



**Interoffice Memorandum**

**DATE:** April 12, 2024

**TO:** Mayor Jerry L. Demings  
-AND-  
County Commissioners

**FROM:** Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II, Procurement Division

**CONTACT:** Isabelle Klier-Graham, Division Manager, Mental Health and Homelessness Division

**PHONE:** 407-836-3187

**SUBJECT:** Approval of Contract Y24-2224, Permanent Supportive Housing Program

**ACTION REQUESTED:**

Approval of Contract Y24-2224, Permanent Supportive Housing Program, with Homeless Services Network of Central Florida, Inc., in the estimated contract award amount of \$2,183,146.80 for a one-year term. Further request authorization for the Procurement Division to renew the contract for four additional one-year terms.

**PROCUREMENT:**

This contract will assist Orange County homeless individuals into permanent housing, provide case management and flexible assistance to assist individuals with utilities and other daily living needs. The performance period is October 1, 2024 through September 30, 2025.

**FUNDING:**

Funding is available in account number 001-062-02504-8610.

**APPROVALS:**

The Mental Health and Homelessness Division concurs with this recommendation.

**REMARKS:**

In accordance with the Code of Ordinances, Part I, Chapter 17, Article III, Section 17-286 – Application and exclusions, agreements between the Board and nonprofit organizations are excluded from competitive procurement requirements.

The Permanent Supportive Housing Program is a housing first intervention service intended to return chronically homeless individuals to permanent housing while receiving Case Management support. Assistance can include utilities, deposits, transportation, and other limited daily living needs.

Any unhoused Orange County Resident that meets the definition of chronically homeless may be considered for assistance by calling 211 and/or other community approved agencies who assess for prioritization and entered into the coordinated entry system. All clients must demonstrate continued efforts towards self-sustainability.

All assistance is provided by a housing case manager within a community organization approved by the lead agency in the continuum of care, Homeless Services Network of Central Florida, Inc.