

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

September 14, 2004

Blue Sheet No. 200 41264

1. REQUESTED MOTION:

ACTION REQUESTED:

- (1) Approve submission of Lee County's Homeless Continuum of Care FY2005 Homeless Housing Assistance Grant and Challenge Grant to the State of Florida Office on Homelessness, Tallahassee,
- (2) Authorize Chairman to sign Cover Letters and Certifications

WHY ACTION IS NECESSARY:

The Florida State Office on Homelessness requires signed applications and certifications in order to enter the annual Challenge Grant and Homeless Housing Assistance 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 C5C

3. MEETING DATE: 10-12-2004

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

7. BACKGROUND:

The State Office on Homelessness, Florida Department of Children and Families, has invited competitive application for grant funds for homeless services and housing. The Department of Human Services, Board of County Commissioners, is the designated lead agency in the Lee County catchment area for this application and solicits and submits applications from agencies that provide services to the homeless.

- Attachments: Homeless Housing Assistance Grant Transmittal Letter
 Homeless Housing Assistance Grant Consistency Letter
 Homeless Housing Assistance Grant Application
 Challenge Grant Transmittal Letter
 Challenge Grant Consistency Letter
 Challenge Grant Application

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>[Signature]</i>	N/A	N/A	N/A	<i>[Signature]</i>	OA <i>[Signature]</i>	OM <i>[Signature]</i>	Risk <i>[Signature]</i>	GC <i>[Signature]</i>

10. COMMISSION ACTION:

- APPROVED
 DENIED
 DEFERRED
 OTHER

Rec. by CoAtty
 Date: 9/28/04
 Time: 1:05
 Forwarded To: [Signature]

RECEIVED BY
 COUNTY ADMIN: [Signature]
9/28/04
3:35 pm
 COUNTY ADMIN
 FORWARDED TO: [Signature]
9/30/04



ORIGINAL

LEE COUNTY

SOUTHWEST FLORIDA

HOMELESS

CHALLENGE GRANT

**Florida State Office on Homelessness
Florida FY 2005 Grant 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: October 12, 2004

Lee County



Coalition for the Homeless
Florida, Inc.



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

Lee County • Challenge Grant Florida FY 2005

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LEE COUNTY
SOUTHWEST FLORIDA

BOARD OF COUNTY COMMISSIONERS

Writer's Direct Dial Number: (239) 652-7930

Bob Janes
District One

October 5, 2004

Douglas R. St. Cerny
District Two

Mr. Tom Pierce
Executive Director

Ray Judah
District Three

Office on Homelessness

Andrew W. Coy
District Four

1317 Winewood Boulevard

John E. Albion
District Five

PDHO, Building 2, Room 103-C

Tallahassee, FL 32399-0700

Donald D. Stilwell
County Manager

**SUBJECT: CHALLENGE GRANT Florida FY 2005
LEE COUNTY
Consolidated Application**

James G. Yaeger
County Attorney

Diana M. Parker
County Hearing
Examiner

Dear Mr. Pierce:

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 \$137,500 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: two Salvation Army programs which deliver emergency food, clothing, and furniture for homeless persons; two programs of Southwest Florida Addiction Services for homeless services and medications; two activities of the Lee County Department of Human Services "LIFT" program, which facilitates permanent housing for homeless persons; and the Chronic Homeless Assertive Treatment Project, which coordinates service delivery to chronically homeless persons.

If you have questions, please utilize our point of contact Richard Faris, Senior Planner, of the Department of Human Services at (239) 652-7930, fax (239) 652-7960

Sincerely,

John E. Albion, Chairman,
Lee County Board of County Commissioners

Encl: Budget, Certifications, and Amendments

C: Karen B. Hawes, Director, Department of Human Service

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SECTION 2 • BUDGET

EXHIBIT F

Grant Activity/Use	\$ Requested	Provider Name	Location	Served
(C04.1) Homeless medications and services	\$13,750	SWFAS Transitional Living Center (TLC)	2516 Grand Ave. Fort Myers, FL	Serving 30 homeless men, women, (Co-occurring Substance Abuse and Mental Health disabilities)
(C04.2) Emergency/shelter meals	\$13,750	The Salvation Army Outreach Service Center	Edison Avenue Fort Myers, FL	Emergency/shelter meals to at least 600 unduplicated homeless/ potentially homeless persons.
(C04.3) Services to facilitate homeless housing. Emergency rent, utilities, deposits, house wares, furniture, clothing	\$27,500	Department of Human Services, Lee County Living Independently for Today (LIFT)	83 Pondella Road North Fort Myers, FL	Move-in costs house wares, and furniture for approx. 31 individuals/family members. (Some substance abuse/ domestic violence disabil.).
(C04.2) Emergency clothing and furniture.	\$13,750	The Salvation Army Outreach Service Center	Edison Avenue Fort Myers, FL	Emergency clothing and furniture to 120 unduplicated homeless/ potentially homeless persons.
(C04.5) Chronic Homelessness Assertive Treatment Partnership (CHATP) Service coordination, monitoring, and reporting	\$13,750	SWFAS (Coordinator)	2516 Grand Ave. Fort Myers, FL	Service Coordination monitoring, and reporting for 8 chronically homeless men and women. (Substance abuse and mental health disabilities)
Total:	\$82,500	(Limit of projects for full funding under \$82,500 Award)		
Additional Projects under \$137,500 Award				
(C04.1a) Homeless medications and services	\$9,167	SWFAS Transitional Living Center (TLC)	2516 Grand Ave. Fort Myers, FL	Serving 20 homeless men, women. (Co-occurring Substance Abuse and Mental Health disorders)
(C04.2a) Emergency/shelter meals	\$9,167	The Salvation Army Outreach Service Center	Edison Avenue Fort Myers, FL	Emergency/shelter meals to 400 unduplicated homeless/ potentially homeless persons.
(C04.3a) Services to facilitate homeless housing. Emergency rent, utilities, deposits, house wares, furniture, clothing	\$18,332	Department of Human Services, Lee County Living Independently for Today (LIFT)	83 Pondella Road North Fort Myers, FL	Move-in costs house wares, and furniture for approx. 14 individuals/family members. (Some substance abuse/ domestic violence disabil.).
(C04.4a) Emergency clothing and furniture	\$9,167	The Salvation Army Outreach Service Ctr.	Edison Avenue Fort Myers, FL	Emergency clothing and furniture to 80 unduplicated homeless/potentially homeless persons.
(C04.5a) Chronic Homelessness Assertive Treatment Partnership (CHATP) Homeless service coordination, monitoring, and reporting	\$9,167	SWFAS (Coordinator)	2516 Grand Ave. Fort Myers, FL	Service Coordination monitoring, and reporting for 5 chronically homeless men and women with substance abuse and mental health disabilities.
TOTAL GRANT REQUEST:	\$137,500			

SECTION 2 • BUDGET**EXHIBIT G
EXPENDITURE SCHEDULE**

Grant Activity/Use	\$ Budgeted	Estimate Draw(n) by Quarter ending:			
		9/30/04	12/31/04	3/31/05	6/30/05
(C04.1) Homeless medications and services	\$13,750	0	\$4,583	\$4,583	\$4,584
(C04.2) Emergency/shelter meals	\$13,750	0	\$4,583	\$4,583	\$4,584
(C04.3) Services to facilitate homeless housing.	\$27,500	0	\$9,166	\$9,167	\$9,167
(C04.2) Emergency clothing and furniture	\$13,750	0	\$4,583	\$4,583	\$4,584
(C04.5) Chronic Homelessness Assertive Treatment Partnership (CHATP)	\$13,750		\$4,583	\$4,583	\$4,584
<i>Addl. Projects under \$137,500 Award:</i>					
(C04.1a) Homeless medications and services	\$9,167	0	\$3,055	\$3,056	\$3,056
(C04.2a) Emergency/shelter meals	\$9,167	0	\$3,055	\$3,056	\$3,056
(C04.3a) Services to facilitate homeless housing.	\$18,332	0	\$3,055	\$3,056	\$3,056
(C04.4a) Emergency clothing and furniture	\$9,167	0	\$3,055	\$3,056	\$3,056
(C04.5a) Chronic Homelessness Assertive Treatment Partnership (CHATP)	\$9,167		\$3,055	\$3,056	\$3,056
TOTAL GRANT	\$137,500				

(NOTE:

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: (239) 652-7930

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October 5, 2004

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County Hearing Examiner

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

SUBJECT: CERTIFICATION OF CONSISTENCY
Lee County Homeless Challenge Grant Florida FY 2005 Application

Dear Mr. Pierce:

The Board of County Commissioners of Lee County hereby Certifies that the Lee County Homeless Challenge Grant Florida FY 2005 Application as submitted herewith is consistent with the Lee County Homeless Continuum Of Care Strategic Plan, HUD FY 2004 (2004 CoC) and that each use proposed is contained within the Strategic Plan. (Please note that a copy of the approved 2004 Continuum of Care amendment for the associated Florida FY 2005 *Homeless Housing Assistance Grant* is appended here for your information.)

The proposed uses include: (1) The Salvation Army program which delivery emergency food and shelter, medical and psychiatric services, homeless, transitional housing, and emergency clothing and furniture for homeless persons (2) Programs of Southwest Florida Addiction Services for homeless services and medications, (3) Activities of the Lee County Department of Human Services "LIFT" program, which facilitates permanent housing for homeless persons, and (4) The Lee County Homeless Coalition Assertive Treatment Project, which coordinates service delivery to chronically homeless persons.

Please find attached Citations identifying the location of proposed uses within the Strategic Plan. If you have questions, please contact Richard Faris, Senior Planner of the Department of Human Services, at (239) 652-7930, fax (239) 652-7960.

Sincerely,

John E. Albion, Chairman
Lee County Board of County Commissioners

Encl: Citations, Copy, and HHAG Amendment

C: Karen B. Hawes, Director, Department of Human Services

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SECTION 3 • Consistency with Lee County Continuum of Care Plan

Section 3 • Consistency with Continuum of Care Plan

Table 3.1a Activity Reference Location in 2004 Lee Homeless Continuum of Care

Activity #	Grant Activity/Use	Provider	Citation Location 2004 CoC
(C04.1)	Homeless services and medications	SWFAS	Section "COC-F" Service Activity Page 13c
(C04.2)	Emergency Food, clothing, supplies	The Salvation Army	Section "COC-F" Service Activity Page 13
(C04.3)	Living Independently for Today (LIFT) – Services to facilitate homeless housing. Emergency rent, utilities, deposits, house wares, furniture, clothing	Department of Human Services, Lee County	Section "COC-F" Service Activity Page 13
(C04.4)	Emergency/shelter meals	The Salvation Army	Section "COC-F" Service Activity Page 13
(C04.5)	Chronic Homelessness Assertive Treatment Partnership (CHATP) 9 nonprofit agencies with public Police and Judicial agencies Homeless monitoring and operations costs	SWFAS (Coordinator)	Section "COC-C" Chronic Goals Page 8
(C04.1a)	Homeless services and medications	SWFAS	Section "COC-F" Service Activity Page 13c
(C04.2a)	Emergency Emergency/shelter meals	The Salvation Army	Section "COC-F" Service Activity Page 13
(C04.3a)	Living Independently for Today (LIFT) – Services to facilitate homeless housing. Emergency rent, utilities, deposits, house wares, furniture, clothing	Department of Human Services, Lee County	Section "COC-F" Service Activity Page 13
(C04.4a)	Emergency Food, clothing, supplies	The Salvation Army	Section "COC-F" Service Activity Page 13
(C04.5a)	Chronic Homelessness Assertive Treatment Partnership (CHATP) 9 nonprofit agencies with public Police and Judicial agencies Homeless monitoring and operations costs	SWFAS (Coordinator)	Section "COC-C" Chronic Goals Page 8

Section 3 • Consistency with Continuum of Care Plan

3.1.1: Reference Sections of 2004 Lee Homeless Continuum of Care

Location for Salvation Army and DHS LIFT Projects, (C04.2, 2a), (C04.3, 3a)

2004 Lee County Homeless Continuum of Care excerpt, page 13:

Fundamental Components in CoC System - Service Activity Chart (Form HUD 40076 CoC-F)
Component: Prevention
<p style="text-align: center;">Prevention Services in place:</p> <p>Mainstream Programs 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 The Florida Agency for Workforce Innovation provides unemployment benefits that maintain housing</p> <p>Emergency Assistance programs Lee County DHS - emergency rent, utility, transportation assistance for household in crisis Southwest Florida Community Foundation (through DHS) emergency rent, utilities The Salvation Army Crisis Management program provides emergency clothing, food, furniture, bus tickets Bonita Springs Assistance Office - emergency food, rent, utilities assistance to maintain housing Lee County Island Coast AIDS Network (ICAN) Force and DHS administer HOPWA rent assistance to maintain housing for AIDS victims Catholic Hispanic Social Services provides emergency clothing, food, furniture, bus tickets Lutheran Services Florida (LSF)- emergency assistance Anonymous Monthly support - Homeless youth assistance <i>Many other agencies, including most churches provide emergency resources.</i></p> <p>Medical Programs Family Health Centers, Lee County Health Department and Hospitals - emergency medical Lee County Health Department / Lehigh Social Services- emergency medications/ clinic Project Dentists - emergency dental</p> <p>Food Programs Nations Association - food Second Harvest / Harry Chapin Food Bank – food Wake Up America – food Ft. Myers Rescue Mission – shelter and food Cape Coral Caring Center/ Salvation Army/Café of Life - food</p>
<p style="text-align: center;">Prevention Services planned 2004:</p> <ul style="list-style-type: none">•DHS-United Way searchable <i>Internet Directory of Human Services</i> additional organizations and resources being added•Department of Human Services <i>Public Human Services Internet GIS</i> will be mounted to allow mapping and routing to services•Lee County 2003 ESG Entitlement DHS Prevention services will begin in 2004
<p style="text-align: center;">How persons access/receive Prevention assistance</p> <ul style="list-style-type: none">•Discharge staff at Health, Corrections, Foster Care and Youth Facilities connects persons leaving the institution with Continuum Housing Providers prior to discharge.•Persons unable to meet housing and utility payments receive cash, vouchers or deferments at the offices of DHS, Cape Coral Caring Center, Bonita Springs Assistance and other Continuum emergency assistance providers.• Persons accessing TANF and food stamp funding to maintain housing enroll at the "Career and Service Center" and receive Electronic Benefit Transfer (EBT) cards by mail. Eligibility is determined in the " Career and Service Center " and the cards are mailed to the recipient.• Persons seeking unemployment benefits enroll at AWI offices at the "Career and Services Center" and receive benefits by mail.•Clients for Consumer Credit, Legal Services, High Tech Centers and Women's Resource Center access and receive services at the program administrative offices or via phone.

Section 3 • Consistency with Continuum of Care Plan

3.1.1: Reference Sections of 2004 Lee Homeless Continuum of Care

Location for SWFAS Projects, (C04.1, 4. 1a)

2004 Lee County Homeless Continuum of Care excerpt, page13-C:

Component: Supportive Services Continued

Mental Health treatment in place

Ruth Cooper Center - Crisis and treatment units
Camelot Community Care - mental health services to Salvation Army youth residents
The Salvation Army – outpatient services, medical outreach to missions and other sites, Psychiatric Clinic
Family Health Centers, Lee Memorial System and Gulf Coast hospitals, VA Clinic, stabilization, referrals

Southwest Florida Addiction Services (SWFAS) – substance abuse, HIV counseling and testing, Co-occurring disorder treatment

Lee County Emergency Medical Services – emergency medical
Health Planning Council - Ryan White, AICP Programs, - HIV/AIDS/AIDS support administrator
Island Coast AIDS Network – support for AIDS treatment
211 Medical hotline-information and referral
Lutheran Services-Oasis, youth referrals

AIDS related treatment in place

Lee County DHS, HOPWA program
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
Veterans Administration (VA) Clinic – outpatient services, referrals to Veteran’s Hospital, Tampa
Southwest Florida Addiction Services (SWFAS) – substance abuse, HIV counseling and testing
Lee County Emergency Medical Services – emergency medical
Health Planning Council - Ryan White, AICP Programs, - HIV/AIDS/AIDS support administrator
Lee County Island Coast AIDS Network (ICAN) Force – support for AIDS treatment
Lee Memorial System and Gulf Coast Hospital services - hospital services
Salvation Army // Center for light and Hope - pregnancy, HIV/AIDS testing
211 – medical service hotline

Education 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 – GED and Basic Literacy classes
Lee Co. Vet. Center- case management and referral
Southwest Florida Addiction Services (SWFAS) – case mgt., substance abuse/ mental health counseling, life skills. Public school for adolescents in residential treatment
Consumer Credit Counseling Service (CCCS) – budget counseling, homeowner education, certification
Lee County Island Coast AIDS Network (ICAN) Force – education, training
Abuse, Counseling and Treatment (ACT) – education, training
The School District of Lee County - Social Worker for the Homeless – case management
Lee Memorial System and Gulf Coast Hospital – Healthy Start and Early Intervention Program for years 0 -5.
Family Health Center services – education, training
Our Mother's Home education, training
Catholic Hispanic Social Services education, training/
Bonita Literacy Council education, training ESL

Employment Assistance in place

DHS / South West Florida College LEE Education and Employment Program (LEE) – job training
Disabled Veterans of America - employment
Goodwill Industries of Southwest Florida, Inc - employment
Florida Better Jobs / Better Wages Program – educational assistance
Agency for Workforce Innovation – employment assistance
High Tech Center- Fort Myers/Cape Coral locations – vocational training
Women’s Resource Center – self help, information and referral
SWFAS Occupational Therapy Program
Career and Service Center - Workforce Council of SW Florida, WIA, Voc. Rehab, – job training, job counseling, placement
LARC - Job training, employment
Salvation Army - Employment courses, training, and placement

Section 3 • Consistency with Continuum of Care Plan

3.1.1: Reference Sections of 2004 Lee Homeless Continuum of Care

Location for CHATP, (C04.5, 4.5a)

2004 Lee County Homeless Continuum of Care excerpt, page 8:

	Goal: End Chronic Homelessness <i>("What" we are trying to accomplish)</i>	Action Steps <i>("How" we to go about accomplishing it)</i>	Responsible Person/Organization <i>("Who" is responsible for accomplishing it)</i>	Target Dates <i>("When" mo/yr it will be accomplished)</i>
#CH1 2002 ¹	Determine CH Baseline Conditions	Assemble baseline data on number of chronic homeless Select and study data on sample cohort of Chronic Homeless Enter Sheltered Chronic Homeless in HMIS	CH Working Group. CH Working Group. CH Working Group.	Completed 1/2004 Completed 1/2004 Completed 5/2004
#CH2 2002	Establish/Maintain effective County-wide Strategic Plan to end Chronic Homelessness	Circulate to community Chronic Homelessness Concept Paper Circulate to provider/service agencies Chronic Homeless Sample Study Carry out model Chronic Homeless Assessment and Treatment Project. Circulate results Hold Chronic Homeless Task Force Conference to finalize 8 year Plan	CH Working Group. CH Working Group. Chronic Homeless Task Force (CH Task Force)	Completed 1/2003 Completed 1/2004 5/2005 2/2005
#CH3 2002	Maintain active County-wide Organization to eliminate Chronic Homelessness CH Task Force	Establish CH Working Group of Substance Abuse, Mental Health agencies, Shelter agency, Hospital, Sheriff to conduct sample study Solicit Commissioner/Dignitary as Task Force Chairman. Chmn. call CH Conference and solicit Corp. Sponsor. Add DCF representative (TANF/Food Stamp/Medicaid/SCHIP), VA, Social Security members Add Workforce Board and Employer representative for jobs Add Community Coordinating Council member to connect nonprofit/faith-based resources.	CH Working Group. CH Working Group. CH Working Group. CH Working Group. CH Working Group.	Completed 6/2002 10/2004 10/2004 10/2004 Completed 1/2004
#CH4 2003	Obtain Mainstream, Other Govt., Nonprofit and Private Resources for Chronic Homeless action	Separate <i>Mainstream Resources Committee</i> from Services Committee in the Homeless Coalition Document Mainstream Benefit utilization of all sheltered Chronic Homeless Obtain Corporate Sponsor to Support <i>Chronic Homeless Task Force</i>	Services Committee Mainstream Resources Committee. CH Outreach Team CH Working Group CH Working Group	6/2004 3/2005 10/2004

Note this grant submitted separately. Attached for information only

**Revised September 5, 2004 For State Office of Homelessness
Amended 2004 Housing Chart**

Excerpt:

Page 14b, Lee County 2004 Homeless Continuum of Care as Amended 8.26.03

Fundamental Components in CoC System – Housing Inventory Chart										
PERMANENT SUPPORTIVE HOUSING										
Provider Name	Facility Name	HMIS	Geo Code □	Target Population 2004 Year-Round Units/Beds					2004 All Beds	
				A	B	Family Units	Family Beds	Individual Beds	Total Beds	
<i>Current Inventory</i>										
Lee County Housing Author.	Barrett	P2/05	120402	FC		7	20	0	20	
Buddy Fredericks	Buddy Fredericks		129071	SM		22		63	63	
RCC SPC	RCC SPC	C		SM F				4	4	
Renaissance Manor	Sans Souci	C	129071	M		3	6	3	9	
01 HOME Supp. Hsg	County wide	C	129071	FC				6	6	
SWFAS O2	Grand Avenue	C	1220966	SM F				7	7	
SUBTOTAL						25	26	83	109	
<i>Under Development</i>										
03 HOME Supp Hsg/HmIs	County wide	C	129071	FC		1	2	6	8	
Renaissance Manor	Sans Souci	C	129071	M		5	12	0	12	
Renaissance Manor	Community within a Community	C	120966	M				24	24	
Abuse Counseling and Treatment	Transitional Center	C	120966	F				12	12	
SUBTOTAL						6	14	42	58	

CHALLENGE GRANT SUMMARY**4. Challenge Grant Activities, Homeless Served, and Outcomes.****(C04.1) Transitional Living Center (SWFAS)**

The SWFAS funds requested would be used to enhance treatment for those homeless patients in SWFAS residential treatment, transitional and permanent housing through the provision of adequate psychotropic drugs, and patient education in co-occurring substance abuse and mental health disorders. These funds would serve homeless adults admitted to residential treatment, transitional or permanent living facilities *with co-occurring substance abuse and mental health disorders. At least 9 patients would be recipients of the psychotropics, and at least 30 patients would receive specialized education and treatment for co-occurring disorders.* Grant-term outcomes will be improved conditions for medication clients and assistance clients.

(C04.2) Emergency Shelter/Soup Kitchen Meals

Emergency Shelter/Soup Kitchen Meals will be supplied to at least 1,000 unduplicated homeless or potentially homeless persons who request a meal through The Salvation Army feeding programs. Meals are provided daily at the Outreach Services Center on The Salvation Army Edison Avenue Campus. Women and children who stay in our overnight shelter are provided meals. During the day, meals are provided to anyone presenting at The Salvation Army for services through our Crisis Management program or who may be waiting to be seen by our Intake Specialist. Meals are budgeted at a cost of \$2.36 each and each unduplicated person provided a meal is counted as an outcome. Grant-term outcomes are improved conditions for each unduplicated person provided a meal.

(C04.3) Living Independently for Today, (LIFT) (Dept. of Human Services)

Challenge funds will be used to move homeless individuals and families with children into housing. Services will include first month's rent, last month's rent (if necessary), security deposit, utility payments/deposits, household furniture and wares and school/work clothes. We estimate 31 individuals and family members will be served and that there will be some substance abuse and domestic violence disabilities. Grant-term outcomes will be the acquisition of housing and basic essentials by homeless persons

(C04.4) Emergency clothing and furniture. (The Salvation Army)

Emergency Clothing and Furniture will be provided to 200 unduplicated homeless and/or potentially homeless persons who request assistance through The Salvation Army Edison Avenue Campus. Any person may come into the facility Monday through Friday, to complete appropriate paperwork. All applicants will be assessed by our senior intake worker. Eligible persons will receive clothing and/or furniture. Each unduplicated person provided clothing and/or furniture will be counted as an outcome. Grant-term outcomes are improved conditions for each assisted person.

(C04.5) Chronic Homelessness Assertive Treatment Program (SWFAS)

Chronic Homeless Assertive Treatment Partnership Program (CHATP) partners in the program include substance abuse, mental illness, domestic violence, medical, AIDS management, and case management providers. Clients in the project will be assessed and staffed by partner clinicians and a treatment plan designed with one of the partners taking primary responsibility for this patient. This year's effort will work toward implementation to centralize assessment and referral for 8 chronic homeless consumers utilizing shared data through the HMIS system and appointed liaison from the major participating agencies, including, but not limited to the partner providers and the Lee County Sheriff's Office and the police departments of the various involved subdivisions. The grant-term outcomes will be improved service to the selected chronic homeless individuals.

SECTION 4 • NARRATIVE

(C04.1a) Transitional Living Center (SWFAS) (2nd Phase)

The SWFAS funds requested would be used to enhance treatment for those homeless patients in SWFAS residential treatment, transitional and permanent housing through the provision of adequate psychotropic drugs, and patient education in co-occurring substance abuse and mental health disorders. These funds would serve homeless adults admitted to residential treatment, transitional or permanent living facilities with co-occurring substance abuse and mental health disorders. At least 6 patients would be recipients of the psychotropics, and at least 20 patients would receive specialized education and treatment for co-occurring disorders. Grant-term outcomes will be improved conditions for medication clients and assistance clients.

(C04.2a) Emergency/shelter meals (Salv. Army) (2nd Phase)

Emergency/shelter meals will be supplied to at least 400 unduplicated homeless or potentially homeless persons who request a meal through The Salvation Army feeding programs. Meals are provided daily at the Outreach Services Center on The Salvation Army Edison Avenue Campus. Women and children who stay in our overnight shelter are provided meals. During the day, meals are provided to anyone presenting at The Salvation Army for services through our Crisis Management program or who may be waiting to be seen by our Intake Specialist. Meals are budgeted at a cost of \$2.36 each and each unduplicated person provided a meal is counted as an outcome. Grant-term outcomes are improved conditions for each unduplicated person provided a meal.

(C04.3a) (LIFT) (Dept. of Human Services) (2nd Phase)

Challenge funds will be used to move homeless individuals and families with children into housing. Services will include first month's rent, last month's rent (if necessary, security deposit, utility payments/deposits, household furniture and wares and school/work clothing. Approximately six families with children will be served. We estimate 14 individuals and family members will be served and that there will be some substance abuse and domestic violence disabilities. Grant-term outcomes will be the acquisition of housing and basic essentials by homeless persons

(C04.4a) Emergency clothing and furniture. (Salv. Army) (2nd Phase)

Emergency clothing and furniture will be provided to 80 unduplicated homeless and/or potentially homeless persons who request assistance through The Salvation Army Edison Avenue Campus. Any person may come into the facility Monday through Friday, to complete appropriate paperwork. All applicants will be assessed by our senior intake worker. Eligible persons will receive clothing and/or furniture. Each unduplicated person provided clothing and/or furniture will be counted as an outcome. Grant-term outcomes are improved conditions for each assisted person.

(C04.5a) CHATP (SWFAS) (2nd Phase)

Chronic Homeless Assertive Treatment Partnership Program (CHATP) partners in the program include substance abuse, mental illness, domestic violence, medical, AIDS management, and case management providers. In the project will be assessed and staffed by partner clinicians and a treatment plan designed with one of the partners taking primary responsibility for this patient. This year's effort will work toward implementation to centralize assessment and referral for 5 chronic homeless consumers utilizing shared data through the HMIS system and appointed liaison from the major participating agencies, including, but not limited to the partner providers and the Lee County Sheriff's Office and the police departments of the various involved subdivisions. The grant-term outcomes will be improved service to the selected chronic homeless individuals.

SECTION 5 • LEE CONTINUUM QUALITY OF SERVICES

5.1 Continuum Governance Structure

(ACTIONS)

¹ In the July 1, 2003- June 30, 2004 Service Period (Service Period) 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), carried out grant application (including the HUD FY 2004 Continuum of Care application (2004 CoC)), and administration of awarded projects. The non-profit Lee County Coalition for the Homeless, Florida, Inc. (Coalition) coordinated the providers of the Lee County Continuum of Care on a yearlong basis. b) During the Service Period, the broad participation of current and formerly homeless individuals, veterans, and representatives of private business, local government and religious/faith-based organizations was maintained. c), d) The policies of the original *Lee County Homeless Continuum of Care Operational Policies and Procedural Manual* (Lee Continuum Manual) as amended, continue to define agency composition, Continuum structure, decision-making, and recruitment and selection of members. e) The Continuum held monthly Plenary meetings and numerous committee meetings as illustrated in Section “CoC-B” in the 2004 Lee County Continuum of Care Document. (2004 CoC). This organizational structure continued as the accepted central coordinator of resources for and services to the homeless in Lee County.

(DATES)

Actions were carried out continuously throughout the service period. See Section “CoC-B” of the 2004 CoC.

(RECAP)

Governance action was continuous for the Service Period, was comprehensive for Continuum members and homeless consumers, and fully achieved its goal

^(letter designations correspond to the questions of the FL FY 2005 Challenge Grant Application.)

5.2 Decision Making Process

(ACTIONS)

During the Service Period, the Lee Continuum conformed to its the written policies and procedures and adopted and published scoring criteria for project selection and activity funding. Project scoring and selection under these policies is detailed in Section "CoC-K" in the 2004 HUD CoC document. b) The Lee Continuum Manual has detailed the project selection appeal process since 2002. See the "Prioritization Procedural Guidelines" attached. No complaints or appeals have been raised in the prioritization process in 2001, 2002, 2003 and 2004. This situation reflects the open practices of the Continuum. c) All meetings and activities of the DHS lead agency and the Coalition in the Service Period and previous years, were conducted in conformance with the "Sunshine Law" and HUD Citizen Participation requirements. In addition to hardcopy and email notices, meetings are posted to a community-input internet calendar. d) During the Service Period all Continuum meetings were noticed and minutes were recorded at all meetings.

(DATES)

Actions were carried out continuously throughout the service period. See Section "CoC-B" attached in Section 5.1 preceding.

(RECAP)

Lee Continuum decision-making was driven by written policies of the Continuum Manual, was continuous for the Service Period, was comprehensive for Continuum members, and was implemented to the full extent of the performance indicator.

5.2 Decision Making Process Documentation.

Documentation for (QOS) #2.b: (Appeal Process)

Appeal Process/Prioritization Procedural Guidelines (Lee Continuum Manual)

(See attachment following page.)

**PRIORITIZATION PROCEDURAL GUIDELINES
LEE COUNTY CONTINUUM OF CARE**

"Project Narrative"

In actuality, HUD has limited the impact of the individual Project Narrative itself in the competition. Competitive points are given for the Community- wide "Continuum" narrative rather than for the individual projects. This said; however, it is important that the individual project narratives are clear and complete because HUD will totally disqualify a project in its "Threshold" analysis if it does not clearly and completely demonstrate eligible activities and recipients.

"Fills Need in Gaps Analysis"

This is also a baseline rather than a relative factor. Although intuitively a project approaching a "High"- rated gap seems a priority, HUD attaches great importance to Renewal Projects and these programs may be currently serving a gap resulting in a "Low" rating for that gap.

"Provides for permanent housing."

The importance to HUD of Permanent Housing projects cannot be overestimated. It is demonstrated in last years award where all but one of our renewal projects were passed over to award even low-priority Permanent Housing projects. This year there is a \$500,000 bonus for placing a: new, permanent housing, project in 1st priority.

"Experience - capacity"

Last year the DAV was awarded funds, which had to be returned because the organization did not have the financial and organizational stability to contract with Lee County. Committee members are not expected to be auditors but are requested to consider this stability in their rankings.

"Experience - service delivery"

This ranking of an agency's history or potential for effectively serving or housing the homeless.

"Project is a renewal"

Second only to permanent housing, the continuance of Renewal Projects is HUD's highest priority. This year all renewal projects that are submitted will receive 1 year funding. (As long as the community wide- Continuum Section receives a passing score -we have for 5 years) In 2001, it is felt that new non-permanent housing projects are unlikely to be funded.

"Application form is complete"

HUD will disqualify a project with an incomplete application form in its Threshold Review.

"Identifies - leveraged resources"

We have lost precious points in past scoring because of an insufficient amount of additional funds from other sources besides the grant were leveraged, that is, were incorporated in the agency projects " The goal is twice as much leverage as grant request.

Appeal Process for sponsors

The rankings determined by the independent citizens' "Prioritization Committee" for the Sponsored Projects can be appealed with cause on the occasion of the ranking meeting. On such an appeal the committee will prepare a summary in written form of the ranking rationale for that Sponsored Project. The citizen committee members are under no requirement to revise their determination; however, all appeal comment will be recorded. "With cause" is defined as a demonstrable error in calculation or assignment of the ranking results based on the assigned points per category detailed in the published scoring criteria.

5.3 Evaluation of Services

(ACTIONS)

Customer satisfaction evaluation was surveyed during the annual 24-hour homeless Census Blitz (1/21/04). Homeless respondents were queried on their use, need, and satisfaction with all components of housing and services in the Continuum. b) This Continuum-wide survey was conducted with each client of every participating agency in the Continuum. c) The survey results were analyzed and documented in a Microsoft Excel Workbook and summary narrative prepared for the Lead Agency-DHS. d) This customer evaluation analysis is an important factor in establishing the Annual Goals and Project Selection Criteria as illustrated in the 2004 CoC and as reflected updates to the Policies and Procedures Manual. A new customer survey process is being developed with the report generation tools of the Lee Homeless Management Information System "Client Services Network"(CSN), which is in operation and being expanded throughout in the continuum agencies.

(DATES)

Customer satisfaction evaluation was surveyed during the annual 24-hour homeless Census Blitz (1/21/04).

(RECAP)

The customer satisfaction process was implemented in January 2004 with all Continuum members. The survey process under the current standard was achieved to the full extent.

5.4. Performance Measurement

(ACTIONS)

Performance measurement in the service period was continued incorporating criteria in use since 1996. Criteria in the categories of *Residential Stability, Increased Skills, Increased Income, and Increased Self-Determination* are monitored for agencies functioning in each component of the Continuum. b), c) All agencies reported on Lee CoC Homeless Performance Measures from the Lee Continuum Manual in the January, 2004 Provider's Survey, which covered 145 outreach, prevention, shelter, supportive service and housing agencies. HUD-funded agencies (representing over one-half of the Continuum homeless beds) report considerable additional performance detail for the annual HUD APR. Selected results are reported at "CoC-M" in the 2004 CoC. The Lee Continuum Manual has been amended to incorporate performance measurement parameters of the 2004 revision of the HUD APR format. Since 2002, all nonprofit agencies working with the lead agency DHS are required to submit their reporting in a common Logic Model Outcomes format. The Lee HMIS is automating performance reporting for over 50% of the homeless beds in the Continuum. This automated reporting will expand each year as agency coverage is increased. d) During the Service Period, the Continuum utilized performance monitoring to determine the base rating priority for grant applications as noted in section CoC-K of the 2004 CoC.

(DATES)

Continuum wide performance measurement was conducted at the January 2004 Provider's Survey. HUD APR performance measurement occurs at contract dates throughout the year.

(RECAP)

Performance is measured on parameters of the Lee Continuum Manual for all Continuum outreach, prevention, shelter, supportive service and housing agencies in January and additional data is collected throughout the year for HUD-funded and HMIS agencies. Performance measurement is carried out to the full extent of the current standard.

5.4 Performance Measurement Documentation

Documentation for Quality of Service (QOS) #4.a: (Written Measures)

Service Period (Superseded in Calendar 2005) Performance Measures for all agencies
Performance Rating procedure Section CoC-K of the 2004 CoC
Logic Model Format for DHS-Contracted homeless agencies.

Documentation for (QOS) #4.b: (Measures applied all agencies)

2004 Provider's Survey Contact List

Documentation for (QOS) #4.c: (Performance Measure reporting by agencies)

Excerpt: CoC-M of the 2004 CoC.

Documentation for (QOS) #4.d: (Actions from Performance Measurement)

CoC-K of the 2004 CoC.

(See attachments following pages)

Documentation for Quality of Service (QOS) #5.4.a: (Written Measures)

Service Period Performance Measures for all agencies (2001 version)

Overall Program Goals.

a. Residential Stability

Objectives:

Progress:

Next Operating Year's Objectives:

b. Increased Skills or Income

Objectives:

Progress:

Next Operating Year's Objectives:

c. Greater Self-determination

Objectives:

Progress:

Next Operating Year's Objectives:

Amount and Source of Monthly Income at Entry and at Exit.

A. Monthly Income at Entry C. Income Sources at Entry

a. No income a. Supplemental Security Income (SSI)

b. Social Security Disability Income (SSDI)

c. Social Security

d. General Public Assistance

e. Temporary Aid to Needy Families (TANF)

f. Child Support

g. Veterans Benefits

h. Employment Income

i. Unemployment Benefits

j. Medicare

Length of Stay in Program.

a. Less than 1 month

b. 1 to 2 months

c. 3 - 6 months

d. 7 months - 12 months

e. 13 months - 24 months

f. 25 months - 3 years

g. 4 years - 5 years

h. 6 years - 7 years

i. 8 years - 10 years

j. Over 10 years

Reasons for Leaving.

a. Left for a housing opportunity before completing program

b. Completed program

c. Non-payment of rent/occupancy charge

d. Non-compliance with project

e. Criminal activity / destruction of property / violence

f. Reached maximum time allowed in project

g. Needs could not be met by project

h. Disagreement with rules/persons

i. Death

j. Other (please specify)

k. Unknown/disappeared

Documentation for Quality of Service (QOS) #5.4.a: (Written Measures)

**Performance Rating procedure Section CoC-K of the 2004 CoC
CoC-K of the 2004 CoC**

(2)(a) Rating Measures

The Lee Continuum uses a two-step process, which involves initial project rating against established rating criteria, and then a *ranking process* carried out by a citizen member *Prioritization Committee*. Project rating criteria are developed or updated (*rating criteria have changed little in recent years*) during the year in planning sessions conducted with members of the Coalition Long Range Planning Committee (LRPC) and planning and contracts staff of the lead agency (DHS). Criteria are developed which cover *sponsor administrative capacity, sponsor performance on existing projects* (if any) and *project validity relative to Lee unmet needs*. These criteria are treated as *threshold requirements*, and threshold satisfaction is determined by contracts staff at the lead agency and LRPC members looking to monitoring, APR and other capacity and performance data. In addition to the threshold evaluation, projects are scored on criteria, which cover the Continuum *priority for Chronic Homeless activities, the proportional Leverage contribution of the project, and the amount of yearlong Continuum participation of the sponsor staff*. Additionally criteria are displayed to demonstrate *project impact on grant funding bonuses and renewal prioritization*. Project Rating Criteria are supplied to all project sponsors along with submission deadlines after the annual SuperNOFA announcement.

Documentation for Quality of Service (QOS) #5.4.a: (Written Measures)

Logic Model Format for DHS-Contracted homeless agencies.

The Logic Model

INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES
Resources dedicated to the service:	Services provided to customers:	How much of the service was provided:	Benefits for people:
✓ Staff	✓ Education	✓ Number of customers	✓ Increased knowledge
✓ Volunteers	✓ Case management	✓ Number of units of service	✓ Improved skills
✓ Facilities	✓ Counseling	✓ Classes taught	✓ Changed attitudes or values
✓ Equipment	✓ Information & referral		✓ Changed behavior
✓ Materials	✓ Mentoring		✓ Change in condition
✓ Supplies			
✓ Funds			
✓ Partners			

Notes:

Explain the logic model concept. Note that it is a one-page representation of the value of the program, not a one-page representation of everything that staff does.

Documentation for (QOS) #5.4.b: (Measures applied all agencies)

2004 Provider's Survey Contact List

2004 Provider's Survey Contacts

Hope House	Christ Lutheran Share Food Pantries	Slater Bible Chapel
Lutheran Services (OASIS)	Harry Chapin Food Bank	St. Leo's (Bonita)
SWFAS - Detox	McGregor Baptist Church	St. Raphael's (Lehigh)
SWFAS -Drug Dependent Court	St. Vincent de Paul Society	Suncoast Baptist Church
Abuse Counseling & Treatment (ACT)	Zion Lutheran Church	Tropic Isles Baptist Church
Vince Smith Center	Cape Coral Hospital ER	Calvary International Ministries
Ft Myers Rescue Mission	Family Health Centers of SW FL	Hunter Street
The Salvation Army	Gulf Coast/ East Pointe	Precious Life
Anne's Restoration House	Health Department - North Annex	L.I.F.T.
SWFAS Residential TX	Lee County Health Dept.	Habitat for Humanity
Garden Foundation	Lee Memorial Health System	Lee County Human Services
Hansen-Bays, Inc.	Lee Women's Center	Wake Up America
Harvest House	Senior Friendship Center	Café of Life, Inc.
Healthy Choice	Veterans Services	Meals on Wheels
Our Mother's Home of SW FL, Inc	Phoenix Center	Nations Assoc.
Ruth Cooper Reeves	A- Labor	Community Cooperative Ministries
Ruth Cooper Center DATE	Able Body	Holy Theotokos Monastery
Ruth Cooper Senrenity House	Labor Plus	Cape Coral Caring Center
Ruth Cooper Respite	Labor Ready	Messiah Lutheran Church (ELCA)
SWFAST.L.C.	Tandem	New Testament Baptist Church
Teen Challenge	Term Personnel	North Fort Myers First Baptist Church
Tice House	Florida Rural Legal Services	North Fort Myers United Methodist
Ruth Cooper Perm Supp Housing	Women's Resource Center	North Shore Alliance Church
Buddy Fredricks	Age Link	Northside Baptist Church
Cape Coral Housing Development, Corp	Help Link	Northside Comm. Ch of the Nazarene
Dunbar Industrial Action Dev.	American Legion Post 336	Open Bible Community Church
Lee County Housing Authority	American Red Cross	Open Door Tabernacle
Ft. Myers Housing Authority	Department Children & Families	Reorganized
Goodwill Industries of SW FL	Florida Department Children & Families	Messiah Lutheran Church (ELCA)
LARC	Cape Coral Mini-Bus Service	One Stop-Workforce Council of SWF
Lee County Dept. Human & Housing Service	VA Clinic	One Stop - Jobs & Benefits
	VFW	One Stop - DHS Education & Employment Program
	(TANF)	One Stop - Vocational Rehab
Bonita Springs Assist. Office	National Development	SWFAS - Kid's Drug
Health Planning Council (HOPWA)	Pan-American Indian Association	SWFAS - Managed Care Output
One Stop - Community Career & Service Center	All Saints Byzantine Catholic Church	SWFAS Dept. of Corrections
Catholic Hispanic Social Services		Outpatient
	All Souls Episcopal Mission	Visually Impaired Persons (VIP)
Consumer Credit Counseling	All Souls Episopal Church	SWFAS - Drug Court Output
Clare House of Catholic Charities	Bayshore Community Chapel	Church of Golden Keys
Lee County Mission	Bayshore Congregation	Faith Assembly of God
Lehigh Community Services	Bethany Evangelical Lutheran Church	First Assembly Singles Ministries
North Fort Myers Senior Center	Bethel Assembly of God	Good Shepherd United Methodist Church
One Stop - Childcare of SW Florida		Church
	Church of Bretheren - N. Ft. Myers	Grace Baptist Temple
One Stop – DCF Sufficiency Office	Church of Christ	Gulfcoast Cathedral of Praise
Lee County AIDs Task Force	Church of God	Harvest Time Ministries
Lee County School Dist		Holy Trinity Presbyterian Church
		Iglesia Fuente De Salvacion

Documentation for (QOS) #5.4.c:(Performance Measure reporting by agencies)

CoC-M of the 2004 CoC

Project Performance of 2004 Renewal Projects

1. Permanent Housing -

(No applicable Lee Continuum 2004 PH renewal projects)

2. Transitional Housing.

2004 Southwest Florida Addiction Services, Inc Fresh Start Project (for most recent APR)

- a. The total number of participants who left the transitional housing project during the operating year: **123 participants**
- b. What is the number of participants who left transitional housing project(s) and **moved to permanent housing: 52 participants**
- c. Of the number of participants who left transitional housing, what percentage moved to permanent housing: **42%**

B. Supportive Services (Form HUD 40076 CoC-M)

For renewing projects...
2004 The Salvation Army Comprehensive Care Program (for most recent APR)
2004 Living Independently for Today (for most recent APR)
2004 The Salvation Army Comprehensive Aftercare Program (for most recent APR)
2004 Southwest Florida Addiction Services, Inc Fresh Start (for most recent APR)

1 Number of Adults Who Left	2 Income Source	3 Number of Exiting Adults with Each Source of Income	4 % with Income at Exit (Col 3 ÷ Col 1 x 100)
522	a. SSI	18	3.4%
522	b. SSDI	15	2.9%
522	c. Social Security	5	1.0%
522	d. General Public Assistance	13	2.5%
522	e. TANF	17	3.3%
522	f. SCHIP	6	1.1%
522	g. Veterans Benefits	4	0.8%
522	h. Employment Income	289	55.4%
522	i. Unemployment Benefits	1	0.2%
522	j. Veterans Health Care	8	1.5%
522	k. Medicaid	45	8.6%
522	l. Food Stamps	41	7.9%
522	m. Other (please specify)		
522	n. No Financial Resources	194	37.2%

CoC-K of the 2004 CoC

a. Renewal Project Evaluation - Methodology for measuring Renewal Projects for...

(1) satisfactory Performance.

(Text omitted for this excerpt)

(2) effectively addressing the need(s) for which they were designed.

(Some text omitted for this excerpt)..... Measures are developed to establish that each renewal project is on track to achieve its *outcomes*. To measure this progress the LRPC/DHS team tallies applicable Outputs. Some Output measures vary with the project type, but all renewals (including Renewals without an APR) are reviewed in terms of project service and capacity, income, and goals sections (Questions 2,3,11,16) of the APR form. Housing projects are reviewed in terms of the housing section (APR question 14). Projects addressing the Chronic Homeless priority will have outputs for this subpopulation measured. Measured Outputs for the HMIS project will be installation of hardware, and successful growth of the database and HMIS bed coverage.

5.5. Participating Parties in the Continuum Planning

(ACTIONS)

In 2003/2004 as in previous periods, 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 providers. Section "CoC-B" of the 2004 CoC illustrates the multiple agencies in each category the composed the 2004 planning process. b) Each agency category has a designated liaison or contact with the Continuum and all but two agencies have written representative designations on file. c) Agency-designated representatives or their assignees have been represented at over half of the 2004 annual plan meetings. d) The Continuum has utilized an information sharing and service coordination agreement since 2000. The agreement is updated annually with all Continuum agencies in conjunction with the Provider's Survey. In addition, 12 agencies have completed a written agreement designating a representative to advance coordination as noted above. Very detailed Information Sharing Agreements and Service Coordination Agreement are completed with HMIS agencies.

(DATES)

The Continuum agencies in 12 category types and their designated representatives have participated in planning sessions throughout the year. Basic information sharing and cooperation agreements are renewed in January with the Provider's Survey and detailed Agreements completed as new agencies join the HMIS.

(RECAP)

Full participation by agencies of 12 category types continued through the Service Period. The current standard of annual participation, information sharing and service coordination is fully implemented.

5.5.Participating Parties in the Continuum Planning Documentation

Documentation for Quality of Service (QOS) #5.a: (Mtg. Attendance-Planning)

Section "CoC-B" of the 2004 CoC

Documentation for (QOS) #5.b: (Designated representatives)

Designated Representatives List

Documentation for (QOS) #5.d: (MOU with agencies)

Excerpt Lee Continuum Manual, Provider's Survey Form

Excerpt, Lee County CSN (HMIS) Policies Manual TOC – Shared Policies and Procedures

Documentation for Quality of Service (QOS) #5.5.a: (Mtg. Attendance-Planning)

**Section "CoC-B" of the 2004 CoC
Continuum Planning Meetings since June, 2003**

<i>Human Service Information Network (HSIN) (Monthly networking with non-homeless emergency providers)</i>		
<i>Citizen Advisory Committee (CAA/NDC) (Bimonthly networking with Target Neighborhood leaders)</i>		
<i>SW Florida Coalition for the Homeless (SWFCH) (Quarterly networking - other county Continuums)</i>		
Dates	Forum	Topics
7/24/2003	Membership	Hurricane Preparations
8/22/2003	Membership	State Homelessness Report
9/26/2003	Membership	Cancer Society Programs
10/24/2003	Membership	Police Dept. Problems
11/21/2003	Membership	Food Bank
12/21/2003	Membership	Candlelight Vigil
1/22/2004	Membership	Operation Fresh Start
2/26/2004	Membership	Alzheimer's Resource Center
3/25/2004	Membership	Lee County Health Dept.
4/22/2004	Membership	Health Planning Council
5/28/2004	Membership	with SW FL Coalition
6/24/2004	Membership	Chronic Homelessness, Chronic Hmls Work Gr.
7/22/2004	Membership	CHAPT, Chronic Hmls Work Gr.
7/30/2003	LRPC	Mainstream Links, Mainstream Delivery Team
11/25/2003	LRPC	CoC
12/9/2003	LRPC (DHS)	Project Perf Meas., Selection Rating Criteria
5/20/2004	LRPC	CoC
5/27/2004	LRPC	CoC
6/3/2004	LRPC	CoC Teleconference
6/5/2003	Services Committee	Homeless Service Day
7/1/2003	Services Committee	Homeless Service Day
7/15/2003	Services Committee	Homeless Service Day
8/19/2003	Services Committee	Chronic Hmls Work Gr.//Stand Down
9/2/2003	Services Committee	Mainstream Delivery Team //Stand Down
9/23/2003	Services Committee	Stand Down
10/14/2003	Services Committee	Stand Down
10/29/2003	Services Committee	Stand Down
11/15/2003	Services Committee	Stand Down
12/11/2003	Services Committee	Stand Down Review
1/13/2004	Services Committee	Blitz / Sheriff
1/22/2004	Services Committee	Blitz
1/27/2004	Services Committee	Blitz
1/28/2004	Services Committee	Blitz// Chronic Hmls Work Gr.
7/10/03	Supportive Housing Committee	Renaissance Manor Update
8/07/03	Supportive Housing Committee	Jt. Mtg, non-homeless Supp. Hsg providers Florida Supportive Housing Coalition
9/08/03	Supportive Housing Committee	Goodwill Industries & Senior Friendship Center g
10/15/03	Supportive Housing Committee	National Coalition for the Homeless Update Human Services Council Update
11/12/03	Supportive Housing Committee	<i>Lee County Behavioral Health Housing Options</i>
1/22/2004	Supportive Housing Committee	Operation Fresh Start

Lee Continuum of Care Designated Representatives List

Agency: **RTA Admin. Servs.**

We designate the following individual as our liaison to the Lee County Coalition for the Homeless.

H. RAYMOND BIRLSON **338-2922**
Representative Phone

Agency: **Lee County School District**

We designate the following individual as our liaison to the Lee County Coalition for the Homeless.

ANNOTE TANTAGLIA **339-337-8696**
Representative Phone

Agency: **United Way L&B**

We designate the following individual as our liaison to the Lee County Coalition for the Homeless.

[Signature] **339-453-5700**
Representative Phone

Agency: **Lee County Health Dept.**

We designate the following individual as our liaison to the Lee County Coalition for the Homeless.

[Signature] **332-9505**
Representative Phone

Agency: **Lee County Humane Assn.**

We designate the following individual as our liaison to the Lee County Coalition for the Homeless.

CAROLEE F. COLE **339-997-6688**
Representative Phone

Agency: **FL Myres Police Dept.**

We designate the following individual as our liaison to the Lee County Coalition for the Homeless.

[Signature] _____
Representative Phone

Agency: **KCC Supportive Housing**

We designate the following individual as our liaison to the Lee County Coalition for the Homeless.

KAREN BRITTON **335-3222 x 402**
Representative Phone

Agency: **Family Health Centers**

We designate the following individual as our liaison to the Lee County Coalition for the Homeless.

EVA HENDEZ _____
Representative

Agency: **Lee Memorial Hospital**

We designate the following individual as our liaison to the Lee County Coalition for the Homeless.

Colleen & Cooper How **339-6727**
Representative Phone



August 29, 2003

To whom it may concern,

This letter attests to my representation of Ruth Cooper Center as a member of the Lee County Homeless Coalition. I have participated for the past several years.

Thank you.

[Signature]
Karen M. Erickson
Property Manager

Office of
Robert R. Jacobs II
Public Defender
Twentieth Judicial Circuit
1700 Monroe Street
Post Office Drawer 1960
Fort Myers, FL 33902-1960
Residence: (889) 338-3290
SUNCOM 786-2911
(259) 335-2911 **335-2910**



- Phone Dept
- Chiefland County (904) 887-2115
 - Clay County (904) 887-2115
 - Columbia County (904) 887-2115
 - Gadsden County (904) 887-2115
 - Hamilton County (904) 887-2115
 - Jefferson County (904) 887-2115
 - Leon County (904) 887-2115
 - Levy County (904) 887-2115
 - Madison County (904) 887-2115
 - Nassau County (904) 887-2115
 - Suwannee County (904) 887-2115
 - Taylor County (904) 887-2115
 - Volusia County (904) 887-2115
 - Wakulla County (904) 887-2115
 - Lee County (889) 335-2911

August 30, 2002

Mr. H. Randall Bixler
President
Lee County Coalition for the Homeless, Florida, Inc.
1005 McGregor Boulevard, Suite 107
Fort Myers, FL 33919

Dear Mr. Bixler:

Thank you for your letter of August 23, 2002. In response to your letter I am appointing Mrs. Bea Trupochel in the Ft. Myers office to be my liaison to the Homeless Continuum and Coalition. If for any reason there is a conflict in her schedule I will cover my meetings she cannot attend.

Sincerely,
[Signature]
Robert R. Jacobs II
Public Defender, 20th Judicial Circuit

Agency: **Yak Center**

We designate the following individual as our liaison to the Lee County Coalition for the Homeless.

Wanda Ruvance **938-1100**
Representative Phone

Agency: **YA Clinic**

We designate the following individual as our liaison to the Lee County Coalition for the Homeless.

Lari Berkland **470-1729**
Representative Phone

Excerpt, Lee Continuum Manual, Provider's Survey Form

The Lee County Coalition for the Homeless Provider Survey

Name of Agency: _____ Date: _____
Address: _____ City: _____ ST: ___ Zip: _____
Phone #: _____ Fax #: _____
Contact Person: _____ Phone #: _____

Number of Homeless Persons Served on This Date: _____
Race: African Americans: _____ Hispanics: _____ Whites: _____ Others: _____

Age/Sex: **Male** **Female**
Child (0-17 Years) _____ Child (0-17 Years) _____
Young Adult (18-34 Years) _____ Young Adult (18-34 Years) _____
Middle Adult (35-51 Years) _____ Middle Adult (35-51 Years) _____
Older Adult (52-68 Years) _____ Older Adult (52-68 Years) _____
Elderly Adult (69+ Years) _____ Elderly Adult (69+ Years) _____

Number of these individuals receiving your services previously during the past year? _____

What were the **top three** sources of information about your services? (i.e., how did these individuals find out about you?)

1. _____ 2. _____ 3. _____

What are the **top three** services you will provide these individuals? (i.e., what will you do for these individuals?)

1. _____ 2. _____ 3. _____

What are your **top three** referrals for these individuals? (i.e., what agencies/organizations will you send these individuals?)

1. _____ 2. _____ 3. _____

Do you track turn-aways?

If so, Number of Homeless Persons Turned Away on This Date: _____

Overall Program Goals.

a. Residential Stability

Objectives:

Progress:

Next Operating Year's Objectives:

b. Increased Skills or Income

Objectives:

Progress:

Next Operating Year's Objectives:

c. Greater Self-determination

Objectives:

Progress:

Next Operating Year's Objectives:

General Satisfaction with Continuum Performance _____

The information collected will be available through the Lee County Coalition for the Homeless

Consent to information sharing:

Contact /Signature _____ Date _____

**Excerpt, Lee County CSN (HMIS) Policies Manual TOC (2001 Version)
Shared Policies and Procedures**

**USER POLICY, RESPONSIBILITY STATEMENT,
& CODE OF ETHICS**
For Client Services Network of Lee County

USER POLICY

Partner Agencies shall share information for provision of services to clients through a networked infrastructure that establishes electronic communication among the Partner Agencies.

Partner Agencies shall at all times have rights to the data pertaining to their clients that was created or entered by them in the Client Services Network of Lee County. Partner Agencies shall be bound by all restrictions imposed by clients pertaining to the use of personal data that they do not formally release

It is a Client's decision about which information, if any, entered into the Client Services Network of Lee County shall be shared and with which Partner Agencies. The Client Services Network of Lee County Client Consent/Release of Information shall be signed if the Client agrees to share information with Partner Agencies.

Minimum data entry on each consenting Client will be:

- Completing the ClientPoint section
- Each shelter bed reservation and use
- The HUD 40118 worksheet for Clients receiving services through HUD Continuum of Care grants

Data necessary for the development of aggregate reports of services, including services needed, services provided, referrals and Client goals and outcomes should be entered to the greatest extent possible.

The Client Services Network of Lee County is a tool to assist agencies in focusing services and locating alternative resources to help homeless and other clients. Therefore, agency staff should use the Client information in the Client Services Network of Lee County to target services to the Client's needs.

USER RESPONSIBILITY

Your User ID and Password give you access to the countywide Client Services Network of Lee County. Initial each item below to indicate your understanding and acceptance of the proper use of your User ID and password. Failure to uphold the confidentiality standards set forth below is grounds for immediate termination from the Client Services Network of Lee County.

_____ My User ID and Password are for my use only and must not be shared with anyone.

_____ I must take all reasonable steps to keep my Password physically secure.

_____ I understand that the only individuals who can view information in the Client Services Network of Lee County are authorized users and the Clients to whom the information pertains.

_____ I may only view, obtain, disclose, or use the database information that is necessary to perform my job.

5.6 Serving the Homeless in Emergencies

(ACTIONS)

The Lee Continuum-wide Homeless Natural Disaster Plan, which includes cold weather, heat, tropical storm and fire emergencies, has been in place since 2001 was displayed in the 2002 Florida Challenge Grant document. The written plan is part of the Continuum Policies, is incorporated in the Continuum Standards of Care. and is incorporated in the Lee County Emergency Operations Plan. The Continuum Plan has an adopted Internal Operations Model adapted from the Salvation Army standard. Continuum/County plans illustrate shelters and transportation. b) Local Shelter planning is based on estimated natural disaster exposure and includes the Special Needs Component that calculates shelter for homeless persons. c) Continuum/County plans incorporate provision for transportation of homeless to safety d) The Continuum Plan is incorporated in the Lee Emergency Management “All Hazards Plan”, “Extreme Weather Plan” and “Hurricane Planning for Persons with Special Needs Documents, which are publicly accessible on the Internet. Lee Continuum Agency representatives serve with the regular County Emergency Operations planning group and participate in update sessions and on emergency response teams. The DHS Lead Agency does mapping and analysis of data from the extensive Lee County GIS System to improve disaster planning and disaster education for homeless providers and clients.

(DATES)

The original Emergency Plan was created in 2001 and was in force throughout the Service Period. Continuum Agency representatives participated in Emergency Management preparedness meetings throughout the year and conducted in-house preparedness exercises in conformance with the model standard. (Note. These Lee Continuum EOC representatives served at the Hurricane Charley Lee County Emergency Operations Center throughout the disaster period)

(RECAP)

Emergency response standards and procedures have been adopted and were maintained by agencies Continuum-wide for the Service Period. The current standard for preparedness was fully implemented.

5.6 Serving the Homeless in Emergencies Documentation

Documentation for (QOS) #6.d: (Continuum Plan part of EMP)

Excerpts: 2001 Lee Continuum Manual, Emergency Response section

Excerpts: Lee Emergency Management “All Hazards Plan”, “Extreme Weather Plan” and “Hurricane Planning for Persons with Special Needs documents,

(See documentation on following pages.)

Documentation for (QOS) #5.d: (Continuum Plan in Lee EMP)

Excerpts: 2001 Lee Continuum Manual, Emergency Response section Model Natural Disaster Process Checklist¹

(Adopted for all COC Agencies in 2001, Codified in Lee Continuum Manual January 2002)

- A. **Upon a hurricane or tropical storm watch/ other natural disaster notification (or earlier as directed by the Exec. Director):**
1. The teams will meet to review their responsibilities in case further emergency action is required.
 2. Patients will be advised that upon a hurricane or tropical storm warning, or at such earlier time as may be determined, they will be released to families, or other responsible parties, capable of providing secure protection for them.
 3. Patients will be allowed, with such assistance as necessary, to make appropriate contacts for their pickup, transport and security.
 4. Appropriate arrangements will be made for any clients needing transportation or other assistance for relocation with others.
 5. Patients without a secure place to go will be identified and instructed of the team's plan for their security in an approved shelter
- B. **Upon a hurricane or tropical storm warning/ other natural disaster notification (or earlier if directed by the Exec. Director):**
1. Teams will assemble for emergency action and be advised of their relief schedule.
 2. The Maintenance Specialist will supervise and assist each team
 3. Remove and secure any outdoor loose materials, such as tables, garbage cans, etc.
 4. Secure any indoor materials subject to cause damage in a penetrating wind.
 5. Secure computer equipment as per IS instructions (generally waterproof in plastic and secure in most protected location away from potential flooding).
 6. Secure client records by relocating in most protected location and waterproofing with plastic.
 7. Assure that all company vehicles are fully fueled.
 8. Secure any clinical supplies in appropriate protected locations.
 9. Prepare remaining clients for relocation, assuring adequate supplies of:
 - a. Medications
 - b. Food and water
 - c. Disposable plates and utensils
 - d. Radios, flashlights, and batteries
 - e. Linens and blankets
 - f. Personal toilet articles
 - g. Clothing
 10. Disconnect any electrical equipment, except refrigerators or freezers needed to protect food.
 11. Relocate remaining clients to designated shelters and assure 24-hour appropriate staffing.
 12. Reinforce relief-staffing assignments.
 13. Report progress and status to the Executive Director or his designee.

¹(Southwest Florida Addiction Services Hurricane Procedure adopted as Natural Disaster Standard)

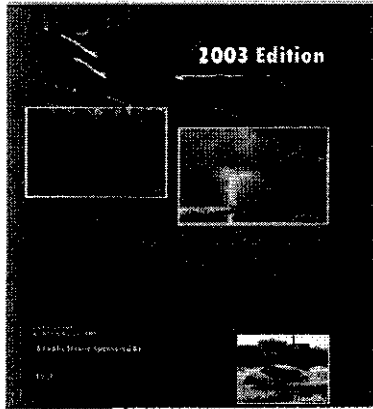
Lee Continuum Cold Weather Plan

In addition to the economic, societal and personal causes for homelessness found elsewhere, there are some aspects indigenous to South Florida. Benign weather and undeveloped land make camp living possible and homelessness relatively invisible. Cold weather conditions are relatively rare in Lee County; however, winter temperatures combined with wind can create dangerous conditions. Local media announce Shelter Openings. Outreach workers and local police and sheriff's officers get word out to the streets and camps. Weather Conditions are shown in Diagram 5.5a and the Florida Emergency Guidelines are shown in Diagram 5.5b

Lee Continuum Natural Disaster Plan

Lee County Emergency Shelters and other forms of housing for homeless residents are not designated hurricane shelters. Homeless housing and service providers are encouraged to go to a proper shelter when Hurricane Warnings apply to their location Outreach workers and local police and sheriff's officers get the word out to the streets and camps and provide transportation. A list of the current designated shelters can be found in the front of telephone books, and a copy of Designated Shelters Nearby is attached to this plan.

Excerpts: Lee Emergency Management “All Hazards Plan”,



Excerpt, Lee Emergency Management.. Extreme Weather Plan

INTRODUCTION

An informal agreement has been arrived at between, local social service organizations, who operate shelters and Lee County Government to implement a plan to provide temporary emergency shelter, whenever extreme weather conditions are predicted to reach a level, which is determined to be life threatening.

The following procedures require the coordination of all participating agencies to assure:

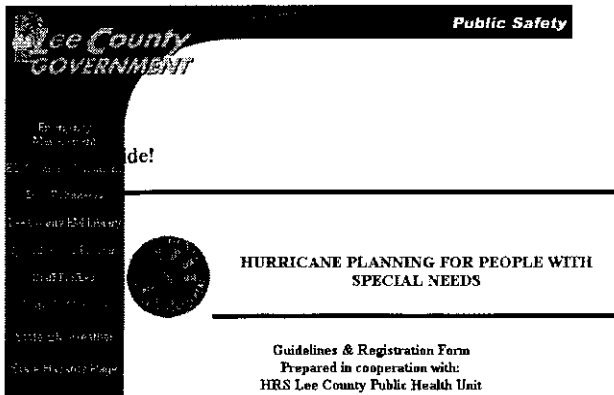
- * advance notification of those who will utilize the shelters.
- * adequate preparation of the accommodations.
- * timely call-up of appropriate staff to service the facilities.

There are two scenarios, which will prompt the opening of emergency shelters:

1. Regular Sheltering

The Fort Myers Rescue Mission and the Salvation Army Shelter are open every day of the year. Whenever the weather forecast predicts a temperature in the 30 degrees or less, actual temperature or equivalent wind chill factor temperature, The Emergency Operations Center will issue a Public Safety Announcement (See page C8 - 13 for Advisory) alerting them to the fact that they may receive a higher than normal number of people seeking shelter. (See references E-Wind Chill Chart, F-Humiture Index Chart, H and I for the types of Advisory/Bulletin forms issued by the Lee County Emergency to notify appropriate agencies of the need for regular sheltering).

Excerpts: Lee Emergency Management “Hurricane Planning for Persons with Special Needs



5.7 Training

(ACTIONS)

a) Sessions held at the monthly Lee County Homeless Coalition Meeting during the 2003/2004 Service Period provided training for homeless agency line service workers on: Hurricane Preparedness, Interaction with Police and Sheriff, Food Bank utilization, Mainstream Benefits interaction and other subjects illustrated in Section CoC-B of the 2004 CoC. Each monthly meeting has a training component. In addition, Federal, State, and local training opportunities are noticed to all members via the Internet on a weekly basis. The Continuum advertises and participates in a comprehensive set of training sessions conducted at the quarterly and annual conferences of the regional, multi-Continuum *Southwest Florida Homeless Coalition* and the statewide *Florida Homeless Coalition*. b) The Continuum distributes a Quarterly Agenda of training opportunities via hardcopy and email.

(DATES)

Training sessions were held at each monthly Homeless Coalition meeting during the Service Period. Additional training sessions were held at the quarterly and annual regional coalition meetings.

(RECAP)

Training actions and carried out regularly for staff of agencies Continuum-wide. The current standard for training has been fully implemented.

5.8 Statewide Initiatives

(ACTIONS)

The Discharge Planning Plan adopted by the Continuum and described in Section 5.8 of the 2004 Lee County Challenge Grant document was implemented in 2003/2004. That plan added the task to cover locating and facilitating housing for discharged homeless sexual offenders. Case managers at the Department of Human Services provided this service during the service period.

b) The Continuum has successfully implemented its prototype Chronic Homeless Assertive Treatment Program from the 2003 HUD CoC. The program has generated treatment and cost statistics on the original Chronic Homeless cohort, which can be seen in Section CoC-C of the 2004 CoC. The project is monitoring coordinated treatment to this group in order to generate a Continuum-wide Protocol for service to Chronic Homeless clients.

c) *The Human Services Information Network* (HSIN) is cooperation of the Lead Agency (DHS), the local Community Foundation funding agency, and the 211 Provider, United Way serving homeless and non-homeless clients. During the service period the United Way 211 provider input data to the public access Internet Human Service Directory and to the agency access Lee CoC HMIS. The Continuum HMIS has written, formal linkages to the local 2-1-1 Provider. The 211 provider agency-United Way- is one of the initial agencies sharing resources and inputting to the Lee Continuum HMIS.

(DATES)

The Sexual Offender task was included in the 2003 Lee CoC Discharge Plan (Le Continuum Manual) and was carried out throughout the year. The Chronic Homeless program was in place for the year and generated the baseline report in the service period. During the service period the United Way 211 provider input data to the public access Internet Human Service Directory and to the agency access Lee CoC HMIS.

(RECAP) Sexual Offender Housing Referral is part of the Lee Discharge Planning Plan and is being carried out by the Continuum. Chronic Homeless and 2-1-1 Integration actions were in place through the period. Discharge and Chronic Homelessness actions are continuum-wide. 211 integration is region-wide in effect. The current standard for statewide initiatives was fully implemented in the Service Period.

5.8 Statewide Initiatives

Documentation for Quality of Service (QOS) #8.a: Written Plan for Sex Offenders

Excerpt: Lee Continuum Manual, Discharge Planning Plan

Documentation for (QOS) #8.b: Carried out Chronic Strategy per 2003 CoC

Exhibit Section CoC-C of the 2004 CoC

Documentation for (QOS) #8.c: Link of 211 and HMIS

United Way- CSN (HMIS) documentation

Documentation for Quality of Service (QOS) #5.8.a (Written Plan for Sex Offenders)

Excerpt: Discharge Planning Plan, Lee Continuum Manual

“The Continuum certified the *2003 Lee County Continuum of Care Discharge* and implemented the discharge actions noted in the accompanying *Discharge Policy Status, 2003* narrative. This narrative explains that during 2002/2003 Continuum agencies coordinated discharges with the *State Transition Assistance Specialists* and provided discharge housing under contract to the *State Corrections Department*. In 2003, the Continuum added a task under the Discharge Policy to cover locating and facilitating housing for discharged homeless sexual offenders.”

Documentation for (QOS) #5.8.b: (Carried out Chronic Strategy per 2003 CoC)

Exhibit Section CoC-C of the 2004 CoC

Chronic Homelessness. The *Chronic Homelessness Working Group*, supported by a state grant, published Baseline Treatment and Cost Data - Chronic Homelessness Assessment and Treatment Project (CHATP) (Excerpt on Page 7-B) This data serves as the baseline for the ongoing model treatment program. The model program results and recommendations will be published in late 2005 as the Lee County Chronic Homeless Protocol. In addition the Sans Souci "Housing 1st" chronic homeless housing project was occupied and began operations during the year. A second "Housing 1st" project for the chronic homeless was initiated by the Salvation Army and has exceed projections in terms of housing placements and stability of residents in the housing.

Excerpt "Costs of Chronic Homelessness"

NAME	AGENCY	DATES	COST
Client # 1	LCSO	Jan-88 thru Dec-02	\$128,193.75
	Ruth Cooper Center	Dec-94 thru July 03	\$45,928.66
	Salvation Army	Aug-88 thru July 88	\$20,713.75
	SWFAS	June 01 thru Feb 03	\$26,819.72
Client # 2	LCSO	Aug 99 thru Jan 02	\$112.50
	SWFAS	July 98 thru Oct 01	\$7,169.04
Client # 3	LCSO	Dec 94 thru May 02	\$5,400.00
	Salvation Army	July 02 thru Feb 03	\$10,898.00
	SWFAS	July 02 thru Mar 03	\$2,459.28
Client # 4	LCSO	Dec 99 thru Jan 00	\$56.25
	Salvation Army	Aug 02 thru present	\$18,627.75
	SWFAS	Oct 97 thru June 02	\$15,233.96
Client # 5	LCSO	April 02 thru Present	\$1,406.25
	SWFAS	Mar 01 thru May 02	\$4,918.56
Client # 6	LCSO	Mar 94 thru Jan 01	\$383.75
	Ruth Cooper Center	Mar-03	\$2,500.00
	Salvation Army	May 01 thru Nov 01	\$10,044.75
	SWFAS	June 00 thru Nov 01	\$11,152.53
Client # 7	Ruth Cooper Center	Nov 95 thru May 98	\$18,858.20
	Salvation Army	May 01 thru Mar 03	\$42,819.25
	SWFAS	Referral only	
Client # 8	LCSO	May 01 thru July 02	\$3,712.50
	Ruth Cooper Center	Dec 98 thru Jan 03	\$25,180.00
Client # 9	LCSO	Mar 95 thru Sept 98	\$2,418.75
	Ruth Cooper Center	July 89 thru Feb 99	\$34,012.60
	SWFAS	Oct 91 thru Feb 01	\$14,755.68
Client # 10	LCSO	June 94 thru Dec 99	\$3,768.75
	Ruth Cooper Center	Mar 93 thru Aug 03	\$5,090.00
	Salvation Army	July 02 thru 6 03	\$17,762.75
	SWFAS	Aug 88 thru Mar 03	\$95,786.88
		Agency total	\$571,969.76
	Lee Memorial Hospital	10-97 thru June 03	\$300,173.00
		Grand Total	\$872,161.76

Documentation for (QOS) #5.8.c: (Link of 211 and HMIS)

(During the service period the United Way 211 provider input data to the public access Internet Human Service Directory and to the agency access Lee CoC HMIS)

United Way- CSN (HMIS) documentation



United Way of Lee County

The way our community cares.

March 18, 2004

Ann M. Arnall, Deputy Director
Lee County Department of Human Services
83 Pondella Road, Suite 1
North Fort Myers, FL 33903

Subject: Leverage Resources for HMIS project

Dear Ms. Arnall:

The United Way of Lee County is pleased to partner with the Lee County Department of Human Services to implement a homeless management information system. This system will assist the 211 Information and Referral System by allowing them to access records of persons who have received services from homeless providers and make appropriate referrals to community agencies.

The operating budget for the 211 Information and Referral System is \$109,000 annually, which provides salary for resource specialists to answer the phone, office space, and other operating expenses. The 211 Information and Referral System is a project of the United Way of Lee County and provides 24 hour/7day a week phone services to those in need. The resource specialists maintain an up to date directory of services offered throughout the community, which has been used to develop an online directory of resources in partnership with the Lee County Department of Human Services, and this information will also be used for the Homeless Management Information System. In addition, the United Way received a \$2,500 grant from the Workforce Council to train staff on new computer software.

We have enjoyed the success of the partnerships with your organization to date and look forward to more in the near future.

Sincerely



Clifford W. Smith
President

7275 Concourse Drive • Fort Myers, FL 33908 • Phone: (239)433-2000 • Fax: (239)433-5692
Bonita Springs United Way House (239)390-0685 • LaBelle United Way House (863)675-8383
Please remember United Way in your estate planning.
For more information on Planned Giving, contact the United Way of Lee County.

5.9 Mainstream Program Benefits

(ACTIONS)

Mainstream Program Benefit Program to identify, enroll and monitor client Mainstream benefits adopted in 2001 was maintained for the Service Period. This is a very active program spearheaded by Continuum staff co-located at the Fort Myers mainstream benefit "One Stop" facility. The Lead agency operates a federally funded SSI expedited enrollment program. Continuum agency case managers facilitate client benefits utilizing personal contact with Benefit Agency staff and the tools of the local Internet Human Service Directory, the Lee County HMIS, and the contacts and data generated by the Mainstream Agency Memoranda of Understanding (MOU). An expansion of the Lee Continuum Mainstream Benefit program for *Chronically Homeless* clients is noted in section CoC-C of the 2004 CoC and is incorporated in the Continuum Manual. d) Memoranda of Understanding (MOU) signed with the Workforce Development and TANF/Food Stamp/Medicaid lead agencies in 2003 have significantly advanced identification/enrollment/follow-up efforts for homeless persons. These memoranda direct these agencies to monitor and report on homeless persons encountered at intake. Almost a years worth of monthly data has been received from the TANF/Food Stamp/Medicaid provider.

(DATES)

The Mainstream Benefit plan of the Lee Continuum Manual was actively maintained throughout the service year. The Workforce Memorandum of Agreement was in place for the entire Service Period. Data was received from the TANF/Food Stamp/Medicaid lead agency for the service period and the formal MOU with this agency signed in September of 2003.

(RECAP)

Agencies continuum-wide carried out the Continuum Homeless Mainstream Benefit Plan and identified, enrolled and monitored client benefits. MOUs with Mainstream Benefit providers improved communication and data gathering. Future improvements are planned. Current standards for Mainstream Integration are fully implemented.

5.9 Mainstream Program Benefits Documentation

Documentation for (QOS) #9.d:

(Maintain Data on Mainstream Recipients)

DCF MOU

DCF Tabulation

Workforce MOU

Documentation for (QOS) #5.9.d: (Maintain Data on Mainstream Recipients)

DCF MOU

MEMORANDUM OF AGREEMENT
103 SEP 25 11:57

ECONOMIC SELF-SUFFICIENCY PROGRAM OFFICE

This memorandum of agreement (referred herein as the "Agreement") is entered into by the Department of Children and Family Services, hereinafter referred to as the "Department" and the Lee County Department of Human Services, hereinafter referred to as the "County".

The Department agrees to support the County's Homeless Continuum of Care by gathering and providing the total number of homeless individuals approved for economic self-sufficiency services programs including Medicaid, Temporary Cash Assistance (TCA/TANF) and Food Stamps.

A process to record the numbers of unduplicated homeless individuals will be implemented by the Department at customer intake. A report on the homeless count will be made available to Lee County's Department of Human Services on a bi-yearly basis. The definition of homelessness as defined by the U.S. Department of Housing and Urban Development follows:

- a) In places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings
- b) In an emergency shelter
- c) In transitional or supportive housing for homeless persons who originally came from the streets or emergency shelter
- d) In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution
- e) Is being evicted within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing or
- f) Is being discharged within a week from an institution in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and he/she lacks the resources and support networks needed to obtain housing

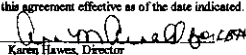
Department and County contact person for all issues concerning this agreement are:


Richard Elwell
Operations and Management Consultant II


Richard Paris

The Department and the County execute this agreement effective as of the date indicated.

(Title)



Karen Hawes, Director

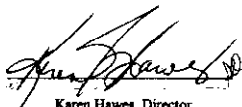
WORKFORCE DEVELOPMENT BOARD MOU

MEMORANDUM OF AGREEMENT

The Workforce Development Board of Southwest Florida agrees to support Lee County's Homeless Continuum of Care by requesting the Welfare Transition Program provider develop a process to record the number of unduplicated homeless individuals staff encounter at intake. A report on the homeless count will be made available to Lee County's Department of Human Services on a bi-yearly basis. The definition of homelessness as defined by the U.S. Department of Housing and Urban Development follows:

- a) In places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings
- b) In an emergency shelter
- c) In transitional or supportive housing for homeless persons who originally came from the streets or emergency shelter
- d) In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution
- e) Is being evicted within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing or
- f) Is being discharged within a week from an institution in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and he/she lacks the resources and support networks needed to obtain housing


Joe Paterno, Executive Director
Workforce Development Board of SWF


Karen Hawes, Director
Department of Human Services

5/27/03
Date

5/29/03
Date

Documentation for (QOS) #5.9.d: (Maintain Data on Mainstream Recipients)

DCF Tabulation Homeless Recipients, Mainstream Benefits

All Homeless

As of 01/31/2004

County	Homeless Participation Count	Composition		Grouping		Program Participation*			
		Adults	Children	Individuals	People in Families	Food Stamps	Medicaid	TANF	Refugee Assistance
Charlotte	91	67	24	49	42	70	41	2	0
Collier	489	329	160	179	310	394	341	52	65
Hendry/Glades	38	31	7	26	12	34	14	6	0
Lee	188	130	58	96	92	140	103	12	1
other	2	2	0	0	2	2	2	0	0
District 8	808	559	249	350	458	630	501	72	69

* Participation by program is not an unduplicated count as many recipients participate in multiple programs.

Domestic Violence Shelter Residents (subset of all homeless)

As of 01/31/2004

County	Homeless Participation Count	Composition		Grouping		Program Participation*			
		Adults	Children	Individuals	People in Families	Food Stamps	Medicaid	TANF	Refugee Assistance
Charlotte	11	5	6	1	10	3	10	0	0
Collier	34	11	23	2	32	21	32	2	0
Hendry/Glades	2	1	1	0	2	0	2	0	0
Lee	47	18	29	3	44	17	44	10	0
other	0	0	0	0	0	0	0	0	0
District 8	94	35	59	6	88	41	88	12	0

* Participation by program is not an unduplicated count as many recipients participate in multiple programs.

5.10 Point-In-Time Survey

(ACTIONS)

a) The Lee Continuum continued its annual practice, in place since 1996, of a point-in –time homeless census on January 15, 2004. The annual census included, as always, an organized countywide search for camps and street-dwelling homeless persons. b) The 2002 Florida standardized survey form was utilized. c) An annual survey is a written Continuum policy. d) The survey is conducted at every homeless provider agencies in the County. e) The annual survey is carried out at all known or locatable camps and other homeless locations outside of shelters and established facilities. (Section "CoC-I" 2004 CoC) f) Common Survey procedures and definitions are the subject of numerous training sessions, which cover every surveyor in the homeless census.

(DATES)

The Lee Continuum continued its annual practice, in place since 1996, of a point-in –time homeless census on January 15, 2004

(RECAP)

A Continuum-wide Homeless Survey was conducted utilizing standardized formats and procedures in January. The objectives of the survey action are fully achieved.

5.11. New or Expanded COC Catchment Areas - *not applicable*

EXHIBIT C
QUALITY OF SERVICE: CERTIFICATION BY LEAD AGENCY

For the reporting period beginning July 1, 2003 and ending June 30, 2004, 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 No
 - 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 No
 - 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 No
 - d. Does the governance body have written policies and procedures to guide its decision-making?
 Yes No
 - e. Has the governance body met at least once during each quarter of the reporting period?
 Yes No

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 No
 - b. Is there a formal, written process adopted whereby decisions of the governance body or continuum may be appealed?
 Yes No
 - c. Does the continuum operate "in the sunshine," noticing meetings to all interested parties and allowing public access to all meetings?
 Yes No
 - d. Does the governance body of the continuum maintain written minutes or an equivalent record of actions taken by the body at all meetings?
 Yes No

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 No
 - b. Have all of the participating agencies in the continuum used the standard customer satisfaction survey, or quality assurance standard?
Yes No
 - c. Were the survey responses, or quality assurance reviews analyzed and compiled into a written summary report to the lead agency?

Yes No

- 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 No

4. Performance Measurement

- a. Has the continuum adopted written measures of performance for each component of its continuum of care (outreach, prevention, sheltering, services and housing)?

Yes No

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

Yes No

- c. Have all the agencies reported to the lead agency their performance using the adopted measures during the reporting period?

Yes No

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

Yes No

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 No

- (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 No

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

Yes No

- d. Does the continuum have in place memoranda of agreement or other formal relationships with all of the above entities to guide service coordination among the participating parties to ensure the array of needs of the homeless client is served?

Yes No

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 No

- 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 No

- 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 No

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

Yes No

7. Training

- a. 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 No

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

Yes No

8. Statewide Initiatives

- a. Has the continuum adopted a written plan to address the availability of housing for and referral to such housing of sexual offenders discharged from correctional facilities into the catchment area of the continuum?

Yes No

- b. Has the continuum succeeded in carrying out its strategy for ending chronic homelessness, as detailed in its 2004 COC plan narrative?

Yes No

- c. Has the continuum established formal, adopted procedures to link the local homeless management information system with the 2-1-1 information and referral phone system to ensure that the referral of homeless clients to service is reported in the HMIS and that the HMIS system is linked to the 2-1-1- system?

Yes No

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 No

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

Yes No

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

Yes No

- 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 No

10. Point-In-Time Survey

- a. Has the continuum conducted within the period of July 1, 2003 and June 30, 2004, a point-in-time survey to define the homeless population within its catchment area?

Yes No

- b. Did the continuum use the standardized point-in-time survey instruments endorsed by the Council on Homelessness in September 2002?

Yes No

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

Yes No

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

Yes No

- e. 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 No

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

Yes No

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 2004 Challenge Grant application instructions?

Yes No - OR -

- 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 2004 by the Office on Homelessness?

Yes No

- (2) Does the \$137,500 budget for this Challenge Grant include funding activities or uses within the new county(s) added to the catchment area?

Yes No

EXHIBIT C Continued

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: Department of Human Services

Name of Certifying Official: John. E. Albion

Signature of Certifying Official: _____

Date Signed: October 5, 2004

SECTION 6 • LEVERAGE OF MCKINNEY ACT AND PRIVATE FUNDS

**EXHIBIT D
LEVERAGED FUNDING**

A. McKinney-Vento Homeless Assistance Act Grants

	Program	Grant Amount	Grant Award # / Reference	Date of Grantor Executed Award Letter	Ref. Doc. Code
1	<i>Homeless Veterans Reintegration</i>				
2	Health Care for the Homeless	\$407,731	5H80CS00185-03-00		2.1
3	PATH (SWFAS)	\$93,548	HDN05		3.1
4	Education for Homeless Children	\$85,000	360-1274B-4CH01		4.1
5	Emergency Shelter Grant	\$75,000	S-03-UC120023		5.1
6	<i>Shelter Plus Care</i>		<i>na</i>	<i>na</i>	
7	Supportive Housing Program SWFAS	\$86,199	FL14B303002		7.1
7	Supportive Housing Program Salv. Army ACP	\$222,069	FL14B303003		7.2
7	Supportive Housing Program LIFT	\$119,722	FL14B303004		7.3
7	Supportive Housing Program HMIS	\$180,510	FL14B303005		7.4
7	Supportive Housing Program Salv. Army CCP	\$1,064,138	FL14B303006		7.5
8	<i>Section 8 Moderate Rehab., SRO</i>		<i>na</i>	<i>na</i>	
9	Emergency Food & Shelter	\$162,105	EFSP Phase 22 -Lee Co.		9.1
	TOTAL GRANTS	\$2,496,022			

B. Private Cash for Services to Homeless Persons

	Participating Continuum Agency	Cash Received	Source Documentation	
10	SWFAS	\$116,582	Financial stmt	10-a, b, c,
11	Salvation Army	\$755,921	Financial stmt	11
12	LIFT Program	\$4,580	Receipts and check copies	12
13	Not used			
14	Not used			
15	Not used			
16	ACT	\$595,690	Financial stmt	16
17	United Way	0		17
18	Ruth Cooper Center	\$25,000	Private Award	18
	TOTAL PRIVATE MONEY 2004	\$1,497,773		

TOTAL LEVERAGE CLAIMED		
A	McKinney Act Grants	\$2,496,022
B	Private Money	\$1,497,773
	TOTAL LEVERAGE 2004	\$3,993,795

SECTION 6 • LEVERAGE OF MCKINNEY ACT AND PRIVATE FUNDS

**EXHIBIT D
LEVERAGED FUNDING**

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: John E. Albion
Title/Position: Chairman
Signature of Certifying Official: _____
Date Signed: 9/5/04

Leverage Ratio Calculation:
\$3,993,795 / population 440,888 Ratio = \$9,058.53 per 1000 population

(Attach copies of the grant award evidence, as well as evidence of all cash claimed as leverage)

6.a Leverage Documentation

(See Coded Leverage Documentation on following pages)

Leverage Documentation for Healthcare for the Homeless. Code #2.1

Family Health Centers of Southwest Florida, Inc. received \$407,000 in Section 330(e)(g)(h)(i) grant funds from the United States Bureau of Primary Health Care during calendar year 2003 to provide Health Care for the Homeless. This grant was awarded under federal grant number 3 H80 CS 00185-01-01.

I hope that this information will be helpful to you.

Sincerely,

A handwritten signature in black ink that reads "Bob Johns". The signature is written in a cursive style with a large, prominent "B" and "J".

Bob Johns, Director of Development
Family Health Centers of Southwest Florida, Inc.

Leverage Documentation for PATH Code #3.1

AK

EXHIBIT G STATE FUNDING BY PROGRAM, ACTIVITY, & COST CENTER										
Agency Name		SOUTHWEST FLORIDA ADDICTION SERVICES, Inc.			Contract #		HDN05			
Date		08/12/04			Revision #					
Activity / Cost Center	Adult Mental Health					Children's Mental Health				
	TANF \$7 X = Yes 2	Non-TANF Flex. % 3	Unit Rate 4	Non-TANF Units Only 5	Non-TANF Funding Only (col 4 x 5) 6	TANF \$7 X = Yes 7	Non-TANF Flex. % 8	Unit Rate 9	Non-TANF Units Only 10	Non-TANF Funding Only (col 9 x 10) 11
Community Support Services										
07. Drop-In/Self Help Centers (No-TANF)					\$0					\$0
Unit: facility day		15%			\$0					\$0
08. In-Home and On Site					\$0					\$0
Unit: direct staff hour		15%			\$0					\$0
15. Outreach					\$0					\$0
Unit: non-direct staff hour		15%	\$43.20	302.02	\$13,086					\$0
16. Prevention					\$0					\$0
Unit: non-direct staff hour		15%			\$0					\$0
17. Prevention/Intervention - Day					\$0					\$0
Unit: 4-hr day					\$0					\$0
22. Respite Services					\$0					\$0
Unit: contact hour		15%			\$0					\$0
25. Supported Employment					\$0					\$0
Unit: direct staff hour		15%			\$0					\$0
26. Supportive Housing/Living					\$0					\$0
Unit: direct staff hour		15%	\$51.99	377.65	\$19,029					\$0
29. Ancillary					\$0					\$0
Unit: direct staff hour		15%			\$0					\$0
30. Information and Referral (No TANF)					\$0					\$0
Unit: staff hour		15%			\$0					\$0
40. Mental Health Clubhouse Services					\$0					\$0
Unit: direct staff hour		15%			\$0					\$0
					Non-TANF = \$32,715					
					TANF = \$0					
					Total Community Support = \$32,715					
					Non-TANF = \$0					
					TANF = \$0					
					Total Community Support = \$0					
FACT Teams										
34. FACT Teams (No TANF)					\$0					\$0
Unit: staff hour		0%			\$0					\$0
					Non-TANF = \$0					
					Total FACT Teams = \$0					
					Total Non-TANF = \$105,501					
					Total TANF = \$14,432					
					Total Mental Health Funds = \$120,933					
					Non-TANF = \$0					
					Total TANF = \$0					
					Total Mental Health Funds = \$0					

Leverage Documentation for Education for Homeless Children. Code #4.1



08/27/2004 10:53 2393351452

LEE COUNTY SCHOOLS

PAGE 81/02

Florida Department of Education
Project Award Notification

MAY 10 2004

1 PROJECT RECIPIENT Lee County School District	2 PROJECT NUMBER 360-1274B-4CH01
3 PROJECT/PROGRAM TITLE Homeless Children and Youth TAPS 4A022	4 AUTHORITY: CFDA No.: 84.010 Federal P. L.: 107-110
5 AMENDMENT INFORMATION Amendment Number: Type of Amendment: Effective Date:	6 PROJECT PERIODS Budget Period: 2/27/04 - 6/30/04 Program Period: 2/27/04 - 6/30/04
7 AUTHORIZED FUNDING Current Approved Budget \$ 85,000.00 Amendment Amount \$ Estimated Roll Forward \$ Total Project Amount \$ 85,000.00	8 METHOD OF PAYMENT <input checked="" type="checkbox"/> Federal Cash Advance <input type="checkbox"/> Performance Based <input type="checkbox"/> Quarterly Payment <input type="checkbox"/> Other <input type="checkbox"/> Reimbursement
9 TIMELINES Last date for incurring expenditures and issuing purchase orders: 6/30/04 Date that all obligations are to be liquidated and final disbursement reports submitted: 8/20/04 Last date for receipt of proposed amendments: 5/30/04 Refund date of unexpended funds: mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400: N/A Date for program report: mail to appropriate program office. N/A	
10 DOE CONTACTS Program: Angel Stanford Phone: 850-245-0686 Email: Angel.Stanford@fldoe.org Grants Management: 850-245-0497	11 DOE FISCAL DATA DBS: 40 90 20 EO: 74 Object: 720000
12 TERMS AND SPECIAL CONDITIONS This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs. For federal cash advance projects, monthly expenditures must be submitted to the Comptroller's Office by the 20 th of each month for the preceding month's disbursements utilizing the On-Line Disbursement Reporting System.	
13 APPROVED:  Authorized Official on behalf of Jim Horne Commissioner of Education 4/16/04 Date of Signing 	

DOE 200

Amount: \$75,000.

Grant No.,: S-03-UC120023

Official Contact Person: Mr. Richard Lloyd Faris

Telephone No: (239) 652-7930

FAX: (239) 652-7960

Email No: farisrl@leegov.com

Tax ID No: 59-6000702

Unit of Government No: 129071

LOCAL GOVERNMENT GRANT AGREEMENT

EMERGENCY SHELTER GRANTS PROGRAM

This Grant Agreement is made by and between the United States Department of Housing and Urban Development (HUD) and Lee County, the Grantee for FY2003 of the Emergency Shelter Grants Program. The grant authorized by Subtitle B of Title IV of the Stewart B. McKinney Homeless Assistance Act, 42 U.S.C. 11301 (1988), as amended (the "Act"). In addition, the grant operates through HUD's regulations at 24 CFR Part 576, as now in effect and as may be amended from time to time, which are incorporated as part of this Agreement.

In reliance upon the Consolidated Plan and certifications, the Secretary agrees, upon execution of the Grant Agreement, to provide the Grantee with the agreed grant funds. The grantee must comply with requirements for record keeping and annual performance reporting to HUD within 90 days after the close of its consolidated program year, as required by 24 CFR 91.520. This includes the periodic information collected through HUD's Integrated Disbursements and Information System (IDIS). The grantee's IDIS reporting must include information on grant activities, project sponsors, project sites, and beneficiaries (including racial and ethnic data on participants). This information will be used for program monitoring and evaluation purposes.

Leverage Documentation for Supportive Housing Program. Code #7.1-7.5

U.S. Department of Housing and Urban Development
Washington, D.C. 20410-7000

RECEIVED
LEE COUNTY
DEPARTMENT OF
HUMAN SERVICES

December 19, 2003

2004 JAN 25 P 12:48

Lee County Board of County Commissioners
Pondella Road
North Fort Myers, FL 33903

Enclosure

RECEIVED
LEE COUNTY
DEPARTMENT OF
HUMAN SERVICES

2004 JAN 25 P 12:48

Mr. H. R. Bixler
Southwest Florida Addiction Services, Incorporated
FL14B303002
Project Fresh Start
\$ 86,199

Ms. Meg M. Geltner
The Salvation Army
FL14B303003
Comprehensive Aftercare Program
\$ 222,069

Ms. Karen Hawes
Lee County Board of County Commissioners
FL14B303004
Living Independently for Today (LIFT)
\$ 119,722

Ms. Ann M. Arnall
Lee County Board of County Commissioners
FL14B303005
HMIS
\$ 180,510

Ms. Meg M. Geltner
The Salvation Army
FL14B303006
Comprehensive Care Program
\$ 1,064,138

TOTAL AWARDED: \$ 1,672,638

Leverage Documentation for Emergency Food and Shelter. Code #9.1

EFSP Phase 22 Recommendations

LY

	Phase 20 Actual	Phase 21 Actual	Phase 22 Request	Phase 22 Recommendation
Lee County				
HOUSING				
Rent/Mortgage/Utility Assistance				
Estero IVCP*			\$5,000.00	\$5,000.00
Amigos Center*			\$1,500.00	\$0.00
Bonita Springs Assistance Office	\$7,098.00	\$10,000.00	\$15,000.00	\$10,000.00
Lehigh Community Services	\$4,741.00	\$5,000.00	\$6,000.00	\$6,000.00
Lee County Social Services	\$33,144.00	\$35,000.00	\$40,000.00	\$40,000.00
Cape Coral Caring Center	\$7,412.00	\$11,334.00	\$15,000.00	\$13,000.00
Sub Total	\$52,395.00	\$61,334.00	\$82,500.00	\$74,000.00
EMERGENCY HOUSING				
ACT	\$4,741.00	\$5,000.00	\$10,000.00	\$8,164.00
The Salvation Army	\$12,729.00	\$15,611.00	\$50,000.00	\$19,599.00
Sub Total	\$17,470.00	\$20,611.00	\$60,000.00	\$27,763.00
Sub Total All Housing	\$69,865.00	\$81,945.00	\$142,500.00	\$101,763.00
JOD				
Overall Food Distribution				
Soup Kitchen			\$3,500.00	\$0.00
Harry Chapin Food Bank	\$29,500.00	\$34,358.00	\$40,000.00	\$38,526.00
Open Door Food Bank*			\$15,000.00	\$2,000.00
Sub Total	\$29,500.00	\$34,358.00	\$58,500.00	\$40,526.00
OTHER FOOD				
Cape Coral Caring			\$1,000.00	\$1,000.00
Community Cooperative Ministries	\$5,000.00	\$7,500.00	\$3,500.00	\$3,500.00
Meals on Wheels	\$5,377.00	\$7,500.00	\$11,250.00	\$10,000.00
Nations Association	\$5,000.00	\$5,611.00	\$8,000.00	\$6,816.00
Amigos Center			\$6,000.00	\$3,000.00
Sub Total	\$15,377.00	\$20,611.00	\$25,250.00	\$19,816.00
Sub Total All Food	\$44,877.00	\$54,969.00	\$83,750.00	\$60,342.00

Phase 22 Allocations Committee included EFSP Board members, Valerie Thompson, Hendry County, Beth Drouin, Alades County, Robin Wingate, Lee County, Linda Pankow 211 Resource and Referral Manager for all three counties, and Greg Gardner, United Way.

Leverage Documentation for Private Cash. SWFAS Code #10.a, 10.b

SOUTHWEST FLORIDA ADDICTION SERVICES

FY-2004 AP-12 R:110 TLC-AFTERCARE

STMT OF REV & EXP'S 06/30/04

08/03/2004 9:25am Page

DESCRIPTION	CURRENT PERIOD ACTUAL	CURRENT PERIOD BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	ANNUAL BUDGET
REVENUE					
GRANT REVENUE					
=====					
CHILDREN & FAMILY CONTRACT	12,312.90	16,730.75	209,932.48	200,769.00	200,769.00
SHIP GRANT REVENUE	123,226.00	19,833.62	238,003.00	238,003.00	238,003.00
C. LEE COUNTY HUD-CDBG REVENUE	6,071.33	7,343.75	185,345.59	88,125.00	88,125.00
LEE COUNTY GRANT-REVENUE	.00	1,740.13	22,982.35	20,882.00	20,882.00
COUNTY SHP FRESH START II	13,694.58	11,196.37	97,121.22	134,356.00	134,356.00
	-----	-----	-----	-----	-----
TOTAL GRANT REVENUE	155,304.81	56,844.62	673,384.64	682,135.00	682,135.00
SERVICE REVENUE					
=====					
PRIVATE PAY REVENUE	785.00	333.37	5,012.93	4,000.00	4,000.00
PRIV PAY EST'D UNCOLLECTABLE	(1,388.70)	.00	(3,732.43)	.00	.00
MEDICAID REVENUE	.00	.00	120.00	.00	.00
BLUE CROSS/BLUE SHIELD REV.	.00	.00	(28.24)	.00	.00
INTENSIVE O/P	.00	.00	20.00	.00	.00
	-----	-----	-----	-----	-----
TOTAL SERVICE REVENUE	(603.70)	333.37	1,392.26	4,000.00	4,000.00
OTHER REVENUE SOURCES					
=====					
TLC CLIENTS FOOD & RENT REV.	2,925.00	3,000.00	29,342.36	36,000.00	36,000.00
OTHER INCOME	17,881.65	.00	38,820.45	.00	.00
	-----	-----	-----	-----	-----
TOTAL OTHER REVENUE SOURCES	20,806.65	3,000.00	67,962.81	36,000.00	36,000.00
	-----	-----	-----	-----	-----
TOTAL REVENUE	175,507.76	60,177.99	742,739.71	722,135.00	722,135.00
	=====	=====	=====	=====	=====

Leverage Documentation for Private Cash. SWFAS Code #10.c



106 E. COLLEGE AVENUE, SUITE 820 • TALLAHASSEE, FLORIDA 32301 • 1-888-838-ABLE (2253) • (850) 224-4493 VOICE OR TDD • (850) 224-4496 FAX • WWW.ABLETRUST.COM

CHAIR
Florence Seiler
Paradise Punch

VICE CHAIR
Eladio Amores
The Amores Group

TREASURER
James L. Smith
iviGene Corporation

SECRETARY
James Saunders
J.Saunders & Associates

Dennis McNeeney
Marsh USA, Inc.

Bridget Pallango
Goodwill Industries of South Florida

Sherra Payne
Creative Consulting & Management Inc

James Dolan
Prudential Realty

Wendy Spencer
Volunteer Florida

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Walt Disney World Co.

Bob Bromberg
Bromberg & Associates- LLC

Nancy Kline
Merrill Lynch

Candace Marshall
SunTrust Bank

Carolyn Olive
Goldberg & Olive, PA

Sandy Robinson

June 16, 2004

Mr. H. Randall Bixler, JD, CAP
Southwest Florida Addiction Services, Inc.
2101 McGregor Blvd.
Fort Myers, FL 33901

Dear Mr. Bixler,

I am pleased to inform you that during our recent Board Meeting, the Trust's Board of Directors approved a grant in the amount of \$39,098.00 to your organization for "SWFAS Transition Living Center "Cottage Industry" Program", as outlined in your original grant proposal.

The awarded funds must be utilized for the sole purpose(s) outlined in your original proposal and in compliance with your Grant Award Contract.

Enclosed you will find a Grant Award Contract that outlines the terms and conditions of your grant award, additional required documents that must be submitted and any special requirements or conditions that must be met. Please review the contract carefully and return it signed by the appropriate person along with all other required documents.

Upon receipt of a letter notifying the Trust that the project is ready to begin and upon compliance with all requirements listed in paragraph 2 of the Grant Award Contract, the Trust will remit funds to your organization as outlined in paragraph 1 of the Grant Award Contract. The Trust mandates that all requirements are met and required documents are submitted within three months of the date of this letter or your award will be rescinded.

If you have any questions regarding the Grant Award Contract or requirements therein, please do not hesitate to contact the trust office at 1-888-838-ABLE. However, the Trust staff cannot answer any legal questions related to the contract. If you have a legal questions related to the contract, please contact a reputable attorney.

Best wishes to your organization in successfully implementing this very important project.

Sincerely,

A handwritten signature in cursive script, appearing to read "Florence Seiler".

Florence Seiler
Chair, Board of Directors

Leverage Documentation for Private Cash. Salv. Army Code # 11

The Salvation Army
Lee County Command, Fort Myers FL
Challenge Grant 2004 Application Backup

Unrestricted Leveraging for Challenge Grant 2005

Unrestricted Donations- Program Specific	7/01/03 - 9/30/03	10/01/03 - 6/30/04	Total	Appropriations-Private Unrestricted Donations-General Funds	7/01/03 - 9/30/03	10/01/03 - 6/30/04	Total	Grand Total	7/01/03 - 9/30/03	10/01/03 - 6/30/04	Total
Crisis Management	\$ -	\$ 40,000	\$ 40,000	Crisis Management	\$ 64,887	\$ 207,509	\$ 272,396	Crisis Management	\$ 64,887	\$ 247,509	\$ 312,396
Feeding	-	626	626	Feeding	21,350	(3,295)	18,054	Feeding	21,350	(2,669)	18,680
Family Unit	403	115,485	115,889	Family Unit	31,252	(14,784)	16,468	Family Unit	31,656	100,711	132,367
SHP Support	-	-	-	SHP Support	61,277	194,893	255,971	SHP Support	61,277	194,693	255,971
Transitional Housing	-	12,500	12,500	Transitional Housing	-	24,007	24,007	Transitional Housing	-	36,507	36,507
Total	\$ 403	\$ 168,621	\$ 169,025		\$ 178,766	\$ 408,130	\$ 586,896		\$ 179,170	\$ 576,751	\$ 755,921

Leverage Documentation for Private Cash. LIFT Code #12

**LEE COUNTY, FLORIDA
CASH TRANSMITTAL**

IF CASH COLLECTED DAILY, IT SHOULD BE TRANSMITTED DAILY
CASH IS NOT TO BE MAILED THROUGH THE U.S. POSTAGE SERVICE OR
THROUGH INTERDEPARTMENTAL MAIL

DEPARTMENT NAME: HUMAN SERVICES

DESCRIPTION: STANDOWN (Only if one item)

ACCOUNT CODE:			PERMIT/CHECK NO.	AMOUNT
FUND	DIV/DEPT	ACCOUNT NO.		
FC5640113828.366900.9017				

Handwritten notes:
 DV... 3,500.0000 +
 S.G. 100.0000 +
 S.C.F. 200.0000 +
 A.F. 25.0000 +
 A.R. 300.0000 +
 S.C.F. 150.0000 +
 S.C.F. 100.0000 +
 C.C.F. 150.0000 +
 009.....

**MARK T IF TAXABLE

SUBTOTAL
SUBTOTAL

4,525.0000 *

REMARKS (FOR DEPT. USE ONLY)

Handwritten notes:
 CASH
 F.N. 10.0000 +
 P.H. 20.0000 +
 W.M. 25.0000 +
 003.....

TOTAL TRA

55.0000 +
4,525.0000 +

NAME OF PERSON RECEIVING RECEIPT

Handwritten signature: Mark Perry

SIGNATURE OF DIV/DEPT CASH CONTROL OFFICER

SIGNATURE OF FINANCE DIV PERSONNEL VERIFYING TRANSMITTAL

002.....
 \$ 4,580.0000 *
 TOTAL

Leverage Documentation for Private Cash. ACT Code # 16



September 3, 2004

Richard Paris, Senior Planner
Lee County Department of Human Services
83 Pondella Road, Suite 1
North Fort Myers, FL 33903

ABUSE COUNSELING & TREATMENT
a circle of support services for victims
of domestic violence & sexual assault

Dear Mr. Paris

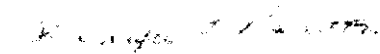
This letter is to support the State of Florida Challenge grant application submitted by Lee County.

Abuse Counseling and Treatment, Inc. (ACT) provides residential and non-residential treatment to victims of domestic violence. All persons served by ACT are either homeless or at-risk of becoming homeless due to their domestic situation.

ACT's financial statement for the fiscal year ending June 30, 2004 indicates public contributions in the amount of \$95,690 and \$500,000 from fundraising efforts. The agencies independent financial audit is currently being performed. These private funds were used to support prevention activities for persons at-risk of homelessness or to provide services to those already homeless.

A copy of the June 30, 2004 financial statement is attached.
Should you need additional information you may reach me at 239-939-3112.

Sincerely,


Jennifer Benton
Executive Director

Leverage Documentation for Private Cash. ACT Code # 16

ABUSE COUNSELING AND TREATMENT, INC
 LEVVEY: 6.00 MONTHS FINANCIAL ACTIVITY

	JUNE OPERATING FUND							TOTAL 2011-2011
	JUNE ACTUAL	JUNE BUDGET	JUNE VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	YTD LAST YEAR	
REVENUE								
GRANTS								
ADULTS ONLY	28,158.67	28,158.67	0.00	481,115.25	503,211.00	(22,095.75)	401,215.52	3,000,000.00
LEO COUNTY	20,227.47	20,227.47	0.00	252,565.25	252,565.25	0.00	252,565.24	244,229.00
CITY OF FORT MEYERS			0.00	0.00	0.00	0.00		
UNIVERSITY	4,374.47	19,300.00	(14,925.53)	230,815.20	253,205.00	(22,389.80)	274,224.59	2,000,000.00
WETA	21,575.34	18,100.00	3,475.34	125,714.77	27,254.94	98,459.83	113,728.33	47,730.00
CITY OF GORLMOND, FLORIDA			0.00	3,500.00	3,500.00	0.00	3,500.00	4,500.00
STATE OF FLORIDA			0.00	10,000.00	10,000.00	0.00	10,000.00	12,000.00
FLORIDA REGIONAL HEALTH SERVICES	7,000.00			27,500.00	28,000.00	(500.00)	27,500.00	28,000.00
LEE COUNTY DISTRICT	6,250.00			25,000.00	25,000.00	0.00	25,000.00	25,000.00
THE NATIONAL ARMY				3,787.50	0.00	3,787.50	3,787.50	0.00
PTSD				11,703.00	6,000.00	5,703.00	1,203.00	3,000.00
ACADEMIA	4,347.00		4,347.00	26,753.00		26,753.00	4,347.00	
FLORIDA HEALTH SERVICES	1,104.00	1,104.00	0.00	22,000.00	10,000.00	12,000.00	19,000.00	12,000.00
UNIT OF FORT MYERS			0.00	75,400.00	75,400.00	0.00	75,400.00	75,400.00
MISC GRANTS		0.00	0.00	17,900.00		17,900.00	17,900.00	17,900.00
TOTAL GRANTS	124,272.78	95,700.76	28,572.02	1,271,646.90	1,281,684.00	(10,037.10)	1,177,224.92	1,207,386.00
CONTRIBUTIONS								
CONTRIBUTIONS	2,231.27	2,500.00	(268.73)	121,489.54	214,587.00	(93,097.46)	117,872.22	62,300.00
FLORIDA STATE	14,125.00	10,000.00	4,125.00	535,182.50	251,221.00	283,961.50	251,111.50	50,000.00
UNIVERSITY	18,761.00	12,000.00	6,761.00	100,815.00	145,000.00	(44,185.00)	137,214.00	200,000.00
WETA	10,373.00	10,000.00	373.00	245,076.51	82,354.75	162,721.76	234,233.22	245,000.00
UNIVERSITY	4,225.10	2,000.00	2,225.10	20,237.19	20,237.00	0.19	20,237.19	20,000.00
MISC CONTRIBUTIONS	2,000.00	2,000.00	0.00	27,000.00	15,000.00	12,000.00	24,000.00	27,000.00
TOTAL OTHER	53,551.27	48,500.00	5,051.27	1,187,835.47	684,081.50	503,753.97	1,017,076.37	1,267,324.00
CONTRIBUTIONS AND GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MISC REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	177,824.05	144,200.76	33,623.29	2,029,482.37	2,141,447.50	(111,965.13)	2,215,749.23	2,685,010.00

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Leverage Documentation for Private Cash. ACT Code # 16

	JAN ACTUAL	JUNE BUDGET	JUNE VARIANCE	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	YTD LAST YEAR	TOTAL BUDGET - 2002-2004
EXPENSES								
PERSONNEL SALARY	117,487.14	172,000.00	(54,512.86)	1,581,735.56	1,497,270.00	84,465.56	1,364,330.00	2,511,470.00
Personnel	6,151.00	15,000.00	(8,849.00)	109,404.80	111,000.00	(1,595.20)	111,000.00	111,000.00
BAWSE	5,285.84	11,000.00	(5,714.16)	109,314.20	121,640.00	(12,325.80)	58,500.00	170,440.00
ACQUIRED EQUIPMENT		0.00	0.00	0.00	0.00	0.00	0.00	0.00
MULTI SERVICE FEES	300.00	300.00	0.00	3,000.00	3,000.00	0.00	3,000.00	12,000.00
BOARD MEMBER FEES	8,700.00	1,000.00	7,700.00	13,000.00	17,000.00	(4,000.00)	17,000.00	17,000.00
FEES	340.74	200.00	140.74	4,457.43	2,000.00	2,457.43	4,848.20	5,000.00
EMPLOYMENT TAXES				7,288.00	4,500.00	2,788.00	612.00	4,800.00
SCHEIDT FUNDING				500.00	1,000.00	(500.00)	1,000.00	2,000.00
CLIENT TRAINING	150.00	300.00	(150.00)	5,000.00	17,000.00	(12,000.00)	10,000.00	15,000.00
BUSINESS REPORT	100.00	100.00	0.00	7,000.00	4,000.00	3,000.00	3,500.00	4,000.00
CONTRACTS	4,000.00	9,251.17	(5,251.17)	48,774.21	41,000.00	7,774.21	21,000.00	41,000.00
DISPATCH EMPLOYEES				1,000.00		1,000.00	1,000.00	
FOOD	1,300.00	3,000.00	(1,700.00)	6,100.00	15,000.00	(8,900.00)	4,000.00	41,000.00
HOUSING/LOANS	1,000.00	1,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00
TRAINING	15,000.00	4,000.00	11,000.00	20,000.00	20,000.00	0.00	20,000.00	20,000.00
ADVERTISING	1,000.00	2,000.00	(1,000.00)	17,000.00	10,000.00	7,000.00	8,500.00	10,000.00
ARTISTILEY UNIT	1,000.00	1,000.00	0.00	6,000.00	2,000.00	4,000.00	2,000.00	20,000.00
CLIENT SERVICES	400.00	2,000.00	(1,600.00)	20,000.00	23,000.00	(3,000.00)	23,000.00	23,000.00
POSTAGE	2,000.00	1,000.00	1,000.00	17,000.00	2,000.00	15,000.00	2,000.00	12,000.00
PRINTING	1,000.00	1,000.00	0.00	22,000.00	12,000.00	10,000.00	2,000.00	10,000.00
BOOK BACK TITLES	2,000.00	2,200.00	(200.00)	10,000.00	10,000.00	0.00	10,000.00	10,000.00
POSTAL/MAILING	500.00	1,500.00	(1,000.00)	14,000.00	21,000.00	(7,000.00)	14,000.00	21,000.00
RENTALS/PROPERTY AND TRAVEL	11,000.00	10,000.00	1,000.00	10,000.00	11,000.00	(1,000.00)	10,000.00	10,000.00
HOUSING/RENTALS/LOANS	100.00	100.00	0.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
ROAD & MAINTENANCE	2,000.00	2,000.00	0.00	11,000.00	11,000.00	0.00	11,000.00	11,000.00
REPAIR/MAINT/FOOD	2,000.00	2,000.00	0.00	20,000.00	27,000.00	(7,000.00)	23,000.00	27,000.00
EQUIPMENT/VEHICLE	100.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
EQUIPMENT/VEHICLE	100.00	100.00	0.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
LEASE/RENT/LOANS	100.00	2,000.00	(1,900.00)	10,000.00	20,000.00	(10,000.00)	10,000.00	20,000.00
ELDERCARE	4,000.00	2,000.00	2,000.00	24,000.00	20,000.00	4,000.00	24,000.00	24,000.00
TRAVEL/CONFER	1,000.00	1,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00
TRAINING	1,000.00	1,000.00	0.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00
TRAVEL	1,000.00	1,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00
UTILITIES	2,000.00	2,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00
DEPRECIATION	1,000.00	2,000.00	(1,000.00)	10,000.00	10,000.00	0.00	10,000.00	10,000.00
REPRESENT	2,000.00	2,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00
TOTAL EXPENSES	207,000.00	384,000.00	(177,000.00)	2,700,000.00	2,500,000.00	200,000.00	2,400,000.00	2,500,000.00
SUPPORT & REVENUE IN EXCESS OF EXPENSES	(10,000.00)	(10,000.00)	0.00	(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00

Page 2 of 4

Leverage Documentation for Private Cash. Ruth Cooper Center Code # 18

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RCC ADMIN.

841-275-9083

P. 2



Affiliate
Hunts Springs Community Foundation
Community Foundation of South-Central Florida

April 30, 2004

Karen Erickson
Ruth Cooper Center for Behavioral Healthcare, Inc.
2789 Ortiz Avenue
Fort Myers, FL 33905

Dear Karen,

The Southwest Florida Community Foundation recently completed its special Housing Grant cycle, which attracted 12 applicants. With only \$110,000 available, the Board of Trustees awarded grants to 5 organizations.

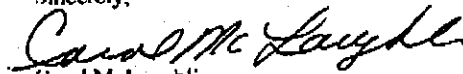
I am delighted to inform you that the Board of Trustees has awarded your agency a \$25,000 grant for rehabbing of 7-unit apartment for the homeless.

The Foundation would appreciate it if you would mention this grant in your organization's publicity efforts.

We will hold your funds in escrow for one year. If you have not claimed the funds within one year of the date of this letter, and you have not notified the Foundation in writing for an extension, the money will be put back into a fund to be used for next year's grant cycle. Once you receive the funds, please send us a report within the next calendar year detailing how the funds were used. Please include copies of receipts and any publicity if applicable.

Congratulations on the fine job you are doing to improve the lives of so many Southwest Florida citizens.

Sincerely,


Carol McLaughlin
Program Director

SECTION 7 • HOMELESS NEED

EXHIBIT E

CERTIFICATION OF ESTIMATED NEED PER CATCHMENT AREA POPULATION

- From your Homeless Population and Subpopulation Chart, enter the total estimated needs, expressed in the number of homeless persons, for both "individuals" and "persons in families with children." Total these two figures for a total estimated homeless population.

Homeless Population	Estimated Population (Sheltered and Unsheltered)
A. Individuals (line 1)	<u>1674</u> Persons
B. Persons in Families with Children (line 2A)	<u>338</u> Persons
 TOTAL (lines 1 & 2A)	 2012 Persons

- Population of your Catchment Area. Using the data from the 2000 Census in Exhibit K, calculate the population of your catchment area.

County in Catchment Area	2000 Population
A. Lee _____	440,888 _____
B. _____	_____
C. _____	_____
 TOTAL POPULATION	 440,888

- Calculate your continuum's estimated homeless population per every 1000 population. Divide the total number of homeless persons by the total population of your catchment area, rounded to the nearest 1000 population.

Divide Total Estimated Need homeless persons **2012** by population of catchment area 440,888/1000=**440.89**
to equal 4.56 homeless persons/1000 population.

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 homeless population chart which uses data that (1) represents the housing need for homeless persons in the catchment area on any given night; (2) is true and accurate for the continuum's catchment area; (3) is derived in accordance with the federal grant instructions; and (4) includes only persons who are homeless according to the operational definition of homelessness used by HUD.

Name of Lead Agency: Department of Human Services, Lee County Board of County Commissioners

Name of Lead Agency Certifying Official: John E. Albion

Signature of Certifying Official: _____

Date Signed: October 5, 2004

(Attached is the 2004 HUD Gaps Analysis Table and the narrative describing the methods used to estimate this need.)

7.a Need Documentation

2004 Housing Gaps Analysis Chart (Form HUD 40076 CoC-H)

	Current Inventory in 2004	Under Development in 2004	Unmet Need/ Gap ¹
--	---------------------------	---------------------------	------------------------------

Individuals

Beds		82	3	627
	Emergency Shelter			
	Transitional Housing	176		305
	Permanent Supportive Housing	83	14	392
	Total	341	17	1324

Persons in Families With Children

Beds		88	2	27
	Emergency Shelter			
	Transitional Housing	16	0	94
	Permanent Supportive Housing	26	14	69
	Total	130	16	190

¹(Lee County Continuum of Care's determination of the need for additional beds under each category)

(HUD Form **CoC-I**)

Exhibit 1: Continuum of Care Homeless Population and Subpopulations Chart

2004 Population and Subpopulations Chart (Form HUD 40076 CoC-I)

Part 1: Homeless Population	Sheltered		Unsheltered	Total
	Emergency	Transitional		
1. Homeless Individuals	82 (N)	168(N)	1424(N)(S)	1674(S)
2. Homeless Families with Children	25(N)	7 (N)	97(N)(S)	129(S)
2a. Persons in Homeless Families with Children	88(N)	16(N)	234(N)(S)	338(S)
Total (lines 1 + 2a)	170(N)	184(N)	1658(N)(S)	2012(S)
Part 2: Homeless Subpopulations	Sheltered		Unsheltered	Total
1. Chronically Homeless	75(N)		267 (S)	342(S)
2. Severely Mentally Ill	402(S)			
3. Chronic Substance Abuse	342(S)			
4. Veterans	463(S)			
5. Persons with HIV/AIDS	60(S)			
6. Victims of Domestic Violence	132(S)			
7. Youth (Under 18 years of age)	115(N)			

Legend:

Homeless Population

- (A) administrative records
- (N) enumeration
- (S) statistically reliable samples
- (E) estimates

Homeless Subpopulations.

- (A) administrative records,
- (N) enumeration
- (S) statistically reliable samples
- (E) estimates

7.a Need Documentation Continued

3.a. (1) Homeless Populations Methodology -2004

The Lee Coalition Service Committee met in January of 2004 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. Four committee and three membership meetings were held to prepare materials and assignments for the Census and Providers' surveys and to train volunteer surveyors. 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 *Florida 2004 Census Blitz data intake form* was utilized and a common set of definitions for *homelessness* and all questionnaire terms was used by all surveyors. First name and date of birth were used as unique identifiers. On January 21, 2004 in a 24 hour survey, Continuum member and trained volunteer surveyors went to 82 overall locations, including 34 camps, and interviewed homeless persons and recorded their responses.

The 2004 Lee County Census Blitz conducted 1,184 unduplicated interviews in the Blitz in shelters, transitional housing, in camps, and on the streets. The Shelter Count for 2004 was 208 and the street count was 975. The Barry University local statistical standard for homeless persons within the general population ($.00404 \times Pop.$) was utilized with the official estimate for the county 2003 (497,022) population to account for missed or hidden homeless residents. The Lee County Homeless Population was thus determined at 2,012 persons for calendar 2004.

3.a. (2) Homeless subpopulations Methodology -2004

(a) Several *methods* were used to establish the several subpopulation categories in the *Gaps Analysis*. The *Youth* subpopulation was taken from the actual Census count. The *Veterans* Survey count and the self-reported Survey responses on *Mental Illness, Substance Abuse, Dual Diagnosis* and *Domestic Violence* were felt by Continuum professionals to underrepresent real Lee conditions. In these cases the subpopulation was established by using the lesser of the population estimates by the representative Provider Agencies or the 2003 5-county regional statistics. (b) Point in time inventory *date* for sheltered and unsheltered homeless persons was January 21, 2004 (c) Identification of *Chronic Homeless* Residents. The Homeless Survey responses on family status, disability, and length and number of occurrences of homeless were sorted and chronic homeless responders identified. The data is entered in the HMIS and the agencies track their chronic homeless residents. (d) The Annual Enumeration *Lead Agency* is the Lee County Homeless Coalition. The contact person is Roy Quimby, Executive Director. (e) Coverage in the community. All known non-profit and public homeless facilities are surveyed. Street and camp locations are surveyed throughout the county. Homeless camps and congregating areas in urban locations in and around Fort Myers, Cape Coral, and Bonita Springs are better known to outreach workers and police and sheriff's officers and result in greater survey response. Lee has large undeveloped areas and many camps in these areas cannot be located on the day of the survey. The HMIS will improve identification of some of these individual as they appear for services and are recorded in the database by providers.

SECTION 8 • PERFORMANCE MEASURES

8.3 Lee Continuum 2005 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, 2005, is projected for ninety days following the deadline or such other date as established by the state contract. All outcomes of projects conform to *Goals and Actions Steps* of the 2004 CoC.

(C04.1) Transitional Living Center (SWFAS)

At least 9 patients would be recipients of the psychotropics, and at least 30 patients would receive specialized education and treatment for co-occurring disorders. Performance measures will be the count of medication clients and other clients receiving assistance during the grant period. Grant-term outcomes will be improved conditions for medication clients and assistance clients.

(C04.2) Emergency/shelter meals (The Salvation Army)

Emergency/shelter meals will be supplied to at least 600 unduplicated homeless or potentially homeless persons who request a meal through The Salvation Army feeding programs. The performance measure is meals budgeted at a cost of \$2.36 each. Grant-term outcomes are improved conditions for each unduplicated person provided a meal.

(C04.3) Living Independently for Today, (LIFT) (Dept. of Human Services)

31 individuals and family members will be served. The performance measures are the recorded distributions of benefits delivered and grant-term outcomes will be the acquisition of housing and basic essentials. by homeless persons

(C04.4) Emergency clothing and furniture. (The Salvation Army)

Emergency clothing and furniture will be provided to 120 unduplicated homeless and/or potentially homeless persons who request assistance through The Salvation Army Edison Avenue Campus. The performance measure is the number of, unduplicated person provided clothing and/or furniture Grant-term outcomes are improved conditions for each assisted person.

(C04.5) Chronic Homelessness Assertive Treatment Program (SWFAS)

This year's effort will work toward implementation to centralize assessment and referral for 8 chronic homeless consumers. Performance measurement will be the number of consumers assisted. A second measurement will be completion of a report on the findings of the model project. The grant-term outcomes will be improved service to the selected chronic homeless individuals.

Section 8 • Performance Measures (Continued)

(C04.1a) Transitional Living Center (SWFAS) (2nd Phase)

The SWFAS funds requested would be used to enhance treatment for those homeless patients in SWFAS residential treatment, transitional and permanent housing. At least 6 patients would be recipients of the psychotropics, and at least 20 patients would receive specialized education and treatment for co-occurring disorders. Performance measures and grant-term outcomes will be the count of medication clients and other clients receiving assistance during the grant period.

(C04.2a) Emergency/shelter meals (Salv. Army) 2nd Phase)

Emergency/shelter meals will be supplied to at least 400 unduplicated homeless or potentially homeless persons who request a meal through The Salvation Army feeding programs. The performance measure is meals budgeted at a cost of \$2.36 each. Grant-term outcomes are improved conditions for each unduplicated person provided a meal.

(C04.3a) (LIFT) (Dept. of Human Services) (2nd Phase)

14 individuals and family members will be served. The performance measures are the recorded distributions of benefits delivered and grant-term outcomes will be the acquisition of housing and basic essentials. by homeless persons

(C04.4) Emergency clothing and

(C04.4a) Emergency clothing and furniture. (Salv. Army) (2nd Phase)

Emergency clothing and furniture will be provided to 80 unduplicated homeless and/or potentially homeless persons who request assistance through The Salvation Army Edison Avenue Campus. The performance measure is the number of unduplicated person provided clothing and/or furniture Grant-term outcomes are improved conditions for each assisted person.

(C04.5a) CHATP (SWFAS) (2nd Phase)

This year's effort will work toward implementation to centralize assessment and referral for 5 chronic homeless consumers. Performance measurement will be the number of consumers assisted. A second measurement will be completion of a report on the findings of the model project. The grant-term outcomes will be improved service to the selected chronic homeless individuals.

SECTION 9 • ABILITY TO COMPLETE ACTIVITIES

9.1 Lee Continuum 2005 Homeless Challenge Grant - Ability to Complete Activities

Lee Continuum activities submitted for the 2005 Challenge Grant have been selected to allow for completion of each and every activity by the June 30, 2005 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. The *Selection of Providers* process is eased with all providers are identified in the initial projects. 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 or have completed screening discussions with the lead agency. 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 not applicable. *Supplier, construction contracts.* All agencies have contracts and vendor arrangements in place for supplies and medicines. 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 Lee Continuum 2005 Ability to Complete Grant Activities

Task Category	Agency	12/04	3/05	6/05	9/05
<i>Critical Task Timelines</i>					
	Lead Agency - DHS	Sponsor discussions			
	SWFAS	Clearance w/ DHS			
	Salvation Army CCP, CAP	Clearance w/ DHS			
	LIFT	Clearance w/ DHS			
	CHATP	Clearance w/ DHS			
Lead Agency Spend. Plan Poplin					
	Lead Agency - DHS	Submit on Awd.			
	SWFAS	1/3rd draw	1/3rd	Final draw 6/1	
	Salvation Army CCP, CAP	1/3rd draw	1/3rd	Final draw 6/1	
	LIFT	1/3rd draw	1/3rd	Final draw 6/1	
	CHATP	1/3rd draw	1/3rd	Final draw 6/1	
Lead Agency Reporting					
	Lead Agency - DHS				Outcomes Rep.
	SWFAS				Outcomes Rep.
	Salvation Army CCP, CAP				Outcomes Rep.
	LIFT				Outcomes Rep.
	CHATP				Outcomes Rep.
Selection of Providers					
	Lead Agency - DHS	na			
	SWFAS	complete			
	Salvation Army CCP, CAP	complete			
	LIFT	complete			
	CHATP	complete			
Status of Subcontracts					
	Lead Agency - DHS	DCF Contract 11/04			
	SWFAS	DCF Contract 11/04			
	Salvation Army CCP, CAP	DCF Contract 11/04			
	LIFT	DCF Contract 11/04			
	CHATP	DCF Contract 11/04			
Identification of Clients					
	Lead Agency - DHS				
	SWFAS	complete			
	Salvation Army CCP, CAP	complete			
	LIFT	complete			
	CHATP	complete			
Timely Spending					
	Lead Agency - DHS	Plan submitted			
	SWFAS	Services, vendors in place			
	Salvation Army CCP, CAP	Services			
	LIFT	Services			
	CHATP	Services			

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LEE COUNTY
SOUTHWEST FLORIDA

BOARD OF COUNTY COMMISSIONERS

Writer's Direct Dial Number: (239) 652-7930

Bob Janes
District One

October 12, 2004

Douglas R. St. Cerny
District Two

Mr. Tom Pierce
Executive Director

Ray Judah
District Three

State Office on Homelessness

Andrew W. Coy
District Four

Department of Children and Families

John E. Albion
District Five

**1317 Winewood Boulevard,
PDHO, Building 2, Room 103-C
Tallahassee, FL 32399-0700**

Donald D. Stilwell
County Manager

James G. Yaeger
County Attorney

**SUBJECT: RENAISSANCE MANOR HOMELESS HOUSING ASSISTANCE
GRANT PROJECT Florida FY 2005 LEE COUNTY**

Diana M. Parker
*County Hearing
Examiner*

Dear Mr. Pierce:

Please find enclosed the Lee County application for the Housing Assistance Grant of the Florida State Office on Homelessness for the **Community within a Community Project** of Renaissance Manor, Inc with Budget and required Certifications. Funding requested for this Project is \$750,000 (\$31,250 per unit) to add 24 critically needed permanent housing beds for homeless persons in the county. The shortage of beds for known and documented homeless residents is at least 1514 beds (3.44 beds per 1000 county population) and hidden and undocumented homeless increase this need substantially. Lee County prioritizes the elimination of homelessness and we look forward to leveraging county investments with the funding support of your office.

If you have questions, please contact Richard Faris, Senior Planner of the Department of Human Services at (239) 652-7930, fax (239) 652-7960

Sincerely,

John E. Albion, Chairman
Lee County Board of County Commissioners

Encl: Budget and Certifications

C: Karen B. Hawes, Director, Department of Human Services

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ORIGINAL



LEE COUNTY

SOUTHWEST FLORIDA

HOMELESS

HOUSING ASSISTANCE GRANT

**THE COMMUNITY WITHIN A COMMUNITY
HOUSING PROJECT
RENAISSANCE MANOR, INC**

**State Office on Homelessness
Florida FY 2005 Application**

Prepared in Conjunction with:

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

Submitted by:

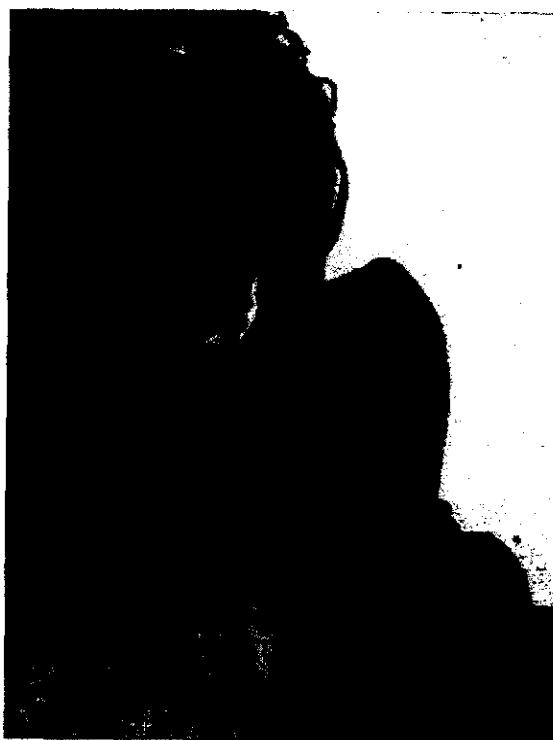
Lee County Board of County Commissioners
Lee County Department of Human Services

Submitted: October 12, 2004

Lee County



Coalition for the Homeless
Florida, Inc.



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

SECTION 3
EXHIBIT C
HOMELESS HOUSING ASSISTANCE GRANT
BUDGET, AND SOURCE AND USE

A. Budget

Please provide a complete budget for the project to be assisted by the Homeless Housing Assistance Grant (HHAG).

Activity	HHAG Request	All Other Sources	Total Cost
Acquisition	Not Eligible	\$190,000	\$190,000
Rehabilitation	\$0	\$0	\$0
New Construction	\$720,000	\$0	\$720,000
Permits, Fees	\$ 20,000	\$5,000	\$ 25,000
Project Design	Not Eligible	\$ 18,000	\$ 18,000
Off-Site Improvements	Not Eligible	\$	\$
Grant Administration	\$10,000	\$ 2,000	\$12,000
	(5% maximum)		
TOTALS	\$750,000	\$215,000	\$965,000

B. **Project Financing Source and Use**

Provide a complete accounting of all financing and revenue committed to complete the project, using the table below.

<u>Source of Cash/Financing</u>	<u>Amount of Funding</u>	<u>Firm Commitment Uses of the Cash</u>	<u>Yes/No</u>
1. Homeless Housing Asst. Grant	\$750,000	New construction	No
2. Renaissance Manor	\$190,000	Acquisition	Yes
3. Renaissance Manor	\$ 5,000	Permit, Fees	Yes
4. Renaissance Manor	\$ 18,000	Project Design	Yes
5. Renaissance Manor	\$ 2,000	Administration	Yes
TOTALS	\$965,000		

Be specific as to the source. For example, name the specific lender, such as First State Bank, instead of just listing "bank."

C. **Leveraging Criteria**

One of the preference criteria to be used in the ranking of the applications shall be leveraging of other sources of funds. The priority shall go to the application that requires the lowest dollar amount of Homeless Housing Assistance Grant funding per new unit of homeless housing to be created by the project.

- | | |
|--|------------|
| 1. Amount of Homeless Housing Assistance Grant Requested | \$ 750,000 |
| 2. Number of New Homeless Housing Units | 24 |

Divide the total amount of the Homeless Housing Assistance Grant requested by the total number of new units of homeless housing to be created, to determine the amount of grant assistance requested per unit of housing to be created. The figure shall be expressed in dollars and cents.

Divide HHAG Grant Request \$750,000 by number of new units to equal \$31,250 / per unit of new housing created.

Leverage: Grant Amount Per Unit \$ (we have no leverage for this project at this time other than cash match which is \$8,958 per unit from Renaissance Manor)

D. Certification by Lead Agency

I hereby attest and certify that the above financial information is true and accurate, and that the requested grant assistance per unit of new homeless housing to be created is true and accurate.

Lead Agency Name: John E. Albion

Lead Agency Official: Chairman, Lee County Board of County Commissioners

Lead Agency Official Signature: _____

Date Executed: October 12, 2004

See Attached documentation of the commitment of all other sources of project funding leveraged by the Homeless Housing Assistance Grant.

Leverage

At this time Renaissance Manor does not have Leverage for this project, but v utilized cash resources as a match for the HHGA dollars as outlined in Exhibit C.

H	All Other	Total		
Activity	Request	Sources		
Acquisition	Not Eligible	\$190,000		\$190,000
Rehabilitation	\$0	\$0		\$0
New Construction	\$720,000	\$0		\$720,000
Permits, Fees	\$ 20,000	\$5,000	\$ 25,000	
Project Design	Not Eligible	\$18,000		\$18,000
Off-Site Improvements		Not Eligible	\$	\$
Grant Administration	\$10,000	\$2,000		\$12,000
(5% maximum)				
TOTALS	\$750,000	\$215,000		\$965,000

Renaissance Manor currently has a Contract of Sale on the property. Please see attached documents.

Leverage

1401 16th Street
Sarasota, Florida 34236
(941) 365-4177 (office)
(941) 365-4188 (fax)

Renaissance Manor, Inc.

J. Scott Eller, Executive Director

August 1, 2004

Renaissance Manor, Inc. has, as of the date of this letter has agreed to fund Permit, Fess, Project Design and additional Administration costs for the property at Broadway and Solomon in Fort Myers Florida in the following estimated amounts:
Permit/Fess \$5,000, Project Design \$18,000, additional Administration fees \$2,000.



Date: 8/1/04

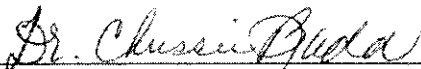
Dr. Chrissie Budd, CFRE
Projects Administrator
Authorized Official

Renaissance Manor, Inc.

J. Scott Eller, Executive Director

August 1, 2004

Renaissance Manor, Inc. has, as of the date of this letter has agreed to fund Acquisition for the property at Broadway and Solomon in Fort Myers Florida in the amount of \$190,000. Renaissance Manor has a Contract of Sale on the property and has issued a check for \$3,600 to Marvi Inc. for consideration of the property.



Date: 8/1/04

Dr. Chrissie Budd, CFRE
Projects Administrator
Authorized Official



LEE COUNTY
SOUTHWEST FLORIDA

BOARD OF COUNTY COMMISSIONERS

Writer's Direct Dial Number: (239) 652-7930

Bob Janes
District One

October 12, 2004

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

SUBJECT: CERTIFICATION OF CONSISTENCY
Lee County Renaissance Manor Homeless Housing Assistance
Grant Florida FY 2005 Application

Donald D. Stilwell
County Manager

James G. Yaeger
County Attorney

Diana M. Parker
County Hearing Examiner

Dear Mr. Pierce:

The Board of County Commissioners of Lee County hereby Certifies that the Renaissance Manor Homeless Housing Assistance Grant as submitted herewith is consistent with the Lee County Homeless Continuum Of Care Strategic Plan, HUD FY 2004 (2004 CoC) and that each use proposed is contained within the Strategic Plan. (Please note that a copy of the approved 2004 Continuum of Care amendment for the associated Florida FY 2005 *Homeless Housing Assistance Grant* is appended here.)

Please find attached Citations identifying the location of proposed uses within the Strategic Plan. If you have questions, please contact Richard Faris, Senior Planner of the Department of Human Services, at (239) 652-7930, fax (239) 652-7960.

Sincerely,

John E. Albion, Chairman
Lee County Board of County Commissioners

Encl: Citations, Copy, and HHAG Amendment

C: Karen B. Hawes, Director, Department of Human Services

S:\NB\Np\Florida Homeless Grants\FLGR05\HHAG.GR.05\3.HHAG05.Cert.Consist.9304.doc

Consistency with Continuum of Care Plan

**Revised September 12, 2004 For State Office of Homelessness
Amended 2004 Housing Chart**

Excerpt:

Page 14b, Lee County 2004 Homeless Continuum of Care as Amended 9.12.04

<i>Fundamental Components in CoC System – Housing Inventory Chart</i>										
PERMANENT SUPPORTIVE HOUSING										
Provider Name	Facility Name	HMIS	Geo Code <input type="checkbox"/>	Target Population 2004 Year-Round Units/Beds					2004 All Beds	
				A	B	Family Units	Family Beds	Individual Beds	Total Beds	
<i>Current Inventory</i>										
Lee County Housing Author.	Barrett	P2/05	120402	FC		7	20	0	20	
Buddy Fredericks	Buddy Fredericks		129071	SM		22		63	63	
RCC SPC	RCC SPC	C		SM F				4	4	
Renaissance Manor	Sans Souci	C	129071	M		3	6	3	9	
01 HOME Supp. Hsg	County wide	C	129071	FC				6	6	
SWFAS O2	Grant St	C	1220966	SM F				7	7	
SUBTOTAL						25	26	83	109	
<i>Under Development</i>										
03 HOME Supp Hsg/Hmls	County wide	C	129071	FC		1	2	6	8	
Renaissance Manor	Sans Souci	C	129071	M		5	12	0	12	
Renaissance Manor	Community within a Community	C	120966	M				24	24	
ACT	Community Transitional Housing	C	120966	F				20	20	
SUBTOTAL						6	14	50	70	

SECTION 4

NARRATIVE

COMMUNITY WITHIN A COMMUNITY HOMELESS HOUSING PROJECT

Population to be Served

The populations that will be served in this community are 24 homeless or chronic homeless individuals, who have experienced chronic homelessness/have been diagnosed with a chronic mental illness, are co-occurring and suffer from behavioral disorders associated with their mental illness, or suffer from substance and alcohol abuse. New Permanent Supportive Housing will be provided.

Construction and Acquisition Description-Phase 1

Renaissance Manor proposes to build a total of 2 two-story apartment buildings at the corner of Broadway and Solomon in the city of Fort Myers, Florida. Each apartment building will have 24, one-bathroom efficiency apartments with approximately 400 square feet per efficiency (20x 20). This application is for the initial 24 units. Each of these efficiencies will be completely furnished with a bed, mattress, box springs, headboard and footboard, a couch, a chair (if possible), one coffee table and if an end table is utilized, one end table. A kitchen with stove, refrigerator, microwave and dishwasher will be installed and a garbage disposal. A dinette set, suitable for the size of the efficiency will also be furnished. Each apartment building will also house a central coin operated, laundry facility for the Tenants. Tenants will be expected to provide their own laundry detergent, etc.

It is anticipated that carports for twenty- four automobiles will be constructed with additional parking provided on site. A bicycle rack will also be installed outside each apartment building for residents and visitors.

Several efficiencies on the first floor of each apartment building will be built according to ADA standards. Handicap ramps will be installed at both apartment buildings.

Amenities

The complex is a "community within a community". Close by are bus routes, Edison Shopping Mall, grocery stores, and convenience marts. The property is in the heart of medical facilities and Lee County Memorial Hospital is less than a mile from the property. Social activities are also within walking distance or public bus route and there is a park next door to the proposed site for the tenants, their families and friends to enjoy. This park has a playground for children.

Schools are nearby for the children and there is a high school close to the proposed complex site. The complex is easily accessible for mainstreaming community resources and access by local transportation and special needs.

Outreach Plan

Renaissance Manor collaborates and works with all local providers in the community. Utilizing word of mouth, presentations to local business, local community leaders, schools, hospitals and physician contacts Renaissance Manor reaches out to the community. and lets the community and local service providers know of the housing availability for this special needs population.

Case managers at local agencies will identify individuals that are homeless and in need of mental health needs services and have an interest in taking advantage of this housing permanent supportive housing. Renaissance Manor will then interview the referred clients to obtain information on needs.

Not for Profit Experience Narrative

Incorporated as a 501(c) in 1999, Renaissance Manor, Inc. currently operates a facility that provides housing and support services to 41 full-time residents from the ages of 18-65. This is Sarasota County's only facility to provide assisted long-term housing plus services to people with dual diagnosis mental illness and substance abuse issues. About one-third of our residents are dual diagnosis.

Experience:

Renaissance Manor, Inc. has been providing housing and support services to adults with mental health concerns since 1999. The Executive Director and Administrator each have eight years of experience operating housing facilities for adults with mental health needs. The Board of Renaissance Manor also provides expertise and guidance in both housing and mental health issues. Some board members have family members with mental health concerns and therefore are knowledgeable about the challenges and the support systems necessary to make housing for the mentally ill successful. Others are active in the health industry. The Executive Director and Projects Administrator are also active in the CoC for Sarasota/Manatee counties and Lee County Coalition for the Homeless.

Renaissance Manor, Inc. has provided and continues to provide high-quality, permanent, affordable long-term housing to mentally ill adults and supports their residence in the least-restrictive and safest environment possible. Incorporated as a 501(c) in 1999, Renaissance Manor, Inc. currently operates a facility that provides housing and support services to 41 full-time residents from the ages of 18-65. This is Sarasota County, Florida's only facility to provide long-term housing, plus services, to people with dual diagnosis mental illness. About one-third of our residents have dual diagnosis. Additionally, Renaissance Manor operates independent living units for twelve adults with mental illness off of Clark Road in Sarasota, Florida. The organization, also, has two other units of housing in Sarasota and will have twenty units shortly in DeSoto County, Florida.

Approximately, sixty percent of the individuals who have resided in Renaissance Manor facilities were homeless (i.e., on the street or in jails) or in danger of becoming homeless prior to their residence. In 2001, fourteen individuals were able to move to less supportive housing. All of these indicate the benefits of the positive stable environment in Renaissance Manor, Inc. run facilities. Renaissance Manor's staff sees significant improvements in many residents' daily lives. These include medication improvements, increased daily functioning (making it to meals and participating in resident and community opportunities rather than sleeping in their rooms all day.)

Additional Housing Experience:

- Assisted Living Facility at 1401 16th Street in Sarasota, Florida.
In phase I of this project, Renaissance Manor refurbished this former historic Carriage House on the property to create housing units. This project took two and a half months and was funded by the Wilson-Wood Foundation, cost: \$30,000, year 1999.

- Phase II of this project added additional units to this project by renovating the main wing, upgrading seventeen bathrooms and adding three beds. The project was funded by SHIP funds and a grant from the Selby Foundation, the Community Foundation of Sarasota, the Wilson-Wood Foundation and private donations. The project took six months to complete, cost: \$235,800, year 2000.
- Phase III consisted of organizational upgrading and expanding client rooms including the addition of three baths. Renaissance Manor modernized other areas and added a 1,400 square foot wing with a theatre screen. This project was completed on budget in 85 days and was funded by the Selby Foundation and private donations at a cost of \$72,000, in the year 2001.
- An Independent Living Facility done jointly with Coastal Behavioral Healthcare was purchased with SHIP funds of \$266,000 and a donation of \$100,000 from the Selby Foundation in June 2001. Clients began occupying during the summer of 2001 and the final apartment reserved for a client was occupied by September 2001. Renaissance Manor is currently seeking additional local funds to continue upgrades on this project, but has already invested \$15,000 in repairs including contracting out floor covering, door and painting upgrades. A grant for \$8,500 to replace the roof on the units was received in June 2002.

Tammi House in Sarasota County:

- Phase I of this project is currently under construction. This phase is funded by donors, COC grant for 2002 and the Office of Housing and Community Development of Sarasota County and the City of Sarasota. When finished this phase will house 11 residents with co-occurring mental disorders and associated behaviors.

The main house, approximately 4000 square feet will have five individual bedrooms, two administrative offices, a group/individual counseling room and two offices for a full time clinician and case manager. There will also be three bathrooms, one handicap accessible. There is also a locked med cabinet for med supervision only. Tammi House does not dispense medications to their residents. The structure will also accommodate a huge community kitchen for meetings, continental breakfasts each day for all residents of the facility. Also facility celebrations and other uses. There will also be a huge living room and dining room with multi use functions. There will also be a utility room with washer and dryer for residents of this house.

- Phase 2 completed in July 26, 2004 has three houses, each approximately 2200 square feet. Each house has six individual bedrooms three bathrooms, one handicap accessible, common kitchen, living room, dining room and utility room. There are wood floors in the living room and dining room, tile in the bathrooms and carpet in the bedrooms.

Phase 3 of Tammi House

Rehab of a current structure at 410 Sevilla Street. Currently this building has three bedrooms, common kitchen, living room, dining room and screened porch. When rehab this structure will have six individual bedrooms. There are three bedrooms now, two of the bedrooms have a minimum of two beds in each and one bedroom has one.

New flooring, remodeled kitchen, living room, dining room, and a new utility room will add additional space and the house will have a square footage of approximately 2100 square feet. There will be three bathrooms, one handicap accessible and a ramp to the front door. The existing lanai will be replaced with a new porch. The new construction will be built at 418 Sevilla Street, lots 17 and 18. The new house will mirror the new construction being completed in Phase II of this project. There will be six individual bedrooms, three bathrooms, common living room, dining room, utility room, wood flooring in the living room and dining room, tile in the bathrooms and kitchen and carpet in the bedrooms. Each house in all three phases has its own air/heating system, and electric. There will be a minimum of a phone line for emergency use if the residents choose not to pay for their own individual phones.

Lee County, Licata Village

- Renaissance Manor currently operates a permanent supportive housing community for 10 residents that are homeless/co-occurring/or fall within the low-income levels (30%-50% under the median average for the area.). This "Community" is known as Licata Village. There are three duplexes with a combination of two units that are single bedrooms with full kitchen, living room, dining room, laundry room, one bedroom and bath. The rest of the units have two bedrooms each, one bathroom, living room, kitchen, dining room, and laundry room. All units are completely furnished.

Permitting has been initiated for the Phase Two of Licata Village, comprised of One triplex and two duplexes, offering a permanent supportive housing community for 10 residents that are homeless/co-occurring/or fall within the low-income levels (30%-50% under the median average for the area.). Completion of this Phase is scheduled for March of 2005 and will offer housing for 10 to 12 individuals with the same accommodations as Phase One of Licata Village.

Accessibility to persons with disabilities is in accordance with applicable laws. Reasonable accommodations have been and will continue to be made for any participant in accordance with section 504 of The American Disability Act. The buildings are one story. Ramps have been installed for easy access for those clients in need of this accessibility. All doorways are handicap accessible. Renaissance Manor also implements a Housing Quality Standards inspection on all of its units one time per year. This inspection is conducted by an individual independent of Renaissance Manor, staff or board. Additionally, the County Health Departments provides an annual physical review of all facilities for violations. Renaissance Manor's liability insurance carrier also annually inspects all facilities. This same carrier requires the completion of a monthly check sheet on the building including safety equipment to be carried out physically by staff in each unit.

Not for Profit Team Experience

Scott Eller, Executive Director for Renaissance Manor has six years of experience operating a housing facility for adults who have mental health/substance abuse needs. Renaissance Manor as discussed above is affordable to very low-income individuals. The Board of Renaissance Manor also provides expertise and guidance in both housing, mental health and substance abuse issues. Some board members have family members suffering from mental health/substance abuse concerns and therefore are knowledgeable about the challenges and the support systems necessary to make housing for this population successful. Other members of the board are active in the health industry. In Lee County there is an advisory board comprised of local business owners, concerned citizens and those who have family members suffering from mental health/substance abuse issues. This Advisory Board is very active in Licata Village, donating time for whatever needs to be done, i.e., landscaping, transportation, etc. Also, he is well versed in real estate and the maintenance needs of affordable housing units. Scott Eller the Executive Director of Renaissance Manor is also a Project Developer and Manager with over 8 years of experience in management and development of special needs and senior housing.

The following is only a partial list of projects that Mr. Eller has worked on:

- (1) In the health industry, Windsor Park: Administrator Remodeled 50 bed ALF to bring in compliance with AHCA regulations in Sarasota, FL;
- (2) Whitaker Terrace: Administrator Remodel 18 unit apartment building to meet ADA standards in Sarasota;
- (3) Renaissance Manor: Remodeled and expanded 42 Bed Specialized ALF with SHIP funds in Sarasota, FL;
- (4) Licata Villas: Developer and manager--develop 21 unit apartment complexes with HOME, HUD and SHIP funds in Lee County. This complex offers Permanent Supportive Housing in Lee County. At present, Renaissance Manor oversees 12 independent housing units and when Phase 2 is complete will offer additional housing for 12 more individuals in need of Permanent Supportive Housing. This development was built with HOME, SHIP, SHP, CDBG dollars, additional leverage dollars and private donations.
- (5) Currently developing Tammi House, a six-house complex offering Permanent Supportive Housing to homeless individuals with special needs, i.e. mental and behavioral issues and co-occurring mental health issues.

Dr. Chrissie Budd, Projects Administrator has over 25 years of senior-level management in the not-for-profit and for profit sectors. She is also well versed in the needs of the homeless, special needs population and seniors. Dr. Budd has also been the Projects Administrator for several senior housing complexes in Ohio and Nevada as well as several low-income properties, and several medical office complexes. She has facilitated and supervised the building of 6 medical offices, two Nursing on Call facilities and three complexes providing housing for special need populations. In addition, Dr. Budd holds an undergraduate degree in Social Work and Business, a Masters in Business Administration and a Doctorate in Business Administration. Over the years she has developed and submitted many HUD and other housing Grants and as part of her responsibilities supervised the financial disbursements of the project and overseen the entire construction project. Dr. Budd has been responsible for developing budgets for special needs housing, social service programs for HUD projects, LBR for the state of Florida and other social service budgets, some in excess of 20 million and has managed budgets in excess of 20 million as well.

Bob Tonetti is the Facility Director for Licata Village and will oversee this new project in start up and then a Director for this site will be hired.

Bob has been a Juvenile Corrections officer for First Corrections in Virginia. This is a lock down facility for adjudicated Juveniles. He has also been the Director of Admissions and Marketing for New Dominion, two schools located in Virginia.

Prior to becoming the Facility Director for Licata Village he was a case manager for David Lawrence Center, located in Fort Myers. The Facility Director is responsible for the following:

- Overall day to day facilities operations supervision;
- Ensures consistency of operations and compliance with internal and external standards of operation, program direction, and facility planning needs;
- Budget and Staffing Analysis as required;
- Federal, State and local regulations
- Must be flexible to change and able to perform various duties
- Fund-raising and Donor Development
- Ability to facilitate AA groups
- Ability to supervise a minimum of three employees
- Case Management responsibilities
- Hiring and Supervising Facility Staff
- Ensure overall adequate staffing coverage for facilities
- Providing direction concerning safety standards, and ensuring compliance with appropriate city, state, and federal safety regulations and licenser standards;
- Ongoing evaluation of program needs by providing timely data collection and analysis, then, developing program goals and outcomes
- Ability to do initial facility intake and planning
- Will coordinate, monitor, evaluate client progress and needs
- Advocate for the client
- Will develop, maintain and strengthen a direct working relationship with mental health professionals in the community agencies
- Provide daily logs, progress notes, client wellness notes within established time frames
- Provide other documentation as required for reporting and position
- Meeting participation with Directors, Managers, Staff, Steering Committee and Board upon request;
- Minimum 3-5 years senior level management experience
- Ability to assist clients in employment skills to enable clients to secure employment
- Financial reporting, assists in budget development for Facility
- Meets all required reporting standards for their facility not defined in case management responsibilities
- Fund-raising and special events as needed
- Public Speaking
- Marketing
- Additional job duties as required by supervisor and position

In addition the Facility Director provides Life Skills for the residents of our “Community” this may entail, but is not limited to:

- Monitoring of apartments and upkeep on a daily basis
- Must be flexible to change and able to perform various duties
- Providing direction concerning safety standards, and ensuring compliance with appropriate city, state, and federal safety regulations and licenser standards;
- Ongoing evaluation of program needs by providing timely data collection and analysis, then, developing program goals and outcomes as requested by Facility Director or Assistant Facility Director
- Will coordinate, monitor, evaluate client progress and needs
- Advocate for the client
- Will develop, maintain and strengthen a direct working relationship with mental health professionals in the community agencies
- Provide daily logs, progress notes, client wellness notes within established time frames
- Provide other documentation as required for reporting and position
- Meeting participation with Directors, Managers, Staff, Steering Committee and Board upon request;
- Ability to assist clients in employment skills to enable clients to secure employment
- Demonstrated record of developing staff and maintaining a team of professionals.
- Provide various life skills training to clients:
 - Assistance in filing out a resume, job skills
 - Cooking assistance and education
 - Banking service
 - Utilization of local transportation
 - Interview skills and appearance
 - Household education
 - How to take medication
 - How to shop
 - Nutrition

Experience in Supportive Housing Services:

Coastal Behavioral Healthcare, Inc. (CBH) is a 501(c)(3) not-for-profit corporation providing mental health, substance abuse, and criminal justice prevention, intervention, and treatment services for the most vulnerable citizens in Sarasota, Manatee, Lee, DeSoto, and Charlotte Counties, Florida. More than 350 CBH employees provide a continuum of care for children, adults, seniors, and their families through forty programs in twenty-one locations with an annual budget of approximately \$16 million. Accredited by the Joint Commission on Accreditation of Healthcare Organizations, CBH makes it its mission to provide affordable behavioral healthcare services that exceed the expectations of its customers for quality, availability, and satisfaction. CBH was founded more than twenty years ago. CBH provides all of the assessment services for the Lee and Sarasota County Mental Health Court. CBH also has a FACT team in Lee County, Florida.

Supportive Services provided for this project as a wraparound:

Coastal Behavioral Healthcare Supportive Services:

CBH will provide a full continuum of care to these individuals to ensure that every behavioral healthcare need is met in an effort to promote accountability amongst all “Community within a Community” residents. Services will be provided by Coastal through Supportive Services and The FACT Team.

CBH will provide the following as part of the Supportive Services:

- Supported Employment--designed to assist adults suffering from chronic and persistent mental illness in procuring and maintaining long-term, community-based employment. This is critical to assisting clients who are homeless or at-risk for homelessness in developing the skills necessary to become independent and to eventually secure housing within the community. Supportive employment assists individuals in establishing a greater self-worth, developing a strong work ethic and ties to the community, and learning positive job and social skills. The CBH Supported Employment program offers each client a mentor, who offers guidance and is typically a working community member and successful graduate of the Supported Employment program. The ultimate goal of CBH Supported Employment is to place adults in employment situations within the community and to monitor these individuals to ensure positive contributions to the employer, satisfaction with work and productivity, and long-term success in the workforce. By assisting chronically homeless adults or adults at-risk for homelessness who also grapple with behavioral disorders, CBH Supported Employment seeks to end the cycle of homelessness for each individual and to equip each participant with the skills to make positive life choices. Each client will be enrolled in Supportive Employment services to assist in the procurement of community-based employment.
- CBH Supported Housing/Living services--assists persons suffering from behavioral disorders in finding and maintaining quality, safe, affordable housing. These services are crucial to the residents because many of these individuals have not had experience managing a household and maintaining the daily tasks of home care. Supported Housing specialists will visit the residents and will provide training in money management, social skills building including field trips and community reintegration outings, and household management. Specialists help each client build upon his/her preexisting foundation based on his/her personal skills and assist each individual in performing the daily tasks of home care, including cooking, cleaning, laundry, and other household duties to ensure that the home remains safe and comfortable and that the participant develops a sense of pride in his/her new home. Each client will receive two-and-a-half hours of Supported Housing/Living visits per month to monitor home care performance and to learn new skills.
- CBH Individual/Group Counseling--provides a therapeutic environment designed to improve the functioning or prevent further deterioration of persons suffering from mental illness and/or substance abuse disorders. Individual counseling offers one-on-one intensive sessions, during which the client is able to speak to his/her therapist privately and the therapist can assist the client in identifying strategies to control the symptoms of his/her disorder. Group Counseling provides a forum through which participants can discuss and process feelings,

share experiences and personal histories with a group of peers, and learn to control the personalized symptoms of behavioral disorders. Group Counseling provides a unique opportunity to the homeless or at-risk for homelessness population because it allows individuals from diverse backgrounds and situations to overcome diversity and form a supportive peer group. Services will be provided to residents based on individual need, including mental health, substance abuse, and dual-diagnosis (mental health and substance abuse) therapy sessions. On average, each client will receive two individual therapy sessions per month and one group counseling session per week, although the needs of each client will be gauged and a customized treatment plan will be developed, which may demand more intensive counseling services.

- CBH Outpatient Medical Services--provides medication prescription, assistance, maintenance, and education to clients in need of psychotropic drug therapy to control the symptoms of mental.
- CBH Case Management services--will be completed with the assistance of the client in an effort to engage the individual in his/her own treatment planning and achievement of personalized goals. Case Management staff will monitor the receipt and delivery of all medical and support services received by the client, including but not limited to those provided by CBH. The ultimate goal of Case Management is to ensure that every client is maintained within the community while receiving the crucial support services he/she needs to become and remain self-sufficient. For the population served at this "Community within a Community" Case Management will provide a tunnel through which clients can be linked with mainstream services, including financial assistance programs, to promote fiscal accountability and independence. CBH will provide case management services as a match to this program.
- Coastal's Florida Assertive Community Treatment (FACT) will provide services to some of the residents to be housed in this project. These services provide community based treatment, rehabilitation, and support services for persons suffering from psychiatric disabilities. The mobile FACT team consists of psychiatrists, psychiatric nurses, License Mental Health Counselors and mental health professionals, vocational specialists, substance abuse specialists, peer counselors, and administrative treatment and crisis interventions services to individual s that suffer from severe and persistent mental illness.

In addition the Facility Director will work closely with all other support service agencies utilized by the residents of this community to ensure continuous support service wraparound. Transportation will be provided for residents in need of medical services/other services as needed, utilizing a van located on property. It is anticipated that a portion of the residents residing at this "community" will utilize the public transportation system or have their own transportation.

The Referral Plan for this project will be coordinated with other agencies, but it is anticipated the largest referral base will be the Mental Health Court. The referral process will be overseen by Coastal adhering to the criteria established.

Referrals will also be accepted from other agencies based on the criteria developed by Coastal and Renaissance.

Case managers at these agencies will identify people that are recovering and are in need of an environment away from that which contributed to the addiction in the first place. Not all individuals have families to rely upon or return to after finishing a residential or transitional substance abuse program.

After the initial assessment activities, that are too broad to cover all possible clients' needs, the services provided to each person are designed around each residents needs. Coastal Behavioral Healthcare will provide mental health services.

Additional components for this assessment includes checking for eligibility for mainstream health and social services programs for which they are eligible: TANF, Medicaid, SCHIP, SSI, Food Stamps, Workforce Investment Act and Veterans Health Care programs. It is anticipated that most potential tenants will already qualify or are receiving benefits.

Renaissance Manor will do Income Verification utilizing the Income Limits for 2004. After the income verification process, a Resident Rent Calculation will be done to calculate adjusted gross income and ascertain the rent and rental subsidies needed. Leases will be signed for the housing, clearing delineating Landlord and Tenant's responsibilities. Units will be allocated on a first come, first served unless there is an issue that requires immediate housing.

Discharge Policy for Residents of this Project and other record keeping:

Renaissance Manor, Inc. will follow all current Discharge Policies as mandated by their internal policies, state and federal guidelines. All appropriate information will be distributed to any residents that are discharged from this program and appropriate records will be maintained in each resident file.

Renaissance Manor will also participate in the HMIS system for the benefit of their residents.

Case Management and life skills will be provided by the full time Facility Director for this complex. In addition clinical, medical and psychological services will be provided to the tenants of the complex through collaborative efforts with local service providers. Consumers with co occurring disorders need a more structured and supervised long-term housing, delineating a different model of independent living. Medication compliance must be supervised, behavioral healthcare services may be more intense and there is a need for daily supervision. Independent housing units in the general community do not provide those special needs for this population. In providing on site case management and life skills training and education in addition to the clinical, rehab, job training and other supportive services the revolving door syndrome will be lessened and the impact of homelessness on the local community is lessened.

Some services will be provided on site with tenant's case managers/workers coming to the complex. The Facility Director will provide case management and life skills training as needed on site to tenants.

When transportation is needed, the complex will have a van on site 24/7 for tenants needs. There is also a public bus route located within a very short walking distance as well as medical facilities. Transportation vouchers will be available to tenants on an as needed basis. As accessibility is convenient service providers that offer transportation components to their clients will be able to easily pick up a client for an appointment.

Financial

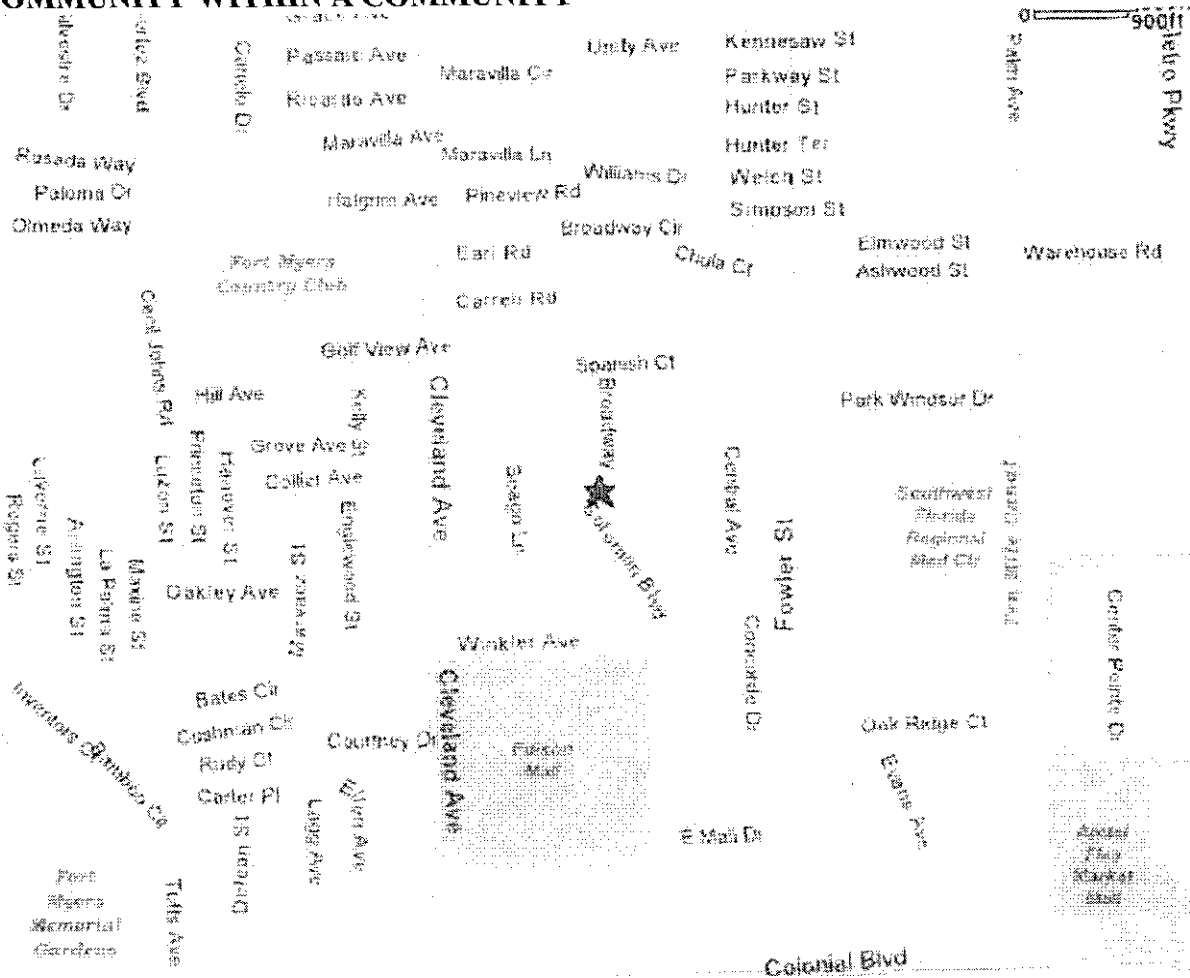
During the initial assessment process potential tenants mental health needs, and other needs are indicated, and a Wellness Plan is developed. This assessment includes checking for eligibility for the following mainstream health and social services programs for which they are eligible:

TANF, Medicaid, SCHIP, SSJ, Food Stamps, Workforce Investment Act and Veterans Health Care programs. The on-site Facility Director will make every effort to coordinate transportation and go with the tenant when requested to ensure that the appropriate paperwork is filed and the tenant makes all appointments to assist in obtaining necessary financial assistance.

MAP LOCATIONS AND LEGEND

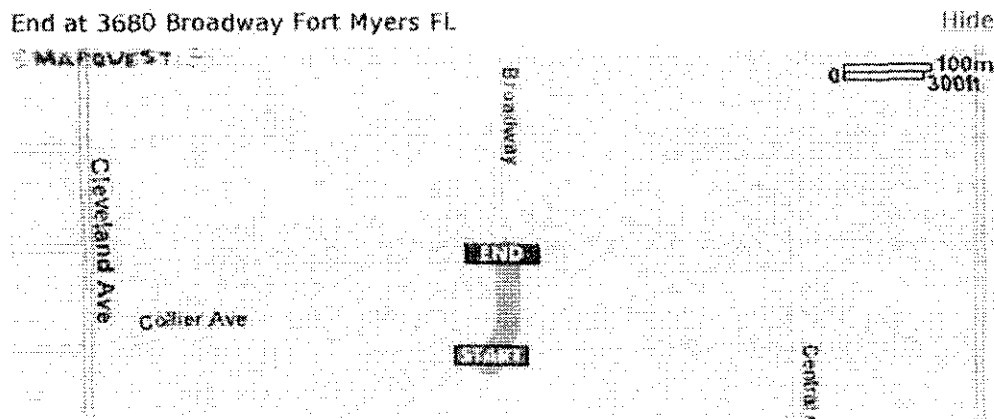
The following maps and legends identify the location of community resources in proximity to the *Community within a Community* Housing site.

**PROJECT LOCATION MAP
COMMUNITY WITHIN A COMMUNITY**



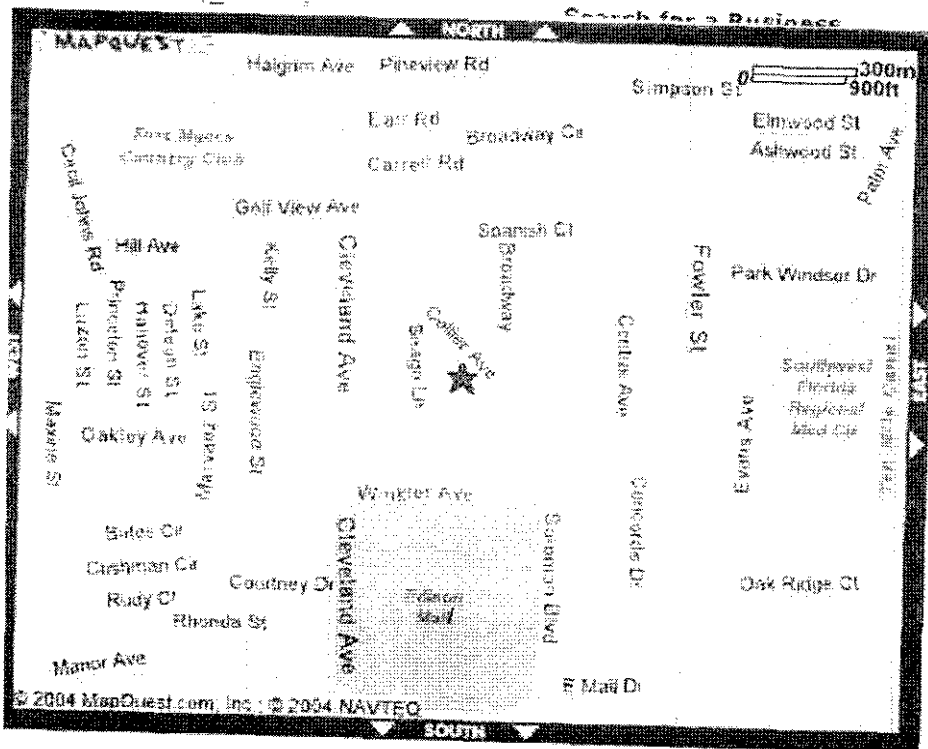
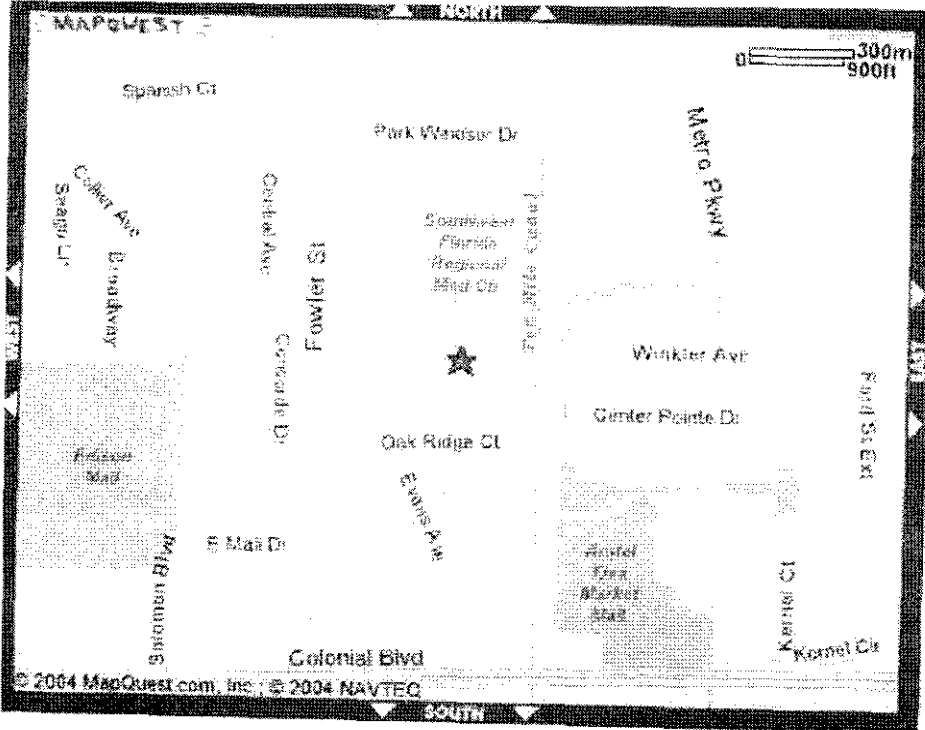
**RADIOLOGY REGIONAL CENTER (MEDICAL LAB)
COMMUNITY WITHIN A COMMUNITY**

End at 3680 Broadway Fort Myers FL



HOSPITAL / PHYSICIANS REFERRAL COMMUNITY WITHIN A COMMUNITY

SOUTHWEST REGIONAL MEDICAL CENTER



PHYSICIANS REFERRAL CENTER

**PHYSICIANS
COMMUNITY WITHIN A COMMUNITY**

- 1) Consultants In Urology
3822 Broadway, Fort Myers, FL - [Get Map](#)
239-936-2332
0.02 Miles away

- 2) Doctors' Impotence Ctr
3822 Broadway, Fort Myers, FL - [Get Map](#)
239-939-4104
0.02 Miles away

- 3) Paletsky, Merrill
3822 Broadway, Fort Myers, FL - [Get Map](#)
239-936-2332
0.02 Miles away

- 4) Consultants In Urology
3822 Broadway # A, Fort Myers, FL - [Get Map](#)
941-939-1124
0.02 Miles away

- 5) Hart, Lowell L MD
3840 Broadway, Fort Myers, FL - [Get Map](#)
239-275-6400
0.04 Miles away

- 6) Jerrels, Charlotte
3840 Broadway, Fort Myers, FL - [Get Map](#)
239-275-6400
0.04 Miles away

- 7) Kim, Brian K MD
3840 Broadway, Fort Myers, FL - [Get Map](#)
239-275-6400
0.04 Miles away

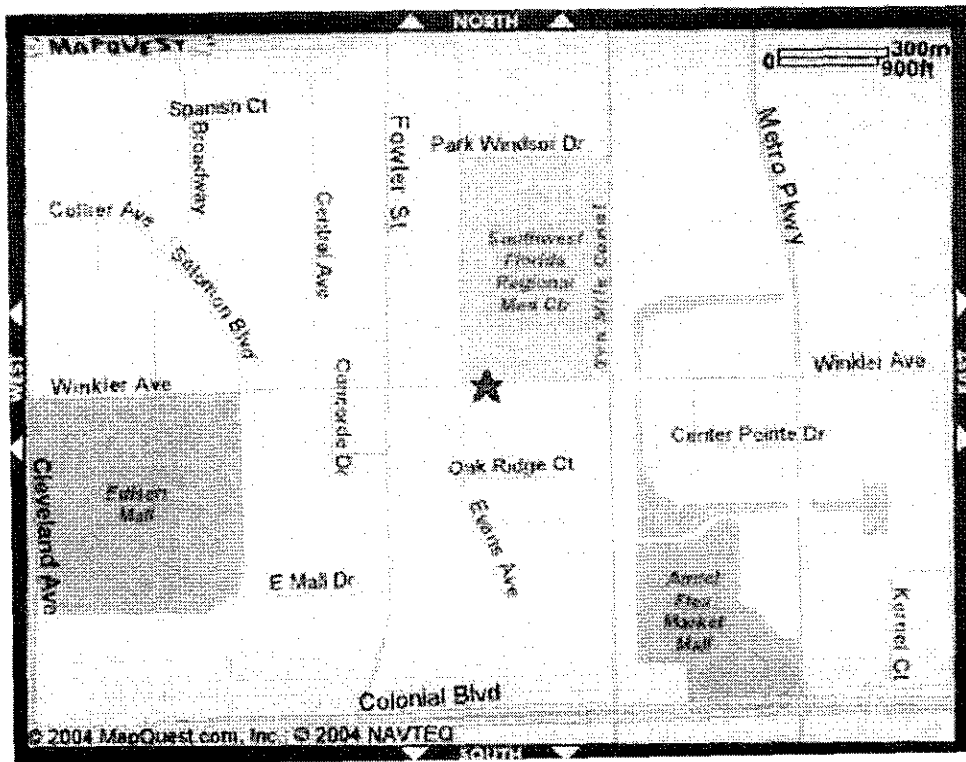
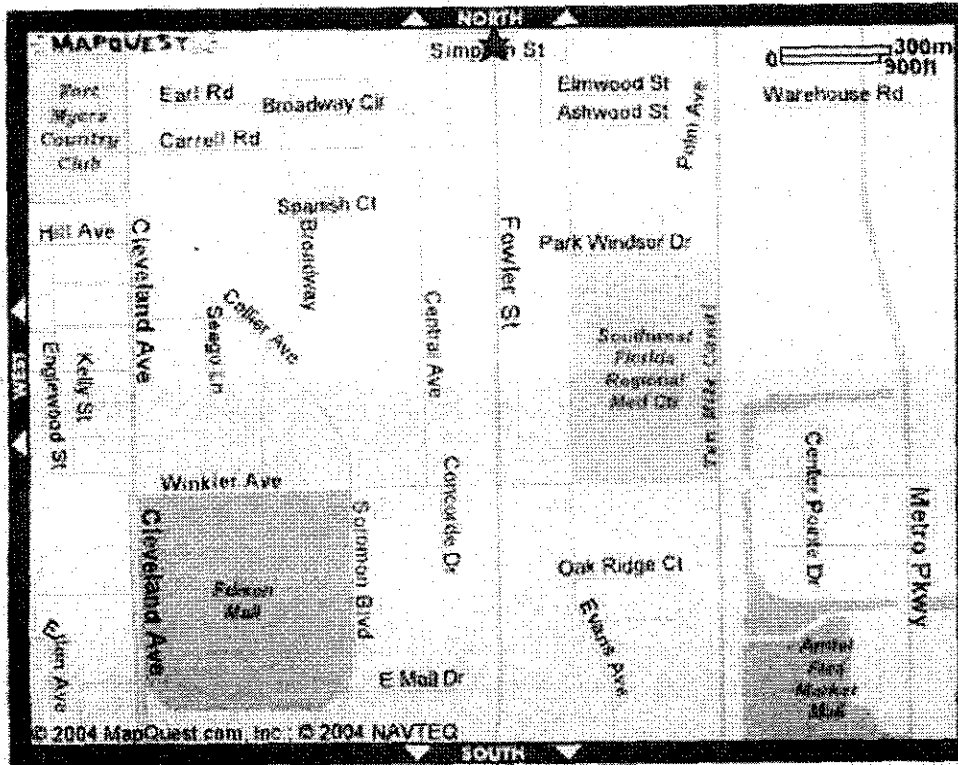
- 8) Mc Cleod, Michael J DO
3840 Broadway, Fort Myers, FL - [Get Map](#)
239-275-6400
0.04 Miles away

- 9) Nicolau, Martin F MD

3840 Broadway, Fort Myers, FL - [Get Map](#)
239-434-2622
0.04 Miles away

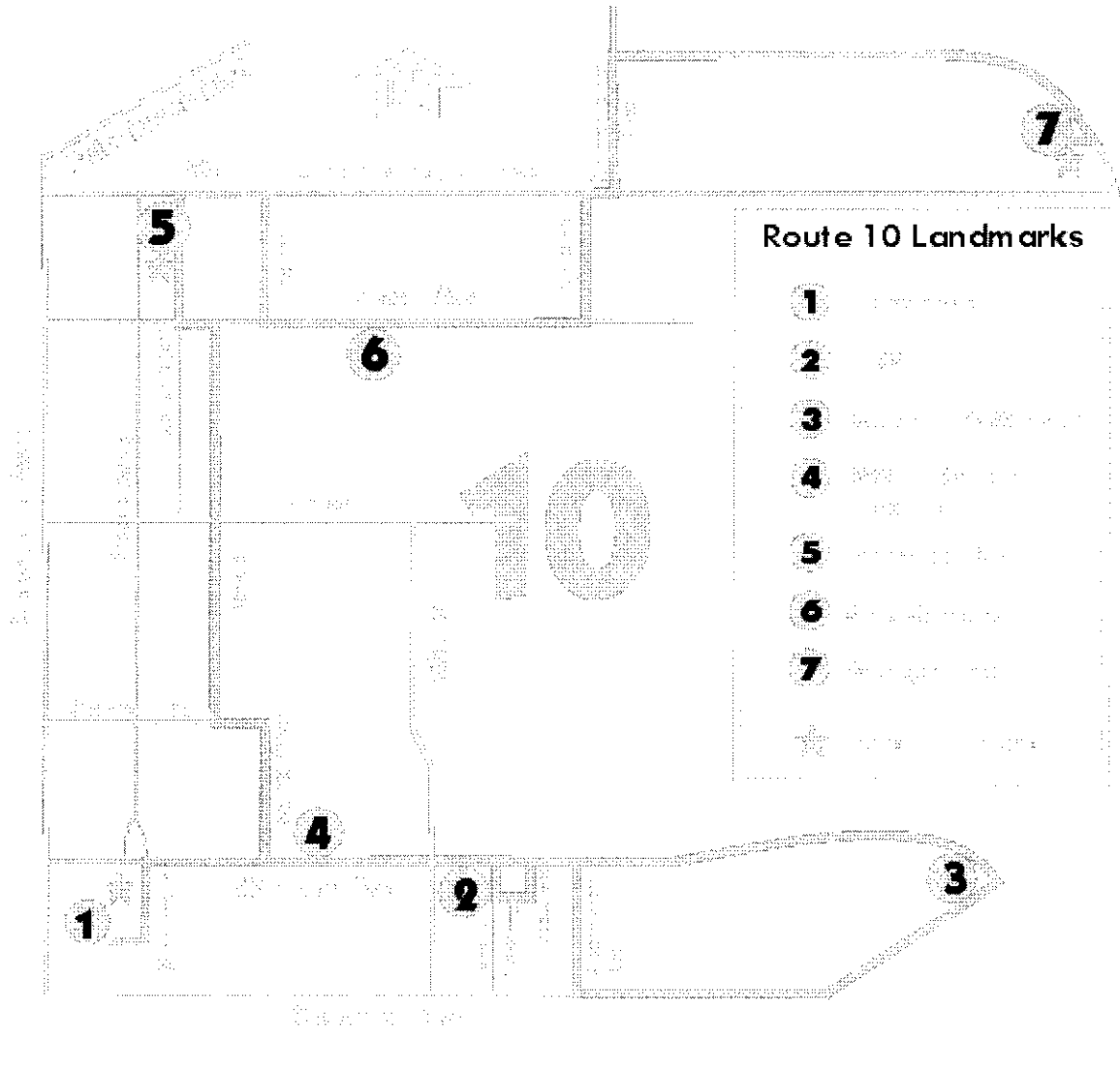
- 10) Raymond, Michael G MD
3840 Broadway, Fort Myers, FL - [Get Map](#)
239-275-6400
0.04 Miles away

GROCERYS AND SUPPLIES COMMUNITY WITHIN A COMMUNITY

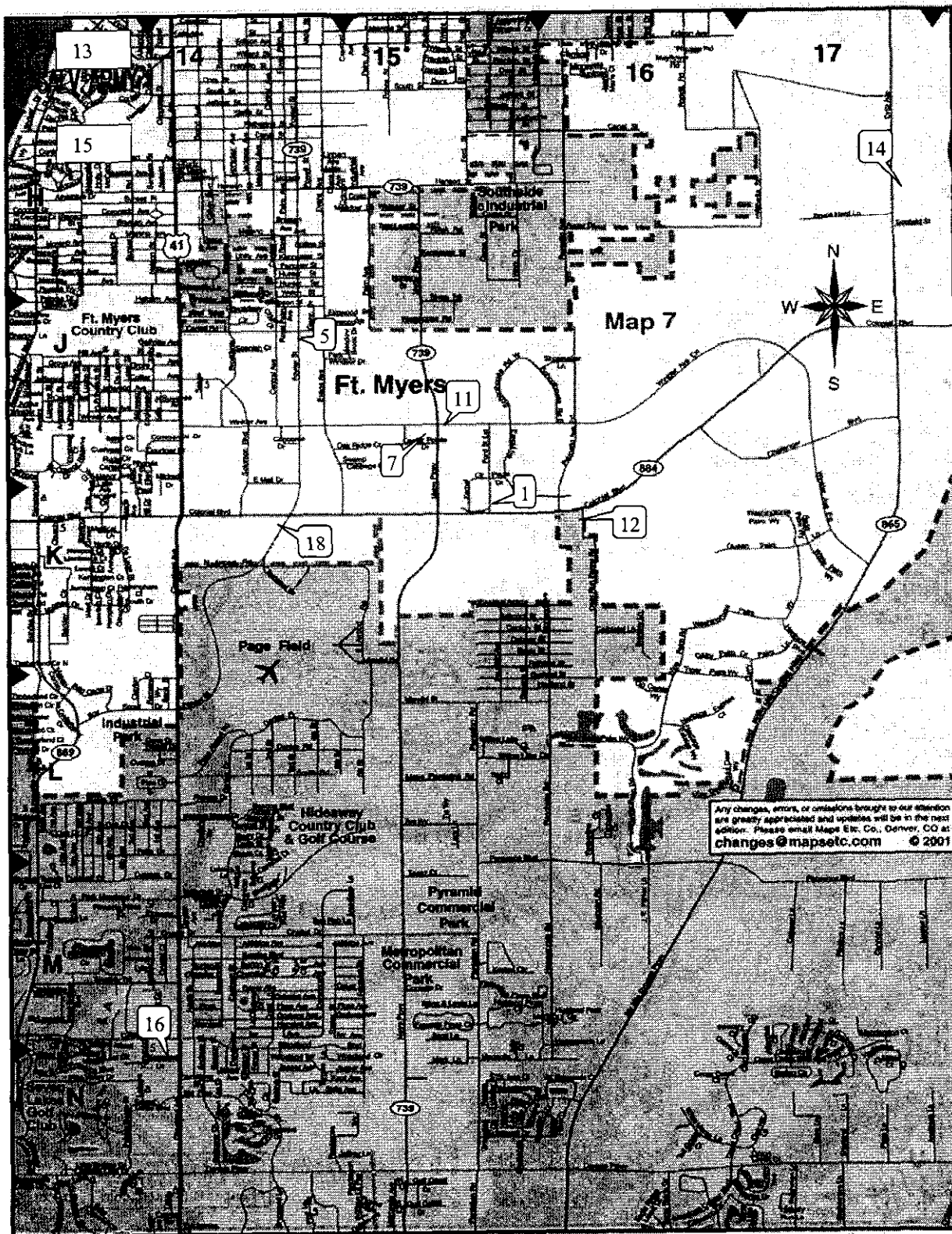


**BUS ROUTE
COMMUNITY WITHIN A COMMUNITY**

**Monday - Saturday
Service Only**
No Sunday Service



**EMPLOYMENT CTR / MENTAL HEALTH, SUBSTANCE ABUSE CTRS
COMMUNITY WITHIN A COMMUNITY**



1. <u>The One Stop Center</u> : Vocational Rehabilitation Services, WAGES (welfare to work), AFDC, TANF (funds for housing), food stamps, Unemployment services and the Work Force Council.
5. <u>Child Care of Southwest Florida</u> : Financial assistance for childcare and referral for licensed childcare centers.
7. <u>Child Support Enforcement</u> : Assistance for collection of child support
10. Lee County <u>School District Social Services</u> : School social worker/Access to education for children who are indigent or homeless / Lunch vouchers
11. <u>Veteran's Administration</u> : Free medical, legal, training and personal needs met for veterans
12. <u>Social Security Office</u> : Social security benefits
13. <u>Camelot Community Care</u> : Children's and families' mental health services
14. <u>Ruth Cooper Center</u> : Adult and children's mental health services, Crisis Stabilization Unit
15. <u>Southwest Florida Addictions Services</u> : Detox and substance abuse treatment center
16. <u>Consumer Credit Counseling</u> : Financial education and money management training
18. <u>Sunstate Beauty School</u> : Hair and beauty training school and free haircuts

SECTION 5

**NUMBER OF NEW HOMELESS UNITS
COMMUNITY WITHIN A COMMUNITY HOUSING PROJECT**

The Community within a Community Homeless Housing Project will provide 22 new units of homeless housing. The number of unit was calculated by multiplying eight two-bedroom dwelling by two units per dwelling. All units are for homeless persons. All units will be reserved for homeless persons for a period of not less than ten years. The agency has constant and continued need for homeless housing as part of its basic mission to serve this population and agrees to this reservation as a requirement of this application. In addition a five-year lien will be recorded in the favor of the state requiring repayment in the case of nonconformance to grant requirements.

**EXHIBIT D
NUMBER OF NEW HOMELESS UNITS**

For New Construction Projects

<u>TOTAL PROJECT UNITS</u>	<u>TYPE OF DWELLING</u>	<u>UNITS RESERVED FOR HOMELESS</u>
<u>12</u>	Efficiency Units	24 X 1 = 24
	1 Bedroom Dwellings	X 1 = _____
		2 Bedroom Dwellings _____
X 2 = _____		
_____	3 Bedroom Dwellings	_____ X 3 = _____
_____	4 Bedroom Dwellings	_____ X 4 = _____
_____	SRO – Rooms	_____ X 1 = _____
_____	Dormitory Style	_____ X 1 = _____
	(_____ Square Footage ÷ 150 sq. ft. = unit)	
		TOTAL 24

Certification by Lead Agency

I hereby attest and certify that the above count of new units for homeless housing is true and accurate.

Lead Agency Name: **Lee County Board of County Commissioners**

Lead Agency Official: **John E. Albion, Chairman**

Lead Agency Official Signature: _____

Date Executed **October 12, 2004**

Floor Plans

SECTION 6

**UNMET NEED PER CATCHMENT AREA POPULATION
COMMUNITY WITHIN A COMMUNITY HOMELESS HOUSING PROJECT
EXHIBIT E**

1. Type of housing project contained in this Homeless Housing Assistance Grant.
 Permanent Housing
 Permanent Housing
2. From Gaps Analysis Table Exhibit 1 Continuum of Care plan filed with the Office on Homelessness as of June 30, 2002,

Homeless Population Category	Unmet Need/Gap
1. Individuals	1324 beds
2. Persons in Families with Children	190 beds
TOTAL UNMET NEEDS	1514 beds

3. the 2000 Population of Catchment Area.
Data from Exhibit 5,

COUNTY NAME	2000 POPULATION
1. <u>LEE</u>	<u>440,888</u>
2. _____	_____
3. _____	_____
TOTAL POPULATION	440,888

4. The Need Ratio
Divide the unmet need for beds by the total population of the catchment area.

Unmet Need for Beds	<u>1514</u> Beds
divided by:	÷
2000 Population,	<u>440,888</u> Population
equals:	3.44 Beds / 1000 Population
	Need Ratio: Beds / 1000 Population

UNMET NEED

Certification by Lead Agency

I hereby attest and certify that the above data is true and accurate; that the above data on the unmet 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 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, AND 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.

Lead Agency Name: **Lee County Board of County Commissioners**

Lead Agency Official: **John E. Albion, Chairman**

Lead Agency Official Signature: _____

Date Executed: **October 12 ,2004**

2004 Housing Gaps Analysis Chart (Form HUD 40076 CoC-H)

	Current Inventory in 2004	Under Development in 2004	Unmet Need/ Gap ¹
--	---------------------------	---------------------------	------------------------------

Individuals

Beds	Emergency Shelter	82	3	627
	Transitional Housing	176		305
	Permanent Supportive Housing	83	14	392
	Total	341	17	1324

Persons in Families With Children

Beds	Emergency Shelter	88	2	27
	Transitional Housing	16	0	94
	Permanent Supportive Housing	26	14	69
	Total	130	16	190

¹(Lee County Continuum of Care's determination of the need for additional beds under each category)

(HUD Form **CoC-I**)

Exhibit 1: Continuum of Care Homeless Population and Subpopulations Chart

2004 Population and Subpopulations Chart (Form HUD 40076 CoC-I)

Part 1: Homeless Population	Sheltered		Unsheltered	Total
	Emergency	Transitional		
1. Homeless Individuals	82 (N)	168(N)	1424(N)(S)	1674(S)
2. Homeless Families with Children	25(N)	7 (N)	97(N)(S)	129(S)
2a. Persons in Homeless Families with Children	88(N)	16(N)	234(N)(S)	338(S)
Total (lines 1 + 2a)	170(N)	184(N)	1658(N)(S)	2012(S)
Part 2: Homeless Subpopulations	Sheltered		Unsheltered	Total
1. Chronically Homeless		75(N)	267 (S)	342(S)
2. Severely Mentally Ill		402(S)		
3. Chronic Substance Abuse		342(S)		
4. Veterans		463(S)		
5. Persons with HIV/AIDS		60(S)		
6. Victims of Domestic Violence		132(S)		
7. Youth (Under 18 years of age)		115(N)		

Legend:

Homeless Population

- (A) administrative records
- (N) enumeration
- (S) statistically reliable samples
- (E) estimates

Homeless Subpopulations.

- (A) administrative records,
- (N) enumeration
- (S) statistically reliable samples
- (E) estimates

Need Documentation Continued

3.a. (1) Homeless Populations Methodology -2004

The Lee Coalition Service Committee met in January of 2004 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. Four committee and three membership meetings were held to prepare materials and assignments for the Census and Providers' surveys and to train volunteer surveyors. 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 *Florida 2004 Census Blitz data intake form* was utilized and a common set of definitions for *homelessness* and all questionnaire terms was used by all surveyors. First name and date of birth were used as unique identifiers. On January 21, 2004 in a 24 hour survey, Continuum member and trained volunteer surveyors went to 82 overall locations, including 34 camps, and interviewed homeless persons and recorded their responses.

The 2004 Lee County Census Blitz conducted 1,184 unduplicated interviews in the Blitz in shelters, transitional housing, in camps, and on the streets. The Shelter Count for 2004 was 208 and the street count was 975. The Barry University local statistical standard for homeless persons within the general population (*.00404xPop.*) was utilized with the official estimate for the county 2003 (497,022) population to account for missed or hidden homeless residents. The Lee County Homeless Population was thus determined at 2,012 persons for calendar 2004.

3.a. (2) Homeless subpopulations Methodology -2004

(a) Several *methods* were used to establish the several subpopulation categories in the *Gaps Analysis*. The *Youth* subpopulation was taken from the actual Census count. The *Veterans* Survey count and the self-reported Survey responses on *Mental Illness, Substance Abuse, Dual Diagnosis* and *Domestic Violence* were felt by Continuum professionals to underrepresent real Lee conditions. In these cases the subpopulation was established by using the lesser of the population estimates by the representative Provider Agencies or the 2003 5-county regional statistics. (b) Point in time inventory *date* for sheltered and unsheltered homeless persons was January 21, 2004(c) Identification of *Chronic Homeless* Residents. The Homeless Survey responses on family status, disability, and length and number of occurrences of homeless were sorted and chronic homeless responders identified. The data is entered in the HMIS and the agencies track their chronic homeless residents. (d) The Annual Enumeration *Lead Agency* is the Lee County Homeless Coalition. The contact person is Roy Quimby, Executive Director. (e) Coverage in the community. All known non-profit and public homeless facilities are surveyed. Street and camp locations are surveyed throughout the county. Homeless camps and congregating areas in urban locations in and around Fort Myers, Cape Coral, and Bonita Springs are better known to outreach workers and police and sheriff's officers and result in greater survey response. Lee has large undeveloped areas and many camps in these areas cannot be located on the day of the survey. The HMIS will improve identification of some of these individual as they appear for services and are recorded in the database by providers.

SECTION 7
PERFORMANCE MEASURES
COMMUNITY WITHIN A COMMUNITY HOMELESS HOUSING PROJECT

Grant-Period Outcomes

The Grant-Term Housing Outcome for this project is *The Community within a Community has new permanent housing structures erected*. The Grant-Term Performance Measure is the contractor billing for structures in place. Schedules are shown in the following section *Readiness to Undertake the Project*.

Sustainability

Residents will be assisted to both to increase their INCOMES and to maximize their ability to LIVE INDEPENDENTLY by reaching the following goals:

- Residential Stability—80 percent of participants will remain in this supportive housing for a twelve month period or move into another permanent housing option within the first twelve months of residence.
- Increased skills or income—60 percent will obtain entitlement income such as social security or the optional state social security supplemental income within six months of residency.
- Greater self-determination—70 percent of the residents will select a goal as part of their wellness plan and make progress toward achieving that goal.

Conformance to Continuum of Care Goals

The Community within a Community Housing Project outcomes conform to the 2004 *Lee County Homeless Continuum of Care* goals “(Chronic/other) homeless persons achieve self-sufficiency and permanent housing” and related *Action Steps*.

SECTION 8.
READINESS TO UNDERTAKE PROJECT
COMMUNITY WITHIN A COMMUNITY HOMELESS HOUSING PROJECT

Readiness

Community within a Community Homeless Housing Project activities submitted for the 2005 Housing Assistance Grant have been selected to allow for completion of all covered activity by the June 30, 2004 deadline. In addition to the Homeless Housing Grant criteria, the Lee Continuum reviewed the readiness of this project against the similar Challenge Grant criteria. *Identification of Homeless Clients* process is easily accomplished for the project as clients are drawn from the providers' existing client base. The *Selection of Providers* process is eased as all providers are currently working with the sponsor. Initial discussions to speed the *Contracting with Lead Agency* process has already begun. The Community within a Community contracts regularly with the lead agency. The lead agency has experience in speeding the *Contracting with DCF* process. The initial scope of work will be conveyed to the local contract manager in draft form prior to award. *Obtaining Permits/Zoning* is in process at this point. *Supplier, construction contracts* are in discussion and most contractors identified and scheduled. As noted, the Community within a Community has experience with the lead agency draw process and the *Drawdown Schedule* will be further detailed in advance to facilitate timely cash payments. The project will *Gather, Report Outcomes*. By maintaining continual record keeping for client contacts. Outcome reporting for all activities is projected within sixty days following the grant deadline.

Site Control

Renaissance Manor has completed a Contract for Purchase of the Community within a Community site. See the Contract Documents attached

Zoning

The current zoning will allow for the permanent homeless housing project proposed for the site. See the Letter of the City of Fort Myers Zoning Officer attached.

Permits

The Community within a Community will submit permit documents to the City of Fort Myers upon notification of award (November 2004).

Contract

08/12/2004 09:20 FAX 12094100702

BUYERS COPY

10000

THIS FORM HAS BEEN APPROVED BY THE FLORIDA ASSOCIATION OF REALTORS® AND THE FLORIDA BAR

Contract For Sale And Purchase

FLORIDA ASSOCIATION OF REALTORS® AND THE FLORIDA BAR

1* PARTIES: MARVI INC ("Seller"),
2* and Renaissance Manor ("Buyer"),
3 hereby agree that Seller shall sell and Buyer shall buy the following described Real Property and Personal Property (collectively "Property")
4 pursuant to the terms and conditions of this Contract for Sale and Purchase and any riders and addenda ("Contract"):

5 I. DESCRIPTION:
6* (a) Legal description of the Real Property located in LEE County, Florida:
7* 36-49-24 21-00012 0100
8*
9* (b) Street address, city, zip, of the Property: BROADWAY & SOLOMON FRANKS FLA.
10 (c) Personal Property includes existing range, refrigerator, dishwasher, ceiling fans, light fixtures, and window treatments unless
11 specifically excluded below.
12* Other items included are: VACANT LAND
13*
14* Items of Personal Property (and leased items, if any) excluded are:
15*

16* II. PURCHASE PRICE (U.S. currency):
17 PAYMENT:
18* (a) Deposit held in escrow by Robert Johnson P.A. (Escrow Agent) in the amount of \$190,000
19* (b) Additional escrow deposit to be made to Escrow Agent within 45 days after Effective Date \$125,000
20* (see Paragraph II) in the amount of \$4,000 5,000
21 (c) Assumption of existing mortgage in good standing (see Paragraph IV(c)) having an approximate
22* principal balance of \$4,000 5,000
23* (d) New mortgage financing with a Lender (see Paragraph IV(b)) in the amount of \$190,000
24* (e) Purchase money mortgage and note to Seller (See Paragraph IV(d)) in the amount of \$125,000
25* (f) Other: HUD & PCP \$790,000
26 (g) Balance to close by cash or LOCALLY DRAWN cashier's or official bank check(s), subject
27* to adjustments or prorations \$

28 III. TIME FOR ACCEPTANCE OF OFFER AND COUNTEROFFERS; EFFECTIVE DATE:
29 (a) If this offer is not executed by and delivered to all parties OR FACT OF EXECUTION communicated in writing between the parties on or
30* before June 5, 2004 6:14 PM, the deposit(s) will, at Buyer's option, be returned and his offer withdrawn. UNLESS OTH-
31* ERWISE STATED, THE TIME FOR ACCEPTANCE OF ANY COUNTEROFFERS SHALL BE 2 DAY'S FROM THE DATE THE COUN-
32* TEROFFER IS DELIVERED.
33 (b) The date of Contract ("Effective Date") will be the date when the last one of the Buyer and Seller has signed or initialed this offer or the
34* final counteroffer. If such date is not otherwise set forth in this Contract, then the "Effective Date" shall be the date determined above for
35* acceptance of this offer or, if applicable, the final counteroffer.

36 IV. FINANCING:
37* [] (a) This is a cash transaction with no contingencies for financing;
38* [x] (b) This Contract is contingent on Buyer obtaining approval of a loan ("Loan Approval") within 45 days after Effective Date for (CHECK
39* ONLY ONE): [] a fixed; [] an adjustable; or [] a fixed or adjustable rate loan, in the principal amount of \$125,000 at an initial inter-
40* est rate not to exceed 5% discount and origination fees not to exceed 4% of principal amount, and for a term of 30 YR
41* years. Buyer will make application within 2 days (if blank, then 5 days) after Effective Date and use reasonable diligence to obtain Loan
42* Approval and, thereafter, to satisfy terms and conditions of the Loan Approval and close the loan. Buyer shall pay all loan expenses. If Buyer
43* fails to obtain a Loan Approval or fails to waive Buyer's rights under this subparagraph within the time for obtaining Loan Approval or, after
44* diligent, good faith effort, fails to meet the terms and conditions of the Loan Approval by Closing, then either party thereafter, by written notice
45* to the other, may cancel this Contract and Buyer shall be refunded the deposit(s);
46* [] (c) Assumption of existing mortgage (see rider for terms); or
47* [] (d) Seller financing (see Standard B and riders; addenda; or special clauses for terms).

48* V. TITLE EVIDENCE: At least 5 days (if blank, then 5 days) before Closing:
49* [] (a) Title insurance commitment with legible copies of instruments listed as exceptions attached thereto ("Title Commitment") and, after
50* Closing, an owner's policy of title insurance (see Standard A for terms); or [] (b) Abstract of title or other evidence of title (see rider for terms),
51* shall be obtained by (CHECK ONLY ONE): [x] (1) Seller, at Seller's expense and delivered to Buyer or Buyer's attorney; or
52* [] (2) Buyer at Buyer's expense.

53* VI. CLOSING DATE: This transaction shall be closed and the closing documents delivered on August 5, 2004 ("Closing"), unless
54* modified by other provisions of this Contract. If Buyer is unable to obtain Hazard, Wind, Flood, or Homeowners' insurance at a reasonable rate
55* due to extreme weather conditions, Buyer may delay Closing for up to 5 days after such coverage becomes available.

56 VII. RESTRICTIONS; EASEMENTS; LIMITATIONS: Seller shall convey marketable title subject to: comprehensive land use plans, zoning,
57* restrictions, prohibitions and other requirements imposed by governmental authority; restrictions and matters appearing on the plat or otherwise
58* common to the subdivision; outstanding oil, gas and mineral rights of record without right of entry; unperfected public utility easements of record
59* located contiguous to real property lines and not more than 10 feet in width as to the rear or front lines and 7 1/2 feet in width as to the side

Contract

60 (ing); taxes for year of Closing and subsequent years; and assumed mortgages and purchase money mortgages, if any (if additional items, see
 61 addendum); provided, that there exists at Closing no violation of the foregoing and none prevent use of the Property for
 62* _____ purpose(s).

63 VIII. OCCUPANCY: Seller shall deliver occupancy of Property to Buyer at time of Closing unless otherwise stated herein. If Property is intended
 64 to be rented or occupied beyond Closing, the fact and terms thereof and the tenant(s) or occupants shall be disclosed pursuant to Standard F.
 65 If occupancy is to be delivered before Closing, Buyer assumes all risks of loss to Property from date of occupancy, shall be responsible and liable
 66 for maintenance from that date, and shall be deemed to have accepted Property in its existing condition as of time of taking occupancy.

67 IX. TYPEWRITTEN OR HANDWRITTEN PROVISIONS: Typewritten or handwritten provisions, riders and addenda shall control all printed provisions
 68 of this Contract in conflict with them.

69 X. ASSIGNABILITY: (CHECK ONLY ONE): Buyer may assign and thereby be released from any further liability under this Contract; may
 70 assign but not be released from liability under this Contract; or may not assign this Contract.

71 XI. DISCLOSURES:
 72* (a) CHECK HERE if the Property is subject to a special assessment lien imposed by a public entity payable in installments which
 73* continue beyond Closing and, if so, specify who shall pay amounts due after Closing: Seller Buyer Other (see addendum).
 74 (b) Radon is a naturally occurring radioactive gas that when accumulated in a building in sufficient quantities may present health risks to persons
 75 who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida.
 76 Additional information regarding radon or radon testing may be obtained from your County Public Health unit.
 77 (c) Buyer acknowledges receipt of the Florida Building Energy-Efficiency Rating System Brochure.
 78 (d) If the real property includes pre-1978 residential housing then a lead-based paint rider is mandatory.
 79 (e) If Seller is a "foreign person" as defined by the Foreign Investment in Real Property Tax Act, the parties shall comply with that Act.
 80 (f) If Buyer will be obligated to be a member of a homeowners' association, BUYER SHOULD NOT EXECUTE THIS CONTRACT UNTIL
 81 BUYER HAS RECEIVED AND READ THE HOMEOWNERS' ASSOCIATION DISCLOSURE.

82 XII. MAXIMUM REPAIR COSTS: Seller shall not be responsible for payments in excess of:
 83* (a) \$ _____ for treatment and repair under Standard D (if blank, then 2% of the Purchase Price).
 84* (b) \$ _____ for repair and replacement under Standard N not caused by Wood Destroying Organisms (if blank, then 3% of
 85 the Purchase Price).

86 XIII. RIDERS; ADDENDA; SPECIAL CLAUSES:
 87 CHECK those riders which are applicable AND are attached to this Contract:
 88* CONDOMINIUM VA/FHA HOMEOWNERS' ASSN. LEAD-BASED PAINT
 89* COASTAL CONSTRUCTION CONTROL LINE INSULATION "AS IS" Other Comprehensive Rider Provisions
 90* Addenda
 91* Special Clause(s): _____

96 XIV. STANDARDS FOR REAL ESTATE TRANSACTIONS ("Standards"): Buyer and Seller acknowledge receipt of a copy of Standards A
 97 through W on the reverse side or attached, which are incorporated as part of this Contract.

98 THIS IS INTENDED TO BE A LEGALLY BINDING CONTRACT, IF NOT FULLY UNDERSTOOD, SEEK THE ADVICE OF
 99 AN ATTORNEY PRIOR TO SIGNING.

100 THIS FORM HAS BEEN APPROVED BY THE FLORIDA ASSOCIATION OF REALTORS® AND THE FLORIDA BAR.
 101 Approval does not constitute an opinion that any of the terms and conditions in this Contract should be accepted by the parties in a
 102 particular transaction. Terms and conditions should be negotiated based upon the respective interests, objectives and bargaining
 103 positions of all interested persons.

104 AN ASTERISK (*) FOLLOWING A LINE NUMBER IN THE MARGIN INDICATES THE LINE CONTAINS A FIELD TO BE COMPLETED.

105* [Signature] 06/12/04 [Signature] 6/12/04
 106 BUYER) J. SCOTT ELLER (DATE) (SELLER) (DATE)

107* _____
 108 (BUYER) (DATE) (SELLER) (DATE)

109* Buyers' address for purposes of notice _____ Sellers' address for purposes of notice _____

110* _____ Phone _____ Phone _____

112* Deposit under Paragraph II (a) received (Checks are subject to clearance): _____ (Escrow Agent)

113 BROKERS: The brokers named below, including listing and cooperating brokers, are the only brokers entitled to compensation in connection
 114 with this Contract.

115* Name: SUN STATE REALTY - BOB SCOTT _____
 115 Cooperating Brokers, if any 3% Listing Broker

FAR/BAR-88 10/01 RIDERS CAN BE OBTAINED FROM THE FLORIDA BAR OR THE FLORIDA ASSOCIATION OF REALTORS® Page 2 of 4
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Zoning Letter

TIMELINE

Jan 1, 2005	Grant Awarded
Done	Finalization on proposed property
January 14, 2005	Contracts signed by Lead Agency and Renaissance Manor
January 14, 2005	Budgets and draw schedule to Lead Agency.
January 15, 2005	Permitting underway
February 1, 2005	Land cleared already
February 15, 2005	Initial construction started slab prep, land prep
March 5, 2005	Initial prep completed
March 5, 2005	Construction on first floor started
April 1	Second floor started
May 1, 2005	
Through June 15, 2005	Construction continues, including central center construction
June 15-June 30	Finalization, landscaping completed and CO received,
July 1, 2005	First tenants move in.
September 2005	Outcome reporting

SECTION 9

**COMMUNITY WITHIN A COMMUNITY HOMELESS HOUSING PROJECT
HOMELESS HOUSING ASSISTANCE GRANT EXHIBIT G
OPERATING PRO FORMA
RENTAL PROJECT**

INCOME

Rent Schedule		TOTAL INCOME
Efficiency	24 units @ \$495/month x 12 months	\$ 142,560
1 Bedroom	_____ units @ \$ _____/month x 12 months	\$ _____
2 Bedroom	_____ units @ \$ _____/month x 12 months	\$ _____
3 Bedroom	_____ units @ \$ _____/month x 12 months	\$ _____
4 Bedroom	_____ units @ \$ _____/month x 12 months	\$ _____
Other: Describe		
_____	_____ units @ \$ _____/month x 12 months	\$ _____

GROSS RENTAL INCOME

\$142,560

Less Vacancy Rate (5% min) 5%

- \$ 7,128

Plus Other Income

+ \$ 60,000

(Grants and donors, other

Renaissance Manor funds \$60,000)

EFFECTIVE GROSS INCOME

\$ 195,432

OPERATING EXPENSES

Management Fees	\$ 4,800
Salaries	\$37,500
Repairs and Maintenance	\$25,000
Contract Services	\$20,000
Utilities	\$ 28,800
Administration	\$12,000
Insurance	\$20,000
Real Estate Taxes	\$10,000
Miscellaneous	\$ 3,162

Replacement Reserves (5%)

\$8,063

TOTAL OPERATING EXPENSES

\$169,325

NET OPERATING INCOME

Effective Gross Income

\$195,432

-- Operating Expenses

-- \$169,325

NET OPERATING INCOME

\$26,107



LEE COUNTY
SOUTHWEST FLORIDA

BOARD OF COUNTY COMMISSIONERS

Writer's Direct Dial Number: (239) 652-7930

Bob Janes
District One

October 12, 2004

Douglas R. St. Cerny
District Two

Mr. Tom Pierce

Ray Judah
District Three

Executive Director

Andrew W. Coy
District Four

State Office on Homelessness

John E. Albion
District Five

Department of Children and Families

1317 Winewood Boulevard,

Donald D. Stilwell
County Manager

PDHO, Building 2, Room 103-C

Tallahassee, FL 32399-0700

James G. Yaeger
County Attorney

**SUBJECT: ABUSE COUNSELING AND TREATMENT, INC
HOMELESS HOUSING ASSISTANCE GRANT PROJECT
LEE COUNTY, for Florida FY 2005**

Diana M. Parker
County Hearing Examiner

Dear Mr. Pierce:

Please find enclosed the Lee County application for the Housing Assistance Grant of the Florida State Office on Homelessness for the **Community Transitional Housing Project** of Abuse Counseling and Treatment, Inc with Budget and required Certifications. Funding requested for this Project is \$500,000 (\$25,000 per unit) to add 20 critically needed permanent housing beds for homeless persons in the county. The shortage of beds for known and documented homeless residents is at least 1514 beds (3.44 beds per 1000 county population) and hidden and undocumented homeless increase this need substantially. Lee County prioritizes the elimination of homelessness and we look forward to leveraging county investments with the funding support of your office.

If you have questions, please contact Richard Faris, Senior Planner of the Department of Human Services at (239) 652-7930, fax (239) 652-7960

Sincerely,

John E. Albion, Chairman
Lee County Board of County Commissioners

Encl: Budget and Certifications

C: Karen B. Hawes, Director, Department of Human Services

S:\NB\Np\Florida Homeless Grants\FLGR05\HHAG.GR.05\HHAG05.ACT.FOLDER\1.FLHHAG05.ACT.Jetterblsht.doc



ORIGINAL

LEE COUNTY

SOUTHWEST FLORIDA

HOMELESS

HOUSING ASSISTANCE GRANT

**COMMUNITY TRANSITIONAL HOUSING
PROJECT**

ABUSE COUNSELING AND TREATMENT, INC.

**State Office on Homelessness
Florida FY 2005 Application**

Prepared in Conjunction with:

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

Submitted by:

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

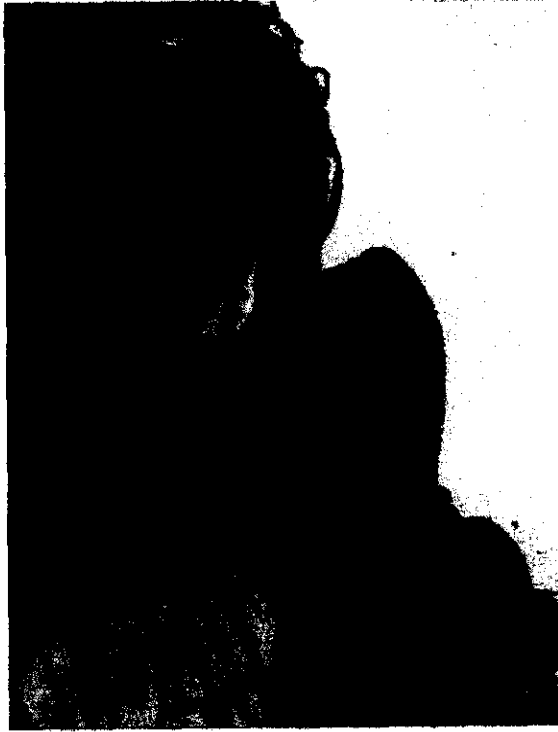
Submitted: October 12, 2004

92604

Lee County



Coalition for the Homeless
Florida, Inc.



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

Table of Contents

1. Board of County Commissioners Letter
2. Budget, Source and Use (Exhibit 3 and Certification)
3. Certification of Consistency with the Continuum of Care

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	Number of Units Reserved for the Homeless	17
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	Outcomes Expected and Performance Measures	20
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	Readiness	21
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SECTION 3
EXHIBIT C
HOMELESS HOUSING ASSISTANCE GRANT
BUDGET, AND SOURCE AND USE

A. Budget

Please provide a complete budget for the project to be assisted by the Homeless Housing Assistance Grant (HHAG).

Activity	HHAG Request	All Other Sources	Total Cost
Acquisition	Not Eligible	\$donation	\$donation
<i>Rehabilitation</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
New Construction	\$470,000	\$0	\$470,000
Permits, Fees	\$20,000	\$10,000	\$30,000
Project Design	Not Eligible	\$30,000	\$30,000
Off-Site Improvements	Not Eligible	\$	\$
Grant Administration	\$10,000	\$10,000	\$20,000
	(5% maximum)		
TOTALS	\$500,000	\$50,000	\$550,000

B. **Project Financing Source and Use**

Provide a complete accounting of all financing and revenue committed to complete the project, using the table below.

<u>Source of Cash/Financing</u>	<u>Amount of Funding</u>	<u>Firm Commitment</u>	
		<u>Uses of the Cash</u>	<u>Yes/No</u>
1. Homeless Housing Asst. Grant	\$500,000	New construction	No
2. Renaissance Manor	\$donation	Acquisition	Yes
3. Renaissance Manor	\$ 10,000	Permit, Fees	Yes
4. Renaissance Manor	\$ 30,000	Project Design	Yes
5. Renaissance Manor	\$ 10,000	Administration	Yes
TOTALS	<u>\$550,000</u>		

Be specific as to the source. For example, name the specific lender, such as First State Bank, instead of just listing "bank."

C. **Leveraging Criteria**

One of the preference criteria to be used in the ranking of the applications shall be leveraging of other sources of funds. The priority shall go to the application that requires the lowest dollar amount of Homeless Housing Assistance Grant funding per new unit of homeless housing to be created by the project.

1. Amount of Homeless Housing Assistance Grant Requested	\$ 500,000
2. Number of New Homeless Housing Units	20

Divide the total amount of the Homeless Housing Assistance Grant requested by the total number of new units of homeless housing to be created, to determine the amount of grant assistance requested per unit of housing to be created. The figure shall be expressed in dollars and cents.

Divide HHAG Grant Request \$500,000 by number of new units to equal \$25,000 / per unit of new housing created.

Leverage: Grant Amount Per Unit \$ 50,000/20 = \$2,500 per unit

D. Certification by Lead Agency

I hereby attest and certify that the above financial information is true and accurate, and that the requested grant assistance per unit of new homeless housing to be created is true and accurate.

Lead Agency Name: John E. Albion

Lead Agency Official: Chairman, Lee County Board of County Commissioners

Lead Agency Official Signature: _____

Date Executed: October 12, 2004

See Attached documentation of the commitment of all other sources of project funding leveraged by the Homeless Housing Assistance Grant.

ACT has received 2 properties by donation from Lee County Board of County Commissioners. Deed is attached.

Leverage

**Abuse Counseling and Treatment
Assignment of matching funds from "Donations" account**

Signed:

Title

Date:



LEE COUNTY
SOUTHWEST FLORIDA

BOARD OF COUNTY COMMISSIONERS

Writer's Direct Dial Number: (239) 652-7930

Bob Janes
District One

October 12, 2004

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

SUBJECT: CERTIFICATION OF CONSISTENCY
Lee County Abuse Counseling and Treatment Inc.,
Homeless Housing Assistance Grant Florida FY 2005 Application

Donald D. Stillwell
County Manager

James G. Yaeger
County Attorney

Diana M. Parker
County Hearing Examiner

Dear Mr. Pierce:

The Board of County Commissioners of Lee County hereby Certifies that the Abuse Counseling and Treatment Inc. Homeless Housing Assistance Grant as submitted herewith is consistent with the Lee County Homeless Continuum Of Care Strategic Plan, HUD FY 2004 (2004 CoC) and that each use proposed is contained within the Strategic Plan. (Please note that a copy of the approved 2004 Continuum of Care amendment for the associated Florida FY 2005 *Homeless Housing Assistance Grant* is appended here.)

Please find attached Citations identifying the location of proposed uses within the Strategic Plan. If you have questions, please contact Richard Faris, Senior Planner of the Department of Human Services, at (239) 652-7930, fax (239) 652-7960.

Sincerely,

John E. Albion, Chairman
Lee County Board of County Commissioners

Encl: Citations, Copy, and HHAG Amendment

C: Karen B. Hawes, Director, Department of Human Services

S:\NB\Np\FloridaHomeless
Grants\FLGR05\HHAG.GR.05\HHAG05.ACT.FOLDER3.HHAG05.ACT.Cert.Consist.92304.doc

Consistency with Continuum of Care Plan

**Revised September 12, 2004 For State Office of Homelessness
Amended 2004 Housing Chart**

Excerpt:

Page 14b, Lee County 2004 Homeless Continuum of Care as Amended 9.12.04

<i>Fundamental Components in CoC System – Housing Inventory Chart</i>										
PERMANENT SUPPORTIVE HOUSING										
Provider Name	Facility Name	HMIS	Geo Code □	Target Population 2004 Year-Round Units/Beds					2004 All Beds	
				A	B	Family Units	Family Beds	Individual Beds	Total Beds	
<i>Current Inventory</i>										
Lee County Housing Author.	Barrett	P2/05	120402	FC		7	20	0	20	
Buddy Fredericks RCC SPC	Buddy Fredericks RCC SPC	C	129071	SM F		22		63	63	
Renaissance Manor	Sans Souci	C	129071	M		3	6	3	9	
01 HOME Supp. Hsg	County wide	C	129071	FC				6	6	
SWFAS O2	Grant St	C	1220966	SM F				7	7	
SUBTOTAL						25	26	83	109	
<i>Under Development</i>										
03 HOME Supp Hsg/Hmls	County wide	C	129071	FC		1	2	6	8	
Renaissance Manor	Sans Souci	C	129071	M		5	12	0	12	
Renaissance Manor	Community within a Community	C	120966	M				24	24	
ACT	Community Transitional Housing	C	120966	F				20	20	
SUBTOTAL						6	14	50	70	

SECTION 4
NARRATIVE

COMMUNITY TRANSITIONAL HOUSING PROJECT

Population to be Served

The populations that will be served in this community are 20 homeless or chronic homeless females, who are victims of domestic violence.

Construction and Acquisition Description-Phase 1

ACT, Inc proposes to build 3 duplex transitional housing units in Fort Myers, Florida. Two duplexes will house 8 persons each in dormitory/shared facilities arrangement. An additional duplex unit will house 4 persons in similar arrangement. Each duplex will be completely furnished. A kitchen with stove, refrigerator, microwave and dishwasher will be serve residents of each duplex. Handicap ramps and ADA accomodations will be available.

The Grant-Term Housing Outcome is the delivery of the structures. The long-term outcome will provide transitional housing for up to two years to support the progression of homeless persons to permanent housing. This process is accomplished through a continuum of supportive aftercare services accessed within the local community. Services include the core elements of case management: (1) assessment; (2) service/case plan development; (3) linking and coordination of services; (4) reassessment and follow-up; and (5) monitoring of services. Financial assistance may also be provided in the form of furniture, clothing, and food. Residents may reside in transitional housing for up to two years. Case management is designed to ensure achievement of permanent housing and maintenace of stable employment for the individual and family within a two-year service model

DEVELOPMENT TEAM

Project Director:

Jennifer Benton is the General Manager for the ACT Inc. with nineteen years experience. Her role is to oversee and ensure timeliness and accurate adherence to project timelines and standards and budget and contractual compliance. She has worked to acquire 2 lots and worked with County planning and zoning boards to successfully implement the master plan. Ms. Benton currently manages an operating budget of more than \$5,000,000 for the Fort Myers ACT Inc. Her prior experience in emergency and transitional housing for the homeless is extensive. Projects include the renovation of the current ACT Inc. campus.

Project Manager:

XXXXXXXXXX is responsible for implementing the project plan and development. He will oversee predevelopment plans, coordinate the activities and personnel including contractors, architect, and project engineer and ensure adherence to the Fort Myers building and zoning codes. Mr. McCormick has fifteen years experience as a facilities administrator. Projects include renovations at the South West Florida juvenile detention center in Fort Myers and the Crossroads Center, Outreach Services Center, Primary Care Medical Clinic, and the Department of Corrections and the Family Unit facilities on the ACT Inc. Fort Myers campus. He also is responsible for the ongoing renovations and maintenance of the current transitional living facilities, Garrett House and Harbor House.

Project General Contractor:

Howard Wheeler is the president of Chris Tel Construction Company. He is responsible for overall construction of the project. He has more than 20 years experience in all phases of building including, bidding, supervision and administration. Past projects include The Crossroads Center, The Salvation Army Red Shield Lodge, and the Outreach Services Center renovations. New construction projects include; the Edison Community College, Fort Myers; the Bay Shore Fire Building in Fort Myers; the Families First Center in Charlotte County; and numerous residences in the Lee County area.

Architect:

Phil Krieg is the project Architect. He is responsible for coordinating architectural design, structural engineering, mechanical and electrical engineering, and design and construction documents, permits and construction administration. Mr. Krieg has extensive project experience with large nursing home facilities and assisted living facilities. These include; Moose Haven Life Center, Orange Park, Florida; The Moorings Park, Naples, Florida; and Shell Point Village Nursing Pavilion in Fort Myers, Florida.

Project Engineer:

Tom Lehnert is the Vice President of Banks Engineering Inc. He is responsible for land surveying, land planning, engineering design and regulatory permitting. He has fourteen years experience in these areas. Past projects include the Miramar Factory Outlets in Estero (a 600,000 square foot mall), the Daniels Parkway Center, a commercial sub-division for commercial buildings, a 152-unit hotel and other commercial and residential projects in the Lee County area.

ACT Inc. Chief Engineer:

XXXXX has five years experience with the ACT Inc. as the Chief Engineer and has 40 years experience as a mechanical engineer. Commercial projects include;

Project Operations:

Jennifer Benton is the General Manager for the ACT Inc. with nineteen years experience. Her role is to oversee and ensure timeliness and accurate adherence to project timelines and standards and budget and contractual compliance. She has worked to acquire 2 lots and worked with County planning and zoning boards to successfully implement the master plan. Ms. Benton currently manages an operating budget of more than \$5,000,000 for the Fort Myers ACT Inc.. Her prior experience in emergency and transitional housing for the homeless is extensive. Projects include the renovation of the current ACT Inc. campus.

SUPPORT SERVICES

The needs of the transitional housing residents will be addressed through comprehensive case management. The part-time Housing Case Manager or Social Worker will be responsible for all case management duties. These positions require a bachelor's degree in a human services field from an accredited university and two years experience in social services. This position is under the direct supervision of a Social Services Coordinator. During supervision meetings, the Coordinator and the Case Manager will address the needs of the residents, staff case loads, interventions necessary to obtain permanent housing and resources, and a review of documentation regarding resident contacts.

The Case Manager will interview potential residents, assess the needs of the person and/or family and conduct an orientation. Once a move-in date is established, the case manager and the resident will develop an individualized life management plan. This plan will outline the program requirements and outcomes for permanent housing to be achieved within 18 months.

The case management responsibilities include: referrals for and linking to mainstream services, advocacy for persons who are homeless, individual and group counseling sessions and problem solving of day-to-day concerns. The case manager will also assist residents to complete applications for housing, locating affordable housing and ensure the readiness of residents for independent living. Assistance is also provided to access ancillary services such as medical services, child-care and transportation. These are frequent barriers that interfere with long-term stability of employment, which has a direct impact upon housing.

Finally, the case manager will evaluate and discuss monthly with the residents, their progress and growth toward independence and permanency of housing. If goals are changed and modifications or additions to the life plans are required this will be accomplished at the monthly meeting, or sooner if appropriate. Residents are guided to access appropriate local agencies and resources (see *MAP LOCATIONS* following) to ensure that they are given adequate support and a positive outcome of stable, affordable and permanent housing. Safety on the ACT Community Transitional Housing campus will be Security personnel monitoring strategically placed security cameras, 24 hours.

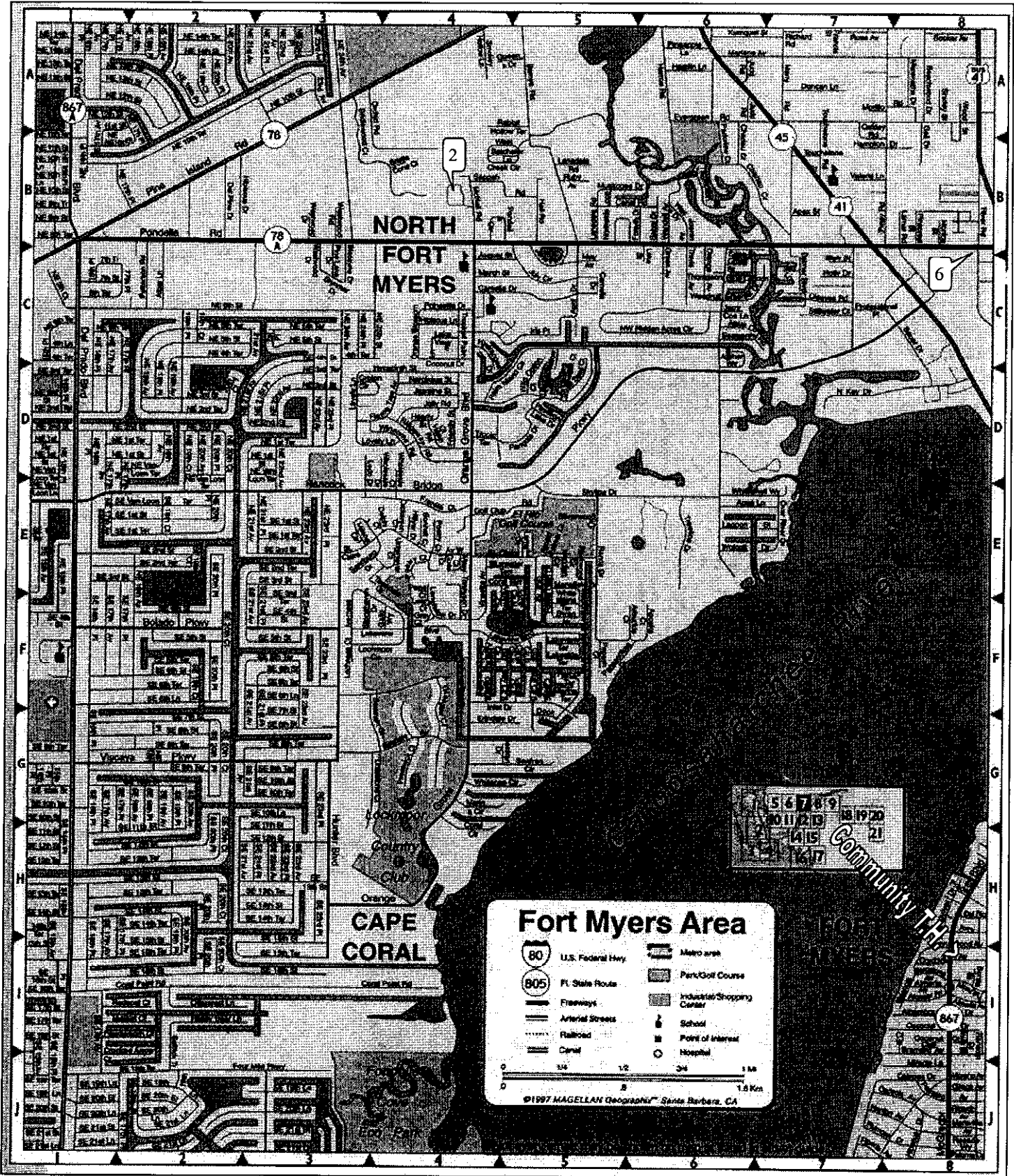
MAP LOCATIONS AND LEGEND

The following maps and legends identify the location of community resources. Daily transportation is provided to many mainstream programs.

The following explanations refer to the legend:

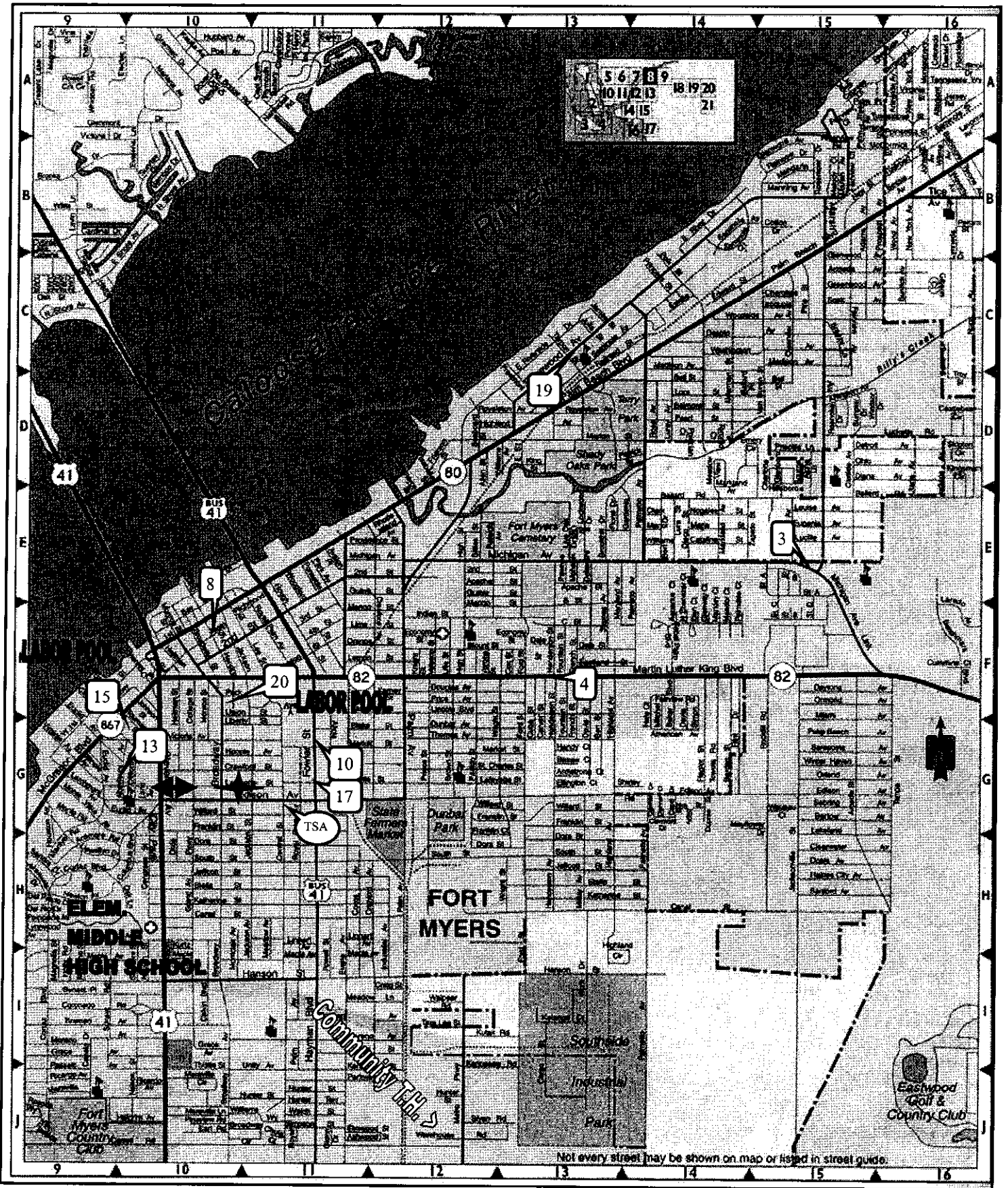
1. <u>The One Stop Center</u> : Vocational Rehabilitation Services, WAGES (welfare to work), AFDC, TANF (funds for housing), food stamps, Unemployment services and the Work Force Council.
2. <u>Lee County Housing Authority</u> : Housing, Section 8 vouchers, affordable housing placement
3. <u>Fort Myers Housing Authority</u> : Housing and affordable housing placement
4. <u>Fort Myers Community Redevelopment Agency</u> : Federal/Florida/Local Housing assistance.
5. <u>Child Care of Southwest Florida</u> : Financial assistance for childcare and referral for licensed childcare centers.
6. <u>Lee County Department of Human Services</u> : long-term case management, LIFT and TANF financial assistance.
7. <u>Child Support Enforcement</u> : Assistance for collection of child support
8. <u>Legal Aid Society</u> : Free legal representation
9. <u>Edison Community College</u> : Training for a college degree or programs that award certifications and specialized training
10. <u>Lee County School District Social Services</u> : School social worker/Access to education for children who are indigent or homeless / Lunch vouchers
11. <u>Veteran's Administration</u> : Free medical, legal, training and personal needs met for veterans
12. <u>Social Security Office</u> : Social security benefits
13. <u>Camelot Community Care</u> : Children's and families' mental health services
14. <u>Ruth Cooper Center</u> : Adult and children's mental health services, Crisis Stabilization Unit
15. <u>Southwest Florida Addictions Services</u> : Detox and substance abuse treatment center
16. <u>Consumer Credit Counseling</u> : Financial education and money management training
17. <u>Women's Resource Center</u> : Clothing (Dress for Success) and job preparedness
18. <u>Sunstate Beauty School</u> : Hair and beauty training school and free haircuts
19. <u>Covenant Community Ministries</u> : Licensed day care
20. <u>Intermodal Bus Station</u> : Greyhound bus services and Lee County Transportation Services

AREA MAP "1"



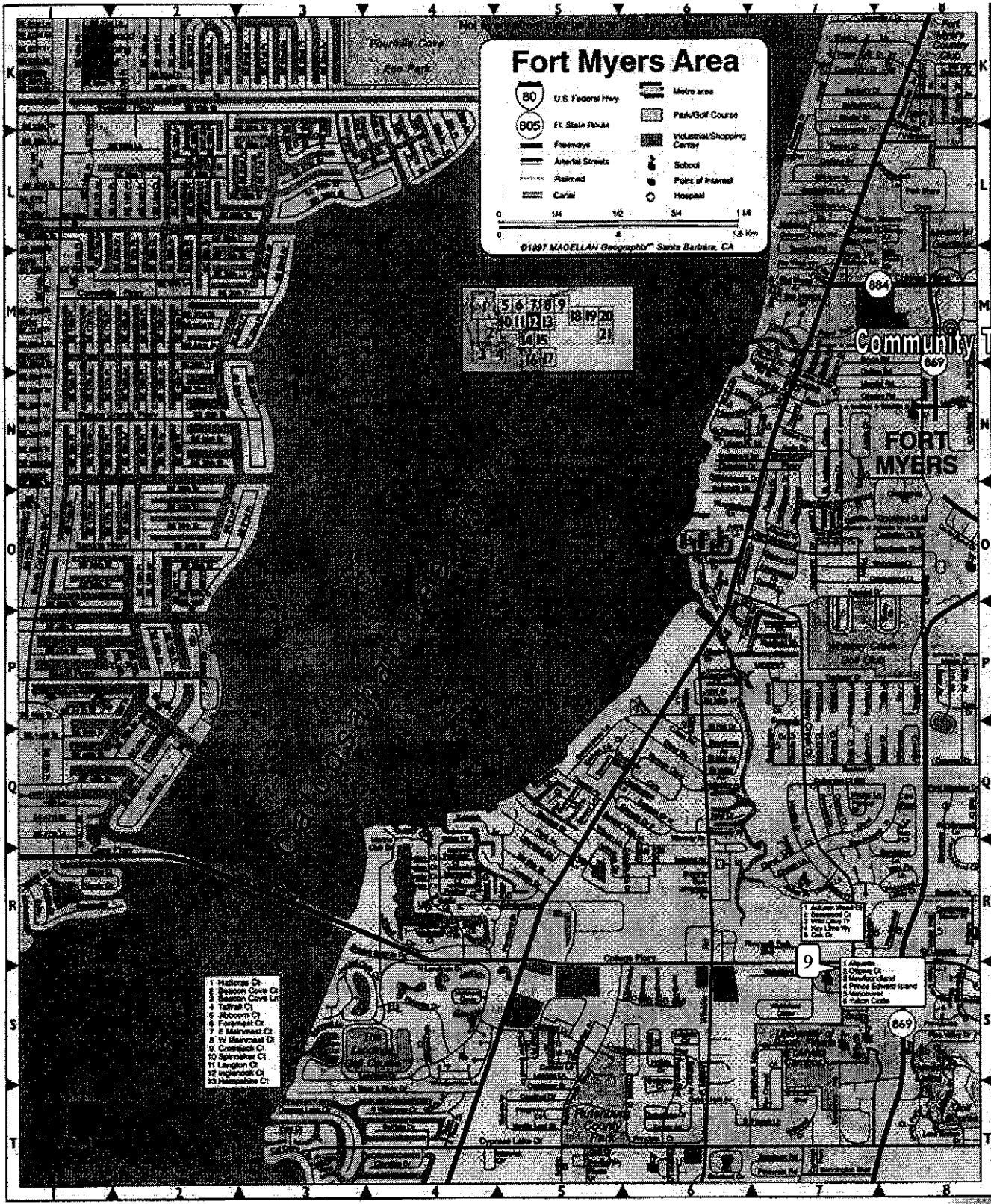
ACT COMMUNITY TRANSITIONAL HOUSING PROJECT
Homeless Housing Assistance Grant FL FY 2005

AREA MAP "2"



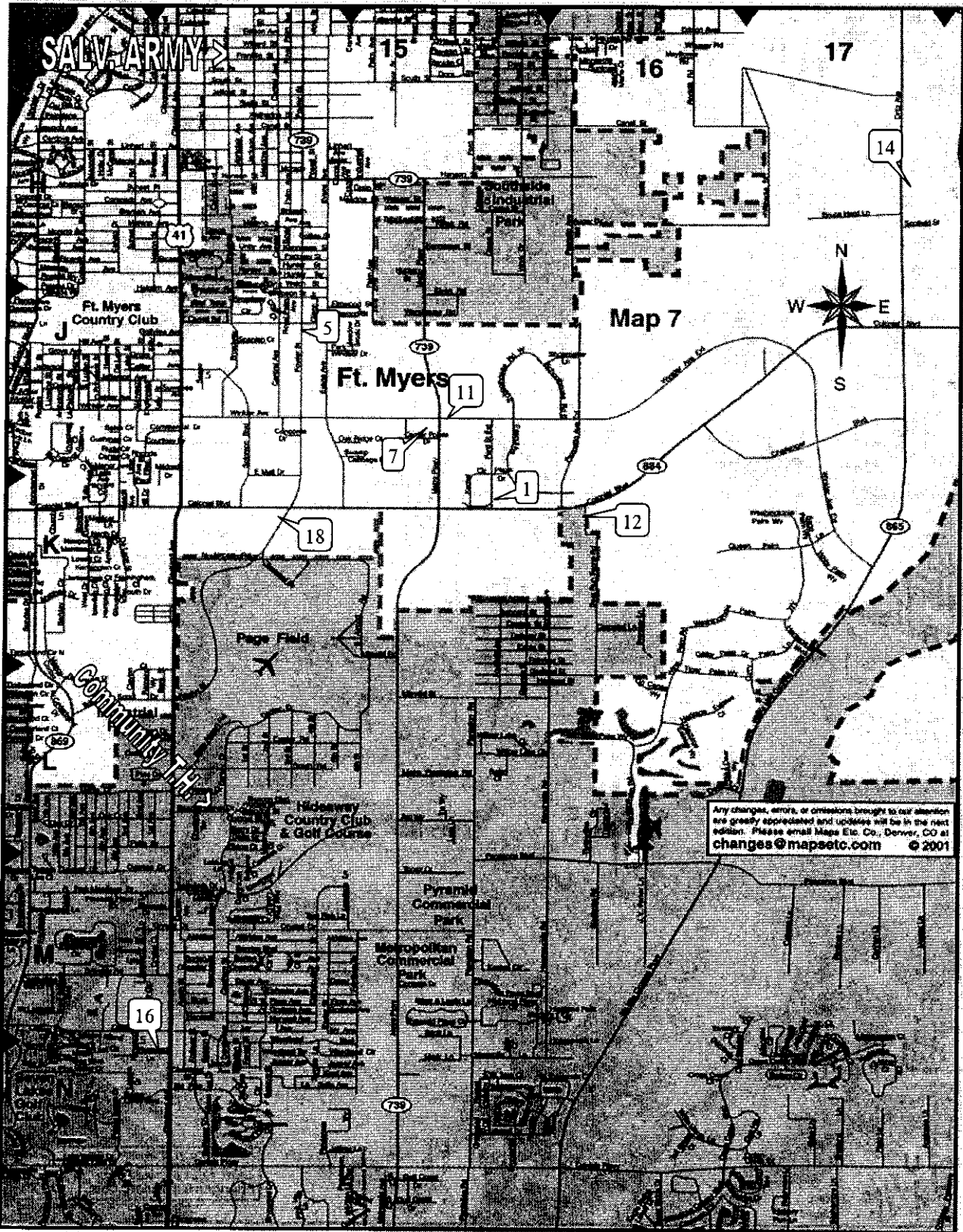
ACT COMMUNITY TRANSITIONAL HOUSING PROJECT
Homeless Housing Assistance Grant FL FY 2005

AREA MAP "3"



ACT COMMUNITY TRANSITIONAL HOUSING
Lee County Homeless Housing Assistance Grant FL FY 2005

AREA MAP "4"



ACT COMMUNITY TRANSITIONAL HOUSING
Lee County Homeless Housing Assistance Grant FL FY 2005

LEGEND FOR AREA MAPS 1 - 4

1

One Stop Center

4150 Ford Street Ext

Fort Myers, FL

33916-9498 US

Total Distance: 3.17 miles

3

Fort Myers Housing Authority

4224 Michigan Ave

Fort Myers, FL

33916 US

Total Distance: 3.70 miles

5

Child Care of SW Florida

3625 Fowler St

Fort Myers, FL

33901-0904 US

Total Distance: 1.70 miles

7

Child Support Enforcement

2830 Winkler Ave

Fort Myers, FL

33916-9375 US

Total Distance: 3.05 miles

9

Edison Community College

8099 College Pkwy

Fort Myers, FL

33919-5566 US

Total Distance: 6.44 miles

11

Veteran's Administration

3033 Winkler Avenue Ext

Fort Myers, FL

33916-9413 US

Total Distance: 2.81 miles

2

Lee County Housing Authority

14170 Warner Cir

North Fort Myers, FL

33903-3528 US

Total Distance: 5.43 miles

4

Community Redevelopment Agency

3326 Dr Martin Luther King Blvd

Fort Myers, FL

33916-2041 US

Total Distance: 1.67 miles

6

Lee County Department of Human Services

83 Pondella Rd

North Fort Myers, FL

33903-4434 US

Total Distance: 3.12 miles

8

Legal Aid Society

2225 Main St

Fort Myers, FL

33901-2918 US

Total Distance: 1.33 miles

10

Lee County School District Social Services

2523 Market St

Fort Myers, FL

33901-3911 US

Total Distance: 0.39 miles

12

Social Security Office

10100 Deer Run Farms Rd

Fort Myers, FL

33912-1093 US

Total Distance: 4.10 miles

13

Camelot Community Care

2232 Altamont Ave

Fort Myers, FL

33901-3561 US

Total Distance: 0.90 miles

14

Ruth Cooper Center

2789 Ortiz Ave

Fort Myers, FL

33905-7806 US

Total Distance: 5.09 miles

15

Southwest Florida Addiction Services

2101 McGregor Blvd

Fort Myers, FL

33901-3411 US

Total Distance: 1.47 miles

16

Consumer Credit Counseling

12811 Kenwood Lane

Fort Myers, FL

33907-5667 US

Total Distance: 6.10 miles

17

Women's Resource Center

2301 Fowler St

Fort Myers, FL

33901-5151 US

Total Distance: 0.21 miles

18

Sunstate Beauty School

2418 Colonial Blvd

Fort Myers, FL

33907-1415 US

Total Distance: 3.00 miles

19

Covenant Community Ministries

940 Tarpon St

Fort Myers, FL

33916-1139 US

Total Distance: 2.78 miles

20

Intermodal Bus Station

2250 Peck Street

Fort Myers, FL

33901-3639 US

Total Distance: 0.65 miles

SECTION 5

**NUMBER OF NEW HOMELESS UNITS
COMMUNITY WITHIN A COMMUNITY HOUSING PROJECT**

The Community within a Community Homeless Housing Project will provide 22 new units of homeless housing. The number of unit was calculated by multiplying eight two-bedroom dwelling by two units per dwelling. All units are for homeless persons. All units will be reserved for homeless persons for a period of not less than ten years. The agency has constant and continued need for homeless housing as part of its basic mission to serve this population and agrees to this reservation as a requirement of this application. In addition a five-year lien will be recorded in the favor of the state requiring repayment in the case of nonconformance to grant requirements.

**EXHIBIT D
NUMBER OF NEW HOMELESS UNITS**

For New Construction Projects

<u>TOTAL PROJECT UNITS</u>	<u>TYPE OF DWELLING</u>	<u>UNITS RESERVED FOR HOMELESS</u>
	Efficiency Units	X 1 =
	1 Bedroom Dwellings	X 1 =
		2 Bedroom Dwellings
X 2 =		
_____	3 Bedroom Dwellings	_____ X 3 = _____
_____	4 Bedroom Dwellings	_____ X 4 = _____
_____	SRO – Rooms	_____ X 1 = _____
20 _____	Dormitory Style	20 X 1 = 20
	(3000 Square Footage ÷ 150 sq. ft. = unit)	
		TOTAL 20

Certification by Lead Agency

I hereby attest and certify that the above count of new units for homeless housing is true and accurate.

Lead Agency Name: **Lee County Board of County Commissioners**

Lead Agency Official: **John E. Albion, Chairman**

Lead Agency Official Signature: _____

Date Executed **October 12, 2004**

Floor Plans

SECTION 6

**UNMET NEED PER CATCHMENT AREA POPULATION
COMMUNITY WITHIN A COMMUNITY HOMELESS HOUSING PROJECT
EXHIBIT E**

1. Type of housing project contained in this Homeless Housing Assistance Grant.
 Permanent Housing
 Permanent Housing
2. From Gaps Analysis Table Exhibit 1 Continuum of Care plan filed with the Office on Homelessness as of June 30, 2002,

Homeless Population Category	Unmet Need/Gap
1. Individuals	1324 beds
2. Persons in Families with Children	190 beds
TOTAL UNMET NEEDS	1514 beds

3. the 2000 Population of Catchment Area.
Data from Exhibit 5,

COUNTY NAME	2000 POPULATION
1. <u>LEE</u>	<u>440,888</u>
2. _____	_____
3. _____	_____
TOTAL POPULATION	440,888

4. The Need Ratio
Divide the unmet need for beds by the total population of the catchment area.

Unmet Need for Beds	<u>1514</u> Beds
divided by:	÷
2000 Population,	<u>440,888</u> Population
equals:	3.44 Beds / 1000 Population
	Need Ratio: Beds / 1000 Population

UNMET NEED

Certification by Lead Agency

I hereby attest and certify that the above data is true and accurate; that the above data on the unmet 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 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, AND 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.

Lead Agency Name: **Lee County Board of County Commissioners**

Lead Agency Official: **John E. Albion, Chairman**

Lead Agency Official Signature: _____

Date Executed: **October 12 ,2004**

Need Documentation

2004 Housing Gaps Analysis Chart (Form HUD 40076 CoC-H)

	Current Inventory in 2004	Under Development in 2004	Unmet Need/ Gap ¹
--	---------------------------	---------------------------	------------------------------

Individuals

Beds			
	Emergency Shelter	82	3
	Transitional Housing	176	
	Permanent Supportive Housing	83	14
	Total	341	17

Persons in Families With Children

Beds			
	Emergency Shelter	88	2
	Transitional Housing	16	0
	Permanent Supportive Housing	26	14
	Total	130	16

¹(Lee County Continuum of Care's determination of the need for additional beds under each category)

(HUD Form **CoC-I**)

Exhibit 1: Continuum of Care Homeless Population and Subpopulations Chart

2004 Population and Subpopulations Chart (Form HUD 40076 CoC-I)

Part 1: Homeless Population	Sheltered		Unsheltered	Total
	Emergency	Transitional		
1. Homeless Individuals	82 (N)	168(N)	1424(N)(S)	1674(S)
2. Homeless Families with Children	25(N)	7 (N)	97(N)(S)	129(S)
2a. Persons in Homeless Families with Children	88(N)	16(N)	234(N)(S)	338(S)
Total (lines 1 + 2a)	170(N)	184(N)	1658(N)(S)	2012(S)
Part 2: Homeless Subpopulations	Sheltered		Unsheltered	Total
1. Chronically Homeless		75(N)	267 (S)	342(S)
2. Severely Mentally Ill		402(S)		
3. Chronic Substance Abuse		342(S)		
4. Veterans		463(S)		
5. Persons with HIV/AIDS		60(S)		
6. Victims of Domestic Violence		132(S)		
7. Youth (Under 18 years of age)		115(N)		

Legend:

Homeless Population

- (A) administrative records
- (N) enumeration
- (S) statistically reliable samples
- (E) estimates

Homeless Subpopulations.

- (A) administrative records,
- (N) enumeration
- (S) statistically reliable samples
- (E) estimates

3.a. (1) Homeless Populations Methodology -2004

The Lee Coalition Service Committee met in January of 2004 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. Four committee and three membership meetings were held to prepare materials and assignments for the Census and Providers' surveys and to train volunteer surveyors. 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 *Florida 2004 Census Blitz data intake form* was utilized and a common set of definitions for *homelessness* and all questionnaire terms was used by all surveyors. First name and date of birth were used as unique identifiers. On January 21, 2004 in a 24 hour survey, Continuum member and trained volunteer surveyors went to 82 overall locations, including 34 camps, and interviewed homeless persons and recorded their responses.

The 2004 Lee County Census Blitz conducted 1,184 unduplicated interviews in the Blitz in shelters, transitional housing, in camps, and on the streets. The Shelter Count for 2004 was 208 and the street count was 975. The Barry University local statistical standard for homeless persons within the general population (.00404xPop.) was utilized with the official estimate for the county 2003 (497,022) population to account for missed or hidden homeless residents. The Lee County Homeless Population was thus determined at 2,012 persons for calendar 2004.

3.a. (2) Homeless subpopulations Methodology -2004

(a) Several *methods* were used to establish the several subpopulation categories in the *Gaps Analysis*. The *Youth* subpopulation was taken from the actual Census count. The *Veterans* Survey count and the self-reported Survey responses on *Mental Illness, Substance Abuse, Dual Diagnosis* and *Domestic Violence* were felt by Continuum professionals to underrepresent real Lee conditions. In these cases the subpopulation was established by using the lesser of the population estimates by the representative Provider Agencies or the 2003 5-county regional statistics. (b) Point in time inventory *date* for sheltered and unsheltered homeless persons was January 21, 2004(c) Identification of *Chronic Homeless* Residents. The Homeless Survey responses on family status, disability, and length and number of occurrences of homeless were sorted and chronic homeless responders identified. The data is entered in the HMIS and the agencies track their chronic homeless residents. (d) The Annual Enumeration *Lead Agency* is the Lee County Homeless Coalition. The contact person is Roy Quimby, Executive Director. (e) Coverage in the community. All known non-profit and public homeless facilities are surveyed. Street and camp locations are surveyed throughout the county. Homeless camps and congregating areas in urban locations in and around Fort Myers, Cape Coral, and Bonita Springs are better known to outreach workers and police and sheriff's officers and result in greater survey response. Lee has large undeveloped areas and many camps in these areas cannot be located on the day of the survey. The HMIS will improve identification of some of these individual as they appear for services and are recorded in the database by providers.

SECTION 7

PERFORMANCE MEASURES COMMUNITY WITHIN A COMMUNITY HOMELESS HOUSING PROJECT

Grant-Period Outcomes

The Grant-Term Housing Outcome for this project is *The ACT Inc. has new transitional housing structures erected and rehabilitated*. The Grant-Term Performance Measure is the contractor billing for structures in place. Schedules are shown in the following section *Readiness to Undertake the Project*.

Supportive Service Outcomes.

The Long-Term Outcome is the progression of homeless persons to permanent housing. This process is accomplished through a continuum of supportive aftercare services accessed within the local community. Services include the core elements of case management: (1) assessment; (2) service/case plan development; (3) linking and coordination of services; (4) reassessment and follow-up; and (5) monitoring of services. Financial assistance may also be provided in the form of furniture, clothing, and food. Case Management Outcomes ensure achievement of permanent housing and maintenance of stable employment for the individual and family within a two-year service model.

Performance Measures:

1. Fifty percent of all transitional housing participants will obtain permanent housing within two years.
2. Fifty percent of all transitional housing participants will maintain or increase their income during program participation, up to two years.
3. Minimum-security personnel will conduct a grounds patrol, two times nightly after dark to secure the campus area.

Long-term service goals and measures are also discussed in *Section 4 – Narrative*.

Conformance to Continuum of Care Goals

The ACT. Inc. outcomes conform to the *2004 Lee County Homeless Continuum of Care* goals “(Chronic/other) homeless persons achieve self-sufficiency and permanent housing” and related *Action Steps*.

SECTION 8
READINESS TO UNDERTAKE PROJECT
COMMUNITY TRANSITIONAL HOUSING HOMELESS HOUSING PROJECT

Readiness

ACT Inc. Homeless Housing Project activities submitted for the 2005 Housing Assistance Grant have been selected to allow for completion of all covered activity by the June 30, 2004 deadline. In addition to the Homeless Housing Grant criteria, the Lee Continuum reviewed the readiness of this project against the similar Challenge Grant criteria. *Identification of Homeless Clients* process is easily accomplished for the project as clients are drawn from the providers' existing client base. The *Selection of Providers* process is eased as all providers are currently working with the sponsor. Initial discussions to speed the *Contracting with Lead Agency* process has already begun. The ACT Inc. contracts regularly with the lead agency. The lead agency has experience in speeding the *Contracting with DCF* process. The initial scope of work will be conveyed to the local contract manager in draft form prior to award. *Obtaining Permits/Zoning* is in process at this point. *Supplier, construction contracts* are in discussion and most contractors identified and scheduled. As noted, the ACT Inc. has experience with the lead agency draw process and the *Drawdown Schedule* will be further detailed in advance to facilitate timely cash payments. The project will *Gather, Report Outcomes*. By maintaining continual record keeping for client contacts. Outcome reporting for all activities is projected within sixty days following the grant deadline.

Site Control

ACT Inc. has received the project property by donation. See Property documentation attached

Zoning

See the **Letter** of the Lee County Zoning Officer attached.

Permits

ACT Inc. will submit the plans in November 2004 to the Lee County to issue permits to begin the project.

CONSTRUCTION, DRAW, OUTCOME SCHEDULE

Objective	Schedule	Draw	Verification of Outcome	Person Responsible
1. Property Donation	Aug. 2004	NA	Deed COMPLETE	Proj. Mgr
2. Obtain zoning approval	Oct, 2004	NA	Zoning Verification	Proj. Mgr
3. Site and construction plans completed	November, 2004	NA	Lee County	Proj. Mgr
4. Application for permits	November, 2004	NA	Receipt	Proj. Mgr
5. Permits issued	January, 2005	NA	Lee County	Proj. Mgr
6. Begin construction	January, 2005	NA	Lee County Checkoff	Proj. Mgr
7. Floor slab completed	February, 2005	30%	Lee County Checkoff	Proj. Mgr
8. Framing completion	March, 2005	20%	Lee County Checkoff	Proj. Mgr
9. Mechanical, electrical, plumbing rough-in	April, 2005	5%	Lee County Checkoff	Proj. Mgr
10. Finished drywall, roofing	April, 2005	20%	Lee County Checkoff	Proj. Mgr
11. Interior trim, casework, plumbing	May, 2005	15%	Lee County Checkoff	Proj. Mgr
12. Completion of project	June, 2005	10%	Units ready for furnishings	Proj. Mgr
13. Report Grant-Term Outcome	September, 2005	NA	Report	Proj. Mgr

Title

**ACT COMMUNITY TRANSITIONAL HOUSING
Lee County Homeless Housing Assistance Grant FL FY 2005**

Title

**ACT COMMUNITY TRANSITIONAL HOUSING
Lee County Homeless Housing Assistance Grant FL FY 2005**

Zoning Letter

SECTION 9

**COMMUNITY TRANSITIONAL HOUSING HOMELESS HOUSING PROJECT
HOMELESS HOUSING ASSISTANCE GRANT EXHIBIT G
OPERATING PRO FORMA
RENTAL PROJECT**

INCOME		TOTAL INCOME
Rent Schedule		
Efficiency	units @ month x 12 months	\$
1 Bedroom	units @ \$ /month x 12 months	\$
2 Bedroom	units @ \$ /month x 12 months	\$
3 Bedroom	units @ \$ /month x 12 months	\$
4 Bedroom	units @ \$ /month x 12 months	\$
Other: Describe		
Dormitory	20 units @ \$500 /month x 12 months	\$120,000
GROSS RENTAL INCOME		\$120,000
Less Vacancy Rate (5% min) 5%		-\$ 6,000
Plus Other Income (Grants and donors, other ACT. Inc funds \$60,000)		\$60,000
EFFECTIVE GROSS INCOME		\$ 186,000
OPERATING EXPENSES		
Management Fees		\$10,000
Salaries		\$50,000
Repairs and Maintenance		\$20,000
Contract Services		\$20,000
Utilities		\$30,000
Administration		\$10,000
Insurance		\$20,000
Real Estate Taxes		\$10,000
Miscellaneous		\$10,000
Replacement Reserves (5%)		\$10,000
TOTAL OPERATING EXPENSES		\$180,000
NET OPERATING INCOME		
Effective Gross Income		\$186,000
- Operating Expenses		-\$180,000
NET OPERATING INCOME		\$6,000

