

Name of Proposer: Alachua County Coalition for the Homeless and Hungry, Inc.

Mailing address: 703 NE 1<sup>st</sup> Street, Gainesville, FL 32601

Email address: acchh.ed@gmail.com

Telephone number: (352) 372-2549, ext. 528

Name of contact person: Board Chair, Brendan Shortley;  
Executive Director, Theresa Lowe

Date: November 19, 2013

Subject: RFP NO HOUS140016-FB - TO ADMINISTER AND  
IMPLEMENT SERVICES FOR HOMELESS PERSONS AT  
THE CITY'S GAINESVILLE CORRECTIONAL INSTITUTION (GCI)

**1. Table of Contents**

	Page
Cover letter	3
Authorizing Document	4
Experience	5
Organizational Background and Overview	9
Detailed Plans	12
References	16
Budget Plans	16
Financial Information	22
Other Considerations	22
Conflicts of Interest	22
Notice of Adverse Proceedings	23
Resume and Job Descriptions	25
Unusual Incident Procedure	32
Support Letters	36
Audits	64
Signed Addendum	87
Attachments	97



**Alachua County Coalition for the Homeless and Hungry**  
A 501(c)(3) Non-profit Community Organization  
*...working together to end homelessness in our community...*

**Board of Directors**

*Chair*

Brendan Shortley  
Helping Hands Clinic

*Chair-Elect*

Donna Fagan  
Another Way, Inc.  
Domestic Violence & Rape  
Crisis Center

*Immediate Past Chair*

Miriam Elliott  
Community

*Treasurer*

Beth O'Grady  
Meridian Behavioral Healthcare

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Patrick Dodds  
Three Rivers Legal Services

*At Large*

Peggie Henderson  
Florida Department of Children  
& Families

Annette Kennedy  
Interfaith Hospitality Network

Deirdre Ware  
1000 Smiles Homeless Assistance

Theresa Harrison  
Peaceful Paths  
Domestic Abuse Shelter

Jack Donovan  
Highlands Presbyterian Church

Emily Walter  
St. Francis House

Elizabeth Feagin  
Veterans Health Administration

*Staff*

Theresa Lowe  
Executive Director

ACCHH, Inc.  
703 NE 1<sup>st</sup> Street  
Gainesville, FL 32601

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November 19, 2013

Fran Boynton, Senior Buyer  
City of Gainesville  
200 East University Ave, Room 339  
Gainesville, FL 32601

Dear Ms. Boynton,

Our agency name is Alachua County Coalition for the Homeless and Hungry, Inc. (ACCHH) Our principal address is 703 NE 1<sup>st</sup> Street, Gainesville, FL 32601. We are a 501(c)(3) non-profit corporation.

Our Board Chair, Brendan Shortley is authorized to make representations and bind ACCHH for purposes of this RFP. I have signed this letter below.

ACCHH has the current capacity do provide the proposed services as demonstrated in our response. We have reviewed the minimum qualifications and meet the eligibility criteria set forth in this RFP.

ACCHH has thoroughly reviewed this RFP, understands the scope of services expected to be performed as outlined in this RFP and accepts all terms and conditions set forth in this RFP.

Sincerely,

Brendan Shortley  
ACCHH Board Chair





**4) Experience-**

ACCHH is a collaborative organization composed of over 50 members, most of whom have agreed to assist in the provision of services at GCI and who will provide their many years of experience and expertise toward services to be provided at GCI. Below is a list of our agency membership:

1000 Smiles	Good Neighbor Society
ACCAHT	Heart of Putnam
ACORN Clinic	Helping Hands Clinic
Alachua County Foster Grandparents	Holy Trinity Episcopal Church
Alachua County Housing Authority	Home Van Pet Care Project
Alachua County Library District	Interfaith Hospitality Network
Alachua County Nutrition Alliance	Lazarus Restoration Ministries
Alachua County Social Services	Lee Conlee House
Alachua County Veterans Services	Meridian Behavioral Healthcare
Another Way, Inc.	Mt. Carmel Baptist Church
BASE	North Central Florida WIC
Bread of the Mighty Food Bank	Partnership for Strong Families
Called to Action	Peaceful Paths
Catholic Charities Gainesville	PFLAG Gainesville
Catholic Charities Putnam County	Rahma Mercy Clinic
CDS	School Board of Alachua County
City of Gainesville	Santa Fe River Baptist Assoc.
Community Outreach Relief Effort	Sisters Helping Sisters in Need
Early Learning Coalition	St. Francis House
Florida Department of Children and Families	St. Francis Pet Care Clinic
Florida Organic Growers	St. Leo University
FloridaWorks	The Salvation Army
Gainesville Community Ministries	The Source Program
Gainesville Housing Authority	Three Rivers Legal Services
Gainesville Police Department	

The Proposer must have significant experience in providing all phases of homelessness assistance. Experience in providing emergency shelter and transitional housing services, is strongly preferred. The proposal should describe the following:

a) Proposer's recent (within the last 3 years) experience in managing a facility.

ACCHH, through its board members, has extensive experience in managing a facility. Represented on our Board of Directors are Peaceful Paths, St. Francis House, and Interfaith Hospitality Network, all with multiple years of facility management and all committed to providing hands on direction and guidance to the establishment of shelter facilities at GCI.

b) Proposer's recent (within the last 3 years) experience in coordinating and/or providing a homeless day center providing one-stop access to services, including without limitation, client intake, case management, daily meals, personal care services (showers, toilets, and hygiene kits), laundry facilities, receipt of mail, local telephone service, storage of personal belongings and other similar services.

Proposer may also describe any and all other recent homeless services that it has coordinated or provided.

ACCHH has many years of direct experience in coordinating and providing many homeless day center services out of the Alachua County Housing Authority offices. These services include, but are not limited to: receipt of mail; local telephone service; access to computer for job searches and applying for benefits; assistance in applying for benefits including participation in the DCF EBT Restaurant pilot program; storage of personal documents; intake; limited case management; distribution of hygiene kits; and distribution of cold weather items such as blankets and coats. There will be a smooth transition from providing these on a sporadic basis to a consistent direct service.

Through our Board of Directors, we have a combined 100+ years of experience in providing all of these services. Again, we have a very hands-on Board of Directors committed to the success of GCI.

c) Proposer's experience in and approach to project management, program implementation and customer service. The Proposer should explain its experience in planning and collaborating effectively with other Proposers and governmental or community stakeholders to successfully implement homeless services and programs.

The ACCHH serves as the lead agency for the North Central Florida Continuum of Care. In that role, we are responsible for the Continuum-wide application for and grant management of all HUD Continuum of Care dollars that come into our community. This includes annually assessing homeless services, including measuring their success, within our catchment area, coordinating and conducting the Annual Point in Time survey, and reporting to HUD, DCF and multiple other agencies and community groups on the status of homelessness in our area.

ACCHH is a collaborative agency composed of 40+ different agencies and individual members. We are continually recruiting new members for general membership, board positions, and for participation in our multiple workgroups, thus expanding our access to expertise. We have strong relationship with local law enforcement, City and County government on multiple levels, the faith based community and the School Board of Alachua County.

ACCHH regularly meets with and obtains input on services from within the homeless community. We also meet with the community at large through participation in a wide variety of meetings and workgroups and regularly solicit information and insight from both groups as the types of services needed and the most effective method of delivery.

ACCHH worked with DCF in developing the DCF EBT Restaurant pilot and continues to work with DCF to provide access to the program for clients. We also developed, located funding for, and implemented programs to re-house homeless persons and provide them with groceries necessary to help them successfully adjust to being re-housed.

For the past 15 years, ACCHH has organized Breakfast on the Plaza and Homeless Services Fair. This event brings out 35+ different service providers and provides a one-stop access experience for homeless persons. This event is organized over the course of approximately six months and coordination is done by representatives of multiple community agencies including County representation. As GCI grows, it is our goal is to replicate this experience on a daily basis.

d) Experience in client data management, maintenance of case records and recording protocols.

Many of the ACCHH members, particularly those who will be actively participating in GCI from the outset, participate in the Continuum of Care Homeless Management Information System (HMIS) and have used HMIS from when it was first introduced to our Continuum in 2004. HMIS is currently overseen by the ACCHH Executive Director and a part-time data specialist. ACCHH has been awarded a HUD Continuum of Care Grant to expand its HMIS and hire a full-time system administrator. This staff person will be hired as soon as the agreement is executed. ACCHH is responsible for reporting to HUD and DCF and regularly uses HMIS data provided by all users for reporting purposes.

In her former position, the ACCHH Executive Director served as the HIPAA Privacy Officer and HIPAA Trainer for her agency. She was also responsible for oversight of the Contract Managers who monitored subcontracted agencies for accuracy and completeness of client case records, including in-house records of the agency's Information and Referral clients.

Our Board members are responsible for oversight within their own agencies and are regularly monitored by multiple agencies.

ACCHH is on track to be in compliance with the HUD HEARTH requirement to establish a local system to provide Coordinated Assessment and Intake for all homeless clients within our Continuum. This system will require us to track all clients using the system from entry to exit and report on services received, referrals made, time spent in our system and outcomes.

e) Experience of Proposer's staff and other contracted individuals or firms, which must demonstrate adequate and qualified personnel to effectively provide the services described in this RFP.

Current ACCHH staff includes a full time Executive Director, a part-time Case Manager, and a part-time Data Specialist. We have been awarded a contract that will allow us to hire a full-time HMIS Systems Analyst once the agreement is executed. Should we be awarded this RFP, ACCHH plans to hire a full-time Operations Director, full-time Office Manager, and several part-time Advocates. Additionally, we have a verbal commitment from The Salvation Army to relocate

their Social Services staff to GCI. This staff will conduct intake and assessments, and assist clients with utility bills, food pantry, clothing vouchers and other social services. The Salvation Army is also working with their national organization to relocate their trained kitchen staff, along with their staffing, food budgets and equipment, to GCI and provide meal services at GCI instead of at their current downtown location.

ACCHH also has verbal commitments from numerous other agencies to outpost staff at GCI providing a wide range of social services. As noted, all of these agreements are currently verbal agreements. Until a contract to administer and implement services is awarded, we can go no further in securing signed agreements.

ACCHH has verbal commitments from several of the organizations that currently provide meals on the Bo Diddley Plaza to instead provide those meals at GCI. Once a contract is in place, ACCHH will work with the remaining organizations providing meals to encourage them to instead provide their meals at GCI.

The ACCHH Board of Directors brings a wide range of experience to GCI and represent a cross section of the homeless services community. Current Board members include: Brendan Shortley of Helping Hands Clinic; Donna Fagan of Another Way Domestic Violence Shelter; Beth O'Grady of Meridian Behavioral Health Care; Patrick Dodds of Three Rivers Legal Services; Miriam Elliott, a community advocate; Theresa Beachy of Peaceful Paths; Annette Kennedy of Interfaith Hospitality Network; Emily Walter of St. Francis House; Peggy Henderson of DCF; Deidre Ware of 1000 Smiles and Elizabeth Feagin from the VA Healthcare System.

f) Experience in the areas of program development, fundraising and volunteer recruitment. As described in this RFP, the funding provided by the City and County will not be sufficient to cover all expenses for the facilities and services that the Proposer will be responsible for if selected. It is expected that the Proposer selected will provide the balance of the financial and other support needed to adequately provide services and maintain the facilities at the required levels.

ACCHH staff are experienced grant writers, as evidenced by the multiple grants awarded to the Coalition. We are also responsible for writing the overarching submission for the HUD Continuum of Care funding, without which, none of our agencies would receive CoC funding.

ACCHH participates in collaborative fundraising events with other social service agencies and is prepared to stage our own events in the future. Our members regularly conduct their own very successful fundraising events and are available as collaborative partners when we begin planning our own.

We are registered on the United Way Volunteer Select site and regularly attend public awareness events to raise our visibility in the community.

The bulk of the work done by ACCHH is done by volunteers. Our Board of Directors are all volunteers. We have numerous standing workgroups, such as the Special Events workgroup

which puts on the Annual Breakfast on the Plaza and the Point in Time Survey workgroup which conducts the annual survey, that are all manned by volunteers.

ACCHH is prepared to bring an additional \$200,000 to GCI to pay for staff and projects. This is along with our capacity to write grants for additional funding one the program is operational.

**5) Organizational Background and Overview:**

a) Provide a brief history and overview of your organization.

The Alachua County Coalition for the Homeless and Hungry was formed in 1994 and incorporated as a 501(c)(3) nonprofit with the IRS in 2002, the same year it hired its first employee. For nearly two decades, the Coalition has served its member agencies, low-income households – the working poor - and the homeless, as a clearinghouse for information and direction on service coordination, gaps analyses, advocacy and program development.

ACCHH is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The mission of the Coalition is to reduce homelessness in Alachua County by developing and coordinating community-wide strategies to assist and empower homeless individuals and families. Our express purposes are to:

- Develop/assist with the development of, and act as the lead agency for, the local homeless Continuum of Care plan.
- Discuss local issues related to homelessness and the needs of the homeless.
- Inventory all local resources for the homeless, including food assistance, clothing, emergency shelter, low-cost housing, emergency medical care, counseling, training and employment, and maintain a comprehensive Community Resource Directory.
- Review and assess all programs and services in support of the homeless and identify unmet needs.
- Facilitate the delivery of multi-agency services for the homeless to eliminate duplication of services and maximize the use of limited existing resources.
- Develop new programs and services to fill critical service gaps, if necessary, through reallocation of existing resources.
- Develop public education and outreach initiatives to make homeless persons aware of available services.
- Monitor and evaluate local homeless initiatives to assess their impact, determine the adequacy of services available, and identify additional unmet needs.
- Develop a strategy for increasing support and participation from local businesses in the Coalition's programs and activities.

b) Describe your organization in quantitative terms (e.g. number of employees, partnerships, volunteers, etc.).

ACCHH currently has the equivalent of two full-time employees. A large portion of the Coalition's work is done by our ten member volunteer board or by the estimated 50 volunteers who serve on various workgroups. We have 50+ member agencies along with 30 individual members.

ACCHH is a member agency in numerous community organizations including, but not limited to United Way's Thrive Alachua initiative, Alachua County Nutrition Alliance, Florida Coalition for the Homeless, the 10-Year Plan Implementation Committee, and the Safety Net Collaborative.

c) How would your organization benefit GCI, the homeless population and residents of Alachua County?

Our membership, as a community collaborative, represents nearly all of the planned and anticipated services to be offered at GCI. The rare service that is not represented would be one that falls outside of the homeless and/or poverty arena.

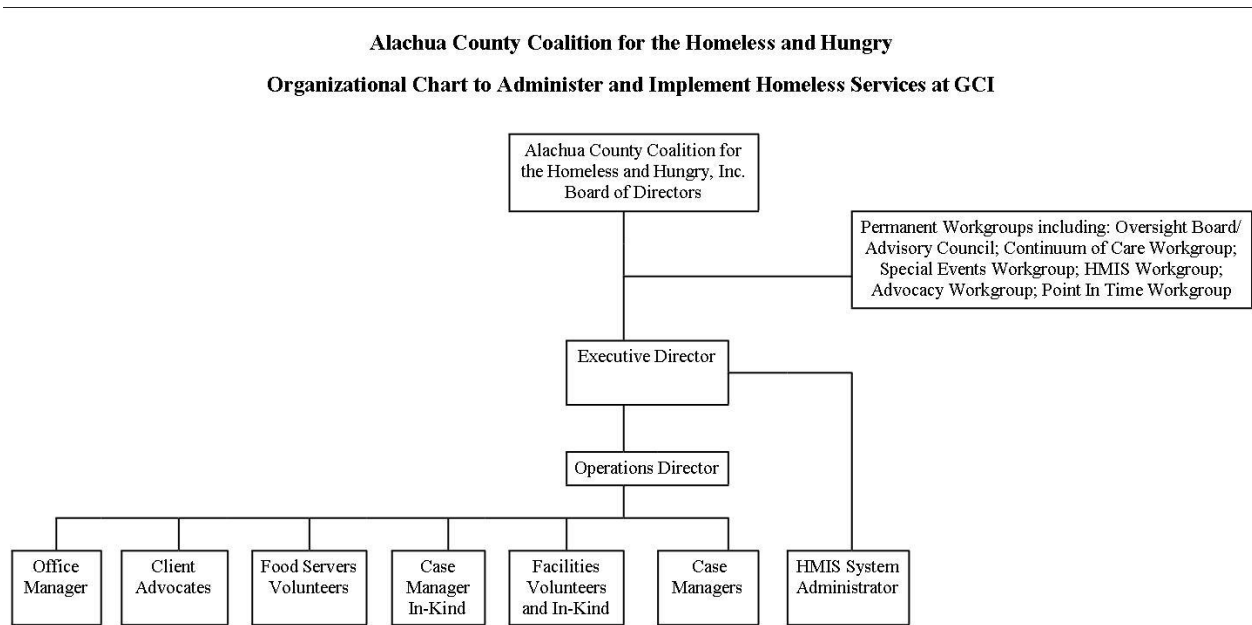
d) How would this project impact your organization?

This project exactly fits the vision the ACCHH Board has had for the Coalition since it hired its first Executive Director in 2003 and began working to create the Gainesville/Alachua County 10-Year Plan to End Homelessness

e) What is the primary focus of your organization and what percentage of your business is geared to this type of project?

See 5.a. 100% of our programming is geared to this type of project. GCI will be the cornerstone of the work we are doing towards establishing a system-wide Coordinated Intake and Assessment, The grant writing, reporting, surveying, etc. that we do on a daily basis are all targeted to providing more coordinated access to services to homeless persons as well as for persons at risk of homelessness.

f) Provide a detailed organization chart showing the structure of the organization.



g) List those persons who will have a management position, if you are awarded a contract with the City. List all names, titles or positions and project duties. Include a resume or summary of experience and qualifications for each manager.

Our current Executive Director will retain her position, as well as our current case manager. We will be seeking to hire all other positions that will not be provided in-kind or on a volunteer basis. The Executive Director’s resume and job descriptions for all other positions follow at page 25.

h) Describe the core strengths of the organization and how those strengths will benefit this project and the clients served.

ACCHH is a large collaborative organization which can bring all of its members to the table in an organized manner. Our members are poised to bring their services to GCI under the aegis of ACCHH.

i) Describe how the organization distinguishes itself from other organizations that provide homeless services.

ACCHH is different from other organizations that provide homeless services in that its primary function is to organize and bring together the other organizations into a cohesive continuum of care. Our members are highly organized and active. As a coalition, we have the ability to seek and leverage resources in a unique way. That ability to recruit and manage that variety of offerings will add a dimension to the project that no other single provider can offer.



j) Describe how the organization will complement other organizations that provide homeless services.

ACCHH will collaborate with member organizations to provide a wider variety of services at GCI. For example, we are negotiating with The Salvation Army to move their dinner services from downtown to GCI. ACCHH, along with GCI, are written into the CJMHSAG grant. On its own, a furniture drive to furnish offices at GCI on behalf of ACCHH has sprung up. The Safety Net Collaborative is discussing establishing a clinic at GCI and will work with us as we seek and apply for funding to renovate the healthcare building. The opening of GCI and establishment of emergency shelter will free up St. Francis House to move toward its long stated goal of sheltering families exclusively with the added effect of reducing day services to homeless individuals and moving some services from the downtown area. The Executive Director of Gainesville Housing Authority has agreed to work with ACCHH to replicate the successful Joint Tenant Employment Program. ACCHH has had discussions with some of the groups who serve meals at Bo Diddley Plaza and many have agreed to serve at GCI instead.

These are just a few examples of how ACCHH members will complement each other.

**6) Detailed Plans-** Describe in detail your plans to manage and maintain the facilities and provide the services that will positively contribute to the success of GCI, including:

a) Your plans for Interim Services, Phase I Services and Expanded Services (Optional) to be provided at GCI and other services that may be desired by the community. The Proposer must describe how it will provide or coordinate Interim, Phase I and Expanded Optional Services in the available buildings as shown in **Attachment B, GCI Site Map**. Indicate if these services would be performed in-house or if they would be outsourced.

ACCHH believes that we will need to provide both Interim Services and Phase I Services from the outset. The RFP calls for very limited client services (meals and restroom facilities) as Interim Services. We believe that clients will not travel to GCI just for meals and restrooms, but that they will come once we can offer the Phase I services. Therefore, we propose to combine the Interim and Phase I Services and provide both services within the first month of signing a contract. Services will begin as soon as ACCHH is able to hire the additional needed staff and coordinate the necessary volunteers and meal providers to assist clients.

We proposed to offer emergency shelter services utilizing the dormitory in the Interim Use Area within the first three months following the signing of the contract. The only issue we will need to resolve is how to handle laundry, both linens used for showers and sleeping, as well as client laundry. We would like to request that as the Phase I buildings are renovated, that the laundry building be the first one brought to usable and compliant standard.

ACCHH is proposing to hire wake staff to oversee the emergency shelter, supplemented by volunteers. We do not believe it to be safe or insurable to staff the shelter solely with volunteers and that to try to do so would create liability issues for both ACCHH and the City of Gainesville and make the project uninsurable.

b) Provide performance measures and desired outcomes.

Because this is a new program, it is impossible to establish outcomes for the initial year. We will use the first year to collect data and establish outcomes for future years based on first year data. We have established initial outputs as targets for year one.

Activities	Outputs	Outcomes	Indicator
Increased access to services by at-risk and vulnerable populations	100 unduplicated clients will be served at GCI annually	TBD	Number of unduplicated clients served at GCI (all services)
Reduce hunger	An average of 75 meals per day or 27,375 per year will be served. 100 unduplicated clients will be served annually	TBD	Number of Meals Served Number of unduplicated clients provided meals
Reduce homelessness	Annually, 100 unduplicated clients will be provided with emergency shelter. 18,250 nights of emergency shelter will be provided annually	TBD	Number of unduplicated clients provided emergency shelter Number of emergency shelter nights provided
Increase self sufficiency	75 unduplicated clients will be provided with case management annually	TBD	Number of clients provided with case management

c) Provide evaluation tools that will be used to determine success for each service.

We will utilize HMIS reports, case management notes and client satisfaction surveys to determine the success of services provided at GCI.

d) How you will develop broad-based community support and relations.

We already have broad-based community support and relations but we will continue to seek to expand this support by expanding our Board of Directors to include representation from the business and landlord community. We are developing a volunteer sign up page on our website which will be ready to launch once we sign a contract. ACCHH will increase our participation in community events to gain wider community recognition for ACCHH and GCI.

e) How you will address security, loitering, sanitation, health related issues and public safety concerns.

Current plans call for operating GCI from 7:00 a.m. to 7:00 p.m. The gates will be closed and locked during our closed time. Once emergency shelter operations begin, we will operate 24/7 but still will close the remainder of the campus and lock the gates between 7:00 a.m. and 7:00 p.m.

ACCHH currently has a working relationship with Gainesville Police Department. We have had informal conversations about public safety issues and how we will interact with GPD. Once we are given the go ahead, we will enter further discussions and establish more formal procedures for public safety. As of now, we will welcome everyone onto the campus. Should someone prove to be a threat, we will expel them and prohibit them from returning for a time certain. If needed, GPD will be called to assist. As the campus grows, we would like to provide a small office space where GPD officers would be welcome 24/7 to do paperwork, etc. Our goal is for GPD and our clients to have a happy co-existence and become comfortable working together. We will also seek to formalize MOU's with GPD and ASO regarding bringing clients to GCI for shelter services.

We will establish team chore lists to develop a culture of ownership among our clients and utilize their assistance to maintain a clean and sanitary campus. Items to be included on the chore list will include monitoring the grounds for litter, sweeping and mopping floors, assistance with laundry, and other items as arise.

Initial meal service will be strictly distribution of pre-prepared meals. Sanitation will consist of assuring the service area is cleaned both prior to and following distribution. Once the kitchen opens certified food handlers will oversee the kitchen sanitation.

f) How you envision GCI being used as a community resource.

The vision for GCI from day one has always been that it will be a community resource. ACCHH proposes to initially provide services to homeless persons but as soon as practicable, to also provide services that will be of value to the community at large, including but not limited to: meal service, access to job training and job search assistance, access to assistance in applying for mainstream benefits, access to behavioral health services, and access to medical care. Additional services considered include gardens on site to provide fruits and vegetables for the meals to be served as well as training opportunities, entrepreneurship training, and life skills classes. We will work closely with the oversight/advisory group to determine what the community would like to see happen at GCI and strive to make as much of that as possible a reality, while at the same time managing expectations of what can realistically be provided within the limitations of the property, funds, safety concerns, etc.

g) Your willingness to work with and receive input from City representatives, County representatives, and other representatives from the community.

ACCHH has already demonstrated a willing to work with the City and County through our work in grants, such as the NLC and CJMHSAG grants, and the Implementation Committee. We plan

to create a permanent community advisory workgroup that will meet regularly and provide feedback to the ACCHH Board on client satisfaction, desired services, etc. This would be an extension of our current workgroup system. We are seeking to expand the at large membership of our Board of Directors. We currently have a new potential member who will represent the East Gainesville business community and we are seeking a member to represent the downtown businesses, as well as member to represent the local landlords.

h) Your willingness to attend City Commission and/or County Commission meetings when requested.

We are willing to attend City and/or County Commission meeting whenever requested. We are also willing to attend City and/or County advisory group meeting upon request.

i) How you will provide case management, counseling and referral services, including specifically, how you will identify appropriate services needed by clients.

ACCHH has developed an intake form to be used by all of our providers which conforms to the HUD HEARTH requirements for HMIS and Coordinated Intake and Assessment. This form collects the basic data needed to begin the development of a client case plan and can be used for referral purposes. We will rely on experience case managers and partners to follow best practices as outlined by HUD and DCF and we will follow all applicable State and Federal statutes and regulations regarding service provision, client confidentiality standards, record retention policies, etc.

Specific services, such as counseling, will be provided by qualified staff through our member organizations.

j) Describe how you will gather client information and the type of case record maintenance and recording protocols that you will utilize. Demonstrate your willingness and ability to provide oral and written reports; and requests for public information (in accordance with applicable laws and regulations) requested by the City and County.

We will use the ACCHH approved intake form and record client data in HMIS and client files. We will develop a standard client form format based on best practices and pass through these requirements to our member agencies providing services onsite through a standard MOU to be developed.

We will provide oral and written reports as per our contractual obligations and additional requests. We will respond to public information and public records requests in accordance with applicable laws and regulations.

k) Provide an anticipated average daily census of persons that you will serve at GCI. Attached for reference is a copy of the 2013 Point In Time Survey (See 2013 PIT, Appendix II).

Based on the current number of meals being served, we anticipate serving 75 clients at each daily meal service or 90 unduplicated clients per day. This number will change once emergency shelter services begin and will be larger depending on the number of clients housed.

We expect to shelter between 30 and 50 clients per night once emergency shelter opens and would anticipate this number to grow as additional housing programs and options are added.

We expect to see approximately 100 people daily for other services, including day services such as showers, mail, and storage. Again, this number will increase as more service providers begin to offer services onsite.

**7) References-** Provide a minimum of three (3) references from homeless and community service organizations that you have worked with, within the past three years. Include the business name, address, contact person, email address and telephone number. Indicate at least three of the references whom the City may speak with during the evaluation phase of this RFP.

Please see page 36

**8) Budget Plans-** It is expected that the City and Alachua County will jointly fund a portion of the improvements to and/or services provided at the GCI facility. The estimated funding to be provided by the City and County for the GCI facility is \$308,000 (\$154,000 from each entity).

**The City's and County's obligation to provide funding is contingent upon a specific annual appropriation by the City Commission and the Board of County Commissioners. This RFP is not a commitment of future appropriations of funding by the City or the County.**

It is anticipated that the City/County funding will be provided on a reimbursable basis to the Proposer and that all remaining financial needs will be met by Proposer leveraging its cash, in-kind, and other available resources to improve and maintain the facilities and provide services. The Proposer shall provide a **Budget Plan #1** for the Interim and Phase I Services, as described in **Attachment A, Scope of Services**, and a **Budget Plan #2** for the Expanded Services (Optional) (those that exceed the required minimum Interim Services and Phase I Services) that the Proposer intends to provide at GCI.

Each Budget Plan shall describe the expenses of operating the facilities and providing the services and the funding sources (including specifically how the City/County funding will be used and how other cash, grants, in-kind donations, and resources will be used). The budget should be complete, fiscally sound, adequate and cost effective and should include the following:

- a) A budget narrative describing how the budget supports the proposal, including the identification and justification of all expenses presented in a line item format, including administrative costs, fringe benefits, and start-up costs.
- b) Staffing model with estimates by full-time equivalent (FTE) for all employees in administration, social services and support to cover the required hours of operation in the

budget for personal services. Indicate the total number, qualifications, job descriptions, titles and salaries of all personnel.

c) Any cash, grants, in-kind contributions or other sources of funding.

**GCI Budget Detail**

<b>Annual Costs</b>	<b>Cash</b>	<b>In-kind/match</b>
<i>Operational costs</i>		
Utilities	\$ 25,000.00	
Food	\$ 40,000.00	\$ 100,000.00
Resident and Client Supplies	\$ 12,000.00	\$ 36,000.00
Maintenance	\$ 18,000.00	\$ 12,000.00
total	\$ 95,000.00	\$ 148,000.00
<i>Personnel Costs</i>		
ACCHH Executive Director		\$ 61,000.00
Director of Operations	\$ 55,000.00	
HMIS Manager		\$ 40,000.00
Office Manager	\$ 25,000.00	
Client Advocates		
4.725 FTE @ \$10/Hour	\$ 98,250.00	
4.725 FTE volunteer and in kind		\$ 98,250.00
Case Manager		
2 FTE		\$ 56,000.00
Security		
1.5 FTE		\$ 50,000.00
total salaries	\$ 178,250.00	
FICA/Worker's Comp/Ins @ 15%	\$ 26,737.50	
total personnel	\$ 204,987.50	\$ 305,250.00
<i>Administrative Costs</i>		
2.5% of total budget		
% of audit, insurance, office supplies	\$ 8,000.00	\$ 20,000.00
<b>Total Annual Budget for Year 1</b>	<b>\$ 308,000.00</b>	<b>\$ 473,250.00</b>
<b><u>Startup Costs</u></b>		
One time costs that will be built-in as replacement costs for consumables after Year 1		
<i>Laundry Equipment</i> - 1 year contracts for maintenance and supplies		
2 commercial sets (rental)	\$ 9,600.00	
8 heavy duty sets (rental)	\$ 4,800.00	
total	\$ 14,400.00	





**Utility costs** were derived from GRU and the past 12 months of utility costs while the GCI facility was operational under DOC. While we understand that the scope of the services under DOC were more extensive and included a larger number of buildings, the utility costs outlined above represent a percentage of the overall average costs (which were provided to be \$2600 monthly). We are confident based on the services and size of the space to be used that \$25,000 annually is a reasonable estimate.

**Food costs** were estimated based on the provision of two meals per day. One meal (breakfast) will be provided by the ACCHH and the cost covered by the program, with an additional meal covered by volunteers. Volunteer programs that currently provide meals on the downtown plaza or other sites across the area have committed to moving food services to the GCI, which will greatly reduce costs in this area. Based on the serving of 75 meals daily at a cost of \$1 per meal is \$27,375. The remaining \$12,625 will go to purchase bulk food items for pantry distribution and will match food drives done in the community as well as donations from local food providers such as Bread of the Mighty and Gainesville Harvest. Total food costs with cash, in-kind and match will total \$140,000.

**Resident and client supplies** are estimated at \$12,000 and include hygiene items, first aid, blankets, clothing, bus passes, and identification cards. This amount is not sufficient to cover all the demands for these services and items, and will be matched through local donations in the amount of \$36,000. This is based on the annual budget averages for similar residential and outreach programs for ACCHH Member organizations.

**Maintenance costs** are estimated at \$18,000 annually and will include pest and trash services, cleaning services, and general maintenance not covered in the licensing agreement. An additional \$12,000 in match and in-kind services will be provided by community partners and volunteers in the form of janitorial services and grounds services as needed.

**Personnel costs** for the first year are estimated at \$483,500. This includes \$178,250 in salaries and \$305,250 in volunteer and in-kind labor. In addition, there is \$26,737.50 in fringe benefits. This includes FICA, worker's comp insurance, and a portion (up to 75%) of the cost of health insurance. This is an estimate again based on ACCHH partner experience with similar staffing and operational costs.

**Administrative costs** are capped at 2.5% and will cover a portion of the audit, liability insurance and office supplies for the project. The ACCHH budget will cover the remaining \$20,000 in this category.

#### *Startup budget*

**Laundry Equipment** costs are based on rental and maintenance agreements for 2 commercial sets and 8 heavy duty personal usage sets. While purchase could be less expensive, the rental will allow for routine maintenance and supplies for the units, which we anticipate having high usage.

**Kitchen Equipment** costs are based on the commitment that the Salvation Army has made to move the commercial kitchen equipment from their downtown location to the GCI facility. Additional supplies (\$10,000) will cover dinnerware, cooking utensils, pots, pans, and bakeware, and the additional infrastructure materials that are not included in the Salvation Army inventory (sinks, slip mats, fans). In addition, folding tables and chairs can provide additional overflow seating, and allow us to use outdoor pavilion areas and the visitor center for meetings and community events.

**Dormitory and day area supplies** will cover the costs of linens for bedding and showers, matching the portable beds that the ACCHH currently has (100) so that the project is prepared for residential services as soon as possible. It will also include bathroom privacy curtains and slip mats for the restroom areas in Dorm A and D. Heavy duty storage lockers (4 ft by 3 ft) at a cost of \$312 each will provide adequate storage for up to 80 individuals. This is a critical piece of the services that will draw clients to the campus. Televisions and mounts will allow us to place entertainment in the dorm, visitors center and dining hall that can assist residents and clients in creating a culture where residents are comfortable and excited to be a part of the campus. They will also provide means for educational opportunities for the residents. Commercial picnic tables (20) will allow us to provide outdoor seating and recreational areas throughout the campus and under the pavilion area. Folding lawn chairs can be used by clients to establish seating areas throughout the campus, including the baseball field, agricultural area, and the central campus between buildings.

**Staff equipment** costs will cover the necessary items for the Interim and Phase I services, including data collection and HMIS data entry. Much of the furniture will be donated, as drives are currently underway for these supplies already. Storage shelving will provide the critical equipment needed to furnish the various storage areas throughout the visitor center and the dormitory.

- a) **Staffing Model:** Staffing model with estimates by FTE for all employees in the administration, social services, and support to cover the required hours of operation in the budget for personnel services. Indicate the total number, the job qualifications, job descriptions, titles and salaries of all personnel.

The ACCHH envisions the GCI as a collaborative where staffing will consist of current ACCHH staff, the new GCI staff, the in-kind labor provided by community partners, and volunteer labor from the community at large. The staffing configuration will allow for 24 hour operations within 3 months, and will give the flexibility necessary to meet client, facility, and community needs.

**Administrative Staff:**

ACCHH Executive Director: 1 FTE, Salary of \$61,000 (in-kind position)

This position will provide grant writing, reporting, community collaboration, program coordination, staffing support and leadership for the ACCHH and GCI staff, and interaction with ACCHH Board and membership. Position requires minimum of a Bachelor's degree and 5 years experience in program administration, grant writing, grant reporting, working with Boards and community initiatives, program development, budget management, and fundraising. The Executive Director must also possess strong communication skills, an understanding of client confidentiality requirements, and have experience working with the homeless populations, including providing direct services, managing programming, and promoting awareness.

Office Manager: 1 FTE, salary \$25,000

This position will manage daily accounting and human resources functions, including accounts payables, vendor interaction, and purchasing. In addition, this position will manage volunteer scheduling, recruiting, and documentation. Qualifications will include minimum 5 years experience in accounting and bookkeeping, including working with grants, accounts payable, and invoicing. Experience with managing volunteers and human resources files.

HMIS Manager: 1 FTE, salary \$40,000 (in-kind position)

This position will coordinate all HMIS activities, with community partners, reporting, and ensuring compliance with HUD mandates and other grant requirements. The position will train staff on data

collection and entry, and work with community partners to create protocols for consistent data entry and collection, including the single assessment and intake forms. Qualifications will include a minimum of 3 years experience with managing data input, reporting, ability to create and implement training and protocols, and network experience.

#### Social Services

Director of Operations: 1 FTE, Salary \$55,000

This position will oversee the staff, fiscal plant, and programming implemented at the GCI project. The Director will be responsible for creating, with community and ACCHH input, programs and services as outlined in the Interim and Phase 1 scope of services, as well as for assisting with long term planning for the future growth. The Director will also be integral in fundraising activities that will garner community support for the project, and will create a plan of action for fundraising to increase staff, programming, and services. Qualifications will include a Bachelor's degree in social services related field or a minimum of 5 years experience working in the project development and community outreach. Must have experience working with program development, management of staff, and fundraising.

Case Manager: 2 FTE, salary \$28,000 (in-kind)

This position will provide comprehensive case management to ongoing clients of the GCI program, as well as crisis counseling, information and referral, and intake screening for walk-in clients. The two positions will work with both day and residential clients as the program expands. Qualifications will include a Bachelor's degree in a social services or related field or equivalent experience providing case management services to at-risk or homeless populations.

#### Support Services

Client Advocates: 9.5 FTE, salary \$10/hour (4.75 FTE will be volunteer)

This position will provide direct support to day and residential clients in the GCI project, including the provision of round the clock supervision of residential programming once implemented. Advocates will operate supply closets, monitor dormitory and day areas for support of clients and creation of a positive culture, and interact with clients regarding daily needs. Qualifications will include experience providing direct customer service with at-risk or vulnerable populations, data entry skills, experience managing facilities in terms of daily walk-throughs and coordinating maintenance.

Security: 1.5 FTE, salary \$15/hr (in-kind)

Full time security will be necessary once the facility begins to operate at a higher capacity and once residential services are created. The security personnel will provide basic facility oversight, protocol implementation, and manage conflict resolution and facility safety. The goals of the GCI project is to formulated relationship with local law enforcement to provide these services in-kind and create a better relationship between law enforcement and homeless populations. Qualifications will be active duty law enforcement officers.

**Job descriptions are attached at page 25 but will be revised and completed upon signing of the contract for the GCI project.**

d) All subcontracted amounts, if applicable.

Not applicable.

e) List and describe proposed performance-based payment components (i.e., specific performance-based outcome measures and related financial incentives and/or disincentives, unit payment tied to outcomes, milestone payments tied to outcomes, and/or liquidated damages tied to outcomes) that could be applied, in whole or part, as a reliable means for measuring and paying for successful performance.

We are seeking a fixed price/fixed cost agreement with one-twelfth to be awarded monthly. For the initial year, we are requesting a three month advance, with the advance to be reduced proportionally over the remainder of the year.

We propose that for the initial three years, we will be collecting baseline data and payment cannot be based on performance since this is a new project with no data upon which to establish or compare performance. We will provide reports on services provided so baselines for future performance can be established.

**9) Financial Information-** Provide Proposer's audited financial statements for the last three years. The financial statements must include the auditor's report and management letters. The Proposer must be fiscally sound and capable of managing the proposed programs.

Please see page 64

**10) Other Considerations-** Provide a summary of any additional considerations, not specifically addressed in this RFP, that you believe the City should consider in evaluating your organization.

ACCHH is the recognized leader, organizer, and community entity that is uniquely qualified to create success with the GCI project. Due the long history the Coalition has with working on homeless issues, garnering community support, seeking and obtaining funding, and creating partnerships, we are confident that the expertise we bring to the project will ensure it can thrive. The City's vision for the project incorporates the coalition's strengths, and the Board and staff feel that we are positioned to not only fulfill the initial scope of services, but through our community connections, will expand the programming to create an innovative community center that will serve the needs of the homeless, working poor, and other vulnerable populations through broad community systems of service.

**11) Conflicts of Interest-** Disclose whether any officer, director, employee, or agent is also a current or former employee of the City. Also, disclose any factors, financial or otherwise, known to you that may be a conflict of interest that may include, but is not limited to the Proposer, the City and its employees, or may impact the ability of the Proposer to meet its responsibilities, duties, and obligations if awarded a contract under this RFP.

The ACCHH Executive Director served as the Director of the City of Gainesville/Alachua County Office on Homelessness from May 2010 through September 2013, She was an employee of the Alachua County Housing Authority although the position was partially funded by the City and County.

Board member, Jack Donovan, served as City Commissioner from May 2005 through September 2010.

Board member Elizabeth Feagin was employed by the Gainesville Police Department, during the 1990's.

Commissioner Lauren Poe is on Board member Theresa Beachy's Board of Directors for Peaceful Paths.

ACCHH Executive Director, as well as various Board members are members of the same committees and workgroups as numerous City and County Commissioners and employees.

All ACCHH staff and Board members have refrained from discussing the RFP with any City or County Commissioners or employees during the blackout period.

ACCHH, prior to the issue of this RFP, did request start up funds from the Alachua County Board of Commissioners to be used for supplies at GCI.

**12) Notice of Adverse Proceedings-** Disclose any and all known or threatened material lawsuits, legal or administrative proceedings or governmental investigations, criminal actions or law enforcement activities (including those by federal, state or local authorities, or self-regulatory organizations) or nonroutine Federal Reserve, Comptroller of the Currency, Securities and Exchange Commission or Commodities Futures Trading Commission inquiries or investigations relating to Proposer or any of Proposer's affiliates, including any proceedings to which Proposer, its affiliates, or any of their respective officers, directors or employees, is a named party or of which any of such has been the focus.

a) Proposer must disclose of any activities of its organization, its affiliates, or their respective officers, directors or employees that are likely to result in any of the above investigations or proceedings.

None

b) List and describe any such proceedings or actions that have occurred in the last three years, including whether Proposer or any of its affiliates, or their respective officers, directors, or employees have been censured by any regulatory body.

None

c) In the last three years, has Proposer, its principals or any of Proposer's affiliates submitted a claim for errors and omissions, fiduciary liability and/or fidelity bond insurance coverage? If yes, please explain and provide details.

No

d) List and describe the Proposer's procedure by which it may undertake internal investigations of its employees, officers, or directors. Disclose any and all ongoing internal investigations of any of Proposer's officers, directors, or employees. Give specific attention to those persons who would be closely responsible for the services provided under this RFP.

There are no ongoing internal investigations. See page 32 for procedure.





homelessness

- Coordinate intergovernmental and local agency homeless activities and provide recommendations toward a unified approach to homeless problems.
  - Disseminate information concerning and/or affecting homeless persons or agencies that provide services to the homeless.
  - Acts as a clearinghouse for all pertinent information on agencies and organizations involved in the issues of homelessness and hunger, and for the dissemination of statistical data and analyses related to the local homeless population.
  - Represent the Plan at governmental and community meetings when issues affecting the homeless and hungry are being addressed.
- 
- Facilitate community education and planning activities, fund-raising events, and other relevant activities as they relate to homelessness and the 10-year plan.
  - Develop local coalition-building trainings and showcases of local services, and attendance of state and national trainings relevant to ending homelessness in Gainesville/Alachua County
  - Provide technical assistance to local agencies, particularly related to the development of applications for funding of homeless assistance programs
  - Develop local trainings relevant to ending homelessness in Gainesville/Alachua County
  - Monitor Federal and State legislation impacting homeless services
  - On behalf of the HMIS Lead Agency, function as the System Administrator of the Homeless Management Information System (HMIS) for the North Central Florida Continuum of Care

**AREAWIDE COUNCIL ON AGING OF BROWARD COUNTY, INC., Sunrise, FL 1997 - 2009**

*Agency serves as both the Area Agency on Aging and the Aging & Disability Resource Center for Broward County's nearly 350,000 elders with an annual budget in excess of \$28 million*

Operations Director (2005 – 2009)

- Implemented agency-wide plan for infrastructure realignment including planned marketing and resource development campaign. This included not only internal realignment but working with the agency's community partners and aiding them in also changing their business practices to better serve our target populations. The Operations Director position was created specifically to address the intention of implementing the realignment plan.
- Successfully collaborated on numerous grants creating opportunities to expand agency's outreach to elders and veterans and increasing annual revenue in excess of \$1 million.
- Oversight of daily operations of the agency, including: coordinating staff supervision; monitoring; fiscal operations; special project coordination; and information systems
- Provided staff and community training on various subjects
- Represented the agency in the community and on various committees including committees within the United Way of Broward and the Coordinating Council of Broward
- Served as the agency's Emergency Coordination Officer (ECO) and HIPAA Compliance Officer/Privacy Contact. Became de facto ECO immediately following direct impact of Hurricane Wilma on Broward County. Successfully sought \$5 million in FEMA funds to provide recovery assistance to elders impacted by Wilma. These funds were in addition to emergency funds and supplies.
- Participated in the planning and execution of agency special events/fundraisers.

Program Director (1999 – 2004)

- Developed plan for infrastructure realignment
- Oversaw 10 person Program Department consisting of Program Analysts, Medicaid Waiver Specialists, and SHINE Liaison.
- Responsible, with the assistance of the program department, for conducting the annual Broward Aging Network Conference. This conference averaged 500 attendees annually.

Program Analyst (1998 – 1999)

- Provided day-to-day contract management to six provider agencies. This involved review of service provider applications, monitoring for regulatory compliance and tracking provision and quality of services provided.

Administrative Assistant (1997)

- Provided administrative assistance to three department directors as well as their staff
- Held this position for one month prior to being offered promotion to Program Analyst

**ANDREA L. MOORE, P.A., Coral Springs, FL**

**1993 - 1995**

Paralegal

- Legal Assistant for two attorney office which specialized in employment law but also accepted cases involving real estate; wills, estates and probate; family law; and guardianships
- Drafted legal filings, performed legal research, tracked attorney and paralegal time for billing purposes, and interviewed clients

**PROFESSIONAL AFFILIATIONS**

- Former Board Member and past Treasurer, Alachua County Coalition for the Homeless and Hungry; Member Hunger Workgroup; Resource Development Workgroup; Lead of HMIS Workgroup
- Former Board Member, current Member, Alachua County Nutrition Alliance
- Former Board Member, Impact Broward
- Former Steering Committee Member, Coordinating Council of Broward

**EDUCATION**

- Warren National University, Agoura Hills, CA, Coursework toward Bachelors Degree, Business Administration 2001 - 2003
- Legal Career Institute, Fort Lauderdale, FL Specialized Associate Degree, Legal Assistant/Paralegal Studies 1993

## Operations Director

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<b>Position reports directly to:</b>	Executive Director
<b>Positions reporting directly to this position:</b>	Shelter staff and volunteers
<b>Overtime eligibility status:</b>	Not overtime-eligible
<b>Location:</b>	Shelter, outreach office
<b>Beginning Salary range:</b>	\$40,000 - \$55,000
<b>Hiring authority:</b>	This position has the authority to hire staff for program completion and terminate as needed

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This position will oversee the staff, fiscal plant, and programming implemented at the GCI project. The Director will be responsible for creating, with community and ACCHH input, programs and services as outlined in the Interim and Phase 1 scope of services, as well as for assisting with long term planning for the future growth. The Director will also be integral in fundraising activities that will garner community support for the project, and will create a plan of action for fundraising to increase staff, programming, and services.

### Qualifications and Skills:

Bachelor's degree in social services related field or a minimum of 5 years experience working in the project development and community outreach. Must have experience working with program development, management of staff, and fundraising. Previous experience working with individuals in a crisis setting needed. One year of supervisory and/or program management experience required. Good communication and organizational skills required. Professional training or experience may be substituted for education at the discretion of the Executive Director.

### Physical Requirements:

This position requires movement about the agency property, sitting at a desk, using a computer, and presenting information to groups of children, clients and community partners throughout work hours. Physical requirements include ability to sit at a desk for up to 6 hours, overseeing the physical plant of the shelter property, some lifting and light maintenance, driving the agency vans for client and employee transportation, and ability to move around the agency property.

### Principal Job Duties

1. Ensure that all shelter programs operate in accordance with established agency philosophies and within the requirements of funding sources, laws, and regulations.
2. Hire, train, supervise, and evaluate the Case Manager, Client Advocates, and volunteers.
3. Prepare schedule for shelter coverage by shelter staff and volunteers.
4. Participate as a member of the management team in weekly meetings.
5. Manage resident services and the shelter physical plant.
6. Develop, implement, and oversee security/safety procedures and other policies relative to effective shelter management.
7. Ensure advocacy and appropriate referrals are provided to all shelter residents in a timely manner.
8. Oversee the quality control of resident records and services.
9. Coordinate the compilation and completion of shelter statistics as required by funding and

regulatory sources.

- 10. Oversee the weekly case review meetings.
- 11. Conduct monthly staff meetings and other trainings as needed.

**Secondary Job Duties**

- 1. Conduct the New Advocate training 3 times per year.
- 2. Develop and maintain current shelter manual.
- 3. Act as an agency representative within the community as needed.
- 4. Attend staff meetings, interagency meetings, and trainings as needed.
- 5. Complete other tasks as assigned by the Executive Director.
- 6. Follow the guidelines of the agency Harassment and Discrimination Policy as outlined in agency policy manuals.

**Agency Requirements**

All Employees of Peaceful Paths are expected to demonstrate a commitment to:

- promoting diversity and equality
- professional ethics and standards
- flexibility and teamwork
- protection of confidentiality

I pledge my commitment to the Peaceful Paths values of Advocacy, Choice, Compassion, Empathy, Empowerment, Honesty, Hope, Mentoring, Peace, and Respect.

I will strive to practice these principles daily in my work in order to create an atmosphere where clients and staff are heard and responded to appropriately.

I agree to be held accountable for my actions and agree to hold co-workers accountable in order to create a responsible environment.

I recognize that providing and supporting quality client services is the priority and my actions, attitude, and involvement should *positively* impact every client’s experience.

	I <b>do not</b> need any accommodations to complete my work as described above.
	I <b>do</b> need special accommodations to complete my work as described above. The following is a description of the special accommodations I need:

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with Alachua County Coalition for the Homeless and Hungry, Inc.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date

# Client Advocate

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<b>Position reports directly to:</b>	Operations Director
<b>Location:</b>	Shelter
<b>Overtime eligibility status:</b>	Overtime-eligible
<b>Beginning Salary range:</b>	\$8/hour - \$12.50/hour

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This position will provide direct support to day and residential clients in the GCI project, including the provision of round the clock supervision of residential programming once implemented. Advocates will operate supply closets, monitor dormitory and day areas for support of clients and creation of a positive culture, and interact with clients regarding daily needs.

## Qualifications and Skills:

High school diploma or GED required. Valid Driver's license and safe driving record required. Qualifications will include experience providing direct customer service with at-risk or vulnerable populations, data entry skills, experience managing facilities in terms of daily walk-throughs and coordinating maintenance. Experience in human services or as an agency volunteer preferred.

## Physical Requirements:

This position requires movement about the shelter, sitting at a desk, telephone communications, using a computer, and presenting information to groups of clients and community partners throughout work hours. Physical requirements include ability to sit at a desk for up to 6 hours, driving the agency vans for client and employee transportation, some light lifting and housekeeping, and ability to walk around the shelter property.

## Principal Job Duties

1. Provide shelter security coverage, including operating the security system, providing curfew checks, monitoring adherence to house rules, and implementing other shelter safety measures as contained in the shelter manual.
2. Provide general shelter coverage, including but not limited to distributing items of need to residents, admitting and discharging residents, managing the help line, and providing appropriate crisis counseling.
3. Conduct written intakes of new residents entering shelter.
4. Maintain resident records and other documentation related to shelter operations.
5. Maintain physical plant operations by ensuring cleanliness, safety, and equipment conditions.
6. Provide resident transportation in the agency vehicles as needed.

## Secondary Job Duties

1. Facilitate appropriate resident meetings.
2. Complete maintenance requests and calls as needed, aid the Shelter Director with maintaining supplies and organizing resources, and other shelter management duties.
3. Attend staff meetings and others trainings as required or assigned.

- 4. Assist the Shelter Director as needed.

**Agency Requirements**

All Employees of Alachua County Coalition for the Homeless and Hungry, Inc. are expected to demonstrate a commitment to:

- promoting diversity and equality
- professional ethics and standards
- flexibility and teamwork
- protection of confidentiality

I pledge my commitment to the Peaceful Paths values of Advocacy, Choice, Compassion, Empathy, Empowerment, Honesty, Hope, Mentoring, Peace, and Respect.

I will strive to practice these principles daily in my work in order to create an atmosphere where clients and staff are heard and responded to appropriately.

I agree to be held accountable for my actions and agree to hold co-workers accountable in order to create a responsible environment.

I recognize that providing and supporting quality client services is the priority and my actions, attitude, and involvement should *positively* impact every client’s experience.

	I <b>do not</b> need any accommodations to complete my work as described above.
	I <b>do</b> need special accommodations to complete my work as described above. The following is a description of the special accommodations I need:

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with Peaceful Paths.

---

Employee’s Signature Date

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Supervisor’s Signature Date

## GENERAL INCIDENT REPORT

Initial Report                      Supplemental Report                      Amended Report

**Section 1: General Information**

Center Name: \_\_\_\_\_ Report Number (Center Identification): \_\_\_\_\_

Staff Name if applicable \_\_\_\_\_

Program Participant File# if applicable: \_\_\_\_\_

Dependents File Number if applicable: \_\_\_\_\_ D.O. \_\_\_\_\_

Additional Names or Program Participants File #: \_\_\_\_\_

Telephone Notification to FCADV: \_\_\_\_\_ Date of Call: \_\_\_\_\_ Time of Call: \_\_\_\_\_  
 Call from: \_\_\_\_\_ Call to: \_\_\_\_\_

Incident Report Distribution: \_\_\_\_\_ Center File  
 (CHECK ALL THAT APPLY) FCADV Contract Manager  
 DCF, if applicable  
 Other Agency-Please Identify \_\_\_\_\_

Law Enforcement Agency Notified?    Yes                      No                      Specify Case #: \_\_\_\_\_

Emergency Medical Services Notified?                      Yes    No

Is follow-up required?                      Yes                      No                      Specify: \_\_\_\_\_

**Section 2: Background Information**

Reporting Date    Date of Incident:    Time of Incident:    Location Where Incident Occurred

Type of Incident:                      Employee Related                      Participant-Related    Child                      Adult:

1.                      Altercation
2.                      Serious Injury/Illness
3.                      Communicable Disease
4.                      Sexual Battery
5.                      Embezzlement
6.                      Closure of Facility/Outreach Office
7.                      Hotline Failure
8.                      Other Critical (Please Explain): \_\_\_\_\_



**Section 3: Background**

Summary of Events: Describe the incident in detail (include location of incident):

Other Agencies Responding to Incident: Provide name of agency, contact person, phone number and address:

Staff/Volunteers Who Witnessed the Incident

Program Participants or Others Witnessing Incident:

**Section 4: Planned Corrective Actions/Countermeasures**

Indicate all disciplinary, personnel, or corrective actions planned or taken, along with date of action.

Center follow Up: Is a follow up report being prepared for submission?    Yes                      No

**Section 5: Person Submitting Report**

Name:

Title/Position

Phone/Pager/Mobile:

Name of Supervisor: Title: Phone No.:

## ATTACHMENT II DEATH REPORT

Initial Report

Supplemental Report

Amended Report

**Section 1: General Information**

Center Name: Report Number (Center Identification):

Staff Name if applicable:

Program Participant File# if applicable:

Dependents File Number if applicable: D.O.B.

Additional Names or Program Participants File #:

Telephone Notification to FCADV: Date of Call: Time of Call:

Call from: Call to:

Incident Report Distribution: Center File  
 (CHECK ALL THAT APPLY) Contract Manager  
DCF, if applicable  
Other Agency-Please Identify

Law Enforcement Agency Notified? Yes No Specify Case #:

Emergency Medical Services Notified? Yes No

Is follow-up required? Yes No Specify:

**Section 2: Background Information**

Date of Death (MM/DD/YYYY): Time of Death: Place of Death:

Suspected Cause of Death:

Classification of Death:

Natural, expected Natural, unexpected Homicide Suicide Accident

Unknown, explain:

Location Where Incident Occurred:

Summary of Findings: Provide a brief description of the findings, major issues related to the death – use extra pages if necessary:

Other Agencies Responding to Incident: Provide name of agency, contact person, phone number and address:

Staff Volunteers Who Witnessed the Incident:

Program Participants or Others Witnessing Incident:

**Section 4: Planned Corrective Actions/Countermeasures**

Indicate all disciplinary, personnel, or corrective actions planned or taken, along with date of action:

Center follow Up: Is a follow up report being prepared for submission? Yes No

**Section 5: Death Review Summary**

Medical Examiner Case?	Yes	No	If yes, Case#:
Autopsy Requested?	Yes	No	If yes, date requested:
Autopsy Done?	Yes	No	Pending

If yes, date of autopsy:

Medical Examiner/Physician Cause of Death:

Law Enforcement Involvement: Include charges filed, if any.

**Section 6: Person Submitting Report**

Name:

Title/Position: Phone/Pager/Mobile:

Name of Supervisor: Title: Phone No.:



November 12, 2013

City of Gainesville  
PO Box 490, Station 6  
Gainesville, FL 32627-0490  
Attention: Russ Blackburn, City Manager

Dear Mr. Blackburn:

VETSPACE Inc. is pleased to provide this letter of reference in support of the Alachua County Coalition for the Homeless and Hungry, Inc.'s (ACCHH) response to the City of Gainesville's Request for Proposal to Administer and Implement Services for Homeless Persons at the City's Gainesville Correctional Institution (GCI.)

VETSPACE Inc. has worked with the ACCHH for the past 14 of years. We understand that the GCI project requires a strong network of caring individuals and service providers if it is to help create systemic change, improve the Gainesville community, and serve as a model of effective practices for reducing homelessness and its resulting social problems. We, therefore, commit ourselves to working with ACCHH toward building and strengthening that network, to participating in GCI, and to providing services judged important to helping homeless persons rebuild their lives.

GCI is critical to ending and preventing homelessness and reducing poverty in our community. When it was conceived nearly nine years ago, it was to be the cornerstone of the City/County 10-Year Plan to End Homelessness. It remains a model that we can use to create success for all the citizens of Gainesville.

VETSPACE Inc. will support programming at GCI. This support is testament to GCI's importance to prevention services in our community.

VETSPACE Inc. supports the ACCHH's efforts to administer and implement services for homeless persons at the City' GCI. Our partnership with ACCHH builds on lessons learned from the development of the 10-Year Plan to End Homelessness and efforts to implement that Plan.

Once GCI is established, it will enable collaborating partners, such as VETSPACE and ACCHH to improve access to homelessness services, including prevention services. Our organization supports the establishment of GCI as a unified approach that allows a network of local partners to help consumers to make informed, long term decisions that are based upon their individual preferences through a centralized model.

As a community partner in GCI, our organization will provide support to the proposed project as follows:

- \_ Provide input on the GCI vision and oversight process; as needed;
- \_ Refer homeless persons and potentially homeless persons to GCI for information and assistance, long term options counseling and other services;
- \_ Provide services to GCI consumers eligible for services through our organization in alignment with our agency's mission;

VETSPACE Inc. looks forward to working with ACCHH and other collaborative partners to make GCI and expanded economic security a reality.

If I can answer any questions or provide additional information, please do not hesitate to contact me.

Sincerely,



Cheryl J. Wedgwood  
Executive director  
VETSPACE Inc.



*William Booth, Founder  
André Cox, General  
Commissioner Donald Bell, Territorial Commander  
Lt. Colonel Vern Jewett, Divisional Commander  
Lieutenants Preston and Karen Lewis, Corps Officers*

11/06/2013

City of Gainesville  
PO Box 490, Station 6  
Gainesville, FL 32627-0490  
Attention: Russ Blackburn, City Manager

Dear Mr. Blackburn:

The Salvation Army is pleased to provide this letter of reference in support of the Alachua County Coalition for the Homeless and Hungry, Inc.'s (ACCHH) response to the City of Gainesville's Request for Proposal to Administer and Implement Services for Homeless Persons at the City's Gainesville Correctional Institution (GCI)

GCI is critical to ending and preventing homelessness and reducing poverty in our community. When it was conceived nearly nine years ago, it was to be the cornerstone of the City/County 10-Year Plan to End Homelessness. It remains a model that we can use to create success for all the citizens of Gainesville.

The Salvation Army supports the ACCHH's efforts to administer and implement services for homeless persons at the City' GCI. Once GCI is established, it will enable collaborating partners, such as The Salvation Army and ACCHH to improve access to homelessness services, including prevention services. Our organization supports the establishment of GCI as a unified approach that allows a network of local partners to help consumers to make informed, long term decisions that are based upon their individual preferences through a centralized model.

As a community partner in GCI, our organization will provide support to the proposed project as follows:

- \_ Provide input on the GCI vision and oversight process; as needed;
- \_ Refer homeless persons and potentially homeless persons to GCI for information and assistance, long term options counseling and other services;
- \_ Supports benefits screening targeted for individuals who meet age, residency and income requirements;
- \_ Support long term training and/or public education;
- \_ Promote expansion in the availability of resources that support long term services and supports in the community;
- \_ Provide services to GCI consumers eligible for services through our organization in alignment with our agency's mission; and
- \_ Serve on GCI workgroups or committees.

The Salvation Army looks forward to working with ACCHH and other collaborative partners to make GCI and expanded economic security a reality.

If I can answer any questions or provide additional information, please do not hesitate to contact me.

Sincerely,

Ashley Shaffer  
Social Services Director  
The Salvation Army  
[Ashley\\_Shaffer@uss.salvationarmy.org](mailto:Ashley_Shaffer@uss.salvationarmy.org)  
(352) 376-1743 ext 307



2100 NW 53rd Ave, Suite A  
Gainesville, FL 32653  
[www.peacefulpaths.org](http://www.peacefulpaths.org)

Helpline  
352-377-8255  
800-500-1119

Outreach &  
Administration  
352-377-5690

FAX  
352-378-9033

Monday, November 18, 2013

Peaceful Paths is the state certified domestic violence center that serves Alachua, Bradford, and Union counties. We have been a long-standing and active member of the Alachua County Coalition for the Homeless and Hungry for the past 20 years. During that time, we have assisted the Coalition in growing and developing from a small membership organization with volunteer leadership to a fully-functioning non-profit organization with qualified staff, a strong budget, and a working board of directors.

Peaceful Paths is in full support of the Coalition being awarded the GCI operations and management contract from the City of Gainesville. It is our belief that no other community based group is better positioned to make the GCI project a success. The Coalition represents the full scope of homeless services in the community, has extensive project management experience, has strong grant writing and fundraising ability, and brings the expertise in data collection, reporting, and client services necessary to make the project work.

As a board of directors member, I am confident that the Coalition has the support critical to create a unique and innovative center on the GCI campus. We are committed to the project and ensuring that it is of the highest quality. Should you have any additional questions, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "T. Beachy", with a long horizontal flourish extending to the right.

Dr. Theresa Beachy  
Executive Director  
Peaceful Paths, Inc.

Peaceful Paths is sponsored through United Way, Florida Coalition Against Domestic Violence, VOCA, Alachua County CAPP, City of Gainesville and HUD. Member PCADV.



Sisters Helping Sisters in Need, Inc.  
Dr. Vivian Haynes -President  
1635 Northeast 28<sup>th</sup> Ave  
Gainesville, Florida 32609  
Office: 352-375-8822  
EIN-800392418-501c3  
[Vivianhaynes11@yahoo.com](mailto:Vivianhaynes11@yahoo.com)  
Sisters Helping Sisters in Need\*Facebook



November 13, 2013

City of Gainesville  
PO Box 490, Station 6  
Gainesville, FL 32627-0490  
Attention: Russ Blackburn, City Manager

Dear Mr. Blackburn:

Sisters Helping Sisters in Need, Inc. is pleased to provide this letter of reference in support of the Alachua County Coalition for the Homeless and Hungry, Inc.'s (ACCHH) response to the City of Gainesville's Request for Proposal to Administer and Implement Services for Homeless Persons at the City's Gainesville Correctional Institution (GCI). Sisters Helping Sisters in Need, Inc. supports the ACCHH's efforts to administer and implement services for homeless persons at the City's GCI. Our partnership with ACCHH builds on lessons learned from the development of the 10-Year Plan to End Homelessness and efforts to implement that Plan.

Once GCI is established, it will enable collaborating partners, such as (your organization) and ACCHH to improve access to homelessness services, including prevention services. Our organization supports the establishment of GCI as a unified approach that allows a network of local partners to help consumers to make informed, long term decisions that are based upon their individual preferences through a centralized model. As a community partner in GCI, our organization will provide support to the proposed project as follows:

- Provide input on the GCI vision and oversight process; as needed;
- Refer homeless persons and potentially homeless persons to GCI for information and assistance, long term options counseling and other services;

- Supports benefits screening targeted for individuals who meet age, residency and income requirements;
- Support long term training and/or public education;
- Promote expansion in the availability of resources that support long term services and supports in the community;
  - Provide services to GCI consumers eligible for services through our organization in alignment with our agency's mission;
  - Provide options counseling and supports coordination, as needed; and Serve on GCI workgroups or committees.

Sisters Helping Sisters in Need, Inc. looks forward to working with ACCHH and other collaborative partners to make GCI and expanded economic security a reality.

If I can answer any questions or provide additional information, please do not hesitate to contact me.

Sincerely,

Dr. Vivian Haynes Tinker  
President



## St. Francis House, Inc.

*-transitions to end homelessness*

November 13, 2013

City of Gainesville  
PO Box 490, Station 6  
Gainesville, FL 32627-0490  
Attention: Russ Blackburn, City Manager

Dear Mr. Blackburn:

St. Francis House, Inc. is pleased to provide this letter of reference in support of the Alachua County Coalition for the Homeless and Hungry, Inc.'s (ACCHH) response to the City of Gainesville's Request for Proposal to Administer and Implement Services for Homeless Persons at the City's Gainesville Correctional Institution (GCI.)

The St. Francis House has worked with the ACCHH for more than ten (10) years. We understand that the GCI project requires a strong network of caring individuals and service providers if it is to help create systemic change, improve the Gainesville community, and serve as a model of effective practices for reducing homelessness and its resulting social problems. We, therefore, commit ourselves to working with ACCHH toward building and strengthening that network, to participating in GCI, and to providing services judged important to helping homeless persons rebuild their lives.

GCI is critical to ending and preventing homelessness and reducing poverty in our community. When it was conceived nearly nine years ago, it was to be the cornerstone of the City/County 10-Year Plan to End Homelessness. It remains a model that we can use to create success for all the citizens of Gainesville.

The St. Francis House will support programming at GCI. This support is testament to GCI's importance to prevention services in our community.

St. Francis House supports the ACCHH's efforts to administer and implement services for homeless persons at the City's GCI. Our partnership with ACCHH builds on lessons learned from the development of the 10-Year Plan to End Homelessness and efforts to implement that Plan. Once GCI is established, it will enable collaborating partners, such as St. Francis House and ACCHH to improve access to homelessness services, including prevention services. Our organization supports the establishment of GCI as a unified approach that allows a network of

413 South Main Street  
Gainesville, FL 32601  
Business mail - P.O. Box 12491  
Gainesville, FL 32604  
Phone: (352) 378-9079  
Fax: (352) 378-1883  
[www.stfrancishousegmv.org](http://www.stfrancishousegmv.org)

local partners to help consumers to make informed, long term decisions that are based upon their individual preferences through a centralized model.

As a community partner in GCI, our organization will provide support to the proposed project as follows:

- \_ Provide input on the GCI vision and oversight process; as needed;
- \_ Refer homeless persons and potentially homeless persons to GCI for information and assistance, long term options counseling and other services;
- \_ Supports benefits screening targeted for individuals who meet age, residency and income requirements;
- \_ Promote expansion in the availability of resources that support long term services and supports in the community; and
- \_ Provide services to GCI consumers eligible for services through our organization in alignment with our agency's mission.

St. Francis House looks forward to working with ACCHH and other collaborative partners to make GCI and expanded economic security a reality.

If I can answer any questions or provide additional information, please do not hesitate to contact me.

Sincerely,



Kent Vann  
Executive Director  
(352) 378-9079 x310  
sfhdir@stfrancis.cfcxmail.com

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November 12, 2013

City of Gainesville  
PO Box 490, Station 6  
Gainesville, FL 32627-0490  
Attention: Russ Blackburn, City Manager

Dear Mr. Blackburn:

On behalf of Meridian Behavioral Healthcare, I am pleased to write this letter of support of the Alachua County Coalition for the Homeless and Hungry, Inc.'s (ACCHH) response to the City of Gainesville's Request for Proposal to Administer and Implement Services for Homeless Persons at the City's Gainesville Correctional Institution (GCI).

Meridian has been an active member of ACCHH for fifteen years, and has contributed to the development and implementation of the Gainesville/Alachua 10 Year Plan to End Homelessness. We understand that the GCI project requires a strong network of caring individuals and service providers if it is to help create systemic change, improve the Gainesville community, and serve as a model of effective practices for reducing homelessness and its resulting social problems. We, therefore, commit ourselves to working with ACCHH toward building and strengthening that network, to participating in GCI, and to providing services judged important to helping homeless persons rebuild their lives.

Meridian supports the ACCHH's efforts to administer and implement services for homeless persons at the GCI. Once GCI is established, it will improve access to homelessness services, including prevention services.

As a community partner in GCI, our organization will provide support to the proposed project as follows:

- Provide input on the GCI vision and oversight process; as needed;
- Refer homeless persons and potentially homeless persons to GCI for information and assistance, long term options counseling and other services;
- Support long term training and/or public education;
- Promote expansion in the availability of resources that support long term services and supports in the community;
- Provide services to GCI consumers eligible for services through our organization in alignment with our agency's mission;
- Serve on GCI workgroups or committees.

We look forward to working with ACCHH and other collaborative partners to make GCI a reality.

Sincerely,  
  
Merganite Labarta, Ph.D.  
President/CEO



Main Office: 4300 SW 13th Street, Gainesville, FL 32608  
352.374.5600 • 800.330.5615 • TTY Area 800.955.8771 • TTY Local 800.955.8770  
www.mbhci.org  
Choice • Hope • Recovery



Interfaith Hospitality Network Of Greater Gainesville, Inc.

P.O. Box 5189, Gainesville, Florida 32627 Telephone (352) 378-2030; FAX (352) 378-2720; www.ihngvl.org

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Jewish Council NCF  
Silk Road Club  
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Covenant Presbyterian  
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Highlands Presbyterian  
Holy Faith Catholic Church  
Johnson Chapel  
Mt. Pleasant United Meth  
Kanapaha Presbyterian  
Lubavitch Jewish Center  
Northwest Baptist Church  
P'nai Or Jewish Renewal  
Queen of Peace Catholic  
Church  
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Faith Ministries  
Seraphim Center  
Servants of Christ Anglican  
Temple Shir Shalom  
The Vineyard  
University Lutheran Church

November 12, 2013

City of Gainesville  
Office of Procurement

Re: Letter of Support for ACCHH on GCI

Dear Administration,

Interfaith Hospitality Network of Greater Gainesville supports the Alachua County's Coalition for the Homeless & Hungry as the managing entity for GCI.

Our agency has been an active member for over five years with an established track record for assisting the homeless population.

Aside from the physical presences of homeless persons on the plaza, our agency receives 2 – 5 phone calls per day from people needing assistance therefore, we know beyond a doubt that services are desperately needed.

We also feel that should the ACCHH be awarded the GCI contract, there would be more accountability due the fact that this agency is the only local agency to bid. The structure and combined agencies associated with the ACCHH have more than adequate experience needed to govern such a project.

In closing, should you feel this letter has not argued the case for ACCHH, please feel free to contact me directly by phone or email.

Sincerely,

Annette Kennedy, Program Manager  
(352) 284-9304  
ihngville2010@yahoo.com  
[www.ihngvl.org](http://www.ihngvl.org)

AK/s

# THE HOME VAN



A Project of Citizens for Social Justice  
307 SE 6<sup>th</sup> St Gainesville FL 32601  
352 372 4825 barupa@atlantic.net

November 6, 2012

City of Gainesville  
PO Box 490, Station 6  
Gainesville, FL 32627-0490  
Attention: Russ Blackburn, City Manager

Dear Mr. Blackburn:

Citizens for Social Justice is pleased to provide this letter of reference in support of the Alachua County Coalition for the Homeless and Hungry, Inc.'s (ACCHH) response to the City of Gainesville's Request for Proposal to Administer and Implement Services for Homeless Persons at the City's Gainesville Correctional Institution (GCI). We understand that the GCI project requires a strong network of caring individuals and service providers if it is to help create systemic change, improve the Gainesville community, and serve as a model of effective practices for reducing homelessness and its resulting social problems. ACCH is that strong network of caring individuals and agencies – we have no other. They are familiar with the people, the problems, and know what is needed. For the past 12 years ACCH has supported even very small missions like the Home Van in many important ways. They really care about the mission of alleviating the suffering of homeless people and helping them solve their problems.

My husband and I are in the 70-something age group now, and we aren't clear how much longer we will be providing services to the homeless community, but we will find that decision much easier to make if a strong and able group like ACCH is managing CCI.

Sincerely,

Arupa Freeman  
Home Van Coordinator





509 NE First Street • Gainesville FL 32601-5384 • 352-519-5542  
Mailing: 2603 NW 13<sup>th</sup> St., #306 • Gainesville, FL 32609 • Fax: 352-519-5542  
[www.hhcg.org](http://www.hhcg.org) • [helpinghandsclinic@gmail.com](mailto:helpinghandsclinic@gmail.com)

---

November 8, 2013

City of Gainesville  
PO Box 490, Station 6  
Gainesville, FL 32627-0490  
Attention: Russ Blackburn, City Manager

Dear Mr. Blackburn:

The Helping Hands Clinic is pleased to provide this letter of reference in support of the Alachua County Coalition for the Homeless and Hungry, Inc.'s (ACCHH) response to the City of Gainesville's Request for Proposal to Administer and Implement Services for Homeless Persons at the City's Gainesville Correctional Institution (GCI.)

Helping Hands has worked with the ACCHH for the past 20 of years. We understand that the GCI project requires a strong network of caring individuals and service providers if it is to help create systemic change, improve the Gainesville community, and serve as a model of effective practices for reducing homelessness and its resulting social problems. We, therefore, commit ourselves to working with ACCHH toward building and strengthening that network, to participating in GCI, and to providing services judged important to helping homeless persons rebuild their lives. Our organization supports the establishment of GCI as a unified approach that allows a network of local partners to help consumers to make informed, long term decisions that are based upon their individual preferences through a centralized model.

The Helping Hands Clinic looks forward to working with ACCHH and other collaborative partners to make GCI and expanded economic security a reality. If I can answer any questions or provide additional information, please do not hesitate to contact me.

Sincerely,

Randy Stacey, MSW  
Director, Helping Hands Clinic  
352-359-6029

HELPING HANDS CLINIC, INC.

EIN 59-3716775



11/7/13

Gmail - Support Letter



Executive Director &lt;acchh.ed@gmail.com&gt;

---

**Support Letter**

1 message

**Michael Wright** <gcmone@bellsouth.net>

Thu, Nov 7, 2013 at 12:15 PM

Reply-To: Michael Wright &lt;gcmone@bellsouth.net&gt;

To: "acchh.ed@gmail.com" &lt;acchh.ed@gmail.com&gt;

## Gainesville Community Ministry

Date November 7, 2013

City of Gainesville  
PO Box 490, Station 6  
Gainesville, FL 32627-0490  
Attention: Russ Blackburn, City Manager

Dear Mr. Blackburn:

Gainesville Community Ministry (GCM) is pleased to provide this letter of reference in support of the Alachua County Coalition for the Homeless and Hungry, Inc.'s (ACCHH) response to the City of Gainesville's Request for Proposal to Administer and Implement Services for Homeless Persons at the City's Gainesville Correctional Institution (GCI.)

GCM has worked with the ACCHH for the past 11 years. We understand that the GCI project requires a strong network of caring individuals and service providers if it is to help create systemic change, improve the Gainesville community, and serve as a model of effective practices for reducing homelessness and its resulting social problems. We, therefore, commit ourselves to working with ACCHH toward building and strengthening that network, to participating in GCI, and to providing services judged important to helping homeless persons rebuild their lives.

GCM supports the ACCHH's efforts to administer and implement services for homeless persons at the City' GCI. Our partnership with ACCHH builds on lessons learned from the development of the 10-Year Plan to End Homelessness and efforts to implement that Plan. Once GCI is established, it will enable collaborating partners, such as (your organization) and ACCHH to improve access to homelessness services, including prevention services. Our organization supports the establishment of GCI as a unified approach that allows a network of

<https://mail.google.com/mail/u/0/?ui=2&ik=0e75489673&view=pt&search=inbox&th=142338fb6af52364>

1/3

11/7/13

Gmail - Support Letter

local partners to help consumers to make informed, long term decisions that are based upon their individual preferences through a centralized model.

As a community partner in GCI, our organization will provide support to the proposed project as follows:

- \_ Provide input on the GCI vision and oversight process; as needed;
- \_ Refer homeless persons and potentially homeless persons to GCI for information and assistance, long term options counseling and other services;
- \_ Supports benefits screening targeted for individuals who meet age, residency and income requirements;
- \_ Support long term training and/or public education;
- \_ Promote expansion in the availability of resources that support long term services and supports in the community;
- \_ Provide services to GCI consumers eligible for services through our organization in alignment with our agency's mission;
- \_ Provide options counseling and supports coordination, as needed; and
- \_ Serve on GCI workgroups or committees.

GCM looks forward to working with ACCHH and other collaborative partners to make GCI and expanded economic security a reality.

If I can answer any questions or provide additional information, please do not hesitate to contact me.

Sincerely,

Michael Wright  
Executive Director  
352-372-8162

Gainesville Community Ministry

Providing HELP and HOPE to people

in crisis.

[www.GCMHelp.org](http://www.GCMHelp.org)

Services Center and Administrative Office

11/7/13

Gmail - Support Letter

238 SW 4th Ave.

352-372-8162 Fax 352-372-8131

Thrift Shop

5001 NW 34th St - 378-3654

HOLY TRINITY  
EPISCOPAL CHURCH  
GAINESVILLE, FLORIDA

November 13, 2013

Theresa Lowe  
Executive Director  
Alachua County Coalition  
for the Homeless and Hungry  
703 NE 1<sup>st</sup> Street  
Gainesville FL 32601

Dear Mrs. Lowe,

The Downtown Ministry of Holy Trinity Episcopal Church is supportive of the application of the Alachua County Coalition for the Homeless and Hungry to administer and implement services for homeless persons at the Empowerment Center. We have been a member of the Coalition since 2008.

We hope to work with the Coalition regarding our role in the Center should it be chosen as the service provider for the homeless in that facility.

Sincerely,



Melody J. Marshall  
Coordinator  
Downtown Ministry  
[htecdm@gmail.com](mailto:htecdm@gmail.com)



**State of Florida  
Department of Children and Families**

**Rick Scott**  
Governor

**Esther Jacobo**  
Interim Secretary

**David J. Abramowitz**  
Regional Managing Director

November 13, 2013

City of Gainesville  
PO Box 490, Station 6  
Gainesville, FL 32627-0490  
Attention: Russ Blackburn, City Manager

Dear Mr. Blackburn: *R Blackburn*

The Department of Children and Families is pleased support of the Alachua County Coalition for the Homeless and Hungry, Inc.'s (ACCHH) response to the City of Gainesville's Request for Proposal to Administer and Implement Services for Homeless Persons at the City's Gainesville Correctional Institution (GCI.) The proposed program will to help create systemic change, improve the Gainesville community, and serve as a model of effective practices for reducing homelessness and its resulting social problems.

The Department of Children and Families assists Florida's most vulnerable – children, elderly, residents with disabilities or mental illness – and helps individuals and families solve their problems and take care of themselves. We, like ACCHH, recognize the need to prevent homelessness and reduce poverty in our community. Investing in families is an essential part of community development. Stable families mean safer neighborhoods, a more productive workforce, higher contributing residents and a better quality of life for all in our communities.

ACCHH has been a catalyst for helping homeless people rebuild their lives as identified in the City's 10-year Plan to End Homelessness. They have established and proven working relationships with organizations and agencies in the city and are well suited to provide services to create success for all of the citizens of Gainesville. We strongly support their effort to enhance services to meet the needs of Gainesville's most vulnerable and look forward to working with them.

Sincerely,

*[Signature]*  
David J. Abramowitz  
Northeast Regional Managing Director

*Fancy person  
10/26/13*

**NORTHEAST REGION**

*Circuit 3 (Madison, Taylor, Dixie, Hamilton, Lafayette, Suwannee & Columbia Counties) Circuit 4 (Clay, Duval & Nassau Counties)  
Circuit 7 (Flagler, Putnam, St. Johns, & Volusia Counties)  
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5920 Arlington Expressway • P. O. Box 2417 • Jacksonville, Florida 32231-0083

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

**MISSION**  
"Strengthening Communities  
by Building Strong Families"

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Programs for youth in crisis

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Services for troubled youth  
and their families

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Educating the community,  
focusing on substance  
abuse, and reducing juvenile  
crime with a focus on  
high-risk youth



November 7, 2013

City of Gainesville  
PO Box 490, Station 6  
Gainesville, FL 32627-0490  
Attention: Russ Blackburn, City Manager

Dear Mr. Blackburn:

CDS Family & Behavioral Health Services, Inc. (CDS) is pleased to provide this letter of support for the Alachua County Coalition for the Homeless and Hungry, Inc.'s (ACCHH) response to the City of Gainesville's Request for Proposal to Administer and Implement Services for Homeless Persons at the City's Gainesville Correctional Institution (GCI.)

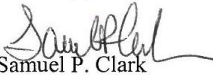
As the local service provider for runaway and homeless youth, CDS has worked with the ACCHH for more than 10 years. We understand that the GCI project requires a strong network of caring individuals and service providers if it is to help create systemic change, improve the Gainesville community, and serve as a model of effective practices for reducing homelessness and its resulting social problems. We are committed to working with ACCHH toward building and strengthening that network, to participating in GCI, and to providing services judged important to helping homeless persons rebuild their lives.

As a community partner in GCI, our organization will provide support to the proposed project as follows:

- \_ Provide input on the GCI vision and oversight process; as needed;
- \_ Refer homeless persons and potentially homeless persons to GCI for information and assistance, long term options counseling and other services;
- \_ Supports benefits screening targeted for individuals who meet age, residency and income requirements;
- \_ Support long term training and/or public education;
- \_ Promote expansion in the availability of resources that support long term services and supports in the community;
- \_ Provide services to GCI consumers eligible for services through our organization
- \_ Provide options counseling and supports coordination, as needed; and
- \_ Serve on GCI workgroups or committees.

If I can answer any questions or provide additional information, please do not hesitate to contact me at 244-0628x3823 or sam\_clark@cdfsfl.org.

Sincerely,

  
Samuel P. Clark  
Chief Operations Officer



Major support from: State of Florida, Department of Juvenile Justice; Florida Network of Youth & Family Services, Inc.; State of Florida, Department of Children & Families; Partnership for Strong Families; U.S. Department of Health & Human Services; United Way of North Central Florida; United Way of Suwannee Valley; Individual Contributions



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Catholic Charities Bureau, Inc.  
Diocese of St. Augustine  
Central Administration

134 E. Church Street, Jacksonville, FL 32202 • Phone: (904) 899-5500 • Fax: (904) 899-5510

November 13, 2013

*President*  
Bishop Felipe J. Estévez  
  
*Chief Executive Officer*  
*Diocesan Director*  
Laura Hickey

City of Gainesville  
PO Box 490, Station 6  
Gainesville, FL 32627-0490  
Attention: Russ Blackburn, City Manager

Dear Mr. Blackburn:

Catholic Charities Bureau, Inc. is pleased to provide this letter of reference in support of the Alachua County Coalition for the Homeless and Hungry, Inc.'s (ACCHH) response to the City of Gainesville's Request for Proposal to Administer and Implement Services for Homeless Persons at the City's Gainesville Correctional Institution (GCI.)

Catholic Charities Bureau, Inc. has worked with the ACCHH for the past 3 years. We understand that the GCI project requires a strong network of caring individuals and service providers if it is to help create systemic change, improve the Gainesville community, and serve as a model of effective practices for reducing homelessness and its resulting social problems. We, therefore, commit ourselves to working with ACCHH toward building and strengthening that network, to participating in GCI, and to providing services judged important to helping homeless persons rebuild their lives.

Catholic Charities Bureau, Inc. supports the ACCHH's efforts to administer and implement services for homeless persons at the City' GCI. Our partnership with ACCHH builds on lessons learned from the development of the 10-Year Plan to End Homelessness and efforts to implement that Plan. Once GCI is established, it will enable collaborating partners, such as Catholic Charities Bureau, Inc. and ACCHH to improve access to homelessness services, including prevention services. Our organization supports the establishment of GCI as a unified approach that allows a network of local partners to help consumers to make informed, long term decisions that are based upon their individual preferences through a centralized model.

As a community partner in GCI, our organization will provide support to the proposed project as follows:

- \_ Provide input on the GCI vision and oversight process; as needed;
- \_ Refer homeless persons and potentially homeless persons to GCI for

Gainesville Office  
1717 N.E. 9th Street  
Gainesville, FL 32609  
(352) 372-0294

Jacksonville Office  
134 East Church Street  
Jacksonville, FL 32202  
(904) 354-4846

Lake City Office  
258 N.W. Burk Avenue  
Lake City, FL 32055  
(386) 754-9180

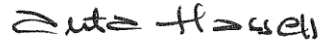
St. Augustine Office  
225 W. King Street  
St. Augustine, FL 32084  
(904) 829-6300

- information and assistance, long term options counseling and other services;
- \_ Supports benefits screening targeted for individuals who meet age, residency and income requirements;
  - \_ Support long term training and/or public education;
  - \_ Promote expansion in the availability of resources that support long term services and supports in the community;
  - \_ Provide services to GCI consumers eligible for services through our organization in alignment with our agency's mission;
  - \_ Provide options counseling and supports coordination, as needed; and
  - \_ Serve on GCI workgroups or committees.

Catholic Charities Bureau, Inc. looks forward to working with ACCHH and other collaborative partners to make GCI and expanded economic security a reality.

If I can answer any questions or provide additional information, please do not hesitate to contact me. I can be reached at (904) 899-5506 or via email at: [ahassell@ccbdoa.org](mailto:ahassell@ccbdoa.org).

Sincerely,



Anita Hassell  
Chief Program Officer  
Catholic Charities Bureau, Inc.  
Diocese of St. Augustine



# CATHOLIC CHARITIES

*Putting Compassion Into Action*

Catholic Charities Bureau, Inc.  
Diocese of St. Augustine  
Gainesville Regional Office  
1701 N.E. 9th Street  
Gainesville, Florida 32609  
(352) 372-0294  
catholiccharitiesgainesville.org

November 12, 2013

City of Gainesville  
PO Box 490, Station 6  
Gainesville, FL 32627-0490  
Attention: Russ Blackburn, City Manager

Dear Mr. Blackburn:

Catholic Charities is pleased to provide this letter of reference in support of the Alachua County Coalition for the Homeless and Hungry, Inc.'s (ACCHH) response to the City of Gainesville's Request for Proposal to Administer and Implement Services for Homeless Persons at the City's Gainesville Correctional Institution (GCI.)

Catholic Charities has worked with the ACCHH for several years. We understand that the GCI project requires a strong network of caring individuals and service providers if it is to help create systemic change, improve the Gainesville community, and serve as a model of effective practices for reducing homelessness and its resulting social problems. We, therefore, commit ourselves to working with ACCHH toward building and strengthening that network, to participating in GCI, and to providing services judged important to helping homeless persons rebuild their lives.

GCI is critical to ending and preventing homelessness and reducing poverty in our community. When it was conceived nearly nine years ago, it was to be the cornerstone of the City/County 10-Year Plan to End Homelessness. It remains a model that we can use to create success for all the citizens of Gainesville.

Catholic Charities, will support programming at GCI. This support is testament to GCI's importance to prevention services in our community.

Catholic Charities supports the ACCHH's efforts to administer and implement services for homeless persons at the City' GCI. Our partnership with ACCHH builds on lessons learned from the development of the 10-Year Plan to End Homelessness and efforts to implement that Plan. Once GCI is established, it will enable collaborating partners, such as (your organization) and ACCHH to improve access to homelessness services, including prevention services. Our organization supports the establishment of GCI as a unified approach that allows a network of local partners to help consumers to make informed, long term decisions that are based upon their individual preferences through a centralized model.

As a community partner in GCI, our organization will provide support to the proposed project as



CATHOLIC  
CHARITIES  
*Putting Compassion Into Action*

Catholic Charities Bureau, Inc.  
Diocese of St. Augustine  
Gainesville Regional Office  
1701 N.E. 9th Street  
Gainesville, Florida 32609  
(352) 372-0294  
catholiccharitiesgainesville.org

follows:

- \_ Provide input on the GCI vision and oversight process; as needed;
- \_ Refer homeless persons and potentially homeless persons to GCI for information and assistance, long term options counseling and other services;
- \_ Supports benefits screening targeted for individuals who meet age, residency and income requirements;
- \_ Support long term training and/or public education;
- \_ Promote expansion in the availability of resources that support long term services and supports in the community;
- \_ Provide services to GCI consumers eligible for services through our organization in alignment with our agency's mission;
- \_ Provide options counseling and supports coordination, as needed; and
- \_ Serve on GCI workgroups or committees.

Catholic Charities looks forward to working with ACCHH and other collaborative partners to make GCI and expanded economic security a reality.

If I can answer any questions or provide additional information, please do not hesitate to contact me.

Sincerely,



John C Barli  
Regional Director

*Volunteer Practitioners Providing Rural Health Care Since 1974*



23320 North SR 236  
Brooker, FL 32822  
[www.acornclinic.org](http://www.acornclinic.org)

**Medical Clinic**  
(352) 485-1133  
FAX (352) 485-2927

**Dental Clinic**  
(352) 485-2772  
FAX (352) 485-1961

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Gabe Spooner, DMD

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*Executive Director*

Mimi Balch, MD  
*Co-Volunteer Medical Director*

John Meuleman, MD  
*Co-Volunteer Medical Director*

Paayal Bhakta, DMD  
*Dental Director*

Alachua County Organization for  
Rural Needs, Inc. (dba ACORN  
Clinic) is a tax exempt 501(c)(3)  
organization registered with the  
Florida Department of Agriculture &  
Consumer Services (CH188).

Partial funding provided by:  
Alachua County CAPP  
Bradford County  
Suwannee River AHEC  
Union County  
UF Campaign for Charities  
United Way of North Central Florida

November 12, 2013

City of Gainesville  
PO Box 490, Station 8  
Gainesville, FL 32627-0490  
Attention: Russ Blackburn, City Manager

Dear Mr. Blackburn:

Alachua County Organization for Rural Needs (dba ACORN Clinic) is pleased to provide this letter of reference in support of the Alachua County Coalition for the Homeless and Hungry, Inc.'s (ACCHH) response to the City of Gainesville's Request for Proposal to Administer and Implement Services for Homeless Persons at the City's Gainesville Correctional Institution (GCI.)

ACORN Clinic is a key part of the healthcare safety net in this community. ACORN Clinic provides low-cost, high-quality medical and dental care, and social services for people with and without health insurance. Our primary target is patients who are not insured and cannot afford private physicians, dentists or counselors. We have provided a FREE Homeless Clinic for the last 5 years. In this clinic we are able to provide urgent dental care to relieve pain and infection for patients referred to us from Helping Hands Clinic in downtown Gainesville.

We understand that the GCI project requires a strong network of caring individuals and service providers if it is to help create systemic change, improve the Gainesville community, and serve as a model of effective practices for reducing homelessness and its resulting social problems. We, therefore, commit ourselves to working with ACCHH toward building and strengthening that network, to participating in GCI, and to providing services judged important to helping homeless persons rebuild their lives, and as appropriate for ACORN Clinic.

Sincerely,

Candice A. King, MBA, MAE  
Executive Director

*Please remember us in your estate planning*

**ALACHUA COUNTY NUTRITION ALLIANCE**

1001 Northeast 16<sup>th</sup> Avenue

Gainesville, Florida 32601

[www.feedalachua.org](http://www.feedalachua.org)

November 13, 2013

City of Gainesville

PO Box 490, Station 6

Gainesville, FL 32627

Attn: Russ Blackburn, City Manager

Re: Reference for Alachua County Coalition of the Homeless and Hungry (ACCHH)  
RFP to Administer and Implement Services for Homeless Persons at former GCI Facility

Dear Mr. Blackburn,

On behalf of the Alachua County Nutrition Alliance (ACNA) I would like to offer my observations and opinion regarding the ACCHH and its potential role in the management of the Homeless Center, as outlined in the RFP. I don't think we can make a formal endorsement, in view of City and County staff involved in our work and one participating County Commissioner who has not been consulted on this matter. But I will try to present the consensus of the ACNA as a whole, as I understand it.

We feel that the ACCHH is well qualified and ready for this important role, with knowledgeable staff and a strong network of community partnerships that is prerequisite to the success of this project.

Management of the former GCI facility, to serve as a one-stop center for homeless persons and many other community programs, is going to be a very challenging undertaking. It will require the full cooperation of many social service organizations in this community, including local, state and federal entities- public, private and non-profit. Our group, the ACNA, is familiar with this kind of challenge, because we are charged with supporting coordination among a similar group of diverse entities, in order to achieve community-wide hunger abatement objectives.

The need to achieve real functional coordination is widely recognized as a primary challenge facing social services today (see CHIP report conclusions, 2012 update). Each organization has its own missions, skills, perspectives, resources, funding sources and oversight. Getting them all to work as one community requires a solid understanding about how each group functions, and then a sharing of resources, including staff time, group assignments, and operational data. I have attended a number of ACCHH general and committee meetings, and have been impressed with the professionalism and sense of 'one team'. Working with the Coalition's HMIS (Homelessness Management Information Systems) Committee it is clear that the ACCHH can create community-wide data management solutions in order to standardize methods and unify efforts.

I often refer to the ACCHH website (among others) to find out which agencies are involved in our mission, and exactly what roles they are playing. There I find links, resources, and contacts for service providers related to our (ACNA) mission, in a form that is easy and intuitive to use. The ACCHH Community Resources Guide is excellent and up to date. I attend ACCHH general and committee meetings to find out what is happening in this field, and members of the ACNA share and disseminate

information with the ACCHH on a continuous basis. The ACCHH displays a real sense of dedication, and of putting personal issues aside to reach a common and urgent purpose – to assist people who are in critical need, and a growing segment of society that needs real solutions, not just crisis management and handouts. This is going to require creativity and a mixing of all the many talents in the Gainesville area devoted to these goals. The ACCHH is already playing a central role in that coordination, and is uniquely qualified to manage the future Homeless Center in the interests of the entire community.

On the basis of collaboration already underway, and the discussions that the ACNA and ACCHH have shared in the past year at both groups' meetings, I think it is safe to say that we at the Alliance are eager to see ACCHH take on the tasks outlined in the RFP, and that the ACNA is interested in working with them in a variety of ways related to food assistance and food security. These thoughts represent my personal observations as Chairman and are the result of written and verbal communications with ACNA members in the past week regarding this reference.

Please let us know if the ACNA can provide further input to this process and this decision. The ACNA is a voluntary and independent association of local, state and federal nutrition assistance agencies and programs, as well as interested citizens, started in September 2009. It was created to pursue implementation of the County's Hunger Abatement Plan via enhanced collaboration of member agencies. We meet monthly at the Highlands Presbyterian Church, and have a broad participation from the food assistance and food security sector.

Sincerely,

David Reed, Chairman, Alachua County Nutrition Alliance  
phone: (352)222-0651  
Mailing address: Highlands Presbyterian Church  
1001 NE 16<sup>th</sup> Avenue, Gainesville, FL 32601





## Volunteers of America®

FLORIDA

*Lois J. Gaston, Ph.D.*  
*Board Chair*

*Janet M. Stringfellow*  
*President/CEO*

November 8<sup>th</sup>, 2013

City of Gainesville  
PO Box 490, Station 6  
Gainesville, FL 32627-0490  
Attention: Russ Blackburn, City Manager

Dear Mr. Blackburn:

Volunteers of America of Florida is pleased to provide this letter of reference in support of the Alachua County Coalition for the Homeless and Hungry, Inc.'s (ACCHH) response to the City of Gainesville's Request for Proposal to Administer and Implement Services for Homeless Persons at the City's Gainesville Correctional Institution (GCI)

Volunteers of America of Florida supports the ACCHH's efforts to administer and implement services for homeless persons at the City's GCI. Once GCI is established, it will enable collaborating partners, such as Volunteers of America of Florida, and ACCHH to improve access to homelessness services, including prevention services. Our organization supports the establishment of GCI as a unified approach that allows a network of local partners to help consumers to make informed, long term decisions that are based upon their individual preferences through a centralized model.

As a community partner in GCI, our organization will provide support to the proposed project as follows:

- \_ Provide input on the GCI vision and oversight process; as needed;
- \_ Refer homeless persons and potentially homeless persons to GCI for information and assistance, long term options counseling and other services;
- \_ Promote expansion in the availability of resources that support long term services and supports in the community;
- \_ Provide services to GCI consumers eligible for services through our organization in alignment with our agency's mission;
- \_ Provide property management or development assistance where needed
- \_ Serve on GCI workgroups or committees.

Volunteers of America of Florida looks forward to working with ACCHH and other collaborative partners to make GCI and expanded economic security a reality.

If I can answer any questions or provide additional information, please do not hesitate to contact Travis Brown at 912.210.7513.

Sincerely,

Janet Stringfellow  
President/CEO

*405 Central Avenue, Suite 100, Saint Petersburg, FL 33701-3866, 727 369 8500*  
[info@voa-fla.org](mailto:info@voa-fla.org) # [www.voa-fla.org](http://www.voa-fla.org)

# Alachua County Coalition for the Homeless and Hungry, Inc.

Financial Statements  
and  
Independent Auditors' Report

June 30, 2012 and 2011

## CONTENTS

<b>Independent Auditors' Report</b>	<b>1</b>
<b>Financial Statements:</b>	
Statements of Financial Position	2
Statements of Activities	3
Statements of Cash Flows	4
Statements of Functional Expenses	5
Notes to Financial Statements	6-7



## Kattell and Company, P.L.

*Certified Public Accountants Serving the Nonprofit Community*

---

808-B NW 16<sup>th</sup> Avenue Gainesville, Florida 32601 TEL: 352-395-6565 FAX: 352-395-6636 www.kattell.com

### INDEPENDENT AUDITORS' REPORT

Board of Directors  
Alachua County Coalition for the  
Homeless and Hungry, Inc.  
Gainesville, Florida

We have audited the statements of financial position of Alachua County Coalition of the Homeless and Hungry, Inc. (the Coalition) as of June 30, 2012 and 2011 and the related statements of activities, cash flows, and functional expenses for the years then ended. These financial statements are the responsibility of the Coalition's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Coalition, as of June 30, 2012 and 2011, and the changes in its net assets and its cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America.

*Kattell and Company, P.L.*

May 14, 2013  
Gainesville, Florida

*"Not everything that counts can be counted, and not everything that can be counted counts."*

- Albert Einstein

**Statements of Financial Position**  
**June 30, 2012 and 2011**  
**Alachua County Coalition for the Homeless and Hungry, Inc.**

	<u>2012</u>	<u>2011</u>
<b>Assets</b>		
Cash – Checking	\$ 14,013	\$ 15,259
Cash – Money Market	84,951	394,181
Grants Receivable	<u>45,361</u>	<u>16,953</u>
<b>Total Assets</b>	<b><u>\$ 144,325</u></b>	<b><u>\$ 426,393</u></b>
<b>Liabilities and Net Assets</b>		
<b>Liabilities:</b>		
Accounts Payable	\$ 24,717	\$ 3,735
Grants Payable	19,217	11,895
Due to ACHA	26,753	24,325
Deferred Revenue	<u>38,322</u>	<u>355,003</u>
<b>Total Liabilities</b>	<b>109,009</b>	<b>394,958</b>
<b>Net Assets:</b>		
Unrestricted	<u>35,316</u>	<u>31,435</u>
<b>Total Liabilities and Net Assets</b>	<b><u>\$ 144,325</u></b>	<b><u>\$ 426,393</u></b>

*See accompanying notes.*

- 2 -

**Statements of Activities**  
**For the Years Ended June 30, 2012 and 2011**  
**Alachua County Coalition for the Homeless and Hungry, Inc.**

	<u>2012</u> <u>Unrestricted</u>	<u>2011</u> <u>Unrestricted</u>
<b><u>Support and Revenue</u></b>		
Government Grants:		
Federal Grants	\$ 35,869	\$ 529,534
State Grants	392,624	300,579
Local Grants	49,605	15,716
Membership Dues	1,630	5,350
Cash Donations	4,182	8,347
In-Kind Donations	3,186	3,186
Interest Income	646	2,430
<b>Total Support and Revenues</b>	<b>487,742</b>	<b>865,142</b>
<b><u>Expenses</u></b>		
Program Services	466,906	826,938
General and Administrative	8,886	19,120
Fundraising	8,069	11,323
<b>Total Expenses</b>	<b>483,861</b>	<b>857,381</b>
<b>Change in Net Assets</b>	<b>3,881</b>	<b>7,761</b>
<b>Net Assets, Beginning</b>	<b>31,435</b>	<b>23,674</b>
<b>Net Assets, Ending</b>	<b>\$ 35,316</b>	<b>\$ 31,435</b>

*See accompanying notes.*



**Statements of Cash Flows**  
**For the Years Ended June 30, 2012 and 2011**  
**Alachua County Coalition for the Homeless and Hungry, Inc.**

	<u>2012</u>	<u>2011</u>
Cash Flows From Operating Activities:		
Change in Net Assets	\$ 3,881	\$ 7,761
Adjustments to Reconcile Change in Net Assets to Cash Provided by Operating Activities:		
Changes in:		
Grants Receivable	(28,408)	(16,953)
Grants Payable	7,322	11,895
Other Payables	23,410	4,765
Deferred Revenue	<u>(316,681)</u>	<u>(200,835)</u>
<b>Net Cash Used In Operating Activities</b>	<b>(310,476)</b>	<b>(193,367)</b>
<b>Cash, Beginning of Year</b>	<b><u>409,440</u></b>	<b><u>602,807</u></b>
<b>Cash, End of Year</b>	<b><u>\$ 98,964</u></b>	<b><u>\$ 409,440</u></b>

Reconciliation to Cash on the Statements of Financial Position

	<u>2012</u>	<u>2011</u>
Cash – Checking	\$ 14,013	\$ 15,259
Cash – Money Market	<u>84,951</u>	<u>394,181</u>
<b>Total Cash</b>	<b><u>\$ 98,964</u></b>	<b><u>\$ 409,440</u></b>

*See accompanying notes.*



**Statements of Functional Expenses**  
**For the Years Ended June 30, 2012 and 2011**  
**Alachua County Coalition for the Homeless and Hungry, Inc.**

	2012			
	Program Services	Management And General	Fundraising	Total Expenses
Labor, Wages and Related	\$ 24,883	\$ 3,555	\$ 7,110	\$ 35,548
Grants to Subrecipients	391,938	--	--	391,938
Assistance to individuals	9,103	--	--	9,103
Insurance	660	94	188	942
Postage	48	7	14	69
Professional Fees	29,389	4,215	--	33,604
Survey	7,530	--	--	7,530
Donated Rent	2,230	319	637	3,186
Telephone	420	60	120	600
Miscellaneous	705	636	--	1,341
<b>Total</b>	<b>\$ 466,906</b>	<b>\$ 8,886</b>	<b>\$ 8,069</b>	<b>\$ 483,861</b>

	2011			
	Program Services	Management And General	Fundraising	Total Expenses
Labor, Wages and Related	\$ 34,978	\$ 4,997	\$ 9,994	\$ 49,969
Grants to Subrecipients	732,160	--	--	732,160
Assistance to individuals	48,951	--	--	48,951
Insurance	663	95	189	947
Postage	42	6	12	60
Professional Fees	--	12,432	--	12,432
Survey	5,618	--	--	5,618
Donated Rent	2,230	319	637	3,186
Telephone	449	64	128	641
Miscellaneous	1,847	1,207	363	3,417
<b>Total</b>	<b>\$ 826,938</b>	<b>\$ 19,120</b>	<b>\$ 11,323</b>	<b>\$ 857,381</b>

*See accompanying notes.*





**Notes to Financial Statements**  
**June 30, 2012 and 2011**  
**Alachua County Coalition for the Homeless and Hungry, Inc.**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Alachua County Coalition for the Homeless and Hungry, Inc. (the Coalition) serves as the lead agency that secures grant funding and mobilizes local providers of service to the homeless and hungry. It was incorporated in the State of Florida in April, 2002, to assist with the development of the local homeless continuum of care plan according to Section 420.623 of the Florida Statutes. The Coalition serves seven of the eleven counties in District 3 of the State of Florida Department of Children and Families.

The Coalition is exempt from income taxes according to provisions of Section 501(c)(3) of the Internal Revenue Code and has not earned any unrelated business income. Therefore, the Coalition has not recorded a provision for federal income taxes. In addition, the Coalition has been classified by the Internal Revenue Service as an organization that is not a private foundation and qualifies for the charitable contribution deduction. The Coalition is operated exclusively for charitable, scientific and educational purposes. The Coalition holds no uncertain tax positions and, therefore, has no policy for evaluating them. The Coalition's Form 990, *Return of Organization Exempt from Income Taxes*, is subject to examination by the IRS, generally for three years after the date filed.

Basis of Accounting

The financial statements of the Coalition have been prepared on the accrual basis of accounting. The Coalition is considered a voluntary health and welfare organization and a statement of functional expenses is presented.

Revenue Recognition

*Contributions*

Contributions received are recorded at fair value as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence or nature of any donor restrictions. Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized.

*Contributed Services*

Donated services are recognized as contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased. In addition to amounts recorded, the Coalition receives donated services which are not recorded because the above requirements have not been met. Contributed services consist of organizing program awareness events and point in time surveys.

*Government Grants*

The Coalition receives funding from several cost reimbursement type grants. In accounting for this type of grant, revenues are not considered to be earned until allowable costs have been incurred, regardless of whether funds have been received by the Coalition. Allowable costs include disbursements of the funds to the sub-recipients. Funds received but not yet earned are recorded as deferred revenue.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires the Coalition to make estimates and assumptions that affect the reported amounts of assets and liabilities and the reported amounts of revenues and expenses during the reporting period. Actual results could vary from these estimates.

**Notes to Financial Statements**  
**June 30, 2012 and 2011**  
**Alachua County Coalition for the Homeless and Hungry, Inc.**

**NOTE 2 – CASH**

Cash consists of deposits in financial institutions. These deposits are insured by the Federal Deposit Insurance Corporation (FDIC) up to a limit of \$250,000 per institution. At June 30, 2012 and 2011, the Coalition held \$0 and \$176,636, in excess of this limit, respectively.

**NOTE 3 – DEFERRED REVENUE**

The Coalition receives advances on grant contracts, which must be spent in accordance with grant restrictions or be returned to the funding source. This amount represents funds that remained unspent at year end.

**NOTE 4 – CONTRIBUTED OFFICE SPACE AND PERSONNEL**

The Alachua County Housing Authority (the Authority) contributes office space, personnel and the use of office equipment to the Coalition. The in-kind donation and corresponding expense are recorded in the accompanying Statements of Activities.

**NOTE 5 – ECONOMIC DEPENDENCY AND LOSS OF FUNDING**

A substantial portion of the Coalition's revenues are grants from the State of Florida Department of Children and Families. The grants made to the Coalition are at the discretion of the funding source.

**NOTE 6 – DUE TO ACHA**

The Authority pays the employees of the Coalition and the Coalition reimburses the Authority. The amount Due to ACHA represents the liability for these payroll expenses.

**NOTE 7 – RELATED PARTY TRANSACTION**

The Coalition purchased \$21,650 of services from a contractor related to a board member.

**NOTE 8 – SUBSEQUENT EVENTS**

The Coalition has evaluated events and transactions for potential recognition or disclosure through May 14, 2013, which is the date the financial statements were available to be issued.

Alachua County Coalition for the  
Homeless and Hungry, Inc.

Financial Statement  
and  
Independent Auditors' Report

June 30, 2010 and 2009

CONTENTS

Independent Auditors' Report	1
Financial Statements:	
Statements of Financial Position	2
Statements of Activities	3
Statement of Cash Flows	4
Statements of Functional Expenses	5
Notes to Financial Statements	6-7
Supplemental Information:	
Schedule of Expenditures of Federal Awards and State Financial Assistance	8



# Kattell and Company, P.L.

*Certified Public Accountants Serving the Nonprofit Community*

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808-B NW 16<sup>th</sup> Avenue Gainesville, Florida 32601 TEL 352-395-6565 FAX 352-395-6636 www.kattell.com

## INDEPENDENT AUDITORS' REPORT

Board of Directors  
Alachua County Coalition for the  
Homeless and Hungry, Inc.  
Gainesville, Florida

We have audited the accompanying statements of financial position of Alachua County Coalition for the Homeless and Hungry, Inc. (the "Coalition") as of June 30, 2010 and 2009, and the related statements of activities, cash flows and functional expenses for the years then ended. These financial statements are the responsibility of the Coalition's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Coalition, as of June 30, 2010 and 2009, and the changes in its net assets and its cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The Schedule of Expenditures of Federal Awards and State Financial Assistance on page 8, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

*Kattell and Company, P.L.*

January 13, 2011  
Gainesville, Florida

*"Not everything that counts can be counted, and not everything that can be counted counts."*  
- Albert Einstein

**Statements of Financial Position**  
**June 30, 2010 and 2009**  
**Alachua County Coalition for the Homeless and Hungry, Inc.**

Assets	<u>2010</u>	<u>2009</u>
Cash – Checking	\$ 10,211	\$ 19,092
Cash – Money Market	592,596	701,230
Grants Receivable	<u>          --</u>	<u>      12,415</u>
<b>Total Assets</b>	<b><u>\$ 602,807</u></b>	<b><u>\$ 732,737</u></b>

Liabilities and Net Assets

Liabilities:		
Accounts Payable	\$       --	\$       87
Grants Payable	--	13,383
Due to ACHA	23,295	19,617
Deferred Revenue	<u>     555,838</u>	<u>     668,336</u>
<b>Total Liabilities</b>	<b><u>     579,133</u></b>	<b><u>     701,423</u></b>
Net Assets:		
Unrestricted	<u>         23,674</u>	<u>         31,314</u>
<b>Total Liabilities and Net Assets</b>	<b><u>\$ 602,807</u></b>	<b><u>\$ 732,737</u></b>

**Statements of Activities**  
**For the Years Ended June 30, 2010 and 2009**  
**Alachua County Coalition for the Homeless and Hungry, Inc.**

	<u>2010</u>	<u>2009</u>
	<u>Unrestricted</u>	<u>Unrestricted</u>
<u>Support and Revenue</u>		
Federal Grants	\$ 293,409	\$ 1,875
State Grants	196,349	118,374
Membership Dues	3,600	2,740
Cash Donations	620	3,587
In-Kind Donations	3,186	3,186
Interest Income	<u>3,866</u>	<u>6,437</u>
<b>Total Support and Revenues</b>	<b>501,030</b>	<b>136,199</b>
<u>Expenses</u>		
Program Services	491,788	131,954
General and Administrative	8,828	3,774
Fundraising	<u>8,054</u>	<u>7,545</u>
<b>Total Expenses</b>	<b><u>508,670</u></b>	<b><u>143,273</u></b>
<b>Change in Net Assets</b>	<b>(7,640)</b>	<b>(7,074)</b>
<b>Net Assets, July 1, 2009</b>	<b><u>31,314</u></b>	<b><u>38,388</u></b>
<b>Net Assets, June 30, 2010</b>	<b><u>\$ 23,674</u></b>	<b><u>\$ 31,314</u></b>

**Statements of Cash Flows**  
**For the Years Ended June 30, 2010 and 2009**  
**Alachua County Coalition for the Homeless and Hungry, Inc.**

	<u>2010</u>	<u>2009</u>
Cash Flows From Operating Activities:		
Change in Net Assets	\$ (7,640)	\$ (7,074)
Adjustments to Reconcile Change in Net Assets to Cash Provided by Operating Activities:		
Changes in:		
Grants Receivable	12,415	(10,743)
Grants Payable	(13,383)	10,120
Other Payables	3,591	19,515
Deferred Revenue	<u>(112,498)</u>	<u>--</u>
<b>Net Cash Provided by (used in) Operating Activities</b>	<b>(117,515)</b>	<b>11,818</b>
<b>Cash, Beginning of Year</b>	<b><u>720,322</u></b>	<b><u>708,504</u></b>
<b>Cash, End of Year</b>	<b><u>\$ 602,807</u></b>	<b><u>\$ 720,322</u></b>

Reconciliation to Cash on the Statements of Financial Position

	<u>2010</u>	<u>2009</u>
Cash – Checking	\$ 10,211	\$ 19,092
Cash – Money Market	<u>592,596</u>	<u>701,230</u>
<b>Total Cash</b>	<b><u>\$ 602,807</u></b>	<b><u>\$ 720,322</u></b>





**Statements of Functional Expenses**  
**For the Years Ended June 30, 2010 and 2009**  
**Alachua County Coalition for the Homeless and Hungry, Inc.**

	2010			
	<u>Program Services</u>	<u>Management And General</u>	<u>Fundraising</u>	<u>Total Expenses</u>
Labor, Wages and Related	\$ 23,994	\$ 3,428	\$ 6,855	\$ 34,277
Grants to Subrecipients	460,352	--	--	460,352
Insurance	671	96	191	958
Postage	42	6	12	60
Professional Fees	3,243	4,800	--	8,043
Donated Rent	2,230	319	637	3,186
Telephone	685	98	196	979
Miscellaneous	571	81	163	815
<b>Total</b>	<b><u>\$ 491,788</u></b>	<b><u>\$ 8,828</u></b>	<b><u>\$ 8,054</u></b>	<b><u>\$ 508,670</u></b>

	2009			
	<u>Program Services</u>	<u>Management And General</u>	<u>Fundraising</u>	<u>Total Expenses</u>
Labor, Wages and Related	\$ 21,836	\$ 3,119	\$ 6,239	\$ 31,194
Grants to Subrecipients	99,557	--	--	99,557
Supplies	395	56	113	564
Insurance	677	97	193	967
Printing	124	18	35	177
Professional Fees	3,079	--	--	3,079
Donated Rent	2,230	319	637	3,186
Telephone	859	123	245	1,227
Bus Passes	1,030	--	--	1,030
Food	1,875	--	--	1,875
Miscellaneous	292	42	83	417
<b>Total</b>	<b><u>\$ 131,954</u></b>	<b><u>\$ 3,774</u></b>	<b><u>\$ 7,545</u></b>	<b><u>\$ 143,273</u></b>

*See accompanying notes.*

**Notes to Financial Statements**  
**June 30, 2010 and 2009**  
**Alachua County Coalition for the Homeless and Hungry, Inc.**

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Alachua County Coalition for the Homeless and Hungry, Inc. (the “Coalition”) serves as the lead agency that secures grant funding for and mobilizes local providers of service to the homeless and hungry. It was incorporated in the State of Florida in April, 2002, to assist with the development of the local homeless continuum of care plan according to Section 420.623 of the Florida Statutes. The Coalition serves seven of the eleven counties in District 3 of the State of Florida Department of Children and Families.

The Coalition is exempt from income taxes according to provisions of Section 501(c)(3) of the Internal Revenue Code and has not earned any unrelated business income. Therefore, the Coalition has not recorded a provision for federal income taxes. In addition, the Coalition has been classified by the Internal Revenue Service as an organization that is not a private foundation and qualifies for the charitable contribution deduction. The Coalition is operated exclusively for charitable, scientific and educational purposes. The Coalition holds no uncertain tax positions and, therefore, has no policy for evaluating them. The Coalition’s Form 990, *Return of Organization Exempt from Income Taxes*, is subject to examination by the IRS, generally for four years after the date filed.

**Basis of Accounting**

The financial statements of the Coalition have been prepared on the accrual basis of accounting.

**Revenue Recognition**

*Contributions*

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence or nature of any donor restrictions. Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized.

*Contributed Services*

A number of unpaid volunteers have made significant contributions of their time and expertise to support the objectives of the Coalition. The value of their time and service is not recorded in the accompanying financial statements since these services do not meet the recognition criteria of generally accepted accounting principles.

*Government Grants*

The Coalition receives funding from several cost reimbursement type grants. In accounting for this type of grant, revenues are not considered to be earned until allowable costs have been incurred, regardless of whether funds have been received by the Coalition. Allowable costs include disbursements of the funds to the sub-recipients. Funds received but not yet earned are recorded as deferred revenue.

**Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires the Coalition to make estimates and assumptions that affect the reported amounts of assets and liabilities and the reported amounts of revenues and expenses during the reporting period. Actual results could vary from these estimates.



**Notes to Financial Statements**  
**June 30, 2010 and 2009**  
**Alachua County Coalition for the Homeless and Hungry, Inc.**

**NOTE 2 – CASH**

Cash consists of deposits in financial institutions. These deposits are insured by the Federal Deposit Insurance Corporation (FDIC) up to a limit of \$250,000 per institution. At June 30, 2010 the Coalition held \$342,596 and at June 30, 2009, the Coalition held \$472,492, in excess of this limit.

**NOTE 3 – DEFERRED REVENUE**

The Coalition receives advances on grant contracts, which must be spent in accordance with grant restrictions or be returned to the funding source. This amount represents funds that remained unspent at year end.

**NOTE 4 – CONTRIBUTED OFFICE SPACE AND PERSONNEL**

The Alachua County Housing Authority (the Authority) contributes office space, personnel and the use of office equipment to the Coalition. The in-kind donation and corresponding expense are recorded in the accompanying Statements of Activities.

**NOTE 5 – ECONOMIC DEPENDENCY AND LOSS OF FUNDING**

A substantial portion of the Coalition's revenues come from grants from the State of Florida Department of Children and Families. The grants made to the Coalition are at the discretion of the funding source.

**NOTE 6 – DUE TO ACHA**

The Authority pays the employees of the Coalition and the Coalition reimburses the Authority. The amount Due to ACHA represents the liability for this payroll expense.

**NOTE 7 – SUBSEQUENT EVENTS**

The Coalition has evaluated events and transactions for potential recognition or disclosure through January 13, 2011, which is the date the financial statements were available to be issued.

**Schedule of Expenditures of Federal Awards and State Financial Assistance**  
**For the Year Ended June 30, 2010**  
**Alachua County Coalition for the Homeless and Hungry, Inc.**

<u>Grant Description</u>	<u>CFDA/CSFA #</u>	<u>ID #</u>	<u>2010 Expenditures</u>
<b>FEDERAL AWARDS:</b>			
<b>Department of Housing and Urban Development:</b>			
Passed through the Department of Children and Families: Homelessness Prevention and Rapid Re-housing Program	14.257	CFZR1	\$ 289,486
<b>Department of Homeland Security:</b>			
Passed through the United Way of North Central Florida: Emergency Food and Shelter National Board Program	97.024		<u>3,585</u>
<b>Total Expenditures of Federal Awards</b>			<u><b>\$ 293,071</b></u>
<b>STATE FINANCIAL ASSISTANCE:</b>			
<b>Department of Children and Families:</b>			
Staffing Grant	60.021	CF900	\$ 11,850
Challenge Grant	60.014	CFZ20	72,000
HHAG Grant	60.015	CFZ13	<u>112,499</u>
<b>Total State Financial Assistance</b>			<u><b>\$ 196,349</b></u>



**ADDENDUM NO. 1**



Date: November 11, 2013

Bid Date: November 19, 2013  
at 3:00 P.M. (Local Time)

Bid Name Administer & Implement Services for the Homeless  
Persons at the City's Gainesville Innovation Center

Bid No.: HOUS-140016-FB

NOTE: 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), November 12, 2013. Questions may be submitted as follows:  
 Email: [boyntonfb@cityofgainesville.org](mailto:boyntonfb@cityofgainesville.org)  
 or  
 Faxed (352) 334-3163  
 Attention: Fran Boynton, Senior Buyer
2. Please find attached:
  - a) Copy of the black out period definitions (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters) distributed during mandatory pre-bid meeting.
  - b) Copy of the Pre-Bid sign-in sheet for your information.
3. Fran Boynton, Purchasing Division, discussed bid requirements.
  - a. Bids are to be received by the Purchasing office no later than 3:00 p.m. on November 19, 2013. Any bids received after 3:00 p.m. on that date will not be accepted.
  - b. Send questions in writing to Fran Boynton via email or fax.
    - i. All communication through Fran only. Do not communicate with other City staff.
  - c. Discussed bid due date, time and delivery location.
    - i. Deliver (or have delivered) to Purchasing by 3PM on November 19, 2013.
    - i. Sign, date and return all Addenda and required forms.

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

4. Question: What work will be done to the proposed buildings on site before being turned over to the successful bidder?  
 Answer: REPLY WILL BE POSTED IN NEXT ADDENDUM
5. Question: Who is responsible for mowing the grounds?  
 Answer: REPLY WILL BE POSTED IN NEXT ADDENDUM



6. Question: Do any of the buildings have air conditioning?

Answer: REPLY WILL BE POSTED IN NEXT ADDENDUM

7. Question: Page 3, F. Addenda: Proposers are required to acknowledge the number of addenda received as part of their proposals. Where/when will addenda be posted? We were verbally advised that the response would be via e-mail and done ASAP. Do we just count the emails?

Answer: Purchasing will post all addenda on Demandstar. Planholders on Demandstar for this project, will be notified via email of each addenda posted. At the bottom of the addenda form is the signature page acknowledging receipt of addenda, please sign each addendum and include this form(s) with your proposal.

8. Question: Page 7, X. Art in Public Places: Does this apply to this RFP? There are no renovation or construction dollars associated with the RFP. We were verbally advised that this is not a requirement.

Answer: Art in Public Places does not apply.

9. Question: Page 27, hazardous materials. -- This section appears to be overly broad. We don't have any idea what was done on site prior and what might rise to the surface once the property is used again. We are especially concerned with the mechanical repair areas, farming areas, and aquaculture area but this does not preclude concerns about other areas. We understand that a survey has not been done to ascertain if there currently any hazardous materials on site. We were verbally advised that this would only apply to any future violations but our concerns lie with the current unknowns.

Answer: REPLY WILL BE POSTED IN NEXT ADDENDUM

10. Question: Page 14, Section VI, A. Proposer responsible for all renovations, etc. Page 18, 8 Budget Plans: Proposer responsible for maintaining, and improving facilities. We were verbally advised that the City would maintain the grounds i.e. cut the grass, maintain systems, etc. We as the proposer would be responsible for basic everyday maintenance of the spaces we are using -- i.e. mopping, sweeping, changing lightbulbs, etc. This seems to conflict with Page 21, property and facilities: responsibility of the proposer to improve and maintain the property. Can you please clarify? See also Attachment C, page 24, accepting property in an AS IS basis. Responsible for all improvements that are authorized by the City at Proposer's sole expense. Responsible for all maintenance. Again, this conflicts with what we were verbally advised.

Answer: REPLY WILL BE POSTED IN NEXT ADDENDUM

11. Question: We have some concerns about the HMIS language on page 21 C.e. -- It requires data on ALL clients served and ALL services provided at GCI to be entered into HMIS. Due to HUD regulations under the Federal HEARTH Act, not all agencies can enter data into HMIS, i.e. Peaceful Paths (a domestic violence services provider) and Three Rivers Legal (a legal services provider) because of client confidentiality concerns. Also, HMIS is not appropriate for ALL services, only social services. If GCI expands out to some of the other future offerings that have been suggested, some other method of tracking may need to be considered.

Answer: REPLY WILL BE POSTED IN NEXT ADDENDUM

- 12. Question: Page 25 - Construction liens prohibited – Most of the grants for homeless shelters require a limited term lien on the property defining the authorized usage. For example, under the Federal Emergency Solutions Grant administered by DCF, funds can be acquired to allow for renovations/remodeling of spaces to provide services for homeless persons, however, DCF then requires that a lien be placed on the property restricting the future use to providing services to homeless persons for a time certain. This is not the same as a construction lien. Would this type of lien also be prohibited? If so, this will limit our ability to secure funding for future expansions.

Answer: REPLY WILL BE POSTED IN NEXT ADDENDUM

- 13. Throughout the RFP, there is discussion of the City approving other organizations providing services on site. We are a collaborative organization composed of many members, most of whom have expressed interest in providing services on site under the aegis of the ACCHH. We were advised that since we are a collaborative organization, that if we include a listing of all member organizations, that would satisfy this requirement. Anything further on this?

Answer: REPLY WILL BE POSTED IN NEXT ADDENDUM

- 14. For future expansion, as ACCHH locates funds to improve/renovate additional spaces on site, how will those improvements be addressed? Will we work with City Facilities or locate our own contractor? What is the approval process? What about if it's the City that locates the funding? We ask because there is repeated language about future use, occupancy and improvements.

Answer: REPLY WILL BE POSTED IN NEXT ADDENDUM

- 15. On Page 21, community collaboration: D. City/county advisory board: Says the advisory board will oversee the operations of GCI including making recommendations on all homeless programs and services and other services provided at GCI. Is this a governing board? Advisory? Can you please clarify the anticipated role of this group.

Answer: REPLY WILL BE POSTED IN NEXT ADDENDUM

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: ALACHUA County Coalition for the Homeless and Hungry, Inc.

BY: Brendan Shively

DATE: 11-18-13

CITY OF \_\_\_\_\_  
GAINESVILLEFINANCIAL SERVICES  
PROCEDURES MANUAL41-424      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.

CITY OF GAINESVILLE  
GENERAL GOVERNMENT PURCHASING DIVISION  
NON-MANDATORY PRE-PROPOSAL CONFERENCE  
ADMINISTER & IMPLEMENT SERVICES FOR HOMELESS PERSONS  
AT THE CITY'S GAINESVILLE INNOVATION CENTER (GCI)  
DATE: November 7, 2013 @ 8:00 AM LOCAL TIME  
BID #HOUS140016-FB  
DUE DATE: November 19, 2013 AT 3:00PM

YOUR COMPANY'S NAME, ADDRESS &  
PHONE NUMBER

YOUR SIGNATURE, PRINTED NAME,  
EMAIL ADDRESS & FAX NUMBER

1) Newsa Beach  
2100 NW 53rd Ave Ste A  
Gainesville FL 32653  
PHONE # (352) 377 5690

\_\_\_\_\_  
SIGNATURE  
\_\_\_\_\_  
PRINTED NAME  
E-MAIL: \_\_\_\_\_  
FAX # ( ) \_\_\_\_\_

2) ALACHUA County Coalition for the  
Homeless & Hungry  
705 NE 1st St  
PHONE # (352) 572-7549

[Signature]  
SIGNATURE  
THEENA CAUSE  
PRINTED NAME  
E-MAIL: ACCH.EDC@GMAIL.COM  
FAX # (554) 375 4097

3) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PHONE # ( ) \_\_\_\_\_

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SIGNATURE  
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PRINTED NAME  
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PRINTED NAME  
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PHONE # ( ) \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE  
\_\_\_\_\_  
PRINTED NAME  
E-MAIL: \_\_\_\_\_  
FAX # ( ) \_\_\_\_\_

**ADDENDUM NO. 2**

Date: November 12, 2013

Bid Date: November 19, 2013  
at 3:00 P.M. (Local Time)Bid Name Administer & Implement Services for the Homeless  
Persons at the City's Gainesville Innovation Center

Bid No.: HOUS-140016-FB

NOTE: 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), November 12, 2013. Questions may be submitted as follows:  
Email: [boyntontfb@cityofgainesville.org](mailto:boyntontfb@cityofgainesville.org)  
or  
Faxed (352) 334-3163  
Attention: Fran Boynton, Senior Buyer

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

2. Question: What work will be done to the proposed buildings on site before being turned over to the successful bidder?

Answer: It is assumed this question refers to Phase I Facilities as outlined in the RFP. As indicated in the RFP, it is anticipated that four buildings as shown outlined in RED on Attachment B, GCI Site Map will be available for Phase I services upon completion of renovations. One building can be used for meeting space, and will have functioning air conditioning, ADA compliant restrooms, and a wall outlet with plug in for internet. A laundry building will have water hook-ups only. It is anticipated that the Proposer would obtain and install all washers and dryers in the laundry room, as needed. A dormitory building will have ADA compliant restrooms, showers, drinking water fountains, heating and air conditioning. A food service building will have seating for dining, an open kitchen space to organize and serve ready to eat meals and one functioning cooler to store food. However, there is no air conditioning, heating, or equipment for cooking.

3. Question: Who is responsible for mowing the grounds?

Answer: Until the License Agreement is executed with the selected Proposer, the City will provide all necessary maintenance, including but not limited to, repairs, replacements, janitorial service, pest prevention, trash removal, lawn maintenance and landscaping to the entire site. Per a executed License Agreement with the selected Proposer, the City will determine the responsibility of the Proposer to provide all necessary maintenance including but not limited to, repairs, replacements, janitorial service, pest prevention, trash removal, lawn maintenance and landscaping to each building licensed for use and occupancy.

4. Question: Do any of the buildings have air conditioning?

Answer: INTERIM FACILITIES: It is anticipated that two buildings and a pavilion as shown outlined in BLUE on Attachment B, GCI Site Map will be available immediately for the provision of interim services. The pavilion is an open air facility, consisting of a slab with a roof. No air conditioning is provided at the pavilion. One building provided will have an open space for meetings. No air conditioning will be provided to that building. The dormitory facility will not be provided with air conditioning.

PHASE I FACILITIES: It is anticipated that four buildings as shown outlined in RED on Attachment B, GCI Site Map will be available for Phase I services upon completion of renovations. One building can be used for meeting space, and will have functioning air conditioning. A dormitory building will have air conditioning. A food service building will not have no air conditioning.

5. Question: Page 27, hazardous materials. – This section appears to be overly broad. We don't have any idea what was done on site prior and what might rise to the surface once the property is used again. We are especially concerned with the mechanical repair areas, farming areas, and aquaculture area but this does not preclude concerns about other areas. We understand that a survey has not been done to ascertain if there currently any hazardous materials on site. We were verbally advised that this would only apply to any future violations but our concerns lie with the current unknowns.

Answer: First, this provision in the license agreement will cover only the "premises" that is conveyed for the selected Proposer's use via a license agreement. Second, the license agreement covers contamination that "first occurs, or has first occurred, upon the Premises during the Term of this License." Prior to executing a license agreement, the selected Proposer could have an environmental study done to determine whether contamination exists or could negotiate with the City for the City to do so.

6. Question: Page 14, Section VI, A. Proposer responsible for all renovations, etc. Page 18, 8 Budget Plans: Proposer responsible for maintaining, and improving facilities. We were verbally advised that the City would maintain the grounds i.e. cut the grass, maintain systems, etc. We as the proposer would be responsible for basic everyday maintenance of the spaces we are using – i.e. mopping, sweeping, changing light bulbs, etc. This seems to conflict with Page 21, property and facilities: responsibility of the proposer to improve and maintain the property. Can you please clarify? See also Attachment C, page 24, accepting property in an AS IS basis. Responsible for all improvements that are authorized by the City at Proposer's sole expense. Responsible for all maintenance. Again, this conflicts with what we were verbally advised.

Answer: As outlined in the RFP, Attachment A, Scope of Services, B. Property and Facilities – The selected Proposer must have the capacity and experience necessary to maintain the grounds and facilities. It will be the responsibility of the selected Proposer to improve and maintain the property and facilities in accordance with a license agreement to be negotiated and executed between the City and selected Proposer for the usage of the GCI facilities.

In accordance with the License Agreement, the City shall grant to the Licensee and the Licensee shall accept from the City a license to use a portion of the Gainesville Innovation Center (the "Premises"); and for the provision of services at the Gainesville Innovation Center to be identified as "the Uses".

This License is being granted AS-IS, meaning the Licensee accepts the Premises in its current condition and fully understands that the City is making no obligation to maintain or improve the Premises, and nothing herein should be deemed or interpreted as such an obligation. For a portion of "the Premises" as granted by the City and accepted by the Licensee, the Licensee shall be responsible for the maintenance, including but not limited to, repairs, replacements, janitorial service, pest prevention, trash removal, lawn maintenance and landscaping.

Further, the Licensee shall install, at its sole expense, all improvements (that are authorized by the City) necessary and required to conduct "the Uses" on a portion of "the Premises", including without limitation any Americans with Disabilities Act or state law accessibility requirements or other federal, state or local requirements.

7. Question: We have some concerns about the HMIS language on page 21 C.e. – It requires data on ALL clients served and ALL services provided at GCI to be entered into HMIS. Due to HUD regulations under the Federal HEARTH Act, not all agencies can enter data into HMIS, i.e. Peaceful Paths (a domestic violence services provider) and Three Rivers Legal (a legal services provider) because of client confidentiality concerns. Also, HMIS is not appropriate for ALL services, only social services. If GCI expands out to some of the other future offerings that have been suggested, some other method of tracking may need to be considered.

Answer: Except when doing so would conflict with applicable Federal, State or local laws or regulations, the selected Proposer shall enter data in the local Continuum of Care Homeless Information Management System (HMIS) on all clients provided social services at the GCI site. Additionally, the selected Proposer shall develop a suitable method of tracking data (to be approved by the City) for ALL services provided to clients at the GCI site.

8. Question: Page 25 - Construction liens prohibited – Most of the grants for homeless shelters require a limited term lien on the property defining the authorized usage. For example, under the Federal Emergency Solutions Grant administered by DCF, funds can be acquired to allow for renovations/remodeling of spaces to provide services for homeless persons, however, DCF then requires that a lien be placed on the property restricting the future use to providing services to homeless persons for a time certain. This is not the same as a construction lien. Would this type of lien also be prohibited? If so, this will limit our ability to secure funding for future expansions.

Answer: Prior approval from the City is required for any Federal, State, Local or other funding that requires any restrictions on the property.

9. Question: Throughout the RFP, there is discussion of the City approving other organizations providing services on site. We are a collaborative organization composed of many members, most of whom have expressed interest in providing services on site under the aegis of the ACCHH. We were



advised that since we are a collaborative organization, that if we include a listing of all member organizations, that would satisfy this requirement. Anything further on this?

Answer: Per an executed License Agreement, the selected Proposer will oversee and maintain the portion of the property (the "Premises") that is conveyed in the license agreement. The City envisions developing a plan for the use of the other portions of the property retained by the City. As part of the anticipated vision plan, the City may allow other organizations to use the portions of the site retained by the City. Note: The vision plan will be developed via a public participation process.

10. Question: For future expansion, as ACCHH locates funds to improve/renovate additional spaces on site, how will those improvements be addressed? Will we work with City Facilities or locate our own contractor? What is the approval process? What about if it's the City that locates the funding? We ask because there is repeated language about future use, occupancy and improvements.

Answer: The selected Property will be responsible for the portion of the property (the "Premises") that is conveyed in the license agreement in accordance with Section 2 of the License Agreement, Condition of Premises, Maintenance and Improvements.

11. Question: On Page 21, community collaboration: D. City/county advisory board: Says the advisory board will oversee the operations of GCI including making recommendations on all homeless programs and services and other services provided at GCI. Is this a governing board? Advisory? Can you please clarify the anticipated role of this group.

Answer: The selected Proposer shall work with the oversight advisory board. It is anticipated that the oversight advisory board will oversee the operations of the GCI site including making recommendations on all related to homeless programs and services and other community services provided at GCI. The structure of the oversight advisory board is currently in the development stage.

12. Question: Since the laundry building is part of the Phase I area, we are wondering if there is a 220 volt outlet anywhere in the Visitor Center where we would be able to temporarily connect a clothes dryer. Barring that, do you know if the laundry building could be slated to be the first Phase I building renovated and an approximate timeline for that work to be done. This response will help us plan a timeline for Phase I services as well as expanded services.

Answer: If a 220 volt 30 amp dryer circuit is located in the Visitor Center, it would be available for use during the interim period. However, at this time, it is unknown, without further inspection, if there is a 220 volt 30 amp dryer circuit located in the Visitor Center. The Phase I building renovation plans are currently being developed by the City. At this time, the City cannot guarantee that the laundry building will be the first building completed as part of the Phase I building renovations.

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: ALACHUA County COALITION for the Homeless + Hungry, Inc  
BY: Brendon Shortly  
DATE: 11-18-13

**DRUG-FREE WORKPLACE FORM**

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

ALACHUA COUNTY COALITION FOR THE HOMELESS + HUNGRY, 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 the 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 or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States 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.

Brandon Phostley

Bidder's Signature

11-18-13

Date



## EXHIBIT A

**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 occupational license, 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 occupational license.

(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 purchasing 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;



EXHIBIT A

- (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 purchasing 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 purchasing policies and procedures.

(Ord. No. 001261, § 5, 3-29-04)

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Local Preference is requested:     YES     NO  
 If Local preference is requested this exhibit must be submitted with the proposal.

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

Exhibit D

**LIVING WAGE COMPLIANCE**  
See Living Wage Decision Tree (Exhibit C 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 Contractor 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.