

**Lee County Board Of County Commissioners**  
**Agenda Item Summary**

08/15/02

Blue Sheet No. 20020946

**1. REQUESTED MOTION:**

**ACTION REQUESTED:**

(1) Approve submission to the State Office on Homelessness, Tallahassee, of Lee County's Homeless Continuum of Care Challenge Grant FY 2003. (2) Authorize Chairman to sign Cover Letter and Certifications, (3), and authorize Chairman to sign Sub recipient Agreements once prepared.

**WHY ACTION IS NECESSARY:**

The Florida State Office on Homelessness requires signed applications and certifications in order to enter the annual Homeless Challenge Grant competition

**WHAT ACTION ACCOMPLISHES:**

Allows Lee County to apply for state funding for local homeless projects by the Department of Human Services and local non-profit agencies.

**2. DEPARTMENTAL CATEGORY:** 05  
**COMMISSION DISTRICT #** CW

*C5B*

**3. MEETING DATE:**

*08-27-2002*

**4. AGENDA:**

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:**  
*(Specify)*

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

**6. REQUESTOR OF INFORMATION:**

- A. COMMISSIONER N/A
- B. DEPARTMENT Human Services
- C. DIVISION N/A

BY: Karen B. Hawes, Director

*Ann Marshall for KBH*  
*8/15/02*

**7. BACKGROUND:**

Allows Lee County to apply for state funding for local homeless projects by the Department of Human Services and local non-profit agencies.

Attachments 1 - 9

**8. MANAGEMENT RECOMMENDATIONS:** Staff recommends approval

**9. RECOMMENDED APPROVAL:**

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
<i>Ayna</i>	N/A	N/A		<i>Andrea Jensen</i>	OA	OM	Risk	GC	<i>[Signature]</i>
					<i>8/15/02</i>	<i>8/15/02</i>	<i>8/15/02</i>	<i>8/15/02</i>	

**10. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty  
 Date: *8/14/02*  
 Time: *11:20 AM*  
 Forwarded To: *Budget*

RECEIVED BY  
 COUNTY ADMIN. *PK*  
*8-15-02 11:40*  
 COUNTY ADMIN.  
 FORWARDED TO: *BL*  
*8/15/02*



MEMORANDUM FROM  
THE DEPARTMENT OF  
HUMAN SERVICES  
ADMINISTRATION

02 AUG 15 AM 11:12  
RECEIVED BY  
LEE CO. ATTORNEY

Date: August 15, 2002

To: All Concerned Departments

From: Karen B. Hawes  
Director

*Ann M. Amell  
for KBH*

Re: Date Critical Blue Sheet (Number 20020946)

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It is date critical that blue sheet number 20020946 (attached) be walked through all departments and forwarded to Public Resources before Thursday's 5:00 p.m. deadline for the August 27, 2002 Board meeting.

If you have any questions, please contact Karen Hawes at 652-7930.

Thank you.

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**LEE COUNTY**  
SOUTHWEST FLORIDA

BOARD OF COUNTY COMMISSIONERS

Writer's Direct Dial Number: (941) 652-7930

Bob Janes  
*District One*

August 27, 2002

Douglas R. St. Cerny  
*District Two*

**Mr. Tom Pierce**  
Executive Director  
Office on Homelessness  
1317 Winewood Boulevard  
PDHO, Building 2, Room 103-C  
Tallahassee, FL 32399-0700

Ray Judah  
*District Three*

Andrew W. Coy  
*District Four*

John E. Albion  
*District Five*

Donald D. Stilwell  
*County Manager*

**SUBJECT: FLORIDA CHALLENGE GRANT, 2003**  
**LEE COUNTY**  
**Consolidated Application**

James G. Yaeger  
*County Attorney*

Diana M. Parker  
*County Hearing Examiner*

Dear Tom:

Please find enclosed the Lee County application for the Challenge Grant of the Florida State Office on Homelessness. The total funding requested for the coordinated activities is \$250,000 which will advance existing activities for local homeless residents. The Board of County Commissioners of Lee County has a proud record of supporting services and housing to eliminate homelessness in our county.

Attached you will find the Lee Challenge Grant Application for homeless programs consisting of: (1) The Lee County Homeless Coalition Assertive Treatment Project (\$41,791) which coordinates medical and other services for chronically homeless clients (2) The Lee County Department of Human Services "LIFT" (\$85,500) program, which facilitate permanent housing (3) The Salvation Army Homelessness Project (\$94,367) which delivers medical and emergency services, and (4) The Renaissance Manor Homeless Housing Projects(\$28,342), which will support two housing projects for fifteen and nine homeless persons respectively. We look forward to leveraging the existing county investment in homelessness prevention and elimination with the support from your office.

If you have questions, please utilize our point of contact Richard Faris, Senior Planner, of the Department of Human Services at (941) 652-7930

Sincerely,

Robert P. Janes,  
Chairman  
Lee County Board of County Commissioners

C: Donald D. Stilwell, County Manager  
Bruce D. Loucks, Assistant County Manager  
Karen B. Hawes, Director, Department of Human Service

S:\Nb\Np\Florida Homeless Grants\FLGR03.CHAL\CHAL.DOC\FLCH03.Letter.doc

**EXHIBIT 6-A  
BUDGET FORM**

<b>Grant Activity/Use</b>	<b>\$ Requested</b>	<b>Provider Name</b>	<b>Location</b>	<b>Served</b>
(C03.1.1) Chronic Homelessness Assertive Treatment Partnership (CHATP) 9 nonprofit agencies with public Police and Judicial agencies – coordinator, van, and operations costs	\$41,791	Lee County Homeless Coalition	10051 Macgregor Blvd. Fort Myers, FL	15 chronically homeless men or women
(C03.2.1) Living Independently for Today (LIFT) – existing and new clients -Emergency rent, work / school clothes, house wares, furniture	\$82,500	Department of Human Services, Lee County	83 Pondella Road North Fort Myers, FL	30 homeless households (75 homeless men, women or children)
(C03.2.2) Living Independently for Today (LIFT) – emergency transportation, car repairs, insurance, registration	\$3,000	Department of Human Services, Lee County	83 Pondella Road North Fort Myers, FL	5 homeless households (12 homeless men, women or children)
(C03.3.1) Emergency Shelter Food. Daily meals at Salv. Army shelter	\$31,588	The Salvation Army	Edison Avenue Fort Myers, FL	Serving 266 homeless men, women, children
(C03.3.2) Family Services Basic necessities- infant clothing etc at Salv. Army Family Services unit.	\$2,000	The Salvation Army	Edison Avenue Fort Myers, FL	45 homeless men, women or children
(C03.3.3) Medical Clinic Prescription medications at Salv. Army Clinic	\$1,000	The Salvation Army	Edison Avenue Fort Myers, FL	5 homeless men, women or children
(C03.3.4) Psychiatric Clinic Prescription medications at Salv. Army Clinic	\$11,000	The Salvation Army	Edison Avenue Fort Myers, FL	54 homeless men, women or children
(C03.3.5) Predevelopment - Transitional Housing. Design documents for new facility	\$6,779	The Salvation Army	Edison Avenue Fort Myers, FL	24 homeless men, women or children
(C03.3.6) Emergency Clothing and Furniture. Items to homeless or at risk in Salv. Army Crisis Management Program	\$42,000	The Salvation Army	Edison Avenue Fort Myers, FL	420 homeless men, women or children
(C03.4.1) Shelter Plus Care Housing Property acquisition for permanent homeless housing	\$11,340	Renaissance Manor	1401 16 <sup>th</sup> St. Sarasota, FL	9 homeless men or women
(C03.4.2) Sans Souci Housing – Clearing and utility lines for permanent homeless housing	\$17,002	Renaissance Manor	1401 16 <sup>th</sup> St. Sarasota, FL	16 homeless men or women with disabilities (Mental Illness)
<b>TOTAL GRANT: \$250,000</b>				

**EXHIBIT 6-B  
EXPENDITURE SCHEDULE**

**Draws by Quarter**

<b>Grant Activity/Use</b>	<b>\$ Budgeted</b>	<b>9/30/02</b>	<b>12/31/02</b>	<b>3/31/03</b>	<b>6/30/03</b>
(C03.1.1) Chronic Homelessness Assertive Treatment Partnership	\$41,791		\$20,896	\$10,448	\$10,447
(C03.2.1) Living Independently for Today	\$82,500		\$42,250	\$20,125	\$20,125
(C03.2.2) Living Independently for Today	\$3,000		\$1,500	\$750	\$750
(C03.3.1) Emergency Shelter Food	\$31,588		\$15,794	\$7,897	\$7,897
(C03.3.2) Family Services	\$2,000		\$1,000	\$500	\$500
(C03.3.3) Medical Clinic	\$1,000		\$500	\$250	\$250
(C03.3.4) Psychiatric Clinic	\$11,000		\$5,500	\$2,750	\$2,750
(C03.3.5) Predevelopment - Transitional Housing	\$6,779		\$3,390	\$1,695	\$1,694
(C03.3.6) Emergency Clothing and Furniture	\$42,000		\$21,000	\$10,500	\$10,500
(C03.4.1) Shelter Plus Care Housing - Acquisition	\$11,340		\$5,670	\$2,835	\$2,835
(C03.4.2) Sans Souci Housing -- Clearing and utility lines	\$17,002		\$8,500	\$4,251	\$4,251

The funding for the Challenge Grant is state general revenue. It is estimated that no more than 25 percent of the grant budget authority will be released in each quarter of the fiscal year. It may be less than 25 percent. Accordingly, the lead agency shall manage the expenditures to assure that funding available for grant activities is spread across the fiscal year.



**LEE COUNTY**  
SOUTHWEST FLORIDA

**BOARD OF COUNTY COMMISSIONERS**

Writer's Direct Dial Number: (941) 652-7930

Bob Janes  
District One

August 27, 2002

Douglas R. St. Cerny  
District Two

Mr. Tom Pierce  
Executive Director  
State Office on Homelessness  
1317 Winewood Boulevard,  
PDHO, Building 2, Room 103-C  
Tallahassee, FL 32399-0700

Ray Judah  
District Three

Andrew W. Coy  
District Four

John E. Albion  
District Five

Donald D. Stilwell  
County Manager

**SUBJECT: CERTIFICATION OF CONSISTENCY for  
Lee County 2003 Homeless Challenge Grant Application**

James G. Yaeger  
County Attorney

Dear Tom:

Diana M. Parker  
County Hearing  
Examiner

The Board of County Commissioners of Lee County hereby Certifies that the Lee County 2003 Homeless Challenge Grant Application as submitted herewith is consistent with the Lee County Homeless Continuum Of Care Strategic Plan, HUD FY2002 (with Homeless Need data as amended herewith) and that each use proposed is contained within the Strategic Plan.

The proposed uses include: (1) The Lee County Homeless Coalition Assertive Treatment Project, which coordinates service delivery to chronically homeless persons. (2) The Lee County Department of Human Services "LIFT program, which facilitate permanent housing for homeless persons (3) Salvation Army programs which delivery emergency food and shelter, medical and psychiatric services, homeless, transitional housing, and emergency clothing and furniture for homeless persons and (4) Two housing projects for homeless persons with disabilities by Renaissance Manor, Inc.

Please find attached Citations identifying proposed uses within the Strategic Plan and Attachments/Amendment illustrating the cited documentation and amended Gaps data and methodology. If you have questions, please contact Richard Faris, Senior Planner of the Department of Human Services at (941) 652-7930

Sincerely,

Robert P. Janes,  
Chairman  
Lee County Board of County Commissioners

C: Donald D. Stilwell, County Manager  
Bruce D. Loucks, Assistant County Manager  
Karen B. Hawes, Director, Department of Human Services

Att.:  
Continuum Sections  
Revised Homeless Gaps Data

**Table 3.1a Activity Reference Location in 2001 Lee Homeless Continuum of Care**

Activity #	Grant Activity/Use	Provider	Citation Location 2001 CoC	Attach. Code
C03.1.1	Chronic Homelessness Assertive Treatment Partnership – 9 nonprofit agencies with public Police and Judicial agencies – coordinator, van, and operations costs	Lee County Homeless Coalition	Exhibit 1 Section 3b, (1), p.10	3.1.1
C03.2.1	Living Independently for Today – existing and new clients -Emergency Work/School clothes, House wares, Furniture	Department of Human Services, Lee County	Exhibit 1 Section 3d, p.11-C	3.2.1
C03.2.2	Living Independently for Today – Emergency transportation	Department of Human Services, Lee County	Exhibit 1 Section 3d, p.11	3.2.2
C03.3.1	Emergency Shelter Food	The Salvation Army	Exhibit 1 Section 3e, p.12	3.3.1
C03.3.2	Family Services Emergency Shelter	The Salvation Army	Exhibit 1 Section 3e, p.12	3.3.2
C03.3.3	Medical Clinic	The Salvation Army	Exhibit 1 Section 3d, p.11-C	3.3.3
C03.3.4	Psychiatric Clinic	The Salvation Army	Exhibit 1 Section 3d, p.11-C	3.3.4
C03.3.5	Predevelopment -Transitional Housing	The Salvation Army	Exhibit 1 Section 3d, p.12-A	3.3.5
C03.3.6	Emergency Clothing and Furniture	The Salvation Army	Exhibit 1 Section 3d, p.11	3.3.6
C03.4.1	Shelter Plus Care Housing - Acquisition	Renaissance Manor	Exhibit 1 Section 3d, p.12-B	3.4.1
C03.4.2	Sans Souci Housing – Clearing and utility lines	Renaissance Manor	Exhibit 1 Section 3d, p.12-B	3.4.2



**Attachment 3.1.1: Reference Section of 2002 Lee Homeless Continuum of Care  
2002 CoC: Format 3.b 18 month Goals and Action Steps - Chronic Homelessness**

Goal: <b>End Chronic Homelessness</b>	Action Steps	Responsible Person/Organization	Target Dates
<i>(Initial Outcome)</i> (1) Lee County agencies are aware of the necessity to prioritize resources for the chronically homeless	1a. The chronic homelessness Working Group will excerpt information from the overall strategy to eliminate chronic homelessness and publish/circulate the information as a monograph.	Working Group. DHS - Oliver S. Army - Geltner SWFAS - Bixler RCC - Erickson	Monograph 9.25.2002 Lee General Coalition meeting
<i>(Intermed. Outcome)</i> (2) Public, private, and nonprofit agencies coordinate homeless programs the Chronic Homelessness Protocol	<b>2a. The Working Group will identify the baseline statistics of existing chronically homeless clients and services and design strategies</b> and 10year and annual target indicators for Resources, HMIS use, and Service and Housing progress. This Chronic Homelessness Protocol will chart the path to the elimination of chronic homelessness in Lee County.	Working Group.	Protocol 9.30.02 Annual Evaluation, 12.31.02 Reporting 2003 CoC Doc.
<i>(Intermed. Outcome)</i> (3) Core homeless housing and service agencies utilize the installed Lee County HMIS for client tracking and reporting.	3a. Two HMIS services purchased 3b. SWFAS HMIS install 2003 3c. DHS, RCC, SA. install 2003/04 3d. HMIS operate, report 2004	3a. DHS 3b. SWFAS 3c. DHS, RCC, SA. 3d. Core Providers	3a. 9/02 3b. 9/03 3c. 1/04 3d. 5/04
<i>(Intermed. Outcome)</i> (4) Homeless agencies access additional private, foundation, local government, state and federal resources	4a. HUD,HHS, FL funds maintained 4b. New fund source @20% yr. Incr. Including ESG, FL funds, Foundation 4c. Incr. Coord with Mainstream Prog. and "One Stop"	LRPC as staff for the Working Group	Evaluate 12/02 Annual Resource Report 03 Coc Doc
<i>(Long Term Outcome)</i> (6) Chronically Homeless persons achieve self-sufficiency and permanent housing.	<b>6a. HMIS, LIFT, S. Army, LFS svcs to chronic homeless</b> (01 FL Awd) 6b. SWFAS outreach -SA (01 PATH) 6c. Mainstream svcs (01 TANF,HHS) 6d. FHC services(01 Health/Homeless) 6e. SWFAS Occupat Svc. (01 Able Tr.) 6f. LIFT, S. Army svcs(01/02 CoC)	6a. DHS,LIFT, S. Army, LFS 6b. SWFAS 6c. Continuum 6d. FHC 6e. SWFAS 6f. LIFT,S. Army,	6a. 9/02 6b. 10/02-9/03 6c. 1/02-1/03 6d. 10/02-9/03 6e. 10/02-9/03 6f. 1/03
<i>(Long Term Outcome)</i> (6)	6g. SWFAS SA Job Ctr (01 FL) 6h. SWFAS 16 Perm SA Beds (01 CoC) 6i. RCC 10 S+C Beds (00CoC) 6j. DHS 6 SMI Beds (01 HOME) 6k. Ren. Manor 6 SMI Beds (02 CoC) 6l. S.Army 16 Disabled Beds (02 CoC)	6g. SWFAS 6h. SWFAS 6i. RCC 6j. DHS 6k. Ren. Manor 6 6l. S. Army	6g. 9/02 6h. 10/02-9/03 6i. 1/02-1/03 6j. 10/02-9/05 6k. 10/02-9/05 6l. 1/03 -1/08

**Attachment 3.2.1**

**Attachment 3.3.3:**

**Attachment 3.3.4 Reference Sections of 2002 Lee Homeless Continuum of Care  
2002 CoC: Format 3.d Fundamental Components of the Lee County CoC - Services**

Component: **Supportive Services**

*Case management in place*

**Lee County DHS -- case management, LIFT program**

Lee County Health Department -- assessment and referral  
Ruth Cooper Center (RCC) -- mental illness  
The Salvation Army -- case management and counseling  
Lee Co. Vet. Center- case management and referral  
Southwest Florida Addiction Services (SWFAS) -- case management, substance abuse and mental health counseling  
Consumer Credit Counseling Service (CCCS) -- budget counseling  
Lee County AIDS Task Force -- case management  
Abuse, Counseling and Treatment (ACT) -- case management /domestic violence  
Phoenix Center - case management- domestic violence, HIV/AIDS/AIDS  
The School District of Lee County - Social Worker for the Homeless -- case management- homeless youth  
Lee Memorial System and Gulf Coast Hospital -- case management- medical advising  
Family Health Center services -- case management- medical advising, Healthcare for the Homeless program  
Childcare of SW Florida - case management - youth

*Life skills in place*

**Lee County DHS -- case management, LIFT program**

Lee County Health Department -- assessment and referral  
Ruth Cooper Center (RCC) -- mental illness  
The Salvation Army -- case management and counseling  
Lee Co. Vet. Center- case management and referral  
Southwest Florida Addiction Services (SWFAS) -- case management, substance abuse and mental health counseling  
Consumer Credit Counseling Service (CCCS) -- budget counseling  
Lee County AIDS Task Force -- case management  
Abuse, Counseling and Treatment (ACT) -- case management /domestic violence  
The School District of Lee County - Social Worker for the Homeless -- case management  
Lee Memorial System and Gulf Coast Hospital -- case management  
Family Health Center services -- case management

*Alcohol and drug abuse in place*

Lee County DHS -- case management, LIFT program  
Lee County Health Department -- assessment and referral  
Ruth Cooper Center (RCC) -- mental illness  
The Salvation Army -- case management and counseling  
Lee Co. Vet. Center- case management and referral  
Southwest Florida Addiction Services (SWFAS) -- case management, substance abuse and mental health counseling  
Consumer Credit Counseling Service (CCCS) -- budget counseling  
Lee County AIDS Task Force -- case management  
Abuse, Counseling and Treatment (ACT) -- case management /domestic violence  
The School District of Lee County - Social Worker for the Homeless -- case management  
Lee Memorial System and Gulf Coast Hospital -- case management  
Family Health Center services -- case management

*Mental health treatment in place*

Lee County Health Department -- inoculations, support for primary care clinics, hospitals  
Family Health Centers - primary care clinics  
**The Salvation Army -- outpatient services, medical outreach to missions and other sites**  
Camelot Community Care - mental health services to Salvation Army youth residents  
Veterans Administration (VA) Clinic -- outpatient services, referrals to Veteran's Hospital, Tampa

**Attachment 3.3.1**

**Attachment 3.3.2**

**Attachment 3.3..6: Reference Sections of 2002 Lee Homeless Continuum of Care**  
*2002 CoC: Format 3.d Fundamental Components of the Lee County CoC - Services*

<p>Component: <b>Prevention</b></p> <p><i>Prevention Services in place:</i></p> <p><i>Emergency Assistance programs, which provide one-time or temporary rent, utility, food, are important Homelessness Prevention resources...</i></p> <p>Lee County DHS - emergency rent, utility, transportation assistance for household in crisis Southwest Florida Community Foundation (through DHS) emergency rent, utilities</p> <p><b>The Salvation Army Crisis Management; program provides emergency clothing, food, furniture, bus tickets</b></p> <p>Florida Department of Children and Families coordinates Medicaid, Food Stamps, Healthy Kids medical insurance, childcare and TANF and SSBG- funded employment support services to maintain incomes and housing Florida Department of Children and Families Foster Care Program prevents homelessness by placing youth aging out of foster care. The Lee County Social Security Administration provides Social Security/Supplemental Security Income, and SSDI funding to provide income and maintain housing Bonita Springs Assistance Office - emergency food, rent, utilities assistance to maintain housing Lee County AIDS Task Force and DHS administer HOPWA rent assistance to maintain housing for AIDS victims The local branch of the Florida Agency for Workforce Innovation provides unemployment benefits to maintain housing during unemployed periods.</p> <p><i>Numerous agencies supply emergency food that allows persons in emergency situations to maintain housing</i></p> <p><b>Salvation Army –food</b></p> <p>High Tech Centers and Women’s Resource Center access and receive services at the program administrative offices or via phone.</p>
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**Attachment 3.2.1: Reference Section of 2002 Lee Homeless Continuum of Care**  
*Format 3.d Fundamental Components of the Lee County CoC - Services*

<p>Component: <b>Supportive Services</b></p> <p><i>Transportation in place</i></p> <p><b>Lee County DHS – case management, LIFT program</b></p> <p>Lee County Health Department – assessment and referral Ruth Cooper Center (RCC) – mental illness</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Attachment 3.3.5: Reference Section of 2002 Lee Homeless Continuum of Care**

<b>Component: Transitional Housing</b>			
<b>Provider Name</b>	<b>Facility Name</b>	<b>Individuals</b>	<b>Persons in Families with Children</b>
SWFAS	Vince Smith Center	20	
Ft Myers Rescue Mission	Mission	40	
The Salvation Army	Edison Service Center	6	20
Anne's Restoration House	Anne's Restoration House	12	
Eagle Recovery	Eagle Recovery	6	
Garden Foundation	Garden Foundation	12	
Hansen-Bays, Inc.	Hansen-Bays, Inc.	24	
Harvest House	Harvest House	4	
Healthy Choice	Healthy Choice	6	
Longorio Camp	Longorio Camp		0
Our Mother's Home	Our Mother's Home		8
Regeneration House	Regeneration House	3	
DATE	DATE (substance Abuse)	15	6
Ruth Cooper Center	Serenity House	9	
Ruth Cooper Center		30	
Sunset House	Sunset House	5	
SWFAS	Transitional Living Ctr	25	
Teen Challenge	Pine Manor Residence	24	
Tice House	Tice House	6	
Vince Rizzo Ministries	Vince Rizzo Ministries	16	
Hanna House	Hanna House	19	
	Subtotal	282	34
<b>Housing planned:</b>			
<b>Salvation Army - 16 new beds - 2003</b>			
Renewal funding for SWFAS transitional housing in the 2002 CoC application			
Supportive Housing with Lee County HOME funding in development - 2003 -			

**Attachment 3.4.1:**

**Attachment 3.4.2: Reference Sections of 2002 Lee Homeless Continuum of Care**

<b>Component: Permanent Supportive Housing</b>			
<b>Provider Name</b>	<b>Facility Name</b>	<b>Individuals</b>	<b>Persons in Families with Children</b>
Lee County Housing Authority			20
Buddy Fredricks		16	
<b>Ft. Myers Housing Authority/ Successor (Renaissance Manor)</b>		14	
Goodwill Industries of SW FL		38	
LARC		22	0
	Subtotal	90	20
<b>Housing planned:</b>			
<b>Renaissance Manor, Lee County, 2002 - 6 Beds Permanent Supportive Housing</b>			
Fresh Start II -- 2001 CoC SWFAS (16 beds) Permanent Supportive Housing			
The Ruth Cooper Center Shelter plus Care permanent supportive housing - 9 beds, 2002			
LC Housing Authority - 10 Mainstream Vouchers			
The Veteran's Administration Outreach Program is developing a per-diem program for veterans - 2003/04			

Revised 8.27.02

**Format 5.a Lee County 2002 Homeless Continuum of Care: Gaps Analysis**

**Continuum of Care: Gaps Analysis**

	Estimated Need	Current Inventory	Unmet need/ Gap
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**Individuals**

Beds		Estimated Need	Current Inventory	Unmet need/ Gap
	Emergency Shelter	339	228	111
	Transitional Housing	249	282	
	Permanent Supportive Housing	168	90	78
	<i>Total</i>	<b>756</b>	600	189(156)

*Supportive Service*     *Job Training*  
*Case Management*  
*Housing Placement*  
*Life Skills Training*  
*Medical (Non Emergency)*  
*Dental in 2002*

Sub-populations		Estimated Need	Current Inventory	Unmet need/ Gap
	Chronic Substance Abuse	273	297	
	Seriously Mentally Ill	167	144	23
	Dually-Diagnosed	159	152	7
	Veterans	114	81	33
	Persons with HIV/AIDS	46	28	18
	Victims of Domestic Violence	159	64	95
	Youth	114	81	33
	Other			

**Persons in Families With Children**

Beds		Estimated Need	Current Inventory	Unmet need/ Gap
	Emergency Shelter	14	52	
	Transitional Housing	212	34	178
	Permanent Supportive Housing	23	20	3
	<i>Total</i>	<b>249</b>	106	181(143)

*Supportive Service*     *Job Training*  
*Case Management*  
*Child Care*  
*Housing Placement*  
*Life Skills Training*  
*Medical (Non-Emerg) /*  
*Dental in 2002*

Sub-populations		Estimated Need	Current Inventory	Unmet need/ Gap
	Chronic Substance Abuse	91	88	3
	Seriously Mentally Ill	56	70	
	Dually-Diagnosed	53	49	4
	Veterans	38	11	27
	Persons with HIV/AIDS	15	25	
	Victims of Domestic Violence	53	90	
	Other			

Revised 8.27.02

**Format 5.b Gaps Analysis Methodology Chart**

Data Source	Method	Date of Data Collection	Street Count (number)	Shelter Count (number)
<i>(Beds/Units -Est. Need)</i>				
Lee County Coalition Homeless Census Blitz	<ul style="list-style-type: none"> <li>•Trained volunteer survey teams</li> <li>•Individual contact and interview</li> <li>•Point-in-time, unduplicated data</li> </ul>	1/15-16/2002	423	587
Barry University Methodology, Statistical Estimate (statistic for check)	Statistical estimate - 2001 Lee Co. Population and homeless population ratio standard by Barry University.	<i>Not used</i>		
<i>(Supp. Services-Est. Need)</i>				
2002 Phone Bank Interview of Homeless Housing and Service Providers (statistics for check)	Provider-estimated <i>Service Slot Needs</i> . Data used as check for self-reported responses and reference standards.	12/12-13/2001	<i>N.A.</i>	<i>N.A.</i>
"Report to the Governor", 2001 <i>SW Florida Homeless Coalition "Annual Report on Homeless Conditions in Florida", 2001 FL. Dept. of Children/Families..</i>	Reference subpopulation and service need ratios from current regional and statewide survey data.	<i>N.A.</i>	<i>N.A.</i>	<i>N.A.</i>
Lee County Coalition Homeless Census Blitz (statistics for check)	<ul style="list-style-type: none"> <li>•Self-reported need data from individual contact and interview</li> <li>•Point-in-time, unduplicated data</li> </ul>	1/15-16/2002	<i>N.A.</i>	<i>N.A.</i>
<i>Subpopulations-Est. Need</i>				
2002 Phone Bank Interview of Homeless Housing and Service Providers (statistics for check)	Provider-estimated <i>Service Slot Needs</i> . Data used as check for self-reported responses and reference standards.	12/12-13/2001	<i>N.A.</i>	<i>N.A.</i>
"Report to the Governor", 2001 <i>SW Florida Homeless Coalition "Annual Report on Homeless Conditions in Florida", 2001 FL. Dept. of Children/Families..</i>	Reference subpopulation and service need ratios from current regional and statewide survey data.	<i>N.A.</i>	<i>N.A.</i>	<i>N.A.</i>
Lee County Coalition Homeless Census Blitz (statistics for check)	<ul style="list-style-type: none"> <li>•Self-reported categories from individual contact and interview</li> <li>•Point-in-time, unduplicated data</li> </ul>	1/15-16/2002	<i>N.A.</i>	<i>N.A.</i>
2000 Community Health Assessment (CATCH) Lee Co. Health Dept. (statistics for check)	Lee County subpopulation ratios from Health Dept Study	<i>N.A.</i>	<i>N.A.</i>	<i>N.A.</i>
<i>(Beds/Units - Inventory)(Supp. Services-Inventory)(Subpopulations-Inventory)</i>				
Lee County // Coalition Phone Bank Interview of Homeless Housing and Service Providers Lee County HUD Consolidated Plan 2000-2002. (statistics for check)	<ul style="list-style-type: none"> <li>•Provider Staff phone interview</li> <li>•Trained phone teams</li> <li>•Point-in-time, unduplicated data</li> </ul> Resources for homeless ness <i>Section 4 Strategic Plan for Homelessness</i>	12/12-13/2001	<i>N.A.</i>	<i>N.A.</i>

Revised 8.27.02

### **5.c The Data Gathering Process**

**(1)Data process and methods:** Continuum members and the LRPC committee met in December of 2001 to assess previous homeless census and provider surveys. As in previous years, the use of a face-to-face, 24-hour survey was chosen to improve authenticity of the results, to bring public awareness to homelessness, and to make contact and provide supplies and service access to homeless persons. The team leaders for the Blitz are service professionals who are known and trusted by many homeless persons and this allows for better access and better data than is available from the U.S Census or academic surveyors. A common *Census Blitz data intake form* was utilized with most responses keyed to the *Gaps Analysis Chart* requirements. A common set of definitions for *homelessness* and all questionnaire terms was used by all surveyors. 1004 unduplicated interviews were conducted in the Blitz in shelters, homeless housing, in camps, and on the streets. First name and date of birth were used as unique identifiers.

Previous mail surveys to *Providers* had been ineffective at getting comprehensive data and responses often aggregated homeless and non-homeless services. On December 14th, 2001 a telephone survey of all homeless provider agencies was completed. 102 separate agencies responded on initial or follow-up contact. No known provider was omitted. 42 (42%) of respondents reported homeless beds or services. To establish *Subpopulation* categories in the *Gaps Analysis*, provider inputs and homeless survey responses were as a check on the standard percentages from the regional and Florida homeless reference data utilized. A statewide standardization of homeless provider surveys is underway. By 2004, local homeless *Subpopulation and Supportive Service Need* figures will be supported by HMIS records.

**(2)Estimates for homeless living on the streets:** At the outset it was acknowledged that any survey effort would miss some hidden and reluctant homeless persons. Survey planning began in December and, *Figure 2.2* shows that 13 separate meetings were held to prepare materials and assignments for the Census and Providers' surveys and to train volunteer surveyors. With knowledgeable guides, discussed above, the surveyors went to 92 sites including 43 camps homeless persons and obtained their responses. The 2002 Census Blitz directly interviewed 423 individuals in the woods or on the street.

**(3)Relationship to Con Plan and Study data:** The Lead Agency Department of Human Services prepares the CoC and the county Consolidated Plan. The Continuum of Care serves as the required *homeless needs assessment* in the Consolidated/Annual Plans of all 3 partner jurisdiction geographies in the CoC application.. The University of Florida Shimberg Center generates the annual official estimate of county populations

**(4)Future Homeless Counts:** The *annual homeless" Census Blitz"* will be continued. This year's Census Blitz implemented the 2001 recommendation and recorded a separate survey form for each family member. The accuracy of data will be enhanced by HMIS.



# LEE COUNTY SOUTHWEST FLORIDA

## HOMELESS

# CHALLENGE GRANT

**Florida State Office on Homelessness  
2003 Application**

***Prepared in Conjunction with:***

Lee County Coalition for the Homeless, Florida, Inc.  
Southwest Florida Homeless Coalition  
Southwest Florida Regional Planning Council  
State of Florida District 8 Department of Children and Families

***Submitted by:***

Lee County Board of County Commissioners  
Lee County Department of Human Services

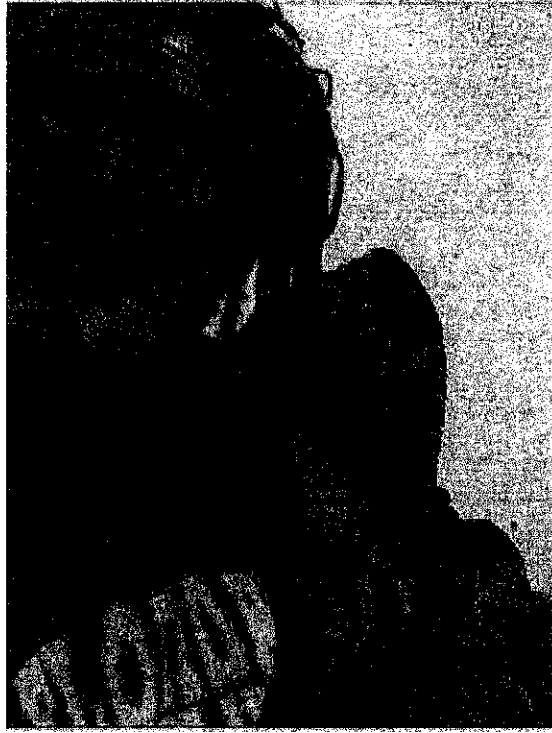
***Submitted: August 30, 2002.***

Lee County



Coalition for the Homeless  
Florida, Inc.





Fort Myers News Press  
February 17, 2000  
Angel Streeter, reporter  
Adam West, photographer

**4.**  
**CHALLENGE GRANT SUMMARY**

**“The elimination of homelessness by creating, enhancing, and coordinating  
community resources through community partnerships”**

*The Lee County Vision for Combating Homelessness*

**4.1 Challenge Grant Activities, Homeless Served, and Outcomes.** The Lee County Challenge Grant funds will support numerous projects including chronic homeless assertive treatment, housing access for homeless persons, will emergency food and basic necessities, medical supplies, transitional housing design and two permanent homeless facility facilities. These activities are individually described below.

**(C03.1.1) Lee County Homeless Coalition Chronic Homeless Assertive Treatment Partnership (CHATP) Program (\$41,791)** The community wide CHATP program coordinates a treatment protocol for chronic homeless high end service users. Partners in the program include substance abuse, mental illness, domestic violence, medical, AIDS management, and case management providers. Under the facilitation of the Coalition’s Consumer Advocate, data on a reasonable number of chronic homeless (initially 10 to 15 individuals), will be gathered from the partners.. Each such consumer will be incentivized to participate in the program. Each such consumer will be assessed and staffed by partner clinicians and a treatment plan designed with one of the partners taking primary responsibility for this patient. The grant term outcomes will be identification of clientele, assignment of responsible staff, and completion of individual treatment plans. In addition, a Continuum-wide Draft Chronic Homelessness Protocol will be completed. Long-term outcomes are projected as a demonstrated reduction in duplicate and recidivist homeless clients at the partner agencies.

**(C03.2) Department of Human Services "LIFT" Program (\$85,500)** The LIFT program places individuals and families in permanent housing through housing counseling and the provision of start up necessities. The grant will fund housing start up costs (first month’s rent, security deposit, last month’s rent and utility deposits as well as start up essentials such as furniture (beds, couch/chairs, dining room table/chairs and/or lamps), house wares (cookware, utensils, dishes, bedding), work/school clothing, and child care. The homeless population served will be ten (10) homeless households currently enrolled in the program and expansion to twenty (20) additional homeless households with barriers such as substance abuse, physical illness, domestic violence, etc.

**(C03.2.1)** The LIFT program will also supply emergency transportation costs including car repair, bus tickets, first month’s car insurance and car registration for five (5) households **(C03.2.2)** The grant term outcomes will be the acquisition of supplies, provision of counseling and startup necessities, and transportation supports to the households. Long-term outcomes are projected as 75% of clients placed in housing and 66% remaining in housing for 6 months.

**(C03.3.) Emergency Assistance, Medical Supply and Shelter programs of The Salvation Army. (\$94,367)** Emergency meals will be supplied to 266 homeless persons in the Shelter facility. Outcomes will be persons receiving emergency meals. **(C03.3.1)** Necessities will be provided for 45 homeless persons in the Family Unit. Outcomes will be supplies received by homeless persons. **(C03.3.2)** Medical and Psychiatric Medications will be delivered to 5 medical clients and 54 psychiatric clients respectively. Outcomes will be medication clients receiving assistance. **(C03.3.3), (C03.3.4).** Funding will provide design documents for an additional 10 beds in a new transitional housing facility at the Salvation Army. The grant term outcomes will be completion of design documentation. **(C03.3.5).** 420 homeless or at risk of homelessness persons will benefit from emergency clothing and furniture in the emergency assistance program. Outcomes will be clothing and furniture received by clients. **(C03.3.6).**

**(C03.4.) Homeless Housing Programs of Renaissance Manor. (\$28,342)** Renaissance Manor Inc will utilize funds as partial payment for property for the erection of Permanent Housing for 9 homeless persons with disabilities. Other major funding for this project comes from a Federal award under the Shelter Plus Care program. The outcome will be the property contracted **(C03.4.1)** In addition, Renaissance Manor will use funding to provide site clearing and utility hookup at a second permanent housing facility. This project has additional support from a Supportive Housing Program grant and county funding. Outcomes will be land cleared and utilities capped. **(C03.4.2)**

## 5. LEE CONTINUUM QUALITY OF SERVICES

### 5.1 Continuum Governance Structure

In 2002 the Lee Continuum maintained the organizational structure in place since 1997. The Lee County *Homeless Continuum of Care* (Continuum) covers all jurisdictions in Lee County Florida including Fort Myers and Cape Coral, Sanibel, Fort Myers Beach, Bonita Springs and the unincorporated area. *The Lead Agency*, the Lee County Department of Human Services (DHS), carries out grant application, and administration of awarded projects and the non-profit Lee County Coalition for the Homeless, Florida, Inc. (the Coalition) implements the Lee County Continuum of Care on a yearlong basis. 2002 saw the continuing Continuum participation of current and formerly homeless individuals and veterans as well as representatives of private business, local government and religious/faith-based organizations. The policies of the original Coalition Policy and Procedure Manual as amended continue to define the agency composition, structure, and decision-making and recruitment and selection of members. The Coalition has monthly Plenary and in 2002-2002 almost weekly committee meetings. Meetings and membership are illustrated in Sections "2c" and "2d" respectively in the 2002 Lee County Continuum of Care Document. (2002 CoC). This organizational structure continued as the accepted central coordinator of resources for and services to the homeless in Lee County.

### 5.2. Decision Making Process

Once again, in 2002, the Lee Continuum utilized the written policies and procedures for published scoring criteria for project selection and activity funding in place since 1997. Project scoring and selection under these policies is detailed in Section "6d" in the 2002 CoC. The Coalition Policies and The Annual Prioritization Committee "Procedural Guidelines" detail appeal processes' however in 2001 and 2002 no complaints have been raised in the community. This situation in part reflects the open practices of the Coalition. All activities of the DHS lead agency and the Coalition in 2001/2002 and previous years, were conducted in conformance with the "Sunshine Law" HUD Citizen Participation requirements. All meetings were noticed and minutes taken at all meetings

### 5.3.Evaluation of Services

Continuing a practice in place since 1996, on December 14, 2001, the 24-hour homeless Census Blitz was conducted by the Continuum. Homeless respondents were queried on their use, need, and comments on all components of housing and services in the Continuum. This Continuum-wide survey was conducted with each client of every participating agency in the Continuum. The survey results were analyzed and documented and reported through the Lead Agency-DHS to non-profit agencies, local press, television and radio media, and made available on the Internet. The results of this evaluation can be seen in Annual Goals and Project Selection Criteria as illustrated in the 2002 CoC. The evaluation has resulted in modifications to the Policies and Procedures Manual.

#### **5.4. Performance Measurement**

2002 performance measurement was based on criteria documented since. The adopted criteria of Residential Stability, Increased Skills, Increased Income, and Increased Self-Determination are monitored for agencies functioning in each component of the Continuum. All agencies report on these performance measures in the annual Provider's Survey. (see Section "5c, 1" in the 2002 CoC). Related developments in recent years are leading to much greater quantification of performance. Since 2001 all nonprofit agencies working with the lead agency DHS are required to submit their reporting in a common Logic Model Outcomes format and the design protocol for the Lee HMIS have taken the existing performance measures to a much greater level of detail. During calendar 2001-2002 the Continuum has created the draft *Chronic Homelessness Protocol* based on unsatisfactory performance indicators for the duplicate/recidivist clients of numerous component agencies. This protocol is being activated with the CHATP program of this application.

#### **5.5. Participating Parties in the Continuum Planning**

In 2002 as in previous years, the broad Lee County Continuum Planning Process included public housing authorities, community mental health provider, the regional workforce board, law enforcement agencies, hospital(s), the local school district, the veterans service agency, the (state) county health department, a primary health care provider, the public defender's office, the substance abuse service provider, and the information and referral services provider. (See "2d", 2002 CoC) Each agency has a designated liaison or contact with the Continuum and all have been represented at over half of the 2002 annual plan meetings. The Provider's Survey process as conducted in 2001 and 2002 and described earlier in this section was the venue for adoption of the consent memorandum of agreement for Information Sharing for all Continuum Agencies.

#### **5.6. Serving the Homeless in Emergencies**

The Lee Continuum-wide Natural Disaster Plan has been in place since 2001 and was displayed in the 2002 Florida Challenge Grant document. The written plan is part of the Coalition Policies as well as part of the County Emergency Operations Plan. The plan illustrates shelters and incorporates transportation plans. The Continuum has this community wide strategy in place. In 2001/2002 individual agencies activated these procedures in response to smaller emergencies. The Continuum joins the County planning and update sessions on the overall Emergency Operations Plan.

#### **5.7 Training**

2002 training sessions for provider organizations and all the general public were provided and facilitated by the Continuum. Recent trainings included Healthcare for the Homeless, a broad, regional, two-day training on all aspects of the Homeless Continuum and detailed sessions on the Federal and State Homeless Assistance grants. Sessions held at the monthly Lee County Homeless Coalition Meeting provide information, procedures and contact for line service workers on healthcare, school programs, domestic violence, child welfare and additional topics.

Education/training sessions on homeless service are conducted for line workers at every participating agency during the Homeless Census and Provider Survey processes. Over half of the Continuum agencies attended at least one of the many trainings provided during the year. The Continuum provides a training segment at each monthly general meeting and major training sessions are noticed throughout the region by phone, media, and Internet.

#### **5.8. Lee Continuum Standards of Care**

In 2001- 2002 the Continuum had continuum-wide Standards of Care in place for Outreach, Homeless Prevention, Information Sharing and Clients Rights. A standard for Case Management was incorporated continuum-wide by virtue of contractual agreements with the lead agency. These adopted Standards had the effect of unifying the message and the service to joint homeless clients in these areas. Housing providers utilized the Salvation Army Standards of Care as a common model for housing activities. In 2002 a Comprehensive Homeless Standard of Care covering housing and all other aspects of Homeless action was finalized. Continuum members refined this Comprehensive Homeless Standard of Care in the venue of HMIS discussions beginning April of 2001. The impact has been to ease the acceptance of HMIS and overall Continuum standards for participating agencies.

#### **5.9. Mainstream Program Benefits**

An very active program of Mainstream Integration has been in place for 3 years, spearheaded by Continuum/DHS staff co-located at the Fort Myers "One Stop" which is the contact point for the majority of mainstream agencies. All Continuum agency case managers are in regular contact with DHS staff out posted in this location and despite the complexity of regulations and procedures, close coordination of homeless client benefits is maintained. The Lee Continuum formally adopted a written policy to identify, enroll clients in Mainstream Programs and monitor client Mainstream benefits in April of 2001. The Homeless Survey and Provider's Survey both collect data on homeless client participation in Mainstream programs. The Lee County HMIS will augment the collection and accuracy of this monitoring.

#### **5.10. Point-In-Time Survey**

The Lee Continuum continues its annual practice, in place since 1996, of a point-in -time homeless census. The annual survey is a written Continuum policy. The survey is conducted at every homeless provider agencies in the county. The annual census included, as always, an organized countywide search for camps and street-dwelling homeless persons. Standardized survey procedures with common forms are the subject of numerous training sessions, which cover every surveyor in the census. The benefits of this survey are detailed in several places in this document and include an annual evaluation of service, an annual training and education opportunity, and an annual validation of the existence and immediacy of homeless need.

#### **5.11. New or Expanded COC Catchment Areas**

Regional meetings have been held in Glades County but now new area has been added to the Lee County catchment

**.EXHIBIT 3 (corrected)**  
**QUALITY OF SERVICE: CERTIFICATION BY LEAD AGENCY**

For the reporting period beginning July 1, 2001 and ending June 30, 2002, the following statements are true and accurate for our continuum of care and that all evidence and documentation to support these claims are maintained on file with the lead agency.

**Quality of Service Indicators**

**1. Continuum Governance Structure**

- a. Has the COC formally created a governance structure or decision-making body?  
**Yes**
- b. Does the governance body consist of members from each of the following four sectors: private business, local government, homeless or formerly homeless persons, and religious or faith-based organizations?  
**Yes**
- c. Are there written policies and procedures that define the composition and structure of the governance structure, including the process to recruit and select its members?  
**Yes**
- d. Does the governance body have written policies and procedures to guide its decision-making?  
**Yes**
- e. Has the governance body met at least once during each quarter of the reporting period?  
**Yes**

**2. Decision Making Process**

- a. Does the continuum have adopted, written procedures, and selection criteria, to guide the process of selecting activities or projects to be considered for funding allocations?  
**Yes**
- b. Is there a formal, written process adopted whereby decisions of the governance body or continuum may be appealed?  
**Yes**
- c. Does the continuum operate "in the sunshine," noticing meetings to all interested parties and allowing public access to all meetings?  
**Yes**
- d. Does the governance body or the continuum maintain written minutes or an equivalent record of actions taken by the body at all meetings?  
**Yes**

### **3. Evaluation of Services**

- a. Has the continuum adopted a standard customer satisfaction survey, quality assurance standard, or other evaluation tool for use in all components of the continuum of care?

**Yes**

- b. Have all of the participating agencies in the continuum used the standard customer satisfaction survey, or quality assurance standard?

**Yes**

- c. Were the survey responses, or quality assurance reviews analyzed and compiled into a written summary report to the lead agency?

**Yes**

- d. Did the continuum or its governance body adopt recommendations or implemented actions as a result of the review of the survey responses, or quality assurance reviews?

**Yes**

### **4. Performance Measurement**

- a. Has the continuum adopted written measures of performance for each component of its continuum of care?

**Yes**

- b. Does the continuum apply these performance measures to all agencies participating in the continuum?

**Yes**

Have all the agencies reported their performance using the adopted measures during the reporting period?

**Yes**

- d. Has the continuum adopted any recommendations or implemented actions as a result of the performance measurement during the reporting period?

**Yes**



## 5. Participating Parties in the Continuum Planning

- a. Have all of the following entities participated in at least one planning session, or served on a planning committee, or submitted written comments in the planning process for developing your continuum of care plan?

**Yes**

- (1) public housing authority
- (2) community mental health provider
- (3) regional workforce board
- (4) law enforcement agency
- (5) hospital
- (6) local school district
- (7) veterans service agency
- (8) county health department
- (9) primary health care provider
- (10) public defender's office
- (11) substance abuse service provider
- (12) information and referral services provider

- b. Has there been a fixed representative designated by each and every one of the above entities to work with the continuum?

**Yes**

- c. Have all twelve designated representatives attended at least half of the continuum's planning meetings during the reporting period?

**Yes**

- d. Does the continuum have in place memoranda of agreement or other formal relationships with all of the above entities to guide information sharing among the participating parties?

**Yes**

## 6. Serving the Homeless in Emergencies

- a. Has the continuum adopted written plans for responding to the needs of homeless persons during emergencies, including cold weather, heat waves, tropical storms and hurricanes?

**Yes**

- b. Does the continuum's plan provide for sheltering of all homeless people reasonably likely to need and seek shelter during the emergency event?

**Yes**

- c. Does the continuum's plan address how all segments of the homeless population are to be transported to the emergency shelter when the emergency exists?

**Yes**

- d. Has the continuum's adopted plan been adopted by the local government emergency management agency as part of the community's emergency management plan?

**Yes**

**7. Training**

- a. Did the continuum directly provide or facilitate the provision of training that was open and available to all participating agencies?

**Yes**

- b. Did the continuum provide or facilitate training targeted to the direct or line service workers of participating agencies on service provision to the homeless?

**Yes**

- c. Did at least half of the continuum's participating agencies attend at least one training session held during the reporting period?

**Yes**

- d. Did the continuum maintain a regular or fixed calendar of training sessions, noticed to all participating agencies, for the reporting period?

**Yes**

**8. Standards of Care**

- a. Has the continuum adopted written standards of care to specifically address the provision of emergency shelter?

**No**

- b. Has the continuum adopted written standards of care to specifically address the provision of transitional housing?

**No**

- c. Has the continuum adopted written standards of care to specifically address the provision of permanent supportive housing?

**No**

- d. Has the continuum adopted written standards of care to specifically address the provision of supportive services?

**No**

- e. Has the continuum adopted written standards of care to specifically address the provision of homeless prevention services?

**Yes**

- f. Has the continuum adopted written standards of care to specifically address the provision of outreach related services?

**Yes**

- g. Has the continuum adopted written standards of care to specifically address the provision of aftercare or follow-up services for persons leaving continuum of care facilities?

**No**

- h. Has the continuum adopted written standards for the collection and sharing of information, including confidentiality of clients and security of information?

**Yes**

- i. Has the continuum adopted written standards to address the rights of homeless clients, including terminations, evictions, and grievances?

**Yes**

- j. Has the continuum adopted written standards to address the provision of case management services?

**Yes**

**9. Mainstream Program Benefits**

- a. Has the continuum adopted a written strategy to identify homeless persons who are eligible for "mainstream" supportive service programs, including food stamps, Medicaid, SSI, and Temporary Assistance for Needy Families?

**Yes**

- b. Has the continuum adopted written procedures to assist the homeless in enrolling in these "mainstream" programs?

**Yes**

- c. Has the continuum adopted a written strategy to ensure the homeless receive the assistance from each program in which they are enrolled?

**Yes**

- d. Does the continuum collect and maintain data on the number of homeless persons enrolled in and receiving assistance from each of the "mainstream" programs?

**Yes**

**10. Point-In-Time Survey**

- a. Has the continuum conducted within the last two years a point-in-time survey to define the homeless population within its catchment area?

**Yes**

- b. Does the continuum have a written policy adopted, which will require conducting point-in-time surveys no less frequently than every two years?

**Yes**

- c. Did the continuum administer the point-in-time survey at all local homeless provider agencies in its catchment area?

**Yes**

- d. Did the continuum administer the point-in-time survey in a manner to capture a count of those persons who may not be sheltered, or being served by agencies (i.e., those on the street, living in outdoor locations, cars or other vehicles, or doubled up living with families or friends)?

**Yes**

- e. Does the continuum provide training and instruction to those carrying out the survey on the proper methods to be used?

**Yes**

**11. New or Expanded COC Catchment Areas**

- a. Is this application submitted on behalf of a continuum of care, whose catchment area was not designated by the Office on Homelessness as a designated continuum in the FY 2002 Challenge Grant application instructions?

**No**

- b. (1) Has the catchment area of the continuum been expanded to include at least one additional county, since the designation of the continuum's catchment area in FY 2002 by the Office on Homelessness?

**No**

- (2) Does the \$250,000 budget for this Challenge Grant include funding activities or uses within the new county(s) added to the catchment area?

**No**

**Lead Agency Certification**

I hereby attest that the above statements are true and accurate, based upon evidence and documentation on file with this lead agency on behalf of our continuum of care.

Name of Continuum of Care: Lee County Homeless Continuum of Care

Name of Lead Agency: Lee County Board of County Commissioners

Name of Certifying Official: \_\_\_\_\_

Signature of Certifying Official: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**EXHIBIT 4  
LEVERAGED FUNDING**

**A. McKinney-Vento Homeless Assistance Act Grants**

	<b>Grantor Program</b>	<b>Grant Amount</b>	<b>Award # / Refr.</b>	<b>Date of Executed Award Letter</b>
1	Homeless Veterans Reintegration	0	na	na
2	Health Care for the Homeless	\$330,000.00	#3H80CS001850101	2/16/02
3	PATH	\$93,470.00	GFA#SM02-F	10/1/2001
4	Education for Homeless Children	\$75,788.00	#360127212CH01	11/8/01
5	Emergency Shelter Grant	\$23,546.93	HFK06.	7/1/01
6	Shelter Plus Care	0	na	na
7	Supportive Housing Progr.- SWFAS	\$613,279.00	FL14B103001/	12/12/2001
	Supportive Housing Progr. - TSA/CCP	\$1,064,138.00	FL14B103002 /	12/12/2001
	Supportive Housing Progr. - TSA/ACP	\$222,069.00	FL14B103003	12/12/2001
8	Section 8 Moderate Rehab., SRO	0	na	na
9	Emergency Food & Shelter UW	\$117,613.00	#201650-00	11/1/01
	<b>TOTAL GRANTS</b>	<b>\$2,539,903.93</b>		

**B. Private Cash for Services to Homeless Persons**

	<b>Participating Continuum Agency</b>	<b>Cash Received</b>	<b>Source Documentation</b>
	LIFT Program	\$1,222.00	Receipts and check copies
	SWFAS	\$41,000	Financial stmt
	Salvation Army	\$764,543.59	Financial stmt
	<b>TOTAL PRIVATE MONEY</b>	<b>\$806,765.59</b>	

<b>TOTAL LEVERAGE CLAIMED</b>	
A. McKinney Act Grants	<b>\$2,539,903.93</b>
B. Private Money	<b>\$806,765.59</b>
<b>TOTAL LEVERAGE</b>	<b>3,346,669.52</b>

**Lead Agency Certification:**

I hereby attest that the above sources of grant and private money claimed as leverage for this Challenge Grant application, is true and accurate, and that the lead agency has documented the receipt of the grant award(s) and private money leveraged by their continuum of care.

Name of Lead Agency: \_\_\_\_\_ Lee County Board of County Commissioners

Name of Certifying Official: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Signature of Certifying Official: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Leverage Ratio Calculation:**

**\$3,346,669.52** / population 440,888      **Ratio = \$7,591 per 1000 population**

**ESTIMATED NEED PER CATCHMENT AREA POPULATION**

1. Lee Gaps Analysis table, Homeless Population	Estimated Need
A. Individuals	756 beds
B. Persons in Families with Children	249 beds
<b>TOTAL</b>	<b>1005 beds</b>

2. County in Catchment Area	2000 Population
A. <u>Lee County</u>	<u>440,888</u>
<b>TOTAL POPULATION</b>	<b>440,888</b>

3. Divide Total Estimated Need 1005 beds by population of Catchment area 440,888 to equal 2.28 beds/1000 population.

4. Source of Estimated Need Data.

**X** Gaps Analysis on file with Office on Homelessness as of July 1, 2002.  
 Amended Gaps Analysis, as attached, with supporting narrative on the methodology used.

**Lead Agency Certification:**

I hereby attest and certify that the above data is true and accurate; that the above data on estimated needs is based upon a gaps analysis which uses data that (1) represents the housing need for homeless persons in the catchment area on any given night; (2) is not adjusted through the use of multipliers or other means; (3) is derived directly from street counts, point-in-time surveys, homeless management information systems, service provider agency records, or other similar empirical methods; (4) includes only persons who are homeless according to the operational definition of homelessness used by HUD; and, (5) represents an unduplicated count or estimate to the greatest extent possible; OR that the data reported is based upon an adjusted estimate of housing needs adopted by the continuum of care, which meets the above five data requirements.

Name of Lead Agency: Lee County Board of County Commissioners

Name of Lead Agency Certifying Official: \_\_\_\_\_

Signature of Certifying Official: \_\_\_\_\_

Date Signed: \_\_\_\_\_

## 8. PERFORMANCE MEASURES

### 8.1 Lee Continuum 2003 Homeless Challenge Activity Performance Measures

All activities of the Lee Continuum Challenge Grant submission have measurable outcomes. The reporting point for outcomes of the grant activities, which must be completed by June 30, 2003, is projected for ninety days following the deadline or such other date as established by the state contract. The grant period and long term outcomes for Challenge grant activities is shown in tabular form in *Table 8.1a* following. All outcomes of projects C03.1.1 through C03.4.2 conform to *Long Term Outcomes 6 and 9* pages 10/10A of the *2002 CoC*.

**(C03.1.1) Lee County Homeless Coalition Chronic Homeless Assertive Treatment Partnership (CHATP) Program Outcomes.** Each such chronic homeless consumer will be incentivized to participate in the program. Each such consumer will be assessed and staffed by partner clinicians and a treatment plan designed with one of the partners taking primary responsibility for this patient. The performance measures are client records and the grant-term outcomes will be identification of clientele, assignment of responsible staff and completion of individual treatment plans. In addition, a Partnership-wide Draft Chronic Homelessness Protocol will be completed.. Long-term outcomes are projected as a demonstrated reduction in duplicate and recidivist homeless clients at the partner agencies.

**(C03.2.1) (C03.2.2) Department of Human Services "LIFT" Program Outcomes.** The DHS LIFT program will monitor and report on salary disbursements and homeless persons counseled during the grant period. The Salvation Army Homelessness Prevention Program will report on food, clothing and furniture supplies acquired and distributed during the period. The performance measures are distributions recorded and grant-term outcomes will be the acquisition of supplies and provision of counseling and startup necessities to the households along with transportation assistance to 5 households. Long-term outcomes are projected as 75% of clients placed in housing and 66% remaining in housing for 6 months.

**(C03.3.)Emergency Assistance, Medical Supply and Shelter programs of The Salvation Army- Outcomes.** Emergency meals will be supplies to 336 homeless persons in the Family Unit. Performance measures and grant-term outcomes will be persons receiving emergency meals. **(C03.3.1)** Necessities will be provided for 45 homeless persons. Performance measures and outcomes will be supplies received by homeless persons**C03.3.2)** Medical and Psychiatric Medications will be delivered to 5 medical clients and 54 psychiatric clients respectively. Performance measures and grant-term outcomes will be medication clients receiving assistance. **(C03.3.3), (C03.3.4).**

Funding will provide design documents for an additional 10 beds in a new transitional housing facility at the Salvation Army. The performance measure will be the document and the grant term outcome will be completion of design documentation. (C03.3.5). 420 homeless or at risk of homelessness persons will benefit from emergency clothing and furniture in the emergency assistance program. Performance measures and grant-term outcomes will be clothing and furniture received by clients (C03.3.6).

**(C03.4.1) (C03.4.2) Homeless Housing Programs of Renaissance Manor Outcomes.** Renaissance Manor Inc will utilize funds as partial payment for property for the erection of Permanent Housing for 9 homeless persons with disabilities. Performance measure will be the property document and the grant-term outcome will be land contracted. (C03.4.1) In addition, Renaissance Manor will use funding to provide clearing and utility hookup at a second homeless permanent housing facility. The performance measures will be paid invoice and utility receipt and the grant-term outcomes will be land cleared and utility lines extended to the Sans Souci site and capped or connected to the structure plumbing. (C03.4.2)



**Table 8.1a Lee Continuum 2003 Homeless Challenge Activity Performance Measures**

Activity #	Provider/ Activity	Performance Outcomes (ST) Short Term – grant-funded period
(C03.1.1)	Chronic Homelessness Assertive Treatment (CHATP) Partnership – 9 nonprofit agencies with public Police and Judicial agencies – coordinator, van, and operations costs	The grant-term outcomes will be identification of clientele, assignment of responsible staff and completion of individual treatment plans. In addition, a Partnership-wide Draft Chronic Homelessness Protocol will be completed..
(C03.2.1) (C03.2.2)	Living Independently for Today (LIFT) – existing and new clients -Emergency Work/School clothes, House wares, Furniture Supports for additional homeless households and transportation assistance	The grant-term outcomes will be the acquisition of supplies and provision of counseling and startup necessities to the 30 households. An transportation assistance to 5 households
(C03.3.1)	Emergency Shelter Food	Emergency meals will be supplies to 266 homeless persons in the Family Unit. Outcomes will be persons receiving emergency meals.
(C03.3.2)	Family Services Emergency Shelter	Supplies will be provided for 45 homeless persons. Outcomes will be emergency supplies received by homeless persons
(C03.3.3.3)	Medical Clinic	Medications will be delivered to 5 medical clients. Outcomes will be clients receiving medications.
(C03.3.4)	Psychiatric Clinic	Psychiatric Medications will be delivered to 54 psychiatric clients Outcomes will be clients receiving medications.
(C03.3.5)	Predevelopment -Transitional Housing	Funding will provide design documents for an additional 10 beds in a new transitional housing facility The grant term outcomes will be completion of documentation.
(C03.3.6)	Emergency Clothing and Furniture	420 homeless or at risk of homelessness persons will benefit. Outcomes will be clothing and furniture received by clients
(C03.4.1)	Shelter Plus Care Housing - Acquisition	partial payment for property for the erection of Permanent Housing Grant-term outcomes will be land contracted and documented.
(C03.4.2)	Sans Souci Housing – Clearing and utility lines	Grant-term outcomes will be land cleared and utility lines extended to the Sans Souci site and capped or connected to the structure plumbing.

## 9.

### ABILITY TO COMPLETE ACTIVITIES

**9.1 Lee Continuum 2003 Homeless Challenge Grant - Ability to Complete Activities**  
Lee Continuum activities submitted for the 2003 Challenge Grant have been selected to allow for completion of each and every activity by the June 30, 2003 deadline. The **Identification of Homeless Clients** process is a very brief action for most programs as clients are drawn from the providers' existing client base. In the cases of the Salvation Army design project and the Renaissance Manor housing projects, the client selection will follow the completion of the facilities. The **Selection of Providers** process is eased with all providers are identified in the initial projects. The Renaissance Manor property "provider" is being identified as part of the Shelter Plus Care project. Initial discussions to speed the **Contracting with Lead Agency** process have already begun. All sub recipients already have contracted with the lead agency for previous projects. The lead agency has already had discussions to speed the **Contracting with DCF** process. Initial scopes of work will be conveyed to the local contract manager in draft form prior to award. **Obtaining Permits/Zoning** is only applicable to the Renaissance Manor site clearing and utility connection. Zoning will be completed as an earlier phase of this project and site permits will be requested in early spring and obtained prior to June. **Supplier, construction contracts.** CHATP, LIFT and Salvation Army contracts and vendor arrangements are in place for supplies and medicines. Renaissance Manor will finalize its site work construction contract in April of 2003. All sub recipients have experience with the lead agency draw process and the **Drawdown Schedule** for each agency will be established in advance to facilitate timely cash payments. **Gather, Report Outcomes.** Activities will maintain continual record keeping for client contacts and outcome reporting for all activities is projected within ninety days following the grant deadline.

**Table 9.1 a Lee Continuum 2003 Ability to Complete Grant Activities**

Task Category	Activity/	Notes	Thru Oct	Thru Dec	Thru Mar.03	Thru Jun 03	Thru Sep 03
<b>Identification of Homeless</b>							
	CHATP						
	LIFT	current clientele	8/27				
	Salv Army Svcs	current clientele	8/27				
	Salv Army Trans. Hsg	current clientele	8/27				
	RM SPC.	(after grant term)	na	na	na	na	na
	RM Sans Souci	(after grant term)	na	na	na	na	na
<b>Selection of "Providers"</b>							
	CHATP	Partners agreed	8/27				
	LIFT	In house	8/27				
	Salv Army Svcs	In house / FHC partner agreed	8/27				
	Salv Army Trans. Hsg	Designer contracted	8/27				
	RM SPC.	Land Contracted				6/1/03	
	RM Sans Souci	na -- see below	na	na	na	na	na
<b>Contract/DCF Lead Agency</b>							
		Contract upon award		10/15			
<b>Contract with Lee County</b>							
	CHATP	Contract upon award		10/15			
	LIFT	Contract upon award		10/15			
	Salv Army Svcs	Contract upon award		10/15			
	Salv Army Trans. Hsg	Contract upon award		10/15			
	RM SPC.	Contract upon award		10/15			
	RM Sans Souci	Contract upon award		10/15			
<b>Obtaining Permits/Zoning</b>							
	CHATP	Na	na	na	na	na	na
	LIFT	Na	na	na	na	na	na
	Salv Army Svcs	Na	na	na	na	na	na
	Salv Army Trans. Hsg	na	na	na	na	na	na
	RM SPC.	Na	na	na	na	na	na
	RM Sans Souci	Zoning/permits				4/1/03	
<b>Supplier, construction contracts</b>							
	CHATP		na	na	na	na	na
	LIFT		na	na	na	na	na
	Salv Army Svcs		na	na	na	na	na
	Salv Army Trans. Hsg		na	na	na	na	na
	RM SPC.		na	na	na	na	na
	RM Sans Souci	Clearing, sitework				4/1/03	

**Table 9.1 a Lee Continuum 2003 Ability to Complete Grant Activities (Continued)**

Task Category	Activity	notes	Thru Oct	Thru Dec	Thru Mar.03	Thru Jun 03	Thru Sep 03
<b>Progress PaymentRequest</b>							
	CHATP			11/30	2/28/03	5/30/03	
	LIFT			11/30	2/28/03	5/30/03	
	Salv Army Svcs			11/30	2/28/03	5/30/03	
	Salv Army Trans. Hsg			11/30	2/28/03	5/30/03	
	RM SPC.					5/30/03	
	RM Sans Souci					5/30/03	
<b>Draw down Schedule</b>							
	CHATP			12/25	3/15/03	6/15/03	
	LIFT			12/25	3/15/03	6/15/03	
	Salv Army Svcs			12/25	3/15/03	6/15/03	
	Salv Army Trans. Hsg			12/25	3/15/03	6/15/03	
	RM SPC.					6/15/03	
	RM Sans Souci					6/15/03	
<b>Gather, Report Outcomes</b>							
	CHATP	Not later than -					9/30/03
	LIFT	Not later than -					9/30/03
	Salv Army Svcs	Not later than					9/30/03
	Salv Army Trans. Hsg	Not later than					9/30/03
	RM SPC.	Not later than					9/30/03
	RM Sans Souci	Not later than					9/30/03

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