



HUMAN & VETERAN SERVICES
2440 THOMPSON STREET
FORT MYERS, FL 33901
ATTN: CLARA SANCHEZ, CONTRACT
COORDINATOR

BOARD OF COUNTY COMMISSIONERS

CONTRACT AMENDMENT

PROVIDER: Community and Assisted Living, Inc. (CASL)
 Date of Request: 1/3/2024
 Amendment No.: 1
 Funding source: HUD Continuum of Care (CoC)
 HUD Grant #FL0923L4D032201

Contract No.: ~~Pending 10011~~
 Contract Term: 10/01/2023 – 9/30/2024
 Effective Date of Amendment: 10/1/2023
 Page 1 of 2

Justification (Explain why amendment is needed):

The primary goal of this initiative is to provide rapid connection to permanent housing for persons who are experiencing homelessness. Due to Scribner's error on application amend original scope of work on HUD agreement. Application submitted as Leasing and should be project based rental assistance at Cypress Village.

Language Modification (reference appropriate contract article)

ARTICLE I SCOPE OF SERVICES

~~Funding will be used to support leasing of a permanent supportive housing facility where units are located in a large multifamily development operated by the subrecipient~~ Funding will provide project-based Rental Assistance at Cypress Village in connection with supportive services serving the following specific population focus: Chronic Homeless; Substance Abuse; & Mental Illness.

ARTICLE III COMPENSTION AND REPORTS

A. Contract Payment

The COUNTY will make payments on a reimbursement basis to the PROVIDER and the PROVIDER agrees to accept as full compensation the total amount not to exceed **\$171,458.00**.

HUD Continuum of Care	<u>Line Item:</u> Approved Budget Category	<u>Line Item:</u> Annual Budget Amount	<u>Line Item:</u> Amended Budget Amount	<u>Change</u>
Permanent Supportive Housing	Leasing	\$171,458.00	\$0.00	- \$171,458.00
	Rental Assistance	\$0.00	\$171,458.00	+ \$171,458.00
	Total	\$171,458.00	\$171,458.00	\$0.00

[Remainder of page intentionally left blank. Signature page to follow.]

IN WITNESS THEREOF, PROVIDER and COUNTY have caused two (2) page amendment and all exhibits and attachments as indicated below to be executed by their undersigned officials as duly authorized.

PROVIDER:

By: [Signature]
Name (print) _____
J. Scott Eller

(Signature of authorized officer)
Title: CEO
Date: 01/04/2024

**STATE OF FLORIDA
COUNTY OF Sarasota**

The foregoing instrument was acknowledged before me, by means of physical presence or online notarization, this 4th day of January, 24 year, by J. Scott Eller who is personally known to me or who has produced _____ as identification and who did did not take an oath.

NOTARY: [Signature]
Notary of Public (Signature)
Carol M. Howard
Name (typed/printed)



COUNTY: LEE COUNTY

Verified by: Clara Sanchez
Title: Contract Coordinator
Date: 1/29/2024

Reviewed by: [Signature]
Title: Manager
Date: 01/23/2024

Approved by: [Signature]
Title: Director, Human & Veterans Services
Date: 1/29/2024

AUTHORIZED BY: [Signature]
(Signature of authorized officer)
Name (print): Mike Greenwell
Title: Chair, Board of County Commissioners
Date: 1/29/24

ATTEST: CLERK OF CIRCUIT COURT
By: [Signature]
Title: Deputy Clerk
Date: 01-31-2024

APPROVED AS TO FORM:
COUNTY ATTORNEY'S OFFICE
By: [Signature]
Title: Sr. Asst. County Attorney
Date: 01-30-24





ATTACHMENT

Amendment #1
Provider name: CASL, Inc.
Contract #: Pending
Effective date: 10/1/2023

U.S. Department of Housing and Urban Development

Region IV, Miami Field Office
Brickell Plaza Federal Building
909 SE First Avenue, Rm. 500
Miami, FL 33131-3042

December 12, 2023

Mr. Roger Mercado, Director
Lee County Board of County Commissioners
Lee County Department of Human Services
2440 Thompson Street
Fort Myers, FL 33901

Subject: Transmittal of Grant Agreement Amendment
Continuum of Care Program (CoCs)
Fiscal Year (FY): FY2022
Project Grant Number: FL0923L4D032201
Project Name: CASL Permanent Supportive Housing

Dear Mr. Mercado,

Enclosed is (1) original Grant Agreement Amendment between Lee County Board of County Commissioners and the U.S. Department of Housing and Urban Development.

Please sign and return to this office.

Should you have questions or comments, please contact Dana Sibley Community Planning and Development Representative at (305) 520-5021, or dana.k.sibley@hud.gov

Sincerely,

DAVID
NOGUERA

Digitally signed by: DAVID NOGUERA
DN: cn = DAVID NOGUERA c = US o =
U.S. Government ou = Department of
Housing and Urban Development, Office
of Community Planning and Development
Date: 2023.12.12 14:05:08 -0800

David Noguera, Director
Community Planning and Development Division

Enclosures

Grant Number: FL0923L4D032201
Tax ID Number: 59-6000702
UEI: SS8J CN35 XH77
Operating Start Date: October 1, 2023

Amendment #1
 Provider name: CASL, Inc.
 Contract #: Pending
 Effective date: 10/1/2023

AMENDMENT TO THE CONTINUUM OF CARE GRANT AGREEMENT

This Amendment to Grant Agreement is made by and between the United States Department of Housing and Urban Development (HUD) and Ft. Myers/Cape Coral /Lee County CoC, of PO Box 398, Fort Myers, FL 33902-0398.

RECITALS

1. HUD and the Recipient entered into a Grant Agreement dated 09/18/2023, having Grant No. FL0923L4D032201. With an effective date of October 1, 2023, and an end date of September 30, 2024.
2. The parties are desirous of amending the Grant Agreement to shift more than 10% from one eligible activity to another due to a scrivener's error.
3. HUD has determined that the change is necessary to better serve eligible persons within the geographic area and to ensure that the priorities established under the Notice of Funding Availability in which the grant was originally awarded, are met.
4. The shift in funds will not adversely affect the participants.

AGREEMENTS

HUD's total funding obligation for this grant in the amount of \$171,458.00 remains the same; however, the funds for **CASL Permanent Supportive Housing**, are now reallocated as follows:

Budget Line	Original	Adjust	<i>New Totals</i>
Rental Assistance	\$0	+\$171,458	<i>\$171,458</i>
Leasing	\$171,458	-\$171,458	<i>\$0</i>
Total	\$199,656.00		<i>\$171,458</i>

This Amendment to Grant Agreement constitutes the entire agreement of the parties as to amendment of the Grant Agreement and will become effective only upon the execution hereof by all parties. The remaining terms of the Grant Agreement remain in full force and effect. The parties, on the dates set forth below their respective signatures, hereby execute this Amendment to Grant Agreement, as follows:

**UNITED STATES OF AMERICA,
Secretary of Housing and Urban Development**

BY: **DAVID NOGUERA** Digitally signed by: DAVID NOGUERA
DN: CN = DAVID NOGUERA C = US O =
U.S. Government OU = Department of
Housing and Urban Development, Office of
Community Planning and Development
Date: 2023.12.12 14:08:15 -0500

(Signature)

David Noguera, CPD Director

12/12/2023

(Date)

**RECIPIENT
Ft. Myers/Cape Coral/Lee County CoC**

BY: 

(Signature of Authorized Official)

Kevin Ruzoe, Vice Chair

(Typed Name and Title of Authorized Official)

12 20 2023

(Date)

ATTACHMENT
EXHIBIT 7
STATEMENT OF WORK-PROGRAM DESCRIPTION

Amendment #1
Provider name: CASL, Inc
Contract #: Pending
Effective date: 10/1/2023

PROVIDER (SUBRECIPIENT) NAME: Community Assisted & Supported Living, Inc. (CASL)
PROGRAM: PERMANENT SUPPORTIVE HOUSING - LEASING RENTAL ASSISTANCE
HUD Continuum of Care GRANT No.: FL0923L4D032201

The activities and services being provided by the sub recipient are explained and defined in the corresponding Project Application completed by the sub-recipient and submitted to HUD in the Lee County CoC application. The following information was extracted and summarized from the application and the Lee County CoC Governing Board Written Standards. Any Further information regarding the statement of work and program details can be found in the agency application to HUD and the Lee County CoC Written Standards and Coordinated Entry Policies and Procedures.

I. PROJECT DESCRIPTION – Located at 3b of HUD Application

This project will increase the number of permanent supportive housing units from 21 to 32, increasing the overall amount of dedicated PSH units within Lee County by an additional 11 units. CASL is conducting feasibility estimates for applying with FHFC for additional LIHTC developments to serve homeless and chronically homeless individuals within Lee County. Leveraging funding available through the local funding sources will help to build momentum for future large-scale development projects to address the homelessness crisis that Lee County faces. CASL’s goal is to provide additional permanent supportive housing units and rental assistance to persons who are chronically homeless and have a disabling condition. For the duration of their residency in CASLs PSH, all residents have an assigned case manager, if they so wish, who is available to help clients meet goals, resolve challenges, barriers and obstacles, and access outside resources and additionally assists with issues such as; literacy skills, job/volunteer search skills, accessing government benefits, budgeting skills, healthcare access, transportation, community services, crisis intervention, finding clothing resources, computer skills, nutrition, social skills, hygiene management, security management, safety management and housekeeping skills.

~~Funding will be used to support a permanent supportive housing facility where units are located in a large multifamily development operated by the subrecipient~~ Funding will provide project-based Rental Assistance at Cypress Village in connection with supportive services serving the following specific population focus: Chronic Homeless; Substance Abuse; & Mental Illness. CASL will follow the guidelines of the Housing First Philosophy, participants are not screened out based on having too little income, an active or history of substance use, and/or history of victimization. Funding will provide rental assistance to help residents maintain permanent supportive housing with wrap around case management to the client. CASL offers clean, well-maintained homes with one-on-one assistance, advice and referrals for other appropriate services upon assessment of the basic needs of our residents through case management. Each resident is encouraged to develop and achieve personal goals within three distinct program objectives: 1) to obtain and remain in permanent housing; 2) to achieve self-determination and 3) to increase skills and income. CASL homes include utilities, maintenance, furnishings, (including dishes, towels, sheets and toiletries), and individual case management/life skill services which help to direct the resident toward self-determination and independence. As a result, they are able to

EXHIBIT 7
STATEMENT OF WORK-PROGRAM DESCRIPTION

Amendment #1
Provider name: CASL, Inc
Contract #: Pending
Effective date: 10/1/2023

utilize the community resources and to enjoy the services and amenities offered by the county while dramatically reducing the occurrence of homelessness, acute care or forensic systems. This assistance greatly aids residents to maintain their in-dependency and enables them the opportunity to contribute to our community.

II. PROGRAM COMPONENT:

- Leasing – Permanent Supportive Housing Program
- Rental Assistance – Permanent Supportive Housing

III. COORDINATED ENTRY/ASSESSMENT/CLIENT PRIORITIZATION:

All persons experiencing homelessness and in need of permanent housing will be required to complete a Housing Needs Assessment. Priorities were established by the Lee County CoC to ensure that Lee County’s most vulnerable populations and high users of resources are quickly transitioned into permanent and/or rapid re-housing. Individuals and families will be scored and prioritized according to the approved assessment tool, (currently the VI-SPDAT) and guidelines established by the Lee County CoC Board. Additional guidance can be found in the Lee County CoC Written Standards and Coordinated Entry Policies and Procedures on the Human & Veteran Service website; <https://www.leegov.com/dhs/funding/coc>

IV. HOUSING TYPE – Located at 4b of HUD Application

- Housing type identified: Clustered apartments
- Number of units identified for this project: 11
- Number of beds identified for this project: 11
- Number of beds dedicated for the Chronic Homeless: 11

This project is funded under the McKinney-Vento regulations and must serve homeless individuals as identified by HUD regulations. The numbers identified here are the minimum requirement to be served by this program. Sub-recipients should serve additional eligible clients as the need arises and fill vacancies in a timely manner.

V. Ratio of staff to clients: There is no predetermined ratio of staff to clients as it is dependent on the phase and level of need of each client. Provider must provide adequate staff to ensure that the appropriate level of service is offered to each client based on their need and those performance outcomes as identified in Question 6A of the Application can be satisfied. The ratio will be reviewed and validated during monitoring.

VI. Type of Contract: This is a line item contract. The following items/services are funded under the HUD agreement. Eligible expenses must adhere to requirements of 24 CFR 578.37, Program Components and Eligible Costs. Specific expenses requested to be funded are identified in, 6A- Funding Request, of application to HUD.

- Supportive Services
- Rental Assistance
- Administration
- Leasing

CONTRACT AMENDMENT ROUTING SHEET

CONTRACT TYPE: SUB-RECIPIENT CONTRACT

SUBJECT: Project known as: AMENDMENT #1 - HUD - FL0923L4D032201
CONTINUUM OF CARE PERMANENT SUPPORTIVE HOUSING

between Lee County and COMMUNITY AND ASSISTED LIVING, INC. (CASL)

Reference: Agenda Item; Board action to approve contract on:

Agenda Item #12 DATE: 04/18/2023

The subject contract is forwarded herewith for review and/or endorsements:

(1) By the Director of Human and Veteran Services
Project Sponsoring Department

Recommending Execution
 Not recommending execution for the following
reason(s) _____

Date Received 1/29/2024 Date returned/forwarded 1/29/2024

Signed Already signed amendment by Jami Browder

(2) By the County Attorney
 Recommending Execution
 Not recommending execution for the following
reason(s) _____

Date Received 1/30/2024 Date returned/forwarded 01-30-24

Signed GA

- (3) Chairman, Board of County Commissioners _____
- (4) Clerks of Circuit Court, Minutes Department _____
- (5) County Administration - Laurel Chick _____
- (6) Department of Human Veteran Services - Diana Schnabel _____

2024 JAN 30 PM 1:03
RECEIVED BY
LEE CO. ATTORNEY

2024 JAN 31 AM 3:35

RECEIVED
MINUTES OFFICE



AGENDA ITEM REPORT

DATE: April 18, 2023
 DEPARTMENT: Human and Veteran Services
 REQUESTER: Roger Mercado
 TITLE: Accept Continuum of Care Grant Funds from HUD

I. MOTION REQUESTED

- A) Accept \$2,012,619 in Continuum of Care (CoC) grant funds from U.S. Department of Housing and Urban Development (HUD).
- B) Approve budget amendment resolution to add \$2,012,619 in grant funds to the 2022-2023 budget.
- C) Authorize Chair, on behalf of the Board, to execute U.S. Department of Housing and Urban Development (HUD) grant agreements, sub-recipient contracts, and future necessary amendments that do not substantially change the overall intent of the agreement/contract, once received.
- D) Authorize County Manager or designee to sign grant/project reports.

II. ITEM SUMMARY

Accepts U.S. Department of Housing and Urban Development (HUD) Continuum of Care funds for the fiscal year 2022-2023 budget. Funding will provide housing and services to persons who are experiencing homelessness. Funds are administered by Human and Veteran Services and local non-profit agencies. Approximately 561 persons will be provided information, referrals, housing and supportive services. The total allocation of \$2,012,619 will be expended during fiscal years 2023 and 2024.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

Pursuant to 24 CFR Part 578, and as approved by the Board of County Commissioners at the September 20, 2022 meeting (Agenda Item 11), Lee County submitted an application for HUD Continuum of Care funds on September 30, 2022.

HUD awarded Continuum of Care funds on March 28, 2023, and is in the process of preparing grant agreement for execution with Lee County. Funding will be available upon execution of these agreements.

B) Policy Issues

Lee County Administrative Code 3-17 requires Board approval for all grant applications and awards.

C) BoCC Goals

Meets requirements for grant funding, which provides for Human Services in Lee County. Funding addresses housing and service needs for persons experiencing homelessness in Lee County, as identified in the Homeless Continuum of Care Strategic Plan.

D) Analysis

The Lee County Continuum of Care (CoC) includes local governments, agencies, advocates, and program users who collectively plan and implement programs to serve persons who are homeless and at risk of homelessness in Lee County. The Lee County Homeless Coalition and Lee County Human and Veteran Services coordinate this effort, and the County officially submits an annual grant application for HUD CoC funding as the "Collaborative Applicant." This federal funding provides housing and services for persons who are experiencing homelessness in Lee County, and has been accepted and utilized in Lee County since 1995.

On September 20, 2022, the Board approved Agenda Item #11, which authorized the submission of the 2021 U.S. Department of Housing and Urban Development (HUD) CoC funding application.

HUD announced 2022 CoC awards on March 28, 2023, and budget must be established to commit and expend the awarded funds. This award provides funding for eight (8) projects.

- Five (5) permanent supportive housing projects operated by Community Assisted and Supported Living (CASL),
- One (1) permanent housing project for victims of domestic violence administered by Catholic Charities Diocese of Venice,
- One (1) planning project administered by Human and Veteran Services, and
- One (1) project to facilitate coordinated entry administered/operated by Human & Veteran Services and a community nonprofit agency.

The acceptance of this funding will require the execution of six (6) sub recipient contracts with two (2) nonprofit agencies (sub-recipients) as follows:

- Community Assisted and Supportive Living, Inc: Supportive Services in the amount of \$128,157, to provide case management, other client services and permanent supportive housing minimum of 17 individuals who have been

homeless for long periods and have a severe and persistent mental illness.

- Community Assisted and Supportive Living, Inc: Permanent Supportive Housing in the amount of \$171,458, to provide case management, other client services and permanent supportive housing for 11 individuals who have been homeless for long periods and have a severe and persistent mental illness.
- Community Assisted and Supported Living, Inc: Rental Assistance in the amount of \$199,656, to provide rental subsidies for 27 individuals residing in permanent supportive housing who have been homeless for long periods and have a severe and persistent mental illness.
- Community Assisted and Supported Living, Inc: RTF II Permanent Supportive Housing in the amount of \$688,074, to provide permanent supportive housing in an assisted living format for 16 individuals who have been homeless for long periods and have a severe and persistent mental illness.
- Community Assisted and Supported Living, Inc: Permanent Supportive Housing Scattered Site Rental Assistance in the amount of \$296,143, to provide rental subsidies for 40 individuals residing in permanent supportive housing who have been homeless for long periods and have a severe and persistent mental illness.
- Catholic Charities Diocese of Venice: Domestic Violence Rapid Rehousing in the amount of \$256,726, to provide rental subsidies and supportive services for 30 households who have survived domestic violence.

In addition to funding being contracted with sub-recipients, Lee County Human and Veteran Services will administer the following awards:

- \$165,000, in Support Services-Coordinated Entry funds to support salary and benefit costs for existing Coordinated Entry Coordinator staff and to operate the Coordinated Entry System for Lee County. The Coordinated Entry Coordinator is responsible for ensuring that persons referred through the Coordinated Entry System are prioritized for and connected with housing and services. The Coordinated Entry System, serves as the single point of entry for persons who are experiencing homelessness to access permanent housing resources. Individuals and families experiencing homelessness who contact Coordinated Entry will be assessed and prioritized for housing and services. An estimated 2865 individuals or families experiencing homelessness will be linked to housing and/or services through Southwest Florida Connect
- \$107,405, in CoC planning grant funds to support the salary and benefit costs for CoC management staff that will carry out activities that will increase CoC collaboration and enhance project outcomes.

The total award is \$2,012,619 and requires a 25% match, which is met through sub-recipient cash or in-kind contributions, other grant funds, and County General Funds already being used to support existing staff's salaries.

E) Options

IV. **FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	\$2,012,619
B)	Is this item approved in the current budget?	No
C)	Is this a revenue or expense item?	Revenue
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: Federal Grant through Continuum of Care Program Program: U.S. Housing and Urban Development (HUD) Project: Continuum of Care Account Strings: 11136013829	
G)	Fund Type?	General Fund, Other: 24 CFR Part 578 Continuum of Care Program
H)	Comments:	

V. **RECOMMENDATION**

Approve

VI. **TIMING/IMPLEMENTATION**

HUD announced 2022 CoC awards on March 28, 2023.

The HUD grant agreements will need to be signed by the BOCC Chair upon receipt from HUD.

The sub-recipient contracts have varying effective dates, as noted below. Contracts are prepared using a template approved by Lee County's Risk Management and Attorney's Offices, which includes the specific HUD Agreement for the project and applicable federal requirements. Prior to submission to the Chair for signature, the prepared contract will be signed by the agency, and reviewed for legal sufficiency by the Lee County Attorney's Office and by Risk Management for applicable insurance requirements. Any balance of grant funds remaining at the end of the fiscal year will be carried over to FY 2022-2023.

Effective dates of sub recipient contracts:

- Community Assisted and Supported Living, Inc Rental Assistance - April 1, 2023
- Community Assisted and Supported Living, Inc Permanent Supportive Housing – October 1, 2023
- Community Assisted and Supported Living, Inc Supportive Services - June 1, 2023
- Community Assisted and Supported Living, Inc Permanent Supportive Housing Scattered Site– October 1, 2023
- Community Assisted and Supported Living, Inc RTF II Permanent Supportive Housing– October 1, 2023
- Catholic Charities Diocese of Venice DV Rapid Re-Housing – October 1, 2023

Effective dates of Human and Veteran Services contracts:

- Supportive Services-Coordinated Entry – October 1, 2023
- CoC Planning Grant – June 1, 2023

VII. FOLLOW UP

1. The Board Chair will need to sign the following:
 - a. Sub-recipient contracts once prepared, and if necessary, approve any future amendments to the contracts, for this and previous fiscal years, that do not substantially alter the original intent of the contract.
2. Human and Veteran Services staff will administer and oversee CoC projects throughout the program year.

ATTACHMENTS:

Description	Upload Date	Type
<u>Budget Resolution Request</u>	3/31/2023	Budget Amendment
<u>Budget Amendment</u>	4/10/2023	Budget Amendment
<u>041823R-C-12-RESO 23-04-22 Budget Amendment</u>	4/20/2023	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Human and Veteran Services	Isley, Rae	Approved	4/10/2023 - 10:29 AM
Human and Veteran Services	Mercado, Roger	Approved	4/10/2023 - 11:10 AM
Budget Services	Henkel, Anne	Approved	4/10/2023 - 12:22 PM
Budget Services	Winton, Peter	Approved	4/10/2023 - 2:22 PM
County Attorney	Fraser, Andrea	Approved	4/10/2023 - 2:42 PM
County Manager	Mora, Marc	Approved	4/10/2023 - 5:05 PM