



## **Board Meeting**

**Thursday, July 8<sup>th</sup>, 2021 – 11:00am-12:30pm**

Join Zoom Meeting: <https://us02web.zoom.us/j/85931136731?pwd=ZEg5Zm5xOGQ4NDRyY1Zma1BuaDdJQT09>

Meeting ID: 859 3113 6731

Passcode: 717847

Call in: +1-646-558-8656

## **AGENDA**

- 1. Call to Order** – Jeanne Freeman, Board Chair
- 2. Consent Agenda**
  - a. April 2021 Board and Membership Meeting Minutes (pages 2-8)
  - b. Committee Meeting Minutes since April 2021 (pages 9-22)
  - c. April-May 2021 Financials (pages 23-28)
  - d. April-May 2021 DCF Spending Update (page 29)
  - e. DCF ESG-CV Funding Allocations (pages 30-33)
  - f. CoC Staff Report (pages 34-36)
- 3. Discussion Items**
  - a. HUD CoC Notice of Funding Opportunity
  - b. HUD Youth Demonstration Grant
  - c. Tallahassee Housing Authority/BBCoC MoU for EHV Program
  - d. Florida Coalition To End Homelessness Legislative Priorities
  - e. Committee Reports
    - i. Coordinated Entry Committee – Sylvia Smith, Committee Chair
    - ii. HMIS Committee – Jim McShane, Committee Chair
    - iii. Needs Assessment and Planning Committee – Barbara Wills, Committee Chair
    - iv. Project Review and Performance Committee – Tom Pierce, Committee Chair
    - v. Executive Committee-Jeanne’ Freeman, Board Chair
    - vi. Racial Equity Work Group – Taylor Biro, Committee Chair
    - vii. Youth Action Board - Chair Needed
- 4. County Updates**

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



**Semiannual Full Membership and Board Meeting**  
**Thursday, April 15<sup>th</sup>, 2021 – 11:00am-12:30pm**

**MINUTES**

**Board Members Present:** Board Chair Jeanné Freeman, Amanda Wander, Sylvia Smith, Chuck Hess, Mandy Bianchi, Commissioner Dianne Williams-Cox, Greg Downing, Bret Oglesgy, Brenda Williams, Emily Mitchem, Horace Thompson, Commissioner Rick Minor, Taylor Biro, Gwen Virostek, Barbara Wills, Shington Lamy, Pat Smith, Chuck White, Gina Dozier

**Meeting Attendees Present:** Johnna Coleman, Sarah Grindle-Rollins, Eric Layton, Broderick Seabrooks, Brittny Williams, Megan Duncan, Holly Bernardo, Abena Ojetayo, Stephanie Beckingham, Rob Renzi, Jeannine Fier, Marie Vandenberg, Haley Kenny, Margaret Moore, Robert Lotane, Jack Porter, Elaine Webb, Danni Hickey, Alan House, Justin Barfield, Dawn Kafes, Liza McFadden, Pat Maurer, Barry Walker, Jessica E, Donna Cotterell, Kyle Frost, Kristellys Estanga, Jackie Minor, Jennie Brock, Julie Evans, Sophia Grandison, Kristen Reshard, Melissa Radey, Jodi Wilkof, Anthony Sampson, Kim Ladner, Janis Edwards, Nancy O’Farrell, Joanna Gewanter, Delmas Barber, Towanda Davis, Stephanie Beckingham

**MEMBERSHIP MEETING**

1. **Call to Order** – Jeanne’ Freeman, Board Chair  
Membership Meeting called to order by Chair, Jeanné Freeman, at 11:04 a.m. Jeanné welcomed everyone to the meeting and began with Agenda items.
2. **System Performance Measures 2020 Presentation** - Amanda Wander, Executive Director (Pages 2-6)  
Presentation available at <http://bigbendcoc.org/hmis-annual-reports/>

Amanda explained System Performance Measures in detail (Data from October 2019 – September 30, 2020). Refer to the website for the full presentation.

Several key factors were presented and explained:

- Additional points are given as we improve System Performance Measures.
- Seven measurements are used by HUD with System Performance, although, we only look at six of the seven (Amanda explained):
  - Length of Time Homeless
  - Returns to Homelessness
  - Number of Homeless Persons
  - Jobs and Income Growth
  - First Time Homeless
  - Successful Housing Placement

**After presentation, there was a discussion regarding the various System Performance Measures**

- Explanation of acronyms used (Amanda explained):
  - SPM = System Performance Measure
  - ES = Emergency Shelter
  - SH = Safe Haven
  - TH = Transitional Housing
  - SO = Street Outreach
  - PH = Permanent Housing
  - PSH = Permanent Supportive Housing
- We are below the national average and need to reduce length of time individuals remain in our system.

- The return to homelessness measures needs to be reduced.

### 3. **Written Standards Updates** - Amanda Wander, Executive Director

#### **Amanda Reported:**

- Adjustments were made at the beginning of the pandemic to the Written Standards removing the cap on the amount of financial assistance that households receive through rapid rehousing or homeless prevention funding. Amanda explained that the previous cap was \$2,000 and HUD has recommended that the entire cap be removed.
- Updating Written Standards to include performance objectives. Amanda explained that a draft of the written standards will be posted on the CoC's website for a 14-day period and would like feedback from the community, financial assistance providers (CoC funded agency or CoC ESG funded), as well as membership feedback.

### 4. **Membership Roster and Dues 2021** – Jeanne' Freeman, Board Chair (Page 7)

#### **Jeanné Reported:**

- Amanda and Sarah have sent out Invoices to all members for fees due at this time, and we have received approximately 90% that have made their payments. Jeanné explained that she sent reminders out this morning to those that have not paid to-date and look forward to receiving payments.

### 5. **General Membership Announcements**

**Barry Walker, Veteran's Affairs**, introduced himself and reported that he is starting a Long-Term Housing for Veteran Sex Offenders Ministry, and would like to be contacted to receive guidance and information. Amanda will contact him and discuss alternatives.

### 6. **Adjournment of Membership Meeting**

Membership Meeting was adjourned at 11:39am

## **BOARD MEETING**

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

Board Meeting was called to order by Jeanné Freeman, Board Chair at 11:40am.

### 2. **Consent Agenda**

- October 29<sup>th</sup>, 2020 Board and Membership Meeting Minutes (Pages 8-15)
- January 14<sup>th</sup>, 2021 Board Meeting Minutes (Pages 16-22)
- Committee Meeting Minutes since January 2021 (Pages 23-33)
- January-March 2021 Financials (Pages 34-38)
- January-March 2021 DCF Spending Update (Pages 39-40)
- 2020/21 Updated Schedule of Meetings and Staffings – posted at [www.bigbendcoc.org](http://www.bigbendcoc.org)
- CoC Staff Report (Pages 41-43)

***Motion to approve and accept Consent Agenda items made by Taylor Biro and seconded by Mandy Bianchi. None opposed. All members were in favor of the motion. Motion carried and passed unanimously.***

### 3. **Discussion Items**

- Point In Time Count 2021 Draft and Vote Submit Report to HUD 4/30/21 - Johnna Coleman, Coordinated Entry Director

#### **Johnna Coleman Reported:**

- Point in Time (PIT) Count Night was January 25<sup>th</sup>, and we held the count for Leon and Gadsden counties.
- A limited number of volunteers were utilized this year for PIT (BBHC, Taylor Biro, Horace Thompson, Delmas Barber, Ability 1<sup>st</sup>, and individuals from previous year's) due to COVID-19 and CDC Guidelines for social distancing.

- Working on getting PIT and HIC data numbers into HUD HDX, which is due May 14<sup>th</sup>. Will supply everyone with the numbers after all data is entered into the system.

**Amanda Reported:**

- There were several changes this year with deadlines from HUD, which included the PIT count.
- HUD offered allowances on how PIT should be conducted this year, and most CoC's chose not to conduct the unsheltered count, although, we felt the importance and conducted it to provide numbers on sheltered, as well as unsheltered this year.
- The system in which data is entered into opened yesterday and would like to make sure data is correct prior to releasing numbers. Amanda explained that the only means of checking accuracy of numbers is to enter data into the HUD HDX System.
- The Board will have to vote on the PIT and HIC data through electronic email vote due to not being able to submit a draft without errors.
- Draft Reports will also be shared with agencies who are providing data to the reports for confirmation that all data is correct approximately within a week.

b. Emergency Rental Assistance-Amanda Wander and County Representatives

**Shington Lamy Reported:**

- Asking everyone to apply for the program who needs assistance within Leon County and unincorporated Tallahassee. Shington explained that there have been over 4,000 applications submitted to-date.
- The program covers 12 months of past due rent, up to 12 months of past due utilities, up to 3 months of future rent, up to 3 months of future utilities, and impacted by COVID-19 ([www.leoncountycare.com](http://www.leoncountycare.com))
- By Federal Guidelines, this program is ONLY for renters and not for homeowners.
- This program only pays landlords and utility companies, and tenants will not be eligible to receive direct payments. Shington explained that a Ledger and W9 form have to be completed to receive payments.
- Any questions, email Shington at [lamys@leoncountyfl.gov](mailto:lamys@leoncountyfl.gov), call him directly (850-606-1915), or call toll free 855-216-9470 (Call Center).
- Assistance centers are located at the Amtrak Center Building (918 Railroad Avenue) for completing the online application Monday-Friday, 8am-5pm, main library on Park Avenue from 10am-7pm, Monday-Thursday, 10am-5pm Friday and Saturday, and Sunday from 1pm-6pm.
- B.L. Perry Library is also an assistance site for applicants to complete applications ONLY. Shington explained that there is no one-on-one assistance at this location.

c. HUD Youth Demonstration Grant – Taylor Biro, CoC Board Member

**Taylor Biro Reported:**

- The Youth Demonstration Program is provided through HUD and is expected to reopen late spring or early summer, as in previous years.
- The program serves youth in all eight counties of the big bend and is intended to drastically reduce the number of youth experiencing homelessness.
- There is a lot of innovation that is being asked of this program and it gives opportunity to structure it as deemed necessary (new ways of making permanent supportive housing, transitional housing for young adults, additional drop-in centers).
- Need to develop a team to meet and strategically plan what would like to be seen in this area and what agencies would like to contribute.
- Individuals needed at this table would be a Youth Action Board (youth experiencing or has experienced homelessness), Public Child Welfare Agency CoC and ESG Programs recipients, Local and State Governments, Runaway Homeless Youth Programs, Mental Health and Substance Abuse Juvenile and Adult Corrections, Public Housing Authorities Affordable Housing, Early Childhood Development, and Landlords.

- The funding received can be a minimum of \$1 Million per year for two years, and maximum of \$15 Million.
- The next steps will be to get everyone to the table and work through the CoC and make decisions on how to get this started.

Amanda stated that an Invite will be sent out with a doodle poll for availability and will include Board Members and share with other agencies and individuals that will be able to assist.

Anyone interested can contact Amanda or Taylor for more information.

Brenda Williams, Tallahassee Housing Authority, stated she is interested in applying for the funding.

d. Committee Reports

i. Coordinated Entry Committee – Sylvia Smith, Committee Chair

**Sylvia Reported:**

- The Committee met March 10<sup>th</sup> and there were multiple staff representing from CCYS, CESC, Catholic Charities, BBHC, Ability 1<sup>st</sup>, City of Tallahassee, Apalachee Center, and several additional agencies.
- There were updates received on data presented by Johnna and reviewed by members, workflow was presented and discussed new workflow implementation.
- The next meeting will be held in May, and at that time we will receive another comprehensive update on data.

**Amanda** stated that once Committee decides upon data points to be shared consistently and agree upon format to be shared, information from the quarter should be included in each Board Packet prior to Board meetings.

ii. HMIS Committee – Jim McShane, Committee Chair

**Eric Layton Reported:**

a) Merger Update (**Presentation was given explaining PromisSE System**)

- HMIS Committee met yesterday with representation from all agencies.
- Provider ID's, Client ID's and Release of Information (ROI) Duration will be changing with this merger to a five-year period.
- Current software and workflows with each individual agency will remain the same and will not change.
- The PromisSE System will be shared between twelve CoC's and will be taking all precautions to guarantee data security and client data privacy with each agency.
- The merger date is set for May 21<sup>st</sup> at 5pm. Downtime will be approximately four hours.
- Questions regarding the merger should be directed to Eric Layton and Broderick Seabrooks by submitting a helpdesk ticket through the BBCoC website:  
<https://www.bigendcoc.org/hmis/submit>

**Insurance Coverage on Software**

**Amanda Reported:**

- Each agency should have their separate insurance coverage on their software.
- Hardware or breach of data due to agency's negligence, Insurance coverage would be handled by the direct agency.
- Wellsky has Insurance to cover a data breach or hack in system on their behalf.
- The CoC is looking into options regarding Comprehensive Insurance coverage and if it is possible to cover each agency on the plan.

b) Training Update

- All user trainings are being revamped to be in accordance with the PromisSE Policies and Procedures.
- Trainings will be mainly focused on client privacy and confidentiality.
- Moving forward, trainings will be pre-recorded, self-paced video trainings, and should be released within the next month(s).

iii. Needs Assessment and Planning Committee – Barbara Wills, Committee Chair

a) Needs Assessment Progress Update

b) Strategic Plan Update

**Amanda Reported:**

- Committee met in January and reviewed data on previous System Performance, Coordinated Entry data, and Point in Time data.
- In preparation to send out requests to the Needs Assessment and Planning Committee to review surveys that we would like to distribute to the community. These surveys would be directed towards:
  - People who are consumers of services.
  - Other community stakeholders who are currently partnered with us or not partnered with us and we would like to have their feedback on how we can become more integrated.
- Committee will meet again in May and look at current data and recommendations that have been received. Committee will also discuss the Homeless Assistance Plan and Strategic Plan and make determinations for each.
- The next step with the Needs Assessment Process will be to visit each county and give an education opportunity.
- There is an agreement to conduct a City/County Workshop this summer on homelessness and the CoC will provide data from the Needs Assessment Process and Strategic Plan.

**Discrepancy with Number of Individuals Entering the System from Outside of County – Commissioner Rick Minor**

Amanda stated that we are looking closely at updated data with indications where individuals are coming from, and the Kearney Center has provided data from their Diversion Program showing the number of individuals that would have entered our system if they had not gone through the Diversion Program to help them remain in their own counties.

iv. Project Review and Performance Committee – Tom Pierce, Committee Chair

**Amanda Reported:**

- We will be convening the Project Review and Performance Committee soon and we have completed the orientation.
- There are several funding proposals that are due in the spring and fall and looking at a system that would consolidate the funding opportunities to be looked at all together by the Review Committee, although, this plan might not be implemented this year.
- The Committee will begin meeting soon on the DCF ESG CV2 funding and the Youth Demonstration Grant, afterwards, HUD NOFA. Amanda explained in the fall we might have a DCF 3-year Challenge ESG and TANF Proposals.
- Meg Baldwin, Retiree from Refuge House, was nominated to ask if she would come back to be a part of Review Committee by Sylvia.

v. Executive Committee-Jeanne' Freeman, Board Chair

**Jeanné Reported:**

- The Committee's last meeting was March 30<sup>th</sup> and there are no new updates.

**Amanda Reported:**

- The CoC has hired a new Landlord Liaison employee last week, Brittney Williams, and she will follow-up with landlords regarding vacancies for our population.
- In October, new Board Members are elected, and there are several members who are set to end their terms this year with the Board. Amanda explained that we have had one Board resignation, Reneé Miller, and there is a vacant seat, and from a discussion within the Executive Committee Meeting, this position has been decided upon to leave open and elect a new person to fill the seat in October.
- Amanda urged everyone to start talking to others regarding joining the Board, and in getting individuals who are in a different arena than in previous years (Business and Landlord community, Faith Partners, and those within the School System).

vi. Racial Equity Work Group – Chair needed

**Amanda Reported:**

- We have data as to how our system has served individuals based upon race and would like for this committee to look at the data and help identify data that needs to be looked at to make sure we are serving equitably.
- This committee would also be responsible for looking over Policies and Procedures for the CoC and make sure racism is not being perpetuated in any way.
- Taylor Biro has reached out and volunteered to chair this committee if no one else would like to volunteer.

**Amanda** nominated Taylor Biro as Chair for the Racial Equity Work Group Committee and Sophia Grandison volunteered to work on the Committee.

***Motion to approve Taylor Biro as the Chair for the Racial Equity Work Group Committee was made by Sylvia Smith and seconded by Bret Oglesby. None opposed. All members were in favor of the motion and motion carried.***

#### **4. County Updates**

- a. Franklin – **No Updates**
- b. Gadsden

**Greg Downing Reported:**

- We are trying to develop a plan for the rural county (awareness, coordination, funding, and immediate need) and need assistance in getting a Strategic Plan in-place.
- Faith-Based groups have been identified, as well as community partners to help look at what homelessness looks like in Gadsden County because it is more doubled-up than on the streets.
- Need to see what homeless numbers are in camps there to determine a necessary and safe approach towards assisting individuals.
- We have been able to get all the Mayors together and conduct bi-weekly meetings in understanding the homelessness issues within the County.
- We have invited Abena Ojetayo from the City of Tallahassee, Amanda Wander, Florida Housing Corporation, Housing Coalition, Gadsden SHIP to come and speak with the group and explain the operations of their programs.
- We would like to have Commissioners Rick Minor and Dianne Williams-Cox to talk with the group about how Leon/Tallahassee assist with these efforts from a governmental point of view.
- Rural counties do not have the same resources as Leon/Tallahassee to assist with the issues they are facing. Need to see how to obtain monies for the rural counties.
- Housing is a major problem in Gadsden County and individuals needing assistance have to be referred to Leon County instead of assisting them in their county.
- Would like to establish a partnership to work together in addressing the homelessness issues in Gadsden County.
- Excited about where they are now with issues, although, Greg explained that they are still in need of further guidance.

- Talking to Mayors about obtaining funding for permanent housing and identifying private landowners within the county through Faith Based Organizations and obtaining landlords for vacant housing within the County to retain residents and get them assistance within their own county.

c. Jefferson – **No Updates**

d. Leon –

**Abena Ojetayo (City of Tallahassee) Reported:**

- City Commissioner’s agreed to conduct a joint workshop in July and will work along with the County for a date and time.
- The Landlord Risk Mitigation Fund has been established and need all partners assistance in making it a success. Applicants have begun coming in and there are approximately 45 applications in que, and 16 have been approved.
- There are approximately 39 units among landlords, with some vacancies and others occupied.
- There are three incentives available to landlords once they join the fund:
  - \$500 leasing bonus if they agree to a tenant exiting homelessness or any other vulnerable individual needing housing.
  - \$1,000 additional damage assistance
  - \$2,000 loss rental assistance in the event tenant faces financial crisis during the lease.
- The Annual Action Plan for the City that is submitted to HUD each year is approaching and the Consolidated Plan was adopted in December.
- There will be a virtual room available to read and review all documents at talgov.com/housing.
- The Commission will review the final Action Plan in July for their budgeting process.
- The City is focused on creating more affordable housing in the community and is working with private developers in creating incentives to get more affordable units available.
- The City Commission approved an Ordinance to encourage the reuse of hotels and converse them into studio apartments, also, looking into commercial properties for housing.

**Commissioner Rick Minor (Leon County) Reported:**

- The Emergency Rental Assistance Program has been very successful in reaching out to the landlords first to provide payments.
- There has been a lot of involvement from the public regarding the homelessness issues that we are facing and very optimistic with solutions to solving the problems.

e. Liberty – **No Updates**

f. Madison – **No Updates**

g. Taylor – **No Updates**

h. Wakulla – **No Updates**

**5. Public Comment/Announcements**

**Liza McFadden (CESC) Reported:**

- Will be closing the second hotel located on North Monroe April 30<sup>th</sup> and all clients have been notified.
- Will be highlighting health services next week. EMS calls decreased from 100 to 40, proving a cost savings by administering health services at the Center.

**6. Adjournment of Meeting**

Gina Dozier made a motion for adjournment of meeting, and Sylvia Smith seconded. Board Meeting was adjourned at 12:50pm.





## **Coordinated Entry Committee Meeting**

**2507 Callaway Rd.  
Tallahassee, FL 32303**

**March 10, 2021**

**10:00 am**

**Attendees: Sylvia Smith, Johnna Coleman, Amanda Wander, Eric Layton, Broderick Seabrooks, Sophia Grandison, Astoria Harris, Kim Ladner, Andrea Hart, Melissa Bourcier, Tom Bentley, Marie Vandenberg, Mike Solomon, Haley Kenny, Erica Dixon, Victoria Callan, Joanna Gewanter, Alicia Gibson, Delmas Barber, Julie Evans, Kristelly Estranga, Astoria Harris, Tranesia Walker, Kim Ladner, Larry Gallon and Justin Barfield**

### **Meeting Agenda:**

**1. Introductions**

**Sylvia Smith called the meeting to order promptly at 10 am. The meeting started with brief introductions.**

**2. Coordinated Entry Data Overview**

**Johnna Coleman presented the CE Access Point Data for October 1, 2020 to February 28, 2021. Johnna explained that the new CE workflow was introduced to HMIS end users in October 2021 and the new workflow was fully implemented on November 1, 2021. She thanked the HMIS team, Eric Layton and Broderick Seabrooks as well as Tyler from WellSky for all the hard work put into making sure the new workflow was set up correctly. She stated that there had not been significant changes in this dataset, but she expects to see more concise data once all the kinks are worked out of the new workflow. Johnna is optimistic that the new workflow will increase accuracy in future CE data. (Please see attachment for complete data information) Sylvia Smith commended Johnna and the HMIS staff on a job well done. Johnna Coleman also stated that RRH case conferencing was finally up and going and people were getting housed. Refuge House and Catholic Charities RRH programs are now actively accepting referrals from this case conferencing.**

**3. New Workflow Discussion**

**Johnna Coleman stated that a new CE workflow was implemented on November 1, 2020. The new workflow consisted of incorporating a new CE project, new EDA for end users, an updated CE assessment, and 2 additional sub assessments. She stated that she understands that the changes may seem tedious for case managers but the data that is being collected will help the entire CoC gather additional information in hopes of creating a better response to homelessness by providing the correct variety of services. Eric Layton shared a screen of the assessment as it looks in HMIS. Sylvia Smith talked through the importance of the VISPDAT information that is captured. Johnna asked if anyone had questions or comments about the new workflow. Tranesia Walker stated that although there were still some issues with visibility from prior assessments, she was in favor of the new workflow.**

**4. Agency Announcements**

**No agency announcements.**

**Meeting adjourned at 10:59 am.**

# HMIS Committee Meeting

April 14<sup>th</sup>, 2021 – 10:00 – 11:00 am

**Attendees:** Jim McShane (CareerSource); Eric Layton (BBCoC); Broderick Seabrooks (BBCoC); Amanda Wander (BBCoC); Johnna Coleman (BBCoC); Brittany Williams (BBCoC); Marie Vandenberg (BBHC); Julie Evans (City of Tallahassee); Sophia Grandison (Catholic Charities); Shington Lamy (Leon County); Jeanne Freeman (Neighborhood Medical Center); Megan Duncan (CESC); Delmas Barber (City of Tallahassee); Melissa Bourcier (BBHC); Gina Dozier (CCYS); Justin Barfield (CCYS); Sylvia Smith (BBHC); Kristellys Estanga (City of Tallahassee); Horace Thompson; Kimberly Ladner (CESC)

## Minutes

### 1. Welcome and Introductions

- **Jim McShane** called the meeting to order at 10:03am, and allowed all participants to introduce themselves.

### 2. PromisSE Merger Updates

- **Eric Layton** reported the latest updates on the HMIS merger into the PromisSE implementation. There is a news item in HMIS with details on the HMIS merger, and an introduction to the PromisSE implementation, available for all HMIS users.
- Eric explained that PromisSE is a multi-CoC HMIS implementation comprising a dozen CoCs throughout Northwest Florida and Alabama. We are joining the PromisSE implementation to add several new perks, such as lower prices for HMIS user licenses, enhanced technical support, and new HMIS features such as enhanced funds tracking and reporting.
- Items that will be changing in this new implementation:
  - I. **HMIS website URL:** After the merger, the old HMIS website will go down, and all users will need to update their bookmarks to go to <https://promisse.servicept.com> to log in to HMIS.

- II. **Provider IDs:** Since we will be sharing this HMIS with other CoCs, all provider names in HMIS will be changing to reflect the CoC they belong to. So for example, a current provider would be “BBCoC: CESC” and after the merger would be “FL506: BBCoC: CESC”
  - III. **Client IDs:** Current client IDs range from client ID 1 to 48123). Since the new system will include client IDs from a dozen other CoCs, client IDs will now be 6-digits (i.e. 505123).
    - a) To make searching for clients in the new system easier, old client IDs can still be used in the search fields by adding a “BB” prefix to the client ID. (i.e. client “12345” in our system would be client “BB12345” in PromisSE).
  - IV. **ROI Duration:** In PromisSE, the ROI (Release of Information) duration is 5 years. We are updating our Policy and Procedure to match the PromisSE policy.
    - a) No need to update existing ROIs, but new and expiring ROIs will need to be set to 5 years.
- Items that will remain the same in this new implementation:
    - I. **Software:** Both our current HMIS and PromisSE use ServicePoint, from Wellsky. So no new software or systems to learn.
    - II. **Workflows:** Workflows will remain the same, so no need to change your daily operation, with the exception of searching for, and EDA’ing into, updated provider IDs (mentioned above).
    - III. **Program and Client Visibility:** Since this HMIS implementation is shared with other CoCs, program and client visibility remain our #1 priority. This means our CoC will only see our clients, and will not be able to see other CoC’s clients. And other CoCs will not be able to see our clients.
  - Eric announced that the date of the merger has been set as May 21<sup>st</sup>, 2021. On this date, our current HMIS will go offline in the afternoon (approximately 1pm Eastern time), and the new website will come back online and be ready for use at approximately 7pm Eastern time.

- CoC HMIS staff will be working with WellSky during and after the merger timeframe to monitor for stability and respond to any problems or issues immediately.
- During and after the merger, any questions or issues will require a helpdesk ticket be submitted through the BBCoC website (<https://www.bigbendcoc.org/hmis/submit-ticket/>)
- **Melissa Bourcier** asked if a new ROI form will be issued or if agencies will need to issue their own ROI to reflect the new 5 year duration. **Eric** explained that the CoC will issue an updated ROI that reflects the PromisSE 5 year duration.

### 3. WellSky Operational Assessment Report

- **Eric** announced that the results of the WellSky Operational Assessment, which took place at the beginning of October, 2020, have been posted to the HMIS documents page of the CoC website. (<http://bigbendcoc.org/hmis-documents-and-training-resources/>)
- **Eric** briefly touched on the most critical items on the report, and explained the CoC HMIS team’s action plan for following WellSky’s recommendations on the report.

### 4. Training Tuesdays Announcement and Report

- **Eric** announced that the BBCoC has implemented “Training Tuesdays” which take place via Zoom meetings on the last Tuesday of each month at 2pm. These training sessions cover topics by popular request of the HMIS community and agency directors, as well as items the CoC HMIS staff identifies that can potentially lead to system and/or data quality improvements. These trainings are recorded and posted to the BBCoC website and YouTube channel, so everyone can view the trainings. An agenda of upcoming training topics and links to register are also on the CoC website: (<http://bigbendcoc.org/hmis/hmis-training/>)

### 5. Community Partner HMIS Concerns and Comments

- No community partner questions, comments or concerns were voiced.

### 6. Adjourn

- **Jim McShane** adjourned the meeting at 10:52am

*Next HMIS Committee meeting is scheduled for **Wednesday, June 9<sup>th</sup> – 10-11am***

## April 20, 2021 Executive Committee

Members Present: Jim McShane, Amanda Wander, Tom Pierce, Jeanne Freeman, Sylvia Smith, Liz Rivero, Emily Mitchem

The meeting was called to order at 3:03 by Chairman Freeman.

### Agenda Topics:

1. DCF Unified Contract Spending Update as of 3/31/21. Amanda reviewed the summary report, and indicated that the service providers are getting back on track to fully expend their grant funding by June 1. Catholic Charities will provide its plan to spend the balance of \$55,725 in rapid re-housing funding by Friday, April 23. Given the time remaining in the grant contract, it is too late to amend our contract. DCF may have the authority to carry over unspent funds into the next grant year. If other CoCs in the state leave money unspent, there may be an opportunity for us to get a portion of the unspent dollars if we fully expend our grant award.
2. DCF ESG-CV2 amendment update. Amanda presented a proposed amendment for our grant over the two years. This amendment would adjust our 20/21 deliverables, and funding, as well as project the 21/22 spending and deliverables by eligible activities. The total award for 21/22 provided by DCF is \$1,791,121. This is just 52 percent of what we requested. The timeline for finalizing this amendment to DCF is as follows:
  - April 23. Staff to provide draft of request for proposals to Executive Committee to review, with the Application and Review Committee copied for its review. This RFP will select new agencies to assist in providing services, especially in our rural counties.
  - April 26/27. Staff to post the RFP to solicit proposals for the 21/22 ESG-CV2 funding.
  - May 1. Proposals are due from agencies seeking funding under the new award.
  - May 24. Application and Review Committee to finalize recommended allocations by agency and eligible uses for action by Executive Committee.
  - June 15. Award of grant funding to approved agencies and contract execution.
  - July 1. Start up of grant period.

For the 21-22 funding, DCF is allowing administrative costs of up to 7.5% of the award. This would be split among the CoC and provider agencies. The proposed allocation for emergency shelter use is more than this year as no local funding for sheltering is available. HMIS funds will cover new licenses for new providers. CCYS is proposed to get funding to address hotel vouchers for homeless youth. The committee discussed its options should the RFP result in not enough new provider agencies being recommended for funding to use the proposed \$444,062 setaside for new providers of service in street outreach, prevention assistance, and rapid re-housing.

Jim moved to approve the proposed allocations by provider agencies and allowable uses, as well as to authorize the issuance of a Request for Proposals. This was seconded by Jeanne, and passed by unanimous vote with Sylvia abstaining due to potential conflict of interest.

3. ARPC Personnel Policies and Procedures. Amanda provided the committee with the recently approved policies and procedures. Our CoC will need to develop its own addendum to cover the pay ranges for our employees and other specifics needed.

The Committee discussed the annual performance evaluation for Amanda as Executive Director. Per our employment agreement, we need to complete this assessment and new agreement by July 1. Per the policies and employment agreement, Amanda was requested to provide the Committee with her self assessment of performance by the next Committee meeting [May 18].

4. BBCoC staff leave and remote work flexibility. Amanda proposed that our employees be given the option to work up to one month's time remotely. This proposed policy will be reviewed and coordinated with the ARPC to ensure compliance with the new policies and procedures.
5. Committee Reports. No committee meetings have taken place since the Board meeting last week.
6. Other comments and announcements. None.

The meeting was adjourned at 4:05.

Draft 4/21/21, tp

## Executive Committee Meeting

Zoom Meeting

May 18, 2021

3:00pm

Meeting called to order by Jeanne Freeman.

Members present: Tom Pierce, Amanda Wander, Jeanne Freeman, Jim McShane, and Liz Rivero

Quorum reached

1. April Financial Reports: Reviewed
2. DCF Unified Contract Spending Update 20/21 through 3/31/21:
  - On track to spend down on time, complete with two back up plans for spending, if needed.
  - Most agencies are knocking deliverables out of the park
3. 2021 PIT and HIC Submission: Submitted
  - Amanda preparing the 5 year look back. We are seeing a decrease in homelessness and our data has improved
4. DCF ESG-CV2 Amendment and RFP Response Update:
  - Good response from new agencies
  - Scheduling Review Committee
5. Update on CoC Staff Evaluations and Merit Bonus Pool:
  - Updated job descriptions and evaluations as soon as possible
  - Send Amanda Wander's performance evaluation to Tom and Jeanne by June 4<sup>th</sup> COB
6. DCF Our Florida Rental Assistance:
  - Prevention funds for all Floridians
  - Training CoC on 5/19/21 regarding eligibility
7. Tallahassee Housing Authority Emergency Housing Vouchers
  - Emergency Housing Vouchers: Amanda is working hard with community leaders to engage the housing authority over Gadsden County.
8. HUD Youth Homelessness Demonstration Program
  - a. Youth Action Board: Deadline for applications through 5/20/21
9. City of Tallahassee and Leon County Homelessness Workshop July 13, 2021 9-11am:
  - May have impromptu meetings to submit on time
10. BBCoC Employment Opportunity – Contracts and Finance Manager
  - Draft position description was reviewed
  - Funding streams discussed for funding the position
11. Committee Updates
  - a. Coordinated Entry
  - b. HMIS
  - c. Needs Assessment and Planning
  - d. Project Review

12. Other Comments/Announcements:

Adjourned Meeting

Next Executive Committee Meeting Tuesday June 15<sup>th</sup>, 2021 – 3-4:30pm



# HMIS Committee Meeting

June 9<sup>th</sup>, 2021 – 10:00 – 11:00am Eastern Time

**Attendees:** Eric Layton (BBCoC), Broderick Seabrooks (BBCoC), Amanda Wander (BBCoC) Kristin Reshard (Capital City Community Action Agency), Ashlee Barbel (Apalachee Center), Taylor Mackin (CESC), Regina Flowers (CCYS), Haley Kenny (BBHC), Melissa Bourcier (BBHC), Greg Downing (Gadsden County), Justin Barfield (CCYS), Sunshine Scott (CCYS), Horace Thompson, Marie Vandenberg (BBHC), Tracie Simmons (Catholic Charities), Victoria Callan (Tallahassee Veterans Village), Amy Deer (Public Defenders Office), Vicki Butler (CESC), Chloe Bare (CESC), Megan Duncan (CESC), Michael Solomon (BBHC), Gina Dozier (CCYS), Alicia Gibson (BBHC), Gwynn Virostek (CCYS), Jennifer Webb (Brehon), Dianne Williams-Cox (City of Tallahassee), Jeannine Fier (City of Tallahassee)

## 1. Welcome and Introductions

- **Eric Layton** called the meeting to order at 10:04am, and allowed all participants to introduce themselves.

## 2. PromisSE Merger Updates

- **Eric Layton** provided an update on the PromisSE HMIS merger, which is taking place on Friday, June 11<sup>th</sup>, between 4:00pm and 10:00pm Eastern Time. This is the second attempt at the merger, as the first attempt which was scheduled for May 21<sup>st</sup>, could not be completed due to unforeseen system issues with Wellsky (our HMIS software provider). Wellsky and the CoC HMIS team have completed significant testing to ensure no issues to prevent this merger.
- During the HMIS downtime, users who need to enter/exit clients are encouraged to use entry and exit forms downloadable from the HMIS documentation page of the CoC website: <http://bigbendcoc.org/hmis-documents-and-training-resources/>

- **Eric** reminded everyone that all HMIS users should be utilizing the updated Release of Information (ROI), downloadable from the CoC website: <http://bigbendcoc.org/hmis-documents-and-training-resources/>. The ROI duration is now 5 years, as opposed to the 1 year duration of the previous form. No action is necessary for previously entered ROIs – only new and expiring ROIs apply.
- **Tracie Simmons** asked if a client entered by other CoCs will be visible by our CoC. **Eric** answer that as long as the client provided their consent to share data on the ROI, their profile will be visible and searchable between CoCs.

### 3. Open Data Visibility Model

- **Eric Layton** explained that one of the biggest challenges experienced by the CoC HMIS team and HMIS users is client and program visibility. By default, many programs are set up in HMIS to not share entries, services, notes and other HMIS data with any other providers. This can directly cause issues for other agencies such as duplication of entries and services, notes not being seen, etc., which ultimately causes errors in reporting and hinders client support.
- To help mitigate this issue, Eric proposed to the committee using an open data visibility model. This means that (with the exception of minor youth and DV providers), all programs will, by default, share client entries, services, notes, etc.. Clients may still opt to not share their data, by way of the ROI, however by providing this release, all partners within our CoC will have full visibility to all client data (again, with the exception of minor youth and DV).
- **Justin Barfield** asked if this model can be program-specific, or if it is agency-specific. **Eric** explained this can be done on a per-program basis.
- **Alicia Gibson** asked how this would affect clients served by HomeFront Veterans Community, who aren't entered by her team and don't always have a signed ROI. **Amanda Wander** responded that more needs to be worked out on this

process between Alicia’s team, the housing authority and the VA. This will be worked out offline.

- Due to not having sufficient representation of agency executive leadership on this meeting, Eric did not call for a formal vote on this plan, but will write up a formal proposal to be submitted prior to, and voted on during, our next HMIS committee meeting.

#### **4. Learning Management System (LMS) Launch**

- **Eric** announced the launch of the official Big Bend CoC Learning Management System (LMS). This LMS can be accessed as a link through the BBCoC website: <http://bigbendcoc.org/training/> and will serve as a central portal for all training-related items – live Zoom trainings, registration for in-person training sessions, replays of previous online trainings, and self-paced interactive training sessions.

#### **5. Training Tuesdays Update**

- **Eric** reminded the committee that every last Tuesday of the month at 2pm Eastern, the CoC HMIS team holds open “Training Tuesday” sessions, to train on and discuss various HMIS topics. This month’s session is HMIS reports. Users can register for these training sessions through the BBCoC Learning Management System.

#### **6. Community Partner HMIS Concerns and Comments**

- **Eric** opened the floor for all questions or comments.
- **Tracie Simmons** asked why some of the data quality ART reports reflect errors present, but when looking at the client, no errors can be found. **Eric** explained this is a known issue that we are addressing with Wellsky and the CoC HMIS team will follow up with updates on this as they become available.

- **Gina Dozier** asked to make sure the global visibility topic is addressed, as she and her team experience visibility issues and errors occasionally, and she wants to try and eliminate any potential errors as they apply for future funding.

## **7. Adjourn**

- **Eric** adjourned the meeting at 10:57am Eastern time.

*Next HMIS Committee meeting is scheduled for **Wednesday, August 11<sup>th</sup> – 10-11am***

## **Executive Committee Meeting ESG CV RFP Funding Allocation**

Zoom Meeting

June 10, 2021

1:00pm

Meeting called to order by Amanda Wander.

Members present: Tom Pierce, Amanda Wander, Katelyn Mitchem, Jim McShane, and Liz Rivero

Quorum reached

1. Reviewed the funding allocation recommendations from the Review Committee.
2. Methodology discussed as well as the rationale for the funding allocation breakdown by service.

Jim moved to approve and accept the recommendations, Liz Rivero provided second

4 votes to approve, 0 against

Motion Approved

Adjourned Meeting

Next Executive Committee Meeting June 15, 2021 at 3:00pm

## **Executive Committee Meeting**

Zoom Meeting

June 22, 2021

3:00pm

Meeting called to order by Jeanne Freeman at 3:04pm

Members present: Tom Pierce, Amanda Wander, Jeanne Freeman, Sylvia Smith, Emily Mitchem, Frank Norris, and Liz Rivero

Quorum reached

### **1. May Financial Reports**

### **2. DCF Unified Contract Spending Update 20/21 through 5/31/21**

### **3. DCF ESG-CV2 Amendment and New Provider Contracts**

- **Helping our new providers get acclimated with initial referrals**
- **Discussed plans to support all providers**

### **4. BBCoC Staffing Plan Update**

- **Contracting directly for emergency shelter as soon as possible to provide relief ASAP**
- **New prevention and diversion funding**
- **Planning to recruit more providers to our continuum through education and outreach**
- **Reviewed staffing plan (short term and long term) Organizational Chart and discussed space/telework needs. Discussed the LCSW Clinical Care Director tentative job.**

#### **a. Update on Contracts and Finance Manager Position**

#### **b. Amanda's July Schedule**

### **5. Approval of Renegotiation of Office Space and Lease**

- **Discussed bringing ARPC into the discussion more formally**
- **Executive Committee approved continuation of research regarding moving costs to acquire new office space prior to meeting with ARPC and Exec for final approval.**

### **6. Draft Agenda for July 8<sup>th</sup> BBCoC Board Meeting**

### **7. Update on Tallahassee Housing Authority Emergency Housing Voucher Program and MoU with BBCoC**

### **8. Update HUD Youth Homelessness Demonstration Program**

### **9. City of Tallahassee and Leon County Homelessness Workshop July 13, 2021 9-11am**

### **10. Committee Updates**

- a. Coordinated Entry
- b. HMIS
- c. Needs Assessment and Planning
- d. Project Review
- e. Executive Committee Meeting in July – Recommend Canceling

### **11. Amanda left the meeting and the remainder of the committee met regarding Amanda's performance evaluation and performance incentive.**

### **12. Adjourn Meeting**

<b>Big Bend Continuum of Care Budget Report as of 5/31/21</b>		<i>Bal. 4/30/21</i> 18,124.45	<i>Bal. 9/30/20</i> 17,247.62		
<b>LINE-ITEM</b>	<b>FY 20/21 Budget</b>	<b>May 2021</b>	<b>FY-To-Date as of 5/31/21</b>	<b>Budget Balance</b>	<b>Budget Balance Received/ Used</b>
<b>General Revenue</b>					
<b>US HUD</b>					
HUD HMIS 20/21	71,926	-	71,926.26	(0)	100%
HUD HMIS 21/22	58,366	-	-	58,366	0%
HUD Planning 20/21	64,300	-	22,231.11	42,069	35%
<b>FL DCF</b>					
DCF Staffing Admin	107,140	8,928.57	71,428.58	35,711	67%
DCF Challenge Admin	6,880	345.92	4,604.40	2,276	67%
DCF ESG Grant Admin	4,500	432.42	3,162.94	1,337	70%
DCF TANF Grant Admin	966	37.02	627.47	339	65%
DCF Subs / CH, ESG, TANF	255,970	20,025.31	186,674.94	69,295	73%
DCF ESG-CV 1 Admin	10,454	2,034.72	5,321.78	5,132	51%
DCF ESG-CV 1 HMIS	29,821	2,400.74	28,580.28	1,241	96%
DCF ESG-CV 1 Subs	365,725	54,860.20	251,332.39	114,393	69%
DCF ESG -CV 2	-	-	-	-	-
DCF ESG-CV 2 Subs	-	-	-	-	-
<b>City of Tallahassee</b>					
CoT ESG Lead HMIS Support	75,000	-	-	75,000	0%
CoT ESG HMIS/RRH	87,749	19,061.35	57,797.61	29,951	66%
CoT EST-CV Outreach Coordination	17,351	-	15,391.46	1,960	89%
CoT ESG-CV Outreach Subs	142,278	8,652.32	62,837.93	79,440	44%
<b>Leon County</b>					
Leon CARES Training	-	-	12,500.00	(12,500)	0%
<b>CoC General</b>					
CoC Member Dues 10/20 -9/21	8,000	1,278.80	9,559.59	(1,560)	119%
CoC Donations / PIT	5,000	-	1,975.00	3,025	40%
CoC Partner Fees	12,000	269.59	12,431.13	(431)	104%
CoC CDBG 19/20 Receivable	-	-	7,178.64	(7,179)	-
<b>TOTAL REVENUE</b>	<b>1,323,426</b>	<b>118,326.96</b>	<b>825,561.51</b>	<b>497,864</b>	<b>62%</b>
<b>General Expenses</b>					
<b>Salaries</b>	<b>331,760</b>	<b>25,220.00</b>	<b>201,304.00</b>	<b>130,456</b>	<b>61%</b>
<b>Fringe Benefits</b>	<b>87,056</b>	<b>6,699.73</b>	<b>55,807.48</b>	<b>31,249</b>	<b>64%</b>
<b>Staff Merit Bonus Pool</b>	<b>16,588</b>	<b>4,000.00</b>	<b>6,000.00</b>	<b>10,588</b>	<b>36%</b>
<b>ARPC Admin Costs</b>	<b>30,000</b>	<b>2,500.00</b>	<b>20,000.00</b>	<b>10,000</b>	<b>67%</b>
<b>Audit</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>0%</b>
<b>CoC Board Expenses</b>	<b>1,000</b>	<b>-</b>	<b>113.90</b>	<b>886</b>	<b>11%</b>
<b>Consultants</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>0%</b>
<b>Dues</b>	<b>3,500</b>	<b>-</b>	<b>61.25</b>	<b>3,439</b>	<b>2%</b>
<b>Equipment / Supplies / Software</b>	<b>6,000</b>	<b>-</b>	<b>1,332.72</b>	<b>4,667</b>	<b>22%</b>
<b>Insurance</b>	<b>6,000</b>	<b>-</b>	<b>6,505.62</b>	<b>(506)</b>	<b>108%</b>
<b>Office Supplies</b>	<b>600</b>	<b>282.70</b>	<b>526.55</b>	<b>73</b>	<b>88%</b>
<b>Rent</b>	<b>22,200</b>	<b>1,891.00</b>	<b>14,942.00</b>	<b>7,258</b>	<b>67%</b>
<b>Telephone / Internet</b>	<b>5,400</b>	<b>564.89</b>	<b>4,243.22</b>	<b>1,157</b>	<b>79%</b>
<b>Travel</b>	<b>6,000</b>	<b>1,398.28</b>	<b>1,988.76</b>	<b>4,011</b>	<b>33%</b>
<b>PIT Expenses</b>	<b>1,000</b>	<b>-</b>	<b>1,224.92</b>	<b>(225)</b>	<b>122%</b>
<b>DCF Subs: Challenge, ESG, TANF</b>	<b>255,970</b>	<b>20,025.31</b>	<b>186,674.94</b>	<b>69,295</b>	<b>73%</b>
<b>DCF ESG-CV Subs</b>	<b>365,725</b>	<b>54,860.20</b>	<b>251,332.39</b>	<b>114,393</b>	<b>69%</b>
<b>CoT ESG-CV Subs</b>	<b>142,278</b>	<b>8,652.32</b>	<b>62,837.93</b>	<b>79,440</b>	<b>0%</b>
<b>HMIS Licenses</b>	<b>16,000</b>	<b>-</b>	<b>17,556.47</b>	<b>(1,556)</b>	<b>110%</b>
<b>Project Match</b>	<b>6,349</b>	<b>-</b>	<b>-</b>	<b>6,349</b>	<b>0%</b>
<b>Legal Support</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>0%</b>
<b>TOTAL EXPENSES</b>	<b>1,323,426</b>	<b>126,094.43</b>	<b>832,452.15</b>	<b>490,974</b>	<b>63%</b>
<b>TOTAL CoC Funds as of 5/31/21</b>		<b>10,356.98</b>	<b>10,356.98</b>		

**Big Bend Continuum of Care  
Revenue & Expenses 20/21**

**17,247.62**

	Total	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21
<b>General Revenue</b>									
HUD HMIS 20/21	71,926.26	13,522.98	12,840.41	19,500.91	2,698.65	1,274.97	7,274.73	14,813.61	-
HUD HMIS 21/22	-	-	-	-	-	-	-	-	-
HUD Planning	22,231.11	2,742.00	4,201.81	6,500.66	2,496.48	3,584.65	1,580.51	1,125.00	-
DCF Staffing	71,428.58	8,928.58	8,928.58	14,357.56	8,928.57	8,928.57	8,928.57	3,499.58	8,928.57
DCF Challenge Grant Admin	4,604.40	462.88	330.91	719.60	843.71	806.14	527.07	568.17	345.92
DCF ESG Grant Admin	3,162.94	344.99	181.38	492.30	362.99	458.93	360.88	529.05	432.42
DCF TANF Grant Admin	627.47	110.94	126.30	44.42	98.62	41.96	107.79	60.42	37.02
DCF Subs / Challenge, ESG, TANF	186,674.94	22,023.20	17,942.90	19,889.87	25,780.17	25,434.66	21,565.08	34,013.75	20,025.31
DCF ESG-CV 1 Admin	5,321.78	-	-	89.14	387.45	766.00	1,384.10	660.37	2,034.72
DCF ESG-CV 1 HMIS	28,580.28	-	-	1,782.85	7,749.09	5,281.31	6,167.25	5,199.04	2,400.74
DCF ESG-CV 1 Subs	251,332.39	-	-	6,348.70	28,364.83	39,758.80	33,266.00	88,733.86	54,860.20
DCF ESG-CV 2	-	-	-	-	-	-	-	-	-
DCF ESG-CV 2 Subs	-	-	-	-	-	-	-	-	-
CoT ESG Lead HMIS Support	-	-	-	-	-	-	-	-	-
CoT ESG HMIS/RRH	57,797.61	-	-	-	-	12,949.42	25,786.84	-	19,061.35
CoT ESG-CV Outreach Coordination	15,391.46	-	2,216.99	1,705.48	6,517.51	-	4,951.48	-	-
CoT ESG-CV Outreach Subs	62,837.93	-	10,173.16	5,417.05	20,711.82	-	17,883.58	-	8,652.32
Leon CARES Training	12,500.00	-	-	-	-	12,500.00	-	-	-
CoC Member Dues	9,559.59	150.00	-	-	-	4,548.54	2,939.25	643.00	1,278.80
CoC Donations / PIT	1,975.00	-	-	-	-	1,850.00	125.00	-	-
CoC Partner Fees	12,431.13	59.85	385.59	1,197.85	9,599.25	159.60	159.60	599.80	269.59
CoC CDBG 19/20 Receivable	7,178.64	7,178.64	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>825,561.51</b>	<b>55,524.06</b>	<b>57,328.03</b>	<b>78,046.39</b>	<b>114,539.14</b>	<b>118,343.55</b>	<b>133,007.73</b>	<b>150,445.65</b>	<b>118,326.96</b>
<b>General Expenses</b>									
Salaries	201,304.00	21,120.00	21,840.00	35,825.00	25,410.00	25,540.00	22,560.00	23,789.00	25,220.00
Fringe Benefits	55,807.48	5,115.02	7,806.23	8,980.43	6,315.26	8,553.07	6,129.87	6,207.87	6,699.73
Staff Merit Bonus Pool	6,000.00	-	-	-	-	-	-	2,000.00	4,000.00
ARPC Admin Costs	20,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
Audit	-	-	-	-	-	-	-	-	-
CoC Board Expenses	113.90	100.00	13.90	-	-	-	-	-	-
Consultants	-	-	-	-	-	-	-	-	-
Dues	61.25	-	-	-	-	-	-	61.25	-
Equipment / Software	1,332.72	164.27	203.49	81.57	241.40	361.33	87.96	192.70	-
Insurance	6,505.62	1,484.37	-	-	1,484.37	-	291.50	3,245.38	-
Office Supplies	526.55	-	-	96.97	-	-	133.98	12.90	282.70
Rent	14,942.00	1,829.00	1,829.00	1,829.00	1,891.00	1,891.00	1,891.00	1,891.00	1,891.00
Telephone / Internet	4,243.22	463.54	451.04	300.00	300.00	1,350.33	250.00	563.42	564.89
Travel	1,988.76	36.94	418.25	30.26	12.02	37.83	55.18	-	1,398.28
PIT Expenses	1,224.92	-	-	-	-	1,198.43	26.49	-	-
DCF Subs: Challenge, ESG, TANF	186,674.94	22,023.20	17,942.90	19,889.87	25,780.17	25,434.66	21,565.08	34,013.75	20,025.31
DCF Subs: ESG-CV	251,332.39	-	-	6,348.70	28,364.83	39,758.80	33,266.00	88,733.86	54,860.20
CoT ESG-CV Outreach Subs	62,837.93	-	10,173.16	5,417.05	20,711.82	-	17,883.58	-	8,652.32
HMIS Licenses	17,556.47	179.55	2,450.70	39.90	14,607.02	219.45	39.90	19.95	-
Project Match	-	-	-	-	-	-	-	-	-
Legal Support	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>832,452.15</b>	<b>55,015.89</b>	<b>65,628.67</b>	<b>81,338.75</b>	<b>127,617.89</b>	<b>106,844.90</b>	<b>106,680.54</b>	<b>163,231.08</b>	<b>126,094.43</b>

**10,356.98**



<b>Big Bend Continuum of Care</b>						
<b>May 2021 Regions Bank #0860</b>						
<b>Date</b>	<b>Item #</b>	<b>Payee or Vendor</b>	<b>Memo</b>	<b>Deposits</b>	<b>Checks</b>	<b>Balance</b>
			<i>Balance as of 4/30/21</i>			<b>18,124.45</b>
						<b>18,124.45</b>
"	Deposit	City of Tallahassee	ESG HMIS / RRH Mar 21	9,403.94		<b>27,528.39</b>
"	Direct Dep.	PR 4/22/21-5/5/21	CoC Salaries - Net		10,144.32	<b>17,384.07</b>
5/8/21	online	US Treasury	CoC PR Taxes 5/7 PR		2,992.16	<b>14,391.91</b>
5/11/21	Direct Dep.	PR 5/11/21	Staff Merit Bonus Net		3,159.00	<b>11,232.91</b>
5/12/21	online	US Treasury	Coc PR Taxes 5/11 PR		1,027.00	<b>10,205.91</b>
"	online	Regions Bank Card	Conf. Registration		1,390.00	<b>8,815.91</b>
5/10/21	1510	Capital Health Plan	EE Health Insurance		1,500.44	<b>7,315.47</b>
5/10/21	online	CenturyLink	Office Telephone		264.89	<b>7,050.58</b>
"	Deposit	CoC Partners	Member Dues	300.00		<b>7,350.58</b>
"	online	Guardian	EE Dental/Life Ins.		133.13	<b>7,217.45</b>
5/19/21	Deposit	CoC Partners	Member Dues	678.80		<b>7,896.25</b>
5/21/21	Direct Dep.	PR 5/6/21-5/19/21	CoC Salaries - Net		10,144.32	<b>(2,248.07)</b>
"	online	US Treasury	CoC PR Taxes 5/21 PR		2,992.16	<b>(5,240.23)</b>
"	~	CoC Staff	Travel/Expenses Reimb.		590.98	<b>(5,831.21)</b>
"	1515	Johnna Coleman	50.00			<b>(5,831.21)</b>
"	1516	Sarah Grindle-Rollins	50.00			<b>(5,831.21)</b>
"	1511	Eric Layton	50.00			<b>(5,831.21)</b>
"	1512	Brody Seabrooks	50.00			<b>(5,831.21)</b>
"	1513	Amanda Wilke	261.76			<b>(5,831.21)</b>
"	1514	Brittany Williams	129.22			<b>(5,831.21)</b>
"	Deposit	FL DCF	Staffing - Apr 21	8,928.57		<b>3,097.36</b>
"	Deposit	FL DCF	Challenge - Apr 21	5,238.73		<b>8,336.09</b>
"	Deposit	FL DCF	ESG - Apr 21	14,330.80		<b>22,666.89</b>
"	Deposit	FL DCF	TANF - Apr 21	1,271.14		<b>23,938.03</b>
"	Deposit	FL DCF	ESG-CV - Apr 21	59,295.66		<b>83,233.69</b>
5/27/21	1517	BBHC	Chall/ESG Apr 21		37,737.78	<b>45,495.91</b>
"	1518	Catholic Charities	Chall/ESG/TANF Apr 21		26,775.91	<b>18,720.00</b>
"	1519	CCYS	Chall/ESG Apr 21		7,560.64	<b>11,159.36</b>
"	1520	CES	Chall/ESG Apr 21		2,811.18	<b>8,348.18</b>
"	Deposit	FL DCF	TANF Error	776.73		<b>9,124.91</b>
"	1521	FL DCF	Return Check		776.73	<b>8,348.18</b>
"	1522	Conservation Group	Office Rent		1,791.00	<b>6,557.18</b>
"	1523	ARPC	Admin Apr 21		2,500.00	<b>4,057.18</b>
"	1524	Treneicia Coleman	Office Cleaning		100.00	<b>3,957.18</b>
"	Deposit	CoC Partners	HMIS License Fees	159.67		<b>4,116.85</b>
"	Deposit	CoC Partners	HMIS License Fees	109.92		<b>4,226.77</b>
"	Deposit	City of Tallahassee	ESG-CV Outreach Mar 21	8,652.32		<b>12,879.09</b>
"	1525	Ability 1st	ESG-CV Outreach Mar 21		8,652.32	<b>4,226.77</b>
"	Deposit	City of Tallahassee	ESG HMIS / RRH Apr 21	9,657.41		<b>13,884.18</b>
"	online	FL Div. of Retirement	FRS May 21		3,827.20	<b>10,056.98</b>
"	Deposit	CoC Partners	Member Dues	300.00		<b>10,356.98</b>
"						
				119,103.69	126,871.16	

<b>Big Bend Continuum of Care Budget Report as of 4/30/21</b>		<i>Bal. 3/31/21</i> 30,909.88	<i>Bal. 9/30/20</i> 17,247.62	<b>Budget Balance Received/ Used</b>	
<b>LINE-ITEM</b>	<b>FY 20/21 Budget</b>	<b>April 2021</b>	<b>FY-To-Date as of 4/30/21</b>	<b>Budget Balance</b>	
<b>General Revenue</b>					
<b>US HUD</b>					
HUD HMIS 20/21	71,926	14,813.61	71,926.26	(0)	100%
HUD HMIS 21/22	58,366	-	-	58,366	0%
HUD Planning 20/21	64,300	1,125.00	22,231.11	42,069	35%
<b>FL DCF</b>					
DCF Staffing Admin	107,140	3,499.58	62,500.01	44,640	58%
DCF Challenge Admin	6,880	568.17	4,258.48	2,622	62%
DCF ESG Grant Admin	4,500	529.05	2,730.52	1,769	61%
DCF TANF Grant Admin	966	60.42	590.45	376	61%
DCF Subs / CH, ESG, TANF	255,970	34,013.75	166,649.63	89,320	65%
DCF ESG-CV 1 Admin	10,454	660.37	3,287.06	7,167	31%
DCF ESG-CV 1 HMIS	29,821	5,199.04	26,179.54	3,641	88%
DCF ESG-CV 1 Subs	365,725	88,733.86	196,472.19	169,253	54%
DCF ESG -CV 2	-	-	-	-	
DCF ESG-CV 2 Subs	-	-	-	-	
<b>City of Tallahassee</b>					
CoT ESG Lead HMIS Support	75,000	-	-	75,000	0%
CoT ESG HMIS/RRH	87,749	-	38,736.26	49,013	44%
CoT EST-CV Outreach Coordination	17,351	-	15,391.46	1,960	89%
CoT ESG-CV Outreach Subs	142,278	-	54,185.61	88,092	38%
<b>Leon County</b>					
Leon CARES Training	-	-	12,500.00	(12,500)	0%
<b>CoC General</b>					
CoC Member Dues 10/20 -9/21	8,000	643.00	8,280.79	(281)	104%
CoC Donations / PIT	5,000	-	1,975.00	3,025	40%
CoC Partner Fees	12,000	599.80	12,161.54	(162)	101%
CoC CDBG 19/20 Receivable	-	-	7,178.64	(7,179)	
<b>TOTAL REVENUE</b>	<b>1,323,426</b>	<b>150,445.65</b>	<b>707,234.55</b>	<b>616,191</b>	<b>53%</b>
<b>General Expenses</b>					
<b>Salaries</b>	<b>331,760</b>	<b>23,789.00</b>	<b>176,084.00</b>	<b>155,676</b>	<b>53%</b>
<b>Fringe Benefits</b>	<b>87,056</b>	<b>6,207.87</b>	<b>49,107.75</b>	<b>37,948</b>	<b>56%</b>
<b>Staff Merit Bonus Pool</b>	<b>16,588</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>14,588</b>	<b>12%</b>
<b>ARPC Admin Costs</b>	<b>30,000</b>	<b>2,500.00</b>	<b>17,500.00</b>	<b>12,500</b>	<b>58%</b>
<b>Audit</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>0%</b>
<b>CoC Board Expenses</b>	<b>1,000</b>	<b>-</b>	<b>113.90</b>	<b>886</b>	<b>11%</b>
<b>Consultants</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>0%</b>
<b>Dues</b>	<b>3,500</b>	<b>61.25</b>	<b>61.25</b>	<b>3,439</b>	<b>2%</b>
<b>Equipment / Supplies / Software</b>	<b>6,000</b>	<b>192.70</b>	<b>1,332.72</b>	<b>4,667</b>	<b>22%</b>
<b>Insurance</b>	<b>6,000</b>	<b>3,245.38</b>	<b>6,505.62</b>	<b>(506)</b>	<b>108%</b>
<b>Office Supplies</b>	<b>600</b>	<b>12.90</b>	<b>243.85</b>	<b>356</b>	<b>41%</b>
<b>Rent</b>	<b>22,200</b>	<b>1,891.00</b>	<b>13,051.00</b>	<b>9,149</b>	<b>59%</b>
<b>Telephone / Internet</b>	<b>5,400</b>	<b>563.42</b>	<b>3,678.33</b>	<b>1,722</b>	<b>68%</b>
<b>Travel</b>	<b>6,000</b>	<b>-</b>	<b>590.48</b>	<b>5,410</b>	<b>10%</b>
<b>PIT Expenses</b>	<b>1,000</b>	<b>-</b>	<b>1,224.92</b>	<b>(225)</b>	<b>122%</b>
DCF Subs: Challenge, ESG, TANF	255,970	34,013.75	166,649.63	89,320	65%
DCF ESG-CV Subs	365,725	88,733.86	196,472.19	169,253	54%
CoT ESG-CV Subs	142,278	-	54,185.61	88,092	0%
HMIS Licenses	16,000	19.95	17,556.47	(1,556)	110%
Project Match	6,349	-	-	6,349	0%
Legal Support	5,000	-	-	5,000	0%
<b>TOTAL EXPENSES</b>	<b>1,323,426</b>	<b>163,231.08</b>	<b>706,357.72</b>	<b>617,068</b>	<b>53%</b>
<b>TOTAL CoC Funds as of 4/30/21</b>		<b>18,124.45</b>	<b>18,124.45</b>		

§ 18,124.45

**Big Bend Continuum of Care  
Revenue & Expenses 20/21** 17,247.62

	Total	10/20	11/20	12/20	1/21	2/21	3/21	4/21
<b>General Revenue</b>								
HUD HMIS 20/21	71,926.26	13,522.98	12,840.41	19,500.91	2,698.65	1,274.97	7,274.73	14,813.61
HUD HMIS 21/22	-	-	-	-	-	-	-	-
HUD Planning	22,231.11	2,742.00	4,201.81	6,500.66	2,496.48	3,584.65	1,580.51	1,125.00
DCF Staffing	62,500.01	8,928.58	8,928.58	14,357.56	8,928.57	8,928.57	8,928.57	3,499.58
DCF Challenge Grant Admin	4,258.48	462.88	330.91	719.60	843.71	806.14	527.07	568.17
DCF ESG Grant Admin	2,730.52	344.99	181.38	492.30	362.99	458.93	360.88	529.05
DCF TANF Grant Admin	590.45	110.94	126.30	44.42	98.62	41.96	107.79	60.42
DCF Subs / Challenge, ESG, TANF	166,649.63	22,023.20	17,942.90	19,889.87	25,780.17	25,434.66	21,565.08	34,013.75
DCF ESG-CV 1 Admin	3,287.06	-	-	89.14	387.45	766.00	1,384.10	660.37
DCF ESG-CV 1 HMIS	26,179.54	-	-	1,782.85	7,749.09	5,281.31	6,167.25	5,199.04
DCF ESG-CV 1 Subs	196,472.19	-	-	6,348.70	28,364.83	39,758.80	33,266.00	88,733.86
DCF ESG-CV 2	-	-	-	-	-	-	-	-
DCF ESG-CV 2 Subs	-	-	-	-	-	-	-	-
CoT ESG Lead HMIS Support	-	-	-	-	-	-	-	-
CoT ESG HMIS/RRH	38,736.26	-	-	-	-	12,949.42	25,786.84	-
CoT ESG-CV Outreach Coordination	15,391.46	-	2,216.99	1,705.48	6,517.51	-	4,951.48	-
CoT ESG-CV Outreach Subs	54,185.61	-	10,173.16	5,417.05	20,711.82	-	17,883.58	-
Leon CARES Training	12,500.00	-	-	-	-	12,500.00	-	-
CoC Member Dues	8,280.79	150.00	-	-	-	4,548.54	2,939.25	643.00
CoC Donations / PIT	1,975.00	-	-	-	-	1,850.00	125.00	-
CoC Partner Fees	12,161.54	59.85	385.59	1,197.85	9,599.25	159.60	159.60	599.80
CoC CDBG 19/20 Receivable	7,178.64	7,178.64	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>707,234.55</b>	<b>55,524.06</b>	<b>57,328.03</b>	<b>78,046.39</b>	<b>114,539.14</b>	<b>118,343.55</b>	<b>133,007.73</b>	<b>150,445.65</b>
<b>General Expenses</b>								
Salaries	176,084.00	21,120.00	21,840.00	35,825.00	25,410.00	25,540.00	22,560.00	23,789.00
Fringe Benefits	49,107.75	5,115.02	7,806.23	8,980.43	6,315.26	8,553.07	6,129.87	6,207.87
Staff Merit Bonus Pool	2,000.00	-	-	-	-	-	-	2,000.00
ARPC Admin Costs	17,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
Audit	-	-	-	-	-	-	-	-
CoC Board Expenses	113.90	100.00	13.90	-	-	-	-	-
Consultants	-	-	-	-	-	-	-	-
Dues	61.25	-	-	-	-	-	-	61.25
Equipment / Software	1,332.72	164.27	203.49	81.57	241.40	361.33	87.96	192.70
Insurance	6,505.62	1,484.37	-	-	1,484.37	-	291.50	3,245.38
Office Supplies	243.85	-	-	96.97	-	-	133.98	12.90
Rent	13,051.00	1,829.00	1,829.00	1,829.00	1,891.00	1,891.00	1,891.00	1,891.00
Telephone / Internet	3,678.33	463.54	451.04	300.00	300.00	1,350.33	250.00	563.42
Travel	590.48	36.94	418.25	30.26	12.02	37.83	55.18	-
PIT Expenses	1,224.92	-	-	-	-	1,198.43	26.49	-
DCF Subs: Challenge, ESG, TANF	166,649.63	22,023.20	17,942.90	19,889.87	25,780.17	25,434.66	21,565.08	34,013.75
DCF Subs: ESG-CV	196,472.19	-	-	6,348.70	28,364.83	39,758.80	33,266.00	88,733.86
CoT ESG-CV Outreach Subs	54,185.61	-	10,173.16	5,417.05	20,711.82	-	17,883.58	-
HMIS Licenses	17,556.47	179.55	2,450.70	39.90	14,607.02	219.45	39.90	19.95
Project Match	-	-	-	-	-	-	-	-
Legal Support	-	-	-	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>706,357.72</b>	<b>55,015.89</b>	<b>65,628.67</b>	<b>81,338.75</b>	<b>127,617.89</b>	<b>106,844.90</b>	<b>106,680.54</b>	<b>163,231.08</b>

18,124.45

<b>Big Bend Continuum of Care</b>						
<b>April 2021 Regions Bank #0860</b>						
<b>Date</b>	<b>Item #</b>	<b>Payee or Vendor</b>	<b>Memo</b>	<b>Deposits</b>	<b>Checks</b>	<b>Balance</b>
			<i>Balance as of 3/31/21</i>			<b>30,909.88</b>
4/1/21	1490	FL Municipal Ins. Trust	Wk Comp / GL		1,484.38	<b>29,425.50</b>
4/4/21	1491	Legacy Insurance	D&O Liability		1,761.00	<b>27,664.50</b>
4/9/21	Direct Dep.	PR 3/25/21-4/1/21	CoC Salaries - Net		10,389.02	<b>17,275.48</b>
4/12/21	online	US Treasury	CoC PR Taxes 3/12 PR		3,106.76	<b>14,168.72</b>
"	Deposit	CoC Partners	HMIS License Fees	599.80		<b>14,768.52</b>
"	Deposit	CoC Partners	Member Dues	150.00		<b>14,918.52</b>
"	online	CenturyLink	Office Telephone		263.42	<b>14,655.10</b>
4/15/21	Deposit	CoC Partners	Member Dues	193.00		<b>14,848.10</b>
"	online	Guardian	EE Dental/Life Ins.		455.97	<b>14,392.13</b>
"	1494	Capital Health Plan	EE Health Insurance		1,575.44	<b>12,816.69</b>
4/23/21	Direct Dep.	PR 4/8/21-4/21/21	CoC Salaries - Net		10,144.32	<b>2,672.37</b>
"	online	US Treasury	CoC PR Taxes 4/21 PR		2,992.16	<b>(319.79)</b>
"	online	Regions Bank Card	IT / HMIS License / OS		225.55	<b>(545.34)</b>
4/26/21	Deposit	CoC Partners	Member Dues	300.00		<b>(245.34)</b>
"	1495	BBHC	ESG - Nov 20		5,428.99	<b>(5,674.33)</b>
"	1496	FL Dept. State	Annual Report Filing Fee		61.25	<b>(5,735.58)</b>
"		CoC Staff	Travel/Expenses Reimb.		300.00	<b>(6,035.58)</b>
"	1497	Johnna Coleman	50.00			<b>(6,035.58)</b>
"	1498	Sarah Grindle-Rollins	50.00			<b>(6,035.58)</b>
"	1499	Eric Layton	50.00			<b>(6,035.58)</b>
"	1500	Brody Seabrooks	50.00			<b>(6,035.58)</b>
"	1501	Amanda Wilke	50.00			<b>(6,035.58)</b>
"	1502	Brittany Williams	50.00			<b>(6,035.58)</b>
"	1503	Treneicia Coleman	Office Cleaning		100.00	<b>(6,135.58)</b>
"	Deposit	US HUD	HUD Planning Apr 21	1,125.00		<b>(5,010.58)</b>
"	Deposit	US HUD	HMIS Apr 21	14,813.61		<b>9,803.03</b>
"	1504	ARPC	Admin Apr 21		2,500.00	<b>7,303.03</b>
"	1505	Conservation Group	Office Rent		1,791.00	<b>5,512.03</b>
"	Deposit	FL DCF	Staffing - Apr 21	8,928.57		<b>14,440.60</b>
"	Deposit	FL DCF	Challenge - Apr 21	7,600.14		<b>22,040.74</b>
"	Deposit	FL DCF	ESG - Apr 21	20,067.58		<b>42,108.32</b>
"	Deposit	FL DCF	TANF - Apr 21	2,074.68		<b>44,183.00</b>
"	Deposit	FL DCF	ESG-CV - Apr 21	94,593.27		<b>138,776.27</b>
"	1506	BBHC	Chall/ESG Apr 21		87,815.26	<b>50,961.01</b>
"	1507	Catholic Charities	Chall/ESG/TANF Apr 21		14,627.03	<b>36,333.98</b>
"	1508	CCYS	Chall/ESG Apr 21		6,297.22	<b>30,036.76</b>
"	1509	CES	Chall/ESG Apr 21		8,579.11	<b>21,457.65</b>
"	online	FL Div. of Retirement	FRS Apr 21		3,333.20	<b>18,124.45</b>
				150,445.65	163,231.08	

**2020-21 DCF PROVIDER PAYMENTS**

Agency	Funding Stream	Activity	Annual Award Amount	Spending Target per Month	Actual Invoice JULY	Actual Invoice AUGUST	Actual Invoice SEPTEMBER	Actual Invoice OCTOBER	Actual Invoice NOVEMBER	Actual Invoice DECEMBER	Actual Invoice JANUARY	Actual Invoice FEBRUARY	Actual Invoice MARCH	Actual Invoice APRIL	Technical Adjustments	Supplemental Invoice Dec-Mar	Actual Invoice MAY	Contract Balance	MAY PAYMENT
BBCoC	DCF Staffing	CoC Staffing	\$107,142.85	\$8,928.57	\$8,928.57	\$8,928.57	\$8,928.57	\$8,928.57	\$8,928.57	\$8,928.57	\$8,928.57	\$8,928.57	\$8,928.57	\$8,928.57			\$8,928.57	\$8,928.58	
	DCF TANF	Admin	\$966.00	\$80.50	\$93.51	\$123.97	\$110.94	\$126.30	\$44.42	\$98.62	\$41.96	\$107.79	\$60.42	\$37.02			\$39.31	\$81.74	
	DCF Challenge	Admin	\$6,880.00	\$573.33	\$368.87	\$287.15	\$304.50	\$330.91	\$719.60	\$843.71	\$806.14	\$527.37	\$568.17	\$354.42			\$242.82	\$1,526.34	
	DCF ESG	Admin	\$4,500.00	\$375.00	\$400.82	\$298.94	\$345.02	\$181.38	\$492.30	\$262.99	\$458.93	\$360.88	\$705.59	\$432.42			\$86.45	\$474.28	
	DCF ESG-CV1	HMIS	\$29,821.16	\$3,313.46	N/A	N/A	N/A	\$0.00	\$1,782.85	\$7,749.09	\$5,296.31	\$6,167.25	\$5,199.04	\$2,400.74			\$3,673.17	(\$2,447.29)	
	DCF ESG-CV1	ADMIN	\$10,454.30	\$1,161.58	N/A	N/A	N/A	\$0.00	89.14	387.45	766	\$1,384.10	671.74	2034.72		268.08	1848.66	\$3,004.41	\$14,818.98
BBHC	DCF Challenge	Program Need	\$20,017.60	\$1,668.13	\$896.29	\$2,791.64	\$1,959.86	\$79.36	\$1,713.89	\$1,788.72	\$2,676.65	\$1,763.81	\$1,516.47	\$916.48			\$2,092.74	\$1,821.69	
	DCF Challenge	Admin	\$447.20	\$37.26	\$0.00	\$74.52	\$34.50	\$34.50	\$34.50	\$34.50	\$34.50	\$34.50	\$34.50	\$34.50			\$34.50	\$62.18	
	DCF ESG	Emergency Shelter	\$23,219.00	\$1,934.91	\$1,297.68	\$2,838.58	\$1,998.84	\$62.86	\$1,995.56	\$2,072.13	\$5,536.10	\$2,357.28	\$1,891.16	\$1,048.20			\$875.72	\$1,244.89	
	DCF ESG	Prevention	\$36,750.00	\$3,062.50	\$2,819.67	\$3,383.06	\$3,375.28	\$2,791.76	\$6,288.05	\$3,935.19	\$3,120.03	\$2,764.01	\$8,272.95	\$6.00			\$0.00	\$0.00	
	DCF ESG	Admin	\$750.00	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50			\$62.50	\$62.50	
	DCF ESG-CV1	Prevention	\$63,125.21	\$7,013.91	N/A	N/A	N/A	\$0.00	334.38	\$2,431.62	\$7,164.79	\$3,598.06	\$32,564.68	\$7,389.53			\$2,126.20	\$7,515.95	
	DCF ESG-CV1	OUTREACH	\$36,638.00	\$11,992.46	N/A	N/A	N/A	\$0.00	0	\$0.00	\$0.00	\$1,110.74	\$2,159.39	\$9,382.94			\$9,336.12	\$18,702.14	
	DCF ESG-CV1	Emergency Shelter	\$51,315.00	\$12,473.57	N/A	N/A	N/A	\$0.00	0	\$0.00	\$4,649.56	\$0.00	\$6,369.89	\$15,348.41			\$10,509.52	\$14,437.62	
	DCF ESG-CV1	RRH	\$40,266.21	\$1,001.56	N/A	N/A	N/A	\$0.00	0	\$0.00	\$1,048.26	\$2,577.39	\$31,312.34	\$3,325.10			\$856.09	\$9,872.03	
	DCF ESG-CV1	ADMIN	\$5,463.24	\$607.02	N/A	N/A	N/A	\$0.00	16.72	121.58	643.13	364.31	3631.38	230.12			228	\$228.00	\$26,121.39
Catholic Charities	DCF TANF	Financial Assistance	\$22,585.00	\$1,882.08	\$2,190.00	\$2,543.19	\$2,108.76	\$1,707.03	\$1,050.00	\$2,424.00	\$1,179.35	\$3,426.23	\$1,817.62	\$1,020.21			\$1,310.31	\$1,808.30	
	DCF TANF	Case Management	\$8,699.00	\$724.91	\$927.09	\$1,589.18	\$1,589.18	\$2,503.07	\$430.60	\$863.20	\$219.27	\$166.86	\$196.64	\$213.91			\$0.00	\$0.00	
	DCF Challenge	Housing Need	\$20,178.20	\$1,681.51	\$2,000.00	\$1,890.00	\$1,583.80	\$1,926.13	\$2,000.00	\$1,574.00	\$2,182.00	\$0.00	\$2,776.00	\$2,000.00			\$1,100.00	\$1,146.27	
	DCF Challenge	Program Need	\$8,407.00	\$700.58	\$529.62	\$529.62	\$529.62	\$755.90	671.27	\$863.20	\$873.57	\$868.64	\$978.43	\$217.16			\$494.97	\$1,095.00	
	DCF Challenge	Admin	\$636.40	\$53.03	\$0.00	\$106.06	\$53.03	\$53.03	\$53.03	\$53.03	\$53.03	\$53.03	\$53.03	\$53.03			\$53.03	\$53.07	
	DCF ESG	Rapid Rehousing	\$25,965.00	\$2,163.75	\$3,190.57	\$1,589.18	\$4,093.74	\$3,953.81	\$1,301.62	\$287.72	\$655.20	\$0.00	\$1,440.35	\$4,025.00			\$2,604.90	\$2,822.91	
	DCF ESG	HMIS	\$383.00	\$31.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$109.92	\$273.08	
	DCF ESG	Admin	\$750.00	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50			\$62.50	\$125.00	
	DCF ESG-CV1	Emergency Shelter	\$14,000.00	\$7,000.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		\$14,000.00	\$5,849.60	\$8,150.40	
	DCF ESG-CV1	Prevention	\$38,414.04	\$4,268.22	N/A	N/A	N/A	\$0.00	1301.61	\$947.19	\$5,622.47	\$9,763.72	\$5,649.42	\$5,007.93			\$5,814.00	\$4,307.70	
DCF ESG-CV1	RRH	\$46,488.14	\$14,054.10	N/A	N/A	N/A	\$0.00	0	\$2,972.74	\$349.43	\$0.00	\$1,440.35	\$13,617.41			\$17,142.10	\$10,966.11		
DCF ESG-CV1	ADMIN	\$2,655.30	\$295.03	N/A	N/A	N/A	\$0.00	65.08	196	298.6	195.27	212.69	558.76			688.68	\$440.22	\$35,230.01	
CCYS	DCF Challenge	Program Need	\$14,578.00	\$1,214.83	\$0.00	\$776.16	\$776.16	\$768.40	\$3,144.62	\$3,478.75	\$2,172.54	\$2,504.02	\$117.74	\$114.74			\$37.00	\$687.87	
	DCF Challenge	Admin	\$326.80	\$27.23	\$0.00	\$54.46	\$27.23	\$27.23	\$27.23	\$27.23	\$27.23	\$27.23	\$9.42	\$8.50			\$2.96	\$88.08	
	DCF ESG	Street Outreach	\$38,550.00	\$3,212.50	\$4,250.39	\$2,031.80	\$1,296.39	\$683.01	\$3,404.99	\$3,826.66	\$3,304.99	\$3,412.53	\$6,107.56	\$5,879.32			\$3,884.52	\$467.84	
	DCF ESG	Emergency Shelter	\$2,000.00	\$166.66	\$322.00	\$0.00	\$0.00	\$0.00	\$784.00	\$0.00	\$0.00	\$894.00	\$0.00	\$0.00			\$0.00	\$0.00	
	DCF ESG	Rapid Rehousing	\$2,000.00	\$166.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,495.58			\$504.00	\$0.42	
	DCF ESG	Admin	\$750.00	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50			\$62.50	\$62.50	\$4,490.98
CESC Inc.	DCF Challenge	Program Need	\$14,219.20	\$1,184.93	\$1,184.93	\$1,184.93	\$1,184.93	\$1,184.93	\$1,071.85	\$2,138.02	\$1,562.20	\$1,539.82	\$1,520.58	\$1,522.60			\$124.41	\$0.00	
	DCF Challenge	Admin	\$309.60	\$25.80	\$0.00	\$51.60	\$25.80	\$25.80	\$25.80	\$25.80	\$25.80	\$25.80	\$25.80	\$25.80			\$51.60	\$0.00	
	DCF ESG	Emergency Shelter	\$13,633.00	\$1,136.08	\$1,136.08	\$1,136.08	\$1,136.08	\$1,136.08	\$1,071.85	\$2,138.02	\$1,562.20	\$1,539.82	\$1,576.51	\$1,200.28			\$0.00	\$0.00	
	DCF ESG	Admin	\$750.00	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50			\$125.00	\$0.00	
	DCF ESG-CV1	Emergency Shelter	\$65,632.24	\$7,292.47	N/A	N/A	N/A	\$0.00	\$4,410.39	\$20,662.57	\$19,509.05	\$15,656.51	\$5,393.72	\$0.00			\$0.00	\$0.00	
	DCF ESG-CV1	ADMIN	\$1,727.16	\$191.90	N/A	N/A	N/A	\$0.00	220.52	1033.13	473.51	0	0	0			0	\$0.00	\$301.01
<b>CoC Wide Totals</b>			<b>\$781,392.85</b>	<b>\$101,947.94</b>	<b>\$30,786.09</b>	<b>\$32,458.69</b>	<b>\$31,712.23</b>	<b>\$27,510.06</b>	<b>\$43,724.44</b>	<b>\$72,415.43</b>	<b>\$81,491.37</b>	<b>\$72,307.04</b>	<b>\$133,452.15</b>	<b>\$89,073.40</b>			<b>\$80,962.37</b>	<b>\$98,009.83</b>	<b>\$80,962.37</b>



**DCF ESG-CV PREVENTION, OUTREACH AND RAPID REHOUSING RFP PROPOSALS**

**RECOMMENDED FUNDING ALLOCATIONS**

In response to the BBCoC RFP for DCF-ESG-CV funding for Prevention, Outreach and Rapid Rehousing, we received 7 Letters of Intent to Apply from the following agencies: Ability 1<sup>st</sup>, Beyond Before community Development Corporation, Connections Church, ECHO, Investing In Our Youth, Safe Families for Children, and Whole Child Leon.

We received 5 proposals by the May 21<sup>st</sup> deadline, all of which met threshold requirements. Proposals were reviewed by 5 Project Application and Review Committee Members. The Review Committee included; Tom Pierce, Chair, Jeanne’ Freeman, Denise Barber, Justin Barfield, and Greg Downing.

Upon review, questions were sent to each organization from the review committee members. Four proposals responded to the questions providing answers both in writing and during their presentation time. Whole Child Leon chose to withdraw from the competition and did not proceed to conduct their presentation on their proposal for the review committee.

Below is the scoring summary based on average scores for each proposal.

1. ECHO 77.4 PTS
2. ABILITY 1<sup>ST</sup> 72 PTS
3. CONNECTIONS 71.8 PTS
4. INVESTING IN OUR YOUR 70.1 PTS

Below is the recommended funding allocation for each activity and each organization submitting a proposal.

<b>FUNDING ALLOCATION #2 (BASED HIGHEST SCORES PER CATEGORY)</b>					
<b>Provider</b>	<b>Prevention</b>	<b>Outreach</b>	<b>Rapid</b>	<b>Admin</b>	<b>TOTAL</b>
<b>ECHO</b>	\$167,351.00			\$6,275.66	\$173,626.66
<b>Ability 1st</b>		\$100,000.00	\$93,000.00	\$7,237.50	\$200,237.50
<b>Connections</b>	<i>with funding outreach through Leon County funds coming 10/1/21</i>				\$0.00
<b>IOY</b>			\$67,411.42	\$2,527.93	\$69,939.35
<b>BBCoC</b>				\$258.11	\$258.11
	\$167,351.00	\$100,000.00	\$160,411.42	\$16,299.20	\$444,061.62

**Methodology:**

The highest scoring applicant, ECHO, only sought Prevention funding in the amount of \$161,000. The recommendation is to fully fund their Prevention request at \$161,000 out of the \$167,351 available. Given only a balance of \$6,351 in prevention, the recommendation is to award the balance to ECHO and request a new budget demonstrating expending the full Prevention amount prior to contract execution.

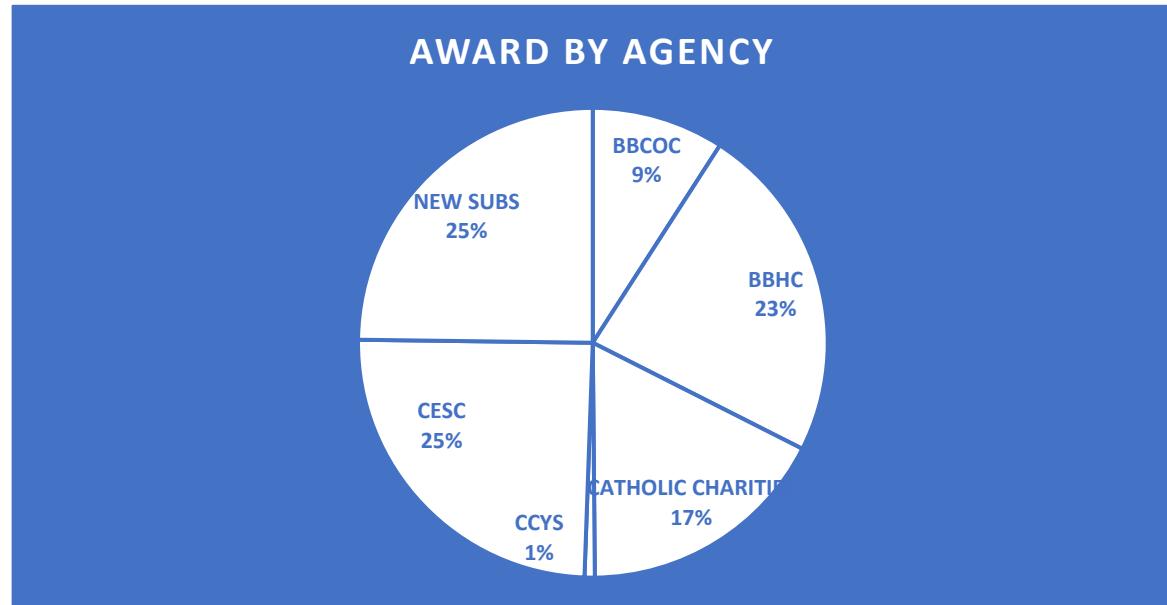
Looking at the second highest scoring applicant, Ability First, their request is for \$100,000 for outreach (the full outreach funding amount) and \$93,000 in Rapid Rehousing. The recommendation is to fully fund their outreach request and rapid rehousing request.

In looking at the final allocation for the remainder of RRH funding, only Ability 1st and IOY requested funding in this category. Since Ability 1st scores higher, and the recommendation is to fund them for their total RRH proposal for \$93,000 of the \$160,411 available, award the balance of the RRH allocation to IOY in the amount of \$67,411.

This recommendation does not award funding to Connections Church as they were out-scored in the two categories for which they requested funding [Prevention and Outreach]. There is a commitment from the City of Tallahassee and Leon County to fund Outreach Activities starting 10/1/21, this proposal is recommended to be funded at \$100,000 out of those funds as the proposal was targeted at Leon County residents.

The above recommendations would fund one agency [Ability 1st] with which we have a grantee relationship at this time (HUD CoC PSH and City ESG-CV Outreach). This would fund two new agencies – ECHO and IOY.

AGENCY	AWARD
BBCOC	\$163,133.57
BBHC	\$418,116.10
CATHOLIC CHARITIES	\$311,910.95
CCYS	\$12,507.56
CESC	\$441,391.20
NEW SUBS	\$444,061.62
<b>TOTAL</b>	<b>\$1,791,121.00</b>





SFY 21/22 ESG-CV2	COC WIDE DELIVERABLE		SUB	AMOUNT	DELIVERABLE
Street Outreach	110	\$187,443.78			
			BBHC	\$72,443.78	30
			BBCOC	\$15,000.00	N/A
			NEW SUBS	\$100,000.00	80
Emergency Shelter	260	\$315,092.00			
			BBHC	\$30,000.00	30
			CESC	\$275,092.00	220
			CCYS	\$10,000.00	10
Prevention	100	\$467,351.00			
			BBHC	\$150,000.00	30
			CATH CHAR	\$150,000.00	30
			NEW SUBS	\$167,351.00	40
RRH	100	\$610,411.42			
			BBHC	\$150,000.00	24
			CATH CHAR	\$150,000.00	24
			CESC	\$150,000.00	24
			NEW SUB	\$160,411.42	28
HMIS	NA	\$85,444.32			
			BBCOC	\$85,444.32	N/A
Admin	NA	\$125,378.48			
			BBCOC	\$62,689.25	
			BBHC	\$15,672.32	
			CATH CHAR	\$11,910.95	
			CESC	\$16,299.20	
			CCYS	\$2,507.56	
			NEW SUB	\$16,299.20	
	570	\$1,791,121.00		\$1,791,121.00	570

## ACTIVITIES AND HIGHLIGHTS

### GRANT RELATED ACTIVITIES

1. Completed monthly invoices, reports and documentation for DCF funded programs
2. Submitted HUD CoC Grant Inventory Changes for 2021 HUD Funding
3. Provided technical assistance to contracted service providers; CESC, BBHC, CCYS and Catholic Charities, Refuge House, Ability 1<sup>st</sup>, ECHO and Investing In Our Youth
4. Participated in DCF ESG-CV Office Hours Sessions weekly
5. Administered Allocations and RFP for DCF ESG-CV2 Funding

### COC ADMINISTRATION AND GOVERNANCE

1. Facilitated BBCoC Application and Project Review Committee training and review and scoring of DCF ESG-CV2 Proposals.
2. Held 4 BBCoC Executive Committee Meetings
3. Conducted April 15<sup>th</sup> Board and Membership Meeting
4. Conducted CoC staff meetings as staff continue to have the option of working remotely
5. Conducted monthly membership invoices and member recruitment
6. There were 11 New and Renewing Members, which include;

#### APRIL

- Big Bend 211 – Randy Nicklaus (Non-Profit)
- Capital Area Community Action – Tim Center (Non-Profit)
- Greg Downing – BBCoC Board Member (Concerned Citizen)
- Mariann D'Arcangelis – (Concerned Citizen)
- Tallahassee Quaker Meeting – Susan Taylor (Religious)

#### MAY

- Beyond Before Community Dev. Corp. – Stacey Hannigon (Non-Profit)
- E.C.H.O. – William Branham (Non-Profit)
- GeekSI/Connections – Deniz & Jeff Franck (Non-Profit)
- Investing in our Youth – Alma Venisee (Non-Profit)
- Whole Child Leon – Courtney Atkins (Non-Profit)

#### JUNE

- Committee of Change – Tony Franklin (Non-Profit)
7. Provided referrals with warm handoffs and screening for eligibility for 101 households;
    - a. 35% Homelessness Prevention
    - b. 28% Rapid Rehousing
    - c. 38% Emergency Shelter
  8. Provided 3 month training series from Florida Housing Coalition on Outreach, Case Management, Supervision and Documentation to all contracted service providers staff through Leon County CARES funding.
  9. Advertised and screened applicants for the Contracts and Finance Manager position.

### FUNDING

1. Received notification that \$6.2 Million will be invested in the Homeless Service System by Leon County and the City of Tallahassee

2. Facilitated community planning around youth homelessness and reactivating the Youth Action Board as a committee of the CoC in preparation for the HUD YHDP.

### **POINT IN TIME COUNT AND HOUSING INVENTORY CHART**

1. Submitted 2021 Point In Time Count and Housing Inventory Data to HUD

### **HMIS/REPORTING**

1. Configured 4 new projects in HMIS for our providers
2. Trained 6 new users of the HMIS System and provided 12 hours of new user training
3. Trained 41 existing users on refresher topics
4. Supported 87 end users
5. Managed the HMIS Help Desk by responding to 92 assistance request tickets with a median resolution time of 18 minutes
6. Conducted HMIS Training Tuesday sessions to reinforce training on common errors or lesser known HMIS topics. These sessions are recorded and posted to the CoC website and YouTube channels for all users. Last two sessions conducted: "[Interim Updates and Annual Assessments](#)," and "[Household Management](#)."
7. Launched official [Big Bend CoC Learning Management System](#) (LMS). This page, part of the BBCoC website, is a central portal for all training topics, and allows training news, registration for online and in-person training, and self-paced training courses. Our first self-paced course, "[Introduction to HMIS and Homeless Services](#)," has already had 15 users complete the course, and will be required curriculum for all new HMIS users.
8. Adopted PromisSE HMIS Release of Information, in accordance with PromisSE Policy and Procedure manual.
9. Revamped BBCoC Data Quality plan, which will be voted on during our next HMIS Committee Meeting on 8/11/21.
10. Held HMIS Committee meetings on 4/14/21 and 6/9/21.
11. Successfully completed PromisSE Merger on 6/11/21.
12. Issued HMIS and background screening invoices each month
13. Participated in monthly PromisSE implementation Training Committee Meetings for development of a PromisSE systemwide Learning Management System

### **COORDINATED ENTRY**

1. Conducted CoC wide case staffings for;
  - a. Chronically homeless individuals; 1<sup>st</sup> and 3<sup>rd</sup> Thursday of every month at 9am
  - b. Chronically homeless families; 3<sup>rd</sup> Thursday of every month at 10:30am
  - c. Veterans; 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every month at 2:30pm
  - d. Youth; 3<sup>rd</sup> Wednesday of each month at 2pm
  - e. Outreach Coordination for Unsheltered; every Tuesday at 2pm
2. Held Coordinated Entry Committee Meetings on 6/9/21
3. Provided training and technical support for new CE Workflow changes in HMIS post merger
4. Continuous monitoring and improvement of Coordinated Entry Data quality in HMIS
5. Developed a prioritization plan for the implementation of Emergency Housing Vouchers
6. Facilitate bi-weekly Outreach Coordination meetings
7. Collaboration with Ability 1<sup>st</sup> Street Outreach team, BBHC and Ability 1<sup>st</sup> PSH programs, Kearney Center, and BBHC Rapid Rehousing program to house several chronically homeless individuals housed.
8. Provided 170 one-way bus passes to unsheltered homeless individuals for the purposes of connecting with homeless services and employment.

### **LANDLORD ENGAGEMENT**

1. Developing a BBCoC Information Brochure for Tenant Rights
2. Revamped BBCoC Landlord Liaison Program Brochure
3. Provided weekly updates of available affordable housing and private landlords to case managers.
4. Participated in case conferencing meetings to assist case managers with finding units for their clients.
5. Planning of Landlord Engagement Brunch in August 2021

6. Made 240 landlord contacts within April 8-June 30 to provide an introduction to the landlords, property owners and property management companies
7. Actively seeking to recruit and build relationships with area landlords and property managers.
  - a. Acquired and communicated via zoom, email or office visits with 36 Property managers to include, existing property Mockingbird
  - b. Seeking to expand existing housing options and negotiation of rental terms, and adjustment of rates to meet affordable housing market for program participants.
8. Identified more than 23 properties and private landlords, of which currently have 14 available properties, who accept Section 8 vouchers.

#### **NEEDS ASSESSMENT AND PLANNING**

1. Completed Draft 2021-25 Strategic Plan for public review and comment
2. Completed draft 2021-25 homelessness assistance plan for public review and comment
3. Facilitated CoC Partner Planning and Coordination calls on 4/7/21, 5/5/21 and 6/2/21

#### **BUILT FOR ZERO**

1. Completed Score Cards on measurement of our process for tracking individuals, families and youth homelessness
2. Participated in the Youth Data Cohort to improve coordination of youth services and staffings
3. Participated in monthly coaching sessions with our B4Z coach
4. Submitted monthly B4Z inflow and outflow reports
5. Participated in Goal Setting call with BFZ Coach, Asma Hussain
6. Participated, along with City of Tallahassee staff, in Data Orientation lead by BFZ Data Team
7. Participated, along with City of Tallahassee staff, in BFZ System Wide Data Quality Cohort

#### **OTHER COMMUNITY INITIATIVES**

1. Continued coordinated with law enforcement, City Parks and Rec. Dept. and Downtown Improvement Authority through outreach
2. Participated in Florida Coalition to End Homelessness legislative advocacy meetings
3. Participated in monthly HUD TA sessions with Florida Housing Coalition
4. Participated in monthly HUD facilitated Florida Rural CoC's Peer Calls
5. Attended HUD Emergency Housing Vouchers Webinar series
6. Participated in the Leon County North Monroe Corridor Taskforce which is focused on exploring issues of crime, homelessness, and physical improvements from Fred George Road to Tharpe Street. The first meeting was held on June 27, 2021 and will be followed by a host of other sessions. The next meeting will be held on July 22, 2021 and will focus around the topic of crime.
7. Participated in several planning calls with Tallahassee Housing Authority in preparation of Emergency Housing Voucher Program
8. Met with Nataly Chalco of United We Dream to discuss implementation of community identification project
9. Participated in Crisis Virtual Town Hall-- Eliminating the Existential Threat to our Recovery
10. Networking at Community Events (Working Class Wednesday, Soul of the Southside, Juneteenth at Cascade)
11. Participated in Gadsden County Mayors Task Force on Homelessness
12. Participated in the City of Tallahassee 2021 Annual Action Plan Public Meeting
13. Coordinated with Leon County and City of Tallahassee staff in preparing for the joint City/County Workshop on Homelessness scheduled July 13<sup>th</sup>, 9-12
14. Participated in the Leon/Tallahassee Housing Leadership Council Meetings
15. Had 12 computers refurbished for use by Permanent Supportive Housing clients.
16. Participated in Big Bend COAD Hurricane Season Briefing
17. Partnered with the Leon County Health Department in providing Vaccine Education seminar.
18. Attended Florida Coalition to End Homelessness annual member meeting
19. Participated in CareerSource Power Hour Recruitment webinar