



ITN NO. CMGR-180047-GD

**Administer and Implement Services for Low Barrier
Emergency Services Shelter for Homeless Persons**

Proposer: Alachua County Coalition for the Homeless & Hungry, Inc.
3055 NE 28th Dr., Gainesville, FL, 32609

Project: GRACE

Contact: Jon DeCarmin, Director
(352) 792-0800 x106
jdecarmine@gracemarketplace.org

FEIN: 43-1960048

Proposal Due Date: January 12, 2018

Executive Summary

Tab 1: Certifications

Certification of Proposal form (10.1)

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Executive Summary

The Alachua County Coalition for the Homeless and Hungry is pleased to present this proposal to administer and implement a low-barrier emergency homeless shelter in response to ITN No. CMGR-180047-GD. ACCHH has more than 15 years experience coordinating homeless services in Alachua and surrounding counties. The Coalition has more than three years experience operating a low-barrier emergency shelter, GRACE Marketplace, and is uniquely qualified to administer and implement the project outlined in this proposal.

ACCHH will provide 100 emergency shelter beds (in addition to the 12 shelter beds provided for homeless veterans pursuant to our separately-funded contract with the VA) in a low-barrier, housing-focused setting for men and women on the Empowerment Center campus in Gainesville, FL. This shelter will be provided in the following configuration:

Target Population	Beds	Location	Length of Stay
Single Men, including Chronically Homeless	50	Building 15	30 days
Single Women, incl. Chronically Homeless	10	Building 15	30 days
Co-Ed, including Chronically Homeless	40*	Building 5	30 days

* Estimate of assumed maximum capacity based on square footage

In addition to shelter services, we will provide day services, including laundry, mail, storage, showers, and meals. We will continue to operate new and existing Rapid Rehousing and Permanent Supportive Housing programs in support of our mission to end homelessness, and to coordinate with and refer individuals to other housing programs in the community.

This project proposal includes the provision of three meals a day on weekdays, and a campus that is open for day services from 7a - 7p, seven days a week. The net cost to the City and County is \$1,105,500, though the total budget for the proposed project is \$2.1 million dollars for the nine-month period. ACCHH will contribute \$243,000 in leveraged private, state, and federal grant funds as matching support. In addition, ACCHH brings more than \$795,000 in in-kind goods and services (including \$370,000 in volunteer commitments) to this project, further leveraging the resources contributed by the City and County. An itemized budget including the details required in Section 3.E.2 of the Invitation to Negotiate can be found in Tab 4.

We note that some cost savings could be achieved if the City elects to limit the number of meals provided to just two meals per day, or to reduce the hours that the campus is open for day services. We do not recommend such a reduction in services, because we believe that the cost savings would be more than offset by the detrimental impacts the reduction in services would

cause. However, we would be happy to calculate the cost savings that could result, and to provide more limited services if that is what the City wishes us to do so.

This proposal draws heavily on ACCHH's unique experience and unparalleled success in operating GRACE Marketplace for the past three years. ACCHH has the organizational and management capacity to bring this project to fruition. We look forward to partnering once again with the City and County to further our mission to end homelessness in Alachua County.

Tab 1: Certifications

1. Certification of Proposal form (10.1)
2. Acknowledgement of Addenda 1, 2, 3, & 4
3. Attestation of Authority to Negotiate

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

Alachua County Coalition for the Homeless & Hungry, Inc. (ACCHH)
(Respondent Name-Legal and d/b/a Name of Responding Entity)

FEIN 43-1960048
Respondent's License Number (if applicable)

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

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

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

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

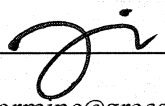
"Interest" for purposes of this disclosure includes the following: director, trustee, officer, or employee of an entity, any contract with an entity (including consulting), or any partner, proprietor, stock, equity, or other ownership interest in an entity.

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

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

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


Name: Jon DeCarmine Title: Director

Signature:  Date: 1/9/2018

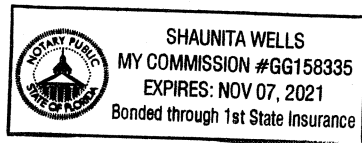
Email: jdecarmine@gracemarketplace.org

Name: Joseph S. Jackson Title: Board Attorney

Signature: _____ Date: 1/9/2018

 Date: 1/9/2018
Signature of Authorized Officer

Julia Graddy, Board Chair Email: julie.graddy@gmail.com
Printed Name



by: Shaunita Wells



Date: January 11th, 2018

ADDENDA

The Bidder hereby acknowledges receipt of Addenda No.'s 1, 2, 3, 4, _____, _____, _____, _____ to these Specifications.

TAXES

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

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

_____ Dollars (\$ _____).

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

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

LOCAL PREFERENCE (check one)

Local Preference requested: ☐ YES ☒ NO

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

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

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

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

LIVING WAGE COMPLIANCE

See Living Wage Decision Tree (Exhibit D hereto)

Check One:

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

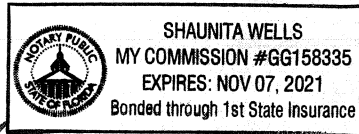
NOTE: If Agency has stated Living Wage Ordinance does not apply and it is later determined Living Wage Ordinance does apply, Contractor will be required to comply with the provision of the City of Gainesville's living wage requirements, as applicable, without any adjustment to the bid price.

SIGNATURE ACKNOWLEDGES THAT: (check one)

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

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

ATTEST:



(CORPORATE SEAL)

BIDDER:

Signature

By: Shaunita Wells

Title: Program Director

Signature

By: Julia Graddy

Title: Chair, AECMH

ADDENDUM NO. 1



Date: December 29, 2017

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

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

Bid No.: CMGR-180047-GD

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

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

The following are answers/clarifications to questions received:

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

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

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

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

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

CERTIFICATION BY PROPOSER

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

PROPOSER: ACCHH

BY: Julie Graddy, Board Chair



DATE: 1/9/2018

CITY OF FINANCIAL SERVICES GAINESVILLE PROCEDURES MANUAL

41-424 Prohibition of lobbying in procurement matters

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

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

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

ADDENDUM NO. 2



Date: January 3, 2018

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

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

Bid No.: CMGR-180047-GD

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


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

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

CERTIFICATION BY PROPOSER

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

PROPOSER: ACCHH

BY: Julie Graddy, Board Chair 

DATE: 1/9/2018

CITY OF _____ FINANCIAL SERVICES GAINESVILLE PROCEDURES MANUAL

41-424 Prohibition of lobbying in procurement matters

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

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ADDENDUM NO. 3



Date: January 4, 2018

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

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

Bid No.: CMGR-180047-GD

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

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

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

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

The following are answers/clarifications to questions received:

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

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

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

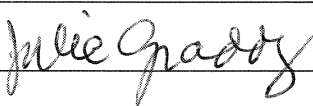
5. Question: Section 5.4 does not account for the requirement of the City, County and Agency to consult their boards and commissions before committing to negotiated terms.
Answer: All parties should negotiate in good faith under the guidance of their governing boards and will have the opportunity to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

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

CERTIFICATION BY PROPOSER

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

PROPOSER: ACCHH

BY: Julie Graddy, Board Chair 

DATE: 1/9/2018

CITY OF FINANCIAL SERVICES GAINESVILLE PROCEDURES MANUAL

41-424 Prohibition of lobbying in procurement matters

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ADDENDUM NO. 4



Date: January 9, 2018

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

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

Bid No.: CMGR-180047-GD

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

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

The following are answers/clarifications to questions received:


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

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

CERTIFICATION BY PROPOSER

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

PROPOSER: ACCHH

BY: Julie Graddy, Board Chair 

DATE: 1/9/2018

CITY OF FINANCIAL SERVICES **GAINESVILLE** **PROCEDURES MANUAL**

41-424 Prohibition of lobbying in procurement matters

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

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

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

Administer & Implement Services for Low Barrier Emergency Services Shelter for

Homeless Persons – Emergency Housing Services

DATE: January 3, 2018 @ 3:00 PM LOCAL TIME

BID #CMGR-180047-GD

DUE DATE: January 12, 2018, AT 3:00PM

YOUR COMPANY'S NAME, ADDRESS &
PHONE NUMBER

1) ACCHH, INC.
3055 NE 28th Dr
Gainesville FL 32609
PHONE # (352) 792-0800 x106

YOUR SIGNATURE, PRINTED NAME,
EMAIL ADDRESS & FAX NUMBER

[Signature]
SIGNATURE
Jon DeCarmine
PRINTED NAME
E-MAIL: jdecarmine@gracemarketplace.org
FAX # (352) 505-3977

2) Smooth Bree, Inc.
1317 NW 8th St
Gainesville, FL 32601
PHONE # (352) 727 9549

[Signature]
SIGNATURE
Dany Bernal
PRINTED NAME
E-MAIL: xx Freshbreegvl@gmail.com
FAX # ()

3) ACCHH, INC.
3055 NE 28th Dr
GV
PHONE # (352) 318-4724

[Signature]
SIGNATURE
ROBERT P. ACKERMAN/ATTY at LAW
PRINTED NAME
E-MAIL: robertp.ackerman@gmail.com
FAX # (352) 792-0800-106

4) _____

PHONE # () _____

SIGNATURE

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

5) _____

PHONE # () _____

SIGNATURE

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



*On a mission to **end homelessness** in Gainesville and Alachua County!*

ITN NO. CMGR-180047-GD

ATTESTATION OF AUTHORITY TO NEGOTIATE

On behalf of the Board of Directors of the Alachua County Coalition for the Homeless and Hungry, Inc. (ACCHH), I hereby certify that the following individuals are designated as ACCHH's lead negotiators and are authorized to participate in oral negotiations on behalf of ACCHH in accordance with the procedures set forth in the Invitation to Negotiate identified above:

1. Jon Decarmine
2. Joseph S. Jackson

Dated this 11th day of January, 2018.


Julia Graddy, Board Chair

Tab 2: Background, Experience, & References

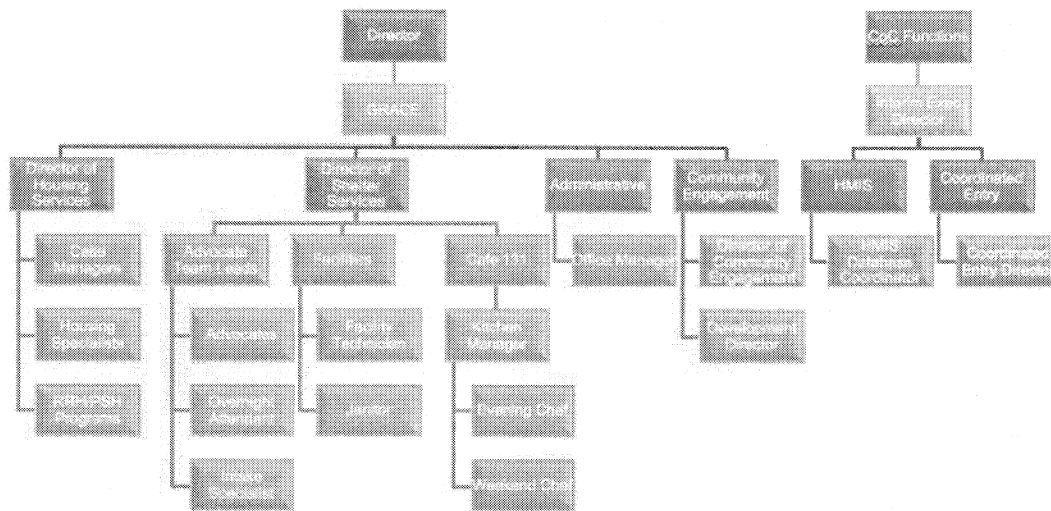
Agency Overview

The Alachua County Coalition for the Homeless and Hungry (ACCHH) has operated GRACE Marketplace, a low-barrier emergency shelter and day services campus, since 2014. ACCHH currently serves as the lead agency for the North Central Florida Continuum of Care, and has more than 15 years experience coordinating homeless services in Alachua and surrounding counties. ACCHH has extensive experience in grant writing and administration and program development, and a growing development program. This experience, and particularly the time spent developing, implementing, and improving the GRACE program, make ACCHH uniquely qualified to administer and implement the project outlined in this proposal. ACCHH incorporated as a 501(c)3 in 2002, and has managed and operated a range of programs since that time, including low-barrier emergency shelter and rapid rehousing.

Project Team

ACCHH staff involved in project implementation and operations include GRACE Director Jon DeCarmine, Director of Shelter Services Shaunita Wells, and Director of Housing Services Jennifer Moises. The 2018 ACCHH Organization Chart is included below.

ACCHH 2018 Organizational Chart



Similar Project Experience

ACCHH has demonstrated its capacity to manage GRACE over the past three years, and has the right combination of training, experience, and vision needed to provide low-barrier shelter for the most challenging portions of the homeless population. We have first-hand experience providing services to the chronically homeless. Our staff is made up of trained professionals who understand, and have a passion for, GRACE's mission to end homelessness.

ACCHH regularly meets and exceeds performance measures associated with grant awards. ACCHH met or exceeded every program performance measure in the FY14-15 and FY 15-16 contracts with the City of Gainesville for the operation of this program. In the FY16-17 contract, we met or exceeded 19 of 21 contract performance measures. Of the two unmet performance measures (diversion rate, and approval of an emergency management plan), ACCHH has submitted all required documentation to the Alachua County Dept. of Emergency Management in September 2017 and is awaiting a response to formalize approval of that plan.

Key strengths for the above-mentioned project include project development and implementation, day-to-day campus operations, incorporation of best practices, and a commitment to operating a housing-focused, low-barrier shelter that is unmatched in the community. Since 2014, these ACCHH programs have helped move more than 400 people into permanent housing. Homelessness in Alachua County, as measured by the point-in-time survey, has decreased by 35%, and the number of people living on the street has dropped by more than 50%.

City and County staff responsible for monitoring the project in 2017 noted the following strengths of the project:

- From a programmatic and operational standpoint, ACCHH policies "are generally compliant and are being implemented appropriately to provide programs and services."
- As confirmed by HMIS data, ACCHH fully "provides the level of service required in the Service Agreement with the City."
- All indoor and outdoor shelter residents interviewed by staff "responded that in general they feel safe and secure at GRACE."
- With regard to meal service, the "system appears to be well-managed, including the preparation of the food, overall cleanliness of the kitchen/dining areas, client check-in for meals (Service Point) and general organization of the meal service."
- ACCHH's "Volunteer Program appears to be managed efficiently and effectively, with strong participation from various individuals and organizations within the community."
- ACCHH's "HMIS licensure appears to be current and compliant with applicable regulations."
- Earlier concerns regarding HMIS data entries on "Where Individuals Exit To" have been corrected, and staff confirms that "[m]ore recent file entries ... appear to have addressed the problem."

Overall, staff's audit confirmed that ACCHH has done an excellent job providing the shelter and other services required by the City and County contract, both in terms of the quantity and quality of the services. Exhibit I includes the name and contact information for our point of contact at the City of Gainesville.

Exhibit I - Business References

Exhibit I - BUSINESS REFERENCES**PROPOSER:** Alachua County Coalition for the Homeless & Hungry, Inc.**PROJECT:** ADMINISTER AND IMPLEMENT SERVICES FOR LOW BARRIER EMERGENCY SERVICES
SHELTER FOR HOMELESS PERSONS – EMERGENCY HOUSING SERVICES**BID#:** CMGR-180047-GD**BID DUE DATE:** JANUARY 12, 2018

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

#1 Service dates (i.e. 6/2009 to 9/2009): Project 5/2014 - present Amount \$ Varies by contract year

Project Client Name: City of GainesvilleProject Location: 3055 NE 28th Dr.City, State Zip: Gainesville, FL 32609Client Contact Name: Fred Murry, Assistant City ManagerPhone Number: 352-334-5010Fax Number: 352-334-3119Email Address (if available): murryfj@cityofgainesville.org

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

Project Client Name: _____

Project Location: _____

City, State Zip: _____

Client Contact Name: _____

Phone Number: _____

Fax Number: _____

Email Address (if available): _____

Tab 3: Response to Qualifications

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Tab 3: Response to Qualifications

A. Diversion

Organizational Approach to Operating a “Front Door System”

Since 2014, the Alachua County Coalition for the Homeless & Hungry (ACCHH) has operated GRACE Marketplace, an emergency shelter and one-stop assistance center that operates as the “front door” to the community’s housing crisis response system. At ACCHH, the emergency shelter is viewed as part of a process - and not as a destination -- to help people get back into permanent housing as quickly as possible. Through a contract with the City of Gainesville and Alachua County, and supported by other funding sources, ACCHH provides 101 emergency shelter beds nightly through an indoor shelter (36 beds for single men and 10 for single women) and an outdoor pavilion (55 co-ed beds).

The primary role of emergency shelter is to provide temporary housing for individuals with no other options for shelter. Before an individual is given access to one of a limited number of shelter beds, ACCHH staff first attempt to identify other housing arrangements that would be more appropriate than shelter.

Experience implementing homelessness diversion programs

In October 2016, ACCHH implemented the community’s first shelter diversion program to insure only those individuals who have absolutely no other options gain access to shelter. The National Alliance to End Homelessness (NAEH) describes diversion as “a strategy that prevents homelessness for people seeking shelter by helping them identify immediate alternate housing arrangements and, if necessary, connecting them with services and financial assistance to help them return to permanent housing. Diversion programs can reduce the number of families becoming homeless, the demand for shelter beds, and the size of program wait lists.”

ACCHH sought and implemented industry best practices when developing the diversion program. ACCHH has incorporated each of the six “Keys to a Successful Diversion Program” identified by the NAEH Center for Capacity Building (screening tool and process; system entry points; cooperation from other providers; cooperation from service providers; flexible funding; and resourceful staff members)¹. Prior to implementing the diversion program, ACCHH staff completed a diversion training led by Iain DeJong of

¹ NAEH. “Closing the Front Door: Creating a Successful Diversion Program for Homeless Families.” <http://endhomelessness.org/wp-content/uploads/2011/08/creating-a-successul-diversion-program.pdf>

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OrgCode Consulting. The best practices from that training have been incorporated into our standard procedure for intakes. Only if an attempted diversion is unsuccessful do we then complete an intake and accept that person into the emergency shelter system.

Diversion data for the last full program year appears in the table below. Data was not collected prior to October 2016, and systematic tracking has been performed only since December 2016. Due to our extensive efforts in the early stages of the program to perform full intakes on Dignity Village residents, the number of successful diversions is low in relation to total intakes, especially in the Dec-Jan timeframe. In the first year of operating the program (October 2016-September 2017), ACCHH successfully diverted 8.1% of individuals seeking shelter on the GRACE campus.

Diversion Data: October 2016 - September 2017

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	TOTAL
Intakes	68	N/D	57	58	59	69	70	87	88	68	47	85	756
Diversion	6	N/D	1	1	6	16	9	10	4	4	3	1	61
													8.1%

Experience administering triage and assessment tools

ACCHH has been administering the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) and the Service Prioritization Decision Assistance Tool (SPDAT) in shelter and rapid re-housing programs since 2016. All ACCHH staff using either tool have undergone the required OrgCode trainings.

The VI-SPDAT is administered to all individuals seeking shelter at the time of intake. Since October 2016, ACCHH staff have administered 1,005 traiges using the VI-SPDAT tool. ACCHH Case Managers use the SPDAT in coordination with the community's coordinated entry system, using the SPDAT to guide case management goals and to confirm individuals are receiving the appropriate housing intervention.

*Alachua County Coalition for the Homeless & Hungry, Inc. ITN NO. CMGR-180047-GD***B. Day Services****Organizational Experience Operating Drop-In Centers**

ACCHH, as the operator of GRACE Marketplace, has been the primary provider of day services to people without housing in Gainesville and Alachua County, FL, since 2014. These services include food, mail, laundry, storage, and showers. The campus is housing focused, with no required supportive services. Indoor shelter residents are required to participate in the development and achievement of a housing plan. GRACE serves as a centralized location for service provision. Individuals are assisted to accessing permanent housing through staff's use of motivational interviewing to encourage individuals to seek permanent housing, and engage with available services. Shelter residents are assisted to secure all documents and identification required to sign a lease upon exit to permanent housing, either through self-resolution or through access to rapid rehousing (RRH) or permanent supportive housing (PSH) through the community Coordinated Entry process.

Day Services Provided

ACCHH has provided the following day services on the GRACE Campus since May 2014:

Day Service	Total (May 2014 - December 2017)
Meals	347,334
Showers	41,841
Laundry	12,019
Mail	9,546
Basic Needs	17,599
Full Fare Transit Passes	5,731

The data presented for showers and laundry is lower than the actual usage because staff does not monitor usage directly. Instead, a sign-in sheet is used for guests to self-report their usage, and this results in under-reporting. ACCHH also provides storage facilities for guests, as well as access to restrooms, telephones, and other amenities. Basic needs include items such as toiletries, backpacks, reusable water bottles, feminine hygiene products, adult diapers, and more.

Through a generous donation from a local technology company, ACCHH is setting up a computer lab that individuals can use daily to search for housing and employment and connect

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with family and friends, some of whom may be able to provide permanent housing opportunities. This computer lab is expected to be operational in April 2018.

Through partner agencies, ACCHH has been available to made additional services available to individuals using the GRACE campus. These services are optional. The presence of mental health providers, medical providers, County Social Services, veteran services, Three Rivers Legal Services, and a variety of other community partners benefits users of the campus who have additional service needs that need to be met while they work on their housing plan. ACCHH fully supports the concept of providing all case management services to individuals who participate in RRH and PSH programs after they have been housed. However, the current demand for such programs far exceeds community capacity, and there remains substantial benefit to making available such services to the hundreds of people who are unlikely to engage with those programs, or to engage with them only after a substantial delay.

Role the Drop-In Center Played in the Community

The services provided at GRACE by ACCHH have played a critical role in reducing downtown homelessness, as has been recognized by members of both the City and County Commissions, as well as City staff. That role is even more important today given the decision by St. Francis House to discontinue providing meals and other day services to non-shelter residents.

More significantly, annual point-in-time surveys demonstrate that unsheltered homelessness throughout Gainesville and Alachua County has decreased by 54% since GRACE opened in 2014. The opportunities available at GRACE for people without housing, including day services and low-barrier shelter, helped facilitate this reduction. GRACE provides the only low-barrier shelter services available to single men and women in Alachua County, and has provided services to on-campus residents as well as residents of the City's Dignity Village project and others in the community.

Experience Engaging and Serving High Needs Individuals

ACCHH has extensive experience engaging and serving people experiencing chronic homelessness, people under the influence of substances, and people with mental illness. Since 2014, ACCHH has provided services to 297 individuals who meet the federal definition of chronic homelessness, including individuals served through a U.S. Dept. of Housing & Urban Development RRH program targeting this subpopulation.

GRACE's low-barrier shelter and services have provided opportunities for engagement previously unavailable to unsheltered members of the homeless community. The low-barrier model under which GRACE operates ensures individuals with mental illness and active substance abuse issues have access to all available services, including shelter.

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ACCHH staff consists of trained professionals who regularly engage with people experiencing chronic homelessness, people under the influence of substances, and people with mental illness. More than 250 people a day receive services on the GRACE campus. With only 113 shelter beds, a high number of these daily visitors come in from Dignity Village, a campground surrounding the facility that allows individuals living there to consume alcohol. The most recent review of VI-SPDAT scores of Dignity Village showed 57% of individuals living there were appropriate candidates for permanent supportive housing. This indicates a high vulnerability score driven by a variety of overlapping issues including mental health, substance abuse, and a variety of other medical issues.

ACCHH staff receives training to facilitate effective engagement of people experiencing chronic homelessness, people under the influence of substances, and people with mental illness. Employees must complete a series of initial trainings within the first 90 days of employment, including training on conflict de-escalation, responding to mental health crises, and more. ACCHH staff regularly attend mental health first aid trainings. ACCHH core trainings cover additional topics relevant to serving this subpopulation, including:

- Housing First
- Housing-focused, low-barrier shelter
- Trauma-informed care/ACES
- Motivational interviewing
- Conflict de-escalation
- Crisis intervention
- Mental health and substance abuse

Organizational Engagement with the NCF Continuum of Care

Currently, ACCHH serves as the lead agency for the North Central Florida Continuum of Care (CoC). We anticipate another agency will have taken over this responsibility by the time of the contract start date, allowing ACCHH to focus its full organizational capacity on providing highly effective direct services. ACCHH will, however, remain fully engaged as a member agency of the North Central Florida Alliance (the CoC). This includes full participation in the Homeless Management Information System (HMIS), general membership meetings, the point-in-time survey, and in the subcommittees in which the main work of the CoC is accomplished. All ACCHH shelters and services operate, and will continue to operate, in full compliance with standards developed by the CoC. Further, the CoC regularly reviews and scores ACCHH HMIS data, placing the agency among the highest-scoring agencies in the community in terms of overall data quality.

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Shelter Operations and Services

Experience Operating Low-Barrier Emergency Shelter

ACCHH has more than 3 years of experience managing low-barrier shelters on the Empowerment Center Campus. Since May 2014, ACCHH has operated GRACE Marketplace, a one-stop service center and emergency shelter at 3055 NE 28th Dr., in Gainesville, FL.

The Pavilion & GRACELand

In June 2014, ACCHH opened the Pavilion, the first permanent low-barrier emergency shelter in North Central Florida, at GRACE. The Pavilion was developed as a low-barrier shelter to eliminate requirements that prevented people from accessing shelter and services. The Pavilion has operated continuously since June 2014, and currently sleeps 55 men and women nightly.

ACCHH opened its first indoor shelter, GRACELand, on the Empowerment Center campus in October 2014. The indoor shelter serves single men (36 beds) and women (10 beds). Based on recommendations from OrgCode consulting, and following a series of trainings and best practices from the National Alliance to End Homelessness, ACCHH transitioned GRACELand to a low-barrier shelter in October 2016.

For the purposes of this proposal, ACCHH intends to provide 100 beds of low-barrier emergency shelter in the following configuration:

Target Population	Beds	Location	Length of Stay
Single Men	50	Building 15	30 days
Single Women	10	Building 15	30 days
Co-Ed	40*	Building 5	30 days

* Estimate of assumed maximum capacity based on square footage

ACCHH will continue to operate its Veteran Dorm funded by the U.S. Dept. of Veterans Affairs in Building 15. This dormitory contains 12 additional beds, bringing the campus total to 112 beds.

Specific information on the housing outcomes associated with these shelters and other ACCHH programs is provided below.

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Process Used for Staffing the Shelter

ACCHH's staffing model is built on experience implementing and managing emergency shelter operations on the Empowerment Center campus. In order to provide safe, effective services in a low-barrier setting, this includes 30.9 FTE employees. Nearly 70% of these employees are front-line staff who engage with residents on a daily basis, including advocates and team leads, overnight attendants, case managers, housing specialists, and intake specialists. Additional staff are required for kitchen operations and general campus operations (maintenance and janitorial). ACCHH Roles & Responsibilities, including the Organizational Chart and descriptions for positions funded through this proposal, are included as Attachment A.

Shelter Outcomes

The table below includes program outcomes for all GRACE housing placements from January 1, 2017 through December 31, 2017. Data provided is based on an ESG CAPER (HDS V5) report run in Bowman ServicePoint on January 10, 2018. Returns to homelessness reflects individuals who became homeless again after exiting the program, as of January 1, 2018, based on a review of HMIS Entry/Exits, Shelter Stays, and Outreach Contacts throughout the Continuum of Care. The data does not include individuals placed directly into Rapid Rehousing Programs, nor does it capture exits from homelessness to permanent housing for individuals who received a variety of services and supports at GRACE, but did not use the low-barrier emergency shelter.

Program	Total Exits	Exits to PH	Avg LOS	Returns	Housing Retention Rate
GRACELand (Indoor shelter)	295	104	38 days	18	82.7%
Pavilion (Outdoor shelter)	464	46	17 days	5	89.1%
Veteran Dorm	101	35	31 days	2	94.3%
All Programs					86.5%

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Shelter Eligibility Criteria

The GRACE Shelter Operating Procedures include the following eligibility criteria for shelter:

- 1.1 Shelter guests must be unaccompanied (no children or other dependents with them).
- 1.2 The person must not have an animal with them unless it is a verifiable service animal.
- 1.3 The person must be at least 18 years of age.
- 1.4 The person must want to end their homelessness as quickly as they are capable of doing so.
- 1.5 The person must be ambulatory enough to get in and out of bed on their own, and take care of bathroom and hygiene needs independently.
- 1.6 Any person who identifies as having an infectious disease or appears to otherwise be ill shall be screened on an individual basis to determine if the shelter is appropriate for them and other occupants of the facility.
- 1.7 The person does not need to be a citizen of the United States, nor does s/he have to have any documented immigration status, to receive shelter services
- 1.8 Identification is preferred, but not required, for an individual to receive services. For individuals who cannot provide a photo identification, staff should work with them to obtain this and other documents required for housing immediately.
- 1.9 Our goal is to keep the barriers that prevent people from accessing services as low as possible. This means we serve people who are actively using drugs and/or alcohol; who have no income; and who may not be medication- or treatment compliant. We do not do drug testing or alcohol testing of any kind under any circumstances.
- 1.10 Our job is to move people into permanent housing as quickly as possible. It is not our job to "heal" or "fix" the people we serve.
- 1.11 This shelter operates under a Housing First philosophy. We believe all of our guests are ready for housing now, and can best be served once they are in housing of their own.

ACCHH will work with the Continuum of Care and prioritize shelter entries based on the requirements of the Coordinated Entry System, as specified in Addenda No. 3 of this Invitation to Negotiate.

*Alachua County Coalition for the Homeless & Hungry, Inc. ITN NO. CMGR-180047-GD***Shelter Expectations**

Expectations for both the Pavilion & GRACELand are designed to allow as many people as possible to access shelter and services. These expectations follow guidelines from the NAEH "Emergency Shelter Agency Self-Assessment." Our low-barrier practices include:

- The eligibility criterion to enroll in our shelter is low-barrier, and does not exclude people who have criminal histories, lack income, or currently use drugs and/or alcohol
- Shelter participants are not required to participate in services or do chores to stay in shelter
- We do not permanently ban people for anything other than violence or theft
- Our shelter is compliant with the HUD Equal Access Rule and is open to all eligible individuals regardless of sexual orientation, gender identity, or marital status
- We do not allow individuals to bring drugs, alcohol, or weapons into the shelter. We do, however, provide shelter and services for people who use alcohol and drugs, including people who arrive under the influence of alcohol or drugs.
- We do not require people with mental health issues to be medication compliant, or engaged in any kind of ongoing treatment. Instead, the expectations we have in place are there only to ensure the safety and security of guests, staff, and volunteers using the campus.

Expectations for general campus use and shelter residency are spelled out to residents through information posted on the campus and provided to individuals at the time of intake, including rights and responsibilities, campus expectations, and shelter expectations.

Rights and Responsibilities

Rights and Responsibilities are described more fully in the Shelter Operating Procedures, and provided to the individual receiving services at intake. From the SOP:

1. Staff should provide the guest with an intake packet that includes the expectations of the shelter, the grievance procedure, and a list of his/her rights and responsibilities. They are:
 - a. You have the right to be respected and treated as a human being
 - b. You have the right to expect that all information we gather will be kept confidential.
 - c. You have the right to exit GRACE Marketplace whenever you choose.
 - d. You have the right to ask for and fill out a complaint form against any staff person.
 - e. You have the right to all of the services offered at GRACE if you meet the service specific eligibility requirements.
 - f. You have the responsibility to work on your housing plan, to the best of your ability
 - g. You have the responsibility to know and follow all of the expectations of GRACE.
 - h. You have the responsibility to ask if you don't know all of the expectations of GRACE.
 - i. You have the responsibility to treat staff and other guests with respect. ☐
 - j. You have the responsibility to walk away from gossip, bickering, and undermining. ☐
 - k. You have the responsibility to report all actions that threaten the safety and security of yourself or others.

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Campus Expectations

The current posted Campus Expectations are:

1. No drugs, alcohol, or weapons
2. No physical or verbal violence, or threats
3. No gambling, sexual activity, or unwanted physical contact
4. Smoke only in designated areas
5. Respect the rights, property, and peace of everyone here
6. Clean up after yourself
7. Supervise your children while they are on campus
8. Personal property can only be stored in the storage room
9. Do not tie dogs to fence

ACCHH will host a resident forum to review and revise these expectations upon signing of the contract for the services outlined in this proposal.

Shelter Expectations

Individuals entering shelter programs at GRACE must sign a "Shelter Resident Agreement" describing the expectations for individuals in shelter.

- As a voluntary resident of the GRACE Marketplace Shelter, I attest that I am at least 18 years old.
- As a temporary resident of the GRACE Marketplace Shelter, I understand that this is a temporary arrangement and I am a guest here on a daily basis. I will actively work on my housing plan with the support of the staff.
- I understand that as a resident of the shelter, I must arrive at the shelter between 7:30p and 9:30pm to check in, and I must be in the dorm for the night no later than 10:30 p.m.
- I understand that any unexcused absences may cause me to lose my bed in the shelter.
- I voluntarily accept the expectations and service of the GRACE Marketplace Shelter, and agree to abide by these expectations at all times while a resident of the shelter.
- I agree that neither GRACE Marketplace, nor the Alachua County Coalition for the Homeless and Hungry, assume any responsibility for property I bring in to the shelter.
- I understand that after I exit the shelter, any property left in the shelter will be disposed of after 7 days unless prior arrangements are made with the shelter case manager.
- I understand that drugs and alcohol are prohibited in the GRACE Marketplace shelter.
- I understand that there is a daily Housing Goals group from 6:30am to 7 a.m. Attendance is optional but highly encouraged.

Meaningful Client Input and Feedback

Currently, individuals receiving shelter services at GRACE provide feedback to ACCHH through regular contact with case managers and other staff. ACCHH staff receives additional meaningful client feedback through regular participation in public meetings, including the North Central Florida Alliance membership meetings and meetings of the Empowerment Center Oversight Board. Additionally, ACCHH will implement regular meetings to gather meaningful client input

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and feedback, and institute a guest satisfaction survey for residents exiting shelter to permanent housing to identify opportunities for improvement.

Experience Providing On-Site Overflow Capacity

Since 2014, ACCHH has provided more than 2,400 nights of emergency supplemental shelter services at GRACE during county-wide emergency activation and localized events. This includes managing on-site overflow capacity for events such as cold nights, tropical depressions, and hurricane watches, as well as substantial and extended rainfall, tropical depressions, and controlled burns. Some nights were provided through a separate agreement with the City of Gainesville, and others were provided as part of GRACE Marketplace operations. ACCHH staff has provided on-site overflow shelter for as many as 200+ people during recent hurricanes.

To ensure overflow operations do not impact the health or safety of clients or staff, ACCHH adheres to all capacity requirements set by the Fire Marshal for any buildings used for these operations. As required, ACCHH posts additional staff members to areas being used for overflow operations.

Maintenance of Facilities

ACCHH has operated GRACE since 2014. Current use occupies more than 50,000 sq ft of space in 11 buildings on a 25-acre campus. The City of Gainesville owns the project site, and through a license agreement with ACCHH spells out the exact nature of maintenance tasks ACCHH has been responsible for, without incident, since 2014. These include maintaining “the heating, ventilating, and air conditioning unit [HVAC], windows, interior walls, mechanical, electrical, plumbing, fixtures, light fixtures, floor, and floor coverings.”

Routine maintenance is addressed in part by the Facilities and Maintenance section of GRACE’s Standard Operating Procedures. These policies specifically note that all facilities and equipment on the GRACE campus must be maintained in a safe, sanitary condition, and lay out a routine schedule for inspections and maintenance of perimeter lighting, interior and exterior lighting, HVAC filters, and areas surrounding HVAC condensers.

The Facilities Technician position is responsible for this routine maintenance, and other tasks required for the safe operation of a campus of this size. These additional tasks include:

- Regular custodial checks of all campus buildings
- Repair of equipment used on campus, including kitchen equipment
- Preventative and scheduled maintenance
- Installation of ADA features (wheelchair ramps)
- Minor plumbing repair (clogs, seals, leaks)

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- Maintenance of doors, door hardware, and windows

For work outside the scope of preventive and routine maintenance, ACCHH uses a variety of local vendors to perform work on the campus. The scope of work performed by these vendors has included:

- Plumbing repairs
- Electrical repairs
- Maintenance of laundry machines
- Pest control
- Kitchen equipment repairs, including issues with gas and water lines
- Grease trap cleaning
- Hood exhaust cleaning

Low-barrier shelters cannot require residents to perform cleaning tasks or other chores as a condition of shelter. Due to the size of the Empowerment Center Campus, and the City's requirement that "proposer shall maintain the premises in a clean and sanitary condition by providing routine janitorial, pest control, and trash removal services," this proposal includes funding for a full-time custodian and a full-time maintenance worker. Both of these positions will be filled with formerly homeless individuals. ACCHH anticipates continuing its existing contract for trash disposal with its current vendor, WCA. ACCHH anticipates maintenance responsibilities for groundskeeping will continue to be split with the City of Gainesville as per the current license agreement.

Voluntary, Housing-Focused Services

Since residents have only 30 days in shelter they will meet weekly with housing-focused case managers ("Housing Specialists") and have the opportunity to attend daily housing goals groups for resources and encouragement to exit their homelessness into permanent housing. The goals and strategies for the GRACE housing-focused, low-barrier emergency shelter include:

- Make sure that every shelter resident is "document ready" to obtain employment, housing, and other community supports. Document readiness assures that residents have all necessary paperwork required to move into housing and sign a lease.
- Focus on "housing plan" vs "family plan" or "case plan." The Housing Plan is intended to guide someone in their search for permanent housing, and includes such activities as housing searches and attempts to line up a source of income (i.e. job searches). Staff will work with guests to identify barriers to housing and identify resources to address those barriers.
- Assist resident in gaining a steady stream of income, be that stable employment, SSI/SSDI, or family support.
- Focus every in-person meeting on a quick move to permanent housing.
- Create a clear "housing message" throughout the shelter, including a bulletin board with housing resources and information.

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- Review and discuss the housing plan weekly at minimum. All staff will be trained to have daily interactions and conversations focusing on housing.
- Create an atmosphere of energy and excitement surrounding exiting the shelter quickly.
- Assist residents in a successful transition to housing in 30 days or less wherever possible.
- Create personalized housing plans using progressive engagement based on VI-SPDAT score, with increasing levels of engagement and assistance depending on acuity and time spent in shelter.
- Use techniques like Motivational Interviewing to assist clients in determining their motivations and housing goals they wish to achieve keeping the residents actively engaged in the stages of change.

Timeframes for Engagement

- Upon entry have client sign expectations and code of conduct for shelter. At this point individuals are made aware of optional, but highly encouraged, Rehousing Goals meetings offered by GRACE staff on weekday mornings
- Housing Specialist meets with client within 5 days of entry to shelter to develop a Housing Plan and inform client of exit date
- Begin immediate work on identifying needed documents with goal of obtaining documents within 2 weeks of shelter entry
- Client meets with providers who help with securing needed documents within seven days of shelter entry
- Housing Plan requires clients with no income who are able to search for employment to actively seek at least three employment opportunities daily
- Residents will search for three housing options daily
- Housing Specialists will meet with resident at least weekly to reinforce the exit deadline and discuss housing plans and barriers.

GRACE's Housing Services Team has extensive experience providing housing-focused case management in low-barrier emergency shelter, transitional housing, and housing-based settings. Director of Housing Services Jennifer Moises has administered multiple Rapid Rehousing programs for ACCHH, and currently maintains a caseload of RRH clients. She has worked as a case manager in the mental health field for 13 years, run transitional housing for formerly homeless individuals with severe mental health issues and helped establish the case management program at GRACE. Case Manager Sadie Burgos has more than 13 years case management experience, including 1 year in a low-barrier setting with an intensive focus on housing. Case manager Jeff Gruver has three years of experience as front-line staff in a low-barrier setting, including 2 years of housing-focused shelter case management experience and in-home case management experience.

Training for ACCHH Case Managers and Housing Specialists is ongoing. Recent trainings completed by team members include:

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Provider	Topic
Lutheran Services of Florida	<ul style="list-style-type: none"> - SSI/SSDI Access Outreach and Recovery Certification - Targeted Case Management - Human Trafficking Symposium
OrgCode Consulting	<ul style="list-style-type: none"> - VI-SPDAT - SPDAT - Diversion
Florida Housing Coalition	<ul style="list-style-type: none"> - Getting Rapid Rehousing Right - The Front Door Matters; Emergency & Crisis Housing - Bringing Rapid Rehousing to Scale - Working with Landlords - Trauma-Informed Care - Rapidly Rehousing households with Zero Income
National Alliance to End Homelessness	<ul style="list-style-type: none"> - Low-Barrier Emergency Shelter - The Who, Why, and How of Permanent Supportive Housing - How to transition your Emergency shelter to Low-Barrier model
River Phoenix Center for Peacebuilding	<ul style="list-style-type: none"> - Conflict De-escalation
FL Dept. of Children & Families	<ul style="list-style-type: none"> - Hard of Hearing Services, HIPPA, and Security Awareness - Bloodborne pathogens - ACCESS Civil Rights training - SNAP

Case Management Ratio

The current case manager (1.3 FTE) to shelter resident (46) ratio is 1:35 for all residents of the indoor shelter, excluding the Veterans Dorm.

This proposal includes 2.5 FTE of Housing Specialists and .5 FTE of Case Management (excluding the VA) for a total of 3 FTE of case management for 100 shelter residents (men's dorm, women's dorm, and pavilion) - a ratio of 1:33. Of note, this proposal includes the provision of housing-focused case management for individuals staying on the pavilion (Building 5).

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Family Reunification

ACCHH will continue to work with residents to connect with family or friends who may be able to provide a safe, permanent place to call home. In addition to attempts at reunification during the diversion process, ACCHH staff work with residents in shelter to attempt to connect them with family or friends who can provide a safe place to stay. Of the 185 exits to permanent housing noted above, 37 individuals reunited with family or friends (permanent tenure). An additional 14 individuals reconnected with family or friends on a temporary basis -- these temporary connections are not included in the exits to permanent housing.

Experience Working with RRH and PSH providers

ACCHH coordinates access to Rapid Rehousing and Permanent Supportive Housing beds using the Coordinated Entry system. Individuals seeking shelter go through an intake process that includes (a) attempted diversion from shelter, (b) gathering demographic data and service needs and entering this information into HMIS, and (c) assessment for vulnerability using our community's common assessment tool, the VI-SPDAT. The individual's VI-SPDAT score is submitted to the Coordinated Entry Team and added to the community by-name list. This list is used to determine who the most appropriate candidates are for available spaces in RRH and PSH programs throughout the community, including those programs operated by ACCHH.

The Coordinated Entry system, sometimes called the coordinated assessment system, is a community-wide effort that assures collaboration between all housing providers receiving funding from a variety of sources, including the U.S. Dept. of Housing & Urban Development and the Florida Dept. of Children & Families (DCF). For example, the 2017 DCF Unified Contract specifically notes this requirement of collaboration in Section A-1, C3-1.2.3:

A-1. GENERAL TERMS AND CONDITIONS GOVERNING PERFORMANCE**A-4.1. Coordination of Services**

A-4.1.1. In addition to the provision of Section 4.16. hereof, the Provider shall utilize the coordinated system of care as a means of ensuring systemic referral coordination, planning and needs assessment, data collection, resource sharing, service tracking for persons served under this grant.

A-4.1.2. The provider shall enter all persons served under this grant funding into the Homeless Management Information System (HMIS). If the provider is not the service coordinator for HMIS, they will ensure all data related to persons served are entered utilizing the coordinated entry through HMIS.

A-4.1.3 If the provider is not the HMIS service coordinator, they will ensure all subcontractors of service are utilizing the coordinated entry system for all persons served under this contract.

C3-1.2.3. Continuum of Care Centralized or Coordinated Assessment System: The Department shall require all grant Providers to utilize a coordinated assessment system to deliver services for homeless persons in the continuum of care area. Victim service providers may choose not to use the continuum's coordinated assessment system. If so, the victim service provider shall use a comparable system to provide aggregate data on persons served.

Housing programs provided by ACCHH, Meridian Behavioral Healthcare, Catholic Charities, Family Promise, and other providers are covered under this contract, which includes both the

Alachua County Coalition for the Homeless & Hungry, Inc. ITN NO. CMGR-180047-GD

Challenge Grant and Emergency Solutions Grant. Through this agreement, these providers have agreed to work collaboratively with ACCHH to coordinate housing placement and referrals to ensure available resources go to the most appropriate individuals and families.

Fiscal Stability

ACCHH is organizationally and fiscally sound, and has the ability to meet payroll and programmatic obligations associated with this project. The proposed operating budget is included in Tab 4: Pricing.

ACCHH incorporated as a 501(c)3 in 2002 to assist organizations that provide services to the homeless and hungry in five counties surrounding the Gainesville area. As the lead agency for the North Central Florida Continuum of Care, ACCHH writes and manages nine grants that bring \$1.3 million into its five-county service area. These grants fund 11 individual agencies. The grant funds come from various Federal and State agencies.

In 2014, when no other organization expressed interest in opening the much-needed, long-awaited one-stop assistance center in Gainesville, ACCHH took on the task. Since that time, ACCHH has expanded its efforts beyond grant administration for other agencies. Today, ACCHH has a full-scale development and fundraising program of its own targeted to providing services and shelter for over 4,500 unduplicated individuals.

ACCHH has demonstrated its capacity to manage GRACE over the past three years, and has the right combination of training, experience, and vision needed to provide low-barrier shelter for the most challenging portions of the homeless population. We have first-hand experience providing services to the chronically homeless. Our staff is made up of trained professionals who understand, and have a passion for, GRACE's mission to end homelessness.

ACCHH regularly meets and exceeds performance measures associated with grant awards. ACCHH met or exceeded every program performance measure in the FY14-15 and FY 15-16 contracts with the City of Gainesville for the operation of this program. In the FY16-17 contract, we met or exceeded 19 of 21 contract performance measures. Of the two unmet performance measures (diversion rate, and approval of an emergency management plan), ACCHH has submitted all required documentation to the Alachua County Dept. of Emergency Management in September 2017 and anticipates approval of that plan. The other - diversion rate - will not be met. Despite missing this one benchmark, ACCHH maintains the highest diversion rate in the community among shelter providers. Likewise, ACCHH fundraising results have grown steadily since 2014.

*Alachua County Coalition for the Homeless & Hungry, Inc. ITN NO. CMGR-180047-GD***Audited Financial Statements**

A copy of our most recent audited annual financial statements are included in this proposal as Attachment B. ACCHH has engaged with our auditors again this year and expects the audit of the fiscal year ending June 30, 2017 to begin on January 11, 2018.

GRACE has grown to a \$2 million project in three years, and growing pains are to be expected. Like any organization beginning a major project from the ground up, ACCHH has made some mistakes. What is important is that once we identified them we moved quickly and decisively to address the issues. The following examples describe how we have addressed recent challenges:

- When our independent audit called our attention to some real estate transactions that may not have been in the best interest of the organization, our Board took immediate action. We notified donors of the situation, we suspended the program, and our Board adopted new gift acceptance policies that would prevent the situation from happening again. We dealt effectively with the press and did not lose any donors. The mortgage in question has been paid off and issues with this transaction have been resolved.
- When we ran our draft Year End Profit and Loss it showed a negative balance in our bank accounts, and a shortfall caused by expenses exceeding revenues. The first issue simply reflects an issue with accounts payable and the dates checks were written versus when they were sent and cashed. To address the second issue, the Board treasurer and financial staff worked with the auditor to be sure that we had the accurate numbers. The Board then took immediate action. They began by implementing a change in leadership, making a clear organizational shift to separate Coalition functions from GRACE functions. Jon DeCarmine is now the Director of GRACE, while Karen Slevin serves as the Interim Executive Director of the Continuum of Care. Slevin has worked to release an RFP for another agency to take over lead agency functions from ACCHH. This RFP has been shared with prospective bidders. As a next step, they identified the cause of the shortfall, and implemented several changes to get us back on track. They implemented a hiring freeze, put an end to all overtime, and tightened all department budgets. These actions are being monitored to be sure this issue has been fully resolved. We are pleased to confirm that our assets exceed our liabilities, we have established and funded a separate financial reserves bank account in the amount of \$25,000, and cash-flow issues (created by pass-through grants that require advance payment of expenditures) have been stabilized.
- Additionally, the ACCHH Board sought advice from our auditors on how to prevent future financial issues. Board Vice-Chair John Thornby has extensive financial experience from his role as CEO of a \$40-million technology company and his role setting up accounting systems for Fortune 500 companies. Thornby has taken on oversight of ACCHH financial practices. In addition, ACCHH contracted with a local CPA in December 2017 to improve bookkeeping practices and proactively address any potential problems with ACCHH financials. This relationship is ongoing. Finally, ACCHH has established a

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relationship with the Community Foundation of North Central Florida to work together to identify organizational and financial processes that can be strengthened and improved.

ACCHH has demonstrated its willingness and ability to evaluate, change, and grow as needed to provide the best services possible for the dollars we are given by donors, grantor, and government contacts. Our Board and Management team take our financial responsibilities seriously.

Funding Strategies

ACCHH fundraising efforts have grown annually; we expect that growth will continue as we continue to establish GRACE as a community institution. Using a traditional mix of fundraising activities in FY 16-17, we increased the number of active donors by 95%, from 206 in FY15-16 to 402 this year.

With more donors comes more revenue. In FY 16-17 we increased individual contributions by 73%, from \$75,821 to \$131,209. These individual donors are deeply committed to GRACE and the work we do.

This increase in fundraising revenues came from a variety of sources, including the following successes over the past year:

- During the Community Foundation of North Central Florida's *Amazing Give* campaign, we raised over \$17,000. This is a significant increase over the \$2,500 we raised during the first Amazing Give last year.
- We currently have 47 monthly donors who support GRACE annually. The value of their annual pledges is over \$20,000.
- Our annual holiday campaign raised \$47,000 in 2016, and approximately \$49,000 in 2017.
- Our birthday celebration almost doubled in size, growing from 80 people last year at Ironwood Golf Course to 145 at Trinity United Methodist Church in June 2017.
- The "Tech Startup Showcase," a battle of the bands among local technology companies, raised \$8,000 this year, nearly \$4,000 more than in the previous year. This was the third year the event occurred, and it has become a signature charitable event for the local startup community.

ACCHH also raised \$140,000 to renovate the Community Services Center on the GRACE campus (Building 7), using funding from UF/UF Health and private donors.

ACCHH's FY17-18 development plan builds on these past successes. The plan includes a diverse array of tried-and-true fundraising techniques. The financial goal for each category in the plan has been based on past years' numbers and conservative growth.

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Community Resources Available

ACCHH continues to pursue grant funding whenever appropriate. Current local resources (not including State and Federal dollars) for GRACE includes funding from the United Way of North Central Florida, the Community Foundation of North Central Florida, the Women's Giving Circle, Bank of America, the University of Florida Campaign for Charities, and United Way. These grants are specific to GRACE and are used to support a variety of services on campus.

ACCHH has a growing base of community supporters who volunteer, prepare meals, and provide in-kind contributions. Though these items are not evaluated as part of the ITN budget, the numbers are significant enough to merit mention. In FY 16-17, volunteers contributed more than 28,000 hours in support of the project, with an in-kind value exceeding \$417,000. A large part of this comes from volunteer groups preparing and serving meals at GRACE. In FY16-17 volunteer groups provided an average of 26 meals a month. Projected in-kind contributions for FY17-18 total more than \$1 million. Without this level of community support, it would quickly become price prohibitive to run an operation of this size.

This proposal will supplement funds from the City and County with \$243,000 in private, state, and federal funding. The FY17-18 Development Plan will raise additional funds to address any unanticipated project costs and support the goals of the low-barrier shelter. ACCHH also brings more than \$1 million in annual in-kind and volunteer contributions to this project. Additionally, ACCHH will seek appropriate grant and foundation funding and volunteers, meal groups, and in-kind contributions to support the project.

Financial Reserves

ACCHH currently has financial reserves in the amount of \$25,000.

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Supporting Documentation

Supporting documentation is included in Tab 5. Please see the Schedule of Attachments in that section for details.

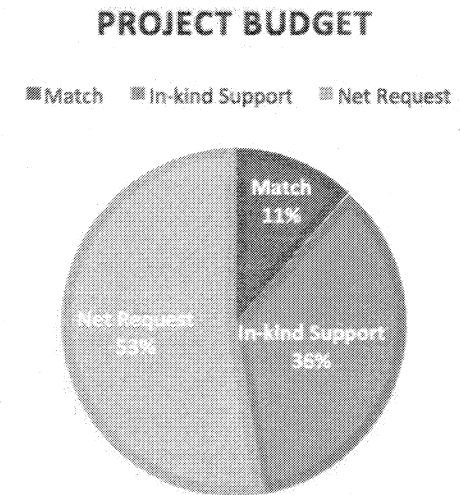
Tab 4: Pricing

The total budget for the proposed project is \$2.1 million dollars for the nine-month period. ACCHH will contribute \$795,000 in in-kind contributions and support, and an additional \$243,000 in matching funds from private, state, and federal sources. The total cost to the City and County is \$1,105,500.

This project proposal includes the provision of three meals a day on weekdays, and a campus that is open for day services from 7a - 7p, seven days a week.

We note that some cost savings could be achieved if the City elects to limit the number of meals provided to just two meals per day, or to reduce the hours that the campus is open for day services. We do not recommend such a reduction in services, because we believe that the cost savings would be more than offset by the detrimental impacts the reduction in services would cause. However, we would be happy to calculate the cost savings that could result, and to provide more limited services if that is what the City wishes us to do so.

An itemized budget including the details required in Section 3.E.2 of the Invitation to Negotiate can be found on the following page.



Itemized Budget Detail

GRACE MARKETPLACE 9-month budget April 1 - December 31, 2018

<u>BUDGET</u>	9 MONTH BUDGET	IN-KIND AND VOLUNTEER
<u>OPERATIONS</u>		
Utilities	\$ 108,000	\$ -
Food	\$ 52,500	\$ 202,500
Kitchen Cleaning/Paper	\$ 16,875	\$ -
Phones/Internet	\$ 13,313	\$ -
Resident & Client Supplies	\$ 15,750	\$ 50,625
Maintenance	\$ 34,055	\$ 2,700
Laundry Leasing	\$ 3,938	\$ -
Waste disposal	\$ 9,000	\$ -
Pest control	\$ 1,800	\$ -
Liability Insurance	\$ 12,750	\$ -
Van expenses	\$ 2,250	\$ -
Culinary job training	\$ 15,000	\$ -
Total Operational	\$ 285,230	\$ 255,825
<u>PERSONNEL</u>		
	FTE	
GRACE Director	1	\$ 56,250
Director of Shelter Services	1	\$ 37,500
Advocate Team Leads	2.8	\$ 61,152
Advocates	8.4	\$ 157,248
Overnight Attendant	5.6	\$ 104,832
Kitchen Manager	1	\$ 27,000
Evening Chef	1	\$ 21,840
Weekend Chef	0.6	\$ 13,104
Facilities Maintenance	1	\$ 21,840
Janitor	1	\$ 18,720
Office Manager	1	\$ 35,400
Receptionists	0	\$ -
Director of Housing Services	1	\$ 33,750
Case Managers	1	\$ 24,960
Housing Specialists	2.5	\$ 57,720
Intake Specialist	1	\$ 21,239
Dir of Community Engagement	1	\$ 24,960
Volunteers		\$ 370,500
Partner Agency Case Mgmt		\$ 84,750
Total Salaries	30.9	\$ 717,515
FICA/WC/Ins		\$ 93,277
Health ins./fringe		\$ 165,028
Total Personnel		\$ 975,820
<u>ADMINISTRATIVE</u>		
Office Supplies	\$ 4,800	\$ 750
Printing and copying	\$ 6,825	\$ -
Postage	\$ 2,250	\$ -
Employee Supplies	\$ 1,725	\$ -
Uniforms	\$ 3,000	\$ -
Non Capital equipment	\$ 4,800	\$ -
Travel	\$ 2,250	\$ -
Staff Development	\$ 10,500	\$ 3,750
Volunteer Recruitment	\$ 750	\$ -
Audit	\$ 6,750	\$ -
Professional Services	\$ 37,500	\$ 37,500
Software	\$ 4,650	\$ 4,500
Certification and inspections	\$ 150	\$ -
Memberships and dues	\$ 1,500	\$ -
Total Administrative		\$ 87,450
TOTAL:	\$ 1,348,500	
MATCH/OUTSIDE FUNDING	\$ 243,000	\$ 795,075
NET FUNDING REQUEST	\$ 1,105,500	

Tab 5: Additional Information

Schedule of Attachments

- | | |
|---------------------------------------|--------------|
| 1. ACCHH Roles & Responsibilities | Attachment A |
| 2. Most recent completed annual audit | Attachment B |
| 3. Additional ITN Certifications | Attachment C |

**ALACHUA COUNTY COALITION FOR
THE HOMELESS AND HUNGRY**

&

GRACE MARKETPLACE



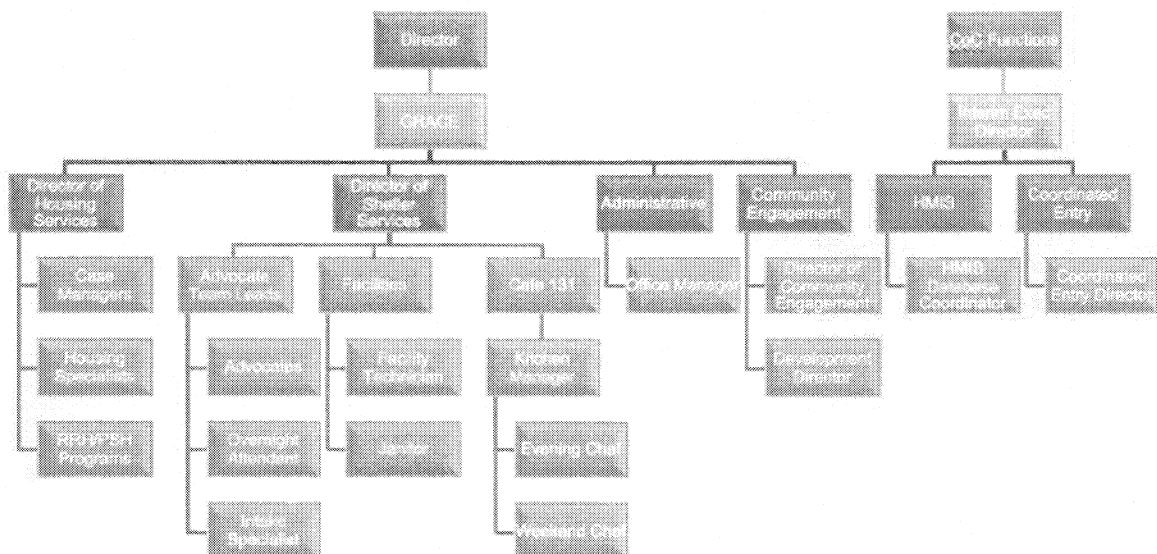
**ROLES &
RESPONSIBILITIES**

Revised: January 2018

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Janitor	19
Receptionist (AARP/SSEP Position)	20
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Director of Community Engagement	29
HMIS Database Coordinator (Lead Agency/Alliance Position)	31
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Organizational Chart

ACCHH 2018 Organizational Chart



Team GRACE: Position Descriptions

Director

The Director oversees all programs, services, and personnel for GRACE Marketplace, oversees training and program shifts required to fully implement Housing First approaches to service delivery. This includes sub-projects such as HMIS, permanent supportive housing, rapid rehousing, and coordinated entry. The Director works to achieve objectives set by the ACCHH Board of Directors for ongoing tasks and special projects to further the stated mission of GRACE.

Primary duties:

- Oversees hiring, training, supervision and evaluation of all staff.
- Directs and continuously moves GRACE Marketplace towards the desired vision, and oversees strategies and tactics to achieve that vision as enunciated by the ACCHH Board of Directors.
- Oversees the development, implementation, and execution of security and safety procedures and other policies relative to effective campus management of GRACE Marketplace.
- Ensures that a culture of inclusiveness and empowerment is established and maintained through programming, regular staff and team meetings, interactions, and community involvement.
- Acts as agency representative within the community, at government meetings and fundraising events. In conjunction with the fundraising and community involvement, makes presentations to community organizations and places of worship.
- Manages all grants, including preparation of necessary reports and documents (fiscal and programmatic), and ensures HMIS compliance. Works with the Lead Agency Representative to prepare grant applications for projects and funding.
- Oversees the preparation and effective execution of the GRACE Marketplace budget.
- Coordinates community education and planning activities, fund-raising events, and other relevant activities as they relate to homelessness and hunger within Alachua County.
- Acts as a clearinghouse for all pertinent information on agencies and organizations involved in the issues of homelessness and hunger, and for the dissemination of statistical data and analyses related to the local homeless and hunger populations.
- Provides reports as needed to monthly C of C membership organizations and ACCHH Board meetings.
- In cooperation with the CoC Lead Agency Representative, ensure appropriate linkages, communications and networking among all local governing bodies, agencies and organizations serving the homeless and hungry.
- In cooperation with the CoC Lead Agency Representative, engages in ongoing advocacy on behalf of the local homeless and hungry population including outreach initiatives to ensure homeless and hungry persons are aware of the services available to them through community agencies and organizations.

Reports to and is evaluated by: the ACCHH Board of Directors.

Physical Demands:

- Ability to lift up to 20 pounds.
- Has a valid Florida driver's license and can operate both an automobile and light trucks.
- Ability to work in an outdoor environment, when necessary.

Work Environment:

- Generally works in an office environment but may occasionally be required to perform job duties outside of the typical office setting.

Requirements:

- Master's Degree in human services or related field, or at least 5 years professional experience in nonprofit management
- Transparent and high integrity leadership
- Five or more years senior nonprofit management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of GRACE's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

Last modified: August 2017

Director of Shelter Services

The Director of Shelter Services oversees all aspects of the low-barrier shelter, including day services, to ensure consistent housing-focused service delivery throughout all areas of GRACE. The DCC is also responsible for operational aspects of the campus, including maintenance and janitorial, to ensure the campus operates in a clean, safe, and secure manner.

Primary responsibilities include:

- Plan and lead staff orientation and training activities
- Maintain consistent and respectful service delivery at GRACE Marketplace
- Hire, train, supervise, and evaluate program staff for Shelter Services, Cafe 131, Facilities Management and Support Staff teams
- Supervise Advocates, Attendants, Advocate Team Leads, Interns and other staff as assigned ensure staff has tools and resources needed to provide effective, compassionate services
- Establish performance benchmarks and evaluate employee and team performance against the GRACE vision and individual, team, and agency goals
- Coordinate and oversee accurate and timely collection of statistical data for all evening operations, as well as its reporting
- Work with GRACE Director to plan and implement shelter programming and program improvements
- Work with HMIS Data Coordinator as needed to improve data collection practices and data quality
- Participate in GRACE management team meetings
- Identify projects for grant requests and collaborate on budget for projects
- Prepare, implement, and monitor consistent GRACE Marketplace expectations
- Review data as needed to ensure consistent data quality
- Work with other staff, volunteers, and community members to implement the GRACE vision and effectively carry out strategies to achieve this vision
- Maintain data integrity, network security, privacy, and confidentiality.
- Other duties as assigned

Reports to: GRACE Director

Physical Demands:

- Ability to continuously stand or walk
- Ability to lift up to 50 pounds

Work Environment:

- Generally works in an office environment but may occasionally be required to perform job duties outside of the typical office setting.
- May occasionally walk on slippery or uneven surfaces.
- May occasionally climb ladders during a shift

Requirements:

- Knowledge of affordable housing and social service resources in Alachua and surrounding counties

- Experience with crisis intervention, conflict resolution, and conflict de-escalation
- Bachelor's degree in human services or related field, or at least 3 years professional nonprofit experience
- Transparent and high integrity leadership
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Strong working knowledge of the Housing First philosophy, and ability to articulate associated programs and best practices to staff, volunteers, and Board members
- Skills to collaborate with and motivate staff and volunteers
- Strong written and oral communication skills
- Demonstrated ability to oversee and collaborate with staff
- Willingness to receive ongoing training in motivational interviewing, low-barrier shelter, housing-focused shelter, progressive engagement, trauma-informed care, and other best practices

Last modified: August 2017

Advocate Team Leads

Advocate Team Leads are responsible for maintaining the culture, consistency, and organization of shelter and day services. This includes supervising advocates, providing leadership and guidance during program changes, and modeling the implementation of best practices.

Primary responsibilities include:

- Hire, train, and supervise new Advocates/Attendants or other staff as directed by the Director of Shelter Services
- Schedule and approve payroll for Advocates
- Assist the GRACE Director and Director of Shelter Services in implementing campus wide changes
- Promote general campus wide effectiveness through delegation of tasks, direct supervision and support to Advocates
- Maintain records of In- Kind donations.
- Use motivational interviewing to engage with residents about housing
- Enter data into HMIS and complete other documentation related to campus services.
- Attend staff and team lead meetings and other trainings as required or assigned.
- Work with the Director of Community Engagement to identify volunteer opportunities and provide supervision and guidance for volunteers and work groups.
- Maintain supplies and organize resources.
- Work with residents to develop a process/structure for conflict resolution and self-governance in order to assist in removing a potential barrier for housing.
- Assist emergency shelter residents to become document ready for move-in
- Assist with weather emergency situations as they arise. May be required to work additional hours during emergency weather events throughout the year.
- Assist guest along with the Housing Specialists to secure permanent housing.
- Provides support, guidance and education to the general public and guests.
- Model exemplary behavior and work ethic to residents, guests, volunteers and Advocates.
- Provide general campus coverage, including but not limited to distributing needed items, managing daily operational needs and providing appropriate crisis intervention and advocacy including issues related to mental health, domestic violence, physical and verbal altercations, and medical.
- De-escalate participants and/or situations using verbal and nonverbal communication skills.
- Maintain operations by ensuring cleanliness, safety, and monitoring equipment conditions.
- Effectively communicate campus expectations and guidelines with guests in a respectful manner.
- Answer all incoming calls and respond in a professional manner with requested information, or direct caller to other designated department or community service provider.
- Maintain data integrity, network security, privacy, and confidentiality.

Reports to: Director of Shelter Services

Physical Demands:

- Ability to continuously stand or walk
- Ability to lift up to 50 pounds

Work Environment:

- Generally works in an office environment but may occasionally be required to perform job duties outside of the typical office setting.
- A portion of work may be conducted in a kitchen environment. May encounter temperatures ranging from 32 degrees F to 450 degrees F around equipment.
- May occasionally walk on slippery or uneven surfaces.
- May occasionally climb ladders during a shift

Requirements:

- Knowledge of affordable housing and social service resources in Alachua and surrounding counties
- Experience with crisis intervention, conflict resolution, and conflict de-escalation, or begin training within 30 days of employment
- Willingness to receive ongoing training in motivational interviewing, low-barrier shelter, housing-focused shelter, progressive engagement, trauma-informed care, and other best practices
- High school diploma and experience in human services or customer service fields
- Working knowledge of the Housing First philosophy, and ability to articulate associated programs and best practices to staff, volunteers, and Board members
- Skills to collaborate with and motivate fellow employees and guests
- Strong written and oral communication skills

Last modified: August 2017

Advocate

Advocates provide direct support to drop-in and residential guests. The primary role of Advocates is to maintain a presence throughout the campus, and to promote and maintain a safe, respectful, housing-focused environment for residents, staff, volunteers, and visitors. Advocates monitor common areas, dormitories, and day-use areas, interact with people to help them meet their daily needs, and work with other staff to promote a positive atmosphere on the campus.

Primary responsibilities include:

- Provide general campus coverage, including but not limited to distributing needed items, managing daily operational needs and providing appropriate crisis intervention and advocacy including issues related to mental health, domestic violence, physical and verbal altercations, and medical.
- Engage with new shelter residents to familiarize them with all aspects of the shelter
- Emergency clothing, toiletries, bedding distribution
- Provide information on community resources and monitor referrals
- Maintain records of In- Kind donations.
- Use motivational interviewing to engage with residents about housing
- Enter data into HMIS and complete other documentation related to campus services.
- Attend staff and team lead meetings and other trainings as required or assigned.
- Work with the Director of Community Engagement to identify volunteer opportunities and provide supervision and guidance for volunteers and work groups.
- Assist emergency shelter residents to become document ready for move-in
- Maintain supplies and organize resources.
- Work with residents to develop a process/structure for conflict resolution and self-governance in order to assist in removing a potential barrier for housing.
- Assist with weather emergency situations as they arise. May be required to work additional hours during emergency weather events throughout the year.
- Assist guest along with the Housing Specialists to secure permanent housing.
- Provides support, guidance and education to the general public and guests.
- Model exemplary behavior and work ethic to residents, guests, volunteers and Advocates.
- De-escalate participants and/or situations using verbal and nonverbal communication skills.
- Maintain operations by ensuring cleanliness, safety, and monitoring equipment conditions.
- Effectively communicate campus expectations and guidelines with guests in a respectful manner.
- Answer all incoming calls and respond in a professional manner with requested information, or direct caller to other designated department or community service provider.
- Maintain data integrity, network security, privacy, and confidentiality.
- Model exemplary behavior and work ethic to residents, guests, volunteers and Advocates
- Maintain record of all in-kind donations.

- Maintain accurate and on-going documentation in individual client files and on record-keeping forms
- Enter data into HMIS and complete other documentation related to campus services.
- Attend staff and team meetings and other trainings as required or assigned.

Reports to: Advocate Team Lead

Physical Demands:

- Ability to continuously stand or walk
- Ability to lift up to 50 pounds

Work Environment:

- Generally works in an office environment but may occasionally be required to perform job duties outside of the typical office setting.
- A portion of work may be conducted in a kitchen environment. May encounter temperatures ranging from 32 degrees F to 450 degrees F around equipment.
- May occasionally walk on slippery or uneven surfaces.
- May occasionally climb ladders during a shift

Requirements:

- Knowledge of affordable housing and social service resources in Alachua and surrounding counties
- Experience with crisis intervention, conflict resolution, and conflict de-escalation, or begin training within 30 days of employment
- Willingness to receive ongoing training in motivational interviewing, low-barrier shelter, housing-focused shelter, progressive engagement, trauma-informed care, and other best practices
- High school diploma and experience in human services or customer service fields
- Working knowledge of the Housing First philosophy, and ability to articulate associated programs and best practices to staff, volunteers, and Board members
- Skills to collaborate with and motivate fellow employees and guests
- Strong written and oral communication skills

Last modified: August 2017

Overnight Attendant

Overnight Advocates maintain a presence throughout the GRACE campus to promote and maintain a safe, respectful, housing-focused environment for guests, staff, volunteers, and visitors. Overnight Advocates monitor dormitory and day-use areas, provide general supervision of the campus, and engage with shelter residents regularly to expedite exits to permanent housing and document readiness.

Primary responsibilities include:

- Monitor all sleeping areas overnight, engaging with residents and providing assistance to guests as needed.
- Welcome new guests to shelter and review facilities and expectations
- Scour craigslist and similar sites to generate up-to-date lists of apartments and houses affordable to guests
- Enter day services data into HMIS
- Complete shift report (daily) and other forms, logs, and surveys as needed.
- Ask guests about housing search every night
- Use motivational interviewing to encourage guests to seek housing
- Conduct bed/bunk checks throughout the night and include results in shift reports.
- Report any incidents, emergencies, or guest/community concerns to appropriate staff members, and/or log in shift reports.
- Conduct routine perimeter checks of dormitory/pavilion, including regular checks of the front gate to allow entry to people seeking shelter
- Accurately enter data into HMIS and perform other data entry tasks as assigned.
- Effectively communicate campus rules and guidelines in a respectful manner.
- Answer all incoming calls and respond in a professional manner with requested information, or direct caller to other designated department or community service provider.
- Maintain physical operations by ensuring cleanliness, safety, and monitoring equipment conditions.
- Work cooperatively with all Advocates and Housing Specialists to provide quality services and address issues as they arise.
- Attend staff meetings and trainings as required or assigned.
- Notify Facilities Team of office and general supply needs.
- Maintain data integrity, network security, privacy, and confidentiality.

Reports to: Advocate Team Lead

Physical Demands:

- Ability to continuously stand or walk
- Ability to lift up to 50 pounds

Work Environment:

- Generally works in an office environment but may occasionally be required to perform job duties outside of the typical office setting.
- May occasionally walk on slippery or uneven surfaces.
- May occasionally climb ladders during a shift

Requirements:

- Knowledge of affordable housing and social service resources in Alachua and surrounding counties
- Experience with crisis intervention, conflict resolution, and conflict de-escalation, or begin training within 30 days of employment
- Willingness to receive ongoing training in motivational interviewing, low-barrier shelter, housing-focused shelter, progressive engagement, trauma-informed care, and other best practices
- High school diploma and experience in human services or customer service fields
- Working knowledge of the Housing First philosophy, and ability to articulate associated programs and best practices to staff, volunteers, and Board members
- Skills to collaborate with and motivate fellow employees and guests
- Strong written and oral communication skills

Last modified: August 2017

Kitchen Manager

The Kitchen Manager oversees Café 131. The Manager is responsible for all kitchen functions, including but not limited to food purchasing, receiving, preparation and maintenance of quality standards, safety, sanitation and cleanliness. The Kitchen Manager should at all times uphold the GRACE mission and vision, and model cleanliness, organizational, and food quality standards at all times.

Primary responsibilities include:

- Manage the day-to-day operations of the GRACE kitchen
- Work with the GRACE Director to develop and implement policies and procedures for food handling, preparation, storage, and ordering.
- Ensure that all food and products are consistently prepared and served according to portioning, cooking and serving standards.
- Oversee participants in the Culinary Training Program, including training objectives and certifications
- Responsible for ordering food products and kitchen supplies and making sure they are received in correct unit count and condition and deliveries are received in accordance with GRACE's receiving policies and procedures.
- Control food cost and usage by following proper requisition of products from storage areas, product storage procedures, standard recipes and waste control procedures including checking and maintaining proper food holding and refrigeration temperature control points
- Fill in where needed to ensure guest service standards and efficient operations
- Work with volunteer coordinator, staff, and volunteers to plan meals and special events
- Ensure that all equipment is kept clean and kept in excellent working condition through personal inspection and by following preventative maintenance programs.
- Work with GRACE Director to develop job training programs and opportunities
- Provide input to GRACE Director on employment and termination decisions
- Provide orientation of company and department rules, policies and procedures and oversee training of new kitchen employees
- Prepare all required paperwork, including forms, reports and schedules
- Maintain inventory of kitchen supplies
- Be knowledgeable of policies regarding personnel and administer prompt, fair and consistent corrective action for any and all violations of policies, rules and procedures.
- Oversee the training of volunteers in safe operation of all kitchen equipment, cleanliness, and sanitation practices
- Responsible for maintaining appropriate cleaning schedules for kitchen floors, mats, walls, hoods, other equipment and food storage areas
- Attends all scheduled employee meetings and brings suggestions for improvement

Reports to: Director of Shelter Services

Physical Demands:

- Ability to continuously stand or walk
- Ability to lift up to 50 pounds

Work Environment:

- Work will be conducted in a kitchen environment. May encounter temperatures ranging from 32 degrees F to 450 degrees F around equipment.
- May occasionally walk on slippery or uneven surfaces.
- May occasionally climb ladders during a shift

Requirements:

- Minimum 5 years culinary experience, including kitchen management experience
- Experience with crisis intervention, conflict resolution, and conflict de-escalation, or begin training within 30 days of employment
- Willingness to receive ongoing training in motivational interviewing, low-barrier shelter, housing-focused shelter, progressive engagement, trauma-informed care, and other best practices
- Working knowledge of the Housing First philosophy, and ability to articulate associated programs and best practices to staff, volunteers, and Board members
- Skills to collaborate with and motivate fellow employees and guests
- Strong written and oral communication skills
- Outgoing personality and ability to create a positive experience for all volunteers and guests

Last modified: August 2017

Evening Chef, Weekend Chef

The Evening Chef/Weekend Chef prepare and serves meals to residents and guests a night, including food preparation, serving, cleaning, and supervising volunteer groups who come in to prepare meals. The Evening Chef and Weekend Chef work with the Kitchen Manager and volunteer groups to provide consistent, high-quality nutritious food at scheduled meal times.

Primary responsibilities include:

- Prepare and serve meals for 200+ residents and guests per meal
- Model proper safety, cleanliness, and professional standards for all kitchen volunteers
- Provide training for volunteer groups in safe operation of all kitchen equipment and utensils
- Assist Kitchen Manager with oversight of participants in job training programs
- Coordinate volunteer programs, activities, and community work groups with Volunteer Coordinator
- Create and maintain a positive working relationship and good communications with all ACCHH/GRACE Marketplace and partner staff
- Coordinate donations and donation pick-ups as needed
- Supervise volunteer meal groups to ensure proper food handling procedures are being followed
- Work with Kitchen Manager to manage inventory rotation and product storage standards
- Maintain kitchen and dining area by ensuring cleanliness and safety, and monitoring equipment conditions
- Ensure that all food and products are consistently prepared and served according to portioning, cooking and serving standards
- Fill in where needed to ensure guest service standards and efficient operations
- Responsible for maintaining appropriate cleaning schedules for kitchen floors, mats, walls, hoods, other equipment and food storage areas
- Attend all scheduled employee meetings and brings suggestions for improvement

Reports to: Kitchen Manager

Physical Demands:

- Ability to continuously stand or walk
- Ability to lift up to 50 pounds

Work Environment:

- Work will be conducted in a kitchen environment. May encounter temperatures ranging from 32 degrees F to 450 degrees F around equipment.
- May occasionally walk on slippery or uneven surfaces.
- May occasionally climb ladders during a shift

Requirements:

- Minimum 3 years culinary experience
- Experience with crisis intervention, conflict resolution, and conflict de-escalation, or begin training within 30 days of employment

- Willingness to receive ongoing training in motivational interviewing, low-barrier shelter, housing-focused shelter, progressive engagement, trauma-informed care, and other best practices
- Working knowledge of the Housing First philosophy, and ability to articulate associated programs and best practices to staff, volunteers, and Board members
- Skills to collaborate with and motivate fellow employees and guests
- Strong written and oral communication skills
- Outgoing personality and ability to create a positive experience for all volunteers and guests

Last modified: August 2017

Facilities Technician (Maintenance)

The Facilities Technician is responsible for keeping the physical plant of the GRACE campus running in a safe, secure, and efficient manner. The Facilities Technician performs routine maintenance on the campus, responds to emergency situations, and works with vendors as required.

Primary responsibilities include:

- Completes regular custodial checklists on all campus buildings
- Responds to work orders issued by the GRACE Director in a timely manner
- Performs minor repairs of all buildings and equipment
- Performs preventative maintenance procedures of building mechanical equipment on a scheduled basis (filter replacement, bulb replacement, repair/replace broken parts)
- Replace broken windows, repair doors and door hardware
- Responds to emergency maintenance requests as required
- Assists with renovation of buildings, including paint, plaster, drywall
- Performs other custodial duties as required
- As directed, obtains estimates for supplies, replacement parts
- Other duties as assigned

Reports to: Director of Shelter Services

Job Requirements:

- Lift up to 50 pounds
- Complete projects using power tools, machines, and other equipment that may sometimes exceed normal noise levels

Requirements:

- Minimum 5 years experience handling routine maintenance of equivalently sized projects
- Experience with crisis intervention, conflict resolution, and conflict de-escalation, or begin training within 30 days of employment
- Working knowledge of the Housing First philosophy, and ability to articulate associated programs and best practices to staff, volunteers, and Board members
- Skills to collaborate with and motivate fellow employees and guests
- Strong written and oral communication skills

Last Modified: January 2017

Janitor

The Janitor is responsible for maintaining the GRACE campus in a clean and sanitary condition, performing routine janitorial service and responding to emergency situations as needed.

Primary responsibilities include:

- Clean and supply designated building areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning)
- Perform and document routine inspection and maintenance activities
- Carry out heavy cleansing tasks and special projects
- Notify management of occurring deficiencies or needs for repairs
- Make adjustments and minor repairs
- Stock and maintain supply rooms
- Cooperate with the rest of the staff
- Follow all health and safety regulations

Requirements:

- High school diploma
- Ability to handle heavy equipment and machinery
- Knowledge of cleaning chemicals and supplies
- Familiarity with Material Safety Data Sheets
- Integrity and ability to work independently
- Experience with crisis intervention, conflict resolution, and conflict de-escalation, or begin training within 30 days of employment
- Working knowledge of the Housing First philosophy, and ability to articulate associated programs and best practices to staff, volunteers, and Board members
- Skills to collaborate with and motivate fellow employees and guests

Receptionist (AARP/SSEP Position)

Receptionists greet, welcome, and appropriately direct guests, residents, volunteers, donors, and other visitors to the GRACE campus, and maintain a knowledge of existing resources to provide quality information to people seeking information on GRACE services. The primary responsibility of the receptionist is to sort, process, and distribute mail to residents of GRACE.

Primary responsibilities include:

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee, department, and service provider directories
- Sort, process, and distribute mail for residents and guests of GRACE
- Answer phone calls and direct callers to appropriate community resources
- Greet volunteers and donors and direct them to the appropriate campus locations
- Interact with individuals who have been banned from the GRACE campus in a professional and courteous manner, including distribution of mail and materials related to filing grievances.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations.
- Contributes to team effort by accomplishing related results as needed.

Reports to: Director of Shelter Services

Physical Demands:

- Ability to lift up to 10 pounds

Work Environment:

- Generally works in an office environment but may occasionally be required to perform job duties outside of the typical office setting.

Requirements:

- High school diploma or equivalent
- Experience with crisis intervention, conflict resolution, and conflict de-escalation, or begin training within 30 days of employment
- Working knowledge of the Housing First philosophy, and ability to articulate associated programs and best practices to staff, volunteers, and Board members
- Skills to collaborate with and motivate fellow employees and guests
- Strong organizational, written, and oral communication skills

Last modified: June 2017

Intake Specialist

The Intake Specialist is responsible intake and screening of individuals seeking shelter services.

Primary responsibilities include:

- Conduct initial interviews and intakes of consumers seeking housing or shelter on the GRACE campus.
- Whenever possible, divert consumers from shelter and provide referrals to alternate services.
- Utilizing the VI-SPDAT, complete initial screenings on consumers seeking housing services within the Continuum of Care.
- Complete and enter intakes into the local homeless management information system (HMIS.)
- Maintain and update Resource Guide.
- Enters client data necessary to complete coordinated intake and other assessment data as necessary.
- Coordinate with Housing Liaison in assisting consumers with locating and applying for housing
- Work independently on and off site.
- Maintain data integrity, network security, privacy, and confidentiality.
- Maintain availability for clients and community members involved in this system.
- As requested, assist with staffing of the CoC Coordinated Entry Committee.
- Other duties as necessary.

Reports to: Director of Shelter Services

Physical Demands:

- Ability to continuously stand or walk; Ability to lift up to 50 pounds

Work Environment:

- Generally works in an office environment but may occasionally be required to perform job duties outside of the typical office setting.

Requirements:

- Knowledge of affordable housing and social service resources in Alachua and surrounding counties
- Experience with crisis intervention, conflict resolution, and conflict de-escalation
- Bachelor's degree in human services or related field, or at least 3 years professional nonprofit experience
- Strong organizational abilities
- Strong working knowledge of the Housing First philosophy, and ability to articulate associated programs and best practices to staff, volunteers, and Board members
- Skills to collaborate with and motivate staff and volunteers
- Strong written and oral communication skills

- Willingness to receive ongoing training in motivational interviewing, low-barrier shelter, housing-focused shelter, progressive engagement, trauma-informed care, and other best practices

Last modified: August 2017

Director of Housing Services

The Director of Housing Services oversees all GRACE housing programs, including Rapid Rehousing and Permanent Supportive Housing programs, supervises the Case Management and Housing Specialist teams to ensure all service delivery in shelter is oriented toward exits to permanent housing. The Director of Housing Services oversees and provides training on housing plan development, progressive engagement, and other best practices. The DHS may also maintain a caseload to provide case management services to individuals who have been housed through these programs.

Primary responsibilities include:

- Work with Coordinated Entry Programs to identify placements for housing programs, and administer SPDAT assessments for individuals coming off of the by-name list
- Act as a liaison between housing program participants and landlords, utility providers, and other services needed to maintain housing stability
- Refer program participants to appropriate resources to assist with meeting goals and provide follow-up support as needed
- Utilize best practices for housing-based case management
- Plan and lead housing orientation and training activities
- Maintain consistent and respectful service delivery in all case management programs
- Supervise Housing Specialists and ensure staff has tools and resources needed to provide effective, housing-focused services
- Establish performance benchmarks and evaluate employee and team performance against the GRACE vision and individual, team, and agency goals
- Coordinate and oversee accurate and timely collection of statistical data for all case management operations, as well as its reporting
- Work with GRACE Director and Director of Shelter Services to plan and implement program improvements
- Provide comprehensive case management services to formerly homeless individuals in a permanent housing setting, including goal setting, progress monitoring, advocacy, referrals and linking to available community resources, budgeting, and employment/income services
- Work with HMIS Data Coordinator as needed to improve data collection practices and data quality
- Participate in GRACE Marketplace management team meetings
- Identify projects for grant requests and collaborate on budget for projects
- As needed, attend medical and other appointments with program participants, and coordinate transportation to and from services
- Establish timeline and measures of success for each goal
- Evaluate and adjust case plans as needed

- Input accurate and complete data for all contacts with guests into agency database, including entry/exit data
- Follow GRACE policy for documentation and confidentiality
- Meet regularly with guests to monitor progress on goals
- Respond to emergency situations and provide additional support to program staff as needed
- Attend all scheduled staff and team meetings and bring suggestions for improvement
- Prepare and submit program reports as needed
- Other duties as assigned

Reports to: GRACE Director

Physical Demands:

- Ability to continuously stand or walk
- Ability to lift up to 20 pounds

Work Environment:

- Generally works in an office environment but may occasionally be required to perform job duties outside of the typical office setting.
- May occasionally walk on slippery or uneven surfaces.

Requirements:

- Knowledge of affordable housing and social service resources in Alachua and surrounding counties
- Experience with crisis intervention, conflict resolution, and conflict de-escalation
- Bachelor's degree in human services or related field, or at least 3 years professional nonprofit experience
- Transparent and high integrity leadership
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Strong working knowledge of the Housing First philosophy, and ability to articulate associated programs and best practices to staff, volunteers, and Board members
- Skills to collaborate with and motivate staff and volunteers
- Strong written and oral communication skills
- Demonstrated ability to oversee and collaborate with staff
- Willingness to receive ongoing training in motivational interviewing, low-barrier shelter, housing-focused shelter, progressive engagement, trauma-informed care, and other best practices
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Case Managers

Case Managers work directly with individuals to achieve housing stability by using best practices in housing-based case management, and work directly with residents in the low-barrier emergency shelter when appropriate, as the next level of engagement required when Housing Specialists have not succeeded in housing engagement.

Primary job duties include:

- Provide comprehensive case management services including goal setting, progress monitoring, advocacy, referrals and linking to available community resources, budgeting, and employment/income services
- Work directly with shelter residents with VI-SPDAT scores of 8 and above, when appropriate, as the next level of engagement required when Housing Specialists have not succeeded in housing engagement
- Use motivational interviewing, progressive engagement, and other best practices to encourage guests to seek housing
- Provide case management to veterans housed through the VA GPD Program (50%)
- Administer evidence-based tools for assessment and triage and make appropriate case management decisions based on the results.
- Provide a range of housing and employment materials to guests, as well as information on other available community resources.
- Maintain consistent and respectful service delivery programs
- Record accurate information in the HMIS as required by various funding sources
- Coordinate daily meetings with shelter residents to provide motivation and assistance with the housing search process
- Attend case management, shelter resident, and other meetings as required
- Communicate with other staff via Slack and case notes in HMIS
- Perform entry/exit for residents in HMIS
- Maintain accurate, up-to-date information in HMIS database

Requirements:

- Knowledge of affordable housing and social service resources in Alachua and surrounding counties
- Experience with crisis intervention, conflict resolution, and conflict de-escalation, or begin training within 30 days of employment
- Willingness to receive ongoing training in motivational interviewing, low-barrier shelter, housing-focused shelter, progressive engagement, trauma-informed care, and other best practices
- High school diploma and experience in human services or customer service fields
- Working knowledge of the Housing First philosophy, and ability to articulate associated programs and best practices to staff, volunteers, and Board members
- Skills to collaborate with and motivate fellow employees and guests
- Strong written and oral communication skills

Housing Specialist

Housing Specialists work directly with shelter residents in emergency shelter to facilitate housing placement, provide needed services, and ensure individuals have access to resources necessary to obtain permanent housing.

Primary responsibilities include:

- Provide case management services to homeless individuals, including setting housing goals, progress monitoring, advocacy, referrals and linking to available resources, budgeting, and employment/income services.
- Maintain daily contact with shelter residents to assess housing progress
- Work closely with residents in shelter to develop a housing plan
- Use motivational interviewing to encourage guests to seek housing
- Assist emergency shelter residents to become document ready for move-in
- Provide a range of housing and employment materials to guests, including daily lists of apartments for rent, how to apply for benefits, etc.
- Develop and explain the procedures and expectations for shelter guests
- Engage with all guests on caseload every day to:
 - o Ask what they plan to do that day to look for housing and secure housing
 - o Provide information and instruction of how to apply for benefits and how to search for housing
 - o Debrief how their housing search went on the previous day
 - o Provide counsel and advice on how to improve the housing search for the next day
- Ask guests to leave if not working on a housing plan, to the best of their ability, relative to their unique circumstances.
- Explain to all new guests our expectations for their stay in the shelter
- Coordinate daily meetings with shelter residents to provide motivation and assistance with the housing search process
- Attend case management, shelter resident, and other meetings as required
- Communicate with other staff via Slack and case notes in HMIS
- Perform exit for residents in HMIS
- Maintain accurate, up-to-date information in HMIS database
- Maintain up-to-date list of affordable housing resources in our community
- Maintain data integrity, network security, privacy, and confidentiality.

Reports to: Director of Housing Services

Physical Demands:

- Ability to continuously stand or walk
- Ability to lift up to 50 pounds

Work Environment:

- Generally works in an office environment but may occasionally be required to perform job duties outside of the typical office setting.
- May occasionally walk on slippery or uneven surfaces.

Requirements:

- Knowledge of affordable housing and social service resources in Alachua and surrounding counties
- Experience with crisis intervention, conflict resolution, and conflict de-escalation, or begin training within 30 days of employment
- Willingness to receive ongoing training in motivational interviewing, low-barrier shelter, housing-focused shelter, progressive engagement, trauma-informed care, and other best practices
- High school diploma and experience in human services or customer service fields
- Working knowledge of the Housing First philosophy, and ability to articulate associated programs and best practices to staff, volunteers, and Board members
- Skills to collaborate with and motivate fellow employees and guests
- Strong written and oral communication skills

Revised: June 2017

Coordinated Entry Director (Lead Agency/Alliance Position)

The Coordinated Entry Director is responsible for implementation and operation of the ACCHH Continuum of Coordinated Entry system. Our continuum includes 5 counties: Alachua, Bradford, Gilchrist, Levy and Putnam counties. The Coordinated Entry process relies on well developed partnerships with service agencies and our HMIS (Homeless Management Information System). The goal is to ensure that agencies with resources for our neighbors experiencing homelessness are connected to real-time data about individuals and families in need of housing related intervention. The right person for this position will be familiar with local services and will help us build this system from the ground up. You must be creative, flexible

Primary responsibilities:

- Establish protocol and process for Coordinated Intake and Assessment process.
- Recruit volunteers
- Train staff and volunteers to man phone lines and intake office.
- Train advocates, case managers and dedicated volunteers to assess a client using the VI-SPDAT and related tools and to either divert clients from homelessness or refer clients to the proper housing programs through HMIS using the Coordinated Intake and Assessment process.
- Maintain prioritized community housing lists (by name lists) for individuals and families.
- Support clients and agency staff inquiring about their ranking on family and individual housing lists.
- Recruit agencies to participate in our CoC's coordinated intake and assessment system.
- Run monthly reports to keep Lead Agency/HMIS Agency and CoC members informed of number of intakes, referrals, and housing placements outcomes completed.
- Act as liaison to our CoC's participating Permanent and Rapid Rehousing programs.
- Connect with and supports agencies with no HMIS access by collecting and inputting coordinated assessments data on clients served by those agencies.
- Troubleshoot issues that arise with the coordinated intake and assessment system.
- Enters client data necessary to complete coordinated intake and other assessment data as necessary.
- Work independently on and off site.
- Maintain data integrity, network security, privacy, and confidentiality.
- Maintain availability for clients and community members involved in this system.
- Assist with staffing of the CoC Coordinated Entry Committee.
- Coordinate monthly housing placement meetings.
- Other duties as necessary.

Reports to: GRACE Director

Physical Demands:

- Ability to lift up to 10 pounds

Work Environment:

- Generally works in an office environment but may occasionally be required to perform job duties outside of the typical office setting.

Requirements:

- Knowledge of affordable housing and social service resources in Alachua and surrounding counties
- Experience with crisis intervention, conflict resolution, and conflict de-escalation
- Bachelor's degree in human services or related field, or at least 3 years professional nonprofit experience
- Transparent and high integrity leadership
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Strong working knowledge of the Housing First philosophy, and ability to articulate associated programs and best practices to staff, volunteers, and Board members
- Skills to collaborate with and motivate staff and volunteers
- Strong written and oral communication skills
- Demonstrated ability to oversee and collaborate with staff
- Willingness to receive ongoing training in motivational interviewing, low-barrier shelter, housing-focused shelter, progressive engagement, trauma-informed care, and other best practices

Last modified: August 2017

Director of Community Engagement

The Director of Community Engagement oversees and manages volunteer programs for the Coalition, including GRACE meal services, workdays, community service programs, community presentations, and special projects.

Primary responsibilities include:

- Identify, recruit, train, and manage volunteers
- Identify volunteer opportunities within the organization, with an emphasis on developing positions in support of exiting clients into permanent housing
- Create volunteer application and application review process
- Establish agency orientation, training, and background check standards for volunteers, and conduct background checks as appropriate
- Coordinate volunteer programs and activities and community work groups
- Provide follow up correspondence to participating volunteers to increase retention and express appreciation
- Notify interested volunteers of events and volunteer opportunities
- Recruit volunteers for special projects
- Develop and maintain a volunteer incentive program
- Setup a database to track volunteers, their interests and availability
- Create online portal for volunteer applications
- Communicate with shelter staff to assess shelter maintenance needs
- Increase public awareness of Friends of GRACE in the community
- Be visible in the community as an advocate for the agency and our guests
- Represent ACCHH/GRACE at outreach events
- Develop a cooperative working relationship with other volunteer programs
- Conduct outreach initiatives to expand volunteerism
- Create and maintain a positive working relationship and good communications with all ACCHH/GRACE Marketplace and partner staff
- Maintain inventory of volunteer supplies and outreach materials
- Assist with preparation of quarterly and annual reports for volunteers
- Prepare status reports as specified by the GRACE Director
- Maintain data integrity, network security, privacy, and confidentiality.

Reports to: GRACE Director

Physical Demands:

- Ability to continuously stand or walk
- Ability to lift up to 50 pounds

Work Environment:

- Generally works in an office environment but may occasionally be required to perform job duties outside of the typical office setting.
- May occasionally climb ladders, walk on slippery or uneven surfaces.

Requirements:

- Ability to consistently generate a positive volunteer experience for all volunteers on campus
- Experience with crisis intervention, conflict resolution, and conflict de-escalation, or begin training within 30 days of employment
- Excellent public speaking skills
- Ability to engage and conduct outreach to potential volunteers
- Working knowledge of the Housing First philosophy, and ability to articulate associated programs and best practices to staff, volunteers, and Board members
- Skills to collaborate with and motivate fellow employees and guests
- Strong written and oral communication skills

Last modified: May 2016

HMIS Database Coordinator (Lead Agency/Alliance Position)

The HMIS Coordinator serves as the Homeless Management Information System Administrator and performs the necessary systems administration functions, including providing training and technical assistance to participating agencies and recruitment of new agencies to the system. The HMIS Coordinator is responsible for generating reports, ensuring data integrity, and providing helpdesk and user support.

Primary responsibilities include:

- Develop and implement procedures to accurately capture data for a wide range of social services at a non-profit agency
- Oversee daily technical assistance and training to registered user organizations
- Develop and monitor compliance with policies and procedures
- Conduct regular user group and Agency Administrator meetings
- Develops internal capacity to provide reports and analysis on the Continuum of Care's homeless service delivery system and homeless population
- Assists user organizations in the development of internal reports

Recruits new provider agencies to participate in HMIS

Works with user organizations on expansion efforts as related to internal use of the application

- Coordinates the Annual Point-in-Time Study and data reports
- Produce monthly reports for partner agencies
- Produce reports for funding partners
- Works with agencies to improve data quality
- Maintain data integrity, network security, privacy, and confidentiality.

Secondary responsibilities:

- Serves as HMIS liaison to the Florida Continuum of Care Data Work Group
- Attend meetings as necessary
- Performs other duties as assigned

Reports to: GRACE Director

Physical Demands:

- Ability to lift up to 10 pounds

Work Environment:

- Generally works in an office environment but may occasionally be required to perform job duties outside of the typical office setting.

Last modified: August 2017

Office Manager

The Office Manager oversees general office administration and maintenance and organization of financial and grant-related documents and records, including invoicing and human relations functions.

Primary job duties include:

- Maintain and organize all financial documents and records, in both hard copy and electronic filing system.
- Manage and provide documentation for accounts payable and receivable.
- Petty Cash Management and distribution
- Pex card monitoring, management and reconciliation
- Oversee all aspects of employee onboard and separation, including:
 - o Set up New Employees
 - o Setup and process all required taxes and payroll deductions
 - o Monitor all employee files for State and Federal compliance
 - o Liaison for employees and insurance company representatives
 - o Maintain and organize human resources files on all staff and volunteers.
- IT help for all employees
- Administrative duties and errands for Senior Staff Members
- Work with Director to develop systems and processes for grant reporting, financial practices, and invoicing in accordance with established financial principles and grant requirements
- Record-keeping and coordination of payroll (coordinated with CPA) and Senior Community Employment Program
- Responsible for general office administration, including coordination of maintenance and supplies
- Preparation of grant invoices and reporting in accordance with established finance principles and grant requirements.

Secondary job duties include:

- Attend meetings and trainings as scheduled.
- Other duties as assigned by the GRACE Director.

Reports to: GRACE Director

Physical Demands:

- Ability to lift up to 10 pounds

Work Environment:

- Generally works in an office environment but may occasionally be required to perform job duties outside of the typical office setting.

Requirements:

- Bachelor's degree and/or 3 years relevant professional experience
- Transparent and high integrity leadership

- 3 years experience working with nonprofits funded by a variety of funding sources
- Strong organizational abilities including planning, delegating, and task facilitation
- Strong working knowledge of the Housing First philosophy, and ability to articulate associated programs and best practices to staff, volunteers, and Board members
- Skills to collaborate with and motivate staff and volunteers
- Strong written and oral communication skills
- Willingness to receive ongoing training in motivational interviewing, low-barrier shelter, housing-focused shelter, progressive engagement, trauma-informed care, and other best practices

Last modified: January 2018

Housing Liaison (Lead Agency/Alliance Position)

The Housing Specialist shall develop and maintain a list of landlords countywide to provide affordable, safe and sanitary housing for individuals and families exiting homelessness. This position will be responsible for the update and maintenance of the community's web based housing and landlord resources, including FloridaHousingSearch.org.

Primary responsibilities include:

- Develop, implement and maintain a comprehensive list of landlords who will work with special needs populations and programs.
- Assess housing barriers of individuals and families experiencing homelessness to determine housing and service needs,
- Assist participants in locating and securing housing of their choice.
- Provide mediation and advocacy with landlords on behalf of individuals and families experiencing homelessness to develop a workable plan to obtain or maintain housing. Serve as ongoing liaison between landlords and property managers.
- Network with owners and managers of housing units to add to the available pool of housing units.
- Create and maintain consistent communication channel, both verbal and written, between several parties (e.g., tenant, landlord, referral sources, collaborating agencies, debtors and creditors).
- Work with diverse stakeholders from public, private, and nonprofit sectors to effectively facilitate the Coordinated Entry processes.
- Makes appropriate referrals to agencies for eligible participants.
- Works with landlord, agency, and participant to locate adequate and safe housing.
- Complete habitability surveys and housing inspections as appropriate.
- Collaborate with direct services staff and program management to gather information about system needs and gaps and develop improvement plans where needed.
- Collect and report program data and funders required data.
- Networks and collaborates with other agencies and represents the agency at community functions, which may include public speaking and presentations as directed by Director of the Continuum of Care Services.
- Respond to internal and external data requests.

- When requested, assist with the development of the annual Continuum of Care application, working with the CEO and the Director of Continuum of Services.
- When requested, represent the Homeless Leadership Board and homeless issues to the community at large, elected officials, and other organizations, as requested by the CEO.
- Function as a contributing member of a multidisciplinary team with the Continuum of Care's employees, Board of Directors, funders, and community partners.
- Other duties as assigned or required.

Reports to: GRACE Director

Physical Demands:

- Ability to lift up to 10 pounds

Work Environment:

- Generally works in an office environment but may occasionally be required to perform job duties outside of the typical office setting.

Last modified: August 2017

Outreach Specialist (Lead Agency/Alliance Position)

Outreach specialists locate and engage unsheltered people without housing through direct street outreach activities and through community referrals from mental health, hospitals, local law enforcement and municipalities and other social service agencies. Outreach Specialists administer assessment and triage tools, facilitate placement into emergency housing, if needed, and connect to social services and permanent housing. Outreach Specialists help obtain housing readiness documentation and facilitate the housing application process.

Primary responsibilities include:

- Work as part of a team to conduct outreach in the community, focusing on those who are most vulnerable. Outreach will occur in identified “hot spot” neighborhoods (including Dignity Village) and at times when individuals are most likely to be found (including early morning and evenings).
- Complete a Vulnerability Index Service Prioritization and Decision Assistance Tool (VI-SPDAT) to determine vulnerability and acuity of neighbors during street outreach as well as other outreach and referral processes.
- Attend team meetings, case conferences, training workshops and community meetings as needed.
- Assist in obtaining housing readiness documentation such as ID, social security card and income verification and work with Transportation Navigator to provide transportation to appointments as necessary.
- Establish and maintain positive, productive working relationships with mental health programs, shelter programs, police (and other local officials), and providers of services and resources to homeless neighbors
- Displays appropriate, professional, healthy boundaries and exercises mature judgment and understanding of safety concern
- Adapts well to changing priorities and challenging individuals.
- Maintains personal and professional integrity, and handles confidential information with discretion.
- Utilized principles of Harm Reduction and Housing First

Reports to: Coordinated Entry Director

Physical Demands:

- Ability to continuously stand or walk; Ability to lift up to 50 pounds

Work Environment:

- Generally works outside in non-traditional settings
- Travel regularly to homeless campsites, soup kitchens, shelters, and other areas

Requirements:

- Knowledge of affordable housing and social service resources in Alachua and surrounding counties
- Experience with crisis intervention, conflict resolution, and conflict de-escalation, or begin training within 30 days of employment

- Willingness to receive ongoing training in motivational interviewing, low-barrier shelter, housing-focused shelter, progressive engagement, trauma-informed care, and other best practices
- High school diploma and experience in human services or customer service fields
- Working knowledge of the Housing First philosophy, and ability to articulate associated programs and best practices to staff, volunteers, and Board members
- Skills to collaborate with and motivate fellow employees and guests
- Strong written and oral communication skills
-

Last modified: August 2017

Continuum of Care Lead Agency Representative (Lead Agency/Alliance Position)

The Lead Agency Representative oversees and manages the writing of grants for the CoC and ACCHH projects, including Grace Marketplace. The position is responsible for close liaison with the Continuum of Care partners, the GRACE Director, and fulfillment of the statutory requirements of the State of Florida regarding grants to agencies in the Continuum of Care. The Lead Agency Representative reports to the Board of Directors of the ACCHH.

Primary Duties Include:

- Complete annual federal, state and local grant applications in coordination with community partners, including Continuum of Care and Challenge Grants.
- Research and apply for other relevant federal, state, and private grants.
- Develop and help execute the local Continuum of Care Plan to establish strategies and measurable outcomes for meeting identified needs of homeless individuals and families.
- Make reports to the lead agency of the C of C for each county and reports to the ACCHH Board of Directors about the stats thereof for each county.
- Participate in Continuum of Care committees and work groups.
- Coordinate annual Point-in-Time counts and surveys of people without housing in Alachua, Putnam, Levy, Gilchrist, and Bradford counties. Ensure that the members of the governing bodies responsible for the mitigation of homelessness in their respective counties take part in the Point-in-Time counts and surveys.
- Maintain inventory of all local resources for the local homeless population, including, but not limited to: food assistance; clothing; emergency shelter; low-cost housing; emergency medical care; counseling; employment and training opportunities.
- Communicate regularly with the GRACE Director, the heads of lead agencies in each county, and the ACCHH Board of Directors on matters that affect GRACE personnel, work plan, and budgets.
- Monitor and correspond with sub-recipients.
- In cooperation with the GRACE Director, prepare necessary reports and documents to ensure HMIS compliance with grants.
- In cooperation with the GRACE director and the heads of lead agencies in each county, engage in ongoing advocacy on behalf of the regional homeless population, including outreach initiatives to ensure homeless persons are aware of the services available to them through community agencies and organizations.

Reports to:

- ACCHH Board of Directors, which is responsible for the annual evaluation of the Lead Agency Representative on or before the end of the State of Florida fiscal year.

Physical Demands:

- Ability to lift up to 10 pounds.
- Holds a Florida driver's license and has a vehicle to travel within the C of C area.
- Work Environment: Generally works in an office environment but may occasionally be required to perform job duties outside of the typical office setting.

Last modified: August 10, 2017

Alachua County Coalition for the Homeless and Hungry, Inc.

Financial Statements
and
Independent Auditors' Report

June 30, 2016 and 2015

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INDEPENDENT AUDITORS' REPORT

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

Report on the Financial Statements

We have audited the accompanying financial statements of Alachua County Coalition for the Homeless and Hungry, Inc. (the Coalition), which comprise the statements of financial position as of June 30, 2016 and 2015, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements.

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility.

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Coalition as of June 30, 2016 and 2015, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Kattell and Company, P.L.

April 26, 2017

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

- Albert Einstein

Statements of Financial Position
June 30, 2016 and 2015
Alachua County Coalition for the Homeless and Hungry, Inc.

	2016	2015
Assets		
Cash – Checking	\$ 211,125	\$ 88,565
Cash – Money Market	--	88,065
Grants Receivable	131,284	36,392
Due From ACHA	38,100	40,200
Donated Property Held For Resale	--	183,800
Prepaid Expenses	5,023	6,623
Mortgage Receivable	<u>105,000</u>	<u>--</u>
Total Assets	<u>\$ 490,532</u>	<u>\$ 443,645</u>
Liabilities and Net Assets		
Liabilities:		
Accounts Payable	\$ 125,593	\$ 34,601
Payroll Liabilites	20,314	10,326
Accrued Leave	20,649	11,029
Due to ACHA	<u>22,559</u>	<u>24,659</u>
Total Liabilities	189,115	80,615
Net Assets:		
Unrestricted	227,316	363,030
Temporarily Restricted	<u>74,101</u>	<u>--</u>
Total Net Assets	<u>301,417</u>	<u>363,030</u>
Total Liabilities and Net Assets	<u>\$ 490,532</u>	<u>\$ 443,645</u>

See accompanying notes.

Statements of Activities
For the Years Ended June 30, 2016 and 2015
Alachua County Coalition for the Homeless and Hungry, Inc.

	2016			2015
	Unrestricted	Temporarily Restricted	Total	Total Unrestricted
<u>Support and Revenue</u>				
Government Grants:				
Federal	\$ 327,915	\$ --	\$ 327,915	\$ 100,851
State	192,878	--	192,878	105,000
Local	728,080	--	728,080	550,472
United Way	--	15,000	15,000	--
Membership Dues	3,750	--	3,750	1,900
Cash Donations	74,233	91,748	165,981	133,462
In-Kind Donations	326,400	--	326,400	338,222
HMIS User License Fees	8,584	--	8,584	5,801
Interest Income	117	--	117	12
Net Assets Released from Restrictions	32,647	(32,647)	--	--
Total Support and Revenues	1,694,604	74,101	1,768,705	1,235,720
<u>Expenses</u>				
Program Service Expense:				
Grace Marketplace	1,226,463	--	1,226,463	677,734
Continuum of Care	314,647	--	314,647	87,487
Management and General	121,949	--	121,949	171,688
Fundraising	52,182	--	52,182	65,141
Total Expenses	1,715,241	--	1,715,241	1,002,050
Change in Net Assets before Gains and Losses	(20,637)	74,101	53,464	233,670
Gain/(Loss) on Sale of Property	(115,077)	--	(115,077)	(13,428)
Change in Net Assets	(135,714)	74,101	(61,613)	220,242
Net Assets, Beginning	363,030	--	363,030	142,788
Net Assets, Ending	\$ 227,316	\$ 74,101	\$ 301,417	\$ 363,030

See accompanying notes.

Statements of Cash Flows
For the Years Ended June 30, 2016 and 2015
Alachua County Coalition for the Homeless and Hungry, Inc.

	<u>2016</u>	<u>2015</u>
Cash Flows From Operating Activities:		
Change in Net Assets	\$ (61,613)	\$ 220,242
Adjustments to Reconcile Change in Net Assets to		
Cash Provided by Operating Activities:		
(Gain)Loss on sale of Property	115,077	13,428
In-Kind Donations	(44,000)	(152,000)
Cash Investment into Property for Sale	(17,783)	(20,040)
Proceeds from Sale of Property	25,506	10,000
Changes in:		
Grants Receivable	(92,792)	57,433
Prepaid Expenses	1,600	(1,091)
Other Payables	108,500	29,855
Net Cash Provided by (Used In) Operating Activities	<u>34,495</u>	<u>157,827</u>
Net Increase/(Decrease) in Cash	34,495	157,827
Cash, Beginning of Year	<u>176,630</u>	<u>18,803</u>
Cash, End of Year	<u>\$ 211,125</u>	<u>\$ 176,630</u>

Reconciliation to Cash on the Statements of Financial Position

	<u>2016</u>	<u>2015</u>
Cash – Checking	\$ 211,125	\$ 88,565
Cash – Money Market	<u> -- </u>	<u>88,065</u>
Total Cash	<u>\$ 211,125</u>	<u>\$ 176,630</u>

See accompanying notes.

Statements of Functional Expenses
For the Years Ended June 30, 2016 and 2015
Alachua County Coalition for the Homeless and Hungry, Inc.

2016

	Program Services		Management and General	Fundraising	Total Expenses
	Grace Marketplace	Continuum Of Care			
Labor, Wages and Related	\$ 607,657	\$ 128,860	\$ 18,441	\$ 11,821	\$ 766,779
Assistance to Individuals	322,972	46,272	--	--	369,244
Grants to Other Organizations	--	93,449	--	--	93,449
Facility Improvements	80,960	--	--	--	80,960
Maintenance	31,234	339	1,697	679	33,949
Insurance	27,968	500	1,352	548	30,368
Office Expense	30,389	984	2,740	4,846	38,959
Professional Fees	--	--	26,950	17,500	44,450
Donated Legal Services	--	--	57,200	--	57,200
Survey	--	4,472	--	--	4,472
Travel	4,273	36	295	72	4,676
Utilities	107,573	1,170	5,847	2,338	116,928
HMIS License Fees	--	35,880	--	--	35,880
Other	13,437	2,685	7,427	14,378	37,927
Total	<u>\$ 1,226,463</u>	<u>\$ 314,647</u>	<u>\$ 121,949</u>	<u>\$ 52,182</u>	<u>\$ 1,715,241</u>

2015

	Program Services		Management and General	Fundraising	Total Expenses
	Grace Marketplace	Continuum Of Care			
Labor, Wages and Related	\$ 332,309	\$ 50,777	\$ 63,999	\$ 12,758	\$ 459,843
Assistance to Individuals	182,273	--	--	--	182,273
Facility Improvements	33,156	--	--	--	33,156
Insurance	25,581	278	1,390	556	27,805
Office Expense	22,756	246	8,152	4,655	35,809
Professional Fees	--	--	30,365	10,950	41,315
Donated Legal Services	--	--	62,500	--	62,500
Survey	--	4,648	--	--	4,648
Travel	5,530	1,589	1,144	319	8,582
Utilities	76,129	827	4,138	1,655	82,749
HMIS License Fees	--	29,122	--	--	29,122
Fundraising Expenses	--	--	--	34,248	34,248
Total	<u>\$ 677,734</u>	<u>\$ 87,487</u>	<u>\$ 171,688</u>	<u>\$ 65,141</u>	<u>\$ 1,002,050</u>

See accompanying notes.

Notes to Financial Statements
June 30, 2016 and 2015
Alachua County Coalition for the Homeless and Hungry, Inc.

NOTE 1 – NATURE OF ENTITY AND TAX STATUS

Alachua County Coalition for the Homeless and Hungry, Inc. (the Coalition) serves as the lead agency that secures grant funding and mobilizes local providers of service to the homeless and hungry. It was incorporated in the State of Florida in April, 2002, to assist with the development of the local homeless continuum of care plan according to Section 420.623 of the Florida Statutes. The Coalition serves four counties in District 3, and one county in District 8 of the State of Florida Department of Children and Families.

The Coalition is exempt from income taxes according to provisions of Section 501(c)(3) of the Internal Revenue Code and has not earned any unrelated business income. Therefore, the Coalition has not recorded a provision for federal income taxes. In addition, the Coalition has been classified by the Internal Revenue Service as an organization that is not a private foundation and qualifies for the charitable contribution deduction. The Coalition is operated exclusively for charitable, scientific and educational purposes. The Coalition holds no uncertain tax positions and, therefore, has no policy for evaluating them.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

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

Receivables

Grants receivable consist of recognized grant revenues that have not been received at year end. Amounts are deemed fully collectable and no allowance for doubtful accounts has been recorded.

Net Assets

Net assets, the excess of assets over liabilities, are reported in three mutually exclusive classes:

Permanently Restricted - Those net assets resulting from inflows of assets whose use is limited by donor-imposed restrictions which do not expire by passage of time or cannot be fulfilled by actions of the Organization. The Organization has no permanently restricted net assets.

Temporarily Restricted - Those net assets resulting from inflows of assets whose use is limited by donor-imposed restrictions which expire by passage of time or are fulfilled by actions of the Organization.

Unrestricted - Those net assets that are neither permanently nor temporarily restricted.

Revenue Recognition

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

Contributed Services - Donated services are recognized as contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased. In addition to amounts recorded, the Coalition receives donated services which are not recorded because the above criteria have not been met.

Government Grants - Government grants consisted of fixed price and cost reimbursement contracts. Revenues for fixed price contracts are recognized in accordance with allowable billings. Revenues for cost reimbursement contracts are recognized when the Coalition incurs allowable costs.

Notes to Financial Statements
June 30, 2016 and 2015
Alachua County Coalition for the Homeless and Hungry, Inc.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (concluded)

Advertising Costs

Advertising costs are expensed when incurred.

Use of Estimates

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

NOTE 3 – FUNCTIONAL EXPENSE CLASSIFICATION

The costs of conducting the Coalition's program service and other activities have been summarized on a functional basis.

- *Grace Marketplace* – programs to operate the one-stop homeless assistance center in Gainesville, Florida.
- *Continuum of Care* – programs to support the homeless Continuum of Care as lead agency.
- *General and Administrative* – all expenses required to conduct the affairs of the Coalition, which are not allocable to other functional areas.
- *Fundraising* – expenses related to raising funds for the Coalition.

The majority of the expenses of the Coalition are directly assigned to the function that it benefits. The salaries of the staff are allocated based on the percentage of time devoted to each function. Facility and insurance costs are allocated based on facility use.

NOTE 4 – CASH

Cash consists of deposits in financial institutions. These deposits are insured by the Federal Deposit Insurance Corporation (FDIC) up to a limit of \$250,000 per institution. At June 30, 2016 and 2015, the Coalition held no amounts in excess of this limit.

NOTE 5 – DONATED PROPERTY HELD FOR RESALE

Donated property held for resale is recorded at its fair value at the date of donation plus any costs of improvements. Amounts reported consisted of the following:

	<u>2016</u>	<u>2015</u>
Real Property – Residential	\$ --	\$ 137,492
Real Property – Land	--	46,308
Totals	<u>\$ --</u>	<u>\$ 183,800</u>

Loss on sale of property consists of the following:

	<u>2016</u>	<u>2015</u>
Sales Proceeds	\$ 25,506	\$ 10,000
Mortgage Receivable	105,000	--
Recorded Value of Property Sold:		
Vehicle	--	(5,500)
Real Property – Land	(49,878)	(16,900)
Real Property – Houses (2)	(195,705)	--
Donation Sharing Agreement	--	(1,028)
Loss on Sale of Donated Property	<u>\$ (115,077)</u>	<u>\$ (13,428)</u>

Notes to Financial Statements
June 30, 2016 and 2015
Alachua County Coalition for the Homeless and Hungry, Inc.

NOTE 6 – MORTGAGE RECEIVABLE

In May, 2016, the Coalition financed the sale of a donated property to an employee. The Coalition holds a 30 year mortgage with an annual interest rate of 2.5%. Payments are \$415 per month beginning on July 1, 2016. No allowance for doubtful accounts is recorded since mortgage payments are expected to be fully collected, according the following schedule:

For the year ending June 30:	Principal	Interest	Total
2017	\$ 2,382	\$ 2,598	\$ 4,980
2018	2,440	2,540	4,980
2019	2,503	2,477	4,980
2020	2,566	2,414	4,980
2021	2,631	2,349	4,980
2022	2,697	2,283	4,980
2023	2,765	2,215	4,980
2024	2,835	2,145	4,980
2025	2,901	2,079	4,980
2026-2030	15,683	9,217	24,900
2031-2035	17,761	7,139	24,900
2036-2040	20,124	4,776	24,900
2041-2045	22,800	2,100	24,900
2046	4,912	68	4,980
Totals	\$ 105,000	\$ 44,400	\$ 149,400

NOTE 7 – FACILITIES

The Coalition's administrative office is located in the City of Gainesville's Empowerment Center (The Center). The Coalition is providing services for the City at the Center under the Grace Marketplace program, therefore no in-kind rent donation has been recorded.

The Coalition, using local government grant funds and contributions, makes improvements to the Center to make it habitable for use as a one-stop homeless center under the Grace Marketplace program. Related costs are reported as Facility Improvements in the statement of functional expenses.

NOTE 8 – TRANSACTIONS WITH THE ALACHUA COUNTY HOUSING AUTHORITY

In a prior year, the Coalition passed grant funds through to the Alachua County Housing Authority (the Authority) for reimbursement of grant expenditures. The amount due from ACHA represents funds which were not expended by the Authority.

In prior years, the Authority paid the employees of the Coalition and the Coalition was to reimburse the Authority. Due to ACHA represents the liability for these payroll expenses not yet reimbursed to the Authority.

NOTE 9 – CONCENTRATION OF REVENUE SOURCES

The Coalition receives substantial support under a contract with the City of Gainesville. This contract must be renegotiated at the end of each contract term. The Coalition received \$725,515 and \$535,110, from this contract for the years ending June 20, 2016 and 2015, respectively.

Notes to Financial Statements
June 30, 2016 and 2015
Alachua County Coalition for the Homeless and Hungry, Inc.

NOTE 10 – DONOR IMPOSED RESTRICTIONS

Temporarily restricted net assets consist of the following:

	<u>2016</u>	<u>2015</u>
Contributions to be received in the subsequent year	\$ 15,000	\$ --
Unexpended purpose restricted contributions:		
Building Improvements	20,824	--
Client Transportation	26,234	--
Equipment	4,021	--
Women's Housing	5,000	--
Housing Assistance	3,022	--
Total Temporarily Restricted Net Assets	<u>\$ 74,101</u>	<u>\$ --</u>

NOTE 11 – DONATED SERVICES

The Coalition depends on volunteers to cook meals and provide other assistance in the daily operations of Grace Marketplace. The Coalition received 16,679 hours of volunteer services for the period ending June 30, 2016. At \$22.08 per hour, this amounts to \$368,272 of additional contributions and program service expenses. This hourly rate is the estimated value per hour of volunteer time for Florida as estimated by Independent Sector. See http://www.independentsector.org/volunteer_time for more information on the estimated value per hour.

NOTE 12 – SUBSEQUENT EVENTS

The Coalition has evaluated events and transactions for potential recognition or disclosure through April 26, 2017, the date the financial statements were available to be issued.

Kattell and Company, P.L.

Serving the Nonprofit Community

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

April 26, 2017

Board of Directors

Alachua County Coalition for the Homeless and Hungry, Inc.

We have audited the financial statements of Alachua County Coalition for the Homeless and Hungry, Inc. (the Organization) for the year ended June 30, 2016, and have issued our report thereon dated April 26, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 31, 2016. Professional standards also require that we provide you with the following information related to our audit.

Qualitative Aspects of Accounting Practices

Accounting Policies. Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Organization are described in the notes to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus.

Accounting Estimates. Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Expense Allocations. The allocation of certain payroll and office expenses among functional categories is based on an estimate of time spent by personnel.

Fair Value of Donated Property. The fair value of donated property is based on appraisals.

We evaluated the key factors and assumptions used to develop the above estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Disclosures. The disclosures in the financial statements are neutral, consistent, and clear. There are no disclosures that are particularly sensitive because of their significance to financial statement users.

Misstatements and Adjustments. Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The attached schedule provides a listing of adjustments identified as part of our auditing procedures that were corrected by management. There were no uncorrected misstatements.

Our Working Relationship with Management

Difficulties Encountered in Performing the Audit. We encountered no significant difficulties in dealing with management in performing and completing our audit.

Disagreements with Management. For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

April 26, 2017

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

Our Working Relationship with Management (concluded)

Management Representations. We have requested certain representations from management that are included in the management representation letter.

Management Consultations with Other Independent Accountants. In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Pre-engagement Consultations. We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Recommendations

In planning and performing our audit of the financial statements, in accordance with auditing standards generally accepted in the United States of America, we considered the Organization's internal control over financial reporting (internal control), as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies in internal control reported in the attached Schedule of Findings (2016-01 and 2016-02) to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency in internal control reported in the attached Schedule of Findings (2016-03) to be a significant deficiency.

This communication is intended solely for the information and use of management, the Board of Directors, and others within the Organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Kattell and Company, P.L.

Schedule of Findings
June 30, 2016
Alachua County Coalition for the Homeless and Hungry, Inc.
Material Weaknesses

2016 - 01

Finding. As a result of our auditing procedures we recommended adjustments that were material to the financial statements. Under generally accepted standards for internal controls, the Organization should have procedures in place to identify and make such adjustments.

Recommendation. The Organization should consider whether it is cost effective to make efforts to identify and record similar adjustments throughout the year and especially as part of year end preparations for the audit.

2016 - 02

Findings. The Coalition sold three donated properties during the year:

- All three properties were sold at a value less than the appraised value plus improvements.
- One property was sold for less than the cash value invested for improvements. The receipt, improvement, and sale of this property took resources away from the Coalition's mission.
- One property was sold to an employee and financed by the Coalition.
 - The employee did not pay a down payment for the house.
 - The employee was given a "seller's credit" of over \$40,000 at the closing.
 - The interest rate for the mortgage is 2.5% for 30 years. This may be considered a below market rate.

Recommendations. The Coalition should consider whether the fundraising activities and efforts conducted during the year should be continued. If the Coalition decides to continue, we recommend the following:

- The Coalition should consider a gift acceptance policy which spells out the types of donations it will accept and those that it will not. Not all organizations have the capacity to accept and efficiently utilize or liquidate all donated property. The gift acceptance policy should make clear that the Coalition does not pay for appraisals of donated property.
- The Coalition should consider each transaction to verify if they are acting in the best interest of the Organization.

Significant Deficiencies

2016 - 03

As the Coalition continues to grow in size and complexity, the Coalition should consider the adoption of the following policies:

- Capitalization Policy. Such a policy would identify those acquisitions and capital improvements that would be accounted for as property assets of the Coalition.
- Document Retention and Destruction Policy. Document retention and destruction policies help to assure that records are retained as required and provide instructions for when records and how records can be destroyed.

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Reference	Type	Date Account Number	Description	Debit	Credit	Net Income Effect
1	Adjusting	06/30/16				
		3010	Unrestrict (retained earnings)		16.00	
		7070	Non GRACE Direct Services	16.00		
			To agree to PY net assets			(16.00)
2	Adjusting	06/30/16				
		1245	Due From ACHA		1,750.00	
		2030	Due to ACHA	1,750.00		
		1240	Grants receivable	350.00		
		2010	Accounts payable		350.00	
			To reclass due to/from ACHA payments to correct accounts			0.00
3	Adjusting	06/30/16				
		1240	Grants receivable	82.20		
		4550	HMS Revenue		82.20	
			To adjust revenue to actual			82.20
4	Adjusting	06/30/16				
		1702	Real Estate 923 NW 36 Dr		137,492.08	
		9200	Loss of Sale of Asset	43,524.05		
		1230	Mortgage Receivable	105,000.00		
		7510	Fundraising fees		11,031.97	
			To record sale of 36th Drive Property			(32,492.08)
5	Adjusting	06/30/16				
		7551	Professional Fees - Fundraising	17,500.00		
		7510	Fundraising fees		17,500.00	
			To reclass fundraiser contractor fees			0.00
6	Adjusting	06/30/16				
		2010	Accounts payable	12,787.80		
		7510	Fundraising fees		12,787.80	
			To reverse AP entry from PY			12,787.80

Reference	Type	Date Account Number	Description	Debit	Credit	Net Income Effect
7	Adjusting	06/30/16				
		2100	Payroll Liabilities		9,986.95	
		7451	Accrued Payroll	9,986.95		
			To adjust payroll liability to actual			(9,986.95)
8	Adjusting	06/30/16				
		1450	Prepaid expenses		1,944.71	
		8727	Liability Policy	1,944.71		
			To adjust prepaid expense to actual			(1,944.71)
9	Adjusting	06/30/16				
		1243	United Way Receivable	15,000.00		
		4212	United Way Revenue		15,000.00	
			To record United Way pledge			15,000.00
10	Adjusting	06/30/16				
		1000	Bank Accounts		684.40	
		4010	Indiv/business contribution	684.40		
			To delete duplicate entries for contributions			(684.40)
11	Adjusting	06/30/16				
		2150	Accrued Leave		9,620.34	
		7450	Accrued Leave Expense	9,620.34		
			To adjust accrued leave to actual			(9,620.34)
12	Adjusting	06/30/16				
		4010	Indiv/business contribution		248.97	
		7510	Fundraising fees	248.97		
			To record fundraising fees for Razoo Amazing Give			0.00

Reference	Type	Date Account Number	Description	Debit	Credit	Net Income Effect
13	Adjusting	06/30/16				
		1703	Greetree Village Lots		46,308.13	
		7510	Fundraising fees		3,570.00	
		4010	Indiv/business contribution	672.44		
		9200	Loss of Sale of Asset	49,205.69		
						(46,308.13)
			To record Sale of 34th Terr Lots			
14	Adjusting	06/30/16				
		4800	Real Estate donations		44,000.00	
		7510	Fundraising fees		3,448.05	
		4010	Indiv/business contribution	267.30		
		4010	Indiv/business contribution	24,833.37		
		9200	Loss of Sale of Asset	22,347.38		
						0.00
			To record donation and sale of Archer Rd Condo			
15	Adjusting	06/30/16				
		7511	Advertising	2,915.38		
		8170	Printing & copying	2,174.58		
		7510	Fundraising fees		5,089.96	
						0.00
			To reclass expenses to natural classification			
16	Adjusting	06/30/16				
		4850	Donated Equipment		5,200.00	
		8135	non capitalized ops equipment	5,200.00		
						0.00
			To record van donation			
17	Adjusting	06/30/16				
		4900	Donated Services		57,200.00	
		7540	Professional fees	57,200.00		
						0.00
			To record in-kind legal			

Reference	Type	Date Account Number	Description	Debit	Credit	Net Income Effect
18	Adjusting	06/30/16				
		9110	COC Planning		2,887.25	
		9100	PIT Expense	2,887.25		
			To reclass expense per client			0.00
		TOTAL		386,198.81	386,198.81	(73,182.61)

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ACCHH, Inc. DBA NCFCHH

08/24/17

Balance Sheet

Accrual Basis

As of June 30, 2017

	Jun 30, 17
ASSETS	
Current Assets	
Checking/Savings	
1000 · Bank Accounts	
1005 · Pex Card Account	6,685.63
1520 · Center State	-74,429.18
1849 · General	85.86
6017 · Fund Raising Accou	142.78
Total 1000 · Bank Accounts	-67,514.91
1040 · Petty cash	4,959.98
Total Checking/Savings	-62,554.93
Accounts Receivable	
1110 · Accounts receivable	461,892.04
1210 · Pledges receivable	15,000.00
1230 · Mortgage	210,000.00
1240 · Grants receivable	82.20
1245 · Due From ACHA	31,800.00
Total Accounts Receivable	718,774.24
Other Current Assets	
1450 · Prepaid expenses	4,678.49
2121 · Payroll Asset	822.00
Total Other Current Assets	5,500.49
Total Current Assets	661,719.80
Other Assets	
1702 · Real Estate 923 NW 36 Dr	-137,492.08
1703 · Greetree Village Lots	49,205.69
4810 · PrePaid Food	868.88
Total Other Assets	-87,417.51
TOTAL ASSETS	574,302.29
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts payable	274,565.68
Total Accounts Payable	274,565.68
Other Current Liabilities	
2030 · Due to ACHA	16,259.42
2100 · Payroll Liabilities	27,120.65
2111 · Direct Deposit Liabilities	-656.09
2150 · Accrued Leave	20,649.27
Total Other Current Liabilities	63,373.25
Total Current Liabilities	337,938.93
Total Liabilities	337,938.93
Equity	
3001 · Opening Bal Equity	180,852.69
3010 · Unrestrict (retained earnings)	178,017.60
Net Income	-122,506.93
Total Equity	236,363.36
TOTAL LIABILITIES & EQUITY	574,302.29

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08/25/17

Accrual Basis

ACCHH, Inc. DBA NCFCHH
Profit & Loss
 July 2016 through June 2017

	Jul '16 - Jun 17
Ordinary Income/Expense	
Income	
4* · Contributed support	
4010 · Indiv/business contribution	177,602.69
4230 · Foundation/trust grants	143,402.97
4525 · EFS	3,485.00
4526 · V.A. Revenues	174,676.30
4530 · DCF Revenue	107,142.85
4540 · City Service Agreement Revenue	850,398.36
4550 · HMIS Revenue	87,138.72
4560 · CAPP Revenue	9,999.99
4570 · TANF Revenue	29,021.63
4585 · Challenge Grant Revenue	205,500.00
4590 · CoC Revenue	53,107.63
4595 · RRH Revenue	30,545.01
4596 · ESG	222,053.69
Total 4* · Contributed support	2,094,074.84
5 · Earned revenues	
5205 · HMIS User License Fee	10,761.00
5210 · Membership dues - individuals	50.00
5215 · Membership Dues - Agencies	2,100.00
5230 · Mortgage-Principal	4,837.14
5235 · Mortgage-Interest	2,554.86
5310 · Interest-savings/short-term inv	
5315 · Gateway Bank Interest	79.09
5310 · Interest-savings/short-term inv - Other	21.54
Total 5310 · Interest-savings/short-term inv	100.63
5360 · Culinary Program Sales	2,720.00
5490 · Miscellaneous revenue	54.30
Total 5 · Earned revenues	23,177.93
Total Income	2,117,252.77
Gross Profit	2,117,252.77
Expense	
6510 · Fundraising fees	
6515 · GRACE Catering	1,075.59
7515 · Sale of Property -Gain/Loss	32,492.08
6510 · Fundraising fees - Other	43,968.84
Total 6510 · Fundraising fees	77,536.51
6560 · Payroll Expenses	
7210 · Salaries	23,515.90
7250 · Payroll taxes	18,058.70
7260 · ACCHH Executive Director	66,215.06
7270 · Operations Director	55,580.30
7275 · Maintenance Tech	6,711.00
7280 · HMIS Data Coordinator	36,189.48
7290 · Office Manager	41,820.74
7295 · Administrative Assistant	11,766.25
7305 · Team Lead - Advocate	47,871.94
7310 · Advocates	223,739.50
7315 · Intake Coordinator	6,592.97
7316 · Coordinated Intake	24,429.68
7320 · Program Director	31,732.82
7325 · Navigators	69,597.96
7330 · Case Managers	60,027.60
7331 · Case Manager - GRACE	34,397.46
7360 · Volunteer Coordinator	25,262.54
7365 · Director Employment & Housing	23,177.88
7370 · Kitchen Manager	32,003.99

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Accrual Basis

ACCHH, Inc. DBA NCFCHH
Profit & Loss
 July 2016 through June 2017

	Jul '16 - Jun 17
7380 · Kitchen Chef	34,496.16
7385 · Van Driver	13,529.88
7390 · Health Insurance	126,593.84
7400 · Benefits	112,740.47
6560 · Payroll Expenses - Other	79,646.87
Total 6560 · Payroll Expenses	1,205,698.99
7000 · Grant & contract expense	
7100 · Grants to Other Orgs.	305,887.16
Total 7000 · Grant & contract expense	305,887.16
7070 · Non GRACE Direct Services	
7050 · RRH	26,290.44
7072 · TANF	18,117.73
7070 · Non GRACE Direct Services - Other	12,687.35
Total 7070 · Non GRACE Direct Services	57,095.52
7600 · Community Service Building	135,539.80
8700 · Operational Costs	
8000 · Job Training Program	
8010 · Culinary Job Training	17,969.47
8000 · Job Training Program - Other	202.34
Total 8000 · Job Training Program	18,171.81
8135 · non capitalized ops equipment	5,305.26
8710 · Waste Disposal	9,247.68
8711 · Pest Control	1,800.00
8713 · Maintenance	
8714 · Office Cleaning & Minor Maint.	23.62
8713 · Maintenance - Other	38,865.16
Total 8713 · Maintenance	38,888.78
8716 · Utilities & CAM Charges	125,295.74
8718 · Food	64,434.78
8719 · Resident & Client Supplies	9,637.94
8720 · Van	
8722 · Van Gas	2,444.01
8723 · Van Maintenance & Repairs	690.44
8730 · Van Insurance	3,945.20
8720 · Van - Other	40.00
Total 8720 · Van	7,119.65
8725 · Phones/Internet	15,446.07
8727 · Liability Policy	22,835.09
8728 · Cleaning / Paper Products	26,371.14
8740 · Kitchen Supplies	2,138.16
Total 8700 · Operational Costs	346,692.10
9000 · Administrative Costs	
7540 · Professional fees	15,500.00
8105 · Nonprofit expenses	1,537.35
8110 · D&O Insurance	1,220.00
8170 · Printing & copying	4,443.35

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ACCHH, Inc. DBA NCFCHH

08/25/17

Profit & Loss

Accrual Basis

July 2016 through June 2017

	Jul '16 - Jun 17
9010 · non capitalized equipment	1,420.99
9020 · Travel	6,511.02
9030 · Regional Travel	0.00
9040 · Postage, shipping, delivery	701.47
9050 · Office Supplies	10,897.94
9060 · Staff development	14,599.60
9070 · Accounting fees	9,150.00
9090 · HMIS License	34,620.00
9100 · PIT Expense	1,095.00
9110 · COC Planning	654.11
9120 · Membership Fees	4,014.29
9130 · Misc expenses	473.59
9140 · Bank Fees	372.95
9150 · Software	1,341.79
9160 · Volunteer Development	2,872.12
9170 · Certifications & Inspections	17.25
Total 9000 · Administrative Costs	111,442.82
Total Expense	2,239,892.90
Net Ordinary Income	-122,640.13
Net Income	-122,640.13

CITY OF GAINESVILLE

Exhibit F - DRUG FREE WORKPLACE FORM

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

Alachua County Coalition for the Homeless & Hungry, Inc. does:

(Name of Business)

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

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


Respondent's Signature

1/9/2018
Date

CITY OF GAINESVILLE

Exhibit G - AFFIDAVIT OF NON-COLLUSION

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

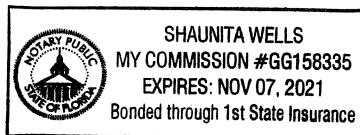
- (1) That I am the respondent (if the respondent is an individual), a partner of the respondent (if the respondent is a partnership), or an officer or employee of the bidding corporation with authority to sign on its behalf (if the respondent is a corporation);
- (2) That the attached proposal or proposals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

Signed: Julie Graddy Julie Graddy, Board Chair

Firm Name: Alachua County Coalition for the Homeless & Hungry, Inc.

Subscribed and sworn to before me this 11th day of January 2018

Notary Public



My Commission expires Nov 7th, 2021.

Respondent's E.I. Number: 43-1960048

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



EXHIBIT H

CITY OF GAINESVILLE

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

The Primary Participant (potential contractor for a major third-party contract), Alachua County Coalition for the Homeless & Hungry certifies to the best of its knowledge and belief that it and its principals:

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

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

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



Signature and Title of Authorized Official

