

COUNCIL ON HOMELESSNESS

ANNUAL REPORT

FOR 2001

December 14, 2001

**OFFICE ON HOMELESSNESS
DEPARTMENT OF CHILDREN & FAMILIES
1317 WINEWOOD BOULEVARD
TALLAHASSEE, FL 32399-0700**

**COUNCIL ON HOMELESSNESS
2001 ANNUAL REPORT**

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Commissioner of Education

Jennifer Carroll
Executive Director

December 17, 2001

The Honorable Jeb Bush
Governor
The Capitol
Tallahassee, Florida 32399-0001

Dear Governor Bush:

The Council on Homelessness is pleased to submit its annual report for 2001. The Council was created this year and has organized itself to carry out its statutory duties, following the appointment of our members in August. A complete list of the council members can be found in Exhibit 1 of our report.

The council has been very active since its appointment. We have met three times and have taken action to accomplish the following tasks:

- ?? Authorized the Office on Homelessness to administer the funding appropriated for the two new homeless grants authorized in 2001.
- ?? Assisted the Office in developing the applications for the new Challenge Grant and Homeless Housing Assistance Grant.
- ?? Adopted the criteria used to determine which 25 local homeless coalitions would receive \$25,000 grants for a staff position.
- ?? Adopted a work plan and committee structure to guide our actions for 2002.

Governor Jeb Bush
December 17, 2001
Page Two

Our report is organized to address the three mandatory elements of our annual report. Section One evaluates the performance of the Executive Director of the Office on Homelessness, Tom Pierce, in fulfilling the statutory duties of the Office. Section Two outlines the Council's recommendations to the Office and the corresponding actions taken by the Office. Finally, Section Three contains the council's recommendations to the Legislature for proposals to help reduce homelessness in Florida.

I am pleased to report that the Council and the Office on Homelessness are off to a great start, establishing a good working relationship, and setting our priorities for issues to be addressed in 2002. Together we can make significant progress toward the goal of reducing homelessness in Florida.

Respectfully submitted,

Jennifer Carroll
Chair
Council on Homelessness

cc: Ms. Donna Arduin, Director
Office of Planning & Budget
Mr. Mike Hansen
Office of Planning & Budget
Ms. Meta Calder
Office of Planning & Budget

EXECUTIVE SUMMARY

The Council on Homelessness was created in 2001, with its members appointed in August 2001. Since its appointment, the Council has held three meetings during the fall to not only get organized, but also to work with the Office on Homelessness to being to address the needs of Florida's homeless population.

The Council has accomplished the following tasks in its short period of operation.

- ?? Authorized the Office on Homelessness to administer funding appropriated for two new homeless grants that were created in FY2002.
- ?? Assisted the Office on developing the application procedures, forms, and instructions for the new homeless continuum of care Challenge Grant, and the Homeless Housing Assistance Grant.
- ?? Adopted the criteria used to determine which 25 local homeless coalitions would receive \$25,000 grants for a staff position.
- ?? Adopted our work plan and committee structure to guide our actions for 2002.

In addition, the Council is making recommendations to the Governor and the Legislature on budget priorities and statutory change to address homelessness in Florida. These recommended actions include:

1. Maintaining the current levels of funding in the State's FY2003 budget for homeless programs, including continuing the funding for staff positions for the local homeless coalitions, the Challenge Grant, and the Homeless Housing Assistance Grants authorized in the FY2002 budget.
2. Appropriate the grant funding for the Homeless Housing Assistance Grant as a fixed capital outlay budget item to allow more time for the construction of homes to be completed under the grant contract.
3. Change the timing for the submission of the Department of Children and Families' annual report on homelessness to coincide with submission date for the Council's annual report, December 31 of each year.
4. Make a technical correction to the name of a Council member organization, the Florida Supportive Housing Coalition.

The Council has gotten off to a good start. Our work plan for 2002 is an aggressive agenda and is expected to generate new ideas and recommendations to address our goal of reducing homelessness in Florida. Working with the Office on Homelessness, we will strive to reach our goal.

SECTION ONE

EVALUTION OF EXECUTIVE DIRECTOR'S PERFORMANCE IN FULFILLING THE STATUTORY DUTIES OF THE OFFICE

The Council on Homelessness delegated the responsibility for conducting this evaluation of performance to the Chair, Jennifer Carroll. The Chair and the Executive Director, Tom Pierce, met to review the status of the actions taken or initiated on the statutory duties of the Office on Homelessness. This review of status is summarized on Attachment A to this Section.

Performance:

During this period Tom Pierce has performed his job in an exemplary manner. He is well informed of the issues of homelessness and is fully engaged with statewide homeless coalitions and organizations to provide them with the most up-to-date information. Tom is renowned for always being fully accessible to all coalitions and organizations.

Individual Efficiency, Productivity, and Effectiveness:

Tom consistently anticipates problems, provides solutions, and effectively responds to coalitions and organizations' needs. He is very meticulous and effective in coordinating committee meetings, making sure all Commissioners are fully informed of the task at hand. Tom is also astute in developing and drafting policy and plan and actions. He eliminates unnecessary activities, plans, monitors procedures, and reviews progress to ensure a quality end product. Tom achieves planned goals in an efficient and timely manner. He effectively responds to Commissioners' requirements always maintaining an open line of communication to keep everyone well informed.

Management Skills:

Tom maintains appropriate budgetary controls. Effectively communicating the Commission's financial needs to the members of the Florida Legislature. He monitors activities, initiates timely and effective corrective actions. Tom's leadership style and calm mannerism enables him to effectively lead his subordinates. Tom sets achievable and innovative goals for his team and provides the necessary training for their success. He assigns staff members with the appropriate workload, identifies, develops, and improves technical skills of his subordinates. He leads by example.

Tom Pierce is a class act! He is very capable of handling a myriad of responsibilities. He is well respected by his peers and subordinates.

**SECTION ONE: ATTACHMENT A
STATUS OF ACTION ON DUTIES & REPOSIBILITIES
OFFICE ON HOMELESSNESS**

The following is a summary of actions taken, initiated, or planned to address the statutory duties of the Office on Homelessness.

- ?? Coordinate among state, local, and private agencies to produce a consolidated program and financial plan for the state's system of homeless programs.

STATUS: The development of Florida's statewide homeless plan will be the product of the work of the Council on its committees in FY2002. This Office will staff the committees as they work toward completing the FY2002 Work Plan (See Exhibit 2). The development of this homeless plan is one of five top priorities recommended by the Secretary of the Department of Children and Families (DCF).

- ?? Collect, maintain, and make available information concerning persons who are homeless or at risk for homelessness.

STATUS: The Office will be conducting the survey of the local homeless coalitions on the extent and causes of homelessness early in 2002. This data will be reported in June 2002 in the Department of Children and Families' annual report on homelessness. The Office is also preparing the 2001 report for the Department with that data expected to be released in January 2002.

- ?? Annually evaluate state and local services and resources, and develop a consolidated plan for addressing the needs of the homeless and those at risk of homelessness.

STATUS: The Office and Council have begun to evaluate state program resources, beginning with the homeless prevention resource, Emergency Financial Assistance for Housing Program. Two of the Council's committees will focus on how well existing programs are working: the Barriers Committee and the Financial Resources Committee.

- ?? Compile and disseminate information on public and private sources for programs serving the homeless, including providing technical assistance in applying for such funding.

STATUS: The 2001 Annual Report on Homeless from the Office and DCF will outline the federal and state homeless assistance sources. The Office has begun distributing information directly to the 29 local homeless coalitions on the new Challenge Grant and Homeless Housing Assistance grants and will conduct pre-application workshops on the grants in January 2002. The Office also contracts with the Florida Coalition for the Homeless to provide technical assistance to local providers on grant preparation.

- ?? Monitor and provide recommendations for coordinating the activities and programs of local homeless coalitions to promote program effectiveness.

STATUS: A starting point for improving coordination of programs was the award by the Office of the 25 staffing grants to local homeless coalitions. The Office and the DCF district homeless coordinators will

monitor these grants to assure the staff positions are being used to help coordinate local programs and resources. The monitoring role will begin in 2002 when the grants are fully under contract with the 25 funded local homeless coalitions.

- ?? Provide technical assistance to establish, maintain, and expand local homeless assistance continuums of care.

STATUS: The Office has begun efforts to visit all of the local homeless coalitions as part of its ongoing technical assistance efforts. As of the end of November, the Office had already made seven visits. The pre-application workshops for the Challenge Grant program in January 2002 will also focus on the continuum of care systems in place, given the funding available to implement those plans. One issue to be addressed in designating the lead agency and catchment areas for the local continuum of care is how to encourage those counties not currently part of a continuum catchment area to become part of the continuum of care process.

- ?? Assist in the coordination of policies and procedures related to the discharge of persons who are homeless or at risk of homelessness from state supported or state regulated institutions.

STATUS: This task will be the focus of the Council's Discharge Planning Committee for FY2002. The implementation of this new statutory policy is one of the top priorities of the Secretary of Children and Families for 2002.

- ?? Spearhead outreach efforts to maximize access for the homeless to state and federal programs and resources.

STATUS: The Office submitted a proposal to participate in federal policy forums aimed at improving the access of homeless persons to mainstream health and human service programs. While this proposal was not approved, this task of improving access to mainstream programs will be a central focus for the council's Health Care and Financial Resources committees. The Office will continue to promote all available resources and inform local providers on how to access these resources as our ongoing technical assistance effort.

- ?? Promote a federal policy agenda responsive to the needs of Florida's homeless population.

STATUS: The Council has made the issue of federal policy change on operating guideline for each of its committees. As such, each committee will be charged to identify and recommend federal policy or legislative changes needed to reduce our homelessness. These recommendations will be taken by the Office to the Florida State Office in Washington for promotion with the Florida delegation for action.

- ?? Develop outcome and accountability measures, and their use to evaluate program effectiveness.

STATUS: One task assigned to the Council's Barriers Committee is to help develop outcome and performance measures for use by the Office. In addition, in the new Challenge and Homeless Housing Assistance grants, applicants must develop and define the outcomes expected and measurable performance criteria. These accountability measures will be used by the Office to monitor the grants in 2002 and beyond.

- ?? Formulate policies and legislative proposals to address the needs of the homeless and coordinate implementation of the state and federal legislative policies.

STATUS: The Office on Homelessness has submitted three proposals for the Council's inclusion in this annual report. See section three of the report for these items. This will be an ongoing task/outcome expectation for each of the Council's committees as they address the FY2002 Work Plan. The Office will work closely with the Council to prepare these legislative proposals for inclusion in the 2002 Annual Report.

- ?? Convene meetings of stakeholders to develop and review policies, services, activities, coordination, and funding efforts to meet needs of the homeless.

STATUS: While no broad stakeholder meetings have been held in these initial months of operation, the Office participated in the Florida Coalition for the Homeless' (FCH) annual conference, both as a keynote speaker and attending sessions. The Council will explore the possibility of holding one of its meetings in 2002 as part of the 2002 FCH conference to provide a broader opportunity for interested parties to provide input directly to the Council and Office.

- ?? Conduct or promote research on the effectiveness of current programs and propose pilot projects aimed at improving services.

STATUS: The various committees of the Council will be engaged in evaluating the effectiveness of current programs. The Office will provide staff support to research or contract for such research needed by the committees. This will be an ongoing task for the Office.

- ?? Investigate ways to improve access to participation in state funding and other programs for faith based organizations.

STATUS: The specific issue of the access of faith based organizations to homelessness resources is assigned to the Council's Financial Resources Committee. This would include evaluating the federal government's faith-based initiative effort.

- ?? Designate lead agencies for homeless assistance continuum of care.

STATUS: The Office has initiated contact with the U.S. Department of Housing and Urban Development and with the 29 local homeless coalitions to identify these lead agencies. The designation of the lead agencies will be made by January 2002 to set the eligible applicants for the new state grants.

- ?? Designate continuum of care catchment areas.

STATUS: As with the designation of the lead agencies, the Office will have completed this designation by January 2002 in consultation with the federal agency and local homeless coalitions.

- ?? Supply a standardized format for written plans for local continuum of care.

STATUS: While this task was not initiated in 2001, the Office will work with the Florida Coalition for the Homeless to begin to develop such standard plan formats in 2002.

?? Administer the Challenge Grants to lead agencies for homeless continuums of care.

STATUS: The Office has developed, in consultation with the Council, application instructions, forms, and guidelines for this new grant. The Council concurred with the guidelines in December. The grant application process will begin in January 2002, with awards expected to be made in March 2002. The grants should be under contract in April 2002.

?? Administer the Homeless Housing Assistance Grants to lead agencies for local homeless continuums of care.

STATUS: The Office on Homelessness has developed the grant application process to administer and award these grants. The Council provided policy guidance in developing and concurring with these application procedures. The grant competition will begin in January 2002, with applications due in March. Grants should be awarded in April 2002.

?? Monitor the Challenge Grants and Homeless Housing Assistance Grants to ensure proper expenditure of funds and contract compliance.

STATUS: Given the timing for the award of these grants, the monitoring task will not begin for the Office until the last quarter of FY2002 and will be ongoing into FY2003.

?? Department of Children and Families, with input from the Council, shall adopt rules for the Challenge Grant and the Homeless Housing Assistance Grants, and related issues.

STATUS: The Office, working with the Office of the General Counsel with the Department, researched the need for rules for the Fy2002 grants. Based on the legal opinion issued and concurred with by the Council, no rules were deemed appropriate for 2002. The Office and Council will re-evaluate the need for rulemaking in the FY2003 cycle for these grants.

SECTION TWO

SUMMARY OF THE COUNCIL'S RECOMMENDATIONS

This section of the report shall summarize the Council on Homelessness' recommendations to the Office on Homelessness and the corresponding actions taken by the Office.

The Council was appointed in August and convened its first meeting on October 15, 2001. This initial meeting served as an organizational meeting with the Council adopting bylaws for its operation and selecting a Chair and Vice-Chair for the Council. At this initial meeting the Council also authorized the Office on Homelessness to administer funding appropriated for new grants on homelessness.

A second meeting of the Council was held on November 19, 2001, to adopt a work plan to guide the Council's actions for the coming year, including establishing committees of the Council. Action at this meeting also provided guidance for proceeding with the Challenge Grant and Homeless Housing Assistance Grant application process.

A third meeting in 2001 was held on December 14 to adopt the Council's annual report, give final approval for the grant applications for the Challenge Grant and the Homeless Housing Assistance Grant.

Summary of Council Recommendations and Actions Taken by the Office on Homelessness.

1. Authorization to Administer Funding Appropriated for New Grants.
The Council adopted a motion authorizing the Office on Homelessness to administer the funding appropriated by the Legislature for the homeless assistance Challenge Grant and the Homeless Housing Assistance Grant as required by section 420.622(4) and (5), FS. Based upon this action, the Office on Homelessness has been developing the application procedures to make the FY02 funding available to the lead agencies of the local homeless continuum of care systems around the state.
2. Guide Rule Making for New Grant Programs.
The Council appointed a committee of the Council members to work with and advise the Office on the development of rules and application procedures for the Challenge Grant and Homeless Housing Assistance Grant. The Council reviewed and concurred with the opinion of the Office on General Counsel, Department of Children and Families, that formal rulemaking on these new grants would not be needed this first year of the grants. The Committee has also provided advise and suggestions to the Office on the grant application process, forms, and instructions. The Office has proceeded on the grant administration without initiating rulemaking this year and has incorporated many of the suggestions made by the Committee into the final application instructions and procedures.
3. Recommended Adoption of Grant Applications for New Grant Programs.
The Council provided final comments and its recommendation to adopt the application packets for the FY02 Challenge Grants and Homeless Housing Assistance Grants at its December meeting. The Office on Homelessness is making the final changes to the applications and instructions. The notice of solicitation of grant application for both of these homeless grant-in-aid programs is expected to be

published in January 2002, using the application packet approved by the Council to take, review, and award the FY02 grants to the lead agencies of the local homeless continuum of care.

4. Local Homeless Coalition Staffing Grants.

The budget for FY02 included \$625,000 to award \$25,000 grants to each of the 25 local homeless coalitions to fund one staff position in each coalition. As there exist 29 local homeless coalitions within the state, the Office on Homelessness submitted to the Council a proposed methodology and criteria by which to select the 25 coalitions to receive the staffing grant. The Council recommended additional criteria to be evaluated by the Office in making these selections. This included an assessment of performance for those coalitions already receiving grant assistance, to assure they are satisfactorily performing in accordance with their contracts, as well as statutory duties of the local homeless coalitions pursuant to section 420.623(2), FS. These criteria were incorporated into the selection process by the Office and were fully evaluated by the Office in selecting the 25 local homeless coalitions awarded the staffing grants in November. The Council was provided a detailed spreadsheet on the data collected for all of the criteria used in making this selection.

5. Council's Work Plan for 2002.

Based upon the Council's discussion of issues and a recommended committee structure from the Council Chair, the Office developed a work plan for the Council for FY2002. The Council refined the work plan, modifying slightly its committee needs at its November meeting. The Office has finalized the work plan reflecting the Council's input. The work plan for FY2002 can be reviewed in Exhibit 2 to this report. This work plan will guide the Council's deliberations for the upcoming year with the committees to begin meeting in calendar year 2002.

6. Council Review of Homeless Prevention Program.

Members of the council expressed concerns with the operation of the Emergency Financial Assistance for Housing Program in the Department of Children and Families, with particular concern on the level of funding for homeless prevention remaining unspent. The Council requested a presentation on this program by the Department. The Office on Homelessness arranged for this presentation at the November 2001 meeting of the Council. The presentation was made and the Council members raised specific concerns with the operation of the program and the spending plans for remaining appropriations. The Office will work with the Financial Resources Committee to continue to review the effectiveness of this program and its spending to help prevent homelessness.

7. Council's Annual Report.

The Office has outlined the content of the Council's annual report, including recommended proposals for legislative action for 2002. The Council recommended that the Chair of the Council evaluate the performance of the Executive Director as required by section 420.622, FS. The Executive Director has met with the Chair to review the performance of the Office on its statutory duties. The Office prepared the Council's annual report as adopted for transmittal to the Governor, Legislature, and Secretary of the Department of Children and Families.

SECTION THREE

LEGISLATIVE PROPOSALS

The Council on Homelessness expresses its deep concern for the potential consequences for Florida's homeless population and the poor who may be at risk of homelessness as a result of the present economic recession and the events of terrorism on September 11, 2001. These events are resulting in large numbers of layoffs, loss of jobs, and tightened governmental budgets. The loss of a job and the income to that family has the potential to cause homelessness, especially for those at the lowest income levels.

Based on preliminary results of a survey conducted by the Florida Coalition for the Homeless of homeless service and emergency assistance providers around the state, the demand for service is up and contributions to support local providers of service are down. An increase in demand for shelter and services is reported by 82 percent of the agencies responding and 52 percent of the respondents report declining contributions compared to a year ago.

Based upon these trends which are likely to increase the number of homeless persons in Florida at the same time that resources to help these persons are less, the Council offers the following recommendations to the Governor and the Legislature.

1. The Council recommends that the funding level for homeless programs in the state budget for FY2002-2003, be maintained at a minimum, at the spending appropriated for FY2001-2002, for these programs:

- Homeless Challenge Grants
- Homeless Housing Assistance Grants
- Homeless Grant-in-Aid Program
- Local Homeless Coalitions
- Emergency Financial Assistance for Housing Program
- Homeless Targeting in the State Apartment Incentive Loan Program
- Transition Assistance Program at Department of Corrections

In addition, the Council recommends restoring funding to the Temporary Financial Assistance for Homeless Families Program, was not funded in FY2002.

These programs were recommended for funding by the Commission on the Homeless in 2000 based on the Commission's findings of a shortage of affordable housing; the need for services to prevent homelessness; and the shortage of shelter space for the over 65,000 homeless persons in Florida on any given day.

2. The Council recommends that the Legislature appropriate the Homeless Housing assistance grant as a fixed capital outlay budget line item in the FY2003 budget.

These grants are used to build housing units for homeless people to occupy. The FY2002 appropriation for the program was placed in a grant-in-aid line item. This allows for the grants to be

awarded within the twelve months of the fiscal year and for the grants to be fully expended no later than six months after the end of the fiscal year.

A fixed capital outlay appropriation is intended to fund capital construction type activities. The construction of housing meets this intent. In addition, this type of budget item allows a longer time period to obligate and expend the grant, consistent with the time required to construct facilities and buildings. This change in budget category would help implement the Homeless Housing Assistance Grant funded housing projects, allowing additional flexibility on the time to fully expend the grant on eligible construction costs.

Legislative Changes to Florida Statutes.

1. The Council recommends that section 420.623(4), FS, be amended to change the date that the Department of Children and Families' annual report on homeless is submitted to the Governor and Legislature to correspond to the date of the Council's annual report.

Currently the report from the Department is due June 30 of each year. The Council's report is due December 31 each year. The recommendation is to change the due date for the Department's report to December 31 each year.

This change would place both reports in the hands of the Governor and Legislature at the same time to focus on the needs of Florida's homeless. Having both reports available at the same time will better coordinate the data and recommendations submitted for reducing homelessness in Florida.

2. The Council recommends a technical amendment to section 420.622(2), FS, to correct a name of an organization specified as member of the Council on Homelessness.

The statute cites as a member the Florida Coalition for Supportive Housing. This entity's legal name is the Florida Supportive Housing Coalition. The change would clarify and correct the member entity's name, to avoid any confusion or question on who the member represents on the Council.

EXHIBIT 1

MEMBERSHIP OF THE COUNCIL ON HOMELESSNESS

2001

COUNCIL ON HOMELESSNESS

Dr. Samara H. Navarro
Assistant Secretary of Programs
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The Honorable Paul Owen
Commissioner, Osceola County
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Board Of County Commissioners
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REV: 12/06/01

EXHIBIT 2

COUNCIL ON HOMELESSNESS

WORK PLAN

FOR

FY2002

COUNCIL ON HOMELESSNESS FY 2002 WORK PLAN

The Council on Homelessness, created pursuant to section 420.622, Florida Statutes, shall perform the following duties and responsibilities, subject to the availability of funds:

1. Develop policy and advise the State Office on Homelessness.
2. Explore the potential of creating a statewide management information system, and encouraging future participation of state funded recipients in such a system, if adopted by the state.
3. Concur whether the Office on Homelessness shall accept and administer the new Challenge Grant and the new Homeless Housing Assistance Grant.
4. By December 31 of each year, issue to the Governor, the President of the Senate, the Speaker of the House of Representatives, and the Secretary of Children and Families:
 - A. An evaluation of the Executive Director's performance in fulfilling the statutory duties of the Office on Homelessness.
 - B. A report summarizing the Council's recommendations to the Office and the corresponding actions taken by the Office.
 - C. Any recommendations to the Legislature for proposals to reduce homelessness in Florida.

In beginning to address these charges, the Council has established the following work plan and organized committees to address a range of issues as outlined below. The work plan is organized by committee, with the purpose of the committee broadly stated, along with specific issues identified, and desired outcomes. The committee membership shall be appointed and the committees will develop more specific tasks and timelines to govern its activity for the year.

COMMITTEE: GRANT APPLICATION & RULEMAKING

PURPOSE: Review and advise the Council and the Office on the application forms and instructions, and future rules to implement the Challenge Grant and the Homeless Housing Assistance Grant.

ISSUES: Policy directions within the application process consistent with legislative intent and authority.

OUTCOMES: Recommended applications for FY02 for adoption by the Department of Children and Families.

MEMBERSHIP: Mark Kaplan (CH), Greg Mellowe, Dr. John Agwunobi, and Jennifer Carroll

TASKS: To be established.

TIMELINES: To be determined.

COMMITTEE: HEALTH CARE

PURPOSE: Evaluate health care related needs of the homeless, the existing resources available, and the barriers that exist in accessing those resources by the homeless.

ISSUES: Needs of the chronic homeless with mental health and substance abuse problems.
How to serve populations of the homeless who may not meet eligibility requirements.

OUTCOMES: Identify proposed solutions to identified barriers to accessing health care resources.
Recommended policies or legislation needed to implement proposed solutions.

MEMBERSHIP: Bishop Thomas Wenski (CH), Dr. Samara Navarro, and Neil Bryant

TASKS: To be determined.

TIMELINES: To be determined.

COMMITTEE: FINANCIAL RESOURCES

PURPOSE: Evaluate the existing sources of financial assistance, both mainstream and targeted homeless programs, to address the needs of homelessness.

ISSUES: Assess the effectiveness of sources in serving the homeless and their impacts or outcomes.
Identify resources to assist undocumented aliens and other non-citizens who may be homeless.
Funding for correctional transfer specialists.
Funding for staffing of all 29 local homeless coalitions
Sources to assist renters with up front costs of first and last months' rent, security deposits, etc.
Access to federal resources that may be untapped.
Increase corporate donations to fill unmet needs or gaps
Evaluate the potential of the new Federal faith-based initiative.
What are other states doing.

OUTCOMES: Identify strategies to increase resources to address the needs of the homeless.
Recommend policies or legislation needed to implement the identified strategies.

MEMBERSHIP: Ju'Coby Pittman (CH), Karen DeRosier, Richard Nimer, Mike Switzer, and Maria Barcus.

TASKS: To be determined.

TIMELINES: To be determined.

COMMITTEE: BARRIERS

PURPOSE: Identify specific factual barriers to the homeless population access to services and programs and guide development of state homeless plan and measures of performance.

ISSUES: Barriers that homeless people have to access state and local programs or resources.
Barriers the local continuum of care has to access resources.
Gaps or disconnects among multi-agency systems that exacerbate homelessness.
Access to workforce systems and the one-stop centers.
Lack of coordination among and within agencies.
State's consolidated plan: put teeth into it.
Transitory nature of the chronic homeless population.
Look at other state plans for homelessness.
Lack of money.
Need for a statewide 501(c)(3) to accept corporate donations.

OUTCOMES: Identification of specific remedies to barriers.
Policies and legislation proposed to implement the remedies.

MEMBERSHIP: Mike Switzer (CH), Neil Bryant, Lisa DeVitto, and Greg Mellowe

TASKS: To be developed.

TIMELINES: To be developed.

COMMITTEE: DATA COLLECTION

PURPOSE: Study current data collection efforts and evaluate the need for a homeless management information system (HMIS).

ISSUES: Clearly defined purpose of the information system.
Need for common definitions.
Data collection and analysis needs.
Defined outcome and performance measures.
Standardization?
Establish an integrated management information system?
Use of information technology to improve tracking of the homeless.
Evaluate federal efforts to mandate HMIS.

OUTCOMES: Recommend whether Florida should create a statewide management information system.
Recommend ways to encourage participation in such information system – policies or legislation.

MEMBERSHIP: Karen DeRosier (CH), Shirley Collins, Mike Switzer, Nancy Muller (FHFC), and Mark Kaplan

TASKS: To be determined.

TIMELINES: To be determined.

COMMITTEE: HOUSING

PURPOSE: Assess the supply of affordable housing for the homeless including supportive housing.

ISSUES: Lack of housing for very low-income households.
Lack of assistance to cover renters up front costs (first and last month's rent, security deposits, etc.)
Need for supportive services linked to affordable housing to serve the homeless.

OUTCOMES: Recommended strategies to improve access to housing for the homeless or formerly homeless.
Policies or legislation needed to implement recommended strategies.

MEMBERSHIP: Shirley Collins (CH), Bishop Thomas Wenski, Commissioner Paul Owen, Maria Barcus, and Steve Auger (FHFC).

TASKS: To be developed.

TIMELINES: To be developed.

COMMITTEE: DISCHARGE PLANNING

PURPOSE: Evaluate how the discharge policy in s. 420.626, FS, is being used as a voluntary model.

ISSUES: Identify discharge practices that result in homelessness.
Evaluate diversion policies to prevent institutionalization.
Identify corrective actions.
Should statute apply to state correctional facilities, foster care, and other welfare programs (TANF)?
How to track clients once discharged.

OUTCOMES: Policies or legislation needed to improve on the model discharge policies and its implementation statewide.

MEMBERSHIP: Richard Nimer (CH), Commissioner Paul Owen, Dr. Samara Navarro, and Greg Mellowe.

TASKS: To be determined.

TIMELINES: To be determined.

COMMITTEE: SUPPORT SERVICES

PURPOSE: Evaluate the supportive services needs of the homeless and identify the unmet needs.

ISSUES: Loss of identification for chronically homeless.
Financial Assistance.
Workforce preparedness.
Lack of public transportation to service providers.

OUTCOMES: Proposed strategies to improve support services for the homeless.
Policies and legislation needed to implement the strategies.

MEMBERSHIP: Greg Mellowe (CH), Mike Switzer, and Dr. John Agwunobi

TASKS: To be determined.

TIMELINES: To be determined.

COMMITTEE GUIDELINES:

For each committee responsible for reviewing programs, services, and practices, the following set of core questions should be posed and answered.

1. What are the key programs and services that serve, or should serve, homeless people?
2. What are the barriers that prevent homeless people from gaining or sustaining access to those programs and services?
3. When these services are accessible to homeless people, what barriers keep them from serving homeless people well?
4. What are the remedies for both types of barriers?
5. What are untapped resources that can be used to enhance or expand service?
6. What are the sources of technical expertise to help the committee craft policy and program recommendations?
7. What are the opportunities for outreach to boost participation in the available services and programs?
8. What local and federal actions or initiatives would bolster the accessibility, quality, or effectiveness of state programs and services?
9. How can efforts in this homelessness system be integrated with services and resources from other systems (mainstream or non-homelessness)?
10. What are valid performance and outcome measures that best track service results?
11. What are other data collection needs?
12. What communication and public information or education strategies are needed to promote the state's homelessness efforts?
13. What federal legislative or policy changes are needed to improve the homelessness efforts in Florida?

Attachments

Office on Homelessness, Duties and Responsibilities
November 14, 2001, letter from Secretary Kathleen Kearney

**DRAFT 2
NOVEMBER 27, 2001
OFFICE ON HOMELESSNESS**

OFFICE ON HOMELESSNESS DUTIES & RESPONSIBILITIES

PURPOSE: Provide interagency, council, and other related coordination on issues related to homelessness.

DUTIES: Pursuant to the policies set by the Council on Homelessness and subject to the availability of funding, the office shall:

1. Coordinate among state, local, and private agencies to produce a statewide consolidated program and financial plan for the state's system of homeless programs.
2. Collect, maintain, and make available information concerning persons who are homeless or at risk for homelessness.
3. Annually evaluate state and local services and resources, and develop a consolidated plan for addressing the needs of the homeless and those at risk of homelessness.
4. Compile and disseminate information on public and private funding sources for programs serving the homeless, including providing technical assistance in applying for such funding.
5. Monitor and provide recommendations for coordinating the activities and programs of local homeless coalitions to promote program effectiveness.
6. Provide technical assistance to establish, maintain, and expand local homeless assistance continuums of care.
7. Assist in the coordination of policies and procedures related to the discharge of persons who are homeless or at risk of homelessness from state supported or state regulated institutions.
8. Spearhead outreach efforts to maximize access for the homeless to state and federal programs and resources.
9. Promote a federal policy agenda responsive to the needs of Florida's homeless population.
10. Develop outcome and accountability measures and their use to evaluate program effectiveness.
11. Formulate policies and legislative proposals to address the needs of the homeless and coordinate implementation of state and federal legislative policies.
12. Convene meetings of stakeholders to develop and review policies, services, activities, coordination, and funding of efforts to meet needs of the homeless.
13. Conduct or promote research on the effectiveness of current programs and propose pilot projects aimed at improving services.
14. Serve as an advocate for issues related to homelessness.
15. Investigate ways to improve access to participation in state funding and other programs for faith-based organizations.
16. Designate lead agencies for homeless assistance continuums of care.
17. Designate continuum of care catchment areas.
18. Supply a standardized format for written plans for local continuum of care.
19. Administer the Challenge Grants to lead agencies for homeless continuums of care.
20. Administer the Homeless Housing Assistance Grants to lead agencies for local homeless continuums of care.
21. Establish performance measure to evaluate the performance of lead agencies that receive grant funds.

22. Monitor the Challenge Grants and Homeless Housing Assistance Grants to ensure proper expenditure of funds and contract compliance.
23. Department of Children and Families, with input from the Council, shall adopt rules for the Challenge Grants and the Homeless Housing Assistance Grants, and related issues.