



Arthur Stockwell, Executive Director
GRACE Marketplace Charity Support Foundation
P.O. Box 358406, Gainesville, FL 32635
(352) 575-8307;
info@gracemarketplacefoundation.org

January 11, 2018

City of Gainesville, Buyer Procurement Division
Attention: Ms. Gayle Dykeman
200 East University Avenue, Room 339
Gainesville, Florida 32601
Phone: (352) 334-5021 Fax: (352) 334-3163
Email: dykemangb@cityofgainesville.org

Re: ITN NO. CMGR-180047-GD

We are most pleased to submit our proposal for providing services at the Empowerment Center in a manner that will end homelessness in our community.

I have personally been involved in this project for 7 years and accompanied Mr. Jack Donovan when he first visited the site in 2011 during the site selection process. I created and have been developing the Grace Marketplace Charity Support Foundation (Grace Foundation) to support homelessness at the Center and to facilitate and encourage other charities' donations and support.

The staff at the Grace Foundation has been selected for their professional expertise and has a total of 11 combined years of experience at the Empowerment Center, beginning with it's creation and then in the application of its coordinated entry systems and every other operational detail through diversion into housing placements.

I am the authorized Grace Foundation signatory and negotiator and we are enthusiastically prepared to perform any individual function presented in the attached RFP response, or to manage the entire operation of the Empowerment Center.

Sincerely,

Arthur Stockwell
Grace Foundation Executive Director

EXHIBIT F

CITY OF GAINESVILLE

Exhibit F - DRUG FREE WORKPLACE FORM

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

GRACE Marketplace Charity Support Foundation, Inc. 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

1.12.17

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: *Antley Adams*

Firm Name: GRACE Marketplace Charity Support Foundation, Inc

Subscribed and sworn to before me this 12 day of January 20 18

[Signature]

Notary Public



DIANNEY ORWIG
MY COMMISSION # FF 117417
EXPIRES: April 28, 2018
Bonded Thru Budget Notary Services

My Commission expires 4/28, 20 18

Respondent's E.I. Number: 81-2550751

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

Exhibit I - BUSINESS REFERENCES

PROPOSER: GRACE Marketplace Charity Support Foundation

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

BID#: CMGR-180047-GD

BID DUE DATE: JANUARY 12, 2018

Provide the following business reference information for three clients that a same or similar project has been provided within the past five years. You may include photos or other pertinent information.

#1 Service dates (i.e. 6/2009 to 9/2009): Project 4/2014 to 12/2015 Amount \$ N/A

Project Client Name: Fundraisers

Project Location: Empowerment Center

City, State Zip: 3055 NE 28th Ave, Gainesville FL

Client Contact Name: Brendan Shortley, Helping Hands Clinic

Phone Number: 352-222-6222 Fax Number: _____

Email Address (if available): brendan8@msn.com

#2 Service dates (i.e. 6/2009 to 9/2009): 3/2015 to 12/2016 Project Amount \$ N/A

Project Client Name: Dignity Village Bike Project

Project Location: Empowerment Center

City, State Zip: 3055 NE 28th Ave, Gainesville FL

Client Contact Name: Mike Webber, Dignity Project Second Generation

Phone Number: 352-316-4016 Fax Number: _____

Email Address (if available): superiortownsllc@yahoo.com

Exhibit I

#3 Service dates (i.e. 6/2009 to 9/2009): Project 2016 & 2017 Amount \$ N/A
Project Client Name: Empowerment Center Facility Development
Project Location: Empowerment Center
City, State Zip: 3055 NE 28th Ave, Gainesville FL
Client Contact Name: Jonathan Leslie, Institute for Workforce Innovation
Phone Number: 352-215-8157 Fax Number: _____
Email Address (if available): Jleslie@iwiconline.org

ARTHUR McCALLUM STOCKWELL3427 NW 40th Terrace, Gainesville, FL 32606

(352) 575-8307

artstockwell@hotmail.com

SUMMARY:

Executive Management experience leading the finance, continuous improvement and planning functions of private and publicly held businesses, government entities and non-profit organizations. Lean Six Sigma Black Belt with expert knowledge of process improvement practices and systems used for reducing costs, facilitating growth and building a Kaizen culture.

EXPERIENCES:

- 12/2012 – Present
& 04/2002 – 02/2005
- Stockwell Business Systems, Gainesville, Florida -
MANAGEMENT CONSULTANT – Perform interim and project- based Controller/CFO functions including developing and leading the accounting, finance, budget, legal, IT and HR functions. Implement Six Sigma-based continuous improvement systems and perform project management functions for R&D, business development and complex “special” projects.
- Managed the startup and international expansion of a medical equipment sales company that currently exceeds industry profit margins.
 - Managed the R&D documentation and patent application functions for a manufacturer of solar panels manufactured on curved carbon fiber surfaces.
 - Implemented a Six Sigma system for a housing authority that HUD was preparing to close, which is now rated a “top performer”.
- 02/2005 – 12/2012
- The Collier Companies, Gainesville, Florida -
DIRECTOR OF FINANCE – Directed the accounting, finance, IT, treasury, Six Sigma and legal functions for this student housing apartment holding and management company with 500+ employees and \$100M+ in annual revenues.
- Implemented a Lean Six Sigma continuous improvement system that facilitated the business’ growth from 3,870 rental units in 2005 to 13,265 in 2011.
 - Implemented a monthly reporting system that included operations metrics for management, portfolio and competitor benchmarking data for acquisitions and individualized property reporting for each of the seven statutory investors.
 - Applied teambuilding and employee retention programs that reduced staff function turnover from 30% to 5%.
- 04/2001 – 04/2002
- Sulzer Carbomedics, Inc., Austin, Texas -
DIRECTOR OF FINANCIAL ANALYSIS AND BUDGET – Directed the financial analysis and budget development functions for this this publicly-held manufacturer of medical implant devices with 600+ employees and \$700M+ in annual revenues.
- Developed and implemented a Six Sigma process improvement system for the domestic and international staff functions.
 - Developed and managed a comprehensive financial statement and cash flow modeling system to produce valuation estimates for the sale of the company.
 - Developed Philip Crosby type process “Scope” Flowcharts and produced statistical probability estimates of anomalies for product testing and manufacturing controls and procedures.

- 2 -

- 02/2000 – 04/2001 Advanced System Integration Corporation, Austin, Texas -
CHIEF FINANCIAL OFFICER -- Directed the financial management, planning and control functions of a manufacturer of automated robotic assembly cells with seven domestic and international subsidiaries.
- Completed the SEC S-1 Form for the company's IPO.
 - Managed the planning and startup of manufacturing operations in China.
- 03/1997 – 02/2000 Pavilion Technologies, Inc., Austin, Texas -
CORPORATE CONTROLLER - Managed the financial planning, reporting, budgeting, controls and process-improvement systems for this neural network software R&D company with subsidiaries in Germany, Belgium, New Zealand and Japan.
- Improved European profit margins 19% by moving the company's European sales Headquarters from Germany to Belgium.
 - Implemented the Philip Crosby TQM (Total Quality Management) system to facilitate continuous improvement and reduce costs and defects.
- 05/1994 – 03/1997 First Financial Conduit, Inc., Austin, Texas -
CONTROLLER - Directed the finance and administrative functions of a real estate development company with four subsidiaries serving the mortgage banking, property-management and loan sub-servicing industries.
- Managed the startup of First Financial Service Bureau, Inc., a mortgage sub-servicing company that grew from 0 to \$2,000,000 loans under management.
- 12/1988 – 05/1994 NASA, Houston, Texas -
SYSTEMS ENGINEER – As a member of the NASA Space Shuttle Program Payload Integration and Operations Budget Office, managed the cost accounting and budget development processes for NASA and USAF payload integration and operation support functions (UPN-928).
- Wrote and published the NASA Space Shuttle Program Optional Services Pricing Manual (JSC-20109A).
 - Performed actuarial services for the analysis and reduction of Space Shuttle mission critical system failures that contributed to the statistical probability reduction of a critical mission failure event from 2.9% to 1.6%.
 - Recipient of the NASA Manned Flight Awareness Award.

EDUCATION:

B.S. in Finance with honors, University of Houston
 Certified Lean Six Sigma Black Belt
 Certified Phillip Crosby TQM Program Instructor (former)
 Harvard University Program on Negotiation

COMMUNITY SERVICE:

Chairman of the Board - Gainesville Housing Authority
 President – Gainesville Housing Development and Management Corporation
 Executive Director – GRACE Marketplace Charity Support Foundation
 Vice-Chairman – Bicycle Pedestrian Advisory Board
 NAMI – Certified Instructor

Carlos Fargas, MSW2407 NE 56th Terrace.

Gainesville, Florida, 32609

Home (352) 214 5942 Cell phone (352) 682-7292

Email address: cfar4u@gmail.com

EDUCATION:

New York University	New-York
M.S.W Degree - Social Work Administration	
Fordham University	Bronx, NY
B.A. Degree – Psychology	

LICENSING: New York State Clinical Social Worker: #027468
California State License Clinical Social Worker: #18176

TRAINING

Hunter College School of Social Work : Family Therapy Substance Abuse
Sequence Certification

EXPERIENCE:

Grace Market Place
3055 NE 28th Drive
Gainesville Florida 32609
July 14 2014- Present

Client Advocate /Navigator

Primary duties; Intake assessment. and triage of individuals seeking shelter, Completed HMIS entry and VI SPDAT for housing. Duties also included referrals for substance abuse and mental health and medical services and follow-up? Duties also included motivational interviewing and crisis de-escalation. Worked in conjunction with client advocates for admission to pavilion and services to veterans seeking dormitory shelter. Conducted diversion services to reunite clients to families in the community thereby reserving shelter opportunities for the most needy.

Shand's Vista Florida Recovery Center
Gainesville Florida 32609

September 8, 2008- September 9, 2009

Substance Abuse Therapist

Function here as Substance Abuse Therapist at the Shand's Vista partial hospitalization partial Program. Responsibilities including initial intake and substance abuse evaluation within the context of a multidisciplinary treatment team. Also provided individual, group and family counseling with an emphasis on relapse prevention and aftercare.

North Florida Evaluation Treatment center
Gainesville Florida 32641

September 25, 2009- July 25, 2011

Forensic Social Service Counselor

Responsible for providing evaluation and treatment services in a secure forensic facility. These patrons have been adjudicated by the court as having pleaded Not Guilty by Reason of Insanity or determined Incompetent to Proceed due to mental illness. Primary Treatment Objective, Restoration of Competency; Taught weekly training, modules in competency skills, mental health, and substance abuse with the goal of restoring capacity to return to court by understanding the charges that they committed and readiness to stand trial.

Department Children Families
Gainesville Florida 32641

August 10, 2011-February 2, 2012

Child Protective Investigator

Completed Training Academy for Child Protective Investigator in the State of Florida. Have working knowledge of Florida statutes and Maltreatments. Made Immediate Response field investigations from Child Abuse Hotline. Detained child in protective custody. Worked in conduction with agencies goal of returning children to families with supportive aftercare services. Completed court reports and appearances with recommendations on behalf of child safety.

ROSE M. WILSON

4647 SW 45th Lane, Gainesville, FL 32608 · (954) 934-6005
wilsonrose0527@gmail.com

Experienced outreach person. Familiar with the homeless community of Gainesville and community service providers. Excited to connect to unidentified at risk or homeless individuals needing health care and supportive assistance in our community.

EXPERIENCE

OCTOBER 2017 – PRESENT

LEASING AGENT, BANTA PROPERTIES, LLC.

Greeting clients, to present professionally the features and benefits of the assigned property units and communities and properly secure lease agreements from qualified persons. Preparation of lease paperwork and all prospect files. Assess and prepare reports for rental unit maintenance requirements for rental readiness. Follow up assessments for unit readiness. Communication and reports for maintenance and unit support team. All other duties as assigned by Property Manager such as banking drop off, pick up of needed office or maintenance supplies, drop off of paperwork to tenants or to court offices. Communication with tenant and corporate office, maintenance of tenant file communication and content as needed.

NOVEMBER 2016 – OCTOBER 2017

HOUSING LIAISON, NORTH CENTRAL FLORIDA ALLIANCE

Outreach to landlords and persons experiencing homelessness. Instrumental in housing over 240 persons in last 9 months. Provide client support for issues relating to housing and intervention when deemed necessary to support continued housing. Assist clients with obtaining funding and support services to facilitate successful housing. Provide support to case managers, community service providers and homeless individuals to maximize their housing opportunities. Increased and maintain landlord/housing opportunity database for members of Alliance.

MARCH 2005 – DECEMBER 2016

OWNER, DÉJÀ VU CONSIGNMENT

Owned and operated consignment shop. Increased annual sales from \$12,000 to \$65,000. Closed shop to relocate to Gainesville.

1995 - 2005

OWNER, L & M DIRECTORY

Assisted persons seeking supportive housing opportunities. Maintained listing of available units throughout three-county region. Was the "go-to" person for difficult to place individuals.

EDUCATION

CURRENTLY ENROLLED

MASTERS OF ARTS, PSYCHOLOGY, ASHFORD UNIVERSITY

JULY 2016

**MASTERS OF ARTS, EDUCATION WITH SPECIALIZATION IN EARLY CHILDHOOD
EDUCATION, ASHFORD UNIVERSITY**

JULY 2012

BACHELOR OF ARTS, SOCIAL SERVICES, ASHFORD UNIVERSITY

SKILLS

- Community Outreach Knowledge
- Goal Oriented
- Experience working with homeless persons
- Problem Solver
- Friendly People Person
- Strong sales closer
- Multi-tasker
- Team player and Team leader

CITY OF _____ FINANCIAL SERVICES
GAINESVILLE PROCEDURES MANUAL

41-424 Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department 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 for compensation, 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.

ADDENDUM NO. 1



Date: December 29, 2017

Bid Date: January 12, 2018
at 3:00 P.M. (Local Time)

Bid Name Administer and Implement Services for Low Barrier Emergency Services Shelter for Homeless Persons – Emergency Housing Services

Bid No.: CMGR-180047-GD

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Any questions shall be submitted in writing to the City of Gainesville Purchasing Division by 3:00 p.m. (local time), January 4, 2018. Questions may be submitted as follows:
Email: dykemangb@cityofgainesville.org
or
Faxed (352) 334-3163
Attention: Gayle Dykeman
2. Please find attached:
 - a) Copy of the black out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters) distributed during mandatory pre-bid meeting.

The following are answers/clarifications to questions received:

3. **Question:** Is the City of Gainesville looking for an agency to operate or manage a homeless facility?
Answer: The City of Gainesville is looking for an Agency that can manage and operate the Facility for nine months with an optional 12 months contract to provide services to the homeless.
4. **Question:** Can we submit a proposal to supply services to the homeless population only?
Answer: The Continuum of Care is responsible for managing and operating the Coordinate Entry System in Alachua County and therefore the Coordinate Entry System is designed to divert Homeless Clients or those of at risk of becoming Homeless to housing before referring individuals and

families to Shelter Care Services. The City is seeking a Proposer who can provide services to the Homeless.

5. Question: Will the services be for the Gainesville community only?

Answer: The City is seeking a provider that can provide services to Gainesville-Alachua County. The Board of County Commissioners and the Gainesville City Commission equally fund the Services at the Empowerment Center.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: GRACE Marketplace Charity Support Foundation, Inc.

BY: Arthur Stackmill

DATE: January 11, 2018

CITY OF _____ FINANCIAL SERVICES
GAINESVILLE PROCEDURES MANUAL

41-424 Prohibition of lobbying in procurement matters

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Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department 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.

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ADDENDUM NO. 2



Date: January 3, 2018

Bid Date: January 12, 2018
at 3:00 P.M. (Local Time)

Bid Name: Administer and Implement Services for Low Barrier Emergency Services Shelter for Homeless Persons – Emergency Housing Services

Bid No.: CMGR-180047-GD

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. The deadline for questions has been extended – the new deadline for questions is January 5, 2018, by 1:00pm. Any questions shall be submitted in writing to the City of Gainesville Purchasing Division ~~by 3:00 p.m. (local time), January 4, 2018.~~ Questions may be submitted as follows:
Email: dykemangb@cityofgainesville.org
or
Faxed (352) 334-3163
Attention: Gayle Dykeman
2. Please find attached:
 - a) Copy of the black out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters) distributed during mandatory pre-bid meeting.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 2 by his or her signature below. and a copy of this Addendum to be returned with proposal.

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: GRACE Marketplace Charity Support Foundation, Inc.

BY: Arthur Hodswell

DATE: January 11, 2018

CITY OF _____ FINANCIAL SERVICES
GAINESVILLE PROCEDURES MANUAL

41-424 Prohibition of lobbying in procurement matters

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Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department 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 for compensation, 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.

ADDENDUM NO. 3



Date: January 4, 2018

Bid Date: January 12, 2018
at 3:00 P.M. (Local Time)

Bid Name: Administer and Implement Services for Low Barrier Emergency Services Shelter for Homeless Persons – Emergency Housing Services

Bid No.: CMGR-180047-GD

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Any questions shall be submitted in writing to the City of Gainesville Purchasing Division by 1:00 p.m. (local time), January 5, 2018. Questions may be submitted as follows:

Email: dykemangb@cityofgainesville.org
or
Faxed (352) 334-3163
Attention: Gayle Dykeman

2. Please find attached:

- a) Copy of the black out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters) distributed during mandatory pre-bid meeting.
- b) Copy of the Pre-Bid sign-in sheet for your information.

The following are answers/clarifications to questions received:

3. Gayle Dykeman, Procurement Division, discussed bid requirements
 - a. Sign-in Sheet is circulating.
 - i. Submitted bid to match business name as signed in at pre-bid.
 - b. Bids are to be received by the Purchasing office no later than 3:00 p.m. on January 12, 2018. Any bids received after 3:00 p.m. on that date will not be accepted.
 - c. Send questions in writing to Gayle Dykeman via email or fax.

- i. All communication through Gayle Dykeman only. Do not communicate with other City staff or Commission.
 - d. Discussed bid due date, time and delivery location.
 - i. Deliver (or have delivered) to Purchasing by 3PM on January 12, 2018.
 - e. Various forms (i.e. drug free workplace, non-collusion, debarment, Exhibit I) are to be completed and returned with your bid.
 - i. Sign, date and return all Addenda.
 - f. Exhibit A has a watermark indicating that the document is a DRAFT. That is incorrect. Exhibit A is a final document.
 - g. The deadline for questions has been moved, the new deadline is January 5, 2018 1:00pm.
4. Fred Murry, Assistant City Manager, discussed the project scope
- a. 9 month contract
 - b. Should provide at least 2 meals a day
 - c. Submission should include grants, fundraising initiatives
 - d. Detail how many buildings will be in use
 - e. Provide emergency services for 100 beds
 - f. Provide hours of service

The following are answers/clarifications to questions received at the non-mandatory pre-bid conference

5. Question: Section 5.4 does not account for the requirement of the City, County and Agency to consult their boards and commissions before committing to negotiated terms.
 Answer: All parties should negotiate in good faith under the guidance of their governing boards and will have the opportunity to present negotiated terms and conditions to those entities for final approval.
6. Question: Page 4, Scope of Work, refers to "Households with the highest need and vulnerability will be prioritized for shelter entry." How will prioritization be determined?
 Answer: Prioritization will be based on the Coordinated Entry System.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 3 by his or her signature below, and a copy of this Addendum to be returned with proposal.

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 3 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: GRACE Marketplace Charity Support Foundation, Inc.

BY: Arthur Stodwell

DATE: January 11, 2018

CITY OF GAINESVILLE
GENERAL GOVERNMENT PURCHASING DIVISION
NON-MANDATORY PRE-BID CONFERENCE

Administer & Implement Services for Low Barrier Emergency Services Shelter for
Homeless Persons - Emergency Housing Services
DATE: January 3, 2018 @ 3:00 PM LOCAL TIME
BID #CMGR-180047-GD
DUE DATE: January 12, 2018, AT 3:00PM

YOUR COMPANY'S NAME, ADDRESS &
PHONE NUMBER

YOUR SIGNATURE, PRINTED NAME,
EMAIL ADDRESS & FAX NUMBER

1) 4CC HH, Inc.
3055 NE 28th Dr
Gainesville, FL 32609
PHONE # (352) 792-4724

[Signature]
SIGNATURE
[Printed Name]
PRINTED NAME
E-MAIL: [Email]
FAX # (352) 300-1577

2) Smith Inc, Inc
1417 NW 6th St
Gainesville, FL 32609
PHONE # (352) 792-2517

[Signature]
SIGNATURE
[Printed Name]
PRINTED NAME
E-MAIL: [Email]
FAX # (-)

4CC HH, Inc
3055 NE 28th DR
GV
PHONE # (352) 318-4724

[Signature]
SIGNATURE
ROBERT P ACKERMAN/ATTY at LAW
PRINTED NAME
E-MAIL: [Email]
FAX # (352) 792-0800-100

4) _____

PHONE # () _____

SIGNATURE

PRINTED NAME
E-MAIL: _____
FAX # () _____

5) _____

PHONE # () _____

SIGNATURE

PRINTED NAME
E-MAIL: _____
FAX # () _____

CITY OF _____ FINANCIAL SERVICES
GAINESVILLE PROCEDURES MANUAL

41-424 Prohibition of lobbying in procurement matters

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Lobbying means when any natural person for compensation, 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.

ADDENDUM NO. 4



Date: January 9, 2018

Bid Date: January 12, 2018
at 3:00 P.M. (Local Time)

Bid Name Administer and Implement Services for Low Barrier Emergency Services Shelter for Homeless Persons – Emergency Housing Services

Bid No.: CMGR-180047-GD

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Please find attached:
 - a) Copy of the black out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters) distributed during mandatory pre-bid meeting.

The following are answers/clarifications to questions received:

2. **Question:** What is the sleeping capacity of Building 5 on the Empowerment Center Campus? Has the Fire Marshall specified a maximum overnight occupancy of the outdoor sleeping area in this building?
Answer: The City estimates that 100 people can adequately sleep in the dorm, however, bed size and clients' needs may determine the appropriate number that can sleep in the dorm. Prior to the conversion to a homeless center, the Florida Department of Corrections housed 125 inmates in each dorm. Pavilion population (55) was determined by Fire Standards and America Red Cross Shelter Standards.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 4 by his or her signature below, and a copy of this Addendum to be returned with proposal.

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 4 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: GRACE Marketplace Charity Support Foundation, Inc.

BY: Anthony Stockwell

DATE: January 11, 2018

Tab 2: Firm Background, Experience and References

a) Provide a brief introduction to the Agency, its history, and its areas of specialization.

The GRACE Marketplace Charity Support Foundation, Inc. (GRACE Foundation) is a 501c3 charity that was started by a group of Empowerment Center volunteers who have a passion for helping people who are homeless or are living in poverty. Members of the GRACE Foundation's team participated in the Empowerment Center's site selection process in 2011, assisted with its visioning and "startup" planning and have been continuously engaged in supporting the Empowerment Center's operations since it opened in 2014.

The GRACE Foundation has been developing the specialized functions the Empowerment Center needs to achieve its original vision of becoming become a "one-stop" resource for all categories of homeless (temporarily homeless, episodic homeless and chronically homeless), and individuals living in extreme poverty. The GRACE Foundation is developing the following specialized functions:

- 0 Specialized fundraising programs to solicit in-kind donations of equipment, supplies and volunteers needed to operate the Empowerment Center, donations of funds and construction materials needed to build short and long-term housing at the Center and the ability to attract community, non-profit and faith-based groups to join the Empowerment Center's programs to support the homeless.
- 0 Specialized facility development and construction project planning and management capabilities needed to develop affordable housing units for the individuals who are chronic homeless or are living in extreme poverty.
- 0 Specialized management systems to develop and operate a "marketplace" of service offerings that include outreach, inreach, homeless prevention, diversion, re-housing, case management, medical, mental health & substance abuse and other services that prepare homeless persons to relocate and/or move into sustainable permanent housing.

The GRACE Foundation has been evaluating new and creative homeless support projects that are significantly reducing the homeless population in the communities that are using them. Members of the GRACE Foundation's management team have strong working relationships with agencies that fund homeless support programs, including the Department of Housing and Urban Development and the Florida Housing Finance Corporation, and the team believes that funding for the projects presented in the Additional Information section can be raised without the need for local taxpayer support.

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.

Arthur Stockwell – Executive Director

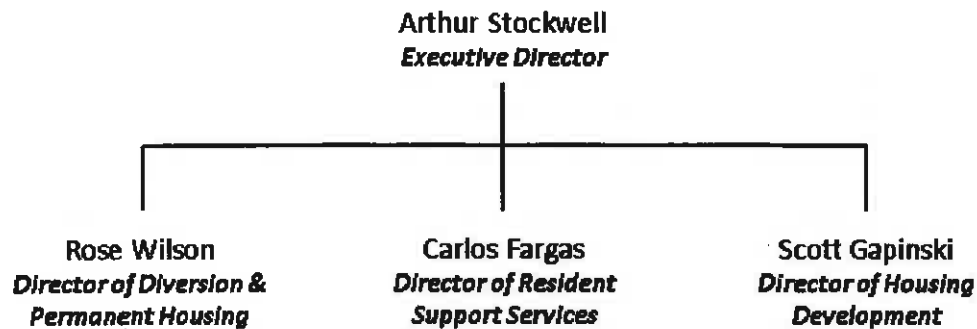
Rose Wilson – Director of Diversion & Re-Housing

Carlos Fargas – Director of Resident Support Services

Scott Gapinski – Director of Facility Development

Organization Chart:

Management Organization Chart



*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.***

The GRACE Foundation's management team members have 11 years of combined experience supporting the Empowerment Center in the capacity as employees and volunteers. They participated in the Center's development beginning with the site selection process in 2011, the visioning and planning functions for the center's initial scope of work, and they have been continuously engaged in the day-to-day operations since the center opened in 2014. The specific functions these members performed include operation of the coordinated entry system, homeless diversion, low-barrier shelter operations, shelter cleaning and safety, housing focused services, community rapid-rehousing, Continuum of Care participation, HMIS reporting and day center operations.

References enclosed as Exhibit I

Management Bios:

Arthur Stockwell

Mr. Stockwell first became involved in the GRACE Marketplace project in 2011 when he and Mr. Jack Donovan toured the facility as a possible location for a "one-stop" homeless center. Mr. Stockwell assisted with the visioning and planning functions; he started the GRACE Fundraising Committee; he lead the renovation of Buildings 1 and 7 and he completed the fundraising to renovate the Medical Building.

Mr. Stockwell currently serves as the Chairman of the Gainesville Housing Authority, the Gainesville Housing Development and Management Company, the GRACE Marketplace Charity Support Foundation, the GNV4ALL Housing and Transportation Committee and Greater Alachua Trail Keepers. He is also a certified NAMI instructor and a member of the Bicycle Pedestrian Advisory Board.

Professionally, Mr. Stockwell owns and operates a consulting firm that specializes in business development, financial planning and Six Sigma project management. Prior to starting his consulting firm Mr. Stockwell worked for NASA in the Space Shuttle Payload Integration & Operations Office and he was the CFO of several private and publicly traded companies.

Mr. Stockwell has attended The University of Texas, The University of Houston, The University of Florida, Harvard Law School and he is a Six Sigma Black Belt.

Carlos Fargas

Mr. Fargas is a dedicated, certified social worker who has been a team member of the Alachua County Coalition for the Homeless and Hungry at the Empowerment Center since the beginning, conducting intake admissions, giving homeless patrons access to Dignity Village and its adjunctive services.

With lengthy career experience in varied areas of social work including psychiatric and addictions, he is able to provide assistance to those patrons who wanted to transition from homelessness to housing opportunities, crisis intervention and referrals to mental health, substance abuse, medical and domestic violence services.

Before joining the Empowerment Center he was a substance abuse therapist with Shand's Vista Florida Recovery Center providing initial intake and substance abuse evaluation and at the North Florida Evaluation Treatment Center as a forensic social service counselor.

He has trained in social work administration and psychology at Fordham University, New York University and Hunter College.

Rose Wilson

For the past year, Ms. Wilson worked at the Empowerment Center where she was very effective in successfully housing over 240 individuals and families from the Empowerment Center and homeless living in other shelters and camps in Alachua County. She assisted homeless in obtaining funding and

support services, and she supported case managers and community service providers. She participated in the maintenance and development of the landlord/housing opportunities database.

Previously, she directed an organization that assisted persons seeking supportive housing opportunities and maintained a listing of available units throughout a three-county region. She has a Bachelor of Arts, Social Services, a Masters of Arts, Education, and is currently enrolled in Masters of Arts, Psychology, at Ashford University.

Scott Gapinski

Mr. Scott Gapinski is a licensed electrical, mechanical and plumbing contractor and owner of Gaptec, Inc., a building contractor who specializes in light construction, renovation, HVAC repair and plumbing repair. Mr. Gapinski managed the HVAC, electrical and plumbing functions of the renovations of Buildings 1 in 2014 and Building 7 in 2017 and Mr. Gapinski has donated more than \$20,000 to the Empowerment Center. Mr. Gapinski holds a B.S. in Mechanical Engineering from UF.

Tab 3: Response to Questions in Section 3, Qualifications

“Provide responses to questions posed in Section 3, Qualifications”

GRACE Foundation staff have participated in and performed all of the “front door system” functions currently used at the Empowerment Center and would initially continue those functions upon award of contract. In 2017, 8% of the homeless individuals who registered as clients at the Empowerment Center successfully found housing and the majority of those individual were in the “temporarily” homeless category. The homeless population in the chronic homeless category, who are living in Dignity Village and other campgrounds in the community, achieved a significantly lower re-housing ratio.

In 2016, the GRACE Foundation discovered a homeless support program that was achieving a 90% long-term housing success rate and the program specifically caters to individuals who are chronically homeless. The program is called “Community First” and the organization that developed the concept built a large homeless center entirely with private funding. That organization is the Mobile Loaves & Fishes and the homeless center is the Community First Village in Austin Texas.

During the past year staff at the Community First Village have been assisting the GRACE Foundation with a redevelopment plan for a “community first”-type facility on the Empowerment Center campus and a summary of that plan is presented in the Additional Information section of this proposal. In accordance with the RFP’s instructions, the responses in the Qualifications section below represent GRACE Foundation staff’s experience at the Gainesville Empowerment Center while using the current processes and procedures.

The GRACE Foundation’s redevelopment plan presented in the Additional Information Section would raise the Empowerment Center’s homeless re-housing rate from 8% to 90% in 24 months.

A. Diversion

1. “Describe what your organization’s approach will be to operating a “front door system”, including implementing shelter diversion in the community.”

The GRACE Foundation’s Front Door System’s approach is to divert and or prevent homelessness when possible, reduce the amount of time homeless individuals and families spend on waitlists and place individuals and families with the most appropriate agency for their re-housing needs in the quickest and most cost-effective manner.

The Front Door Program works to best understand the true needs in our community for those experiencing homelessness by using real time data. It serves as a point of access for all participating services in the community including emergency shelter, transitional shelter, homeless prevention services, rapid re-housing services, permanent supportive housing,

veteran-related homeless service providers, coordination of domestic violence homelessness issues, and diversion from the system.

The goals of the front door system are:

1. To end lengthy stays in homelessness for families and individuals
2. To eliminate duplication of services
3. To best utilize financial and community resources

The Homelessness Diversion and Re-housing Office will be focused on housing clients that are new and in the HMIS system. Diversion housing specialists and case-managers will focus on re-housing clients as quickly as possible, while paying close attention to their personal circumstances (familial, financial, physical, mental and/or addiction issues).

Scope of Work: Diversion

1. The GRACE Foundation's Diversion Office will be open from 8:00 am to 8:00 pm Monday through Saturday. There will be a monitored, dedicated telephone number for persons seeking housing assistance and expanded office hours will be offered for persons that work or have difficulty getting to the Empowerment Center.
2. The Diversion Office will provide access during work hours to telephone and a computer lab for clients seeking housing assistance. If a client needs assistance with telephone calls or Internet search assistance a diversion staff member will be available to assist.
3. The Diversion Office will perform outreach and participate in community events to seek new housing opportunities for clients. All new housing opportunities providers will be added to the Housing Opportunities List and shared with other community agencies to promote interagency cooperation and maximize the number of clients housed.
4. The Diversion Office will develop and maintain a current list of available housing opportunities and/or landlords, property managers, and owners that will be made available to potential tenants during office hours. The Housing Opportunities List will be shared with other community agencies to assist their clients as well.
5. The Diversion Office will maintain housing opportunities brochures, Tenant Rules and applications when possible to speed the re-housing process.
6. The Diversion Office will make copies of all identification, (driver's license, social security cards, state ID cards) payroll information, letters of personal or rental reference and income verification for clients as needed to assist in the housing application process. If requested by client, Diversion Office staff will assist clients by faxing and/or scanning and emailing documentation to Housing Opportunity Providers.
7. The Diversion Office will assist clients with acquisition and compilation of support documentation required for housing application on an as-needed basis.
8. The Diversion Office will assist clients by accessing criminal/credit information on an as-needed basis to accurately assist clients with appropriate housing referrals.

9. The Diversion Office will fund application fees (as needed and dependent on funding) for clients that are looking for housing. A funding commitment letter will be issued for application fee as needed and approved by Diversion Director. A money order or check made payable to housing opportunity provider will be provided if a commitment letter is unacceptable to housing opportunity provider(s). Diversion office staff will pre-assess viability of client application approval status with housing opportunity office by asking for their Tenant Approval Rules.
10. The Diversion Office will assist with transportation to possible housing opportunities for clients. If necessary, client will be provided with a bus pass, transportation via third party provider (Lyft, Uber) or other community support agencies.
11. The Diversion Office will maintain a private office available for meetings between possible housing opportunities providers and clients. The meetings will be private or if requested a staff member may be present to act as a client advocate. Clients with mental or physical challenges may request assistance from Diversion staff with completion of documentation (filling out application and/or review and explanation of paperwork).
12. The Diversion Office will maintain up-to-date information on community or governmental funding resources available that might assist clients. Applications will be made available to clients when appropriate. Transportation to appointments will be arranged when appropriate. Diversion staff will be available to assist clients with filling out paperwork if requested by client. Diversion office will provide a private office in building 1 for community service provider representative to interact with client if requested.
13. The Diversion Office will provide alternatives to housing locally when appropriate. A TICKET HOME will be offered (when appropriate) to clients that have a family member, friend, or verified job opportunity in another city or state. This housing diversion opportunity will be made available to clients who are currently receiving services and for those who are not receiving services. Funding for bus or train ticket (depending on costs) will be provided after verification of family member, friend or job opportunity is made. If required due to transportation schedule and costs differential, client will be housed temporarily in one of 12 micro-houses available on campus.
14. The Diversion Office will advocate and/or negotiate with current landlords to prevent eviction and homelessness. Diversion office staff will (if requested by client) act as client advocate and assess each situation individually to see if providing temporary monetary assistance and/or agreements for behavior modification will alleviate the possibility of future homelessness. If possible, diversion staff members will identify and assist clients with connections to possible funding assistance.
15. Diversion Office staff will assist clients in creating a realistic budget in order to make appropriate housing referrals. Clients will be encouraged to be truthful in order to create a working document that will promote future housing success.
16. Diversion Office staff will be able to provide the following client support items to promote client housing opportunities.
 - a. Telephone service – Clients may be provided with a low-cost cellular telephone (paid for 3 months) to assist with housing and/or employment search. Clients can keep the telephones after being housed.

- b. Bicycle – Clients may be provided with a bicycle to assist with transportation during housing and/or employment search. Once successfully housed clients will be able to keep bicycles to use for transportation.
- c. Computers – Clients may be provided with a laptop computer to assist with job hunting, resume writing, communication with family and friends and housing search (Craigslist, Section 8.com and other internet resources), If clients are housed and need a computer they will be allowed to keep them permanently.
- d. Clothing – As needed for job interviews or appropriate work attire. Clothing will be available, if needed, to promote housing and employment opportunities.
- e. Temporary housing – vacant BNB houses at the Empowerment center will be made available for free or at low cost for diversion clients
- f. Savings account --as needed client may have Diversion office hold funds to enable them to save monies for housing expenses. All funds will be in a safe in a secured area. Diversion office will attempt to find a bank-or credit union that will allow clients to establish their own bank account.

2. "Describe your organization's experience administering triage and assessment tools."

Members of the GRACE Foundation's management team have more than three years of "hands-on" experience performing triage and assessments at the Empowerment Center, beginning with it's opening in 2014 until the end of 2017. Staff have expert knowledge of intake and triage assessment tools including the use of the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT) and the Homeless Management Information System (HMIS).

The GRACE Foundation would implement the following improvements to the triage and assessment process:

- 1. All intakes will be personally escorted to their assigned shelter sleeping areas.
- 2. All intakes requiring mental health medication compliance, substance abuse or medical aftercare services will be monitored for the first 30 days of sheltering.
- 3. All intakes will have a client service note that highlights areas of the assessment and recommendations for follow-up referrals.
- 4. Weekly case conferences will be held to discuss special need cases.

The development plan presented in the Additional Information section of this RFP response significantly expands the Empowerment Center's capacity and type and scope of support service. The GRACE Foundation will develop the triage process using its Six Sigma system to document the process and record and automate the process of determining the most efficient course of action to placing clients in permanent housing.

3. "Describe your organization's experience implementing homelessness diversion programs."

As the Housing Liaison for Grace Marketplace, Grace Foundation's Director of Diversion & Housing, Ms. Rose Wilson performed all the outreach to property managers, realtors and

private owners for persons experiencing homelessness. She was instrumental in housing over 240 persons in the last 9 months of 2017, she provided client support for issues relating to re-housing and intervention when deemed necessary to support continued housing, she assisted clients with obtaining funding and support services to facilitate successful re-housing, she provided support to case managers, community service providers and homeless individuals to maximize their re-housing opportunities and she increased and maintained landlord/housing opportunity database for members of the Alliance.

Ms. Rose Wilson developed the procedure presented in the “Scope of Work: Diversion” section presented above.

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.”

Members of the GRACE Foundation’s management team participated in the planning, startup and operation of the initial drop-in services at the Empowerment Center. All of the day services functions: meals, showers, laundry, clothing, housing and needs-assessment functions were supported by or started and developed by GRACE Foundation management personnel. Arthur Stockwell started the laundry by acquiring donations of washing machines and driers; Rose Wilson facilitated a successful community outreach program for re-housing homeless clients.

2. “Describe your organization’s experience engaging and serving people experiencing chronic homelessness, people under the influence of substances, and people with mental illness.”

As a psychologist specializing in addictions, the GRACE Foundation’s Director of Resident Support Services, Mr. Carlos Fargas, has more than a decade of experience working with organizations serving people under the influence of substances and suffering from mentally illness. Mr. Fargas was with the Empowerment Center when it started in 2014 and performed triage stabilization for shelter, food, clothing and emotional support, screening for mental illness, substance abuse, denial of substance abuse, other medical issues, compliance with appropriate medications, referrals to on-site Meridian staff for treatment and medication evaluation, referring appropriate medical issues (such as diabetes/insulin) to Helping Hands or the UF Mobile Unit, follow-up with mental health, substance abuse and medical referrals and counseling into constructive behavior and diversion into re-housing.

The GRACE Foundation’s Executive Director, Mr. Arthur Stockwell, is a NAMI-certified instructor and expert in dealing with individuals suffering from mental illness/serious emotional disturbance and substance abuse.

“3. Describe how your organization would engage with the North Central Florida Continuum of Care.”

Mr. Stockwell is a member of the Continuum of Care (CoC) and attends the general meetings, he is on the CoC's listserve and he participates in CoC projects including the current development of the CoC's RFP for a Lead Agency. The GRACE Foundation donated cash and equipment to six other members of the CoC in the last four months.

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."

The GRACE Foundation's management team participated in the startup and operation of the Empowerment Center's first emergency shelter in Dorm C, its closure and relocation to the current in-door location and the open pavilion.

Improvements the GRACE Foundation would make to the Empowerment Center's emergency shelter would be the following:

1. 24/7 security service in the low barrier shelter,
2. Emergency shelter beds would be expanded from 100 to 200, as presented in Figure 5.2.,
3. All beds would be indoor and offer protection from cold, humidity, wind and blowing rain,
4. All beds would be above ground using conventional beds or military cots.

2. "Describe the process your organization would use for staffing the shelter."

The GRACE Foundation's staffing plan for the shelters and common grounds is presented in the "Facility Operations" section of the Budget and includes 14 staff members and one full-time security officer. The staffing positions include the following:

Facility Director
 Food Service Manager
 Food Service Assistant
 Community Market Manager
 Community Market Specialist 1
 Community Market Specialist 2
 Low Barrier Shelter Cafeteria Manager
 Low Barrier Shelter Assistant 's
 Lawn Care Manager
 Lawn Care Assistant 1
 Lawn Care Assistant 2
 Interior Cleaning Specialist 1
 Interior Cleaning Specialist 2
 Litter Control Manager

With the exception of the Facility Director, all of the positions would be performed by individuals in the “work-for-rent” program who reside in the Empowerment Center’s dorms, micro-houses or platform tents (see Figure 5.2.)

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.”

All of the GRACE Foundation’s management team’s most recent 12-month experiences in housing, diversion, homeless casework and low-barrier shelter operations were at the at the Empowerment Center.

4. *Describe what eligibility criteria your organization would use to enroll people into shelter.*

The Empowerment Center’s low-barrier shelter’s eligibility criteria would not be contingent on sobriety, minimum income requirements, criminal records, or other unnecessary conditions.

5. *“Describe what expectations the shelter would have for clients.”*

The low-barrier shelter’s rules would include:

1. Treat everyone with dignity and respect
2. Use the shelter space in a respectful manner
3. No weapons will be allowed in the shelter, and nothing may be used as a weapon inside the shelter.
4. All items brought into the shelter would be allowed to be searched

Restriction or “barring” of shelter services would be limited to:

1. Violence
2. Excessive damage to property
3. Theft
4. Other criminal activity

6. *Describe your process for collecting meaningful client input and feedback on emergency shelter operations.*

The GRACE Foundation will implement and use a continuous improvement system which will capture and record system anomalies and feedback. All anomalies recorded would be processed by the continuous improvement system and adjustments to the operating system would be made to eliminate the recurrence of those errors.

Methods that will be used to capture and record emergency shelter operation errors will include:

1. Suggestion boxes – individuals who make a suggestion that is used to make improvements to the Empowerment Center’s procedures will receive a free meal at Sonny’s

2. Anomaly Reporting – all staff will be required to report all errors to the Accounting Department for recording and reporting in Anomaly Reports
3. Client surveys – clients leaving emergency shelters will be asked to complete a scoring card to record the effectiveness of the services they received at the shelter

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.

The GRACE Foundation's staff's experience with overflow capacity includes touring homeless centers in San Antonio, Austin, Washington DC, Jacksonville and St. Petersburg, who are using new and innovative homeless support methods.

The shelter capacity at the Empowerment Center does not meet demand and homeless individuals are frequently turned away from the open air pavilion because it is full or because they arrived after the entry selection procedure occurs.

The GRACE Foundation's plan to eliminate overflow, as presented in Figure 5.2, is to expand emergency shelter beds from 100 to 200, in a manner where all beds are indoors and above ground. The development plan also initially adds 200 micro housing units and 48 SRO units in the dorms.

8. Describe how your organization will ensure facilities are safe, clean, and well maintained.

The GRACE Foundation would implement changes to improve the Empowerment Center's low-barrier shelter's security and cleanliness. Changes presented in the RFP response and in the budget in Tab 4 include:

Security:

- The GRACE Foundation included in the budget and would engage Weiser Security to provide 24/7 security staffing for the low-barrier shelter which would start April 1, 2018.
- The Empowerment Center would use Weiser Security's incident tracking and reporting system to track and evaluate all security issues.
- All Empowerment Center staff would receive mandatory mental health and crisis de-escalation training by a certified NAMI instructor. (Grace Foundation Executive Director, Mr. Stockwell is a certified NAMI instructor.)
- The Empowerment Center would engage a Resident Council, who would review and address non-violent security incidents and report appropriate action

Cleanliness:

- The GRACE Foundation has entered into an agreement with Greater Alachua Trail Keepers (Trail Keepers) wherein Trail Keepers would store its lawn care and litter control equipment at the Empowerment Center for residents working in the "work-for-rent" program to use.
- Residents in the "work-for-rent" program will perform litter control, lawn care, low-barrier shelter dorm cleaning, cafeteria cleaning, laundry room cleaning, etc.

- The Continuous Improvement/Quality Control function (presented in Tab 5) will include a daily inspections procedure for the Empowerment Facilities for cleanliness.

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.

The GRACE Foundation's Diversion staff will meet with all clients in the emergency shelter within 48 hours to initiate the re-housing process.

Clients will be assessed for re-housing readiness based on client willingness to participate in the re-housing process. Clients that are actively using alcohol or drugs or are not ready for re-housing due to medical and/or mental issues will be referred to appropriate providers. Clients using alcohol or drugs will be housed in the low-barrier emergency shelter beds until ready to actively participate in re-housing process.

Referrals will be made when indicated to appropriate mental, physical health facilities and/or substance abuse centers. As appropriate, clients will be referred to domestic violence shelters.

A diversion staff member will interact daily with each client who is willing to participate in re-housing process. All clients will be invited to the Diversion office to participate in the development of his/her own re-housing plan. If the client is unwilling to come to the Diversion office, the staff person will agree to meet with client in a quiet area at an agreed upon time. The client will be assisted in documentation compilation.

An initial re-housing plan will be developed within 7 days of first contact. The re-housing plan will establish a Re-Housing Goal Date. It is to be understood that all re-housing plans will be dependent on client willingness to actively participate in the re-housing process. Active participation will include willingness to be housed, willingness to spend money on housing, willingness to follow rules as established by possible housing providers and other issues that may come up during re-housing process.

The individual's re-housing plan will be updated weekly by Diversion staff. Progress or roadblocks (issues to be addressed) will be reviewed and action steps towards the re-housing goal established. Diversion staff will document in client re-housing files progress, issues, and assistance needed.

After successful re-housing, Diversion staff will set up client follow-up calls and community visits in a structured manner as deemed appropriate for the client's re-housing stability. Diversion staff will assist client in obtaining supportive services on an as-needed basis. Newly rehoused clients need more support in the early re-housing stage and then less frequent interaction as the client becomes more established in his new home.

Diversion Staff will contact clients for "follow-up" using the following schedule:

- 1st Month Clients are contacted by phone or visit on a weekly basis

- 2nd Month Clients are contacted by phone or visit on a bi-weekly basis
- 3rd Month Clients are contacted in the 1st week of the month
- 4th Month Clients are contacted on a bi-monthly basis thereafter

10. Describe how your organization will help clients reunify with family or friends, find roommates and negotiate shared housing arrangements, and access mainstream benefits.

Diversion staff persons will develop a Re-housing Plan for each client. Information provided by client interview and diversion staff interaction will be utilized to ascertain whether it is appropriate and/or viable to reunify client with family and/or friends.

Clients will be given the opportunity to interact with family and friends via telephone, Internet and social media, mail and email as preferred by the client. Diversion staff will provide private office space for client/family conversations if requested. Client may request Diversion staff assistance and/or supervision when interacting with family via telephone or in person.

When appropriate and based on client willingness, roommate matching will be provided. Diversion staff will develop a roommate preference list (likes, dislikes, personal habits etc.) for roommate compatibility. It is understood that not all clients will consider having roommates as a long-term lifestyle. However, it is a good way to save money and to get reestablished in the community.

Diversion staff have assisted numerous clients in successful re-housing in shared housing/boarding homes and will continue to seek out new opportunities with potential housing providers and private homeowners. Diversion staff will also reach out to roommate-matching services and other community resources to identify individuals interested in assisting clients with housing.

"11. Describe your organization's experience working with rapid re-housing and permanent supportive housing providers."

The GRACE Foundation's Director of Diversion and Permanent Housing, Ms. Rose Wilson, assisted case managers with all rapid re-housing and supportive housing placements made at the Empowerment Center in 2017. Ms. Wilson has a strong working relationship with members of the Gainesville Housing Authority, Alachua County Housing Authority, St. Francis House, Alachua County Social Services, Veteran Support Agencies and multiple non-profit and for-profit affordable housing providers in Alachua County.

The GRACE Foundation's Executive Director is a founding member of the Gainesville Housing Development and Management Corporation (GHDMC), and directs their acquisition functions. GHDMC is a 501c3 developer of affordable housing that purchases residential houses and small multi-family housing for conversion and use as affordable housing. GHDMC's most recent acquisition was a 16-unit apartment complex in Alachua FL, in November 2017.

The GRACE Foundation's Executive Director is also the Chairman of the Gainesville Housing Authority (GHA), which is the largest provider of affordable housing in Alachua County.

The GRACE Foundation will solicit support for the projects listed in the Additional Information Section from the GHDMC and GHA and believes that they would contribute to the development of the Empowerment Center's housing programs, including rapid re-housing and permanent supportive housing.

D. FISCAL STABILITY

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

The GRACE Foundation owns the assets it needs and uses to process donations for the homeless but it has not had a need for a cash reserve. With the start of support operations for the Empowerment Center the GRACE Foundation will establish a cash reserve equal to one month's payroll and fixed operating costs of the Empowerment Center.

E. SUPPORTING DOCUMENTATION

Please provide the following:

1. *“A copy of the Agency’s most recent completed annual audit.”*

The GRACE Foundation does not have audited financials for the 2016 period because it was not active in the 2016 timeframe. The Agency received its 501c3 status on April 10, 2017 and started operations on April 12, 2017.

Regarding the Agency's ability to maintain GAAP non-profit books and records, the Agency's Accounting Function will be managed by the Executive Director who is a Professional Accountant. The Executive Director is also the Chairman of the Gainesville Housing Authority's Finance & Audit Committee, which directs the Accounting functions and audits of that agency. GHA's audits are in the public record and show for the past three consecutive years there were no errors, corrections or findings of any kind.

2. *“Nine (9) month itemized Operating Budget including number of FTEs, any in-kind services, grant matching dollars or charitable fundraising dollars.”*

Attachment A presents a 24-month “zero-base” budget for the Empowerment Center's cash sources, cash uses and in-kind support values and costs, that includes the execution of the redevelopment plan presented in the Additional Information Section.

3. *Matching funds*

“The GRACE Foundation was started by a group of volunteers who performed Fundraising functions to support the GRACE Marketplace. The total combined donations solicited and

received by the volunteers was more than \$500,000, and included cash, real estate, vehicles, and other assets.”

The GRACE Foundation received its 501c3 on April 10, 2017, and began fundraising for special projects and organizations that support the Homeless who were in need.

The GRACE Foundation will re-start the fundraising programs its volunteers used in the 2014/2015 timeframe and it will start new fundraising programs that were tested and demonstrated to be effective for supporting homeless housing programs, which include:

1. Solicitation of materials and labor donations for construction of homeless micro-housing
2. By-weekly newspaper advertising for real estate, vehicles and general donations
3. Perpetual radio advertising for real estate, vehicles and general donations
4. Direct mailers for real estate donations
5. Quarterly fundraising “special” events
6. Direct solicitations to restaurants and grocery stores for surplus food donations
7. A motor, RV & camper trailer and bicycle donations programs
8. An on-line thrift store (via eBay, Amazon and Craigslist)

Equipment needed to support fundraising activities include a truck and trailer; the GRACE Foundation owns a Toyota Tundra and a large trailer and will make them available for the Empowerment Center’s fundraising activities.

4. “In-Kind support”

To produce a large pool of volunteers to support the Empowerment Center, the GRACE Foundation will start the Empowerment Center’s “Helping Hands” program to solicit volunteers for the benefit of the Empowerment Center and charities that are supporting it. (The GRACE Foundation’s staff include current and past members of large volunteer development programs including the Haven Hospice “Helping Hands” program and the foster child Guardian Ad-litem Program and they will develop the Empowerment Center’s “helping hands’ initiative in the “image” of these successful programs.)

The GRACE Foundation has developed a relationship with the Community First Village in Austin Texas, a 350-micro home housing project for individuals who are chronically homeless, that was built entirely with in-kind donations. The GRACE Foundation has been developing the same in-kind donation solicitation programs that Community First used and will use them to support the projects listed in the Additional Information Section.

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.”

The GRACE Foundation’s detailed cost for services are presented in the 24 month zero-base budget presented in Appendix A. In summary, the monthly funding needs are as follows:

April 2018	\$85,767
May 2018	\$96,926
June 2018	\$98,103
July 2018	\$97,091
August 2018	\$94,171
September 2018	\$81,884
October 2018	\$53,847
November 2018	\$51,560
December 2018	\$42,315
January 2019	\$37,787
February 2019	\$38,545
March 2019	\$33,488
April 2019	\$ 3,394
May 2019	\$ 11,431
June 2019	\$ 9,469
July 2019	\$ 0
August 2019	\$ 3,053
September 2019	\$ 1,045
October 2019	\$ 0
November 2019	\$ 0
December 2019	\$ 0
January 2020	\$ 0
February 2020	\$ 0
March 2020	\$ 0

After October 2019 the Empowerment Center’s cash sources exceed its cash uses and the center does not need further taxpayer support.

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.”

The Grace Foundation Redevelopment Plan for Comprehensive Homelessness Solutions:

Of the 16 available buildings at the Empowerment Center only 8 are currently being used for homeless support services or administration (Figure 5.1).

The GRACE Foundation's Redevelopment Plan (Figure 5.2: Planned Facility Utilization) will utilize all 16 of the available buildings and other land at the location for:

- a) The low-barrier shelter services addressed in the RFP,
- b) Facilities to attract more charities to the Empowerment Center to provide medical and other support services for temporary and chronic homeless, and for local residents who are living in poverty,
- c) To provide temporary housing and other up-and-out support for the temporary homeless,
- d) Dormitories, micro-houses and platform tent houses for use as short and long-term supportive housing for temporary homeless during re-housing and chronic homeless while receiving recovery and rehabilitation services at the Empowerment Center.

This plan reflects the vision of Mr. Jack Donovan, who toured the current facility in 2011 with the GRACE Foundation's Executive Director, Mr. Arthur Stockwell and several others, and implemented its acquisition because it had the facilities for a low-barrier shelter (cafeteria, laundry, showers, etc.), plus a dozen larger and smaller buildings for triage, medical care, temporary housing and support for a comprehensive program to end homelessness in Alachua County.

This redevelopment plan will use the same fundraising programs the successful Community First Village in Austin, Texas, used to fund its development and will require no public funds for implementation or operation.

The GRACE Foundation's team includes highly experienced affordable and multi-family housing developers, licensed electrical, mechanical and plumbing contractors and fundraisers. The team's recent fundraising accomplishments for homeless and affordable housing projects include:

- Solicited more than \$500,000 in cash and real estate donations for the Empowerment Center, including the donation of \$125,000 from the University of Florida which was used to renovate Empowerment Center's Building 7
- Participated in the solicitation of \$14,000,000 from the Florida Housing Finance Corporation to fund the redevelop the Woodland Park Apartments
- Solicited the donation of \$1,000,000 for the 501c3 called the Gainesville Housing Development and Management Corporation to use to purchase affordable housing

The GRACE Foundation's team members have discussed the financing needs of the projects presented in the project plan below with the US Department of Housing and Urban Development, the Florida Housing

Finance Corporation, the University of Florida and other donors and financiers of affordable housing projects. Based on these discussions the team is confident that these projects can be financed without the need for local taxpayer's support.

Figure 5.3 is the GRACE Foundation Redevelopment Project Plan that would be followed to build the comprehensive homeless facility (Figure 5.2) in 20 months.

Empowerment Center Redevelopment Project Plan

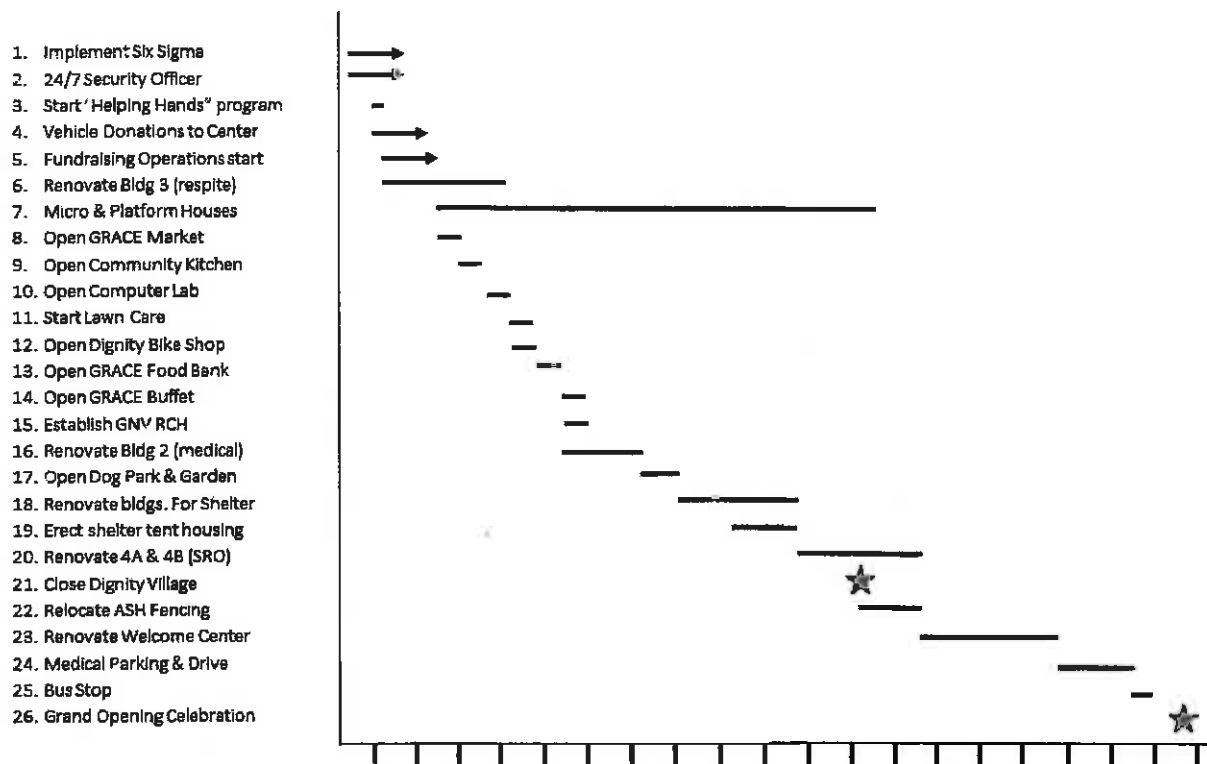


Figure 5.3: Grace Foundation Redevelopment Project Plan

Summary of the Project Plan's major functions:

1. Implement Lean Six Sigma to document all processes and systems, maintain and make adjustments to systems and to facilitate continuous improvement.
2. The GRACE Foundation's plan includes 24/7 security by Weiser Security for security services start beginning with the GRACE Foundation's start of operations.
3. Empowerment Center's "Helping Hands" volunteer solicitation, training and management program will begin with the development of training programs for the functions of fundraising, Center operation, client support and administration.

4. The GRACE Foundation has accepted the donation of a golf cart, utility van and pickup truck, which it will donate to the City of Gainesville for permanent use at the Empowerment Center.
5. Fundraising operations including all functions described in Tab 3 “Matching Funds and In-Kind Donations” begin.
6. Accept University of Florida’s offer to donate \$150,000 to renovate Building 3 into a 40-bed (20 rooms with two beds each), short term housing dorm,
7. Accept YouthBuild’s offer to donate a micro-house and two platform tent houses to the Empowerment Center and place them on the property (Figures 5.4 & 5.5). Continue to develop stand-alone housing on the property supported by material donations and volunteer labor, using the same methods Community First Village in Austin, Texas used to build 250 houses. Offer micro and platform-tent houses to residents of Dignity Village, for rent or work-for-rent services at the Center, and close Dignity Village when housing supply is sufficient to house all residents of Dignity Village (+/- six months.)



Figure 5.4: Platform Tent Housing

8. Remove all scrap in Building 5, erect shelving and display shelving to display food and merchandise; construct private entrances to the Men’s and Women’s bathrooms; and re-start donation solicitation programs for food, clothing, toiletries, computers, bicycles, cell phones and other items, including accepting all forms of surplus military equipment available through Federal donation programs and open the Empowerment Center “Supermarket”.

The GRACE Foundation has an account with the Surplus Property Division of the Florida Department of Management Services (DMS) which donates all forms of surplus military equipment, vehicles, appliances, medical equipment, furniture, computers and many other types of items to qualified 501c3 organizations. The GRACE Foundation has been accepting donations of camping gear, medical mobility equipment and other items from the DMS (see

samples in Figure 5.6.), which it stores in a storage unit and has been giving to homeless persons and charities that support the homeless in Alachua County.



Figure 5.5: Micro-housing

The West end of the Empowerment Center Supermarket would offer household items, clothing, shoes, medical and toiletry items; the East side would offer fresh and prepared food donations from local markets and restaurants. The restroom facilities would be open to the residents of the community 24/7.



Figure 5.6: Equipment Samples

9. Move cooking equipment (as-need) to Building 6 and open Community Kitchen, place seating in Building 6's open pavilion, and close the kitchen in Building 14. Individuals receiving food from

the market or bringing food onto the property can cook and prepare their meals at the kitchen. The kitchen would be operated and maintained by residents in the work-for-rent program.

10. The GRACE Foundation has accepted the donation of computer systems (Figure 5.7: Donated Computers) including CPUs, monitors, keyboards, mice and printers and would place them in an office in Building 7 for use as a computer-training center and computer lab for job-search purposes.

Computers would also be available in the supermarket for use by residents living in the community or receiving services in exchange for labor to help maintain the Empowerment Center. T&D Computers has agreed to maintain the computer lab as a free service to the facility.



Figure 5.7: Donated Computers

11. Accept Greater Alachua Trail Keeper's offer to store and maintain their lawn care and litter patrol equipment at the Empowerment Center and assign residents in the work-for-rent program to the lawn care and litter patrol functions, using that equipment.
12. The Dignity Bike Project is seeking a larger facility and would move to the Empowerment Center if space is made available. This charity solicits donations of bicycles and gas scooters, which it gives in "as-is" condition to individuals in need, and it operates a repair shop for participants to use to repair and maintain their bikes.
13. Erect shelving in Building 14's kitchen and prepare refrigerators for food storage and open Building 14's kitchen as a Food Bank food storage facility. The Food Bank will be maintained and cleaned by residents in the work-for-rent program.
14. Restart charity and faith-based meal service for breakfast and dinner service in Building 14's cafeteria as a buffet that is supported and cleaned by residents in the work-for-rent program. Lunch service will be converted to "bag" lunches.

15. Relocate diversion, rehousing, housing support services and administration to Building 1 and establish Building 7 as a center for chronic homeless support services. Offer offices to non-profits and faith-based organization that support homeless causes.
16. Accept the GRACE Foundation's offer to donate \$23,000 in materials, in-kind volunteer labor and cash to renovate Building 2 into a medical clinic in the West side of the building and a mental health treatment facility in the East side of building. Convert Building 3 into a respite care facility.

Offer the Medical Building and respite care facility to the Orange Blossom Health Clinic, a Federally Approved Homeless Health Care Provider, to operate as a homeless clinic and mental health care treatment facility.

17. Erect fencing for a dog park and community gardens and Install rain gutters on Buildings 1, 2 & 3 and water storage containers to support the community gardens.
18. Renovate Buildings 15, 16 & 17 for use as low-barrier shelter office, laundry, showers and food service facilities. Food service will be provided by volunteer and faith-based groups in the same manner the cafeteria was operated in 2014. Maintenance and cleaning will be performed by residents in the work-for-rent program.
19. Erect military tent barracks (Figure 5.8: Low-Barrier Shelter Barracks) shown as Buildings 18 in low-barrier shelter and furnish with individual cots and dressers. Enclose new low-barrier shelter with perimeter fence shown in Figure 5.2. Accept donations for tents and furniture from Federal Government's overstock of FEMA tents. Add 24/7 security guards for the low-barrier shelter.



Figure 5.8: Low-Barrier Shelter Barracks Tent

20. Renovate dorms 4A and 4B for use as 24-unit (48 total) SRO [what is SRO?] facilities. A HUD lender has (tentatively) offered to finance the \$260,000 needed to renovate these building but requires a "demonstration" project first. Building 3 would be used for that demonstration.

21. Close Dignity Village and relocate willing residents into supportive housing in the Empowerment Center.
22. Relocate perimeter fencing to the fencing presented in Figure 5.2, and expand micro and platform-tent housing to the inside perimeter of the fences and secure area inside main campus for controlled entry only for individuals who reside in the community.
23. Renovate Buildings 11 & 13 and common area for use as a welcome center. Building 11 will serve as a covered meeting area and theater; Building 13 will serve as intake and assessment center.
24. Add a road between Medical Building entrance and main drive and add a parking lot for Medical Building. Road would facilitate "drop-off" loop for Medical Building and a handicap-accessible bus top next to Building 1.
25. Install a covered bus stop next to Building 1 so individuals arriving by bus don't have to walk the two-lane road to the Empowerment Center.
26. Grand opening celebration.

The budget and financial forecast presented in Attachment A show that rental income from the platform tents, micro-houses and dorms, plus donations and other income sources will exceed the Center's operating costs starting in 18 months and the Empowerment Center will be self-funding thereafter.

The enclosed project plan and budget for the GRACE Foundation's redevelopment plan are contingent on the following:

- a. Required permits for construction and remodeling projects are received on schedule
- b. Funding for all capital improvements projects is secured
- c. The GRACE Foundation is awarded the cost planning, cost control and financial reporting functions for the Empowerment Center's operations and project management functions.