

“G.C.I. RESTORATION & EMPOWERMENT PROJECT”

Gainesville Community of Innovation

**A One-Stop Center for the Homeless &
All Citizens of Gainesville and Alachua County**

Our Motto:

“CHANGING LIVES & BUILDING COMMUNITY”



Prepared and submitted by the volunteers of Lazarus Restoration Ministries, Inc.

Physical Address: 3019 NE 20th Way, Suite A, Box 5, Gainesville, FL 32605

Mailing Address: P.O. Box 5163, Gainesville, FL 32627

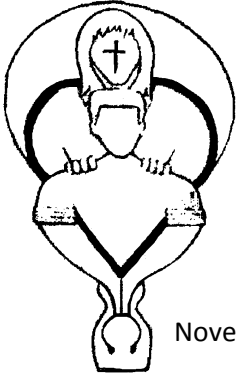
Phone: (352)317-3928 Contact Person: James Q. Nelson

Email: lazarusrmi@yahoo.com

Submitted to the City of Gainesville on November 19, 2013 for RFP #HOUS140016-FB

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Lazarus Restoration Ministries, Inc.

P.O. Box 5163, Gainesville, FL 32627

Phone: (352)514-6417

November 19, 2013

City of Gainesville
c/o Fran Boynton, Senior Buyer
Purchasing Division
200 East University Avenue, Room 339
Gainesville, Florida 32601

Dear Ms. Boynton and the City of Gainesville, FL:

This letter and bid packet is submitted on behalf of Lazarus Restoration Ministries, Inc. ("Proposer") for your consideration in the bid process for **RFP # HOUS140016-FB**.

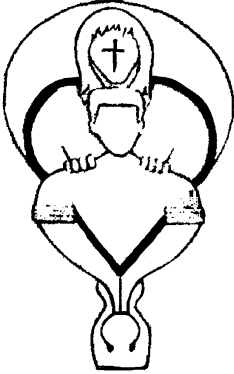
Lazarus Restoration Ministries, Inc. (LRM) is a non-profit community outreach program committed to helping to meet the needs of homeless citizens. We provide homeless individuals and families with emergency and transitional housing, clothing, food, hands on help and supportive services designed to help them achieve self-sufficiency and get back on their feet on a self-sustaining basis. We have been in operation in the City of Gainesville since September 2002. Over the last two years, we have expanded our mission and successfully implemented programs in St. Johns County that help to empower youth and families of predominantly low-income areas. This empowerment is achieved through various classes, trainings, and other activities that our local Advisory Council/Network of community leaders has deemed needful for those communities.

As the Executive Director of Lazarus Restoration Ministries, Inc., I am authorized to make representations and bind our agency for purposes of this RFP. As the Proposer, we have the current capability to provide the proposed services. In addition, we have thoroughly reviewed the minimum qualifications, understand the scope of services expected to be performed as outlined in this RFP, meet the eligibility criteria set forth in this RFP, and accept all terms and conditions set forth in this RFP.

Thank you for the opportunity to present this proposal. We look forward to hearing from you soon and, if needed, will be available upon your request to participate in any oral presentation process.

Sincerely,

James Q. Nelson, Executive Director
Lazarus Restoration Ministries, Inc.



Lazarus Restoration Ministries, Inc.
P.O. Box 5163, Gainesville, FL 32627
Phone: (352)514-6417

November 19, 2013

AUTHORIZATION DOCUMENT

We, the Board of Directors of Lazarus Restoration Ministries, Inc., grant our authorization for the submittal of a proposal for the **RFP # HOUS140016-FB** bid process.

Furthermore, we authorize our Executive Director, Mr. James Q. Nelson, to represent our interest in this process and sign any related documents and authorizations binding Lazarus Restoration Ministries, Inc. throughout the completion of this process.

In any event that Mr. James Q. Nelson fails to perform any required duty on our behalf, we give authorization for the City of Gainesville to contact the LRM Board of Directors directly by calling (352)665-5301, or mailing correspondence to P.O. Box 5163, Gainesville, FL 32627.

Authorizing Signatures:

James Q. Nelson, Executive Director: _____

Priscilla Young, Vice President: _____

Cleon Jenkins, Financial Trustee: _____

Vincent Washington, Ways & Means Director: _____

Lazarus Restoration Ministries, Inc.
Board of Directors 2013

James Nelson

Executive Director/Board Chairman

2701 NW 23rd Blvd, #K88

Gainesville, FL 32605

(352)514-6581

jquinton1983@yahoo.com

Priscilla Young

Board Vice-Chairman / Acting Secretary

720 NE 24th Street

Gainesville, FL 32641

(352)505-3203

gpd5348@yahoo.com

Cleon Jenkins

Financial Trustee

5630 NW29th Street

Gainesville, FL 32653

(352)373-4985, (352)665-5301

cjenkins@quixnet.net

Vincent Washington

Ways & Means Director

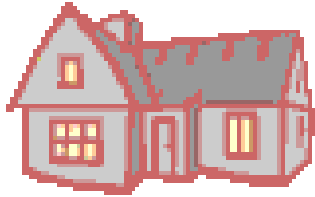
c/o 3019 NE 20th Way

Gainesville, FL 32609

(352)281-2577

vwashington37@aol.com

During the last three years, Lazarus Restoration Ministries, Inc. has operated two Lazarus Houses – one within the City of Gainesville, and the other within the City of Hawthorne, both in Alachua County, FL.



A “**Lazarus House**” is a single-family home used in a transitional housing program for homeless families while they are participating in benefit services designed to help them get back on their feet. The Lazarus House is run by a local non-profit outreach ministry for the homeless, **Lazarus Restoration Ministries, Inc. (LRM)**. This outreach program provides clothes and food for homeless and indigent families in the Gainesville area. LRM is a member of the Alachua County Coalition for the Homeless and Hungry, and has been in existence here in Gainesville since September 2002. The local office address is 3019 NE 20th Way, Gainesville, FL 32609, and the mailing address is P.O. Box 5163, Gainesville, FL 32627.

In addition to providing food and clothing, Lazarus Restoration Ministries screens homeless families for participation in its ***Self-Sufficiency Housing & Development Program***. Families selected for the housing program are moved into a Lazarus House where they are allowed to stay for a maximum of 3 months. During that 3-month period, the family meets weekly with a Case Manager and is given whatever help they need to get back on their feet. The goal is to restore the family into mainstream society on a self-sustaining, self-supporting basis. Local shelters, churches, and group homes that house homeless citizens refer families that they feel have the potential to be successful in the program. Only those homeless families who are deemed to have the greatest probability of success are accepted. Families are referred and screened as vacancies occur.

Some of the services made available to the families include:

- Family Planning
- Financial Planning & Budgeting Skills
- Education Assistance (school enrollment and transportation, tutoring, GED, ABE, etc.)
- Job Skills Training
- Employment Assistance (resume writing, completing applications, transportation, etc.)
- Business Opportunities & Self-employment Information
- Assistance Applying For Available Social Services
- Assistance Obtaining Personal Documents (social security card; ID card; etc.)
- Mentoring
- Counseling
- Emergency and Transitional Housing

LAZARUS RESTORATION MINISTRIES, INC.
“SELF-SUFFICIENCY HOUSING & DEVELOPMENT PROGRAM”
EXECUTIVE SUMMARY OF PROGRAM

THE NEED/PURPOSE

According to the results of our annual Point-in-Time Survey, there are approximately 1,300 homeless people residing in our County on any given night. An alarming number of these citizens are families with children. With today’s economic crisis, the number of homeless families is continuing to increase. In our county alone, the total count of homeless citizens for 2009 represented an increase of 20% from the year 2008, and a 71% increase from 2007.

The Self-Sufficiency Housing & Development Program was established by Lazarus Restoration Ministries, Inc. (LRM) in 2002 and has a proven record of success. Our purpose is to provide services, resources, support, and hands-on help to homeless individuals and families in the community. These individuals and families must have proven a commitment to overcoming strongholds, and doing what is needed to rise out of their homeless situations. LRM assists them in making a successful transition into mainstream society. The goal is to help them achieve self-sufficiency and lead morally productive lives.

LRM works closely with other local agencies, including the Alachua County Coalition for the Homeless and Hungry. While we too have felt the crunch of today’s economic crisis, we are determined to continue serving our community and maintaining the operations of our Lazarus House. With additional funding for this program, we will be able to add additional Lazarus Houses and fully-fund the program operations.. By adding additional Lazarus Houses, we increase the number of homeless families we can serve at any one time.

POPULATION SERVED

The “Self-Sufficiency Housing & Development Program” services are available to homeless families in Gainesville and surrounding areas of Alachua County. Priority participation is given to homeless families with children; however, other homeless individuals may be served if a vacancy is available.

Additionally, some services and activities are offered to non-homeless families in need. While such families do not reside in one of the Lazarus Houses, they greatly benefit from participating in some of the classes and activities (financial planning, budgeting, counseling, life and parenting skills training, etc.).

HOW THE PROGRAM WORKS

Families are referred to the program by local agencies and individuals (i.e., shelters, community groups, churches, etc.). Applicants are screened and select families are interviewed by the LRM Case Manager and Director. Families accepted into the program, are placed in a single-family home, a “**Lazarus House**”, which has been acquired for their temporary use. The Lazarus House is fully-furnished through donations from caring people in our community. The family resides in the Lazarus House up to 90-days while participating in the mandatory Supportive Services tailored to fit their individual needs. Types of services include Financial Planning, Counseling, Educational Assistance, Job Skills Training, Spiritual Foundation Classes, Social Services Programs, Resource Assistance, Home Ownership and Maintenance Training, and Entrepreneurial Opportunities.

While in the Lazarus House, clients are given the full use of the house (bedrooms, restrooms, furniture, kitchen, appliances, etc.). They are also allowed to use the washer and dryer to do their laundry, use the house address to receive mail, and use the house, grounds, and storage areas if needed to store their personal belongings.

The maximum period of time families can remain in the emergency housing program is 90 days; however, some families become self-sufficient and complete the program in less time than that. Extensions may be granted if necessary, but must be approved by the LRM Director and Case Manager. In addition, transitional housing is provided to families who are chronically homeless and who, therefore, may require six months or longer to achieve self-sufficiency.

Once a family has successfully completed the program, LRM assists them in moving to the new residence they have acquired. LRM also follows-up with the family for two months after completing the program to ensure their transition is a success.

OTHER SERVICES

In addition to the Self-Sufficiency Housing & Development Program, LRM also maintains a clothes closet and food pantry. Clothes and non-perishable food items are made available to all homeless or indigent people in our community.

APPROACH TO PROJECT MANAGEMENT

In managing programs and projects, LRM engages in a process that takes an idea from its initial planning stages to its actual implementation and completion stages. A project idea is first presented to the LRM Board of Directors for review and consideration. If the idea seems feasible, cost effective, and in line with the goals and objectives of the LRM mission, the Programs Coordinator begins the process of planning and development. Once plans are made, participants, volunteers, and staff are contacted and recruited to perform various tasks. Each year, LRM utilizes over 200 volunteers to help with fund raising and other basic program services.

Partnerships are developed with other agencies as needed to ensure the ability to provide services and activities. For example, through a recent partnership with the Gainesville Housing Authority, LRM was able to secure the use of a Lazarus House over a two-year period. LRM was able to provide transitional housing to several families while they worked to get back on their feet.

Substantial organizational skills are used to help ensure the project's success in meeting the desired goals. Being able to organize information, action plan steps, partnering agencies needed for services, financial and other resources, etc. is very important to the successful implementation of a quality project.

Projected budgets are prepared, and financial supports are established. Monthly meetings are held with the LRM Board of Directors to provide and discuss the status of the plans for the project. Once the project is ready and approved for implementation, the Programs Coordinator assigns specific tasks to staff and volunteers. Calendars and timelines are established as needed.

Finally, at the close of the project, statistical analyses are done to assess and measure program outcomes. These outcomes are then compared to the previously-established goals and objections in order to determine the project's level of success.

RECORDKEEPING

Case files on each family or individual served in the Self-Sufficiency Housing & Development Program are kept in file cabinets located at the LRM Business Office. These records are confidential, but are made available for review at anytime a valid public records request is received. Case Managers record weekly case notes on clients' goals, progress, and status. Detailed progress notes are written in the files and are reviewed as needed by the Program Director. Case files also contain any documentation that was acquired during the time the client family or individual was participating in the program.

For the clothes closet, a sign-in sheet is used to record the dates, estimated quantity of clothes received, and brief demographics of visitors.

For the food pantry, an Intake Form is completed documented visitors' family size, contact information (address and phone number), income level, basic demographic information, and dates and estimated quantity of food received.

Data is used in reporting to food suppliers, grant agencies, media, LRM Board of Directors, etc. All records are classified as "confidential", but are made available for review within a reasonable time frame after a public records request is received. Private sensitive information is blocked out prior to review (i.e., clients' social security numbers, medical information, etc.).

MONTHLY SPONSORS

Lazarus Restoration Ministries, Inc. has sustained its operations successfully since its incorporation in September 2002. Various methods and resources have been utilized to meet financial obligations and to support program operations. The most common and successful method we have used is the monthly solicitation and receipt of financial donations from Monthly Sponsors. Private individuals contribute to LRM programs each month by mailing in a financial donation. Monthly Sponsor donations are also received as designations from the United Way.

GRANTS

In addition to Monthly Sponsors, LRM researches and applies for eligible grant opportunities. To date, some of the grants we have been awarded include:

- City Community Grant
- Alachua County CAPP Grant
- Florida DCF Challenge Grant
- Buckingham-Smith Benevolent Association Foundation Grants
- Publix Supermarket Charities Grant
- Wal-Mart Grant
- Kraft Foundation Grant
- Paul Newman Foundation Grant

FUND RAISING

The effective use of Volunteers is essential to the financial stability of the LRM programs and operations. Volunteers are recruited, organized, and trained to assist in various fund raising activities. Some fund raising events require only a few volunteers, while others require as many as 20-30 volunteers working at the same time. Examples of fund raising activities we have engaged in include:

- Mobilizing 20-22 volunteers each week to man the largest concession booth at the UF football stadium during Gator home football games.
- Bi-annual "Show the Love" programs
- Annual "30-Pieces of Silver Dinner"
- Yard Sales
- Dinner Sales
- Annual "Clergy Appreciation Dinner"
- Various other fund raisers as needed to meet monthly financial obligations

LRM CURRENT STAFF POSITIONS AND QUALIFICATIONS

The following is a list of positions currently operating in Lazarus Restoration Ministries, Inc. Copies of their respective position descriptions and qualifications appear on the following pages.

Case Managers

Programs Coordinator

Donations Coordinator

Office Manager

**** Position Description ******CASE MANAGER**

Lazarus Restoration Ministries, Inc. (LRM)

Reports To: LRM Executive Director

Position Summary: To provide case management services to clients of the LRM Self-Sufficiency Housing & Development Program. To help clients meet their physical, emotional and spiritual needs while they complete mandatory benefit services designed to facilitate their successful transition into mainstream society on a self-sustaining basis.

Primary Responsibilities and Duties include, but are not limited to, the following:

- Conducts initial consultations and screenings of potential clients.
- Conducts necessary background checks on potential clients.
- Verifies references and other information provided by clients.
- Develops and customizes “Restoration Plans” listing benefit services necessary to restore clients to self-sufficiency.
- Presents Proposed Offers of Benefit Services to Program Director and LRM Board of Directors for review and approval.
- Presents acceptance/denial letters to clients and enrolls them into program upon acceptance.
- Meets with clients weekly to provide counseling, assistance and instruction regarding their completion of mandatory benefit services. Identifies goals and areas that need additional attention.
- Monitors clients’ progress and provides weekly progress reports to the Program Director.
- Ensures timely and professional preparation and recording of documentation in case files.
- Meets with other Case Managers, Program Director, and Board of Directors as needed to provide client progress information.
- Coordinates meetings/visits with clients and their families to develop and maintain relationships with the family unit. Facilitates successful communications and transitions back to self-sufficiency.
- Creates a discharge plan and conducts exit interviews with clients upon their completion or termination from the LRM Self-Sufficiency Program.
- Follows-up with clients monthly after their completion of the program to provide additional assistance if needed and records their mainstream progress.
- Ensures all policies and procedures of the program are followed at all times by clients and their families.
- When possible, participates in case management trainings and other community educational networking opportunities to educate others about the program and enhance professional skills and abilities.
- Models ethical, spiritual and professional behavior at all times.
- Works as a necessary part of a team effort.
- Assists leadership with ideas for improving the overall quality of program services and operations.

Qualifications:

To be successful in executing the responsibilities and duties assigned in this position, a person must be able to perform each essential function satisfactorily. This person must be self-motivated and able to make quality, ethical decisions independent of supervision when necessary. This person must be willing to abide by the principles and instruction of the Christian faith, and be able to provide guidance and counsel to clients based on Christian principles.

Education and Experience:

Bachelor's Degree or higher in Psychology, Education, Social Work or similar field of study preferred; ability to work well with youth and adults; exceptional organizational skills and ability to work with limited supervision; possession of a valid Florida Driver License, transportation and proper personal automobile insurance; willingness to be on-call if needed; or any equivalent combination of education, training or experience. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential position functions.

Compensation: Varies and negotiable contractual stipend paid monthly based on funds availability through grants and donations.

**** Position Description ******PROGRAMS COORDINATOR**

Lazarus Restoration Ministries, Inc. (LRM)

Reports To: LRM Executive Director

Position Summary: To provide assistance to the Executive Director by coordinating and implementing programs as desired by the LRM Board of Directors. To coordinate programs, services, and activities that help meet the needs of homeless and other indigent families and individuals in need.

Primary Responsibilities and Duties include, but are not limited to, the following:

- Meets with LRM Advisory Councils, volunteers, community leaders, and other stakeholders to identify community needs and determine ways to help meet those needs.
- Schedules, organizes and attends planning meetings with community leaders, staff and volunteers.
- Presents ideas and proposes implementation strategies to interested parties as needed.
- Designs methodical approaches to planning and guiding program processes from start to finish.
- Mobilizes, trains and equips volunteers to perform tasks related to specific program objectives.
- Oversees the implementation of programs and addresses any areas that need adjustment.
- Compiles and interprets program statistics and provides those statistics to interested parties as needed.
- Measures program outcomes and assesses their effectiveness in meeting program goals.
- Supervises staff and volunteers as needed.
- Contacts and develops partnerships with other agencies, businesses, and individuals needed to provide various services as part of relative programs and activities. Maintains professional rapport with partners at all times.
- Prepares projected and actual budget plans and reports for each program.
- Ensures each program complies with local, state, and federal guidelines as applicable.
- Maintains records of program activities and outcomes, and ensures proper retention of records based on established in-house, local, state, and federal laws.
- Keeps the LRM Board of Directors and Program Directors informed of the status of each active program, service, or activity.
- Makes recommendation as needed to address the need for future programs that address unmet needs of individuals, families, and communities as a whole.
- Models ethical, spiritual and professional behavior at all times.
- Works as a necessary part of a team effort.
- Assists leadership with ideas for improving the overall quality of program services and operations.

Qualifications:

To be successful in executing the responsibilities and duties assigned to this position, a person must be able to perform each essential function satisfactorily. This person must be able to protect the reputation and integrity of others through strict confidentiality; demonstrate a high level of trust; display the ability to communicate well, both verbally and in writing; have excellent organizational skills; possess the ability to create an environment that is inviting to people passing through on a daily basis; possess a firsthand knowledge of current policies and procedures of LRM programs; have flexible availability for work hours; be willing to abide by the principles and instruction of the Christian faith, and be able to perform each job function in accordance with Christian principles.

Education and Experience:

Bachelors Degree or higher, with at least two years training and experience in social services, public relations, business administration, or related field; ability to type over 35 wpm; working knowledge of Microsoft Office Suite and other computer software programs; data entry and report writing experience; ability to work well with youth and adults; exceptional organizational skills and ability to work independently; or any equivalent combination of education, training and experience.

Salary: Varies and negotiable contractual stipend paid monthly based on funds availability through grants and donations.

**** Position Description ******DONATIONS COORDINATOR**

Lazarus Restoration Ministries, Inc. (LRM)

Reports To: LRM Programs Coordinator

Position Summary: To provide assistance to the Programs Coordinator by receiving, organizing, and distributing donations of food, clothing, furniture, and other personal and household items to families and individuals in need. To provide assistance to donors and to visitors to the LRM Office. To coordinate all related donations operations as described below.

Primary Responsibilities and Duties include, but are not limited to, the following:

- Supervises and assists youth and adults seeking donations from the LRM clothes closet, food pantry and thrift store. Operates, cleans regularly, and recommends any maintenance needed for all office equipment (i.e., copier, typewriters, computers, etc.).
- Maintains a record of donations received and distributed weekly.
- Provides receipts and thank you letters to donors when requested.
- Solicits the general public for assistance in obtaining specific items that LRM clients and visitors need the most.
- Develops a schedule for weekly reception and distribution of donations.
- Arranges delivery of donations to families and individuals who are elderly or disabled and cannot come to the LRM Office or other distributions sites as scheduled.
- Monitors inventory of donated items and restocks donations as needed in preparation for scheduled distribution times.
- Prepares and submits statistical reports to the LRM Director and partnering agencies when needed.
- Supervises community service workers and volunteers that will assist with any aspects of the donations process.
- Maintains confidentiality of records concerning anonymous donations received, as well as information on people in need who have received donations.

Qualifications:

To be successful in executing the responsibilities and duties assigned in this position, a person must be able to perform each essential function satisfactorily. This person must be able to protect the confidentiality of records and people in need; demonstrate a high level of trust; display the ability to communicate well, both verbally and in writing; create an environment that is inviting to people passing through on a daily basis; possess a firsthand knowledge of current policies and procedures of LRM programs; be willing to coordinate the donations process and manage the donations site during hours established by the Program Director; be willing to abide by the principles and instruction of the Christian faith, and be able to perform each job function in accordance with Christian principles.

Education and Experience:

High school diploma or higher, with training and experience in public relations, social services, or related field; ability to communicate well; working knowledge of Microsoft Office Suite and data entry computer software programs; ability to work well with youth and adults; exceptional organizational skills and ability to work with limited supervision; or any equivalent combination of education, training and experience.

Salary: Varies and negotiable contractual stipend paid monthly based on funds availability through grants and donations.

**** Position Description ******OFFICE MANAGER**

Lazarus Restoration Ministries, Inc. (LRM)

Reports To: LRM Programs Coordinator

Position Summary: To provide assistance to the Programs Coordinator by managing the LRM Office during regularly scheduled business hours. To provide assistance to clients and visitors to the LRM Office, and help youth and adults seeking donations from the LRM clothes closet and food pantry. To manage all related office operations as described below.

Primary Responsibilities and Duties include, but are not limited to, the following:

- Responds to incoming correspondence and composes letters to individuals as needed. Ensures all correspondence is mailed in a timely manner.
- Operates, cleans regularly, and recommends any maintenance needed for all office equipment (i.e., copier, typewriters, computers, etc.).
- Maintains program records and keeps all files in an orderly manner and prepares filing system directions for other users.
- Maintains a current list of office key and Lazarus House key assignments. Provides keys to staff and clients as needed.
- Maintains the petty cash fund and records all transactions from this fund.
- Keeps a master calendar of all scheduled program events and activities.
- Opens, dates and sorts incoming mail.
- Receives visitors to the LRM Office and handles visitors' requests as needed.
- Answers the office telephone and distributes incoming messages.
- Monitors and orders office and program supplies.
- Receives and organizes donations to the clothes closet and food pantry.
- Supervises and assists people looking through the clothes closet, food pantry and other donations. Keeps a record of all donation distributions.
- Pays incoming program bills and maintains a record of all bills paid and pending.
- Receives and records financial donations to the program and makes deposits to the program bank account.
- Provides the Program Director a written quarterly report of all financial transactions of the program.
- Maintains and organizes bulletin boards with current program information.

Qualifications:

To be successful in executing the responsibilities and duties assigned in this job, a person must be able to perform each essential function satisfactorily. This person must be able to protect the reputation and integrity of others through strict confidentiality; demonstrate a high level of trust; display the ability to communicate well, both verbally and in writing; create an environment that is inviting to people passing through on a daily basis; possess a firsthand knowledge of current policies and procedures of LRM programs; be willing to manage office during regular office hours establish by the Program Director; be willing to abide by the principles and instruction of the Christian faith, and be able to perform each job function in accordance with Christian principles.

Education and Experience:

High school diploma or higher, with training and experience in bookkeeping and financial operations; ability to type over 35 wpm; ability to operate basic office equipment; working knowledge of Microsoft Word, Excel and other computer software programs; ability to work well with youth and adults; exceptional organizational skills and ability to work with limited supervision; or any equivalent combination of education, training and experience.

Salary: Varies and negotiable contractual stipend paid based on funds availability through grants and donations.

History “LAZARUS RESTORATION MINISTRIES”

In the year 1998, it was instilled in the hearts of James and Wanda Nelson to start a program to help decrease homelessness in Alachua County. The program was designed to provide temporary single-family housing for its clients, and to also provide the special services they need to make their transition back into mainstream society on a self-supporting, self-sustaining basis. These services include resources, information, and hands-on help necessary to escort them into viable employment and educational, spiritual and economical opportunities needed to get them back on their feet.

Lazarus Restoration Ministries works together with the Alachua County Coalition for the Homeless and Hungry in completing a “Point-in-Time” survey of our community. Survey statistics show that in the City of Gainesville alone, the number of homeless citizens averages more than 1,000 people at any given time, including men, women, and children. This is a staggering statistic. A quick glance into the local major shelters reveals homeless people of all races, ages and educational backgrounds.

Lazarus Restoration Ministries takes referrals from local agencies and individuals, as well as other community groups and churches, and is a critical link between the shelter and the clients’ self-sufficiency. Once clients are accepted into the program, they are placed in a single-family home, a Lazarus House, which has been acquired for their temporary use. The Lazarus House is fully-furnished through donations from caring people in our community. Mandatory Benefit Services are then specially tailored to fit the family’s individual needs, and are provided for them until they are self-supporting and successful in living independently.

In 1999, we were able to run a pilot program and assisted five (5) families in getting off the streets and being re-established into mainstream society. These families were proof that not everyone who is homeless desires to be that way, and many have great potential to succeed if given the chance and a helping hand. We were able to help them with Financial Planning, Counseling, Educational Assistance, Job Skills Training, Spiritual Foundation Classes, Social Services Programs Resource Assistance, Utilities Assistance, Home Ownership and Management Training, and Business Enterprise and Opportunities Information as needed. This pilot program was also proof that the vision God had given for the ministry would work.

The latter part of 2002, the ministry was fully established and incorporated under the name “**Lazarus Restoration Ministries, Inc.**” We are thankful for the successes we have had since then, and we look forward to all God has ordained to be accomplished in the future. We know He will provide the additional homes and resources needed in the upcoming year. In addition to increasing the number of Lazarus Houses, we look forward to continuing the feeding mission and clothing ministry. We are also looking forward to expanding our weekly tutoring program, Youth Academic and Enrichment Program, Community Empowerment Classes, etc. These activities will help boost the self-esteem of both youth and adults, and help keep them working toward a positive future for themselves and their families.

We greatly appreciate the opportunity to partner and work together with churches, individuals and other agencies in the community in meeting the needs of the homeless population. We know that with God, all things are possible, so we continue to put Him first and represent Him in every endeavor. Thank you to everyone who has joined in the vision of being committed to winning the fight against homelessness, and letting Love raise and restore those in need.

ORGANIZATION QUANTITATIVE DESCRIPTION

Lazarus Restoration Ministries, Inc. does not have any employees. Instead, LRM has a 4-member Board of Directors, two Advisory Councils (one with 12 members, and the other with 7 members), and five volunteer staff members: one Case Manager, one Assistant Case Manager, one Programs Coordinator, one Donations Coordinator, and one Office Manager. Additionally, each year LRM utilizes over 200 volunteers to assist and participate in general maintenance tasks and fund raising events.

THE BENEFITS

Through this bid process, Lazarus Restoration Ministries, Inc. presents this proposal to offer the “GCI Restoration & Empowerment Project” to the City of Gainesville. This project is an innovative approach designed to meet the specific needs of the homeless and other citizens here in the City of Gainesville and throughout Alachua County.

Lazarus Restoration Ministries, Inc. has a proven track record of providing transitional and emergency housing in Alachua County. Case Managers go the extra mile to ensure that homeless participants succeed in changing their lives for the better and being restored to self-sufficiency. Because we have been successful with this endeavor for many years, we have an in-depth understanding of the needs of homeless citizens, and a passion to help them improve their lives. Being successful in doing this has benefits for both the homeless, and the community at large.

Of course, with more one-on-one attention, hands-on help, presentation of much-needed resources, the homeless are provided the tools and skills they need to get back on their feet. With this project, the homeless get the immediate care they need, but are also prompted to show responsibility and accountability for their current state and personal transition plan for success.

The benefits to the community at large are great as well. Improving public safety, beautification of neighborhoods and facilities, increasing the number of people employed in Alachua County, fewer homeless citizens visible on the streets, improvement of people’s overall quality of life, fewer financial and governmental resources expended to address the needs of the homeless (i.e., lowering the astronomical costs associated with homelessness – costs of emergency room visits, etc.).

Perhaps one of the most unique things about this GCI Restoration & Empowerment Project is that everything on the GCI campus is designed to benefit the homeless participants in creative and innovative ways (on-site on-the-job training and experience, immediate on-site income opportunities, savings for future permanent housing expenses, academic enhancements and activities for youth, and much more. Also, innovative funding programs are implemented to provide financial supports and sustainability of the project, beyond that which is being contributed by the City of Gainesville and Alachua County.

The GCI Restoration & Empowerment Project also takes into account the general public, and provides them the ability to utilize the resources and participate in the classes and business activities available on-site.

THE IMPACT

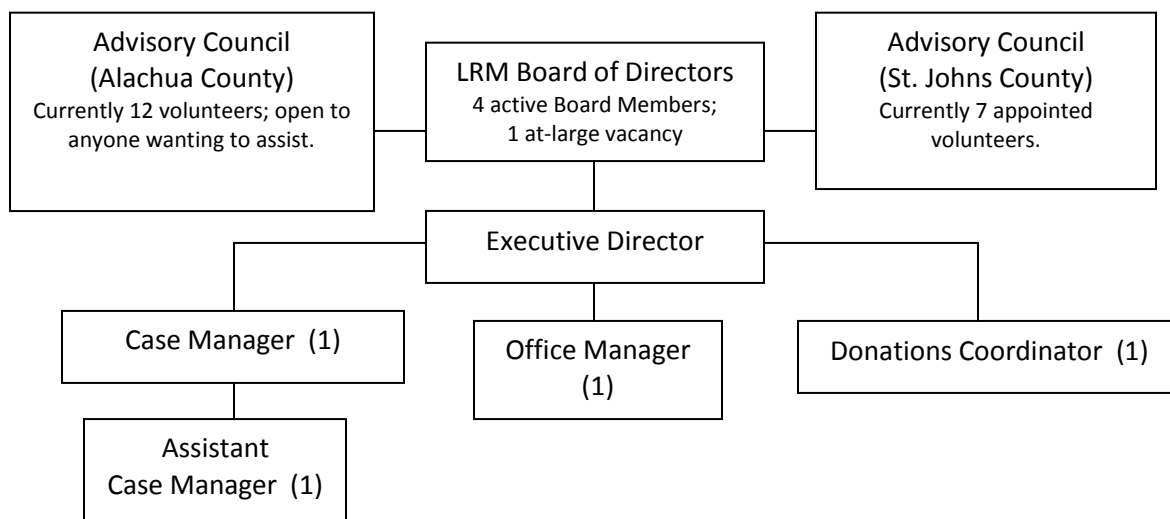
Lazarus Restoration Ministries, Inc. has been doing this type of work for over 11 years. Providing these services on the GCI campus would impact our agency by requiring that they be done on a much larger scale. With the funding already available through the City of Gainesville and Alachua County, we are confident that we will be able to provide the needed services quite well. This is an exciting opportunity

for us, one that we are passionate about, and would eagerly apply all of our efforts and resources to do the job well.

THE FOCUS

Through the GCI Restoration & Empowerment Project, the GCI campus, formerly a punitive correctional institution, becomes a place of empowerment and human development for many people. The project’s focus is on changing people’s lives for the better, and on building the concept of “community” into how we organize, mobilize, supervise, manage, and empower our citizens. It is a win-win situation for everyone involved.

LRM ORGANIZATIONAL CHART & STRUCTURE



PROJECT MANAGER – WANDA NELSON*

Lazarus Restoration Ministries, Inc. has selected Wanda Nelson, current LRM Programs Coordinator, to serve as the Manager of the GCI Restoration & Empowerment Project. Mrs. Nelson has over 20 years combined experience in administrative, business management, case management, client supervision, social services, ministry, project funding, fund raising, criminal justice, and an array of homeless services (including emergency and transitional housing programs and activities).

In the GCI Restoration & Empowerment Project, the **Project Manager** works closely with the City Manager, GCI Implementation Committee, and other stakeholders to ensure the goals of the 10-Year Plan to End Homelessness are met. To ensure this, the Project Manager coordinates, oversees, and is responsible for the day-to-day operations of the GCI campus. This includes, but is not limited to, organizing and supervising volunteers, coordinating agencies providing on-site programs and services, conducting orientations and trainings for agencies and other volunteers, developing, maintaining and advertising a master calendar of events, and all other daily requirements of as established and directed by the City of Gainesville and Alachua County. The Project Manager also determines the location of various offices, programs and services on-site and ensures compliance of all GCI staff, residents, and volunteers.

The following is a listing of some of Mrs. Nelson's qualifications:

- Life-long resident of the City of Gainesville, Alachua County, FL
- 1994 Graduate of the University of Florida
- Bachelor's Degree in English, with Emphasis on Technical Writing and Business Communications
- Former Florida Teachers Certification as an Occupational Specialist
- Teaching Experience in Alachua and Marion County School Districts
- Five years Experience with the City of Gainesville Human Resources Department
- Over 14 years Experience in Case Management and Client Supervision
- Over 13 years Experience in Criminal Justice through the Alachua County Court Services Department
- Additional Masters Degree-level Training in Counseling and Pastoral Ministry
- Over 8 years Experience in Christian Soul Care and Pastoral Ministry
- Over 19 years Experience in Secretarial and Administrative Services
- Two years Experience in the Coordination of Programs and Services
- Major experience in social work, counseling and criminal justice (over 20 years)
- Excellent communication skills and experience working with youth & adults of different backgrounds
- Active member of the Alachua County Coalition for Homeless and Hungry
- Active participant in the annual community Strike Out Hunger Food Drive
- Partner and supporter of the "Home Again" One Stop Center for the Homeless in St. Johns County
- Member of the Florida Association of Community Corrections (FACC)
- Extensive computer experience – specializing in Microsoft Office (Word, Publisher, Access, etc.)
- Certified by the FDLE to run criminal history using the CJIS database (FCIC, NCIC, and local histories)

[* Special note: Mrs. Nelson recently applied for a position with the City of Gainesville that is related to the GCI campus. If she is selected for that position, Lazarus Restoration Ministries will instead appoint a different person as our Project Manager.]

OTHER PROPOSED NON-MANAGERIAL GCI STAFF MEMBERS

Other non-managerial staff members of the GCI Restoration & Empowerment Project include:

Administrative Coordinator (1)
 Case Managers (4)
 Facilities Supervisor (1)
 Food Service Supervisor (1)
 Security Supervisor (1)
 Security Officers (6)

These staff members are selected by the GCI Project Manager to perform professional-level work in their assigned areas of expertise. Their positions are classified as "temporary", and they are each paid a nominal salary funded by revenues of the GCI Restoration & Empowerment Project.

GCI staff members meet on a regular basis to discuss the operations of the campus, and to address any pertinent issues (giving input and special attention to any problem areas). Staff members are

encouraged to participate in opportunities for ongoing professional development and training. Additional staff may be acquired upon receipt of additional grant funding earmarked for personnel.

CORE STRENGTHS

Some of the core strengths of the Lazarus Restoration Ministries, Inc. organization are as follows:

- Years of experience working in direct contact with the homeless population, as well as with other youth and adults of low income families and individuals.
- Passion and determination for helping people in need.
- Sensitivity to, and concerns for, the needs of not only the homeless and indigent, but also of the concerns and needs of the general public, business owners, city and county government, and other stakeholders.
- Sustainability of our organization even during economic crisis.
- Feasibility and effectiveness of our project design and potential for success.
- Proven ability to assess and address core needs of the people the project will serve.
- Proven ability to maintain good rapport and working relationships with other agencies.
- Ability to continue providing services with minimum financial supports.
- Successful outcomes of the current programs we have designed, coordinated and operated over the last 11+ years.

LRM IS UNIQUE

Lazarus Restoration Ministries, Inc. is unique in that it is not just another shelter or soup kitchen. It is a team of caring professionals who work one-on-one with homeless citizens to help them get what they need to get back on their feet and improve their quality of life through becoming self-sufficient. LRM is the bridge that citizens use to take them from the shelter atmosphere and into supportive transitional housing. Through our transitional housing program, that bridge is extended allowing the homeless family to be restored and to secure their own permanent housing. We walk them through the process – from beginning to end.

Also, other agencies' programs are designed to give handouts to the homeless, and many of those handouts are only temporary fixes to a bad situation. Lazarus Restoration Ministries, Inc. is unique in that our proposed project requires those who receive the benefits of the services are required to actually contribute to the program, and are accountable for their own success. This empowers people and gives them the confidence and opportunities they need to learn, grow, and achieve self-sufficiency.

PARTNERING

To avoid duplication of services and wasting of resources, it is important that local agencies that provide services to the homeless communicate on a regular basis. Lazarus Restoration Ministries, Inc. communicates with and maintains positive working relationships with these agencies on a regular basis. Through the Alachua County Coalition for the Homeless and Hungry, a team of community agencies identify and address needs of the homeless and hungry citizens. We differ in our approaches to rendering services, but we ultimately share common goals. The One-Stop Center is a great undertaking, one that is best achieved by agencies coming together to accomplish great things for the community. Lazarus Restoration Ministries, Inc. is happy to be a part of that process. We gladly offer our ideas, skills, and resources to accomplish the goals of the One-Stop Center.

“G.C.I. RESTORATION & EMPOWERMENT PROJECT”

**Gainesville Community of Innovation
A One-Stop Center for the Homeless &
All Citizens of Gainesville and Alachua County**

Our Motto:

“CHANGING LIVES & BUILDING COMMUNITY”

Mission Statement

The mission of the GCI Restoration & Empowerment Project is to employ the concept of “community” in providing an array of services and care that empower citizens to change their lives for the better; and to strengthen and beautify our community while ending homelessness in the City of Gainesville and Alachua County Florida.

Our Vision

The GCI Restoration & Empowerment Project (REP) operates on a professional and friendly campus. The campus houses multi-faceted programs, services, and activities in which citizens, including those that are homeless, can visit and participate. Examples include life and job skills training, empowerment classes, family planning, budgeting, counseling, etc. On-site medical and dental clinics make it easier for residents to access basic health care services and referrals.

Additionally, on-site dorms house homeless individuals and families who are receiving intensive case management services that assist them in changing their lives and building their communities. Through this life-changing process, these GCI residents are better equipped to overcome the challenges that led to their becoming homeless. In other words, the REP is much more than a “band-aid” or “soup kitchen”. Residents actually develop essential skills, and are granted the opportunities they need, to overcome homelessness and live productive and rewarding lives on a self-sustaining basis.

Local agencies partner to bring valuable resources, ideas, programs, services, and financial support to the GCI Restoration & Empowerment Project. These items are provided voluntarily and are considered in-kind donations to the Project. As additional agencies come on-board to participate in this effort, the REP will expand, providing comprehensive solutions that positively impact an even greater number of people in need.

GCI STAFF

GCI temporary staff members include the following:

- Project Manager (1)
- Administrative Coordinator (1)
- Case Managers (4)
- Facilities Supervisor (1)
- Food Service Supervisor (1)
- Security Supervisor (1)
- Security Officers (6)
- Project Assistants (10 – hired as needed from homeless population as funds become available)

GCI staff members (with the exception of Project Assistants) meet on a regular basis to discuss the operations of the campus, and to address any pertinent issues (giving input and special attention to any problem areas). Staff members are encouraged to participate in opportunities for ongoing professional development and training. Additional staff may be acquired through grant funding earmarked for personnel.

The **Project Manager** works closely with the City Manager and appointed City staff, GCI Visionary Advisory Board, GCI Implementation Committee, and other stakeholders to ensure the goals of the 10-Year Plan to End Homelessness, and the City of Gainesville's 5-year Consolidated Strategic Plan, are met. To ensure this, the Project Manager coordinates, oversees, and is responsible for the day-to-day operations of the GCI campus. This includes, but is not limited to, organizing and supervising volunteers, coordinating agencies providing on-site programs and services, conducting orientations and trainings for partnering agencies, GCI staff and other volunteers, developing, maintaining and advertising a master calendar of events, and all other daily requirements as established and directed by the City of Gainesville and Alachua County. The Project Manager also determines the location of various offices, programs and services on-site and ensures compliance of all GCI staff, residents, and volunteers.

One full-time **Administrative Coordinator** reports to the Project Manager and provides clerical support and administrative services to all GCI staff and volunteers. The Administrative Coordinator is also responsible for the establishment and upkeep of a free GCI website, development, printing, and distribution of forms and literature, assisting in training and mobilizing volunteers, and performing other administrative duties at the GCI campus.

Four part-time professional **Case Managers** provide daily intensive case management services for the GCI residents, and the general public, during Phase III of the Restoration & Empowerment Project. While these are the primary Case Managers for the campus, volunteers from local service agencies may also be solicited and provided space to offer additional case management services when needed (such as to serve larger quantities of Residents enrolled), and to conduct follow-up surveys on successful project graduates.

One full-time **Facilities Supervisor** develops and coordinates a plan for the daily maintenance, repair, and upkeep of the campus. This includes coordinating volunteers (i.e., the Alachua County Work Crew, Master Gardener Program, etc.) to perform the housekeeping, landscaping, gardening, painting and other services needed to ensure the beautification and functionality of the campus. All GCI staff, volunteers, and residents abide by a firm set of operational guidelines that help to ensure a clean, quality facility.

The Facilities Supervisor communicates with the City Facilities Department to discuss and facilitate regular maintenance and any major repairs to be performed on the campus by City staff. The Facilities Supervisor is also responsible for scheduling and supervising the Alachua County Work Crew whenever they are scheduled to perform labor work at the campus.

Finally, the Facilities Supervisor meets with the Project Manager to develop and maintain a weekly “Chore Log”. This log shows which GCI residents are assigned to perform specific maintenance and/or landscaping chores. This allows the Residents to play an important role in the beautification and upkeep of the campus. Under the direction of the Facilities Supervisor, residents perform these chores daily to ensure the grounds and facilities are kept clean, presentable, and in good working order at all times. Local agencies partner with the GCI Restoration & Empowerment Project to help train residents working in this area, and to provide assistance with tasks that require more specialized skills.

The training and experience residents receive through working in the Facilities Department are invaluable to their efforts in finding off-site employment. At residents’ request, the Facilities Supervisor may write letters of recommendation that note residents’ enhanced training and skills learned areas related to the job they are applying for.

One full-time **Food Service Supervisor** is housed in the commercial kitchen office. The Food Service Supervisor is responsible for ordering adequate food and kitchen supplies; planning daily menus of items to be served for group meals and through the Grill and Café; ensuring all food service facilities on campus adhere to local, state, and federal laws and ordinances related to food preparation, handling and storage; and training GCI residents assigned to work in the kitchen in the areas of cooking, culinary arts and hospitality management.

One full-time **Security Supervisor** is housed in the campus **Welcome Center**. The Security Supervisor oversees the operations of the Welcome Center, as well as all other security functions of the campus (see the “Security” section below). He/She supervises the seven Security Officers, arranges adequate training for the Officers, and assigns Officers to their work stations and duties each day. In addition, the Security Supervisor is responsible for assigning eligible community service workers to tasks and reporting their completed hours to the Alachua County Community Service Program. The Security Supervisor also works closely with the Project Manager in implementing and administering the Alternative to Incarceration (ATI) Program, working in conjunction with local law enforcement and the judiciary.

Seven full-time **Security Officers** are hired to assist the Security Supervisor in maintaining the safety and security of the GCI campus. At least two Security Officers are assigned to each day shift, and three to each night shift.

At least 10 part-time **Project Assistants** may be hired from among the homeless population to assist with various short-term work tasks on the GCI campus. These work tasks could be assisting with the campus security, facilities maintenance, food preparation and distribution, boutique, salon and spa, intake services, etc. Responsible individuals are selected from the homeless population to work as Project Assistants on a 3-month rotation. After an individual has worked up to a 3-month term, another homeless person may be hired to take his/her place. This opportunity provides training and experience homeless people need in preparation for applying and interviewing for employment outside the GCI campus. It is a great opportunity for the homeless to earn limited income while looking for permanent work. The Project Assistant positions are temporary part-time; therefore, they allow each Officer plenty of time to engage in outside job searches the remainder of each day. (Note: As additional funding becomes available in the GCI budget, this program may expand so that additional Project Assistants can be hired.)

VOLUNTEERS

Approximately 95% of the programs and services offered on the GCI campus operate on a voluntary basis. These programs and services are offered as in-kind donations to the GCI Restoration & Empowerment Project.

To be cost effective, any project of this size requires the active participation of many volunteers. The GCI Project Manager contacts local agencies, businesses, community organizations, and other philanthropists, and requests their participation in specific facets of the GCI Restoration & Empowerment Project. The need for their participation is outlined and the benefits they could offer the Project are discussed. These “partnering agencies” and individuals are essential to the successful operation of the Restoration & Empowerment Project.

Individuals and groups may sign-up to volunteer through the GCI website and/or at the GCI Welcome Center’s Volunteer Station. Examples of areas in which citizens may volunteer include:

- Assist in the Residents’ Dorms
- Child Care
- Case Management
- Chaplain Services
- Collecting & Recording Donations
- Counseling

	Florida Organic Growers
Counseling:	Peaceful Paths Alachua County Crisis Center Local Clergy Meridian Behavioral Healthcare Corner Drug Store Other Counseling & Treatment Providers
Domestic Violence:	Peaceful Paths GPD Rebuilding Outreach Program
Education:	Early Learning Coalition School Board of Alachua County Santa Fe College University of Florida
Employment:	Local Businesses & Employment Agencies Florida Works (Bonding, Ready-to-Work, training & leads)
Financial:	Alachua County Extension Office Local Financial Banking Institutions Consumer Credit Counseling Services
Food:	Bread of the Mighty Food Bank Strike Out Hunger Food Drive Gainesville Harvest Catholic Charities Gainesville Community Ministry FL Organic Growers Safe ID 4 Families Local Food & Grocery Stores Individual Community Donors
Judicial:	Alachua County Dept. of Court Services State Attorney's Office Public Defender's Office
Law Enforcement:	Gainesville Police Department Alachua County Sheriff's Office UF Police Department
Legal:	Three Rivers Legal Services (for SSI, Court Prep, etc.) UF College of Law

Medical / Dental:	Helping Hands Clinic UF Mobile Clinic Shands Hospital VA Hospital Alachua County Health Department
Mental & Behavioral Health:	Meridian Behavioral Healthcare Corner Drug Store Other Counseling & Treatment Providers
Outreach & Benevolence:	The United Way Churches & Other Faith-based Organizations Home Van The Salvation Army Central FL Community Action Agency
Public Housing:	Alachua County Housing Authority City of Gainesville Housing Authority
Social Service Agencies:	Alachua County Coalition for the Homeless & Hungry and all of its Member Agencies & Affiliates Alachua County Social Services Planned Parenthood Gainesville Community Ministries
Special Service Agencies:	Eldercare Alachua County Library The Salvation Army
Youth:	School Board of Alachua County Interface Child Advocacy Center Department of Children & Families

THE CAMPUS

The following services will be available on the GCI campus immediately upon the opening of the GCI Restoration & Empowerment Project:

The **Welcome Center** is a user-friendly and inviting atmosphere in which people obtain ID's and Passes, as well as any information they need to navigate and enjoy the campus.

This Welcome Center is the first point of contact for everyone coming to the GCI campus at anytime, for any purpose. It is where the initial “check-in” occurs. (More information about the Welcome Center is outlined in the “Security” section below.)

The Education Building & Library is open to all residents, volunteers, and visitors. It serves as a place of quiet study, learning, scheduled trainings, and special events. The GCI Project Manager solicits and coordinates outside agencies to provide these sessions, and develops a master calendar of events. Sessions may include group counseling, GED classes, Alcoholic and Narcotic Anonymous meetings, tutoring for youth, basic education classes for adults, parenting classes, life and job skills trainings, CPR certification workshops, computer skills and software trainings, etc. A Computer Lab is also housed in this building and is available to individuals and small groups for training and academic-related uses.

The Campus Chapel serves as a Multipurpose Center and is another venue in which GCI staff and volunteer agencies conduct trainings, empowerment classes, and special events. The Project Manager develops and maintains the master calendar of these events. Additionally, acceptable non-profit agencies may lease the Chapel for approved evening events for a nominal fee. Proceeds from these fees help to support the operations of the GCI campus and supportive services of the Restoration & Empowerment Project.

The “Bold & Beautiful Boutique” contains donations of new or barely used clothing, shoes, accessories, house wares, toiletries, hygiene products and other personal items that homeless and other indigent citizens can obtain and use. Items are available for sale, but are provided free of charge to GCI residents.

Quality clothing is essential for Residents who are engaged in daily job searches and interviews. Vouchers are provided to Residents so that they can receive the items they need from the Boutique free of charge. It is a fun shopping experience. Residents who volunteer in the Boutique receive valuable on-the-job training and experience.

In addition, Residents who are skilled in creating beautiful jewelry, gifts, flower arrangements, etc. are allowed to display their creations in the Boutique. Much like a consignment shop, Residents receive the proceeds from the sale of their personally created items. All other proceeds from the Boutique help to support the operations of the GCI campus and services of the Restoration & Empowerment Project.

The Food Court is an outdoor dining area at which anyone can sit and enjoy their meals in private or while conversing with friends. Snack and drink vending machines are also located in the Food Court.

The Rec Pavilion is the fun place to be! The Pavilion provides space for fun games, sports, music, concerts, and good fellowship with friends and family. Private

celebrations can be pre-scheduled and held at the Pavilion as well (child birthday parties, awards and recognitions ceremonies, GCI graduations, etc.).

The Pet Zone is available for free access to pet care services and supplies donated by local animal shelters and pet stores. Only dogs and cats are allowed on the GCI campus. Any sick, dangerous or unruly dogs or cats are not allowed on the campus. All pets must be signed in at the Welcome Center at the same time that the pet owner is signed in. Pet owners are required to keep their dog(s) on a leash and secured to avoid improper interaction with other residents. Special announcements and resources related to pets are posted in the Pet Zone. Water hoses and pet shampoo, as well as flea and tick remover, are available. As sufficient funding is received, portable pet cages and kenneling services are also made available on the GCI campus.

Fully-functional Housing Dorms are essential to the GCI campus. Initially, only one Housing Dorm is available to be used to shelter the homeless during Phases I and II. In Phase III, an additional Housing Dorm has been renovated and is now used to house the homeless. One dorm houses women and children, and the other houses single men and the chronically homeless.

Throughout the night, each Housing Dorm is secured and monitored by at least one Security Officer and a Volunteer Residents Assistant whose job it is to assist the resident in that dorm by disbursing supplies, manning the usage of refrigerators, microwaves, and any other supplies and equipment. The Security Officer maintains order and security, ensuring safety protocols are followed at all times, and reporting any security concerns to the Supervisor, Project Manager, and/or Law Enforcement when needed. Volunteer Resident Assistants help to monitor dorm activity, answer questions, and hand out supplies to residents when needed.

A third dorm is later renovated and used for campus storage and pet care. As more funds and resources become available, a fourth dorm may be renovated and used to provide additional programs and services, or to house additional homeless residents.

GCI Transport provides much-needed transportation services for Residents to attend various appointments, job interviews, off-site trainings, etc. (This service functions much like the local MV Transportation system does within Alachua County.) GCI Transport is also used as a shuttle to assist residents with getting to early-morning and late-evening job sites (such as Day Labor) during times that the City Regional Transit System is not available. GCI Transport also has daily and monthly RTS bus passes available for GCI residents to obtain at a free or reduced price. Proceeds from this service help to support the operations of the GCI campus and services of the GCI Restoration & Empowerment Project.

The following businesses, programs and services will be available at the GCI campus during Phase III of the project, as soon as sufficient funding, support, supervision, and resources are acquired:

“The Grill and Café” is run by the Food Service Supervisor and operates from the on-site commercial kitchen. It is a pleasant dining establishment that is open daily to provide breakfast, lunch and an early dinner to GCI residents and the general public. Guests receive the “3 G’s” -- a great meal, with great service, at a great price. GCI residents are issued vouchers that allow them to enjoy up to two free meals per day at the Grill and Café. By dining at the restaurant, residents learn proper dining etiquette and practice appropriate social behaviors. Visitors from the general public enjoy their menu items for a nominal fee.

The majority of food prepared and served through the Grill and Café is donated by local businesses and organizations, or purchased through the local Food Bank. Residents who volunteer or are assigned the chore of working in the Café learn basic culinary skills and receive training in the area of hospitality management. Of course, this looks great on their resume! Proceeds from the Grill and Café help to support the operations of the GCI campus and services of the Restoration & Empowerment Project.

“Loving Arms Child Care Center” is available to GCI residents who have children ages 2-15. The Center provides a safe and caring environment for the care of children during designated hours of the day. This allows time for parents to attend off-site appointments, trainings, job searches, interviews, etc. Residents with income pay a nominal fee for this service. Initially, this service will be offered to GCI residents only. Later, it may expand and be offered to other homeless families and the general public. Proceeds from the Child Care Center help to support the operations of the GCI campus and services of the Restoration & Empowerment Project.

The “Salon & Spa” offers haircuts and styles, nail care, massage and other body care services by qualified technicians at least once a week. These services boost GCI residents’ self-esteem and offer a place of relaxation after a hard day of work. After visiting the Salon & Spa, residents are better able to present themselves with confidence at job interviews. They feel good about themselves and their appearance, and learn practical hygiene and body care tips that are useful in their every day interactions with the public. Residents receive the majority of these services free of charge. Those who volunteer in the Salon & Spa receive valuable on-the-job training and experience. Additionally, GCI staff, visitors, and volunteers may also enjoy these services for a nominal fee. Proceeds from the Salon & Spa help to support its operations, as well as the GCI Restoration & Empowerment Project as a whole.

The Gardens is an innovated program offered at the GCI campus. Through horticulture and organic farming, residents learn to plant, cultivate, and grow their own foods and flowers. Produce and flowers that residents have grown in The Gardens may be sold at

the on-site Grill and Café, on-site weekend markets, and/or at other local venues. Proceeds from the sale of the produce and flowers are earnings kept by the residents (entrepreneurs) making the sell.

Community Beautification Team (CBT) is an on-site day labor-type program. Approximately three times per week, the CBT labor force is contracted out to perform labor tasks for various businesses, organizations, private individuals, etc. GCI residents and other verified homeless individuals who would like to engage in a community work project are hired for the day and transported to the work site.

Periodically, the CBT labor force is mobilized to perform GCI-sponsored work projects in which they beautify select neighborhoods in Gainesville and throughout Alachua County. Such projects may include trash clean-up, landscaping, yard mowing, debris removal, painting, removing graffiti, etc. The length of each project varies - some providing a partial day of work, and others providing a full day.

Workers are paid a fair wage for each project they perform, no less than Florida minimum wage per hour. The entity that requested the project pays this wage directly to each worker at the end of each day's work.

Workers who are able to show verification of being homeless (such as a GCI residents ID Card, Continuum of Care ID Card, written referral from a local service agency, etc.) may engage in the CBT labor force, and will be chosen on a first-come, first-served, basis. The availability of this service on campus helps to ensure that the homeless are able to earn some type of income while they are searching for permanent work.

Alternative to Incarceration (ATI) is an innovative program in which local law enforcement may, at their discretion, transport homeless low-level offenders directly to the supervision of the GCI campus in lieu of incarcerating them in the County Jail. "Low-level offenders" are those who are cited for minor offenses, such as Open Container, Underage Drinking, Trespassing in a Park, Being in a Park after Hours, Panhandling, etc.

Once a homeless offender receives a citation from law enforcement, the officer runs his/her criminal history to confirm he/she is not a "dangerous" criminal, not a registered sexual predator, and does not have any active warrants. Once this confirmation is made, the officer transports the offender directly to the GCI campus Security Station. A clearance is issued and the offender is processed for enrollment into the GCI Restoration & Empowerment Project. In addition to meeting all criteria of being a GCI Resident, the offender is required to perform community service hours as a sanction for the citation. The number of community service hours is assigned by the officer and printed on the citation. If the officer does not indicate a number of community service hours on the citation, the GCI Security Supervisor assigns the number of hours. The

hours must be performed through the Alachua County Department of Court Services' Community Service Program.

The GCI Security Station ensures that the offender reports to the Alachua County Department of Court Services' Community Service Program within 48 hours to go through their established process of performing community service hours. The 48-hour reporting time is needed to ensure the offender is sober and able to obtain transportation assistance if needed. The Community Service Program provides proof of compliance to the Court and to the GCI Security Station. All fees normally assessed by the Community Service Program and the Court are waived. If the offender fails to comply with the terms of this ATI Program, he/she may be ordered by the Court to perform jail days, and runs the risk of losing some of the benefits of the GCI Transitional Housing Program.

Partners who are solicited by the GCI Project Manager to work together to solidify, approve, and implement this program include representatives from the Alachua County Sheriff's Office, Gainesville Police Department, State Attorney's Office, Public Defender's Office, Chief Judge's Office, Alachua County Coalition for the Homeless and Hungry, and Alachua County Court Services Department.

SECURITY

To help maintain order and ensure the safety of everyone on the GCI campus, a team of one Security Supervisor, plus at least six (6) Security Officers, are on-site at all times. This includes two Officers at the Security Station, two patrolling the grounds, and two controlling the housing dorms when occupied. The Security Supervisor advises the Project Manager of any recommended changes to policies and procedures as needed to ensure everyone's safety.

The Welcome Center – An Innovative Security Station

The main on-site Security Station functions more like a "Welcome Center". It is the first point of contact for everyone coming to the GCI campus at any time, for any purpose. All visitors are welcomed to the campus and greeted with a smile by Security staff and volunteers. Dialogue is held with each visitor to determine his/her purpose for visiting. A record of visitors entering and exiting the campus is maintained by Security staff.

The general public is welcome to visit the GCI campus during normal operating hours, and may participate in programs, services and activities. Priority admission and participation is given to the citizens who are currently homeless. Other indigent families and individuals are also given priority consideration.

Passes and ID 's

To help foster an environment of safety and operational order, at the Welcome Center, Security staff issue an ID or Pass to everyone who enters the campus each day. Security maintains a record of who is on the GCI campus at all times. The ID or pass issued notates the purpose for which the visitor is on the campus, and what activities or services they may have access to.

A **“GCI Resident ID Card”** is issued to the homeless, ages 12 and older, who actually reside on the GCI campus during Phases I, II, and III. This ID card must be returned to the Security Station each time the residents leave the campus, and is re-issued each time the residents return. With this ID card, residents are easily identified as having free access to every service or activity available on the campus. Homeless citizens who have previously been approved for entrance, and have an active police clearance already on file, are automatically issued a GCI Resident ID Card each time they return.

A **“Staff ID Card”** is issued to GCI staff members at their time of hire. With this ID Card, staff members have access to all areas of the campus at all times. Staff members are also issued keys to their assigned offices. The Project Manager and Security Supervisor are issued master keys. When a staff member terminates his/her employment on the GCI campus, he/she must return all assigned keys and ID Cards to the Security Station.

A **“Day Pass”** is issued to those people from the general public who are on the campus briefly to engage in one or more specific activities or programs. These include those dining at the Grill & Café, visiting the Boutique, Salon & Spa, Library, Chapel, attending meetings, classes, participating in tours, etc.

A **“Volunteer Pass”** is issued to all volunteers who are given access to the campus to perform their approved and pre-scheduled voluntary work tasks.

A **“Services Only Pass”** is issued to those people who request to utilize the services at the campus and are deemed to be homeless and/or indigent. These services include laundry, showers, classes, counseling, medical and/or dental clinics, and child care. This pass is primarily for homeless citizens who reside in off-campus programs/locations, not at the GCI campus.

A **“Restricted Services Pass”** is issued to those people who are approved to use the services, but have known substance abuse problems, mental health issues, or extensive criminal histories. While it is the goal to allow all homeless and other indigent citizens access to available programs and services, order and safety must be maintained. Individuals with this pass are welcomed and treated with respect and hospitality at all times. They are also required, however, to be discreetly supervised by Security staff while they are on the campus. These passes are only issued during scheduled times each day so that Security staff is available to help these citizens through the process of receiving services. This pass is ideal for many of the chronically homeless individuals who often have the greatest needs, but do not qualify for a police clearance. Initially, this pass is issued 1:00pm-3:00pm Mondays-Fridays only (during Phase I).

A **“Late Entry Log”** is maintained at the Welcome Center which lists the names of GCI residents who are approved to return to the campus after the established curfew time of 9:00 p.m. Security Staff maintain this log at the Welcome Center to identify Residents who have shown evidence of an acceptable purpose for late entry (i.e., working a late shift on a job).

GCI Campus Rules

The following core rules will be posted throughout the campus and distributed to all residents:

1. Loitering is prohibited outside the GCI campus.
2. No smoking except in designated approved areas.
3. Possession or use of weapons, alcoholic beverages, or illegal substances is prohibited on the GCI campus.
4. No commission, instigation, or support of violence or illegal activity at any time.
5. Clothing and shoes must be worn at all times and must cover the body so that no under clothing (underwear, lingerie, bras, etc.) are visible.
6. Follow all instructions provided by GCI staff and partner agencies.
7. Each person on the GCI campus must take responsibility for his/her own actions.
8. GCI staff, volunteers, partnering agencies are held harmless and not responsible or liable for any loss, injury, or incident resulting from the behavior of others on the GCI campus.

Failure to adhere to these and any other established rules may result in immediate termination from the programs, services, and benefits, legal charges, law enforcement intervention, and/or denial of future admission to the GCI campus. Such termination may be recommended or preliminarily enforced by any GCI staff member, and must be approved by the Security Supervisor or Project Manager within seven days of the rule violation. Anyone terminated in this manner may appeal the decision by completing an Appeals Form located at the Welcome Center and submitting it to the Project Manager for review and approval.

Safety from Illegal or Dangerous Activity

One of the primary jobs of Security staff is to monitor their assigned stations during their shift, looking for any signs of illegal or dangerous activity. They ensure that no alcohol, illegal drugs or substances, devices, or weapons are allowed on the campus at any time. All staff, visitors, volunteers and residents must remain clean and sober while on the campus. Failure to adhere to these rules is grounds for immediate removal from the campus, denial of re-entry, termination from all programs, and possible legal action.

At the time of their initial orientation, GCI residents are instructed and trained on how to report any possible legal or dangerous activity they encounter on or off-campus. Participation in, or failure to report, such activity could result in the Residents’ immediate termination from the program. There is zero tolerance for any illegal, dangerous, and disruptive activities.

Through daily briefings and communications, the Security Supervisor maintains direct contact with the Gainesville Police Department and Alachua County Sheriff's Office. The Security Supervisor and Officers immediately report, monitor, and seek assistance in addressing any significant incidents or areas of concern.

Satellite Law Enforcement Office & Police Clearances

The Project Manager works with the Security Supervisor in requesting and establishing an on-site satellite law enforcement office on the GCI campus. This satellite office is to provide critical support to GCI security staff, and to ensure an atmosphere of peace and safety for all law-abiding citizens on the campus. In the satellite office could be a video security system that keeps track of all campus activity. In addition, it could house the computers and criminal justice information systems that Security staff will need to conduct confidential criminal justice background checks and evaluations when needed. One of the most helpful services of this satellite office is the ability to generate clearances on-site (in lieu of having the homeless travel across town to the police station for a clearance).

PHASE I INTERIM DAY SERVICES FOR THE HOMELESS

Projections & Anticipated Average Daily Census

Attendees: 300 per day

Capacity for Interim Day Services: 480 per day

Capacity for Emergency Overnight Shelter: 75 per day

At the direction of the City Manager, the GCI Project Manager begins the Phase I "Basic Services & Emergency Shelter" component of the Restoration & Empowerment Project. In this Phase, homeless individuals and families are provided with a safe place to sleep on the GCI campus, and a variety of basic needs services. These basic services include ready-to-eat meals (breakfast and dinner), showers, bathrooms, laundry facilities (once the laundry room is available for use), storage and mail.

Phase I Daily Schedule

An example of the daily schedule for the GCI campus during Phase I of the Restoration & Empowerment Project is as follows:

4:00pm	Homeless citizens may begin checking-in at the Welcome Center; Showers, Restrooms & Laundry Rooms open
4:00pm-6:00pm	Youth tutoring, homework & fun activities in the Education Bldg
6:00pm-7:30pm	Evening meal is served in the kitchen (indoor & outdoor seating allowed)
7:00pm-7:30pm	Mandatory Orientation at the Pavilion
7:30pm	One designated sleeping area opens for families with children only

9:00pm	Curfew – no one else admitted to the GCI campus unless pre-approved for late entry
10:00pm	Showers & Laundry Rooms close; everyone (except those families with children staying in overnight shelter) must exit the campus
10:30pm	Shelter residents must return to, and remain in, their assigned sleeping area
11:00pm	Lights out (no excessive noise/activity in their sleeping area)
7:00am-8:30am	Morning breakfast is served in the kitchen to shelter residents (indoor & outdoor seating allowed)
10:00am	All shelter residents must exit the campus
10:00am-4:00pm	Campus is closed to the homeless and general public

4-Step Entry Process

Each day, homeless citizens must report directly to the Welcome Center to begin this 4-Step Entry Process:

- Step 1: Check-in at the Welcome Center with picture ID and police clearance.
- Step 2: Report to the Security Scanning Station and (if needed) the Weapons Locker.
- Step 3: Report to Valet Storage to store large quantities of personal belongings.
- Step 4: Report to Intake to complete the daily Intake Packet.

After completing this daily 4-step process, homeless citizens are allowed access to the GCI campus to participate in available interim day services (showers, restrooms, laundry, meals, and mail-call at orientation). In Phase I, only families with children may be housed in the emergency overnight shelter. With no dorm available, these families with children are housed overnight in the large meeting room or other available sleeping space.

“Check-in” -- Admittance to the GCI Campus

The initial contact with the homeless is at “Check-in”, which occurs at the GCI Welcome Center. Homeless citizens desiring to use the services at the GCI campus on any particular day must check-in by the 9:00pm curfew time. “Anyone who misses the 9:00pm curfew, without first receiving permission from a GCI staff member, is deemed late and denied entry. A “Late Entry Log” is kept at the Welcome Center and notes which residents are approved for late entry.

The homeless may arrive at the campus and check-in anytime between the hours of 4:00pm and the 9:00pm. Loitering outside the GCI campus is prohibited and monitored by GCI Security and volunteers.

Each homeless adult (ages 19 and older) must show a valid picture ID and a police clearance at Check-in. The police clearance must have been issued within the last 90 days. Those who do not have a valid picture ID are required to show some other documentation that confirms they are who they say they are. Those who do not have an acceptable police clearance are given instructions on how to obtain one from the Gainesville Police Department. (Eventually, our

goal is to partner with the Gainesville Police Department in making it possible for the homeless to obtain their clearance directly from an on-site GPD satellite office.) Beginning at 4:30pm, the GCI Transport vehicle will assist in providing transportation to any homeless persons needing to obtain their police clearance (until obtaining these clearances is available on-site).

Once a homeless person has shown a valid picture ID (or other identifying document), and a valid police clearance (which confirms they do not have active warrants and are not dangerous criminals or registered sexual predators), he/she is issued a temporary pass and allowed entry into the GCI campus. A “*Services Only Pass*” is issued to those who are receiving services only (i.e., shower, laundry, mail, and/or meal). A “*GCI Resident ID Card*” is issued to those who are there to receive services and are staying overnight. The projected capacity for those receiving services and meals only is 305 per day. The projected capacity for those receiving services, meals, and an overnight stay is 175 per day. (The overnight capacity projection is limited due to the initial limited number of dorms and alternative sleeping spaces available for use during Phase I.)

Overnight Stay Fee & Resident’s Savings Fund

In addition to the picture ID and police clearance, in Phase I those homeless families with children indicating a desire to stay at the GCI campus overnight are assessed a \$5.00 per person overnight fee. (Youth ages 18 and under are not assessed this fee.) The *Overnight Stay Fee* must be paid in cash or money order at the Welcome Center during check-in. A receipt is provided to the resident and the payment is recorded in the computer system.

One-half of this \$5.00 fee is to support the GCI Restoration & Empowerment Project. The other half is deposited into the *Resident’s Savings Fund*. Money deposited into this fund on behalf of the Resident may later be utilized by the Resident to help cover move-in expenses once he/she has obtained permanent housing. Examples of move-in expenses include first and last month rent, security deposits, utility deposits, etc. This means that from day one (their first stay on campus), the homeless have begun the process of saving to obtain permanent housing.

Security Scanning Station & Weapons Locker

After completing Check-in, homeless citizens report to the Security Scanning Station to meet with friendly Security Officers and volunteers who will do a basic scanning of their boy and personal belongings for any weapons or illegal substances. This will be similar to the type of scanning that is performed at courthouses, football stadiums, and other public events and facilities.

Anyone attempting to bring illegal substances onto the GCI campus is automatically denied entry.

Anyone bearing any items or devices which could be used or construed as a weapon may still be allowed entry if they allow security staff to secure the potential weapon(s) in the on-site *Weapons Locker*. Examples of potential weapons include, but are not limited to, knives, box-cutters, guns, chains, cork screws, ice picks, tools, brass knuckles, etc. The secure locker is

manned by Security staff at all times. Weapon owners are provided with a ticket that identifies the item and its location in the Weapons locker. Weapons are kept in the secure locker until the time that Security staff returns them to the owners when they exit the GCI campus. Owners are held harmless for the Weapons they have temporarily stored in the Weapons Locker.

Security staff notifies the Security Supervisor and Law Enforcement of any problems occurring with homeless citizens bearing weapons or any illegal substances.

Valet Storage

Occasionally, homeless citizens have large amounts of personal belongings that they carry with them. Some may have grocery carts full, multiple large plastic bags, etc. Due to limited space availability on the GCI campus, these citizens are encouraged to participate in the *Valet Storage* spaces. Valet Storage is a secure area located near the Security Scanning Station. Homeless citizens can rest assured that their personal items are kept safe at all times, and can be accessed by them at any time if needed.

Once the items are “valet parked” in this storage area, the owner is provided a ticket that identifies the item and its location. They are also issued an overnight tote bag they can use to gather a smaller amount of personal items out of their belongings and carry onto the GCI campus for overnight use.

Although this is a free and voluntary service, those homeless persons with large quantities of personal belongings are strongly encouraged to utilize the Valet Storage. Any personal belongings taken into the GCI campus cannot be kept secure by Security staff.

Intake

After admittance to the GCI campus, the homeless are directed to the Intake area. Intake will occur in the large meeting room located at the front of the campus. At Intake, each homeless person or family meets with an Intake Volunteer who will help them review and complete the required *Intake Packet*. This packet includes a Universal Intake Form, HIPPA Disclosure, printed schedule and announcements for the day, rules list, and meal voucher. This questionnaire is necessary to gather information needed for data entry into the HMIS database for statistical purposes, and to determine each individual’s needs and eligibility for services. Intake questionnaires are forwarded to the GCI Project Manager for review and future assignment to Case Managers.

Evening Meal

Each night, a basic ready-to-eat nutritionally-balanced meal is served to the homeless beginning at 6:00pm and ending at 7:30pm. As often as possible, churches, organizations, and other partnering agencies are scheduled on a rotating basis to prepare and serve this meal. On evenings in which no agency is available, the meal is prepared by the GCI Food Service Supervisor and served using the homeless as volunteers. Everyone eating the meal is required to clean up his/her own dining area. Compliance is monitored by the Food Service Supervisor.

An example of a nutritionally-balanced meal may include a meat, starch, vegetable, fruit, dairy product, bread, tea or other drink, and water. As often as possible, churches, organizations, and other partnering agencies are scheduled on a rotating basis to prepare and serve this meal. On evenings in which no agency is available, the meal is prepared by the GCI Food Service Supervisor and served using the homeless as volunteers. Everyone eating the meal is required to clean up his/her own dining area as instructed by the Food Service Supervisor.

Evening Orientation & Mail Call

During the latter part of the evening meal, a brief mandatory orientation is conducted by GCI staff members. The orientation begins at 7:00pm and is mandatory for all homeless families with children staying overnight. This orientation includes greetings, an overview of all rules and requirements of the campus, the descriptions and locations of interim services available, safety protocol, mail call, distribution of care bags (hygiene kits), a question and answer period, and sleeping area assignments.

During the evening orientation, homeless families with children are assigned a sleeping location and provided with supplies needed for sleeping (mat or sleeping bag, blanket, sheet, pillow, etc.). They also receive any additional approved items and supplies available through donations received from the general public, local businesses and community agencies. Examples of these additional supplies include, but are not limited to, bar soaps, wash cloths, toothpaste, toothbrush, laundry detergent, etc.

All homeless citizens may use the GCI campus address as their personal mailing address. As part of each evening orientation, incoming mail is distributed to these residents.

Showers, Restrooms, and Laundry

During the evening, the homeless may bathe (showers or sink baths), and do laundry (once the laundry room is available for use) at designated areas of the campus. Showers and laundry facilities open at 4:00pm and close at 10:00pm. Designated restrooms remain open for use at all times, and are monitored by Security staff and volunteers.

Campus Closing & Lights Out

Security Officers monitor the campus throughout the night. The Welcome Center closes at 9:00pm (except to receive any homeless persons who have been pre-approved for late entry). No one is allowed outside of his/her designated sleeping area after 10:30pm. Lights are turned out in the sleeping areas at 11:00pm. After 11:00pm, residents may only use low-beam lamps or other lighting when necessary. Whenever occupied, the sleeping area is never completely dark, but is put into a quiet and peaceful state conducive for a good night's sleep to occur (no loud television, radio, or other noise producing devices playing).

Disruptions and Illegal Activities

To help ensure a safe environment for all citizens, the Security Supervisor and Officers, assisted by volunteers and local law enforcement when needed, monitor and patrol the campus. This

includes the dining and sleeping areas, as well as the laundry, showers, restrooms, and any other basic services available at any time. There is zero tolerance for disruptions and illegal activities. Anyone disobeying instructions of GCI staff members are removed from the campus by law enforcement, and may be denied future access to the facility.

Morning Breakfast

In the morning, a light breakfast is served to the overnight residents who desire to eat. This breakfast begins at 7:00am and ends at 8:30am. An example of a morning breakfast may include cereal and a fruit cup, or grits, eggs, meat, toast, juice and/or water. For early risers, such as those individuals who go to Day Labor, a breakfast nook containing coffee, water, bagels or other snack, is available at 5:00am for a quick grab on the go.

As often as possible, churches, organizations, and other partnering agencies are scheduled on a rotating basis to prepare and serve this meal. On mornings in which no agency is available, the meal is prepared by the GCI Food Service Supervisor and served using the homeless as volunteers. Everyone eating the meal is required to clean up his/her own dining area. Compliance is monitored by the Food Service Supervisor.

PHASE II EMPOWERMENT PROGRAMS FOR THE HOMELESS & INTERIM SERVICES & BASIC EMERGENCY SHELTER FOR THE HOMELESS

Projections & Anticipated Average Daily Census

Attendees: 450 per day
Capacity for Programs & Interim Services: 480 per day
Capacity for Emergency Overnight Shelter: 200 per day

Expansion of Services – Addition of Empowerment Programs

In Phase II of the GCI Restoration & Empowerment Project, in conjunction with the continuation of Basic Services offered in Phase I, now offers an array of special programs and services for the homeless. These programs and services are designed to empower all homeless citizens with the skills and tools they need to change their lives for the better.

Examples include, but are not limited to, the availability and operation of the following:

- Application Assistance for Benefits (Food Stamps, TANF, SSI, SSDI, etc)
- Assistance Locating and Acquiring Affordable Permanent Housing
- Behavioral Management Classes (Anger Management, Conflict Resolution, etc.)
- Budgeting and Financial Literacy (Entrepreneurship, Credit Awareness and Repair, etc.)

Case Management for GCI residents
 Child Care Assistance
 Citizenship
 Computer Use and Software Training
 Counseling Groups (AA & NA, Substance Abuse, Mental Health, Marriage & Family, etc.)
 Domestic Violence Assistance and Counseling
 Education Assistance (School Enrollment, Tutoring, etc.)
 GED and Basic Education Classes
 Health & Nutrition Classes
 Homeless Prevention
 Job Leads, Placement and Assistance
 Job Skills Training (Resume Writing, Interviewing Techniques, etc.)
 Legal Counseling and Assistance (Restoration of Rights, Warrant Clearance, Court Cases, etc.)
 Life and Interpersonal Skills Classes
 Life Insurance and Wills Assistance
 Medical and Dental Services
 Transportation Assistance
 Wellness Programs (Physical Training, Walking, Zumba, Aerobics, Weight Loss, etc.)
 Youth Programs & Activities
 Other Services as Offered by GCI Staff and Partnering Agencies

All GCI residents and other homeless citizens are able to access and participate in these programs and services free of charge. Through their participation, the homeless gain knowledge and build skills needed to secure and maintain employment and permanent housing. Participants are empowered through personal accountability and stability, and receive quality after-care and support that result in their long-term success. A sustainable network of support and resources is developed to help participants transition to a safer and more fulfilled quality of life.

Emergency Overnight Shelter

With the renovation and availability of one of the on-site housing dorms, the emergency overnight shelter that was available to families with children in Phase I is now made available to all homeless citizens desiring to stay overnight. The 4-Step Entry Process is still conducted daily (Check-in, Security Scanning Station & Weapons Locker, Valet Storage, and Intake), and homeless citizens desiring to stay overnight are still required to pay the \$5.00 overnight stay fee.

Phase II Daily Schedule

An example of the daily schedule for the GCI campus during Phase II of the Restoration & Empowerment Project is as follows:

4:00pm	Homeless citizens may begin checking-in at the Welcome Center; Showers, Restrooms & Laundry Rooms open
4:00pm-6:00pm	Youth tutoring, homework & fun activities in the Education Bldg

6:00pm-7:30pm	Evening meal is served in the kitchen (indoor & outdoor seating allowed)
7:00pm-7:30pm	Mandatory Orientation at the Pavilion for everyone staying in overnight emergency shelter
7:30pm	One Dorm and other designated sleeping area open
9:00pm	Curfew – no one else admitted to the GCI campus unless pre-approved for late entry
10:00pm	Showers & Laundry Rooms close
10:30pm	Shelter residents must return to, and remain in, his/her assigned dorm or designated sleeping area
11:00pm	Lights out (no excessive noise/activity in dorm or sleeping areas)
7:00am-8:30am	Morning breakfast is served in the kitchen (indoor & outdoor seating)
10:00am-4:00pm	Empowerment classes, programs and activities are conducted for the homeless. Those homeless who do not desire to participate are required to exit the campus by 10:00am.

PHASE III
EMPOWERMENT PROGRAMS FOR ALL CITIZENS
BASIC SERVICES FOR THE HOMELESS & THE
GCI TRANSITIONAL HOUSING & DEVELOPMENT PROGRAM

Projections

Participants: 500 per day

Capacity for Empowerment Programs & On-site Businesses: 500 per day

Capacity for 24-hour Transitional Housing & Development Program: 350 per day

Once Phase III of the GCI Restoration & Empowerment Project begins, it operates simultaneously with the same services and empowerment programs that were implemented in Phase II. One major difference is that these programs and services are now advertised and available to all citizens of the City of Gainesville, Alachua County, FL.

All GCI residents and other homeless citizens are able to access and participate in empowerment programs and services free of charge. Priority enrollment is provided to the homeless. As space is available, members of the general public may also enroll and, for some programs, may pay a nominal enrollment fee.

Through their diligent participation, all citizens gain knowledge and build skills needed to secure and maintain employment, obtain permanent housing, and prevent homelessness for themselves and their families. Participants are empowered through personal accountability and stability, and receive quality after-care and support that result in their long-term success. A sustainable network of support and resources is developed to help participants transition to a safer and more fulfilled quality of life.

Phase III Expanded Operating Hours

In Phase III, GCI residents and staff have access to the campus 24 hours a day, seven days a week. The campus is also open to the homeless and the general public Mondays – Sundays, 9:00am to 9:00pm. Curfew for residents is still 9:00pm (except those approved for late entry).

Phase III Daily Schedule

The daily schedule for the GCI campus during Phase III of the Restoration & Empowerment Project is as follows:

9:00am-9:00pm Campus is open to the homeless and the general public for participation in empowerment programs, the Homeless Prevention Program, and recreational visits to on-site businesses (i.e., Grill and Café, Salon and Spa, Bold and Beautiful Boutique, Horticulture and Culinary Arts programs, etc.), and other special events on the GCI campus.

Partnering agencies and volunteers conduct approved empowerment classes, programs, services and other events for the residents as scheduled by the Project Manager.

The evening schedule for residents remains curfew at 9:00pm, inside dorms by 10:30pm, and lights out at 11:00pm.

Phase III Meals

In lieu of group ready-to-eat meals, all meals are now obtained through the Grill & Café which is open daily for breakfast, lunch and dinner.

Transitional Housing & Development Program

Also in Phase III, the GCI Restoration & Empowerment Project officially begins its 24-hour a day **“Transitional Housing & Development Program”** (THDP) component.

24-hour Residency

Once enrolled in the THDP, residents may enter and exit the campus at any time (prior to the 9:00pm curfew) using the GCI Residents ID Card they have been issued. Residents reside in the dorms of the GCI campus while receiving case management services customized to fit their individual needs.

Case Management

In Phases I and II, only Basic Emergency Shelter is provided. In contrast, Phase III has expanded the project to include 24-hour a day transitional housing on-site. Those homeless citizens who, during Phases I & II, have demonstrated a determination to get back on their feet and achieve self-sufficiency, receive priority enrollment into the THDP. They are each assigned to a Case Manager and supported with mandatory case management services deemed critical to their successful restoration and transition into mainstream society.

A team of four (4) temporary part-time Case Managers come on-board to provide intensive case management services to those homeless individuals and families who are selected to participate in the THDP. Case Managers all serve as Transitions Counselors. They help their clients to transition out of their current homeless situation and into a better state of living with self-sufficiency with permanent housing. This is done through using a solution-focused approach to overcoming the root causes, and empowering residents to develop the skills and acquire the resources they need to succeed.

While these four staff members are the primary Case Managers for the campus, volunteers from local service agencies may also be solicited and provided space to offer additional case management services when needed (such as to serve larger quantities of residents enrolled, and to serve non-homeless participants of the GCI Homeless Prevention Program).

The THDP Referral & Application Process

Citizens who are currently homeless may apply to participate in the Transitional Housing & Development Program (THDP). Applicants may come to the campus as a self-referral, or be referred by local social service agencies, business leaders, churches, etc. While referrals are not required, they are encouraged. Applications are accepted daily during group application and enrollment sessions which are held Mondays-Fridays at 10:00am, 2:00pm, and 6:00pm daily. Priority enrollment is given to homeless citizens who have successfully participated in Phase I and/or Phase II of the GCI Restoration & Empowerment Project.

Intake and Screening

To participate in the THDP, applicants must currently meet the HUD definition of homeless. They must complete an Intake Form (if one is not already on file) and attend a Screening Interview with the Project Manager or other designated staff member or volunteer. This is an opportunity for the applicant to learn more about the THDP, and to share important information about his/her personal situation and goals for the future.

After completing the Intake and Screening Process, applicants are notified by the Project Manager of whether or not they are accepted into the transitional housing component of the GCI Restoration & Empowerment Project. An Acceptance Contract is signed by the new Resident and approved by the Project Manager. This contract is then assigned and forwarded to a designated Case Manager.

Customized Transition Plans

With intensive case management, comes more specialized care and effective accountability. Using customized Transition Plans, campus resources and services are more strategically targeted to meet specific needs of each homeless family or individual. As participants of the THDP, homeless families and individuals are held to a high standard of accountability by having to report their progress to their assigned Case Manager bi-weekly, and complete the conditions of their personalized Transition Plans. They are doing the work that is needed to successfully complete the THDP and secure their own permanent off-campus housing on a self-sufficient, self-sustaining basis.

Residents' diligence in working with Case Managers in developing, participating in, and completing these Transition Plans reveal their determination, motive, and sincerity for being restored to self-sufficiency. Step-by-step achievements are celebrated as motivation to encourage residents to continue moving forward.

The Resident is later contacted by the Case Manager and issued an appointment for his/her first Planning Session. At the first meeting, the Resident and Case Manager together develop, discuss, and sign a customized Transition Plan. Each week, the Case Manager works directly with the Resident to counsel and guide him/her in accessing services, participating in activities, and setting and reaching goals. The services and activities which the Case Manager deems most critical to the resident's success are classified as "mandatory". The resident must actively participate in the mandatory services and activities in order to remain enrolled in the THDP.

After committing to the Transition Plan, Residents are required to arrive at each bi-weekly Planning Session with evidence of having diligently worked toward achieving their established goals. Failure to show evidence of this diligence on a consistent basis may result in the Case Manager recommending the termination of the Resident from the THDP.

3 Phases to Success

GCI Case Managers are trained in Motivational Interviewing, Cognitive Behavior Techniques, and/or other tools utilized in effective case management. They employ these skills as they interact with GCI residents through the implementation of the following "3 Phases to Success":

Phase 1: Initial Consultation and Screenings

- Resident attends initial Planning Session with assigned Case Manager (by appointment)
- Resident completes *Screening Application* that assesses needs, risks and eligibility
- Background check is conducted by Security staff to confirm Resident's criminal history
- Information provided by applicants is researched and verified as needed
- Transitional housing space is assigned (if not already assigned). Resident may reside in that space until his/her completion or termination from the THDP.

Phase 2: Development of Restoration Plan

- Transition Plan is customized to fit Resident's specific needs
- Mandatory supportive services, programs and tasks are determined
- Resident indicates written and verbal acceptance of terms of the Transition Plan
- Resident enrolls in mandatory services, programs, and tasks (on and/or off campus)

Phase 3: Taking Steps toward Restoration

- Resident continues to participate in mandatory services, programs and tasks
- Resident attends Transition Planning Sessions with Case Manager at least bi-weekly
- Resident's diligence and progress is monitored, recorded and assessed by Case Manager
- Resident receives and daily pursues job leads in employment search (if needed)
- Resident enrolls in the Resident's Savings Fund (at least 40% of income deposited)

- Resident participates in budget development and financial planning
- Resident secures and moves into permanent housing
- Resident successfully completes the Transitional Housing Program
- Resident attends and receives recognition at the THDP graduation ceremony (optional)

Resident's Savings Fund

During Phase III, once a resident secures steady income through employment or other approved resources, he/she must provide pay stubs or other evidence of rate and frequency of pay to the Case Manager. Each date that the income is received, the resident must deposit at least 40% of the income (more if the resident desires) into the "Resident's Savings Fund". These funds are set aside to be used later by the resident to cover move-in expenses once affordable permanent housing is secured and the resident completes the THDP. Failure to deposit these funds as required indicates the resident's lack of diligence in doing what is necessary to save money needed to successfully complete the THDP and move into permanent housing.

Success and Graduation

A ceremony is held on the GCI campus to celebrate those who have successfully completed (graduated from) the THDP. These celebrations occur as often as they are needed, and are a great testimonial and motivation to the homeless who are still striving to achieve that goal.

HOMELESS PREVENTION

Homeless Prevention Program

Many families who are not homeless find themselves at-risk of homelessness during times of disasters and financial hardship. It is the goal of the GCI Restoration & Empowerment Project to assist in providing resources and assistance to those households who are at risk of becoming homeless, or are in imminent danger of eviction or foreclosure.

By providing this One-Stop Center, the City of Gainesville and Alachua County empower these citizens by providing access to programs and services they need to increase their skills, income, and access to resources necessary to boost self-sufficiency and prevent homelessness. Partnering Agencies and Volunteer Case Managers and Counselors are available on the GCI campus each week to provide the following Homeless Prevention Program services:

- Money Management and Financial Counseling
- Domestic Violence Awareness Workshops
- Family Counseling
- Job and Computer Skills Trainings

- Employment (Job Leads, Interviewing Skills, and Application Assistance)
- Assistance Applying for and Receiving Mainstream Benefits (SSI, Unemployment Compensation, TANF, AFDC, EBT, etc.)
- Legal Referrals and Assistance

Families needing financial intervention are referred to local social service agencies that provide finances to pay:

- Rent/Mortgage Payment Assistance
- Rent and Utility Security Deposit Assistance
- Utility Payment Assistance

As additional funding becomes available through the Restoration & Empowerment Project, this financial assistance may also be made available to eligible at-risk families as a direct function of the GCI campus. Payments for these Homeless Prevention services are made only to the landlord, mortgagor, utility company or other vendor who provides the housing or utilities to the applicant approved for financial assistance. Under no circumstances are payments made directly to the applicants.

FINANCIAL SUSTAINABILITY

The following programs and methods are strategically developed and operating at all times as part of the Restoration & Empowerment Project. These financial supports are in place to ensure the sustainability of the project throughout the fiscal year.

Adopt-a-Bed Program – Beds and bedding supplies are purchased using funds donated to the Adopt-a-Bed Program. Donors are given an opportunity to contribute to the GCI Restoration & Empowerment Project by giving a one-time or recurring financial donation through this Program. These funds help defray the costs associated with buying one bed, sheets, pillows, covering, etc. so that homeless persons can be provided the basic necessity of a safe, clean and warm place to sleep while working toward becoming self-sufficient. The estimated total cost of providing one sleeping bag, bed/cot, or mat, blanket, pillow, sheet, care bag, and living space is the recommended donation amount, yet any other amount is also greatly appreciated. The goal is to have at least 50 donors participate in the Adopt-a-Bed Program each month.

GCI Housing Trust -- The idea of a Housing Trust was established by the City of Gainesville's 10-Year Plan to End Homelessness. Through this Trust fund, donors may give finances and other tangible donations to help support the operational costs and supportive services of the GCI campus and Restoration & Empowerment Project. Donations of any amount are welcome and may be submitted in person, by mail, online banking and other transaction services.

In-Kind Donations such as furniture, equipment, food, and supplies may be donated directly to the GCI campus as needed. Volunteer services provided free of charge are also considered in-kind donations.

“Stock-the-Stuff” is a program through which anyone may donate items that are needed daily for residents’ use (i.e., cleaning supplies, paper towels, dishwashing liquid, wash cloths, bath towels, toilet tissue, bug spray, canned goods and other non-perishable food items, bottled water, other non-alcoholic drinks, bus passes, sleeping bags, blankets, sheets, pillows, tents, non-alcoholic toiletries, hygiene products, soaps, body wash, deodorant, laundry detergent, toothpaste, toothbrushes, hair care products, lotions, writing paper, pencils, ink pens, etc.). By stocking these items, donors play an important role in the daily lives of the homeless we serve.

Fund Raisers – Local organizations, groups and businesses are encouraged to host on-campus or off-campus fund raising events to raise money that will be donated to the GCI Restoration & Empowerment Project.

Overnight Stay Fees – One half of all daily Overnight Stay Fees paid by Residents is to support the GCI Restoration & Empowerment Project. (The other half is held in the Resident’s Savings Fund to help cover future move-in expenses incurred once the resident obtains their own permanent housing.) Additionally, interest accrued in the Resident’s Savings Fund is applied as additional program revenue.

Resident’s Savings Fund – Once residents secure steady income through employment or other sources, they are required to show proof of such income and deposit 40% into the Resident’s Savings Fund. 10% of this deposit is a donation to support the GCI Restoration & Empowerment Project. The other 30% is held in the Resident’s Savings Fund to help cover future move-in expenses incurred once the resident obtains their own permanent housing.

Grants – The Project Manager utilizes the services of volunteer grant writers to prepare and submit grant applications to various funding sources. Alachua County’s E-Civis database system is one of the primary resources used to research and identify available grant opportunities. Private Foundations and Charities are also valuable funding sources. Through these grant resources, The GCI Restoration & Empowerment Project generates the funds needed to finance the costs associated with operational expenses and supportive services throughout the year.

ACCHH Continuum of Care Grants – Through our partnership with the Alachua County Coalition for the Homeless & Hungry (ACCHH), the GCI Restoration & Empowerment Project is actively involved in the process of applying for eligible local, state, and federal grant funding. The Project Manager is an active member of the ACCHH, attends ACCHH

meetings on a regular basis, and ensures the GCI Restoration & Empowerment Project is meeting all established requirements for funding eligibility.

On-site Residual Income – Several of the daily activities occurring on the GCI campus automatically generate residual income through the selling of goods and services. Such activities include the Boutique, Salon & Spa, Grill and Café, etc. This residual income is utilized primarily to defray the costs of the operation of that activity, and ultimately support the GCI Restoration & Empowerment Project as a whole. Each activity provides a finance report to the Project Manager each month. This revenue and expense information is compiled by the Project Manager and provided to the City and County Manager’s Offices at least quarterly.

Financial and in-kind supporters and volunteers of the GCI Restoration & Empowerment Project receive formal recognition in the quarterly newsletter that is distributed throughout the community. Donors remain anonymous if requested at the time of donation.

All financial donations are tax deductible where allowable by law and must be made payable to “GCI Restoration & Empowerment Project”. Receipts are provided to all donors upon request.

OUTCOMES

Measuring Outcomes

Statistical analyses are performed by the GCI Project Manager each month to measure the effectiveness of the GCI Restoration & Empowerment Project. These statistics are designed to ensure that the strategic goals of the City of Gainesville and Alachua County, including the collaborative 10-Year Plan to End Homelessness, are met. The analyses should prove that the GCI campus is being effectively managed in a cost-effective manner; the GCI Restoration & Empowerment Project is successfully enrolling and providing needed services to homeless and indigent families of our community; and that there is a high success rate of participants completing the program and being restored to self-sufficiency.

Specifically, the GCI Restoration & Empowerment Program records the number of homeless persons, and the general public, that are admitted to the GCI campus each day, the number of persons participating in each service, activity, or empowerment class, the number of persons receiving medical, dental, and mental health services, the number of residents and the general public participating in case management and completing transition plans, etc.

GCI residents, and the general public participating in empowerment classes, on-site resources, and homeless prevention programs are encouraged to complete *Entry and Exit Surveys* that indicate their personal awareness and satisfaction with their own success. Those meeting with Case Managers complete periodic *Progress Report Rating Charts* together with their Case Manager.

In addition, volunteers follow-up with graduates of the Restoration & Empowerment Project to determine their housing status and rate of continued success. This information is gathered at three and six months following the graduates' successful completion date.

Partnering Agencies providing classes, trainings, and special events as part of the Restoration & Empowerment Project are required to provide a Data Sheet at the close of each session. This Data Sheet notes the title, date, and time of the session, facilitator's name and agency affiliation, as well as the quantity and demographics of participants. Agencies submit their Data Sheets to the Administrative Coordinator daily.

Data is compiled by the Administrative Coordinator and provided to the GCI Project Manager. The Project Manager, in turn, prepares reports and provides them to the City Manager, County Manager, Implementation Committee, and other stakeholders at least bi-annually. In turn, these stakeholders provide valuable input as to any recommended adjustments needed.

GCI Residents and the general public are also welcomed and encouraged to provide comments and suggestions through the GCI website and/or on comment cards located at the GCI Welcome Center. These comment cards are collected by the Administrative Coordinator and provided in summary format to the Project Manager for review.

It is our goal to be able to represent to the community and stakeholders a healthy report of the quantity of homeless and non-homeless citizens served. Our projected successful completion rate is 80% during this first year of the GCI Restoration & Empowerment Project. As we assess the successes and challenges of the first year, we will fine-tune each area and make any necessary adjustments to facilitate an even higher success rate.

PROJECT SUMMARY

The GCI Restoration & Empowerment Project is an innovative approach designed to meet the specific needs of the homeless and other citizens here in the City of Gainesville and throughout Alachua County. The Project may expand and be fine-tuned as additional programs and services are added in the future. Working together, we are well on our way to winning the fight against homelessness.

The streamlining of services under the umbrella of a One-Stop Center is an important step in addressing critical homeless issues. Agencies working together in this area help to prevent the duplication of services, and provide better management of resources and opportunities. There is a great need for affordable housing to be made available for those experiencing homelessness in Gainesville and throughout Alachua County Florida. Advocacy efforts must

focus on this issue, as well as the development of alternative housing solutions, to achieve local governments' goals of reducing, eliminating and preventing homelessness in the future.

The costs to a community are astronomical when the total impact of homelessness is considered. The costs of emergency medical care, incarcerations, increased criminal activity, clean-up, damaged relationships, and broken families (to name a few) can skyrocket. Quickly, it becomes a financial burden to local governments and an eyesore to the community as a whole.

Some of the primary causes of homelessness include the inability to afford permanent housing due to high rental rates and extremely low household incomes, difficulty accessing needed services and amenities, lack of sufficient transportation options, lack of affordable quality child care, lack of sufficient income and/or money management skills. The Restoration & Empowerment Project addresses all of those unmet needs, and more.

For the homeless, this project eliminates the need for them to be alienated from opportunities that help citizens to become gainfully employed and transition them into more confident, informed, and productive contributing members of society. It helps citizens to boost their income and better manage their money so that they can more easily afford and maintain permanent housing. The project stabilizes the homeless by providing basic needs services, allowing to no longer have to worry about how they will live, eat, and survive on the street. It provides a much better alternative to residing in a tent city, congregating downtown with no place to go, or sleep and take care of personal needs in public parks. The GCI Restoration & Empowerment Project actually embraces these citizens, treats them with respect, supports, motivates and rewards them as they participate in the various aspects of the project, and walks them through the empowering process of restoring self-sufficiency and changing their lives for the better.

For the non-homeless, this project provides the counseling, support, resources, and strategic ideas they need to prevent homelessness for themselves and their families. With more successful prevention, we reduce the rate of homelessness in our community. Also, through this project, low-income families now have the critical support they need to make their family's quality of life better through participation in empowerment classes and resources available on the GCI campus. Additionally, the on-site Grill and Café, Salon and Spa, Bold and Beautiful Boutique, horticulture and other flower gardening opportunities, all make the GCI campus a good place to visit. The prices are great, and every dime you spend is going for the worthy cause of changing people's lives and building our community.

For the City of Gainesville and Alachua County as a whole, we are better off in that even citizens who do not need the services of the GCI campus can contribute to its success. Opportunities for expressions of citizenship are abundantly available to the community as a whole. The high costs of homelessness to our local government budgets will decrease significantly as the success rates of this project continue to rise.

The level of safety and cleanliness of the GCI campus, when compared to the lack of safety and cleanliness of tent cities, allies and camps where the homeless currently reside, greatly improves the beautification of our community. We project that public safety will be improved. Incidents of aggressive panhandling and other violations of local ordinances will decrease due to the homeless having their needs met through more productive methods.

Lazarus Restoration Ministries, Inc. is willing and eager to meet with City and County leaders, attend Commission meetings and other events as requested, answer questions and provide regular reports, suggestions and input about project activities. We are also willing to attend and receive helpful suggestions and ideas through scheduled vision planning meetings with stakeholders and other interested parties. Every dime of funding received from the City of Gainesville, Alachua County, private foundations, monthly sponsors, local, state and federal grantors, and any other sources, will be carefully managed and accounted for. Required reporting and project deadlines will be met. We have no known conflicts of interest. As always, we are accountable to our leaders, our community, and the citizens we served. We take that accountability very seriously, and have the ability to live up to the expectations of this project.

Lazarus Restoration Ministries, Inc. is proud of our GCI Restoration & Empowerment Project. It is an awesome extension of the work we have already been doing in this community for the last 11 years. This project is one that local government and other community leaders can be proud of. The old adage of "not in my back yard" will not be relevant. We project that business leaders, churches, funding agencies and others will be so impressed with the outcomes that they will gladly help to ensure the project's sustainability in our community. This quality project, implemented with excellence and run by caring professionals, will make our One-Stop Center one of the best in operation in the country.

State of Florida
Alachua County

This project proposal is submitted by Lazarus Restoration Ministries, Inc., under the authorizing signature of James Q. Nelson, LRM Executive Director.

Sworn to and subscribed before me this _____ day of _____, 2013 by _____, personally known _____ or having presented as identification _____.

Notary Public
Commission #: _____
Expiration Date: _____

Seal:

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
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: _____

BY: _____

DATE: _____

CITY OF _____
GAINESVILLE

FINANCIAL SERVICES
PROCEDURES MANUAL

41-424 Prohibition of lobbying in procurement matters

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

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

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

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)

#130561C

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) Neuse Realty
2106 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) 572-2549

[Signature]
SIGNATURE
THELMA COUG
PRINTED NAME
E-MAIL: ACCHUED@GMAIL.COM
FAX # (352) 377 4097

3) _____

PHONE # (____) _____

SIGNATURE

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

4) _____

PHONE # (____) _____

SIGNATURE

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

5) _____

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: boyntonfb@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: _____

BY: _____

DATE: _____

-- APPENDIX B --

GCI Restoration & Empowerment Project
Projected Budget Plan #1
December 9, 2013 – January 31, 2014 (Phase I of Project – 2 months)

BUDGET SUMMARY

TOTAL PROJECTED REVENUE		\$164,000
City of Gainesville & Alachua County Contribution	\$154,000	
Other Revenue	\$ 10,000	
TOTAL PROJECTED EXPENSES		\$145,370
Projected Expenses – Supportive Services	\$ 53,300	
Projected Expenses – Operational	\$ 48,550	
Projected Expenses – Personnel	\$ 43,520	
NET PROJECTED ASSETS		\$18,630

GCI Restoration & Empowerment Project
Projected Budget Plan #1
December 9, 2013 – January 31, 2014 (Phase I of Project)

PROJECTED REVENUE

City /County Contribution	154,000
Adopt-a-Bed Program Donations	7,000
Fund Raisers	3,000

TOTAL PROJECTED REVENUE: **\$160,000**

GCI Restoration & Empowerment Project
Projected Budget Plan #1
December 9, 2013 – January 31, 2014 (Phase I of Project)

PROJECTED EXPENSES -- SUPPORTIVE SERVICES

(Note: Costs for each item are reduced if/when donations and surplus items are received, eliminating the need to purchase.)

250 Sleeping Mats (\$20 each)	5,000
250 Blankets (\$10 each)	2,500
250 Sheets & Pillowcases (\$9 each)	2,250
250 Pillows (\$7 each)	1,750
250 Beds/Mats (\$100 each – pd via proceeds from the Adopt-a-Bed Program)	25,000
Laundry Supplies (Detergent, Bleach)	600
Shower Supplies (Bar Soap, Toiletries, Wash Cloths, Towels)	600
Kitchen Supplies (Disposable & Permanent Dishes & Utensils, Pots/Pans, Cleaner, Cloths, etc.)	2,400
Stove(s)	2,100
Group Meals during Emergency Shelter Phases Only (approx. 33 days @ \$200/day) (Breakfast & Dinner @ \$200 per day; serves 300 homeless at each meal)	6,600
GCI Transport Vehicle Expenses (Insurance, Gasoline, Maintenance)	4,500

TOTAL SUPPORTIVE SERVICES EXPENSES:

\$53,300

GCI Restoration & Empowerment Project
Projected Budget Plan #1
December 9, 2013 – January 31, 2014 (Phase I of Project)

PROJECTED EXPENSES -- OPERATIONAL

Utilities (electric, water, sanitation included)	3,000
General Liability Insurance	2,000
Telephone, Internet & Cable Services	300
Walkie-Talkies for Security Staff and Project Manager (8)	300
Pest Control	800
10 Family-size Trash Cans	200
Supplies (Trash Bags, Cleaning Supplies, Office Supplies)	100
Facilities/Lawn Maintenance Equipment	2,500
Printing – Signs	750
Printing – Literature, Brochures & Flyers	200
Website (Design, Domain & Hosting)	1,000
5 Office Computers (Project Mgr, Admin Coord., 3 Supervisors)	2,000
2 Shared Copiers (with fax & scan capability)	1,400
10 Wall-mounted TV's (2 for Welcome Center, 4 for Education Building, 4 for Dorms)	4,000
Discount Furniture (Office Tables, File Cabinets, Desks, Chairs, etc.)	5,000
15-passenger Van	20,000
Art in Public Places	5,000

TOTAL OPERATIONAL EXPENSES:

\$48,550

GCI Restoration & Empowerment Project
Projected Budget Plan #1
December 9, 2013 – January 31, 2014 (Phase I of Project)

PROJECTED EXPENSES – PERSONNEL

All Personnel are Temporary Staff Members Appointed by Lazarus Restoration Ministries, Inc.

GCI Project Manager (F-T Salaried @ \$20/hr)	6,400
Administrative Coordinator (F-T 40 hrs/wk @ \$14/hr)	4,480
Facilities Supervisor (F-T 40 hrs/wk @ \$14/hr)	4,480
Food Service Supervisor (F-T 40 hrs/wk @ \$14/hr)	4,480
Security Supervisor (F-T 40 hrs/wk @ \$14/hr)	4,480
6 Security Officers (F-T 40 hrs/wk @ \$10/hr = \$3,200 each)	19,200

TOTAL PROJECTED PERSONNEL:

\$43,520

-- APPENDIX C --

GCI Restoration & Empowerment Project
Projected Budget Plan #2
February 1, 2014 – September 30, 2014 (Phases II & III of Project)

BUDGET SUMMARY

TOTAL PROJECTED REVENUE		\$403,750
City of Gainesville & Alachua County Contribution	\$154,000	
Other Revenue	\$249,750	
TOTAL PROJECTED EXPENSES		\$354,100
Projected Expenses – Supportive Services	\$ 59,700	
Projected Expenses – Operational	\$ 19,200	
Projected Expenses – Personnel	\$275,200	
NET PROJECTED ASSETS		\$49,650

GCI Restoration & Empowerment Project
Projected Budget Plan #2
February 1, 2014 – September 30, 2014 (Phases II & III of Project)

PROJECTED REVENUE

City /County Contribution	154,000
Housing Trust Fund Donations	10,000
Adopt-a-Bed Program Donations	20,000
Fund Raisers	9,000
Residual Income from Retail on the Campus	5,000
Rental of Space for Special Events	2,500
Overnight Fees paid by Residents (\$2.50 per adult @ 150 adults = \$375/night; @ 242 nights)	90,750
City Community Grant	2,500
County CAPP Program	25,000
United Way	10,000
Wal-Mart	2,500
Publix Supermarket Charities	2,500
Private Foundation Grants	10,000
State Grants	10,000
Federal Grants	50,000

TOTAL PROJECTED REVENUE:

\$403,750

GCI Restoration & Empowerment Project
 Projected Budget Plan #2
 February 1, 2014 – September 30, 2014 (Phases II & III of Project – 8 months)

PROJECTED EXPENSES -- SUPPORTIVE SERVICES

(Note: Costs for each item are reduced if/when donations and surplus items are received, eliminating the need to purchase.)

150 Blankets (\$10 each)	1,500
150 Sheets & Pillowcases (\$9 each)	1,350
150 Pillows (\$7 each)	1,050
150 Beds/Mats (\$100 each – pd via proceeds from the Adopt-a-Bed Program)	15,000
150 End Tables & Lamps (\$20 each set)	3,000
Laundry Supplies (Detergent, Bleach)	800
Shower Supplies (Bar Soap, Toiletries, Wash Cloths, Towels)	400
3 Cash Registers (Grill & Café, Boutique, Salon & Spa)	600
5 Computers for the Education Building	2,500
4 Computers for Case Managers	2,000
Toys and Educational Materials for Child Care Center	300
Kitchen Supplies (Disposable & Permanent Dishes & Utensils, Cleaner, Cloths, etc.)	1,600
Food for Geary's Grill & Café during Phase 3 Only (Apr. 1 st -Sept. 30 th @ \$4,000 per month)	24,000
Group Meals during Phase II Only (Feb. 1 st –Mar. 31 st @ \$800 per month)	1,600
(Breakfast & Dinner @ \$200 per day; serves 400 homeless at each meal)	
(Volunteer groups will be scheduled to provide these meals at least 3 days per week.)	
GCI Transport Vehicle Expenses (Insurance, Gasoline, Maintenance)	4,000

TOTAL SUPPORTIVE SERVICES EXPENSES:

\$59,700

GCI Restoration & Empowerment Project
Projected Budget Plan #2
February 1, 2014 – September 30, 2014 (Phases II & III of Project)

PROJECTED EXPENSES -- OPERATIONAL

Utilities (If not paid by City of Gainesville)	12,000
Telephone, Internet & Cable Services	2,400
Supplies (Trash Bags, Cleaning Supplies, Office Supplies)	800
Printing – Signs	3,500
Printing – Literature, Brochures & Flyers	500

TOTAL OPERATIONAL EXPENSES:

\$19,200

GCI Restoration & Empowerment Project
Projected Budget Plan #2
February 1, 2014 – September 30, 2014 (Phases II & III of Project)

PROJECTED EXPENSES – PERSONNEL

All Personnel are Temporary Staff Appointed by the Project Manager

GCI Project Manager (F-T Salaried @ \$20/hr; Feb. 1 st -Sept. 30 th = 17 pay periods)	27,200
Administrative Coordinator (F-T 40 hrs/wk @ \$14/hr; Feb. 1 st -Sept. 30 th)	19,040
Facilities Supervisor (F-T 40 hrs/wk @ \$14/hr; Feb. 1 st -Sept. 30 th)	19,040
Food Service Supervisor (F-T 40 hrs/wk @ \$14/hr; Feb. 1 st -Sept. 30 th)	19,040
Security Supervisor (F-T 40 hrs/wk @ \$14/hr; Feb. 1 st -Sept. 30 th)	19,040
6 Security Officers (F-T 40 hrs/wk @ \$10/hr = \$13,600 each; Feb. 1 st -Sept. 30 th)	81,600.00
4 Case Managers (P-T 20 hrs/wk @ \$16/hr = \$8,960 each; Mar. 17 th -Sept. 30 th =14 pay periods)	35,840
10 Project Assistants (P-T 20 hrs/wk @ \$8/hr = \$5,440 each; Feb. 1 st -Sept. 30 th)	54,400

TOTAL PROJECTED PERSONNEL:

\$275,200

-- APPENDIX D --

GCI Restoration & Empowerment Project

December 9, 2013 – September 30, 2014
(Phases I, II, & III of Project – 10 months)

BUDGET NARRATIVE

1. STAFFING

In preparing the budget projections for the GCI Restoration & Empowerment Project, the following key assumptions were made:

The Project Manager, Administrative Coordinator, Facilities Supervisor, Security Supervisor, and Food Service Supervisor are all temporary professionals appointed by Lazarus Restoration Ministries with a start date of December 9, 2013.

The 10 part-time Project Assistants are all selected by the Project Manager from among the homeless population with a start date of February 1, 2014.

The 4 part-time professional Case Managers are all temporary professionals appointed by Lazarus Restoration Ministries with a start date of March 17, 2014.

No fringe benefits are paid to any staff members or project assistants.

2. CITY AND COUNTY CONTRIBUTIONS

Due to substantial required start-up costs, Lazarus Restoration Ministries is requesting that the \$308,000 contributions from the City and County be received as follows:

- \$154,000 received by December 9, 2013
- \$154,000 received by February 1, 2014

These contributions will be used to cover the costs of projected Supportive Services, Operational, and Personnel Expenses. (See detailed line item expense budgets to follow.)

3. DATES FOR PROJECT PHASES

In determining revenue and expenses for specific project phases, the following dates were established:

Phase I – Interim Day Services for the Homeless begins December 30, 2013 and ends January 31, 2014.

Phase II – Empowerment Programs for the Homeless, Interim Services and Basic Emergency Shelter for Homeless Families with Children begins February 1, 2014 and ends March 31, 2014.

Phase III – Empowerment Programs for all Citizens, Basic Services for the Homeless, and the GCI Transitional Housing & Development Program for the Homeless begins April 1, 2014, and ends September 30, 2014.

4. DONATIONS IN LIEU OF EXPENDITURES

Whenever possible, Lazarus Restoration Ministries will solicit and obtain donations of items in lieu of expending budgeted funds to purchase them. For example, we expect that many of the expenses listed in the projected “Supportive Services” budget will be donated. Examples of such items include:

150 Blankets (\$10 each)	1,500
150 Sheets & Pillowcases (\$9 each)	1,350
150 Pillows (\$7 each)	1,050
150 Beds/Mats (\$100 ea.–pd via proceeds from the Adopt-a-Bed Program)	15,000
150 End Tables & Lamps (\$20 each set)	3,000
Laundry Supplies (Detergent, Bleach)	800
Shower Supplies (Bar Soap, Toiletries, Wash Cloths, Towels)	400
3 Cash Registers (Grill & Café, Boutique, Salon & Spa)	600
5 Computers for the Education Building	2,500
4 Computers for Case Managers	2,000
Toys and Educational Materials for Child Care Center	300
Kitchen Supplies (Disposable & Permanent Dishes & Utensils, etc.)	1,600
Food for Geary’s Grill & Café during Phase 3 Only (Apr. 1 st -Sept. 30 th @ \$4,000 per month)	24,000
Group Meals during Phase II Only (Feb. 1 st –Mar. 31 st @ \$800 per month) (Breakfast & Dinner @ \$200 per day; serves 400 homeless at each meal) (Volunteer groups will be scheduled to provide these meals at least 3 days per week.)	1,600

If we are successful in getting at least 50% of these necessary items donated, it will save us over \$27,000 in project revenues.

5. FINANCIAL INFORMATION AND AUDITS

Lazarus Restoration Ministries has not engaged in any professional auditing processes. Attached, however, are copies of our Annual Finance Reports for the last seven years (Fiscal Years 2006-2012) as reported to and reviewed by the Florida Department of Agriculture and Consumer Services.

6. ADDITIONAL FUNDING SUPPORTS

Aside from the allotted contributions to be received from the City and County, Lazarus Restoration Ministries is actively researching and applying for additional funding through local, State, and federal grant sources, as well as private foundations.

The following additional supports are in place to generate funds from community resources to increase the financial sustainability of the GCI Restoration & Empowerment Project:

Adopt-a-Bed Program – Beds and bedding supplies are purchased using funds donated to the Adopt-a-Bed Program. Donors are given an opportunity to contribute to the GCI Restoration & Empowerment Project by giving a one-time or recurring financial donation through this Program. These funds help defray the costs associated with buying one bed, sheets, pillows, covering, etc. so that homeless persons can be provided the basic necessity of a safe, clean and warm place to sleep while working toward becoming self-sufficient. The estimated total cost of providing one sleeping bag, bed/cot, or mat, blanket, pillow, sheet, care bag, and living space is the recommended donation amount, yet any other amount is also greatly appreciated. The goal is to have at least 50 donors participate in the Adopt-a-Bed Program each month.

GCI Housing Trust -- The idea of a Housing Trust was established by the City of Gainesville's 10-Year Plan to End Homelessness. Through this Trust fund, donors may give finances and other tangible donations to help support the operational costs and supportive services of the GCI campus and Restoration & Empowerment Project. Donations of any amount are welcome and may be submitted in person, by mail, online banking and other transaction services.

In-Kind Donations such as furniture, equipment, food, and supplies may be donated directly to the GCI campus as needed. Volunteer services provided free of charge are also considered in-kind donations.

“Stock-the-Stuff” is a program through which anyone may donate items that are needed daily for residents' use (i.e., cleaning supplies, paper towels, dishwashing liquid, wash cloths, bath towels, toilet tissue, bug spray, canned goods and other non-perishable food items, bottled water, other non-alcoholic drinks, bus passes, sleeping bags, blankets, sheets, pillows, tents, non-alcoholic toiletries, hygiene products, soaps, body wash, deodorant, laundry

detergent, toothpaste, toothbrushes, hair care products, lotions, writing paper, pencils, ink pens, etc.). By stocking these items, donors play an important role in the daily lives of the homeless we serve.

Fund Raisers – Local organizations, groups and businesses are encouraged to host on-campus or off-campus fund raising events to raise money that will be donated to the GCI Restoration & Empowerment Project.

Overnight Stay Fees – One half of all daily Overnight Stay Fees paid by Residents is to support the GCI Restoration & Empowerment Project. (The other half is held in the Resident's Savings Fund to help cover future move-in expenses incurred once the resident obtains their own permanent housing.) Additionally, interest accrued in the Resident's Savings Fund is applied as additional program revenue.

Resident's Savings Fund – Once residents secure steady income through employment or other sources, they are required to show proof of such income and deposit 40% into the Resident's Savings Fund. 10% of this deposit is a donation to support the GCI Restoration & Empowerment Project. The other 30% is held in the Resident's Savings Fund to help cover future move-in expenses incurred once the resident obtains their own permanent housing.

Grants – The Project Manager utilizes the services of volunteer grant writers to prepare and submit grant applications to various funding sources. Alachua County's E-Civis database system is one of the primary resources used to research and identify available grant opportunities. Private Foundations and Charities are also valuable funding sources. Through these grant resources, The GCI Restoration & Empowerment Project generates the funds needed to finance the costs associated with operational expenses and supportive services throughout the year.

ACCHH Continuum of Care Grants – Through our partnership with the Alachua County Coalition for the Homeless & Hungry (ACCHH), the GCI Restoration & Empowerment Project is actively involved in the process of applying for eligible local, state, and federal grant funding. The Project Manager is an active member of the ACCHH, attends ACCHH meetings on a regular basis, and ensures the GCI Restoration & Empowerment Project is meeting all established requirements for funding eligibility.

On-site Residual Income – Several of the daily activities occurring on the GCI campus automatically generate residual income through the selling of goods and services. Such activities include the Boutique, Salon & Spa, Grill and Café, etc. This residual income is utilized primarily to defray the costs of the operation of that activity, and ultimately support the GCI Restoration & Empowerment Project as a whole. Each activity provides a finance report to the Project Manager each month. This revenue and expense information is compiled by the Project Manager and provided to the City and County Manager's Offices at least quarterly.

Financial and in-kind supporters and volunteers of the GCI Restoration & Empowerment Project receive formal recognition in the quarterly newsletter that is distributed throughout the community. Donors remain anonymous if requested at the time of donation.

All financial donations are tax deductible where allowable by law and must be made payable to “GCI Restoration & Empowerment Project”. Receipts are provided to all donors upon request.

-- APPENDIX A --

REFERENCES

-- APPENDIX E --

Lazarus Restoration Ministries, Inc.

ANNUAL FINANCE REPORTS
(Fiscal Years 2006 – 2012)

-- APPENDIX F --

ADDITIONAL DOCUMENTS