



## Interoffice Memorandum

August 14, 2023

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

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

CONTACT: Donna Wyche, Manager, Mental Health and Homelessness Division  
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SUBJECT: Approval of Agreement, Y24-2203, The Empower Housing and Employment Program

### ACTION REQUESTED:

Approval of Agreement, Y24-2203, The Empower Housing and Employment Program, with Coalition for the Homeless of Central Florida, Inc., in the amount of \$901,000 for a one-year term.

### PROCUREMENT:

The purpose of this agreement is to provide housing and employment services to Orange County families with children who have recently become homeless and are sheltered at Coalition for the Homeless of Central Florida, Inc. The performance period is September 1, 2023 through August 31, 2024.

### FUNDING:

Funding is available in account number 0001-062-2519-8610.

### APPROVALS:

The Mental Health and Homelessness Division concurs with this recommendation. This project aligns with the Orange County Mental and Behavioral Health System of Care Community Analysis.

### 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.

Coalition for the Homeless of Central Florida, Inc., through the Empower Housing and Employment Program, will provide housing and employment services. A 10-week employment program will be

implemented to help County residents secure permanent housing. Employment services will be offered to program participants, while they search for permanent housing.

### Goals and Objectives

The Empower Housing and Employment Program will contribute to regional homelessness goals and objectives by:

1. Reducing homelessness through securing permanent housing;
2. Introducing new skills through the employment program;
3. Delivering services designed to help families increase income and maintain permanent housing;
4. Gathering and implementing data related to unemployment and underemployment among people experiencing homelessness to determine scope of need, cost, and deliverables of housing and employment services to create and improve the program.

### Eligibility for Participation

The Program is aimed at helping families with children who are without housing. Any family currently in the agency's shelter that meets eligibility requirements may participate in the program. Financial assistance is reserved for Orange County residents who have resided in Orange County for 6 months or greater. Any families seeking to participate and have less than six months residency must be approved by Orange County before services are provided. Because financial assistance is an important component of the program, participation in the Empower Housing and Employment Program will be limited to Orange County residents (in any district) that demonstrate a desire to achieve employment and to sustain permanent housing.

Funding in this contract supports two new staff members to deliver the program and services described herein:

1. **Employment Program Manager:** The Employment Manager is responsible for implementing and administering the Employment Program. The Employment Program Manager shall design and present the 10-week training course to include such topics as interviewing, resume writing, and basic job skills. The Employment Program Manager shall develop community contacts and arrange interviews and job fairs. This must be a full-time position that reports to the agency's Director of Housing.
2. **Employment Specialist:** The Employment Specialist shall prepare program materials, help conduct classes and job fairs, maintain program records, and provide program support to the Employment Program Manager. This must be a full-time position that reports to the Agency's Employment Program Manager.

Additional funding supports rapid rehousing activities with the families and children that are engaged in this program. Housing assistance will be assessed on a case-by-case basis and is time limited.