




Interoffice Memorandum

February 27, 2019

TO: Mayor Jerry L. Demings
and the Board of County Commissioners

FROM:  Carrie Mathes, Manager, Procurement Division

CONTACT: Lonnie C. Bell, Jr., Director, Community and Family Services Department
(407) 836-7570

SUBJECT: Approval of Amendment No. 3, Contract Y17-2057, Supportive Services for
Permanent Supportive Housing

ACTION REQUESTED:

Approval of Amendment No. 3, Contract Y17-2057, Supportive Services for Permanent Supportive Housing, with Homeless Services Network of Central Florida, Inc., in the amount of \$1,800,000, retroactive to March 1, 2019, for a revised total contract amount of \$2,300,000. Further request authorization for the Comptroller to issue an advance payment in the amount of \$175,000.

PROCUREMENT:

This amendment includes additional definitions listed under the Scope of Services for the Housing Locator, Housing Specialist, Peer Support Specialist, SSI/SSDI Outreach, Access, and Recovery (SOAR), SOAR Case Manager and Service Provider. Additionally, the outcomes were changed to require Case Managers to have at a minimum two contacts per month, one of which must be a face to face contact.

Agency responsibilities were changed to include requiring Service Providers to submit reimbursement requests by the 10th of the month. This includes invoicing requirements that must be followed to ensure reimbursement by the Agency. The Agency shall also ensure that the goal caseload for Case Managers does not exceed 18 individuals or families. However, the goal caseload may vary based on acuity. Family assignments count as being assigned two individual cases.

The eligible activities included under case management services was changed to include activities completed by housing specialists, SOAR case managers, peer support specialists and service supervisors, and staff providing supervision and oversight.

The categorical line item budget requirements were changed to include that the budget shall be reviewed and examined by the County no less than every six months during the term of the contract to ensure that funds are being expended in accordance with the provisions set forth in the contract. Furthermore, the Agency shall ensure that any expenditure made by the Agency relating to this contract is within the approved budget. There shall be an administrative cost cap that shall not exceed 10% of the contractual amount expended. Administrative costs include, but are not limited to, executive, clerical, bookkeeping payroll, rent, office equipment, phone and insurance.

The Agency shall also submit invoices for indirect costs if the Agency has developed a “cost allocation plan” and has an approved rate from the Federal Cognizant Agency. The non-federal entity may elect to charge a “de minimis” rate of 10% of the modified total direct costs, which may be used indefinitely, as described in 45 CFR 75. Indirect costs are the same as administrative costs for the purpose of this contract.

FUNDING:

Funding is available in account 0001-060-2504-8610.

APPROVALS:

The Community and Family Services Department concurs with this recommendation.

REMARKS:

In 2014, Orange, Seminole, and Osceola counties, along with the cities of Orlando, Kissimmee, and Sanford, agreed to adopt the “housing first” model to address the chronic homeless problem. This model, supported by the U.S. Department of Housing and Urban Development, calls for housing those who are most vulnerable and likely to pass on our streets.

In 2015, Florida Hospital donated \$6,000,000 over the course of three years to assist in transitioning the community to permanent supportive housing. The funding was primarily used to house and support chronically homeless individuals throughout the region and to build a system to collect and report data, as well as manage the process of locating appropriate housing.

On January 29, 2019, the Board approved funding in the amount of \$1,800,000 to sustain the “first 100 pilot.” This pilot program was an AdventHealth funded initiative to house the top 100 chronically homeless individuals who frequented the emergency departments of local hospitals. The pilot funded supportive services necessary for individuals to maintain permanent supportive housing and supportive services of the system. These services included case management, peer support, nursing, transportation, rental assistance, utility payments, housing locators, and flex funding. The \$175,000 advance payment shall be returned to the County over the remainder of the term of the Contract by way of the County deducting 15% of the advance amount from each monthly invoice payment that the County provides to Homeless Services Network of Central Florida, Inc. until the advance has been fully recovered by the County. Maintaining the Case Management positions helps with the goal of increasing the number of chronically homeless individuals served to 360.

The Board approved contract Y17-2057 on September 13, 2016, in the amount of \$500,000 for a 1-year term. Authorization was granted to Procurement Division to renew the contract for three additional 1-year terms.

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Agenda Item Y17-2057

Amendment No. 3, Supportive Services for Permanent Supportive Housing

Previous contract amendments are as follows:

- Amendment No. 1: Renewed the contract for the period of October 1, 2017 through September 30, 2018.
- Amendment No. 2: Renewed the contract for the period of October 1, 2018 through September 30, 2019 and replaced the Scope of Services and the exhibit for Quarterly Reporting of Outcomes.