



Semiannual Full Membership and Board Meeting
Thursday, April 14th, 2022 – 11:00am-12:30pm

Zoom Meeting Link:

<https://bigbendcoc-org.zoom.us/j/84084930249?pwd=WlROdStpRVMwV1FOaW5OcEpkZlhmUT09>

Meeting ID: 840 8493 0249 Passcode: 161846

AGENDA

MEMBERSHIP MEETING

1. **Call to Order** – Jeanne’ Freeman, Board Chair
2. **Introduction of New CoC Staff**
 - a. Lona Ford- Contract and Finance Director
 - b. Jeff Kane- Landlord Liaison
 - c. Adriana Silva- Street Outreach Coordinator
3. **Nominations and Elections**- Jeanne’ Freeman, Board Chair
4. **System Performance Measures 2021 Presentation** – Eric Layton, HMIS and Data Director
5. **General Membership Announcements**
6. **Adjournment of Membership Meeting**

BOARD MEETING

1. **Call to Order** – Jeanne Freeman, Board Chair
2. **Consent Agenda**
 - a. October 14th, 2021 Board and Membership Meeting Minutes
 - b. Committee Meeting Minutes
 - c. BBCoC Financials as of 3/30/22
 - d. DCF Spending Update as of 3/30/22
 - e. 2022 Updated Schedule of Meetings and Case Staffings
 - f. Written Standards and Addendum Revisions
 - g. CoC Staff Report
3. **Discussion Items**
 - a. Point In Time Count 2021 Draft and Vote Submit Report to HUD 4/30/22 - Johnna Coleman and Eric Layton
 - b. ARPA Funding Updates- Johnna Coleman, Executive Director
 - c. HUD Youth Demonstration Grant- Taylor Biro
 - d. Committee Reports
 - i. HMIS Committee – Jim McShane, Committee Chair
 - a) Training Schedule Update
 - ii. Executive Committee-Jeanne’ Freeman, Board Chair
 - iii. Racial Equity Work Group – Taylor Biro, Committee Chair
7. **County Updates**

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

BBCoC Board Member Elections and Appointments 2022

Changes in Representation

Gwen Virostek, CCYS

Holly Bernardo, BBHC

Samantha Vance, CESC

Mandy Bianchi, Ability 1st

Johnna Coleman, BBCoC

Proposed Committee Chair Appointments

Coordinated Entry Committee –

Needs Assessment and Planning Committee -

Application and Project Performance Review Committee

Name	Seat Type	Date Elected or Appointed	CoC Board Seat	Employment	Alternate Representative	Board Committees	Term Ends
1. Diane Williams Cox	Appointed	2021	Tallahassee City Commission	City Commissioner	Abena Ojetayo		2023
2. Rick Minor	Appointed	2021	Leon County Commission	County Commissioner	Shington Lamy		2023
3. Noah Lockley	Appointed	2021	Franklin County Commission	County Commissioner	Erin Griffith		2023
4. Eric F. Hinson	Appointed	2021	Gadsden County Commission	County Commissioner	Jeff Price		2023
5. Steven Walker	Appointed	2021	Jefferson County Commission	County Commissioner	Parrish Barwick		2023
6. Doyle Brown	Appointed	2021	Liberty County Commission	County Commissioner			2023
7. Donnie Waldrep (District 2) Ronnie Moore (District 3)	Appointed	2021	Madison County Commission	County Commissioner			2023
8. Thomas Demps	Appointed	2021	Taylor County Commission	County Commissioner			2023
9. Chuck Hess	Appointed	2021	Wakulla County Commission	County Commissioner			2023
10. Johnna Coleman	Appointed		CoC Lead Agency (non-voting)	Executive Director- Big Bend CoC			
11. Frank Norris	Elected		Veterans Administration	Program Supervisor/VA - HUD VASH/			
12. Tom Pierce-resigned	Elected	2020	Policy or Planning Specialist	Volunteer Consultant in CoC & Homelessness Policy			2022
13. Jim McShane	Elected	2020	Employment Services	CEO/ CareerSource Capital Region		Executive Committee- Past Chair & Treasurer/ HMIS Committee Chair	2022
14. Jeanne Freeman	Elected	2020	Healthcare Provider	CEO, Neighborhood Medical Center, Inc.		Executive Committee- Chair	2022
15. Mandy Bianchi	Elected		Center for Independent Living	Executive Director/Ability 1 st			
16. Emily Mitchem	Elected	2020	State Certified Domestic Violence Provider	Executive Director/Refuge House		Executive Committee	2022
17. Holly Bernardo	Elected		Family Emergency Shelter Provider	Executive Director/Big Bend Homeless Coalition			

Highlighted Members to be Re-Elected to Board

Name	Seat Type	Date Elected or Appointed	CoC Board Seat	Employment	Alternate Representative	Board Committees	Term Ends
18. Horace Fred Thompson	Elected	2020	Homeless/Formerly Homeless Individual				2022
19. Brenda Williams	Elected	2020	Public Housing Authority Provider	Executive Director/ Tallahassee Housing Authority			2022
20. Jay Reeve	Elected	2020	Mental Health Services	President, CEO Apalachee Mental Health Center	Ashlee Barbel		2022
21. Gwen Virostek	Elected		Homeless Youth Service Provider	Executive Director/ Capital City Youth Services	Justin Barfield		
22. Melissa Radey	Elected	2020	Higher Education	Professor, FSU School of Social Work			2022
23. Michael Hightower	Elected	2020	Public School System	Homeless Liaison/Families in Transition Project Coordinator			2022
24. Samantha Vance	Elected		Emergency Shelter Provider	Executive Director/CESC, Inc			
25. Chuck White	Elected	2020	Private Business Sector	Affordable Housing Consultant/Beatitude Foundation Contractor, CESC, Inc.			2022
26. Taylor Biro	Elected		Homeless/Formerly Homeless Individual			Racial Equity Committee Chair	
27. Kristin Reshard	Elected	2020	Policy and Planning Specialist	Capital Area Community Action Agency- Quality Assurance Manager			2022
28. Barbara Wills	Elected	2020	Higher Education	Vice President, Administrative Services & Chief Business Officer, Tallahassee Community College			2022
29. Elijah Campbell	Elected	2020	Homeless/Formerly Homeless Youth	CCYS Youth Council Member			2022
30. Matthew Knee	Elected		Rapid Rehousing and Homeless Prevention Service Provider	Executive Director/Catholic Charities	Tracey Campbell		
31. Liz Murphy	Elected	2020	Early Learning Provider	CEO/ Early Learning Coalition of the Big Bend Region			2022
32. Greg Downey	Elected	2020	At- Large	Former Gadsden County School Board		Project Review Committee Member	2022

Highlighted Members to be Re-Elected to Board

FY2021 - Performance Measurement Module (Sys PM)

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

Measure 1: Length of Time Persons Remain Homeless

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

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

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2020	FY 2021	Submitted FY 2020	FY 2021	Difference	Submitted FY 2020	FY 2021	Difference
1.1 Persons in ES and SH	2070	1534	105	106	1	58	54	-4
1.2 Persons in ES, SH, and TH	2180	1655	144	140	-4	65	68	3

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

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

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

FY2021 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2020	FY 2021	Submitted FY 2020	FY 2021	Difference	Submitted FY 2020	FY 2021	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	2308	1816	463	496	33	182	197	15
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	2413	2123	466	498	32	183	225	42

FY2021 - Performance Measurement Module (Sys PM)

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

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2021	% of Returns	FY 2021	% of Returns	FY 2021	% of Returns	FY 2021	% of Returns
Exit was from SO	34	3	9%	3	9%	1	3%	7	21%
Exit was from ES	424	43	10%	21	5%	13	3%	77	18%
Exit was from TH	52	2	4%	3	6%	5	10%	10	19%
Exit was from SH	0	0		0		0		0	
Exit was from PH	245	6	2%	18	7%	6	2%	30	12%
TOTAL Returns to Homelessness	755	54	7%	45	6%	25	3%	124	16%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

FY2021 - Performance Measurement Module (Sys PM)

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

	January 2020 PIT Count	January 2021 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	805	621	-184
Emergency Shelter Total	551	462	-89
Safe Haven Total	0	0	0
Transitional Housing Total	145	68	-77
Total Sheltered Count	696	530	-166
Unsheltered Count	109	91	-18

Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2020	FY 2021	Difference
Universe: Unduplicated Total sheltered homeless persons	2334	1686	-648
Emergency Shelter Total	2220	1564	-656
Safe Haven Total	0	0	0
Transitional Housing Total	127	137	10

FY2021 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2020	FY 2021	Difference
Universe: Number of adults (system stayers)	99	143	44
Number of adults with increased earned income	8	9	1
Percentage of adults who increased earned income	8%	6%	-2%

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

	Submitted FY 2020	FY 2021	Difference
Universe: Number of adults (system stayers)	99	143	44
Number of adults with increased non-employment cash income	63	67	4
Percentage of adults who increased non-employment cash income	64%	47%	-17%

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

	Submitted FY 2020	FY 2021	Difference
Universe: Number of adults (system stayers)	99	143	44
Number of adults with increased total income	69	74	5
Percentage of adults who increased total income	70%	52%	-18%

FY2021 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2020	FY 2021	Difference
Universe: Number of adults who exited (system leavers)	28	26	-2
Number of adults who exited with increased earned income	1	3	2
Percentage of adults who increased earned income	4%	12%	8%

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

	Submitted FY 2020	FY 2021	Difference
Universe: Number of adults who exited (system leavers)	28	26	-2
Number of adults who exited with increased non-employment cash income	17	8	-9
Percentage of adults who increased non-employment cash income	61%	31%	-30%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2020	FY 2021	Difference
Universe: Number of adults who exited (system leavers)	28	26	-2
Number of adults who exited with increased total income	18	11	-7
Percentage of adults who increased total income	64%	42%	-22%

FY2021 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2020	FY 2021	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	2166	1465	-701
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	988	569	-419
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	1178	896	-282

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

	Submitted FY 2020	FY 2021	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	2473	1896	-577
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	1090	704	-386
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	1383	1192	-191

FY2021 - Performance Measurement Module (Sys PM)

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

This Measure is not applicable to CoCs in FY2021 (Oct 1, 2020 - Sept 30, 2021) reporting period.

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

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

	Submitted FY 2020	FY 2021	Difference
Universe: Persons who exit Street Outreach	195	106	-89
Of persons above, those who exited to temporary & some institutional destinations	123	41	-82
Of the persons above, those who exited to permanent housing destinations	35	27	-8
% Successful exits	81%	64%	-17%

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

FY2021 - Performance Measurement Module (Sys PM)

	Submitted FY 2020	FY 2021	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	1954	1547	-407
Of the persons above, those who exited to permanent housing destinations	641	645	4
% Successful exits	33%	42%	9%

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

	Submitted FY 2020	FY 2021	Difference
Universe: Persons in all PH projects except PH-RRH	212	359	147
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	205	353	148
% Successful exits/retention	97%	98%	1%

FY2021 - SysPM Data Quality

FL-506 - Tallahassee/Leon County CoC

	All ES, SH			All TH			All PSH, OPH			All RRH			All Street Outreach		
	Submitt ed FY2019	Submitt ed FY2020	FY2021	Submitt ed FY2019	Submitt ed FY2020	FY2021	Submitt ed FY2019	Submitt ed FY2020	FY2021	Submitt ed FY2019	Submitt ed FY2020	FY2021	Submitt ed FY2019	Submitt ed FY2020	FY2021
1. Number of non-DV Beds on HIC	407	407	183	295	137	64	659	683	525	10	106	34			
2. Number of HMIS Beds	407	407	183	80	80	64	579	633	490	10	106	34			
3. HMIS Participation Rate from HIC (%)	100.00	100.00	100.00	27.12	58.39	100.00	87.86	92.68	93.33	100.00	100.00	100.00			
4. Unduplicated Persons Served (HMIS)	3251	2400	1627	157	127	20	448	241	183	337	463	478	712	484	352
5. Total Leavers (HMIS)	2644	1955	1366	97	75	16	45	33	25	261	338	315	587	306	274
6. Destination of Don't Know, Refused, or Missing (HMIS)	1788	1020	590	6	0	0	6	2	1	17	17	31	3	62	40
7. Destination Error Rate (%)	67.62	52.17	43.19	6.19	0.00	0.00	13.33	6.06	4.00	6.51	5.03	9.84	0.51	20.26	14.60

FY2021 - SysPM Data Quality



Semiannual Full Membership and Board Meeting

October 14th, 2021 – 11:00am-12:30pm

AGENDA MINUTES

Board Members Present: Chair-Jeanné Freeman, Amanda Wander, Johnna Coleman, Sylvia Smith, Commissioner Chuck Hess, Mandy Bianchi, Commissioner Dianne Williams-Cox, Greg Downing, Horace Thompson, Commissioner Rick Minor, Barbara Wills, Shington Lamy, Chuck White, Gina Dozier, Liz Rivero, Melissa Radey

Meeting Attendees: Anita Morrell, Robyn Wainner, Frank Norris, Sarah Grindle-Rollins, Brittny Williams, Broderick Seybrooks, Eric Layton, Haley Kenny, Ed Gines, Carol Weber, Stacey Hannigon, Jennie Brock, Abena Ojetayo, Abby Sanders, Anthony Washington, Malinda Harris, Melissa Radey, Ivory Miller, Samantha, Matthew Knee, Sophia Grandison, Shirlie Hampton, Jackie Fortmann, Delmas Barber, Liza McFadden, Jacara Wright, Alissea Merritt, Linda Smith, Rob Renzi, Anthony Sampson, Ken Lam, Alicia Gibson, Gwen Warren, Gwen Virostek, Kristellys Estanga, Nancy Foley, Ashlee Barbel, Velma Stevens, Jennifer Harris, Nicholas Bush, Jaclyn Hampson

Membership Meeting

- 1. Call to Order** – Jeanne’ Freeman, Board Chair
Jeanné Freeman, Chair, called the Membership Meeting to order at 11:06am by welcoming everyone to the meeting.
- 2. Nominations and Election of Board Members** –Jeanne’ Freeman, Nominating Committee Chair
Jeanné stated that additional time is needed for Nominations and Election of Board Members to complete this process and the Board was asked to keep everything in place until the January meeting, and she would contact members whose term is up for vacancy, also, contact those that could be nominated to the Board due to not having any nominations at this time.
- 3. Slate of Officers**
Jeanné asked for this item to be tabled also until January’s meeting.
- 4. Adjournment of Membership Meeting**
Membership meeting was adjourned at 11:07am.

Board Meeting

- 1. Call to Order** – Jeanne’ Freeman, Board Chair
Jeanné Freeman, Chair, called the Board Meeting to order at 11:08am.
- 2. Consent Agenda**
 - a. July 8th Board Meeting Minutes
 - b. Committee Meeting Minutes since July 2021
 - c. 2021/22 Proposed Budget for Approval
 - d. July, August, September 2021 Financial Reports
 - e. 2021/2022 Schedule of Meetings and Case Staffing Meetings
 - f. CoC Staff Report

Motion to approve the Consent Agenda was made by Liz Rivero and seconded by Commissioner Dianne Williams-Cox. None opposed. All members were in favor of the motion and motion carried and passed unanimously.

3. Discussion Items

a. 2021 HUD CoC NOFO Update and Approval of revised P&Ps and Scoring Tools

Amanda Wander Reported:

- Applicants were asked to submit their applications by midnight this Sunday.
- There were four agencies to submit Letters of Intent:
 - Ability 1st – A Place Called Home for Families (permanent supportive housing)
 - BBHC – A place Called Home for Individuals (inadvertently omitted from list)
BBHC – Home Plate permanent supportive housing
BBHC – Youth Rapid Rehousing Program (this will have a new project application that will expand the program).
 - Big Bend CoC HMIS Funding
 - Refuge House Rapid Rehousing for Domestic Violence Survivors
- Due to COVID-19, HUD conducted automatic renewals last year, and they have moved back to competition this year.
- There is a total of \$1.7 million which funds permanent supportive housing and rapid rehousing projects, and all projects are applying for renewals this year.
- There is an opportunity as a CoC to apply for \$24,000 in new funding and there was a recommendation that BBHC apply to expand their Youth Rapid Rehousing Project. The CoC will be able to apply for additional funding next year for Youth Homelessness, ages 18-24.
- The CoC has money that will be left on the table this year. Amanda explained that we have the opportunity to apply for \$371,000 in domestic violence bonus funds and Refuge House is our only provider that meets the requirements for these funds, although, Amanda explained that Refuge House has a current contract with HUD that has not been completed and will not be able to apply until they have completed the current contract. Amanda asked if anyone knew of other organizations that might be interested in becoming a domestic violence entity because they would be able to apply for this funding in the future.
- There is an increase in the CoC planning allotment and ARPC and BBCoC staff will apply for the Continuum of Care funding in the amount of \$74,000, which comes from HUD for organizing and planning.
- Amanda thanked all Board Members who offered their assistance to the Review Committee.
- There has been a tremendous amount of technical assistance to our project applicants in completing the application process and how to navigate HUD's eSNAP system.
- We will be conducting reviews and presentations of projects next week to the Review Committee and the following Monday the scoring for Ranking and Tiering will be completed. Afterwards, Board Members will receive an email with the recommended scoring for Ranking and Tiering in which the Executive Committee has recommended to approve and will need your vote to adopt. Amanda explained that this will be submitted on November 12th, although, the deadline is the 16th. Amanda informed everyone that November 12th will be her last day with the CoC and she will make sure this is submitted prior to her departure.
- This year there were three major areas of focus for HUD:
 - Collaboration with healthcare providers
 - CoC as part of their evaluation process and are looking at cost effectiveness of programs
 - CoC's are addressing race equity and looking at data for programs and participants in the CoC and staff.

Questions/Concerns

- **Abena Ojetayo** asked the anticipated relationship to the policies and the CHSP process in the fall and how the City would be able to make some of the decisions for the process.
Amanda stated that it should have as much similarities as possible but would not recommend everything in the HUD process to be carried over due to being HUD specific and could be a deterrent for local organizations. Amanda explained that some of the Review Committee members that served during this process would be interested in participating as Review Committee members on the CHSP process also.

- **Delmas Barber asked for clarification regarding Race Equity and the CoC**
Amanda explained that HUD is looking to make sure the CoC is making sure that our system for providing homeless services is racially equitable and determine that we are studying data regarding that. Amanda also explained that Taylor Biro is holding Race Equity meetings and looking at more specific data on who is entering and exiting our programs into permanent housing and the ethnicity breakdown.

Motion to approve the Updated HUD NOFO Policies, Procedures Applications and Scoring Sheets for 2020-2021 Competition was made by Commissioner Chuck Hess and seconded by Liz Rivero. None opposed. All members were in favor of the motion and motion carried and passed unanimously.

Transition with the CoC

Amanda reported that the CoC is transitioning with her departure and Johnna Coleman, who has been with the CoC since 2016, is moving into the Interim Executive Director’s position and they have worked for the past month to make it a smooth transition for the CoC. Amanda explained that she will continue working on HUD NOFO and any questions regarding that should be directed to her, also, she will continue working with agencies on their DCF Contracts each month and will be training someone new in the area of contracts.

Jeanné thanked Tom Pierce (in his absence), a founding member of the CoC, past Board Chair, past Project Review and Performance Committee Chair for his work and dedication to the CoC as he is resigning from the Board. Jeanné stated that Tom will receive a token of appreciation from the Board.

- b. City of Tallahassee/Leon County/BBCoC ARPA Tri-Party Agreement Update

Johnna Coleman Reported:

- She has signed a Contract with the City of Tallahassee/Leon County for ARPA funding and a RFP will be going out for Permanent Supportive Housing (PSH) and Outreach. Johnna asked agencies that are interested in PSH to look for notices that will be sent out regarding the RFP because she will be working to get the funding circulated and running as quickly as possible.

- c. Point In Time Count 2022 Timeline and Methodology for Approval

Johnna Coleman Reported:

- Have not received full guidance from HUD on their recommendations on conducting Point in Time 2022 next year.
- For the 2022 PIT we will be utilizing the original methodology of conducting a full count of sheltered and unsheltered homelessness individuals using vaccinated volunteers, unless otherwise instructed by HUD on new guidance from the CDC.
- Last year’s count was guided by HUD due to COVID-19 and the CoC followed CDC’s Guidelines for the prevention of spreading the virus and did not utilize a full span of volunteers as usual.
- The proposed PIT date for Leon County will be Monday, January 22nd with surveys conducted on Tuesday and Wednesday, and for all other participating counties PIT will be conducted January 26th with surveys on Thursday and Friday. Johnna explained that these dates are based on HUD’s Guidelines from last year and revisions will be made if we receive revised guidance from HUD.

Motion to accept and approve the Point in Time Count 2022 Timeline and Methodology was made by Mandy Bianchi and seconded by Liz Rivero. None opposed. All members were in favor of the motion and motion carried and passed unanimously.

- d. Emergency Shelter for Cold Nights Update

Johnna Coleman Reported:

- Jacob Chapel and First Baptist Church were contacted, and we have received confirmation for a partnership with First Baptist but have not gotten a response from Jacob Chapel to-date. Johnna explained that she would reach out again in hopes of participation from their church.

- Johnna will meet with Shington Lamy, Leon County, regarding notification of Emergency Management Services when plans and locations have been completed for cold night shelter.
- e. Homeless Service Provision through COVID-19
- Johnna Coleman Reported:**
- The CoC is conducting bi-weekly partner calls, although, we have not had any significant changes since last meeting to report. Johnna asked agencies that have had changes to notify the CoC with their updates, if any.
- f. Appointment of Committee Chairs for 2021/22
- Jeanné Freeman Reported:**
- Several members have been contacted to determine if they would like to continue chairing their committees.
 - There is an opening for Coordinated Entry Committee, HMIS Committee (Jim has been contacted to continue), Project Review and Performance Committee (Tom has been contacted to continue).
 - Jeanné asked if anyone would be interested in becoming a Chair or joining a committee, please reach out to herself or Johnna Coleman as soon as possible.
- g. Committee Reports
- i. Coordinated Entry Committee
- a) Appointment of Coordinated Entry Chair
- Johnna Coleman Reported:**
- The committee has now begun to put forth efforts regarding marketing strategies and accessing households through Big Bend Continuum of Care.
 - Working on development of flyers and literature for handouts during Street Outreach and will share more after the next committee meeting.
 - It has become a need at this point to prioritize beds for emergency shelter and have been looking at other communities to see how this process is being handled. Johnna explained that this would require real-time data, therefore, HMIS Component would have to be utilized for correct data on placing individuals into the beds. This process would make sure we are not doubling individuals for the same beds.
- ii. HMIS Committee
- a) Appointment of HMIS Committee Chair
- Eric Layton Reported:**
- The HMIS Team will begin our Annual Reporting Season:
 - The Longitudinal System Analysis Report
 - System Performance Measures Report
 - HIC and PIT Report for January 2022
 - Have worked with agency leadership for the past months in getting the Data Quality Program rolled out and have worked each month sending out reports to agencies informing them how their data looks and working to make any needed corrections.
 - Working to make sure data that's submitted to stakeholders, HUD, and committees is accurate as possible.
 - Would like to give shout-out to all agencies, although, one agency in particular, (BBHC/SSVF) had a perfect data entry month for September with no errors. Congratulations to Sylvia Smith, Mike Solomon and the team at BBHC!!
- iii. Needs Assessment and Planning Committee
- a) Appointment of HMIS Committee Chair
- No Report**

- iv. Project Review and Performance Committee
 - a) Appointment of Project Review Committee Chair

Amanda Wander Reported:

- The committee met in June and issued the July 1 Contracts for ESG CV funding from the State; afterwards, had training for the HUD funding process.
- The committee will be moving into the review for ARPA funding through Leon County and the City of Tallahassee.
- The committee met to review Performance of the HUD Project Renewals and the committee has concerns with the Refuge House Rapid Rehousing Project due to their funds not being spent down, nor have they met deliverables. Amanda explained that an extension has been requested from HUD until the end of year, and the extension has been granted, although, there remain concerns from the committee, and additional information has been requested from Refuge House.
- The committee needs new members to join, and Amanda encouraged anyone who might be interested in applying for homeless service funds to participate as a Review Committee member and get an understanding of how the CoC's process works and gain an understanding of how the Review Committee operates.

- v. Executive Committee

Jeanné Freeman Reported:

- The position of Executive Director for the CoC has been posted on the website and will notify the Board as updates comes in.

- vi. Ad-hoc Racial Equity Work Group

Johnna Coleman Reported:

- Attended the last Racial Equity Work Group meeting and they are working towards suggestions on how racial equity is looking in our system and finding solutions for our current issues.

Drawing for Five Gift Cards to Current Members Whose Dues Were Paid Up-to-Date – Sarah Grindle-Rollins

- Greg Downing – Gordos \$20 Gift Card
- Barbara Wills – Newk's \$20 Gift Card
- Liz Rivero – Blaze Pizza \$20 Gift Card
- Stacey Hannigon – Tijuana Flats \$20 Gift Card
- Melissa Radey – 4Rivers Smokehouse \$20 Gift Card

Congratulations to everyone and gift cards will be mailed to each winner!

5. Rural County Updates

a. Gadsden – Greg Downing

- The Rapid Rehousing Program is up and running in Gadsden County and we are very excited, although the program brought several pros and cons:

Pros:

- The program raised attention of leadership in the County as to the problems of homelessness and representatives from each city in Gadsden County, as well as representatives from the County Commission came together to discuss ways of addressing housing issues within the County.

Cons:

- Identifying housing for those that qualify for the program has caused issues, therefore, we are trying to move into homeless prevention programs at some point because it is easier to

keep clients in their current housing than locating new housing for evicted clients. Greg explained that they are looking to move forward and excited to receive funding for the County.

No other rural county updates reported

6. Public Comment/Announcements

There were no Public Comments/Announcements Reported

7. Adjournment of Meeting

Board Meeting was adjourned by Commissioner Rick Minor, and he welcomed Johnna as Interim Executive Director for the CoC and look forward to working with her.

BBCOC EXECUTIVE COMMITTEE MEETING

February 15, 2022 – 3:00-4:00 pm

Zoom Meeting Link:

<https://us02web.zoom.us/j/82227937495?pwd=anFCbWk3cnJpdTlNMWk1HelFwbmtaQT09>

Call in number: 1-646-558-8656 Meeting ID: 822 2793 7495 password: 400861

Members present: Jeanne Freeman, Jim McShane, Frank Norris, Emily Mitchem, Johnna Coleman and Lona Ford.

Agenda- Meeting called to order by Jeanne' Freeman

1. **Review of CoC Financials January 2022**
2. **CoC Staff Report**
3. **DCF Advance Recoupment**

Committee discussed plan for repayment of DCF Advance. One agency, CESC, currently owes \$26,209.52 due to DCF on 2/15/22. CESC Board has been notified of the balance and Johnna Coleman has spoken with Board President, Rick Kearney, who will make the payment, if necessary. DCF was able to grant extension of payment until 5/15/22 which will allow CESC to remaining balance payments through reimbursable payments with March and April invoices.

4. **Establish CoC Bank Account**

A motion was made by Jim McShane to authorize the establishment of a checking account for the Big Bend Continuum of Care (BBCoC) at Regions Bank with the authorized signers being the BBCoC Chairman, the BBCoC Vice-Chairman, BBCoC Executive Director, and BBCoC Contract and Finance Director for checks to require two signatures of any of the four authorized signers.

The motion was seconded by Frank Norris. The motion passed unanimously.

5. **CoC Updates**

- a. **PIT Count-** Johnna Coleman reported that the PIT Count is scheduled for the end of the month. The tool has been vetted by the HMIS team and Jeannine Fier from the City of Tallahassee. There are approximately 64 volunteers registered and we are still receiving applications. Eric has worked on the training which will be sent out beginning on Monday. Mrs. Sarah continues to solicit for donations and is having great success so far.
- b. **Landlord Liaison-** Jeff Kane will start on 2/24/22.

6. **Other Comments/Announcements**

No other comments made.

Adjourned Meeting at 3:42 pm



2021 ARPA TRI-PARTY FUNDING PROJECT PROPOSALS

Project Review Recommendations

SUMMARY:

Project Review Committee (PRC) members who submitted scoresheets:

- Shington Lamy, Leon County- Director of Human Services and Community Partnerships
- Delmas Barber, City of Tallahassee- Community Services Coordinator
- Anita Morrell, City of Tallahassee- ESG Entitlement Jurisdiction Representative
- Horace Thompson, Formerly Homeless Veteran and CoC Governance Board Member
- Greg Downey, CoC Governance Board Member, Gadsden County Schools Families in Transition

Four total projects were reviewed and scored by four Review Committee Members. An Average Project Score was calculated by combining all review committee scores and dividing by the number of reviewers, four.

AVERAGE PROJECT SCORES:

BBHC Permanent Supportive Housing:	80.4
CCYS Street Outreach:	78.2
CCYS Permanent Supportive Housing:	73.4
CESC/Kearney Center Street Outreach:	71.0

Review Committee Comments and Notes:

The Review Committee identified areas for improvement that could strengthen each project's ability to meet the goal of the BBCoC and the funding partners (Leon County and City of Tallahassee) which is reflected in their individual scoring.

BBHC PSH Project Review:

The PRC found that the number of individuals to be served in the project proposal (11) was significantly lower than the deliverable in the RFP (total 45 or approximately 22-23 per proposed PSH project). There was also concern that the agency's proposed budget covered higher level staff that was not applicable to the grant operations. As a result, the PRC recommended that the Agency be funded at their full request amount of \$300,000.00, but to increase the number of household's to be served in the program from 11 individuals to 15 households which include both singles and families. This will require the agency to adjust their budget to serve additional households.

CCYS Street Outreach Project Review:

The PRC noted that there is indeed a need to serve homeless youth through street outreach activities and understand the agency's commitment to serve this population. However, the PRC recommended funding at \$75,000.00 since the Agency did not provide population specific data that supported their proposal at the full requested amount.

CCYS PSH Project Review:

The PRC recognized the importance and need for permanent supportive housing for young adults (18-24); however the Agency did not provide population specific data to support the proposal. The PRC recommended funding to the project at \$200,000.00 since the Agency does not have an extensive history of providing permanent supportive housing. The

Agency did share during their presentation that they were already working on locating units that could be used to serve their clients.

CESC/Kearney Center Street Outreach Project Review:

The PRC expressed concern with the project as both proposed and presented. A major concern is that the Agency was not clear on the definition of street outreach which is much different from any activity they have historically been funded for. The PRC recommends that the Agency be funded at \$75,000.00 to pilot their 1st street outreach program.

Recommendation for Award

Project	Funding Request	Funding Recommendation
BBHC- PSH	\$300,000.00	\$300,000.00
CCYS Street Outreach	\$150,000.00	\$75,000.00
CCYS PSH	\$300,000.00	\$200,000.00
CESC/Kearney Street Outreach	\$150,000.00	\$75,000.00
GRAND TOTAL		\$650,000.00

Additional Recommendations from the Review Committee

PRC recommends that Big Bend CoC do the following with the remaining \$250,000.00 left:

Street Outreach: Amount Remaining \$150,000.00

- Engage additional entities to provide additional street outreach activities as part of the CoC’s initiative to build capacity and expand service providers.
- Support existing street outreach programs that demonstrate the ability to serve through this activity

Permanent Supportive Housing: Amount Remaining \$100,000.00

- Brainstorm on ways to support existing HUD funded PSH programs to house clients
- Support the ARPA funded PSH programs

BBCOC EXECUTIVE COMMITTEE MEETING

December 21, 2021 – 3:00-4:00 pm

Zoom Meeting Link:

<https://us02web.zoom.us/j/82227937495?pwd=anFCbWk3cnJpdTlNMWk1HelFwbmtaQT09>

Call in number: 1-646-558-8656 Meeting ID: 822 2793 7495 password: 400861

Members present: Jeanne Freeman, Jim McShane, Frank Norris, Emily Mitchem, Johnna Coleman and Lona Ford.

Agenda- Meeting called to order by Jeanne' Freeman

1. **Review of CoC Financials November 2021**
2. **CoC Staff Report**
3. **DCF Advance Recoupment**

Committee discussed plan for repayment of DCF Advance. One agency, CESC, currently has a balance. Johnna has reached out to Samantha Vance, CESC CEO, to discuss strategies to met repayment deadline of 2/15/22. All other agencies are set to met payment by due date.

4. **ARPA**
 - a. **See attached Summary of Project Review Committee**
5. **CoC Staff Report- Provided by Johnna Coleman**

ARPA Funding:

I will be working with agencies who will be funded by ARPA funds to revise their proposals and budgets to align the recommendations of funding by the Review Committee. The hope is to get the contracts finalized and executed so that we can begin the work between 1/15/22 and 2/1/22.

PIT:

Volunteer and Donation solicitations have began for PIT. PIT is scheduled for 1/26-1/29/22. The CoC staff is all hands on deck to make sure we have a successful count. We plan to focus the most attention on Leon, Gadsden and Wakulla counties. The City has graciously offered to assist us with a mobile survey option this year. We are going into the final phases of development and will be testing the assessment to make sure it works. Next steps will be developing a training for our volunteers, securing headquarters and working with the other counties to do the same.

Homeless Persons Memorial:

This is an annual event that the CoC and CESC normally host. It is always held on 12/21. This year we will host the program on 12/21 at 4:30 pm at the Kearney Center.

Landlord Liaison Position:

We have interviewed several candidates and have had a hard time finding a good fit or getting qualified candidates to reply, however, we had a very successful interview this past week. We

have another interview scheduled for 1 pm today. We hope to offer a candidate the position as soon as possible so that we can get this position filled.

Contract and Finance Director Position:

Lona Ford will begin on 1/13/2022 as the Contract and Finance Director. She has completed Oct and Nov DCF contract invoices for us via our contract with her. I believe she will be a great asset to our CoC.

Contract with Florida Housing Coalition:

I have met with both Amanda Wander and Amanda Rosado in regards to the contract deliverables with FHC. Amanda Wander requested documents necessary for the monitoring from both the CoC and the sub providers. I have sent her a majority of the items and will continue to work with her as she works through agencies monitoring. Amanda Rosado has done some great work on the Written Standards for the CoC. She and I went over the draft. She is attempting to complete the draft and have it to me by the end of the year. We will have a review period for feedback from the board and agencies and hope to adopt the final draft at our next CoC Board meeting.

6. Other Comments/Announcements

No other comments made.

Adjourned Meeting at 3:39 pm

BBCOC EXECUTIVE COMMITTEE MEETING

April 1, 2022 11:30am-11:45am

Meeting via Microsoft Teams

Meeting called to order by Jeanne Freeman.

Members present: Emily Mitchem, Jeanne Freeman, Jim McShane, Barbara Wills

Quorum reached.

1. Purpose of the meeting.

2. Executive Director Placement: discussion was had on making Johnna Coleman the permanent Executive Director of the CoC. Jim McShane made a motion to make Johnna Coleman the Executive Director of the CoC. It was seconded by Barbara Wills. All members on the call were in favor and the motion passed. Jeanne Freeman will inform the ARPC of the update and Johnna as well. It was also discussed that we would make a formal announcement to the community. Jeanne' Freeman will also work with Jim McShane to get Johnna Coleman an employment contract.

Adjourned Meeting at 11:45am



Coordinated Entry Committee Meeting

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

September 15, 2021

10:00 am

Attendees: Sylvia Smith, Johnna Coleman, Alma Venisee, Chloe Bare, Jackie Fortmann, Eric Layton, Delmas Barber, Sabrina Austin, Alissea Merritt, Justin Barfield, Astoria Harris, Victoria Callan, Vicki Butler, Tracy Simmons, Anita Morrell, Renee Kissel, Sophia Grandison, Jessica Davis, Cheryl Beasley, Andrea Wiggins, Micha Allen Musoke, and Broderick Seabrooks

Meeting Agenda:

1. Introductions
Sylvia Smith called the meeting to order at 10:06 am. She asked attendees to briefly introduce themselves.
2. Approval of 6/10/2021 Meeting Minutes
The 6/10/2021 Meeting minutes were approved with no changes.
3. Coordinated Entry Marketing Plan Discussion
Johnna Coleman discussed the need for the committee to develop a marketing plan for Coordinated Entry that would allow anyone seeking housing services or emergency shelter to know how to access those services. She stated that HUD requires that the marketing plan be developed to draw in households least likely to access services. Vicki Butler stated that, in the past, it was effective to reach out to other communities to build partnerships so that the information about services was known throughout the community. The committee was shown several options for a flier layout and chose to do a streamline flier that outlines how a household would assess services if they were seeking specific housing interventions. Johnna Coleman will work on this flier and have it ready for review by the next CE committee meeting.
4. Agency Announcements
No agency announcements.

Meeting adjourned at 10:12 am

HMIS Committee Meeting

December 8th, 2021 – 10:00am – 11:00pm Eastern Time

Attendees: Eric Layton (BBCoC), Jim McShane (CareerSource), Broderick Seabrooks (BBCoC), Melissa Bourcier (BBHC), Jo Gewanter (BBHC), Justin Barfield (CCYS), Gina Dozier (CCYS), Chloe Bare (CESC), Kim Ladner (CESC), Tori Callan (Tallahassee Veterans Village), Mike Solomon (BBHC), Sara Ramkissoo (BBHC), Marie Vandenberg (BBHC), Haley Kenny (BBHC), Haley Kenny (BBHC), Greg Downing (Gadsden County), Jennifer Harris (Brehon Institute), Shington Lamy (Leon County), Delmas Barber (City of Tallahassee), Alissea Merritt (BBHC), Micha Allen (BBHC), Juliet Brown (ECHO), Jackie Fortmann (Ability 1st), Regina Flowers (CCYS), Sunshine Scott (CCYS)

1. Welcome and Introductions

- **Eric Layton** called the meeting to order at 10:03 am

2. Provider Descriptive Data Element Updates

- **Eric** informed the committee that ahead of upcoming annual reports to HUD, the CoC will need to update the provider information on file for all HMIS participating projects. This information includes project start/end dates, bed count information, what services are provided by each project. The CoC HMIS team will be sending out emails in the next few weeks to confirm or update the info on file, as HUD's annual reports are coming due in late January/early February.

3. Proposal & Vote: Sexual Orientation Data Collection in HMIS

- **Eric** noted that the CoC HMIS team has received several requests to begin collecting information client sexual orientation.
- **Kim Ladner**, a founding member of the Mayor's LGBTQ+ advisory council, spoke on the merits and needs of collecting this client data in HMIS. Kim also noted that there are grant opportunities for LGBTQ+ housing, and once a baseline has been established for these clients, we can start seeking out this funding to support housing for this population.

- **Eric** noted that while the consideration is to make this a system-wide data element for all projects, answering this question would be optional for clients.
- **Justin Barfield** asked why this data has not already been collected in HMIS. **Kim** answered that this has not been a HUD-required data element, and therefore was not prioritized. Even though it is still not required, HUD is beginning to recognize the importance of collecting this data.
- **Kim** also asked that this question be included on the PIT (Point in Time) questionnaire. **Eric** confirmed this has been and will continue to be included.
- **Jim McShane** called a vote. The proposal passed with no objections.
- **Jo Gewanter** suggested when asking this question, to be trauma informed and to ask this question away from others for the client's safety.
- **Gina Dozier** asked to make sure there would be no penalty or need for data cleanup if/when the client refuses to answer, or if the client changes their answer depending on the assessor or location. **Eric** acknowledged that there would be no data cleanup or penalties, as this question is optional for clients.
- **Justin** asked when this question would go live in HMIS, and if backdating of the data for existing clients is necessary. **Eric** stated this would go live at the beginning of 2022, and that no backdating is required unless individual programs already have the data and wish to do so.

4. Community Partner HMIS Concerns, Questions and Comments

- **Eric** opened the floor to all participants for any questions or concerns.
- **Kim** mentioned that the Kearney Center is looking for a new Data Manager position, and any interested candidates should reach out to her at kim.ladner@cesctlh.org.

5. Adjourn

- **Jim** adjourned the meeting at 10:34 am Eastern time.

Next HMIS Committee Meeting is scheduled for Wednesday, February 9th, 2022 - 10-11am

HMIS Committee Meeting

February 9th, 2022 – 10:00am – 11:00pm Eastern Time

Attendees: Eric Layton (BBCoC), Jim McShane (CareerSource), Broderick Seabrooks (BBCoC), Johnna Coleman (BBCoC), Jackie Fortmann (Ability 1st), Chloe Bare (CESC), Jeannine Fier (City of Tallahassee), Bret Oglesby (BBHC), Melissa Bourcier (BBHC), Delmas Barber (City of Tallahassee), Ashley Bennett (BBHC), Vicki Butler (CESC), Sara Ramkissoo (BBHC), Justin Barfield (CCYS), Gina Dozier (CCYS), Marie Vandenberg (BBHC HOPE), Haley Kenny (BBHC HOPE), Jennifer Harris (Brehon Institute), Ashley Barbel (Apalachee), Amy Ingraham (BBHC), Tranesia Walker (CESC), Tracie Simmons (Catholic Charities), Alissea Merritt (BBHC), Astoria Harris (Ability 1st), Jude Dugas (BBHC), Alicia Gibson (BBHC), Shileatha Washington (BBHC), Kiamani Troupe (ECHO),

1. Welcome and Introductions

- **Eric Layton** called the meeting to order at 10:02 am

2. Data Quality and Annual HUD Reports

- **Eric** took a moment to acknowledge and thank all HMIS users and agency administrators for their hard work on community data quality initiatives. The two big annual HUD reports (Longitudinal Systems Analysis and System Performance Measures) which provide aggregate community data to HUD are due this month (February). Due to the hard work of our HMIS users, we are ready to submit our data ahead of the national deadline with an error free submission. Great job!

3. New HMIS Data Element – Sexual Orientation

- **Eric** noted that, as voted on during our previous HMIS committee Meeting (December 2021), a new question was implemented in HMIS – client sexual orientation. Eric explained that this question has been added to ensure that all vulnerable populations in our community are served. We are seeing this question being answered by several agencies during client intake, and Eric reminded everyone to be sure to ask this

question during all intakes. This question is optional for the client to answer, however we do request that all HMIS intake personnel make sure to ask the question.

- **Haley** asked if the answers to this question will be reportable in HMIS. Eric confirmed a new report is in the works which will show results of this question, and it will be available in ART (Advanced Reporting Tools) for agency administrators to view. This is estimated to be available mid-March 2022.

4. Community Discussion – Emergency Shelter Diversions

- **Chloe** at Kearney Center uses a custom Diversion assessment which identifies if the client can be diverted from entering into an emergency shelter (and thereby into homelessness). This assessment asks questions such as “does the client have a friend or family member to stay with” and “does the client have money in savings to allow for a hotel/motel rental for the night” among other questions, which help identify potential diversion opportunities. Chloe mentioned this diversion assessment allows them to divert approximately 1 out of 5 clients from entering into the Kearney Center emergency shelter.
- **Eric** suggested making this custom diversion assessment available to all Emergency Shelters CoC-wide.
- **Marie** said they use something similar for their waiting list, and would be interested in this assessment.
- **Eric** shared what the diversion assessment currently looks like so the community can review and ask questions or make suggestions to improve this assessment.
- **Gina** suggested the question “Do you have dependent children” have an additional description, as the term “dependent” has different meanings based on whether you’re talking about tax dependents or wards of the state. Eric confirmed we will review and elaborate on this question.
- **Chloe** followed up that if the client can be diverted, they provide the client info to their diversion specialist who reaches out to the client and provides necessary services (hotel stay, bus fare to stay with friend/family member, etc.)..
- **Gina** asked if shelter providers would be required to use this assessment, or if this will be voluntary. Eric confirmed that while it is encouraged, it is entirely optional for shelter providers.

- **Eric** asked that all questions and ideas for improvement on this assessment be submitted no later than the 25th of February, so we can implement this for ES providers in March.

5. Community Partner HMIS Concerns, Questions and Comments

- **Eric** opened the floor to all participants for any questions or concerns.
- No questions or comments were presented.

6. Adjourn

- **Jim** adjourned the meeting at 10:43 am Eastern time.

Next HMIS Committee Meeting is scheduled for Wednesday, April 13th, 2022 - 10-11am

BBCOC Race Equity Committee

3/28/2022 10:00am

In Attendance

Asia, FAMU DEI Lead

Justin, CCYS

Eric, BBCoC

Kevin, The Life Center

Graciella, STAC

Lona, BBCoC

Gwynn, CCYS

Melissa, FSU/ BBCoC Board

Johnna, BBCoC

Taylor, FCASV/ BBCoC Board

Agenda

10:00 am- Welcome, introductions, and community updates!

10:15 am Data Review and Discussion

10:40 am Discussion on Law Enforcement in Outreach Services

11:20 am Intro to Committee Plan

11:30 Adjourn

Intro: Taylor welcomed the group and recapped the last months of meetings that have been focused on outlining what the 'problem' is that the CoC Race Equity group would respond to. Members of the group spoke about a need to see the current data and also to name what is missing from our data. Taylor met with Johnna and Eric prior to the March meeting to talk about presenting during this meeting.

Data Review and Discussion: Eric shared his screen and walked the CoC Race Equity Committee through 2018-current data on PSH, RRH, SO, and ES. Eric is working on a way to share the graphs he had with the group and community at large. The CoC is working on adding data to the CoC Website.

Kevin with The Life Center, shared a screen to show data on local rates of poverty specifically within the Promise Zone community. The Life Center is also in partnership with the Kearney Center to connect with residents and capture Qualitative data through interview-type surveys.

Questions/ comments

- Request to have the slides emailed out, Response: CoC is working on a way to share this information.
- Length of days someone is homeless in our system. Response: the data exists and will provide. Taylor to follow up.

- Is it possible to see how many people from 2018 who exited our homeless system to a “positive destination” remained out of our destination to this day. Response: that would be harder to capture but it was possible.
- Look at what zipcodes received the most resources/where the most resources are used? Not currently captured but important.
- We need more Willing landlords and affordable housing stock
- Additionally, more ADP programming

Discussion on Law Enforcement in Outreach Services

Spoke about the Sheriff's department 'anatomy of a homicide' ¹ and the need to engage existing funding to support programs working on solutions.

Equity has become a buzzword that is used to generate funding and attention but rarely shows up when the work begins.

Youth on the south side are 4x more likely to be arrested. Why?

Can this committee make recommendations? Who would those be for?

The conversation moved to a discussion on collaboration and the group discussed the NOFO released for the Youth Homeless Demonstration Project. Multiple CoC board members have sent the info to the CoC staff and the group was interested in collaborating on this project.

(Below pulled from Email)

Data Review and Discussion: In addition to the data review that Eric and Johnna will provide HUD recently updated their CoC Analysis Tool for Race and Ethnicity, and below is a link to HUD where you can view what the breakdown looks like in our area. (Our CoC is FL 506)

<https://www.hudexchange.info/resource/5787/coc-analysis-tool-race-and-ethnicity/>

“Qualitative Data To understand how race and ethnicity disparities are playing out in the homeless crisis response system and what to do about it, communities will need to look beyond the numbers. System planning and evaluation should include input from people with lived expertise of homelessness, members of the race and ethnic groups that have been historically marginalized, and front-line staff who work directly with people experiencing homelessness.”²

Law Enforcement as ‘Street Outreach’ :Background: A couple of homeless advocates within our local services asked that we take a look at the new initiatives popping up in Tallahassee empowering Law Enforcement to act as or work alongside street outreach teams. The following information will help frame our discussion; it was a little hard to track down details on this initiative so we had to work backward.

The goal of this conversation is to talk through these concepts while holding **our goal of ending homelessness in a way that is racially equitable**. We may have recommendations for:
How the existing initiatives should operate in relation to service providers?

¹www.leoncountyso.com/docs/default-source/reports/anatomy-of-a-homicide_full-report.pdf?sfvrsn=e9cf32f6_2

² <https://files.hudexchange.info/resources/documents/CoC-Analysis-Tool-Overview.pdf>

BBCoC Race Equity Committee looking the trainings, policies, goals for initiative? What data sharing/map sharing is taking place? And what is safe and ethical to share. This may also need to be a broader conversation that the Race Equity committee holds with the BBCoC board and/or community.

In 2021, Leon County hosted a presentation³ that outlines the plan to Revitalize and Improve the North Monroe Corridor by addressing Crime, Homelessness, and Infrastructure⁴. During this time the Citizens North Monroe Corridor Task Force was formed *“In order to maintain the vibrancy of North Monroe Street and respond to issues raised by residents and business owners along the corridor, the Board created the Citizens’ North Monroe Street Corridor Task Force to identify opportunities to enhance the overall quality of life conditions. Over the course of six months, the Task Force met eight times to review local data, hear from experts in their respective fields, and discuss its finding and strategies for targeted investments along the corridor, reducing crime and human trafficking, and addressing the impacts of homelessness.”*

In June 2021, Leon County’s Citizens North Monroe Corridor Task Force met for a presentation and discussion covering Crime & Human Trafficking.⁵ Part of the discussion included hiring Law Enforcement to join the existing BBCoC street outreach team to respond to “Trespass and Larceny Opportunities” in homelessness.

The Task Force has a focus on human trafficking because the North Monroe Corridor has the most arrests for Human Trafficking in the county.

Why is this Relevant to the BBCoC Race Equity Committee? Investing in punitive responses to poverty creates a pipeline to mass incarceration that disproportionately impacts the Black community.⁶ Relevant to note are the correlations that exist between poverty, mass incarceration, human trafficking, and access to housing. Poverty remains the single greatest predictors of vulnerability to trafficking,⁷ **by including Law Enforcement in BBCoC Street Outreach Tallahassee will likely deepen local poverty and increase human trafficking.** Homelessness makes an individual 11 times more likely to be incarcerated, and being incarcerated makes a person 10 times more likely to be homeless.⁸ More than one-fourth of all homeless individuals reported being arrested for activities related to homelessness.⁹ In the South **loitering and trespassing laws are tied to Jim Crow and have historically and recently led to violence and deepening poverty rather than solving it.**¹⁰ Not to mention having an arrest on your record makes it harder to access housing, employment, and even disqualifies our most vulnerable community members from accessing public housing.¹¹

³ <https://leoncountyfl.gov/CNMCTF/documents/cnmctf-meet01.pdf>

⁴ www.wctv.tv/2021/12/13/citizens-north-monroe-corridor-task-force-provide-report-county-commission/

⁵ <https://leoncountyfl.gov/CNMCTF/documents/cnmctf-meet02.pdf>

⁶ <https://lawjournalforsocialjustice.com/2021/03/29/the-poverty-to-prison-pipeline/>

⁷ <https://thefreedomstory.org/on-poverty-and-how-it-contributes-to-trafficking/>

⁸ www.texascjc.org/system/files/publications/Return%20to%20Nowhere%20The%20Revolving%20Door%20Between%20Incarceration%20and%20Homelessness.pdf

⁹ https://nlchp.org/wp-content/uploads/2019/02/No_Safe_Place.pdf

¹⁰ <https://theweek.com/articles/912977/ahmaud-arbery-racist-history-loitering-laws>

¹¹ <https://www.americanprogress.org/article/preventing-removing-barriers-housing-security-people-criminal-convictions/>

Pg 1097 [HERE](#)¹² Outlines potential challenges we face locally with Quality of Life Policing¹³ that Leon County Board of County Commissioners have spoken about.

If you scroll to page 1141 of the [Leon County Commissioners Agenda](#)¹⁴ you will see a reference to The City of Palm Beach's attempt to "lawfully prevent sleeping/camping in certain public places to further promote sanitation, public health, and safety". This ordinance was referenced to validate the introduction of our own 'No Right to Rest Law' which can be seen on [Item #19: Ordinance Addressing Public Health and Safety Issues, Including Issues Related to Homelessness](#).¹⁵

This ordinance proposed here locally was tossed out after a flood of advocacy from local social services and community members. It's also important to note that Palm Beach made national news for [blasting the song Baby Shark over loudspeakers to make it so folks who are homeless couldn't sleep at night](#).¹⁶

The closing of public spaces to reduce COVID-19 transmission has increased the visibility of those who are homeless. Business owners are leaning on city officials for support and without investments in adequate affordable housing these punitive initiatives will not solve homelessness, they will disappear an already vulnerable community into jail cells. [History Of Policing In America: Starts And Ends With Protecting Private Property](#)¹⁷.

Background and additional information

Homelessness and Black History: Criminalization¹⁸

The United States currently incarcerates 2.2 million people, nearly half of whom are non-violent drug offenders, accused people held pre-trial because they cannot afford their bail, and others who have been arrested for failure to pay debts or fines for minor infractions.

Poverty and excessive legal punishments contribute significantly to the United States' high rate of imprisonment, which has disproportionately affected low-income and minority populations.

Without reducing poverty—and more specifically, income inequality—as well as racial bias and rolling back harsh sentences for certain crimes, the United States will not meaningfully reduce its prison population.¹⁹

[No Right to Rest: Police Enforcement Patterns and Quality of Life Consequences of the Criminalization of Homelessness](#)²⁰

[Complaint-Oriented Policing: Regulating Homelessness in Public Space](#)²¹

¹² <https://www2.leoncountyfl.gov/coadmin/agenda/book/211214/agenda.pdf>

¹³ <https://incite-national.org/quality-of-life-policing/>

¹⁴ <https://www2.leoncountyfl.gov/coadmin/agenda/book/211214/agenda.pdf>

¹⁵ www2.leoncountyfl.gov/coadmin/agenda/view.asp?item_no=%2719%27&meeting_date=1/25/2022&meeting_id=1411

¹⁶ <https://www.cnn.com/2019/07/17/us/baby-shark-florida-homeless-prevention-park-trnd/index.html>

¹⁷ www.wuwm.com/podcast/spotlight/2020-06-02/history-of-policing-in-america-starts-and-ends-with-protecting-private-property

¹⁸ <https://endhomelessness.org/blog/homelessness-and-black-history-criminalization/>

¹⁹ <https://www.americanactionforum.org/research/incarceration-and-poverty-in-the-united-states/>

²⁰ <https://journals.sagepub.com/doi/pdf/10.1177/1078087417690833>

²¹ <https://journals.sagepub.com/doi/pdf/10.1177/0003122419872671>

The National Coalition for Homeless Veterans released an article: [Policing and Punishment Based Approaches: A Really Expensive Way to Make Homelessness Worse](#)²²

Leon County Commission backs away from law on homeless camps, solicitation²³

Leon County may set hearing for ordinance to address homeless camps, solicitation²⁴

Goal for Youth Homelessness Demo Program NoFo plan:

Youth Homelessness Demonstration Program, Department of Housing and Urban Development

Award Ceiling: \$15,000,000, Award Floor:\$1,000,000, 25 Awards

Current Closing Date for Applications:Jun 28, 2022

- Confirm with CoC staff that this is a priority
- Taylor to review the NoFo and pull out key parts to speak to.
- Taylor to draft an email asking each youth-focused group to come to ‘the table’ with how their group meets one of the outlined needs.
- Group to meet regularly to submit applications through the CoC.
- Group to connect during PSY watch party

[Intro to Committee Plan](#)²⁵

Group ran out of time to review the Committee plan. Below is the initial plan to be reviewed by committee members before next meeting in April. Members are invited to comment directly on google doc.

BBCOC Race Equity Committee Proposal (Draft)

Mission and goals: The mission of the BBCOC Racial Equity Committee is to empower persons of color experiencing homelessness to dismantle political, economic, and sociocultural systems of oppression. In partnership with communities, we develop and implement strategies to advance housing justice.

Method

- Assess current efforts and uncover gaps and challenges.
- Identify policies, training, practices, and commitments essential for achieving race equity in the CoC network.
- Develop a plan to implement, evaluate, and sustain with authority.
- Implement across CoC and services in CoC’s network. Include initiatives to support all employees and clients.

²²nchv.org/policing-and-punishment-based-approaches-a-really-expensive-way-to-make-homelessness-worse/

²³ <https://finance.yahoo.com/news/leon-county-commission-backs-away-183524863.html>

²⁴ www.tallahassee.com/story/news/2022/01/24/leon-county-moves-forward-solicitation-camping-public-urination-ordinance/6609053001/

²⁵ <https://docs.google.com/document/d/1EyDJfe5ew8aMnEQ750voIJgsIPuiEGsZW18HL-hrcUg/edit>

- Identify goals and objectives that will indicate progress. Add to the timeline as informed by assessment results.
- Intersectional, data-driven, and community-led.

Time frame

March: Introduce the initial proposal

Notes Committee will have a month to review.

March- In between Review Outline in Google Doc

Notes: Race Equity team to review independently and add notes/comments to be discussed in

April: Discuss Initial Proposal, Develop Assessment

April-Out of meeting: Review assessment with staff (committee members can share the draft assessment with team members including clients/ community)

May: Finalize assessment and bring back any insight our co-workers and clients may have.

May- Out of meeting Initiate assessment,

June: Troubleshoot assessment

June- Out of meeting: Finish the assessment

July: Review results and pull needs/issues

July- Out of meeting: Vet needs/issues with staff. Record ideas for goals/objectives

August: Finalize assessment results and plan for focus group

August- Out of meeting: Host focus group

Review focus group feedback Develop Goals and Objectives

Resources Shared During meeting

<https://www.hudexchange.info/resource/5787/coc-analysis-tool-race-and-ethnicity/>

hud has a tool as well- 506

Jeff Kane- jkane@bigbendcoc.org (Landlord liaison)

City of Tallahassee-<https://www.talgov.com/neighborhoodservices/housingprograms.aspx>

jcoleman@bigbendcoc.org

https://news.yahoo.com/leon-county-moves-ahead-local-175815229.html?fr=sychp_catchall

<https://law.fsu.edu/academics/clinical-programs/public-interest-law-center/children-prison-project>

<https://www.hudexchange.info/programs/yhdp/>

<https://www.wtxl.com/news/local-news/group-asks-lawmakers-for-34-000-to-fund-homelessness-food-insecurity-programs-on-college-campuses>

Meeting Adourned

Next meeting

Date TBD

End of Notes

BBCOC Racial Equity Committee
November 12th, 10:30 am

Agenda

Welcome

Data review

Needs assessment/ survey? continued conversation

Next steps

In Attendance:

Taylor Biro

Melissa Raidey

Courtney Thomas

Kim Ladner

Asia Knowles

Shanetha Mitchel

Graciela

Gregory

Andrea Hart

Meeting overview:

The group began by reviewing the assessment questions then pivoted to set an outline for our committee goals noting the need for a unified committee goal. The group also highlighted a need for identifying strategies that can include internal/ external stakeholders or opportunities to collaborate on the committee goals. To ensure the group remains effective and goal/action-oriented the group will develop a timeline that will have milestones. And overall the work will utilize multi-method data collection of both numbers and highlighting client experiences. The next meeting is set for December 10th at 10:30am via Zoom. And the committee split up tasks to be worked on prior to the December meeting. Tasks are broken down below and the links will take to the initial space where information can be stored.

Mission [Link Here](#)

Data/ Survey [Link Here](#)

Timeline [Link Here](#)

Strategies [Link Here](#)

Google Share drive [Link Here](#)

Assessment survey questions

What do we want to know?

(Below is from the previous meeting)

Demographics of our system stayers/ system goers.

Demographics who are turned away from what services

Who is lost in the process of getting services- who doesn't get a follow-up?

What information about clients do agencies keep and can report on already?

Do people like the services we offer?

How much money is spent on each demographic?

How do larger systems impact our work? Criminal justice system/ SSI/ Child welfare?

Who do Landlords rent to?

Staffing - what does the staffing look like in demographics

Do people like the staff they work with?

What is the promotion rate of employees?

What is the pay for direct care?

(who are our stakeholders and people we want to connect with for responses? How do we make the environment safe and effective?

Who is missing from the conversation?

Mission: (Asia)

Draft: The mission of the BBCOC Racial Equity Committee is to empower persons of color experiencing homelessness to dismantle political, economic, and sociocultural systems of oppression. In partnership with communities, we develop and implement strategies to advance housing justice.

(Aims and goals of sorts)

Empower communities to advocate for themselves

Structural policy that needs to be addressed (discrimination in systems, cities county fed ect.)

What fed state programming exists. To impact the gaps- how do we create those changes

Ensuring equity and inclusion in how we reach those outcomes. What happened before that outcome.

Timeline: Taylor and Kim

Data assessment

Mixed method data (current numbers/ reports, survey people)

Strategies: Courtney Jim

Where are committee members positioned internal/external to coc/ housing sectors?

City affordable housing committee looks at the HUD tools for inclusion

Data: Melissa, Greg Link to share doc [HERE](#)

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BBCOC Racial Equity Committee September 27th, 10:30 am

Agenda

9am-10:20am Play video

10:30 am recap and discussion

Marc Dones King County Video:

<https://www.youtube.com/watch?v=uGRlb7zWPYQ>

Equity-Based Decision Making Framework

<https://www.nis.us/equity-based-decision-making-framework>

Highlights from the video:

The work has to feel less like charity and more like justice!

If you want to help me then I am not interested if you want to work with me because you understand that your liberation is tied to mine- then let's go!

Concepts and key parts discussed:

- The video outlines that Racial Equity in homeless services is a system design flaw.
- The group highlighted the duality of a “burn it all down” vs a “recreate and work with that we have” approach when we think of systems change. Noting that we have people on our teams who see our path forward in different ways. And the importance of making room for people to speak authenticity about what they believe is a powerful tool for any change we want to see.
- The video highlighted that looking at data can help but that its also valuable to ask people what they need and then believe them when they tell you.
- We discussed the ways that we could gather information about what we need. Noting that we have the PIT as an option but that this large scale approach lacks the relational aspect we need when asking about inequities.
- A final answer on how we will gather information was not realized but we did add that its important to find ways to implement what the people to talk to identify as solutions.
- Phased assessments were used instead of the VISPADAT and only coordinated entry (if someone is doing laundry we don't need to ask them about their childhood. If the person offering free laundry isn't providing mental health care they cannot tend to someone when they share childhood abuse)
- Rethink your housing screening tool: VISPDAT doesn't consider race/ gender/ ect. It only looks at physical risks.
- System change, not program change
- This is not a pilot project- all in is the only way

Interventions that worked in King County:

- Buy Debt- Debt relief

- Equitable Pay to direct care staff
- Cash Transfers

BBCOC Racial Equity Committee Meeting
Via Zoom
August 31st 10am

In Attendance:

Catherine Register
Janis Edwards
Nancy O' Farrell
Horace Thompson
Kimberly Ladner
Kim Ladner
Andrea Hart
Amanda Wander
Taylor Biro
Greg Downing
Flecia Cherry

Agenda:

Welcome

The purpose of our Racial Equity Committee

Open discussion

- What inequities are you seeing? Below are responses from the group

Gatekeeping for white youth over black youth for housing interventions.

Easier to get a white youth into get a driver's license.

Not just housing but also job placement- harder for poc to access secondary services.

LGBTQ is an intersection that needs to be looked at as well

The Court system and criminal justice system creates inequalities as well

Some youth lgbtq have safe pockets of places but not universal protection
Look beyond systemic racism- people have a tendency to help who looks like themselves.
People who are in positions to provide the services don't mirror the populations served.
Hiring practices- that increase equity for clients and changes/ gatekeeping.
Deeper than who we are serving it is also who are the servers and how do we address that -
inequities of who we are to serve.
Leadership- hella white- look at agency to agency.
More people with power and capital need to be saying this.
We do address things by sight first- check implicit bias at the door
Having a diverse mix of staff identities while matching percentage of population to percentage of
staff
To address this issues- those in the minority/ black/brown/ lgbtq- have part of this conversation.
Not an equitable amount of poc in this committee-
Secondary trauma- of POC to join on this group.
White folks when to labor when to lead.

- What do we need to look at?

Demographics of our system stayers/ system goers.
Rate of demographics who are turned away from services
Who do we lose folks in the process of getting services- who doesn't get a follow up. What
record keeping is required?
How much money is spent on each race.
Minor issues of someone makes \$200 too much- how do we reduce the unnecessary barriers?
Who is SSI approving or not?
People about to be at risk for eviction more soon.
Criminal justice system
Landlords who do they rent to?
Staffing - what does the staffing look like in demographics
What is the promotion rate of employees in staff?
What is the pay for direct care?

Jobs- big issue w finding jobs- employment provider gatekeeping more for white youth

- What do we want to know?
- What is the end result we will value?

Next steps (include dates/times future meetings)

Amanda and Taylor pull data

Taylor clean up notes

Taylor connect with Gregory about structure of group

Should we do a survey of what is not answered in hmis data points?

What are you taking away from this conversation?

More poc at the table

Hiring

Diversify our group- more people to join the committee
Where is everyone?
Need more positive and compassionate and passionate people involved
Reflecting on past conversations- more courageous and brave
We are not a monolith
Look at people as individuals- feel energy and vibes of folks
People don't know how to take me- looking at me and hearing me differently
Can't judge people of their past and taking people as they are now
Helping people to look at people differently.
Very interesting- veterans have their own issues with this work
Interesting- as we talk about racial inequities it was started by the majorities.
Check myself as we have this conversation. Not to group or lump everyone into one category
How do i look at the opposite side-
We need to reach out to those you can relate to.
The last three people that talked were the three black people.
White people chose the other white people to go next.
White people to be mindful.

Notes:

Issues- not involved long enough to know where we are right now. We need the data to be able to determine.

Needs understanding of what the data has given us as it relates to homeless situation- (amanda and taylor to provide that to the group)
That will tell us why the numbers look like they do

Access to housing is an issue- more prevalent to poc.

We need to see data to form baseline-

Know more about community effort to engage citizens of color on covid vaccinations.

Kearney center/Coc- Pit highest level experiencing homelessness is black males .

Big Bend Continuum of Care
Revenue & Expenses 21/22

41,176.83

	Total	10/21	11/21	12/21	1/22	2/22	3/22
General Revenue							
US HUD							
HUD HMIS	58,371.98	-	29,827.14	9,983.97	-	18,560.87	-
HUD Planning	28,933.27	-	11,806.36	8,053.37	-	9,073.54	-
FL DCF							
DCF Staffing Admin	44,642.85	8,928.57	8,928.57	8,928.57	-	8,928.57	8,928.57
DCF Challenge Admin	3,609.21	891.68	606.86	852.51	-	837.83	420.33
DCF ESG Grant Admin	1,519.94	734.46	(62.47)	245.86	-	409.91	192.18
DCF TANF Grant Admin	315.20	108.20	88.68	40.40	-	46.99	30.93
DCF Subs / CH, ESG, TANF	118,210.92	33,898.90	21,760.38	21,618.88	-	25,019.29	15,913.47
DCF ESG-CV 2 Admin	26,319.20	-	3,166.67	2,025.66	-	992.69	20,134.18
DCF ESG-CV 2 Outreach	9,351.14	-	3,912.11	-	-	-	5,439.03
DCF ESG-CV 2 HMIS	30,348.65	-	13,951.70	2,295.11	-	7,212.82	6,889.02
DCF ESG-CV 2 Subs	311,518.05	-	186,756.32	43,689.92	-	47,610.70	33,461.11
City of Tallahassee							
CoT ESG Lead HMIS Admin	21,149.64	-	5,522.46	3,961.78	-	3,361.49	8,303.91
CoT ESG RRH (Landlord Engagement)	30,470.07	-	15,933.03	8,498.49	605.88	-	5,432.67
CoT ESG-CV Outreach	38,116.19	7,064.26	1,896.81	2,653.68	11,355.44	10,933.33	4,212.67
Leon Cty/CoT ARPC Funds							
ARPA Outreach Admin	-	-	-	-	-	-	-
ARPA Outreach Subs	-	-	-	-	-	-	-
ARPA Capacity Building	-	-	-	-	-	-	-
ARPA PSH Admin/Training	-	-	-	-	-	-	-
ARPA PSH Subs	-	-	-	-	-	-	-
CoC Local Dues							
CoC Member Dues	4,847.91	-	150.00	242.28	1,000.00	1,036.96	2,418.67
CoC Donations / PIT	2,100.00	-	-	-	450.00	1,400.00	250.00
HMIS Partner Fees	9,087.09	39.90	99.75	1,349.77	6,021.19	1,576.48	-
TOTAL REVENUE	738,911.31	51,665.97	304,344.37	114,440.25	19,432.51	137,001.47	112,026.74
General Expenses							
Salaries	182,546.23	27,010.00	30,758.97	26,309.75	27,900.53	30,742.87	39,824.11
Fringe Benefits	48,347.60	7,650.21	6,660.45	17,114.87	4,787.42	5,808.80	6,325.85
Staff Merit Bonus Pool	-	-	-	-	-	-	-
ARPC Admin Costs	15,000.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
Audit	11,270.00	-	-	5,500.00	-	200.00	5,570.00
CoC Board Expenses	250.31	-	250.31	-	-	-	-
Consultants	23,500.00	-	5,000.00	6,250.00	12,250.00	-	-
Dues	3,716.06	2,500.00	-	-	1,216.06	-	-
Equipment / Software	2,497.13	579.16	534.77	872.36	-	256.88	253.96
Insurance	5,645.18	1,770.06	-	1,770.06	-	335.00	1,770.06
Office Supplies / Furniture	87.32	-	26.86	-	-	60.46	-
Rent	11,616.00	1,891.00	1,791.00	1,991.00	1,981.00	1,981.00	1,981.00
Telephone / Internet	3,021.77	289.97	411.08	261.08	811.08	608.27	640.29
Travel	339.71	250.00	-	-	13.88	-	75.83
PIT Expenses	-	-	-	-	-	-	-
DCF Subs - CH/ESG/TANF	118,210.92	33,898.90	21,760.38	21,618.88	-	25,019.29	15,913.47
DCF ESG-CV Subs	311,518.05	-	186,756.32	43,689.92	-	47,610.70	33,461.11
leon/CoT ARPA Subs	-	-	-	-	-	-	-
HMIS Subs License Fees	219.45	-	39.90	39.90	79.80	59.85	-
Project Match	6,027.75	-	-	-	5,716.42	-	311.33
Legal Support	-	-	-	-	-	-	-
TOTAL EXPENSES	743,813.48	78,339.30	256,490.04	127,917.82	57,256.19	115,183.12	108,627.01
	36,274.66						

Big Bend Continuum of Care						
March 2022 Regions Bank #0860						
Date	Item #	Payee or Vendor	Memo	Deposits	Checks	Balance
			<i>Balance as of 2/28/22</i>			32,874.93
						32,874.93
3/1/22	Deposit	FL DCF	Staffing - Jan 22	8,928.57		41,803.50
"	Deposit	FL DCF	Challenge - Jan 22	6,209.03		48,012.53
"	Deposit	FL DCF	ESG - Jan 22	9,285.82		57,298.35
"	Deposit	FL DCF	TANF - Jan 22	1,062.06		58,360.41
"	Deposit	FL DCF	ESC CV 2 - Jan 22	45,379.09		103,739.50
3/2/22	Deposit	Paypal	Membership Refund	(300.00)		103,439.50
3/2/22	Deposit	PayPal	Membership Fees	1,018.67		104,458.17
"	1679	BBHC	Chall/ESG/CV2 Jan 22		9,746.50	94,711.67
"	1680	Catholic Charities	Chall/ESG/TANF/CV2 Jan 22		9,293.12	85,418.55
"	1681	CCYS	Chall/ESG Jan 22		3,195.45	82,223.10
"	1682	CESC	ESG-CV 2 Jan22		2,666.82	79,556.28
"	1683	ECHO	ESG-CV 2 Jan 22		5,228.73	74,327.55
"	1684	IOY	ESG-CV 2 Jan 22		3,366.67	70,960.88
"	1685	Ability 1st	ESG-CV 2 Jan 22		15,877.29	55,083.59
3/4/22	online	Guardian	EE Dental/Life Ins.		302.91	54,780.68
3/7/22	online	CenturyLink	Office Telephone		290.29	54,490.39
"	1686	Capital Health Plan	EE Health Insurance		7,444.11	47,046.28
3/9/22	Direct Dep.	PR 2/24/22 - 3/9/22	CoC Salaries - Net		12,978.14	34,068.14
3/10/22	online	US Treasury	CoC PR Taxes 3/10 PR		3,951.32	30,116.82
"	Deposit	Ability 1st	Partners Membership Fee	300.00		30,416.82
"	Deposit	CCYS	Partners Membership Fee	300.00		30,716.82
"	Deposit	Catholic Charities	Partners Membership Fee	300.00		31,016.82
3/14/22	1687	FL Dept. of State	2022 Annual Report		70.00	30,946.82
3/21/22	527351	CoT	Jan 22 ESG-CV HMIS/RRH	8,105.21		39,052.03
"	Deposit	Wakulla BOCC	Partners Membership Fee	500.00		39,552.03
"	Deposit	DCF	CV Sup. Admin CoC Nov 21	2,417.00		41,969.03
"	Deposit	DCF	CV Sup. Admin CoC Dec 21	541.47		42,510.50
"	Deposit	DCF	CV Sup. Admin CoC Jan 22	1,571.37		44,081.87
"	Deposit	DCF	CV Sup. Admin CoC Aug 21	16,014.41		60,096.28
"	1688	Moran & Smith	Auditing Services FY 19/20		5,500.00	54,596.28
3/23/22	Direct Dep.	PR 3/10/22 - 3/23/22	CoC Salaries - Net		12,978.14	41,618.14
3/24/22	online	Regions Bankcard	IT & PIT Expenses		565.29	41,052.85
"	online	US Treasury	CoC PR Taxes 3/24 PR		3,951.32	37,101.53
3/25/22	Direct Dep.	CoC Staff - Mar 22	Travel/Expenses Reimb.		425.83	36,675.70
3/29/22	Deposit	Brehon Institute	Partners Membership Fee	300.00		36,975.70
3/30/22	Deposit	FL Veterans' Foundation	PIT Donation	250.00		37,225.70
"	Deposit	CoT	Feb 22 ESG RRH/HMIS	5,631.37		42,857.07
3/30/22	1689	FL Municipal Ins. Trust	G/L & Workers Comp		1,770.06	41,087.01
"	1690	ARPC	Admin Serv March 22		2,500.00	38,587.01
3/31/22	Deposit	CoT	Feb 22 ESG-CV Outreach	4,212.67		42,799.68
"	1691	Conservation Group	Office Rent		1,881.00	40,918.68
"	1692	Trencia Coleman	Office Cleaning Mar 22		100.00	40,818.68
"	online	FL Div. of Retirement	FRS EE/ER Mar 22		4,544.02	36,274.66
				112,026.74	108,627.01	



BBCOC BOARD AND MEMBERSHIP MEETINGS SCHEDULE 2021-2022

Thursday, April 14th, 2022 11am-12:30pm	Full Board and Membership Meeting with Board Member Nominations, Officer Nominations, and appointment of Committee Chairs
Thursday, July 14th, 2022 11am-12:30pm	Full Board Meeting Only
Thursday, October 13th, 2022 10am-12:30pm	Full Board and Membership Meeting with Board Member Nominations, Officer Nominations, and appointment of Committee Chairs

Please check our website for location and zoom call in information at www.bigbendcoc.org . Calendar Invitations will be sent to all Board and Committee Members as well as the General Membership and notices will be posted through social media and our mail distribution list through MailChimp.

COMMITTEE MEETING SCHEDULE 2021-2022

EXECUTIVE COMMITTEE: 3rd Tuesday, EVERY MONTH AT 3 PM

October 22 nd , 2021	April 19 th , 2022
November 16 th , 2021	May 17 th , 2022
December 21 st , 2021	June 21 st , 2022
January 18 th , 2022	July 19 th , 2022
February 15 th , 2022	August 16 th , 2022
March 15 th , 2022	September 20 th , 2022

COORDINATED ENTRY COMMITTEE: 3RD WEDNESDAY, EVERY OTHER MONTH AT 10AM

November 17 th , 2021	May 18 th , 2022
January 19 th , 2022	July 20 th , 2022
March 16 th , 2022	September 21 st , 2022

HMIS COMMITTEE: 2ND WEDNESDAY, EVERY OTHER MONTH AT 10AM

October 6 th , 2021	April 13 th , 2022
December 8 th , 2021	June 8 th , 2022
February 9 th , 2022	August 10 th , 2022

NEEDS ASSESSMENT AND PLANNING COMMITTEE: 3RD WEDNESDAY, EVERY OTHER MONTH

December 15 th , 2021	June 15 th , 2022
February 16 th , 2022	August 17 th , 2022
April 20 th , 2022	

APPLICATION AND PROJECT PERFORMANCE REVIEW COMMITTEE: TWICE PER YEAR

Specific dates TBD

RACIAL EQUITY COMMITTEE: EVERY OTHER MONTH

Specific dates TBD

OTHER WORKGROUP AND REGULAR MEETINGS

CASE STAFFINGS

CHRONICALLY HOMELESS CASES- 1st and 3rd Thursday of each month at 9 am

October 7, 2021	January 6, 2022	April 7, 2022	July 7, 2022
October 14, 2021	January 20, 2022	April 21, 2022	July 21, 2022
November 4, 2021	February 3, 2022	May 5, 2022	August 4, 2022
November 18, 2021	February 17, 2022	May 19, 2022	August 18, 2022
December 2, 2021	March 3, 2022	June 2, 2022	September 1, 2022
December 16, 2021	March 17, 2022	June 16, 2022	September 15, 2022

VETERANS CASES- 2nd and 4th Tuesday of each month at 2:30 pm

October 12, 2021	January 11, 2022	April 12, 2022	July 12, 2022
October 26, 2021	January 25, 2022	April 26, 2022	July 26, 2022
November 9, 2021	February 8, 2022	May 10, 2022	August 9, 2022
November 23, 2021	February 22, 2022	May 24, 2022	August 23, 2022
December 14, 2021	March 8, 2022	June 14, 2022	September 13, 2022
December 28, 2021	March 22, 2022	June 28, 2022	September 27, 2022

RAPID REHOUSING CASES- 2nd Wednesday of each month at 1:00 pm

October 13, 2021	January 12, 2022	April 13, 2022	July 13, 2022
November 10, 2021	February 9, 2022	May 11, 2022	August 10, 2022
December 8, 2021	March 9, 2022	June 8, 2022	September 14, 2022

FAMILY CASES- 1st Thursday of each month at 11 am

October 7, 2021	January 6, 2022	April 7, 2022	July 7, 2022
November 4, 2021	February 3, 2022	May 5, 2022	August 4, 2022
December 2, 2021	March 3, 2022	June 2, 2022	September 1, 2022

OUTREACH COORDINATION MEETINGS – 2nd and 4th Tuesday of each month at 1:30 pm

October 12, 2021	January 11, 2022	April 12, 2022	July 12, 2022
October 26, 2021	January 25, 2022	April 26, 2022	July 26, 2022
November 9, 2021	February 8, 2022	May 10, 2022	August 9, 2022
November 23, 2021	February 22, 2022	May 24, 2022	August 23, 2022
December 14, 2021	March 8, 2022	June 14, 2022	September 13, 2022
December 28, 2021	March 22, 2022	June 28, 2022	September 27, 2022

HMIS & DATA TRAINING SESSIONS – 4th Tuesday of each month at 2:00 pm

April 26, 2022	June 28, 2022	August 30, 2022	October 25, 2022
May 31st, 2022	July 26, 2022	September 27, 2022	November 29, 2022

Big Bend Continuum of Care FL-506

Continuum of Care and Emergency Solutions Grants Written Standards

December 2021

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Version	Date of Approval	Changes Made

A. BACKGROUND AND PURPOSE

The Continuum of Care (CoC) is responsible for coordinating and implementing a system to meet the needs of the population and subpopulations experiencing homelessness within the geographic area of Leon, Gadsden, Wakulla, Liberty, Franklin, Jefferson, Madison, and Taylor counties of Florida. As required under 24 CFR 578.7(a)(9) and 24 CFR 576.400(e), the Big Bend Continuum of Care (BBCoC) has developed the following Written Standards for assisting with federal, state, and local programs funded by BBCoC. These standards apply to all subrecipients of who are funded through the BBCoC.

The purpose of the Continuum of Care is to promote a community-wide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effective utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

By establishing Written Standards for service delivery, BBCoC seeks to achieve the vision of the CoC and reach the following goals:

- United vision and strategy for ending homelessness in BBCoC’s geographic area
- Implement effective, evidence-based guidelines for homeless assistance projects
- Provide uniformity across projects
- Demonstrate project accountability to individuals and families experiencing homelessness
- Ensure project compliance with federal and state regulations

All HUD-funded providers must follow all applicable federal regulations in their entirety. However, all HUD-funded projects are also expected to adhere to the standards found in this document, except where disallowed by specific federal, state, or city regulation affecting a project’s coverage area.

Applicable State and Federal Regulations

Federal Authority

[24 CFR Part 576](#)

[Notice: CPD-21-08](#)

[24 CFR Part 578](#)

[45 CFR Part 260](#)

Emergency Solutions Grant (ESG) Program

Waivers and Alternative Requirements for the Emergency Solutions Grants (ESG) Program Under the CARES Act

Continuum of Care (CoC) Program

Temporary Assistance for Needy Families (TANF) Program

Florida Statutes

[Section 420.622](#)

[Section 420.622](#)

[Section 414.161](#)

Emergency Solutions Grant (ESG) Program

Challenge Grant Program

TANF Homelessness Prevention Program

Who must follow the Written Standards?

The intent of this document is to standardize the quality and type of services individuals and families can expect to receive from homeless service projects across BBCoC’s geographic area. Regardless of whether

a family experiencing homelessness in Leon, Gadsden, Wakulla, Liberty, Franklin, Jefferson, Madison, or Taylor county, the goal of BBCoC is to ensure that the individual or family can expect to receive the same standard of services from providers in their area.

With this goal in mind, all BBCoC-funded projects must comply with these Written Standards to the extent that their grant agreement allows. It is highly recommended that projects that do not receive federal funding from any source follow the Written Standards to further the CoC's goals of transparency, equal access to quality projects, and service standardization. Additionally, should a project receiving no federal funding wish to apply for it in the future, use of the BBCoC Written Standards will ensure that the project is following best practices, thus increasing its likelihood to receive federal funds.

The Written Standards contain guidance project types; however, project types are still limited in the services and financial assistance they provide by their grant agreements, funding capacity, and federal, state, or local regulations.

B. ESSENTIAL ELEMENTS

All projects must adhere to the following Essential Elements:

- Participate in HMIS and comply with the HMIS Policies and Procedures. Projects serving survivors of domestic violence that cannot use HMIS must enter data into a comparable database that complies with HUD's standards.
- Participate in the local implementation of Coordinated Entry (CE) and comply with the Coordinated Entry Policies and Procedures.
- Utilize a Housing First approach. Housing First is an approach to homeless assistance that prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions such as sobriety or a minimum income threshold. Projects using a Housing First approach often have supportive services; however, participation in these services is based on the needs and desires of project participants.
- Operate within a philosophy of facilitating participant choice and autonomy
- Abide by and adopt federal, HUD, and CoC Policies including, but not limited to: the Americans with Disabilities Act (ADA), the Fair Housing Act, HUD's Equal Access to Housing Final Rule, and the McKinney-Vento regulations pertaining to the Education of Homeless Children and Youth.
- Follow HUD's preferred Order of Documentation when evaluating and documenting participant eligibility (See Appendix B)
- Consistently attend CoC General Meetings
- Abide by and consistently apply these Written Standards

C. HOUSING FIRST STANDARDS

All ESG funded programs are required to utilize a housing first approach to housing assistance. The housing first approach incorporates a model of housing assistance that prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold). Housing first operates on the following principles:

- Homelessness is first and foremost a housing crisis and can be addressed through the provision of safe and affordable housing.

- All people experiencing homelessness, regardless of their housing history and duration of homelessness, can achieve housing stability in permanent housing.
- Everyone is ready for housing. Sobriety and compliance to treatment are not necessary to succeed housing.
- Many people experience improvements in quality of life because of stable housing.
- People experiencing homelessness have the right to self-determination and should be treated with dignity and respect.

Standard 1: Projects are low barrier and admission to projects is not contingent on pre-requisites such as abstinence of substances, minimum income requirements, health or mental health history, medication adherence, age, criminal justice history, financial history, completion of treatment, participation in services, “housing readiness,” history or occurrence of victimization, a survivor of sexual assault or an affiliated person of such a survivor or other unnecessary conditions unless required by law or funding source.

Standard 2: Projects do not deny assistance for unnecessary reasons. Procedures and oversight demonstrate that staff does everything possible to avoid denying assistance or rejecting an individual or family for the reasons listed in Standard 1.

Standard 3: Projects are expedited with speed and efficiency. Projects have expedited admission processes, to the greatest extent possible, including helping participants obtain the documentation required by funding sources, as well as processes to admit participants regardless of the status of their eligibility documentation whenever applicable.

Standard 4: Projects have an intake process that is person-centered and flexible. Intake and assessment procedures are focused on the individual’s or family’s strengths, needs, and preferences. Assessments are focused on identifying household strengths, resources, as well as identifying barriers to housing that can inform the basis of a housing plan as soon as a person is enrolled in the project.

Standard 5: Projects accept and make referrals directly through Coordinated Entry. Projects actively participate in the CoC-designated Coordinated Entry processes as part of streamlined community-wide system access and triage. Referrals from Coordinated Entry are rarely rejected, and only if there is a history of violence, the participant does not want to be in the project, there are legally valid grounds (such as restrictions regarding sex offenders), or some other exceptional circumstance that is well documented.

Standard 6: Projects ensure that exits to homelessness are avoided to the extent possible. In instances when a project can no longer serve particular households, the project utilizes the coordinated entry process to ensure that those individuals and families have access to other housing and services as desired, and do not become disconnected from services and housing.

D. HOUSING-FOCUSED CASE MANAGEMENT

Case management/services provided to households will include the following services:

- Help create housing stabilization plans with participant households
- Help households to identify and select a permanent housing option of their choice based on their unique needs, preferences, and financial resources

- Help households address issues that may impede access to housing, such as credit history, arrears, and legal issues
- Help households negotiate manageable and appropriate lease agreements with landlords
- Make appropriate and time-limited services and supports available to families and individuals to allow them to stabilize quickly in permanent housing
- Monitor participants' housing stability and be available to resolve crises during program enrollment
- Provide or assist the household with connections to resources that help them improve their safety and well-being and achieve their long-term goals. This includes providing or ensuring that the household has access to resources related to benefits, employment, and community-based services, if needed/appropriate so that they can sustain rent payments independently when rental assistance ends
- Ensure that services provided are participant-directed, respectful of individuals' right to self-determination, and voluntary.

BBCoC expects that case managers will maintain a reasonable caseload to adequately provide quality case management services to each program participant interested in supportive services. The table below serves as the recommended caseloads, understanding that service needs vary among individuals and families.

Acuity	Recommendation
Low	40-50
Medium	25-40
High	15-25

E. COORDINATED ENTRY SYSTEM

To minimize barriers to housing access and ensure timely placement, all subrecipients are required to participate in and receive referrals through BBCoC's Coordinated Entry System (CES). Coordinated Entry for BBCoC is a hybrid of a decentralized access points established to serve all 8 counties in the CoC coverage area. Initial screening can be conducted for all populations either at one of the designated access points or through Street Outreach providers. Coordinated Entry includes the following core components:

- **Access:** The engagement point for persons experiencing a housing crisis. Access points provide information so people know where or how to access services.
- **Assessment:** A screening process utilizing a standard assessment tool to gather information about a person's needs and vulnerabilities.
- **Prioritization:** The process the CoC utilizes to ensure persons with the greatest housing need and vulnerability receive the supports they need to resolve their housing crisis.
- **Referral:** Persons are referred to available CoC housing resources and services in accordance with the CoC's documented prioritization guidelines.

This system ensures that every person experiencing homelessness is known by name, assessed, and prioritized for services consistently, and ensures referrals for interventions are appropriate given the individual's needs. Please refer to the BBCoC Coordinated Entry System (CES) Policies & Procedures for more detailed information.

F. STANDARDIZED ASSESSMENT

All individuals 24 years of age or older will be assessed using a comprehensive, universal assessment tool called the Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT). All individuals 16 through 23 years of age will be assessed using the TAY VI-SPDAT which is a specific assessment tailored to the experiences of youth experiencing homelessness. All families with at least one adult head of household and one child under the age of 18 will be assessed using the FAM-VI-SPDAT. These 3 assessments are similar in nature but tailored to specific subpopulations which is useful for initial triage and recommendation of appropriate interventions. These tools, paired with case conferencing, ensures that the assessment of a household's level of need and eligibility determinations are made in an informed, consistent, and objective manner.

G. HOMELESS MANAGEMENT INFORMATION SYSTEM

BBCoC requires all grantees to collect Universal Data Elements on program participants receiving assistance via the Homeless Management Information System (HMIS) run by the Continuum of Care. In the case of victim service providers, a comparable system may be used. Data collection must be compliant with HUD's HMIS Data Standards.

HMIS and physical files are the two ways program participant information is stored. HMIS usernames should never be shared with anyone, including coworkers. HMIS should not be accessed on public Wi-Fi. Files are to be stored in a locked file with the key in a secure location. Files are never to be taken outside the office.

Program participant information may only be shared with outside agencies with a signed release of information. Upon intake, program participants should be asked to sign an HMIS release and any other necessary releases of information. These releases should be maintained in the program participant file. Within the organization, program participant information should only be discussed on a need-to-know basis, and never be shared in a public setting (e.g., waiting room, hallways, common areas), or in an email including identifying information.

Program participant information should never be viewable in front of other program participants. For example, program participant information should never be left on top of a desk, on a copier/printer, or in some other shared area.

Program participants have a right to request their information including HMIS releases, case management forms, program participant complaint process, etc. as required by HMIS regulations. Program participants can complete a release of information for their own records. Record requests should be provided within a reasonable timeframe.

The HMIS standards require that grantees enter income sources and amounts and non-cash benefits received in the past 30 days during three points in time – at entry into the program, at exit from the program, and at least once annually if the household is in the program over a year. The amount documented through this calculation should NOT be used to determine eligibility, but rather can be used to show that the household does lack the resources to maintain housing.

The intake progress note and file creation should be completed within one business day of the program participant's enrollment. All other progress notes are expected to be completed concurrently – either at

the time of the visit or upon your return to the office. Progress notes should be completed and filed no later than 48 hours after the contact. Notes printed in files should always be in chronological order.

H. EQUAL ACCESS RULE

Providers shall not discriminate based on any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, age, or gender, nor based on LGBTQ status or marital status. Providers shall make housing available to all eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status. Providers will provide housing, services, and/or accommodations in accordance with the client's gender identity, determine eligibility without regard to actual or perceived sexual orientation, gender identity, or marital status, and will serve all persons regardless of actual or perceived barriers to services.

On September 21, 2016, HUD published a final rule in the Federal Register entitled "Equal Access in Accordance with an Individual's Gender Identity in Community Planning and Development Programs." Through this final rule, HUD ensures equal access to individuals in accordance with their gender identity in programs and shelters funded under programs administered by HUD's Office of Community Planning and Development (CPD). This rule builds upon HUD's February 2012 final rule entitled "Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity" (2012 Equal Access Rule), which aimed to ensure that HUD's housing programs would be open to all eligible individuals and families regardless of sexual orientation, gender identity, or marital status.

The final rule requires that recipients and subrecipients of CPD funding, as well as owners, operators, and managers of shelters, and other buildings and facilities and providers of services funded in whole or in part by any CPD program to grant equal access to such facilities, and other buildings and facilities, benefits, accommodations and services to individuals in accordance with the individual's gender identity, and in a manner that affords equal access to the individual's family.

A shelter or housing program may limit assistance to households with children but it may not limit assistance to only women with children. To comply with the Equal Access rule the shelter/program must also serve 1) single male head of household with minor child (ren); and 2) any household made up of two or more adults, regardless of sexual orientation, marital status, or gender identity, presenting with minor child (ren).

These requirements are identical to those provided by HUD in a notice for CoCs to adopt: <https://files.hudexchange.info/resources/documents/Notice-on-Equal-Access-Rights.pdf> .

Reporting Discrimination

If a participant or potential participant believes their rights were violated, we encourage them to contact BBCoC, as the Lead Agency for the Continuum of Care, at INSERT EMAIL AND PHONE NUMBER. A staff member will walk the participant or potential participant through the process for submitting a formal complaint.

I. PROVIDER REQUIREMENTS

1. When providers do not offer specific services, they must coordinate to the extent possible with other targeted homeless services within the CoC that do.

2. Providers should be familiar with the SOAR process and, where possible, have at least one staff member SOAR-trained.
3. Providers must coordinate with mainstream resources in the CoC including housing, social services, employment, education, and youth programs for which participants may be eligible.
4. Providers must have written policies and procedures and must consistently apply them to all participants.
5. Programs receiving CoC funding must participate in HMIS (Homeless Management Information System), and all homeless programs are strongly encouraged to participate in HMIS. Programs must meet minimum HMIS data quality standards.
6. Programs providing domestic violence or legal services may opt out of HMIS participation but must utilize a comparable database to collect HUD required data elements.
7. Programs must participate in the Coordinated Entry System initiative by signing a Memorandum of Understanding with BBCoc. All housing referrals will be generated through the CE system. When program openings exist, ESG funded programs are obligated to accept referrals through the CE process and must have a representative actively participating in case conferencing to accept prioritized referrals. Refused referrals will follow the process as indicated in the Coordinated Entry System Policy and Procedures.
8. Programs will utilize a housing first approach in program administration.
9. Program rules and regulations should be designed in the spirit of inclusion rather than as grounds for denial or termination. Programs should exercise judgment and examine all extenuating circumstances in determining when violations are serious enough to warrant termination so that a program participant's assistance is terminated only in the most severe cases.
10. Programs must have a formal procedure for terminating assistance to a participant that recognizes the rights of the participant(s) involved. Programs must allow participants the opportunity to dispute termination. Termination does not necessarily preclude assistance at a future date.
11. Programs must make known that use of the facilities and services are available to all participants on a nondiscriminatory basis.
12. Programs may not engage in inherently religious activities such as worship, religious instruction, or proselytization as part of the programs or services funded under ESG. These activities can be conducted but must be separate and voluntary for program participants.

Programs that serve households with children:

1. A staff person must be designated as the educational liaison that will ensure that children are enrolled in school, connected to appropriate services in the community, including early childhood program such as Head Start, Part C of the Individuals with Disabilities Education Act, and the McKinney Vento education services.
2. The age and gender of a child under age 18 must not be used as a basis for denying any family's admission to a project that provides shelter for families with children.

J. RECORDKEEPING

Participant Recordkeeping Requirements include:

1. All records containing personally identifying information must be kept secure and confidential
2. Programs must have a written confidentiality/privacy notice, a copy of which should be made available to participants if requested

3. Documentation of homelessness (following HUDs guidelines)
4. A record of services and assistance provided to each participant
5. Documentation of participant eligibility for the program in which they are applying
6. Documentation of use of Coordinated Entry System and completed CE Assessment
7. Documentation of use of HMIS (See Appendices B and C)
8. Documentation of unit inspections
9. Client leases and rental assistance agreements
10. Rent Reasonableness forms where applicable
11. Records must be retained for the appropriate amount of time as prescribed by HUD

All participants receiving assistance should be provided the applicable HMIS releases, forms, and client complaint process as required by HMIS regulations.

Financial Recordkeeping Requirements include:

1. Documentation for all costs charged to the grant
2. Documentation that funds were spent on allowable costs
3. Documentation of the receipt and use of program income
4. Documentation of compliance with expenditure limits and deadlines
5. Retain copies of all procurement contracts as applicable
6. Documentation of amount, source and use of resources for each match contribution

K. TERMINATION OF ASSISTANCE

If a program participant is found to be violating program regulations, reasonable efforts will be made and documented by staff to assist the participant to address the issue or correct the violation before terminating services.

Violations that endanger staff, any other participant, any other person, or the viability of the program as a whole will be acted upon immediately.

If a participant is determined to be in continued or grave violation of the program rules, a written Notice of Termination of Assistance will be provided to the program participant containing a clear statement of the reasons for termination, the date on which the termination will become effective, and the process for appealing the decision. Termination should only happen in the most severe cases.

Participants receiving a Notice may request that the decision to terminate participation be reviewed by requesting the designated supervisor at the subrecipient organization. This request must be made in writing and must be reviewed within 14 calendar days. A written notice of the final decision will be issued to the participant.

The program may also resume assistance to a program participant whose assistance was previously terminated.

A sample Notification of Termination of Assistance is provided in Appendix F.

L. COC OPERATION STANDARDS BY PROJECT TYPE

The following Standards apply to HUD and BBCoC-funded projects other than Emergency Solutions Grants programs. Those Written Standards are in the next section of the document (Section M). Examples of HUD and BBCoC-funded projects include CoC Program, Challenge, and TANF grants. These standards denote when the regulation specifically applies to CoC Program funding. Multiple funding sources can pay for each of these activities, so subrecipients should be careful to note each funding source’s requirements. Performance measures can be found in the table below and apply to all BBCoC funding.

PERFORMANCE MEASURES

Activity	Outcome/Outputs
Street Outreach	Number of Persons: <ul style="list-style-type: none"> • Placed in shelter, transitional housing, or safe haven within 30 days of enrollment • Exits to permanent housing • With more non-cash benefits at program exit • Participating in case management
Emergency Shelter	Number of Persons: <ul style="list-style-type: none"> • Exiting to temporary or transitional housing destinations • Exiting to permanent housing destinations • Participating in case management
Homelessness Prevention	Number of Persons: <ul style="list-style-type: none"> • Who maintained their permanent housing for 6 months or longer • Exiting to permanent housing destinations • With higher income at program exit • With more non-cash benefits at program exit • Participating in Case Management
Rapid Re-Housing	Number of persons: <ul style="list-style-type: none"> • Who maintained their permanent housing for 6 months or longer • Exiting to permanent housing destinations • With higher income at program exit • With more non-cash benefits at program exit • Participating in Case Management

HOMELESSNESS PREVENTION (HP)

Homelessness Prevention serves individuals and families who are at risk of becoming literally homeless. Currently, no CoC Program funds can be utilized for Homelessness Prevention as those are only designated

for High Performing Communities. These standards apply only to Homelessness Prevention projects funded under other federal, state, and local sources.

Eligibility Criteria

This assistance may be provided to individuals and families who meet the criteria under the “at risk of homelessness” definition, or who meet the criteria in paragraph (2), (3), or (4) of the “homeless” definition in 24 CFR 576.2 and have an annual income below 30 percent of median family income for the area, as determined by HUD.

Assessment

Designated HP staff complete HP prioritization assessments that evaluate household needs, financial needs, and risk of homelessness.

Services

Case managers approach all participant using progressive engagement to provide the “lightest touch” intervention possible. For those who do not obtain permanent housing after the “light touch” services, additional services are added until the household is able to stabilize. Case managers must show due diligence efforts to meet with participant households at least once per month.

HP staff and the household together create a housing stabilization plan. HP staff provides (or provides referrals to) needed housing stabilization services and mainstream resources, as appropriate. Services typically include, but are not limited to, mediation, legal services, housing navigation, and employment support.

Financial Assistance

Financial assistance should be provided in adherence to a progressive engagement model, to provide the “lightest touch” intervention possible. Financial services typically include rental assistance, deposit assistance, and/or relocation assistance. Eligible activities for financial assistance will depend on the project’s funding source(s).

Prioritization

Households will be prioritized by income level, urgency of the situation, and high risk of homelessness factors. These factors include:

- Eviction proceedings underway
- Vulnerability to illness/death in the time of COVID (people 65+ and/or underlying health conditions)
- Large sums of rent or utility arrears that need to be paid off immediately to keep housing
- Experienced homelessness in the past 3 years
- Prior evictions
- Households fleeing domestic violence

DIVERSION

Diversion is a type of Homelessness Prevention that is not always dependent on funding to be successful; sometimes some mediation is needed to get someone back into their housing. It is often a series of conversations and problem-solving strategies. Diversion serves to assist households in quickly resolving their housing crisis and avoiding prolonged homelessness so that community resources are prioritized for households most in need of intensive housing services.

Every attempt will be made to divert clients experiencing homelessness whenever possible to prevent a household's entry into a shelter by diverting them to other safe, appropriate housing options provided by the household's social support network and/or in the community. Diversion can be provided at the point of Coordinated Entry or pre-admission to the emergency shelter.

Eligibility Criteria

Diversion should be attempted with all households seeking homeless services assistance.

Assessment

A designated, trained staff member completes a diversion assessment. If the household is literally homeless, staff should also complete the appropriate coordinated entry assessment.

Services

The goal of diversion is to prevent a household's entry into shelter by diverting them to other safe, appropriate housing options provided by the household's social support network in the community. To this end, diversion services typically include conflict mediation, housing location/stabilization, and linkage to mainstream resources.

Financial Assistance

While diversion does not always have a financial assistance component, the most effective diversion services provide access to a small pool of flexible funds that provide assistance for households to obtain/maintain housing (e.g., car repairs, childcare, grocery cards, bus tickets, etc.).

Prioritization

Households are eligible for diversion at the point they are seeking homeless services. Typically, households scoring a 0 to 3 on the VI-SPDAT are appropriate for diversion.

STREET OUTREACH (SO)

Street outreach activities include locating, identifying, and building relationships with unsheltered people experiencing homelessness and engaging them for the purpose of providing immediate support, intervention, and connections with homeless assistance projects. Engagement should take place outdoors or apart from a homeless services building. SO staff should perform engagement activities both within and outside of traditional business hours.

Eligibility Criteria

Unsheltered individuals and families.

Assessment

To the extent possible, SO staff should complete the appropriate coordinated entry assessment (e.g., VI-SDPAT) with all participants. SO staff must also work to determine a household's eligibility for services at local homeless assistance projects.

Services

Street outreach services should be targeted and coordinated as follows:

Standard 1: Street outreach efforts are coordinated and targeted with the broader network of programs, services, or staff who are likely to encounter individuals experiencing unsheltered homelessness, but whose regular focus is broader than homelessness including the following involved entities:

- Law enforcement and first responders
- Hospitals
- Health and behavioral healthcare providers
- Child welfare agencies
- Homeless education liaisons
- Workforce systems
- Faith-based organizations
- Other community-based providers

Standard 2: Street outreach is critical for connecting unsheltered households to housing and services. Street outreach projects must be entry points for unsheltered households in the coordinated entry (CE) process. Each street outreach agency staff member must complete assessor training with the BBCoC staff and serve as an assessor. These staff members can then identify and engage with unsheltered households who agree and are eligible to participate in the local CE process. Due to the nature of street outreach, it is understandable if it takes several engagements to proceed with the CE process. Street Outreach staff serving as assessors have access in HMIS to complete the CE enrollment with unsheltered households, record referrals to housing and supportive services, and place households on the priority list.

Standard 3: Street outreach efforts are housing-focused. Street outreach programs must not require individuals to enter an emergency shelter or transitional housing as an ‘interim step’ or prerequisite to accessing stable housing. However, street outreach does make immediate connections to an emergency shelter or temporary housing to provide safe options while individuals and families are on a pathway toward stability.

Standard 4: Street outreach efforts are person-centered, trauma-informed, and culturally responsive.

- Street outreach utilizes a person-centered approach, focused on the individual’s strengths and resources, and never makes assumptions about what a person might need or want.
- Street outreach staff provide people experiencing homelessness with multiple opportunities to say ‘no’ and make repeated offers of assistance as necessary throughout the engagement process.
- Street outreach staff receive regular training in evidence-based practices, including trauma-informed care, and are proficient in utilizing such practices.
- Street outreach providers employ outreach staff with lived experience and offer commensurate compensation to all outreach staff.
- Street outreach efforts are respectful and responsive to the beliefs and practices, sexual orientations, disability statuses, age, gender identities, cultural preferences, and linguistic needs of all individuals.
- Street outreach staff work closely with street outreach BBCoC staff to analyze local data regarding racial inequities and disparities among people experiencing homelessness, tailor and customize their efforts to ensure that equity is being achieved within their outreach activities and outcomes. This might include diversifying staff and leadership, assuring appropriate geographic coverage, training all staff in issues of equity and cultural competency, and regularly analyzing performance and outcomes with a focus on racial equity.
- Street outreach workers utilize problem-solving techniques to identify strengths and existing

support networks, explore possible safe housing options outside the homelessness service system, such as reunification with family, and connect the individual to community support and services.

Standard 5: Street outreach projects emphasize safety and reduce harm.

- Street outreach staff have protocols in place to ensure the safety of all individuals seeking assistance.
- Street outreach efforts utilize harm reduction principles, including the non-judgmental, non-coercive provision of services and resources.
- Street outreach efforts accept that some individuals may not initially accept offers of emergency shelter or housing assistance. While maintaining a focus on creating connections to permanent housing, outreach workers establish rapport and reduce harm by providing critical, life-saving resources such as food, water, clothing, blankets, and other necessities.

Prioritization

Unsheltered households should be prioritized for Street Outreach.

TEMPORARY HOUSING

Temporary Housing refers to a time-limited housing project where households experiencing homelessness may stay and receive shelter and supportive services that are designed to enable individuals to move into permanent housing. Temporary Housing may be site-based or scattered-site. There are three types of Temporary Housing recognized by BBCoC at this time: Emergency Shelter (ES), Inclement Weather Emergency Shelter (IWES), and Transitional Housing (TH).

Emergency Shelter (ES) is a temporary shelter designed to assist with an individual's or family's immediate housing crisis. ES may be site-based, e.g., a standard shelter building, or scattered-site, e.g., hotel vouchers or master-leased apartment units. Households should not be denied access to ES due to lack of identification/proof of residency, unless required to produce this documentation by a supplemental funding source.

Inclement Weather Emergency Shelter (IWES) is a temporary shelter designed to assist with an individual's or family's immediate housing crisis, typically during inclement weather, e.g., extreme cold, extreme heat, or a severe weather event. Because IWES is typically only available during severe weather events, the location/type of shelter may not be consistent each time it is made available.

Transitional Housing (TH) refers to a time-limited temporary housing project where households experiencing homelessness may stay and receive supportive services that are designed to enable individuals to move into permanent housing.

BBCoC embraces the housing first approach, where households are offered permanent housing before any other type of assistance. BBCoC understands that temporary housing provides a valuable option for households seeking an interim solution to a housing crisis while seeking permanent housing, especially for households belonging to certain target populations such as youth, people in recovery from substance use, and people fleeing domestic violence.

Eligibility Criteria

Any household with no other feasible alternative for housing is eligible for temporary housing. Diversion should be attempted with all potential participant households before enrollment into temporary housing.

Assessment

Designated staff must complete the appropriate coordinated entry assessment for eligible households. Assessments should be completed within the first week of occupancy of the temporary housing accommodation.

Services

Services should be in line with the housing first standards listed in Section C. Participation in services must be voluntary, housing-focused, and participant-centered. Staff should develop housing stabilization plans with participants. Staff should also provide linkages to mainstream resources and services.

PERMANENT HOUSING

Permanent Housing refers to housing that is safe and stable where the household has a lease or sub-lease in their name lasting a term of at least one year. A rental subsidy and voluntary services may be provided to help the participant household retain housing and remain stable.

Permanent Housing interventions may be site-based or scattered-site. All permanent housing interventions in the BBCoC must utilize the housing first approach, where participants are permanently housed quickly, despite actual or perceived barriers, and housing is not dependent on participation in services. Households are not required to participate in services and may not be terminated for not participating in services. Participants may be terminated only for violating their lease agreement.

There are two types of Permanent Housing interventions designated specifically to serve people experiencing homelessness recognized by BBCoC: Rapid Rehousing (RRH) and Permanent Supportive Housing (PSH).

Rapid Rehousing (RRH) is an evidence-based housing intervention informed by the housing first model and designed to help individuals and families to quickly exit homelessness and return to permanent housing. RRH assistance is offered without preconditions such as employment, income, absence of criminal record, or sobriety, and the resources and services provided are tailored to the unique needs of the household that may include the use of time-limited financial assistance and targeted supportive services. While the RRH intervention is time-limited, the permanent housing gained through participating in the project is meant to last beyond the duration of RRH participation.

Permanent Supportive Housing (PSH) is an evidence-based housing intervention that combines non-time-limited affordable housing assistance with wrap-around supportive services for people experiencing homelessness. It fully embraces the housing first model. PSH links decent, safe, affordable, community-based housing with flexible, voluntary support services designed to help the participant household stay housed and live a more productive life in the community.

Rapid Rehousing

RRH Eligibility Criteria

CoC Program RRH

- Households must meet the HUD definition of homelessness

- Must follow any additional eligibility criteria set forth in the NOFA/NOFO through which a project was funded and the grant agreement
- Programs may not establish additional eligibility requirements beyond those specified here and those required by funders

ESG Program RRH

- Households must meet Category 1 or 4 of the HUD definition of homelessness

SSVF Program RRH

- Households must be a veteran family
- Households must be very low-income (income does not exceed 50% of area median income)
- Household must be literally homeless, and at risk to remain in this situation but for the grantee’s assistance

RRH Services

RRH consists of three main components: 1) Housing Navigation, 2) Financial Assistance, and 3) Support Services.

1. Housing Navigation

RRH providers take responsibility for locating housing options for participant households, considering the household’s needs and preferences. Specifically, the RRH provider should:

- Recruit landlords to provide housing opportunities for eligible households
- Address potential barriers to landlord participant such as concern about the short-term nature of rental assistance and/or tenant qualifications
- Assist households to find and secure appropriate rental housing

2. Financial Assistance

Utilizing a progressive engagement approach, RRH projects provide financial assistance to cover move-in costs, deposits, and the rental and/or utility assistance necessary to allow households to move immediately out of homelessness and to stabilize in permanent housing.

3. Housing-Focused Case Management and Services

While household participation in case management and services is voluntary, case managers must show due diligence efforts to meet with participant households at least once per month and should assertively engage participants whenever possible. Case management should be focused on obtaining and retaining housing.

RRH Rental Assistance

BBCoC has not set a maximum dollar amount that a program participant may receive for each type of financial or rental assistance. BBCoC has not set a maximum period for which a program participant may receive any types of RRH assistance, except for those maximum periods established by 24 CFR 578. The total amount of RRH rental assistance a household may receive is up to 24 months in one occurrence.

Supportive Services	No longer than 6 months after the rental assistance stops
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Short-term and medium-term rental assistance	Up to 24 months
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BBCoC does not have a minimum amount or percentage that program participants must pay while receiving Rapid Rehousing. However, financial and rental assistance will be provided in adherence to a progressive engagement model, to provide the “lightest touch” intervention possible. Progressive engagement is a model of service delivery that intentionally provides the smallest amount of helpful services (called a “light touch”) to help someone maintain or return to permanent housing. For those who do not obtain permanent housing after the “light touch” services, additional services and financial assistance are then added until the household can stabilize. Within a participant’s housing stabilization plan, a case manager may identify that a participant may begin paying a portion or percentage of their rent and utility costs if their income increases while enrolled in the program. Case managers should determine monthly what the participant’s share will be. Duration of assistance will be based on a case-by-case basis to ensure each participant has the full support necessary to achieve and maintain housing stability.

RRH Eligible Costs

The following list is from [24 CFR Part 578](#). Definitions for each cost can be found at the regulation.

- 1) Rental Assistance
 - a) Short-term rental assistance (up to 3 months)
 - b) Medium-term rental assistance (4 to 24 months)
- 2) Financial Assistance
 - a) Security deposits
 - b) First and last month’s rent
 - c) Property damage
- 3) Support Services
 - a) Case management, childcare, education services, employment assistance and job training, food, housing search and counseling services, legal services, life skills training, mental health services, moving costs, outpatient health services, outreach services, substance abuse treatment services, transportation, utility deposits
- 4) HMIS
- 5) Project Administration

RRH Prioritization

CoC and ESG Program RRH

1. Chronically homeless individuals and families with the longest history of homelessness and with the most severe service needs
2. Non-chronically homeless individuals and families with the longest history of homelessness and with the most severe service needs
3. In instances where two or more households have equal priority, applicants will be further prioritized as follows:
 - a. Veterans not eligible for housing/health VA services
 - b. Victims of domestic violence
 - c. Youth (18-24 years of age)
 - d. First presented for assistance

SSVF RRH

Eligible participants will be prioritized or targeted based on the agreed upon standards set forth in the provider's SSVF grant agreement. Veteran clients should be prioritized and referred to the veteran's workgroup.

Permanent Supportive Housing

PSH Eligibility Criteria

- Households must meet the HUD definition of homelessness
- One adult or child member of the household must have a disability
- Must follow any additional eligibility criteria set forth in the NOFA/NOFO through which a project was funded and the current grant agreement
- Programs may not establish additional eligibility requirements beyond those specified here and those required by funders

PSH Services

PSH programs should adhere to the housing first standards listed in Section C. To the greatest extent possible, households should be assisted to access community-based and mainstream services. It is expected that households participating in PSH will need a high level of case management. Programs must ensure households have access to the necessary supports in order to maintain housing stability. Participation in these services must not be a condition of remaining in the PSH unit or project.

PSH Rental Assistance (Subject to 24 CFR Part 578)

PSH rental assistance is not time limited. Projects funded through HUD's CoC Program must comply with the occupancy charges and resident rent requirements in 24 CFR Part 578. Households should have access for as long as the housing and supportive services are necessary to maintain housing stability. The amount of rent or occupancy charges owed by the household is calculated using the family's income less allowable deductions. The household's rent cannot exceed the highest of:

- 30% of the household's Monthly Adjusted Income **or**
- 10% of the household's Monthly Gross Income **or**
- The portion of the household's welfare assistance, if any, that is designated for housing costs

Projects that support housing with leasing funds do not have to charge an occupancy charge (which is similar to rent), but if they do, they are not permitted to charge any amount higher than the highest of these three figures.

PSH Eligible Costs

Eligible costs vary based on a subrecipient's grant agreement. The list of eligible costs below is based on HUD's eligible costs in 24 CFR Part 578.

- 1) Acquisition, Rehabilitation, New Construction
- 2) Leasing or Rental Assistance
- 3) Supportive Services
 - a) Case management, childcare, education services, employment assistance and job training, food, housing search and counseling services, legal services, life skills training, mental health services, moving costs, outpatient health services, outreach services, substance abuse treatment services, transportation, utility deposits

- 4) Operating Costs
- 5) HMIS
- 6) Project Administration

PSH Prioritization

Dedicated/Prioritized CoC

1. Chronically homeless individuals and families with the longest history of homelessness and with the most severe service needs
2. In instances where two or more households have equal priority, applicants will be further prioritized as follows:
 - a. Veterans not eligible for housing/health VA services
 - b. Victims of domestic violence
 - c. Youth (18-24 years of age)
 - d. First presented for assistance

Non-Dedicated/Prioritized CoC

1. Homeless individuals and families with a disability with long periods of episodic homelessness and severe service needs
2. Homeless individuals and families with a disability with severe service needs
3. Homeless individuals and families with a disability coming from places not meant for human habitation, safe haven, or emergency shelter without severe service needs
4. Homeless individuals and families with a disability coming from transitional housing
5. An individual or family that is eligible for CoC Program-funded PSH who is currently residing in a transitional housing project is only eligible when the household was living in a place not meant for human habitation, in an emergency shelter, or safe haven prior to residing in the transitional housing
6. In instances where two or more households have equal priority, applicants will be further prioritized as follows:
 - a. Veterans not eligible for housing/health VA services
 - b. Victims of domestic violence
 - c. Youth (18-24 years of age)
 - d. First presented for assistance

OTHER REQUIREMENTS FOR PERMANENT HOUSING

Rent reasonableness. HUD will only provide rental assistance for a unit if the rent is reasonable. The recipient or subrecipient must determine whether the rent charged for the unit receiving rental assistance is reasonable in relation to rents being charged for comparable unassisted units, taking into account the location, size, type, quality, amenities, facilities, and management and maintenance of each unit. Reasonable rents must not exceed rents currently being charged by the same owner for comparable unassisted units.

Property damage. For rental assistance, recipients and subrecipients may use grant funds in an amount not to exceed one month's rent to pay for any damage to housing due to the action of a program participant. This shall be a one-time cost per participant, incurred at the time a participant exits a housing unit.

Lease. For project-based, sponsor-based, or tenant-based rental assistance, program participants must enter into a lease agreement for a term of at least one year, which is terminable for cause. The leases

must be automatically renewable upon expiration for terms that are a minimum of one month long, except on prior notice by either party. For leasing, recipients and subrecipients must have signed occupancy agreements or leases (or subleases) with program participants residing in housing.

Housing quality standards. Housing leased with Continuum of Care program funds, or for which rental assistance payments are made with Continuum of Care program funds, must meet the applicable housing quality standards (HQS) under [24 CFR 982.401](#) of this title, except that 24 CFR 982.401(j) applies only to housing occupied by program participants receiving tenant-based rental assistance. For housing rehabilitated with funds under this part, the lead-based paint requirements in 24 CFR part 35, subparts A, B, J, and R apply. For housing that receives project-based or sponsor-based rental assistance, 24 CFR part 35, subparts A, B, H, and R apply. For residential property for which funds under this part are used for acquisition, leasing, services, or operating costs, 24 CFR part 35, subparts A, B, K, and R apply.

Emergency Solutions Grants

The purpose of these Written Standards is to establish guidelines for administering the Department of Housing and Urban Development (HUD) ESG programs. The Written Standards provide guidance for admission to and continued participation in an organization’s Emergency Solutions Grant program(s). To the extent an issue is not otherwise explained in these Written Standards, the ESG regulations or CARES guidance will be followed (24 CFR 576, The CARES Act, and HUD CPD Notice 21-08).

The Written Standards have been examined by the CoC Coordinated Entry Committee and approved by the BBCoC Governance Board and City of Tallahassee ESG Entitlement Jurisdiction sub-recipients. The Written Standards will be reviewed and revised as needed at a minimum of once per year. Agreement to abide by the Written Standards will be a condition of applying for ESG funding administered by the BBCoC.

The standards below are applicable for ESG funding that BBCoC administers through the State Office on Homelessness. The City of Tallahassee also funds ESG programs through BBCoC. The City of Tallahassee has its own set of Written Standards, which may include significant differences in terms of minimum and maximum payments, income requirements, etc. ESG subrecipients will be able to identify their ESG funding source through BBCoC and should adhere to the applicable Written Standards. The City of Tallahassee Written Standards can be found at: ???

ESG programs include the following:

- Street Outreach to reach unserved individuals and families experiencing unsheltered homelessness
- Emergency Shelter to temporarily house and provide essential services to homeless individuals and/or families
- Homelessness Prevention to assist individuals and families to prevent eviction and/or entering into an emergency shelter
- Rapid Rehousing to assist individuals and families who are literally homeless

ESG also includes funding for Homeless Management Information System (HMIS) activities and Administration.

M. ESG OPERATION STANDARDS BY PROJECT TYPE

STREET OUTREACH

ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, nonfacility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. For the purposes of this section, the term “unsheltered homeless people” means individuals and families who qualify as homeless under paragraph (1)(i) of the “homeless” definition under 24 CFR 576.2.

Eligibility Criteria

Participants must qualify as homeless under paragraph (1)(i) of the “homeless” definition under 24 CFR 576.2. Participants must be unsheltered.

Targeting Services

Street outreach services should be targeted and coordinated as follows:

Standard 1: Street outreach efforts are coordinated and targeted with the broader network of programs, services, or staff who are likely to encounter individuals experiencing unsheltered homelessness, but whose regular focus is broader than homelessness including the following involved entities:

- Law enforcement and first responders
- Hospitals
- Health and behavioral healthcare providers
- Child welfare agencies
- Homeless education liaisons
- Workforce systems
- Faith-based organizations
- Other community-based providers

Standard 2: Street outreach is critical for connecting unsheltered households to housing and services. Street outreach projects must be entry points for unsheltered households in the coordinated entry (CE) process. Each street outreach agency staff must complete assessor training with the BBCoC staff and serve as an assessor. These staff members can then identify and engage with unsheltered households who agree and are eligible to participate in the local CE process. Due to the nature of street outreach, it is understandable if it takes several engagements to proceed with the CE process. Street Outreach staff serving as assessors have access in HMIS to complete the CE enrollment with unsheltered households, record referrals to housing and supportive services, and place households on the priority list.

Standard 3: Street outreach efforts are housing-focused. Street outreach programs must not require individuals to enter an emergency shelter or transitional housing as an 'interim step' or prerequisite to accessing stable housing. However, street outreach does make immediate connections to an emergency shelter or temporary housing to provide safe options while individuals and families are on a pathway toward stability.

Standard 4: Street outreach efforts are person-centered, trauma-informed, and culturally responsive.

- Street outreach utilizes a person-centered approach, focused on the individual's strengths and resources, and never makes assumptions about what a person might need or want.
- Street outreach staff provide people experiencing homelessness with multiple opportunities to say 'no' and make repeated offers of assistance as necessary throughout the engagement process.
- Street outreach staff receive regular training in evidence-based practices, including trauma-informed care, and are proficient in utilizing such practices.
- Street outreach providers employ outreach staff with lived experience and offer commensurate compensation to all outreach staff.
- Street outreach efforts are respectful and responsive to the beliefs and practices, sexual orientations, disability statuses, age, gender identities, cultural preferences, and linguistic needs of all individuals.
- Street outreach staff work closely with street outreach BBCoC staff to analyze local data

regarding racial inequities and disparities among people experiencing homelessness, tailor and customize their efforts to ensure that equity is being achieved within their outreach activities and outcomes. This might include diversifying staff and leadership, assuring appropriate geographic coverage, training all staff in issues of equity and cultural competency, and regularly analyzing performance and outcomes with a focus on racial equity.

- Street outreach workers utilize problem-solving techniques to identify strengths and existing support networks, explore possible safe housing options outside the homelessness service system, such as reunification with family, and connect the individual to community support and services.

Standard 5: Street outreach projects emphasize safety and reduce harm.

- Street outreach staff have protocols in place to ensure the safety of all individuals seeking assistance.
- Street outreach efforts utilize harm reduction principles, including the non-judgmental, non-coercive provision of services and resources.
- Street outreach efforts accept that some individuals may not initially accept offers of emergency shelter or housing assistance. While maintaining a focus on creating connections to permanent housing, outreach workers establish rapport and reduce harm by providing critical, life-saving resources such as food, water, clothing, blankets, and other necessities.

Eligible Services

The following services are eligible under the street outreach component. A full list with definitions can be found at [24 CFR Part 576.101](#).

- 1) Essential services
 - a) Engagement
 - b) Case management
 - c) Emergency health services
 - d) Emergency mental health services
 - e) Transportation
 - f) Services for special populations

EMERGENCY SHELTER

ESG funds may be used for the costs of providing essential services to homeless families and individuals in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters. Emergency shelter programs serve various sub-populations: households with children, individuals male or female, unaccompanied youth, and victims of domestic violence. The level of support services available to participants varies greatly from program to program. While a length of stay is not specified, the goal is to exit participants into permanent housing within 30 days of entry. It is expected that some households will need longer lengths of stay. Programs are expected to have policies regarding terminating shelter assistance.

Eligibility Criteria

Individuals and families who meet any of the criteria in paragraphs 1-4 of the “homeless” definition found at 24 CFR 576.2.

Admission, Diversion, Referral, and Discharge

Diversion

Diversion is a type of Homelessness Prevention that is not always dependent on funding to be successful; sometimes some mediation is needed to get someone back into their housing. It is often a series of conversations and problem-solving strategies. Diversion serves to assist households in quickly resolving their housing crisis and avoiding prolonged homelessness so that community resources are prioritized for households most in need of intensive housing services.

Every attempt will be made to divert clients experiencing homelessness whenever possible to prevent a household's entry into a shelter by diverting them to other safe, appropriate housing options provided by the household's social support network and/or in the community. Diversion can be provided at the point of Coordinated Entry or pre-admission to the emergency shelter.

Admission

Eligibility for shelter services will be determined by each shelter's criteria.

Length of Stay

A household's length of stay in shelter will focus on an individualized housing plan, therefore, length of shelter stays will vary and not be set as each shelter stay is based a household's needs, preferences, and housing availability.

Safeguards to meet the safety and shelter needs of special populations:

- *Victims of domestic violence, dating violence, sexual assault, and stalking:*

No individual or family may be denied admission to or removed from the emergency shelter on the basis or as a direct result of the fact that the individual or family is or has been a victim of domestic violence, dating violence, sexual assault, or stalking if the individual or family otherwise qualifies for admission or occupancy. The terms "affiliated individual," "dating violence," "domestic violence," "sexual assault," and "stalking" are defined in 24 CFR 5.2003.

Victims of domestic violence, dating violence, sexual assault, and stalking will be offered the option of being referred to a specialized domestic violence shelter if desired.

- *Prohibition against involuntary family separation.*

The age of a child under age 18 must not be used as a basis for denying any family's admission to an emergency shelter that uses ESG funding or services and provides shelter to families with children under age 18.

- *Individuals and Families who have the highest barriers to housing and are likely to be homeless the longest:*

Projects shall prioritize unsheltered individuals and families who are at the greatest risk for severe health and safety consequences if not sheltered.

Referrals & Discharge

Program staff will review all exits (voluntary and involuntary) to determine if the client is appropriate for other community resources including Rapid Rehousing programs (if available). All referrals will be made

to other service providers and permanent housing programs, using the coordinated entry process. Every attempt will be made to avoid discharging an individual or family back into homelessness.

Assessing, Prioritizing, Reassessing Participant Needs for Essential Services

Assessing

Individuals and families receiving emergency shelter services may choose to participate in essential services. Case management essential services should be offered at every emergency shelter. Utilizing the case management essential services allows for program participants to receive an individualized housing plan. Case managers and participants will meet to review the individualized housing plan and determine ongoing need for emergency shelter services and which essential services may be beneficial for the participant. Participants choosing not to participate in case management can still have access to other essential services offered by the emergency shelter and may not be denied emergency shelter for not participating.

Prioritizing

The following essential services will be prioritized and offered by emergency shelter providers. The full list and definitions can be found at [24 CFR Part 576.102](#).

- 1) Essential services
 - a) Case management
 - b) Childcare
 - c) Education services
 - d) Employment assistance and job training
 - e) Outpatient health services
 - f) Legal services
 - g) Life skills training
 - h) Mental health services
 - i) Substance abuse treatment services
 - j) Transportation
 - k) Services for special populations
- 2) Renovation
- 3) Shelter operations
- 4) Assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970

Reassessment

Reassessment is a continual but informal process for program participants utilizing emergency shelter. Participants who prefer to use the facility only for bathing, cooking, and/or sleeping may decide at any time that they want to participate in a conversation for case management and housing placement. Individuals who are receiving case management and/or housing search are reassessed for progress toward goals on at least a weekly basis.

Other Requirements

1. Minimum hours of operation 8PM – 7AM
2. Staff supervision whether paid or volunteer must be provided during hours of operation of program
3. Provide a minimum of one meal per day
4. A minimal amount of personal information must be collected to establish a daily client roster to be kept in case of emergency and/or building needs to be evacuated

5. At intake each participant shall be informed of evacuation procedures
6. Maps/diagrams of exits should be prominently placed throughout the facility

Minimum Performance

- Average length of stay is less than 60 days
- 50% of participants exit to a permanent housing placement
- And/or less than 30% of participants exit to an unknown location
- 60% of participants exit with income
- 60% of participants exit with non-cash resources

RAPID REHOUSING

The purpose of Rapid Rehousing is to serve individuals and families who are experiencing homelessness, move them as quickly as possible in permanent housing, and achieve stability. ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

Eligibility Criteria

Program participants must meet the criteria under paragraph (1) of the “homeless” definition in 24 CFR 576.2 or meet the criteria under paragraph (4) of the “homeless” definition and live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition.

Prioritization

1. Chronically homeless individuals and families with the longest history of homelessness and with the most severe service needs
2. Non-chronically homeless individuals and families with the longest history of homelessness and with the most severe service needs
3. In instances where two or more households have equal priority, applicants will be further prioritized as follows:
 - a. Veterans not eligible for housing/health VA services
 - b. Victims of domestic violence
 - c. Youth (18-24 years of age)
 - d. First presented for assistance

HOMELESSNESS PREVENTION

Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from moving to an emergency shelter, a place not meant for human habitation, or another place described in paragraph (1) of the homeless definition. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in their current housing or move into other permanent housing and achieve stability in that housing.

Eligibility Criteria

This assistance may be provided to individuals and families who meet the criteria under the “at risk of homelessness” definition, or who meet the criteria in paragraph (2), (3), or (4) of the “homeless” definition in 24 CFR 576.2 and have an annual income below 30 percent of median family income for the area, as determined by HUD.

Prioritization

Households will be prioritized by income level, urgency of the situation, and high risk of homelessness factors. These factors include:

- Eviction proceedings underway
- Vulnerability to illness/death in the time of COVID (people 65+ and/or underlying health conditions)
- Large sums of rent or utility arrears that need to be paid off immediately to keep housing
- Experienced homelessness in the past 3 years
- Prior evictions
- Households fleeing domestic violence

ELIGIBLE COSTS AND REQUIREMENTS FOR RAPID REHOUSING AND HOMELESSNESS PREVENTION

Rapid Rehousing and Homelessness Prevention have the same eligible costs under [24 CFR Part 576.105 and 576.106](#). This section reviews those costs and additional requirements for providing rental assistance.

Housing Relocation and Stabilization Costs

The following costs are eligible both under the Rapid Rehousing component and Homelessness Prevention. A comprehensive list of eligible costs and definitions is available at [24 CFR Part 576.105](#).

- 1) Financial Assistance Costs
 - a) Rental application fees
 - b) Security deposits
 - c) Last month's rent
 - d) Utility deposits
 - e) Utility payments
 - f) Moving costs
 - g) Breaking a lease for an emergency transfer ([24 CFR 5.2005\(e\)](#))
- 2) Services Costs
 - a) Housing search and placement
 - b) Housing stability case management
 - c) Mediation
 - d) Legal services
 - e) Credit repair
- 3) Housing Counseling

Use with Other Subsidies. Financial assistance under this section cannot be provided to a program participant who is receiving the same type of assistance through other public sources or to a program participant who has been provided with replacement housing payments under the Uniform Relocation Act (URA), during the period of time covered by the URA payments.

Housing Stability Case Management

Subrecipients shall provide comprehensive case management to ensure housing stability is achieved for all program participants. Case managers are expected to complete a housing stability goal plan at program entry which includes goals set by the client to ensure housing stability and includes financial resources and necessary referrals. Case managers are expected to document and maintain records in the client file and HMIS.

Short-term and Medium-term Rental Assistance

The subrecipient may provide a program participant with up to 24 months of rental assistance during any 3-year period. This assistance may be short-term rental assistance, medium-term rental assistance, payment of rental arrears, or any combination of this assistance.

- 1) Short-term rental assistance is assistance for up to 3 months of rent.
- 2) Medium-term rental assistance is assistance for more than 3 months but not more than 24 months of rent.
- 3) Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.

Use with Other Subsidies. Except for a one-time payment of rental arrears on the tenant's portion of the rental payment, rental assistance cannot be provided to a program participant who is receiving tenant-based rental assistance or living in a housing unit receiving project-based rental assistance or operating assistance, through other public sources. Rental assistance may not be provided to a program participant who has been provided with replacement housing payments under the URA during the period of time covered by the URA payments.

Rent Restrictions. Rental assistance cannot be provided unless the rent does not exceed the Fair Market Rent established by HUD, as provided under 24 CFR 888, and complies with HUD's standard of rent reasonableness, as established under 24 CFR 982.507.

Rental Assistance Agreement and Lease. The recipient or subrecipient may make rental assistance payments only to an owner with whom the recipient or subrecipient has entered into a rental assistance agreement. Requirements for the rental assistance agreement and lease can be found in this [HUD guidance](#). Each program participant receiving rental assistance must have a legally binding, written lease for the rental unit, unless the assistance is solely for rental arrears. The lease must be between the owner and the program participant. Where the assistance is solely for rental arrears, an oral agreement may be accepted in place of a written lease, if the agreement gives the program participant an enforceable leasehold interest under state law and the agreement and rent owed are sufficiently documented by the owner's financial records, rent ledgers, or canceled checks.

Late Payments. The recipient or subrecipient must make timely payments to each owner in accordance with the rental assistance agreement. The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease. The recipient or subrecipient is solely responsible for paying late payment penalties that it incurs with non-ESG funds.

Maximum Amounts of Assistance

BBCoC has not set a maximum dollar amount that a program participant may receive for each type of financial or rental assistance. BBCoC has not set a maximum period for which a program participant may receive any types of ESG assistance, except for those maximum periods established by 24 CFR 576. Except for housing stability case management, the total period for which any program participant may receive housing relocation and stabilization services must not exceed 24 months during any 3-year period.

Housing Stability Case Management	May not exceed 30 days during the period the program participant is seeking permanent housing and cannot exceed 24 months during the period the program participant is living in permanent housing
Short-term and medium-term rental assistance	Up to 24 months during any 3-year period

BBCoC does not have a minimum amount or percentage that program participants must pay while receiving Rapid Rehousing or Homelessness Prevention services. However, financial and rental assistance will be provided in adherence to a progressive engagement model, to provide the “lightest touch” intervention possible. Progressive engagement is a model of service delivery that intentionally provides the smallest amount of helpful services (called a “light touch”) to help someone maintain or return to permanent housing. For those who do not obtain permanent housing after the “light touch” services, additional services and financial assistance are then added until the household can stabilize. Within a participant’s housing stabilization plan, a case manager may identify that a participant may begin paying a portion or percentage of their rent and utility costs if their income increases while enrolled in the program. Case managers should determine monthly what the participant’s share will be. Duration of assistance will be based on a case-by-case basis to ensure each participant has the full support necessary to achieve and maintain housing stability.

Re-Evaluation

Subrecipients must re-evaluate the program participant’s eligibility and the types and amounts of assistance the program participant needs not less than once every 3 months for program participants receiving homelessness prevention assistance, and not less than once annually for program participants receiving rapid rehousing assistance. At a minimum, each re-evaluation of eligibility must establish that:

- 1) The program participant does not have an annual income that exceeds 30 percent of median family income for the area, as determined by HUD; and
- 2) The program participant lacks sufficient resources and support networks necessary to retain housing without ESG assistance.

Minimum Habitability Standards

The ESG Program Interim Rule establishes different habitability standards for emergency shelters and for permanent housing (the Rapid Re-housing and Homelessness Prevention components).

Emergency Shelter Standards. Emergency shelters that receive ESG funds for renovation or shelter operations must meet the minimum standards for safety, sanitation, and privacy provided in CFR 576.403(b).

In addition, emergency shelters that receive ESG funds for renovation (conversion, major rehabilitation, or other renovation) also must meet state or local government safety and sanitation standards, as applicable.

Permanent Housing Standards. The recipient or subrecipient cannot use ESG funds to help a program participant remain in or move into housing that does not meet the minimum habitability standards under

CFR 576.403(c). This restriction applies to all activities under the Homelessness Prevention and Rapid Re-housing components.

The checklists below offer an optional format for documenting compliance with the appropriate standards. These are intended to:

1. Provide a clear summary of the requirements and an adaptable tool so recipients and subrecipients can formally assess their compliance with HUD requirements, identify and carry out corrective actions, and better prepare for monitoring visits by HUD staff.
2. Provide a tool for a recipient to monitor that its subrecipient is in compliance with HUD requirements. Where non-compliance is identified, the ESG recipient can use this information to require or assist the subrecipient to make necessary changes.

Prior to beginning the review, the subrecipient should organize relevant files and documents to help facilitate their review. For instance, this may include local or state inspection reports (fire-safety, food preparation, building/occupancy, etc.), or policy and procedure documents related to emergency shelter facility maintenance or renovations.

Carefully read each statement and indicate the shelter's or unit's status for each requirement (Approved or Deficient). Add any comments and corrective actions needed in the appropriate box. The reviewer should complete the information about the project, and sign and date the form. This template includes space for an "approving official," if the recipient or subrecipient has designated another authority to approve the review. When the assessment is complete, review it with program staff and develop an action plan for addressing any areas requiring corrective action.

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

A maximum of 6% of the ESG-RRP sub-grantee funding must be used to pay the costs of HMIS, which includes a 3% participation fee paid to the lead HMIS agency (unless the recipient is the HMIS lead agency, in which case the 3% must be utilized to support the HMIS function, as described in 24 CFR 576.107).

Costs of HMIS participation are described in [24 CFR 576.107](#).

The remaining 3% of sub-grantee funding may support the sub-grantee's HMIS costs including licensing and reporting fees.

ADMINISTRATIVE ACTIVITIES

Administrative activities are activities that can be attributed to the overall administration of carrying out ESG activities. A full list of eligible costs is available at [24 CFR 576.108](#). Please note salaries and expenses directly related to a component (e.g., Street Outreach) can be attributed directly to that component and should not be billed under administrative activities. Eligible administrative costs include:

- 1) General management, oversight, and coordination. Costs of overall program management, coordination, monitoring, and evaluation.
- 2) Training on ESG requirements.
- 3) Consolidated plan.
- 4) Environmental review.

N. COORDINATION AMONG PROVIDERS

To ensure program participants have access to all community resources, subrecipients should coordinate and integrate, to the extent possible, with other programs which serve people experiencing homelessness. Subrecipients should also coordinate with mainstream providers.

Subrecipients that receive funding through ESG will be subject to the following coordination requirements:

- A. Street Outreach: Street outreach providers must coordinate their services with emergency shelters and utilize coordinated entry whenever possible. For example, the street outreach worker will contact the CES to see if the program participant has already used services within the system, work with housing providers and shelters to meet housing needs and link them to be assessed within the CES.
- B. Emergency Shelter: Shelter providers must partner with Rapid Re-Housing providers to ensure that shelter program participants have access to services that can quickly re-stabilize their housing situation. Shelter providers must also implement a diversion process to ensure they are serving those most in need of the shelter bed.
- C. Homelessness Prevention: Subrecipients receiving Homelessness Prevention funding will be expected to participate in coordinated entry to receive referrals, and coordinate with other agencies providing prevention assistance and mainstream resources.
- D. Rapid Re-Housing: Rapid Re-Housing providers will be expected to use the CES to obtain referrals. In addition, the following requirements apply:
 - i. Coordination with emergency shelters for unsheltered program participants who need shelter while looking for permanent housing,
 - ii. Coordination with housing navigators or other community partners to assist in finding housing for program participants, and
 - iii. Participation in By-Name list meetings.

O. AREA WIDE SYSTEMS COORDINATION

Coordination with other targeted homeless services

BBCoC and its subrecipients must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with other programs targeted to persons experiencing homelessness in the area covered by the Continuum of Care to provide a strategic, community-wide system to prevent and end homelessness for that area. Available programs may include:

- Shelter Plus Care Program
- Supportive Housing Program
- Section 8 Moderate Rehabilitation Program for Single Room Occupancy Program for Homeless Individuals
- Veterans services including: HUD - Veterans Affairs Supportive Housing (HUD-VASH), Homeless Veterans Reintegration Program, Domiciliary Care for Homeless Veterans Program, VA Homeless Providers Grant and Per Diem Program, Health Care for Homeless Veterans, Homeless Veterans Dental Program, Supportive Services for Veteran Families Program, and Veteran Justice Outreach Initiative

- Education for Homeless Children and Youth Grants for State and Local Activities
- Healthcare for the Homeless
- Programs for Runaway and Homeless Youth
- Projects for Assistance in Transition from Homelessness (PATH)
- Services in Supportive Housing Grants
- Emergency Food and Shelter Program
- Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program

Coordination with mainstream resources

BBCoC and its subrecipients must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with mainstream housing, health, social services, employment, education, and youth programs for which families and individuals at risk of homelessness and homeless individuals and families may be eligible. Available programs may include:

- Public housing programs
- Housing programs receiving tenant-based or project-based assistance under section 8 of the U.S. Housing Act
- Supportive Housing for Persons with Disabilities (Section 811)
- HOME Investment Partnerships Program
- Temporary Assistance for Needy Families (TANF)
- Health Center Program
- State Children's Health Insurance Program
- Head Start
- Mental Health and Substance Abuse Block Grants
- Services funded under the Workforce Investment Act

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Appendix A: Glossary

Case Conferencing – An agency or group’s formal, planned, and structured meeting in which providers coordinate staffing assignments, provide client level updates, and ensure coordination of services. The goal of case conferencing is to provide holistic, coordinated, and integrated services.

Case Management – Case management is defined by the Case Management Society of America as “a collaborative process of assessment, planning, facilitation, care coordination, evaluation, and advocacy for options and services” to meet individual needs. Case Management in the context of the Continuum of Care (CoC) should be voluntary and client centered, with the goal of identifying strengths and client directed goals, while promoting “health, recognition, and well-being” (USICH, 2016). Case Managers in should ultimately focus on linking the client to a permanent housing resource and providing the necessary services needed to promote housing stability.

Chronically Homeless –

1. An individual who:

a. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; AND

b. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least twelve months or on at least four separate occasions in the last three years *where those occasions cumulatively total at least twelve months*; AND

c. Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 [42 U.S.C. 15002]), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;

2. An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or

3. A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.

Chronically Homeless Family with Children – A family with children with an adult head of household (or if there is no adult in the family with children, a minor head of household) who meets all of the criteria for a chronically homeless individual, including a family with children whose composition has fluctuated while the head of household has been homeless.

Continuum of Care (CoC) – A group of relevant organizations working together to organize and deliver housing and services to meet the specific needs of people who are homeless as they move to stable housing and maximize self-sufficiency. It includes action steps to end homelessness and prevent a return to homelessness.” In the Big Bend area, the organization in charge of operating the Continuum of Care is the Big Bend Continuum of Care.

Coordinated Entry System (CES) – CES is a regionally based system that connects new and existing programs into a “no-wrong-door network” by assessing the needs of individuals/ families/youth experiencing homelessness and linking them with the most appropriate housing and services to end their homelessness. The goal of the CES is to streamline processes through which communities assess, house, and support housing retention for individuals/families who are homeless; to ensure all of our homeless neighbors are known and supported; to target and maximize limited housing resources; and comply with the federal mandate to adopt a standardized intake and coordinated assessment process for housing. The essential components of CES are: 1) a system that is low-barrier and easy to access; 2) a system that identifies and assesses people’s needs; and 3) a system that prioritizes and matches housing resources based on those needs.

Disability – An individual with one or more of the following conditions:

A. A physical, mental, or emotional impairment, including impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that:

- (1) Is expected to be long-continuing or of indefinite duration;
- (2) Substantially impedes the individual's ability to live independently; and
- (3) Could be improved by the provision of more suitable housing conditions.

B. A developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002); or

C. The disease of acquired immunodeficiency syndrome (AIDS) or any condition arising from the etiologic agency for acquired immunodeficiency syndrome (HIV).

Emergency Shelter (ES) – Any facility whose primary purpose is to provide temporary shelter for homeless in general or for specific populations of the homeless.

Harm Reduction – An aspect of a program’s or system’s design established by a set of policies and the resulting procedures and practices whose objective is to reduce the negative consequences of participants’ continued use of drugs and/or alcohol or failure to be medication compliant. In housing settings, harm reduction is intended to prevent a participant’s loss of housing and/or termination from the program based solely on his or her inability to stop using drugs or alcohol or failure to take prescribed medications. Programs incorporating a harm reduction model must utilize all interventions possible, short of termination from the program to enable the participant to reduce or minimize their risky behaviors while at the same time assisting them to move into and become stabilized in permanent housing. Harm reduction is not intended to prevent the termination of a participant whose actions or behavior constitute a threat to the safety of other participants and staff. Organizations must develop a set of policies and procedures to be implemented in the event of such behavior on the part of a participant.

Homeless –

An individual who belongs to one of the following categories:

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

(i) An individual 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 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 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; and

(iii) The individual lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other permanent housing;

(3) An 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:

(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; and

(iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers;

(4) Any individual who:

(i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual that has either taken place within the individual's primary nighttime residence or has made the individual afraid to return to their primary nighttime residence;

(ii) Has no other residence; and

(iii) Lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, to obtain other permanent housing.

Housing First – Housing First is an approach that offers permanent housing as quickly as possible for people experiencing homelessness, particularly for people with long histories of homelessness and co-occurring

health challenges, while providing the supportive services people need to keep their housing and avoid returning to homelessness. The provider ensures that the supportive services that program participants need or want in order to achieve permanent housing and to increase income are offered, but are not required as a condition of housing, including links to mainstream programs or partner agencies (i.e., mental health services, substance abuse treatment, medical services, childcare, etc.). Income, sobriety and/or participation in treatment or other services are voluntary and are not required as a condition for housing.

Housing Navigation – Housing Navigation is the process by which homeless clients that have entered the CES system are provided ongoing engagement, document collection, and case management services in order to facilitate a match to an appropriate housing resource. In the context of CES, outreach workers, case managers, and other homeless service providers may provide housing navigation assistance.

Outreach – Outreach is defined as the activity of engaging a homeless individual through the process of rapport building with the goal of linking that individual to a permanent housing resource. Outreach and engagement is an ongoing process that “involves creativity, flexibility, may take months or years, and involves establishing a relationship” to connect a client to services (Olivet, Bassuk, Elstad, Kenny, and Jassil, 2010). Outreach can be viewed as a “service in itself” and “a process of building a personal connection that may play a role in helping a person improve his or her housing, health status, or social support network” (Olivet, Bassuk, Elstad, Kenny, and Jassil, 2010). Outreach and engagement should be approached in a client-centered and voluntary manner that does not create any time constraints as to the swiftness in which the client voluntarily seeks permanent housing. Outreach workers should have the capacity to refer clients to resources and services and should regularly participate in case conferencing to ensure clients are matched to the appropriate permanent housing resource.

Permanent Housing (PH) – Community-based housing without a designated length of stay, which includes both Permanent Supportive Housing (PSH) and Rapid Rehousing (RRH). Examples of permanent housing include, but are not limited to, a house or apartment with a month-to-month or annual lease term or home ownership.

Permanent Supportive Housing (PSH) – Long-term, community-based housing that has supportive services for homeless persons with disabilities. This type of supportive housing enables the special needs of populations to live independently as possible in a permanent setting. Permanent housing can be provided in one structure or in several structures at one site or in multiple structures at scattered sites.

Rapid Rehousing (RRH) – A support intervention that uses a combination of case management, Housing Navigation, and short to medium term financial assistance to assist mid-range acuity homeless households identify and stabilize in tenant-based, scattered site, permanent housing.

Rent Reasonableness – The total rent charged for a unit must be reasonable in relation to the rents being charged during the same time period for comparable units in the private unassisted market and must not be in excess of rents being charged by the owner during the same period for comparable non-luxury unassisted units. Such determinations should consider: (a) location, quality, size, type, and age of unit; and (b) any amenities, housing services, maintenance and utilities to be provided by the owner. Comparable rents may be verified by using a market study, reviewing comparable units advertised for rent, or by obtaining written verification from the property owner documenting comparable rents for other units owned.

Supportive Services – Services that may assist homeless participants in the transition from the streets or shelters into permanent or permanent supportive housing, and that assist persons with living successfully in housing.

Transitional Housing (TH) – Transitional housing (TH) is designed to provide homeless individuals and families with the interim stability and support to successfully move to and maintain permanent housing. Transitional housing may be used to cover the costs of up to 24 months of housing with accompanying supportive services. Program participants must have a lease (or sublease) or occupancy agreement in place when residing in transitional housing.

Unaccompanied Youth – Unaccompanied youth are persons under age 18 who are not accompanied by a parent or guardian and are not a parent presenting with or sleeping in the same place as his/her child(ren). Unaccompanied youth are single youth, youth couples, and groups of youth presenting together as a household.

Veteran – This subpopulation includes adults who have served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

Victims of Domestic Violence – This subpopulation includes adults who have been victims of domestic violence, dating violence, sexual assault, or stalking.

Victim service provider – A private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women’s shelters, domestic violence transitional housing programs, and other programs.

Youth – Persons under age 25, including children under age 18 and young adults ages 18 to 24.

Appendix B: Homeless Definitions and Eligibility

HUD Definition of Homelessness

HUD CRITERIA FOR DEFINING HOMELESS	Category 1	Literally Homeless	<p>Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> • Has a primary nighttime residence that is a public or private place not meant for human habitation; • 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> • 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>Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> • Residence will be lost within 14 days of the date of application for homeless assistance; • No subsequent residence has been identified; <u>and</u> • The individual or family lacks the resources or support networks needed to obtain other permanent housing
	Category 3	Homeless under other Federal statutes	<p>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"> • Are defined as homeless under the other listed federal statutes; • Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; • Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u> • 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>Any individual or family who:</p> <ul style="list-style-type: none"> • Is fleeing, or is attempting to flee, domestic violence; • Has no other residence; <u>and</u> • Lacks the resources or support networks to obtain other permanent housing

HUD Definition of At Risk of Homelessness

HUD CRITERIA FOR DEFINING AT RISK OF HOMELESSNESS	Category 1	Individuals and Families	<p>An individual or family who:</p> <ul style="list-style-type: none"> (i) Has an annual income below <u>30%</u> of median family income for the area; <u>AND</u> (ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; <u>AND</u> (iii) Meets one of the following conditions: <ul style="list-style-type: none"> A. Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; <u>OR</u> B. Is living in the home of another because of economic hardship; <u>OR</u> C. Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; <u>OR</u> D. Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; <u>OR</u> E. Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; <u>OR</u> F. Is exiting a publicly funded institution or system of care; <u>OR</u> G. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved Con Plan
	Category 2	Unaccompanied Children and Youth	A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute
	Category 3	Families with Children and Youth	An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.

Eligibility by ESG Component

Eligibility by Component	Emergency Shelter	<p>Individuals and families defined as Homeless under the following categories are eligible for assistance in ES projects:</p> <ul style="list-style-type: none"> • Category 1: Literally Homeless • Category 2: Imminent Risk of Homeless • Category 3: Homeless Under Other Federal Statutes • Category 4: Fleeing/Attempting to Flee DV
	Rapid Re-Housing	<p>Individuals and families defined as Homeless under the following categories are eligible for assistance in RRH projects:</p> <ul style="list-style-type: none"> • Category 1: Literally Homeless • Category 4: Fleeing/Attempting to Flee DV (if the individual or family is also literally homeless)
	Homelessness Prevention	<p>Individuals and families defined as Homeless under the following categories are eligible for assistance in HP projects:</p> <ul style="list-style-type: none"> • Category 2: Imminent Risk of Homeless • Category 3: Homeless Under Other Federal Statutes • Category 4: Fleeing/Attempting to Flee DV (if the individual or family is NOT also literally homeless) <p>Individuals and families who are defined as At Risk of Homelessness</p> <p>Additionally, HP projects must only serve individuals and families that have an annual income BELOW 30% AMI</p>

Appendix C: ESG Program Components Quick Reference



Emergency Solutions Grants (ESG) funds can be used to provide a wide range of service supports under the five program **components**: Street Outreach, Emergency Shelter, Family Reunification, Housing, Homelessness Prevention, and HMIS. Each component is described in the tables below, accompanied by a list of corresponding ESG activities and eligible costs. Note: Administration is not a component, it is considered an activity. ***Always refer to the program regulations at 24 CFR Part 576 for complete information about all eligible costs and program requirements.**

Component: Street Outreach. These activities are designed to meet the immediate needs of unsheltered homeless people by connecting them with emergency shelter, housing, and/or critical health services. § 576.101	
Activity type: Essential Services	
<u>Eligible costs:</u> <ul style="list-style-type: none"> • Engagement • Case Management • Emergency Health Services • Emergency Mental Health Services • Transportation • Services for Special Populations 	

Component: Emergency Shelter. These activities are designed to increase the quantity and quality of temporary shelters provided to homeless people, through the renovation of existing shelters or conversion of buildings to shelters, paying for the operating costs of shelters, and providing essential services. § 576.102			
Activity types:			
Essential Services	Renovation (also includes Major Rehab and Conversion)	Shelter Operations	Assistance Required Under the Uniform Relocation and Real Property Acquisition Act of 1970 (URA)
<u>Eligible costs:</u> <ul style="list-style-type: none"> • Case management • Child Care • Education Services • Employment Assistance and Job Training • Outpatient Health Services • Legal Services • Life Skills Training • Mental Health Services • Substance Abuse Treatment Services • Transportation • Services for Special Populations 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Labor • Materials • Tools • Other costs for renovation (including rehab or conversion) 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Maintenance • Rent • Security • Fuel • Equipment • Insurance • Utilities • Food • Furnishings • Supplies necessary for shelter operation • Hotel/Motel Vouchers 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Relocation payments • Other assistance to displaced persons

Component: Rapid Re-Housing. These activities are designed to move homeless people quickly to permanent housing through housing relocation and stabilization services and short- and/or medium-term rental assistance. § 576.104

Activity types:		
Rental Assistance**	Housing Relocation and Stabilization Services	
	Financial Assistance	Services Costs
<u>Eligible costs:</u> <ul style="list-style-type: none"> • Short-term rental assistance • Medium-term rental assistance • Rental arrears <p>**Rental assistance can be project-based or tenant-based.</p>	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Rental Application Fees • Security Deposits • Last Month’s Rent • Utility Deposits • Utility Payments • Moving Costs 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Housing Search and Placement • Housing Stability Case Management • Mediation • Legal Services • Credit Repair

Component: Homelessness Prevention. These activities are designed to prevent an individual or family from moving into an emergency shelter or living in a public or private place not meant for human through housing relocation and stabilization services and short- and/or medium-term rental assistance. § 576.103

Activity types:		
Rental Assistance**	Housing Relocation and Stabilization Services	
	Financial Assistance	Services Costs
<u>Eligible costs:</u> <ul style="list-style-type: none"> • Short-term rental assistance • Medium-term rental assistance • Rental arrears <p>**Rental assistance can be project-based or tenant-based.</p>	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Rental Application Fees • Security Deposits • Last Month’s Rent • Utility Deposits • Utility Payments • Moving Costs 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Housing Search and Placement • Housing Stability Case Management • Mediation • Legal Services • Credit Repair

HMIS Component. These activities are designed to fund ESG recipients’ and subrecipients’ participation in the HMIS collection and analyses of data on individuals and families who are homeless and at-risk of homelessness. § 576.107

Activity type: HMIS
<u>Eligible costs:</u> <ul style="list-style-type: none"> • Contributing data to the HMIS designated by the CoC for the area; • HMIS Lead (as designated by the CoC) costs for managing the HMIS system; • Victim services or legal services provider costs to establish and operate a comparable database.

*Administrative Activities. § 576.108
<u>Eligible costs are broadly categorized as follows:</u> <ul style="list-style-type: none"> ○ General management, oversight, and coordination ○ Training on ESG requirements ○ Consolidated Plan ○ Environmental review

Appendix D: Emergency Transfer Plan

Emergency Transfers

The Big Bend County Continuum of Care (BBCoC) is committed to ensuring safety of homeless services program participants, and this commitment extends to program participants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the Violence Against Women Act (VAWA)¹, BBCoC allows program participants, which can be any member of the household, who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the program participant's current unit or placement to another unit or placement in the following situations (additional situations may be included at the discretion of BBCoC):

- The program participant reasonably believes that there is a threat of imminent harm from further violence if the program participant remains within the unit or placement.
- The program participant is a victim of sexual assault, the program participant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation.² The ability of the BBCoC to honor such request for program participants currently receiving services, however, may depend upon a preliminary determination that the program participant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether the BBCoC or housing service provider (HSP) can identify another unit or placement that is available and is safe to offer the program participant for temporary or more permanent occupancy. The first step is to try to move the participant to a new unit or placement utilizing the resources available through the current program. If the program participant was residing in a dwelling unit at the time they requested an emergency transfer, the HSP should follow the Coordinated Entry Transfer Policy & Procedure if a unit is unable to be identified using the resources of the current homeless services program. This plan identifies program participants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to program participants on safety and security. This plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the Federal agency that oversees that the BBCoC is in compliance with VAWA.

¹ Despite the name of this law, VAWA protection is available to all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

² Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

Eligibility for Emergency Transfers

All program participants may request an emergency transfer if they meet the eligibility requirements in this section. A program participant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan.

In accordance with the Violence Against Women Act (VAWA), BBCoC allows program participants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the program participant's current unit or placement to another unit or placement in the following situations:

- The program participant reasonably believes that there is a threat of imminent harm from further violence if the program participant remains within the same unit or placement.
- The program participant is a victim of sexual assault, the program participant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

Emergency Transfer Request Documentation

To request an emergency transfer, the program participant shall notify the HSP staff person and submit a written request for a transfer to the HSP. The HSP will provide reasonable accommodations to this policy for individuals with disabilities. The program participant's written request for an emergency transfer can be made using [HUD Form 5383: Emergency Transfer Request](#). It should include:

1. A statement expressing that the program participant reasonably believes that there is a threat of imminent harm from further violence if the program participant were to remain in the same dwelling unit or placement while receiving services through HSP's program; OR
2. A statement that the program participant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the program participant's request for an emergency transfer.

The HSP may, but is not required to, request from tenants seeking emergency transfers a self-certification of the VAWA crime. If a HSP chooses to request this documentation in writing, the tenant can use a Self-Certification ([Form HUD-5382](#)). Housing providers are not permitted to require documentation beyond self-certification.

Confidentiality

BBCoC and any HSP involved will keep confidential any information that the program participant submits in requesting an emergency transfer, and information about the emergency transfer, unless the program participant gives HSP written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program. This includes keeping confidential the new location of the dwelling unit or placement of the program participant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the program participant. See the Notice of Occupancy Rights under the Violence Against Women Act for more information about HSP's responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.

Emergency Transfer Timing and Availability

The HSP will act as quickly as possible to move a program participant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit or placement.

Upon approving a request for emergency transfer, the HSP will attempt to identify an alternative dwelling unit or placement, exhausting all resources available to the HSP. Examples of these efforts can include: working with the project's HUD Community Planning and Development representative to resolve shifts within the grant and budget, internal program transfers, locating an alternative scattered-site unit, collaborating with neighboring CoCs to identify alternative dwellings outside of the CoC's geographic area, and utilizing emergency shelters (particularly DV shelters) as a short-term solution while a long-term solution is formulated. The HSP will assist the program participant in identifying other housing and homeless services providers who may have safe and available units or placements to which the program participant could move. If the program participant was residing in a dwelling unit at the time they requested an emergency transfer, and a dwelling unit is unable to be identified using the resources of the current housing program, then the HSP should follow the Coordinated Entry Transfer Policy & Procedure to initiate an internal or external transfer request. At the program participant's request, the HSP will also assist program participants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking.

If a program participant reasonably believes the unit or placement proposed by the HSP would not be safe, the program participant may request a transfer to a different unit or placement. If a unit or placement is available, the transferred program participant must agree to abide by the terms and conditions that govern occupancy in the unit or placement to which the program participant has been transferred. The HSP may be unable to transfer a program participant to a particular unit or placement if the program participant has not or cannot establish eligibility for that unit or placement.

Non-transferring Household Member(s) and Lease Bifurcation

If a CoC household separates in order to effect an emergency transfer when a household member has engaged in domestic violence, dating violence, sexual assault, or stalking against another household member, the HSP may bifurcate a lease in order to terminate the assistance from the non-transferring member while continuing to provide services to the transferring household members. In order to protect the safety and security of the tenants experiencing violence, the HSP will first move the tenants who have sought an emergency transfer, before beginning any termination proceedings against any household member who has engaged in domestic violence, dating violence, sexual assault, or stalking against another household member. The HSP will follow all applicable grievance procedures and lawful eviction procedures in seeking to terminate the non-transferring member's tenancy.

Safety and Security of Program Participants

The program participant is urged to take all reasonable precautions to be safe. The HSP must offer appropriate resources to assist the participant in ensuring their safety.

Domestic Violence Help

Program participants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter, for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).

Sexual Assault Help

Program participants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE or visit the online hotline at <https://ohl.rainn.org/online/>.

Stalking Help

Program participants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

Local Help

This policy was last updated 2/3/2022.

Appendix E: Nondiscrimination Policy

Background

The Big Bend Continuum of Care (BBCoC) is committed to a service-delivery environment in which all individuals are treated with respect and dignity. Everyone has the right to live in an atmosphere that promotes equal treatment and opportunity and that prohibits unlawful discriminatory practices.

All programs must manage a responsible and sound operation in accordance with federal and local nondiscrimination and equal opportunity provisions, as codified in the [Fair Housing Act](#), Section 504 of the [Rehabilitation Act](#), Title VI of the [Civil Rights Act](#), Titles II & III of the [Americans with Disabilities Act](#), HUD's [Equal Access rule: 24 CFR 5.100, 5.105\(a\)\(2\) and 5.106\(b\)](#).

Applicability

This policy aims to ensure the safety, dignity, and well-being of all individuals and families housed in programs associated with the BBCoC. All projects funded through HUD CoC Program or Emergency Solutions Grant (ESG) Program grants or receiving other funds from the BBCoC shall operate in accordance with this policy, following all applicable law. Programs must affirmatively provide equal access to their housing and supportive services in a nondiscriminatory manner that ensures that all persons are afforded equal opportunities.

Nondiscrimination Policy

Each provider must have a policy prohibiting discrimination against persons based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, disability, marital status, age, source of income, familial status, or domestic or sexual violence victim status, ensuring that all participants are afforded equal opportunities.

NOTE: Providers may not exclude potential participants based on their sex. A single-sex shelter is acceptable only under limited conditions in which the facility meets the following requirement.

Serving Individuals: only projects serving individuals can operate as single-sex facilities. A shelter that accepts families with children cannot be single sex. The ESG Interim Rule prohibits involuntary family separation, stating at 24 C.F.R 576.102(b) that, "[t]he age of a child under age 18 must not be used as a basis for denying any family's admission to an emergency shelter that uses Emergency Solutions Grant (ESG) funding or services and provides shelter to families with children under 18." There is no practicable way to operate a shelter that serves families with children as a single-sex facility since families with children will necessarily include household members of different genders.

Definitions of Prohibited Discrimination

Age discrimination refers to situations in which how old an individual is determines whether the person has access to certain terms, conditions, or services.

Ancestry refers to the nation, country, tribe, or other identifiable group of people from which a person descends. It also can refer to the physical, cultural, or linguistic characteristics of the person's ancestors. Ancestry discrimination may often overlap with, but is not always synonymous with, national origin discrimination.

Color discrimination refers to discrimination based on shade or hue of skin, such as Light-skinned or Dark-skinned. It is important that a variety of hues exist in every ethnic and racial group; therefore, color discrimination is not always synonymous with race discrimination and can even occur within a single racial group.

Disability refers to a physical or mental impairment that substantially limits an individual's ability to perform a major life activity. The protections against disability discrimination cover (1) individuals who currently have a physical or mental impairment that substantially limits one or more major life activities; (2) persons who previously had a physical or mental impairment that substantially limits one or more major life activities; and (3) persons who are believed to have a physical or mental impairment that substantially limits one or more major life activities, regardless of whether that belief is correct. The protection against disability discrimination includes a duty to provide reasonable accommodations that would allow an individual with a physical or mental disability to access and obtain full enjoyment of employment, public accommodations or housing and real property.

Domestic or sexual violence refers to any act of domestic violence, sexual assault or stalking related to rape, incest, sexual abuse of children, unlawful contact with a minor, sexual exploitation of children, statutory sexual assault, involuntary deviate sexual intercourse, sexual assault, aggravated indecent assault or indecent assault.

Ethnicity refers to membership in a particular cultural group. It is defined by shared cultural practices, including but not limited to holidays, food, language, and customs. Ethnicity may often overlap with ancestry, and like ancestry discrimination, ethnic discrimination may often overlap with, but is not always synonymous with, national origin discrimination.

Family includes, regardless of actual or perceived sexual orientation, gender identity, or marital status: (1) A single person or (2) A group of persons residing together. Federal and local laws prohibit discrimination based on familial status, i.e., one cannot discriminate against households consisting of one or more individuals under 21 years of age and (1) a parent or other person having legal custody of the minor(s) or (2) the designee of such parent or other person having such custody, with the written permission of such parent or other person. The protections afforded against discrimination on the basis of familial status shall apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 18 years. Projects funded under the CoC Program may limit housing to families with children, according to 24 CFR 578.93(b)(3). The age and gender of a child under age 18 must not be used as a basis for denying any family's admission to a project that receives CoC funds (24 CFR 578.93(e)).

Gender identity means the gender with which a person identifies, regardless of the sex assigned to that person at birth and regardless of the person's perceived gender identity. Perceived gender identity means the gender with which a person is perceived to identify based on that person's appearance, behavior, expression, other gender related characteristics, or sex assigned to the individual at birth or identified in documents. Programs must not ask participants to provide anatomical information or documentary (ID), physical, or medical evidence of gender identity.

Marital status refers to the state of being one of the following: Single, Married, Separated, Divorced, Widowed, Life Partner. Marital status discrimination includes discrimination based on assumed characteristics of people in particular marital status groups.

National origin refers to “the country where a person was born, or, more broadly, the country from which his or her ancestors came.” National origin discrimination includes discrimination based on place of origin or on the physical, cultural, or linguistic characteristics of a national origin group. National origin discrimination includes discrimination on the basis of accent, manner of speaking, or language fluency.

Race discrimination includes discrimination on the basis of physical characteristics associated with a particular race, such as hair texture, facial features, and hair color. Individuals of Hispanic or Latino ethnicity, or any ethnicity, may belong to one or more racial group. Race may be related to color but is not synonymous with color. Race is associated with the following groups:

- American Indian/Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment
- Asian: Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- Black/African American: A person having origins in any of the Black racial groups of Africa
- Native Hawaiian/Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- White: A person having origins in any of the original peoples of Europe and the Middle East
- Bi-racial or Multi-racial: All persons who identify with more than one of the five above races

Religious discrimination refers to discrimination based on an individual’s religious observances, practices, or beliefs. It also includes discrimination based on moral or ethical beliefs as to what is right and wrong that are sincerely held with the strength of traditional religious views, regardless of how widespread the beliefs or practices are. Religious discrimination may manifest itself as a preference for or against members of a particular religious group. It may also be evidenced as intolerance for observation of religious laws regarding dress, dietary habits, and work schedules.

Sex encompasses both the biological differences between men and women and the cultural and social aspects associated with masculinity and femininity (i.e., gender). Sex discrimination refers to discrimination based on one of the following categories: male/Female; pregnancy, childbirth, or related medical conditions; sex stereotyping; change in sex. Sex-specific programs are acceptable only under the limited conditions noted above.

Sexual orientation means one’s emotional or physical attraction to the same and/or opposite sex (e.g., homosexuality, heterosexuality, or bisexuality). Sexual orientation discrimination includes

discrimination based on perception of an individual's sexual orientation, whether that perception is correct or not.

Source of income refers to any lawful income, subsidy, or benefit with which an individual supports himself or herself and his or her dependents, including, but not limited to, child support, maintenance, and any federal, state or local public assistance, medical assistance, or rental assistance program.

Reporting

BBCoC has implemented a retaliation-free violation reporting policy to ensure adherence to policy regulations. Conduct prohibited by this policy and found to be unacceptable is subject to report, investigation, and response.

BBCoC encourages the prompt reporting of all incidents of discrimination and non-compliance with this policy. A formal complaint procedure for the reporting of violations of the Non-Discrimination Policy has been instituted. It is established that all program participants must be advised at program intake of their legal rights, including an explanation of this policy, and must be given the written policy and instructions for reporting violations, as well as an accompanying BBCoC reporting form, and must sign to acknowledge receipt.

Initially, reporters should contact administrators of the specific program demonstrating non-compliance with concerns, except in cases where retaliation is feared. If the concern is not resolved after administrators are involved, reporters may contact BBCoC by submitting the attached reporting form and emailing to INSERT EMAIL HERE or by calling INSERT NUMBER HERE.

The acceptance, logging, tracking, investigation, and disposition of all reports will be centrally monitored by BBCoC. The established time period for investigation of a report is 48 hours. Prompt investigation allows for constructive actions to be taken and relationships repaired, allowing housing placements to be sustained.

Monitoring & Enforcement

BBCoC will make certain reasonable efforts are made to ensure that all CoC-funded, ESG-funded, and BBCoC-funded agencies are familiar with this policy and are adhering to the guidelines.

All funded projects are to keep timely written documentation regarding specifics of placement/treatment/incidents and exceptions regarding subject individuals and families for audits as needed.

Organizations will be found in violation of this Non-Discrimination Policy for actions including, but not limited to:

- Denial of services based on membership in a protected class;
- Publishing, circulating, issuing, displaying, posting, or mailing any written statement or utterance of any verbal statement disparaging any member of any protected class, that may result in exclusion from services or denial of fair treatment;

- Institution of rules limiting freedom of attire, especially affecting religious observance or gender identity, except in cases where decency, health, and safety are concerned;
- Real or implied creation of any quota system intent on limiting the number of protected class members to be served by an organization;
- Allowing an offensive and hostile living environment, promulgated by staff, other participants, or both, to discourage, demean, or otherwise disenfranchise participants as members of a protected class;
- Segregating any participant to a specific location based on protected class status;
- Refusal to make requested reasonable accommodations and modifications for members of a protected class; or
- Refusal or withholding of any accommodation, advantage, or privilege based on protected class status.

Confirmed acts of discrimination, harassment, and misconduct will be dealt with appropriately. Responsive actions will include training, counseling, and progressive correction measures. The purpose of these responses in cases of confirmed violation is to promote adherence to this policy.

Effective Date

This policy is effective as of INSERT DATE HERE.

How to File a Nondiscrimination Violation Report

1. At intake, all participants will be given the nondiscrimination policy and a violation reporting form.
2. Participants can submit a complaint form initially to program administration.
3. Program administration will address complaints at the provider level.
4. If a participant is not satisfied with the outcome or if a participant fears retaliation at the program level, a complaint can be filed with BBCoC by submitting the reporting form via email to INSERT EMAIL HERE or by calling INSERT NUMBER HERE.
5. BBCoC will review complaints within 48 hours and notify participants of the determination.

DISCRIMINATION COMPLAINT FORM

Confidentiality: All information provided to the Big Bend Continuum of Care concerning the incident(s) of discrimination shall be kept confidential. Information will only be shared with written permission. Employees of the organization you are filing a complaint against are not to have access to these details unless to grant or deny relief as provided by the nondiscrimination provisions of federal civil rights laws, including the Fair Housing Act, Section 504 of the Rehabilitation Act, Title VI of the Civil Rights Act, and Titles II and III of the Americans with Disabilities Act, as well as HUD’s Equal Access and Gender Identity Rules. Such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing, or (ii) otherwise required by applicable law.

TO BE COMPLETED BY OR ON BEHALF OF THE PERSON FILING A COMPLAINT

- 1. Name of complainant: _____

- 2. Your name (if different from complainant): _____

- 3. Address or phone number for contacting the complainant:

- 4. Name of the person or entity against whom this complaint is being filed (if known and can be safely disclosed): _____

- 5. Date(s), Time(s) and location(s) of incidents: _____

- 6. Description of perceived discrimination suffered: _____

- 7. If voluntarily provided, list any third-party documentation you are providing along with this notice:

This is to certify that the information provided on this form is true and correct to the best of my knowledge.

Signature _____

Signed on (Date) _____

Appendix F: Termination of Assistance

Program participants may be terminated from a program for any of the following reasons:

- Fraudulent representation of income, assets, family composition and/or eligibility criteria
- Failure to report income change
- 90 days or more of incarceration
- 90 days or more of inpatient hospitalization
- Household member is evicted from housing assisted under the program for a serious or repeated violation of the lease by the landlord
- Any household member, over eighteen years of age, fails to sign and submit forms required for continued participation in the program
- Participant or household member or guest has engaged in and/or threatened abusive or violent behavior to agency housing and/or case management staff or landlord or property management staff
- Household member has engaged a pattern of behavior that threatens the health, safety, or the right to a peaceful enjoyment of the premises by other residents
- Household member has engaged in criminal activity that has resulted in arrest and conviction
- Household member is fleeing to avoid prosecution, custody, or confinement after conviction for a crime or an attempt to commit a crime that is a felony
- Any other lease violations, i.e.: sub-leasing, abandoning apartment

I have read and understand the above.

Participant Name (PRINT): _____

Participant Signature: _____ Date: _____

Witness Name (PRINT): _____

Witness Signature: _____ Date: _____

Sample Notification of Termination

NOTICE OF TERMINATION

Household Name: _____ Date: _____

HMIS ID No. _____

Your assistance has been terminated, effective _____. Your last month of assistance will be _____.

Your assistance has been terminated for the reason(s) indicated below.

___ Fraudulent representation of income, assets, family composition and/or eligibility criteria

___ Failure to report income change

___ 90 days or more of incarceration

___ 90 days or more of inpatient hospitalization

___ Household member is evicted from housing assisted under the program for a serious or repeated violation of the lease by the landlord

___ Any household member, over eighteen years of age, fails to sign and submit forms required for continued participation in the program

___ Participant or household member or guest has engaged in and/or threatened abusive or violent behavior to agency housing and/or case management staff or landlord or property management staff

___ Household member has engaged a pattern of behavior that threatens the health, safety, or the right to a peaceful enjoyment of the premises by other residents

___ Household member has engaged in criminal activity that has resulted in arrest and conviction

___ Household member is fleeing to avoid prosecution, custody, or confinement after conviction for a crime or an attempt to commit a crime that is a felony

___ Any other lease violations, i.e.: sub-leasing, abandoning apartment

Explanation for Termination: Description of the incident(s) which led to the decision to terminate, the time and date of the incident(s), the type of supporting evidence the Housing Specialist or landlord has regarding the incident(s) such as witnesses, documentation, police/incident report, etc., and details concerning effort(s) if any and then failure to cure program violation(s) is as follows:

Staff Printed Name: _____

Staff Signature: _____

Date: _____

COC STAFF REPORT

November 2021- March 2022

HIGHLIGHTS

BOARD MEETING – OCTOBER 2021

1. Board Meeting minutes were completed from October 14, 2021 and included with packet for review.

HOUSING ASSISTANCE INQUIRIES

1. During the months of October 2021 – March 2022 there were an influx of calls and email inquiries requesting housing assistance:

Homeless Prevention – 115 inquiries

Rapid Rehousing – 125 Inquiries

Emergency Shelter Assistance:

- CESC/Kearney Center – 98
- HOPE Community - 20

FINANCIAL, BUDGET and GRANT RELATED ACTIVITIES

1. Completed invoices for DCF and City of Tallahassee funded programs for October 2021 through March 2022
2. Completed Status and Roll-Up Reports for DCF funded programs for October 2021 through March 2022
3. Updated and sent out DCF Sub-Provider Invoice Packet addressing invoicing, reporting, and monitoring
4. Completed DCF ESG Audit on December 2021 Invoice with no audit findings
5. Provided technical assistance to CESC to address DCF ESG CV Advance Repayment status
6. Provided technical assistance to Ability 1st as they onboard a new contract management agency
7. ARPA Contact with City, County and CoC has been executed
8. Met with City and County staff to go over ARPA invoicing, advancement, and deliverables
9. ARPA Sub-contracts have been reviewed by sub providers and feedback has been provided. Final contracts are pending signatures.
10. Submitted Advance Request for ARPA for BBCoC and Big Bend Homeless Coalition
11. Developed a draft of BBCoC ARPA Capacity Building Implementation Plan and Timeline
12. Reviewed Youth Homeless Demonstration Project NOFO
13. Completed Annual DCF Audit of CoC Contract BFZ12
14. Established independent CoC bank account with Regions Bank
15. Initiated process with DCF to receive direct deposits to CoC directly
16. Transition of ARPC Financial responsibilities to CoC have begun. Janice and Lona will continue to work through transition until Janice retires 4/2022.
17. CoC staff attended DCF Office on Homelessness OFFICE HOURS bi-weekly calls

COC ADMINISTRATION AND GOVERNANCE

1. HUD TA monthly appointments with Florida Housing Coalition
2. Hired BBCoC Outreach Coordinator in November, Adriana Silva
3. Hired BBCoC Finance and Contract Director in January, Lona Ford
4. Hired BBCoC Landlord Liaison in February, Jeff Kane
5. Hosted BBCoC weekly BBCoC COVID Partner calls weekly beginning in January.
6. Conducted weekly CoC staff meetings
7. Provided 2 letters of support: one for our local SSVF funded program through BBHC and one to BBHC's Rapid Re-fire program
8. Coordinated with FHC, Amanda Rosado, to develop ESG Written Standards Policy- sent to ESG funded agencies for review and feedback

CONFERENCES AND TRAININGS

1. Coordinated 2 Leadership workshops for CoC Partner Agency Leaders. Workshops were facilitated by Florida Housing Coalition 1/18/22 and 2/15/22
2. CoC staff participated in 3 Equity Foundation Workshops facilitated by TDA Consulting, Inc. and HUD TA
3. Eric Layton, Broderick Seabrooks, and Johnna Coleman attended the National Human Service Data Conference in Minneapolis, MN from 3/28/22-3/30/22.

PIT 2022

1. Point in Time (PIT) Coordination (volunteers, donations, and HMIS) was held 2/22/22 through 2/25/22
2. Conducted PIT 2022
3. There were eleven businesses, agencies, and individuals who gave monetary donations in the amount of \$2,350, and eight restaurants and one individual graciously donated breakfast, lunch, and dinner for our staff and volunteers 2/22/22 through 2/24/22
4. Thank You letters were mailed April 5, 2022, in appreciation of our gratitude
5. Drafted HIC 2022 report
6. PIT and HIC reports are due to HUD on 4/30/22

MEMBERSHIP

1. Staff has invoiced members for dues through the month of April. May, June, and September will be forthcoming. All are up to date with their payments, excluding eight. Four members were invoiced April 1st. As of 3/30/22, we have collected \$6,700.00.
2. We welcome one new member, First Presbyterian Church, who joined the Board in October 2021.

MONITORING

1. Contracted with FHC to monitor DCF Sub-Contracted Service Provider Monitoring for CCYS, CESC, BBHC, Ability 1st and Catholic Charities for 2020-2021 contract- waiting on results of audit from FHC

HMIS

1. Held HMIS Committee meeting on 12/8/22 and 2/9/22
2. Continuous data clean up in preparation for LSA submission.
3. All agencies were Invoiced 12/1/21 for HMIS Licenses whose employees utilize the System and all are up to date with remittance of payments.
4. HMIS staff submitted LSA to HUD on 2/15/22 and HUD SPMs on 2/28/22.

BUILT FOR ZERO

1. Completed coaching sessions on 12/28/22, 1/9/22, and 2/14/22
2. Started planning with B4Z team on a relaunch of Initiative in 2022
3. BBCoC to begin new cohort 4/12/22- seeking to build community engaged team

LANDLORD ENGAGEMENT

1. Hosted Landlord Engagement Event on 3/11/22
2. Developed calendar for Landlord Monthly Engagement Events
3. Landlord Liaison is updating housing list/database of corporate owned apartment complexes, private owners of residential properties, 55+ over communities and affordable housing communities in Leon County and the surrounding Big Bend counties. This housing list/database will contain listings of landlords who are willing to work with the homeless population and agencies who serve them.

STREET OUTREACH

1. Responded to at least 56 requests for outreach services.
2. CoC to implement street outreach call in line to field calls from community-TBA
3. CoC staff currently researching Street Outreach Policy and Procedures for implementation- TBA
4. Street Outreach Coordinator has created a schedule for weekly outreach engagement.

OTHER COMMUNITY INITIATIVES

5. Participated in City's training on the revamp of the Landlord Mitigation Program
6. 34 referrals to Tallahassee Housing Authority for EHV and Mainstream Vouchers and 20 vouchers issued
7. Coordinated and hosted Homeless Person's Memorial Day on 12/21/22
8. Attended December and January Leon County Commissioner meetings in response to proposed language and ordinance surrounding unsheltered homelessness
9. Continuous support and coordination with City of Tallahassee and Leon County staff to address citizen complaints related to unsheltered homelessness
10. Met with Leon County staff and Sherriff's Department to discuss collaboration of the Sherriff's HOST initiative and participated in 3 Strategic Planning Sessions specific to implementation of HOST.
11. Meadows Mobile Home Community
 - a. Met with THA and ESG partners to discuss available resources for Meadows's residents that are at risk of losing housing
 - b. Coordinated Homeless Services Resource Fair at Pineview Elementary School for Meadow's Mobile Home community
 - c. Met with Allison Tant and Jack Porter in response to needs at the Meadow's
 - d. Met with Children's Home Society, Sabal Palms Elementary School's principal and staff, DCF and BBHC to discuss coordination of another resource fair
 - e. Participated in Community Resource Fair on 3/12/22 at Sabal Palms Elementary
12. Collaboration and coordination with CHP application process in relation to newly added Homeless category.

Big Bend CoC 2022 Point In Time (PIT) Data 5 Year Overview

	2018	2019	2020	2021	2022
Total Households	698	811	647	547	510
Total Persons	893	966	805	621	659
Total Adults > 24	650	756	596	530	515
Total Children <18	188	143	160	67	144
Total Youth ages 18-24	55	67	49	24	23
Veterans	106	91	83	95	86
Unsheltered Persons	99	91	109	91	168
Chronically Homeless	151	152	192	197	153
Adults with Serious Mental Illness	85	142	258	121	107
Adults w/ Substance Use Disorder	37	56	116	44	89
Adults with HIV/AIDS	10	22	19	11	11
Victims of Domestic Violence	73	61	142	17	11

The Point In Time Count (PIT) is a census of literally homeless persons and families, meaning the count only includes individuals and families who live in a place not meant for human habitation (including the streets or in their car), emergency shelter, transitional housing, and hotels paid for by a government or charitable organization on the night of 2/21/2022.

The PIT report includes survey data from the following counties: **Leon, Gadsden, Franklin, Wakulla, Jefferson and Taylor**. *Madison and Liberty counties may be represented in the HMIS data collection but no individuals were surveyed during the count.*

If you have questions, comments or concerns about the 2022 PIT count results, please contact Eric Layton at elayton@bigbendcoc.org.

2022 Point-in-Time Count FL-506 Tallahassee/Leon County CoC

Population: Sheltered and Unsheltered Count

Persons in Households with at least one Adult and one Child

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	37	15	3	55
Total Number of persons (Adults & Children)	124	33	11	168
Number of Persons (under age 18)	79	18	3	100
Number of Persons (18 - 24)	6	2	2	10
Number of Persons (over age 24)	39	13	6	58

Gender (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Female	75	23	6	104
Male	49	10	5	64
Transgender	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0

Ethnicity (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Non-Hispanic/Non-Latino	110	25	11	146
Hispanic/Latino	14	8	0	22

2022 Point-in-Time Count FL-506 Tallahassee/Leon County CoC

Race (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
White	23	9	8	40
Black or African-American	88	23	1	112
Asian	0	1	0	1
American Indian or Alaska Native	2	0	0	2
Native Hawaiian or Other Pacific Islander	4	0	0	4
Multiple Races	7	0	2	9

Chronically Homeless (adults and children)	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total number of households	1		0	1
Total number of persons	2		0	2

Population: Sheltered and Unsheltered Count

Persons in Households with only Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	13	7	0	0	20
Total Number of children (under age 18)	20	24	0	0	44

Gender (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	14	15	0	0	29
Male	6	9	0	0	15
Transgender	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0

Ethnicity (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	19	19	0	0	38
Hispanic/Latino	1	5	0	0	6

Race (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional			
White	2	5	0	0	7
Black or African-American	16	19	0	0	35
Asian	0	0	0	0	0
American Indian or Alaska Native	2	0	0	0	2
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
Multiple Races	0	0	0	0	0

Chronically Homeless (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	0		0	0	0

2022 Point-in-Time Count FL-506 Tallahassee/Leon County CoC

Population: Sheltered and Unsheltered Count

Persons in Households without Children

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	239	55	0	141	435
Total Number of persons (Adults)	239	55	0	153	447
Number of Persons (18 - 24)	7	5	0	1	13
Number of Persons (over age 24)	232	50	0	152	434

Gender (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	77	10	0	43	130
Male	162	45	0	109	316
Transgender	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	1	1

Ethnicity (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	226	55	0	139	420
Hispanic/Latino	13	0	0	14	27

2022 Point-in-Time Count FL-506 Tallahassee/Leon County CoC

Race (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
White	82	17	0	75	174
Black or African-American	142	35	0	53	230
Asian	2	1	0	0	3
American Indian or Alaska Native	2	0	0	8	10
Native Hawaiian or Other Pacific Islander	3	1	0	2	6
Multiple Races	8	1	0	15	24

Chronically Homeless (adults and children)	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	74		0	77	151

Date of PIT Count: 2/21/2022

Population: Sheltered and Unsheltered Count

Total Households and Persons

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total Number of Households	289	77	0	144	510
Total Number of Persons	383	112	0	164	659
Number of Children (under age 18)	99	42	0	3	144
Number of Persons (18 to 24)	13	7	0	3	23
Number of Persons (over age 24)	271	63	0	158	492

Gender

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Female	166	48	0	49	263
Male	217	64	0	114	395
Transgender	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	1	1

Ethnicity

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Non-Hispanic/Non-Latino	355	99	0	150	604
Hispanic/Latino	28	13	0	14	55

Race

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

	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
White	107	31	0	83	221
Black or African-American	246	77	0	54	377
Asian	2	2	0	0	4
American Indian or Alaska Native	6	0	0	8	14
Native Hawaiian or Other Pacific Islander	7	1	0	2	10
Multiple Races	15	1	0	17	33

Chronically Homeless	Sheltered			Unsheltered	Total
	Emergency	Transitional	Safe Haven		
Total number of persons	76		0	77	153