



**Issue Date:** December 21, 2017

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**Non-Mandatory Pre-Proposal Conference & Tour**  
3:00pm, January 3, 2018  
Gainesville CI Training Complex, Building 100  
(Number on building is 27701100)  
3055 NE 28<sup>th</sup> Ave, Gainesville, FL

**Proposal Due Date:** January 12, 2018 @ 3:00 p.m. local time

## **INVITATION TO NEGOTIATE**

**ITN NO. CMGR-180047-GD**

### **ADMINISTER AND IMPLEMENT SERVICES FOR LOW BARRIER EMERGENCY SERVICES SHELTER FOR HOMELESS PERSONS – EMERGENCY HOUSING SERVICES**

**Procurement Representative:**  
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**City of Gainesville**  
**200 East University Avenue, Room 339**  
**Gainesville, Florida 32601**

## TABLE OF CONTENTS

### **Contents**

1.0	INTRODUCTION .....	4
2.0	SCOPE OF WORK & KEY RESPONSIBILITIES.....	4
3.0	QUALIFICATIONS .....	6
4.0	RESPONSE SUBMISSION AND EVALUATION PROCESS.....	7
4.1	Non-Mandatory Pre-Proposal Conference and Facility Tour .....	7
4.2	Respondent’s Understanding of the ITN.....	8
5.0	EVALUATION CRITERIA AND NEGOTIATIONS.....	8
5.1	Method of Award.....	8
5.2	Evaluation Criteria.....	8
5.3	Determination of and Information Concerning Respondent’s Qualifications .....	9
5.4	Authority to Negotiate .....	9
5.5	Negotiations.....	10
5.6	Selection, Negotiation, Additional Information .....	10
6.0	RESPONSE REQUIREMENTS.....	10
6.1	Schedule .....	10
6.2	Proposal Format Organization .....	12
6.3	Response Format.....	12
6.4	Faxes or Emails Not Accepted.....	13
6.5	Questions, Communications and Inquires between the CITY and Respondents.....	13
6.6	Cone of Silence Period.....	13
6.7	Addenda and the CITY’s Response to Communications from Respondent .....	14
7.0	CONTRACT AWARD .....	14
8.0	RIGHT OF REJECTION .....	14
9.0	FLORIDA PUBLIC RECORDS ACT .....	15
10.0	CERTIFICATIONS AND FORMS .....	15
	Exhibit A – LOCAL SMALL BUSINESS PROGRAM.....	21
	Exhibit B - QUALIFIED LOCAL SMALL BUSINESS UNAVAILABILITY FORM .....	26
	Exhibit C - ARTICLE X. LOCAL PREFERENCE POLICY* .....	27
	Exhibit D - LIVING WAGE DECISION TREE.....	29
	Exhibit E - CERTIFICATION OF COMPLIANCE WITH LIVING WAGE.....	30
	Exhibit F - DRUG FREE WORKPLACE FORM.....	31

Exhibit G - AFFIDAVIT OF NON-COLLUSION ..... 32  
Exhibit H - DEBARRED AND SUSPENDED RESPONDENTS ..... 33  
Exhibit I - BUSINESS REFERENCES ..... 41  
Exhibit J – BID INFORMATION SURVEY ..... 43  
Attachment A – North Central Florida Alliance Continuum of Care Action Plan..... 44  
Attachment B – Map ..... 45

## **1.0 INTRODUCTION**

The City of the Gainesville (City) is interested in negotiating with qualified organizations who are able to provide Homeless Services at the Empowerment Center. The City may select one or several proposals by dividing services into various components in order to continue to address the needs of homeless persons. The Homeless Services provided must be consistent with the North Central Florida Alliance for the Homeless and Hungry Continuum of Care Action Plan (as described in Attachment A). Proposer must demonstrate understanding and capacity to operate a housing-focused low-barrier emergency shelter that is accessible 24 hours a day/7 days per week, 365 days/year. Proposers should demonstrate capacity to establish operations within 45 days of contract execution.

The Empowerment Center is located at 3055 NE 28<sup>th</sup> Drive, which is adjacent to Dignity Village, a homeless camping area with approximately 200 residents. Many Dignity Village residents use services at the Empowerment Center. The City will provide suitable facilities to the Proposer for the operation of the homeless services. Proposers will be responsible for insuring the facility. Insurance requirements are outlined in Section 2.12 Insurance. The Proposer also will be responsible for the on-going general maintenance of the facility, including utility costs, janitorial and security services of the facilities. The City will be responsible for any capital improvements of the facilities.

## **2.0 SCOPE OF WORK & KEY RESPONSIBILITIES**

**2.1 Participate in coordinated entry:** The community is currently in the process of developing a coordinated entry system. The shelter operator must participate in the coordinated entry system. The Agency will provide assessment and direct enrollment to shelter. Households with the highest need and vulnerability will be prioritized for shelter entry.

**2.2 Implement homelessness diversion practices:** The applicant will make every effort to assist clients who are currently homeless in obtaining housing rather than having them enter emergency shelter. The applicant will employ shelter case managers to help divert clients seeking shelter to other safe and appropriate options. Staff will be skilled at problem solving, negotiation with a client's landlord or family members, and mediation.

**2.3 Operate a low-barrier shelter for single adults:** The shelter shall provide services for persons age 18 years or older. The shelter must be open 24 hours a day, seven days a week, 365 days a year. The shelter must be low-barrier, meaning there will be no requirements regarding drug testing or sobriety, employment, mandatory savings accounts, attendance of religious services, or participation in services. The dorm has the capacity to service 100 beds. Shelter services are presently divided into 45 beds indoors and 55 beds outdoors (pavilion) by the current operator.

**2.4 Ensure shelter provides a safe and clean environment:** The applicant will establish and implement written procedures to ensure the health and safety of residents, staff, and visitors. Staff must be skilled in crisis de-escalation techniques to resolve issues that arise before discharging clients.

**2.5 Provide housing-focused services:** The primary purpose of shelter services is helping clients to quickly obtain permanent housing. While services will be voluntary, case managers will be proactive in engaging and motivating clients to exit homelessness to permanent housing as quickly as possible. Beginning on the seventh day after entering the shelter (or earlier if initiated by the

client), every client will be assisted with creating a plan for returning to housing. A space must be designated to provide case management that is as private as possible.

**2.6 Support community efforts to rapidly return households to housing:** The applicant will work closely with rapid re-housing and permanent supportive housing providers in the community to ensure clients exit shelter for permanent housing as quickly as possible.

**2.7 Actively participate in Continuum of Care and community planning to end homelessness:** The applicant must operate within the crisis response system rather than as an autonomous, standalone program. This includes actively participating in Continuum of Care meetings and annual Point-in-Time counts. The applicant must work collaboratively with community and other providers in serving clients.

**2.8 Participate in Homeless Management Information System (HMIS):** The applicant will enter data in a timely manner into HMIS in alignment with the Community's Continuum of Care *HMIS Policies and Procedures Manual* and written standards.

**2.9 Regularly report performance:** The applicant will be responsible for reporting on outcomes including the length of homelessness episodes, exits to permanent housing, and returns to homelessness. All outcome data needs to be specific to contracted services.

**2.10 Operate a Day Center:** Day Services for the homeless will be basic services such as showers, laundry, mail, property storage, a minimum of two (2) meals a day, and shelter from the weather, as well as assistance resolving their housing crisis. The City estimates that the Center will serve up to 300 people a day. The Center will help develop a housing plan for each person who chooses to engage in services, provide information on housing opportunities available for participants, as well as assistance for clients to conduct a housing search. Staff's primary goal will be helping households experiencing homelessness develop plans for returning to permanent housing quickly. In pursuit of this goal, staff will proactively engage all clients; and will assist all clients to secure identification, benefits they may be entitled to, connections to mental or physical health care, and housing location support.

**2.11 Term:** The term of the contract will commence upon final execution and will continue for nine (9) months. At the end of the contract period, upon satisfactory performance, the City may at its option, extend the contract for one year and may extend for additional years subject to the City Commissions' direction and availability of funds.

**2.12 Insurance:** Agency shall provide proof of insurance in an amount as noted below:

Worker's Compensation Insurance providing coverage in compliance with Chapter 440, Florida Statutes.

Public Liability Insurance (other than automobile) consisting of broad form comprehensive general liability insurance including contractual coverage \$1,000,000 per occurrence (combined single limit for bodily injury and property damage).

The City shall be an additional insured on such Public Liability Insurance and the Contractor shall provide copies of endorsements naming the City as additional insured.

Automobile Liability Insurance

Property Damage \$500,000 per occurrence (combined single limit for bodily injury and property damage).

The Agency shall furnish the City a certificate of insurance in a form acceptable to the City for the insurance required. Such certificate or an endorsement provided by the Contractor must state that the City will be given thirty (30) days' written notice (except the City will accept ten (10) days written notice for non-payment) prior to cancellation or material change in coverage.

### **3.0 QUALIFICATIONS**

Please respond to the questions below.

#### **A. Diversion**

1. Describe what your organization's approach will be to operating a "front door system," including implementing shelter diversion in the community.
2. Describe your organization's experience administering triage and assessment tools.
3. Describe your organization's experience implementing homelessness diversion programs.

#### **B. Day Services**

1. Describe your organization's experience operating drop-in centers, including how clients were assisted to access permanent housing, services offered, and what role the drop-in-center played in the community.
2. Describe your organization's experience engaging and serving people experiencing chronic homelessness, people under the influence of substances, and people with mental illness.
3. Describe how your organization would engage with the North Central Florida Continuum of Care.

#### **C. Shelter Operations and Services**

1. Describe your organization's experience operating low-barrier emergency shelter for individuals. Include the number of beds or units.
2. Describe the process your organization would use for staffing the shelter.
3. Using HMIS or a comparable database, please report the following outcomes for the most recent 12 month period for which data is available. Please indicate whether this report includes one or several programs, and whether this data set reflects your entire portfolio of programs, or a subset.
  - a. Number of households exiting emergency shelter to any destination
  - b. Number of households exiting emergency shelter to permanent housing destinations
  - c. Average length of stay in emergency shelter
  - d. Number of returns to shelter
4. Describe what eligibility criteria your organization would use to enroll people into shelter.

5. Describe what expectations the shelter would have for clients.
6. Describe your process for collecting meaningful client input and feedback on emergency shelter operations.
7. Describe experience with providing on-site overflow capacity, and describe how your organization will ensure this does not impact the health or safety of clients or staff.
8. Describe how your organization will ensure facilities are safe, clean, and well maintained.
9. Describe your organization's approach and experience providing voluntary, housing-focused services in emergency shelter – include staff roles and responsibilities. Describe current case management ratios in shelter, expectations for staff regarding how quickly clients will be assisted to develop a housing plan, and how frequently the plans are reviewed and updated.
10. Describe how your organization will help clients reunify with family or friends, find roommates and negotiate shared housing arrangements, and access mainstream benefits.
11. Describe your organization's experience working with rapid re-housing and permanent supportive housing providers.

#### **D. Fiscal Stability**

Describe and document your organization's fiscal stability and ability to meet payroll obligations. Include financial reserves and proposed operating budget.

#### **E. SUPPORTING DOCUMENTATION**

Please provide the following:

1. A copy of the Agency's most recent completed annual audit.
2. Nine (9) month itemized Operating Budget including number of FTEs, any in-kind services, grant matching dollars or charitable fund raising dollars.
3. Matching funds
4. In-Kind support

### **4.0 RESPONSE SUBMISSION AND EVALUATION PROCESS**

#### **4.1 Non-Mandatory Pre-Proposal Conference and Facility Tour**

A Non-Mandatory Pre-Proposal Conference will be held on January 3, 2018, at 3:00pm in the Gainesville CI Training Complex, Building 100 (the number on the building is 27701100), 3055 NE 28<sup>th</sup> Ave. Gainesville, FL 32609. See map, Attachment B. The tour will commence at 4:00pm, January 3, 2018, immediately following the Pre-Proposal Conference and will depart from the Gainesville CI Training Complex, Building 100.

The purpose of the Pre-Proposal Conference is to afford prospective firms the opportunity to ask questions about the CITY's vision, existing conditions, and the broader ITN process and gain a better understanding of the business issues and circumstances driving this project.

This face-to-face, or tele-conference, Pre-Proposal Conference will assist the prospective respondents in preparing a well-designed response.

Once submittals have been received, a team of CITY and County Staff will evaluate the proposals and prepare for post-submittal oral discussions with qualified Agencies. Further meetings may be necessary to complete negotiations.

#### **4.2 Respondent's Understanding of the ITN**

Prior to responding to the solicitation, Respondents are responsible for the following: (a) examining the solicitation thoroughly, (b) considering federal, state and local laws and regulations that may impact or affect cost, progress, performance or furnishing of the work, (c) studying and carefully correlating respondent's observations with the solicitation and (d) notifying the Procurement Representative of all conflicts, errors or discrepancies in the solicitation.

Respondents are expected to become fully informed as to the requirement of the solicitation and failure to do so will be at their own risk. Respondents cannot expect to secure relief on the plea of error.

A respondent who is aggrieved in connection with the specifications of this solicitation may protest in writing to the Procurement Representative within five (5) business days of the issuance of the solicitation.

## **5.0 EVALUATION CRITERIA AND NEGOTIATIONS**

### **5.1 Method of Award**

The evaluation of each response to this ITN will be based on its overall competence, compliance, format, and organization. The Award shall be made to one (or more) responsive and responsible Respondent(s) whose proposal(s) is determined to be the most advantageous to the City, taking into consideration the evaluation criteria listed in 5.2 below. Pricing may be a criterion. However, the City is under no obligation whatsoever to select as most responsive the proposal that demonstrates the lowest pricing.

### **5.2 Evaluation Criteria**

Respondent proposals will be evaluated based upon how closely each Respondent's experience and qualifications meet the CITY's needs. The initial responses must provide a clear and easy to understand explanation of the Agency's services, methods, and pricing. Evaluation of Agency information will be based on the written responses. Further evaluation will be based on the information provided in the ITN, any additional information requested by the CITY, information obtained from references and independent sources, technical and financial data, and oral presentations.

Specific consideration will be given to the following criteria in no particular order or weighting:

- a. Agency background, including Respondent organization, account team, accessibility, and resource commitment.



- b. Creativity and quality of approach and services proposed
- c. Ability to implement a quality services plan to meet City needs and provide best value including the acceptance of City Terms and Conditions.
- d. Experience of Agency with contracts of similar size and scope, reference information from current or former clients, and breadth of services.
- e. Financial offering – pricing models/cost for services
- f. Additional best value/creative ideas – information and/or ideas that may be beneficial to City in reaching the goals stated in the Scope of Work & Key Responsibilities (Section 2).

### **5.3 Determination of and Information Concerning Respondent’s Qualifications**

The CITY reserves the right to determine whether a Respondent has the ability, capacity, and resources necessary to perform in full any contract resulting from this ITN. The CITY may request from Respondents any information it deems necessary to evaluate such Respondent’s qualifications and/or its capacity to deliver the products and/or services sought hereunder. The City may reject any Respondent’s proposal for which such information has been requested but which the Respondent has not provided. Such information may include but is not limited to:

- a. Financial resources
- b. Personnel resources
- c. Internal financial, operating, quality assurance, and other similar controls and policies
- d. Resumes of key officers, and personnel pertinent to the requirements of the ITN
- e. Customer references
- f. Disclosures of complaints or pending actions, legal or otherwise, against the Respondent

The CITY reserves the right to check references with current customers as provided by the Respondent and with any customers the CITY identifies as necessary to understand prior performance.

### **5.4 Authority to Negotiate**

Representatives of the Respondent(s) selected to participate in oral negotiation(s) shall be first required to submit written authorization from the Agency CEO, CFO or Board of Directors attesting to the fact that the Agency’s lead negotiator is authorized to bind the Agency to the terms and conditions agreed to during negotiations and as contained in the Respondent’s best and final offer. The provision of such authorization shall be a prerequisite to continuation in the ITN process. The CITY shall not enter into extensive contract negotiations with the selected Respondent(s) after the negotiation process has been completed. If the CITY determines that an Agency awarded a contract based on this ITN does not honor all aspects of the agreement reached during the negotiations in the best and final offer, the CITY reserves the right to immediately cancel the award, and to place the Agency on the CITY’s suspended Respondent list.

Agency negotiators must enter the negotiations prepared to speak on behalf of the Respondent's Agency. The CITY reserves the right to immediately terminate negotiations with any Agency whose representatives are not empowered to, or who will not, make decisions during the negotiation session. Respondents are reminded that the CITY may elect not to solicit a best and final offer from any Agency whose representative(s) have been unable or unwilling to commit to decisions reached during the verbal negotiation process.

### **5.5 Negotiations**

The CITY reserves the right to enter into negotiations with one or more selected Respondent(s). If the CITY and the selected Respondent(s) cannot negotiate a successful agreement, the CITY may terminate negotiations and begin negotiations with the next qualified Respondent. This process will continue until an agreement has been executed or all Respondents have been rejected. No Respondent shall have any rights against the CITY arising from such negotiations or rejections.

### **5.6 Selection, Negotiation, Additional Information**

Although the CITY reserves the right to negotiate with any Respondent(s) to arrive at its final decision and/or to request additional information or clarification on any matter included in the proposal, it also reserves the right to select the most responsive Agency(ies) without further discussion, negotiation, or prior notice. The CITY may presume that *any proposal is a best-and-final offer*.

## **6.0 RESPONSE REQUIREMENTS**

### **6.1 Schedule**

The following is the tentative schedule that will apply to this ITN, but may change as needed.

ITN for Distribution	December 21, 2017
Non-Mandatory Pre-Proposal Discussion	January 3, 2018, 3:00pm
Non-Mandatory Tour of Facility	January 3, 2018 4:00pm
Deadline for receipt of questions	January 4, 2018 3:00pm
Deadline for receipt of proposals	January 12, 2018 3:00pm
Evaluation/Selection process	Week of January 14, 2018
Oral presentations, if conducted	Week of January 21, 2018
Negotiations Commence	Week of January 21, 2018
Projected award date	TBD
Projected contract start date	TBD

Proposals must be delivered sealed to:

City of Gainesville  
 Procurement Department  
 200 E University Ave  
 Room 339  
 Gainesville, FL 32601  
 ATT: Gayle Dykeman  
 on or prior to **January 12, 2018 3:00 PM** Local Time

Respondents shall ensure that the outer carton of the response must display clearly and conspicuously the following identifying information:

**Agency Name and Contact Information**

**ITN CMGR-180047-GD**

**Opening date and time: January 12, 2018, 3:00 p.m. Local Time**

ALL RESPONSES MUST BE RECORDED (CLOCKED-IN) IN THE CITY OFFICE OF THE PROCUREMENT DIVISION ON OR BEFORE THE TIME AND DATE INDICATED ON THE ITN DOCUMENT.

It is the Respondent's responsibility to ensure that the proposal is delivered at the proper time and place of the proposal opening. Hand-carried and express mail proposals may be delivered to the above address ONLY between the hours of 8:00 a.m. and 5:00 p.m., local time, Monday through Friday, excluding holidays observed by the CITY. Respondents are responsible for informing any commercial delivery service of all delivery requirements and for ensuring that the required address information appears on the outer wrapper of envelope used by such service. Proposals which for any reason are not so delivered will not be considered.

All Responses must be in writing. Non-responsive Submittals may not be considered. The signer of the Response must declare the Response is in all respects fair and in good faith without collusion or fraud and that the signer of the Response has the authority to bind the principal respondent.

The CITY shall not be liable for any costs incurred prior to entering into a contract. Therefore, all respondents are encouraged to provide a simple, straightforward, and concise description of their ability to meet the project requirements.

The CITY shall, at the specified closing date and time, open all proposals that are otherwise in order. The CITY will allow interested parties to attend such opening for purposes of identifying which Respondents have submitted proposals. The CITY will make no immediate decision at such time, and there will be no disclosure of any information contained in any proposal until the earlier of (a) the time CITY provides notice of a decision or intended decision, or (b) 30 days after the final competitive sealed proposals are all opened, whichever occurs earlier, at which time the Respondent proposals become public record. When multiple solicitations have been scheduled to open at the same date and time, the CITY will open

solicitations that have interested individuals present in sequential order by solicitation number. The CITY will hold unopened any proposals received after the closing date and time, and will not consider such proposals.

## **6.2 Proposal Format Organization**

The original proposal and all copies must be on 8-½ x 11 text weight paper, double-sided, using tabs that will facilitate the distribution and evaluation of the proposals. Proposals should be printed when possible on paper containing a high level of post-consumer recycled content. Proposals should conform to the tabbed format below:

## **6.3 Response Format**

- a. Submit one (1) original (as indicated on the cover of the original document) and five (5) copies (indicated on the cover of the document) of the Respondent's proposal in hard copy form. Submit one (1) copy of the original response on PC compatible media (USB flash drive), preferably in Word® and/or Excel®. The original response must contain the original manual signature of the authorized person signing the proposal, and the electronic copy of the proposal.
- b. The outer container of the sealed response must display clearly and conspicuously the following identifying information: ITN number, ITN name and due date, and Agency Name and Contact Information.
- c. The Response must include the information and required submittals described, tabbed and numbered as shown below, with all information appearing in the Tab in which it was requested.
- d. Questions and requests for information may not be rearranged, regrouped, or divided in any way.
- e. Proposals must be signed by an officer of the Agency who is legally authorized to negotiate and to enter into a contractual relationship in the name of the Respondent, and Respondent(s) must affix their Agency's corporate seal to the proposal. In the absence of a corporate seal, the Proposal must be notarized by a Notary Public. *Failure to adhere to this condition may cause your response to be rejected without further evaluation.*
- f. If there is any information or required submittals which due to size or binding cannot be incorporated following the proper tab, the Respondent must provide information following the numbered tab, telling the evaluator where the information can be found in the response.
- g. Tabular / Paginated Format:

- Tab 1:**
- a) Completed and signed Certification of Proposal form (10.1).
  - b) Signed and completed acknowledgement pages for any addenda issued.
  - c) Attestation of authority to negotiate on behalf of firm.

**Tab 2: Firm Background, Experience and References**

- a) Provide a brief introduction to the Agency, its history, and its areas of specialization.
- b) Provide contact name(s) and titles of the proposed team member(s). Include an organizational chart beginning with your agency's management team

- through CEO of your Agency.
- c) Provide information about experience with similar current or former projects in the areas for which you are submitting. Provide current and former client reference names and key contact information. This list must include the name, address, telephone, and email address of the client contract administrator. Detail which specific area your strengths were with each listed reference. Disclose any conflicts of interest or limitations that may exist should the Agency be selected to provide services to the CITY. **Submit Exhibit I for this purpose.**

**Tab 3: Response to Questions in Section 3, Qualifications**

Provide responses to questions posed in Section 3, Qualifications

**Tab 4: Pricing for Services**

Provide a breakdown of the agency's cost for services. Reference 3.E.2 for details of what is required.

**Tab 5: Additional Information**

Provide any additional information that should be considered in this evaluation. The Respondent may present creative approaches that would be pertinent to this ITN.

**6.4 Faxes or Emails Not Accepted**

The CITY will not accept proposals received by fax or email.

**6.5 Questions, Communications and Inquires between the CITY and Respondents**

Respondent inquiries, questions and requests for clarification related to this ITN are to be directed, in writing, to:

City of Gainesville  
Procurement Department  
200 E University Ave, Room 339  
Gainesville, FL 32601

Attn: Gayle Dykeman, Senior Buyer

Facsimile No: 352/334-3163  
E-mail Address: [dykemangb@cityofgainesville.org](mailto:dykemangb@cityofgainesville.org)

**6.6 Cone of Silence Period**

Except as expressly set forth in Resolution 170116, during the Cone of Silence period as defined herein no person may lobby City Officials or employees in a particular procurement process, except the designated Procurement Division representative. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Cone of Silence period means the period between the issue date which allows for immediate submittals to the City of Gainesville Procurement Division for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation

to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.

#### **6.7 Addenda and the CITY's Response to Communications from Respondent**

All questions about the meaning or intent of the solicitation are to be directed to the Procurement Representative, Gayle Dykeman via email [dykemangb@cityofgainesville.org](mailto:dykemangb@cityofgainesville.org). Interpretations or clarifications considered necessary in response to such questions will be issued as Addenda posted to DemandStar, ([www.demandstar.com](http://www.demandstar.com)). Two copies of the ITN and all Addenda – as they occur – will be rendered to CD and will be available in the Procurement Division office at a cost of \$2.00 each. Questions received after the deadline for Questions, January 4, 2018, 3:00pm local time, may not be answered by the Procurement Representative. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications that are not specifically acknowledged by formal written Addenda will be without legal effect.

Addenda may also be issued to modify the solicitation as deemed advisable by the Procurement Representative.

Addenda issued by CITY prior to the solicitation due date/time are considered binding as if written into the original solicitation. Respondents are responsible for ensuring that all Addenda have been received prior to submitting their Response.

#### **7.0 CONTRACT AWARD**

- The CITY reserves the right to incorporate the successful Agency(s) Response into a contract. Failure of a firm to accept this obligation may result in the cancellation of any award.
- The selected Agency will be required to assume responsibility for all offers made in the Response. The CITY will consider the selected firm to be the sole point of contact with regard to contractual matters, including payment of any or all fees, charges, etc.
- Proposers will be notified as to which Agency has been selected to enter into negotiations by the CITY Procurement Representative.

#### **8.0 RIGHT OF REJECTION**

The CITY reserves the right to waive any informality in any Response, to reject any or all Responses in whole or in part, with or without cause, and/or to accept the Response that in its judgment will be in the best interest of the CITY and its citizens.

## **9.0 FLORIDA PUBLIC RECORDS ACT**

Florida has a very broad public records law and certain records of a Respondent may be considered public records. Accordingly, by entering into an agreement with the CITY, Respondent must:

- a) Keep and maintain public records required by the public agency to perform the service.
- b) Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Respondent does not transfer the records to the public agency.
- d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the Respondent or keep and maintain public records required by the public agency to perform the service. If the Respondent transfers all public records to the public agency upon completion of the contract, the Respondent shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Respondent keeps and maintains public records upon completion of the contract, the Respondent shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

**IF THE RESPONDENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE RESPONDENT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS-DEPARTMENT PROJECT MANAGER Fred Murry, 352-334-5010, [murryfj@cityofgainesville.org](mailto:murryfj@cityofgainesville.org), and P.O. Box 490 Mail Station 6, Gainesville, FL 32627 .**

## **10.0 CERTIFICATIONS AND FORMS**

### **10.1 Certification of Proposal**

**Explanation:** This certification attests to the Respondent's awareness of, and agreement to the content of this ITN and all accompanying provisions contained herein.

**Action:** Respondent is to ensure that the following certificate is duly completed and correctly executed by an authorized officer of your Agency.

This proposal is submitted in response to Invitation to Negotiate CMGR-180047-GD issued by the City of Gainesville. The undersigned, as a duly authorized officer, hereby certifies that

\_\_\_\_\_  
(Respondent Name-Legal and d/b/a Name of Responding Entity)

\_\_\_\_\_  
Respondent's License Number (if applicable)

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions and provisions of the referenced Invitation to Negotiate (ITN) and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the ITN. The proposal shall remain in effect for a period of ninety (90) calendar days as of the Due Date for responses to the ITN.

The undersigned certifies that to the best of his/her knowledge: (check one of the below and provide information if required)

There is no Commissioner or employee of the City of Gainesville who has, or whose Relative has, an Interest in the entity or entities making this proposal.

There are Commissioner(s) and/or employee(s) of the City of Gainesville who have, and/or whose Relative(s) have, an Interest in the entity or entities making this proposal. Describe the nature of the interest held by each trustee, employee, or Relative of the trustee or employee (for example, grandson of Employee X owns the Agency or spouse of Employee Y is a director of the Agency).

“Interest” for purposes of this disclosure includes the following: director, trustee, officer, or employee of an entity, any contract with an entity (including consulting), or any partner, proprietor, stock, equity, or other ownership interest in an entity.

“Relative” for the purpose of this disclosure is an individual who is related to the trustee or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the trustee or employee or who otherwise holds himself or herself out as or is generally known as the person whom the trustee or employee intends to marry or with whom the trustee or employee intends to form a household, or any other natural person having the same legal residence as the trustee or employee”

The undersigned further certifies that their firm (check one)  **IS** or  **IS NOT** currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the City of any change in this status, should one occur, until such time as an award has been made under this procurement action.



Person(s) authorized to negotiate in good faith on behalf of this firm for purposes of this Invitation to Negotiate are:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Officer Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name Email: \_\_\_\_\_

**ADDENDA**

The Bidder hereby acknowledges receipt of Addenda No.'s \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, to these Specifications.

**TAXES**

The Bidder agrees that any applicable Federal, State and Local sales and use taxes, which are to be paid by City of Gainesville, are included in the stated bid prices. Since often the City of Gainesville is exempt from taxes for equipment, materials and services, it is the responsibility of the Contractor to determine whether sales taxes are applicable. The Contractor is liable for any applicable taxes which are not included in the stated bid prices.

If the Living Wage Ordinance applies, please indicate costs within the bid price associated with compliance with the Living Wage Ordinance:

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_).

Note: THE PRICES SET FORTH ABOVE SHALL BE CONSIDERED FIRM BIDS NOT SUBJECT TO PRICE ADJUSTMENT UNLESS BIDDER'S PROVISIONS FOR PRICE ESCALATION ARE STATED ON A SEPARATE SHEET ATTACHED TO THE BID

Note: THE CITY RESERVES THE RIGHT TO ADD OR DELETE LOCATIONS, SERVICES, ITEMS, MATERIALS OR ANY OTHER ASPECTS OF CONSIDERATION FROM THIS CONTRACT SHOULD IT BE IN THE BEST INTEREST OF THE CITY. THE CONTRACT PRICE WILL BE ADJUSTED ACCORDINGLY UPON MUTUAL NEGOTIATION AND AGREEMENT OF THE CONTRACTOR AND THE CITY'S REPRESENTATIVE.

**LOCAL PREFERENCE (check one)**

Local Preference requested:  YES  NO

A copy of your Business tax receipt and Zoning Compliance Permit should be submitted with your bid if a local preference is requested.

**QUALIFIED LOCAL SMALL AND/OR DISABLED VETERAN BUSINESS STATUS (check one)**

Is your business qualified as a Local Small Business in accordance with the City of Gainesville Small Business Procurement Program? (Refer to Definitions)  YES  NO

Is your business qualified as a Local Service-Disabled Veteran Business in accordance with the City of Gainesville Small and Service-Disabled Veteran Business Procurement Program? (Refer to Definitions)  YES  NO

**LIVING WAGE COMPLIANCE**

See Living Wage Decision Tree (Exhibit D hereto)

**Check One:**

- Living Wage Ordinance does not apply (check all that apply)
- Not a covered service
  - Contract does not exceed \$100,000
  - Not a for-profit individual, business entity, corporation, partnership, limited liability company, joint venture, or similar business, who or which employees 50 or more persons, but not including employees of any subsidiaries, affiliates or parent businesses.
  - Located within the City of Gainesville enterprise zone.
- Living Wage Ordinance applies and the completed Certification of Compliance with Living Wage is included with this bid.

NOTE: If Agency has stated Living Wage Ordinance does not apply and it is later determined Living Wage Ordinance does apply, Contractor will be required to comply with the provision of the City of Gainesville's living wage requirements, as applicable, without any adjustment to the bid price.

SIGNATURE ACKNOWLEDGES THAT: (check one)

- Bid is in full compliance with the Specifications.
- Bid is in full compliance with specifications except as specifically stated and attached hereto.

Signature also acknowledges that Bidder has read the current City of Gainesville Debarment/Suspension/Termination Procedures and agrees that the provisions thereof shall apply to this bid.

(CORPORATE SEAL)

ATTEST:

BIDDER:

\_\_\_\_\_

\_\_\_\_\_

Signature

Signature

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

## **Exhibit A – LOCAL SMALL BUSINESS PROGRAM**

It is the policy of the City of Gainesville that Local Small Businesses shall have the maximum opportunity to participate in the performance of all aspects of contracting and subcontracting opportunities for the City of Gainesville. In this regard, the City of Gainesville and its contractors will take all necessary and reasonable steps to ensure that Local Small Businesses have the maximum opportunity to compete for and perform such contracts/subcontracts and provide materials for such contracts/subcontracts.

***Except as provided below, evaluation of a bid/proposal may result in bid/proposal being rejected for failure to comply with the following conditions. Upon contract award, failure of any Bidder/Respondent to comply with these conditions/requirements which seek to maximize the use of Local Small Businesses shall constitute a breach of a contract award. Upon such breach, the City of Gainesville may at its option, terminate the contract and/or pursue any and all other appropriate remedies available under the contract or otherwise under applicable law.***

### **Contract Award Conditions:**

Contract award will be conditioned on meeting the requirements of this section. The City of Gainesville requires the following:

1. Submission by the Bidder/Respondent of the completed “Tabulation of Subcontractors” form (Exhibit B) with the bid/proposal;
2. The names and addresses of all Subcontractors. Clearly designate which Subcontractors are Local Small Businesses that will participate in the contract;
3. A description of the Work and/or Materials that each Local Small Businesses will perform or supply;
4. The dollar amount or percentage of the Work and/or Materials that each Local Small Business will provide on the project.
5. If the actual participation of Local Small Business in the apparently successful bid/proposal is not maximized, as determined by the Local Small Business Procurement Program Coordinator, such bidder/respondent shall submit documentation of all Good Faith Efforts (successful and unsuccessful) that were engaged in, prior to bid or proposal submission, to maximize the use of Local Small Businesses on this project. Efforts undertaken after proposal submissions are not relevant to the decision to award.

### **Good Faith Efforts:**

A condition of contract award is that the contract award be made only to the Bidder/Respondent (including Local Small Business Bidders/Respondents) who maximize the utilization of Local Small Business subcontractors or who makes Good Faith Efforts to maximize the use of Local Small

Business Subcontractors. The City of Gainesville will determine whether a Bidder/Respondent has made Good Faith Efforts if the Bidder/Respondent does the following:

**If the Bidder/Respondent does not maximize the participation of Local Small Businesses on this project, the Bidder/Respondent must provide all documentation** which by its scope, quality, quantity and intensity of the different kinds of efforts the Bidder/Respondent made to maximize participation can be confirmed and be evaluated. The documentation should be provided both as to those efforts wherein the Bidder/Respondent was successful in obtaining participation and those where it was not. In the latter case, the documentation should further indicate the reason for lack for success, i.e. Subcontractor's bid too high, Subcontractor who bids is apparently not qualified to perform the particular services, no bids received, etc.

**Mere pro forma efforts are not Good Faith Efforts to meet the Local Small Business requirements. The Bidder/Respondent will be required to submit written documentation of Good Faith Efforts when the participation on this project is not maximized, if they wish to be awarded the contract.**

The City of Gainesville will consider the following list of types of actions as a part of the Bidder's/Respondent's Good Faith Efforts to obtain Local Small Business Subcontractor participation. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases.

1. Soliciting through all reasonable and available means (e.g. attendance at pre-bid meetings, advertising and/or written notices) the interest of all Local Small Business who have the capability to perform the Work or provide Materials needed to complete the project. The Bidder/Respondent must solicit this interest within sufficient time to allow them to respond to the solicitation. The Bidder/Respondent must determine with certainty if they are interested by taking appropriate steps to follow-up the initial solicitations.
2. Selecting portions of the Work to be performed or portions of the Materials to be provided by Local Small Businesses in order to increase the likelihood that participation is maximized. This includes, where appropriate, breaking out contract Work items or Material items into economically feasible units to facilitate participation, even when the prime contractor might otherwise prefer to perform these Work items or provide these Material items with its own forces.
3. Providing interested Local Small Businesses with adequate information about the plans, specifications and requirements of the contract in a timely manner to assist them in responding to a solicitation.
4. (a) Negotiating in good faith with interested Local Small Businesses. It is the Bidder's/Respondent's responsibility to make a portion of the Work or Materials available to the Subcontractors and to select those portions of the Work or Material needed consistent with the available Local Small Business Subcontractors, so as to facilitate participation. Evidence of such negotiation includes the names, addresses and telephone numbers of Local Small Businesses that were considered; a description of the information provided regarding the plans and specifications for the Work or Materials selected for subcontracting; and evidence as to why additional agreements could not be reached to perform the Work or provide the Materials.

- (b) A Bidder/Respondent using good business judgment would consider a number of factors in negotiating with Subcontractors, and would take a firm's price and capabilities into consideration. However, the fact that there may be some additional costs involved in finding and using Local Small Businesses is not in itself sufficient reason for a Bidder/Respondent's failure to seek to maximize the use of them as long as such costs are reasonable and/or may be offset by other less tangible benefits. Also, the availability or desire of a Bidder/Respondent, including a Local Small Business Bidder/Respondent to perform the Work or provide the Materials of a contract with its own organization does not relieve the Bidder/Respondent the responsibility to make Good Faith Efforts and maximize utilization of other Local Small Businesses. Bidder/Respondents are not, however, required to accept higher quotes from Local Small Businesses if the price difference is excessive or unreasonable or they are not qualified to perform the Work. These decisions should, however, be supportable and documented as part of the required Good Faith Efforts.
5. Making efforts to assist interested Local Small Businesses in obtaining bonding, lines of credit, or insurance as required by the City of Gainesville or Bidder/Respondent.
  6. Making efforts to assist interested Local Small Businesses in obtaining necessary equipment, supplies, Materials, or related assistance and services.
  7. Effectively using the services of available small and minority business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of Local Small Businesses.

***In determining whether a Bidder/Respondent has maximized participation, the City of Gainesville will take into account the performance of other Bidders/Respondents in meeting this requirement of the bid/proposal and historical participation by Local Small Businesses involving similar Work or Materials. For example, when the apparent successful Bidder/Respondent fails to obtain or fails to maximize Local Small Business participation, but others Bidders/Respondents obtained and/or maximized such participation, the City of Gainesville will reasonably raise questions whether, with additional reasonable efforts, the apparent successful Bidder/Respondent could have obtained and/or maximized participation. As indicated, a reasonable level of participation (maximization) may not be apparent until after bids/proposals are opened and participation of various bidders compared. Therefore, it is recommended that in all cases, all pre-submittal Good Faith Efforts be documented, and retained in the event that such are required to be submitted for review/verification.***

***Even if a Bidder/Respondent is a Local Small Business, maximizing the utilization of other Local Small Businesses is still required.***

**Local Small Businesses Terminations/Substitutions:**

***A Bidder/Respondent shall not terminate for convenience a Local Small Business Subcontractor and then perform the Work or provide the Materials of the terminated Subcontractor within its own forces or those of an affiliate without the prior consent of the City of Gainesville.***

***When a Local Small Business Subcontractor is terminated or fails to complete its Work or fails to provide the Materials on the contract for any reason, the prime contractor shall make Good Faith Efforts to find another Local Small Business subcontractor to substitute for the original Local Small Business. These Good Faith Efforts shall be directed at finding another Local Small Business to perform at least the same amount of Work or provide the same amount of Materials under the contract as the business that was terminated to the extent needed to meet the contract goal or commitment.***

***The City of Gainesville shall have the right to consider price, quality, past performance including meeting Small Business Procurement Program commitments, time required for performance and qualifications of the Bidder/Respondent in making the award.***

**Equal Opportunity Assurance:**

The Respondent, sub recipient, or Subcontractor shall not discriminate on the basis of race, color, religion, gender, national origin, marital status, sexual orientation, age, disability, and gender identity in the performance of this contract. Failure by the Respondent to carry out these requirements is a material breach of his contract, which may result in termination of this contract or such other remedy as the recipient deems appropriate.

The Respondent shall include this assurance in each subcontract it signs with a Subcontractor or Material Supplier.

**Protest of Rejected Bid/Proposal – Administrative Reconsideration**

1. The Local Small Business Procurement Program Coordinator shall review bids and proposals to evaluate whether said bids or proposals comply with the above stated requirements. In the event that a bid or proposal is rejected for failure to comply with the stated requirements, the affected bidder or respondent may obtain reconsideration of such determination by filing a Protest/Request for Reconsideration.
2. In the reconsideration, the Bidder/Respondent has the opportunity to demonstrate how the Bid/Proposal met the requirements of the Program. The Request for Reconsideration shall be submitted to the Small Business Procurement Program Office within five (5) working days after receipt of notice of rejection. The Request for Reconsideration shall address the issues of whether the Bidder/Respondent maximized Local Small Business participation or made adequate good faith efforts to maximize the participation of local small business participation and shall include documentation associated with these factors.
3. The decision on reconsideration will be made by the Executive Chief of Staff.
4. The Bidder/Respondent may have the opportunity to meet in person with the Executive Chief of Staff to discuss the issue of whether it met the criteria outlined above (see Item 2).
5. The Bidder/Respondent will be sent a written decision on reconsideration, explaining the basis for finding that the Bidder/Respondent did or did not meet the criteria above. (see Item 2).
6. All the arguments, documentation, and evidence, which is relevant to the Request for Reconsideration must be submitted by the Bidder/Respondent to the Executive Chief of Staff



at least three (3) working days prior to the meeting described in Item 4 above or, if no meeting is held, three (3) days prior to the anticipated date of the decision on reconsideration. Absent fraud or mistake not attributable to the Bidder/Respondent, evidence of efforts undertaken subsequent to submission of the bid/proposal will not be considered. If no additional evidence or documentation is submitted by the Bidder/Respondent in accordance with the above, only the documents currently on file with the Procurement Division will be reviewed at the meeting.

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**Exhibit B - QUALIFIED LOCAL SMALL BUSINESS UNAVAILABILITY FORM**

This form will assist you in meeting your Good Faith Efforts requirements. *Please TYPE or PRINT legibly. Use additional sheets as necessary.*

**\*Note:** Keep all relevant documentation that verifies opportunities were provided to Qualified Local Small Businesses. If it is not evident that your firm made Good Faith Efforts to maximize the Qualified Local Small Businesses, you will be asked to submit documentation.

BUSINESS RESPONSES: **1** -Did not bid in response to the invitation; **2** -Submitted a bid which was not the low responsible bid; **3** - Please specify other.

Qualified Local Small Business Name	Business Phone Number	Description of Work/Material Sought	Response of Business (1, 2 or 3)	Notes:

The undersigned representative of the prime contractor confirms that the above Qualified Local Small Businesses were invited to participate as subcontractors and/or materials suppliers in the prime contractor's the bid/proposal for the City of Gainesville. Bidding/Proposing Company: \_\_\_\_\_

Form Completed By: \_\_\_\_\_ Title: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## CITY OF GAINESVILLE

### **Exhibit C - ARTICLE X. LOCAL PREFERENCE POLICY\***

**\*Editor's note:** Section 9 of Ord. No. 001261 states: "This ordinance shall become effective October 1, 2004, and shall be reviewed by the City Commission October 1, 2005, and unless extended by action of the City Commission, shall be deemed repealed effective March 31, 2006, provided that it shall remain applicable to new contracts solicited prior to repeal."

#### **Sec. 2-620. Findings of fact.**

The city annually spends significant amounts on purchasing personal property, materials, and contractual services and in constructing improvements to real property or to existing structures. The dollars used in making those purchases are derived, in large part, from taxes, fees, and utility revenues derived from local businesses in the corporate city limits of Gainesville, and the city commission has determined that funds generated in the community should, to the extent possible, be placed back into the local economy. Therefore, the city commission has determined that it is in the best interest of the city to give a preference to local businesses in the corporate city limits of Gainesville in making such purchases whenever the application of such a preference is reasonable in light of the dollar-value of proposals received in relation to such expenditures.

(Ord. No. 001261, § 1, 3-29-04)

#### **Sec. 2-621. Definition.**

"Local business" means the vendor has a valid business tax receipt, issued by the City of Gainesville at least six months prior to bid or proposal opening date, to do business in said locality that authorizes the business to provide the goods, services, or construction to be purchased, and a physical business address located within the limits of said locality, in an area zoned for the conduct of such business, from which the vendor operates or performs business on a day-to-day basis. Post office boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In order to be eligible for local preference, the vendor must provide a copy of the business tax receipt.

(Ord. No. 001261, § 2, 3-29-04)

#### **Sec. 2-622. Local preference in purchasing and contracting.**

In bidding of, or letting contracts for procurement of, supplies, materials, equipment and services, as described in the Procurement policies, the city commission, or other purchasing authority, may give a preference to local businesses in making such purchase or awarding such contract in an amount not to exceed five percent of the local business' total bid price, as described below, and in any event the cost differential should not exceed \$25,000.00. Total bid price shall include not only the base bid price but also all alterations to that base bid price resulting from alternates which were both part of the bid and actually purchased or awarded by the city commission or other authority. In the case of requests for proposals, letters of interest, best

evaluated bids, qualifications or other solicitations and competitive negotiation and selection in which objective factors are used to evaluate the responses, local businesses are assigned five percent of the total points of the total evaluation points.

(Ord. No. 001261, § 3, 3-29-04)

**Sec. 2-623. Exceptions to local preference policy.**

The preference set forth in this Article X shall not apply to any of the following purchases or contracts:

- (1) Good or services provided under a cooperative purchasing agreement;
- (2) Contracts for professional services procurement of which is subject to the Consultants' Competitive Negotiation Act (F.S. § 287.055) or subject to any competitive consultant selection policy or procedure adopted or utilized by the city commission or charter officer;
- (3) Purchases or contracts which are funded, in whole or in part, by a governmental entity and the laws, regulations, or policies governing such funding prohibit application of that preference; or
- (4) Purchases made or contracts let under emergency or noncompetitive situations, or for litigation related legal services, etc., as such are described in the city's Procurement policies;
- (5) Purchases with an estimated cost of \$50,000.00 or less;
- (6) Application of local preference to a particular purchase, contract, or category of contracts for which the city commission is the awarding authority may be waived upon written justification and recommendation of the charter officer and approval of the city commission. The preferences established herein in no way prohibit the right of the city commission or other purchasing authority to compare quality or fitness for use of supplies, materials, equipment and services proposed for purchase and compare qualifications, character, responsibility and fitness of all persons, firms, or corporations submitting bids or proposals. Further, the preferences established herein in no way prohibit the right of the city commission or other purchasing authority from giving any other preference permitted by law in addition to the preference authorized herein.

(Ord. No. 001261, § 4, 3-29-04)

**Sec. 2-624. Application, enforcement.**

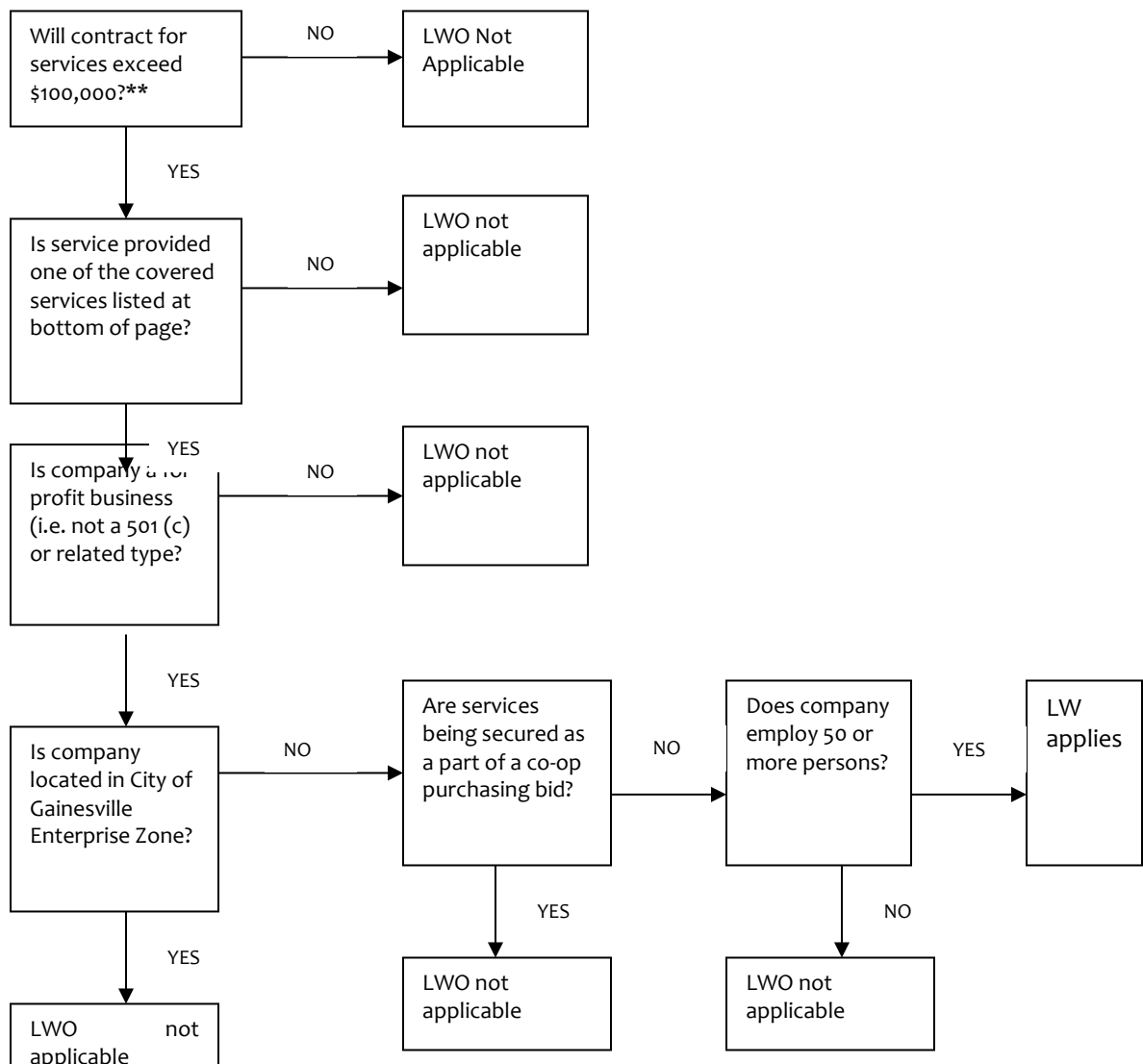
The local preference shall apply to new contracts for supplies, materials, equipment and services first solicited after October 1, 2004. This article shall be implemented in a fashion consistent with otherwise applicable city Procurement policies and procedures.

(Ord. No. 001261, § 5, 3-29-04)

CITY OF GAINESVILLE

**Exhibit D - LIVING WAGE DECISION TREE**

While not all encompassing, the following is provided as a guideline for Vendors in determining whether the City of Gainesville Living Wage Ordinance applies to their firm in the performance of specified service contracts for covered services\* with the City. Vendors are advised to review the entire text of the Living Wage Ordinance in conjunction with this guideline.



**\*Covered Services:** food preparation and/or distribution; custodial/cleaning; refuse removal; maintenance and repair; recycling; parking services; painting/refinishing; printing and reproduction services; landscaping/grounds maintenance; agricultural/forestry services; and construction services

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**CITY OF GAINESVILLE**

**Exhibit E - CERTIFICATION OF COMPLIANCE WITH LIVING WAGE**

**The undersigned** hereby agrees to comply with the terms of the Living Wage Ordinance and to pay all covered employees, as defined by City of Gainesville Ordinance 020663 as amended at 030168 (Living Wage Ordinance), during the time they are directly involved in providing covered services under the contract with the City of Gainesville for Emergency Housing Services a living wage of \$11.8269 per hour to covered employees who receive Health Benefits from the undersigned employer and \$13.08 per hour to covered employees not offered health care benefits by the undersigned employer.

Name of Service Vendor/Subcontractor: _____
Address: _____
Phone Number: _____
Name of Local Contact Person _____
Address: _____
Phone Number: _____
\$ _____
(Amount of Contract)

Signature: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

CITY OF GAINESVILLE

**Exhibit F - DRUG FREE WORKPLACE FORM**

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

\_\_\_\_\_ does:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty of nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United State or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date

CITY OF GAINESVILLE

**Exhibit G - AFFIDAVIT OF NON-COLLUSION**

I hereby swear (or affirm) under the penalty of perjury:

- (1) That I am the respondent (if the respondent is an individual), a partner of the respondent (if the respondent is a partnership), or an officer or employee of the bidding corporation with authority to sign on its behalf (if the respondent is a corporation);
- (2) That the attached proposal or proposals have been arrived at by the respondent independently, and have been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition.
- (3) That the contents of the bid or bids have not been communicated by the respondent or its employees or agents to any person not an employee or agent of the respondent or its surety on any bond furnished with the bid or bids; and
- (4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

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

Firm Name: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_

Notary Public

My Commission expires \_\_\_\_\_, 20\_\_\_\_\_.

Respondent's E.I. Number: \_\_\_\_\_

(Number used on Employer's Quarterly Federal tax return)



## **Exhibit H - DEBARRED AND SUSPENDED RESPONDENTS**

### Breach of Contract

#### 1. Scope.

This policy prescribes policies and procedures relating to:

- (a) the debarment of respondents for cause;
- (b) the suspension of respondents for cause under prescribed conditions;  
and,
- (c) the rejection of bids, revocation of acceptance and termination of contracts for cause.

It is directly applicable to the advertised and negotiated purchases and contracts, for equipment and services of the City.

#### 2. General.

Debarment and suspension are measures which may be invoked by the City either to exclude or to disqualify respondents and contractors from participation in City contracting or subcontracting. These measures should be used for the purpose of protecting the interests of the City and not for punishment. To assure the City the benefits to be derived from the full and free competition of interested respondents, these measures should not be instituted for any time longer than deemed necessary to protect the interests of the City, and should preclude awards only for the probably duration of the period of non-responsibility.

##### 2.1 Definitions.

- (a) "Debarment" means, in general, an exclusion from City contracting and subcontracting for a reasonable, specified period of time commensurate with the seriousness of the offense, improper conduct or the inadequacy of performance.
- (b) "Suspension" means a disqualification from City contracting and subcontracting for a temporary period of time because a concern or individual is suspected upon adequate evidence (See Section 6) of engaging in criminal, fraudulent, improper conduct or inadequate performance.
- (c) A "debarment list" or "debarred bidders list" means a list of names of concerns or individuals against whom any or all of the measures referred to in this policy have been invoked.
- (d) "Bidders" means, wherever the term is used in this policy, an offerors bidding pursuant to an invitation for bids or a request for proposals.

- (e) "Affiliates" means business concerns which are affiliates of each other when either directly or indirectly one concern or individual controls or has the power to control another, or when a third party controls or has the power to control both.
  - (f) "Business operations" means commercial or industrial activity engaged in regularly and continuously over a period of time for the purpose of receiving pecuniary benefit or otherwise accomplishing an objective. "Business operations" constitute and are equivalent to "carrying on business", "engaged in business", "doing business".
3. Establishment and Maintenance of a List of Concerns or Individuals Debarred or Suspended.
- (a) The Procurement Department shall establish and maintain on the basis contained in Sections 6 and 6.1, a consolidated list of concerns and individuals to whom contracts will not be awarded and from whom bids or proposals will not be solicited.
  - (b) The list shall show as a minimum the following information:
    - (1) the names of those concerns or individuals debarred or suspended (in alphabetical order) with appropriate cross-reference where more than one name is involved in a single action;
    - (2) the basis of authority for each action;
    - (3) the extent of restrictions imposed; and,
    - (4) the termination date for each debarred or suspended listing.
  - (c) The list shall be kept current by issuance of notices of additions and deletions.
4. Treatment to be Accorded Firms or Individuals Debarred or Suspended
- Firms or individuals listed by the Purchasing Department as debarred or suspended shall be treated as follows.
- (a) Total restrictions. A contract shall not be awarded to a concern or individual that is listed on the basis of a Section 5(a)(1), (2) or (3) felony "conviction", or to any concern, corporation, partnership, or association in which the listed concern or individual has actual control or a material interest; nor shall bids or proposals be solicited therefrom. However, when it is determined essential in the public interest by the City Commission, an exception may be made with respect to a particular procurement action where the individual or concern is effectively the sole source of supply or it is an emergency purchase.
  - (b) Restrictions on subcontracting. If a concern or individual listed on the debarred and suspended bidders list is proposed as a subcontractor, the Purchasing Department shall decline to approve subcontracting with that firm or individual in any instance in which consent is required of the City before the subcontract is made, unless it is determined by the City to grant approval City Commission essential to public interest and the individual or concern is effectively the sole source of supply or it is an emergency purchase.

5. Causes and Conditions Applicable to Determination of Debarment.

Subject to the following conditions, the Department of Management and Financial Services is authorized to debar a firm or individual in the public interest for any of the following causes occurring with ten (10) years of debarment.

(a) Causes

- (1) "Conviction" for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract, or subcontract thereunder, or in the performance of such contract or subcontract.
- (2) "Convictions" of embezzlement, theft, forgery, issuance of worthless checks, bribery, falsification or destruction of records, perjury, or receiving stolen property where the conviction is based upon conduct which arose out of, or was related to, business operations of the respondent.
- (3) "Conviction" for bid-rigging activities arising out of the submission of bids or proposals.
- (4) Violation of contract provisions, as set forth below, of a character which is regarded by the City to be so serious as to justify debarment action:
  - (i) willful failure to perform in accordance with the specifications or within the time limit provided in the contract;
  - (ii) a record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts. Failure to perform or unsatisfactory performance caused by acts beyond the control of the firm or individual as a Vendor shall not be considered to be a basis for debarment.
- (5) Debarment by any other governmental agency.

(b) Conditions.

- (1) Debarment for any of the causes set forth in this section shall be made only upon approval of the Department of Management and Financial Services.
- (2) The existence of any of the causes set forth in (a) of this section does not necessarily require that a firm or individual be debarred except as provided in 4(a). In each instance, whether the offense or failure, or inadequacy of performance, be of criminal, fraudulent, or serious nature, the decision to debar shall only be made if supported by a preponderance of the credible evidence available. Likewise, all mitigating factors may be considered in determining the seriousness of the offense, failure, or inadequacy of performance, in deciding whether debarment is warranted. The actual or apparent authority of an involved individual, the present relationship of involved individuals with the respondent, the past performance of the

individual or concern, and the relationship of the violation to the services or materials involved shall be considered.

- (3) The existence of a cause set forth in (a)(1), (2), and (3) of this section shall be established by criminal "conviction" by a court of competent jurisdiction. In the event that an appeal taken from such conviction results in reversal of the "conviction", the debarment shall be removed upon the request of the respondent (unless other causes for debarment exists). for the purposes of this policy, the following shall have the same effect as a "conviction": pleading guilty or nolo contendere, or being found guilty by a jury or court of, the offense in question, regardless of whether probation is imposed and adjudication withheld.
- (4) The existence of a cause set forth in (a)(4) and (5) of this section shall be established by a preponderance of credible evidence by the Department of Management and Financial Services.
- (5) Debarment for the cause set forth in (a)(5) of this section (debarment by another agency) shall be proper if one of the causes for debarment set forth in (a)(1) through (4) of this section was the basis for debarment by the original debarring agency. Such debarment may be based entirely on the record of facts obtained by the original debarring agency, or upon a combination of such facts and additional facts.

#### 5.1 Period of Debarment.

- (a) Debarment of a firm or individual shall be for a reasonable, definitely stated period of time commensurate with the seriousness of the offense or the failure or inadequacy or performance. As a general rule, a period of debarment shall not exceed five (5) years. However, when partial or total debarment for an additional period is deemed necessary, notice of the proposed additional debarment shall be furnished to that concern or individual in accordance with Section 8.
- (b) A debarment may be removed or the period thereof may be reduced by the City Manager upon the submission of an application supported by documentary evidence, setting forth appropriate grounds for the granting of relief; such as newly discovered material evidence, reversal of a conviction, bona fide change of ownership or management, or the elimination of the causes for which the debarment was imposed. The City Manager may request additional information, shall consider all relevant facts, and shall render a decision within twenty (20) days of receipt of the application unless a longer period is warranted under the circumstances.

#### 6. Suspension of Respondents.

- (a) Suspension is a drastic action and, as such, shall not be based upon an unsupported accusation. In assessing whether evidence exists for invoking a suspension, consideration should be given to the amount of credible evidence which is available, to the existence or absence of corroboration as to important allegations, as well as to the inferences which may properly be drawn from the existence or absence of affirmative

facts. This assessment should include an examination of basic documents, such as contracts, inspection reports, and correspondence. In making a determination to suspend, the Department of Management and Financial Services shall consider the factors set forth in Section 5(b)(2). A suspension may be modified by the City Manager as described in Section 5.1(b).

#### 6.1 Causes and Conditions Under Which the City May Suspend Contractors

- (a) The Department of Management and Financial Services may, in the interest of the City, suspend a firm or individual when the firm or individual is suspected, upon credible evidence, of having committed one or more the following act(s) within three (3) years of the date of suspension:
  - (1) Commission of fraud or a criminal offense as an incident to obtaining, attempting to obtain, or in the performance of a public contract;
  - (2) Violation of statutes concerning bid-rigging activities out of the submission of bids and proposals; and,
  - (3) Commission of embezzlement, theft, forgery, issuance of worthless checks, bribery, falsification, or destruction of records, perjury, receiving stolen property. Commission of any other offense indicating a lack of business integrity or business honesty which seriously and directly affects the question of present responsibility as a City contractor.

#### 6.2 Period of Suspension.

- (a) All suspension shall be for temporary period pending the completion of an investigation and such legal proceedings as may ensue. In the event that prosecution has not been initiated within twelve (12) months from the date of the suspension, the suspension shall be terminated. Upon removal of suspension, consideration may be given to debarment in accordance with Section 5 of this policy.

#### 7. Scope of Debarment or Suspension.

- (a) A debarment or suspension may include all known affiliates of a concern or individual.
- (b) Each decision to include a known affiliate within the scope of a proposed debarment or suspension is to be made on a case-by-case basis, after giving due regard to actual or apparent authority of the controlling concern or individual and similarity of the services provided by the affiliate to those provided by the debarred individual or concern.
- (c) The criminal, fraudulent, or seriously improper conduct of an individual may be imputed to the business concern with which he is connected, where such impropriety was accomplished within the course of his official duty or apparent authority, or was effected by him with the knowledge and approval of that concern. When the individual was an officer of the concern, knowledge and approval may be presumed. Likewise, where a concern is involved in criminal, fraudulent, or seriously improper conduct, any individual who was involved in the commission of the impropriety may be debarred or suspended.

8. Notice of Debarment or Suspension.

When the Department of Management and Financial Services seeks to debar or suspend a concern or individual (or any affiliate thereof) for cause, it shall furnish that party with a written notice:

- (1) stating that debarment or suspension is being considered;
- (2) setting forth the reasons for the proposed action;
- (3) indicating that such party will be afforded an opportunity for a hearing if he so requests one within ten (10) days; and,
- (4) indicating that such party may make a written response in accordance with Section 9 (a).

9. Response to Notice of Debarment or Suspension.

- (a) In lieu of requesting a hearing within the prescribed ten (10) day period, the party may, within said ten (10) day period, notify the City of its intent to provide a written reply and submit written evidence to contest the debarment or suspension. Such written evidence must be submitted within twenty (20) days after receipt of the notice of proposed debarment or suspension in order for it to be considered.
- (b) Whatever response is received to the notice of intent to debar or suspend, such will be considered in determining whether debarment or suspension action will be made. Where a reply is received to the notice of intent to debar or to suspend, and evidence to refute such action is furnished but no hearing is requested, the information furnished will be considered in determining the action to be taken.
- (c) If a hearing is requested, it shall be conducted by the City Manager. The hearing will be held at a location convenient to the City as determined by the City Manager and on a date and at a time stated. An opportunity shall be afforded to the firm or individual to appear with witnesses and counsel, to present facts or circumstances showing cause why such firm or individual should not be debarred or suspended. The proceeding shall be of an informal nature as determined by the City Manager. After consideration of the facts, the City Manager shall notify the firm or individual of the final decision.
- (d) If no response is made to the notice of debarment or suspension within the first ten (10) day period, the decision of the Department of Management and Financial Services shall be deemed final and the party so notified.

10. Rejection of Bids, Breach of Contract.

- (a) Previously solicited and/or accepted bids may be rejected or acceptance revoked prior to beginning of performance upon discovery by the City that the respondent or its affiliates have committed any act which would have been cause for debarment.
- (b) If after a contract is awarded and performance has been begun the City discovers that the respondent or its affiliates have committed any act prior to award or acceptance

which would have been cause for debarment had it been discovered prior to solicitation or acceptance, the City may consider such to be a material breach of the contract and such shall constitute cause for termination of the contract.

- (c) If after bids have been solicited and/or accepted or after a contract is awarded and performance begun, the City discovers that the respondent or its affiliates committed any act prior to award or acceptance which would have been cause for disbarment or suspension had it been discovered prior to solicitation or acceptance, the City may require additional satisfactory assurances that such act(s) have not occurred and that the contract can and will be faithfully performed. If additional assurances are requested and are not satisfactory or if the respondent or its affiliates fail to immediately cooperate with all reasonable requests, including requests for information reasonably calculated to lead to the discovery of relevant evidence, then such may be considered a material breach of the contract and such shall constitute cause for termination of the contract.

**CITY OF GAINESVILLE**

**CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION,  
AND OTHER RESPONSIBILITY MATTERS**

The Primary Participant (potential contractor for a major third-party contract),  
\_\_\_\_\_ certifies to the best of its knowledge and  
belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(If the primary participant (potentially third-party contractor) is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification).

THE PRIMARY PARTICIPANT (POTENTIAL CONTRACTOR FOR A MAJOR THIRD-PARTY CONTRACT),  
\_\_\_\_\_, CERTIFIES OR AFFIRMS THE TRUTHFULNESS  
AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS  
CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTION 3801 ET. SEQ. ARE  
APPLICABLE THERETO.

\_\_\_\_\_  
Signature and Title of Authorized Official





#3 Service dates (i.e. 6/2009 to 9/2009): Project \_\_\_\_\_ Amount \$ \_\_\_\_\_

Project Client Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Client Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address (if available): \_\_\_\_\_

**Exhibit J – BID INFORMATION SURVEY**

**CITY OF GAINESVILLE  
GENERAL GOVERNMENT  
PURCHASING DIVISION SURVEY  
BID INFORMATION**

BID #: CMGR-180047-GD

DUE DATE: January 12, 2018

SEALED BID ON: Administer and Implement Services for Low Barrier Emergency Services Shelter for Homeless Persons – Emergency Housing Services

IF YOU DO NOT BID

Please check the appropriate or explain:

- \_\_\_\_\_ 1. Not enough bid response time.
- \_\_\_\_\_ 2. Specifications not clear.
- \_\_\_\_\_ 3. Do not submit bids to Municipalities.
- \_\_\_\_\_ 4. Current workload does not permit time to bid.
- \_\_\_\_\_ 5. Delay in payment from Governmental agencies.
- \_\_\_\_\_ 6. Do not handle this item.
- \_\_\_\_\_ 7. Other:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Are you a Local Small Business?    yes \_\_\_\_\_                      no \_\_\_\_\_

**Attachment A – North Central Florida Alliance Continuum of Care Action Plan**

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**North Central Florida Alliance FL-508  
Continuum of Care Action Plan**

The North Central Florida Alliance, as the Continuum of Care for Alachua, Bradford, Gilchrist, Levy and Putnam Counties, is committed to ending homelessness in our community. It is our goal to create a path to stable, permanent housing for individuals and families through a continuum of housing services from ranging from outreach and emergency shelter to permanent housing models. We will accomplish this through a coordinated entry system utilizing a proven assessment tool to measure vulnerability, community outreach, and continually focusing on reducing the length of time individuals and families remain homeless and striving to prevent returns to homelessness.

Goal 1: As a Continuum of Care, embrace Housing First as a best practice

Updated: 10/2017

**Objective 1 A: Assure that all permanent housing services within CoC follow Housing First as a best practice**

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
Assure all CoC service providers are aware of and agree to follow the Housing First philosophy	Assure the Housing First philosophy is emphasized as part of all housing model trainings	LSF, CoC Lead, Alachua County Social Services	In-Kind	Ongoing	Expand community awareness of the Housing First philosophy and its application in the fight to end homelessness.	Housing First has been incorporated in current trainings
	Copy all service providers on Housing First Checklist	CoC lead, post on website	In-Kind	05/01/17		Posted on website
	Explain to providers how their programs fit into the Housing First philosophy and recommend what, if any, changes could be made to their programs to better fit the philosophy	Monitoring Team	In-Kind	Ongoing		To be incorporated into monitoring tools
Provide regular and ongoing training on the Housing First philosophy as a best practice	Establish a training schedule	Monitoring Team	In-Kind	July, 2017 then annually	New and existing service and housing providers, within our CoC, will understand the Housing First philosophy and how they can assure their projects and programs follow the	Some trainings set, need to finalize schedule for 17-18
	Assure the Housing First philosophy is emphasized as part of all housing model trainings	Monitoring Team	In-Kind	Ongoing		Done
Fund only projects who fully follow the Housing First principals	Include a review of adherence to principals when monitoring projects	Monitoring Team	In-Kind	07/01/17	All permanent housing for homeless persons will follow the Housing First philosophy	To be incorporated into monitoring tools
	Have projects seeking funding complete the Housing First Checklist as part of application process	Monitoring Team	In-Kind	Rolling		Incorporated into 2017 CoC competition

**Objective 1 B: Create and implement a Universal Release of Information**

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
Develop an open, transparent Release of Information for all parties involved in the continuity of care for the consumer.	Identify all parties who need to be part of the ROI	Coordinated Entry	In-Kind	07/01/17	A shared Release of Information will provide for better continuity of care within the CoC.	Drafted and shared
	Create a list of parties and submit to CoC Lead	Coordinated Entry	In-Kind	08/01/17		Done
	Negotiate MOUs and/or Business Partner Agreements as necessary	CoC Lead	In-Kind	8/1/2017 and ongoing		In progress

**Goal 2: Encourage residents in encampments to move to permanent housing Objective 2 A: Strive to close Dignity Village**

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
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Establish a wind-down date for closing Dignity Village (it should technically wind down itself)		CoC and City	None	TBD	Dignity Village will close; residents will move into permanent housing. Incoming consumers will only need to utilize emergency shelter and the shelter capacity will be able to accommodate this smaller group, (the only way this is foreseeable is if there are enough RRH and PSH to accommodate those who fall within the Coordinated Entry standards)	Unknown
Complete a CoC intake and VI-SPDAT on current and new residents.		CoC Coordinated Entry	In-Kind	8/1/2016	Dignity Village residents will be assessed for service needs and placed on CoC by-name list for permanent housing options	Complete for current residents. Done on intake for new residents

*Objective 2B: Work to move residents of outlying encampments into housing*

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
VI-SPDAT completed on outlying and rural encampment consumers	Establish an outreach committee	LSF, Meridian, Helping Hands, Three River Legal, Veteran services providers	In-Kind	07/01/17	Outlying and rural homeless persons will be identified and entered onto byname list for housing placement. The CoC will develop an understanding of how the existing outreach entities can assist in an overall coordination of housing; outreach to locate consumers and coordinate them.	Not yet fully established but working on it *
	Develop outreach strategy	Outreach Committee	In-Kind	09/30/17		
	Develop community worker safety strategy for outreach workers as part of plan	Outreach Committee	In-Kind	09/30/17		
	Begin implementing coordinated outreach plan	Outreach Committee		10/01/17		
	Use Point In Time as opportunity to extend outreach	Outreach Committee	In-Kind	02/01/18		
Increase effectiveness of SSI/SSDI outreach and processing	Increase number of SOAR processors	SOAR Steering Committee		12/01/17	Reduce number of people experiencing homelessness due to lack of income.	
	Identify way to establish dedicated SOAR processors throughout CoC	SOAR Steering Committee		12/01/17		

*Goal 3: Expand community engagement*

*Objective 3 A: Encourage community-wide planning*

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
Establish a Funders' Council	Identify and engage community funders within the CoC region, such as United Way, Community Foundation of NCF, Elder Options, University of Florida, Municipalities, CoC, DCF, others	CoC Governance Board	In-Kind	10/01/17	Better coordination among funders will help pinpoint community needs and joint solutions.	Have spoken to UWNCf and CFNCF about establishing this.
	Partner with the Community Foundation of North Central Florida and North Central Florida United Way to establish council.	CFNCF and UWNCF	In-Kind	01/01/18		Have spoken to UWNCf and CFNCF about establishing this.
Develop joint contract review teams within Funders' Council		Funders Council	In-Kind		Better implementation of funded services with reduction in competing	Need Funder Council established first
	Set up a resource meeting, Invite: LSF, Navigators, 2-11, Elder Options, Three Rivers, UF (Dr. Dyer,) GPD	CoC Lead	In-Kind	12/01/17		

Know all available services, overlaps and gaps	Conduct CoC-wide gaps analysis of service and housing options	Planning Committee		2/1/18 then annually	We will have a better understanding of where to focus efforts and funds	Some of this is done during PIT. How can we expand this effort?
	Update and expand Resource Guide	Coordinated Entry	In-Kind	06/01/17		Updated, will update on ongoing basis
	Update street cards	Coordinated Entry Committee	\$250 per printing	January 1 annually		Updated 12/2017

Objective 3B: Expand use of HMIS

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
Bring in smaller agencies and faith-based providers	Promote the benefits of CoC membership and the use of HMIS	Governance Board; HMIS Lead; CoC Lead	In-Kind	07/01/17	Smaller agencies and faith-based organizations should join the CoC general membership; those who are interested should apply for funding.	Membership brochure developed and distributed
	Promote availability of grant funds and requirements to apply	Governance Board	In-Kind	07/22/17		Distributed as part of CoC NOFA competition
	Explore ways to reduce data collection/input burden on small agencies	Coordinated Entry and HMIS Committees		Ongoing		Meeting with Agencies at this time
	Petition United Way, CAPP, etc. to make HMIS license fee and data input time an allowable expense under grants funded through those agencies	Governance Board and Funders Council	In-Kind	01/01/18		
	Make HMIS usage required for United Way, CAPP, etc. grants	Funders Council	In-Kind	01/01/18		Need to establish Funders' Council first

Objective 3C: Enhance public awareness of homelessness

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
Create a publicity campaign to educate the public and dispel negative stereotypes	Work with Chamber of Commerce to develop a PR campaign	Housing Committee	In-Kind	10/01/17	Create a "movement" towards acceptance. Bring in landlords who have been on the fence.	Had an initial meeting, need to follow up
	Create an NCF Facebook page	CoC Lead	In-Kind	09/01/17		Working on it
	Create a quarterly newspaper article	Governance Board	In-Kind	07/01/17		Need to assign quarters to members
Expand and promote NCF Alliance website, especially resources	Add provider links to webpage	CoC Lead	In-Kind	07/15/17	The public at large will have easy access to information about homelessness and homeless services	Need to develop info form, distribute and then can post to site
Establish an "800" number to link consumers with available services	Contact telecommunications provider and establish service	CoC Lead Agency	\$50	05/01/17	Consumers in need of homeless services and housing will have easy access to intake staff, regardless of where they happen to be within the CoC	1-833-228-HOME
	Advise CoC members of number	CoC Lead Agency	In-Kind	05/01/17		It's on all brochures, need to add to website

Objective 3D: Improve public safety services for homeless persons

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
Increase awareness among public safety service providers regarding homelessness in Alachua	Expand on information and trainings currently provided to LEO	Meridian and LSF	In-Kind		Law Enforcement will become more aware of issues within the homeless community and learn of available resources	
	Develop pocket size handouts to be provided to LEO	CoC Lead	\$250 per printing	Ongoing		Street cards, as discussed above

Reduce unnecessary criminal justice expenditures related to homelessness.	Review current and proposed City/County ordinances that may adversely affect the homeless population.	Planning Committee		Ongoing	People who are homeless will not engage with the legal system for actions which would be legal if performed within one's own home.	We usually received notification from other groups that follow these closely
	Create inebriation recovery center for publicly intoxicated individuals.	CJMHSAG				
	Increase number of crisis stabilization unit (CSU), detox beds and Central Receiving Units available in community.	CJMHSAG				

*Objective 3E: Expand CoC membership*

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
Identify and expand services available to persons experiencing homelessness in the rural parts of the CoC	Encourage development of local homeless/ service provider coalitions	CoC Lead	Travel costs to meetings	Ongoing	Establishing smaller meetings in outlying counties independent from the General CoC meeting in Gainesville will help strengthen local service provision and better identify gaps	Putnam is established. Incorporating into Levy/Gilchrist Tri-County Resource Centler meetings. Nothing yet for Bradford.
	CoC lead and other members participate in rural coalitions, especially member agencies that also serve those areas	CoC Lead and Chair	Travel costs to meetings	Ongoing		CoC staff have been attending, as well as some other CoC members
	Specifically invite members to general meetings	All NCFA members	In-Kind	Ongoing		Have established September 2017 meeting as "Bring a Buddy"
Increase CoC membership to include direct service providers not typically thought of as "homeless service providers" such as faith-based providers, food pantries, employment services, etc.	Develop materials outlining benefits of membership including a brief presentation	Marketing subcommittee and CoC	In-Kind	09/01/17	Bringing additional providers into the CoC-fold will help to better identify gaps in system performance.	Membership brocure developed and distributed, working on presentation
	Conduct outreach to providers	All NCFA members	In-Kind	Ongoing		Asked all members to bring someone from another agency to September general meeting
	Have current members extend personal invitations to others	All NCFA members	In-Kind	Ongoing		Asked all members to bring someone from another agency to September general meeting

*Objective 3F: Educate the community about Rapid Re-Housing and Permanent Supported Housing*

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
Educate service providers and the community at large about RRH and PSH	Discuss best practice models to increase healthy competition for state and HUD funded grants.	Housing committee	In-Kind	09/01/17	Increase awareness of permanent housing models and their role in ending homelessness	
	Attend community outreach events to provide education on the various forms of permanent housing and advocate for their use	Housing Committee	In-Kind	Ongoing		Need to develop handouts and determine who will attend

**Goal 4: Develop and Implement CoC-Wide standards of service and care**

*Objective 4 A: Housing and Outreach services will be provided in a consistent manner*

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
Develop and implement CoC-wide standards for admission, service, exit strategies and length of stay limits for emergency shelter	Review best practices and other standards	Monitoring Committee	In-kind		Proven results-driven standards are the key to future funding. Show folks what works and hold our funded agencies to this standard of care	
	Use SAMHSA PSA took kit to evaluate effectiveness	Monitoring Committee	In-kind			
	Draft local standards	Monitoring Committee	In-kind	08/01/17		In progress, likely 10/1/17
Develop and implement CoC-wide standards for admissions and service for Rapid Re-Housing	Review best practices and other standards	Monitoring Committee	In-kind		Proven results-driven standards are the key to future funding. Show folks what works and hold our funded agencies to this standard of care	
	Draft local standards	Monitoring Committee	In-kind	08/01/17		In progress, likely 10/1/17



Develop and implement CoC-wide standards for admission and service for Permanent Supported Housing	Review best practices and other standards	Monitoring Committee	In-kind		Proven results-driven standards are the key to future funding. Show folks what works and hold our funded agencies to this standard of care	In progress, likely 10/1/17
	Draft local standards	Monitoring Committee	In-kind	08/01/17		
Develop and implement CoC-wide standards for provision of Outreach	Review best practices and other standards	Coordinated Entry Committee	In-kind		Proven results-driven standards are the key to future funding. Show folks what works and hold our funded agencies to this standard of care	Committee Formed 11-2017  See outreach above
	Draft local standards	Coordinated Entry Committee	In-kind	08/01/17		
Develop and implement CoC-wide standards for Coordinated Entry including use of the by-name list	Review best practices and other standards	Coordinated Entry Committee	In-kind		Proven results-driven standards are the key to future funding. Show folks what works and hold our funded agencies to this standard of care	Have a version now, being updated to incorporate all of HUD requirements
	Draft local standards	Coordinated Entry Committee	In-kind	11/30/17		
Develop and implement CoC-wide standards for provision of prevention and diversion	Review best practices and other standards	Coordinated Entry Committee	In-kind		Proven results-driven standards are the key to future funding. Show folks what works and hold our funded agencies to this standard of care	Done 12-2017
	Draft local standards	Coordinated Entry Committee	In-kind	08/01/17		

**Objective 4 B: Assure that CoC funds are being provided to only high performing projects**

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
Develop written standards for all functions and program of the CoC, based on best practices and evidence based	Develop written standards.	Monitoring Committee	In-kind		All CoC funded programs will operate at optimum levels	In progress, likely 10/1/17
	Working from written standards, develop a monitoring tool for each evidence based system of the CoC	Monitoring Committee	In-kind			In progress, likely 10/1/17
Develop corrective action plans as needed to assure all programs meet local, state, and federal standards	Develop and run HMIS data reports such as APR, CAPER and others to be used as part of quality assurance process	HMIS committee with Monitoring Committee	In-kind	08/01/17		In progress. Will incorporate into monitoring tool once developed 1
	Determine appropriate minimum standards and extent of corrective actions	Governance Board to review and approve	In-kind	Ongoing		
Application review and ranking committee of 5 or more persons	Determine length of time on the committee and selection process	Governance Board	In-kind	07/01/17	We will have a uniform rank and review policy and procedure for all grants	Done
	Approve scoring sheet for ranking and review	Governance Board	In-kind	07/01/17		Done
Develop a universal application, ranking process, reallocation process, rejection process across	Review current process across grants and funders	Funders Council	In-kind		use common measures to track and assure effective and efficient service	Need Funders' Council first
	Develop and agree on a set of universal processes	Funders Council	In-kind			
Develop and implement an universal grievance process for all program users	Collect and compare current agency grievance procedures	CoC Lead agency	In-kind	11/01/17	Consumers will have the opportunity to provide concerns at the CoC Governance level so these concerns may be considered during funding deliberations.	Will request from providers
	Develop and approve a CoC level policy	Governance Board	In-kind	12/15/17		
	Post finalized version on NCF Alliance website	CoC Lead	In-kind	12/31/17		
Arrange/offer and encourage attendance at trainings of: critical time intervention; trauma informed care;	Identify needed trainings	CoC members	Primarily In-kind	07/31/17	All CoC members will be provided with be well trained in matters necessary	Some trainings have been identified
	Identify trainers, including those within existing resources	Monitoring Committee	In-kind	08/15/17		

recovery oriented housing focused intensive case management; recovery oriented housing focused	Develop a training schedule	Monitoring Committee	In-kind	09/01/17	to operate an effective and efficient Continuum of Care.	Need to develop schedule
	Invite CoC members to participate	CoC Lead	In-kind	09/15/17		
	Post finalized version on NCF Alliance website calendar	CoC Lead	In-kind	09/15/17		
Assure all data in HMIS is complete and accurate	Provide regular and ongoing HMIS training	HMIS Committee	In-kind	Ongoing	We will have complete and accurate data to be used for planning and resource allocation.	We are doing this now
	Post data quality report cards on CoC website and review at general meetings	HMIS Committee with CoC Lead	In-kind	10/01/17		Will post beginning October 2017

Goal 5: Expand permanent housing options

Objective 5 A: Increase affordable market rate housing

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
Increase availability of affordable and sustainable market rate housing	Arrange trainings from the Florida Housing Coalition, technical assistance	Housing Committee	In-kind	Ongoing	More people are able to afford housing, reducing the number of people who are homeless	As trainings become available, we share the information. We also request trainings as needed
	Connect with Legislative Committees at FCH, cities, counties, chambers of commerce, and others as they are identified.	Select members of CoC	In-kind	Ongoing		
	Use SAMHSA PSH tool kit to evaluate opportunities	Meridian	In-kind			
	Host four housing outreach events per year	Housing Committee				
	Designate CoC members to visit local representatives and attend legislative meetings	Governance Board	Travel expenses			These meetings are being scheduled
	Participate in local governance meetings on affordable housing	Governance Board	In-kind	Ongoing		

Objective 5 B: Target existing housing assistance funds for homeless housing

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
Encourage use of HOME, SHIP, CDBG funds for tenant-based rental assistance for homeless populations	Participate in local workshops when plans are developed	Housing Committee	In-kind	Ongoing	Additional monies used for services and rent subsidy in conjunction with best practice models.	
	Encourage homeless service providers to apply for funds.	Housing Committee	In-kind	Ongoing		
Encourage Public Housing Authorities to establish a preference for homeless persons for Housing Choice Vouchers and public housing	Identify key staff at all local PHAs - GHA, ACHA, PHA, NCFPHA Develop strong argument for preference and share with PHAs	Housing Committee	In-kind	Ongoing	Persons currently experiencing homelessness will have more opportunities to move into subsidized housing.	
	Provided PHAs with data and examples from other PHAs who have established a preference	Housing Committee	In-kind	Ongoing		
	Encourage PHAS to revisit screening criteria which currently tends to screen out many homeless persons and provide examples of how this works for other PHAS	Housing Committee	In-kind	Ongoing		

Objective 5 C: Expand available alternate housing models

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
Seek to expand alternative housing options such as rooming/boarding homes, group homes and single room	Assign a team to identify current stock of alternate housing	Housing Committee	In-kind			
	Review local zoning codes for alternative housing options	Housing Committee	In-kind			1

Rooming, boarding homes, group homes and single room occupancy lodgings (SROs)	Identify possible locations to site alternative housing models	Housing Committee	In-kind		Ensure long term solutions to ending homelessness that support recovery in an integrated environment
	Identify service providers to operate alternative housing options	Housing Committee	In-kind		
Create a shared housing/room mate matching program	Explore existing programs	Housing Committee	In-kind		
	Approach student housing providers to determine ability to access/share their roommate matching software	Housing Committee	In-kind		
	Identify agency with capacity and ability to offer this service	Housing Committee	In-kind to identify. Cost unknown to operate		
	Add room mate matching questions to housing search form	Housing Committee	In-kind	10/01/17	
Create a housing trust in our community	Trainings from the Florida Housing Coalition, technical assistance	Housing Committee	In-kind		
	Community Land Trust	CLT Work Group	In-kind		
Educate community on value of inclusionary zoning and advocate for its use	Research inclusionary zoning in similar communities	Governance Board	In-kind		
	Share data with City/County Affordable Housing Committees	City/County, Affordable Housing Committees	In-kind		

*Object 5 D: Provide on-going support to prevent at-risk persons from losing housing*

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
Establish housing support teams for clients not provided case management under a housing program	Determine scope of services to be offered by team	Housing committee	In-kind	10/01/17	The support will help to keep vulnerable individuals who do not receive case management successfully housed.	Research has begun
	Identify potential community partners who may already be offering this service	Housing committee	In-kind	11/01/17		
	Recruit members	Housing committee	In-kind	01/01/18		
Provide clients with training on housing focused tenant rights and responsibilities	Research/develop training materials	Housing committee	In-kind	10/01/17	Newly housed persons will learn their rights and responsibilities as a tenant, helping them to remain successfully housed.	Research has begun, drafts are being created
	Provide to clients just prior to move-in	Case managers and Housing Liaison	In-kind	11/01/17		
Training for case managers on how to coach/case manage newly housed clients beyond usual social work	Determine if a curriculum already exists	Housing committee	In-kind	09/01/17	By expanding on the traditional case management curriculum, we will be better able to keep newly housed persons successfully housed.	
	Ask Florida Housing Coalition if they can provide a training on this issue	CoC lead agency	In-kind	07/01/17		FL Housing Coalition is planning a training series for 17-18
Develop simple brochures that can be distributed to clients as they move through the housing process.	Research/develop training materials	Housing committee	In-kind	12/01/17	Newly housed persons will learn what to expect as various stages of being a tenant, helping them to remain successfully housed.	Research has begun, drafts are being created
	Prepare brochures	Housing committee	\$500	01/01/18		
Provide training in community	Check with subsidized housing providers to determine what types of training they currently provide	Housing committee	In-kind	10/01/17		
	Recruit others in the community who currently offer portions of desired curriculum	Housing committee	In-kind	11/01/17		

*Object 5 E: Improve landlord relationships*

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
Create a Housing Liaison position at CoC	Develop position description	CoC lead agency	In-kind	completed	Landlords will have a point of contact to notify of available units and a	Hired. Expense is salary plus benefits
	Hire appropriate staff	CoC lead agency	\$41,606.40	completed		
Develop leave behind materials for landlords	Create landlord brochure	Housing committee	In-kind	completed	Landlords will have a point of contact to notify of available units and a person to contact if situations arise	Done. Using now
	Purchase business cards for Housing Liaison	CoC lead agency	\$75	completed		
Host regular landlord appreciation/recruitment	Set date for regular "Chat & Chew" sessions	GHA		Ongoing	Landlords will have an opportunity to hear from other landlords about the	

**Goal 6: Develop and implement robust diversion and prevention strategies***Objective 6 A: Expand diversion options and develop standards*

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
Provide/organize ongoing training in diversion strategies to Coordinated Entry staff and front line staff at service provider agencies	Set date and time for initial training module	CoC lead agency	In-kind	10/2016 and ongoing	Persons seeking shelter will be diverted to alternate safe and appropriate places as much as possible	Current Navigators at GRACE trained, need to train intake staff at other locations
	Establish ongoing training schedule	CoC lead agency	In-kind			
Develop CoC-wide protocol and standards for the provision of diversion	Develop written standards.	CoC	In-kind	10/01/17	Diversion strategies will be provided in a consistent manner regardless of where client enters system.	In development
	Distribute CoC-wide to homeless first points of contact	CoC lead agency	In-kind			
Actively seek out alternate housing options that can be used to divert clients from		CoC	In-kind	Ongoing	As more options are identified, fewer clients will need to access emergency shelter	
Establish a CoC-wide funding stream for diversion from homelessness activities	Research possible funding sources	CoC		Ongoing	Having a steady resource will permit more effective diversion	GRACE has targeted some fundraising dollars to diversion; however, needs to be more than just GRACE doing this
Track effectiveness of diversion within CoC	Set up tracking method in HMIS	HMIS Lead	In-kind	07/01/17	Data on diversions can be used to create more effective diversion strategies	This has been set up
	Train all initial points of contact on how to track in HMIS	HMIS Lead	In-kind	09/01/17		Training is ongoing

*Objective 6 B: Expand prevention options and develop standards*

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
Develop CoC-wide protocol and standards for the provision of prevention	Determine current providers	CoC. Include CAPP and 2-1-1	In-kind	08/01/17	Prevention assistance will be provided in a consistent manner regardless of where client enters system. Written standards in development.	Currently working on a list of providers
	Establish regular meetings with prevention providers	Coordinated entry director	In-kind	10/01/17		Meeting to be scheduled TBD
	Together, develop written standards	Prevention providers together	In-kind	11/01/17		
	Provide/organize ongoing training in prevention strategies to Coordinated Entry staff and front line staff at service provider agencies	Prevention providers together	In-kind	01/01/18		
Better target prevention services to persons who would actually become homeless but for the	Explore use of Prevention VI-SPDAT	Prevention providers together	In-kind	11/01/17	More prevention options will reduce the number of clients who become homeless	Reviewed tool, will share with group when together

**Goal 7: Work with other Systems of Care to reduce entries into homelessness***Objective 7 A: Hospitals/Crisis stabilization units do not discharge people into homelessness*

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
Expand the number of persons trained in the SOAR	Train SSI/SSDI processors for outlying counties	LSF		10/01/17	Homeless persons will gain health care benefits and income, allowing them to move into housing and have better access to healthcare thereby reducing their use of the ER for primary care	LSF is organising this
	Determine current provider capacity	LSF		10/01/17		
Encourage hospitals to utilize SSI/SSDI processing techniques to reduce	Grant purposed to develop SOAR resources	LSF		10/01/17		
	Identify potential cost savings to hospitals if more persons had access to SSI/SSDI	LSF		10/01/17		

*Objective 7 B: Jails/prisons do not discharge people into homelessness*

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
Develop criteria to determine vulnerability of those processed through re-entry into the CoC	Established procedure to conduct VI-SPDAT on persons to be released from Alachua County Jail; need for other jails/prisons releasing into our CoC	Coordinated Entry	In-kind	for Alachua	Reduce the number of people exiting jail/prison into homelessness	VI-SPDAT's are done when reentering the system
	Connect with jails in other counties	Coordinated Entry	In-kind	01/01/18		

*Objective 7 C: Foster care system does not discharge people into homelessness*

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
Collect data on number of children exiting foster care into homelessness or becoming homeless within ??? Years of exiting foster care.	Determine what information to collect	Planning Committee	In-kind		We will have a better understanding of the number and demographics of foster children our continuum, allowing for better planning.	
	Meet with school boards and school liaisons	Planning Committee	In-kind			
	Identify other agencies with data we want to collect	Planning Committee	In-kind			
	Meet with other agencies and obtain an agreement to share data	Planning Committee	In-kind			

*Objective 7 D: Education system/School Board*

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
Collect data on number of homeless children in our five-county CoC school systems	Determine what information to collect	Planning Committee	In-kind		We will have a better understanding of the number and demographics of homeless children our continuum, allowing for better planning.	
	Meet with school boards and school liaisons	Planning Committee	In-kind			
	Identify other agencies with data we want to collect	Planning Committee	In-kind			
	Meet with other agencies and obtain an agreement to share data	Planning Committee	In-kind			
Use collected data to better plan services for homeless school children		Planning Committee	In-kind			

*Objective 7 E: Veteran Services*

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
Assure that Veterans stay in the forefront for available services	Maintain Veteran master list as a sub list of the byname list	Functional Zero committee with Coordinated Entry	In-kind	Ongoing	We will meet the HUD/USICH goal of ending Veteran homelessness	This is an ongoing process
	Submit for designation of having achieved "functional zero"	Functional Zero committee	In-kind	01/01/18		

Goal 8: Continue to keep families in our funding structure

Objective 8 A: Create family-centric services\_

Strategies	Action Steps	Responsible parties	Estimated expense	Target date	Desired outcome	Status
Advocate for the establishment of a children's services council taxing district in order to increase available funds for childrens' services in homeless families	Have a homeless family service provider work with the current Childrens' Services Council to be sure the needs of homeless children are represented	All NCF Alliance members; Childrens Services Council	In-kind	10/01/17	Develop a new funding source to assist children experiencing homelessness	Seeking a homeless family service provider to fill this role
	Encourage Children's Services Council to expand target population to all children, including those over age 5.	Family Services Committee	In-kind	10/01/17		
Engage providers of family service, homeless or not, in the Continuum planning process	Identify family service providers	Coordinated Entry Committee	In-kind	11/01/17	The needs of homeless families will have a strong voice within the Alliance and help us move closer to the goal of ending family homelessness.	
	Establish a collaborative venue, such as a Family Services Committee, within the Alliance.	CoC Membership	In-kind	01/01/18		
Collect data on number of families needing prevention and rehousing services.	Determine what information to collect	Family Services Committee	In-kind		We will have a better understanding of the number and demographics of homeless families in our continuum, allowing for better planning.	Can begin once committee is established
	Identify gaps in service	Family Services Committee	In-kind			1
	Meet with school boards and school liaisons	Family Services Committee	In-kind			
	Identify other agencies with data we want to collect	Family Services Committee	In-kind			
	Meet with other agencies and obtain an agreement to share data	Family Services Committee	In-kind			
Develop clear protocols for families vs. individuals on the by-name list	Establish consistent procedures throughout organizations	Coordinated Entry Committee	In-kind	08/01/17	Target the most vulnerable families when appropriate and individuals when appropriate based upon existing resources, understanding the need for both portions of the by-name list to be helped. Refer back to SPDAT family vs Individual as well as Coordinated Entry best practice.	Families are currently listed separately from individual on byname list; some funds are targeted specifically to families.

### Attachment B – Map

