permanent housing. The project is a partnership with a local hotel, Centerstone, a local behavioral health provider, Catholic Charities, to provide RRH, Health Start, the Lee County School District, and Lee County Human and Veteran Services. The program provides behavioral health services, case management, job search assistance, job fairs, tutoring, educational assistance, and a variety of other community resources on site at a local hotel where all of the families stay while they in the non-congregate sheltering portion of the program. Catholic Charities and Centerstone conduct joint intakes with the clients to ensure that their housing plan begins the moment they enter the hotel. Catholic Charitites provides housing service and placement assistance, rental assistance, supportive services and case management for up to 12 months after the household exits the hotel to rapid re-housing. There is no maximum stay in the hotel, however families are expected to be actively engaged with their housing case managers throughout their stay.

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

(limit 2,500 characters)

1. Almost immediately after the start of the pandemic the CoC coordinated with Lee Health (local hospital system) and the Lee County Emergency Operations Center (EOC) to implement non-congregate sheltering (NCS) operations for persons who were experiencing homelessness and tested positive for Covid. NCS provides three meals per day to a program participant, along with case management contacts a minimum of twice per day during the quarantine period. Referrals for NCS are made by Lee Health to the local DOH. The DOH confirms the Covid + result and notifies the hotel of a new placement. Lee Health sends a notification of placement to the CoC Lead Agency, with relevant information related to the program participant, including any BH needs or upcoming medical appointments. The assigned case manager makes contact with the participant within 2 hours of initial placement, and starts discharge planning immediately. The case manager continues to engage DOH and Lee Health to address any physical health needs the participant may have.

2. The CoC lead agency worked with the DOH when the pandemic first began to gather and distribute marketing materials to educate clients about safe practices. The Lead Agency also coordinated with EOC to get large shipments of masks and food boxes for distribution to clients. Once vaccines were available, the CoC coordinated with DOH to distribute to all congregate settings, and also coordinated several mobile vaccine clinics.

Lee County's Coordinated Entry System uses a dynamic scoring system to select candidates for housing programs based on vulnerability. To rapidly address changes presented by the COVID-19 pandemic, the scoring system was adjusted to more rapidly select individuals who were over the age of 60, and individuals who indicated that they suffered chronic health issues. The CoC collaborated directly with the state health department to establish and maintain a Non-congregate sheltering program which allowed COVID-positive individuals to quarantine while still being assessed and referred to housing resources. A Covid-19 screening tool was also developed and implemented into workflows within HMIS to ensure that case management and outreach staff were safe and could identify clients with symptoms as quickly as possible.

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

(limit 2,500 characters)

1. The Department of Health (DOH) has robust information regarding infectious diseases available on their website, and the lead agency also works closely with the Healthy Lee (Lee Health Hospital Community Health Group) to examine data related to the overall health and wellbeing of the community. During the pandemic the lead agency instituted a Covid-19 assessment that identified someone who was at high risk for complications related to Covid-19. The CoC recently implemented a working group with the local hospital that meets bi-weekly to increase collaboration for the provision of health care and education surrounding infectious disease outbreaks among program participants.

2. The lead agency partnered with the Department of Health (DOH) to provide a variety of vaccine clinics, PPE, and non-congregate sheltering services during the pandemic. Outside of the pandemic the CoC partners with the DOH to provide vaccines, health care services, and education related to infectious diseases through direct outreach to individuals experiencing homelessness. The DOH is present during semi-annual homeless service days, where individuals who are unsheltered are provided access to Flu, Covid, Hep A, Hep B, and other vaccinations. In addition, the local federally qualified health center, Family Health Centers continues ongoing street outreach efforts and direct outreach to homeless shelters to provide prevention, education, vaccinations, and connection to primary care. During Covid-19, emergency shelter staff within the CoC began regular screening and testing for infectious disease to prevent and mitigate the outbreak of disease. Lee Health, the areas largest healthcare provider, was able to maintain their ability to refer patients to the medical respite units only with appropriate medical clearance, and shelter staff were in direct contact with the DOH in the event of an outbreak. Upon the conclusion of non-congregate sheltering for Covid positive clients, the CoC facilitated a training from DOH for shelter, outreach, and housing staff, the best practices for the mitigation and prevention of infectious disease. Street outreach staff have been equipped with PPE, cleaning supplies, and hygiene items and have distributed thousands of these supplies to unsheltered populations since 2019.

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

(limit 2,500 characters)

1. Lee County CoC utilizes a 24/7 telephone intake line in addition to satellite access points that ensures 100% geographic coverage. The Coordinated Entry System (CE) is advertised community-wide as the only way to access CoC-funded housing services. Durable rack cards with contact information for CE, the mobile crisis unit, and the day center are printed in English and Spanish and distributed widely by all service providers and outreach staff to ensure that clients know how to access the system.
2. In addition to maintaining a 24/7 telephone intake line and satellite access points, the CoC has street outreach projects which fund staff to be able to physically locate and engage people who would be unlikely to apply for homeless assistance without such efforts. These efforts include HOT teams, which are teams of behavioral health (BH) providers and law enforcement. HOT Teams complete CEs with clients and ensure they are quickly connected to services. Allowing the BH provider to complete CE's has ensured that clients with the most severe BH needs have access to the system.
3. Lee County CoC uses a dynamic vulnerability assessment that prioritizes clients according to standards developed with the input of a diverse group of community partners. The prioritization process utilizes the VI-SPDAT as part of a holistic process that considers chronicity, tri-morbidity (where an individual simultaneously suffers a mental health, physical health, and substance abuse issue), whether the individual or family is homeless as a result of abuse/trauma, and other factors as determined by the community.
4. Vacancies in housing programs are immediately reported to CE staff, and matching clients are referred to housing programs within one week of each vacancy. A warm handoff between outreach staff and housing case management ensures a smooth transition for the client into housing.

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

(limit 2,500 characters)

1. Lee County engages and offers to assist those who have historically been least likely to apply for services. In 2019, Lee County launched a CE phone line which allowed individuals located far from physical access points to apply. The geographic coverage is supplemented with language support and translation services. Demographic data shows lower rates of engagement in CE by individuals identifying as Hispanic/Latino(a)(x), and Lee County has a large Spanish-speaking population. Clients who reach out to CE who need translations services can access the system 24/7 and are referred to community partners who either employ multilingual staff, or have access to translation services.
2. Lee County CoC uses a dynamic vulnerability assessment that prioritizes clients according to standards developed with the input of a diverse group of community partners. The prioritization process utilizes elements of the VI-SPDAT as part of a holistic process that considers chronicity, tri-morbidity, abuse, trauma, and other factors identified by the community. This process is examined on an annual basis as part of the CoC's equity report, and can be rapidly updated to address any equity issues.
3. Vacancies in housing programs are immediately reported to CE staff, and matching clients are referred to housing programs within one week of each vacancy. A warm handoff between outreach staff and housing case management ensures a smooth transition for the client into housing. Additionally, clients can and regularly do request to work with specific agencies and program types. In the last year, Lee County added a question to the assessment process that explained the services offered by PSH programs and gauged interest. Selecting no removes the client from the candidate pool from that resource, and answering yes creates a note on the priority list that the client is interested.
4. Lee County has sought to reduce burdens on people using CE through progressive engagement, digital collaboration, and coordinated follow through. Clients reaching out to CE are only asked to provide the information needed to serve the person's immediate needs at that time, however, the digital framework started in 2019 allows information collected on a client's behalf to remain accessible to CE Partners in HMIS (with annual consent). Client data collected on behalf of those experiencing persistent homelessness remains available indefinitely, reducing retraumatization.

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

1.	Has your CoC conducted a racial disparities assessment in the last 3 years?	Yes
2.	Enter the date your CoC conducted its latest assessment for racial disparities.	08/15/2022

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

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

(limit 2,500 characters)

1. Lee County's strategic plan commits to regularly gathering and evaluating data to understand racial and ethnic trends in homelessness within the Continuum. The lead agency of the CoC produces an annual racial discrepancy report which analyzes several indicators, including whether and to what extent different groups experience homelessness at disproportionate rates, whether different groups disproportionately receive assistance from the CoC, and whether different groups have better or worse outcomes correlating to race.

2. The 2022 Racial Disparities Report found that Black/AA individuals were slightly overrepresented in the provision of services relative to the total population of Black/AA individuals who had contacted Coordinated Entry. The report also found that Black/AA individuals had slightly higher exits to permanent destinations than White individuals. The report also identified lower engagement and provision of services to Hispanic/Latino(a)(x) individuals than the PIT population.

1D-10b.	Strategies to Address Racial Disparities.	
	NOFO Section VII.B.1.q.	

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

1.	The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	No
2.	The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	Yes
3.	The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	Yes
4.	The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups.	Yes
5.	The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	Yes
6.	The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	Yes
7.	The CoC has staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness.	Yes
8.	The CoC is educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	Yes
9.	The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	Yes
10.	The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	Yes
11.	The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	Yes
	Other:(limit 500 characters)	
12.	The CoC has devoted funding to allow staff to attend conferences hosted by NAEH, NCHSDC, and others where racial equity has been a major focus. Additionally, CoC staff was selected to present on the CoC's approach to racial equity at the Southern Conference on Homelessness and Housing.	Yes

1D-10c.	Actions Taken to Address Known Disparities.	
	NOFO Section VII.B.1.q.	

Describe in the field below the steps your CoC and homeless providers have taken to address disparities identified in the provision or outcomes of homeless assistance.

(limit 2,500 characters)

An annual racial disparities study conducted by the CoC demonstrated that minority populations were represented at a higher rate in the homeless population than those same groups in general census data. The disparity was addressed by providing services to overrepresented groups at a higher rate. Statistically, the group most overrepresented in Lee County's population experiencing homelessness was Black/AA persons, who made up 8.3% of the census population and 42.1% of those contacting Coordinated Entry for Housing services. Black/AA individuals were also slightly overrepresented in the population served by Rapid Rehousing services, comprising 54.8% of program participants. Higher participation rates in those programs is the result of deliberate funding decisions made by the COC Governing Board. In years past, recognizing that CE data showed that families with children experiencing homelessness were disproportionately headed by Black/AA individuals, the Board prioritized a family RRH program to receive a significant portion of the CoC's funding. The commitment has been continued with The CoC's Supplemental NOFO application, which would fund the community's first family PSH program and would serve Black/AA families at a higher rate than the rate at which Black/AA individuals experience homelessness in Lee County.

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

Describe in the field below the measures your CoC has in place to track progress on preventing or eliminating disparities in the provision or outcomes of homeless assistance.

(limit 2,500 characters)

Lee County CoC compiles and reviews a racial equity report on an annual basis. The report investigates several indicators, including:

- a. What racial and ethnic groups are overrepresented in the homeless population compared to Census data, and to what extent.
- b. Whether any racial or ethnic groups are under-represented in CE, compared to PIT data
- c. Whether the assessment tools used to prioritize individuals and families for housing services show bias toward any group.
- d. Whether any racial or ethnic groups are under-represented in the provision of housing services.

This year's report also examined disparities in outcomes including whether any statistically significant differences in System Performance Measures (e.g. returns to homelessness) correlate to race/ethnicity.

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

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

(limit 2,500 characters)

Lee County CoC engages individuals with lived experiences of homelessness through targeted outreach. While the CoC regularly announced its intent to involve persons with lived experience of homelessness through public meetings, the CoC had far more success reaching out to individuals with lived experience who were involved in the provision of homeless services or engaged in advocacy and asking those individuals to participate in the process of leadership. The targeted outreach strategy has resulted in increases in representation for persons with lived experience on the Governing Board, the formation of a standing lived experience committee, and participation on CoC subcommittees among individuals with lived experience of homelessness.

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

Enter in the chart below the number of people with lived experience who currently participate in your CoC under the five categories listed:

	Level of Active Participation	Number of People with Lived Experience Within the Last 7 Years or Current Program Participant	Number of People with Lived Experience Coming from Unsheltered Situations
1.	Included and provide input that is incorporated in the local planning process.	7	2
2.	Review and recommend revisions to local policies addressing homelessness related to coordinated entry, services, and housing.	7	1
3.	Participate on CoC committees, subcommittees, or workgroups.	7	0
4.	Included in the decisionmaking processes related to addressing homelessness.	7	0
5.	Included in the development or revision of your CoC's local competition rating factors.	1	0

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

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

(limit 2,500 characters)

Several CoC-funded agencies have employed staff with lived experience of homelessness, and agencies that can show a track record of doing so receive points on funding applications submitted to the CoC. Approved projects generally include funding for staff training and professional development, and the CoC encourages partner agencies to offer those opportunities to staff with lived experience.

1D-11c.	Routinely Gathering Feedback and Addressing Challenges of Individuals with Lived Experience of Homelessness.	
	NOFO Section VII.B.1.r.	

Describe in the field below how your CoC:

1.	how your CoC routinely gathered feedback from people experiencing homelessness and people who have received assistance through the CoC or ESG program on their experience receiving assistance; and
2.	the steps your CoC has taken to address challenges raised by people with lived experience of homelessness

(limit 2,500 characters)

1. Lee County CoC provides a client satisfaction survey to all clients who receive CoC and ESG funded housing services, and surveys are reviewed by the CoC Governing Board. The CoC has also established a working group of individuals with lived experiences of homelessness to provide feedback on system processes.
2. Input from the Lived Experience working group and from other individuals who received services was crucial to the development and refinement of the CoC's plan for serving individuals and families experiencing homelessness with severe service needs. Client experience mirrored aggregate data collected from the coordinated entry system, which showed rapidly increasing engagement resulting in challenges related to the availability of outreach staff. In response to the challenges raised, the CoC greatly increased the number of outreach workers on staff, including outreach staff with lived experience of homelessness to improve service delivery.

1D-12.	Increasing Affordable Housing Supply.	
	NOFO Section VII.B.1.t.	
	Describe in the field below at least 2 steps your CoC has taken in the past 12 months that engage city, county, or state governments that represent your CoC's geographic area regarding the following:	
	1. reforming zoning and land use policies to permit more housing development; and	
	2. reducing regulatory barriers to housing development.	

(limit 2,500 characters)

1-2. The Lead Agency of the CoC has relentlessly advocated for action and reform on the issue of affordable housing before the Lee County Board of County Commissioners (BoCC). Data gathered by the Lead Agency, included CE data collected in HMIS was crucial in the lead agency's successful bid to secure \$7.5MM from the BoCC to fund the rehabilitation of existing affordable housing and construction of new affordable housing in Lee County (Approved June 21, 2022). Lead agency staff is currently engaged in productive, collaborative talks with elected officials in Lee County to examine policy and make improvements to Lee County's Comp plan to recue regulatory barriers to the development of affordable housing.

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

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1E-1.	Web Posting of Your CoC's Local Competition Deadline–Advance Public Notice. NOFO Section VII.B.2.a. and 2.g. You must upload the Local Competition Deadline attachment to the 4B. Attachments Screen.	
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	Enter the date your CoC published the deadline for project applicants to submit their applications to your CoC's local competition.	07/11/2022
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1E-2.	Project Review and Ranking Process Your CoC Used in Its Local Competition. We use the response to this question and the response in Question 1E-2a along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below. NOFO Section VII.B.2.a., 2.b., 2.c., and 2.d. You must upload the Local Competition Scoring Tool attachment to the 4B. Attachments Screen. Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition:	
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1.	Established total points available for each project application type.	Yes
2.	At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH).	Yes
3.	At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness).	Yes
4.	Provided points for projects that addressed specific severe barriers to housing and services.	Yes
5.	Used data from comparable databases to score projects submitted by victim service providers.	Yes

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

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

1.	What were the maximum number of points available for the renewal project form(s)?	100
2.	How many renewal projects did your CoC submit?	5
3.	What renewal project type did most applicants use?	PH-PSH

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

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

(limit 2,500 characters)

1. All participating projects were required to record information on all program participants in HMIS. Data quality was reviewed quarterly by the Data Committee of the CoC, and projects that failed to meet data quality thresholds were required to take corrective action. The Data Committee compiled and submitted aggregate participant data in the form of project report cards to the Performance Evaluation and Ranking Committee (PERC), which prioritized programs for renewal.
2. Participating projects were required to enter a project start date and a resident move in date for all individuals or heads of household in funded programs. The length of time between those two data points was averaged for all program participants in all programs and compared with all other CoC housing programs.
3. The PERC analyzed data from the community's By Name List to gauge the relative need for permanent supportive housing. By name list data contained a number of clients whose severity of need suggested that permanent supportive housing was a more appropriate intervention than rapid rehousing. Rapid rehousing programs reported longer than desired lengths of time between project start and and move in, due largely to high rental costs and the inability to execute master leases. Based on those considerations, the PERC prioritized PSH projects for funding.
4. In addition to performance metrics, CoC renewal projects were graded on difficulty of cases assigned in consideration of service to those hardest to serve, as measured by average scores on the community's vulnerability assessment. Eight out of a possible 100 points could be awarded if the participants scores averaged above 10 points, with partial points available for lower averages. Programs would receive no points in this category if the average score for all clients was below 6, and were penalized if clients did not complete a vulnerability assessment in HMIS prior to program entry.

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

(limit 2,500 characters)

1. The CoC Governing Board and Performance Evaluation and Ranking Committee reviews, provides input, and votes to approve projects for funding. The Governing Board includes BIPOC individuals at the program management level.
2. The Performance Evaluation and Ranking Committee solicited input from the general public, the general membership of the Homeless Coalition, and the CoC Governing Board, which included individuals from groups over-represented in the homeless population and persons with lived experience, in the project approval process.
3. All applications were reviewed and approved by the CoC Governing Board, which included individuals from groups over-represented in the homeless population and persons with lived experience of homelessness.
4. New projects applications received additional points toward selection if the applicant can demonstrate that their Boards and/or staff are representative of the population they propose to serve.

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

(limit 2,500 characters)

1. The CoC Ranking and Reallocation Policies guide determinations regarding reallocation. Projects are reallocated based on the following criteria: Project performance, which takes into consideration the type of project, its performance relative to that type, community needs, and timely expenditure of funds; utilization and effectiveness, which factors bed/unit operating capacity and cost effectiveness relative to project type and population served; Extent of participation in HMIS, including, but not limited to, bed coverage, data quality, participation in Coordinated Entry; and CoC funding priorities as detailed in the most recent CoC NOFO.
2. Two agencies that had received funding and were eligible to apply for renewal elected to voluntarily allow their funds to be reallocated instead of applying for renewal through the competitive process. Additionally, two projects were selected through the Performance Evaluation and Ranking Committee's review process for reallocation of funds to prioritized projects.
3. Funds from the four projects referenced above will be reallocated.
4. N/A

1E-4a.	Reallocation Between FY 2017 and FY 2022.	
	NOFO Section VII.B.2.f.	

	Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2017 and FY 2022?	Yes
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1E-5.	Projects Rejected/Reduced–Notification Outside of e-snaps.	
	NOFO Section VII.B.2.g.	
	You must upload the Notification of Projects Rejected-Reduced attachment to the 4B. Attachments Screen.	

1.	Did your CoC reject or reduce any project application(s)?	Yes
2.	Did your CoC inform applicants why their projects were rejected or reduced?	Yes
3.	If you selected Yes for element 1 of this question, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2022, 06/27/2022, and 06/28/2022, then you must enter 06/28/2022.	09/14/2022

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

	Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2022, 06/27/2022, and 06/28/2022, then you must enter 06/28/2022.	09/14/2022
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1E-5b.	Local Competition Selection Results–Scores for All Projects.	
	NOFO Section VII.B.2.g.	
	You must upload the Final Project Scores for All Projects attachment to the 4B. Attachments Screen.	

	Does your attachment include: 1. Applicant Names; 2. Project Names; 3. Project Scores; 4. Project Rank–if accepted; 5. Award amounts; and 6. Projects accepted or rejected status.	Yes
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1E-5c.	1E-5c. Web Posting of CoC-Approved Consolidated Application.	
	NOFO Section VII.B.2.g.	
	You must upload the Web Posting–CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	<p>Enter the date your CoC posted the CoC-approved Consolidated Application on the CoC's website or partner's website—which included: 1. the CoC Application; and 2. Priority Listings for Reallocation forms and all New, Renewal, and Replacement Project Listings.</p>	09/24/2022
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1E-5d.	<p>Notification to Community Members and Key Stakeholders that the CoC-Approved Consolidated Application is Posted on Website.</p>	
	<p>NOFO Section VII.B.2.g. You must upload the Notification of CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.</p>	

	<p>Enter the date your CoC notified community members and key stakeholders that the CoC-approved Consolidated Application has been posted on the CoC's website or partner's website.</p>	09/26/2022
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2A. Homeless Management Information System (HMIS) Implementation

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

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

	Enter the name of the HMIS Vendor your CoC is currently using.	Bell Data Systems
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2A-2.	HMIS Implementation Coverage Area.	
	Not Scored–For Information Only	

	Select from dropdown menu your CoC’s HMIS coverage area.	Single CoC
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2A-3.	HIC Data Submission in HDX.	
	NOFO Section VII.B.3.a.	

	Enter the date your CoC submitted its 2022 HIC data into HDX.	05/06/2022
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2A-4.	Comparable Database for DV Providers–CoC and HMIS Lead Supporting Data Collection and Data Submission by Victim Service Providers.	
	NOFO Section VII.B.3.b.	

	In the field below:	
1.	describe actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC collect data in databases that meet HUD’s comparable database requirements; and	
2.	state whether your CoC is compliant with the 2022 HMIS Data Standards.	

(limit 2,500 characters)

1. Data to assess the needs of DV survivors is sourced from Lee County's HMIS and a comparable database. Per VAWA and local policies, ACT, the local domestic violence shelter, does not enter data into HMIS, but does maintain a comparable database. Clients seeking access to those programs are instructed to contact them directly. The ACT Abuse Shelter provides de-identified and de-duplicated data for the purposes of the HIC and PIT count annually from their HMIS-comparable database.
2. The CoC's HMIS system is compliant with the 2022 HMIS data standards.

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

Enter 2022 HIC and HMIS data in the chart below by project type:

Project Type	Total Beds 2022 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
1. Emergency Shelter (ES) beds	254	95	112	70.44%
2. Safe Haven (SH) beds	0	0	0	
3. Transitional Housing (TH) beds	0	0	0	
4. Rapid Re-Housing (RRH) beds	540	0	540	100.00%
5. Permanent Supportive Housing	317	0	68	21.45%
6. Other Permanent Housing (OPH)	22	0	0	0.00%

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

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

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

(limit 2,500 characters)

The poor bed coverage rate for Permanent Supportive Housing is due to HUD VASH vouchers that are administered by the Housing Authority of the City of Fort Myers. The CoC has actively been pursuing the engagement of the PHAs in the Coordinated Entry and HMIS systems. While the PHAs have so far declined this opportunity the CoC will continue to encourage participation. In the past several months, Lee County CoC has successfully collaborated with the Housing Authority of the City of Fort Myers on the distribution of Emergency Housing Vouchers to qualified candidates from the Coordinated Entry system. None of emergency shelter beds dedicated for DV are participating in HMIS because those beds are provided by a victim services provider, that is prohibited from participating in HMIS. In addition, the local Rescue Mission reports beds for the HIC, but does not participate in HMIS due to limited staff capacity. The local housing authorities and victim service providers have agreed to provide HUD-VASH and comparable database data, respectively, to improve bed coverage rates in the next Housing Inventory Count.

2A-6.	Longitudinal System Analysis (LSA) Submission in HDX 2.0.	
	NOFO Section VII.B.3.d.	
Did your CoC submit LSA data to HUD in HDX 2.0 by February 15, 2022, 8 p.m. EST?		Yes

2B. Continuum of Care (CoC) Point-in-Time (PIT) Count

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2B-1.	PIT Count Date.	
	NOFO Section VII.B.4.b	

	Enter the date your CoC conducted its 2022 PIT count.	01/26/2022
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2B-2.	PIT Count Data–HDX Submission Date.	
	NOFO Section VII.B.4.b	

	Enter the date your CoC submitted its 2022 PIT count data in HDX.	05/02/2022
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2B-3.	PIT Count–Effectively Counting Youth.	
	NOFO Section VII.B.4.b.	

Describe in the field below how during the planning process for the 2022 PIT count your CoC:

1.	engaged stakeholders that serve homeless youth;
2.	involved homeless youth in the actual count; and
3.	worked with stakeholders to select locations where homeless youth are most likely to be identified.

(limit 2,500 characters)

1. Lee County has developed and maintains a strong working relationship with Florida Gulf Coast University (FGCU) School of Social Work, which provides peer-to-peer support during the annual PIT Count. FGCU advertises the event internally to drive volunteerism and engagement on campus.
2. FGCU students, especially volunteers from the School of Social Work are especially adept at engaging and involving homeless you in the PIT Count, and serve as front-line staff during the event. FGCU's campus police force also engages with individuals experiencing homelessness on or near campus, including homeless youth.
3. The PIT 2022 Count was conducted at several satellite sites, and incorporated data from the Oasis Youth Shelter, which serves young persons experiencing homelessness in Lee County.

2B-4.	PIT Count–Methodology Change–CoC Merger Bonus Points.	
	NOFO Section VII.B.5.a and VII.B.7.c.	
	In the field below:	
	1. describe any changes your CoC made to your sheltered PIT count implementation, including methodology or data quality changes between 2021 and 2022, if applicable;	
	2. describe any changes your CoC made to your unsheltered PIT count implementation, including methodology or data quality changes between 2021 and 2022, if applicable; and	
	3. describe how the changes affected your CoC's PIT count results; or	
	4. state "Not Applicable" if there were no changes or if you did not conduct an unsheltered PIT count in 2022.	

(limit 2,500 characters)

1. The CoC did not make any change to the shelter PIT count implementation.
2. The CoC made two adjustments to the unsheltered PIT count in 2022. First, the CoC used the coordinated entry system to provide additional data for the PIT count. The Coordinated Entry Project has seen rapid growth since Lee County was awarded a CE SSO grant in 2019. Since the award of the grant, Lee County has continued to make Coordinated Entry more accessible through the implementation of a 24/7 phone line, and better advertised through a deliberate public campaign. As a result, more individuals and families experiencing unsheltered homelessness have been able to access Coordinated Entry year over year, leading to a significantly higher number on the PIT. Clients who entered into our Coordinated Entry project during the PIT data collection period indicating that they were experiencing unsheltered homelessness were included in the count and those records were meticulously de-duplicated against the folks contacted during our PIT outreach. Second, the count from the previous year involved limited contact as a precautionary health measure to reduce the spread of COVID-19. In 2022, there was a much larger presence for in-person outreach.
3. Both of these changes produced an increased, but more accurate picture of the CoC's unsheltered homeless numbers.

2C. System Performance

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

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

(limit 2,500 characters)

1. The CoC compiled of qualitative data obtained during Coordinated Entry Assessment completed between 1/1/2022 and 7/31/2022. Over this period there were a total of 765 assessment narratives completed by people contacting coordinated entry and reporting that they were homeless for the first time. From these, the CoC used formulas to calculate the top risk factors leading to homelessness. The CoC determined that the largest contributing factors to first time homelessness during that time were mental health issues (reported in 20% of first time homeless cases), incarceration (13%), and domestic violence (8%).

2. Lee County emphasizes the need for diversion at all points of the homeless response system, but especially so in cases where individuals and families have become homeless for the first time. CE calltakers and frontline staff were offered diversion training that focused on strengths and connecting individuals with lighter touch resources that can quickly resolve first time homelessness. Lee County Human and Veteran Services also operates a prevention program that prioritizes individuals who have become homeless for the first time, and those who have received eviction notices. While not funded directly by the CoC, CE staff are trained on the qualification criteria and can facilitate referrals to that program, preventing individuals from becoming homeless for the first time.

3. The CoC Governing Board is responsible for setting strategies for reduce the number of households that begin homeless for the first time, and addresses the goal of making homelessness rare in the Strategic Plan. The Program Manager of the Family Impact Unit within HVS is responsible for oversight of the prevention program.

2C-2.	Length of Time Homeless—CoC's Strategy to Reduce.	
	NOFO Section VII.B.5.c.	
	In the field below:	
1.	describe your CoC's strategy to reduce the length of time individuals and persons in families remain homeless;	
2.	describe how your CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the length of time individuals and families remain homeless.	

(limit 2,500 characters)

1. Lee County's strategic plan commits to a holistic approach to streamlining and expanding services to reduce the length of time individuals remain homeless. Initiatives include:
 - a) Expanding and retooling street outreach to quickly engage, assess and refer individuals experiencing homelessness, especially those less likely to engage with services independently
 - b) Collaborating with Law Enforcement to launch initiatives diverting chronically homeless individuals from the justice system to permanent housing
 - c) Identifying and removing barriers from housing and emergency shelter programs
 - d) Expanding CoC funded housing resources and access to affordable housing system-wide
2. Every individual entered into Lee County's Coordinated Entry system is assessed for the length of time they have been homeless, and chronically homeless individuals are given priority for housing resources, regardless of barriers. Additionally, Lee County has established and continues to expand permanent supportive housing resources for individuals with severe service needs experiencing homelessness
3. The CoC Governing Board is responsible for setting policy related to the length of time individuals and families remain homeless, and addresses the goal of making homelessness brief in the Strategic Plan. The Program Manager of the Homeless Impact Unit within HVS is responsible for oversight of CoC operations.

2C-3.	Exits to Permanent Housing Destinations/Retention of Permanent Housing—CoC's Strategy	
	NOFO Section VII.B.5.d.	
	In the field below:	
1.	describe your CoC's strategy to increase the rate that individuals and persons in families residing in emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations;	
2.	describe your CoC's strategy to increase the rate that individuals and persons in families residing in permanent housing projects retain their permanent housing or exit to permanent housing destinations; and	
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to increase the rate that individuals and families exit to or retain permanent housing.	

(limit 2,500 characters)

1. Lee County has worked with the two emergency shelter projects to reduce barriers to entry and improve the rate of exits to permanent housing. Staff at both emergency shelters have the ability to perform the assessment portion of the coordinated entry system, which qualifies candidates for rapid rehousing and permanent supportive housing. Emergency shelter staff also facilitates job searches, access to on-site healthcare and mental healthcare, SOAR applications, and other supportive services.

Rapid Rehousing and Permanent Supportive Housing case managers from every funded agency meet virtually every week to collaborate on challenging cases, address common issues, share resources, and develop long term strategies to support their clients' housing sustainability. The group has been working collaboratively with the Housing Authority of the City of Fort Myers to transition clients from Rapid Rehousing to Emergency Housing Vouchers and Section 8 vouchers.

2. Permanent housing projects in Lee County feature a low rate of exits to homelessness. Of 95 clients who were active in Permanent housing projects in 2020, less than 16% exited to a transitional or homeless situation during the calendar year. The CoC continues to improve that metric by connecting permanent housing clients to supportive services, including an on-site SOAR specialist, on-site mental health counseling, and other supportive services. The CoC has also committed in its strategic plan to collaborating with Housing Authorities to develop a 'move on' strategy to help clients access permanent housing vouchers.

3. The CoC Governing Board is responsible for setting CoC-wide policies relating to the operation of funded programs, and addresses the goal of making homelessness one-time in the Strategic Plan. The Program Manager of the Homeless Impact Unit within HVS is responsible for oversight of CoC operations.

2C-4.	Returns to Homelessness—CoC's Strategy to Reduce Rate.	
	NOFO Section VII.B.5.e.	

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

(limit 2,500 characters)

1. The CoC regularly gathers and reviews data to identify individuals and families who return to homelessness. A return to homelessness is identified when a client exits an HMIS program to a negative housing destination, or when a client exits to a positive housing destination but subsequently enters another HMIS program indicating a homeless status at program entry. Additionally, case managers within the lead agency call former clients at regular intervals following discharge to ensure that the individual or family has maintained stable housing, and to refer clients to prevention measures, if necessary.

2. Lee County's strategic plan seeks to make homelessness a one-time experience by a) Using data to identify risk factors for returns to homelessness and educating the the design of housing programs that provide comprehensive supportive services b) Developing service solution that are focused on building community based support networks and increasing economic mobility c) Implementing and monitoring a move-on strategy with affordable housing providers, including the Public Housing Authority, Low Income Housing Tax Credit (LIHTC) development, multifamily assisted housing owners, and other local low-income housing programs

3. The CoC Governing Board is responsible for setting policy to reduce returns to homelessness, and addresses the goal of making homelessness a one-time experience in the Strategic Plan. The Coordinated Entry Coordinator and Homeless Impact Manager at the CoC Lead Agency are responsible for continually monitoring return to homelessness data and failed housing referrals.

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

(limit 2,500 characters)

1. Lee County's Strategic Plan established a goal to a) expand community partnerships between business and education communities b) Increase education, training, and vocational experiences for individuals to improve employability and self-sufficiency. c) Facilitate community partnerships to identify and secure funding for expanding education and training programs that lead to employment. d) Engage the business community to provide on-the-job training, internships, and mentoring programs leading to employment. e) Ensure that literacy programs are made accessible and relevant to children, adults, and families. f) Expand low literacy and English as a Second language programs for youth and adults within the environment of the learner. g) Improve employment opportunities and outcomes for individuals transitioning to independence. h) Expand full-time, part-time, and short-term employment opportunities to meet immediate self-sustaining wage-earning needs, and increase the number of supportive employment programs. i) Improve communication and resources to help people find and maintain gainful employment.

2. The CoC has existing relationships with several agencies that offer job training, readiness, and placement assistance including Grace Church, which hosts a regular 'second chance job and resource fair', Goodwill's Job-Link, and Veteran-specific programs offered through the VA. Lee County CoC consistently collaborates with these partner agencies, and provides referrals to existing clients to increase cash income.

3. The CoC Governing Board is responsible for setting policy to engage and maintain relationships with partners that will increase clients employment income, and lays out the strategy in the Strategic Plan. The Family Impact Manager and Homeless Impact Manager at the CoC Lead Agency are responsible for ensuring that information related to employment fairs, job opportunities and job training opportunities are distributed to case management staff and clients.

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

(limit 2,500 characters)

1. Lee County CoC's strategy to increase access to non-employment cash sources and non-employment cash income is part of the overall plan to expand wrap-around community-based services. Coordinated Entry staff screen for the presence of non-cash income at the "front door" of the Coordinated Entry system and regularly make referrals to established partner agencies that can assist clients with increasing non-employment cash income. Staff at Community Cooperative regularly assist clients with SNAP benefits, and staff at the Continuum's Homeless Resource Day Center can assist with SOAR applications (both of which accept CE referrals, as well as walk ins). All housing case managers at the co-lead agency, Lee County Department of Human and Veteran Services, are SOAR certified, and clients in all permanent supportive housing programs in the CoC have access to a SOAR specialist on site.

2. The CoC Governing Board is responsible for setting policy to engage and maintain relationships with partners that will increase clients non-cash income, and lays out the strategy in the Strategic Plan. The Family Impact, Homeless Impact, and Community Impact Managers are responsible for ensuring that clients are referred to and served by SOAR case management staff, and the SOAR subrecipient.

3A. Coordination with Housing and Healthcare

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

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

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses housing subsidies or subsidized housing units which are not funded through the CoC or ESG Programs to help individuals and families experiencing homelessness?	No
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3A-2.	New PH-PSH/PH-RRH Project–Leveraging Healthcare Resources.	
	NOFO Section VII.B.6.b.	
	You must upload the Healthcare Formal Agreements attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses healthcare resources to help individuals and families experiencing homelessness?	Yes
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3A-3.	Leveraging Housing/Healthcare Resources–List of Projects.	
	NOFO Sections VII.B.6.a. and VII.B.6.b.	

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

Project Name	Project Type	Rank Number	Leverage Type
Catholic Charitie...	PH-RRH	7	Healthcare
Catholic Charitie...	PH-RRH	8	Healthcare
CASL PSH Scattere...	PH-PSH	5	Healthcare
CASL RTF II Perma...	PH-PSH	2	Healthcare
CASL Permanent Su...	PH-PSH	1	Healthcare

CASL Rental Assis...	PH-PSH	4	Healthcare
CASL Supportive S...	PH-PSH	3	Healthcare

3A-3. List of Projects.

1. What is the name of the new project? Catholic Charities DV-RRH
2. Enter the Unique Entity Identifier (UEI): FTXXZCN4B753
3. Select the new project type: PH-RRH
4. Enter the rank number of the project on your CoC's Priority Listing: 7
5. Select the type of leverage: Healthcare

3A-3. List of Projects.

1. What is the name of the new project? Catholic Charities RRH
2. Enter the Unique Entity Identifier (UEI): FTXXZCN4B753
3. Select the new project type: PH-RRH
4. Enter the rank number of the project on your CoC's Priority Listing: 8
5. Select the type of leverage: Healthcare

3A-3. List of Projects.

1. What is the name of the new project? CASL PSH Scattered Site Rental Assistance
2. Enter the Unique Entity Identifier (UEI): HMBJWPX9JKA1

3. Select the new project type: PH-PSH

4. Enter the rank number of the project on your
CoC's Priority Listing: 5

5. Select the type of leverage: Healthcare

3A-3. List of Projects.

1. What is the name of the new project? CASL RTF II Permanent Supportive Housing

2. Enter the Unique Entity Identifier (UEI): HMBJWPX9JKA1

3. Select the new project type: PH-PSH

4. Enter the rank number of the project on your
CoC's Priority Listing: 2

5. Select the type of leverage: Healthcare

3A-3. List of Projects.

1. What is the name of the new project? CASL Permanent Supportive Housing

2. Enter the Unique Entity Identifier (UEI): HMBJWPX9JKA1

3. Select the new project type: PH-PSH

4. Enter the rank number of the project on your
CoC's Priority Listing: 1

5. Select the type of leverage: Healthcare

3A-3. List of Projects.

1. What is the name of the new project? CASL Rental Assistance

2. Enter the Unique Entity Identifier (UEI): HMBJWPX9JKA1

3. Select the new project type: PH-PSH

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

5. Select the type of leverage: Healthcare

3A-3. List of Projects.

1. What is the name of the new project? CASL Supportive Services

2. Enter the Unique Entity Identifier (UEI): HMBJWPX9JKA1

3. Select the new project type: PH-PSH

4. Enter the rank number of the project on your
CoC's Priority Listing: 3

5. Select the type of leverage: Healthcare

3B. New Projects With Rehabilitation/New Construction Costs

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3B-1.	Rehabilitation/New Construction Costs–New Projects.	
	NOFO Section VII.B.1.s.	

Is your CoC requesting funding for any new project application requesting \$200,000 or more in funding for housing rehabilitation or new construction?	No
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3B-2.	Rehabilitation/New Construction Costs–New Projects.	
	NOFO Section VII.B.1.s.	

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

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

(limit 2,500 characters)

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

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

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

	Is your CoC requesting to designate one or more of its SSO, TH, or Joint TH and PH-RRH component projects to serve families with children or youth experiencing homelessness as defined by other Federal statutes?	No
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3C-2.	Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.	
	NOFO Section VII.C.	

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

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

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

(limit 2,500 characters)

4A. DV Bonus Project Applicants

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

- Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2022 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

4A-1.	New DV Bonus Project Applications.	
	NOFO Section II.B.11.e.	

	Did your CoC submit one or more new project applications for DV Bonus Funding?	Yes
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4A-1a.	DV Bonus Project Types.	
	NOFO Section II.B.11.e.	

Select yes or no in the chart below to indicate the type(s) of new DV Bonus project(s) your CoC included in its FY 2022 Priority Listing.

	Project Type	
1.	SSO Coordinated Entry	No
2.	PH-RRH or Joint TH and PH-RRH Component	Yes

You must click "Save" after selecting Yes for element 1 SSO Coordinated Entry to view questions 4A-2, 4A-2a. and 4A-2b.

4A-3.	Assessing Need for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects in Your CoC's Geographic Area.	
	NOFO Section II.B.11.(e)(1)(c)	

1.	Enter the number of survivors that need housing or services:	259
2.	Enter the number of survivors your CoC is currently serving:	93
3.	Unmet Need:	166

4A-3a.	How Your CoC Calculated Local Need for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
NOFO Section II.B.11.e.(1)(c)		
Describe in the field below:		
1.	how your CoC calculated the number of DV survivors needing housing or services in question 4A-3 element 1 and element 2; and	
2.	the data source (e.g., comparable databases, other administrative data, external data source, HMIS for non-DV projects); or	
3.	if your CoC is unable to meet the needs of all survivors please explain in your response all barriers to meeting those needs.	

(limit 2,500 characters)

1. The number of survivors that need housing or services is the number of clients who are currently active in the Coordinated Entry System who reported an instance of domestic violence during their intake plus the number of clients reported by our local domestic violence shelter. The number of survivors the CoC is currently serving is the number of distinct clients who are currently active in a RRH or PSH program that indicated that they were the victims or survivors of domestic violence at program entry.
2. Data for 4A-3 element 1 was collected from the HMIS and the local domestic violence shelter's comparable database. Data for 4A-3 element 2 was collected from HMIS data only.
3. Lee County CoC's 2021 application for DV Bonus projects was rejected, mostly for lack of data from a comparable database. The CoC has since improved its collaboration with the local shelter and is able to report on data from that source. Lee County has also been unable to secure additional shelter space of any kind, despite apparent need.

4A-3b.	Information About Unique Project Applicants and Their Experience in Housing Placement and Housing Retention for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
NOFO Section II.B.11.e.(1)(d)		
Use the list feature icon to enter information on each unique project applicant applying for New PH-RRH and Joint TH and PH-RRH Component DV Bonus projects—only enter project applicant information once, regardless of how many DV Bonus projects that applicant is applying for.		

Applicant Name
Catholic Charities

Project Applicants Applying for New PH-RRH and Joint TH and PH-RRH DV Bonus Projects

4A-3b.	Information About Unique Project Applicants and Their Experience in Housing Placement and Housing Retention for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	

Enter information in the chart below on the project applicant applying for one or more New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects included on your CoC's FY 2022 Priority Listing:

1.	Applicant Name	Catholic Charities
2.	Project Name	Catholic Charities DV-RRH
3.	Project Rank on the Priority Listing	7
4.	Unique Entity Identifier (UEI)	FTXXZCN4B753
5.	Amount Requested	\$256,726
6.	Rate of Housing Placement of DV Survivors–Percentage	55%
7.	Rate of Housing Retention of DV Survivors–Percentage	73%

4A-3b.1.	Applicant Experience in Housing Placement and Retention for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(c)	

For the rate of housing placement and rate of housing retention of DV survivors reported in question 4B-3b., describe in the field below

1.	how the project applicant calculated both rates;
2.	whether the rates accounts for exits to safe housing destinations; and
3.	the data source (e.g., comparable databases, other administrative data, external data source, HMIS for non-DV projects).

(limit 1,500 characters)

1. The Rate of Housing Placement of DV Survivors–Percentage is the number of heads of household in HMIS programs operated by the funded agency who indicated that they were DV survivors who were successfully housed divided by the total number of DV survivors who were entered into the program. The Rate of Housing Retention of DV Survivors–Percentage is the number of heads of household in HMIS programs operated by the funded agency who indicated that they were DV survivors who were successfully housed and either remain in the program or exited to a positive destination, divided by the total number of DV survivors who were successfully housed by the program.

It should be noted that the agency received all referrals for their programs through coordinated entry, and that clients were selected from the CE system by CE staff based on severity of need. Multiple program participants who were selected for placement in this program were incarcerated while the funded agency was attempting to connect them with housing.

- 2. The rates above account for exits to safe housing destinations.
- 3. The data source is the CoC's HMIS system.

4A-3c.	Applicant Experience in Providing Housing to DV Survivor for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	

Describe in the field below how the project applicant:	
1.	ensured DV survivors experiencing homelessness were quickly moved into safe affordable housing;
2.	prioritized survivors—you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC's emergency transfer plan, etc.;
3.	determined which supportive services survivors needed;
4.	connected survivors to supportive services; and
5.	moved clients from assisted housing to housing they could sustain—address housing stability after the housing subsidy ends.

(limit 2,500 characters)

1. Catholic Charities, (CCDoV) has proven experience quickly moving DV survivors into safe, affordable housing. During 2021, Catholic Charities successfully housed 11 households whose heads of household indicated they were survivors through an ESG-CV grant not specifically designated for DV survivors. Applicants were selected by the community's coordinated entry system based on severity of need, and applicants generally had very severe service needs. Despite those difficulties, and rapidly soaring rents, CCDoV placed DV survivors in safe affordable housing within 45 days in a majority of instances, and within 56 days on average.
2. CCDoV has not had DV-specific funding in Lee County, and all referrals to funded programs have come through CE based on severity of need. CCDoV has also executed an MOU with Abuse Counseling & Treatment Inc. (ACT), the local Domestic Violence Shelter to receive referrals directly in the event of funding.
3. Case Managers individualize the way services are delivered in recognition that people are experts in their own lives. Programs incorporate national best practices including; Housing First, Client Choice, and Critical Time Intervention. CCDoV's firm belief is that people need necessities, like food and housing, before attending less critical things like budgeting, education, or job hunting. In working with clients, case managers will prioritize client choice to determine locations that are convenient for them, are safe, have access to public transportation (if needed) and are close to employment. CCDoV will use SOAR trained case managers to ensure that clients who are eligible can receive all benefits for which they are entitled.
4. CCDOV Housing Case Management staff use strength-based, voluntary, and trauma-informed care approaches. Participation in services has been voluntary and not a condition of housing or receiving other services. CCDoV clients have been aided through ancillary services (SNAP, Food Pantry, etc.). A variety of supportive services are provided including benefit application, legal assistance, food pantries, English language education, medical care, dental care, mental health/substance abuse treatment, and others.
5. CCDoV has a proven track record of connecting clients toward self-sustainability. Despite serving households referred though CE with severe service needs, 86.49% of households housed by CCDoV exited to permanent destinations or remain in stable housing in the program.

4A-3d.	Applicant Experience in Ensuring DV Survivor Safety for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	
	Describe in the field below examples of how the project applicant ensured the safety and confidentiality of DV survivors experiencing homelessness by:	
	1. taking steps to ensure privacy/confidentiality during the intake and interview process to minimize potential coercion of survivors;	
	2. making determinations and placements into safe housing;	
	3. keeping information and locations confidential;	
	4. training staff on safety and confidentiality policies and practices; and	
	5. taking security measures for units (congregate or scattered site), that support survivors' physical safety and location confidentiality.	

(limit 2,500 characters)

1. Staff is trained in trauma informed care approaches that focus on individualized services and plans, understanding “survival mode” behaviors and also in respecting client confidentiality and safety. CCDOV will work closely with partner agencies and domestic violence service provider ACT to incorporate any additional safety planning training. Client intakes are conducted in private spaces with provisions made to ensure that conversations are confidential. All CCDOV staff are trained in respecting client confidentiality. Once a referral is received case managers will respond within 24 hours to meet with the client and work on securing housing.
2. CCDOV’s approach is grounded in client choice as a valuable component for successfully housing persons who are homeless and survivors of domestic violence. Therefore, every effort will be made to secure housing for participants in areas where clients may already have positive support networks in place (e.g., family, friends, childcare, etc.) to the extent that these considerations do not conflict with safety concerns.
3. Locations will be known only to staff working with the clients. CoC rules require that in emails and other communications, clients are identified by their system ID number only (e.g. 734).
4. CCDOV’s Case Management staff is trained in Trauma Informed Care. They work with clients on safety planning and developing emergency supports. These programs undergo regular monitoring and evaluation from the funder, Department of Justice Office of Victims of Crime staff and external evaluators. Catholic Charities will also work closely with domestic violence provider ACT to review safety protocols.
5. The project will provide housing in scattered sites and will ensure that clients feel safe in identified locations.

4A-3d.1.	Applicant Experience in Evaluating Their Ability to Ensure DV Survivor Safety for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	
	Describe in the field below how the project has evaluated its ability to ensure the safety of DV survivors the project served in the project, including any areas identified for improvement during the course of the proposed project.	

(limit 2,500 characters)

CCDOV will ensure that survivors of domestic violence are moved quickly into safe, affordable housing. CCDOV will work with the local DV services provider ACT to receive referrals for women and families leaving DV shelters who are in need of longer-term housing. Once a referral is received case managers will respond within 24 hours to meet with the client and work on securing housing. CCDOV will work closely with ACT to ensure a smooth transition and hand off for case management between agencies. CCDOV has extensive experience in providing housing and other services to victims of human trafficking who are sometimes also victims of domestic violence. CCDOV clients are often referred by law enforcement and take great care to understand the safety and security concerns of clients fleeing unsafe situations. Staff that are dedicated to this project will develop safety plans together with the survivor based on the survivor’s goals and not solely on the professional opinion of the staff. There are many safety protocols in place. Staff is trained in trauma informed care approaches that focus on individualized services and plans, understanding “survival mode” behaviors and also in respecting client confidentiality and safety. CCDOV will work closely with partner agencies and domestic violence service provider ACT to incorporate any additional safety planning training. The project will provide housing in scattered sites and will ensure that clients feel safe in identified locations. Locations will be known only to staff working with the clients. Client intakes are conducted in private spaces with provisions made to ensure that conversations are confidential. All CCDOV staff are trained in respecting client confidentiality. CCDOV’s Regional Director is a certified DV and SA advocate with direct experience at the local DV shelter. CCDOV’s Case Management staff is trained in Trauma Informed Care. They work with clients on safety planning and developing emergency supports. These programs undergo regular monitoring and evaluation from the funder, Department of Justice Office of Victims of Crime staff and external evaluators. Catholic Charities will also work closely with domestic violence provider ACT to review safety protocols.

4A-3e.	Applicant Experience in Trauma-Informed, Victim-Centered Approaches for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	

Describe in the field below examples of the project applicant’s experience using trauma-informed, victim-centered approaches to meet needs of DV survivors by:

1.	prioritizing placement and stabilization in permanent housing consistent with the program participants’ wishes and stated needs;
2.	establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3.	providing program participants access to information on trauma, e.g., training staff on providing program participants with information on the effects of trauma;
4.	emphasizing program participants’ strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans worked towards survivor-defined goals and aspirations;
5.	centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;
6.	providing a variety of opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7.	offering support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.

(limit 5,000 characters)

CCDOV has a history of providing trauma informed case management in its program aiding victims of human trafficking. Case managers work with clients to establish participants' strengths for a strengths-based housing-first approach which allows clients to determine and work toward goals and aspirations that they identify. CCDOV's staff is highly diverse, and representative of the community served. Over half of CCDOV staff are from African American or Hispanic backgrounds. Almost all case management staff is bilingual in Spanish and some staff are bilingual in Haitian Creole, Ukrainian and Russian. The agency has protocols and policies in place to ensure nondiscrimination and equal access including clients rights and client grievance policies . CCDOV Case Managers are trained to adhere to five principles in the provision of trauma informed care, these are awareness, safety, trustworthiness, empowerment and inclusiveness.

4A-3f.	Applicant Experience in Meeting Service Needs of DV Survivors for Applicants Requesting New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(d)	

Describe in the field below examples of supportive services the project provided to domestic violence survivors while quickly moving them into permanent housing and addressing their safety needs.

(limit 5,000 characters)

In addition to securing safe housing, CCDOV will provide intensive case management to all clients coming through the program. It is expected that most clients will be referred by ACT. CCDOV will coordinate with ACT to ensure that clients are smoothly transitioned between the two agencies and that any additional community supports needed are in place. CCDOV has a robust mental health program which offers in person and remote access to bilingual mental health counselors. These services will be provided free of charge to program clients. For both medical needs and health insurance needs, Case Managers will refer clients and provide soft hand offs to Family Health Services. An MOU with Family Health Services for program referrals is pending. CCDOV Case Managers will work closely with appropriate staff from Family Health Services to ensure that program clients gain access to needed medical care and health coverage access. For job training and job placement resources, clients will be referred to Career Source, <https://careersourcesouthwestflorida.com/>. Case workers will provide clients with guidance and follow up to make sure that clients can access these free resources.

In working with clients, case managers will prioritize client choice to determine locations that are convenient for them, are safe, have access to public transportation (if needed) and are close to employment. Every effort will be made to secure housing for participants in geographic areas of preference. The program will also provide Critical Time Intervention (CTI) as an early intervention designed to prevent recurrent homelessness. The CTI approach to case management focuses on strengthening an individual's long-term ties to services, family, and friends combined with significant post program follow-up to ensure ongoing stability and success retaining permanent housing. Client-centered and CTI case management are the current, widely accepted best practices in case management. CCDOV will use SOAR trained case managers to ensure that clients who are eligible can receive all benefits for which they are entitled. The majority of CCDOV staff in Lee County are Hispanic or African American. Hispanic staff is bilingual in Spanish. This cultural competency leads to greater trust and better outcomes for clients.

Clients complete CCDOV's RRH intake forms including program participant agreement and guidelines, establishing a monthly budget, review of tenant history and current credit concerns, and determining what portion of rent clients will pay when housing is secured. Services are offered in a client-centered manner with clients actively participating in developing their own stability plans. Stability plans are reviewed throughout service provision to assess and identify where progress has been made and to develop additional strategies to overcome new barriers and/or changing priorities. Case managers meet with clients regularly to provide direct 1:1 assistance, review progress toward meeting stated goals, and make referrals to other community agencies. Clients can voluntarily determine that they no longer want to participate in services and program staff then work with them to develop an exit plan. Once a client has successfully discharged from the program, at a minimum, staff will attempt to conduct 3 follow-up phone interviews to assess the client's progress/stability and, if applicable, discuss any issues or concerns. If the client is struggling, or in need of additional supports, staff will continue to provide information and referrals, or directly connect them to the appropriate agencies that are able to assist in maintaining permanent housing. CCDOV case managers will work closely with their counterparts at Goodwill Industries to connect clients to employment readiness, job search and job retention needs. In addition, Catholic Charities regularly refers clients from its various programs in Lee County to other services providers including; ACT, Gulfcoast Legal Services, the Literacy

Council and others with whom the agency has worked over a number of years. Examples of other services which clients will be connected with include; free mental health services, food pantry services, after school care, SNAP benefits, senior support services, housing counseling and other important stabilization services. Overall, the intent will be to help participants build a strong community-based network outside of the program. It is important to note that some existing CCDOV services (e.g., behavioral health, food pantry, SNAP, after school care care) will be available to program participants long after exiting the program since CCDOV already provides these on an ongoing basis at no cost.

4A-3g.	Plan for Trauma-Informed, Victim-Centered Approaches for New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(e)	

Provide examples in the field below of how the new project will:

1.	prioritize placement and stabilization in permanent housing consistent with the program participants' wishes and stated needs;
2.	establish and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
3.	provide program participants access to information on trauma, e.g., training staff on providing program participants with information on the effects of trauma;
4.	emphasize program participants' strengths—for example, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans works towards survivor-defined goals and aspirations;
5.	center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;
6.	provide a variety of opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
7.	offer support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.

(limit 5,000 characters)

1. CCDOVs approach is grounded in housing choice as a valuable component for successfully housing persons who are homeless. Therefore, every effort will be made to secure housing for participants in areas where clients may already have positive support networks in place (e.g., family, friends, childcare, etc.) to the extent that these considerations do not conflict with safety concerns.
2. CCDOV Housing Case Management staff use strength-based, voluntary, and trauma-informed care approaches with clients to work with clients through each step of assisting them in securing housing and self-sufficiency. A Voluntary Services approach is used which is based on the notion that participation in services should be voluntary and not a condition of housing or receiving other services. Case Managers individualize the way services are delivered in recognition that people are experts in their own lives. Goals are developed, but each participant defines success. Procedures are developed to be non-intrusive into people's lives, invite participants to have input about services in which they'll participate and information they will share, provide clear, consistent information about program expectations, rely on natural consequences as the best teacher and acknowledge that even though we are considered experts in the field, we don't know what's best for everyone. Case management is consistent with a harm reduction philosophy and offered in a non-judgmental fashion from a client-centered perspective. Services are offered in a client-centered manner with clients actively participating in developing their own stability plans. Stability plans are reviewed throughout service provision to assess and identify where progress has been made and to develop additional strategies to overcome new barriers and/or changing priorities. Case managers meet with clients regularly to provide direct 1:1 assistance, review progress toward meeting stated goals, and make referrals to other community agencies. Clients can voluntarily determine that they no longer want to participate in services and program staff then work with them to develop an exit plan.
3. CCDOV's Case Management staff is trained in Trauma Informed Care. Trauma-informed advocacy takes "good advocacy" a step further, by incorporating an understanding of the effects of trauma on staff, survivors, organizations, and communities. Staff emphasize that trauma can stem from experiences that occur over a lifetime, including childhood, intergenerational, community, system induced, historical, political, and immigration-related trauma. Client-centered programming is critical to ensure DV survivors engage in services and work toward housing permanency.
4. Case managers work with clients to establish participants' strengths for a strengths-based housing-first approach which allows clients to determine and work toward goals and aspirations that they identify. The program will also provide Critical Time Intervention (CTI) as an early intervention designed to prevent recurrent homelessness. The CTI approach to case management focuses on strengthening an individual's long-term ties to services, family, and friends combined with significant post program follow-up to ensure ongoing stability and success retaining permanent housing.
5. CCDOV has consistently maintained a commitment to reducing barriers and challenges for all clients. The agency prioritizes the employment of culturally diverse employees that meet the varied needs of our community. CCDOV offers services in English, Spanish, Creole, Ukrainian and Russian. This diversity facilitates service delivery and ensures that community members who do not speak English as their first language can still access services. Through RRH and Anti-Human Trafficking programs, CCDOV has assisted survivors in obtaining transitional housing, immigration assistance (foreign born victims of Domestic Violence are eligible for U-Visas) case management that in turn addresses barriers on multiple levels. The majority of CCDOV staff in Lee

County are Hispanic or African American. Hispanic staff is bilingual in Spanish. This cultural competency leads to greater trust and better outcomes for clients. 6. Case managers meet with clients regularly to provide direct 1:1 assistance, review progress toward meeting stated goals, and make referrals to other community agencies. The intensity and duration of case management may increase or lessen depending on participant progress towards securing additional supports. Overall, the intent will be to help participants build a strong community-based network outside of the program. It is important to note that some existing CCDOV services (e.g., behavioral health, food pantry, SNAP, after school care care) will be available to program participants long after exiting the program since CCDOV already provides these on an ongoing basis at no cost. 7. CCDOV regularly refers to afterschool programs and Gulfcoast Legal Services.

4A-3h.	Plan for Involving Survivors in Policy and Program Development of New PH-RRH and Joint TH and PH-RRH Component DV Bonus Projects.	
	NOFO Section II.B.11.e.(1)(f)	

Describe in the field below how the new project(s) will involve survivors with a range of lived expertise in policy and program development throughout the project's operation.

(limit 2,500 characters)

CCDOV strives to engage people with lived domestic violence experience as well as traditionally marginalized populations throughout various levels of planning and implementation of program development. Currently the region 2 advisory board has a member that has identified as a survivor of DV. The staff is an inclusive group of case managers that represent various populations: African American, Latina and LGBTQ+. In addition, CCDOV's staff is representative of the community served due to African American and Hispanic backgrounds. Almost all staff is bilingual in Spanish. CCDOV's Regional Director is a certified DV and SA advocate with direct experience at the local DV shelter.

4B. Attachments Screen For All Application Questions

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

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

Document Type	Required?	Document Description	Date Attached
1C-7. PHA Homeless Preference	No	PHA Homeless Pref...	09/22/2022
1C-7. PHA Moving On Preference	No		
1E-1. Local Competition Deadline	Yes	Local Competition...	09/22/2022
1E-2. Local Competition Scoring Tool	Yes	Local Competition...	09/22/2022
1E-2a. Scored Renewal Project Application	Yes	One Project Scori...	09/22/2022
1E-5. Notification of Projects Rejected-Reduced	Yes	1E-5. Notificatio...	09/21/2022
1E-5a. Notification of Projects Accepted	Yes	1E-5a. Notificati...	09/21/2022
1E-5b. Final Project Scores for All Projects	Yes	1E-5B Final Score...	09/22/2022
1E-5c. Web Posting—CoC-Approved Consolidated Application	Yes		
1E-5d. Notification of CoC-Approved Consolidated Application	Yes		
3A-1a. Housing Leveraging Commitments	No	EHV MOU	09/22/2022

3A-2a. Healthcare Formal Agreements	No	Healthcare Agreem...	09/22/2022
3C-2. Project List for Other Federal Statutes	No		

Attachment Details

Document Description: PHA Homeless Preferences

Attachment Details

Document Description:

Attachment Details

Document Description: Local Competition Announcement

Attachment Details

Document Description: Local Competition Scoring Tool

Attachment Details

Document Description: One Project Scoring Tool

Attachment Details

Document Description: 1E-5. Notification of Projects Rejected-Reduced

Attachment Details

Document Description: 1E-5a. Notification of Projects Accepted

Attachment Details

Document Description: 1E-5B Final Scores All Projects

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: EHV MOU

Attachment Details

Document Description: Healthcare Agreements

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. CoC Identification	09/14/2022
1B. Inclusive Structure	09/23/2022
1C. Coordination and Engagement	09/23/2022
1D. Coordination and Engagement Cont'd	09/23/2022
1E. Project Review/Ranking	09/24/2022
2A. HMIS Implementation	09/23/2022
2B. Point-in-Time (PIT) Count	09/23/2022
2C. System Performance	09/23/2022
3A. Coordination with Housing and Healthcare	09/23/2022
3B. Rehabilitation/New Construction Costs	09/23/2022
3C. Serving Homeless Under Other Federal Statutes	09/21/2022

4A. DV Bonus Project Applicants	09/24/2022
4B. Attachments Screen	Please Complete
Submission Summary	No Input Required

Housing Authority of the City of Fort Myers Plan

Chapter 4

ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST

[24 CFR Part 5, Subpart D; 960.206, 982.54(d)(1); 982.204, 982.205, 982.206, 982.207]

INTRODUCTION

It is HACFM's objective to ensure that families are placed in the proper order on the waiting list and selected from the waiting lists for admissions in accordance with the policies in this Administrative Plan.

By maintaining accurate waiting lists, the HACFM will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available so that program funds are used in a timely manner.

A. **WAITING LIST** [24 CFR 982.204]

The HACFM uses the following waiting lists:

1. Housing Choice Voucher (HCV) Program
2. Project Based Voucher Program
 - Individual developments where PBV program applies

Except for Special Admissions, applicants will be selected from the HACFM waiting lists in accordance with policies and preferences and income targeting requirements defined in this Administrative Plan.

The HACFM will maintain information that permits proper selection from the waiting list.

The waiting list contains the following information for each applicant listed:

Applicant name

Family unit size (number of bedrooms family qualifies for under HACFM subsidy standards)

Date and time of application

Qualification for any local preference

Racial or ethnic designation of the head of household

*Annual (gross) family income

*Number of persons in family

B. SPECIAL ADMISSIONS [24 CFR 982.54(d)(e), 982.203]

If HUD awards HACFM program funding that is targeted for specific families living in specified units, the HACFM will admit these families under a Special Admission procedure.

Special admissions families will be admitted outside of the regular waiting list process. They do not have to qualify for any preferences, nor are they required to be on the program waiting list. The HACFM maintains separate records of these admissions.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

A family displaced because of demolition or disposition of a public or Indian housing project;

A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project;

For housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990;

A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term; and

A non-purchasing family residing in a HOPE I, HOPE II, or HOPE VI project.

Applicants, who are admitted under Special Admissions, rather than from the waiting list, **are not** maintained on separate lists.

Witness Relocation Program

Summary:

The Witness Relocation Program provides rental assistance in the form of Section 8 housing vouchers for the relocation of witnesses in connection with efforts to combat violent crimes that occur in and around public, Indian, and other HUD-assisted housing. Since its inception in 1996, HUD's Office of Inspector General (OIG) has used this program to successfully relocate hundreds of witnesses and their families throughout the United States.

Purpose:

The Witness Relocation Program is designed to offer protection to persons who are cooperating as witnesses in the government's efforts to combat violent crimes occurring in and around public, Indian, and other HUD-assisted housing. Law enforcement agencies, with the written concurrence of the appropriate prosecutorial entity, may request the emergency relocation of a witness (and their immediate family) that is assisting law enforcement in a criminal matter and fears retribution, or has been threatened as a result of the assistance and/or testimony provided.

The OIG facilitates the protection of witnesses by removing them and their immediate families from potential danger and relocating them to a secure area selected by the OIG in cooperation with the relevant federal, state, tribal or local law enforcement agencies.

Eligible Customers:

Witnesses to violent crimes occurring in or around public, Indian, or other HUD-assisted housing that cooperate with the relevant governmental law enforcement and prosecutorial agencies in their investigation and prosecution of the perpetrators are eligible for the program. The witness (and their immediate family) is not required to be a current resident of the aforementioned HUD assisted housing in order to be considered eligible for the Witness Relocation Program but must be otherwise eligible to receive Section 8 housing voucher assistance. Final determination of program eligibility is made by the OIG and HUD's Office of Public and Indian Housing.

Victims of Domestic Violence (Current PHA Resident ONLY)

In extreme situations when replacement housing in current PHA Public Housing community is unavailable or if the situation is severe/life threatening that issuance of an available voucher would best suit the health and safety of the victim that is a current PHA Resident. An available voucher MUST be available in order to meet this criteria.

C. WAITLIST PREFERENCES {24CFR 982.207}

PREFERENCE DEFINED

The preferences recognized by HACFM are: (ALL PREFERENCES WILL BE VERIFIED)

1. Project Based Voucher client requesting a Housing Choice Voucher – 90 points

A family currently residing in a Project Based Voucher unit may request, in writing, a Housing Choice Voucher after successfully fulfilling the first year of tenancy in the Project based unit.

A family who successfully fulfilled the lease and gave proper notice to vacate will also be eligible as long as the family requested, in writing, a Housing Choice Voucher prior to vacating.

To be eligible for the voucher, the Family:

- a. Must have completed the first-year lease at the Project Based Unit
- b. Must be in good standing with landlord
- c. Does not owe any debt to the landlord for rent, utilities, or damages.

2. Mainstream – 70 points

HACFM will offer a preference to Any Household that includes one or more non-elderly persons (age 18-62) with disabilities that are;

-**Transitioning out of institutional or other segregated settings** that include, but are not limited to:

- 1. Congregate settings populated exclusively or primarily with individuals with disabilities
- 2. Congregate settings characterized by regimentation in daily activities, lack of privacy or autonomy,

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policies limiting visitors, or limits on individuals' ability to engage freely in community activities and to manage their own activities of daily living; or

3. Settings that provide for daytime activities primarily with other individuals with disabilities.

-At serious risk of institutionalization or other, segregated settings; Includes an individual with a disability who as a result of a public entity's failure to provide community services or its cut to such services will likely cause a decline in health, safety, or welfare that would lead to the individual's eventual placement in a institution. This includes individuals experiencing lack of access to supportive services for independent living, long waiting lists for or lack of access to housing combined with community-based services, individuals currently living under poor housing conditions or homeless with barriers to geographic mobility, and/or currently living alone but requiring supportive services for independent living. A person cannot be considered at serious risk of institutionalization unless the person has a disability. An individual may be designated as at serious risk of institutionalization either by a health and human services agency, by a community-based organization, or by self-identification.

- Homeless

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

(i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;

(ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or

(iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

(2) An individual or family who will imminently lose their primary nighttime residence, provided that:

(i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;

(ii) No subsequent residence has been identified

- At risk of becoming homeless Meets one of the following conditions:

(1) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(2) Is living in the home of another because of economic hardship; 9 of 32

(3) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days of the date of application for assistance;

(4) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;

(5) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger housing unit in which there reside more than 1.5

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people per room, as defined by the U.S. Census Bureau;

(6) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution) or

(7) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness

HACFM will except the coordinated referral from partner agencies and local HMIS as well as individuals claiming a preference. HACFM will require documentation to verify preference.

3. Local Preference – 50 points

1. Persons and or families must reside in Lee County or who are working or have been hired to work in Lee County.

2. Applicants must provide proof of Lee County residency to HACFM upon request and before Voucher Issuance. Residency MUST be established at the time of entering the Waiting List. Example of proof of Lee County residency or Lee County employment would be:

- Signed lease agreement and utility bill in applicants name
- School or graduation records for applicant
- Voter registration Card
- Drivers License and Proof of Current home address
- Employment records that document employment in Lee County
- Letter from Employer stating your current or future hire date in Lee County

4. Homeless Preference – 15 Points

HACFM will issue not more than 50 Homeless Preference Vouchers to homeless families per year pending funding availability. A family that is considered to be homeless as defined by Lee County Department of Human Services Lift Program and or The Salvation Army and must be a client of Lee County Department of Human Services Lift Program or the Salvation Army homeless population. These households require initial, intermittent or ongoing supportive services from one or more community based service providers to obtain and retain stable, adequate and safe housing.

Homeless means a family who lacks a fixed, regular, and adequate nighttime residence or a family who has a primary nighttime residence that is:

- (a) A Supervised publically or privately operated shelter designed to provide temporary living accommodations, including congregate shelters and transitional housing;
- (b) An institution that provides a temporary residence for individuals intended to be institutionalized; or
- (c) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

The term Homeless does not refer to any individual imprisoned or otherwise detained pursuant to state or federal laws.

5. All Other Applicants – 0 points

***The qualification for any of the above-mentioned preferences MUST exist at the time the preference is verified regardless of the length of time an applicant has been on the waitlist. The preference is based on current status of the family at the time of determination of eligibility.

D. INCOME TARGETING

In accordance with the Quality Housing and Work Responsibility Act of 1998, each fiscal year the HACFM will reserve a minimum of seventy-five percent (**75%**) of its Section 8 new admissions for families whose income does not exceed 30 percent of the area median income. HUD refers to these families as "extremely low-income families." The HACFM will admit families who qualify under the Extremely Low Income limit to meet the income targeting requirement, regardless of preference.

The HACFM's income targeting requirement does not apply to low income families continuously assisted as provided for under the 1937 Housing Act.

The HACFM is also exempted from this requirement where the HACFM is providing assistance to low income or moderate income families entitled to preservation assistance under the tenant-based program as a result of a mortgage prepayment or opt-out.

E. TARGETED FUNDING [24 CFR 982.203]

When HUD awards special funding for certain family types, families who qualify are placed on the regular waiting list. When a specific type of funding becomes available, the waiting list is searched for the first available family meeting the targeted funding criteria.

Applicants who are admitted under targeted funding which are not identified as a Special Admission the HACFM has the following "Targeted" Programs:

The PHA does not have any targeted programs.

F. PREFERENCE AND INCOME TARGETING ELIGIBILITY [24 CFR 982.207]

Change in Circumstances

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the HACFM in writing when their circumstances change.

*When an applicant claims an additional preference, s/he will be placed on the waiting list in the appropriate order determined by the newly-claimed preference.

Cross-Listing of Different Housing Programs and Section 8 [24 CFR 982.205(a)]

The HACFM does have other housing programs.

Other housing assistance means a federal, State or local housing subsidy, as determined by HUD, including public housing.

The HACFM may not take any of the following actions because an applicant has applied for, received, or refused other housing: [24 CFR 982.205(b)]

Refuse to list the applicant on the HACFM waiting list for tenant-based assistance; Deny any admission preference for which the applicant is currently qualified;

Change the applicant's place on the waiting list based on preference, date and time of application, or other factors affecting selection under the HACFM selection policy; or

Remove the applicant from the waiting list.

However, the HACFM may remove the applicant from the waiting list for tenant-based assistance if the HACFM has offered the applicant assistance under the HCV program.

ORDER OF SELECTION [24 CFR 982.207(e)]

The HACFM's method for selecting applicants from a preference category leaves a clear audit trail that can be used to verify that each applicant has been selected in accordance with the method specified in the administrative plan.

HCV Program - Preference Date and Time

PBV Program - Bedroom Size, Preference, Date and Time

FINAL VERIFICATION OF PREFERENCES [24 CFR 982.207]

Preference information on applications will be updated as applicants are selected from the waiting list. At that time, the HACFM will:

Obtain necessary verifications of preference at the interview and by third party verification.

PREFERENCE DENIAL [24 CFR 982.207]

If HACFM denies a preference, HACFM will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for a **review. Applicant will have 10 working days to request a review with the Section 8 Director or their designee.** If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference (if the family was on the waiting list prior to claiming the preference). Applicants may exercise other rights if they believe they have been discriminated against.

If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the waiting list.

REMOVAL FROM WAITING LIST AND PURGING [24 CFR 982.204(c)]

The Waiting List will be purged at least one time each year by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for confirmation of continued interest.

Any mailings to the applicant which require a response will state that failure to respond within [10] days will result in the applicant's name being dropped from the waiting list.

An extension of [10] days to respond will be granted, if requested and needed as a reasonable accommodation for a person with a disability.

If they fail to respond within [10] days, they will be removed from the waiting list.

If the applicant did not respond to the HACFM request for information or updates because of a family member's disability, the HACFM will reinstate the applicant in the family's former position on the waiting list.

If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless the Section 8 Director determines there were circumstances beyond the person's control.

*** When an applicant claims an additional preference, s/he will be placed on the waiting list in the appropriate order determined by the newly-claimed preference.**

Cross-Listing of Different Housing Programs and Section 8 [24 CFR 982.205(a)]

The HACFM does have other housing programs.

- Public Housing Developments
- Housing Choice Voucher Program
- Project Based Voucher Program
- Neighborhood Stabilization Program Developments (NSP)

Other Housing Assistance [24 CFR 982.205(b)]

Other housing assistance means a federal, State or local housing subsidy, as determined by HUD, including public housing.

The HACFM may not take any of the following actions because an applicant has applied for, received, or refused other housing: [24 CFR 982.205(b)]

Refuse to list the applicant on the HACFM waiting list for tenant-based assistance;

Deny any admission preference for which the applicant is currently qualified;

Change the applicant's place on the waiting list based on preference, date and time of application, or other factors affecting selection under the HACFM selection policy; or

Remove the applicant from the waiting list.

However, the HACFM may remove the applicant from the waiting list for tenant-based assistance if the HACFM has offered the applicant assistance under the HCV program.

G. ORDER OF SELECTION [24 CFR 982.207(e)]

The HACFM's method for selecting applicants from a preference category leaves a clear audit trail that can be used to verify that each applicant has been selected in accordance with the method specified in the administrative plan.

- HCV Program - Preference Date and Time
- PBV Program - Bedroom Size, Preference, Date and Time

H. FINAL VERIFICATION OF PREFERENCES [24 CFR 982.207]

Preference information on applications will be updated as applicants are selected from the waiting list. At that time, the HACFM will:

Obtain necessary verifications of preference at the interview and by third party verification.

I. PREFERENCE DENIAL [24 CFR 982.207]

If HACFM denies a preference, HACFM will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for **a review. Applicant will have 10 working days to request a review with the Section 8 Director or their designee.** If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference (if the family was on the waiting list prior to claiming the preference). Applicants may exercise other rights if they believe they have been discriminated against.

*** If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be removed from the waiting list.**

J. REMOVAL FROM WAITING LIST AND PURGING [24 CFR 982.204(c)]

The Waiting List will be purged at least one time each year by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for confirmation of continued interest.

Any mailings to the applicant which require a response will state that failure to respond within [10] days will result in the applicant's name being dropped from the waiting list.

An extension of [10] days to respond will be granted, if requested and needed as a reasonable accommodation for a person with a disability.

If they fail to respond within [10] days, they will be removed from the waiting list.

If the applicant did not respond to the HACFM request for information or updates because of a family member's disability, the HACFM will reinstate the applicant in the family's former position on the waiting list.

If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless the Section 8 Director determines there were circumstances beyond the person's control.

Lee County Housing Authority Plan

**Streamlined Annual
PHA Plan
(High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB No. 2577-0226
Expires 03/31/2024

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A. PHA Information.

A.1 PHA Name: Lee County Housing Authority PHA Code: FL128
 PHA Type: High Performer
 PHA Plan for Fiscal Year Beginning: (MM/YYYY): 10/01/2022
 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)
 Number of Public Housing (PH) Units 142 Number of Housing Choice Vouchers (HCVs) 362
 Total Combined 504
 PHA Plan Submission Type: Annual Submission Revised Annual Submission

Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

B.	Plan Elements
B.1	<p>Revision of Existing PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs. <input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. <input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources. <input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination. <input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs. <input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention. <input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy. <input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation. <input checked="" type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element below: LCHA will use a combination of 4% tax credits, tax-exempt bonds, and Lee County ARPA funds for the renovation of Pine Echo I and Pine Echo II.</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office Review.</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods. <input checked="" type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development. <input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition. <input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance. <input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD. <input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers. <input checked="" type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization. <input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>
B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>LCHA has met the necessary threshold to request additional Mainstream vouchers and intends to continue housing the homeless, disabled population in Lee County. In addition, LCHA has agreed to collaborate with the Lee County Dept of Human & Veteran Services, to provide a preference to the "unsheltered homeless" who are referred to their program. This collaboration will be contingent on LCDHVS receiving the grant funds, and LCHA receiving Stability Vouchers once available.</p> <p>River North, an instrumentality of LCHA, has purchased land and has applied for funding to begin construction of a new Senior development, to assist those most adversely affected by the recent pandemic.</p>

B.4.	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p>See HUD form 50075.2 approved by HUD on 10/01/2019.</p>
B.5	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
C.	<p>Other Document and/or Certification Requirements.</p>
C.1	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.2	<p>Certification by State or Local Officials.</p> <p>Form HUD-50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p>Civil Rights Certification/Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form 50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i> must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.4	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>

B.1 (b) Deconcentration Policy: LCHA's preference system will work in combination with requirements to match the characteristics of the family to the type/size of unit available. Order of preference of applications on the Waiting List will be applied to selection as follows, except those persons requiring units with accessibility features for persons with disabilities.

LCHA shall assure a mixed range of incomes and de-concentration of its public housing units by selecting from the list of qualified applicants, households whose incomes would promote de-concentration of poverty. As such, LCHA shall select from the list of qualified applicants, those applicants whose income reflect a broad range of income as defined by LCHA's most current Broad Range of Income/Rent Range policy promoting de-concentration and income targeting requirements.

LCHA shall admit to public housing in each fiscal year, at least 40% of households whose income does not exceed 30% of the area median income, except as may be documented through "fungibility credits", further defined in the Quality Housing and Work Responsibilities Act of 1998, which permits LCHA to lower the number of households admitted at the 30% threshold by the lowest of one of the following amounts:

If admissions to the LCHA HCV program during the fiscal year exceeds the 75% minimum targeting requirement for the HCV program, LCHA's public housing program may reduce the minimum targeting requirement for this program. The fiscal year credit shall not exceed;

10% of the public housing waiting list admissions during the LCHA fiscal year;

10% of waiting list admissions to the LCHA's tenant-based assistance program during the fiscal year;

The number of qualifying low-income families who commence occupancy during the fiscal year during the fiscal year of LCHA's units that (a) are located in housing developments located in census tracts having a poverty rate of 30% or more, and (b) are made available for occupancy by and actually occupied in that year by very low-income families.

This fungibility provision discretion is also reflected in LCHA's Administrative Plan for the HCV program. Fungibility shall only be utilized if LCHA anticipates a shortfall of its 40% goal for new admissions to public housing.

Gross annual income is used for income limits at admission, income targeting, and for income mixing purposes.

Skipping a family on the waitlist specifically to reach another family with a lower or higher income is not to be considered an adverse action to the family. Such skipping will be uniformly applied until the target threshold is met and in order to comply with LCHA's Broad Range of Income policy.

Admission policies related to the de-concentration efforts do not impose specific quotas since Broad Range of Income imposes specific quotas aimed at maintaining a mix of incomes within each development in order to achieve budgetary viability.

B.1 (c) Significant Modification: RAD conversion to begin on Pine Echo I and Pine Echo II. Draft of plan attached. Renovation of two complexes, consisting of:

32- 1BR units

40- 2BR units

14- 3 BR units

6- 4 BR units

LCHA will not undertake demolition of these units. All 92 units will be remodeled and converted under RAD.

**Lee County Housing Authority
Pine Echo I & II and Barrett Park
Renovation/Redevelopment Strategy
Additional Informaiton**

Renovation Strategy – Pine Echo I & Pine Echo II

I. Rental Assistance Demonstration (“RAD”) Conversion

A. What is a RAD Conversion?

RAD was created to give public housing authorities (PHAs) a process to preserve and improve public housing properties and address any backlog in deferred maintenance. RAD also provides an opportunity for PHA’s to enter into long-term Section 8 contracts that facilitate the financing of improvements and/or property renovations.

1. Affordability preserved in perpetuity with 20-year HAP Contracts that must be renewed
2. Must be controlled by a public or non-profit entity
3. Project must be maintained for 20 years
4. Residents continue to pay 30% of their Adjusted Gross Income with no rescreening - same as Public Housing
5. Retention of all resident rights under public housing
6. Project must demonstrate the ability to address the Capital Needs of the project for 20 years

B. Conversion Timeline (9–12-month Timeframe)

- i. LCHA Board Written Board Approval of RAD Conversion
- ii. Hold two (2) Public/Tenant Meeting
 1. Provide Information Material/Timeline
- iii. Submission of RAD Application
- iv. Receipt of CHAP Notice (typically 45-day turnaround from App Submission)
- v. Amendment of HA’s Annual/5-year Plan
- vi. Resident Notices
 1. General Information Notice (“GIN”) (30-days after CHAP)
 2. Meeting #1 – Prior to Concept Call
 3. Meeting #2 – Prior to Financing Plan Submission
- vii. Environmental Site Assessment
- viii. Capital Needs Assessment/CNA e-tool
- ix. Site & Neighborhood Selection Plan
- x. Accessibility Review
- xi. Financing Plan Submission

- xii. RAD Conversion Commitment ("RCC)
- xiii. Approval to Close

II. Tentative Scope of Renovations

Exterior Scope:

- Siding/Stucco Repairs
- Roofing System
- Gutters/Downspouts
- Windows
- Railings
- Paint
- Entry Doors
- Storm Drainage
- Parking Paving & Markings
- Sidewalks
- Site Lighting
- Fencing

Interior Scope:

- ADA
- HVAC System
- Electrical System Upgrades and Fixtures
- Water Heaters
- Plumbing Upgrades and Fixtures
- Kitchen Cabinets
- Kitchen Appliances
- Lighting Fixtures
- Bath Vanities
- Flooring and Baseboards (Units/Baths)
- Doors and Casings
- Ceilings
- Painting
- Closet Shelving

Note: Complete scope of renovations will not be determined until completion of Capital Needs Assessment and further input from LCHA.

III. Tentative Relocation Strategy

We anticipate the construction period to take approximately 12-15 months with the General Contractor working on between 3-4 buildings at a given time for approximately 30-45 days before moving on to the next set of buildings. In order to carry out this scope of work, residents will need to move out of their existing units and relocate to another unit within the Pine Echo I and Pine Echo II developments.

In order to ease the burden of relocation on residents, the development team has crafted a plan to relocate as many residents as possible on-site. By relocating residents on-site, we will be able to keep the residents near their established social networks, medical providers, and neighborhood amenities.

Property Management will be notified to hold any units that become vacant at Pine Echo I and Pine Echo II, with the goal of having up to 10 vacant units that can serve as relocation units during the rehabilitation, which is slated to begin in early 2023. We have budgeted \$230,000 or \$2,500 per unit for relocation as part of the rehabilitation development budget, which will cover costs related to supporting residents throughout the relocation process, including packing, moving, and storing resident belongings. Because the rehabilitation is substantial and therefore, the amount of time that residents need to be relocated is substantial (as stated above, approximately 30-45 days), the cost of relocating residents off-site at an extended stay hotel would make the Project financially infeasible.

IV. Budget Discussion

Development Cost

- Hard Cost Estimated at \$100,000 per unit
- Total Development Budget \$23.3MM

Financing

- \$11.0MM in Tax-Exempt Bonds
- \$7.1MM in 4% LIHTC
- Local Government Contribution (TBD)
- Seller Note Financing (Acquisition)
- Deferred Developer Fee



Robert Norris, Chairman
Robert W. Ortiz, Vice Chairman
Christine M. Sardina, Commissioner
Marcus D. Goodson, Executive Director

Lee County Housing Authority (LCHA)
14170 Warner Circle
North Fort Myers, FL 33903
Phone: 239.997.6688
Fax: 239.997.7970
TTY #: (800) 955-8771
Website: leecountyha.org

July 6, 2022

Public meetings were held on this date to discuss the LCHA proposed Annual Plan and also the RAD conversion. Meetings were offered at 10:00 am and again at 6:00 pm. The morning meeting had 17 attendees, the evening meeting had 22 attendees. Both meetings were held at 14073 Whitebirch Way, N Fort Myers. LCHA staff in attendance were Diana Jones, PH/HCV Supervisor, Deborah Johnson, Finance, Myriam Fleming, Property Manager, and Elizabeth Jackson, ROSS Coordinator.

Both meetings were opened by Diana Jones explaining the purpose of the meetings. Ms. Jones presented the goals of the Annual Plan and informed the residents that the process for the RAD conversion had begun. She explained that the plan was in the preliminary phase and many details were not readily available at this time. It was also explained that meetings will continue throughout the conversion process in order to keep the residents informed of the process.

Residents were made aware of the difference between project-based assistance and tenant-based assistance. The possibility of temporary relocation was discussed as well as the plan to begin remodeling vacant units, to reduce the need for temporary relocation. Some residents were concerned about the timing of notices in regards to moving. They were informed that the planning strategy would allow ample notice of at least 30-days.

The floor was opened to the public for comments and questions. Residents were very involved in the discussion and had many recommendations for improvements as well as concerns regarding relocation. The most common concerns were in regard to the labor and expense of moving, especially for the senior and disabled residents. Ms. Jones explained that all relocation expenses would be paid by LCHA, including movers and utility transfer fees. The other common concern was the ability to move back into their current unit once the remodeling was completed. Ms. Jones explained that, due to the relocation strategy, LCHA could not guarantee the availability of their current unit, but this concern will be expressed to the development team and relocation coordinators.

Residents made several suggestions for improvement of the units and the surrounding development. It was emphasized that funding is crucial for all requested improvements, but that all will be taken into consideration. The following list of items will be provided to the Executive Director and the development team for consideration.



Unit Recommendations:

- Walk in tubs for the elderly
- Roll in showers for the disabled
- Ceiling fans throughout (including kitchen)
- AC vents in bathrooms
- Tile floors
- Pantry in kitchen
- Screen doors on rear entrance
- Tinted windows to reduce heat from sun exposure
- Larger closets
- Storage
- Doorbells
- Improved insulation
- Drains in floors

Site Recommendations:

- Designate new entryway from Pondella Rd
- Security cameras
- Privacy fences
- Dog park
- Playground/ Basketball Court/ Track Field
- Senior Center (with pool table)
- Gym
- Community Swimming Pool
- Improved landscaping, especially around signs
- Improve laundry facility

Morning meeting: 10:10 – 10:42

Evening meeting: 6:15 – 7:20



Robert Norris, Chairman
Robert W. Ortiz, Vice Chairman
Christine M. Sardina, Commissioner

Marcus D. Goodson
Executive Director

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May 14, 2022

Public Notice

In accordance with federal regulations, Lee County Housing Authority invites you to attend a public meeting to discuss the proposed PHA Annual Plan. This meeting provides you with an opportunity to express your ideas for improvements on LCHA property, and to voice any concerns you may have in regards to the proposed Plan.

The meeting will be held on **Wednesday, July 06, 2022** at the LCHA Community Center, located at **14073 Whitebirch Way, N Fort Myers, FL 33903**. We will begin the meeting promptly at **10:00am** and again at **6:00pm**. Please show up 10-15 minutes early to ensure seating availability.

The LCHA Staff looks forward to your participation in helping to improve our community.

In an effort to keep staff, residents and the public safe, seating will be limited. Social distancing guidance will apply and masks are recommended. If you feel sick, have any COVID symptoms, or have been out of the country within the last 30 days, please stay home. You may submit your written recommendations to our main office, prior to the meeting.



**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2024

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Cecil Pendergrass, the Chairman, Lee County Commissioners
Official's Name *Official's Title*

certify that the 5-Year PHA Plan for fiscal years _____ and/or Annual PHA Plan for fiscal
year 2023 of the Lee County Housing Authority is consistent with the
PHA Name

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair
Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

Cape Coral- Fort Myers Metropolitan Area (Lee County, Florida)
Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR §§ 903.7(o)(3) and 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or
State Consolidated Plan.

Lee County Housing Authority is moving forward with its plans for RAD conversion of two of our
Public Housing communities. This conversion will entail extensive remodeling of each unit.
Current plans allow for minimal displacement of current residents. In addition, LCHA has applied
for additional vouchers to address and house the homeless population in our community. LCHA
will continue analyzing and planning projects to ensure that its residents are provided every
opportunity available to achieve self-sufficiency.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will
prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official:	Title:
Cecil Pendergrass	Chairman
Signature: 	Date: 8/5/22

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S.
Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information
are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to
ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing
instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD
may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 3/31/2024

Civil Rights Certification

Annual Certification and Board Resolution

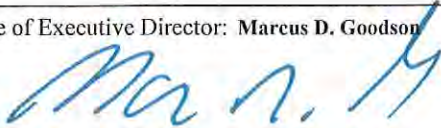
Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning 10/01/2022 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the mission, goals, and objectives of the public housing agency and implementation thereof:


The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.

Lee County Housing Authority
PHA Name

FL128
PHA Number/HA Code

I hereby certify that all the statement above, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Executive Director: **Marcus D. Goodson**

Signature _____ Date 08-01-22

Name of Board Chairperson: **Robert Norris**

Signature _____ Date 08-01-22

The United States Department of Housing and Urban Development is authorized to collect the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. The information is collected to ensure that PHAs carry out applicable civil rights requirements.

Public reporting burden for this information collection is estimated to average 0.16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the *Streamlined Annual PHA Plan***

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the streamlined Annual PHA Plan for PHA fiscal year beginning 10/01/2022, hereinafter referred to as the Streamlined Annual Plan, of which this document is a part and make the following certifications, agreements with, and assurances to the Department of Housing and Urban Development (HUD) in connection with the submission of the Streamlined Plan and implementation thereof:

1. The streamlined Annual Plan is consistent with the applicable comprehensive housing affordability strategy (or any streamlined Plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, and provided this Board or Boards an opportunity to review and comment on any program and policy changes since submission of the last Annual Plan.
3. The PHA made the proposed streamlined Annual Plan, including policy and program revisions since submission of the last Annual Plan, and all information relevant to the public hearing available for public - inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the streamlined Plan and invited public comment.
4. The PHA will carry out the streamlined Annual Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
5. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
6. For streamlined Annual Plans that include a policy or change in policy for site-based waiting lists:
The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(b)(2).
7. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
8. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
9. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
10. The PHA has submitted with the streamlined Plan a certification with regard to a drug-free workplace required by 24 CFR Part 24, Subpart F.
11. The PHA has submitted with the streamlined Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.

17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
19. The PHA will undertake only activities and programs covered by the streamlined Annual Plan in a manner consistent with its streamlined Annual Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its streamlined Plan.
20. All certifications and attachments (if any) to the streamlined Plan have been and will continue to be available at all times and all locations that the PHA streamlined Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the streamlined Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its streamlined Annual Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):
- 903.7a Housing Needs
 - 903.7b Eligibility, Selection, and Admissions Policies
 - 903.7c Financial Resources
 - 903.7d Rent Determination Policies
 - 903.7h Demolition and Disposition
 - 903.7k Homeownership Programs
 - 903.7r Additional Information
 - A. Progress in meeting 5-year mission and goals
 - B. Criteria for substantial deviation and significant amendments
 - C. Other information requested by HUD
 - 1. Resident Advisory Board consultation process
 - 2. Membership of Resident Advisory Board
 - 3. Resident membership on PHA governing board

22. The PHA provides assurance as part of this certification regarding its streamlined annual PHA Plan that:

(i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;

(ii) The changes were duly approved by the PHA board of directors (or similar governing body); and

(iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.

Lee County Housing Authority FL128
 PHA Name PHA Number

Streamlined Annual PHA Plan for Fiscal Year: 2023

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Robert Norris	Title Chairman, Board of Commissioners
Signature 	Date 8/1/22

**Certifications of Compliance with
PHA Plan and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2024

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations
including PHA Plan Elements that Have Changed**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or X Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 10/01/2022, in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments (AI) to Fair Housing Choice, or Assessment of Fair Housing (AFH) when applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For PHA Plans that include a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);

- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing; and
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(o)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
 10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
 11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
 12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
 13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
 14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
 15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
 16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
 17. The PHA will keep records in accordance with 2 CFR 200.333 and facilitate an effective audit to determine compliance with program requirements.
 18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
 19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
 20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
 21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
 22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

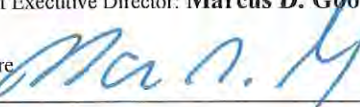
Lee County Housing Authority
PHA Name


FL128
PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2023

5-Year PHA Plan for Fiscal Years 20__ - 20__

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Executive Director: **Marcus D. Godson**
Signature  Date 8-1-22

Name Board Chairman: **Robert Norris**
Signature  Date 8-1-22

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing.
Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

Fair Housing Goal: Educate LCHA Staff

Describe fair housing strategies and actions to achieve the goal

All LCHA staff will be required to attend fair housing training and informed of the importance of affirmatively furthering fair housing and providing equal opportunity to all families, including providing reasonable accommodations to persons with disabilities, as a part of the overall commitment to quality customer service. Fair Housing posters are posted throughout the Housing Authority office/s, including in the lobby and interview rooms and the equal opportunity logo will be used on all outreach materials. Staff will attend local fair housing update training sponsored by HUD and other local organization to keep current with new developments.

Fair Housing Goal: Educate applicants/participants

Describe fair housing strategies and actions to achieve the goal

To further its commitment to full compliance with applicable Civil Rights laws, the LCHA will provide Federal/State/local information to Voucher holders regarding unlawful discrimination and any recourse available to families who believe they are victims of a discriminatory act. Such information will be made available during the family briefing session, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made a part of the Voucher holder's briefing packet and available upon request at the front desk.

Fair Housing Goal: Provide Reasonable Accommodations

Describe fair housing strategies and actions to achieve the goal

Except as otherwise provided in 24 CFR 8.21(c)(1), 8.24(a), 8.25, and 8.31, no individual with disabilities shall be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination because the LCHA's facilities are inaccessible to or unusable by persons with disabilities.

County's Opioid Abatement Strategy		2022	2022 at 5:00 pm
2022 Notice of Funding Availability for Affordable Housing Development	U.S Department of Housing and Urban Development (HUD)	September 19, 2022	October 24, 2022 at 5:00 pm

View Previous Funding Opportunities

RFA #08-2022- COCDV Request for application for 2022 Continuum of Care Funding Domestic Violence Bonus Projects	Continuum of Care (COC)	August 4, 2022	August 26, 2022
RFA Budget Template			
Addendum 1			
RFA #08-2022-COC - Request for application for 2022 Continuum of Care Funding			
RFA Budget Template	Continuum of Care (COC)	July 11, 2022	August 26, 2022
Addendum 1			
Responses to RFA Questions			



Request for Applications #08-2022-COC

Lee County Human and Veterans Services
2440 Thompson St. Fort Myers, FL 33901

July 19, 2022

**ADDENDUM NUMBER ONE (1)
Request for Applications for
2022 Continuum of Care Funding**

The following represents clarification, additions, deletions, and/or modifications to the above referenced Request for Applications. This addendum shall hereafter be regarded as part of the RFA. Items not referenced herein remain unchanged, including funding window dates. Words, phrases or sentences with a strikethrough represent deletions to the original RFA. Underlined words and bolded phrases or sentences represent additions to the original RFA.

Addendum 1 Explanation:

The amount of funding estimated to be available for new projects for the 2022 Annual CoC NOFO is being increased from \$807,084 to \$1,020,060. This increase was caused by the reallocation of funding from an existing project.

The following modifications are being made to the above RFA to reflect this increase.

Page 2:

Funding Available

HUD Continuum of Care Program New Projects Funding amount subject to publication of the NOFO by HUD* (Annual NOFO)	\$807,084 \$1,020,060*
HUD Continuum of Care Supplemental to Address Unsheltered and Rural Homelessness (Supplemental NOFO)	\$3,472,753

Page 8:

2022 HUD CoC Competition (Annual NOFO) – New Projects

HUD’s 2022 CoC Program Notice of Funding Opportunity allows for funding of specific programs to address homelessness.

A total of ~~\$807,084~~ \$1,020,060 is anticipated to be made available for these projects, pending the release of the forthcoming NOFO from HUD. Funding of project applications is contingent on HUD’s award to HVS under the NOFO.

ALL OTHER TERMS AND CONDITIONS OF THE NOFA ARE AND SHALL REMAIN THE SAME.



Request for Applications #08-2022-COC

Lee County Human and Veterans Services
2440 Thompson St. Fort Myers, FL 33901

August 15, 2022

ADDENDUM NUMBER TWO (2)

Request for Applications for 2022 Continuum of Care Funding

The following represents clarification, additions, deletions, and/or modifications to the above referenced Request for Applications. This addendum shall hereafter be regarded as part of the RFA. Items not referenced herein remain unchanged, including funding window dates. Words, phrases or sentences with a strikethrough represent deletions to the original RFA. Underlined words and bolded phrases or sentences represent additions to the original RFA.

Addendum 2 Explanation:

Limited applications were received by the original August 15, 2022, 5:00 pm deadline. The deadline is being extended to August 26, 2022 at 5:00 pm to allow more time for submissions. The date for the ranking and review committee meeting is also being adjusted to allow sufficient time for the committee to review applications. The review committee will now meet at 9 am on Friday, September 2, 2022, via Teams:

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 321-414-2159,,250943536#](#) United States, Orlando

Phone Conference ID: 250 943 536#

[Find a local number](#) | [Reset PIN](#)

ALL OTHER TERMS AND CONDITIONS OF THE NOFA ARE AND SHALL REMAIN THE SAME.

REQUEST FOR APPLICATIONS (RFA)

for

2022 Continuum of Care Funding and 2022 Supplemental Funding to Address Unsheltered Homelessness

**RFA Released
Monday, July 11, 2022**

**Applications Due
Monday, August 15, 2022 at 5:00 PM**

**Applications must be submitted by email to
Tim Gillmore at tgillmore@leegov.com.**

Lee County Human and Veteran Services
2440 Thompson St., Fort Myers, FL 33901

**It is the responsibility of the applicant to ensure application(s) arrive prior to the due date and time.
Applications received after 5:00 p.m. will be returned to the applicant and will not be considered.**

This Document can be made available in alternative accessible formats upon request.

**Lee County Human and Veteran Services (HVS)
Continuum of Care Lead Agency
2022 Request for Applications (RFA) for Continuum of Care Funding**

Lee County Human and Veteran Services (HVS) is issuing a Request for Applications (RFA) for the 2022 Continuum of Care funding opportunity (Annual NOFO) and the Continuum of Care Supplemental to Address Unsheltered and Rural Homelessness (Supplemental NOFO) through the following U.S. Department of Housing and Urban Development (HUD).

Funding Available

HUD Continuum of Care Program New Projects Funding amount subject to publication of the NOFO by HUD* (Annual NOFO)	\$807,084*
HUD Continuum of Care Supplemental to Address Unsheltered and Rural Homelessness (Supplemental NOFO)	\$3,472,753

***Annual funding amount subject to change upon release of the 2022 CoC NOFO from HUD. If additional funding opportunities become available to HVS following the issuance of this RFA, HVS reserves the right to select an eligible project submitted in response to this RFA without issuing an additional RFA(s).**

HVS may make funding available under the Annual NOFO to projects that:

1. Utilize the Housing First philosophy
2. Emphasize rapid exit from homelessness
3. Emphasize stable, permanent housing with linkages to supportive services as the primary strategy for ending homelessness
4. Provide innovative solutions to move Lee County forward in making homelessness rare, brief and one-time.
5. Comply with any additional terms, conditions, threshold requirements, statutory requirements, best practices, or any other criteria detailed or referenced in the forthcoming NOFO from HUD.

HVS may make funding available under the Supplemental NOFO to projects that:

1. Aim to reduce the number of persons experiencing unsheltered homelessness in Lee County
2. Utilize the Housing First philosophy
3. Emphasize rapid exit from homelessness
4. Emphasize stable, permanent housing with linkages to supportive services as the primary strategy for ending homelessness
5. Provide innovative solutions to move Lee County forward in making homelessness rare, brief and one-time.
6. Comply with all additional terms, conditions, threshold requirements, statutory requirements, best practices, or any other criteria detailed or referenced in the [Supplemental Notice of Funding Opportunity to Address Unsheltered and Rural Homelessness FR-650-N-25S](#).



Request for Applications #08-2022-COC

Lee County Human and Veterans Services
2440 Thompson St. Fort Myers, FL 33901

This RFA contains information and required forms for potential applicants to apply and compete for grant funds. Potential applicants are advised to read the materials carefully.

The material in this RFA does not represent all of the particular priorities, program components, or funding sources currently/potentially available through local, state, or federal funders and may change upon the release of RFAs/NOFAs for the various funding sources.

Terms of this RFA are subject to the terms of the upcoming Notice of Funding Opportunity to be published by HUD and may change.

HVS reserves the right to apply such changes without further notice to applicants.

The funding of project applications submitted pursuant to the Annual and Supplemental NOFOs and selected by HVS is contingent on HUD’s award to HVS under the Annual and Supplemental NOFOs.

Questions Regarding this RFA

Questions from potential applicants must be submitted via email to Tim Gillmore at tgillmore@leegov.com, should use the subject line “RFA Questions”, and be received no later than 5:00 pm on **Monday, August 1, 2022**. HVS will compile all questions and answers and provide responses to applicants no later than **5:00 pm, Wednesday, August 3, 2022**.

Successful applications must meet the guidelines provided in this Request for Applications (RFA). To submit an application for consideration, complete the submission requirements listed here within.

The organization of this RFP is as follows:

- SECTION I: General Information
- SECTION II: Scope of Grant Activities
- SECTION III: Funding Guidelines
- SECTION IV: Application Evaluation and Selection
- SECTION V: Application Forms
- SECTION VI: Appendices

SECTION I: General Information

Strategic Use and Alignment of Resources

Lee County Human and Veteran Services (HVS) is designated as lead agency and HUD Collaborative Applicant for the Lee County Continuum of Care. HVS is responsible for ensuring resources available to the community to assist those experiencing homelessness are strategically utilized to maximize impact and effectiveness. Therefore, HVS reserves the right to align available funding opportunities to applications that best address community need and appropriate target populations. All applications received will be evaluated for their appropriateness for each funding opportunity that may be available. HVS reserves the right to award more than one (1) funding source to a selected application if necessary to maximize a project's effectiveness and overall impact.

Funding Priorities

The submitted applications will be evaluated in part, on the extent the project is able to demonstrate achievement of HUD's System Performance Measures (as indicated below), and the goals and strategies outlined in the Home, Together: Federal Strategic Plan to Prevent and End Homelessness (www.usich.gov/home-together).

Priority 1: HUD System Performance Measures

HUD has developed the following system-level performance measures to help communities gauge their progress in preventing and ending homelessness:

1. Length of time persons remain homeless;
2. The extent to which persons who exit homelessness to permanent housing destinations return to homelessness;
3. Number of homeless persons;
4. Jobs and income growth for homeless persons;
5. Number of persons who become homeless for the first time;
6. Successful housing placement;

HUD strongly encourages CoCs to emphasize the policy priorities established in the aforementioned strategies and system performance measures when evaluating, ranking and selecting projects. **Proposed projects that clearly describe how the project will improve the CoC's System Performance Measures, and move the community forward toward making homelessness rare, brief, and one-time will score higher and receive priority for funding.**

Priority 2: Innovation

Proposed projects that include innovative and effective best practices, including engagement of persons with lived experience will receive higher scores and consideration than those projects that are a continuation or capacity expansion of a current program.

HVS is seeking 'out of the box' applications and encourage proposals incorporate different component types, include additional partners (with an established, formal agreement for the proposed project) and engage persons with lived experience, as part of an overall project application.

Priority 3: Strategic Partnerships

Additional points will be awarded to projects that attach written documentation (MOU or letter of support) demonstrating coordination with housing providers, workforce development boards, and healthcare organizations to provide permanent housing and rapid rehousing services. Points will be awarded for projects that have written documentation demonstrating:

- Partnership with public and private healthcare organizations to assist program participants to obtain medical insurance to address healthcare needs;
- Partnership with public and private healthcare organizations to provide physical healthcare to program participants, including access to prescriptions and ongoing primary care;
- Partnership with behavioral health care providers to provide mental health services and substance use disorder treatment to program participants;
- Partnerships with public housing authorities or other public/private housing providers to provide permanent housing to program participants;
- Partnership with local workforce development centers to provide employment opportunities, job training programs, and job readiness assistance to program participants.

Written documentation must clearly outline the scope of services that will be provided, the number of program participants that are anticipated to benefit from the partnership and the dollar value of the proposed commitment.

Priority 4: Project Design and Need

Projects that incorporate all or part of the effective practice examples described below which address an existing gap within the community will be scored higher in the scoring and selection process.

Permanent Supportive Housing (PSH) is affordable rental housing linked to supportive services designed to enable persons with disabilities, including chronically homeless, to become and remain stably housed. National studies show that PSH is a cost-effective solution to chronic homelessness and can successfully house and stabilize vulnerable persons living on the street. These citizens frequently confront serious, persistent issues such as substance abuse, mental illness, HIV/AIDS, and other serious challenges to be able to maintain stable housing, and thus require a more substantial level of care in a supportive housing environment to return to housing stabilization. PSH is an evidence-based practice that has proven the most successful intervention for chronically and long-term homeless persons.

Effective PSH projects:

- Ensure ongoing housing (financial) assistance and case management/supportive services (directly or through linkages) for homeless individuals or families in permanent supportive housing project.
- Are low barrier and housing first focused
- Focus on housing plans and not service plans
- Utilize the community-wide Coordinated Entry Process which prioritizes persons for services according to their vulnerability to dying on the streets and their chronic homelessness status

[Program components and eligible costs for PSH projects can be viewed at 24 CFR 578.49-53](#)

Joint Transitional Housing (TH) and Rapid Rehousing (RRH). A joint TH/RRH project is a model that pairs the provision of emergency shelter or transitional housing with rapid rehousing funding to create ‘rapid exit’ options for the persons/households residing in the emergency shelter or transitional housing, thereby reducing the time a person/household remains homeless. Effective Joint TH-RRH projects:

- Ensure ongoing housing (financial) assistance and case management/supportive services (directly or through

linkages) for homeless individuals or families in permanent supportive housing project.

- Are low barrier and housing first focused
- Focus on housing plans and not service plans
- Utilize the community-wide Coordinated Entry Process which prioritizes persons for services according to their vulnerability to dying on the streets and their chronic homelessness status

[Program components and eligible costs for TH/RRH projects can be viewed at 24 CFR 578.49-53](#)

Supportive Services Only (SSO) projects allow recipients to provide supportive services—such as conducting outreach to sheltered and unsheltered homeless persons and families and providing referrals to other housing or other necessary services—to families and individuals experiencing homelessness. The recipient may only assist program participants for whom the recipient or subrecipient of the funds is not providing housing or housing assistance.

Best practices for SSO projects are provided by HUD and USICH, some are included in the links below.

<https://www.hudexchange.info/news/coc-program-special-nofo-digest-unsheltered-homelessness/>

<https://www.usich.gov/news/responding-to-the-growing-crisis-of-unsheltered-homelessness-and-encampments/>

<https://www.huduser.gov/portal/sites/default/files/pdf/Implementing-Approaches-to-Address-Unsheltered-Homlessness-2020.pdf>

All SSO projects should focus on addressing unsheltered homelessness and assisting persons with the most severe service needs.

HMIS Projects. The **HMIS Lead Agency**, as designated by the CoC, may apply for projects under the **HMIS program component**, which can include budget line items for HMIS and **Project Administration**. In addition to the eligible costs listed in the previous section, HMIS Leads under the HMIS program component may use funds for other eligible costs related to establishing, operating, customizing, and otherwise administering an HMIS. These additional eligible costs are only available to HMIS Leads. Under the HMIS program component, HMIS Lead entities can apply for funds to support:

- Leasing/operating a structure in which the HMIS operates
- Establishing, operating, and customizing a CoC's HMIS, including:
 - Hosting and maintaining HMIS software data
 - Backing up, recovering, or repairing HMIS software or data
 - Upgrading, customizing, and enhancing the HMIS
 - Integrating and warehousing data, including development of a data warehouse for use in aggregating data from subrecipients that use several software systems
 - Administering the HMIS
 - Reporting to service providers, the CoC, and HUD
 - Conducting training in use of the HMIS, including travel to the training

Housing First Philosophy

Projects must utilize a Housing First philosophy, which is an approach to make homelessness rare, brief and one-time, that centers on providing people experiencing homelessness with housing as quickly as possible (within 30 days or less) – and then providing services as needed. Housing First programs share critical elements:

- A focus on helping individuals and families access and sustain permanent housing as quickly as possible (within 30 days or less) without unnecessary barriers or time limits;
- A variety of services delivered to promote housing stability and individual well-being on an as-needed basis; and
- A standard lease agreement to housing – as opposed to mandated therapy or service compliance.

Project Completion Timeframes

For most project types, the Proposed Project should be able to be operational within 1 to 3 months following the award of funding.

Critical Dates and Timeline

Monday, July 11, 2022		HVS Issued Request for Applications for 2022 Continuum of Care (CoC) Funding and Supplemental Funding
Wednesday, July 20, 2022	1:00 PM	Optional Pre-Application Meeting Microsoft Teams meeting Join on your computer or mobile app Click here to join the meeting Or call in (audio only) +1 321-414-2159,700489526# United States, Orlando Phone Conference ID: 700 489 526# Find a local number Reset PIN
Monday, August 1, 2022	5:00 PM	Deadline for questions regarding RFA
Wednesday, August 3, 2022	5:00 PM	Responses to RFA Questions
Monday, August 15, 2022	5:00 PM	SUBMISSION DEADLINE – Project Applications
Thursday, August 25, 2022	1:00 PM	Performance, Evaluation, and Ranking Committee Members will meet to score each project application using the published Scoring Criteria for New Projects. Microsoft Teams meeting Join on your computer or mobile app Click here to join the meeting Or call in (audio only) +1 321-414-2159,250943536# United States, Orlando Phone Conference ID: 250 943 536# Find a local number Reset PIN
Friday, September 16, 2022	5:00 PM	Notice of Conditional Selection or Non-Selection to all project applicants.

Applicant Eligibility

All public (local government) and private non-profit agencies that currently provide services, as well as those that want to expand to provide services, for persons experiencing homelessness and/or those at-risk of becoming homeless are eligible to apply. **Applicant must include proof of 501(c)3 status with submission.**

Applicant must also meet all the following requirements

(documentation does not need to be included with submission, but may be requested at a later time):

- Provided direct client services for 12 months prior to application due date.
- Independent certified audited financial statement of the most recent or immediate prior fiscal year, including the management letter and written response.
- Current CPA’s Peer Review letter.
- Most recent Form 990.
- Monthly Financial Statements (within last 60 days).

Any applicant on the excluded parties list (www.sam.gov/SAM/) will be considered **ineligible** for funding.

SECTION II: Scope of Grant Activities

HVS encourages applicants to submit applications for projects, even if the project does not ‘fit’ perfectly into the descriptions here within. By submitting an application, the applicant is informing HVS of projects it intends or desires to develop to help meet an unmet need in the community and collaboratively work to make homeless experiences in Lee County rare, brief and one-time.

Projects acceptable under this request include:

- **New Project** - a project that does not currently exist and if funded will increase overall service and/or bed capacity in Lee County.
- **Expansion of Funding for a Current Project** – a project currently operating in the community that is being expanded. Applicants must clearly identify the need for expanded services, and demonstrate a quantifiable increase in the number **and** type of services being provided.

Funding requests that ‘supplant’ or to replace a project’s current funding source(s) will not be accepted.

If a project includes multiple, linked activity types (components), only one application, that details the different activity types, needs to be completed. The single project application should explain in detail all activity types and the project outcomes for the different activity types.

2022 HUD CoC Competition (Annual NOFO) – New Projects

HUD’s 2022 CoC Program Notice of Funding Opportunity allows for funding of specific programs to address homelessness.

A total of \$807,084 is anticipated to be made available for these projects, pending the release of the forthcoming NOFO from HUD. Funding of project applications is contingent on HUD’s award to HVS under the NOFO.

Eligible Activities

HUD CoC Program funding for a new projects can be used for the following project types:

- **Permanent Housing (PH)**
 - **Permanent Supportive Housing (PSH)** – to include project-based and/or scattered site rental assistance/leasing projects with supportive services for individuals and families experiencing chronic homelessness.
 - **Rapid Re-Housing (RRH)** - housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing.
- **Joint Transitional Housing – Rapid Rehousing Combination Projects** - project combines two existing program components—transitional housing and rapid rehousing in a single project to serve individuals and families experiencing homelessness

**2022 HUD CoC Supplemental to Address Unsheltered and Rural Homelessness
(Supplemental NOFO)– New Projects**

HUD’s 2022 Supplemental to Address Unsheltered and Rural Homelessness (Supplemental NOFO)– New Projects allows for funding of new projects.

**A total of \$3,472,753 is available for these projects over a three-year grant term.
Funding of project applications is contingent on HUD’s award to HVS under the NOFO.**

Eligible Activities

HUD CoC Program funding for new projects under the Supplemental NOFO can be used for the following project types:

- **Supportive Services Only (SSO)** – project allows recipients to provide supportive services—such as conducting outreach to sheltered and unsheltered homeless persons and families and providing referrals to other housing or other necessary services—to families and individuals experiencing homelessness.
- **Permanent Housing (PH)**
 - **Permanent Supportive Housing (PSH)** – to include project-based and/or scattered site rental assistance/leasing projects with supportive services for individuals and families experiencing chronic homelessness.
 - **Rapid Re-Housing (RRH)** - housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing.
- **Joint Transitional Housing – Rapid Rehousing Combination Projects** - project combines two existing program components—transitional housing and rapid rehousing in a single project to serve individuals and families experiencing homelessness
- **Homeless Management Information System (HMIS)** The [HMIS Lead Agency](#), as designated by the CoC, may apply for projects under the HMIS program component, which can include budget line items for HMIS and [Project Administration](#). In addition to the eligible costs listed in the previous section, HMIS Leads under the HMIS program component may use funds for other eligible costs related to establishing, operating, customizing, and otherwise administering an HMIS. These additional eligible costs are only available to HMIS Leads.

Acquisition, rehabilitation, and new construction are NOT eligible under the Supplemental NOFO.

Projects must meet all CoC Program and HUD requirements.

2022 Continuum of Care Notice of Funding Opportunity will be posted on the HUD website:

https://www.hud.gov/program_offices/comm_planning/coc/competition

Continuum of Care Supplemental to Address Unsheltered and Rural Homelessness

<https://www.hud.gov/sites/dfiles/CPD/documents/CoC/Unsheltered-and-Rural-Homelessness-NOFO-FR-6500.pdf>

CoC Program Eligibility Requirements:

<https://www.hudexchange.info/coc/coc-program-eligibility-requirements/>

CoC Program Laws, Regulations, and Notices:

<https://www.hudexchange.info/coc/coc-program-law-regulations-and-notices/>

CoC Match Documentation:

<https://www.hudexchange.info/faqs/1561/what-are-the-documentation-requirements-for-in-kind-services-as-match/>

Lee County Continuum of Care Written Standards and Coordinated Entry Policies and Procedures:

<https://www.leegov.com/dhs/Documents/CoC/2020%20Written%20Standards%20and%20Coordinated%20Entry%20Policies%20and%20Procedures%208.6.2020.pdf>

Eligible Clients

To be eligible for assistance with Continuum of Care funds, individuals or families must meet the following criteria:

- Unsheltered individuals and families who qualify as homeless under Category one (1) and Category four (4) of HUD’s Definition of Homelessness. **(See Appendix 1)**
- Additional eligibility criteria may apply depending on program component:
<https://www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/>

SECTION III: Funding Guidelines

Administrative Costs

If awarded, the project’s admin funding will be based on available and allowable admin funding as determined by the funding sources, and may be divided between HVS and the applicant. Eligible costs include general management, oversight, and coordination; training on grant requirements; consolidated plans; and environmental reviews

Funding Source	Maximum Percent of Admin Allowed
Continuum of Care (CoC)	10%
CoC Supplemental	10%

Cost Reimbursement

All contracts will be on a cost reimbursement basis. Sub-recipient will be required to submit proper back-up documentation for project eligible expenses as determined by the funding source regulations and requirements.

Match

Match may be cash or in-kind for otherwise eligible project costs by the funding source. All match must be documented in writing. While the required amount of match differs based on funding source, all funding sources require match. Match is defined as the provision of direct eligible costs to the project from a source other than the funding source. Match can be provided through an agency’s other funded projects, which may also provide services to the funded project’s clients or through community partners that, are providing additional, eligible services to a funded project’s clients. Match guidelines are as follows:

Funding Source	Percent of Match Required
Continuum of Care (CoC)	25%
CoC Supplemental	25%

Cost of Submitting Applications

The cost of preparing and submitting an application is the sole responsibility of the applicant and shall not be chargeable in any manner to HVS. HVS will not reimburse any applicant for any costs associated with the preparation and submission of an application, including but not limited to, expenses incurred in making an oral presentation, or participating in an interview *(if required)*.

Conflict of Interest

The applicant agrees that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required if a contract is awarded. The applicant further agrees that no person having any such interest shall be employed or engaged for said performance. The applicant agrees that no employee, officer, agent of the applicant or its sub-recipients shall participate in the selection, award or administration of a contract or construction bid if a conflict-of-interest, either real or implied, would be involved. The applicant or sub-recipient employees, officers and agents should refrain from accepting gratuities, favors or anything of monetary value from contractors or potential contractors based on the understanding that the receipt of such an item of value would

influence any action or judgment of the applicant. For federally funded contracts, conflict of interest provisions described in 2 CFR 200.112 and all other HUD regulations currently in effect and as may be amended from time to time shall apply.

State and Federal Administrative Requirements

Agencies must comply with Federal administrative requirements. All agencies awarded funds through this RFA will be required to comply with a variety of requirements governing the use of State and Federal funds. Additionally, agencies awarded funds through this RFA will be required to provide access to their financial records to a representative of HVS to evaluate their financial management systems. HVS staff will monitor each program to ensure compliance with the terms of the funding agreement between the HVS and the agency. This will include monitoring records kept by the applicant to demonstrate the eligibility of clients, the services provided, and other required information.

Liability insurance is required for all Grants. All agencies awarded funds will be required to obtain liability and worker's compensation coverage that will be further defined in the funding agreement, if awarded. **Lee County Board of County Commissioners must be named as the Certificate Holder and the additional insured.**

Handicapped Accessibility – All projects must be accessible to persons with disabilities. Programs, information, participation, communications and services must be accessible to persons with disabilities. Agencies must comply with Section 504 of the Rehabilitation Act of 1974 and Americans with Disabilities Act (ADA).

Nondiscrimination – All funded agencies must ensure that all persons have fair and equal access to all forms of assistance regardless of race, color, national origin, age, sex, familial status, religious preference, disability, type or amount of disability, gender identity, perceived gender identity, marital status, sexual orientation, or perceived sexual orientation. These non-discriminatory practices apply to employment and contracting as well as to marketing, and selection of project participants. The Lee County CoC requires agencies to practice a person-centered model that incorporates participant choice and inclusion of all homeless subpopulations present in Lee County, including homeless veterans, youth, and families with children, individual adults, seniors, victims of domestic violence, and Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, and Intersex (LGBTQI) individuals and families.

The Lee County CoC operates in accordance with all federal statutes including, but not limited to: the Fair Housing Act, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, and Title II and Title III of the Americans with Disabilities Act. All service providers, where assistance is provided through Community Planning and Development (CPD) programs, including assistance under the: HOME Investment Partnerships program (24 CFR part 92), Housing Trust Fund program (24 CFR part 93), Community Development Block Grant program (24 CFR part 570), Housing Opportunities for Persons With AIDS program (24 CFR part 574), Emergency Solutions Grants program (24 CFR part 576), Continuum of Care program (24 CFR part 578), or Rural Housing Stability Assistance Program (24 CFR part 579)., must ensure equal access to the HUD-assisted program in accordance with all general HUD program requirements as specified in 24 CFR Part 5.

Additionally, funded agencies must maintain compliance with the HEARTH Act's involuntary family separation provision (42 USC 11361a), which ensures that emergency shelters, transitional housing, and permanent housing providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, marital status, gender, gender identity, perceived gender identity, sexual orientation, or disability, when entering shelter or housing.

Funded agencies must maintain records demonstrating compliance with the nondiscrimination and equal opportunity requirements under §576.407(a), including data concerning race, ethnicity, disability status, sex, and family characteristics of persons and households who are applicants for, or program participants in, any program or activity funded in whole or in part with the awarded funding source and the affirmative outreach requirements in § 576.407(b).

Formal Termination Policy – Funded agencies must develop a formal Termination Policy that clearly describes a process by which clients’ services may be terminated if program requirements are violated. The process must recognize individual rights and allow termination in only the most severe cases. Termination processes for rental assistance, leasing, and/or housing relocation and stabilization services must include written notice to the program participant, with a clear statement of reasons for termination; review of decision to terminate, with opportunity for the program participant to present written or oral objections to agency; prompt written notice to the project participant of final decision.

Supportive Assistance – Funded agencies must assure that homeless individuals and families are connected to appropriate supportive services including permanent housing, mental health treatment, medical health treatment, counseling, case management, supervision, and other services essential for achieving maintaining permanent, stable housing. Additionally, agencies must assure that the homeless are assisted in obtaining other Federal, State, local and private assistance, where available. This will include individually assisting clients to identify, apply for and obtain benefits under mainstream health and social services program for which they are eligible such as: TANF, Medicaid, SSI/SSDI, Food Stamps, and various Veterans Programs. *The Lee County CoC encourages a “warm hand-off” model, which ensures transfer of client and referral information directly to the receiving case manager, and prevents missed service connections.*

Confidentiality – Agencies must comply with confidentiality requirements and privacy protections outlined in the CoC written standards (<https://www.leegov.com/dhs/Documents/CoC/2020-21%20HMIS%20Policies%20and%20Procedures%201.0.pdf>), and Homeless Management Information System Privacy Notice (<https://www.leegov.com/dhs/Documents/CoC/CSN-User-Policy-Responsibility-Statement.pdf>)

Participation in Continuum of Care (CoC) – Any agency awarded funding through this RFA is **required** to

- 1) actively participate in the CoC including attendance at the monthly CoC and Connect List committee meetings,
- 2) actively participate and comply with Homeless Management Information System (HMIS) Procedures, and
- 3) fully participate in the Coordinated Entry Process and only accept referrals for all funded programs through Coordinated Entry.

Minimum Funding Request

The minimum funding request for any project is **\$150,000**. HVS reserves the right to award more or less than the amount of funds requested based on funding available.

SECTION IV: Application Evaluation and Selection

Threshold Requirements

Applications will be reviewed by HVS staff to ensure the submission does NOT contain any fatal flaws, as listed below. If HVS determines the threshold requirements are not met, the project will be rejected and the applicant agency notified in writing. If the applicant and application are determined eligible, then the application will proceed to the Application Review, Scoring and Conditional Selection Process.

Fatal Flaws

Applications that commit the following will be considered as having a fatal flaw, and will not be given consideration for funding:

- Applications received after the stated due date and time
- Applications received from an agency not eligible to apply (is not a non-profit, local government and/or is listed on the Excluded Parties List, has not provided direct services for 12 months prior to application due date)
- The Application is not signed by the agency official designated to execute contracts

PSH Threshold Requirements

Additionally, proposed PSH projects seeking funding under the Annual or Supplemental NOFO must meet at least 4 of the 5 criteria detailed in Section V.C.3.c of HUD's Supplemental Notice. Specifically, the project must meet the requirements that:

- The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants.
- The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source.
- The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply and which meet the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
- Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, housing that meets accessibility related needs, additional assistance to ensure retention of permanent housing).
- The proposed project is consistent with [HUD](#) and [USICH](#) best practices for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs.

RRH Threshold Requirements

Additionally, proposed RRH projects seeking funding under the Annual or Supplemental NOFO must meet at least 4 of the 5 criteria detailed in Section V.C.3.c of HUD's Supplemental Notice. Specifically, the project must meet the requirements that:

- The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants.
- The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source.
- The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply and which meet the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
- Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, housing that meets accessibility related needs, additional assistance to ensure retention of permanent housing).
- The proposed project is consistent with [HUD](#) and [USICH](#) best practices for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs.

Joint TH-RRH Threshold Requirements

Additionally, proposed Joint TH and PH-RRH projects seeking funding under the Annual or Supplemental NOFO must meet at least 4 of the 6 criteria detailed in Section V.C.3.c of HUD's Supplemental Notice. Specifically, the project must meet the requirements that:

- The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., ensuring a range of bedroom sizes to assist various family sizes.)
- The proposed project will provide enough rapid rehousing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing. This may be demonstrated by identifying a budget that has twice as many resources for the rapid rehousing portion of the project than the TH portion, by having twice as many PH-RRH units at a point in time as TH units, or by demonstrating that the budget and units are appropriate for the population being served by the project.
- The type of supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing, including all supportive services regardless of funding source.
- The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social services, and employment programs for which they are eligible to apply and which meet the needs of the program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
- Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, housing that meets accessibility related needs, additional assistance to ensure retention of permanent housing).
- The proposed project is consistent with [HUD](#) and [USICH](#) best practices for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs.

SSO Threshold Requirements

. Proposed SSO projects seeking funding under the Supplemental NOFO must meet at least 4 of the 6 criteria detailed in Section V.C.3.c of HUD's Supplemental Notice. Specifically, the project must meet the requirements that:

- The proposed project has a strategy for providing supportive services to those with the highest service needs, including those with histories of unsheltered homelessness and those who do not traditionally engage with supportive services.
- Program participants are assisted to obtain and maintain permanent housing in a manner that fits their needs.
- The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social services, and employment programs for which they are eligible to apply and which meet the needs of the program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
- The project proposed will participate in coordinated entry. (Counts as 2 criteria)
- The proposed project is consistent with [HUD](#) and [USICH](#) best practices for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs.

HMIS Threshold Requirements (HMIS Lead Agency Only)

Proposed HMIS projects seeking funding under the Supplemental NOFO must meet at least 3 of the 4 criteria detailed in Section V.C.3.c of HUD's Supplemental Notice. Specifically, the project must meet the requirements that:

- The HMIS funds will be expended in a way that is consistent with the CoC's funding strategy for the HMIS and furthers the CoC's HMIS implementation.
- The HMIS collects all Universal Data Elements as set forth in the HMIS Data Standards.
- The ability of the HMIS to un-duplicate client records.
- The HMIS produces all HUD-required reports and provides data as needed for HUD reporting (e.g., APR, quarterly reports, data for CAPER/ESG reporting) and other reports required by other federal partners.

Application Review, Scoring and Conditional Selection Process

Applications that meet threshold criteria will be forwarded to the CoC Performance Evaluation and Ranking Committee for review, scoring and conditional selection. The Committee Members will meet to review and score each project application in accordance with the [CoC Ranking and Reallocation Policies](#) and 2022 Lee County CoC Project Ranking Tool (**Appendix 3**).

Committee Members who have an interest in a submitted project application will recuse themselves from scoring. An interest includes being an employee, volunteer and/or board member of an applicant agency or other entity that is direct partner and/or would otherwise directly benefit of the proposed project.

Funding of project applications submitted pursuant to the Annual and Supplemental NOFO and selected by HVS is contingent on HUD's award to HVS under the Annual and Supplemental NOFO.

Notice of Conditional Selection Decision

HVS staff will provide written notice regarding the conditional selection decision to each applicant by **Friday, September 16, 2022 at 5:00 pm.**

Post Award Requirements

If awarded, a contract will be executed by the Lee County Board of County Commissioners and administered by the HVS (See Sample Contract Document in Appendix 2). The contract will be based upon the information submitted in the application, all accompanying exhibits/attachments and any additional information that is requested/received during the review phase. Contract language is not negotiable. **The contract is reimbursement based and the applicant must be able to pay for project costs prior to requesting payment.** Modifications and updates to application exhibits may be required prior to contract execution. Applicants should review the attached contract to ensure their ability to comply with all requirements and expectations, including potential increased insurance coverage and financial audits.

SECTION V: Application Forms

All forms must be complete for application to be considered for conditional award.

1. Applicant Information

Organization Name:	Authorized Organization Representative Name/Title:
Address:	Telephone:
City, State/Zip:	Organization Website:
Contact Person Name/Title:	DUNS #:
Contact Person E-mail:	Federal Employer ID #:

2. Project Information

Project Name:	
Project Address <i>(if different from organization address)</i> :	
This is a/an: <input type="checkbox"/> New Project or <input type="checkbox"/> Expanded Project	
Total Funding Requested for this Project: \$ _____	
Match Funding Committed for this Project: \$ _____	
Number of Persons to be Served: _____	
Project Type <i>(check as many as applicable below)</i>:	
<input type="checkbox"/> Permanent Supportive Housing	<input type="checkbox"/> Joint Transitional Housing (TH)/Rapid Re-Housing
<input type="checkbox"/> Rapid Re-Housing	<input type="checkbox"/> Supportive Services Only <i>(Supplemental NOFO ONLY)</i>
<input type="checkbox"/> Homeless Management Information System (HMIS Lead Agency ONLY)	

Services Provided <i>(check the services that will be provided with the funding requested):</i>	
<input type="checkbox"/> Case Management <input type="checkbox"/> Employment Assistance and Job Training <input type="checkbox"/> Life Skills Training <input type="checkbox"/> Outpatient Health Services <input type="checkbox"/> Child Care <input type="checkbox"/> Transportation <input type="checkbox"/> Street Outreach Engagement/Supplies <input type="checkbox"/> Education Services <input type="checkbox"/> Substance Abuse Treatment Services	<input type="checkbox"/> Legal Services <input type="checkbox"/> Housing Search Assistance <input type="checkbox"/> SOAR Assistance <input type="checkbox"/> Mental Health Services <input type="checkbox"/> Outpatient Health Services <input type="checkbox"/> Furnishings <input type="checkbox"/> Services for Special Populations <input type="checkbox"/> Food <input type="checkbox"/> Utility Deposits

Target Population <i>(check as many as applicable below):</i>	
<input type="checkbox"/> Chronically Homeless <input type="checkbox"/> Single Individuals <input type="checkbox"/> Victims of Domestic Violence <input type="checkbox"/> LGBTQI+ Individuals/Families/Youth <input type="checkbox"/> Other: _____	<input type="checkbox"/> Families <input type="checkbox"/> Unaccompanied Youth (ages 18-24) <input type="checkbox"/> Veterans <input type="checkbox"/> Individuals with Serve and Persistent Mental Illness

Target Service Location <i>(check as many as applicable below):</i>	
<input type="checkbox"/> City of Cape Coral <input type="checkbox"/> City of Fort Myers <input type="checkbox"/> City of Bonita Springs <input type="checkbox"/> City of Sanibel	<input type="checkbox"/> Town of Fort Myers Beach <input type="checkbox"/> Unincorporated Lee County <input type="checkbox"/> All of Lee County <input type="checkbox"/> Other: _____

3. Certification

To the best of my knowledge, I certify that the information in this application is true and correct and that the document has been duly authorized by the governing body of the applicant. I will comply with the program rules and regulations if assistance is approved. I also certify that I am aware that providing false information on the application can subject the individual signing such application to criminal sanctions. I further certify that I am authorized to submit this application and have followed all policies and procedures of my agency regarding grant application submissions.

Authorized Organization Representative:

Signature: _____

Typed Name: _____

Title: _____ Date: _____

4. Project Description

Narrative response must include:

- sufficient information to understand the scope of the project, the number and type of clients to be served, the services to be provided and the cost of the proposed activities;
- how the project will follow a “Housing First” approach to maintain a low barriers process for accessing housing and services to quickly move clients into permanent housing;
- the project’s plan to coordinate with housing providers, workforce development boards, and physical and behavioral healthcare organizations to provide permanent housing and supportive services; and
- the projects role in addressing unsheltered homelessness and helping to ensure homelessness in Lee County is rare, brief, and one-time..

Limit response to 2,000 words.

The narrative is required and must be attached to the application in either Word or PDF format.

6. Quality of Service Questionnaire

The applicant shall provide a brief response to each question below.

1. Describe how the project aligns with community goals or best practices.
Community goals are described in [Home, Together: the Federal Strategic Plan to End Homelessness](#), and the [CoC’s Strategic Plan](#). Best practices must be cited from HUD or USICH.
2. Describe how the project is innovative and incorporates comprehensive supportive services.
3. Explain how your agency is actively participating in the Coordinated Entry System, the Homeless Management Information System (HMIS), and the Continuum of Care (CoC), and how this project will integrate with the CoC’s Coordinated Entry System.
4. Describe your procedure for assessing participant’s needs and making client referrals to other service providers. Describe how you ensure that participants are connected to the services they request.
5. Describe how the project will provide connections to permanent supportive solutions, include the extent to which this project will connect client to mainstream services (i.e. food stamps, SSI/SSDI, Medicare/Medicaid, physical health care, mental health care, substance abuse treatment, public housing, childcare providers, etc.) and community based supports (i.e. volunteer opportunities, faith based organizations, civic groups, etc.) to ensure long term housing stability.
6. Explain how your agency engages persons with lived experience (i.e. previously or currently homeless, previously or currently experiencing MH/SUD, etc.) and marginalized groups (i.e. black, indigenous, people of color, LGBTQ+ populations, etc.) in the design and evaluation of programs and services. Include the number of persons engaged and their role.
7. Explain your agency’s experience providing services to individuals and families experiencing homelessness, including federal, state, and/or local government grant experience and capacity of the organization to administer the project and oversee all compliance requirements.
8. Describe how your agency has worked to remove traditional barriers (i.e. criminal history, history of evictions, no income, etc.) to housing and services for individuals and families who are experiencing homelessness.

9. Describe how your agency evaluates program success.
10. Describe how the agency will continue to provide quality services in the community in the case of reduced or loss of funding (i.e., reallocation of services based on CoC established priorities, how services would be scaled to meet changing needs, etc.).

6. Ability to Complete Activities Outline

The applicant shall provide an outline that documents their ability to complete the funded activities in the allotted timeframe. This outline shall include:

- Timelines of critical tasks to be accomplished for each proposed activity;
- Monthly spending plans and proposed drawn down schedules; and
- Reporting schedule for outcomes achieved.

The outline is required and must be attached to the application in either Word or PDF format

7. Budget Narrative

The applicant shall provide a budget narrative to describe the overall project budget and sources of match funds expected for the period of the grant. The budget narrative must include the following criteria:

- Identify sources of matching funds which are currently committed to the organization for this project (**commitment letters MUST be attached**).
- Description and justification of the proposed Personnel Costs, including Fringe Benefits
- Description and justification of the proposed Client Financial Assistance Costs
- Description and justification of the proposed Other Program Operation Costs
- Description and justification of the proposed Administrative Costs
- Clearly identify the timeframes and methods for obligating grant funds, and how the agency plans to ensure funds are spent before the deadline.
- If the applicant plans to additionally provide services, other than those eligible under the funding in this application, clearly denote the type of other services or programs and the funding sources.

A copy of the applicants overall budget, including other services or programs and funding sources, general management and oversight budget, and overhead/indirect rates charged to grant sources must be attached following the Budget Narrative.

8. Budget and Match Form

Complete each line as applicable to the proposed project. *An excel version of the budget and match form, which automatically calculates totals is available at <https://www.leegov.com/dhs/funding/rfp>.*

Request for Applications #08-2022-COC

Complete ONLY BLUE fields. Do not edit grey fields.

Supportive Services (All projects)		
Eligible Costs	Quantity AND Description (max 400 characters) (i.e. 1 FTE \$50,000 + benefits \$25,000)	Annual Amount Requested
1. Assessment of Service Needs		
2. Assistance with Moving Costs		
3. Case Management		
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/Counseling Services		
9. Legal Services		
10. Life Skills		
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services		
14. Substance Abuse Treatment Services		
15. Transportation		
16. Utility Deposits		
17. Operating Costs		
Sub-Total for Supportive Services		\$ -

Rental Assistance (Rapid Re-Housing or Joint TH-RRH projects)		
Units Size	# of Units	FMR for 12 Months
Single Room Occupancy		\$ -
Efficiency/0 Bedroom		\$ -
1 Bedroom		\$ -
2 Bedrooms		\$ -
3 Bedrooms		\$ -
4 Bedrooms		\$ -
Sub-Total for Rental Assistance		\$ -

Leased Structures (Permanent Supportive Housing or Joint TH-RRH projects)		
Eligible Costs	Monthly Rent Amount Requested from HUD	Total Annual Assistance Requested
Facility Lease		\$ -
Sub-Total for Facility Lease		\$ -

Homeless Management Information System (HMIS Lead Agency Only)		
Eligible Costs	Quantity AND Description (max 400 characters) (i.e. 1 FTE \$50,000 + benefits \$25,000)	Total Annual Assistance Requested
Technical Assistance		\$ -
Hosting or Maintaining HMIS Software or Data		\$ -
Upgrading, customizing, and enhancing the HMIS		\$ -
Integrating and warehousing data, including development of a data warehouse for use in aggregating data from subrecipients using multiple software systems		\$ -
Sub-Total for Facility Lease		\$ -

Subtotal of Program Costs	\$ -
----------------------------------	-------------

Admin (Max 10% of Program Cost)	\$ -
--	-------------

Total Amount Requested from HUD	\$ -
--	-------------

Total Match Committed	
------------------------------	--

Total Project Budget	\$ -
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PLEASE NOTE:
The CoC Supplemental NOFO may provide a maximum of \$3,472,753 over a 3-year grant term.
The total annual request may not exceed \$1,157,584.

10. Project Outcomes

Applicants must provide anticipated outcomes for each of the following performance measures.

Performance Measure	Desired Outcome	Describe the project component(s) that will be used, and how the outcome will be achieved and monitored.
<p>Length of time persons remain homeless <i>Based on demonstrating a reduction of the average and median length of time persons remain enrolled in emergency shelter, transitional housing, or safe haven projects before exiting to permanent housing.</i></p>	<p>_____ days Enter the estimated number of days between project enrollment and placement into permanent housing.</p>	
<p>The extent to which persons who exit homelessness to permanent housing destinations return to homelessness <i>Based on demonstrating a reduction in the percent of persons who have left homelessness (i.e., exited continuum projects into permanent housing destinations) who return to homelessness after 6 months, 12 months, and 24 months (i.e., return to any continuum projects for which homelessness is an eligibility criterion).</i></p>	<p>_____ % Enter the estimated percent of clients that will remain housed after 6 mo. _____ % Enter the estimated percent of clients that will remain housed after 12 mo. _____ % Enter the estimated percent of clients that will remain housed after 24 mo.</p>	
<p>Number of persons that are no longer homeless <i>Based on the geographic coverage of the project, and the projects ability engage clients, including those who are unsheltered, through street outreach efforts.</i></p>	<p>_____ Enter the estimated number of persons that will be housed.</p>	
<p>Jobs and income growth <i>Based on demonstrating that the number and percent of homeless adults being served in the project increase their earned (i.e., employment) income and/or other income between their enrollment in the system and their exit (or follow-up assessment).</i></p>	<p>_____ # _____ % Enter the estimated number and percent of clients that will increase their earned income. _____ # _____ % Enter the estimated number and percent of clients that will increase their unearned income. _____ # _____ % Enter the estimated number and percent of clients that will maintain their earned or unearned income.</p>	

11. Required Attachments

- a. Documentation of Match Funds - Letters of Commitment or Contracts
- b. Applicants Annual Operating Budget
- c. Proof of 501c3 Status

12. Completeness Checklist


Applicants must complete chart below and attach as PAGE 1 of the submission.

<u>Application Forms and Attachments</u>	<u>Page #</u>
<u>Project Name:</u>	
<u>Project Applicant:</u>	
Table of Contents (COMPLETENESS CHECKLIST)	1
1. Applicant Information	
2. Project Information	
3. Certification	
4. Project Description	
5. Quality of Service Questionnaire	
6. Ability to Complete Activities Outline	
7. Budget Narrative	
8. Budget and Match Form	
9. Project Outcomes	
10. Required Attachments	
a. Documentation of Match Funds	
b. Applicants Annual Operating Budget	
g. Proof of 501c3 Status	

SECTION VI: APPENDICES

Appendix 1 – Homeless Definitions and Recordkeeping

CRITERIA FOR DEFINING HOMELESS	Category 1	Literally Homeless	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u> (iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
	Category 2	Imminent Risk of Homelessness	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; <u>and</u> (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
	Category 3	Homeless under other Federal statutes	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u> (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers
	Category 4	Fleeing/ Attempting to Flee DV	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; <u>and</u> (iii) Lacks the resources or support networks to obtain other permanent housing

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">RECORDKEEPING REQUIREMENTS</p> 	<p>Category 1</p>	<p>Literally Homeless</p>	<ul style="list-style-type: none"> • Written observation by the outreach worker; <u>or</u> • Written referral by another housing or service provider; <u>or</u> • Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter; • For individuals exiting an institution—one of the forms of evidence above <u>and</u>: <ul style="list-style-type: none"> ○ discharge paperwork <u>or</u> written/oral referral, <u>or</u> ○ written record of intake worker's due diligence to obtain above evidence <u>and</u> certification by individual that they exited institution
	<p>Category 2</p>	<p>Imminent Risk of Homelessness</p>	<ul style="list-style-type: none"> • A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u> • For individual and families leaving a hotel or motel—evidence that they lack the financial resources to stay; <u>or</u> • A documented and verified oral statement; <u>and</u> • Certification that no subsequent residence has been identified; <u>and</u> • Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing
	<p>Category 3</p>	<p>Homeless under other Federal statutes</p>	<ul style="list-style-type: none"> • Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; <u>and</u> • Certification of no PH in last 60 days; <u>and</u> • Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; <u>and</u> • Documentation of special needs <u>or</u> 2 or more barriers
	<p>Category 4</p>	<p>Fleeing/ Attempting to Flee DV</p>	<ul style="list-style-type: none"> • <i>For victim service providers:</i> <ul style="list-style-type: none"> ○ An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker. • <i>For non-victim service providers:</i> <ul style="list-style-type: none"> ○ Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; <u>and</u> ○ Certification by the individual or head of household that no subsequent residence has been identified; <u>and</u> ○ Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

Appendix 2 – Sample Contract Document

CSFA # _____
CFDA # _____
Contract No. _____
Funding Source: _____

STANDARD NONPROFIT/GOVERNMENT CONTRACT

**SUBRECIPIENT CONTRACT BETWEEN
THE LEE BOARD OF COUNTY COMMISSIONERS
And**

THIS CONTRACT between Lee County, a political subdivision and Charter county of the State of Florida, hereinafter referred to as “**COUNTY**” and _____ a Nonprofit Corporation/Government/Municipality registered under the laws of Florida Chapter 617, operating under the laws of the State of Florida and, hereinafter referred to as “**PROVIDER**” will become effective upon the date approved by the Board of County Commissioners (BOCC).

WHEREAS, COUNTY believes it to be in the public interest to provide certain activities to the Lee County residents through the **PROVIDER** according to this Contract, the agency's intent as stated in the proposal and attachments and/or exhibits, and all other terms and conditions as specified.

NOW THEREFORE, in consideration of the mutual covenants, promises, and representations contained herein **COUNTY** and the **PROVIDER** agree as follows:

ARTICLE I: SCOPE OF SERVICES

Any proposal/application submitted which resulted in this funding award are binding and incorporated herein as a part of this contract including all conditions and projected levels of service.

For federally funded projects, all requirements and conditions as described in Attachment A, Program Guidelines must also be followed.

All projects funded by Department of Housing and Urban Development (HUD) Homeless Assistance Grants must actively participate in the Centralized Intake/Coordinated Assessment process and input data into the Homeless Management Information System (HMIS).

All activities funded with CDBG/HOME funds must benefit persons of income levels at or below 80% of the area median income and as defined in the pertinent program requirements. Sub recipient certifies that the activity carried out under this Agreement will meet the CDBG/HOME income eligibility requirements.

ARTICLE II: TERM OF CONTRACT

This Contract shall begin _____ and end, _____ unless terminated as specified in Article IX, Suspension/Termination.

For unit rate contracts, programs must be operational within 45 days of contract begin date (identified above).

ARTICLE III: COMPENSATION AND REPORTS

A. Contract Payment

The **COUNTY** will make payments on a reimbursement basis to the **PROVIDER** and the **PROVIDER** agrees to accept as full compensation the total amount not to exceed \$. Payments will be authorized only for work completed and/or services delivered during the term of the contract as stated in ARTICLE II: TERM OF CONTRACT and prior to the payment request date. Documentation of eligible expenses will be provided as stated in ARTICLE III C. Contract Deliverables. Payment is subject to the provisions of ARTICLE III B. Deferred Payment/Return of Funds and ARTICLE IX: SUSPENSION/TERMINATION. Funding is contingent upon the availability of funds.

The **COUNTY** has agreed to purchase the service(s) listed in Article I. For unit rate contracts, this contract is for the payment of a fixed number of units of service at the fixed unit rate. For line item contracts, this contract is for payment of line item amounts as identified in the approved budget.

Program	<u>Unit Rate:</u> Unit Description	<u>Unit Rate:</u> Units purchased by County	<u>Unit Rate:</u> Unit rate reimbursed by County	Total
	<u>Line Item:</u> Approved Budget Category	<u>Line Item:</u> Annual Budget Amount	<u>Line Item:</u> N/A	

For Partnering for Results (PFR) contracts, Lee County will fund no more than 40% of the program’s actual cash expenses. The agency must be able to substantiate receipt of at least 60% of revenue from other sources or the amount of contract may be reduced. Documentation of expenses may be required at any time during the contract term if the ratio of county funding to program expenses exceeds or is close to exceeding the 40/60% requirement. In addition, Lee County may not fund program if revenues significantly exceed expenses.

Once funding is approved and a contract issued by Human and Veteran Services (HVS) it must be returned by the agency for execution within 30 days. In addition, funds must begin to be drawn within 60 days of contract execution unless Contract Specialist authorizes additional time. Failure to return signed contract or begin spending funds within allocated time frame may result in reduction or forfeiture of funds.

B. Deferred Payment/Return of Funds

The **COUNTY** may defer payment to the **PROVIDER** for noncompliance with contract deliverables or program requirements.

If, as a result of monitoring or audit, units of service provided are not documented a payment may be deferred. If units are found to be unallowable, no future payments will be made until the full amount of overpayment is remitted to the COUNTY or a repayment agreement is accepted by COUNTY. If the monitoring or audit occurs after the term of this contract, the **PROVIDER** will be required to remit funds to the **COUNTY** in accordance with the repayment conditions below.

The **PROVIDER** agrees to return to the **COUNTY** any overpayments due to funds

disallowed pursuant to the terms of this Contract and/or Federal requirements. For contracts funded under the Partnering for Results (local general fund) process, repayment will be required if the amount paid exceeds 40% of program expenses. Such funds shall be considered COUNTY funds and must be refunded to the COUNTY within thirty (30) days of receiving notice from the COUNTY in writing regarding the overpayment. Should repayment not be made in a timely manner, the COUNTY will charge interest of one (1) percent per month compounded on the outstanding balance after forty (40) calendar days after the date of notification or discovery. The PROVIDER will be required to reimburse the COUNTY for any acts of non-compliance resulting in disallowed costs or fines.

C. **Contract Deliverables**

1. **Required Reports (checked boxes are applicable)**

EXHIBIT 1- Payment Request - Due: Monthly by the 20th of the following month. All payments will be **reimbursement** for eligible expenses/services defined as uncompensated expenses rendered during the contract term and paid prior to final payment request due date as indicated in the Contract Closeout Section (Article III 2 D). Copies of supporting documentation is required as part of the Payment Request for review of grant compliance and before payment will be authorized by Human and Veterans Services. **Reimbursement** for eligible expenses will be made after review and authorization of a correct and complete Exhibit 1 and all required back up documentation. Lee County must be payor of last resort, meaning that if services are eligible to be billed to any other entity including but not limited to: Medicaid, third party insurance or any other entity, Lee County will not pay for that service.

Appropriate back-up/supporting documentation may include: cancelled checks, vendor invoices, authorized purchase orders, attendance/service logs, other funder invoices, expenditure spreadsheets or other original documentation, as well as a copy of the PROVIDER'S check issued with authorized signature. Two-sided copies of back-up documentation are preferred. For Construction Contracts, inspection reports from qualified officials should be submitted with the appropriate monthly payment request. For PFR contracts, documentation of expenses may be required as back-up/supporting documentation if the ratio of county funding to program expenses exceeds or is close to exceeding the 40/60% requirement.

The Exhibit 1 (Payment Request) must be submitted with an **authorized** signature. Cancelled checks, bank statements and/or other documentation from vendor that expense has been paid or service provided may be verified during monitoring.

If applicable, processing of payment requests is also subject to requirements and conditions as outlined in Attachment A, Program Guidelines.

EXHIBIT 2- Program/Demographics/Beneficiary Report –Due: As indicated on Exhibit 2.

EXHIBIT 3 – Performance Outcomes Report – Due: As indicated on Exhibit 3.

EXHIBIT 4 - Quarterly Unit Rate & Revenue Analysis Report – Due: 30 days following the end of each quarter. (Jan 31; April 30; July 31; Oct 31).
Documentation to support expenditures and revenue MUST be attached i.e.

QuickBooks; Profit/Loss Statement.

- EXHIBIT 5- Annual Progress Report or Closeout Report- **Due as indicated on Exhibit 5 and/or in Section D.**
- EXHIBIT 6 - Certificate of Insurance - **Insert in contract.**
- EXHIBIT 7 – Statement of Work – **Insert in contract.**
- EXHIBIT 8 - Equipment/Fixed Assets Inventory Form- **Due: 30 days from purchase of equipment or fixed assets, and annually on October 1.**
- EXHIBIT 9 - Annual Certification of Continued Operation - **Due: As indicated on Exhibit 9.**
- EXHIBIT 10- Current Board of Directors Roster

All exhibits/reports should be submitted electronically (email or uploaded into database if applicable). An electronic signature or a scanned copy of the report with signature is acceptable for all reports/exhibits including the Exhibit 1 (Payment Request) for which signatures are required.

2. Required Documents

- Audited Financial Statement and Management Letter for fiscal year(s) in which contract funds are expended – **Due Date: Non profits - 180 days following the end of PROVIDER’S fiscal year(s); Governments/municipalities - 270 days following the end of fiscal year(s).**
- Monitoring Reports – A copy of monitoring reports issued from other sources that fund any program covered under this contract and copies of PROVIDER’S response to the funding agency are due to the COUNTY no later than **30 days** after receipt by the PROVIDER.

D. Contract Closeout

- Partnering for Results: Unit Rate Analysis Report -**Due: 30 days after contract end.**
- Partnering for Results: Final Payment Request –**Due: 4 business days after contract end.**
- Partnering for Results: Close-Out Report – **Due 30 days after contract end.**
- State Mandated: Final Payment Request – **Due: 4 business days after contract end**
- HOME – Close-out package for each property –**Due: 120 days after payment request.**
- Supportive Housing Program and Rental Assistance (COC) – Final Payment Request and Annual Progress Report – **Due: 45 days end date of operating year.**
- CDBG – Final Payment Request and Beneficiary Reports – **Due: 20th of the month after term end.**
- Other Funding Source – _____
Final Closeout Payment Request – **Due:** _____

ARTICLE IV: AUDITS, MONITORING, AND RECORDS

A. Monitoring

The **PROVIDER** agrees to permit persons duly authorized by the **COUNTY** and the Federal or State grantor agency (if applicable) or any representatives to inspect all records, papers, documents, facility's goods and services of the **PROVIDER** and/or interview any clients and employees of the **PROVIDER** to be assured of satisfactory performance of the terms and conditions of this contract to the extent permitted by the law after giving the **PROVIDER** reasonable notice. The monitoring is a limited scope review of the contract and agency management and does not relieve the **PROVIDER** of its obligation to manage the grant in accordance with applicable rules and sound management practices.

Following such monitoring, the **COUNTY** will deliver to the **PROVIDER** a written report regarding the manner in which services are being provided. The **PROVIDER** will rectify all noted deficiencies within the specified period of time indicated in the monitoring report or provide the **COUNTY** with a reasonable and acceptable justification for not correcting the noted shortcomings. The **PROVIDER'S** failure to correct or justify the deficiencies within the time specified by the **COUNTY** may result in the withholding of payments, being deemed in breach or default, or termination of this Contract.

B. Audits and Inspections

The **PROVIDER** will make all records referenced in ARTICLE IV C. and all items included on financial statements available for audit or inspection purposes at any time during normal business hours and as often as **COUNTY** deems necessary.

The Clerk of Courts Internal Audit Division, the Federal or State grantor agency (if applicable), Lee County employees, or any of their duly authorized representatives have the right of timely and unrestricted access to any books, documents, papers, or other records of **PROVIDER** or Certified Public Accountant (CPA) that are pertinent to the contract, in order to make audits, examinations, excerpts, transcripts and copies of such documents. If contract noncompliance or material weaknesses in the organization are noted, the **COUNTY** or other authorized representatives have the right to unlimited access to records during an audit or inspection. This includes timely and reasonable access to a **PROVIDER'S** personnel for the purpose of interview and discussion related to such documents.

C. Records

The **PROVIDER** shall retain all financial, client demographics, and programmatic records, supporting documentation, statistical records, and other records, which are necessary to document service provision, expenditures, income and assets of the **PROVIDER** by funding source, program, and functional expenses category during the term of this contract and a minimum of five (5) years from the date of contract expiration. The retention period may be longer depending on the funding source and it is the **PROVIDER'S** obligation to comply with all Federal and State of Florida retention schedules. If any litigation, claim, negotiation, audit, or other action involving the records has been initiated before the expiration of the retention period, the records shall be retained for one (1) year after the final resolution of the action and final resolution of all issues that arise from such action.

PROVIDER specifically acknowledges its obligations to comply with §119.0701, F.S., as amended from time to time, with regard to public records, and shall:

- 1) keep and maintain public records that ordinarily and necessarily would be required by the **COUNTY** in order to perform the services required under this Contract;
- 2) upon request from the County's custodian of public records, provide the **COUNTY** with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes or as otherwise provided by law;
- 3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law; and
- 4) meet all requirements for retaining public records and transfer, at no cost to the **COUNTY**, all public records in possession of **PROVIDER** upon termination of this Contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the **COUNTY** in a format that is compatible with the information technology system of the **COUNTY**.

IF THE PROVIDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROVIDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 239-533-2221, 2115 SECOND STREET, FORT MYERS, FL 33901, <http://www.leegov.com/publicrecords>.

D. Independent Audit

A complete independent financial audit of the agency's financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and/or current Generally Accepted Government Auditing Standards (GAGAS) as applicable is required and must include the following:

- auditor's opinion
- requisite reports on internal control and compliance, if required
- management letter addressing internal controls (Note: If there were no items to be addressed, the letter must still be completed and state that no comments were noted.)
- management's response to such letter
- the programs that are funded by this Lee County contract either in the statement of functional expenses, revenues and expenditures, footnotes, schedule of Federal awards and State financial assistance or as supplemental data in the financial statements. The statement should be consistent with programs detailed in the corresponding proposal(s), exhibit(s), and attachment(s).

The audit must be submitted electronically to the **COUNTY** no later than one hundred eighty (180) days following the end of a nonprofit **PROVIDER'S** fiscal year and two hundred seventy (270) days following the end of a government/municipality **PROVIDER'S** fiscal year. If applicable, any corrective action plan must be submitted. Failure to submit the report within the required time frame can result in the withholding of payment, or termination of the contract by the **COUNTY**.

The audit must be conducted by an independent, licensed certified public accountant with an unmodified opinion on their current peer review and must be in accordance with the General Accounting Office (GAO) Yellow Book, Generally Accepted Government Auditing Standards,

OMB Circular A-133 “Audits of States, Local Governments and Nonprofit Organizations” if applicable, the Florida Single Audit Act (F.S. 215.97) if applicable, and the Auditor General Rule 10.550 (Government) or 10.650 (Not For Profit) as applicable.

ARTICLE V: **AMENDMENTS**

PROVIDER must submit a written request (email is acceptable) for a contract amendment which details the nature of and justification for the requested change and the desired effective date of the change(s). The **COUNTY** reserves the right to approve or deny all contract amendments. An approved amendment shall be documented on the contract amendment form and signed by both parties.

The Department Director may approve amendments to the contract, which do not substantially change the original contracted scope of service and statement of work, including extensions to the end date of the contract as identified in ARTICLE II. The Board of County Commissioners must approve amendments which increase or decrease contract funds; significantly change program design including target population or major changes in outcomes; change or add to the standard provider contract language, which is not for the purpose of correcting original omissions or clarifying original contract intent.

For federally funded projects, HUD must approve (24 CFR 583.405), in writing, any **significant** changes to an approved Homeless Continuum of Care program prior to initiating a contract amendment. Amendments to CDBG, HOME, or ESG which involve new or alteration of existing activities that will significantly change the scope, location, or objectives of the approved activities or beneficiaries must receive prior HUD approval.

ARTICLE VI: **CONTRACTOR STATUS**

A. Independent Contractor

It is the Parties’ intention that the **PROVIDER** will be an independent contractor and not the **COUNTY**’s employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, Florida revenue and taxation law, Florida Worker’s Compensation law and Florida Unemployment Insurance Law. The **PROVIDER** will retain sole and absolute discretion in the judgment of the manner and means of carrying out the **PROVIDER’S** activities and responsibilities hereunder. The **PROVIDER** agrees that it is a separate and independent enterprise from the public employer, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This agreement shall not be construed as creating any joint employment relationship between the **PROVIDER** and **COUNTY**, and **COUNTY** will not be liable for any obligation incurred by the **PROVIDER**, including, but not limited to, unpaid minimum wages and/or overtime premiums.

B. Subcontracts

Primary roles and responsibilities of **PROVIDER** cannot be subcontracted. It is mutually agreed that any program component that is subcontracted by **PROVIDER** must have a written contract upon execution of this contract. Provider must provide written notice to the **COUNTY** of all subcontractors as well as provide copies of all contracts entered into with subcontractors upon the **COUNTY**’s request. Procurement and/or bidding of non primary roles and responsibilities must be awarded on a fair and non collusive basis and must be in compliance

with all applicable Lee County, State of Florida and Federal standards. The **PROVIDER** shall not enter into a transaction with a person or affiliate placed on the Florida Department of Management Services' Convicted Vendor List. For projects and services receiving federal funds, the **PROVIDER** shall also not enter into a transaction with debarred, suspended or ineligible contractors and participants included on the Federal Excluded Parties List. The **PROVIDER** must ensure each subcontractor conforms to the terms and conditions of this contract and if applicable Attachment A, Program Guidelines and must be subject to indemnification as stated in Article VIII.

ARTICLE VII: CONFLICT OF INTEREST

The **PROVIDER** agrees that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required in this contract. The **PROVIDER** further agrees that no person having any such interest shall be employed or engaged for said performance. The **PROVIDER** agrees that no employee, officer, agent of the provider or its sub-recipients shall participate in the selection, award or administration of a contract or construction bid if a conflict-of-interest, either real or implied, would be involved. The **PROVIDER** or sub-recipient employees, officers and agents should refrain from accepting gratuities, favors or anything of monetary value from contractors or potential contractors based on the understanding that the receipt of such an item of value would influence any action or judgment of the **PROVIDER**.

For federally-funded contracts, conflict of interest provisions described in 2 CFR 200.112 and all other HUD regulations currently in effect and as may be amended from time to time shall apply.

ARTICLE VIII: RISK MANAGEMENT

A. Hold Harmless and Indemnity Clause

To the fullest extent permitted by applicable law, **PROVIDER** shall protect, defend, indemnify, save and hold the **COUNTY**, the Board of County Commissioners, its agents, officials, and employees harmless from and against any and all claims, demands, fines, loss or destruction of property, liabilities, damages, for claims based on the negligence, misconduct, or omissions of the **PROVIDER** resulting from the **PROVIDER'S** work as further described in this contract and its attachments, which may arise in favor of any person or persons resulting from the **PROVIDER'S** performance or non-performance of its obligations under this contract except any damages arising out of personal injury or property claims from third parties caused solely by the negligence, omission(s) or willful misconduct of the **COUNTY**, its officials, commissioners, employees or agents, subject to the limitations as set out in Florida general law, Section 768.28, Florida Statutes, as amended from time to time. Further, **PROVIDER** hereby agrees to indemnify the **COUNTY** for all reasonable expenses and attorney's fees incurred by or imposed upon the **COUNTY** in connection therewith for any loss, damage, injury, liability or other casualty. **PROVIDER** additionally agrees that the **COUNTY** may employ an attorney of the **COUNTY'S** own selection to appear and defend any such action, on behalf of the **COUNTY**, at the expense of the **PROVIDER**. The **PROVIDER** further agrees to pay all reasonable expenses and attorney's fees incurred by the **COUNTY** in establishing the right to indemnity.

The **PROVIDER** further agrees that it is responsible for any and all claims arising from the hiring of individuals relating to activities provided under the Contract. All individuals hired are employees of the **PROVIDER** and not of the **COUNTY**.

B. Insurance Requirements

Insurance – Nonprofit Providers

The **PROVIDER** agrees to secure and maintain the insurance coverage outlined below during the term of this Contract. The **PROVIDER** agrees that this insurance requirement shall not relieve or limit **PROVIDER'S** liability and that the **COUNTY** does not in any way represent that the insurance required is sufficient or adequate to protect the **PROVIDER'S** interests or liabilities, but are merely minimums. It is the responsibility of the **PROVIDER** to insure that all subcontractors comply with the insurance requirements.

Certificate(s) of Insurance **naming Lee Board of County Commissioners as Certificate Holder and additional insured** will be attached to this contract as an exhibit. Name and address for Certificate Holder should be: Lee Board of County Commissioners, P.O. Box 398, Fort Myers, FL 33902. Certificate(s) must be provided for the following coverage's at the time of contract execution and upon policy renewal. Renewal certificates are due to Lee County on or before expiration date.

1. **Workers' Compensation**– Statutory benefits as defined by Florida Statute 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees. Employers' liability will have minimum limits of:
 - \$100,000 per accident
 - \$500,000 disease limit
 - \$100,000 disease limit per employee

2. **Commercial General Liability** – Coverage shall apply to premises and/or operations, products and/or completed operations, independent contractors, contractual liability, and broad form property damage exposures with minimum limits of:
 - \$500,000 bodily injury per person (BI)
 - \$1,000,000 bodily injury per occurrence (BI)
 - \$500,000 property damage (PD) or
 - \$1,000,000 combined single limit (CSL) of BI and PD

The General Liability Policy Certificate shall name "**Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials**" as "**Additional Insured**". The **PROVIDER** agrees that the coverage granted to the Additional Insured applies on a primary basis, with the Additional Insured's coverage being excess.

3. **Business Auto Liability** – The following Automobile Liability will be required and coverage shall apply to all owned, hired, and non-owned vehicles used with minimum limits of:
 - \$100,000 bodily injury per person (BI)
 - \$300,000 bodily injury per occurrence (BI)
 - \$100,000 property damage (PD) or
 - \$300,000 combined single limit (CSL) of BI and PD

4. **Directors & Officers Liability** – Entity coverage to cover claims against the organization directly for wrongful acts with limits not less than \$100,000.

5. **Fidelity Bonding** – Covering all employees who handle the agency's funds. The bond amount must be equivalent to the highest daily cash balance or a minimum amount of \$50,000.

Insurance – Government/Municipality

Documentation of the above coverage requirements are not applicable to government/municipalities that are self-insured.

C. Notice of cancellation or modification

The COUNTY will be given thirty (30) days notice prior to cancellation or modification of any stipulated insurance. Such notification will be in writing by registered mail, return receipt requested and addressed to the Lee County Risk Manager, P. O. Box 398, Ft. Myers, FL 33902.

ARTICLE IX: SUSPENSION/TERMINATION

A. Suspension

The COUNTY reserves the right to suspend funding for failure to comply with the requirements of this contract. Agencies that fail to submit required documents by the due date can be suspended, and payment will be withheld until all requirements are satisfied.

In the event PROVIDER ceases operation for any reason or files for protection from creditors under bankruptcy law, any remaining unpaid portion of this Contract, less funds for expenditures already incurred, shall be retained by the COUNTY and the COUNTY shall have no further funding obligation to the PROVIDER with regard to those unpaid funds.

For contracts funded under “Partnering for Results”: If anticipated Program revenue from other sources exceeds expenses by 40%, COUNTY reserves the right to suspend contract until final expenses/revenue is confirmed.

B. Termination by COUNTY

The COUNTY may at any time and for any reason cancel this Contract by giving twenty-four (24) hours written notice to the PROVIDER by Certified Mail, Process Server or Hand Delivery following a determination by the County Manager or designee, at its sole discretion, that such cancellation is in the best interest of the people of the county. From the date of cancellation, neither party shall have any further obligation unless specified in the termination notice.

If the financing for this project is contingent upon funding sources other than Lee County as identified in the proposal/application of the contract and such funds become unavailable the obligations of each party hereunder may be terminated upon no less than twenty-four (24) hours written notice.

For contracts funded under “Partnering for Results”: If confirmed Program revenue from other sources exceeds expenses by 40%, COUNTY reserves the right to terminate contract upon no less than twenty four (24) hours written notice.

For unit rate contracts, if program is not operational within 45 days from contract start date, funds for said program will be withdrawn and contract will be amended or terminated.

C. Termination by PROVIDER

The PROVIDER may at any time and for any reason cancel this Contract by giving seventy-

two (72) hours prior written notice to the **COUNTY** by Certified Mail or Process Server of such and specifying the effective date.

COUNTY'S obligation to make any payments under any provision of this Contract shall cease on the effective date of termination.

ARTICLE X: ASSURANCE, CERTIFICATIONS, AND COMPLIANCE

The **PROVIDER** agrees that compliance with these assurances and certifications constitutes a condition of continued receipt of or benefit from funds provided through this Contract, and that it is binding upon the **PROVIDER**, its successors, transferees, and assignees for the period during which services are provided.

IMMIGRATION LAWS:

The **COUNTY** will not intentionally award contracts to any provider/contractor/vendor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 a(e) Section 274A(e) of the Immigration and Nationality Act (INA).

The **COUNTY** shall consider the employment by any **PROVIDER** of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of the contract by The **COUNTY**.

OTHER REQUIREMENTS:

The **PROVIDER** further assures that all contractors, subcontractors, or others with whom it arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of statutes, regulations, guidelines and standards. By acceptance of this funding, the **PROVIDER** assures and certifies the following:

- A. That they will comply with all applicable laws, ordinances, and regulations of the United States, the State of Florida, the **COUNTY**, and the municipalities as said laws, ordinances, and regulations exist and are amended from time to time. In entering into this contract, the **COUNTY** does not waive the requirements of any **COUNTY** or local ordinance or the requirements of obtaining any permits or licenses that are normally required to conduct business or activity contemplated by the **PROVIDER**.
- B. That they will comply with all applicable Federal, State and local anti-discrimination laws pertaining to nondiscrimination in programs receiving Federal financial assistance, including but not limited to:
 - **Title VI of the Civil Rights Act of 1964**, as amended, and its implementing regulations – including that recipients/grantees of federal financial assistance are required to take reasonable steps to ensure meaningful access to persons who are Limited English Proficiency (LEP), as per Executive Order 13166.
 - **Section 109 - Title I of the Housing & Community Development Act of 1974**
 - **Section 504 of the Rehabilitation Act of 1973** (29 U.S.C. 794)
 - **Age Discrimination Act of 1975** (42 U.S.C. 610 et. seq.)
 - **Fair Housing Act**

Additional information can be accessed at the following websites:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/FHLaws
http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp
https://www.hud.gov/program_offices/fair_housing_equal_opp/promotingfh/lep-mfh-faq

These requirements are designed to prevent discrimination in the delivery of benefits and services because of race, color, religion (creed), sex, national origin, age, familial status or disability. Affirmative marketing plans and use of universal design features for construction and rehabilitative projects should be incorporated when possible.

All advertising of residential real estate for sale, rent, or financing should contain an equal housing opportunity logotype, statement, or slogan as a means of educating the home seeking public that the property is available to all persons regardless of race, color, religion, sex, handicap, familial status, or national origin. The choice of logotype, statement or slogan will depend on the type of media used (visual or auditory) and, in space advertising, on the size of the advertisement. Different styles/types/sizes of logos and information regarding brochures and can be located at the following website:
<http://portal.hud.gov/hudportal/HUD?src=/library/bookshelf11/hudgraphics/fheologo>

- C. That they will comply with the Americans with Disabilities Act of 1990 (“ADA”) (as codified at U.S.C 42.126 (sections 12101-12213) and 28CFR35, which gives civil rights protections to individuals with disabilities, guaranteeing equal opportunity for individuals with disabilities in employment, public accommodations, transportation, State and local government services, and telecommunications. A Single-Point-of-Contact shall be required if the agency employs 15 or more employees. The Single-Point-of-Contact will ensure effective communication with deaf or hard-of-hearing customers or companions in accordance with Section 504 and the ADA and coordinate activities and reports with the **PROVIDER**’s Single-Point-of-Contact.
- D. That they will administer their programs under procedures, supervision, safeguards, and such other methods as may be necessary to prevent fraud and abuse, and that it will target its services to those who most need them.
- E. That if clients are to be transported under this contract, the **PROVIDER** will comply with the provisions of Chapter 427, Florida Statutes, which requires the coordination of transportation for the disadvantaged.
- F. That any products or materials purchased with contract funds shall be procured in accordance with the provisions of Chapter 403.7065, Florida Statutes, which refers to the procurement of products or materials with recycled content.
- G. That they will comply with Chapter 39.201, Florida Statutes, that any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child’s welfare, as defined in this chapter, shall report such knowledge or suspicion to the Florida Abuse Hotline (1-800-962-2873).
- H. That they will comply with Chapter 415.1034, Florida Statutes, that any person who knows or has reasonable cause to suspect that a vulnerable and or disabled adult has been abused, neglected, or exploited, shall immediately report such knowledge or suspicion to the Florida Abuse Hotline (1-800-962-2873).

- I. That if personnel in programs under this contract work directly with children/youths and vulnerable or disabled adults, the **PROVIDER** will comply with applicable provisions under Florida Statutes 943.0542; 943.04351; 393.0655; 402, regarding employment screening.
- J. That they will comply with Chapter 216.347, Florida Statutes, which prohibits the expenditure of contract funds for the purpose of lobbying the legislature, State or county agencies.
- K. That they will notify the **COUNTY** immediately of any funding source changes and/or additions from other sources that are different from that shown in the **PROVIDER'S** application/proposal. This notification must include a statement as to how this change in funding affects provision of service as well as the use of and continued need for **COUNTY** funds.
- L. That they will acknowledge support for activities funded wholly or in part by **COUNTY** funds. In publicizing, advertising, or describing the program, state “Funding provided by Lee Board of County Commissioners”.
- M. That they will notify the **COUNTY** of any **SIGNIFICANT** changes to the **PROVIDER** organization to include Board Membership (roster), Articles of Incorporation and Bylaws within ten (10) working days of the effective date.
- N. For federally funded programs, that they will comply with applicable uniform administrative requirements as described in 2 CFR Part 200 and all other established, applicable HUD regulations as now in effect and as may be amended from time to time.
- O. The **PROVIDER** shall ensure that Lee County funds are restricted to people legally able to reside in the US.
- P. The **PROVIDER** is prohibited from using contracted funds for the following: political activities; lobbying; political patronage; nepotism activities; and inherently religious activities such as worship, religious instruction, or proselytization.
- Q. The **PROVIDER** must verify employment eligibility of all new employees hired during the contract term through the U.S. Department of Homeland Security’s E-Verify system.

ARTICLE XI HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

Lee County, pursuant to the Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a “covered entity” as the law defines that term. Any “personal health information” (PHI) as defined by the law that the **COUNTY** receives pursuant to this Agreement is subject to the disclosure and security requirements of HIPAA. Transfer of information to the **COUNTY** sufficiently “de-identified” to no longer be considered PHI is encouraged as being in the best interest of client PHI confidentiality to the extent that client services are unaffected. Particular methods to accomplish the highest levels of client service coupled with PHI confidentiality shall be an ongoing task of the affected staffs of the **COUNTY** and **PROVIDER**.

ARTICLE XII: CONTRACT DISPUTE RESOLUTION PROCEDURE

Any dispute between the parties with respect to provisions contained in a Lee County Human and Veteran Services (HVS) contract or issues that arise pertinent to a contract shall be resolved as follows:

The parties may, by mutual agreement, attempt to resolve their dispute in the following manner within a thirty (30) day period. If both parties are in agreement, the thirty (30) day time period can be extended for an additional ten days.

- a. Duly authorized representatives shall meet as often as mutually agreeable to discuss in good faith the dispute and to negotiate a mutually agreeable resolution. Authorized representatives for HVS include Contract Specialist, and Program Manager.
- b. During the course of the dispute process requests made by one Party to the other for non-privileged information, reasonably related to the dispute shall be responded to in good faith.
- c. If the dispute is unable to be resolved between the authorized representatives within the specified time period, it will be forwarded to the Department Director for resolution. A decision by the Director will be issued within ten days.
- d. If the dispute remains unresolved after the Department Director's decision, the parties may proceed to litigation. Any dispute, action or proceeding arising out of or related to this Agreement will be exclusively commenced in the state courts of Lee County, Florida, or where proper subject matter jurisdiction exists in the United States District Court for the Middle District of Florida. Each party irrevocably submits and waives any objections to the exclusive personal jurisdiction and venue of such courts, including any objection based on forum non conveniens. This Agreement and the rights and obligations of the parties shall be governed by the laws of the State of Florida without regard to its conflict of laws principles. Unless otherwise agreed in writing, **PROVIDER** will be required to continue all obligations under this Agreement during the pendency of claim or dispute including, but not limited to, actual period of mediation or judicial proceedings.
- e. Either Party may at any time commence formal court proceedings, which shall be immediately communicated, and will end the informal Dispute Resolution process as described in paragraph a-c above.

ARTICLE XIII: NOTICES

Official notices concerning this Contract will be directed to the following authorized representatives:

PROVIDER:

Name: _____

Title: _____

Agency: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail : _____

COUNTY:

Name: _____ Attn: _____

Title: Contract Coordinator

Agency: Human and Veteran Services

Address: 2440 Thompson Street

Fort Myers, Florida 33901

Telephone: (239) 533-79

Fax: (239) 533-7960

E-Mail: @leegov.com

The signatures of the **two** persons shown below are designated and authorized to sign all applicable reports:

Name (printed/typed)

Signature

OR _____
Name (printed/typed)

Signature

Title

Title

In the event that Provider designates different representatives after execution of this contract, notice of the name and address of the new representative will be rendered in writing by authorized officer of **PROVIDER** to the **COUNTY**.

ARTICLE XIV: SPECIAL PROVISIONS

If needed, **PROVIDER** may be called upon to assist the **COUNTY** during a natural disaster or emergency. This includes the use of the **PROVIDER'S** facility to assist with Emergency Food Stamp preregistration if facility is operational and computer terminals are available. **PROVIDER** will be responsible to notify United Way 211 immediately after a disaster declaration if the location is accessible and operational and of any **PROVIDER** staff who are available to assist with recovery efforts.

ARTICLE XV: ALL TERMS AND CONDITIONS INCLUDED

This contract and its attachments, and any exhibits referenced in said attachments, together with any documents incorporated by reference, contain all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of this contract is legally determined unlawful or unenforceable, the remainder of the contract shall remain in full force and effect and such terms or provisions shall be stricken.

IN WITNESS THEREOF, **PROVIDER** and **COUNTY** have caused this 17-page contract and all Contract Exhibits and Attachments as indicated on next page to be executed by their undersigned officials as duly authorized.

PROVIDER:

By: _____
Name (print)

(Signature of authorized officer)

Title

Date

COUNTY: LEE COUNTY

By: _____
Name (print)

(Signature of authorized officer)

Board of County Commissioners
Title

Date

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me, by means of physical presence or online notarization, this ____ day of _____, __ (year),

ATTEST:
CLERK OF CIRCUIT COURT

By: _____
Title: _____
Date: _____

by, _____
who is personally known to me or who has
produced _____ as identification
and who did (did not) take an oath.

NOTARY:

By: _____
Notary of Public (Signature)

Name (typed)

**APPROVED AS TO FORM FOR THE
RELIANCE OF LEE COUNTY ONLY:**

By: _____

Date: _____
OFFICE of the COUNTY ATTORNEY

SAMPLE

Appendix 3 – 2022 Lee County CoC Project Ranking Tool

**2022 Lee County CoC Funding
New Project Ranking Tool**

<i>This portion of the ranking tool will be completed by the Collaborative Applicant (Lee County HVS).</i>	Threshold Requirements
<p align="center">Proposal was submitted by deadline. <i>If no, ineligible to apply.</i></p>	
<p align="center">Applicant is a local government or non-profit organization with 501c3 Status. <i>If no, ineligible to apply.</i></p>	
<p align="center">Applicant agency has been in operation for at least 12 months prior to application deadline. <i>If no, ineligible to apply.</i></p>	
<p align="center">Organization is NOT listed on the excluded parties list. <i>If no, ineligible to apply.</i></p>	
<p align="center">Application is signed by agency official designated to execute contracts. <i>If no, ineligible to apply.</i></p>	
Eligible to Apply	
<p align="center">HVS Review Staff Initial: Date of Threshold Review:</p>	

Project Scoring

Please enter your score for each scoring criteria based on the project proposal.

While most scoring factors are related to specific questions, reviewer may consider all elements of the proposal to determine score for each item.

Please use only whole and half points.

<p>Priority 1 Project Outcomes (Performance Measures): The project has a estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. Addressing - Length of time person remains homeless; Extent to which persons who exit homelessness to permanent housing destinations return to homelessness: Number of persons no longer homeless; Jobs and income growth.</p> <p style="text-align: right;">Maximum Point Value: 10</p>	
<p>Priority 2 Innovation: The project is innovative, and addresses housing and service needs in manner not already found within the CoC, or addresses housing and service needs for a population not currently being served in the CoC. The project is designed around a national best practice or existing evidence based program.</p> <p style="text-align: right;">Maximum Point Value: 15</p>	
<p>Priority 3 Workforce Coordination: Does the project coordinate with workforce development boards to provide permanent housing and rapid rehousing with integrated services. Points will be awarded for projects that have written documentation to demonstrate partnership with local workforce development centers to improve employment opportunities.</p> <p style="text-align: right;">Maximum Point Value: 10</p>	
<p>Priority 3 Health Care Coordination: Does the project coordinate with physical and behavioral healthcare organizations to provide integrated services to program participants. Points should only be awarded for projects that have written documentation to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain services, treatment, and/or medical insurance to address healthcare needs.</p> <p style="text-align: right;">Maximum Point Value: 10</p>	
<p>Priority 3 Housing Coordination: Does the project coordinate with housing providers, including but not limited to the Public Housing Authorities, landlords, or other permanent housing resources to provide permanent housing units to program participants. Points should only be awarded for projects that have written documentation to demonstrate partnership with public and private organizations to assist program participants to obtain permanent housing.</p> <p style="text-align: right;">Maximum Point Value: 10</p>	
<p>Priority 3 Engagement of Persons with Lived Experience & Equity: Does the project applicant demonstrate active engagement of persons with lived experience. Active engagement may be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design. Is the organization's Board and Staff composition representative of the population being served.</p> <p style="text-align: right;">Maximum Point Value: 10</p>	

<p>Priority 4 Alignment with Community Goals and Needs: The project will assist the CoC in achieving stated goals and/or is a project specifically identified as a priority within the RFA. The project will help to ensure homelessness in Lee County is rare brief and one-time, and fill a gap in services or housing.</p> <p>Maximum Point Value: 5</p>	
<p>Priority 4 Housing First: The project will strictly adhere to low barrier and housing first practices, that centers on providing people experiencing homelessness with housing as quickly as possible (within 30 days or less) – and then providing services as needed.</p> <p>Maximum Point Value: 10</p>	
<p>Priority 4 Timeliness: The agency has a clear schedule for project implementation, spending, and reporting, and will be able to carry out activities within the funding period.</p> <p>Maximum Point Value: 5</p>	
<p>Agency’s Capacity and Experience: The agency has at least 12 months experience addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless. The agency also makes clear efforts to provide quality services through a person centered, housing focused model and ensuring "soft hand-offs" when referrals are required.</p> <p>Maximum Point Value: 5</p>	
<p>Budget, Match and Leverage: The project has a reasonable budget, all anticipated costs are eligible under one of the available funding sources, and adequate match has been committed. The project also uses leveraged funds to expand available housing and services.</p> <p>Maximum Point Value: 5</p>	
<p>Proposal Presentation: The proposal is organized, and adheres to RFA instructions. Narratives are clear and concise, and the proposal presents new and original information to be considered for funding.</p> <p>Maximum Point Value: 5</p>	
<p>Total</p>	<p>0.00</p>
<p>Total Available Points = 100</p>	

Category	Objective	Maximum Point Value	Rubric
<p>Priority 1 Project Outcomes</p>	<p>The project has estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. Addressing the length of time person remains homeless; the extent to which persons who exit homelessness to permanent housing destinations; returns to homelessness; and jobs and income growth.</p>	<p>10</p>	<p>9-10 The Project has estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. The project has detailed plans to address the length of time person remains homeless; the extent to which persons who exit homelessness to permanent housing destinations; returns to homelessness; jobs and income growth; and the agency has a proven track record in Lee County of meeting those objectives in previously funded projects</p> <p>7-8 The Project has estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. The project has detailed plans to address the length of time person remains homeless; the extent to which persons who exit homelessness to permanent housing destinations; returns to homelessness; jobs and income growth; and the agency has a proven track record in other counties of meeting those objectives in previously funded projects</p> <p>4-6 The Project has estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. The project has some general plans to address the length of time person remains homeless; the extent to which persons who exit homelessness to permanent housing destinations; returns to homelessness; jobs and income growth; but the agency has not adequately met those objectives in previously funded projects</p> <p>0-3 The Project does not adequately estimate outcomes that are within CoC and HUD standards, or support the goal of making homelessness in Lee County rare, brief, and one-time. The project lacks adequate plans to address the length of time person remains homeless; the extent to which persons who exit homelessness to permanent housing destinations; returns to homelessness; jobs and income growth; and the agency has not adequately met those objectives in previously funded projects</p>
<p>Priority 2 Innovation</p>	<p>The project is innovative, and addresses housing and service needs in manner not already found within the CoC, or addresses housing and service needs for a population not currently being served in the CoC. The project is designed around a national best practice or existing evidence based program.</p>	<p>15</p>	<p>15- The project is innovative, addresses housing and service needs in a manner not already found within the CoC, AND addresses housing and service needs for a population not currently being served in the CoC. The project is also designed around a national best practice or existing evidence based program</p> <p>6-14 The project is innovative, addresses housing and service needs in a manner not already found within the CoC, OR addresses housing and service needs for a population not currently being served in the CoC. The project is also designed around a national best practice or existing evidence based program</p> <p>0-5 The project is not innovative, or does not address housing and service needs in a manner not already found within the CoC, or does not address housing and service needs for a population not currently being served in the CoC. The project is not designed around a national best practice or existing evidence based program</p>
<p>Priority 3 Coordination with Workforce Development Boards</p>	<p>The project applicant demonstrates collaboration and coordination with workforce development boards. Applicants must attach Memoranda of Understanding and/or commitment letters detailing the amount of funds being committed to support the project and the estimated number of program participants that will be assisted.</p>	<p>10</p>	<p>9-10 The project has a detailed plan to coordinate with Workforce Development Boards. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership which detail the amount of funds being provided to support the project. The agency has a proven track record in Lee County of coordinating with Workforce Development Boards to increase employment income for program participants.</p> <p>7-8 The project has a plan to coordinate with Workforce Development Boards. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership that details the amount of funds being provided to support the project. The agency does not have a proven track record in other counties of coordinating with Workforce Development Boards to increase employment income for program participants.</p> <p>5-6 The project has a plan to coordinate with Workforce Development Boards. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership, but does not detail the amount of funds being provided to support the project. The agency does not have proven track record in other counties of coordinating with Workforce Development Boards to provide housing subsidies other than CoC and ESG to stabilize clients in housing.</p> <p>0- 4 The project does not have a detailed plan to coordinate with Workforce Development Boards to provide housing with integrated services, or the agency lacks written documentation to demonstrate partnership with Workforce Development Boards to assist program participants to increase employment income for program participants.</p>

<p>Priority 3 Health Care Coordination</p>	<p>The project coordinates with healthcare organizations, (including organizations that provide mental health services), to provide permanent housing and rapid rehousing with integrated services. Points should only be awarded for projects that have written documentation to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain medical insurance to address healthcare needs. Written documentation may include MOUs or other agreements establishing a working relationship.</p>	<p>10</p>	<p>9-10 The project has a detailed plan to coordinate with healthcare organizations (including organizations that provide mental health services) to provide housing with integrated services. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain physical and behavioral health care services and/or medical insurance to address healthcare needs. The documentation includes the funding and/or dollar value of resources committed to support the project. The agency has a proven track record in Lee County of coordinating with healthcare organizations to provide housing with integrated services.</p> <p>7-8 The project has a detailed plan to coordinate with healthcare organizations (including organizations that provide mental health services) to provide housing with integrated services. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain physical and behavioral health care services and/or medical insurance to address healthcare needs. The documentation includes the funding and/or dollar value of resources committed to support the project. The agency does not have a proven track record in other counties of coordinating with healthcare organizations to provide housing with integrated services.</p> <p>5-6 The project has a detailed plan to coordinate with healthcare organizations (including organizations that provide mental health services) to provide housing with integrated services. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain physical and behavioral health care services and/or medical insurance to address healthcare needs. The documentation does not include the funding and/or dollar value of resources committed to support the project. The agency lacks a proven record of coordinating with healthcare organizations to provide housing with integrated services.</p> <p>0-4 The project does not have a detailed plan to coordinate with healthcare organizations to provide housing with integrated services, or the agency lacks written documentation to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain medical insurance to address healthcare needs.</p>
<p>Priority 3 Coordination with Housing Resources</p>	<p>The project applicant demonstrates collaboration and coordination with Public Housing Authorities (PHAs), landlords and other housing providers that provide housing subsidies not funded through CoC or ESG programs (e.g., Housing Choice Vouchers, Support Vouchers, private subsidies, etc.) Applicants must attach Memoranda of Understanding and/or commitment letters detailing the number of subsidies or units being provided to support the project.</p>	<p>10</p>	<p>9-10 The project has a detailed plan to coordinate with PHAs, landlords or other housing providers. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership PHAs which detail the number of subsidies or units being provided to support the project. The agency has a proven track record in Lee County of coordinating with PHAs, landlords or other housing providers to provide housing subsidies other than CoC and ESG to stabilize clients in housing.</p> <p>7-8 The project has a detailed plan to coordinate with PHAs, landlords or other housing providers. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership PHAs, landlords or other housing providers which detail the number of subsidies or units being provided to support the project. The agency does not have a proven track record in other counties of coordinating with PHAs, landlords or other housing providers to provide housing subsidies other than CoC and ESG to stabilize clients in housing.</p> <p>5-6 The project has a detailed plan to coordinate with PHAs, landlords or other housing providers. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership with PHAs, landlords or other housing providers, but does not detail the number of subsidies other than CoC and ESG being committed to stabilize clients in housing. The agency lacks a proven record of coordinating with PHAs, landlords or other housing providers to provide housing subsidies other than CoC and ESG to stabilize clients in housing.</p> <p>0-4 The project does not have a detailed plan to coordinate with PHAs, landlords or other housing providers, or the agency lacks written documentation to demonstrate partnership to provide permanent housing resources to program participants.</p>
<p>Priority 3 Engagement of Persons with Lived Experience and Equity</p>	<p>The project applicant demonstrates active engagement of persons with lived experience. Active engagement may be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design. The organization's Board and staff composition are representative of the population being served.</p>	<p>10</p>	<p>9-10 The project applicant demonstrates active engagement of persons with lived experience. Persons with lived experience sit on the organization's board AND persons with lived experience are employed in paid staff positions. The organization has a regular, documented process for consulting persons with lived experience in program design. The organization's board and staff composition are very representative of the population being served.</p> <p>7-8 The project applicant demonstrates active engagement of persons with lived experience. Persons with lived experience sit on the organization's board OR persons with lived experience are employed in paid staff positions. The organization has a regular, documented process for consulting persons with lived experience in program design. The organization's board and staff composition are somewhat representative of the population being served.</p> <p>4-6 The organization has a regular, documented process for consulting persons with lived experience in program design. The organization's board and staff composition are somewhat representative of the population being served.</p> <p>0-3 The organization does not have a regular, documented process for consulting persons with lived experience in program design. The organization's board and staff composition are somewhat representative of the population being served.</p>

<p>Priority 4 Alignment with Community Goals and Needs</p>	<p>The project will assist the CoC in achieving stated goals and/or is a project specifically identified as a priority within the RFA. The project will help to ensure homelessness in Lee County is rare brief and one-time, and fill a gap in services or housing. The project aligns with Lee County CoC's Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs</p>	<p>5</p>	<p>5- The project directly addresses the stated goals and needs of the CoC, fills a gap in services or housing, and will help ensure that homelessness in Lee County is rare, brief, and one-time. The project directly aligns with Lee County CoC's Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs 3-4 The project addresses some or part of the goals of the CoC, or addresses the goals indirectly. The project will help ensure that homelessness in Lee County is rare, brief, and one-time The project indirectly aligns with Lee County CoC's Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs 0-2 The project does not directly align with the goals of the CoC or Lee County CoC's Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs</p>
<p>Priority 4 Housing First</p>	<p>The project will strictly adhere to low barrier and housing first practices, that centers on providing people experiencing homelessness with housing as quickly as possible (within 30 days or less) – and then providing services as needed.</p>	<p>10</p>	<p>9-10 The project proposal clearly defines low barrier and housing first practices, aims to house clients within 30 days, and the agency has a proven track record in Lee County in putting low barrier policies into practice, and housing people within 30 days of referral 7-8 The project proposal clearly defines low barrier and housing first practices, aims to house people within 30 days of referral, and the agency has demonstrated in other continuums the ability to house people within 30 days of referral 4-6 The project does not adequately define low barrier and housing first practices or commit to quickly housing individuals, and the agency has limited experience in rapidly housing individuals experiencing homelessness 0-3 The project does not adequately define low barrier and housing first practices or commit to quickly housing individuals, and the agency has no experience in rapidly housing individuals experiencing homelessness</p>
<p>Priority 4 Timeliness</p>	<p>The agency has a clear schedule for project implementation, spending, staffing and reporting, and will be able to carry out activities within the funding period.</p>	<p>5</p>	<p>5- The agency has a clear, detailed, and feasible schedule for project implementation, spending, staffing, and reporting, and has a proven track record of carrying out activities within past funding periods in Lee County in a timely fashion 3-4 The agency has a clear and feasible schedule for project implementation, and has carried out activities in Lee County in a timely fashion, or has carried out activities in past funding periods in other counties in a timely fashion 0-2 The agency does not have a clear and feasible schedule for project implementation, or has not carried out funded activities in a timely fashion</p>
<p>Agency's Capacity and Experience</p>	<p>The agency has at least 12 months experience addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless. The agency also makes clear efforts to provide quality services through a person centered, housing focused model and ensuring "warm hand-off" when referrals are required.</p>	<p>5</p>	<p>5- The agency has at least 12 months experience addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless. The agency also makes clear efforts to provide quality services through a person centered, housing focused model and ensuring "warm hand-off" when referrals are required. The agency has a proven track record in Lee County and has demonstrated positive outcomes through system performance measures, including data quality 3-4 The agency has at least 12 months experience addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless. The agency also makes clear efforts to provide quality services through a person centered, housing focused model and ensuring "warm hand-off" when referrals are required. The agency has a track record outside of Lee County in demonstrating positive outcomes through system performance measures 0-2 The agency has less than 12 months experience addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless. The agency also makes limited efforts to provide quality services through a person centered, housing focused model and ensuring "warm hand-off" when referrals are required. The agency does not have a track record of demonstrating positive outcomes through system performance measures</p>
<p>Budget, Match, and Leverage</p>	<p>The project has a reasonable budget, all anticipated costs are eligible under one of the available funding sources, and adequate match has been committed. The project also uses leveraged funds to expand available housing and services.</p>	<p>5</p>	<p>5- The project has a detailed, reasonable budget, all anticipated costs are eligible under one of the available funding sources, and adequate match has been committed. The project also uses leveraged funds to expand available housing and services. 3-4 The project has a reasonable budget, all anticipated costs are eligible under one of the available funding sources, and adequate match has been committed. The project does not have detailed plans to expand available housing and services 0-2 The project lacks a detailed, reasonable budget, not all anticipated costs are eligible under one of the available funding sources, or adequate match have not been committed. The project lacks plans to expand available housing and services</p>
<p>Proposal Presentation</p>	<p>The proposal is organized, and adheres to RFA instructions. Narratives are clear and concise, and the proposal presents new and original information to be considered for funding.</p>	<p>5</p>	<p>5- The proposal is well organized, and adheres to all RFA instructions. Narratives are clear and concise, and the proposal presents new and original information to be considered for funding. 3-4 The proposal is organized and adheres to most RFA instructions. Narratives are clear and the proposal presents adequate new and original information to be considered for funding. 0-2 The proposal is not well organized, and does not adhere to RFA instructions. Narratives are not clear or concise. The proposal lacks new or original information to be considered for funding</p>
<p>Total Available Points</p>		<p>100</p>	



Request for Applications #08-2022-COCDV

Lee County Human and Veterans Services
2440 Thompson St. Fort Myers, FL 33901

August 15, 2022

ADDENDUM NUMBER ONE (1)

Request for Applications for 2022 Continuum of Care Funding

The following represents clarification, additions, deletions, and/or modifications to the above referenced Request for Applications. This addendum shall hereafter be regarded as part of the RFA. Items not referenced herein remain unchanged, including funding window dates. Words, phrases or sentences with a strikethrough represent deletions to the original RFA. Underlined words and bolded phrases or sentences represent additions to the original RFA.

Addendum 1 Explanation:

Limited applications were received by the original August 22, 2022, 5:00 pm deadline. The deadline is being extended to August 26, 2022 at 5:00 pm to allow more time for submissions. The date for the ranking and review committee meeting is also being adjusted to allow sufficient time for the committee to review applications. The review committee will now meet at 9 am on Friday, September 2, 2022, via Teams:

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 321-414-2159,,250943536#](#) United States, Orlando

Phone Conference ID: 250 943 536#

[Find a local number](#) | [Reset PIN](#)

ALL OTHER TERMS AND CONDITIONS OF THE NOFA ARE AND SHALL REMAIN THE SAME.

Notice of Funding Availability (NOFA)

for

2022 Continuum of Care Funding

Domestic Violence Bonus Projects

RFA Released

Thursday, August 4, 2022

Applications Due

Monday, August 22, 2022 at 5:00 pm

**Applications must be submitted by email to
Jeannie Sutton at jsutton@leegov.com.**

Lee County Human and Veteran Services

2440 Thompson St., Fort Myers, FL 33901

It is the responsibility of the applicant to ensure application(s) arrive prior to the due date and time.

Applications received after 5:00 p.m. will be returned to the applicant and will not be considered.

This Document can be made available in alternative accessible formats upon request.



Notice of Funding Availability #08-2022-COCDV

Lee County Human and Veterans Services
2440 Thompson St. Fort Myers, FL 33901

**Lee County Human and Veteran Services (HVS)
Continuum of Care Lead Agency
2022 Request for Applications (RFA) for CoC Domestic Violence Bonus Project**

Lee County Human and Veteran Services (HVS) is issuing a Request for Applications (RFA) for the 2022 Continuum of Care Domestic Violence Bonus Projects funding opportunity.

Funding Available

HUD Continuum of Care Project Domestic Violence Bonus Projects	\$257,025
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This RFA contains information and required forms for potential applicants to apply and compete for grant funds. Potential applicants are advised to read the materials carefully. HVS reserves the right to apply such changes without further notice to applicants.

Questions Regarding this RFA

Questions from potential applicants must be submitted via email to Jeannie Sutton via email at jsutton@leegov.com, should use the subject line “RFA Questions”, and be received no later than 5:00 pm on **Friday, August 12, 2022**. HVS will compile all questions and answers and provide responses to applicants no later than **5:00 pm, Monday, August 15, 2022**.

Successful applications must meet the guidelines provided in this Request for Applications (RFA). To submit an application for consideration, complete the submission requirements listed here within.

The organization of this RFP is as follows:

- SECTION I:..... General Information
- SECTION II:..... Scope of Grant Activities
- SECTION III: Funding Guidelines
- SECTION IV: Application Evaluation and Selection
- SECTION V: Application Forms
- SECTION VI: Appendices

SECTION I: General Information

Strategic Use and Alignment of Resources

Lee County Human and Veteran Services (HVS) is designated as lead agency and HUD Collaborative Applicant for the Lee County Continuum of Care. HVS is responsible for ensuring that resources, available to the community to assist those who are fleeing domestic violence, are strategically utilized to maximize impact and effectiveness. Therefore, HVS reserves the right to match funding opportunities available to the applications received to ensure alignment of resources with community needs and appropriate target populations. All applications received will be evaluated for their appropriateness for each funding opportunity that may be available. HVS reserves the right to award more than one (1) funding source to a selected application if necessary to maximize a project's effectiveness and overall impact.

Funding Priorities

The submitted applications will be evaluated based in part, on the extent, the project is able to demonstrate achievement of HUD's System Performance Measures (as indicated below), and the goals and strategies outlines in the Home, Together: Federal Strategic Plan to Prevent and End Homelessness (www.usich.gov/home-together).

Priority 1: HUD System Performance Measures

HUD has developed the following system-level performance measures to help communities gauge their progress in preventing and ending homelessness:

1. Length of time persons remain homeless;
2. The extent to which persons who exit homelessness to permanent housing destinations return to homelessness;
3. Number of homeless persons;
4. Jobs and income growth for homeless persons;
5. Number of persons who become homeless for the first time;
6. Successful housing placement;

HUD strongly encourages CoCs to emphasize the policy priorities established in the mentioned strategies and system performance measures when evaluating, ranking and selecting projects. **Proposed projects that clearly describe how the project will improve the CoC's System Performance Measures, and move the community forward toward making homelessness rare, brief, and one-time will score higher and receive priority for funding.**

Priority 2: Innovation

Proposed projects that include innovative and effective best practices will receive higher scores and consideration than those projects that are a continuation or capacity expansion of a current program.

HVS is seeking 'out of the box' applications. Projects may be proposed that incorporate different component types and include additional partners (with an established, formal agreement for the proposed project) to provide a specific service as part of an overall project application.

Priority 3: Strategic Partnerships

Additional points will be awarded to projects that attach written documentation (MOU or letter of support) demonstrating coordination with victim service providers, housing providers, workforce development boards, and healthcare organizations to provide permanent housing and rapid rehousing services. Points will be awarded for projects that have written documentation to demonstrate:

- Partnership with victim service providers to assist program participants to complete safety plans, obtain long term counseling and other ongoing support services;
- Partnership with public and private healthcare organizations to assist program participants to obtain medical insurance to address healthcare needs;
- Partnership with public and private healthcare organizations to provide physical healthcare to program participants, including access to prescriptions and ongoing primary care;
- Partnership with behavioral health care providers to provide mental health services and substance use disorder treatment to program participants;
- Partnerships with public housing authorities or other public/private housing providers to provide permanent housing to program participants;
- Partnership with local workforce development centers to provide employment opportunities, job training programs, and job readiness assistance to program participants.

Written documentation must clearly outline the scope of services that will be provided, the number of program participants that are anticipated to benefit from the partnership and the dollar value of the proposed commitment.

Priority 4: Project Design and Need

Projects that incorporate all or part of the effective practice examples described below and that address an existing gap within the community will be scored higher in the scoring and selection process.

Joint Transitional Housing (TH) and Rapid Rehousing (RRH). A joint TH/RRH project is a model that pairs the provision of emergency shelter or transitional housing with rapid rehousing funding to create ‘rapid exit’ options for the persons/households residing in the emergency shelter or transitional housing, thereby reducing the time a person/household remains homeless. Effective Joint TH-RRH projects:

- Ensure ongoing housing (financial) assistance and case management/supportive services (directly or through linkages) for homeless individuals or families in permanent supportive housing project.
- Are low barrier and housing first focused
- Focus on housing plans and not service plans
- Utilize the community-wide Coordinated Entry Process which prioritizes persons for services according to their vulnerability to dying on the streets and their chronic homelessness status

[Program components and eligible costs for TH/RRH projects can be viewed at 24 CFR 578.49-53](#)

Rapid Rehousing (RRH) provides short-term rental assistance and services. The goals are to help people obtain housing quickly, increase self- sufficiency, and stay housed. It is offered without preconditions (such as employment, income, absence of criminal record, or sobriety) and the resources and services provided are typically tailored to the needs of the person. Effective RRH projects:

- Provide housing identification services to quickly connect clients to housing
- Provide financial assistance with rent, security deposits, move in costs, and utilities

- Provide case management and connections to services and community supports
[Program components and eligible costs for TH/RRH projects can be viewed at 24 CFR 578.37](#)

Housing First Philosophy

Projects must utilize a Housing First philosophy, which is an approach to make homelessness rare, brief and one-time, that centers on providing people experiencing homelessness with housing as quickly as possible (within 30 days or less) – and then providing services as needed. Housing First programs share critical elements:

- A focus on helping individuals and families access and sustain permanent housing as quickly as possible (within 30 days or less) without unnecessary barriers or time limits;
- A variety of services delivered to promote housing stability and individual well-being on an as-needed basis; and
- A standard lease agreement to housing – as opposed to mandated therapy or service compliance.

Project Completion Timeframes

For most project types, the Proposed Project should be able to be operational within 1 to 3 months following the award of funding.

Critical Dates and Timeline

Thursday, August 4, 2022		HVS Issued Request for Applications for 2022 Continuum of Care (CoC) Domestic Violence Bonus Projects
Friday, August 12, 2022	5:00 PM	Deadline for questions regarding RFA
Monday, August 15, 2022	5:00 PM	Responses to RFA Questions
Monday, August 22, 2022	5:00 PM	SUBMISSION DEADLINE – Project Applications
Thursday, August 25, 2022	1:00 PM	<p>Performance, Evaluation, and Ranking Committee Members will meet to score each project application using the published Scoring Criteria for New Projects. Microsoft Teams meeting Join on your computer or mobile app Click here to join the meeting Or call in (audio only) +1 321-414-2159, 250943536# United States, Orlando Phone Conference ID: 250 943 536# Find a local number Reset PIN</p>
Friday, September 16, 2022	5:00 PM	Notice of Conditional Selection or Non-Selection to all project applicants.

Applicant Eligibility

All public (local government) and private non-profit agencies that currently provide services to persons who are fleeing domestic violence. **Applicant must include proof of 501(c)3 status with submission.**

Applicant must also meet all the following requirements

(documentation does not need to be included with submission, but may be requested at a later time):

- Provided direct client services for 12 months prior to application due date.
- Independent certified audited financial statement of the most recent or immediate prior fiscal year, including the management letter and written response.
- Current CPA’s Peer Review letter.
- Most recent Form 990.
- Monthly Financial Statements (within last 60 days).

Any applicant on the excluded parties list (www.sam.gov/SAM/) will be considered **ineligible** for funding.

SECTION II: Scope of Grant Activities

HVS encourages applicants to submit applications for projects, even if the project does not ‘fit’ perfectly into the descriptions here within. By submitting an application, the applicant is informing HVS of projects it intends or desires to develop to help meet an unmet need in the community and collaboratively work to make homeless experiences in Lee County rare, brief and one-time.

Projects acceptable under this request include:

- **New DV Bonus projects (RRH Joint TH/PH-RRH)** that serve survivors of domestic violence, dating violence, sexual assault, or stalking who qualify as homeless under paragraph (4) of 24 CFR 578.3.

Funding requests that ‘supplant’ or to replace a project’s current funding source(s) will not be accepted.

If a project includes multiple, linked activity types (components), only one application, that details the different activity types, needs to be completed. The single project application should explain in detail all activity types and the project outcomes for the different activity types.

2022 HUD CoC Competition (Annual NOFO) – New Domestic Violence Bonus Projects

HUD’s 2022 CoC Program Notice of Funding Opportunity allows for funding of specific programs to serve survivors of domestic violence.

Eligible Activities

HUD CoC Program funding for a new projects can be used for the following project types:

- **Permanent Housing (PH)**
 - **Rapid Re-Housing (RRH)** - housing search and relocation services and short- and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing.
- **Joint Transitional Housing – Rapid Rehousing Combination Projects** - project combines two existing program components—transitional housing and rapid rehousing in a single project to serve individuals and families experiencing homelessness

Projects must meet all CoC Program and HUD requirements.

2022 Continuum of Care Notice of Funding Opportunity:

<https://www.hudexchange.info/programs/e-snaps/fy-2022-coc-program-nofa-coc-program-competition/>

CoC Program Eligibility Requirements:

<https://www.hudexchange.info/coc/coc-program-eligibility-requirements/>

CoC Program Laws, Regulations, and Notices:

<https://www.hudexchange.info/coc/coc-program-law-regulations-and-notices/>

CoC Match Documentation:

<https://www.hudexchange.info/faqs/1561/what-are-the-documentation-requirements-for-in-kind-services-as-match/>

Lee County Continuum of Care Written Standards and Coordinated Entry Policies and Procedures:

<https://www.leegov.com/dhs/Documents/CoC/2020%20Written%20Standards%20and%20Coordinated%20Entry%20Policies%20and%20Procedures%208.6.2020.pdf>

Eligible Clients

To be eligible for assistance with Continuum of Care funds, individuals or families must meet the following criteria:

- Survivors of domestic violence, dating violence, sexual assault, or stalking who qualify as homeless under paragraph (4) of 24 CFR 578.3. (See Appendix 1)
- Additional eligibility criteria may apply depending on program component:
<https://www.hudexchange.info/programs/coc/coc-program-eligibility-requirements/>

SECTION III: Funding Guidelines

Administrative Costs

If awarded, the project’s admin funding will be based on available and allowable admin funding as determined by the funding sources, and may be divided between HVS and the applicant. Eligible costs include general management, oversight, and coordination; training on grant requirements; consolidated plans; and environmental reviews

Funding Source	Maximum Percent of Admin Allowed
Continuum of Care (CoC) Domestic Violence Bonus Projects	10%

Cost Reimbursement

All contracts will be on a cost reimbursement basis. Sub-recipient will be required to submit proper back-up documentation for project eligible expenses as determined by the funding source regulations and requirements.

Match

Match may be cash or in-kind for otherwise eligible project costs by the funding source. All match must be documented in writing. While the required amount of match differs based on funding source, all funding sources require match. Match is defined as the provision of direct eligible costs to the project from a source other than the funding source. Match can be provided through an agency’s other funded projects, which may also provide services to the funded project’s clients or through community partners that, are providing additional, eligible services to a funded project’s clients. Match guidelines are as follows:

Funding Source	Percent of Match Required
Continuum of Care (CoC) Domestic Violence Bonus Projects	25%

Cost of Submitting Applications

The cost of preparing and submitting an application is the sole responsibility of the applicant and shall not be chargeable in any manner to HVS. HVS will not reimburse any applicant for any costs associated with the preparation and submission of an application, including but not limited to, expenses incurred in making an oral presentation, or participating in an interview *(if required)*.

Conflict of Interest

The applicant agrees that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required if a contract is awarded. The applicant further agrees that no person having any such interest shall be employed or engaged for said performance. The applicant agrees that no employee, officer, agent of the applicant or its sub-recipients shall participate in the selection, award or administration of a contract or construction bid if a conflict-of-interest, either real or implied, would be involved. The applicant or sub-recipient employees, officers and agents should refrain from accepting gratuities, favors or anything of monetary value from contractors or potential contractors based on the understanding that the receipt of such an item of value would influence any action or judgment of the applicant. For federally funded contracts, conflict of interest provisions described

in 2 CFR 200.112 and all other HUD regulations currently in effect and as may be amended from time to time shall apply.

State and Federal Administrative Requirements

Agencies must comply with Federal administrative requirements. All agencies awarded funds through this RFA will be required to comply with a variety of requirements governing the use of State and Federal funds. Additionally, agencies awarded funds through this RFA will be required to provide access to their financial records to a representative of HVS to evaluate their financial management systems. HVS staff will monitor each program to ensure compliance with the terms of the funding agreement between the HVS and the agency. This will include monitoring records kept by the applicant to demonstrate the eligibility of clients, the services provided, and other required information.

Liability insurance is required for all Grants. All agencies awarded funds will be required to obtain liability and worker's compensation coverage that will be further defined in the funding agreement, if awarded. **Lee County Board of County Commissioners must be named as the Certificate Holder and the additional insured.**

Handicapped Accessibility – All projects must be accessible to persons with disabilities. Programs, information, participation, communications and services must be accessible to persons with disabilities. Agencies must comply with Section 504 of the Rehabilitation Act of 1974 and Americans with Disabilities Act (ADA).

Nondiscrimination – All funded agencies must ensure that all persons have fair and equal access to all forms of assistance regardless of race, color, national origin, age, sex, familial status, religious preference, disability, type or amount of disability, gender identity, perceived gender identity, marital status, sexual orientation, or perceived sexual orientation. These non-discriminatory practices apply to employment and contracting as well as to marketing, and selection of project participants. The Lee County CoC requires agencies to practice a person-centered model that incorporates participant choice and inclusion of all homeless subpopulations present in Lee County, including homeless veterans, youth, and families with children, individual adults, seniors, victims of domestic violence, and Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, and Intersex (LGBTQI) individuals and families.

The Lee County CoC operates in accordance with all federal statutes including, but not limited to: the Fair Housing Act, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, and Title II and Title III of the Americans with Disabilities Act. All service providers, where assistance is provided through Community Planning and Development (CPD) programs, including assistance under the: HOME Investment Partnerships program (24 CFR part 92), Housing Trust Fund program (24 CFR part 93), Community Development Block Grant program (24 CFR part 570), Housing Opportunities for Persons With AIDS program (24 CFR part 574), Emergency Solutions Grants program (24 CFR part 576), Continuum of Care program (24 CFR part 578), or Rural Housing Stability Assistance Program (24 CFR part 579)., must ensure equal access to the HUD-assisted program in accordance with all general HUD program requirements as specified in 24 CFR Part 5.

Additionally, funded agencies must maintain compliance with the HEARTH Act's involuntary family separation provision (42 USC 11361a), which ensures that emergency shelters, transitional housing, and permanent housing providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, marital status, gender, gender identity, perceived gender identity, sexual orientation, or disability, when entering shelter or housing.

Funded agencies must maintain records demonstrating compliance with the nondiscrimination and equal opportunity requirements under §576.407(a), including data concerning race, ethnicity, disability status, sex, and family characteristics of persons and households who are applicants for, or program participants in, any program or activity funded in whole or in part with the awarded funding source and the affirmative outreach requirements in § 576.407(b).

Formal Termination Policy – Funded agencies must develop a formal Termination Policy that clearly describes a process by which clients' services may be terminated if program requirements are violated. The process must recognize

individual rights and allow termination in only the most severe cases. Termination processes for rental assistance, leasing, and/or housing relocation and stabilization services must include written notice to the program participant, with a clear statement of reasons for termination; review of decision to terminate, with opportunity for the program participant to present written or oral objections to agency; prompt written notice to the project participant of final decision.

Supportive Assistance – Funded agencies must assure that homeless individuals and families are connected to appropriate supportive services including permanent housing, mental health treatment, medical health treatment, counseling, case management, supervision, and other services essential for achieving maintaining permanent, stable housing. Additionally, agencies must assure that the homeless are assisted in obtaining other Federal, State, local and private assistance, where available. This will include individually assisting clients to identify, apply for and obtain benefits under mainstream health and social services program for which they are eligible such as: TANF, Medicaid, SSI/SSDI, Food Stamps, and various Veterans Programs. *The Lee County CoC encourages a “warm hand-off” model, which ensures transfer of client and referral information directly to the receiving case manager, and prevents missed service connections.*

Confidentiality – Agencies must comply with confidentiality requirements and privacy protections outlined in the CoC written standards (<https://www.leegov.com/dhs/Documents/CoC/2020-21%20HMIS%20Policies%20and%20Procedures%201.0.pdf>), and Homeless Management Information System Privacy Notice (<https://www.leegov.com/dhs/Documents/CoC/CSN-User-Policy-Responsibility-Statement.pdf>)

Participation in Continuum of Care (CoC) – Any agency awarded funding through this RFA is **required** to

- 1) actively participate in the CoC including attendance at the monthly CoC and Connect List committee meetings,
- 2) actively participate and comply with Homeless Management Information System (HMIS) Procedures, and
- 3) fully participate in the Coordinated Entry Process and only accept referrals for all funded programs through the Continuum of Care's prescribed referral process from victim service providers.

Minimum Funding Request

ONLY ONE project application will be selected under this request for application. The minimum funding request for any project is **\$257,025**. HVS reserves the right to award more or less than the amount of funds requested based on funding available.

SECTION IV: Application Evaluation and Selection

Threshold Requirements

Applications will be reviewed by HVS staff to ensure the submission does NOT contain any fatal flaws, as listed below. If HVS determines the threshold requirements are not met, the project will be rejected and the applicant agency notified in writing. If the applicant and application are determined eligible, then the application will proceed to the Application Review, Scoring and Conditional Selection Process.

Fatal Flaws

Applications that commit the following will be considered as having a fatal flaw, and will not be given consideration for funding:

- Applications received after the stated due date and time
- Applications received from an agency not eligible to apply (is not a non-profit, local government and/or is listed on the Excluded Parties List, has not provided direct services for 12 months prior to application due date)
- The Application is not signed by the agency official designated to execute contracts

RRH Threshold Requirements

Additionally, proposed RRH projects seeking funding under the Annual NOFO must meet at least 4 of the 5 criteria detailed in Section V of HUD's 2022 COC NOFO. Specifically, the project must meet the requirements that:

- The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants.
- The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source.
- The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply and which meet the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
- Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, housing that meets accessibility related needs, additional assistance to ensure retention of permanent housing).
- The proposed project is consistent with [HUD](#) and [USICH](#) best practices for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs.

Joint TH-RRH Threshold Requirements

Additionally, proposed Joint TH and PH-RRH projects seeking funding under the Annual NOFO must meet at least 4 of the 5 criteria detailed in Section V of HUD's 2022 COC NOFO. Specifically, the project must meet the requirements that:

- The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., ensuring a range of bedroom sizes to assist various family sizes.)
- The proposed project will provide enough rapid rehousing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing. This may be demonstrated by identifying a budget that has twice as many resources for the rapid rehousing portion of the project than the TH portion, by having twice as many PH-RRH units at a point in time as TH units, or by demonstrating that the budget and units are appropriate for the population being served by the project.
- The type of supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing, including all supportive services regardless of funding source.
- The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social services, and employment programs for which they are eligible to apply and which meet the needs of the program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).
- Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, housing that meets accessibility related needs, additional assistance to ensure retention of permanent housing).
- The proposed project is consistent with [HUD](#) and [USICH](#) best practices for serving domestic violence survivors

Application Review, Scoring and Conditional Selection Process

Applications that meet threshold criteria will be forwarded to the CoC Performance Evaluation and Ranking Committee for review, scoring and conditional selection. The Committee Members will meet to review and score each project application in accordance with the [CoC Ranking and Reallocation Policies](#) and 2022 Lee County CoC Project Ranking Tool (**Appendix 3**).

Committee Members who have an interest in a submitted project application will recuse themselves from scoring. An interest includes being an employee, volunteer and/or board member of an applicant agency or other entity that is direct partner and/or would otherwise directly benefit of the proposed project.

Funding of project applications submitted pursuant to this RFA and selected by HVS is contingent on HUD's award to HVS under the 2022 Continuum of Care NOFO.

Notice of Conditional Selection Decision

HVS staff will provide written notice regarding the conditional selection decision to each applicant by **Friday, September 16, 2022 at 5:00 pm.**

Post Award Requirements

If awarded, a contract will be executed by the Lee County Board of County Commissioners and administered by the HVS (See Sample Contract Document in Appendix 2). The contract will be based upon the information submitted in the application, all accompanying exhibits/attachments and any additional information that is requested/received during the review phase. Contract language is not negotiable. **The contract is reimbursement based and the applicant must be able to pay for project costs prior to requesting payment.** Modifications and updates to application exhibits may be required prior to contract execution. Applicants should review the attached contract to ensure their ability to comply with all requirements and expectations, including potential increased insurance coverage and financial audits.

SECTION V: Application Forms

All forms must be complete for application to be considered for conditional award.

1. Applicant Information

Organization Name:	Authorized Organization Representative Name/Title:
Address:	Telephone:
City, State/Zip:	Organization Website:
Contact Person Name/Title:	DUNS #:
Contact Person E-mail:	Federal Employer ID #:

2. Project Information

Project Name:	
Project Address <i>(if different from organization address)</i> :	
This is a/an: <input type="checkbox"/> New Project or <input type="checkbox"/> Expanded Project	
Total Funding Requested for this Project: \$ _____	
Match Funding Committed for this Project: \$ _____	
Number of Persons to be Served: _____	
Project Type <i>(check as many as applicable below)</i>:	
<input type="checkbox"/> Rapid Re-Housing	<input type="checkbox"/> Joint Transitional Housing (TH)/Rapid Re-Housing

Services Provided <i>(check the services that will be provided with the funding requested):</i>	
<input type="checkbox"/> Case Management <input type="checkbox"/> Employment Assistance and Job Training <input type="checkbox"/> Life Skills Training <input type="checkbox"/> Outpatient Health Services <input type="checkbox"/> Child Care <input type="checkbox"/> Transportation <input type="checkbox"/> Education Services <input type="checkbox"/> Substance Abuse Treatment Services	<input type="checkbox"/> Legal Services <input type="checkbox"/> Housing Search Assistance <input type="checkbox"/> SOAR Assistance <input type="checkbox"/> Mental Health Services <input type="checkbox"/> Outpatient Health Services <input type="checkbox"/> Services for Special Populations <input type="checkbox"/> Food <input type="checkbox"/> Utility Deposits

Target Service Location <i>(check as many as applicable below):</i>	
<input type="checkbox"/> City of Cape Coral <input type="checkbox"/> City of Fort Myers <input type="checkbox"/> City of Bonita Springs <input type="checkbox"/> City of Sanibel	<input type="checkbox"/> Town of Fort Myers Beach <input type="checkbox"/> Unincorporated Lee County <input type="checkbox"/> All of Lee County <input type="checkbox"/> Other: _____

3. Certification

To the best of my knowledge, I certify that the information in this application is true and correct and that the document has been duly authorized by the governing body of the applicant. I will comply with the program rules and regulations if assistance is approved. I also certify that I am aware that providing false information on the application can subject the individual signing such application to criminal sanctions. I further certify that I am authorized to submit this application and have followed all policies and procedures of my agency regarding grant application submissions.

Authorized Organization Representative:

Signature: _____

Typed Name: _____

Title: _____ Date: _____

4. Project Description

Narrative response must include:

- sufficient information to understand the scope of the project, the number and type of clients to be served, the services to be provided and the cost of the proposed activities;
- how the project will follow a “Housing First” approach to maintain a low barriers process for accessing housing and services to quickly move clients into permanent housing;
- the project’s plan to coordinate with victim service providers, housing providers, workforce development boards, and physical and behavioral healthcare organizations to provide permanent housing and supportive services; and
- the projects role in addressing unsheltered homelessness and helping to ensure homelessness in Lee County is rare, brief, and one-time..

Limit response to 2,000 words.

The narrative is required and must be attached to the application in either Word or PDF format.

5. Quality of Service Questionnaire

The applicant shall provide a brief response to each question below.

1. Describe how the project aligns with community goals or best practices.
Community goals are described in [Home, Together: the Federal Strategic Plan to End Homelessness](#), and the [CoC’s Strategic Plan](#). Best practices must be cited from HUD or USICH.
2. Describe how the project is innovative and incorporates comprehensive supportive services.
3. Explain how your agency is actively participating in the Coordinated Entry System, the Homeless Management Information System (HMIS), and the Continuum of Care (CoC), and how this project will integrate with the CoC’s Coordinated Entry System.
4. Describe your procedure for assessing participant’s needs and making client referrals to other service providers. Describe how you ensure that participants are connected to the services they request.
5. Describe how the project will provide connections to permanent supportive solutions, include the extent to which this project will connect client to mainstream services (i.e. food stamps, SSI/SSDI, Medicare/Medicaid, physical health care, mental health care, substance abuse treatment, public housing, childcare providers, etc.) and community based supports (i.e. volunteer opportunities, faith based organizations, civic groups, etc.) to ensure long term housing stability.
6. Explain how your agency engages persons with lived experience (i.e. previously or currently fleeing domestic violence) and marginalized groups (i.e. black, indigenous, people of color, LGBTQ+ populations, etc.) in the design and evaluation of programs and services. Include the number of persons engaged and their role.
7. Explain your agency’s experience providing services to individuals and families who are fleeing domestic violence, including federal, state, and/or local government grant experience and capacity of the organization to administer the project and oversee all compliance requirements.
8. Describe how your agency has worked to remove traditional barriers (i.e. criminal history, history of evictions, no income, etc.) to housing and services for individuals and families who are fleeing domestic violence.
9. Describe how your agency evaluates program success.

10. Describe how the agency will continue to provide quality services in the community in the case of reduced or loss of funding (i.e., reallocation of services based on CoC established priorities, how services would be scaled to meet changing needs, etc.).

6. Ability to Complete Activities Outline

The applicant shall provide an outline that documents their ability to complete the funded activities in the allotted timeframe. This outline shall include:

- Timelines of critical tasks to be accomplished for each proposed activity;
- Monthly spending plans and proposed drawn down schedules; and
- Reporting schedule for outcomes achieved.

The outline is required and must be attached to the application in either Word or PDF format

7. Budget Narrative

The applicant shall provide a budget narrative to describe the overall project budget and sources of match funds expected for the period of the grant. The budget narrative *must* include the following criteria:

- Identify sources of matching funds which are currently committed to the organization for this project (*commitment letters MUST be attached*).
- Description and justification of the proposed Personnel Costs, including Fringe Benefits
- Description and justification of the proposed Client Financial Assistance Costs
- Description and justification of the proposed Other Program Operation Costs
- Description and justification of the proposed Administrative Costs
- Clearly identify the timeframes and methods for obligating grant funds, and how the agency plans to ensure funds are spent before the deadline.
- If the applicant plans to additional provide services, other than those eligible under the funding in this application, clearly denote the type of other services or programs and the funding sources.

A copy of the applicants overall budget, including other services or programs and funding sources, general management and oversight budget, and overhead/indirect rates charged to grant sources must be attached following the Budget Narrative.

8. Budget and Match Form

Complete each line as applicable to the proposed project. *An excel version of the budget and match form, which automatically calculates totals is available at <https://www.leegov.com/dhs/funding/rfp>.*

Budget Template		
Request for Applications #08-2022-COCDV		
<i>Complete ONLY BLUE fields. Do not edit grey fields.</i>		
Supportive Services (All projects)		
Eligible Costs	Quantity AND Description (max 400 characters) (i.e. 1 FTE \$50,000 + benefits \$25,000)	Annual Amount Requested
1. Assessment of Service Needs		
2. Assistance with Moving Costs		
3. Case Management		
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/Counseling Services		
9. Legal Services		
10. Life Skills		
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services		
14. Substance Abuse Treatment Services		
15. Transportation		
16. Utility Deposits		
17. Operating Costs		
Sub-Total for Supportive Services		\$ -
Rental Assistance (Rapid Re-Housing or Joint TH-RRH projects)		
Units Size	# of Units	FMR for 12 Months
Single Room Occupancy		\$ -
Efficiency/0 Bedroom		\$ -
1 Bedroom		\$ -
2 Bedrooms		\$ -
3 Bedrooms		\$ -
4 Bedrooms		\$ -
Sub-Total for Rental Assistance		\$ -
Leased Structures (Joint TH-RRH projects)		
Eligible Costs	Monthly Rent Amount Requested from HUD	Total Annual Assistance Requested
Facility Lease		\$ -
Sub-Total for Facility Lease		\$ -
Subtotal of Program Costs		\$ -
Admin (Max 10% of Program Cost)		\$ -
Total Amount Requested from HUD		\$ -
Total Match Committed		
Total Project Budget		\$ -

9. Project Outcomes

Applicants must provide anticipated outcomes for each of the following performance measures.

Performance Measure	Desired Outcome	Describe the project component(s) that will be used, and how the outcome will be achieved and monitored.
<p>Length of time persons remain homeless <i>Based on demonstrating a reduction of the average and median length of time persons remain enrolled in emergency shelter, transitional housing, or safe haven projects before exiting to permanent housing.</i></p>	<p>_____ days Enter the estimated number of days between project enrollment and placement into permanent housing.</p>	
<p>The extent to which persons who exit homelessness to permanent housing destinations return to homelessness <i>Based on demonstrating a reduction in the percent of persons who have left homelessness (i.e., exited continuum projects into permanent housing destinations) who return to homelessness after 6 months, 12 months, and 24 months (i.e., return to any continuum projects for which homelessness is an eligibility criterion).</i></p>	<p>_____ % Enter the estimated percent of clients that will remain housed after 6 mo. _____ % Enter the estimated percent of clients that will remain housed after 12 mo. _____ % Enter the estimated percent of clients that will remain housed after 24 mo.</p>	
<p>Number of persons that are no longer homeless <i>Based on the geographic coverage of the project, and the projects ability engage clients, including those who are unsheltered, through street outreach efforts.</i></p>	<p>_____ Enter the estimated number of persons that will be housed.</p>	
<p>Jobs and income growth <i>Based on demonstrating that the number and percent of homeless adults being served in the project increase their earned (i.e., employment) income and/or other income between their enrollment in the system and their exit (or follow-up assessment).</i></p>	<p>_____ # _____ % Enter the estimated number and percent of clients that will increase their earned income. _____ # _____ % Enter the estimated number and percent of clients that will increase their unearned income. _____ # _____ % Enter the estimated number and percent of clients that will maintain their earned or unearned income.</p>	

10. Domestic Violence Specific Experience and Outcomes

Applicants must complete the following questions to demonstrate experience serving survivors of domestic violence (DV).

A. Housing Placement and Retention Rates

Enter the number of households placed in permanent housing through any existing housing programs operated by your agency. (Reporting period: Jan 1, 2021-Dec 31, 2021)	
Enter the number of DV survivors placed in permanent housing through any existing housing programs operated by your agency. (Reporting period: Jan 1, 2021-Dec 31, 2021)	
Enter the number of DV survivors that were placed in permanent housing through any existing housing programs operated by your agency, that have remained in housing through June 30, 2022.	

B. Describe how you calculated the housing placement and retention rate and the data source for the rates above.

C. Describe how you ensure the safety of DV survivors experiencing homelessness.

Including, but not limited to, how you your organization

- trains staff on safety planning,
- adjusts intake space to better ensure privacy,
- conduct separate interviews/intakes with each member of a couple,
- work with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance,
- maintain physical safety of your facility and the program participants housing, including bars on windows, lighting, etc., and
- keep the location confidential for dedicated units and/or congregate living spaces.

D. Describe your organizations trauma-informed, victim-centered approaches.

Including, but not limited to, how you your organization

- provide program participants access to information on trauma,
- conduct strengths-based case planning, and
- focus on cultural responsiveness and inclusivity in service delivery.

11. Required Attachments

- a. Documentation of Match Funds - Letters of Commitment or Contracts
- b. Applicants Annual Operating Budget
- c. Proof of 501c3 Status

12. Completeness Checklist

Applicants must complete chart below and attach as PAGE 1 of the submission.



Notice of Funding Availability #08-2022-COCDV


Lee County Human and Veterans Services
 2440 Thompson St. Fort Myers, FL 33901

<u>Application Forms and Attachments</u>	<u>Page #</u>
<u>Project Name:</u>	
<u>Project Applicant:</u>	
Table of Contents (COMPLETENESS CHECKLIST)	1
1. Applicant Information	
2. Project Information	
3. Certification	
4. Project Description	
5. Quality of Service Questionnaire	
6. Ability to Complete Activities Outline	
7. Budget Narrative	
8. Budget and Match Form	
9. Project Outcomes	
10. DV Specific Experience and Outcomes	
11. Required Attachments	
a. Documentation of Match Funds	
b. Applicants Annual Operating Budget	
g. Proof of 501c3 Status	

SECTION VI: APPENDICES

Appendix 1 – Homeless Definitions and Recordkeeping

CRITERIA FOR DEFINING HOMELESS	Category 1	Literally Homeless	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u> (iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
	Category 2	Imminent Risk of Homelessness	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; <u>and</u> (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
	Category 3	Homeless under other Federal statutes	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u> (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers
	Category 4	Fleeing/ Attempting to Flee DV	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; <u>and</u> (iii) Lacks the resources or support networks to obtain other permanent housing

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">RECORDKEEPING REQUIREMENTS</p> 	<p>Category 1</p>	<p>Literally Homeless</p>	<ul style="list-style-type: none"> • Written observation by the outreach worker; <u>or</u> • Written referral by another housing or service provider; <u>or</u> • Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter; • For individuals exiting an institution—one of the forms of evidence above <u>and</u>: <ul style="list-style-type: none"> ○ discharge paperwork <u>or</u> written/oral referral, <u>or</u> ○ written record of intake worker's due diligence to obtain above evidence <u>and</u> certification by individual that they exited institution
	<p>Category 2</p>	<p>Imminent Risk of Homelessness</p>	<ul style="list-style-type: none"> • A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u> • For individual and families leaving a hotel or motel—evidence that they lack the financial resources to stay; <u>or</u> • A documented and verified oral statement; <u>and</u> • Certification that no subsequent residence has been identified; <u>and</u> • Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing
	<p>Category 3</p>	<p>Homeless under other Federal statutes</p>	<ul style="list-style-type: none"> • Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; <u>and</u> • Certification of no PH in last 60 days; <u>and</u> • Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; <u>and</u> • Documentation of special needs <u>or</u> 2 or more barriers
	<p>Category 4</p>	<p>Fleeing/ Attempting to Flee DV</p>	<ul style="list-style-type: none"> • <i>For victim service providers:</i> <ul style="list-style-type: none"> ○ An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker. • <i>For non-victim service providers:</i> <ul style="list-style-type: none"> ○ Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; <u>and</u> ○ Certification by the individual or head of household that no subsequent residence has been identified; <u>and</u> ○ Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.

Appendix 2 – Sample Contract Document

CSFA # _____
CFDA # _____
Contract No. _____
Funding Source: _____

STANDARD NONPROFIT/GOVERNMENT CONTRACT

**SUBRECIPIENT CONTRACT BETWEEN
THE LEE BOARD OF COUNTY COMMISSIONERS
And**

THIS CONTRACT between Lee County, a political subdivision and Charter county of the State of Florida, hereinafter referred to as “**COUNTY**” and _____ a Nonprofit Corporation/Government/Municipality registered under the laws of Florida Chapter 617, operating under the laws of the State of Florida and, hereinafter referred to as "**PROVIDER**" will become effective upon the date approved by the Board of County Commissioners (BOCC).

WHEREAS, COUNTY believes it to be in the public interest to provide certain activities to the Lee County residents through the **PROVIDER** according to this Contract, the agency's intent as stated in the proposal and attachments and/or exhibits, and all other terms and conditions as specified.

NOW THEREFORE, in consideration of the mutual covenants, promises, and representations contained herein **COUNTY** and the **PROVIDER** agree as follows:

ARTICLE I: SCOPE OF SERVICES

Any proposal/application submitted which resulted in this funding award are binding and incorporated herein as a part of this contract including all conditions and projected levels of service.

For federally funded projects, all requirements and conditions as described in Attachment A, Program Guidelines must also be followed.

All projects funded by Department of Housing and Urban Development (HUD) Homeless Assistance Grants must actively participate in the Centralized Intake/Coordinated Assessment process and input data into the Homeless Management Information System (HMIS).

All activities funded with CDBG/HOME funds must benefit persons of income levels at or below 80% of the area median income and as defined in the pertinent program requirements. Sub recipient certifies that the activity carried out under this Agreement will meet the CDBG/HOME income eligibility requirements.

ARTICLE II: TERM OF CONTRACT

This Contract shall begin _____ and end, _____ unless terminated as specified in Article IX, Suspension/Termination.

For unit rate contracts, programs must be operational within 45 days of contract begin date (identified above).

ARTICLE III: COMPENSATION AND REPORTS

A. Contract Payment

The **COUNTY** will make payments on a reimbursement basis to the **PROVIDER** and the **PROVIDER** agrees to accept as full compensation the total amount not to exceed \$. Payments will be authorized only for work completed and/or services delivered during the term of the contract as stated in ARTICLE II: TERM OF CONTRACT and prior to the payment request date. Documentation of eligible expenses will be provided as stated in ARTICLE III C. Contract Deliverables. Payment is subject to the provisions of ARTICLE III B. Deferred Payment/Return of Funds and ARTICLE IX: SUSPENSION/TERMINATION. Funding is contingent upon the availability of funds.

The **COUNTY** has agreed to purchase the service(s) listed in Article I. For unit rate contracts, this contract is for the payment of a fixed number of units of service at the fixed unit rate. For line item contracts, this contract is for payment of line item amounts as identified in the approved budget.

Program	<u>Unit Rate:</u> Unit Description	<u>Unit Rate:</u> Units purchased by County	<u>Unit Rate:</u> Unit rate reimbursed by County	Total
	<u>Line Item:</u> Approved Budget Category	<u>Line Item:</u> Annual Budget Amount	<u>Line Item:</u> N/A	

For Partnering for Results (PFR) contracts, Lee County will fund no more than 40% of the program’s actual cash expenses. The agency must be able to substantiate receipt of at least 60% of revenue from other sources or the amount of contract may be reduced. Documentation of expenses may be required at any time during the contract term if the ratio of county funding to program expenses exceeds or is close to exceeding the 40/60% requirement. In addition, Lee County may not fund program if revenues significantly exceed expenses.

Once funding is approved and a contract issued by Human and Veteran Services (HVS) it must be returned by the agency for execution within 30 days. In addition, funds must begin to be drawn within 60 days of contract execution unless Contract Specialist authorizes additional time. Failure to return signed contract or begin spending funds within allocated time frame may result in reduction or forfeiture of funds.

B. Deferred Payment/Return of Funds

The **COUNTY** may defer payment to the **PROVIDER** for noncompliance with contract deliverables or program requirements.

If, as a result of monitoring or audit, units of service provided are not documented a payment may be deferred. If units are found to be unallowable, no future payments will be made until the full amount of overpayment is remitted to the COUNTY or a repayment agreement is accepted by COUNTY. If the monitoring or audit occurs after the term of this contract, the **PROVIDER** will be required to remit funds to the **COUNTY** in accordance with the repayment conditions below.

The **PROVIDER** agrees to return to the **COUNTY** any overpayments due to funds

disallowed pursuant to the terms of this Contract and/or Federal requirements. For contracts funded under the Partnering for Results (local general fund) process, repayment will be required if the amount paid exceeds 40% of program expenses. Such funds shall be considered COUNTY funds and must be refunded to the COUNTY within thirty (30) days of receiving notice from the COUNTY in writing regarding the overpayment. Should repayment not be made in a timely manner, the COUNTY will charge interest of one (1) percent per month compounded on the outstanding balance after forty (40) calendar days after the date of notification or discovery. The PROVIDER will be required to reimburse the COUNTY for any acts of non-compliance resulting in disallowed costs or fines.

C. Contract Deliverables

1. Required Reports (checked boxes are applicable)

EXHIBIT 1- Payment Request - Due: Monthly by the 20th of the following month. All payments will be **reimbursement** for eligible expenses/services defined as uncompensated expenses rendered during the contract term and paid prior to final payment request due date as indicated in the Contract Closeout Section (Article III 2 D). Copies of supporting documentation is required as part of the Payment Request for review of grant compliance and before payment will be authorized by Human and Veterans Services. **Reimbursement** for eligible expenses will be made after review and authorization of a correct and complete Exhibit 1 and all required back up documentation. Lee County must be payor of last resort, meaning that if services are eligible to be billed to any other entity including but not limited to: Medicaid, third party insurance or any other entity, Lee County will not pay for that service.

Appropriate back-up/supporting documentation may include: cancelled checks, vendor invoices, authorized purchase orders, attendance/service logs, other funder invoices, expenditure spreadsheets or other original documentation, as well as a copy of the PROVIDER'S check issued with authorized signature. Two-sided copies of back-up documentation are preferred. For Construction Contracts, inspection reports from qualified officials should be submitted with the appropriate monthly payment request. For PFR contracts, documentation of expenses may be required as back-up/supporting documentation if the ratio of county funding to program expenses exceeds or is close to exceeding the 40/60% requirement.

The Exhibit 1 (Payment Request) must be submitted with an **authorized** signature. Cancelled checks, bank statements and/or other documentation from vendor that expense has been paid or service provided may be verified during monitoring.

If applicable, processing of payment requests is also subject to requirements and conditions as outlined in Attachment A, Program Guidelines.

EXHIBIT 2- Program/Demographics/Beneficiary Report –Due: As indicated on Exhibit 2.

EXHIBIT 3 – Performance Outcomes Report – Due: As indicated on Exhibit 3.

EXHIBIT 4 - Quarterly Unit Rate & Revenue Analysis Report – Due: 30 days following the end of each quarter. (Jan 31; April 30; July 31; Oct 31).
Documentation to support expenditures and revenue MUST be attached i.e.

QuickBooks; Profit/Loss Statement.

- EXHIBIT 5- Annual Progress Report or Closeout Report- **Due as indicated on Exhibit 5 and/or in Section D.**
- EXHIBIT 6 - Certificate of Insurance - **Insert in contract.**
- EXHIBIT 7 – Statement of Work – **Insert in contract.**
- EXHIBIT 8 - Equipment/Fixed Assets Inventory Form- **Due: 30 days from purchase of equipment or fixed assets, and annually on October 1.**
- EXHIBIT 9 - Annual Certification of Continued Operation - **Due: As indicated on Exhibit 9.**
- EXHIBIT 10- Current Board of Directors Roster

All exhibits/reports should be submitted electronically (email or uploaded into database if applicable). An electronic signature or a scanned copy of the report with signature is acceptable for all reports/exhibits including the Exhibit 1 (Payment Request) for which signatures are required.

2. Required Documents

- Audited Financial Statement and Management Letter for fiscal year(s) in which contract funds are expended – **Due Date: Non profits - 180 days following the end of PROVIDER’S fiscal year(s); Governments/municipalities - 270 days following the end of fiscal year(s).**
- Monitoring Reports – A copy of monitoring reports issued from other sources that fund any program covered under this contract and copies of PROVIDER’S response to the funding agency are due to the COUNTY no later than **30 days** after receipt by the PROVIDER.

D. Contract Closeout

- Partnering for Results: Unit Rate Analysis Report -**Due: 30 days after contract end.**
- Partnering for Results: Final Payment Request –**Due: 4 business days after contract end.**
- Partnering for Results: Close-Out Report – **Due 30 days after contract end.**
- State Mandated: Final Payment Request – **Due: 4 business days after contract end**
- HOME – Close-out package for each property –**Due: 120 days after payment request.**
- Supportive Housing Program and Rental Assistance (COC) – Final Payment Request and Annual Progress Report – **Due: 45 days end date of operating year.**
- CDBG – Final Payment Request and Beneficiary Reports – **Due: 20th of the month after term end.**
- Other Funding Source – _____
Final Closeout Payment Request – **Due:** _____

ARTICLE IV: AUDITS, MONITORING, AND RECORDS

A. Monitoring

The **PROVIDER** agrees to permit persons duly authorized by the **COUNTY** and the Federal or State grantor agency (if applicable) or any representatives to inspect all records, papers, documents, facility's goods and services of the **PROVIDER** and/or interview any clients and employees of the **PROVIDER** to be assured of satisfactory performance of the terms and conditions of this contract to the extent permitted by the law after giving the **PROVIDER** reasonable notice. The monitoring is a limited scope review of the contract and agency management and does not relieve the **PROVIDER** of its obligation to manage the grant in accordance with applicable rules and sound management practices.

Following such monitoring, the **COUNTY** will deliver to the **PROVIDER** a written report regarding the manner in which services are being provided. The **PROVIDER** will rectify all noted deficiencies within the specified period of time indicated in the monitoring report or provide the **COUNTY** with a reasonable and acceptable justification for not correcting the noted shortcomings. The **PROVIDER'S** failure to correct or justify the deficiencies within the time specified by the **COUNTY** may result in the withholding of payments, being deemed in breach or default, or termination of this Contract.

B. Audits and Inspections

The **PROVIDER** will make all records referenced in ARTICLE IV C. and all items included on financial statements available for audit or inspection purposes at any time during normal business hours and as often as **COUNTY** deems necessary.

The Clerk of Courts Internal Audit Division, the Federal or State grantor agency (if applicable), Lee County employees, or any of their duly authorized representatives have the right of timely and unrestricted access to any books, documents, papers, or other records of **PROVIDER** or Certified Public Accountant (CPA) that are pertinent to the contract, in order to make audits, examinations, excerpts, transcripts and copies of such documents. If contract noncompliance or material weaknesses in the organization are noted, the **COUNTY** or other authorized representatives have the right to unlimited access to records during an audit or inspection. This includes timely and reasonable access to a **PROVIDER'S** personnel for the purpose of interview and discussion related to such documents.

C. Records

The **PROVIDER** shall retain all financial, client demographics, and programmatic records, supporting documentation, statistical records, and other records, which are necessary to document service provision, expenditures, income and assets of the **PROVIDER** by funding source, program, and functional expenses category during the term of this contract and a minimum of five (5) years from the date of contract expiration. The retention period may be longer depending on the funding source and it is the **PROVIDER'S** obligation to comply with all Federal and State of Florida retention schedules. If any litigation, claim, negotiation, audit, or other action involving the records has been initiated before the expiration of the retention period, the records shall be retained for one (1) year after the final resolution of the action and final resolution of all issues that arise from such action.

PROVIDER specifically acknowledges its obligations to comply with §119.0701, F.S., as amended from time to time, with regard to public records, and shall:

- 1) keep and maintain public records that ordinarily and necessarily would be required by the **COUNTY** in order to perform the services required under this Contract;
- 2) upon request from the County's custodian of public records, provide the **COUNTY** with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes or as otherwise provided by law;
- 3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law; and
- 4) meet all requirements for retaining public records and transfer, at no cost to the **COUNTY**, all public records in possession of **PROVIDER** upon termination of this Contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the **COUNTY** in a format that is compatible with the information technology system of the **COUNTY**.

IF THE PROVIDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROVIDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 239-533-2221, 2115 SECOND STREET, FORT MYERS, FL 33901, <http://www.leegov.com/publicrecords>.

D. Independent Audit

A complete independent financial audit of the agency's financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and/or current Generally Accepted Government Auditing Standards (GAGAS) as applicable is required and must include the following:

- auditor's opinion
- requisite reports on internal control and compliance, if required
- management letter addressing internal controls (Note: If there were no items to be addressed, the letter must still be completed and state that no comments were noted.)
- management's response to such letter
- the programs that are funded by this Lee County contract either in the statement of functional expenses, revenues and expenditures, footnotes, schedule of Federal awards and State financial assistance or as supplemental data in the financial statements. The statement should be consistent with programs detailed in the corresponding proposal(s), exhibit(s), and attachment(s).

The audit must be submitted electronically to the **COUNTY** no later than one hundred eighty (180) days following the end of a nonprofit **PROVIDER'S** fiscal year and two hundred seventy (270) days following the end of a government/municipality **PROVIDER'S** fiscal year. If applicable, any corrective action plan must be submitted. Failure to submit the report within the required time frame can result in the withholding of payment, or termination of the contract by the **COUNTY**.

The audit must be conducted by an independent, licensed certified public accountant with an unmodified opinion on their current peer review and must be in accordance with the General Accounting Office (GAO) Yellow Book, Generally Accepted Government Auditing Standards,

OMB Circular A-133 “Audits of States, Local Governments and Nonprofit Organizations” if applicable, the Florida Single Audit Act (F.S. 215.97) if applicable, and the Auditor General Rule 10.550 (Government) or 10.650 (Not For Profit) as applicable.

ARTICLE V: **AMENDMENTS**

PROVIDER must submit a written request (email is acceptable) for a contract amendment which details the nature of and justification for the requested change and the desired effective date of the change(s). The **COUNTY** reserves the right to approve or deny all contract amendments. An approved amendment shall be documented on the contract amendment form and signed by both parties.

The Department Director may approve amendments to the contract, which do not substantially change the original contracted scope of service and statement of work, including extensions to the end date of the contract as identified in ARTICLE II. The Board of County Commissioners must approve amendments which increase or decrease contract funds; significantly change program design including target population or major changes in outcomes; change or add to the standard provider contract language, which is not for the purpose of correcting original omissions or clarifying original contract intent.

For federally funded projects, HUD must approve (24 CFR 583.405), in writing, any **significant** changes to an approved Homeless Continuum of Care program prior to initiating a contract amendment. Amendments to CDBG, HOME, or ESG which involve new or alteration of existing activities that will significantly change the scope, location, or objectives of the approved activities or beneficiaries must receive prior HUD approval.

ARTICLE VI: **CONTRACTOR STATUS**

A. Independent Contractor

It is the Parties’ intention that the **PROVIDER** will be an independent contractor and not the **COUNTY**’s employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, Florida revenue and taxation law, Florida Worker’s Compensation law and Florida Unemployment Insurance Law. The **PROVIDER** will retain sole and absolute discretion in the judgment of the manner and means of carrying out the **PROVIDER’S** activities and responsibilities hereunder. The **PROVIDER** agrees that it is a separate and independent enterprise from the public employer, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This agreement shall not be construed as creating any joint employment relationship between the **PROVIDER** and **COUNTY**, and **COUNTY** will not be liable for any obligation incurred by the **PROVIDER**, including, but not limited to, unpaid minimum wages and/or overtime premiums.

B. Subcontracts

Primary roles and responsibilities of **PROVIDER** cannot be subcontracted. It is mutually agreed that any program component that is subcontracted by **PROVIDER** must have a written contract upon execution of this contract. Provider must provide written notice to the **COUNTY** of all subcontractors as well as provide copies of all contracts entered into with subcontractors upon the **COUNTY**’s request. Procurement and/or bidding of non primary roles and responsibilities must be awarded on a fair and non collusive basis and must be in compliance

with all applicable Lee County, State of Florida and Federal standards. The **PROVIDER** shall not enter into a transaction with a person or affiliate placed on the Florida Department of Management Services' Convicted Vendor List. For projects and services receiving federal funds, the **PROVIDER** shall also not enter into a transaction with debarred, suspended or ineligible contractors and participants included on the Federal Excluded Parties List. The **PROVIDER** must ensure each subcontractor conforms to the terms and conditions of this contract and if applicable Attachment A, Program Guidelines and must be subject to indemnification as stated in Article VIII.

ARTICLE VII: CONFLICT OF INTEREST

The **PROVIDER** agrees that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required in this contract. The **PROVIDER** further agrees that no person having any such interest shall be employed or engaged for said performance. The **PROVIDER** agrees that no employee, officer, agent of the provider or its sub-recipients shall participate in the selection, award or administration of a contract or construction bid if a conflict-of-interest, either real or implied, would be involved. The **PROVIDER** or sub-recipient employees, officers and agents should refrain from accepting gratuities, favors or anything of monetary value from contractors or potential contractors based on the understanding that the receipt of such an item of value would influence any action or judgment of the **PROVIDER**.

For federally-funded contracts, conflict of interest provisions described in 2 CFR 200.112 and all other HUD regulations currently in effect and as may be amended from time to time shall apply.

ARTICLE VIII: RISK MANAGEMENT

A. Hold Harmless and Indemnity Clause

To the fullest extent permitted by applicable law, **PROVIDER** shall protect, defend, indemnify, save and hold the **COUNTY**, the Board of County Commissioners, its agents, officials, and employees harmless from and against any and all claims, demands, fines, loss or destruction of property, liabilities, damages, for claims based on the negligence, misconduct, or omissions of the **PROVIDER** resulting from the **PROVIDER'S** work as further described in this contract and its attachments, which may arise in favor of any person or persons resulting from the **PROVIDER'S** performance or non-performance of its obligations under this contract except any damages arising out of personal injury or property claims from third parties caused solely by the negligence, omission(s) or willful misconduct of the **COUNTY**, its officials, commissioners, employees or agents, subject to the limitations as set out in Florida general law, Section 768.28, Florida Statutes, as amended from time to time. Further, **PROVIDER** hereby agrees to indemnify the **COUNTY** for all reasonable expenses and attorney's fees incurred by or imposed upon the **COUNTY** in connection therewith for any loss, damage, injury, liability or other casualty. **PROVIDER** additionally agrees that the **COUNTY** may employ an attorney of the **COUNTY'S** own selection to appear and defend any such action, on behalf of the **COUNTY**, at the expense of the **PROVIDER**. The **PROVIDER** further agrees to pay all reasonable expenses and attorney's fees incurred by the **COUNTY** in establishing the right to indemnity.

The **PROVIDER** further agrees that it is responsible for any and all claims arising from the hiring of individuals relating to activities provided under the Contract. All individuals hired are employees of the **PROVIDER** and not of the **COUNTY**.

B. Insurance Requirements

Insurance – Nonprofit Providers

The **PROVIDER** agrees to secure and maintain the insurance coverage outlined below during the term of this Contract. The **PROVIDER** agrees that this insurance requirement shall not relieve or limit **PROVIDER'S** liability and that the **COUNTY** does not in any way represent that the insurance required is sufficient or adequate to protect the **PROVIDER'S** interests or liabilities, but are merely minimums. It is the responsibility of the **PROVIDER** to insure that all subcontractors comply with the insurance requirements.

Certificate(s) of Insurance **naming Lee Board of County Commissioners as Certificate Holder and additional insured** will be attached to this contract as an exhibit. Name and address for Certificate Holder should be: Lee Board of County Commissioners, P.O. Box 398, Fort Myers, FL 33902. Certificate(s) must be provided for the following coverage's at the time of contract execution and upon policy renewal. Renewal certificates are due to Lee County on or before expiration date.

1. **Workers' Compensation**– Statutory benefits as defined by Florida Statute 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees. Employers' liability will have minimum limits of:
 - \$100,000 per accident
 - \$500,000 disease limit
 - \$100,000 disease limit per employee

2. **Commercial General Liability** – Coverage shall apply to premises and/or operations, products and/or completed operations, independent contractors, contractual liability, and broad form property damage exposures with minimum limits of:
 - \$500,000 bodily injury per person (BI)
 - \$1,000,000 bodily injury per occurrence (BI)
 - \$500,000 property damage (PD) or
 - \$1,000,000 combined single limit (CSL) of BI and PD

The General Liability Policy Certificate shall name "**Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials**" as "**Additional Insured**". The **PROVIDER** agrees that the coverage granted to the Additional Insured applies on a primary basis, with the Additional Insured's coverage being excess.

3. **Business Auto Liability** – The following Automobile Liability will be required and coverage shall apply to all owned, hired, and non-owned vehicles used with minimum limits of:
 - \$100,000 bodily injury per person (BI)
 - \$300,000 bodily injury per occurrence (BI)
 - \$100,000 property damage (PD) or
 - \$300,000 combined single limit (CSL) of BI and PD

4. **Directors & Officers Liability** – Entity coverage to cover claims against the organization directly for wrongful acts with limits not less than \$100,000.

5. **Fidelity Bonding** – Covering all employees who handle the agency's funds. The bond amount must be equivalent to the highest daily cash balance or a minimum amount of \$50,000.

Insurance – Government/Municipality

Documentation of the above coverage requirements are not applicable to government/municipalities that are self-insured.

C. Notice of cancellation or modification

The COUNTY will be given thirty (30) days notice prior to cancellation or modification of any stipulated insurance. Such notification will be in writing by registered mail, return receipt requested and addressed to the Lee County Risk Manager, P. O. Box 398, Ft. Myers, FL 33902.

ARTICLE IX: SUSPENSION/TERMINATION

A. Suspension

The COUNTY reserves the right to suspend funding for failure to comply with the requirements of this contract. Agencies that fail to submit required documents by the due date can be suspended, and payment will be withheld until all requirements are satisfied.

In the event PROVIDER ceases operation for any reason or files for protection from creditors under bankruptcy law, any remaining unpaid portion of this Contract, less funds for expenditures already incurred, shall be retained by the COUNTY and the COUNTY shall have no further funding obligation to the PROVIDER with regard to those unpaid funds.

For contracts funded under “Partnering for Results”: If anticipated Program revenue from other sources exceeds expenses by 40%, COUNTY reserves the right to suspend contract until final expenses/revenue is confirmed.

B. Termination by COUNTY

The COUNTY may at any time and for any reason cancel this Contract by giving twenty-four (24) hours written notice to the PROVIDER by Certified Mail, Process Server or Hand Delivery following a determination by the County Manager or designee, at its sole discretion, that such cancellation is in the best interest of the people of the county. From the date of cancellation, neither party shall have any further obligation unless specified in the termination notice.

If the financing for this project is contingent upon funding sources other than Lee County as identified in the proposal/application of the contract and such funds become unavailable the obligations of each party hereunder may be terminated upon no less than twenty-four (24) hours written notice.

For contracts funded under “Partnering for Results”: If confirmed Program revenue from other sources exceeds expenses by 40%, COUNTY reserves the right to terminate contract upon no less than twenty four (24) hours written notice.

For unit rate contracts, if program is not operational within 45 days from contract start date, funds for said program will be withdrawn and contract will be amended or terminated.

C. Termination by PROVIDER

The PROVIDER may at any time and for any reason cancel this Contract by giving seventy-

two (72) hours prior written notice to the **COUNTY** by Certified Mail or Process Server of such and specifying the effective date.

COUNTY'S obligation to make any payments under any provision of this Contract shall cease on the effective date of termination.

ARTICLE X: ASSURANCE, CERTIFICATIONS, AND COMPLIANCE

The **PROVIDER** agrees that compliance with these assurances and certifications constitutes a condition of continued receipt of or benefit from funds provided through this Contract, and that it is binding upon the **PROVIDER**, its successors, transferees, and assignees for the period during which services are provided.

IMMIGRATION LAWS:

The **COUNTY** will not intentionally award contracts to any provider/contractor/vendor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 a(e) Section 274A(e) of the Immigration and Nationality Act (INA).

The **COUNTY** shall consider the employment by any **PROVIDER** of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of the contract by The **COUNTY**.

OTHER REQUIREMENTS:

The **PROVIDER** further assures that all contractors, subcontractors, or others with whom it arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of statutes, regulations, guidelines and standards. By acceptance of this funding, the **PROVIDER** assures and certifies the following:

- A.** That they will comply with all applicable laws, ordinances, and regulations of the United States, the State of Florida, the **COUNTY**, and the municipalities as said laws, ordinances, and regulations exist and are amended from time to time. In entering into this contract, the **COUNTY** does not waive the requirements of any **COUNTY** or local ordinance or the requirements of obtaining any permits or licenses that are normally required to conduct business or activity contemplated by the **PROVIDER**.
- B.** That they will comply with all applicable Federal, State and local anti-discrimination laws pertaining to nondiscrimination in programs receiving Federal financial assistance, including but not limited to:
 - **Title VI of the Civil Rights Act of 1964**, as amended, and its implementing regulations – including that recipients/grantees of federal financial assistance are required to take reasonable steps to ensure meaningful access to persons who are Limited English Proficiency (LEP), as per Executive Order 13166.
 - **Section 109 - Title I of the Housing & Community Development Act of 1974**
 - **Section 504 of the Rehabilitation Act of 1973** (29 U.S.C. 794)
 - **Age Discrimination Act of 1975** (42 U.S.C. 610 et. seq.)
 - **Fair Housing Act**

Additional information can be accessed at the following websites:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/FHLaws
http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp
https://www.hud.gov/program_offices/fair_housing_equal_opp/promotingfh/lep-mfh-faq

These requirements are designed to prevent discrimination in the delivery of benefits and services because of race, color, religion (creed), sex, national origin, age, familial status or disability. Affirmative marketing plans and use of universal design features for construction and rehabilitative projects should be incorporated when possible.

All advertising of residential real estate for sale, rent, or financing should contain an equal housing opportunity logotype, statement, or slogan as a means of educating the home seeking public that the property is available to all persons regardless of race, color, religion, sex, handicap, familial status, or national origin. The choice of logotype, statement or slogan will depend on the type of media used (visual or auditory) and, in space advertising, on the size of the advertisement. Different styles/types/sizes of logos and information regarding brochures and can be located at the following website:
<http://portal.hud.gov/hudportal/HUD?src=/library/bookshelf11/hudgraphics/fheologo>

- C. That they will comply with the Americans with Disabilities Act of 1990 (“ADA”) (as codified at U.S.C 42.126 (sections 12101-12213) and 28CFR35, which gives civil rights protections to individuals with disabilities, guaranteeing equal opportunity for individuals with disabilities in employment, public accommodations, transportation, State and local government services, and telecommunications. A Single-Point-of-Contact shall be required if the agency employs 15 or more employees. The Single-Point-of-Contact will ensure effective communication with deaf or hard-of-hearing customers or companions in accordance with Section 504 and the ADA and coordinate activities and reports with the **PROVIDER**’s Single-Point-of-Contact.
- D. That they will administer their programs under procedures, supervision, safeguards, and such other methods as may be necessary to prevent fraud and abuse, and that it will target its services to those who most need them.
- E. That if clients are to be transported under this contract, the **PROVIDER** will comply with the provisions of Chapter 427, Florida Statutes, which requires the coordination of transportation for the disadvantaged.
- F. That any products or materials purchased with contract funds shall be procured in accordance with the provisions of Chapter 403.7065, Florida Statutes, which refers to the procurement of products or materials with recycled content.
- G. That they will comply with Chapter 39.201, Florida Statutes, that any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child’s welfare, as defined in this chapter, shall report such knowledge or suspicion to the Florida Abuse Hotline (1-800-962-2873).
- H. That they will comply with Chapter 415.1034, Florida Statutes, that any person who knows or has reasonable cause to suspect that a vulnerable and or disabled adult has been abused, neglected, or exploited, shall immediately report such knowledge or suspicion to the Florida Abuse Hotline (1-800-962-2873).

- I. That if personnel in programs under this contract work directly with children/youths and vulnerable or disabled adults, the **PROVIDER** will comply with applicable provisions under Florida Statutes 943.0542; 943.04351; 393.0655; 402, regarding employment screening.
- J. That they will comply with Chapter 216.347, Florida Statutes, which prohibits the expenditure of contract funds for the purpose of lobbying the legislature, State or county agencies.
- K. That they will notify the **COUNTY** immediately of any funding source changes and/or additions from other sources that are different from that shown in the **PROVIDER'S** application/proposal. This notification must include a statement as to how this change in funding affects provision of service as well as the use of and continued need for **COUNTY** funds.
- L. That they will acknowledge support for activities funded wholly or in part by **COUNTY** funds. In publicizing, advertising, or describing the program, state “Funding provided by Lee Board of County Commissioners”.
- M. That they will notify the **COUNTY** of any **SIGNIFICANT** changes to the **PROVIDER** organization to include Board Membership (roster), Articles of Incorporation and Bylaws within ten (10) working days of the effective date.
- N. For federally funded programs, that they will comply with applicable uniform administrative requirements as described in 2 CFR Part 200 and all other established, applicable HUD regulations as now in effect and as may be amended from time to time.
- O. The **PROVIDER** shall ensure that Lee County funds are restricted to people legally able to reside in the US.
- P. The **PROVIDER** is prohibited from using contracted funds for the following: political activities; lobbying; political patronage; nepotism activities; and inherently religious activities such as worship, religious instruction, or proselytization.
- Q. The **PROVIDER** must verify employment eligibility of all new employees hired during the contract term through the U.S. Department of Homeland Security’s E-Verify system.

ARTICLE XI HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

Lee County, pursuant to the Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a “covered entity” as the law defines that term. Any “personal health information” (PHI) as defined by the law that the **COUNTY** receives pursuant to this Agreement is subject to the disclosure and security requirements of HIPAA. Transfer of information to the **COUNTY** sufficiently “de-identified” to no longer be considered PHI is encouraged as being in the best interest of client PHI confidentiality to the extent that client services are unaffected. Particular methods to accomplish the highest levels of client service coupled with PHI confidentiality shall be an ongoing task of the affected staffs of the **COUNTY** and **PROVIDER**.

ARTICLE XII: CONTRACT DISPUTE RESOLUTION PROCEDURE

Any dispute between the parties with respect to provisions contained in a Lee County Human and Veteran Services (HVS) contract or issues that arise pertinent to a contract shall be resolved as follows:

The parties may, by mutual agreement, attempt to resolve their dispute in the following manner within a thirty (30) day period. If both parties are in agreement, the thirty (30) day time period can be extended for an additional ten days.

- a. Duly authorized representatives shall meet as often as mutually agreeable to discuss in good faith the dispute and to negotiate a mutually agreeable resolution. Authorized representatives for HVS include Contract Specialist, and Program Manager.
- b. During the course of the dispute process requests made by one Party to the other for non-privileged information, reasonably related to the dispute shall be responded to in good faith.
- c. If the dispute is unable to be resolved between the authorized representatives within the specified time period, it will be forwarded to the Department Director for resolution. A decision by the Director will be issued within ten days.
- d. If the dispute remains unresolved after the Department Director’s decision, the parties may proceed to litigation. Any dispute, action or proceeding arising out of or related to this Agreement will be exclusively commenced in the state courts of Lee County, Florida, or where proper subject matter jurisdiction exists in the United States District Court for the Middle District of Florida. Each party irrevocably submits and waives any objections to the exclusive personal jurisdiction and venue of such courts, including any objection based on forum non conveniens. This Agreement and the rights and obligations of the parties shall be governed by the laws of the State of Florida without regard to its conflict of laws principles. Unless otherwise agreed in writing, PROVIDER will be required to continue all obligations under this Agreement during the pendency of claim or dispute including, but not limited to, actual period of mediation or judicial proceedings.
- e. Either Party may at any time commence formal court proceedings, which shall be immediately communicated, and will end the informal Dispute Resolution process as described in paragraph a-c above.

ARTICLE XIII: NOTICES

Official notices concerning this Contract will be directed to the following authorized representatives:

PROVIDER:

Name: _____

Title: _____

Agency: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail : _____

COUNTY:

Name: _____ Attn: _____

Title: _____ Contract Coordinator

Agency: _____ Human and Veteran Services

Address: _____ 2440 Thompson Street

_____ Fort Myers, Florida 33901

Telephone: _____ (239) 533-79

Fax: _____ (239) 533-7960

E-Mail: _____ @leegov.com

The signatures of the **two** persons shown below are designated and authorized to sign all applicable reports:

Name (printed/typed)

Signature

OR _____
Name (printed/typed)

Signature

Title

Title

In the event that Provider designates different representatives after execution of this contract, notice of the name and address of the new representative will be rendered in writing by authorized officer of **PROVIDER** to the **COUNTY**.

ARTICLE XIV: SPECIAL PROVISIONS

If needed, **PROVIDER** may be called upon to assist the **COUNTY** during a natural disaster or emergency. This includes the use of the **PROVIDER'S** facility to assist with Emergency Food Stamp preregistration if facility is operational and computer terminals are available. **PROVIDER** will be responsible to notify United Way 211 immediately after a disaster declaration if the location is accessible and operational and of any **PROVIDER** staff who are available to assist with recovery efforts.

ARTICLE XV: ALL TERMS AND CONDITIONS INCLUDED

This contract and its attachments, and any exhibits referenced in said attachments, together with any documents incorporated by reference, contain all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of this contract is legally determined unlawful or unenforceable, the remainder of the contract shall remain in full force and effect and such terms or provisions shall be stricken.

IN WITNESS THEREOF, **PROVIDER** and **COUNTY** have caused this 17-page contract and all Contract Exhibits and Attachments as indicated on next page to be executed by their undersigned officials as duly authorized.

PROVIDER:

By: _____
Name (print)

(Signature of authorized officer)

Title

Date

COUNTY: LEE COUNTY

By: _____
Name (print)

(Signature of authorized officer)

Board of County Commissioners
Title

Date

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me, by means of physical presence or online notarization, this ____ day of _____, __ (year),

ATTEST:
CLERK OF CIRCUIT COURT

By: _____
Title: _____
Date: _____

by, _____
who is personally known to me or who has
produced _____ as identification
and who did (did not) take an oath.

NOTARY:

By: _____
Notary of Public (Signature)

Name (typed)

**APPROVED AS TO FORM FOR THE
RELIANCE OF LEE COUNTY ONLY:**

By: _____

Date: _____
OFFICE of the COUNTY ATTORNEY

SAMPLE

Appendix 3 – 2022 Lee County CoC Project Ranking Tool

**2022 Lee County CoC Funding
New Project Ranking Tool**

<i>This portion of the ranking tool will be completed by the Collaborative Applicant (Lee County HVS).</i>	Threshold Requirements
<p align="center">Proposal was submitted by deadline. <i>If no, ineligible to apply.</i></p>	
<p align="center">Applicant is a local government or non-profit organization with 501c3 Status. <i>If no, ineligible to apply.</i></p>	
<p align="center">Applicant agency has been in operation for at least 12 months prior to application deadline. <i>If no, ineligible to apply.</i></p>	
<p align="center">Organization is NOT listed on the excluded parties list. <i>If no, ineligible to apply.</i></p>	
<p align="center">Application is signed by agency official designated to execute contracts. <i>If no, ineligible to apply.</i></p>	
Eligible to Apply	
<p align="center">HVS Review Staff Initial: Date of Threshold Review:</p>	

Project Scoring

Please enter your score for each scoring criteria based on the project proposal.

While most scoring factors are related to specific questions, reviewer may consider all elements of the proposal to determine score for each item.

Please use only whole and half points.

<p>Priority 1 Project Outcomes (Performance Measures): The project has a estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. Addressing - Length of time person remains homeless; Extent to which persons who exit homelessness to permanent housing destinations return to homelessness: Number of persons no longer homeless; Jobs and income growth.</p> <p style="text-align: right;">Maximum Point Value: 10</p>	
<p>Priority 2 Innovation: The project is innovative, and addresses housing and service needs in manner not already found within the CoC, or addresses housing and service needs for a population not currently being served in the CoC. The project is designed around a national best practice or existing evidence based program.</p> <p style="text-align: right;">Maximum Point Value: 15</p>	
<p>Priority 3 Workforce Coordination: Does the project coordinate with workforce development boards to provide permanent housing and rapid rehousing with integrated services. Points will be awarded for projects that have written documentation to demonstrate partnership with local workforce development centers to improve employment opportunities.</p> <p style="text-align: right;">Maximum Point Value: 10</p>	
<p>Priority 3 Health Care Coordination: Does the project coordinate with physical and behavioral healthcare organizations to provide integrated services to program participants. Points should only be awarded for projects that have written documentation to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain services, treatment, and/or medical insurance to address healthcare needs.</p> <p style="text-align: right;">Maximum Point Value: 10</p>	
<p>Priority 3 Housing Coordination: Does the project coordinate with housing providers, including but not limited to the Public Housing Authorities, landlords, or other permanent housing resources to provide permanent housing units to program participants. Points should only be awarded for projects that have written documentation to demonstrate partnership with public and private organizations to assist program participants to obtain permanent housing.</p> <p style="text-align: right;">Maximum Point Value: 10</p>	
<p>Priority 3 Engagement of Persons with Lived Experience & Equity: Does the project applicant demonstrate active engagement of persons with lived experience. Active engagement may be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design. Is the organization's Board and Staff composition representative of the population being served.</p> <p style="text-align: right;">Maximum Point Value: 10</p>	

<p>Priority 4 Alignment with Community Goals and Needs: The project will assist the CoC in achieving stated goals and/or is a project specifically identified as a priority within the RFA. The project will help to ensure homelessness in Lee County is rare brief and one-time, and fill a gap in services or housing.</p> <p>Maximum Point Value: 5</p>	
<p>Priority 4 Housing First: The project will strictly adhere to low barrier and housing first practices, that centers on providing people experiencing homelessness with housing as quickly as possible (within 30 days or less) – and then providing services as needed.</p> <p>Maximum Point Value: 10</p>	
<p>Priority 4 Timeliness: The agency has a clear schedule for project implementation, spending, and reporting, and will be able to carry out activities within the funding period.</p> <p>Maximum Point Value: 5</p>	
<p>Agency’s Capacity and Experience: The agency has at least 12 months experience addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless. The agency also makes clear efforts to provide quality services through a person centered, housing focused model and ensuring "soft hand-offs" when referrals are required.</p> <p>Maximum Point Value: 5</p>	
<p>Budget, Match and Leverage: The project has a reasonable budget, all anticipated costs are eligible under one of the available funding sources, and adequate match has been committed. The project also uses leveraged funds to expand available housing and services.</p> <p>Maximum Point Value: 5</p>	
<p>Proposal Presentation: The proposal is organized, and adheres to RFA instructions. Narratives are clear and concise, and the proposal presents new and original information to be considered for funding.</p> <p>Maximum Point Value: 5</p>	
<p>Total</p>	<p>0.00</p>
<p>Total Available Points = 100</p>	

Category	Objective	Maximum Point Value	Rubric
<p>Priority 1 Project Outcomes</p>	<p>The project has estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. Addressing the length of time person remains homeless; the extent to which persons who exit homelessness to permanent housing destinations; returns to homelessness; and jobs and income growth.</p>	<p>10</p>	<p>9-10 The Project has estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. The project has detailed plans to address the length of time person remains homeless; the extent to which persons who exit homelessness to permanent housing destinations; returns to homelessness; jobs and income growth; and the agency has a proven track record in Lee County of meeting those objectives in previously funded projects</p> <p>7-8 The Project has estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. The project has detailed plans to address the length of time person remains homeless; the extent to which persons who exit homelessness to permanent housing destinations; returns to homelessness; jobs and income growth; and the agency has a proven track record in other counties of meeting those objectives in previously funded projects</p> <p>4-6 The Project has estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. The project has some general plans to address the length of time person remains homeless; the extent to which persons who exit homelessness to permanent housing destinations; returns to homelessness; jobs and income growth; but the agency has not adequately met those objectives in previously funded projects</p> <p>0-3 The Project does not adequately estimate outcomes that are within CoC and HUD standards, or support the goal of making homelessness in Lee County rare, brief, and one-time. The project lacks adequate plans to address the length of time person remains homeless; the extent to which persons who exit homelessness to permanent housing destinations; returns to homelessness; jobs and income growth; and the agency has not adequately met those objectives in previously funded projects</p>
<p>Priority 2 Innovation</p>	<p>The project is innovative, and addresses housing and service needs in manner not already found within the CoC, or addresses housing and service needs for a population not currently being served in the CoC. The project is designed around a national best practice or existing evidence based program.</p>	<p>15</p>	<p>15- The project is innovative, addresses housing and service needs in a manner not already found within the CoC, AND addresses housing and service needs for a population not currently being served in the CoC. The project is also designed around a national best practice or existing evidence based program</p> <p>6-14 The project is innovative, addresses housing and service needs in a manner not already found within the CoC, OR addresses housing and service needs for a population not currently being served in the CoC. The project is also designed around a national best practice or existing evidence based program</p> <p>0-5 The project is not innovative, or does not address housing and service needs in a manner not already found within the CoC, or does not address housing and service needs for a population not currently being served in the CoC. The project is not designed around a national best practice or existing evidence based program</p>
<p>Priority 3 Coordination with Workforce Development Boards</p>	<p>The project applicant demonstrates collaboration and coordination with workforce development boards. Applicants must attach Memoranda of Understanding and/or commitment letters detailing the amount of funds being committed to support the project and the estimated number of program participants that will be assisted.</p>	<p>10</p>	<p>9-10 The project has a detailed plan to coordinate with Workforce Development Boards. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership which detail the amount of funds being provided to support the project. The agency has a proven track record in Lee County of coordinating with Workforce Development Boards to increase employment income for program participants.</p> <p>7-8 The project has a plan to coordinate with Workforce Development Boards. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership that details the amount of funds being provided to support the project. The agency does not have a proven track record in other counties of coordinating with Workforce Development Boards to increase employment income for program participants.</p> <p>5-6 The project has a plan to coordinate with Workforce Development Boards. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership, but does not detail the amount of funds being provided to support the project. The agency does not have proven track record in other counties of coordinating with Workforce Development Boards to provide housing subsidies other than CoC and ESG to stabilize clients in housing.</p> <p>0- 4 The project does not have a detailed plan to coordinate with Workforce Development Boards to provide housing with integrated services, or the agency lacks written documentation to demonstrate partnership with Workforce Development Boards to assist program participants to increase employment income for program participants.</p>

<p>Priority 3 Health Care Coordination</p>	<p>The project coordinates with healthcare organizations, (including organizations that provide mental health services), to provide permanent housing and rapid rehousing with integrated services. Points should only be awarded for projects that have written documentation to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain medical insurance to address healthcare needs. Written documentation may include MOUs or other agreements establishing a working relationship.</p>	<p>10</p>	<p>9-10 The project has a detailed plan to coordinate with healthcare organizations (including organizations that provide mental health services) to provide housing with integrated services. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain physical and behavioral health care services and/or medical insurance to address healthcare needs. The documentation includes the funding and/or dollar value of resources committed to support the project. The agency has a proven track record in Lee County of coordinating with healthcare organizations to provide housing with integrated services.</p> <p>7-8 The project has a detailed plan to coordinate with healthcare organizations (including organizations that provide mental health services) to provide housing with integrated services. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain physical and behavioral health care services and/or medical insurance to address healthcare needs. The documentation includes the funding and/or dollar value of resources committed to support the project. The agency does not have a proven track record in other counties of coordinating with healthcare organizations to provide housing with integrated services.</p> <p>5-6 The project has a detailed plan to coordinate with healthcare organizations (including organizations that provide mental health services) to provide housing with integrated services. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain physical and behavioral health care services and/or medical insurance to address healthcare needs. The documentation does not include the funding and/or dollar value of resources committed to support the project. The agency lacks a proven record of coordinating with healthcare organizations to provide housing with integrated services.</p> <p>0-4 The project does not have a detailed plan to coordinate with healthcare organizations to provide housing with integrated services, or the agency lacks written documentation to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain medical insurance to address healthcare needs.</p>
<p>Priority 3 Coordination with Housing Resources</p>	<p>The project applicant demonstrates collaboration and coordination with Public Housing Authorities (PHAs), landlords and other housing providers that provide housing subsidies not funded through CoC or ESG programs (e.g., Housing Choice Vouchers, Support Vouchers, private subsidies, etc.) Applicants must attach Memoranda of Understanding and/or commitment letters detailing the number of subsidies or units being provided to support the project.</p>	<p>10</p>	<p>9-10 The project has a detailed plan to coordinate with PHAs, landlords or other housing providers. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership PHAs which detail the number of subsidies or units being provided to support the project. The agency has a proven track record in Lee County of coordinating with PHAs, landlords or other housing providers to provide housing subsidies other than CoC and ESG to stabilize clients in housing.</p> <p>7-8 The project has a detailed plan to coordinate with PHAs, landlords or other housing providers. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership PHAs, landlords or other housing providers which detail the number of subsidies or units being provided to support the project. The agency does not have a proven track record in other counties of coordinating with PHAs, landlords or other housing providers to provide housing subsidies other than CoC and ESG to stabilize clients in housing.</p> <p>5-6 The project has a detailed plan to coordinate with PHAs, landlords or other housing providers. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership with PHAs, landlords or other housing providers, but does not detail the number of subsidies other than CoC and ESG being committed to stabilize clients in housing. The agency lacks a proven record of coordinating with PHAs, landlords or other housing providers to provide housing subsidies other than CoC and ESG to stabilize clients in housing.</p> <p>0-4 The project does not have a detailed plan to coordinate with PHAs, landlords or other housing providers, or the agency lacks written documentation to demonstrate partnership to provide permanent housing resources to program participants.</p>
<p>Priority 3 Engagement of Persons with Lived Experience and Equity</p>	<p>The project applicant demonstrates active engagement of persons with lived experience. Active engagement may be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design. The organization's Board and staff composition are representative of the population being served.</p>	<p>10</p>	<p>9-10 The project applicant demonstrates active engagement of persons with lived experience. Persons with lived experience sit on the organization's board AND persons with lived experience are employed in paid staff positions. The organization has a regular, documented process for consulting persons with lived experience in program design. The organization's board and staff composition are very representative of the population being served.</p> <p>7-8 The project applicant demonstrates active engagement of persons with lived experience. Persons with lived experience sit on the organization's board OR persons with lived experience are employed in paid staff positions. The organization has a regular, documented process for consulting persons with lived experience in program design. The organization's board and staff composition are somewhat representative of the population being served.</p> <p>4-6 The organization has a regular, documented process for consulting persons with lived experience in program design. The organization's board and staff composition are somewhat representative of the population being served.</p> <p>0-3 The organization does not have a regular, documented process for consulting persons with lived experience in program design. The organization's board and staff composition are somewhat representative of the population being served.</p>

<p>Priority 4 Alignment with Community Goals and Needs</p>	<p>The project will assist the CoC in achieving stated goals and/or is a project specifically identified as a priority within the RFA. The project will help to ensure homelessness in Lee County is rare brief and one-time, and fill a gap in services or housing. The project aligns with Lee County CoC's Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs</p>	<p>5</p>	<p>5- The project directly addresses the stated goals and needs of the CoC, fills a gap in services or housing, and will help ensure that homelessness in Lee County is rare, brief, and one-time. The project directly aligns with Lee County CoC's Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs 3-4 The project addresses some or part of the goals of the CoC, or addresses the goals indirectly. The project will help ensure that homelessness in Lee County is rare, brief, and one-time The project indirectly aligns with Lee County CoC's Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs 0-2 The project does not directly align with the goals of the CoC or Lee County CoC's Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs</p>
<p>Priority 4 Housing First</p>	<p>The project will strictly adhere to low barrier and housing first practices, that centers on providing people experiencing homelessness with housing as quickly as possible (within 30 days or less) – and then providing services as needed.</p>	<p>10</p>	<p>9-10 The project proposal clearly defines low barrier and housing first practices, aims to house clients within 30 days, and the agency has a proven track record in Lee County in putting low barrier policies into practice, and housing people within 30 days of referral 7-8 The project proposal clearly defines low barrier and housing first practices, aims to house people within 30 days of referral, and the agency has demonstrated in other continuums the ability to house people within 30 days of referral 4-6 The project does not adequately define low barrier and housing first practices or commit to quickly housing individuals, and the agency has limited experience in rapidly housing individuals experiencing homelessness 0-3 The project does not adequately define low barrier and housing first practices or commit to quickly housing individuals, and the agency has no experience in rapidly housing individuals experiencing homelessness</p>
<p>Priority 4 Timeliness</p>	<p>The agency has a clear schedule for project implementation, spending, staffing and reporting, and will be able to carry out activities within the funding period.</p>	<p>5</p>	<p>5- The agency has a clear, detailed, and feasible schedule for project implementation, spending, staffing, and reporting, and has a proven track record of carrying out activities within past funding periods in Lee County in a timely fashion 3-4 The agency has a clear and feasible schedule for project implementation, and has carried out activities in Lee County in a timely fashion, or has carried out activities in past funding periods in other counties in a timely fashion 0-2 The agency does not have a clear and feasible schedule for project implementation, or has not carried out funded activities in a timely fashion</p>
<p>Agency's Capacity and Experience</p>	<p>The agency has at least 12 months experience addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless. The agency also makes clear efforts to provide quality services through a person centered, housing focused model and ensuring "warm hand-off" when referrals are required.</p>	<p>5</p>	<p>5- The agency has at least 12 months experience addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless. The agency also makes clear efforts to provide quality services through a person centered, housing focused model and ensuring "warm hand-off" when referrals are required. The agency has a proven track record in Lee County and has demonstrated positive outcomes through system performance measures, including data quality 3-4 The agency has at least 12 months experience addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless. The agency also makes clear efforts to provide quality services through a person centered, housing focused model and ensuring "warm hand-off" when referrals are required. The agency has a track record outside of Lee County in demonstrating positive outcomes through system performance measures 0-2 The agency has less than 12 months experience addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless. The agency also makes limited efforts to provide quality services through a person centered, housing focused model and ensuring "warm hand-off" when referrals are required. The agency does not have a track record of demonstrating positive outcomes through system performance measures</p>
<p>Budget, Match, and Leverage</p>	<p>The project has a reasonable budget, all anticipated costs are eligible under one of the available funding sources, and adequate match has been committed. The project also uses leveraged funds to expand available housing and services.</p>	<p>5</p>	<p>5- The project has a detailed, reasonable budget, all anticipated costs are eligible under one of the available funding sources, and adequate match has been committed. The project also uses leveraged funds to expand available housing and services. 3-4 The project has a reasonable budget, all anticipated costs are eligible under one of the available funding sources, and adequate match has been committed. The project does not have detailed plans to expand available housing and services 0-2 The project lacks a detailed, reasonable budget, not all anticipated costs are eligible under one of the available funding sources, or adequate match have not been committed. The project lacks plans to expand available housing and services</p>
<p>Proposal Presentation</p>	<p>The proposal is organized, and adheres to RFA instructions. Narratives are clear and concise, and the proposal presents new and original information to be considered for funding.</p>	<p>5</p>	<p>5- The proposal is well organized, and adheres to all RFA instructions. Narratives are clear and concise, and the proposal presents new and original information to be considered for funding. 3-4 The proposal is organized and adheres to most RFA instructions. Narratives are clear and the proposal presents adequate new and original information to be considered for funding. 0-2 The proposal is not well organized, and does not adhere to RFA instructions. Narratives are not clear or concise. The proposal lacks new or original information to be considered for funding</p>
<p>Total Available Points</p>		<p>100</p>	

**2022 Lee County CoC Funding
New Project Ranking Tool**

<i>This portion of the ranking tool will be completed by the Collaborative Applicant (Lee County HVS).</i>	Threshold Requirements
<p align="center">Proposal was submitted by deadline. <i>If no, ineligible to apply.</i></p>	
<p align="center">Applicant is a local government or non-profit organization with 501c3 Status. <i>If no, ineligible to apply.</i></p>	
<p align="center">Applicant agency has been in operation for at least 12 months prior to application deadline. <i>If no, ineligible to apply.</i></p>	
<p align="center">Organization is NOT listed on the excluded parties list. <i>If no, ineligible to apply.</i></p>	
<p align="center">Application is signed by agency official designated to execute contracts. <i>If no, ineligible to apply.</i></p>	
Eligible to Apply	
<p align="center">HVS Review Staff Initial: Date of Threshold Review:</p>	

Project Scoring

Please enter your score for each scoring criteria based on the project proposal.

While most scoring factors are related to specific questions, reviewer may consider all elements of the proposal to determine score for each item.

Please use only whole and half points.

<p>Priority 1 Project Outcomes (Performance Measures): The project has a estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. Addressing - Length of time person remains homeless; Extent to which persons who exit homelessness to permanent housing destinations return to homelessness: Number of persons no longer homeless; Jobs and income growth.</p> <p style="text-align: right;">Maximum Point Value: 10</p>	
<p>Priority 2 Innovation: The project is innovative, and addresses housing and service needs in manner not already found within the CoC, or addresses housing and service needs for a population not currently being served in the CoC. The project is designed around a national best practice or existing evidence based program.</p> <p style="text-align: right;">Maximum Point Value: 15</p>	
<p>Priority 3 Workforce Coordination: Does the project coordinate with workforce development boards to provide permanent housing and rapid rehousing with integrated services. Points will be awarded for projects that have written documentation to demonstrate partnership with local workforce development centers to improve employment opportunities.</p> <p style="text-align: right;">Maximum Point Value: 10</p>	
<p>Priority 3 Health Care Coordination: Does the project coordinate with physical and behavioral healthcare organizations to provide integrated services to program participants. Points should only be awarded for projects that have written documentation to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain services, treatment, and/or medical insurance to address healthcare needs.</p> <p style="text-align: right;">Maximum Point Value: 10</p>	
<p>Priority 3 Housing Coordination: Does the project coordinate with housing providers, including but not limited to the Public Housing Authorities, landlords, or other permanent housing resources to provide permanent housing units to program participants. Points should only be awarded for projects that have written documentation to demonstrate partnership with public and private organizations to assist program participants to obtain permanent housing.</p> <p style="text-align: right;">Maximum Point Value: 10</p>	
<p>Priority 3 Engagement of Persons with Lived Experience & Equity: Does the project applicant demonstrate active engagement of persons with lived experience. Active engagement may be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design. Is the organization's Board and Staff composition representative of the population being served.</p> <p style="text-align: right;">Maximum Point Value: 10</p>	

<p>Priority 4 Alignment with Community Goals and Needs: The project will assist the CoC in achieving stated goals and/or is a project specifically identified as a priority within the RFA. The project will help to ensure homelessness in Lee County is rare brief and one-time, and fill a gap in services or housing. Maximum Point Value: 5</p>	
<p>Priority 4 Housing First: The project will strictly adhere to low barrier and housing first practices, that centers on providing people experiencing homelessness with housing as quickly as possible (within 30 days or less) – and then providing services as needed. Maximum Point Value: 10</p>	
<p>Priority 4 Timeliness: The agency has a clear schedule for project implementation, spending, and reporting, and will be able to carry out activities within the funding period. Maximum Point Value: 5</p>	
<p>Agency’s Capacity and Experience: The agency has at least 12 months experience addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless. The agency also makes clear efforts to provide quality services through a person centered, housing focused model and ensuring "soft hand-offs" when referrals are required. Maximum Point Value: 5</p>	
<p>Budget, Match and Leverage: The project has a reasonable budget, all anticipated costs are eligible under one of the available funding sources, and adequate match has been committed. The project also uses leveraged funds to expand available housing and services. Maximum Point Value: 5</p>	
<p>Proposal Presentation: The proposal is organized, and adheres to RFA instructions. Narratives are clear and concise, and the proposal presents new and original information to be considered for funding. Maximum Point Value: 5</p>	
<p>Total</p>	<p>0.00</p>
<p>Total Available Points = 100</p>	

Category	Objective	Maximum Point Value	Rubric
<p>Priority 1 Project Outcomes</p>	<p>The project has estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. Addressing the length of time person remains homeless; the extent to which persons who exit homelessness to permanent housing destinations; returns to homelessness; and jobs and income growth.</p>	<p>10</p>	<p>9-10 The Project has estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. The project has detailed plans to address the length of time person remains homeless; the extent to which persons who exit homelessness to permanent housing destinations; returns to homelessness; jobs and income growth; and the agency has a proven track record in Lee County of meeting those objectives in previously funded projects</p> <p>7-8 The Project has estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. The project has detailed plans to address the length of time person remains homeless; the extent to which persons who exit homelessness to permanent housing destinations; returns to homelessness; jobs and income growth; and the agency has a proven track record in other counties of meeting those objectives in previously funded projects</p> <p>4-6 The Project has estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. The project has some general plans to address the length of time person remains homeless; the extent to which persons who exit homelessness to permanent housing destinations; returns to homelessness; jobs and income growth; but the agency has not adequately met those objectives in previously funded projects</p> <p>0-3 The Project does not adequately estimate outcomes that are within CoC and HUD standards, or support the goal of making homelessness in Lee County rare, brief, and one-time. The project lacks adequate plans to address the length of time person remains homeless; the extent to which persons who exit homelessness to permanent housing destinations; returns to homelessness; jobs and income growth; and the agency has not adequately met those objectives in previously funded projects</p>
<p>Priority 2 Innovation</p>	<p>The project is innovative, and addresses housing and service needs in manner not already found within the CoC, or addresses housing and service needs for a population not currently being served in the CoC. The project is designed around a national best practice or existing evidence based program.</p>	<p>15</p>	<p>15- The project is innovative, addresses housing and service needs in a manner not already found within the CoC, AND addresses housing and service needs for a population not currently being served in the CoC. The project is also designed around a national best practice or existing evidence based program</p> <p>6-14 The project is innovative, addresses housing and service needs in a manner not already found within the CoC, OR addresses housing and service needs for a population not currently being served in the CoC. The project is also designed around a national best practice or existing evidence based program</p> <p>0-5 The project is not innovative, or does not address housing and service needs in a manner not already found within the CoC, or does not address housing and service needs for a population not currently being served in the CoC. The project is not designed around a national best practice or existing evidence based program</p>
<p>Priority 3 Coordination with Workforce Development Boards</p>	<p>The project applicant demonstrates collaboration and coordination with workforce development boards. Applicants must attach Memoranda of Understanding and/or commitment letters detailing the amount of funds being committed to support the project and the estimated number of program participants that will be assisted.</p>	<p>10</p>	<p>9-10 The project has a detailed plan to coordinate with Workforce Development Boards. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership which detail the amount of funds being provided to support the project. The agency has a proven track record in Lee County of coordinating with Workforce Development Boards to increase employment income for program participants.</p> <p>7-8 The project has a plan to coordinate with Workforce Development Boards. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership that details the amount of funds being provided to support the project. The agency does not have a proven track record in other counties of coordinating with Workforce Development Boards to increase employment income for program participants.</p> <p>5-6 The project has a plan to coordinate with Workforce Development Boards. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership, but does not detail the amount of funds being provided to support the project. The agency does not have proven track record in other counties of coordinating with Workforce Development Boards to provide housing subsidies other than CoC and ESG to stabilize clients in housing.</p> <p>0- 4 The project does not have a detailed plan to coordinate with Workforce Development Boards to provide housing with integrated services, or the agency lacks written documentation to demonstrate partnership with Workforce Development Boards to assist program participants to increase employment income for program participants.</p>

<p>Priority 3 Health Care Coordination</p>	<p>The project coordinates with healthcare organizations, (including organizations that provide mental health services), to provide permanent housing and rapid rehousing with integrated services. Points should only be awarded for projects that have written documentation to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain medical insurance to address healthcare needs. Written documentation may include MOUs or other agreements establishing a working relationship.</p>	<p>10</p>	<p>9-10 The project has a detailed plan to coordinate with healthcare organizations (including organizations that provide mental health services) to provide housing with integrated services. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain physical and behavioral health care services and/or medical insurance to address healthcare needs. The documentation includes the funding and/or dollar value of resources committed to support the project. The agency has a proven track record in Lee County of coordinating with healthcare organizations to provide housing with integrated services.</p> <p>7-8 The project has a detailed plan to coordinate with healthcare organizations (including organizations that provide mental health services) to provide housing with integrated services. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain physical and behavioral health care services and/or medical insurance to address healthcare needs. The documentation includes the funding and/or dollar value of resources committed to support the project. The agency does not have a proven track record in other counties of coordinating with healthcare organizations to provide housing with integrated services.</p> <p>5-6 The project has a detailed plan to coordinate with healthcare organizations (including organizations that provide mental health services) to provide housing with integrated services. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain physical and behavioral health care services and/or medical insurance to address healthcare needs. The documentation does not include the funding and/or dollar value of resources committed to support the project. The agency lacks a proven record of coordinating with healthcare organizations to provide housing with integrated services.</p> <p>0-4 The project does not have a detailed plan to coordinate with healthcare organizations to provide housing with integrated services, or the agency lacks written documentation to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain medical insurance to address healthcare needs.</p>
<p>Priority 3 Coordination with Housing Resources</p>	<p>The project applicant demonstrates collaboration and coordination with Public Housing Authorities (PHAs), landlords and other housing providers that provide housing subsidies not funded through CoC or ESG programs (e.g., Housing Choice Vouchers, Support Vouchers, private subsidies, etc.) Applicants must attach Memoranda of Understanding and/or commitment letters detailing the number of subsidies or units being provided to support the project.</p>	<p>10</p>	<p>9-10 The project has a detailed plan to coordinate with PHAs, landlords or other housing providers. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership PHAs which detail the number of subsidies or units being provided to support the project. The agency has a proven track record in Lee County of coordinating with PHAs, landlords or other housing providers to provide housing subsidies other than CoC and ESG to stabilize clients in housing.</p> <p>7-8 The project has a detailed plan to coordinate with PHAs, landlords or other housing providers. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership PHAs, landlords or other housing providers which detail the number of subsidies or units being provided to support the project. The agency does not have a proven track record in other counties of coordinating with PHAs, landlords or other housing providers to provide housing subsidies other than CoC and ESG to stabilize clients in housing.</p> <p>5-6 The project has a detailed plan to coordinate with PHAs, landlords or other housing providers. The agency has written documentation including Memoranda of Understanding and/or Commitment letters to demonstrate partnership with PHAs, landlords or other housing providers, but does not detail the number of subsidies other than CoC and ESG being committed to stabilize clients in housing. The agency lacks a proven record of coordinating with PHAs, landlords or other housing providers to provide housing subsidies other than CoC and ESG to stabilize clients in housing.</p> <p>0-4 The project does not have a detailed plan to coordinate with PHAs, landlords or other housing providers, or the agency lacks written documentation to demonstrate partnership to provide permanent housing resources to program participants.</p>
<p>Priority 3 Engagement of Persons with Lived Experience and Equity</p>	<p>The project applicant demonstrates active engagement of persons with lived experience. Active engagement may be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design. The organization's Board and staff composition are representative of the population being served.</p>	<p>10</p>	<p>9-10 The project applicant demonstrates active engagement of persons with lived experience. Persons with lived experience sit on the organization's board AND persons with lived experience are employed in paid staff positions. The organization has a regular, documented process for consulting persons with lived experience in program design. The organization's board and staff composition are very representative of the population being served.</p> <p>7-8 The project applicant demonstrates active engagement of persons with lived experience. Persons with lived experience sit on the organization's board OR persons with lived experience are employed in paid staff positions. The organization has a regular, documented process for consulting persons with lived experience in program design. The organization's board and staff composition are somewhat representative of the population being served.</p> <p>4-6 The organization has a regular, documented process for consulting persons with lived experience in program design. The organization's board and staff composition are somewhat representative of the population being served.</p> <p>0-3 The organization does not have a regular, documented process for consulting persons with lived experience in program design. The organization's board and staff composition are somewhat representative of the population being served.</p>

<p>Priority 4 Alignment with Community Goals and Needs</p>	<p>The project will assist the CoC in achieving stated goals and/or is a project specifically identified as a priority within the RFA. The project will help to ensure homelessness in Lee County is rare brief and one-time, and fill a gap in services or housing. The project aligns with Lee County CoC's Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs</p>	<p>5</p>	<p>5- The project directly addresses the stated goals and needs of the CoC, fills a gap in services or housing, and will help ensure that homelessness in Lee County is rare, brief, and one-time. The project directly aligns with Lee County CoC's Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs 3-4 The project addresses some or part of the goals of the CoC, or addresses the goals indirectly. The project will help ensure that homelessness in Lee County is rare, brief, and one-time The project indirectly aligns with Lee County CoC's Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs 0-2 The project does not directly align with the goals of the CoC or Lee County CoC's Plan for Serving Individuals and Families Experiencing Homelessness with Severe Service Needs</p>
<p>Priority 4 Housing First</p>	<p>The project will strictly adhere to low barrier and housing first practices, that centers on providing people experiencing homelessness with housing as quickly as possible (within 30 days or less) – and then providing services as needed.</p>	<p>10</p>	<p>9-10 The project proposal clearly defines low barrier and housing first practices, aims to house clients within 30 days, and the agency has a proven track record in Lee County in putting low barrier policies into practice, and housing people within 30 days of referral 7-8 The project proposal clearly defines low barrier and housing first practices, aims to house people within 30 days of referral, and the agency has demonstrated in other continuums the ability to house people within 30 days of referral 4-6 The project does not adequately define low barrier and housing first practices or commit to quickly housing individuals, and the agency has limited experience in rapidly housing individuals experiencing homelessness 0-3 The project does not adequately define low barrier and housing first practices or commit to quickly housing individuals, and the agency has no experience in rapidly housing individuals experiencing homelessness</p>
<p>Priority 4 Timeliness</p>	<p>The agency has a clear schedule for project implementation, spending, staffing and reporting, and will be able to carry out activities within the funding period.</p>	<p>5</p>	<p>5- The agency has a clear, detailed, and feasible schedule for project implementation, spending, staffing, and reporting, and has a proven track record of carrying out activities within past funding periods in Lee County in a timely fashion 3-4 The agency has a clear and feasible schedule for project implementation, and has carried out activities in Lee County in a timely fashion, or has carried out activities in past funding periods in other counties in a timely fashion 0-2 The agency does not have a clear and feasible schedule for project implementation, or has not carried out funded activities in a timely fashion</p>
<p>Agency's Capacity and Experience</p>	<p>The agency has at least 12 months experience addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless. The agency also makes clear efforts to provide quality services through a person centered, housing focused model and ensuring "warm hand-off" when referrals are required.</p>	<p>5</p>	<p>5- The agency has at least 12 months experience addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless. The agency also makes clear efforts to provide quality services through a person centered, housing focused model and ensuring "warm hand-off" when referrals are required. The agency has a proven track record in Lee County and has demonstrated positive outcomes through system performance measures, including data quality 3-4 The agency has at least 12 months experience addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless. The agency also makes clear efforts to provide quality services through a person centered, housing focused model and ensuring "warm hand-off" when referrals are required. The agency has a track record outside of Lee County in demonstrating positive outcomes through system performance measures 0-2 The agency has less than 12 months experience addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless. The agency also makes limited efforts to provide quality services through a person centered, housing focused model and ensuring "warm hand-off" when referrals are required. The agency does not have a track record of demonstrating positive outcomes through system performance measures</p>
<p>Budget, Match, and Leverage</p>	<p>The project has a reasonable budget, all anticipated costs are eligible under one of the available funding sources, and adequate match has been committed. The project also uses leveraged funds to expand available housing and services.</p>	<p>5</p>	<p>5- The project has a detailed, reasonable budget, all anticipated costs are eligible under one of the available funding sources, and adequate match has been committed. The project also uses leveraged funds to expand available housing and services. 3-4 The project has a reasonable budget, all anticipated costs are eligible under one of the available funding sources, and adequate match has been committed. The project does not have detailed plans to expand available housing and services 0-2 The project lacks a detailed, reasonable budget, not all anticipated costs are eligible under one of the available funding sources, or adequate match have not been committed. The project lacks plans to expand available housing and services</p>
<p>Proposal Presentation</p>	<p>The proposal is organized, and adheres to RFA instructions. Narratives are clear and concise, and the proposal presents new and original information to be considered for funding.</p>	<p>5</p>	<p>5- The proposal is well organized, and adheres to all RFA instructions. Narratives are clear and concise, and the proposal presents new and original information to be considered for funding. 3-4 The proposal is organized and adheres to most RFA instructions. Narratives are clear and the proposal presents adequate new and original information to be considered for funding. 0-2 The proposal is not well organized, and does not adhere to RFA instructions. Narratives are not clear or concise. The proposal lacks new or original information to be considered for funding</p>
<p>Total Available Points</p>		<p>100</p>	

FY 2022 Lee County CoC Renewal Project Ranking Tool for SSO Projects

<i>This portion of the ranking tool will be completed by the Collaborative Applicant (Lee County HVS).</i>	Threshold Requirements
Letter of intent to renew/reallocate was submitted by deadline. <i>If no, ineligible to apply.</i>	Yes
Applicant has met the HUD threshold requirements outlined in the current year NOFA. <i>If no, ineligible to apply.</i>	Yes
Applicant has a current CoC funded program that is eligible for renewal. <i>If no, ineligible to apply.</i>	Yes
Organization is NOT listed on the excluded parties list. <i>If no, ineligible to apply.</i>	Yes
Letter of intent to renew/reallocate is signed by agency official designated to execute contracts. <i>If no, ineligible to apply.</i>	Yes
<p align="center">Eligible to Apply</p>	Yes
HVS Review Staff Initial: Date of Threshold Review:	JFS 8/9/2022

Project Scoring

Please enter your score for each scoring criteria based on the project application. While most scoring factors are related to specific data points, reviewer may consider all elements of the project to determine score for each item. Please use only whole and half points.

<p>Access: The Coordinated Entry System covers 100% of the CoC's Geographic Area, and is accessible by all persons, including those who are least likely to seek services. Maximum Point Value: 20</p>	
<p>Assessment: The Coordinated Entry System provides a standardized assessment process that provides fair and equal access to services for all persons seeking assistance. Maximum Point Value: 20</p>	
<p>Prioritization: The coordinated entry system prioritizes people most in need of assistance. Maximum Point Value: 20</p>	
<p>Referral: The Coordinated Entry System quickly refers persons to permanent housing resources based on their vulnerability. Maximum Point Value: 20</p>	
<p>Financial and Monitoring: The agency expended 100% of awarded funds by the end of the most recent grant year, documented at least 25% matching funds, maintained a regular drawdown schedule, and used a suitable proportion of funds for housing and supportive services. Maximum Point Value: 20</p>	
Total	0.00
Total Available Points = 100	
Rank:	
Reviewer Signature	
Reviewer Name	
Committee Member's Overall Observations/Concerns:	

FY 2021 Lee County CoC Renewal Project Ranking Tool for PSH Projects

<p align="center"><i>This portion of the ranking tool will be completed by the Collaborative Applicant (Lee County HVS).</i></p>	<p align="center">Threshold Requirements</p>		
	<p align="center">CASL Supportive Services</p>	<p align="center">CASL Permanent Supportive Housing</p>	<p align="center">CASL Rental Assistance</p>
<p align="center">Letter of intent to renew/reallocate was submitted by deadline. <i>If no, ineligible to apply.</i></p>	Yes	Yes	Yes
<p align="center">Applicant has met the HUD threshold requirements outlined in the current year NOFA. <i>If no, ineligible to apply.</i></p>	Yes	Yes	Yes
<p align="center">Applicant has a current CoC funded program that is eligible for renewal. <i>If no, ineligible to apply.</i></p>	Yes	Yes	Yes
<p align="center">Organization is NOT listed on the excluded parties list. <i>If no, ineligible to apply.</i></p>	Yes	Yes	Yes
<p align="center">Letter of intent to renew/reallocate is signed by agency official designated to execute contracts. <i>If no, ineligible to apply.</i></p>	Yes	Yes	Yes
Eligible to Apply	Yes	Yes	Yes
<p align="center">HVS Review Staff Initial:</p>	<i>JFS</i>	<i>JFS</i>	<i>JFS</i>
<p align="center">Date of Threshold Review:</p>	<i>8/9/2022</i>	<i>8/9/2022</i>	<i>8/9/2022</i>

Project Scoring

Please enter your score for each scoring criteria based on the funded project report card. While most scoring factors are related to specific data points, reviewer may consider all elements of the project to determine score for each item. Please use only whole and half points.

	CASL Supportive Services	CASL Permanent Supportive Housing	CASL Rental Assistance
<p>Housing Stability: The total number of leavers that exit the CoC funded program to a Permanent Housing Destination. <i>Local Target for RRH programs: 75% or more; Local Target for PSH Programs 85% or more.</i> Maximum Point Value: 12</p> <p style="padding-left: 40px;">12 Points- More than 90% of program participants exit to a Permanent Housing Destination</p> <p style="padding-left: 40px;">10 Points- Between 80% and 90% of program participants exit to a Permanent Housing Destination</p> <p style="padding-left: 40px;">8 Points- Between 70% and 80% of program participants exit to a Permanent Housing Destination</p> <p style="padding-left: 40px;">6 Points- Between 60% and 70% of program participants exit to a Permanent Housing Destination</p> <p style="padding-left: 40px;">4 Points- Between 50% and 60% of program participants exit to a Permanent Housing Destination</p> <p style="padding-left: 40px;">0 Points- Less than 50% of program participants exit to a Permanent Housing Destination</p>	10	12	10
<p>Exits to Homelessness: The number of persons that exit the CoC funded program to homelessness. <i>Local Target for PSH and RRH Programs less than 10%.</i> Maximum Point Value: 12</p> <p style="padding-left: 40px;">12 Points- Less than 10% of persons exit the program to homelessness</p> <p style="padding-left: 40px;">10 Points- Between 10% and 20% of persons exit the program to homelessness</p> <p style="padding-left: 40px;">6 Points- Between 20% and 30% of persons exit the program to homelessness</p> <p style="padding-left: 40px;">0 Points- More than 30% of persons exit the program to homelessness</p>	12	12	12

<p>Living Situation at Project Entry: The number of persons that enter the CoC funded from homelessness. <i>Local Target for PSH and RRH Programs is 100% from Safe Haven, Emergency Shelter, or Place not meant for human habitation.</i> Maximum Point Value: 8</p> <p>8 Points- 100% of persons enter the Program from Places not meant for Habitation or Emergency Shelters</p> <p>6 Points- More than 90% of persons enter the Program from Places not meant for Habitation or Emergency Shelters, but less than 100%</p> <p>4 Points- Between 75% and 90% of persons enter the Program from Places not meant for Habitation or Emergency Shelters</p> <p>0 Points- Less than 75% of persons enter the Program from Places not meant for Habitation or Emergency Shelters</p>	4	8	6
<p>Average Length of Time Homeless: The number days a persons is homeless once they are enrolled in a CoC Funded Program. <i>Local Target is 45 days or less.</i> Maximum Point Value: 9</p> <p>9 Points- The average number of days between program entry and move in is less than 45 days</p> <p>6 Points- The average number of days between program entry and move in is between 46 and 90 days</p> <p>3 Points- The average number of days between program entry and move in is between 91 and 120 days</p> <p>0 Points- The average number of days between program entry and move in is \geq 121 days</p>	9	9	9

<p>Returns to Homelessness: The number of leavers that exited a CoC funded program to a permanent housing designation, then returned to homelessness after 6, 12, or 24 months. . <i>Local Target for PSH and RRH Programs less than 10%</i> Maximum Point Value: 9</p> <p>9 Points- Less than 10% of households return to homelessness within 12 months of program exit</p> <p>7-8 Points- Between 10% and 20% of households return to homelessness within 12 months of program exit</p> <p>5-6 Points- Between 20% and 35% of households return to homelessness within 12 months of program exit</p> <p>0 Points- More than 35% of households return to homelessness within 12 months of program exit</p>	9	9	9
<p>Increasing Income: The number of persons in a CoC funded program that increased or maintained income. <i>Local Target for PSH and RRH Programs is 45% or more.</i> Maximum Point Value: 7</p> <p>7 Points- More than 80% of persons in the program increased or maintained their income</p> <p>5 Points- Between 45% and 80% of persons in the program increased or maintained their income</p> <p>3 Points- Between 30% and 45% of persons in the program increased or maintained their income</p> <p>0 Points- Less than 30% of persons in the program increased or maintained their income</p>	5	7	5
<p>Housing First: The project strictly adheres to low barrier and housing first practices, as indicated by the Housing First Assessment Tool Score. Maximum Point Value: 8</p>		8	

<p>Coordinated Entry: The percent of program entries received from Coordinated Entry, and demonstration that high need clients are being served, as indicated by an average VI SPDAT score that exceed the minimum prescribed for the project type.</p> <p>Local target of CE entries is 100% for RRH projects. PSH programs were in existence before CE was in place, and should not be penalized for percent under 100%. Local target for VI-SPDAT Scores 4-7 recommendation for RRH, 8+ (for individuals) and 9+ (for families) recommendation for PSH.</p> <p>Maximum Point Value: 8</p> <p>8 Points- 100% of households completed a VI-SPDAT prior to program entry</p> <p>6 Points- More than 90% of households completed a VI-SPDAT prior to program entry, but less than 100%</p> <p>0 Points- Less than 90% of households completed a VI-SPDAT prior to program entry</p>	8	8	8
<p>Serving High Need Clients: The program entries from Coordinated Entry demonstrate that more than 75% of the clients served by the program had severe service needs.</p> <p>Maximum Point Value: 8</p> <p>8 Points- The average VI-SPDAT score of clients served by the program was greater than 10</p> <p>7 Points- The average VI-SPDAT score of clients served by the program was between 8 and 10</p> <p>6 Points- The average VI-SPDAT score of clients served by the program was between 6 and 8</p> <p>0 Points- The average VI-SPDAT score of clients served by the program was less than 6</p>	7	8	7

<p>HMIS Data Quality: The project applicant meets or exceeds the HMIS Data Quality Standards established by the CoC, and ensures that all data is entered within 48 hours of receipt. Maximum Point Value: 8</p> <p>8 Points- The applicant completed over 95% of required fields in HMIS for all Households</p> <p>6 Points- the applicant completed between 85% and 95% of required fields in HMIS for all Households</p> <p>4 Points- The applicant completed between 75% and 85% of required fields in HMIS for all Households</p> <p>0 Points- The applicant completed less than 75% of required fields in HMIS for all Households</p>	8	8	8
<p>Financial and Monitoring: The agency expended 100% of awarded funds by the end of the most recent grant year, documented at least 25% matching funds, maintained a regular drawdown schedule, and used a suitable proportion of funds for housing and supportive services. Maximum Point Value: 6</p>		6	
<p>Active CoC Membership: The agency has been represented at CoC meetings held during the program year. Maximum Point Value: 5</p>		5	
Total	62.00	100.00	64.00

Total Available Points = 100

Reviewer Signature	Date of Review
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Reviewer Name

Committee Member's Overall Observations/Concerns:

FY 2022 Lee County CoC Renewal Project Ranking Tool for RRH Projects

<i>This portion of the ranking tool will be completed by the Collaborative Applicant (Lee County HVS).</i>			
	JFCS CoC RRH	HVS COC RRH	SVDP COC RRH
Letter of intent to renew/reallocate was submitted by deadline. <i>If no, ineligible to apply.</i>	Yes	Yes	Yes
Applicant has met the HUD threshold requirements outlined in the current year NOFA. <i>If no, ineligible to apply.</i>	Yes	Yes	Yes
Applicant has a current CoC funded program that is eligible for renewal. <i>If no, ineligible to apply.</i>	Yes	Yes	Yes
Organization is NOT listed on the excluded parties list. <i>If no, ineligible to apply.</i>	Yes	Yes	Yes
Letter of intent to renew/reallocate is signed by agency official designated to execute contracts. <i>If no, ineligible to apply.</i>	Yes	Yes	Yes
Eligible to Apply	Yes	Yes	Yes
HVS Review Staff Initial: Date of Threshold Review:	<i>JFS</i> <i>8/9/2022</i>	<i>JFS</i> <i>8/9/2022</i>	<i>JFS</i> <i>8/9/2022</i>

Project Scoring

Please enter your score for each scoring criteria based on the funded project report card. While most scoring factors are related to specific data points, reviewer may consider all elements of the project to determine score for each item. Please use only whole and half points.

	JFCS CoC RRH	HVS COC RRH	SVDP COC RRH
<p>Housing Stability: The total number of leavers that exit the CoC funded program to a Permanent Housing Destination. <i>Local Target for RRH programs: 75% or more; Local Target for PSH Programs 85% or more.</i> Maximum Point Value: 12</p> <p>12 Points- More than 90% of program participants exit to a Permanent Housing Destination 10 Points- Between 80% and 90% of program participants exit to a Permanent Housing Destination 8 Points- Between 70% and 80% of program participants exit to a Permanent Housing Destination 6 Points- Between 60% and 70% of program participants exit to a Permanent Housing Destination 4 Points- Between 50% and 60% of program participants exit to a Permanent Housing Destination 0 Points- Less than 50% of program participants exit to a Permanent Housing Destination</p>	6	12	6
<p>Exits to Homelessness: The number of persons that exit the CoC funded program to homelessness. <i>Local Target for PSH and RRH Programs less than 10%.</i> Maximum Point Value: 12</p> <p>12 Points- Less than 10% of persons exit the program to homelessness 10 Points- Between 10% and 20% of persons exit the program to homelessness 6 Points- Between 20% and 30% of persons exit the program to homelessness 0 Points- More than 30% of persons exit the program to homelessness</p>	12	12	12

<p>Living Situation at Project Entry: The number of persons that enter the CoC funded from homelessness. <i>Local Target for PSH and RRH Programs is 100% from Safe Haven, Emergency Shelter, or Place not meant for human habitation.</i> Maximum Point Value: 8</p> <p>8 Points- 100% of persons enter the Program from Places not meant for Habitation or Emergency Shelters</p> <p>6 Points- More than 90% of persons enter the Program from Places not meant for Habitation or Emergency Shelters, but less than 100%</p> <p>4 Points- Between 75% and 90% of persons enter the Program from Places not meant for Habitation or Emergency Shelters</p> <p>0 Points- Less than 75% of persons enter the Program from Places not meant for Habitation or Emergency Shelters</p>	6	6	4
<p>Average Length of Time Homeless: The number days a persons is homeless once they are enrolled in a CoC Funded Program. <i>Local Target is 45 days or less.</i> Maximum Point Value: 9</p> <p>9 Points- The average number of days between program entry and move in is less than 45 days</p> <p>6 Points- The average number of days between program entry and move in is between 46 and 90 days</p> <p>3 Points- The average number of days between program entry and move in is between 91 and 120 days</p> <p>0 Points- The average number of days between program entry and move in is \geq 121 days</p>	6	6	6

<p>Returns to Homelessness: The number of leavers that exited a CoC funded program to a permanent housing designation, then returned to homelessness after 6, 12, or 24 months. . <i>Local Target for PSH and RRH Programs less than 10%</i> Maximum Point Value: 9</p> <p>9 Points- Less than 10% of households return to homelessness within 12 months of program exit</p> <p>7-8 Points- Between 10% and 20% of households return to homelessness within 12 months of program exit</p> <p>5-6 Points- Between 20% and 35% of households return to homelessness within 12 months of program exit</p> <p>0 Points- More than 35% of households return to homelessness within 12 months of program exit</p>	9	9	9
<p>Increasing Income: The number of persons in a CoC funded program that increased or maintained income. <i>Local Target for PSH and RRH Programs is 45% or more.</i> Maximum Point Value: 7</p> <p>7 Points- More than 80% of persons in the program increased or maintained their income</p> <p>5 Points- Between 45% and 80% of persons in the program increased or maintained their income</p> <p>3 Points- Between 30% and 45% of persons in the program increased or maintained their income</p> <p>0 Points- Less than 30% of persons in the program increased or maintained their income</p>	3	5	3
<p>Housing First: The project strictly adheres to low barrier and housing first practices, as indicated by the Housing First Assessment Tool Score. Maximum Point Value: 8</p>			

<p>Coordinated Entry: The percent of program entries received from Coordinated Entry, and demonstration that high need clients are being served, as indicated by an average VI SPDAT score that exceed the minimum prescribed for the project type.</p> <p>Local target of CE entries is 100% for RRH projects. PSH programs were in existence before CE was in place, and should not be penalized for percent under 100%. Local target for VI-SPDAT Scores 4-7 recommendation for RRH, 8+ (for individuals) and 9+ (for families) recommendation for PSH.</p> <p>Maximum Point Value: 8</p> <p>8 Points- 100% of households completed a VI-SPDAT prior to program entry</p> <p>6 Points- More than 90% of households completed a VI-SPDAT prior to program entry, but less than 100%</p> <p>0 Points- Less than 90% of households completed a VI-SPDAT prior to program entry</p>	8	8	8
<p>Serving High Need Clients: The program entries from Coordinated Entry demonstrate that more than 75% of the clients served by the program had severe service needs.</p> <p>Maximum Point Value: 8</p> <p>8 Points- The average VI-SPDAT score of clients served by the program was greater than 10</p> <p>7 Points- The average VI-SPDAT score of clients served by the program was between 8 and 10</p> <p>6 Points- The average VI-SPDAT score of clients served by the program was between 6 and 8</p> <p>0 Points- The average VI-SPDAT score of clients served by the program was less than 6</p>	8	7	6

<p>HMIS Data Quality: The project applicant meets or exceeds the HMIS Data Quality Standards established by the CoC, and ensures that all data is entered within 48 hours of receipt. Maximum Point Value: 8</p> <p>8 Points- The applicant completed over 95% of required fields in HMIS for all Households</p> <p>6 Points- the applicant completed between 85% and 95% of required fields in HMIS for all Households</p> <p>4 Points- The applicant completed between 75% and 85% of required fields in HMIS for all Households</p> <p>0 Points- The applicant completed less than 75% of required fields in HMIS for all Households</p>	6	8	4
<p>Financial and Monitoring: The agency expended 100% of awarded funds by the end of the most recent grant year, documented at least 25% matching funds, maintained a regular drawdown schedule, and used a suitable proportion of funds for housing and supportive services. Maximum Point Value: 6</p>			
<p>Active CoC Membership: The agency has been represented at CoC meetings held during the program year. Maximum Point Value: 5</p>			
Total	58.00	61.00	52.00
Total Available Points = 100			

Reviewer Signature

Reviewer Name

Committee Member's Overall Observations/Concerns:

Project Scoring

*Please enter your score for each scoring criteria based on the project proposal.
While most scoring factors are related to specific questions, reviewer may consider all elements of the proposal to determine score for each item.
Please use only whole and half points.*

<p>Priority 1 Project Outcomes (Performance Measures): The project has an estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. Addressing Length of time person remains homeless; Extent to which persons who exit homelessness to permanent housing destinations return to homelessness; Number of persons no longer homeless; Jobs and income growth Maximum Point Value: 10</p>	8	8	8	8	9	9	8	8	8	9	7	8
<p>Priority 2 Innovation: The project is innovative, and addresses housing and service needs in manner not already found within the CoC, or addresses housing and service needs for a population not currently being served in the CoC. The project is designed around a national best practice or existing evidence based program. Maximum Point Value: 15</p>	14	10	14	10	13	12	12	12	14	13	12	15
<p>Priority 3 Workforce Coordination: Does the project coordinate with workforce development boards to provide permanent housing and rapid rehousing with integrated services. Points will be awarded for projects that have written documentation to demonstrate partnership with local workforce development centers to improve employment opportunities. Maximum Point Value: 10</p>	8	8	8	4	8	8	4	4	4	4	6	4
<p>Priority 3 Health Care Coordination: Does the project coordinate with physical and behavioral healthcare organizations to provide integrated services to program participants. Points should only be awarded for projects that have written documentation to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain services, treatment, and/or medical insurance to address healthcare needs. Maximum Point Value: 10</p>	8	8	9	4	9	9	7	4	4	4	6	4
<p>Priority 3 Housing Coordination: Does the project coordinate with housing providers, including but not limited to the Public Housing Authorities, landlords, or other permanent housing resources to provide permanent housing units to program participants. Points should only be awarded for projects that have written documentation to demonstrate partnership with public and private organizations to assist program participants to obtain permanent housing. Maximum Point Value: 10</p>	6	6	6	4	4	4	6	4	4	4	4	4
<p>Priority 3 Engagement of Persons with Lived Experience & Equity: Does the project applicant demonstrate active engagement of persons with lived experience. Active engagement may be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design. Is the organization's Board and Staff composition representative of the population being served? Maximum Point Value: 10</p>	8	8	9	9	10	10	7	8	9	9	5	10

<p>Priority 4 Alignment with Community Goals and Needs: The project will assist the CoC in achieving stated goals and/or is a project specifically identified as a priority within the RFA. The project will help to ensure homelessness in L... County is rare brief and one-time, and fill a gap in services or housing. Maximum Point Value: 5</p>	5	5	5	5	5	5	5	5	5	5	5	5
<p>Priority 4 Housing First: The project will strictly adhere to low barrier and housing first practices, that centers o... providing people experiencing homelessness with housing as quickly as possible (within 30 days or less) – and the... providing services as needed. Maximum Point Value: 10</p>	8	8	8	8	10	10	7	8	8	8	3	4
<p>Priority 4 Timeliness: The agency has a clear schedule for project implementation, spending, and reporting, and will b... able to carry out activities within the funding period. Maximum Point Value: 5</p>	5	4	5	5	5	5	4	5	5	5	5	5
<p>Agency's Capacity and Experience: The agency has at least 12 months experience addressing the needs of an... providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless. T... agency also makes clear efforts to provide quality services through a person centered, housing focused model and ensuri... "soft hand-offs" when referrals are required. Maximum Point Value: 5</p>	5	5	5	5	5	5	5	5	5	5	5	5
<p>Budget, Match and Leverage: The project has a reasonable budget, all anticipated costs are eligible under one of th... available funding sources, and adequate match has been committed. The project also uses leveraged funds to expan... available housing and services. Maximum Point Value: 5</p>	5	5	5	5	3	5	5	5	5	5	5	5
<p>Proposal Presentation: The proposal is organized, and adheres to RFA instructions. Narratives are clear and concis... and the proposal presents new and original information to be considered for funding. Maximum Point Value: 5</p>	5	5	5	5	5	5	4	5	5	5	5	5

Total	=SUM(B15:B26)	85	80	87	74	86	87	75	72	76	76.00	68.00	74.00
Total Available Points = 100													

Lue Richardson
 Reviewer Signature

Lue Richardson
 Reviewer Name

FY 2022 Lee County CoC Renewal Project Ranking Tool for PSH Projects

<p align="center"><i>This portion of the ranking tool will be completed by the Collaborative Applicant (Lee County HVS).</i></p>	<p align="center">Threshold Requirements</p>		
	<p align="center">CASL Supportive Services</p>	<p align="center">CASL Permanent Supportive Housing</p>	<p align="center">CASL Rental Assistance</p>
<p align="center">Letter of intent to renew/reallocate was submitted by deadline. <i>If no, ineligible to apply.</i></p>	Yes	Yes	Yes
<p align="center">Applicant has met the HUD threshold requirements outlined in the current year NOFA. <i>If no, ineligible to apply.</i></p>	Yes	Yes	Yes
<p align="center">Applicant has a current CoC funded program that is eligible for renewal. <i>If no, ineligible to apply.</i></p>	Yes	Yes	Yes
<p align="center">Organization is NOT listed on the excluded parties list. <i>If no, ineligible to apply.</i></p>	Yes	Yes	Yes
<p align="center">Letter of intent to renew/reallocate is signed by agency official designated to execute contracts. <i>If no, ineligible to apply.</i></p>	Yes	Yes	Yes
Eligible to Apply	Yes	Yes	Yes
<p align="center">HVS Review Staff Initial:</p>	<i>JFS</i>	<i>JFS</i>	<i>JFS</i>
<p align="center">Date of Threshold Review:</p>	<i>8/9/2022</i>	<i>8/9/2022</i>	<i>8/9/2022</i>

Project Scoring

Please enter your score for each scoring criteria based on the funded project report card. While most scoring factors are related to specific data points, reviewer may consider all elements of the project to determine score for each item. Please use only whole and half points.

	CASL Supportive Services	CASL Permanent Supportive Housing	CASL Rental Assistance
<p>Housing Stability: The total number of leavers that exit the CoC funded program to a Permanent Housing Destination. <i>Local Target for RRH programs: 75% or more; Local Target for PSH Programs 85% or more.</i> Maximum Point Value: 12</p> <p style="padding-left: 40px;">12 Points- More than 90% of program participants exit to a Permanent Housing Destination</p> <p style="padding-left: 40px;">10 Points- Between 80% and 90% of program participants exit to a Permanent Housing Destination</p> <p style="padding-left: 40px;">8 Points- Between 70% and 80% of program participants exit to a Permanent Housing Destination</p> <p style="padding-left: 40px;">6 Points- Between 60% and 70% of program participants exit to a Permanent Housing Destination</p> <p style="padding-left: 40px;">4 Points- Between 50% and 60% of program participants exit to a Permanent Housing Destination</p> <p style="padding-left: 40px;">0 Points- Less than 50% of program participants exit to a Permanent Housing Destination</p>	10	12	10
<p>Exits to Homelessness: The number of persons that exit the CoC funded program to homelessness. <i>Local Target for PSH and RRH Programs less than 10%.</i> Maximum Point Value: 12</p> <p style="padding-left: 40px;">12 Points- Less than 10% of persons exit the program to homelessness</p> <p style="padding-left: 40px;">10 Points- Between 10% and 20% of persons exit the program to homelessness</p> <p style="padding-left: 40px;">6 Points- Between 20% and 30% of persons exit the program to homelessness</p> <p style="padding-left: 40px;">0 Points- More than 30% of persons exit the program to homelessness</p>	12	12	12

<p>Living Situation at Project Entry: The number of persons that enter the CoC funded from homelessness. <i>Local Target for PSH and RRH Programs is 100% from Safe Haven, Emergency Shelter, or Place not meant for human habitation.</i> Maximum Point Value: 8</p> <p>8 Points- 100% of persons enter the Program from Places not meant for Habitation or Emergency Shelters</p> <p>6 Points- More than 90% of persons enter the Program from Places not meant for Habitation or Emergency Shelters, but less than 100%</p> <p>4 Points- Between 75% and 90% of persons enter the Program from Places not meant for Habitation or Emergency Shelters</p> <p>0 Points- Less than 75% of persons enter the Program from Places not meant for Habitation or Emergency Shelters</p>	4	8	6
<p>Average Length of Time Homeless: The number days a persons is homeless once they are enrolled in a CoC Funded Program. <i>Local Target is 45 days or less.</i> Maximum Point Value: 9</p> <p>9 Points- The average number of days between program entry and move in is less than 45 days</p> <p>6 Points- The average number of days between program entry and move in is between 46 and 90 days</p> <p>3 Points- The average number of days between program entry and move in is between 91 and 120 days</p> <p>0 Points- The average number of days between program entry and move in is \geq 121 days</p>	9	9	9

<p>Returns to Homelessness: The number of leavers that exited a CoC funded program to a permanent housing designation, then returned to homelessness after 6, 12, or 24 months. . <i>Local Target for PSH and RRH Programs less than 10%</i> Maximum Point Value: 9</p> <p>9 Points- Less than 10% of households return to homelessness within 12 months of program exit</p> <p>7-8 Points- Between 10% and 20% of households return to homelessness within 12 months of program exit</p> <p>5-6 Points- Between 20% and 35% of households return to homelessness within 12 months of program exit</p> <p>0 Points- More than 35% of households return to homelessness within 12 months of program exit</p>	9	9	9
<p>Increasing Income: The number of persons in a CoC funded program that increased or maintained income. <i>Local Target for PSH and RRH Programs is 45% or more.</i> Maximum Point Value: 7</p> <p>7 Points- More than 80% of persons in the program increased or maintained their income</p> <p>5 Points- Between 45% and 80% of persons in the program increased or maintained their income</p> <p>3 Points- Between 30% and 45% of persons in the program increased or maintained their income</p> <p>0 Points- Less than 30% of persons in the program increased or maintained their income</p>	5	7	5
<p>Housing First: The project strictly adheres to low barrier and housing first practices, as indicated by the Housing First Assessment Tool Score. Maximum Point Value: 8</p>	8	8	8

<p>Coordinated Entry: The percent of program entries received from Coordinated Entry, and demonstration that high need clients are being served, as indicated by an average VI SPDAT score that exceed the minimum prescribed for the project type.</p> <p>Local target of CE entries is 100% for RRH projects. PSH programs were in existence before CE was in place, and should not be penalized for percent under 100%. Local target for VI-SPDAT Scores 4-7 recommendation for RRH, 8+ (for individuals) and 9+ (for families) recommendation for PSH.</p> <p>Maximum Point Value: 8</p> <p>8 Points- 100% of households completed a VI-SPDAT prior to program entry</p> <p>6 Points- More than 90% of households completed a VI-SPDAT prior to program entry, but less than 100%</p> <p>0 Points- Less than 90% of households completed a VI-SPDAT prior to program entry</p>	8	8	8
<p>Serving High Need Clients: The program entries from Coordinated Entry demonstrate that more than 75% of the clients served by the program had severe service needs.</p> <p>Maximum Point Value: 8</p> <p>8 Points- The average VI-SPDAT score of clients served by the program was greater than 10</p> <p>7 Points- The average VI-SPDAT score of clients served by the program was between 8 and 10</p> <p>6 Points- The average VI-SPDAT score of clients served by the program was between 6 and 8</p> <p>0 Points- The average VI-SPDAT score of clients served by the program was less than 6</p>	7	8	7

Type text here

<p>HMIS Data Quality: The project applicant meets or exceeds the HMIS Data Quality Standards established by the CoC, and ensures that all data is entered within 48 hours of receipt. Maximum Point Value: 8</p> <p>8 Points- The applicant completed over 95% of required fields in HMIS for all Households</p> <p>6 Points- the applicant completed between 85% and 95% of required fields in HMIS for all Households</p> <p>4 Points- The applicant completed between 75% and 85% of required fields in HMIS for all Households</p> <p>0 Points- The applicant completed less than 75% of required fields in HMIS for all Households</p>	8	8	8
<p>Financial and Monitoring: The agency expended 100% of awarded funds by the end of the most recent grant year, documented at least 25% matching funds, maintained a regular drawdown schedule, and used a suitable proportion of funds for housing and supportive services. Maximum Point Value: 6</p>	0	6	6
<p>Active CoC Membership: The agency has been represented at CoC meetings held during the program year. Maximum Point Value: 5</p>	5	5	5
Total	85.00	100.00	93.00

Total Available Points = 100

Lue Richardson

08/15/2022

Reviewer Signature

Date of Review

Lue Richardson

Reviewer Name

Committee Member's Overall Observations/Concerns:

Assuming they will met the 25% matching funds and increase the amount by \$193.00 to meet the criteria for the supportive services section? If so that score would then become a 6.

FY 2022 Lee County CoC Renewal Project Ranking Tool for SSO Projects

<p align="center"><i>This portion of the ranking tool will be completed by the Collaborative Applicant (Lee County HVS).</i></p>	<p align="center">Threshold Requirements</p>
<p align="center">Letter of intent to renew/reallocate was submitted by deadline. <i>If no, ineligible to apply.</i></p>	<p align="center">Yes</p>
<p align="center">Applicant has met the HUD threshold requirements outlined in the current year NOFA. <i>If no, ineligible to apply.</i></p>	<p align="center">Yes</p>
<p align="center">Applicant has a current CoC funded program that is eligible for renewal. <i>If no, ineligible to apply.</i></p>	<p align="center">Yes</p>
<p align="center">Organization is NOT listed on the excluded parties list. <i>If no, ineligible to apply.</i></p>	<p align="center">Yes</p>
<p align="center">Letter of intent to renew/reallocate is signed by agency official designated to execute contracts. <i>If no, ineligible to apply.</i></p>	<p align="center">Yes</p>
<p align="center">Eligible to Apply</p>	<p align="center">Yes</p>
<p align="center">HVS Review Staff Initial: Date of Threshold Review:</p>	<p align="center"><i>JFS</i> <i>8/9/2022</i></p>

Project Scoring

Please enter your score for each scoring criteria based on the project application. While most scoring factors are related to specific data points, reviewer may consider all elements of the project to determine score for each item. Please use only whole and half points.

Access: The Coordinated Entry System covers 100% of the CoC's Geographic Area, and is accessible by all persons, including those who are least likely to seek services. Maximum Point Value: 20	15
Assessment: The Coordinated Entry System provides a standardized assessment process that provides fair and equal access to services for all persons seeking assistance. Maximum Point Value: 20	15
Prioritization: The coordinated entry system prioritizes people most in need of assistance. Maximum Point Value: 20	20
Referral: The Coordinated Entry System quickly refers persons to permanent housing resources based on their vulnerability. Maximum Point Value: 20	15
Financial and Monitoring: The agency expended 100% of awarded funds by the end of the most recent grant year, documented at least 25% matching funds, maintained a regular drawdown schedule, and used a suitable proportion of funds for housing and supportive services. Maximum Point Value: 20	20
Total	85
Total Available Points = 100	

Rank:

Lue Richardson

08/15/2022

Reviewer Signature

Lue Richardson

Reviewer Name

Committee Member's Overall Observations/Concerns:

FY 2022 Lee County CoC Renewal Project Ranking Tool for RRH Projects

<i>This portion of the ranking tool will be completed by the Collaborative Applicant (Lee County HVS).</i>			
	JFCS CoC RRH	HVS COC RRH	SVDP COC RRH
Letter of intent to renew/reallocate was submitted by deadline. <i>If no, ineligible to apply.</i>	Yes	Yes	Yes
Applicant has met the HUD threshold requirements outlined in the current year NOFA. <i>If no, ineligible to apply.</i>	Yes	Yes	Yes
Applicant has a current CoC funded program that is eligible for renewal. <i>If no, ineligible to apply.</i>	Yes	Yes	Yes
Organization is NOT listed on the excluded parties list. <i>If no, ineligible to apply.</i>	Yes	Yes	Yes
Letter of intent to renew/reallocate is signed by agency official designated to execute contracts. <i>If no, ineligible to apply.</i>	Yes	Yes	Yes
Eligible to Apply	Yes	Yes	Yes
HVS Review Staff Initial: Date of Threshold Review:	<i>JFS</i> <i>8/9/2022</i>	<i>JFS</i> <i>8/9/2022</i>	<i>JFS</i> <i>8/9/2022</i>

Project Scoring

Please enter your score for each scoring criteria based on the funded project report card. While most scoring factors are related to specific data points, reviewer may consider all elements of the project to determine score for each item. Please use only whole and half points.

	JFCS CoC RRH	HVS COC RRH	SVDP COC RRH
<p>Housing Stability: The total number of leavers that exit the CoC funded program to a Permanent Housing Destination. <i>Local Target for RRH programs: 75% or more; Local Target for PSH Programs 85% or more.</i> Maximum Point Value: 12</p> <p>12 Points- More than 90% of program participants exit to a Permanent Housing Destination 10 Points- Between 80% and 90% of program participants exit to a Permanent Housing Destination 8 Points- Between 70% and 80% of program participants exit to a Permanent Housing Destination 6 Points- Between 60% and 70% of program participants exit to a Permanent Housing Destination 4 Points- Between 50% and 60% of program participants exit to a Permanent Housing Destination 0 Points- Less than 50% of program participants exit to a Permanent Housing Destination</p>	6	12	6
<p>Exits to Homelessness: The number of persons that exit the CoC funded program to homelessness. <i>Local Target for PSH and RRH Programs less than 10%.</i> Maximum Point Value: 12</p> <p>12 Points- Less than 10% of persons exit the program to homelessness 10 Points- Between 10% and 20% of persons exit the program to homelessness 6 Points- Between 20% and 30% of persons exit the program to homelessness 0 Points- More than 30% of persons exit the program to homelessness</p>	12	12	12

<p>Living Situation at Project Entry: The number of persons that enter the CoC funded from homelessness. <i>Local Target for PSH and RRH Programs is 100% from Safe Haven, Emergency Shelter, or Place not meant for human habitation.</i> Maximum Point Value: 8</p> <p>8 Points- 100% of persons enter the Program from Places not meant for Habitation or Emergency Shelters</p> <p>6 Points- More than 90% of persons enter the Program from Places not meant for Habitation or Emergency Shelters, but less than 100%</p> <p>4 Points- Between 75% and 90% of persons enter the Program from Places not meant for Habitation or Emergency Shelters</p> <p>0 Points- Less than 75% of persons enter the Program from Places not meant for Habitation or Emergency Shelters</p>	6	6	4
<p>Average Length of Time Homeless: The number days a persons is homeless once they are enrolled in a CoC Funded Program. <i>Local Target is 45 days or less.</i> Maximum Point Value: 9</p> <p>9 Points- The average number of days between program entry and move in is less than 45 days</p> <p>6 Points- The average number of days between program entry and move in is between 46 and 90 days</p> <p>3 Points- The average number of days between program entry and move in is between 91 and 120 days</p> <p>0 Points- The average number of days between program entry and move in is \geq 121 days</p>	6	6	6

<p>Returns to Homelessness: The number of leavers that exited a CoC funded program to a permanent housing designation, then returned to homelessness after 6, 12, or 24 months. . <i>Local Target for PSH and RRH Programs less than 10%</i> Maximum Point Value: 9</p> <p>9 Points- Less than 10% of households return to homelessness within 12 months of program exit</p> <p>7-8 Points- Between 10% and 20% of households return to homelessness within 12 months of program exit</p> <p>5-6 Points- Between 20% and 35% of households return to homelessness within 12 months of program exit</p> <p>0 Points- More than 35% of households return to homelessness within 12 months of program exit</p>	9	9	9
<p>Increasing Income: The number of persons in a CoC funded program that increased or maintained income. <i>Local Target for PSH and RRH Programs is 45% or more.</i> Maximum Point Value: 7</p> <p>7 Points- More than 80% of persons in the program increased or maintained their income</p> <p>5 Points- Between 45% and 80% of persons in the program increased or maintained their income</p> <p>3 Points- Between 30% and 45% of persons in the program increased or maintained their income</p> <p>0 Points- Less than 30% of persons in the program increased or maintained their income</p>	3	5	3
<p>Housing First: The project strictly adheres to low barrier and housing first practices, as indicated by the Housing First Assessment Tool Score. Maximum Point Value: 8</p>	8	5	8

<p>Coordinated Entry: The percent of program entries received from Coordinated Entry, and demonstration that high need clients are being served, as indicated by an average VI SPDAT score that exceed the minimum prescribed for the project type.</p> <p>Local target of CE entries is 100% for RRH projects. PSH programs were in existence before CE was in place, and should not be penalized for percent under 100%. Local target for VI-SPDAT Scores 4-7 recommendation for RRH, 8+ (for individuals) and 9+ (for families) recommendation for PSH.</p> <p>Maximum Point Value: 8</p> <p>8 Points- 100% of households completed a VI-SPDAT prior to program entry</p> <p>6 Points- More than 90% of households completed a VI-SPDAT prior to program entry, but less than 100%</p> <p>0 Points- Less than 90% of households completed a VI-SPDAT prior to program entry</p>	8	8	8
<p>Serving High Need Clients: The program entries from Coordinated Entry demonstrate that more than 75% of the clients served by the program had severe service needs.</p> <p>Maximum Point Value: 8</p> <p>8 Points- The average VI-SPDAT score of clients served by the program was greater than 10</p> <p>7 Points- The average VI-SPDAT score of clients served by the program was between 8 and 10</p> <p>6 Points- The average VI-SPDAT score of clients served by the program was between 6 and 8</p> <p>0 Points- The average VI-SPDAT score of clients served by the program was less than 6</p>	8	7	6

<p>HMIS Data Quality: The project applicant meets or exceeds the HMIS Data Quality Standards established by the CoC, and ensures that all data is entered within 48 hours of receipt. Maximum Point Value: 8</p> <p>8 Points- The applicant completed over 95% of required fields in HMIS for all Households</p> <p>6 Points- the applicant completed between 85% and 95% of required fields in HMIS for all Households</p> <p>4 Points- The applicant completed between 75% and 85% of required fields in HMIS for all Households</p> <p>0 Points- The applicant completed less than 75% of required fields in HMIS for all Households</p>	6	8	4
<p>Financial and Monitoring: The agency expended 100% of awarded funds by the end of the most recent grant year, documented at least 25% matching funds, maintained a regular drawdown schedule, and used a suitable proportion of funds for housing and supportive services. Maximum Point Value: 6</p>	6	0	6
<p>Active CoC Membership: The agency has been represented at CoC meetings held during the program year. Maximum Point Value: 5</p>	5	5	5
Total	83.00	83.00	77.00

Total Available Points = 100

Lue Richardson

08/15/2022

Reviewer Signature

Lue Richardson

Reviewer Name

Committee Member's Overall Observations/Concerns:

LCHVS needs to add an additional \$894 to meet the budget match criteria - if that happens then the score can change from 0 to 6.

From: [Sutton, Jeannie](#)
To: [Sandi Rowland](#); [alex.olivares@catholiccharitiesdov.org](#); [Paola Pinillos](#); [eduardo.gloria@catholiccharitiesdov.org](#); [Scott Eller](#); [nmiller@fcs-cares.org](#); [Heather Cross](#); [PJ Brooks](#); [Deborah Jackson](#); [Nehemiah Warner](#); [Yulia Parsons](#); [slegarsky@fcs-cares.org](#); [Hustad, Kim](#); [dave@svdpsp.org](#); [Tervyn Streets](#); [Carlyle Garois](#); [ecooks@lchdc@yahoo.com](#); ["TJ Jackson"](#)
Cc: [Tesoro, Mark](#); [Gillmore, Timothy](#); [Usa, Kimberly](#); [Sanchez, Clara](#); [Mercado, Roger](#)
Subject: 2022 Continuum of Care Funding Applications (Annual and Supplemental)- Conditional Selection of Project Applications
Date: Wednesday, September 14, 2022 5:31:00 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[New Project Scoring.pdf](#)
[Renewal Project Scoring.pdf](#)
Importance: High

Good afternoon all,

On Wednesday, September 14, 2022, the CoC Governing Board met to review and vote on the recommendations made by the Performance Evaluation and Ranking Committee. The Committee assessed the performance measures, effectiveness, and need for all renewal and new CoC projects for both the 2022 Annual CoC process and the Supplemental CoC process. All projects were evaluated in accordance with the 2021 Ranking Tool. The conditionally selected projects for both the 2022 Continuum of Care Annual Application and the 2021 Supplemental CoC Application to Address Unsheltered Homelessness are listed below. Detailed scoring information can be reviewed in the attached results.

Agencies with conditionally selected projects will receive additional correspondence shortly requesting updated match documentation, HUD 2880 forms, and to complete a final review of your project application prior to submission in eSNAPs. The deadline for these documents will be early next week, your quick attention to these items is greatly appreciated.

2022 Continuum of Care Annual Application

Applicant	Project Name	Funding Source	Funding Requested	Average Score	Project Rank	Tier
CASL	PSH	CoC Annual	\$ 171,458.00	98.33333333	1	1
CASL	Lee County RTF II PSH	New CoC Annual	\$ 688,073.80	93	2	1
CASL	SS	CoC Annual	\$ 128,157.00	84.5	7	1
CASL	RA	CoC Annual	\$ 199,565.00	82.66666667	8	1
CASL	Lee County PSH Scattered Site Rental Assistance	New CoC Annual	\$ 296,234.40	92.2	4	1
HVS	SSO CE	CoC Annual	\$ 165,000.00	92.83333333	3	1
Catholic Charities	DV RRH	DV Bonus New CoC Annual	\$ 166,949.60	90	5	1
Catholic Charities	DV RRH	DV Bonus New CoC Annual	\$ 89,777.20			2
Catholic Charities	Rapid Rehousing	New CoC Annual	\$ 369,353.00	86.8	6	2
SVDP	Returning Home Lee RRH	CoC Annual	\$ 211,012.00	73.16666667	14	2
Project Sub Totals			\$ 2,485,580.00			
		Planning Grant	\$ 107,405.00			
		Total	\$ 2,592,985.00			

2021 Supplemental CoC Application to Address Unsheltered Homelessness

Applicant	Project Name	Funding Source	Funding Requested	Average Score	Project Rank
HVS	CoC Planning Grant	Supplemental	\$ 35,800.00	96	1
Catholic Charities	Youth Rapid Re-Housing	Supplemental	\$ 578,792.00	88.2	2
SVDP	Lee Scattered Site PSH Targeting Unsheltered Homeless	Supplemental	\$ 578,792.00	84	3
		Total	\$ 1,193,384.00		

The following projects were not selected for submission to HUD:

CPE	The Empowerment Center
TSA	Red Shield Homeless Outreach Project

HVS	RRH
SVDP	Returning Home Lee RRH Expansion
SVDP	Safely Home - Lee CY 2022
JFCS	RRH
LCHDC	DV RRH

Thank you for taking the time to submit an application for a CoC funded project. If your project was not selected, please consider applying for additional funding opportunities that may arise in the future.

If you would like to request a debriefing to discuss your project applications, scores or other information, please feel free to reply to this email with your availability the week of October 17, 2022.

Thank you,



Jeannie Sutton | Deputy Director

Lee County Human and Veteran Services

2440 Thompson St., Fort Myers, FL 33901

office: (239) 533-7958

cell: (239) 822-8438

email: jsutton@leegov.com

web: www.leegov.com

Connect With Us On Social Media



PERC Member	Applicant	Project Name	Funding Source	Funding Requested	Number of Units/Clients	Project Score
Lue Richardson	CASL	Lee County PSH Scattered Site Rental Assistance	New CoC Annual	\$ 296,234.40	40	87
Lue Richardson	CASL	Lee County RTF II PSH	New CoC Annual	\$ 723,764.00	16	86
Lue Richardson	Catholic Ch	Rapid Rehousing	New CoC Annual	\$ 369,353.00	25	80
Lue Richardson	SVDP	Returning Home Lee RRH Expansion	New CoC Annual	\$ 1,020,060.00	68	76
Lue Richardson	SVDP	Safely Home - Lee CY 2022	DV Bonus New Cd	\$ 257,025.00	11	72
Lue Richardson	Catholic Ch	DV RRH	DV Bonus New Cd	\$ 256,726.80	30	87
Lue Richardson	LCHDC	DV RRH	DV Bonus New Cd	\$ 257,025.00	100	75
Lue Richardson	Catholic Ch	Youth Rapid Re-Housing	Supplemental	\$ 1,252,482.00	105	85
Lue Richardson	CPE	The Empowerment Center	Supplemental	\$ 608,510.40	24	74
Lue Richardson	SVDP	Lee Scattered Site PSH Targeting Unsheltered Homeless	Supplemental	\$ 1,157,584.00	63	82
Lue Richardson	TSA	Red Shield Homeless Outreach Project	Supplemental	\$ 560,405.00	50	68
Lue Richardson	HVS	CoC Planning Grant	Supplemental		0	90

Rob Tabor	CASL	Lee County PSH Scattered Site Rental Assistance	New CoC Annual	\$ 296,234.40	40	97
Rob Tabor	CASL	Lee County RTF II PSH	New CoC Annual	\$ 723,764.00	16	96
Rob Tabor	Catholic Ch	Rapid Rehousing	New CoC Annual	\$ 369,353.00	25	84
Rob Tabor	SVDP	Returning Home Lee RRH Expansion	New CoC Annual	\$ 1,020,060.00	68	79
Rob Tabor	SVDP	Safely Home - Lee CY 2022	DV Bonus New Cd	\$ 257,025.00	11	76
Rob Tabor	Catholic Ch	DV RRH	DV Bonus New Cd	\$ 256,726.80	30	84
Rob Tabor	LCHDC	DV RRH	DV Bonus New Cd	\$ 257,025.00	100	77
Rob Tabor	Catholic Ch	Youth Rapid Re-Housing	Supplemental	\$ 1,252,482.00	105	84
Rob Tabor	CPE	The Empowerment Center	Supplemental	\$ 608,510.40	24	88
Rob Tabor	SVDP	Lee Scattered Site PSH Targeting Unsheltered Homeless	Supplemental	\$ 1,157,584.00	63	82
Rob Tabor	TSA	Red Shield Homeless Outreach Project	Supplemental	\$ 560,405.00	50	85
Rob Tabor	HVS	CoC Planning Grant	Supplemental		0	100

Therese Everly	CASL	Lee County PSH Scattered Site Rental Assistance	New CoC Annual	\$ 296,234.40	40	99
Therese Everly	CASL	Lee County RTF II PSH	New CoC Annual	\$ 723,764.00	16	99
Therese Everly	Catholic Ch	Rapid Rehousing	New CoC Annual	\$ 369,353.00	25	96
Therese Everly	SVDP	Returning Home Lee RRH Expansion	New CoC Annual	\$ 1,020,060.00	68	85
Therese Everly	SVDP	Safely Home - Lee CY 2022	DV Bonus New Cd	\$ 257,025.00	11	91
Therese Everly	Catholic Ch	DV RRH	DV Bonus New Cd	\$ 256,726.80	30	99
Therese Everly	LCHDC	DV RRH	DV Bonus New Cd	\$ 257,025.00	100	87
Therese Everly	Catholic Ch	Youth Rapid Re-Housing	Supplemental	\$ 1,252,482.00	105	95
Therese Everly	CPE	The Empowerment Center	Supplemental	\$ 608,510.40	24	79
Therese Everly	SVDP	Lee Scattered Site PSH Targeting Unsheltered Homeless	Supplemental	\$ 1,157,584.00	63	87
Therese Everly	TSA	Red Shield Homeless Outreach Project	Supplemental	\$ 560,405.00	50	88
Therese Everly	HVS	CoC Planning Grant	Supplemental		0	100

Linda Hafner	CASL	Lee County PSH Scattered Site Rental Assistance	New CoC Annual	\$ 296,234.40	40	98
Linda Hafner	CASL	Lee County RTF II PSH	New CoC Annual	\$ 723,764.00	16	99
Linda Hafner	Catholic Ch	Rapid Rehousing	New CoC Annual	\$ 369,353.00	25	94
Linda Hafner	SVDP	Returning Home Lee RRH Expansion	New CoC Annual	\$ 1,020,060.00	68	88
Linda Hafner	SVDP	Safely Home - Lee CY 2022	DV Bonus New Cd	\$ 257,025.00	11	88
Linda Hafner	Catholic Ch	DV RRH	DV Bonus New Cd	\$ 256,726.80	30	95
Linda Hafner	LCHDC	DV RRH	DV Bonus New Cd	\$ 257,025.00	100	78
Linda Hafner	Catholic Ch	Youth Rapid Re-Housing	Supplemental	\$ 1,252,482.00	105	92
Linda Hafner	CPE	The Empowerment Center	Supplemental	\$ 608,510.40	24	89
Linda Hafner	SVDP	Lee Scattered Site PSH Targeting Unsheltered Homeless	Supplemental	\$ 1,157,584.00	63	89
Linda Hafner	TSA	Red Shield Homeless Outreach Project	Supplemental	\$ 560,405.00	50	91
Linda Hafner	HVS	CoC Planning Grant	Supplemental		0	100

Jennifer Souvannasinh	CASL	Lee County PSH Scattered Site Rental Assistance	New CoC Annual	\$ 296,234.40	40	80
Jennifer Souvannasinh	CASL	Lee County RTF II PSH	New CoC Annual	\$ 723,764.00	16	85
Jennifer Souvannasinh	Catholic Ch	Rapid Rehousing	New CoC Annual	\$ 369,353.00	25	80
Jennifer Souvannasinh	SVDP	Returning Home Lee RRH Expansion	New CoC Annual	\$ 1,020,060.00	68	70
Jennifer Souvannasinh	SVDP	Safely Home - Lee CY 2022	DV Bonus New Cd	\$ 257,025.00	11	70
Jennifer Souvannasinh	Catholic Ch	DV RRH	DV Bonus New Cd	\$ 256,726.80	30	85
Jennifer Souvannasinh	LCHDC	DV RRH	DV Bonus New Cd	\$ 257,025.00	100	75
Jennifer Souvannasinh	Catholic Ch	Youth Rapid Re-Housing	Supplemental	\$ 1,252,482.00	105	85
Jennifer Souvannasinh	CPE	The Empowerment Center	Supplemental	\$ 608,510.40	24	75
Jennifer Souvannasinh	SVDP	Lee Scattered Site PSH Targeting Unsheltered Homeless	Supplemental	\$ 1,157,584.00	63	80
Jennifer Souvannasinh	TSA	Red Shield Homeless Outreach Project	Supplemental	\$ 560,405.00	50	70
Jennifer Souvannasinh	HVS	CoC Planning Grant	Supplemental		0	90

Applicant	Project Name	Average Score
CASL	Lee County PSH Scattered Site Rental Assistance	92.2
CASL	Lee County RTF II PSH	93
Catholic Charities	Rapid Rehousing	86.8
SVDP	Returning Home Lee RRH Expansion	79.6
SVDP	Safely Home - Lee CY 2022	79.4
Catholic Charities	DV RRH	90
LCHDC	DV RRH	78.4
Catholic Charities	Youth Rapid Re-Housing	88.2
CPE	The Empowerment Center	81
SVDP	Lee Scattered Site PSH Targeting Unsheltered Homeless	84
TSA	Red Shield Homeless Outreach Project	80.4
HVS	CoC Planning Grant	96

PERC Member	Applicant	Project Name	Funding Source	Funding Requested	Number of Units/Clients	Project Score
Lue Richardson	HVS	SSO CE	CoC Annual	\$ 165,000.00	N/A	85
Lue Richardson	JFCS	RRH	CoC Annual	\$ 106,206.00	4	83
Lue Richardson	HVS	RRH	CoC Annual	\$ 113,471.00	8	83
Lue Richardson	SVDP	RRH	CoC Annual	\$ 211,012.00	10	77
Lue Richardson	CASL	SS	CoC Annual	\$ 128,157.00	17	85
Lue Richardson	CASL	PSH	CoC Annual	\$ 171,458.00	11	100
Lue Richardson	CASL	RA	CoC Annual	\$ 199,565.00	12	93

Rob Tabor	HVS	SSO CE	CoC Annual	\$ 165,000.00	N/A	94
Rob Tabor	JFCS	RRH	CoC Annual	\$ 106,206.00	4	80
Rob Tabor	HVS	RRH	CoC Annual	\$ 113,471.00	8	83
Rob Tabor	SVDP	RRH	CoC Annual	\$ 211,012.00	10	79
Rob Tabor	CASL	SS	CoC Annual	\$ 128,157.00	17	89
Rob Tabor	CASL	PSH	CoC Annual	\$ 171,458.00	11	100
Rob Tabor	CASL	RA	CoC Annual	\$ 199,565.00	12	83

Therese Everly	HVS	SSO CE	CoC Annual	\$ 165,000.00	N/A	98
Therese Everly	JFCS	RRH	CoC Annual	\$ 106,206.00	4	83
Therese Everly	HVS	RRH	CoC Annual	\$ 113,471.00	8	84
Therese Everly	SVDP	RRH	CoC Annual	\$ 211,012.00	10	75
Therese Everly	CASL	SS	CoC Annual	\$ 128,157.00	17	91
Therese Everly	CASL	PSH	CoC Annual	\$ 171,458.00	11	100
Therese Everly	CASL	RA	CoC Annual	\$ 199,565.00	12	88

Linda Hafner	HVS	SSO CE	CoC Annual	\$ 165,000.00	N/A	95
Linda Hafner	JFCS	RRH	CoC Annual	\$ 106,206.00	4	75
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Linda Hafner	SVDP	RRH	CoC Annual	\$ 211,012.00	10	69
Linda Hafner	CASL	SS	CoC Annual	\$ 128,157.00	17	81
Linda Hafner	CASL	PSH	CoC Annual	\$ 171,458.00	11	100
Linda Hafner	CASL	RA	CoC Annual	\$ 199,565.00	12	81

Hannah Pelle	HVS	SSO CE	CoC Annual	\$ 165,000.00	N/A	95
Hannah Pelle	JFCS	RRH	CoC Annual	\$ 106,206.00	4	75
Hannah Pelle	HVS	RRH	CoC Annual	\$ 113,471.00	8	80
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Jennifer Souvannasinh	HVS	SSO CE	CoC Annual	\$ 165,000.00	N/A	90
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Jennifer Souvannasinh	CASL	RA	CoC Annual	\$ 199,565.00	12	70

Average Score

HVS	SSO CE	92.83333333
JFCS	RRH	78.5
HVS	RRH	81.66666667
SVDP	RRH	73.16666667
CASL	SS	84.5
CASL	PSH	98.33333333
CASL	RA	82.66666667



DOING THE
MOST GOOD

William Booth, Founder
Brian Peddle, General
Commissioner Kenneth Hodder, National Commander
Commissioner Willis Howell, Territorial Commander
Lt. Colonel Kent Davis, Divisional Commander
Majors Carlyle and Charlotte Gargis, Area Commanders
Captain Emmanuella Prudent, Assistant Corps Officer

August 4, 2022

Jennie Sutton
2440 Thompson Street
Fort Myers, FL 33901
Re: Continuum of Care (CoC)
For the 2022 Competitive Funding Cycle

Ms. Sutton,

The Salvation Army has decided to step back from the Homeless Prevention Program through Rapid Rehousing effective 5/1/22.

The Salvation Army voluntarily reallocates all our funding for the 2022 competitive Funding Cycle. Please reallocate these eligible funds to another project outside of our organization.

Sincerely,

Carlyle K Gargis, Major
AREA COMMANDER/CORPS OFFICER
Lee, Hendry and Glades Counties

August 3, 2022

Ms. Jeannie Sutton
Lee County Human and Veteran Services
2440 Thompson St.
Fort Myers, FL 33901

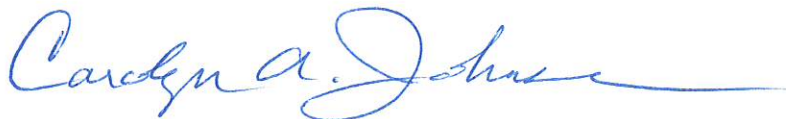
Re: RRH

Dear Ms. Sutton:

Goodwill Industries of SWFL unfortunately will not be able to participate in the next Rapid Rehousing 2022/2023 cycle due to our coordinator retiring. Goodwill would like the Rapid Rehousing 2022.2023 awarded dollars to be reallocated to the appropriate partner.

GoodwillSWFL was very grateful to be given the opportunity to serve our community through the Rapid Rehousing program. We will continue to be a committed community partner in helping to make homelessness rare and one-time.

Carolyn A. Johnson



Sr. VP of Mission Services and Development

Mission:

Goodwill Industries of Southwest Florida is committed to serving people with disabilities and disadvantages by offering life-changing opportunities to achieve independence.



From: [Sutton, Jeannie](#)
To: [Sandi Rowland](#); [alex.olivares@catholiccharitiesdov.org](#); [Paola Pinillos](#); [eduardo.gloria@catholiccharitiesdov.org](#); [Scott Eller](#); [nmiller@fcs-cares.org](#); [Heather Cross](#); [PJ Brooks](#); [Deborah Jackson](#); [Nehemiah Warner](#); [Yulia Parsons](#); [slegarsky@fcs-cares.org](#); [Hustad, Kim](#); [dave@svdpsp.org](#); [Tervyn Streets](#); [Carlyle Garois](#); [ecooks@chdc@yahoo.com](#); ["TJ Jackson"](#)
Cc: [Tesoro, Mark](#); [Gillmore, Timothy](#); [Usa, Kimberly](#); [Sanchez, Clara](#); [Mercado, Roger](#)
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Importance: High

Good afternoon all,

On Wednesday, September 14, 2022, the CoC Governing Board met to review and vote on the recommendations made by the Performance Evaluation and Ranking Committee. The Committee assessed the performance measures, effectiveness, and need for all renewal and new CoC projects for both the 2022 Annual CoC process and the Supplemental CoC process. All projects were evaluated in accordance with the 2021 Ranking Tool. The conditionally selected projects for both the 2022 Continuum of Care Annual Application and the 2021 Supplemental CoC Application to Address Unsheltered Homelessness are listed below. Detailed scoring information can be reviewed in the attached results.

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2022 Continuum of Care Annual Application

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CASL	SS	CoC Annual	\$ 128,157.00	84.5	7	1
CASL	RA	CoC Annual	\$ 199,565.00	82.66666667	8	1
CASL	Lee County PSH Scattered Site Rental Assistance	New CoC Annual	\$ 296,234.40	92.2	4	1
HVS	SSO CE	CoC Annual	\$ 165,000.00	92.83333333	3	1
Catholic Charities	DV RRH	DV Bonus New CoC Annual	\$ 166,949.60	90	5	1
Catholic Charities	DV RRH	DV Bonus New CoC Annual	\$ 89,777.20			2
Catholic Charities	Rapid Rehousing	New CoC Annual	\$ 369,353.00	86.8	6	2
SVDP	Returning Home Lee RRH	CoC Annual	\$ 211,012.00	73.16666667	14	2
Project Sub Totals			\$ 2,485,580.00			
		Planning Grant	\$ 107,405.00			
		Total	\$ 2,592,985.00			

2021 Supplemental CoC Application to Address Unsheltered Homelessness

Applicant	Project Name	Funding Source	Funding Requested	Average Score	Project Rank
HVS	CoC Planning Grant	Supplemental	\$ 35,800.00	96	1
Catholic Charities	Youth Rapid Re-Housing	Supplemental	\$ 578,792.00	88.2	2
SVDP	Lee Scattered Site PSH Targeting Unsheltered Homeless	Supplemental	\$ 578,792.00	84	3
		Total	\$ 1,193,384.00		

The following projects were not selected for submission to HUD:

CPE	The Empowerment Center
TSA	Red Shield Homeless Outreach Project

HVS	RRH
SVDP	Returning Home Lee RRH Expansion
SVDP	Safely Home - Lee CY 2022
JFCS	RRH
LCHDC	DV RRH

Thank you for taking the time to submit an application for a CoC funded project. If your project was not selected, please consider applying for additional funding opportunities that may arise in the future.

If you would like to request a debriefing to discuss your project applications, scores or other information, please feel free to reply to this email with your availability the week of October 17, 2022.

Thank you,



Jeannie Sutton | Deputy Director

Lee County Human and Veteran Services

2440 Thompson St., Fort Myers, FL 33901

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cell: (239) 822-8438

email: jsutton@leegov.com

web: www.leegov.com

Connect With Us On Social Media



PERC Member	Applicant	Project Name	Funding Source	Funding Requested	Number of Units/Clients	Project Score
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Lue Richardson	CASL	Lee County RTF II PSH	New CoC Annual	\$ 723,764.00	16	86
Lue Richardson	Catholic Ch	Rapid Rehousing	New CoC Annual	\$ 369,353.00	25	80
Lue Richardson	SVDP	Returning Home Lee RRH Expansion	New CoC Annual	\$ 1,020,060.00	68	76
Lue Richardson	SVDP	Safely Home - Lee CY 2022	DV Bonus New Cd	\$ 257,025.00	11	72
Lue Richardson	Catholic Ch	DV RRH	DV Bonus New Cd	\$ 256,726.80	30	87
Lue Richardson	LCHDC	DV RRH	DV Bonus New Cd	\$ 257,025.00	100	75
Lue Richardson	Catholic Ch	Youth Rapid Re-Housing	Supplemental	\$ 1,252,482.00	105	85
Lue Richardson	CPE	The Empowerment Center	Supplemental	\$ 608,510.40	24	74
Lue Richardson	SVDP	Lee Scattered Site PSH Targeting Unsheltered Homeless	Supplemental	\$ 1,157,584.00	63	82
Lue Richardson	TSA	Red Shield Homeless Outreach Project	Supplemental	\$ 560,405.00	50	68
Lue Richardson	HVS	CoC Planning Grant	Supplemental		0	90

Rob Tabor	CASL	Lee County PSH Scattered Site Rental Assistance	New CoC Annual	\$ 296,234.40	40	97
Rob Tabor	CASL	Lee County RTF II PSH	New CoC Annual	\$ 723,764.00	16	96
Rob Tabor	Catholic Ch	Rapid Rehousing	New CoC Annual	\$ 369,353.00	25	84
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Rob Tabor	SVDP	Safely Home - Lee CY 2022	DV Bonus New Cd	\$ 257,025.00	11	76
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Therese Everly	CASL	Lee County PSH Scattered Site Rental Assistance	New CoC Annual	\$ 296,234.40	40	99
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Linda Hafner	SVDP	Returning Home Lee RRH Expansion	New CoC Annual	\$ 1,020,060.00	68	88
Linda Hafner	SVDP	Safely Home - Lee CY 2022	DV Bonus New Cd	\$ 257,025.00	11	88
Linda Hafner	Catholic Ch	DV RRH	DV Bonus New Cd	\$ 256,726.80	30	95
Linda Hafner	LCHDC	DV RRH	DV Bonus New Cd	\$ 257,025.00	100	78
Linda Hafner	Catholic Ch	Youth Rapid Re-Housing	Supplemental	\$ 1,252,482.00	105	92
Linda Hafner	CPE	The Empowerment Center	Supplemental	\$ 608,510.40	24	89
Linda Hafner	SVDP	Lee Scattered Site PSH Targeting Unsheltered Homeless	Supplemental	\$ 1,157,584.00	63	89
Linda Hafner	TSA	Red Shield Homeless Outreach Project	Supplemental	\$ 560,405.00	50	91
Linda Hafner	HVS	CoC Planning Grant	Supplemental		0	100

Jennifer Souvannasinh	CASL	Lee County PSH Scattered Site Rental Assistance	New CoC Annual	\$ 296,234.40	40	80
Jennifer Souvannasinh	CASL	Lee County RTF II PSH	New CoC Annual	\$ 723,764.00	16	85
Jennifer Souvannasinh	Catholic Ch	Rapid Rehousing	New CoC Annual	\$ 369,353.00	25	80
Jennifer Souvannasinh	SVDP	Returning Home Lee RRH Expansion	New CoC Annual	\$ 1,020,060.00	68	70
Jennifer Souvannasinh	SVDP	Safely Home - Lee CY 2022	DV Bonus New Cd	\$ 257,025.00	11	70
Jennifer Souvannasinh	Catholic Ch	DV RRH	DV Bonus New Cd	\$ 256,726.80	30	85
Jennifer Souvannasinh	LCHDC	DV RRH	DV Bonus New Cd	\$ 257,025.00	100	75
Jennifer Souvannasinh	Catholic Ch	Youth Rapid Re-Housing	Supplemental	\$ 1,252,482.00	105	85
Jennifer Souvannasinh	CPE	The Empowerment Center	Supplemental	\$ 608,510.40	24	75
Jennifer Souvannasinh	SVDP	Lee Scattered Site PSH Targeting Unsheltered Homeless	Supplemental	\$ 1,157,584.00	63	80
Jennifer Souvannasinh	TSA	Red Shield Homeless Outreach Project	Supplemental	\$ 560,405.00	50	70
Jennifer Souvannasinh	HVS	CoC Planning Grant	Supplemental		0	90

Applicant	Project Name	Average Score
CASL	Lee County PSH Scattered Site Rental Assistance	92.2
CASL	Lee County RTF II PSH	93
Catholic Charities	Rapid Rehousing	86.8
SVDP	Returning Home Lee RRH Expansion	79.6
SVDP	Safely Home - Lee CY 2022	79.4
Catholic Charities	DV RRH	90
LCHDC	DV RRH	78.4
Catholic Charities	Youth Rapid Re-Housing	88.2
CPE	The Empowerment Center	81
SVDP	Lee Scattered Site PSH Targeting Unsheltered Homeless	84
TSA	Red Shield Homeless Outreach Project	80.4
HVS	CoC Planning Grant	96

PERC Member	Applicant	Project Name	Funding Source	Funding Requested	Number of Units/Clients	Project Score
Lue Richardson	HVS	SSO CE	CoC Annual	\$ 165,000.00	N/A	85
Lue Richardson	JFCS	RRH	CoC Annual	\$ 106,206.00	4	83
Lue Richardson	HVS	RRH	CoC Annual	\$ 113,471.00	8	83
Lue Richardson	SVDP	RRH	CoC Annual	\$ 211,012.00	10	77
Lue Richardson	CASL	SS	CoC Annual	\$ 128,157.00	17	85
Lue Richardson	CASL	PSH	CoC Annual	\$ 171,458.00	11	100
Lue Richardson	CASL	RA	CoC Annual	\$ 199,565.00	12	93

Rob Tabor	HVS	SSO CE	CoC Annual	\$ 165,000.00	N/A	94
Rob Tabor	JFCS	RRH	CoC Annual	\$ 106,206.00	4	80
Rob Tabor	HVS	RRH	CoC Annual	\$ 113,471.00	8	83
Rob Tabor	SVDP	RRH	CoC Annual	\$ 211,012.00	10	79
Rob Tabor	CASL	SS	CoC Annual	\$ 128,157.00	17	89
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Therese Everly	JFCS	RRH	CoC Annual	\$ 106,206.00	4	83
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Linda Hafner	JFCS	RRH	CoC Annual	\$ 106,206.00	4	75
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Hannah Pelle	JFCS	RRH	CoC Annual	\$ 106,206.00	4	75
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Jennifer Souvannasinh	CASL	PSH	CoC Annual	\$ 171,458.00	11	90
Jennifer Souvannasinh	CASL	RA	CoC Annual	\$ 199,565.00	12	70

Average Score

HVS	SSO CE	92.83333333
JFCS	RRH	78.5
HVS	RRH	81.66666667
SVDP	RRH	73.16666667
CASL	SS	84.5
CASL	PSH	98.33333333
CASL	RA	82.66666667



DOING THE
MOST GOOD

William Booth, Founder
Brian Peddle, General
Commissioner Kenneth Hodder, National Commander
Commissioner Willis Howell, Territorial Commander
Lt. Colonel Kent Davis, Divisional Commander
Majors Carlyle and Charlotte Gargis, Area Commanders
Captain Emmanuella Prudent, Assistant Corps Officer

August 4, 2022

Jennie Sutton
2440 Thompson Street
Fort Myers, FL 33901
Re: Continuum of Care (CoC)
For the 2022 Competitive Funding Cycle

Ms. Sutton,

The Salvation Army has decided to step back from the Homeless Prevention Program through Rapid Rehousing effective 5/1/22.

The Salvation Army voluntarily reallocates all our funding for the 2022 competitive Funding Cycle. Please reallocate these eligible funds to another project outside of our organization.

Sincerely,

Carlyle K Gargis, Major
AREA COMMANDER/CORPS OFFICER
Lee, Hendry and Glades Counties

August 3, 2022

Ms. Jeannie Sutton
Lee County Human and Veteran Services
2440 Thompson St.
Fort Myers, FL 33901

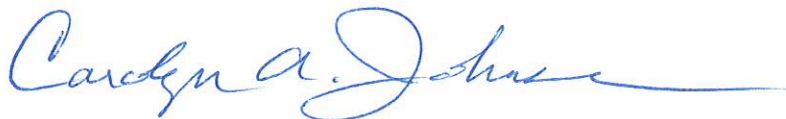
Re: RRH

Dear Ms. Sutton:

Goodwill Industries of SWFL unfortunately will not be able to participate in the next Rapid Rehousing 2022/2023 cycle due to our coordinator retiring. Goodwill would like the Rapid Rehousing 2022.2023 awarded dollars to be reallocated to the appropriate partner.

GoodwillSWFL was very grateful to be given the opportunity to serve our community through the Rapid Rehousing program. We will continue to be a committed community partner in helping to make homelessness rare and one-time.

Carolyn A. Johnson



Sr. VP of Mission Services and Development

Mission:

Goodwill Industries of Southwest Florida is committed to serving people with disabilities and disadvantages by offering life-changing opportunities to achieve independence.



From: [Sutton, Jeannie](#)
To: [Sandi Rowland](#); [alex.olivares@catholiccharitiesdov.org](#); [Paola Pinillos](#); [eduardo.gloria@catholiccharitiesdov.org](#); [Scott Eller](#); [nmiller@fcs-cares.org](#); [Heather Cross](#); [PJ Brooks](#); [Deborah Jackson](#); [Nehemiah Warner](#); [Yulia Parsons](#); [slegarsky@fcs-cares.org](#); [Hustad, Kim](#); [dave@svdpsp.org](#); [Tervyn Streets](#); [Carlyle Garois](#); [ecooks@lchdc@yahoo.com](#); ["TJ Jackson"](#)
Cc: [Tesoro, Mark](#); [Gillmore, Timothy](#); [Usa, Kimberly](#); [Sanchez, Clara](#); [Mercado, Roger](#)
Subject: 2022 Continuum of Care Funding Applications (Annual and Supplemental)- Conditional Selection of Project Applications
Date: Wednesday, September 14, 2022 5:31:00 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[New Project Scoring.pdf](#)
[Renewal Project Scoring.pdf](#)
Importance: High

Good afternoon all,

On Wednesday, September 14, 2022, the CoC Governing Board met to review and vote on the recommendations made by the Performance Evaluation and Ranking Committee. The Committee assessed the performance measures, effectiveness, and need for all renewal and new CoC projects for both the 2022 Annual CoC process and the Supplemental CoC process. All projects were evaluated in accordance with the 2021 Ranking Tool. The conditionally selected projects for both the 2022 Continuum of Care Annual Application and the 2021 Supplemental CoC Application to Address Unsheltered Homelessness are listed below. Detailed scoring information can be reviewed in the attached results.

Agencies with conditionally selected projects will receive additional correspondence shortly requesting updated match documentation, HUD 2880 forms, and to complete a final review of your project application prior to submission in eSNAPs. The deadline for these documents will be early next week, your quick attention to these items is greatly appreciated.

2022 Continuum of Care Annual Application

Applicant	Project Name	Funding Source	Funding Requested	Average Score	Project Rank	Tier
CASL	PSH	CoC Annual	\$ 171,458.00	98.33333333	1	1
CASL	Lee County RTF II PSH	New CoC Annual	\$ 688,073.80	93	2	1
CASL	SS	CoC Annual	\$ 128,157.00	84.5	7	1
CASL	RA	CoC Annual	\$ 199,565.00	82.66666667	8	1
CASL	Lee County PSH Scattered Site Rental Assistance	New CoC Annual	\$ 296,234.40	92.2	4	1
HVS	SSO CE	CoC Annual	\$ 165,000.00	92.83333333	3	1
Catholic Charities	DV RRH	DV Bonus New CoC Annual	\$ 166,949.60	90	5	1
Catholic Charities	DV RRH	DV Bonus New CoC Annual	\$ 89,777.20			2
Catholic Charities	Rapid Rehousing	New CoC Annual	\$ 369,353.00	86.8	6	2
SVDP	Returning Home Lee RRH	CoC Annual	\$ 211,012.00	73.16666667	14	2
Project Sub Totals			\$ 2,485,580.00			
		Planning Grant	\$ 107,405.00			
		Total	\$ 2,592,985.00			

2021 Supplemental CoC Application to Address Unsheltered Homelessness

Applicant	Project Name	Funding Source	Funding Requested	Average Score	Project Rank
HVS	CoC Planning Grant	Supplemental	\$ 35,800.00	96	1
Catholic Charities	Youth Rapid Re-Housing	Supplemental	\$ 578,792.00	88.2	2
SVDP	Lee Scattered Site PSH Targeting Unsheltered Homeless	Supplemental	\$ 578,792.00	84	3
		Total	\$ 1,193,384.00		

The following projects were not selected for submission to HUD:

CPE	The Empowerment Center
TSA	Red Shield Homeless Outreach Project

HVS	RRH
SVDP	Returning Home Lee RRH Expansion
SVDP	Safely Home - Lee CY 2022
JFCS	RRH
LCHDC	DV RRH

Thank you for taking the time to submit an application for a CoC funded project. If your project was not selected, please consider applying for additional funding opportunities that may arise in the future.

If you would like to request a debriefing to discuss your project applications, scores or other information, please feel free to reply to this email with your availability the week of October 17, 2022.

Thank you,



Jeannie Sutton | Deputy Director

Lee County Human and Veteran Services

2440 Thompson St., Fort Myers, FL 33901

office: (239) 533-7958

cell: (239) 822-8438

email: jsutton@leegov.com

web: www.leegov.com

Connect With Us On Social Media



PERC Member	Applicant	Project Name	Funding Source	Funding Requested	Number of Units/Clients	Project Score
Lue Richardson	CASL	Lee County PSH Scattered Site Rental Assistance	New CoC Annual	\$ 296,234.40	40	87
Lue Richardson	CASL	Lee County RTF II PSH	New CoC Annual	\$ 723,764.00	16	86
Lue Richardson	Catholic Ch	Rapid Rehousing	New CoC Annual	\$ 369,353.00	25	80
Lue Richardson	SVDP	Returning Home Lee RRH Expansion	New CoC Annual	\$ 1,020,060.00	68	76
Lue Richardson	SVDP	Safely Home - Lee CY 2022	DV Bonus New Cd	\$ 257,025.00	11	72
Lue Richardson	Catholic Ch	DV RRH	DV Bonus New Cd	\$ 256,726.80	30	87
Lue Richardson	LCHDC	DV RRH	DV Bonus New Cd	\$ 257,025.00	100	75
Lue Richardson	Catholic Ch	Youth Rapid Re-Housing	Supplemental	\$ 1,252,482.00	105	85
Lue Richardson	CPE	The Empowerment Center	Supplemental	\$ 608,510.40	24	74
Lue Richardson	SVDP	Lee Scattered Site PSH Targeting Unsheltered Homeless	Supplemental	\$ 1,157,584.00	63	82
Lue Richardson	TSA	Red Shield Homeless Outreach Project	Supplemental	\$ 560,405.00	50	68
Lue Richardson	HVS	CoC Planning Grant	Supplemental		0	90

Rob Tabor	CASL	Lee County PSH Scattered Site Rental Assistance	New CoC Annual	\$ 296,234.40	40	97
Rob Tabor	CASL	Lee County RTF II PSH	New CoC Annual	\$ 723,764.00	16	96
Rob Tabor	Catholic Ch	Rapid Rehousing	New CoC Annual	\$ 369,353.00	25	84
Rob Tabor	SVDP	Returning Home Lee RRH Expansion	New CoC Annual	\$ 1,020,060.00	68	79
Rob Tabor	SVDP	Safely Home - Lee CY 2022	DV Bonus New Cd	\$ 257,025.00	11	76
Rob Tabor	Catholic Ch	DV RRH	DV Bonus New Cd	\$ 256,726.80	30	84
Rob Tabor	LCHDC	DV RRH	DV Bonus New Cd	\$ 257,025.00	100	77
Rob Tabor	Catholic Ch	Youth Rapid Re-Housing	Supplemental	\$ 1,252,482.00	105	84
Rob Tabor	CPE	The Empowerment Center	Supplemental	\$ 608,510.40	24	88
Rob Tabor	SVDP	Lee Scattered Site PSH Targeting Unsheltered Homeless	Supplemental	\$ 1,157,584.00	63	82
Rob Tabor	TSA	Red Shield Homeless Outreach Project	Supplemental	\$ 560,405.00	50	85
Rob Tabor	HVS	CoC Planning Grant	Supplemental		0	100

Therese Everly	CASL	Lee County PSH Scattered Site Rental Assistance	New CoC Annual	\$ 296,234.40	40	99
Therese Everly	CASL	Lee County RTF II PSH	New CoC Annual	\$ 723,764.00	16	99
Therese Everly	Catholic Ch	Rapid Rehousing	New CoC Annual	\$ 369,353.00	25	96
Therese Everly	SVDP	Returning Home Lee RRH Expansion	New CoC Annual	\$ 1,020,060.00	68	85
Therese Everly	SVDP	Safely Home - Lee CY 2022	DV Bonus New Cd	\$ 257,025.00	11	91
Therese Everly	Catholic Ch	DV RRH	DV Bonus New Cd	\$ 256,726.80	30	99
Therese Everly	LCHDC	DV RRH	DV Bonus New Cd	\$ 257,025.00	100	87
Therese Everly	Catholic Ch	Youth Rapid Re-Housing	Supplemental	\$ 1,252,482.00	105	95
Therese Everly	CPE	The Empowerment Center	Supplemental	\$ 608,510.40	24	79
Therese Everly	SVDP	Lee Scattered Site PSH Targeting Unsheltered Homeless	Supplemental	\$ 1,157,584.00	63	87
Therese Everly	TSA	Red Shield Homeless Outreach Project	Supplemental	\$ 560,405.00	50	88
Therese Everly	HVS	CoC Planning Grant	Supplemental		0	100

Linda Hafner	CASL	Lee County PSH Scattered Site Rental Assistance	New CoC Annual	\$ 296,234.40	40	98
Linda Hafner	CASL	Lee County RTF II PSH	New CoC Annual	\$ 723,764.00	16	99
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Lue Richardson	HVS	RRH	CoC Annual	\$ 113,471.00	8	83
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Average Score

HVS	SSO CE	92.83333333
JFCS	RRH	78.5
HVS	RRH	81.66666667
SVDP	RRH	73.16666667
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August 4, 2022

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For the 2022 Competitive Funding Cycle

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AREA COMMANDER/CORPS OFFICER
Lee, Hendry and Glades Counties

August 3, 2022

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Lee County Human and Veteran Services
2440 Thompson St.
Fort Myers, FL 33901

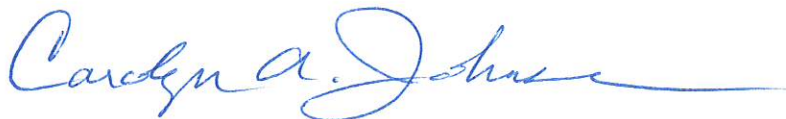
Re: RRH

Dear Ms. Sutton:

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Carolyn A. Johnson



Sr. VP of Mission Services and Development

Mission:

Goodwill Industries of Southwest Florida is committed to serving people with disabilities and disadvantages by offering life-changing opportunities to achieve independence.



MEMORANDUM OF UNDERSTANDING BETWEEN THE HOUSING AUTHORITY OF THE CITY OF FORT MYERS AND LEE COUNTY CONTINUUM OF CARE (COC) TO ESTABLISH A MUTUAL WORKING AGREEMENT FOR THE PURPOSE OF SERVICING ENHANCE VOUCHER PARTICIPANTS

Memorandum of Understanding

This Memorandum of Understanding (MOU) has been created and entered into on July 21, 2021 and will remain in effect as long as EHV maintains HUD funding.

The Housing Authority of the City of Fort Myers
4224 Renaissance Preserve Way, Fort Myers, FL, 33916

Lee County Continuum of Care
2440 Thompson St, Fort Myers, FL, 33901

I. Introduction and Goals

- a. The Housing Authority of the City of Fort Myers (HACFM) in conjunction with Lee County Continuum of Care (CoC), is committed to servicing the homeless population in obtaining safe, decent, affordable long-term stable housing. Lee County CoC's role is to identify individuals and families directly from Coordinated Entry and refer to HACFM. HACFM will process customer for eligibility and offer an Emergency Housing Voucher, and other elected services to assist the family with meeting financial obligations.
- b. HACFM is devoted in aiding the fight against homelessness working hand in hand with our partnering Continuum of Care by providing Emergency Housing Vouchers to fulfill the housing needs of homeless families within the Lee County area. Our goal is to house all voucher slots within 90 days of program inception.
- c. Identification of staff position at the PHA and CoC who will serve as the lead EHV liaisons.

Lead EHV Liaisons:

Renee S. Gray, HCV Director

- Assess eligibility for individuals referred for participation with the Emergency Housing Voucher
- Coordinate with CoC and client on missing and incomplete data
- Certify customers for participation
- Perform all duties associated with HCV Move-In process
- Apply and coordinate services elected and provided by customer and/or CoC
- Coordinate with CoC and Housing Navigator, as needed

Mark Tesoro, Homeless Impact Program Manager – Lee County CoC

- Coordinate eligibility and processes with HACFM HCV Liaison
- Coordinate with Housing Navigator, as needed

- Select customers from Coordinated Entry system
- Assess eligibility for EHV based upon one of four criteria for homelessness and income
- Make direct referrals of qualifying individuals and families to HACFM:
 - Complete Referral,
 - Ensure customer completes Certification Packet
 - Collect all personal data of the family to include:
 - Valid ID's, Social Security Cards, Birth Certificates, and Proof of Income, etc... Refer to HACFM list of items needed
 - Then submit referral with all documents to Intake@hacfm.org
- Ensure customers provide date of birth, social security numbers, and income for all family members
- Connect customer to supportive services necessary to ensure successfully housed
- With consideration of HACFM's implementation of Waivers, coordinate and ensure HACFM is provided all missing documentation to support eligibility of voucher holder **within 90 days of certification**
- Assist voucher holders, as needed, to determine and identify assessment for service fees.

II. Define the populations eligible for EHV assistance to be referred by CoC.

- a. Homeless
- b. At risk of homelessness
- c. Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking.
- d. Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

III. Services to be provided to eligible EHV families

- a. COC will support individuals and families in completing applications and obtaining necessary supporting documentation to support referrals and applications for assistance, while aiding households in addressing barriers.
- b. COC will support PHAs in ensuring appointment notifications to eligible individuals and families and will assist eligible households in getting to meetings with the PHA.
- c. PHA will determine an EHV referral eligible for participation within one and no more than thirty days from receipt of referral date. Prolonged determination of eligibility will only occur if proper verification is not supplied, and will extend for 30 days, unless there's good cause for delay. Otherwise, the application will be placed inactive and subject to being referred again.
- d. HACFM along with partnering service providers will provide housing search assistance for eligible individuals and families.
- e. Partnering service providers will provide counseling on compliance with rental lease requirements.

- f. COC and partnering service providers will assess individuals and families who may require referrals for assistance on security deposits, utility hook-up fees, and utility deposits.
- g. COC and partnering service providers will assess and refer individuals and families to benefits and supportive services, where applicable.

IV. PHA Roles and Responsibilities

- a. Administer the vouchers in accordance with applicable program regulations and requirements.
- b. Coordinate and consult with CoC in developing the services and assistance to be offered under the EHV service fees.
- c. Assist applicants with financial needs to secure housing at initial program inception and as funding permits, to include: Application fees, Holding Deposits, Security Deposits, Utility Deposits and/or prior Utility debts.
- d. Coordinate and consult with CoC on an individual basis to determine additional financial needs should amounts exceed allotted service fees per family.
- e. Accept direct referrals for eligible individuals and families through the CoC Coordinated Entry System.
- f. Amend the Administrative Plan in accordance with applicable program regulations and requirements.
- g. Notify current HCV Applicants of the availability for EHV. Those applicants who are currently homeless and or acknowledging the prospect of eligibility will be referred to CoC's Coordinated Entry.
- h. Establish an EHV Waiting List
- i. Commit a sufficient number of staff and necessary resources to ensure that the application, certification, and voucher issuance processes are completed in a timely manner.
- j. Coordinate and provide housing search along with CoC, as needed.
- k. Provide prospective property management with assurance of customer's ability to meet financial obligations in connection to service fees and any other applicable financial assistance necessary for the customer to lease the unit, when applicable.
- l. Coordinate timely submissions with Landmark Insurance Co. to ensure inspections of units are completed in a timely manner.
- m. Provide initial counseling and compliance as it pertains to rental lease requirements.
- n. Designate a staff to serve as the lead EHV liaison.
- o. Comply with the provisions of this MOU and assess adjustments as needed.
- p. Hiring a Housing Navigator for a 6-month period

V. CoC Roles and Responsibilities

- a. Designate and maintain a lead EHV liaison to communicate with the PHA.
- b. Refer eligible individuals and families to PHA using the community's Coordinated Entry system.
- c. Prescreen for EHV guidelines and eligibility
- d. Support eligible individuals and households in completing and applying for supportive documentation to accompany admissions application to the PHA (i.e. self-certifications, birth certificate, social security card, etc.).
- e. Attend EHV participant briefings when needed.

- f. Assess all households referred for EHV for mainstream benefits and supportive services available to support eligible individuals and families through their transition.
- g. Identify and provide supportive services to EHV families.
- h. Ensure HACFM is provided all missing documentation to support eligibility of voucher holder **within 90 days of certification.**
- i. Coordinate and consult with HACFM on an individual basis to determine financial needs as initially assessed by service fees, and possible referral to partnering agencies to assist customer in meeting financial needs to secure housing.
- j. Coordinate and provide housing search along with PHA, as needed.
- k. Provide prospective management with assurance of customer's ability to meet financial obligations in connection to service fees and any other applicable financial assistance necessary for the customer to lease the unit, when applicable.
- l. Provide initial counseling and compliance as it pertains to rental lease requirements.
- m. Comply with the provisions of this MOU.


VI. Third Party Entity Roles Responsibilities

- a. HACFM along with CoC has agreed to accept direct referrals from Abuse Counseling and Treatment Inc. known as ACT Shelter. ACT Shelter is a temporary emergency housing shelter that services victims of Domestic Violence and their children. Representatives of ACT will assess eligibility for EHV and immediately refer to HACFM. ACT representatives will advise customers of the relevance of Coordinated Entry when necessary and a separate MOU will be entered into with Abuse Counseling and Treatment Inc

VII. Program Evaluation

- a. The PHA, and CoC or designated CoC recipient agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractor, including possible random assignment procedures.

Signed by



 Marcia Davis, HACFM Executive Director

7-28-2021

 Date



 CoC Executive Director or Board Chair

28 July 2021

 Date

APPENDIX A

Homeless Definitions

- **Homeless** - as defined in section 103(a) of the McKinney Vento Homeless Assistance Act (42 U.S.C. 11302(a)), which is codified in HUD's Continuum of Care Program regulations at 24 CFR 578.3 and reads as follows:
 - An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or
 - An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
 - An individual or family who will imminently lose their primary nighttime residence, provided that:
 - The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - No subsequent residence has been identified; and
 - The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing.
 - Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
 - Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.
 - Individuals and families who reside in congregate and non-congregate shelters
 - Individuals and families who reside in unsheltered situations
 - Individuals and families who are at imminent risk of homelessness
- **At risk of homelessness to include:**
 - Individuals and families who are recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability
 - Individuals and families currently residing in rapid rehousing, approaching the end of assistance, and not able to maintain stable housing
 - Individuals and families currently residing in permanent supportive housing and participating in a moving on initiative
 - Individuals or families who have less than 30% of the AMI and:
 - Are exiting a public institution
 - Has moved 2 times in the past 60 days
 - Is doubled-up because of economic hardship
 - Unaccompanied youth and children defined as homeless under another federal definition
 - Families with Children and Youth defined as homeless under McKinney-Vento Homeless Assistance Act
- **At-risk of Homelessness as defined in section 401(1) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(1)), which is codified in HUD's Continuum of Care Program regulations at 24 CFR 578.3 and reads as follows:**
 - An individual or family who:
 - Has an annual income below 30 percent of median family income for the area, as determined by HUD;
 - Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph of the "Homeless" definition above; and
 - Meets one of the following conditions:
 - Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - Is living in the home of another because of economic hardship;
 - Has been notified in writing that their right to occupy their 19 current housing or living situation will be terminated within 21 days of the date of application for assistance;

- Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;
 - Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons, or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
 - Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
 - Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.
 - A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or
 - A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.
- **Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking.** *An individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This includes cases where a HUD-assisted tenant reasonably believes that there is a threat of imminent harm from further violence if they remain within the same dwelling unit, or in the case of sexual assault, the HUD-assisted tenant reasonably believes there is a threat of imminent harm from further violence if they remain within the same dwelling unit that they are currently occupying, or the sexual assault occurred on the premise during the 90-day period preceding the date of the request for transfer.*
 - Domestic violence includes felony or misdemeanor crimes of violence committed by:
 - A current or former spouse or intimate partner of the victim (the term "spouse or intimate partner of the victim" includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship);
 - A person with whom the victim shares a child in common;
 - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies; or
 - Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - Dating violence - is violence committed by a person:
 - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship.
 - Sexual assault - any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent
 - Stalking - engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - Fear for the person's individual safety or the safety of others; or
 - Suffer substantial emotional distress.
 - Human trafficking *includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7102).*
 - Sex trafficking is the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; (and)
 - Labor trafficking is the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
 - **Recently homeless - Individuals and families determined by the CoC or its designee to meet the following definition.**
 - Individuals and families who have previously been classified by a member agency of the CoC as homeless but are not currently homeless as a result of homeless assistance (financial assistance or services), temporary rental assistance or some type of other assistance, and where the CoC or its designee determines that the loss of such assistance would result in a return to homelessness or the family having a high risk of housing instability. Examples of households that may be defined as recently homeless by the CoC include, but are not limited to, participants in rapid rehousing, and permanent supportive housing. Individuals and families classified as recently homeless must be referred by the CoC or its designee.

Memorandum of Understanding
Intent to Coordinate Services to Persons at Discharge
Between
Lee Memorial Health System,
and
The Lee County Homeless Continuum of Care (CoC)
As Represented by the Lee County Board of County Commissioners,
Department of Human and Veteran Services

I. Purpose

The CoC program is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding efforts by non-profit providers, States, and local governments to quickly re-house homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; to promote access to and effective utilization of mainstream program by homeless individuals and families; and to optimize self-sufficiency among individuals and families experiencing homelessness.

The intent of this Memorandum of Understanding is to ensure, to the maximum extent practical, persons discharged from Lee Memorial Health System, will not be discharged into homelessness, including the streets, shelters, or homeless housing projects.

II. Definitions

HUD Definition of "Homeless"

According to the U.S. Department of Housing and Urban Development (HUD), a person is considered homeless if they are living in places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings or on the street. In addition, persons are also considered homeless if:

- They reside in Emergency Shelters.
- They reside in Transitional or Supportive Housing for persons who are homeless and who originally came from the streets or Emergency Shelters.
- They came from any of the above places but are spending a short time (up to 90 consecutive days) in a hospital or other institution.
- They are being evicted within 14 days from a private dwelling unit and no subsequent residence has been identified.
- They are being discharged within a week from an institution, such as a mental health or substance abuse treatment facility or a jail/prison, in which the person has been a resident for more than 90 consecutive days and no subsequent residence has been identified.
- They are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence, and the person has no other residence and lacks the resources or support networks to obtain other permanent housing.

III. General Provisions

Lee Memorial Health System shall ensure that designated staff is familiar with all locally available programs and services. Current program descriptions for housing, services, and referral contact will be maintained in the *Lee County Pocket Guide to Emergency Assistance* by the Homeless Continuum of Care and provided to Lee Memorial Health System. Each agency will notify the other when programs are revised, eliminated, or expanded. Additionally, Lee Memorial Health System shall provide designated staff with adequate training and resources so that they may make accurate and timely referrals to programs and services to ensure clients are not discharged from Lee Memorial Health System into homelessness.

Designated staff at Lee Memorial Health System will review the programs and services available for persons in pre- and post-discharge status and make recommendations and referrals on behalf of the discharged individual. Lee Memorial Health System staff will ensure that clients with substance abuse and behavioral health issues are linked to appropriate next step resources based on their needs, such as supportive services that reduce the likelihood of relapse or return to care post-discharge, and supportive housing programs that aim to prevent clients from becoming homeless or entering the criminal justice system post-discharge.

By signature of this Memorandum of Understanding Lee Memorial Health System, agrees to develop and implement a discharge protocol that includes the following:

- a. **Individual Discharge Plan:** Upon entry, begin planning an individual discharge plan that includes resident involvement and buy-in.
- b. **Collaboration and partnerships:** A variety of forms of partnerships and collaborations are needed to achieve an effective discharge planning system. It is the responsibility of each agency to partner and collaborate with other agencies in their Continuum of Care to ensure the best outcome for Lee County residents.
- c. **Adequate information systems and tracking:** All agencies shall use a relevant data tracking system. Agencies receiving HUD funding are required to participate in the Continuum of Care Homeless Management Information System (HMIS). For agencies not required, HMIS is preferred in order to improve communication, facilitate access to resources, and track completion of the discharge plan. Please note that Domestic Violence agencies are exempt from this requirement, as described in the Domestic Violence disclosure rules.
- d. **Integration of Community Resources:** All agencies shall collaborate to reduce the duplication of services. Effective discharge planning protocol shall be supported by all relevant community planning documents, including, but not limited to, the Consolidated Plan, 10-year Plan to End Homelessness, and behavioral health and public housing authorities' strategic plans.

IV. Memorandum Terms

This Memorandum of Understanding shall be in effect from this date and shall continue for ten (10) years unless modified or discontinued by either party. Should either party wish to discontinue participation in coordination of services to persons at discharge, a minimum of thirty (30) days notice shall be given prior to termination of this Memorandum of Understanding.

Agreed upon by:

Lee Memorial Health System

BY: Barbara Kenney
TITLE: System Director Care Mgmt

On this
DATE: 9/26/16

Agreed upon by:

**The Lee County Homeless
Continuum of Care**

BY: [Signature]
TITLE: Director

On this
DATE: 11.1.16



Family Health Centers
OF SOUTHWEST FLORIDA, INC.

LETTER OF COLLABORATION
Between
CATHOLIC CHARITIES DIOCESE OF VENICE, INC.
And
FAMILY HEALTH CENTERS OF SOUTHWEST FLORIDA, INC.

This document serves as an agreement for services and referrals between Catholic Charities Diocese of Venice (CCDOV) and Family Health Centers of Southwest Florida, Inc. (Family Health Centers) for the benefit of CCDOV clients served by Lee County housing program. Catholic Charities provides comprehensive case management and housing support to Lee County residents experiencing homelessness or at risk of homelessness. When clients are identified with unmet medical needs, Catholic Charities will preferentially refer them to medical care at a Family Health Center of Southwest Florida facility which is convenient and accessible for the client. The target clients for referrals are those participating in Lee County Continuum of Care housing programs who are working toward housing stability. Clients will be responsible for payment for medical or dental services.

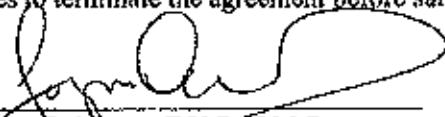
Catholic Charities Diocese of Venice agrees to:

1. Refer Lee County based clients receiving housing services to Family Health Service clinics for medical care, and oral health care needs.
2. Make referrals using a "warm hand off" model whereby Catholic Charities' case workers will make initial contacts and arrangements for clients seeking services from Family Health Services and will work collaboratively with Family Health Service staff and providers to help clients access services and ensure that clients can keep scheduled medical and dental appointments.


Family Health Centers of Southwest Florida agrees to:

1. Receive referrals from Catholic Charities case managers for clients in Lee County housing programs who need medical and dental care.
2. Ensure access to care for uninsured or underinsured clients referred by offering standard sliding scale fees for low-income patients.
3. Family Health Center's staff will maintain communication with Catholic Charities as appropriate.

Any confidential client information shared between the agencies will be done with the full written consent of the client and in conformance with HIPPA requirements. There is no limit on the number of referrals to be made. Catholic Charities will not be responsible for any fees or payments due by clients referred to Family Health Center facilities. This agreement will be in force for a period for one year unless either party chooses to terminate the agreement before said date.



Dr. Jorge Quinonez, E.V.P./C.M.O.
Family Health Centers of Southwest Florida



Eduardo Gloria, Interim CEO/COO
Catholic Charities Diocese of Venice

Date: 01/03/2022

Date: 1/4/2022

LETTER OF COLLABORATION

Between

CATHOLIC CHARITIES DIOCESE OF VENICE, Inc. (CCDOV)

And

GOODWILL INDUSTRIES OF SOUTHWEST FLORIDA, Inc. (Goodwill)

This document serves as an agreement for services and referrals between Catholic Charities Diocese of Venice (CCDOV) and Goodwill Industries of Southwest Florida, Inc. (Goodwill) for the mutual benefit of clients served by each agency. It is expected that Case Managers, Coordinators and other staff at each agency will be in direct contact to offer "warm hand off" referrals of clients for services. The target clients for referrals are those participating in Lee County Continuum of Care housing programs who are working toward housing stability and increased income.

Catholic Charities Diocese of Venice agrees to:

1. Refer Lee County based clients receiving housing services to Goodwill Industries of Southwest Florida's Community Resource Centers for employment related services.
2. Catholic Charities' case workers will make initial contacts and arrangements for clients seeking services at Goodwill and work collaboratively with Goodwill staff to help clients access services
3. Catholic Charities' staff will communicate via telephone at least monthly with Goodwill staff regarding client referrals. Communications will be documented in client case notes.
4. Accept referrals from Goodwill for clients needing services offered by CCDOV in Lee County such as connection to pantry services or SNAP application assistance

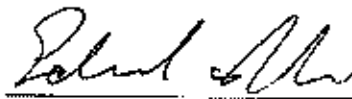
Goodwill Industries of Southwest Florida agrees to:

1. Accept referrals from Catholic Charities for clients in Lee County housing programs
2. Assess the employment needs of clients referred by Catholic Charities.
3. Provide supportive services, currently offered at Goodwill's Community Resource Centers, including those related to securing and maintaining employment.
4. Goodwill staff will communicate with Catholic Charities staff via telephone regarding client referrals at least monthly.

Any confidential client information shared between the agencies will be done with the full written consent of the client. There is no limit on the number of referrals to be made but continued acceptance of referrals is dependent on funds available. This agreement will be in force for a period for one year unless either party chooses to terminate the agreement before said date.



Angela Hemstreet, Director of Employment Services
Goodwill Industries of Southwest Florida, Inc.



Eduardo Gloria, Interim CEO/COO
Catholic Charities Diocese of Venice, Inc.

Date:

1/4/22

Date:

1/4/2022

**Memorandum of Understanding
Between Centerstone of Florida, Inc.
and
Community Assisted and Supported Living, Inc.**

This *Memorandum of Understanding (MOU)* is to establish a collaborative partnership of support between Centerstone of Florida, Inc. (Centerstone) and Community Assisted and Supported Living, Inc. (CASL), further, to be known as the Key Partners.

WHEREAS, the sole purpose of this *Memorandum of Understanding* is to encourage cooperation between the Key Partners,

WHEREAS, Centerstone wishes to partner with CASL as a permanent supportive housing provider with respect to the housing and support needs of individuals with disabling conditions to include mental illness or co-occurring disorders and those experiencing homelessness, and

WHEREAS, Centerstone desires to collaborate with CASL because of their commitment to the behavioral health needs for individuals with disabling conditions to include mental illness or co-occurring disorders and those experiencing homelessness in Sarasota County, and

WHEREAS, The Key Partners recognize the extraordinary community value of linking behavioral health services and clean, safe, affordable housing to low-income individuals with disabilities, and

WHEREAS, the Key Partners understand that this collaboration which is unique and specialized; is critical to helping individuals with disabling conditions to include mental illness or co-occurring disorders and those experiencing homelessness receive community-based behavioral health and permanent supportive housing services information from Sarasota County Continuum of Care and

THEREFORE, the Key Partners agree that it is in the best interests of all concerned to enter this *Memorandum of Understanding*.

II. GUIDING PRINCIPLES

Key Partners to this *Memorandum of Understanding* jointly recognize that individuals with disabling conditions to include mental illness or co-occurring disorders and those experiencing homelessness are diverse in terms of their strengths, motivation, goals, backgrounds, and needs;

- Those individuals are members of the community with all the rights, privileges, opportunities accorded to the greater community;
- Those individuals have a right to privacy, and the right to determine for themselves matters affecting their lives;
- In designing and implementing services, the input of the individuals shall be sought.

TERM

This MOU Agreement will begin effective the date of September 20, 2021 and will continue through September 30, 2025. This Agreement may be terminated in accordance with the section on Termination below.

- IV. TERMINATION** Key Partners may terminate their participation with this Agreement for any reason by giving the other parties ninety (90) days prior written notice.

- V. **NONDISCRIMINATION.** There shall be no discrimination of any individual on account of race, color, creed, religion, sex, marital status, sexual orientation, age, handicap, ancestry or national origin in the administration of this program.
- VI. **AMENDMENTS.** This MOU may be amended only with the mutual consent of the Key Partners.
- VII. **CERTIFICATION OF AUTHORITY TO SIGN MOU.** The persons signing this MOU on behalf of the Key Partners hereto certify by said signatures that they are duly authorized to sign this document.

Signed:  Date: 9/21/21
Melissa Larkin Skinner
CEO, Centerstone of Florida, Inc.

Signed: _____ Date: _____
Scott Eifer,
CEO, Community Assisted and Supported Living, Inc.

**Memorandum of Understanding
Between SalusCare, Inc.
and
Community Assisted and Supported Living, Inc.**

This *Memorandum of Understanding (MOU)* is to establish a collaborative partnership of support between SalusCare, Inc. (SalusCare) and Community Assisted and Supported Living, Inc. (CASL), further, to be known as the Key Partners.

WHEREAS, the sole purpose of this *Memorandum of Understanding* is to encourage cooperation between the Key Partners,

WHEREAS, SalusCare wishes to partner with CASL as a permanent supportive housing provider with respect to the housing and support needs of individuals with disabling conditions to include mental illness or co-occurring disorders and those experiencing homelessness, and

WHEREAS, SalusCare desires to collaborate with CASL because of their commitment to the behavioral health needs for individuals with disabling conditions to include mental illness or co-occurring disorders and those experiencing homelessness in Lee County, and

WHEREAS, The Key Partners recognize the extraordinary community value of linking behavioral health services and clean, safe, affordable housing to low-income individuals with disabilities, and

WHEREAS, the Key Partners understand that this collaboration which is unique and specialized; is critical to helping individuals with disabling conditions to include mental illness or co-occurring disorders and those experiencing homelessness receive community-based behavioral health and permanent supportive housing services information from Lee County Continuum of Care and

THEREFORE, the Key Partners agree that it is in the best interests of all concerned to enter this *Memorandum of Understanding*.

II. GUIDING PRINCIPLES

Key Partners to this *Memorandum of Understanding* jointly recognize that individuals with disabling conditions to include mental illness or co-occurring disorders and those experiencing homelessness are diverse in terms of their strengths, motivation, goals, backgrounds, and needs;


- Those individuals are members of the community with all the rights, privileges, opportunities accorded to the greater community;
- Those individuals have a right to privacy, and the right to determine for themselves matters affecting their lives;
- In designing and implementing services, the input of the individuals shall be sought.


TERM

This MOU Agreement will begin effective the date of September 20, 2021 and will continue through September 30, 2025. This Agreement may be terminated in accordance with the section on Termination below.

- ## **IV. TERMINATION**
- Key Partners may terminate their participation with this Agreement for any reason by giving the other parties ninety (90) days prior written notice.

- V. **NONDISCRIMINATION.** There shall be no discrimination of any individual on account of race, color, creed, religion, sex, marital status, sexual orientation, age, handicap, ancestry or national origin in the administration of this program.
- VI. **AMENDMENTS.** This MOU may be amended only with the mutual consent of the Key Partners.
- VII. **CERTIFICATION OF AUTHORITY TO SIGN MOU.** The persons signing this MOU on behalf of the Key Partners hereto certify by said signatures that they are duly authorized to sign this document.

Signed:  _____ Date: 09/21/2021
Stacey Cook
President/CEO, SalusCare, Inc.

Signed:  _____ Date: 09-21-2021
Scott Eller,
CEO, Community Assisted and Supported Living, Inc.

**Memorandum of Understanding
Between Hope Clubhouse of SW Florida, Inc.
and
Community Assisted and Supported Living, Inc.**

This *Memorandum of Understanding (MOU)* is to establish a collaborative partnership of support between Hope Clubhouse of southwest Florida, Inc. (Hope Clubhouse) and Community Assisted and Supported Living, Inc. (CASL), further, to be known as the Key Partners.

WHEREAS, the sole purpose of this *Memorandum of Understanding* is to encourage cooperation between the Key Partners,

WHEREAS, Hope Clubhouse wishes to partner with CASL as a permanent supportive housing provider with respect to the housing and support needs of individuals with disabling conditions to include mental illness or co-occurring disorders and those experiencing homelessness, and

WHEREAS, Hope Clubhouse desires to collaborate with CASL because of their commitment to the behavioral health needs for individuals with disabling conditions to include mental illness or co-occurring disorders in Lee County, and

WHEREAS, The Key Partners recognize the extraordinary community value of linking recovery to work through clubhouse services with clean, safe, affordable housing to low-income individuals with disabilities, and

WHEREAS, the Key Partners understand that this collaboration which is unique and specialized; is critical to helping individuals with disabling conditions to include mental illness or co-occurring disorders to include but not limited to those experiencing homelessness receive community-based behavioral health, clubhouse and permanent supportive housing services and

WHEREAS, The Key Partners recognize the opportunity to develop a supportive housing and a permanent location for Hope Clubhouse within the community linking them together, and

THEREFORE, the Key Partners agree that it is in the best interests of all concerned to enter this *Memorandum of Understanding*.

II. GUIDING PRINCIPLES

Key Partners to this *Memorandum of Understanding* jointly recognize that individuals with disabling conditions to include mental illness or co-occurring disorders and possibly those experiencing homelessness are diverse in terms of their strengths, motivation, goals, backgrounds, and needs;

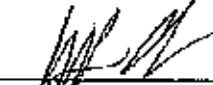
- Those individuals are members of the community with all the rights, privileges, opportunities accorded to the greater community;
- Those individuals have a right to privacy, and the right to determine for themselves matters affecting their lives;
- In designing and implementing services, the input of the individuals shall be sought;
- In designing of a community with residential permanent supportive housing and a clubhouse program, input shall be sought.

TERM

This MOU Agreement will begin effective the date of January 1, 2022 and will continue through December 31, 2027. This Agreement may be terminated in accordance with the section on Termination below.

- IV. **TERMINATION** Key Partners may terminate their participation with this Agreement for any reason by giving the other parties ninety (90) days prior written notice.
- V. **NONDISCRIMINATION**, There shall be no discrimination of any individual on account of race, color, creed, religion, sex, marital status, sexual orientation, age, handicap, ancestry or national origin in the administration of this program.
- VI. **AMENDMENTS**. This MOU may be amended only with the mutual consent of the Key Partners.
- VII. **CERTIFICATION OF AUTHORITY TO SIGN MOU**. The persons signing this MOU on behalf of the Key Partners hereto certify by said signatures that they are duly authorized to sign this document.

Signed:  Date: 12/2/2021
Erin Broussard
Hope Clubhouse of SW Florida, Inc.

Signed:  Date: 12/02/2021
Scott Eller,
CEO, Community Assisted and Supported Living, Inc.

**CONTRACT BETWEEN
LEE COUNTY BOARD OF COUNTY COMMISSIONERS
AND
STATE OF FLORIDA DEPARTMENT OF HEALTH
FOR OPERATION OF THE
LEE COUNTY HEALTH DEPARTMENT
CONTRACT YEAR 2021-2022**

This contract is made and entered into between the State of Florida, Department of Health ("State") and the LEE County Board of County Commissioners ("County"), through their undersigned authorities, effective October 1, 2021.

RECITALS

A. Pursuant to Chapter 154, Florida Statutes, the intent of the legislature is to "promote, protect, maintain, and improve the health and safety of all citizens and visitors of this state through a system of coordinated county health department services."

B. County Health Departments were created throughout Florida to satisfy this legislative intent through "promotion of the public's health, the control and eradication of preventable diseases, and the provision of primary health care for special populations."

C. LEE County Health Department ("CHD") is one of the created County Health Departments.

D. It is necessary for the parties hereto to enter into this contract in order to ensure coordination between the State and the County in the operation of the CHD.

NOW THEREFORE, in consideration of the mutual promises set forth herein, the sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. **RECITALS.** The parties mutually agree that the foregoing recitals are true and correct and incorporated herein by reference.

2. **TERM.** The parties mutually agree that this contract shall be effective from October 1, 2021, through September 30, 2022, or until a written contract replacing this contract is entered into between the parties, whichever is later, unless this contract is otherwise terminated pursuant to the termination provisions set forth in paragraph 8. below.

3. **SERVICES MAINTAINED BY THE CHD.** The parties mutually agree that the CHD shall provide those services as set forth on Part III of Attachment II hereof, in order to maintain the following three levels of service pursuant to section 154.01(2), Florida Statutes, as defined below:

a. "Environmental health services" are those services which are organized and operated to protect the health of the general public by monitoring and regulating activities in the environment which may contribute to the occurrence or transmission of disease. Environmental health services shall be supported by available federal, state and local funds

and shall include those services mandated on a state or federal level. Examples of environmental health services include, but are not limited to, food hygiene, safe drinking water supply, sewage and solid waste disposal, swimming pools, group care facilities, migrant labor camps, toxic material control, radiological health, and occupational health.

b. "Communicable disease control services" are those services which protect the health of the general public through the detection, control, and eradication of diseases which are transmitted primarily by human beings. Communicable disease services shall be supported by available federal, state, and local funds and shall include those services mandated on a state or federal level. Such services include, but are not limited to, epidemiology, sexually transmissible disease detection and control, HIV/AIDS, immunization, tuberculosis control and maintenance of vital statistics.

c. "Primary care services" are acute care and preventive services that are made available to well and sick persons who are unable to obtain such services due to lack of income or other barriers beyond their control. These services are provided to benefit individuals, improve the collective health of the public, and prevent and control the spread of disease. Primary health care services are provided at home, in group settings, or in clinics. These services shall be supported by available federal, state, and local funds and shall include services mandated on a state or federal level. Examples of primary health care services include, but are not limited to: first contact acute care services; chronic disease detection and treatment; maternal and child health services; family planning; nutrition; school health; supplemental food assistance for women, infants, and children; home health; and dental services.

4. **FUNDING.** The parties further agree that funding for the CHD will be handled as follows:

a. The funding to be provided by the parties and any other sources is set forth in Part II of Attachment II hereof. This funding will be used as shown in Part I of Attachment II.

i. The State's appropriated responsibility (*direct contribution excluding any state fees, Medicaid contributions or any other funds not listed on the Schedule C*) as provided in Attachment II, Part II is an amount not to exceed \$ 10,741,512.00 (*State General Revenue, State Funds, Other State Funds and Federal Funds listed on the Schedule C*). The State's obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

ii. The County's appropriated responsibility (*direct contribution excluding any fees, other cash or local contributions*) as provided in Attachment II, Part II is an amount not to exceed \$ 1,975,872.00 (*amount listed under the "Board of County Commissioners Annual Appropriations section of the revenue attachment*).

b. Overall expenditures will not exceed available funding or budget authority, whichever is less, (either current year or from surplus trust funds) in any service category. Unless requested otherwise, any surplus at the end of the term of this contract in the County Health Department Trust Fund that is attributed to the CHD shall be carried forward to the next contract period.

c. Either party may establish service fees as allowed by law to fund activities of the CHD. Where applicable, such fees shall be automatically adjusted to at least the Medicaid fee schedule.

d. Either party may increase or decrease funding of this contract during the term hereof by notifying the other party in writing of the amount and purpose for the change in funding. If the State initiates the increase/decrease, the CHD will revise the Attachment II and send a copy of the revised pages to the County and the Department of Health, Office of Budget and Revenue Management. If the County initiates the increase/decrease, the County shall notify the CHD. The CHD will then revise the Attachment II and send a copy of the revised pages to the Department of Health, Office of Budget and Revenue Management.

e. The name and address of the official payee to whom payments shall be made is:

County Health Department Trust Fund
Lee County
3920 Michigan Avenue
Fort Myers, FL 33916

5. CHD DIRECTOR/ADMINISTRATOR. Both parties agree the director/administrator of the CHD shall be a State employee or under contract with the State and will be under the day-to-day direction of the Deputy Secretary for County Health Systems. The director/administrator shall be selected by the State with the concurrence of the County. The director/administrator of the CHD shall ensure that non-categorical sources of funding are used to fulfill public health priorities in the community and the Long Range Program Plan.

6. ADMINISTRATIVE POLICIES AND PROCEDURES. The parties hereto agree that the following standards should apply in the operation of the CHD:

a. The CHD and its personnel shall follow all State policies and procedures, except to the extent permitted for the use of County purchasing procedures as set forth in subparagraph b., below. All CHD employees shall be State or State-contract personnel subject to State personnel rules and procedures. Employees will report time in the Health Management System compatible format by program component as specified by the State.

b. The CHD shall comply with all applicable provisions of federal and state laws and regulations relating to its operation with the exception that the use of County purchasing procedures shall be allowed when it will result in a better price or service and no statewide Department of Health purchasing contract has been implemented for those goods or services. In such cases, the CHD director/administrator must sign a justification therefore, and all County purchasing procedures must be followed in their entirety, and such compliance shall be documented. Such justification and compliance documentation shall be maintained by the CHD in accordance with the terms of this contract. State procedures must be followed for all leases on facilities not enumerated in Attachment IV.

c. The CHD shall maintain books, records and documents in accordance with the Generally Accepted Accounting Principles (GAAP), as promulgated by the Governmental Accounting Standards Board (GASB), and the requirements of federal or state law. These

records shall be maintained as required by the Department of Health Policies and Procedures for Records Management and shall be open for inspection at any time by the parties and the public, except for those records that are not otherwise subject to disclosure as provided by law which are subject to the confidentiality provisions of paragraphs 6.i. and 6.k., below. Books, records and documents must be adequate to allow the CHD to comply with the following reporting requirements:

- i.* The revenue and expenditure requirements in the Florida Accounting Information Resource (FLAIR) System;
- ii.* The client registration and services reporting requirements of the minimum data set as specified in the most current version of the Client Information System/Health Management Component Pamphlet;
- iii.* Financial procedures specified in the Department of Health's Accounting Procedures Manuals, Accounting memoranda, and Comptroller's memoranda;
- iv.* The CHD is responsible for assuring that all contracts with service providers include provisions that all subcontracted services be reported to the CHD in a manner consistent with the client registration and service reporting requirements of the minimum data set as specified in the Client Information System/Health Management Component Pamphlet.

d. All funds for the CHD shall be deposited in the County Health Department Trust Fund maintained by the state treasurer. These funds shall be accounted for separately from funds deposited for other CHDs and shall be used only for public health purposes in LEE County.

e. That any surplus/deficit funds, including fees or accrued interest, remaining in the County Health Department Trust Fund account at the end of the contract year shall be credited/debited to the State or County, as appropriate, based on the funds contributed by each and the expenditures incurred by each. Expenditures will be charged to the program accounts by State and County based on the ratio of planned expenditures in this contract and funding from all sources is credited to the program accounts by State and County. The equity share of any surplus/deficit funds accruing to the State and County is determined each month and at contract year-end. Surplus funds may be applied toward the funding requirements of each participating governmental entity in the following year. However, in each such case, all surplus funds, including fees and accrued interest, shall remain in the trust fund until accounted for in a manner which clearly illustrates the amount which has been credited to each participating governmental entity. The planned use of surplus funds shall be reflected in Attachment II, Part I of this contract, with special capital projects explained in Attachment V.

f. There shall be no transfer of funds between the three levels of services without a contract amendment unless the CHD director/administrator determines that an emergency exists wherein a time delay would endanger the public's health and the Deputy Secretary for County Health Systems has approved the transfer. The Deputy Secretary for County Health Systems shall forward written evidence of this approval to the CHD within 30 days after an emergency transfer.

g. The CHD may execute subcontracts for services necessary to enable the CHD to carry out the programs specified in this contract. Any such subcontract shall include all aforementioned audit and record keeping requirements.

h. At the request of either party, an audit may be conducted by an independent CPA on the financial records of the CHD and the results made available to the parties within 180 days after the close of the CHD fiscal year. This audit will follow requirements contained in OMB Circular A-133 and may be in conjunction with audits performed by County government. If audit exceptions are found, then the director/administrator of the CHD will prepare a corrective action plan and a copy of that plan and monthly status reports will be furnished to the contract managers for the parties.

i. The CHD shall not use or disclose any information concerning a recipient of services except as allowed by federal or state law or policy.

j. The CHD shall retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of this contract. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings.

k. The CHD shall maintain confidentiality of all data, files, and records that are confidential under the law or are otherwise exempted from disclosure as a public record under Florida law. The CHD shall implement procedures to ensure the protection and confidentiality of all such records and shall comply with sections 384.29, 381.004, 392.65 and 456.057, Florida Statutes, and all other state and federal laws regarding confidentiality. All confidentiality procedures implemented by the CHD shall be consistent with the Department of Health Information Security Policies, Protocols, and Procedures. The CHD shall further adhere to any amendments to the State's security requirements and shall comply with any applicable professional standards of practice with respect to client confidentiality.

l. The CHD shall abide by all State policies and procedures, which by this reference are incorporated herein as standards to be followed by the CHD, except as otherwise permitted for some purchases using County procedures pursuant to paragraph 6.b.

m. The CHD shall establish a system through which applicants for services and current clients may present grievances over denial, modification or termination of services. The CHD will advise applicants of the right to appeal a denial or exclusion from services, of failure to take account of a client's choice of service, and of his/her right to a fair hearing to the final governing authority of the agency. Specific references to existing laws, rules or program manuals are included in Attachment I of this contract.

n. The CHD shall comply with the provisions contained in the Civil Rights Certificate, hereby incorporated into this contract as Attachment III.

o. The CHD shall submit quarterly reports to the County that shall include at least the following:

- i.* The DE385L1 Contract Management Variance Report and the DE580L1 Analysis of Fund Equities Report;
- ii.* A written explanation to the County of service variances reflected in the year end DE385L1 report if the variance exceeds or falls below 25 percent of the planned expenditure amount for the contract year. However, if the amount of the service specific variance between actual and planned expenditures does not exceed three percent of the total planned expenditures for the level of service in which the type of service is included, a variance explanation is not required. A copy of the written explanation shall be sent to the Department of Health, Office of Budget and Revenue Management.

p. The dates for the submission of quarterly reports to the County shall be as follows unless the generation and distribution of reports is delayed due to circumstances beyond the CHD's control:

- i.* March 1, 2022 for the report period October 1, 2021 through December 31, 2021;
- ii.* June 1, 2022 for the report period October 1, 2021 through March 31, 2022;
- iii.* September 1, 2022 for the report period October 1, 2021 through June 30, 2022; and
- iv.* December 1, 2022 for the report period October 1, 2021 through September 30, 2022.

7. **FACILITIES AND EQUIPMENT.** The parties mutually agree that:

a. CHD facilities shall be provided as specified in Attachment IV to this contract and the County shall own the facilities used by the CHD unless otherwise provided in Attachment IV.

b. The County shall ensure adequate fire and casualty insurance coverage for County-owned CHD offices and buildings and for all furnishings and equipment in CHD offices through either a self-insurance program or insurance purchased by the County.

c. All vehicles will be transferred to the ownership of the County and registered as County vehicles. The County shall ensure insurance coverage for these vehicles is available through either a self-insurance program or insurance purchased by the County. All vehicles will be used solely for CHD operations. Vehicles purchased through the County Health Department Trust Fund shall be sold at fair market value when they are no longer needed by the CHD and the proceeds returned to the County Health Department Trust Fund.

8. **TERMINATION.**

a. Termination at Will. This contract may be terminated by either party without cause upon no less than one-hundred eighty (180) calendar days notice in writing to the other party unless a lesser time is mutually agreed upon in writing by both parties. Said notice shall be delivered by certified mail, return receipt requested, or in person to the other party's contract manager with proof of delivery.

b. Termination Because of Lack of Funds. In the event funds to finance this contract become unavailable, either party may terminate this contract upon no less than twenty-four (24) hours notice. Said notice shall be delivered by certified mail, return receipt requested, or in person to the other party's contract manager with proof of delivery.

c. Termination for Breach. This contract may be terminated by one party, upon no less than thirty (30) days notice, because of the other party's failure to perform an obligation hereunder. Said notice shall be delivered by certified mail, return receipt requested, or in person to the other party's contract manager with proof of delivery. Waiver of breach of any provisions of this contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this contract.

9. MISCELLANEOUS. The parties further agree:

a. Availability of Funds. If this contract, any renewal hereof, or any term, performance or payment hereunder, extends beyond the fiscal year beginning July 1, 2022, it is agreed that the performance and payment under this contract are contingent upon an annual appropriation by the Legislature, in accordance with section 287.0582, Florida Statutes.

b. Contract Managers. The name and address of the contract managers for the parties under this contract are as follows:

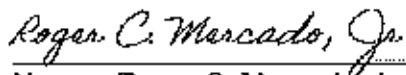
For the State:

Name - Angela M. Smith

DOH-Lee Administrator
Title

Department of Health – Lee County
2295 Victoria Avenue, 2nd Floor,
East Wing
Address

239-461-6150
Telephone

For the County:

Name - Roger C. Mercado, Jr.

Lee County Human & Veteran Services - Director
Title

2440 Thompson Street, Fort Myers, 33901
Address

239-533-7920
Telephone

if different contract managers are designated after execution of this contract, the name, address and telephone number of the new representative shall be furnished in writing to the other parties and attached to originals of this contract.

c. Captions. The captions and headings contained in this contract are for the convenience of the parties only and do not in any way modify, amplify, or give additional notice of the provisions hereof.

In WITNESS THEREOF, the parties hereto have caused this ____ page contract, with its attachments as referenced, including Attachment I (two pages), Attachment II (____ pages), Attachment III (____ pages), Attachment IV (____ pages), and Attachment V (____ pages), to be executed by their undersigned officials as duly authorized effective the 1st day of October, 2021.

BOARD OF COUNTY COMMISSIONERS
FOR Lee COUNTY

STATE OF FLORIDA
DEPARTMENT OF HEALTH

SIGNED BY: [Signature]

SIGNED BY: _____

NAME: Commissioner Cecil L. Pondergrass, Chairman
Lee County Board of County Commissioners
District 2

NAME: Scott A. Rivkees, MD

TITLE: _____

TITLE: State Surgeon General

DATE: 11-17-21

DATE: _____

ATTESTED TO:
SIGNED BY: [Signature]

SIGNED BY: [Signature]

NAME: Melissa Butler

NAME: Angela M. Smith, BS, MHA

TITLE: DEPUTY CLERK

TITLE: CHD Administrator

DATE: 11-18-21

DATE: _____

Approved as to Form for the
Reliance of Lee County Only

By: [Signature]
Office of the County Attorney



ATTACHMENT I
LEE COUNTY HEALTH DEPARTMENT
PROGRAM SPECIFIC REPORTING REQUIREMENTS AND PROGRAMS REQUIRING
COMPLIANCE WITH THE PROVISIONS OF SPECIFIC MANUALS

Some health services must comply with specific program and reporting requirements in addition to the Personal Health Coding Pamphlet (DHP 60-20), Environmental Health Coding Pamphlet (DHP 50-21) and FLAIR requirements because of federal or state law, regulation or rule. If a county health department is funded to provide one of these services, it must comply with the special reporting requirements for that service. The services and the reporting requirements are listed below:

<u>Service</u>	<u>Requirement</u>
1. Sexually Transmitted Disease Program	Requirements as specified in F.A.C. 64D-3, F.S. 381 and F.S. 384.
2. Dental Health	Periodic financial and programmatic reports as specified by the program office.
3. Special Supplemental Nutrition Program for Women, Infants and Children (including the WIC Breastfeeding Peer Counseling Program)	Service documentation and monthly financial reports as specified in DHM 150-24* and all federal, state and county requirements detailed in program manuals and published procedures.
4. Healthy Start/Improved Pregnancy Outcomes	Requirements as specified in the 2007 Healthy Start Standards and Guidelines and as specified by the Healthy Start Conditions in contract with each county health department.
5. Family Planning	Requirements as specified in Public Law 91-572, 42 U.S.C. 300, et seq., 42 CFR part 59, subpart A, 45 CFR parts 74 & 92, 2 CFR 215 (OMB Circular A-110) OMB Circular A-102, F.S. 381.0051, F.A.C. 64F-7, F.A.C. 64F-16, and F.A.C. 64F-19. Requirements and Guidance as specified in the Program Requirements for Title X Funded Family Planning Projects (Title X Requirements)(2014) and the Providing Quality Family Planning Services (QFP): Recommendations of CDC and the U.S. Office of Population Affairs published on the Office of Population Affairs website. Programmatic annual reports as specified by the program office as specified in the annual programmatic Scope of Work for Family Planning and Maternal Child Health Services, including the Family Planning Annual Report (FPAR), and other minimum guidelines as specified by the Policy Web Technical Assistance Guidelines.
6. Immunization	Periodic reports as specified by the department pertaining to immunization levels in kindergarten and/or seventh grade pursuant to instructions contained in the immunization Guidelines-Florida Schools, Childcare Facilities and Family Daycare Homes (DH Form 150-616) and Rule 64D-3.040, F.A.C. in addition, periodic reports as specified by the department pertaining to the surveillance/investigation of reportable vaccine-preventable diseases, adverse events, vaccine accountability, and assessment of immunization

- levels as documented in Florida SHOTS and supported by CHD Guidebook policies and technical assistance guidance.
7. Environmental Health Requirements as specified in Environmental Health Programs Manual 160-4* and DHP 60-21*
 8. HIV/AIDS Program Requirements as specified in F.S. 384.26 and F.A.C. 64D-3.030 and 64D-3.031. Case reporting should be on Adult HIV/AIDS Confidential Case Report CDC Form DH2139 and Pediatric HIV/AIDS Confidential Case Report CDC Form DH2140.

Requirements as specified in F.A.C. 64D-2 and 64D-3, F.S. 381 and F.S. 384. Socio-demographic and risk data on persons tested for HIV in CHD clinics should be reported on Lab Request DH Form 1628 in accordance with the Forms Instruction Guide. Requirements for the HIV/AIDS Patient Care programs are found in the Patient Care Contract Administrative Guidelines.
 9. School Health Services Requirements as specified in the Florida School Health Administrative Guidelines (May 2012). Requirements as specified in F.S. 381.0058, F.S. 381.0067, F.S. 402.3026 and F.A.C. 64F-6.
 10. Tuberculosis Tuberculosis Program Requirements as specified in F.A.C. 64D-3 and F.S. 392.
 11. General Communicable Disease Control Carry out surveillance for reportable communicable and other acute diseases, detect outbreaks, respond to individual cases of reportable diseases, investigate outbreaks, and carry out communication and quality assurance functions, as specified in F.A.C. 64D-3, F.S. 381, F.S. 384 and the CHD Epidemiology Guide to Surveillance and Investigations.
 12. Refugee Health Program Programmatic and financial requirements as specified by the program office.

*or the subsequent replacement if adopted during the contract period.

ATTACHMENT II
 LEE COUNTY HEALTH DEPARTMENT
 PART I. PLANNED USE OF COUNTY HEALTH DEPARTMENT TRUST FUND BALANCES

	Estimated State Share of CHD Trust Fund Balance	Estimated County Share of CHD Trust Fund Balance	Total
1. CHD Trust Fund Ending Balance 09/30/21	1740616	4129411	5870027
2. Drawdown for Contract Year October 1, 2021 to September 30, 2022	-1740616	1252876	-487740
3. Special Capital Project use for Contract Year October 1, 2021 to September 30, 2022	0	0	0
4. Balance Reserved for Contingency Fund October 1, 2021 to September 30, 2022	0	5382287	5382287

Special Capital Projects are new construction or renovation projects and new furniture or equipment associated with these projects, and mobile health vans.

ATTACHMENT II

LEE COUNTY HEALTH DEPARTMENT

Part II, Sources of Contributions to County Health Department

October 1, 2021 to September 30, 2022

	State CHD Trust Fund (cash)	County CHD Trust Fund	Total CHD Trust Fund (cash)	Other Contribution	Total
1. GENERAL REVENUE - STATE					
015030 CHD GENERAL REVENUE NON-CATEGORICAL	160	0	160	0	160
015040 AIDS PATIENT CARE	173,400	0	173,400	0	173,400
015040 AIDS PREVENTION & SURVEILLANCE - GENERAL REVENUE	60,073	0	60,073	0	60,073
016010 CHD - TB COMMUNITY PROGRAM	223,482	0	223,482	0	223,482
016040 SEXUALLY TRANSMITTED DISEASE CONTROL PROGRAM GR	33,166	0	33,166	0	33,166
016040 FAMILY PLANNING GENERAL REVENUE	90,601	0	90,601	0	90,601
016040 HEPATITIS AND LIVER FAILURE PREVENTION & CONTROL	37,162	0	37,162	0	37,162
016040 PRIMARY CARE PROGRAM	433,151	0	433,151	0	433,151
016040 SCHOOL HEALTH SERVICES - GENERAL REVENUE	881,888	0	881,888	0	881,888
016060 CHD GENERAL REVENUE NON-CATEGORICAL	3,567,630	0	3,567,630	0	3,567,630
GENERAL REVENUE TOTAL	4,990,460	0	4,990,460	0	4,990,460
2. NON GENERAL REVENUE - STATE					
016010 ENVIRONMENTAL BIOMEDICAL WASTE PROGRAM	19,620	0	19,620	0	19,620
016010 PUBLIC SWIMMING POOL PERMIT FEEB- 10% HQ TRANSFER	0,000	0	0,000	0	0,000
016010 SAFE DRINKING WATER ACT - HEADQUARTERS	89,007	0	89,007	0	89,007
016010 TOBACCO STATE AND COMMUNITY INTERVENTIONS	224,567	0	224,567	0	224,567
NON GENERAL REVENUE TOTAL	292,184	0	292,184	0	292,184
3. FEDERAL FUNDS - STATE					
007000 AIDS DRUG ASSISTANCE PROGRAM ADMIN HQ	100,590	0	100,590	0	100,590
007000 AIDS SURVEILLANCE - CORE	69,622	0	69,622	0	69,622
007000 BREAST & CERVICAL CANCER - ADMIN/CASE MANAGEMENT	57,304	0	57,304	0	57,304
007000 WIC BREASTFEEDING PEER COUNSELING PROG	123,910	0	123,910	0	123,910
007000 COASTAL BEACH WATER QUALITY MONITORING	14,845	0	14,845	0	14,845
007000 COMPREHENSIVE COMMUNITY CARDIO - PHHO	35,000	0	35,000	0	35,000
007000 FAMILY PLANNING TITLE X - GRANT	216,162	0	216,162	0	216,162
007000 IMMUNIZATION ACTION PLAN	110,000	0	110,000	0	110,000
007000 MCH SPECIAL PROJ UNPLANNED PREGNANCY	77,788	0	77,788	0	77,788
007000 MCH SPEC PRJ SOCIAL DETERMINANTS BIRTH COMM EDU	10,000	0	10,000	0	10,000
007000 MCH BLOCK GRANT FLORIDA'S HEALTHY BABIES	28,221	0	28,221	0	28,221
007000 OVERDOSE DATA TO ACTION	100,000	0	100,000	0	100,000
007000 BASE COMMUNITY PREPAREDNESS CAPABILITY	127,583	0	127,583	0	127,583
007000 BASE ENVIRONMENTAL HEALTH	104,929	0	104,929	0	104,929
007000 AIDS PREVENTION	183,406	0	183,406	0	183,406
007000 RYAN WHITE TITLE II CARE GRANT	147,066	0	147,066	0	147,066
007000 RYAN WHITE - MINORITY AIDS INITIATIVES	48,148	0	48,148	0	48,148
007000 IMPROVING STD PROGRAMS	144,782	0	144,782	0	144,782
007000 FLORIDA STD SURVEILLANCE NETWORK PART A	3,361	0	3,361	0	3,361
007000 TB CONTROL PROJECT	77,292	0	77,292	0	77,292
007000 WIC PROGRAM ADMINISTRATION	3,381,362	0	3,381,362	0	3,381,362
016076 SUPPLEMENTAL SCHOOL HEALTH	61,797	0	61,797	0	61,797
016076 REFUGEE HEALTH SCREENING REIMBURSEMENT ADMIN	649	0	649	0	649
016076 REFUGEE HEALTH SCREENING REIMBURSEMENT SERVICES	3,006	0	3,006	0	3,006

ATTACHMENT II

LEE COUNTY HEALTH DEPARTMENT

Part II, Sources of Contributions to County Health Department October 1, 2021 to September 30, 2022

	State OHD Trust Fund (cash)	County OHD Trust Fund	Total OHD Trust Fund (cash)	Other Contribution	Total
018006 RYAN WHITE TITLE II ADAP DRUG REBATES	200,861	0	200,861	0	200,861
FEDERAL FUNDS TOTAL	6,462,868	0	6,462,868	0	6,462,868
4. FEES ASSESSED BY STATE OR FEDERAL RULES - STATE					
001020 CHD STATEWIDE ENVIRONMENTAL FEES	774,000	0	774,000	0	774,000
001092 CHD STATEWIDE ENVIRONMENTAL FEES	23,200	0	23,200	0	23,200
001206 ON SITE SEWAGE DISPOSAL PERMIT FEES	239,432	0	239,432	0	239,432
001206 SANITATION CERTIFICATES (FOOD INSPECTION)	6,000	0	6,000	0	6,000
001206 SEPTIC TANK RESEARCH SURCHARGE	23,000	0	23,000	0	23,000
001206 SEPTIC TANK VARIANCE FEES 50%	3,100	0	3,100	0	3,100
001206 PUBLIC SWIMMING POOL PERMIT FEES-10% HQ TRANSFER	16,000	0	16,000	0	16,000
001208 DRINKING WATER PROGRAM OPERATIONS	4,100	0	4,100	0	4,100
001208 REGULATION OF BODY PIERCING SALONS	600	0	600	0	600
001208 TANNING FACILITIES	600	0	600	0	600
001208 ONSITE SEWAGE TRAINING CENTER	3,000	0	3,000	0	3,000
001208 TATTOO PROGRAM ENVIRONMENTAL HEALTH	5,000	0	5,000	0	5,000
001208 MOBILE HOME & RV PARK FEES	5,100	0	5,100	0	5,100
FEES ASSESSED BY STATE OR FEDERAL RULES TOTAL	1,103,032	0	1,103,032	0	1,103,032
5. OTHER CASH CONTRIBUTIONS - STATE:					
	0	0	0	0	0
030001 DRAW DOWN FROM PUBLIC HEALTH UNIT	1,740,616	0	1,740,616	0	1,740,616
OTHER CASH CONTRIBUTION TOTAL	1,740,616	0	1,740,616	0	1,740,616
6. MEDICAID - STATE/COUNTY:					
001057 CHD CLINIC FEES	0	30,000	30,000	0	30,000
001148 CHD CLINIC FEES	0	121,050	121,050	0	121,050
MEDICAID TOTAL	0	151,050	151,050	0	151,050
7. ALLOCABLE REVENUE - STATE:					
001004 CHD STATEWIDE ENVIRONMENTAL FEES	1,302	0	1,302	0	1,302
004010 CHD STATEWIDE ENVIRONMENTAL FEES	20,000	0	20,000	0	20,000
018000 CHD CLINIC FEES	250	0	250	0	250
ALLOCABLE REVENUE TOTAL	21,552	0	21,552	0	21,552
8. OTHER STATE CONTRIBUTIONS NOT IN CHD TRUST FUND - STATE					
ADAP	0	0	0	469,540	469,540
PHARMACY DRUG PROGRAM	0	0	0	3,576	3,576
WIC PROGRAM	0	0	0	11,780,848	11,780,848
BUREAU OF PUBLIC HEALTH LABORATORIES	0	0	0	88,924	88,924
IMMUNIZATIONS	0	0	0	465,208	465,208
OTHER STATE CONTRIBUTIONS TOTAL	0	0	0	12,098,607	12,098,607
9. DIRECT LOCAL CONTRIBUTIONS - BCO/FAX DISTRICT					
008006 CHD LOCAL REVENUE & EXPENDITURES	0	1,975,872	1,975,872	0	1,975,872
DIRECT COUNTY CONTRIBUTIONS TOTAL	0	1,975,872	1,975,872	0	1,975,872

ATTACHMENT II

LEE COUNTY HEALTH DEPARTMENT

Part II, Sources of Contributions to County Health Department October 1, 2021 to September 30, 2022

	State CHD Trust Fund (cash)	County OHD Trust Fund	Total CHD Trust Fund (cash)	Other Contribution	Total
10. FEES AUTHORIZED BY COUNTY ORDINANCE OR RESOLUTION - COUNTY					
001073 CHD CLINIC FEES	0	1,220,500	1,220,500	0	1,220,500
001077 CHD CLINIC FEES	0	117,200	117,200	0	117,200
001084 CHD LOCAL ENVIRONMENTAL FEES	0	1,380,500	1,380,500	0	1,380,500
001110 VITAL STATISTICS CERTIFIED RECORDS	0	970,000	970,000	0	970,000
FEES AUTHORIZED BY COUNTY TOTAL	0	3,838,200	3,838,200	0	3,838,200
11. OTHER CASH AND LOCAL CONTRIBUTIONS - COUNTY					
001029 CHD CLINIC FEES	0	27,520	27,520	0	27,520
001090 CHD CLINIC FEES	0	2,750	2,750	0	2,750
018360 STATE UNDERGROUND PETROLEUM RESPONSE ACT	0	1,000	1,000	0	1,000
010400 CHD CLINIC FEES	0	500	500	0	500
010400 CHD SALE OF SERVICES IN OR OUTSIDE OF STATE GOVT	0	200	200	0	200
018000 VITAL STATISTICS CERTIFIED RECORDS	0	80,000	80,000	0	80,000
018001 CHD HEALTHY START COALITION CONTRACT	0	87,800	87,800	0	87,800
018001 HEALTHY START MEDIPASS WAIVER - COALITION TO CHD	0	4,220	4,220	0	4,220
018000 CHD LOCAL ENVIRONMENTAL FEES	0	5,000	5,000	0	5,000
080002 DRAW DOWN FROM PUBLIC HEALTH UNIT	0	-1,252,876	-1,252,876	0	-1,252,876
OTHER CASH AND LOCAL CONTRIBUTIONS TOTAL	0	-1,043,886	-1,043,886	0	-1,043,886
12. ALLOCABLE REVENUE - COUNTY					
001004 CHD STATEWIDE ENVIRONMENTAL FEES	0	1,362	1,362	0	1,362
001010 CHD STATEWIDE ENVIRONMENTAL FEES	0	20,000	20,000	0	20,000
018000 CHD CLINIC FEES	0	250	250	0	250
COUNTY ALLOCABLE REVENUE TOTAL	0	21,662	21,662	0	21,662
13. BUILDINGS - COUNTY					
ANNUAL RENTAL EQUIVALENT VALUE	0	0	0	81,008	81,008
ELECTRICITY	0	0	0	92,000	92,000
UTLITIES	0	0	0	25,000	25,000
BUILDING MAINTENANCE	0	0	0	7,472	7,472
GROUNDS MAINTENANCE	0	0	0	0	0
INSURANCE	0	0	0	11,428	11,428
JANITORIAL SERVICES	0	0	0	91,494	91,494
OTHER CONTRACTUAL SERVICES	0	0	0	16,000	16,000
BUILDINGS TOTAL	0	0	0	274,397	274,397
14. OTHER COUNTY CONTRIBUTIONS NOT IN CHD TRUST FUND - COUNTY					
EQUIPMENT / VEHICLE PURCHASES	0	0	0	0	0
VEHICLE INSURANCE	0	0	0	28,154	28,154
VEHICLE MAINTENANCE	0	0	0	0	0
INTERNAL RADIOS (IOS)	0	0	0	8,174	8,174
	0	0	0	0	0
OTHER COUNTY CONTRIBUTIONS TOTAL	0	0	0	36,328	36,328
GRAND TOTAL CHD PROGRAM	13,660,712	4,742,878	18,403,590	13,287,422	31,647,012

ATTACHMENT II

LEE COUNTY HEALTH DEPARTMENT

**Part III: Planned Staffing, Clients, Services and Expenditures By Program Service Area Within Each Level of Service
October 1, 2021 to September 30, 2023**

	FTE's (0.00)	Clients Units	Services/ Visits	Quarterly Expenditure Plan				State	County	Grand Total
				1st	2nd	3rd	4th			
				(Whole dollars only)						
A. COMMUNICABLE DISEASE CONTROL:										
IMMUNIZATION (101)	10.00	30,844	27,036	710,195	188,177	215,160	188,178	372,108	443,157	815,265
SEXUALLY TRANS. D/S. (102)	10.01	1,286	3,312	209,679	177,383	208,670	177,108	318,080	451,074	767,764
HIV/AIDS PREVENTION (10A1)	2.71	0	182	27,880	75,346	87,869	75,816	326,460	0	826,460
HIV/AIDS SURVEILLANCE (10A2)	0.00	0	17	31,248	18,216	21,246	18,314	78,921	0	78,921
HIV/AIDS PATIENT CARE (10A3)	16.87	322	183	134,644	872,614	134,644	372,643	893,336	1,221,240	1,614,876
ADAP (10A4)	1.91	1	1	39,311	33,703	38,311	33,763	146,028	0	146,028
TUBERCULOSIS (101)	7.30	760	1,458	143,217	132,788	143,317	132,788	421,108	107,814	533,010
COMM. DIS. SURV. (102)	3.87	0	3,475	37,885	76,178	87,885	76,178	128,199	107,637	326,720
HEPATITIS (103)	0.84	0	0	14,726	13,026	14,726	13,026	61,701	0	61,701
PREPAREDNESS AND RESPONSE (110)	5.00	0	4,176	118,801	109,281	110,301	102,281	443,170	0	443,170
REFUGEE HEALTH (118)	0.85	264	526	31,730	18,656	21,769	14,658	80,820	0	80,820
VITAL RECORDS (180)	3.03	30,058	100,422	19,651	78,825	61,261	78,826	0	341,573	341,573
COMMUNICABLE DISEASE SUBTOTAL	81.62	72,341	170,198	1,487,681	1,375,947	1,687,681	1,375,044	2,764,014	2,783,946	5,627,660
B. PRIMARY CARE:										
CHRONIC DISEASE PREVENTION PRO (210)	3.48	0	7	109,645	54,065	109,645	54,064	208,988	126,311	497,290
WIC (21W1)	55.00	25,630	130,718	1,061,686	910,166	1,061,686	910,165	3,043,488	0	3,043,488
TOBACCO USE INTERVENTION (212)	0.62	0	16	77,518	66,876	77,518	66,878	287,677	0	287,677
WIC BREASTFEEDING PHER COUNSELING (21W2)	1.17	0	2,481	81,374	29,385	81,374	29,388	127,318	0	127,318
FAMILY PLANNING (220)	31.23	1,640	3,834	183,888	114,388	183,888	114,388	1,333,332	163,108	1,700,460
IMPROVED PREGNANCY OUTCOME (226)	0.01	0	0	218	187	218	188	811	0	811
HEALTHY START PRENATAL (231)	0.01	3,367	7,882	19,010	17,070	19,970	17,071	0	78,061	78,061
COMPREHENSIVE CHILD HEALTH (232)	0.00	0	0	0	0	0	0	0	0	0
HEALTHY START CHILD (231)	0.80	690	3,028	2,772	8,378	2,772	8,378	31,200	6,100	36,800
SCHOOL HEALTH (234)	2.43	0	1,417,690	118,800	100,326	118,800	100,230	434,251	0	434,251
COMPREHENSIVE ADULT HEALTH (237)	1.26	1,078	1,260	28,088	29,882	28,088	28,282	38,600	2,600	69,140
COMMUNITY HEALTH DEVELOPMENT (238)	1.12	0	788	33,309	27,762	33,309	27,751	120,211	0	120,211
DENTAL HEALTH (240)	0.00	0	0	0	0	0	0	0	0	0
PRIMARY CARE SUBTOTAL	91.80	31,980	1,308,833	1,972,116	1,699,806	1,972,118	1,699,804	6,769,811	622,030	7,396,841
C. ENVIRONMENTAL HEALTH:										
Water and Onsite Sewage Programs										
COSTAL BEACH MONITORING (31W)	0.78	691	2,071	14,838	12,221	14,838	12,721	66,102	10	55,118
LIMITED USE PUBLIC WATER SYSTEMS (31W)	5.04	356	4,620	146,120	88,008	146,120	98,009	377,628	50,112	427,638
PUBLIC WATER SYSTEM (350)	4.72	8	15,480	100,476	163,300	100,476	163,300	427,390	280,174	707,564
PRIVATE WATER SYSTEM (360)	1.34	20	2,351	32,832	20,140	32,832	26,120	60,827	66,030	121,000
ONSITE SEWAGE TREATMENT & DISPOSAL (381)	10.00	7,617	14,883	443,736	379,581	443,736	379,642	980,293	708,381	1,688,674
Group Total	31.88	8,097	30,105	737,601	682,166	737,601	682,168	1,864,197	1,090,710	2,956,910
Facility Programs										
TATTOO FACILITY SERVICES (314)	0.82	680	300	18,070	18,067	18,070	18,007	60,338	10	68,351
FOOD HYGIENE (348)	4.68	427	847	81,368	78,822	81,368	78,322	260,288	80,000	330,360

ATTACHMENT II

LEE COUNTY HEALTH DEPARTMENT

**Part III, Planned Staffing, Oligia, Services and Expenditures By Program Service Area Within Each Level of Services
October 1, 2021 to September 30, 2022**

	FTE's (\$,000)	Oligia Units	Services/ Visits	Quarterly Expenditure Plan				State	County	Grand Total
				1st	2nd	3rd	4th			
BODY PIERCING FACILITIES SERV(C38 (340)	0.00	105	170	14,218	14,185	14,212	14,188	49,783	0,000	49,783
GROUP CARE FACILITY (361)	1.14	200	220	21,974	21,412	24,976	21,412	82,754	10,023	92,777
MIGRANT LABOR CAMP (362)	0.71	71	274	10,007	0,483	10,007	0,403	40,720	14	40,740
HOUSING & PUB. BLDG. (363)	0.00	0	0	0	0	0	0	0	0	0
MOBILE HOME AND PARK (364)	1.10	1,410	1,717	77,255	60,236	77,255	60,234	265,000	1,584	266,879
POOLS/BATHING PLACES (360)	7.60	3,143	4,007	163,670	120,081	163,570	120,381	521,703	82,140	603,902
INDUSTRIAL WASTE SERVICES (364)	2.14	3,186	1,707	61,400	62,013	61,400	62,010	142,780	60,003	202,840
TANNING FACILITY SERVICES (360)	0.66	320	320	12,004	10,301	12,004	10,301	41,577	3,013	44,590
Group Total	22.28	7,477	10,318	473,042	408,054	473,042	408,055	1,693,370	265,057	1,759,331
Groundwater Contamination										
STORAGE TANK COMPLIANCE SERVICES (360)	0.00	0	0	0	0	0	0	0	0	0
SUPERACT SERVICES (360)	0.69	0	101	12,583	10,788	12,583	10,780	45,731	1,012	46,743
Group Total	0.69	0	101	12,583	10,788	12,583	10,780	45,731	1,012	46,743
Community Hygiene										
COMMUNITY ENVIR. HEALTH (340)	0.01	0	0	1,051	001	1,051	002	3,905	0	3,905
INJURY PREVENTION (340)	0.00	0	0	0	0	0	0	0	0	0
LEAD MONITORING SERVICES (360)	0.00	0	0	0	0	0	0	0	0	0
PUBLIC SEWAGE (362)	0.00	0	0	0	0	0	0	0	0	0
SOLID WASTE DISPOSAL SERVICE (363)	0.00	0	0	0,407	0,401	0,407	0,404	23,802	0	23,802
SANITARY NUISANCE (366)	6.74	5,740	14,008	06,036	82,337	06,036	82,338	350,033	114	350,747
HABES SURVEILLANCE (360)	0.00	0	0	0	0	0	0	0	0	0
ARBOVIRUS SURVEIL. (367)	0.00	0	0	0	0	0	0	0	0	0
RODENT/ARTHROPOD CONTROL (368)	0.00	0	0	0	0	0	0	0	0	0
WATER POLLUTION (370)	0.00	0	0	0	0	0	0	0	0	0
INDOOR AIR (371)	0.00	0	0	0	0	0	0	0	0	0
RADIOLOGICAL HEALTH (372)	0.00	0	0	0	0	0	0	0	0	0
TOXIC SUBSTANCES (373)	0.00	0	0	0	0	0	0	0	0	0
Group Total	6.74	5,740	14,008	06,036	82,337	06,036	82,338	350,033	114	350,747
ENVIRONMENTAL HEALTH SUBTOTAL	05.28	31,014	63,902	1,365,600	1,188,030	1,365,690	1,188,035	3,789,044	1,367,002	5,147,440
D. NON-OPERATIONAL COSTS:										
NON-OPERATIONAL COSTS (399)	1.87	0	0	00,000	40,215	40,000	40,215	171,212	1	171,243
ENVIRONMENTAL HEALTH SURCHARGE (300)	0.00	0	0	47,000	40,304	47,000	40,301	174,832	0	174,832
MEDICARE BUYBACK (311)	0.00	0	0	45	30	44	40	169	0	169
NON-OPERATIONAL COSTS SUBTOTAL	1.87	0	0	04,045	80,509	04,044	80,556	346,213	1	346,244
TOTAL CONTRACT	226.17	126,538	1,350,026	1,020,700	1,226,097	1,020,700	1,226,091	13,608,712	1,742,878	18,340,600

ATTACHMENT III
LEE COUNTY HEALTH DEPARTMENT
CIVIL RIGHTS CERTIFICATE

The applicant provides this assurance in consideration of and for the purpose of obtaining federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other federal financial assistance to programs or activities receiving or benefiting from federal financial assistance. The provider agrees to complete the Civil Rights Compliance Questionnaire, DH Forms 946 A and B (or the subsequent replacement if adopted during the contract period), if so requested by the department.

The applicant assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C., 2000 Et seq., which prohibits discrimination on the basis of race, color or national origin in programs and activities receiving or benefiting from federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving or benefiting from federal financial assistance.
3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.
4. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving or benefiting from federal financial assistance.
5. The Omnibus Budget Reconciliation Act of 1981, P.L. 97-35, which prohibits discrimination on the basis of sex and religion in programs and activities receiving or benefiting from federal financial assistance.
6. All regulations, guidelines and standards lawfully adopted under the above statutes. The applicant agrees that compliance with this assurance constitutes a condition of continued receipt of or benefit from federal financial assistance, and that it is binding upon the applicant, its successors, transferees, and assignees for the period during which such assistance is provided. The applicant further assures that all contracts, subcontractors, subgrantees or others with whom it arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the applicant understands that the grantor may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.

Facility - a fixed site managed by DOH/CHD personnel for the purpose of providing or supporting public health services. Includes county-owned, state-owned, and leased facilities. Includes DOH/CHD warehouse and administrative sites. Includes facilities managed by DOH/CHD that may be shared with other organizations. Does not include schools, jails or other facilities where DOH/CHD staff are out-posted or sites where services are provided on an episodic basis.

**ATTACHMENT V
LEE COUNTY HEALTH DEPARTMENT
SPECIAL PROJECTS SAVINGS PLAN**

CASH RESERVED OR ANTICIPATED TO BE RESERVED FOR PROJECTS

<u>CONTRACT YEAR</u>	<u>STATE</u>	<u>COUNTY</u>	<u>TOTAL</u>
2020-2021*	\$ _____ 0	\$ _____ 0	\$ _____ 0
2021-2022**	\$ _____ 0	\$ _____ 0	\$ _____ 0
2022-2023***	\$ _____ 0	\$ _____ 0	\$ _____ 0
2023-2024***	\$ _____ 0	\$ _____ 0	\$ _____ 0
PROJECT TOTAL	\$ _____ 0	\$ _____ 0	\$ _____ 0

SPECIAL PROJECTS CONSTRUCTION/RENOVATION PLAN

PROJECT NUMBER: _____

PROJECT NAME: _____

LOCATION/ADDRESS: _____

PROJECT TYPE:

NEW BUILDING	_____	ROOFING	_____
RENOVATION	_____	PLANNING STUDY	_____
NEW ADDITION	_____	OTHER	_____

SQUARE FOOTAGE: _____

PROJECT SUMMARY: *Describe scope of work in reasonable detail.*

START DATE *(initial expenditure of funds)* : _____

COMPLETION DATE: _____

DESIGN FEES: \$ _____ 0

CONSTRUCTION COSTS: \$ _____ 0

FURNITURE/EQUIPMENT: \$ _____ 0

TOTAL PROJECT COST: \$ _____ 0

COST PER SQ FOOT: \$ _____ 0

Special Capital Projects are new construction or renovation projects and new furniture or equipment associated with those projects and mobile health vans.

- * Cash balance as of 9/30/21
- ** Cash to be transferred to FCO account.
- *** Cash anticipated for future contract years.

COUNTY HEALTH DEPARTMENT
2021 - 2022 CORE CONTRACT REVIEW CHECK LIST

COUNTY: LEE

Check when Complete	Instructions
1.	Three original contracts submitted.
2.	Changes to contract approved by Deputy General Counsel. Yes: Proceed with review. No: Return to CHD.
3.	<u>Contract Document, Page 1</u> County name entered in various required fields.
4.	<u>Contract Document, Page 2</u> In section 4.a.i., amount equals or less than the Schedule C total for General Revenue, Other State Funds and Federal Funds.
5.	<u>Contract Document, Page 2</u> In section 4.a.ii., amount equals the Board of County Commissioners Annual Appropriated Amount (Attachment II, Part II, Section 9).
6.	<u>Contract Document, Page 3</u> In section 4.e., county name and address is entered.
7.	<u>Contract Document, Page 4</u> In section 6.d., county name is entered.
8.	<u>Contract Document, Page 7</u> In section 9.b., State and County contract manager information is entered in the respective fields.
9.	<u>Contract Document, Page 8</u> Number of contract document pages is entered and correct.
10.	<u>Contract Document, Page 8</u> County name for the BOCC is entered.
11.	<u>Contract Document, Page 8</u> Required signatures from Board of County Commissioners, the Witness ("Attested To"), and the CHD Director/Administrator in the respective fields. Exception: If the board of County Commissioners requires DOH to sign first.
12.	<u>Attachment II, Part I;</u> Section 1. - CHD Trust Fund Ending Balance 9/30/21 Total is within 10% of the FIRS Spending Plan projected cash balance for September of the corresponding year.
13.	<u>Attachment II, Part I;</u> Section 2. - Draw down for Contract Year amount recorded in the Estimated <u>State</u> share column equals the amount indicated on the Attachment II, Part II, Draw down from Public Health Unit line.
14.	<u>Attachment II, Part I;</u> Section 2. - Draw down for Contract Year amount recorded in the Estimated <u>County</u> share column equals the amount indicated on the Attachment II, Part II, Draw down from Public Health Unit line.
15.	<u>Attachment II, Part I;</u> Balances and totals were calculated correctly.
16.	<u>Attachment II, Part I;</u> Section 4. - Cash-to budget percentage is within the CHD's minimum and maximum reserve requirement. Divide the 9/30/22 total cash balance by the total planned expenditures. _____ %
17.	<u>Attachment II, Part II;</u> County In-kind contributions are included.
18.	<u>Attachment IV;</u> Verify that the facility information looks correct.
19.	<u>Attachment V;</u> Verify that the special project information is entered correctly.
20.	Complete the CHD Core Contract Review form using Attachments II, Part II & Part III and the Schedule C.

Schedule of Fees Authorized by County Ordinance or Resolution - Attachment II, Part II., Section 10 of State/County Contract

This fee schedule is established as authorized by Florida Statutes Section 164.06. All funds collected shall be expended solely for the purpose of providing public health services within Lee County.

Financial Eligibility: Shall be determined for all clients receiving personal health services for which a sliding fee is to be charged, and shall be re-determined a minimum of once a year or shorter if income or family size changes. Clients that waive the financial eligibility determination shall be assigned to the full fee category and attest to their decision by signing the HMS generated fact sheet.

Clients will not be charged in the following circumstances:

(1) Clients enrolled in Medicaid, however charges may apply for non-covered services. (2) Childhood immunizations required for school (pre-K - 12th). Third party payers shall be billed an administration (injection) fee. (3) Anonymous HIV testing if there is an inability to pay. (4) No charge to a minor's parent(s) if the minor is without parental consent, has no income and is receiving STD or HIV services. (5) Clients that are part of a contact or at-risk group related to the investigation of a communicable disease. Charges may apply for any subsequent clinical examination and treatment.

Note: Patients may not be denied the following services due to their failure or inability to pay: communicable disease services, TB, STD, HIV/AIDS communicable disease control services.

	Current County Fee	October 1, 2021 County Fee	Fee Increase
Immunizations/Injections	Cost plus Medicare Admin Fee	Medicare/Medicaid Rate plus Medicare Admin Fee	None
Adult Travel and Shingles Immunizations/Injections	Previously included in broader immunization/injection category	Cost+26% plus Medicare Admin Fee	None
Personal Health Fees	Medical/Medicare Rates	Medical/Medicare Rate	None
Laboratory Tests	Cost plus \$5.00 Collection Fee	Medicare Rate for Labs plus \$5.00 Collection Fee	None
Pharmaceuticals	\$5-\$20	Medicaid/Medicare Rate	None
ENVIRONMENTAL ENGINEERING			
POOL			
Annual Permit for Exempt Pool (Condo/Cooperatives with over 32 units)	\$50.00	\$50.00	None
Public Swimming Pools - Annual Permit	\$50.00	\$50.00	None
Exempt Pool Engineering Plan Review and Inspection	\$100.00	\$100.00	None
Construction Plan Review	\$100.00	\$100.00	None
Initial Operating Permit	\$50.00	\$50.00	None
Re-review of rejected pool plans missing Critical Health and Safety Information	\$100.00	\$100.00	None
Modification/Revision Plan Review	\$50.00	\$50.00	None
Modification/Construction Final Inspection	\$50.00	\$50.00	None
Courtesy Inspection	\$100.00	\$100.00	None
Re-inspection (for violations uncorrected after the first re-inspection)	\$100.00	\$100.00	None
Inspection "Not ready fee"	\$50.00	\$50.00	None
Late Fee for Operating Permit	\$25.00 per mo late	\$25.00 per mo late	None
Change of Ownership (only after the fact late notification)	\$50.00	\$50.00	None
Chemical Feeder Changes	\$150.00	\$150.00	None
WATER			
Bacil Sample Analysis- non Regulated	\$20.00	\$20.00	None
Bacil Sample Collection - non Regulated	\$25.00	\$25.00	None
Bacil Sample Analysis - Regulated	\$20.00	\$20.00	None
SDWA Compliance Bacil Sample Collection	\$30.00	\$30.00	None
Nonpotable Water Bacil Sample Collection and Analysis	\$80.00	\$80.00	None
Expedited Bacil Analysis	\$30.00	\$30.00	None
Repeat Main Clearances	\$55.00	\$55.00	None
Mortgage Basic Analysis w/ treatment equipment	\$174.00	\$174.00	None
Mortgage Basic Analysis w/o treatment equipment	\$159.00	\$159.00	None

**Schedule of Fees Authorized by County Ordinance or Resolution -
Attachment II, Part II., Section 10 of State/County Contract**

Nitrate	\$20.00	\$20.00	None
Nitrite	\$20.00	\$20.00	None
Lead	\$29.00	\$29.00	None
Sample Collection "Not ready fee"	\$50.00	\$50.00	None
Boat Island Access Fee (per inspection)	\$100.00	\$100.00	None
Late Fee for LU permit renewal	\$25.00 per mo	\$25.00 per mo	None
Late Fee PWS mo/qr/annual chem/backl results - postmark after 15th	\$50.00	\$50.00	None
PWS additional information on a plan review	\$100.00	\$100.00	None
General/Specific Construction Permit Clearance Requests	\$75.00	\$75.00	None
MISCELLANEOUS			
"After the Fact" permit fee	200% of reg fee	200% of reg fee	None
ENVIRONMENTAL HEALTH			
ONSITE SEWAGE DISPOSAL PROGRAM (OSTDS)			
County Fee for new installations	\$105.00	\$105.00	None
Re-inspection	\$25.00	\$25.00	None
Performance Based Treatment System Operating Permit (biannual)	\$75.00	\$75.00	None
Aerobic Treatment Unit Operating Permit (biannual)	\$75.00	\$75.00	None
Aerobic Treatment Unit Maintenance Entry (annual)	\$25.00	\$25.00	None
Modification to System Application	\$50.00	\$50.00	None
New System Performance Based	\$155.00	\$155.00	None
Annual Operating Permit Fee for Industrial/Manufacturing Zoning or Commercial sewage waste	\$25.00	\$25.00	None
Application for system abandonment permit, including permit issuance and inspection	\$50.00	\$50.00	None
Existing System Approval	\$25.00	\$25.00	None
Boat Island Access Fee (per inspection)	\$100.00	\$100.00	None
OSTDS Expedited Fee - Permit and Inspections; expedited service upon request	None	\$200.00	\$200.00
BIOMEDICAL WASTE GENERATORS			
Annual Permit	\$65.00	\$65.00	None
Late Renewal Fee	\$30.00	\$30.00	None
BODY PIERCING			
Body Piercing Salon Permit (annual)	\$50.00	\$50.00	None
INDOOR TANNING FACILITY			
Indoor Tanning Facility Permit (annual)	\$50.00	\$50.00	None
plus per tanning device > 1, not to exceed \$60.00	\$20.00	\$20.00	None
FOOD ESTABLISHMENTS			
Food Establishments - Annual Permit	\$60.00	\$60.00	None
Annual Sanitation Certificate - Biannual Inspection	\$60.00	\$60.00	None
Annual Sanitation Certificate - Quarterly Inspection	\$160.00	\$160.00	None
Plan Review	\$15.00	\$15.00	None
MOBILE HOME / RV PARKS			
Re-inspection (for violations uncorrected after the first re-inspection)	None	\$140.00	\$140.00
VITAL STATISTICS			
Birth Certificate	\$14.00	\$14.00	None
Birth Certificate Additional Copies	\$10.00	\$10.00	None
Death Certificate	\$11.00	\$11.00	None
Death Certificate Additional Copies	\$11.00	\$11.00	None
Optional Protective Sleeve	\$3.00	\$3.00	None
Optional Expedite/Rush Fee	\$10.00	\$10.00	None
Notary Fee	\$10.00	\$10.00	None
PUBLIC HEALTH PREPAREDNESS			
CEMP Initial Review	\$60.00	\$60.00	None
CEMP Update or Revision	\$30.00	\$30.00	None

Effective 10/1/2021

#9233



Lee County *Southwest Florida*

**Board of County Commissioners
DEPARTMENT OF HUMAN and VETERAN SERVICES**

**SUBSTANCE ABUSE & MENTAL HEALTH SERVICES TREATMENT
STATE MANDATED CONTRACT**

with

SALUSCARE, INC.

OCTOBER 1, 2021 – SEPTEMBER 30, 2022

CSFA # _____
CFDA # _____
Contract No. 9233
Funding Source: General Fund
State Mandated
(FC5610100100)

STANDARD NONPROFIT/GOVERNMENT CONTRACT

**SUBRECIPIENT CONTRACT BETWEEN
THE LEE BOARD OF COUNTY COMMISSIONERS
And**

SALUSCARE, INC.

THIS CONTRACT between Lee County, a political subdivision and Charter county of the State of Florida, hereinafter referred to as "**COUNTY**" and SalusCare, Inc. a Nonprofit Corporation/Government/Municipality registered under the laws of Florida Chapter 617, operating under the laws of the State of Florida and, hereinafter referred to as "**PROVIDER**" will become effective upon the date approved by the Board of County Commissioners (BOCC).

WHEREAS, COUNTY believes it to be in the public interest to provide certain activities to the Lee County residents through the **PROVIDER** according to this Contract, the agency's intent as stated in the proposal and attachments and/or exhibits, and all other terms and conditions as specified.

NOW THEREFORE, in consideration of the mutual covenants, promises, and representations contained herein **COUNTY** and the **PROVIDER** agree as follows:

ARTICLE I: SCOPE OF SERVICES

Provider/Agency will provide mental health and substance abuse services for adults and children in Lee County in accordance with Florida Statute Chapter 394 and Chapters 65D and 65E of the Florida Administrative Code.

Any proposal/application submitted which resulted in this funding award are binding and incorporated herein as a part of this contract including all conditions and projected levels of service.

For federally funded projects, all requirements and conditions as described in Attachment A, Program Guidelines must also be followed.

All projects funded by Department of Housing and Urban Development (HUD) Homeless Assistance Grants must actively participate in the Centralized Intake/Coordinated Assessment process and input data into the Homeless Management Information System (HMIS).

All activities funded with CDBG/HOME funds must benefit persons of income levels at or below 80% of the area median income and as defined in the pertinent program requirements. Sub recipient certifies that the activity carried out under this Agreement will meet the CDBG/HOME income eligibility requirements.

ARTICLE II: TERM OF CONTRACT

This Contract shall begin **October 1, 2021** and end, **September 30, 2022** unless terminated as specified in Article IX, Suspension/Termination.

For unit rate contracts, programs must be operational within 45 days of contract begin date (identified above).

ARTICLE III: COMPENSATION AND REPORTS

A. Contract Payment

The COUNTY will make payments on a reimbursement basis to the PROVIDER and the PROVIDER agrees to accept as full compensation the total amount not to exceed **\$4,425,451.00**. Payments will be authorized only for work completed and/or services delivered during the term of the contract as stated in ARTICLE II: TERM OF CONTRACT and prior to the payment request date. Documentation of eligible expenses will be provided as stated in ARTICLE III C. Contract Deliverables. Payment is subject to the provisions of ARTICLE III B. Deferred Payment/Return of Funds and ARTICLE IX: SUSPENSION/TERMINATION. Funding is contingent upon the availability of funds.

The COUNTY has agreed to purchase the service(s) listed in Article I. For unit rate contracts, this contract is for the payment of a fixed number of units of service at the fixed unit rate. For line item contracts, this contract is for payment of line item amounts as identified in the approved budget.

Program	Approved Budget Category	Annual Budget Amount
State Mandate	Adult Mental Health	\$ 1,000,288.00
	Adult Substance Abuse	\$ 863,223.00
	Children Mental Health & Children Substance Abuse	\$ 310,248.00
	Services for Care	\$ 2,251,692.00
	TOTAL	\$ 4,425,451.00

For Partnering for Results (PPR) contracts, Lee County will fund no more than 40% of the program's actual cash expenses. The agency must be able to substantiate receipt of at least 60% of revenue from other sources or the amount of contract may be reduced. Documentation of expenses may be required at any time during the contract term if the ratio of county funding to program expenses exceeds or is close to exceeding the 40/60% requirement. In addition, Lee County may not fund program if revenues significantly exceed expenses.

Once funding is approved and a contract issued by Human and Veteran Services (HVS) it must be returned by the agency for execution within 30 days. In addition, funds must begin to be drawn within 60 days of contract execution unless Contract Specialist authorizes additional time. Failure to return signed contract or begin spending funds within allocated time frame may result in reduction or forfeiture of funds.

B. Deferred Payment/Return of Funds

The COUNTY may defer payment to the PROVIDER for noncompliance with contract deliverables or program requirements.

If, as a result of monitoring or audit, units of service provided are not documented a

payment may be deferred. If units are found to be unallowable, no future payments will be made until the full amount of overpayment is remitted to the COUNTY or a repayment agreement is accepted by COUNTY. If the monitoring or audit occurs after the term of this contract, the PROVIDER will be required to remit funds to the COUNTY in accordance with the repayment conditions below.

The PROVIDER agrees to return to the COUNTY any overpayments due to funds disallowed pursuant to the terms of this Contract and/or Federal requirements. For contracts funded under the Partnering for Results (local general fund) process, repayment will be required if the amount paid exceeds 40% of program expenses. Such funds shall be considered COUNTY funds and must be refunded to the COUNTY within thirty (30) days of receiving notice from the COUNTY in writing regarding the overpayment. Should repayment not be made in a timely manner, the COUNTY will charge interest of one (1) percent per month compounded on the outstanding balance after forty (40) calendar days after the date of notification or discovery. The PROVIDER will be required to reimburse the COUNTY for any acts of non-compliance resulting in disallowed costs or fines.

C. Contract Deliverables

I. Required Reports (checked boxes are applicable)

EXHIBIT 1- Payment Request - Due: Monthly by the 28th of the following month. All payments will be reimbursement for eligible expenses/services defined as uncompensated expenses rendered during the contract term and paid prior to final payment request due date as indicated in the Contract Closeout Section (Article III 2 D). Copies of supporting documentation is required as part of the Payment Request for review of grant compliance and before payment will be authorized by Human and Veterans Services. Reimbursement for eligible expenses will be made after review and authorization of a correct and complete Exhibit 1 and all required back up documentation. Lee County must be payor of last resort, meaning that if services are eligible to be billed to any other entity including but not limited to: Medicaid, third party insurance or any other entity, Lee County will not pay for that service.

Appropriate back-up/supporting documentation may include: cancelled checks, vendor invoices, authorized purchase orders, attendance/service logs, other funder invoices, expenditure spreadsheets or other original documentation, as well as a copy of the PROVIDER'S check issued with authorized signature. Two-sided copies of back-up documentation are preferred. For Construction Contracts, inspection reports from qualified officials should be submitted with the appropriate monthly payment request. For PFR contracts, documentation of expenses may be required as back-up/supporting documentation if the ratio of county funding to program expenses exceeds or is close to exceeding the 40/60% requirement.

The Exhibit 1 (Payment Request) must be submitted with an authorized signature. Cancelled checks, bank statements and/or other documentation from vendor that expense has been paid or service provided may be verified during monitoring.

If applicable, processing of payment requests is also subject to requirements and conditions as outlined in Attachment A, Program Guidelines.

EXHIBIT 2- Program/Demographics/Beneficiary Report --Due: As Indicated on

Exhibit 2,

- EXHIBIT 3 – Performance Outcomes Report – Due: As indicated on Exhibit 3.
- EXHIBIT 4 - Quarterly Unit Rate & Revenue Analysis Report – Due: 30 days following the end of each quarter. (Jan 31; April 30; July 31; Oct 31).
Documentation to support expenditures and revenue MUST be attached i.e. QuickBooks; Profit/Loss Statement.
- EXHIBIT 5- Annual Progress Report or Closeout Report- Due as indicated on Exhibit 5 and/or in Section D.
- EXHIBIT 6 - Certificate of Insurance - Insert in contract.
- EXHIBIT 7 – Statement of Work – Insert in contract.
- EXHIBIT 8 - Equipment/Fixed Assets Inventory Form- Due: 30 days from purchase of equipment or fixed assets, and annually on October 1.
- EXHIBIT 9 - Annual Certification of Continued Operation - Due: As indicated on Exhibit 9.
- EXHIBIT 10- Current Board of Directors Roster

All exhibits/reports should be submitted electronically (email or uploaded into database if applicable). An electronic signature or a scanned copy of the report with signature is acceptable for all reports/exhibits including the Exhibit 1 (Payment Request) for which signatures are required.

2. Required Documents

- Audited Financial Statement and Management Letter for fiscal year(s) in which contract funds are expended – Due Date: Non profits - 180 days following the end of PROVIDER'S fiscal year(s); Governments/municipalities - 270 days following the end of fiscal year(s).
- Monitoring Reports – A copy of monitoring reports issued from other sources that fund any program covered under this contract and copies of PROVIDER'S response to the funding agency are due to the COUNTY no later than 30 days after receipt by the PROVIDER.

D. Contract Closeout

- Partnering for Results: Unit Rate Analysis Report -Due: 30 days after contract end.
- Partnering for Results: Final Payment Request –Due: 4 business days after contract end.
- Partnering for Results: Close-Out Report – Due 30 days after contract end
- State Mandated: Final Payment Request – Due: October 9, 2022
- HOME – Close-out package for each property –Due: 120 days after payment request.
- Supportive Housing Program and Rental Assistance (COC) - Final Payment

- Request and Annual Progress Report – Due: 45 days end date of operating year.
- CDBG – Final Payment Request and Beneficiary Reports – Due: 20th of the month after term end.
- Other Funding Source – _____
 Final Closeout Payment Request – Due: _____

ARTICLE IV: AUDITS, MONITORING, AND RECORDS

A. Monitoring

The PROVIDER agrees to permit persons duly authorized by the COUNTY and the Federal or State grantor agency (if applicable) or any representatives to inspect all records, papers, documents, facility's goods and services of the PROVIDER and/or interview any clients and employees of the PROVIDER to be assured of satisfactory performance of the terms and conditions of this contract to the extent permitted by the law after giving the PROVIDER reasonable notice. The monitoring is a limited scope review of the contract and agency management and does not relieve the PROVIDER of its obligation to manage the grant in accordance with applicable rules and sound management practices.

Following such monitoring, the COUNTY will deliver to the PROVIDER a written report regarding the manner in which services are being provided. The PROVIDER will rectify all noted deficiencies within the specified period of time indicated in the monitoring report or provide the COUNTY with a reasonable and acceptable justification for not correcting the noted shortcomings. The PROVIDER'S failure to correct or justify the deficiencies within the time specified by the COUNTY may result in the withholding of payments, being deemed in breach or default, or termination of this Contract.

B. Audits and Inspections

The PROVIDER will make all records referenced in ARTICLE IV C. and all items included on financial statements available for audit or inspection purposes at any time during normal business hours and as often as COUNTY deems necessary.

The Clark of Courts Internal Audit Division, the Federal or State grantor agency (if applicable), Lee County employees, or any of their duly authorized representatives have the right of timely and unrestricted access to any books, documents, papers, or other records of PROVIDER or Certified Public Accountant (CPA) that are pertinent to the contract, in order to make audits, examinations, excerpts, transcripts and copies of such documents. If contract noncompliance or material weaknesses in the organization are noted, the COUNTY or other authorized representatives have the right to unlimited access to records during an audit or inspection. This includes timely and reasonable access to a PROVIDER'S personnel for the purpose of interview and discussion related to such documents.

C. Records

The PROVIDER shall retain all financial, client demographics, and programmatic records, supporting documentation, statistical records, and other records, which are necessary to document service provision, expenditures, income and assets of the PROVIDER by funding source, program, and functional expenses category during the term of this contract and a minimum of five (5) years from the date of contract expiration. The retention period may be

longer depending on the funding source and it is the PROVIDER's obligation to comply with all Federal and State of Florida retention schedules. If any litigation, claim, negotiation, audit, or other action involving the records has been initiated before the expiration of the retention period, the records shall be retained for one (1) year after the final resolution of the action and final resolution of all issues that arise from such action.

PROVIDER specifically acknowledges its obligations to comply with §119.0701, F.S., as amended from time to time, with regard to public records, and shall:

- 1) keep and maintain public records that ordinarily and necessarily would be required by the COUNTY in order to perform the services required under this Contract;
- 2) upon request from the County's custodian of public records, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes or as otherwise provided by law;
- 3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law; and
- 4) meet all requirements for retaining public records and transfer, at no cost to the COUNTY, all public records in possession of PROVIDER upon termination of this Contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the COUNTY in a format that is compatible with the information technology system of the COUNTY.

IF THE PROVIDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE PROVIDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 239-533-2221, 2115 SECOND STREET, FORT MYERS, FL 33901, <http://www.lee.gov.com/publicrecords>.

D. Independent Audit

A complete independent financial audit of the agency's financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and/or current Generally Accepted Government Auditing Standards (GAGAS) as applicable is required and must include the following:

- auditor's opinion
- requisite reports on internal control and compliance, if required
- management letter addressing internal controls (Note: If there were no items to be addressed, the letter must still be completed and state that no comments were noted.)
- management's response to such letter
- the programs that are funded by this Lee County contract either in the statement of functional expenses, revenues and expenditures, footnotes, schedule of Federal awards and State financial assistance or as supplemental data in the financial statements. The statement should be consistent with programs detailed in the corresponding proposal(s), exhibit(s), and attachment(s).

The audit must be submitted electronically to the COUNTY no later than one hundred eighty (180) days following the end of a nonprofit PROVIDER'S fiscal year and two hundred seventy (270) days following the end of a government/municipality PROVIDER'S fiscal year. If applicable, any corrective action plan must be submitted. Failure to submit the report within the required time frame can result in the withholding of payment, or termination of the contract by the COUNTY.

The audit must be conducted by an independent, licensed certified public accountant with an unmodified opinion on their current peer review and must be in accordance with the General Accounting Office (GAO) Yellow Book, Generally Accepted Government Auditing Standards, OMB Circular A-133 "Audits of States, Local Governments and Nonprofit Organizations" if applicable, the Florida Single Audit Act (F.S. 215.97) if applicable, and the Auditor General Rule 10.550 (Government) or 10.650 (Not For Profit) as applicable.

ARTICLE V: AMENDMENTS

PROVIDER must submit a written request (email is acceptable) for a contract amendment which details the nature of and justification for the requested change and the desired effective date of the change(s). The COUNTY reserves the right to approve or deny all contract amendments. An approved amendment shall be documented on the contract amendment form and signed by both parties.

The Department Director may approve amendments to the contract, which do not substantially change the original contracted scope of service and statement of work, including extensions to the end date of the contract as identified in ARTICLE II. The Board of County Commissioners must approve amendments which increase or decrease contract funds; significantly change program design including target population or major changes in outcomes; change or add to the standard provider contract language, which is not for the purpose of correcting original omissions or clarifying original contract intent.

For federally funded projects, HUD must approve (24 CFR 583.405), in writing, any significant changes to an approved Homeless Continuum of Care program prior to initiating a contract amendment. Amendments to CDBG, HOME, or ESG which involve new or alteration of existing activities that will significantly change the scope, location, or objectives of the approved activities or beneficiaries must receive prior HUD approval.

ARTICLE VI: CONTRACTOR STATUS

A. Independent Contractor

It is the Parties' intention that the PROVIDER will be an independent contractor and not the COUNTY's employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, Florida revenue and taxation law, Florida Worker's Compensation law and Florida Unemployment Insurance Law. The PROVIDER will retain sole and absolute discretion in the judgment of the manner and means of carrying out the PROVIDER'S activities and responsibilities hereunder. The PROVIDER agrees that it is a separate and independent enterprise from the public employer, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This agreement shall not be construed as creating any joint employment relationship between the

PROVIDER and **COUNTY**, and **COUNTY** will not be liable for any obligation incurred by the **PROVIDER**, including, but not limited to, unpaid minimum wages and/or overtime premiums.

B. Subcontracts

Primary roles and responsibilities of **PROVIDER** cannot be subcontracted. It is mutually agreed that any program component that is subcontracted by **PROVIDER** must have a written contract upon execution of this contract. Provider must provide written notice to the **COUNTY** of all subcontractors as well as provide copies of all contracts entered into with subcontractors upon the **COUNTY**'s request. Procurement and/or bidding of non primary roles and responsibilities must be awarded on a fair and non collusive basis and must be in compliance with all applicable Lee County, State of Florida and Federal standards. The **PROVIDER** shall not enter into a transaction with a person or affiliate placed on the Florida Department of Management Services' Convicted Vendor List. For projects and services receiving federal funds, the **PROVIDER** shall also not enter into a transaction with debarred, suspended or ineligible contractors and participants included on the Federal Excluded Parties List. The **PROVIDER** must ensure each subcontractor conforms to the terms and conditions of this contract and if applicable Attachment A, Program Guidelines and must be subject to indemnification as stated in Article VIII.

ARTICLE VII: CONFLICT OF INTEREST

The **PROVIDER** agrees that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required in this contract. The **PROVIDER** further agrees that no person having any such interest shall be employed or engaged for said performance. The **PROVIDER** agrees that no employee, officer, agent of the provider or its sub-recipients shall participate in the selection, award or administration of a contract or construction bid if a conflict-of-interest, either real or implied, would be involved. The **PROVIDER** or sub-recipient employees, officers and agents should refrain from accepting gratuities, favors or anything of monetary value from contractors or potential contractors based on the understanding that the receipt of such an item of value would influence any action or judgment of the **PROVIDER**.

For federally-funded contracts, conflict of interest provisions described in 2 CFR 200.112 and all other HUD regulations currently in effect and as may be amended from time to time shall apply.

ARTICLE VIII: RISK MANAGEMENT

A. Hold Harmless and Indemnity Clause

To the fullest extent permitted by applicable law, **PROVIDER** shall protect, defend, indemnify, save and hold the **COUNTY**, the Board of County Commissioners, its agents, officials, and employees harmless from and against any and all claims, demands, fines, loss or destruction of property, liabilities, damages, for claims based on the negligence, misconduct, or omissions of the **PROVIDER** resulting from the **PROVIDER**'S work as further described in this contract and its attachments, which may arise in favor of any person or persons resulting from the **PROVIDER**'S performance or non-performance of its obligations under this contract except any damages arising out of personal injury or property claims from third parties caused solely by the negligence, omission(s) or willful misconduct of the **COUNTY**, its officials, commissioners, employees or agents, subject to the limitations as set out in Florida general law,

Section 768.28, Florida Statutes, as amended from time to time. Further, PROVIDER hereby agrees to indemnify the COUNTY for all reasonable expenses and attorney's fees incurred by or imposed upon the COUNTY in connection therewith for any loss, damage, injury, liability or other casualty. PROVIDER additionally agrees that the COUNTY may employ an attorney of the COUNTY's own selection to appear and defend any such action, on behalf of the COUNTY, at the expense of the PROVIDER. The PROVIDER further agrees to pay all reasonable expenses and attorney's fees incurred by the COUNTY in establishing the right to indemnity.

The PROVIDER further agrees that it is responsible for any and all claims arising from the hiring of individuals relating to activities provided under the Contract. All individuals hired are employees of the PROVIDER and not of the COUNTY.

B. Insurance Requirements

Insurance – Nonprofit Providers

The PROVIDER agrees to secure and maintain the insurance coverage outlined below during the term of this Contract. The PROVIDER agrees that this insurance requirement shall not relieve or limit PROVIDER'S liability and that the COUNTY does not in any way represent that the insurance required is sufficient or adequate to protect the PROVIDER'S interests or liabilities, but are merely minimums. It is the responsibility of the PROVIDER to insure that all subcontractors comply with the insurance requirements.

Certificate(s) of Insurance namely Lee Board of County Commissioners as Certificate Holder and additional Insured will be attached to this contract as an exhibit. Name and address for Certificate Holder should be: Lee Board of County Commissioners, P.O. Box 398, Fort Myers, FL 33902. Certificate(s) must be provided for the following coverage's at the time of contract execution and upon policy renewal. Renewal certificates are due to Lee County on or before expiration date.

1. **Workers' Compensation**— Statutory benefits as defined by Florida Statute 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees. Employers' liability will have minimum limits of:
 - \$100,000 per accident
 - \$500,000 disease limit
 - \$100,000 disease limit per employee

2. **Commercial General Liability** – Coverage shall apply to premises and/or operations, products and/or completed operations, independent contractors, contractual liability, and broad form property damage exposures with minimum limits of:
 - \$500,000 bodily injury per person (BI)
 - \$1,000,000 bodily injury per occurrence (BI)
 - \$500,000 property damage (PD) or
 - \$1,000,000 combined single limit (CSL) of BI and PD

The General Liability Policy Certificate shall name "Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials" as "Additional Insured". The PROVIDER agrees that the coverage granted to the Additional Insured applies on a primary basis, with the Additional Insured's coverage being excess.

3. **Business Auto Liability** – The following Automobile Liability will be required and coverage shall apply to all owned, hired, and non-owned vehicles used with minimum limits of:
 - \$100,000 bodily injury per person (BI)
 - \$300,000 bodily injury per occurrence (BI)
 - \$100,000 property damage (PD) or
 - \$300,000 combined single limit (CSL) of BI and PD
4. **Directors & Officers Liability** – Entity coverage to cover claims against the organization directly for wrongful acts with limits not less than \$100,000.
5. **Fidelity Bonding** – Covering all employees who handle the agency's funds. The bond amount must be equivalent to the highest daily cash balance or a minimum amount of \$50,000.

Insurance – Government/Municipality:

Documentation of the above coverage requirements are not applicable to government/municipalities that are self-insured.

C. Notice of cancellation or modification

The COUNTY will be given thirty (30) days notice prior to cancellation or modification of any stipulated insurance. Such notification will be in writing by registered mail, return receipt requested and addressed to the Lee County Risk Manager, P. O. Box 398, Ft. Myers, FL 33902.

ARTICLE IX: SUSPENSION/TERMINATION

A. Suspension

The COUNTY reserves the right to suspend funding for failure to comply with the requirements of this contract. Agencies that fail to submit required documents by the due date can be suspended, and payment will be withheld until all requirements are satisfied.

In the event PROVIDER ceases operation for any reason or files for protection from creditors under bankruptcy law, any remaining unpaid portion of this Contract, less funds for expenditures already incurred, shall be retained by the COUNTY and the COUNTY shall have no further funding obligation to the PROVIDER with regard to those unpaid funds.

For contracts funded under "Partnering for Results": If anticipated Program revenue from other sources exceeds expenses by 40%, COUNTY reserves the right to suspend contract until final expenses/revenue is confirmed.

B. Termination by COUNTY

The COUNTY may at any time and for any reason cancel this Contract by giving twenty-four (24) hours written notice to the PROVIDER by Certified Mail, Process Server or Hand Delivery following a determination by the County Manager or designee, at its sole discretion, that such cancellation is in the best interest of the people of the county. From the date of cancellation, neither party shall have any further obligation unless specified in the termination

notice.

If the financing for this project is contingent upon funding sources other than Lee County as identified in the proposal/application of the contract and such funds become unavailable the obligations of each party hereunder may be terminated upon no less than twenty-four (24) hours written notice.

For contracts funded under "Partnering for Results": If confirmed Program revenue from other sources exceeds expenses by 40%, COUNTY reserves the right to terminate contract upon no less than twenty four (24) hours written notice.

For unit rate contracts, if program is not operational within 45 days from contract start date, funds for said program will be withdrawn and contract will be amended or terminated.

C. Termination by PROVIDER

The PROVIDER may at any time and for any reason cancel this Contract by giving seventy-two (72) hours prior written notice to the COUNTY by Certified Mail or Process Server of such and specifying the effective date.

COUNTY'S obligation to make any payments under any provision of this Contract shall cease on the effective date of termination.

ARTICLE X: ASSURANCE, CERTIFICATIONS, AND COMPLIANCE

The PROVIDER agrees that compliance with these assurances and certifications constitutes a condition of continued receipt of or benefit from funds provided through this Contract, and that it is binding upon the PROVIDER, its successors, transferees, and assignees for the period during which services are provided.

IMMIGRATION LAWS:

The COUNTY will not intentionally award contracts to any provider/contractor/vendor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 a(c) Section 274A(e) of the Immigration and Nationality Act (INA).

The COUNTY shall consider the employment by any PROVIDER of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of the contract by The COUNTY.

OTHER REQUIREMENTS:

The PROVIDER further assures that all contractors, subcontractors, or others with whom it arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of statutes, regulations, guidelines and standards. By acceptance of this finding, the PROVIDER assures and certifies the following:

A. That they will comply with all applicable laws, ordinances, and regulations of the United States, the State of Florida, the COUNTY, and the municipalities as said laws, ordinances, and regulations exist and are amended from time to time. In entering into this contract, the COUNTY does not waive the requirements of any COUNTY or local ordinance or the requirements of obtaining any permits or licenses that are normally required to conduct business or activity contemplated by the PROVIDER.

B. That they will comply with all applicable Federal, State and local anti-discrimination laws pertaining to nondiscrimination in programs receiving Federal financial assistance, including but not limited to:

- Title VI of the Civil Rights Act of 1964, as amended, and its implementing regulations -- including that recipients/grantees of federal financial assistance are required to take reasonable steps to ensure meaningful access to persons who are Limited English Proficiency (LEP), as per Executive Order 13166.
- Section 109 - Title I of the Housing & Community Development Act of 1974
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794)
- Age Discrimination Act of 1975 (42 U.S.C. 610 et. seq.)
- Fair Housing Act

Additional information can be accessed at the following websites:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/FHLaws

http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp

https://www.hud.gov/program_offices/fair_housing_equal_opp/promotingth/lep-rmfh-fair

These requirements are designed to prevent discrimination in the delivery of benefits and services because of race, color, religion (creed), sex, national origin, age, familial status or disability. Affirmative marketing plans and use of universal design features for construction and rehabilitative projects should be incorporated when possible.

All advertising of residential real estate for sale, rent, or financing should contain an equal housing opportunity logotype, statement, or slogan as a means of educating the home seeking public that the property is available to all persons regardless of race, color, religion, sex, handicap, familial status, or national origin. The choice of logotype, statement or slogan will depend on the type of media used (visual or auditory) and, in space advertising, on the size of the advertisement. Different styles/types/sizes of logos and information regarding brochures and can be located at the following website:

<http://portal.hud.gov/hudportal/HUD?src=/library/bookshelf1/hudgraphics/theologo>

C. That they will comply with the Americans with Disabilities Act of 1990 ("ADA") (as codified at U.S.C 42.126 (sections 12101-12213) and 28CFR35, which gives civil rights protections to individuals with disabilities, guaranteeing equal opportunity for individuals with disabilities in employment, public accommodations, transportation, State and local government services, and telecommunications. A Single-Point-of-Contact shall be required if the agency employs 15 or more employees. The Single-Point-of-Contact will ensure effective communication with deaf or hard-of-hearing customers or companions in accordance with Section 504 and the ADA and coordinate activities and reports with the PROVIDER's Single-Point-of-Contact.

D. That they will administer their programs under procedures, supervision, safeguards, and such other methods as may be necessary to prevent fraud and abuse, and that it will target its services to those who most need them.

- E. That if clients are to be transported under this contract, the **PROVIDER** will comply with the provisions of Chapter 427, Florida Statutes, which requires the coordination of transportation for the disadvantaged.
- F. That any products or materials purchased with contract funds shall be procured in accordance with the provisions of Chapter 403.7065, Florida Statutes, which refers to the procurement of products or materials with recycled content.
- G. That they will comply with Chapter 39.201, Florida Statutes, that any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, as defined in this chapter, shall report such knowledge or suspicion to the Florida Abuse Hotline (1-800-962-2873).
- H. That they will comply with Chapter 415.1034, Florida Statutes, that any person who knows or has reasonable cause to suspect that a vulnerable and or disabled adult has been abused, neglected, or exploited, shall immediately report such knowledge or suspicion to the Florida Abuse Hotline (1-800-962-2873).
- I. That if personnel in programs under this contract work directly with children/youths and vulnerable or disabled adults, the **PROVIDER** will comply with applicable provisions under Florida Statutes 943.0542; 943.04351; 393.0655; 402, regarding employment screening.
- J. That they will comply with Chapter 216.347, Florida Statutes, which prohibits the expenditure of contract funds for the purpose of lobbying the legislature, State or county agencies.
- K. That they will notify the **COUNTY** immediately of any funding source changes and/or additions from other sources that are different from that shown in the **PROVIDER'S** application/proposal. This notification must include a statement as to how this change in funding affects provision of service as well as the use of and continued need for **COUNTY** funds.
- L. That they will acknowledge support for activities funded wholly or in part by **COUNTY** funds. In publicizing, advertising, or describing the program, state "Funding provided by Lee Board of County Commissioners".
- M. That they will notify the **COUNTY** of any **SIGNIFICANT** changes to the **PROVIDER** organization to include Board Membership (roster), Articles of Incorporation and Bylaws within ten (10) working days of the effective date.
- N. For federally funded programs, that they will comply with applicable uniform administrative requirements as described in 2 CFR Part 200 and all other established, applicable HUD regulations as now in effect and as may be amended from time to time.
- O. The **PROVIDER** shall ensure that Lee County funds are restricted to people legally able to reside in the US.

- P. The **PROVIDER** is prohibited from using contracted funds for the following: political activities; lobbying; political patronage; nepotism activities; and inherently religious activities such as worship, religious instruction, or proselytization.
- Q. The **PROVIDER** must verify employment eligibility of all new employees hired during the contract term through the U.S. Department of Homeland Security's E-Verify system.

ARTICLE XI HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

Lee County, pursuant to the Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a "covered entity" as the law defines that term. Any "personal health information" (PHI) as defined by the law that the COUNTY receives pursuant to this Agreement is subject to the disclosure and security requirements of HIPAA. Transfer of information to the COUNTY sufficiently "de-identified" to no longer be considered PHI is encouraged as being in the best interest of client PHI confidentiality to the extent that client services are unaffected. Particular methods to accomplish the highest levels of client service coupled with PHI confidentiality shall be an ongoing task of the affected staffs of the COUNTY and PROVIDER.

ARTICLE XII: CONTRACT DISPUTE RESOLUTION PROCEDURE

Any dispute between the parties with respect to provisions contained in a Lee County Human and Veteran Services (HVS) contract or issues that arise pertinent to a contract shall be resolved as follows:

The parties may, by mutual agreement, attempt to resolve their dispute in the following manner within a thirty (30) day period. If both parties are in agreement, the thirty (30) day time period can be extended for an additional ten days.

- a. Duly authorized representatives shall meet as often as mutually agreeable to discuss in good faith the dispute and to negotiate a mutually agreeable resolution. Authorized representatives for HVS include Contract Specialist, and Program Manager.
- b. During the course of the dispute process requests made by one Party to the other for non-privileged information, reasonably related to the dispute shall be responded to in good faith.
- c. If the dispute is unable to be resolved between the authorized representatives within the specified time period, it will be forwarded to the Department Director for resolution. A decision by the Director will be issued within ten days.
- d. If the dispute remains unresolved after the Department Director's decision, the parties may proceed to litigation. Any dispute, action or proceeding arising out of or related to this Agreement will be exclusively commenced in the state courts of Lee County, Florida, or where proper subject matter jurisdiction exists in the United States District Court for the Middle District of Florida. Each party irrevocably submits and waives any objections to the exclusive personal jurisdiction and venue of such courts, including any objection based on forum non conveniens. This Agreement and the rights and obligations of the parties shall be governed by the laws of the State of Florida without regard to its conflict of laws principles. Unless otherwise agreed in writing, **PROVIDER** will be required to continue all obligations under this Agreement during the pendency of claim or dispute including, but not limited to, actual period of mediation or judicial proceedings.
- e. Either Party may at any time commence formal court proceedings, which shall be immediately communicated, and will end the informal Dispute Resolution process as described in paragraph a-c above.

ARTICLE XIII:

NOTICES

Official notices concerning this Contract will be directed to the following authorized representatives:

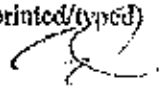
PROVIDER:

Name: Stacey Cook
Title: CEO
Agency: SalusCare, Inc
Address: 5768 Evans Ave
Fort Myers, FL 33901
Telephone: 239-218-1474
Fax: 239-218-0094
E-Mail: scCook@saluscareflorida.org


COUNTY:

Name: Attn: Melissa Espinosa
Title: Contract Coordinator
Agency: Human and Veteran Services
Address: 2440 Thompson Street
Port Myers, Florida 33901
Telephone: (239) 533-7924
Fax: (239) 533-7960
E-Mail: MEspinosa@leegov.com

The signatures of the two persons shown below are designated and authorized to sign all applicable reports:

Stacey Cook
Name (printed/typed)

Signature
Chief Executive Officer
Title

OR

Ronne Apicella
Name (printed/typed)

Signature
Chief Financial Officer
Title

In the event that Provider designates different representatives after execution of this contract, notice of the name and address of the new representative will be rendered in writing by authorized officer of PROVIDER to the COUNTY.

ARTICLE XIV: SPECIAL PROVISIONS

If needed, PROVIDER may be called upon to assist the COUNTY during a natural disaster or emergency. This includes the use of the PROVIDER'S facility to assist with Emergency Food Stamp preregistration if facility is operational and computer terminals are available. PROVIDER will be responsible to notify United Way 211 immediately after a disaster declaration if the location is accessible and operational and of any PROVIDER staff who are available to assist with recovery efforts.

ARTICLE XV: ALL TERMS AND CONDITIONS INCLUDED

This contract and its attachments, and any exhibits referenced in said attachments, together with any documents incorporated by reference, contain all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of this contract is legally determined unlawful or unenforceable, the remainder of the contract shall remain in full force and effect and such terms or provisions shall be stricken.

IN WITNESS THEREOF, PROVIDER and COUNTY have caused this 16-page contract and all Contract Exhibits and Attachments as indicated on next page to be executed by their undersigned officials as duly authorized.

PROVIDER:

By: Stacey Cook
Name (print)

[Signature]
(Signature of authorized officer)

Chief Executive Officer
Title

10/18/2021
Date

**STATE OF FLORIDA
COUNTY OF Lee**

The foregoing instrument was acknowledged before me, by means of physical presence or online notarization, this 18th day of October, 21 (year), by Stacey Cook who is personally known to me or who has produced _____ as identification and who did did not take an oath.

NOTARY: Eucette Oreste
By: _____
Notary of Public (Signature)

Eucette Oreste
Name (typed)

COUNTY: LEE COUNTY

Commissioner Cecil L. Pendergrass
By: Lee County Board of County Commissioners
Name (print)

[Signature]
(Signature of authorized officer)

Board of County Commissioners
Title

11-8-21
Date

**ATTEST:
CLERK OF CIRCUIT COURT**

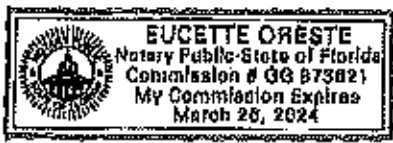
By: [Signature]
Title: Deputy Clerk
Date: 11-8-21



**APPROVED AS TO FORM FOR THE
RELIANCE OF LEE COUNTY ONLY:**

By: Andrea Fraser

Date: 11-4-2021
OFFICE of the COUNTY ATTORNEY



Lee County
Department of Human and Veteran Services

CONTRACT EXHIBITS & ATTACHMENTS

Applicable items are checked. If item is not checked it does not apply to this contract.

EXHIBITS (Required Reports/Documentation):

- Exhibit 1 Payment Request
- Exhibit 2 Demographics Report
- Exhibit 3 Performance Outcomes Report
- Exhibit 4 Unit Cost Analysis Report
- Exhibit 5 Annual Progress Report or Closeout Report
- Exhibit 6 Certificates of Insurance
- Exhibit 7 Statement of Work
- Exhibit 8 Equipment/Fixed Assets Inventory
- Exhibit 9 Annual Certification of Continued Operation (ESG)
- Exhibit 10 Board of Directors Roster

ATTACHMENTS

- ATTACHMENT A Program Guidelines

**EXHIBIT 1
PAYMENT REQUEST
Line Item Contract**

Mail to: Lee County Department of Human Services
ATTN: Melissa Espinosa, Contract Specialist
2440 Thompson Street
Fort Myers, FL 33901
Phone: 888-7924
FAX: 888-7950
E-Mail: MEspinosa@leegov.com

Contract No. _____ Agency: SolusCare, Inc.
State Mandated SAMH Contract Address: 3763 Evans Avenue
Fort Myers, FL 33901
Contract Term: 10/1/2021-9/30/2022
Phone: (239) 791-3586
E-mail: _____
Fax: (239) 275-9083
Check appropriate line:
Regular Reimbursement
Final Reimbursement

Reports are due by the twentieth calendar day after the end of the reporting period. Final due Oct. 9, 2022

	E. Approved Annual Budget Amount	C. Balance Forward and of prior month	D. Total Paid Expenditures for Reporting Period	E. Remaining Balance End of Reporting Period (Col. C-D)
ADULT MENTAL HEALTH - (AMH)	\$ 1,000,288.00			\$
CHILDREN MENTAL HEALTH & CHILDREN SUBSTANCE ABUSE (CMH and CSA)	\$ 310,248.00			\$
ADULT SUBSTANCE ABUSE (ASA)	\$ 863,223.00			\$
SERVICES FOR CARE - (FOR AMH, ASA, CMH and CSA)	\$ 2,251,692.00			\$
Total:	\$ 4,425,451.00			\$

FOR LEE COUNTY USE ONLY

By signing below, I certify that the work and/or services provided and reported in Exhibit 1 are for unincorporated expenditures, and have been completed and/or delivered to the best of my knowledge. I further certify that payment has been made in accordance with all applicable statutes, regulations and approved County contracts. I understand that knowingly providing false information could result in investigation and prosecution.

Signature of _____ AUTHORIZED BY: _____
Authorized Official

Date approved: _____ APPROVED AMOUNT: \$ _____
DATE APPROVED: _____

EXHIBIT 2 DEMOGRAPHIC REPORT

DEMOGRAPHICS OF CLIENTS SERVED IN PROGRAM		DWH 10/1/2021
AGENCY PROGRAM:	SalusCare State Mandated SAMH Treatment Services	10/01/2021-9/30/2021
UNDUPLICATED CLIENT CHARACTERISTICS		
AGE GROUP	Age 0 - 5 Age 6 - 12 Age 13 - 17 Age 18 - 29 Age 30 - 50 Age 51 - 61 Age 62 and over Age Not collected Total	0
GENDER	Female Male Gender Not collected Total	0
ETHNICITY	Hispanic Non-Hispanic Ethnicity Not collected Total	0
RACE	White Black/African American Asian American Indian/Alaskan Native Native Hawaiian/Other Pacific Islander American Indian/Alaskan Native & White Asian & White Black/African American & White Am. Indian/Alaskan Native & Black/African American Other Multi-racial Race Not collected Total	0
LEGAL RESIDENCE AT REFERRAL	Alva (33920) Boca Raton (34133, 34134, 34135, 34136) Cape Coral (33904, 33909, 33910, 33914, 33915, 33960, 33991, 33993) East Fort Myers (33905, 33994) Fort Myers (33901, 33902, 33916, 33965) Ft. Myers Beach/Estero (33928, 33931, 33932) Lehigh Acres (33936, 33970, 33971, 33972, 33973, 33974, 33976) North Fort Myers (33903, 33912, 33918) Palm Island/Duca Grande (33921, 33922, 33943, 33956) Rancho/Cape City (33924, 33957) South Ft. Myers (33906, 33907, 33908, 33911, 33912, 33913, 33919, 33966, 33967) Out of county Location Not collected Total	0
INCOME LEVEL	Sec Income (Income level below) Extremely low (30% of Median) Low (60% of Median) Medium (80% of Median) Income Level Not collected Not Low or Mid Income Total	0
<p>Reference web site for current income levels: https://www.bls.gov/exchangetransactions/incomecalculator/ HUD Income Data: https://www.hudexchange.info/your-local-hud/</p>		
Last updated 10/1/2021		

EXHIBIT 3 - PERFORMANCE OUTCOMES REPORT

Provider Name: SalusCare Inc.

Program: Substance Abuse/Mental Health Treatment Services (State Mandated Contract)

The services provided under this contract are provided in conjunction with services identified and funded by the DCF Managing Entity, Central Florida Behavioral Health Network (CFBHN). This funding incorporates numerous performance measures, which are reported to CFBHN on a regular basis.

An annual performance measures report is due October 31, 2022 for the State Contract time period of 07/01/2021 – 06/30/2022 based on measures identified by DCF/CFBHN.

**EXHIBIT 7
STATEMENT OF WORK**

Name of Agency: SalusCare, Inc. – 10/1/2021

For all programs, Lee County purchases full units that are in addition to the number of units funded by Central Florida Behavioral Health Network (CFBHN), the managing entity for substance abuse and mental health funding for the Florida Department of Children and Families.

Program: AMH – Forensic Services

- 1) SalusCare Projected Cost to provide a unit of service = \$75.01
- 2) Lee County Unit Rate = \$75
- 3) CFBHN Contract Rate = \$75
- 4) Hours, days, location of operation: Monday through Friday, 8am to 5pm, with flexible hours to accommodate families' schedules.
- 5) Activities/services provided: A community-based program offering comprehensive care to adults and families including linking and coordination of necessary resources within the community; assisting to expedite issues within the criminal justice system; acting as liaison between the criminal justice system; acting as liaison between the criminal justice and mental health systems; legal competency training; case management; forensic services for felonies and misdemeanors; basic living skill training and education.
- 6) Target population: Adults who have a diagnosis of a mental health or mental health and co-occurring substance abuse disorder who are involved in the criminal justice system.
- 7) Fees charged: There is no fee associated with services provided through this program.

Program: AMH – Adult Crisis Stabilization Unit

- 1) SalusCare Projected Cost to provide a unit of service = \$504.45
- 2) Lee County Unit Rate = \$452
- 3) CFBHN Contract Rate = \$452
- 4) Hours, days, location of operation: 24 Hours per day, 7 days per week, 365 days per year at the Colonial Campus
- 6) Activities/services provided: Short-term, in-patient crisis stabilization and support in a secure 30 bed unit. Services include the dispensation of psychotropic medications, assessments, psychiatric evaluations, psycho-social assistance in the form of discharge planning and appropriate internal/external referrals and daily groups covering topics of daily living such as medication compliance.
- 6) Target population: Adults 18 and over who are either at risk of harming themselves or others due to a mental health crisis; both voluntary and in-voluntary admissions.
- 7) Fees charged if applicable: A sliding fee scale is used for those without insurance or other funding. Based on individuals' eligibility, charges range anywhere from \$0.00 to \$600.00 per day. (All inclusive-per diem rate)

Program: CMH – Children's Crisis Stabilization Unit

- 1) SalusCare Projected Cost to provide a unit of service = \$481.44
- 2) Lee County Unit Rate = \$452
- 3) CFBHN Contract Rate = \$452
- 4) Hours, days, location of operation: 24 Hours per day, 7 days a week, 365 days a year at the Colonial Campus.
- 6) Activities/services provided: Short-term stabilization for youth in mental health crisis; receives both voluntary and involuntary admissions for mental health. Services include: dispensation of psychotropic medications, assessments, psychiatric evaluations, psycho-social assistance in the form of discharge planning and appropriate internal/external referrals, individual, family and daily groups covering topics of daily living, medical compliance, substance, and psycho-social issues. The 16 bed secure unit is the only Baker Act Receiving facility for children in Lee County.
- 6) Target population: Ages 4–17 with mental health disorders or co-occurring disorders in need of immediate treatment/intervention, presenting a threat/danger to themselves or others.
- 7) Fees charged if applicable: Fees for individuals without a funding source is determined by a sliding fee scale. Based on individuals' eligibility, charges range anywhere from \$0.00 to \$600.00 per day. (All inclusive-per diem)

Program: CMH – Therapeutic Behavioral Onsite Services

- 1) SalusCare Projected Cost to provide a unit of service = \$124.70
- 2) Lee County Unit Rate = \$76.77

**EXHIBIT 7
STATEMENT OF WORK**

- 3) CFBHN Contract Rate = \$78.77
- 4) Hours, days, location of operation: Monday through Friday, 8 am-6 pm. All TBOS Services are provided in the community (patient's home, school, other location as agreed upon with the family) with evening hours available to accommodate patient and families' schedules.
- 5) Activities/services provided:
 - Therapy services for children with complex needs and their families in an effort to prevent more intensive, and restrictive behavioral health placement.
 - Referral to community treatment providers (both at SalusCare and in the community)
 - Helps the child and family to develop the skills necessary to assist the family in managing the child's complex needs.
- 6) Target population: Children 2-20 (possibly 21)
- 7) Fees charged if applicable: No cost to the patient for the assessment and referral service. Sliding Fee Scale may apply for individuals who are self-pay.

Program: ASA -- Residential Detox

- 1) SalusCare Projected Cost to provide a unit of service = \$383.84
- 2) Lee County Unit Rate = \$367
- 3) CFBHN Contract rate = \$357
- 4) Hours, days, location of operation: Program operates 24 hours a day, 7 days a week at the Evans Campus. Appointment based services
- 5) Activities/services provided: SalusCare Detox is a medical detoxification facility for substance use disorders under the supervision of a medical doctor and 24 hour nursing care. Besides offering case management, discharge planning and referral services to our patients, our program also provides integrated supportive counseling to individuals with co-occurring disorders through use of modalities including both Motivational Interviewing with our Psychiatric APRN for co-occurring and MAT Integration and Cognitive Behavioral therapy techniques. The goal of the services that we provide to the patients is to increase the number of patients linked with treatment post-detox, increasing their chances of sobriety and recovery upon their discharge.
- 6) Target population: Patients must be: 18 years old and older, present with withdrawal symptoms of Opiates, Benzodiazepine and/or Alcohol, and must be willing and able (self-sufficient) to be in the program and commit to protocol.
- 7) Fees charged if applicable: Based on a sliding fee scale.

Program: Services for Care – Assessments- Outpatient Intake (previously called Access and Counseling)

- 1) SalusCare Projected Cost to provide a unit of service = \$92.18
- 2) Lee County Unit Rate = \$88.49
- 3) CFBHN Contract Rate = N/A (Not funded in the current contract)
- 4) Hours, days, location of operation: Monday through Friday, 8 am-6 pm. Walk-in or phone triage to determine urgency of need for an appointment (routine, urgent, or emergent).
- 5) Activities/services provided:
 - a. Face-to-face or tele-health intake assessments for routine, urgent and emergent behavioral health and substance use assessments, including school board assessments
 - b. Evaluation and referral to other SalusCare programs
 - c. Referral to community treatment providers
 - d. Integrated treatment recommendations for individuals with co-occurring disorders
 - e. Coordinated electronic system with Emergency Services for after-hours and emergency needs
- 6) Target population: Patients and families seeking appropriate services required in treating behavioral health illness (Mental health or Substance use disorder).
- 7) Fees charged if applicable: No cost to the patient for the intake assessment and referral service.

Program: Services for Care – Assessments- MAT- Nurse Screening and Assessment

- 1) SalusCare Projected Cost to provide a unit of service = \$92.18
- 2) Lee County Unit Rate = \$88.49

**EXHIBIT 7
STATEMENT OF WORK**

- 3) CFBHN Contract Rate = N/A (Not funded in the current contract)
- 4) Hours, days, location of operation: MAT nursing assessments are available Monday-Friday, 8am-5pm.
- 5) Activities/services provided: Nurse completes an extensive medical assessment which details patient's medical history to clearly and safely determine if MAT is appropriate for patient. This assessment assists in determining which medication the patient will benefit from. During the assessment, the nurse thoroughly educates the patient on the process and expectations of the program and scope of services including therapy and case management, explanation of induction phase, fees for service, how long the patient will need to be abstinent from substances including alcohol prior to receiving medication, explanation and warning of the dangers of mixing MAT medications with benzodiazepines, explanation that random pill counts and urine drug screens will be conducted at random, and explanation on reasons for termination from the program.

There are two types, both are critical to patient safety:

- a. Screening 1: Completed by nurse, either in person or by phone, depending upon how patient is referred and enters the program): This ensures the patient is prepared to begin medication assisted treatment, understands the difference between Suboxone and Vivitrol and the risks and consequences of MAT. Patient's medical history is assessed to rule out individuals who are not candidates for MAT due to factors such as pregnancy, hepatitis, etc. A list of current medications is obtained, as well as a history of withdrawal symptoms.
 - b. Screening 2: Completed in person, by the nurse. The nurse prepares the patient for induction and obtains more detailed history, including assessment of neurological, genitourinary, cardiovascular/pulmonary, and gastrointestinal systems and function, as well as childhood disease history and assessment of risk of falls. A psychiatric review of function is also part of this assessment. The outcome of this assessment confirms whether the patient can be admitted. If so, the nurse prepares the patient for induction.
- 6) Target population: Adults seeking Medication Assisted Treatment for opioid or alcohol dependence
 - 7) Fees charged if applicable: No cost to the patient for the screening and assessment.

Program: Services for Care – Assessments- TLC Assessments

- 1) SalusCare Projected Cost to provide a unit of service = \$92.18
- 2) Lee County Unit Rate = \$88.49
- 3) CFBHN Contract Rate = N/A (Not funded in the current contract)
- 4) Hours, days, location of operation: Services are provided by appointment only. Intake clinician or designee provides assessments at remote locations per request.
- 5) Activities/services provided:
 - a. Screenings for routine, urgent and emergent behavioral health substance abuse assessments
 - b. Evaluation and referral to other SalusCare programs
 - c. Referral to community treatment providers
 - d. Integrated treatment recommendations for individuals with co-occurring disorders
 - e. Coordinated electronic system with Emergency Services for after-hours and emergency needs
 - f. Transition from hospital, jail or acute care setting.
- 6) Target population: Patients seeking appropriate services required in treating substance use or co-occurring disorder.
- 7) Fees charged if applicable: No cost to the patient for the intake screening and referral service.

Program: Services for Care – Case Management/Care Coordination

- 1) SalusCare Projected Cost to provide a unit of service = \$76.38
- 2) Lee County Unit Rate = \$75
- 3) CFBHN Contract Rate = \$75
- 4) Hours, days, location of operation:

Adult Substance Abuse Case Management

Monday through Friday, 8 am to 5 pm, with flexible hours to accommodate patient schedules.

OP Therapy and Medication Assisted Treatment—

Ortiz Avenue Monday -- Thursday 8 am to 7 pm Friday 8 am to 5 pm

Evans Avenue Monday -- Thursday 8 am to 6:00 pm Friday 8 am to 5 pm

Cape Coral Monday, Wednesday and Thursday 7 am to 5:30 pm Tuesday 7 am to 7:00 pm

Children's Case Management

**EXHIBIT 7
STATEMENT OF WORK**

Monday through Friday, 8 am to 5 pm, with flexible hours to accommodate patient schedules.

HNHU (High Needs High Utilizer) Adult Case Management

Monday through Friday, 8 am to 5 pm, with flexible hours to accommodate patient schedules.

Outpatient Psychiatry Care Coordination

Monday through Friday, 8 am to 5 pm. Services are office based.

5) Activities/services provided:

- Adult Substance Abuse Case Management: Community-based program offering comprehensive care to adults including linking and coordination of necessary resources within the community. Advocacy and collaborative services are provided. This may include collateral contacts/coordination of care with external professionals or internally within the agency. Referral services to needed medical care, substance abuse resources such as AA/NA/CA meetings and recovery groups. Basic living skill training and education are also provided.
- Outpatient Therapy and MAT Case Management Services: Outpatient programs provide substance abuse and mental health treatment for adults and children. This includes coordination and linkage to care with other service providers. Basic living skill training and education is also provided. This may include collateral contacts/coordination of care with external professionals or internally within the agency. Outpatient Therapy has a full-time Care Coordinator providing these services in addition to clinical staff. MAT services for adults only.
- Children's Case Management: A community-based program offering comprehensive care to children including linking and coordination of necessary resources within the community. Advocacy and collaborative services are provided. This may include collateral contacts/coordination of care with external professionals or internally within the agency.
- HNHU (High Needs High Utilizer) Adult Case Management: Provide substance abuse, mental health treatment and nursing services for adults. This includes coordination and linkage to care with other service providers. Basic living skill training and education is also provided. This may include collateral contacts/coordination of care with external professionals or internally within the agency.
- Outpatient Psychiatry Care Coordination: Coordination and linkage to care with other service providers, coordination and review of needed forms for providers, collateral contacts/coordination of care with external professionals or internally within the agency.

6) Target Populations:

- Adult Substance Abuse Case Management: Adults who have a diagnosis of a substance use disorder. This may include self-referred, internal referral sources, and referrals from other community behavioral health agencies.
- Outpatient Therapy and MAT Case Management Services: Lee County residents (adults and children) with substance abuse, mental health or co-occurring diagnosis needing outpatient level of care. This may include self-referred, DCF referrals, and court referrals. Outpatient programs provide integrated treatment to individuals through the use of many modalities including Motivational Interviewing, Solution focused, REBT (Rational Emotive Behavioral Therapy) and Cognitive Behavioral therapy techniques. MAT services for adults only.
- Children's Case Management: Children who have a diagnosis of a mental health and/or co-occurring substance abuse disorder. This may include self-referred, internal referral sources and referrals from other community behavioral health agencies.
- HNHU (High Needs High Utilizer) Adult Case Management: A community-based program offering comprehensive care to adults who are considered high needs and high utilizers of services.
- Outpatient Psychiatry Care Coordination: Adults and children with mental health, substance abuse, or co-occurring diagnosis needing assistance with coordination of care that are receiving services in Outpatient Psychiatry.

7) Fees charged:

- Adult Substance Abuse Case Management: There are no fees associated with the services provided through this program.
- Outpatient Therapy and MAT Case Management Services: Patients are not charged fees for case management or coordination of care. Other therapy fees vary based dependent upon service, as well as patient's financial information and insurance.

**EXHIBIT 7
STATEMENT OF WORK**

- Children's Case Management: There are no fees associated with the services provided through this program. Other therapy fees vary based dependent upon service, as well as patient's financial information and insurance.
- HNHU Adult Case Management: Patients are not charged fees for case management or coordination of care. Other therapy fees vary based dependent upon service, as well as patient's financial information and insurance.
- Outpatient Psychiatry Care Coordination: Patients are not charged fees for case management or coordination of care. Other therapy fees vary based dependent upon service, as well as patient's financial information and insurance.

Program: Services for Care – Crisis Support/Emergency

- 1) SalusCare Projected Cost to provide a unit of service = \$50.68
- 2) Lee County Unit Rate = \$48.65
- 3) CFBHN Contract Rate = \$46.65
- 4) Hours, days, location of operation: 24 hours per day, 7 days per week, 365 days per year at the Colonial Campus.
- 5) Activities/services provided: Provides centralized assessments for all Acute Care programs and immediate stabilization of acute symptoms of mental illness and substance abuse; triage/assessment and linkage to the necessary services and providers (goal is for complete assessment and referral to appropriate level of care be completed within 4 hours of arrival); including screening for appropriateness and readiness for treatment; psychosocial assessment; substance abuse screening; consultation; information; education and training; referrals to appropriate services based on identified needs; 24-hour telephone information and referral service. Referrals for emergency screening can be made within the Agency, by the individual seeking services, by family and collaterals of the individual in need of emergency services, and from another agency and can be on an involuntary or voluntary status.
- 6) Target population: ages 4 and older with complaints or symptoms related to mental health or a substance abuse disorder. Individuals may present on a voluntary or involuntary basis.
- 7) Fees charged: fee-for-services basis based on a sliding scale in accordance with state and federal guidelines.

Program: Services for Care – Psychiatric and MAT (Medical Services)

- 1) SalusCare Projected Cost to provide a unit of service = \$448.88
- 2) Lee County Unit Rate = \$413.07
- 3) CFBHN Contract Rate = \$413.07
- 4) Hours, days, location of operation:

<u>Outpatient Psychiatry</u>	
Ortiz Avenue	Monday – Friday 8 am to 6 pm
Evans Avenue	Monday – Friday 8 am to 6:00 pm
Cape Coral	Monday -Thursday 7 am to 6:30 pm and Friday 8am to 5pm
MAT	Monday-Friday, 8am-6pm
- 5) Activities/services provided:

Outpatient Psychiatry: Psychiatric evaluation done by an M.D./D.O., board certified or board eligible psychiatrist or Advanced Registered Practice Nurse, Physician Assistant or Behavioral Pediatrician. Medication management, patient education, Clozaril clinic, urine drug screening, pregnancy testing, medication injections, insurance over rides done for medication for which insurance companies do not automatically authorize payment, phone consultation for symptom concerns, vitals, treatment planning, and other duties performed by the nurse.

MAT: Psychiatric and/or Addiction Medicine evaluation done by an M.D. / D.O., board certified or board eligible psychiatrist or Advanced Registered Nurse Practitioner, or Physician Assistant. Medication management and patient education. Tele-psychiatry is also provided as identified. Urine drug screening, pregnancy testing, medication injections, phone consultation for symptom concerns, vitals, treatment planning, care coordination and peer recovery services as well as other duties performed by the nurse.
- 6) Target Population:
 - Outpatient Psychiatry: Persons with mild, moderate or severe and/or persistent mental illness
 - MAT: Adults who have an opioid or alcohol use disorder.

**EXHIBIT 7
STATEMENT OF WORK**

7) Fees charged

Outpatient Psychiatry

Medicaid eligible patients - \$2 co-pay per visit, depending on the type of Medicaid. Medicare eligible patients - \$23.08 co-pay per visit after having met their deductible. Insurance. A sliding scale fee is charged for patients without insurance.

MAT

Sliding scale fee is charged for patients without insurance. If patients do have insurance, they are responsible for their co-payments/deductible. Patients are able to meet with financial counselors if needed to make payment arrangements.

Program: Services for Care – Outpatient Therapy

- 1) SalusCare Projected Cost to provide a unit of service = \$101.66
- 2) Lee County Unit Rate = \$84.67
- 3) CFBHN Contract Rate = \$84.67
- 4) Hours, days, location of operation:
Outpatient therapy:
 - Ortiz: Monday – Thursday 8 am to 7pm and Friday 8 am to 5 pm
 - Evans: Monday and Wednesday 8 am to 6pm, Tuesday 8 am to 7 pm and Thursday and Friday 8 am to 5 pm
 - Cape Coral: Monday/Wed/Thursday 7 am - 6:00 pm; Tuesday 7 am - 7:00 pm; Friday 8am to 5pm
- 5) Activities/services provided:
Outpatient therapy: Integrated treatment to adults and children with mental health, substance use and co-occurring disorders. These services include screening, assessment, group, individual, family therapy and other services related to therapy such as coordination of care. Many evidenced based modalities are used including Motivational interviewing/Stages of Change, Rational Emotive Behavioral Therapy (REBT) and Cognitive Behavioral Therapy (CBT) techniques.
- 6) Target Population:
Outpatient therapy: Persons (adults and children) with mental health, substance use or co-occurring diagnoses. Patients can be referred in a variety of ways such as self-referral, school district referral, DCF, court referral, and other referral sources.
- 7) Fees charged:
Outpatient Therapy:
Individual Counseling = \$71.40 / Treatment plans = \$32.60/ Substance Abuse Group = \$27.00

Program: Services for Care – Recovery Support

- 1) SalusCare Projected Cost to provide a unit of service = \$52
- 2) Lee County Unit Rate = \$42.54
- 3) CFBHN Contract Rate = \$42.54
- 4) Hours, days, location of operation: Monday through Friday, 8am to 5pm, with flexible hours to accommodate families' schedules. This position is based out of the Ortiz Campus.
- 5) Activities/services provided: Collaborate closely with the Crisis Stabilization Unit to engage individuals being discharged in an effort to increase show rates for discharge appointments. The Peer Specialist will offer peer driven support to the individual, needed transportation to appointments, and coordination and education regarding outpatient psychiatry services to ensure better quality of care and follow up.
- 6) Target Population: Adults with mental health or co-occurring diagnoses being discharged from the CSU with a discharge medication management appointment with outpatient psychiatry.
- 7) Fees charged: No cost to the patient.

Updated Sept 2021

