

**FIRST AMENDMENT
TO CONTRACT NUMBER 071-2017**

THIS FIRST AMENDMENT ("Amendment") to CONTRACT NUMBER 071-2017 is entered into and effective as of January 1, 2019, ("Effective Date") by and between FLORIDA HOUSING FINANCE CORPORATION, a public corporation and a public body corporate and politic ("Florida Housing"), and ABILITY HOUSING, INC. ("Service Provider").

RECITALS

- A. Florida Housing and Service Provider entered into Contract Number 071-2017, dated September 5, 2017, ("Contract") wherein Service Provider agreed to provide a multi-year study to quantify cost/benefit data demonstrating any public savings that occur as a result of housing high needs/high cost populations in its development, pursuant to RFP 2014-102. As used herein, "Contract" shall include within its meaning any modification or amendment to the Contract.
- B. The initial term of the Contract began August 29, 2017, and ends December 31, 2018.
- C. Section 5 of the Contract provides that the Contract may be renewed for a one-year term.
- D. Florida Housing and Service Provider wish to renew the Contract for the one-year renewal term, subject to the terms and conditions set forth below.

AGREEMENT

NOW THEREFORE, in consideration of the terms and conditions contained in the Contract and this Amendment, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

A. Effective Date; Recitals. Upon its execution by both parties, this Amendment shall be effective as of the Effective Date. The above recitals are true and correct and form a part of this Amendment.

B. Renewal. The Contract is hereby renewed for a one-year renewal term, beginning January 1, 2019, and ending December 31, 2019. Subject to any previous amendments or modifications and except as otherwise provided in this Amendment, the Contract shall stand renewed upon its same terms and conditions.

C. Amendments.

1. The Contract is amended by adding sub-item (g) to Section 8, Covenants and Agreements of the Grantee:

(g) That the Grantee understands and agrees to cooperate with any audits conducted in accordance with the provisions set forth in Section 20.055(5), Fla. Stat.

D. General Terms and Conditions.

1. This Amendment shall be construed and enforced according to the laws of the State of Florida and venue for any actions arising hereunder shall lie in Leon County, Florida.

2. This Amendment shall be binding upon and inure to the benefit of the parties hereto, and their respective heirs, successors and assigns.

3. This Amendment may be executed in counterpart originals, no one of which needs to contain the signatures of all parties hereto, but all of which together shall constitute one and the same instrument.

4. All rights, powers and remedies provided herein may be exercised only to the extent that the exercise thereof does not violate any applicable law and are intended to be limited to the extent necessary so that they will not render this Amendment invalid, illegal, or unenforceable under any applicable law. If any term of this Amendment shall be held to be invalid, illegal or unenforceable, the validity of the other terms of this Amendment shall in no way be affected thereby.

5. Except as specifically modified by this Amendment, the Contract shall remain in full force and effect, and all of the terms and provisions thereof are hereby ratified and confirmed.

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IN WITNESS WHEREOF, the Parties have executed this FIRST AMENDMENT to Contract Number 071-2017, by a duly authorized representative, effective as of January 1, 2019.

ABILITY HOUSING, INC

By: 

Name/Title: Shannon Nazworth, President & CEO

Date: 11/9/18

FEIN: 59-3087085

FLORIDA HOUSING FINANCE CORPORATION

By: 

Name/Title: Hugh R. Brown / General Counsel

Date: 11-13-18

**GRANT AGREEMENT FOR MATCH FUNDING TO BE USED FOR
RESEARCH RELATED TO DEVELOPMENTS FUNDED
TO SERVE HIGH NEEDS/HIGH COST POPULATIONS
BETWEEN
FLORIDA HOUSING FINANCE CORPORATION
AND
ABILITY HOUSING, INC.**

THIS GRANT AGREEMENT (this "Agreement") is made and effective as of 8/29, 2017 (the "Effective Date"), by and between FLORIDA HOUSING FINANCE CORPORATION, a public corporation and a public body corporate and politic duly created and existing under the laws of the State of Florida, and its successors and assigns ("Florida Housing"), and ABILITY HOUSING, INC., its successors and assigns (the "Grantee").

RECITALS

(a) Florida Housing issued RFP 2014-102 (the "RFP") on January 17, 2014, for the purpose of providing funding for developments serving high needs/high cost chronically homeless residents. The Grantee, one of the funding recipients under the RFP, has constructed a high needs/high cost development known as "[name development]" (the "Development"). Under the terms of the RFP, and in connection with award of the RFP funds, the Grantee agreed to conduct a multi-year study (the "Multi-Year Study") to quantify cost/benefit data showing what, if any, public savings occurred as a result of housing the intended residents in its development. The multi-year study was also required to provide a quantitative and qualitative evaluation of the residents' health, self-sufficiency and other outcomes over the study period.

(b) At its meeting held on December 11, 2015, Florida Housing's Board of Directors approved the award of a grant of up to \$50,000 (the "Grant Funds") in match funding to the Grantee to be used only for paying a portion of the costs of the Multi-Year Study related to the Development.

(c) As a condition to disbursing the Grant Funds to the Grantee, Florida Housing and the Grantee have determined to enter into this Agreement in which they set forth the terms and conditions governing the Multi-Year Study and the disbursement and use of the Grant Funds.

NOW, THEREFORE, in consideration of the mutual covenants and undertakings set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Florida Housing and the Grantee do hereby contract and agree as follows:

AGREEMENT

1. INCORPORATION OF RECITALS; DEFINITIONS. The above recitals are true and correct and are incorporated into and made a part hereof. Any term not otherwise defined in this Agreement shall have the meaning set forth in the RFP. The terms and conditions of the RFP as published on Florida Housing's website are incorporated herein by reference.

2. AGREEMENT TO CARRY OUT MULTI-YEAR STUDY; AGREEMENT TO DISBURSE GRANT FUNDS.

(a) The Grantee agrees to carry out the Multi-Year Study in accordance with the RFP and this Agreement, to report the results of such study, and to provide such other deliverables, to Florida Housing, all in the manner and upon the terms and conditions of this Agreement.

(b) In return, Florida Housing agrees to disburse the Grant Funds to reimburse eligible costs incurred and paid by the Grantee in conducting the Multi-Year Study, subject to and in accordance with the terms and conditions of this Agreement.

3. MULTI-YEAR STUDY; PARAMETERS; COMPLETION DATE; FINAL REPORT.

(a) The Grantee agrees to partner with experienced researchers to engage in the Multi-Year Study to quantify cost/benefit data showing what, if any, public savings have occurred as a result of housing the intended residents in the Development.

(b) The study must also provide a quantitative and qualitative evaluation of the residents' health and other outcomes over the study period.

(c) While resident participation in the study is voluntary, Florida Housing expects all residents in the Development to be included as study participants.

(d) The study period must include at least two years of resident data for the period post occupancy.

(e) The Multi-Year Study must be completed and a final report, satisfactory in form and content, acceptable to Florida Housing detailing the results must be issued on or before the termination date set forth in Section 5 of this Agreement.

4. METHODOLOGY; INFORMATION TO BE PROVIDED.

It shall be a condition to Florida Housing's disbursing any Grant Funds hereunder that the Grantee shall have provided to Florida Housing, for review and approval, the following information with respect to the Grantee's Multi-Year Study:

(a) A significantly developed methodology for review and comment before loan closing, a copy of which is attached hereto as **Exhibit A**. The description of the study design must include the following elements:

- The objectives of the study;
- The questions that researchers will be studying;
- The method by which the demographic data will be collected;
- The method by which the cost data will be collected;
- The entity or entities performing the demographic data collection;
- The entity or entities performing the cost data collection;
- The method by which the data will be compiled and analyzed;
- Describe how each resident's outcomes will be measured;
- If the study is to be part of a broader High Needs/High Costs study carried out for the community in which the Development is located, describe the following:
 - The objectives of the broader study;
 - How the study parameters for this RFA fit into the broader study;
 - How the data and analysis for the study will be managed within the broader study;
- For the residents' participating in the study, describe how the quantitative and qualitative outcomes will be measured and evaluated; and
- Describe the key roles and responsibilities of each of the research entities that will be a contributor to the study including, but not limited to, universities, local and state government agencies, healthcare providers, homeless coalitions and lead agencies, and supportive services providers.

(b) Provide a copy of an executed contract/agreement between the Grantee and the principal research organization (the organization that will be leading the research) outlining the scope of work, roles and responsibilities of each party, and the agreed upon deliverables, a copy of which is attached hereto as **Exhibit B**.

(c) Describe the experience of the principal organization that is responsible for the coordination and implementation of the study and/or provide a resume or curriculum vitae that describes the qualifications of the lead researcher for the principal research organization, a copy of which is attached hereto as **Exhibit C**.

(d) Describe the other funding sources to be used to fund and provide match for the study, a copy of which is attached hereto as **Exhibit D**.

(e) Provide a timeline for the completion of the study, a copy of which is attached hereto as **Exhibit E**.

5. TERM OF AGREEMENT.

Funding through this Agreement shall be available to the Grant Recipient beginning on the Effective Date and continuing until midnight December 31, 2018. If not renewed as provided herein, this Agreement shall terminate on that date (the "Termination Date"). If the parties mutually agree in writing, the Agreement may be renewed once for an additional period not to exceed one (1) year. The renewal is at the discretion of Florida Housing, and shall be contingent upon Florida Housing's assessment of satisfactory progress by the Grantee in carrying out the Multi-Year Study by means of participation by the Grantee in telephonic update meetings and telephonic or in-person peer meetings conducted by Florida Housing from time to time during the term of this Agreement, as well as Florida Housing's evaluation of deliverables and interim progress reports submitted by the Grantee as provided elsewhere in this Agreement.

6. MATCH FUNDS; GRANT FUNDS RESTRICTIONS.

(a) The amount of Grant Funds is up to \$50,000.

(b) For every one dollar (\$1.00) in Grant Funds provided by Florida Housing under this Agreement, the Grantee must provide at least two dollars (\$2.00) in match funds from the Grantee's own or other sources that is designated and used specifically for the Multi-Year Study.

(c) It shall be a condition to Florida Housing's disbursing Grant Funds hereunder that the match requirement be satisfied to the extent necessary to support the amount of Grant Funds requested and that the match funds were used to pay for eligible Multi-Year Study services and expenses as evidenced by invoice and/or other documentation acceptable to Florida Housing in order to draw upon the Grant Funds. The supporting documentation shall include the Grantee's written certification(s), in form and content acceptable to Florida Housing, certifying that the costs and expenses were incurred and paid by the Grantee in carrying out the Multi-Year Study and that such costs and expenses are eligible for reimbursement with Grant Funds under the terms of this Agreement. A copy of the written certification form is attached hereto as **Exhibit F**.

(d) If a state university is part of the Grantee's research team, the indirect cost percentage assessed by that university must be limited to no more than 10 percent for the portion of the work carried out that is funded through this Agreement.

(e) The Grant Funds may not be used by the Grantee to pay for the Grantee's internal staff or operations related or unrelated to the Multi-Year Study, even if Grant Funds would be used to pay for the staff's time on the Multi-Year Study.

7. USE OF GRANT FUNDS; DISBURSEMENT OF GRANT FUNDS; INTERIM PROGRESS REPORTS; FINAL REPORT.

(a) Subject to the terms of this Agreement, the Grant Funds may be used only to reimburse eligible costs and expenses incurred and paid by the Grantee in carrying out the Multi-Year Study as set forth below.

(b) The Grant Funds shall be used to reimburse the Grantee for eligible costs incurred and paid by the Grantee for the Multi-Year Study, including those costs incurred and paid by the Grantee prior to the Effective Date of this Agreement provided such costs are otherwise eligible costs incurred and paid by the Grantee for the Multi-Year Study. The Grant Funds will be issued in draws based upon written requests ("funding requests") submitted by the Grantee from time to time during the term of this Agreement. Each funding request shall include one or more invoices together with evidence of payment of same by the Grantee, the deliverables related to the invoice(s) or, if no deliverables, a description of the work or services carried out in connection with the Multi-Year Study, the certification required under Section 6. (c) above, and an interim progress report detailing the status of the Multi-Year study and its stage of completion as a percentage with 100% representing the completion of the study and issuance of the final report. Upon approval of the funding request, Florida Housing will reimburse the Grantee one-third of the amount of the paid invoice(s) supporting the funding request (the remaining two-thirds represent the Grantee's match funds).

(c) Disbursement of the Grant Funds shall at all times be subject to the following conditions:

- i. Florida Housing's determination that satisfactory progress is being made by the Grantee toward completion of the Multi-Year Study consistent with the amount of Grant Funds advanced to date as evidenced by phone conference discussions with the Grantee and the interim progress reports submitted by the Grantee to Florida Housing.
- ii. There being no default by the Grantee under this Agreement.

(d) The foregoing notwithstanding, 10% of the Grant Funds (\$5,000) shall be withheld pending Grantee's completion of the Multi-Year Study and submission of the final report to Florida Housing.

8. COVENANTS AND AGREEMENTS OF THE GRANTEE. The Grantee covenants and agrees, during the term hereof, as follows:

(a) That the Grantee shall use the Grant Funds only for the purposes authorized herein and for no other purpose.

(b) That the Grantee shall conduct and carry out or cause to be conducted and carried out the Multi-Year Study in accordance with the methodology submitted to and approved by Florida Housing.

(c) That the Grantee shall adhere to the timeline (Exhibit E) submitted to and approved by Florida Housing for completion of the Multi-Year Study and, in all events, complete or cause to be completed the Multi-Year Study and issue or cause to be issued the final report on or before the Termination Date set forth in Section 5 of this Agreement.

(d) That the Grantee shall promptly notify Florida Housing of any failure or inability of the Grantee to perform any covenant or obligation applicable to it under this Agreement.

(e) That the Grantee shall promptly return or repay to Florida Housing, upon demand and within the time provided for payment, any Grant Funds subject to recapture under this Agreement.

(f) That from time to time during the term of this Agreement, upon the request of Florida Housing, the Grantee shall report either in writing or by phone conference the status of the Multi-Year Study, including but not limited to, the work done and results to date, the status of any deliverables, work remaining to be done, and estimated completion date.

9. WARRANTIES AND RE PRESENTATIONS. The Grantee represents and warrants to and in favor of Florida Housing, and agrees (which representations, warranties and agreements shall be deemed continuing) as follows:

(a) The Grantee (i) is a Florida non-profit corporation, validly existing under the laws of the State of Florida; (ii) has all the necessary power and authority to enter into and carry out the terms of this Agreement; and (iii) by proper action has duly authorized the execution, delivery and performance of this Agreement in all respects.

(b) The Grant Funds shall be used solely for the purpose and in the manner authorized in this Agreement.

(c) The Grantee has partnered with experienced researchers to engage in the Multi-Year Study to quantify cost/benefit data showing what, if any, public savings have occurred as a result of housing the intended residents in the Development.

(d) The Grantee will comply, continuously and promptly, with all federal, state and local laws, ordinances and regulations relating to the subject matter of this Agreement.

(e) The Grantee shall, during the term of this Agreement and thereafter for a period not less than 1 year, maintain a file copy of all documents and materials related to this Agreement and the Multi-Year Study, and further shall make such documents and

materials available for inspection by Florida Housing and/or its designated agents during regular business hours.

10. RECAPTURE. The Grant Funds shall be subject to recapture by Florida Housing if, at any time during the term of this Agreement or within five years following its termination, Florida Housing determines that the Grant Funds were used for any purpose or in any manner not permitted or authorized under this Agreement or that the Grant Funds were awarded or disbursed to Grantee based upon fraud or misrepresentation committed by the Grantee. Recapture under this Section 10 shall be in addition to any remedies available to Florida Housing as provided elsewhere in this Agreement. If Florida Housing elects to exercise its right to recapture the Grant Funds as provided in this paragraph, it shall notify the Grantee in writing, and the Grantee shall be obligated to repay the Grant Funds to Florida Housing upon demand no later than ten (10) business days following receipt of the notice. Recapture shall also be a remedy available to Florida Housing upon the occurrence of an Event of Default as defined below.

11. DEFAULT. Each of the following events shall constitute an "Event of Default":

(a) If the Grantee fails to abide by any term or provision of this Agreement including, but not limited to, the failure to complete the Multi-Year Study and submit the final report within the time period(s) provided in this Agreement.

(b) If Florida Housing determines that the Grantee has failed or ceased to conduct and carry out the Multi-Year Study in a timely and continuous manner, consistent with the required completion deadline, and such failure is not corrected to the reasonable satisfaction of Florida Housing within the cure period provided in Section 12 of this Agreement.

(c) If there is filed by or against the Grantee a petition in bankruptcy or a petition for the appointment of a receiver or trustee of the property of the Grantee, or if Grantee files a petition for reorganization under any of the provisions of the United States Bankruptcy Code or of any similar law, state, federal, or foreign, or makes a general assignment for the benefit of creditors or makes any insolvency assignment or is adjudicated insolvent by any court of competent jurisdiction, any of which events, in the reasonable judgment of Florida Housing, will cause material interference with the Grantee's performance of its obligations under this Agreement including the timely completion of the Multi-Year Study and submission of the final report.

(d) If any warranty, representation, covenant or agreement made by the Grantee in this Agreement shall at any time be false or misleading in any material respect, or if the Grantee fails to keep, observe or perform any of the terms, covenants, agreements, representations or warranties contained in this Agreement.

(e) If any warranty, representation, covenant or agreement made by the Grantee in any other agreement in which Florida Housing is a party, or a beneficiary under its terms, shall at any time be false or misleading in any material respect, or if the Grantee fails to

keep, observe or perform any of the terms, covenants, agreements, representations or warranties contained in any such agreement.

Florida Housing's failure (or delay) to declare a default on any occasion shall not constitute a waiver of any such default or the waiver of the right to declare a default on any future occasion.

12. REMEDIES. Upon the happening of an Event of Default, Florida Housing may, at its option, upon written notice to the Grantee at the address stated in this Agreement, and in the event the Grantee does not cure such default (or take measures satisfactory to Florida Housing to cure such default), within ten (10) days after the date of notice, or within such further time Florida Housing may allow, without further notice, declare a default under this Agreement, and effective upon the date of such default, Florida Housing may:

(a) Cease disbursement of Grant Funds, and retain or de-obligate, in its reasonable discretion, any remaining Grant Funds.

(b) Apply to any court, county, state or federal, for any specific performance of this Agreement; for an injunction, which may be affirmative in nature, to remedy the default or violations of this Agreement; or for such legal or equitable relief as may be appropriate, the Grantee agreeing that the injury to Florida Housing arising from a default remaining uncured under any of the terms of this Agreement would be irreparable, and the amount of damage would be difficult to ascertain.

(c) Exercise any other rights or remedies as may be available to Florida Housing under applicable law, including the termination of this Agreement and retention of any remaining Grant Funds.

(d) Recapture the Grant Funds as provided in section 10 of this Agreement, and institute any actions or proceedings as may be necessary or appropriate in order to enforce recapture of the funds.

Florida Housing may invoke any remedy provided for herein in combination with any other remedy, the remedies provided herein being non-exclusive. Any delay or failure to invoke any remedy on one occasion shall not constitute a waiver of the right to invoke any such remedy in the future.

13. PUBLIC RECORDS. Pursuant to Section 119.0701(2)(b), Fla. Stat., the Grantee is required to comply with public records laws, specifically to:

a. Keep and maintain public records required by the public agency to perform the service.

b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be

inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.

d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

If the Grantee has questions regarding the application of Chapter 119, Florida Statutes, to the Grantee's duty to provide public records relating to this Agreement, contact the Corporation Clerk at:

Corporation Clerk

Florida Housing Finance Corporation

227 N. Bronough Street, Suite 5000

Tallahassee, Florida 32301-1329

Phone: 850.488.4197

E-mail: Corporation.Clerk@floridahousing.org

14. INDEMNIFICATION. The Grantee shall indemnify and hold harmless Florida Housing, its directors, officers, members, officials, employees and agents (collectively, the "Indemnified Parties"), from any liability, claims or losses, including attorneys' fees and costs, resulting from the disbursement of the Grant Funds to the Grantee or matters related to the conduct of the Multi-Year Study by the Grantee or its agents and contractors. This provision shall survive the term of this Agreement and shall continue in full force and effect so long as the possibility of such liability, claims, or losses exists.

15. LIABILITY; INDEPENDENT CONTRACTOR; NO AGENCY.

(a) Florida Housing shall not be deemed to have assumed any liability for the acts, omissions, or negligence of the Grantee, its agents, contractors, or employees, in connection with this Agreement and the Grantee specifically accepts responsibility for its acts, omissions or negligence and for the acts, omissions or negligence of its agents, contractors or employees, in connection with this Agreement and shall defend and hold

Florida Housing harmless from and against the claims of any party arising out of or claimed to arise out of any such acts, omissions, or negligence.

(b) The Grantee, together with its agents, suppliers, subcontractors, officers, and employees, shall have and always retain under this Agreement the legal status of an independent contractor, and in no manner shall they be deemed employees or agents of Florida Housing or deemed to be entitled to any benefits associated with such employment. During the term of this Agreement, the Grantee shall maintain at its sole expense those benefits to which its employees would otherwise be entitled to by law. The Grantee remains responsible for all applicable federal, state, and local taxes, and all FICA contributions.

(c) The Grantee specifically accepts responsibility for payment of all taxes, assessments, or contributions that may be required to be paid to any unit of government as a result of the payments being paid to or by the Grantee, if any, in conjunction with this Agreement.

(d) The Grantee is not an agent of Florida Housing. At no time shall the Grantee be authorized to contract or incur any obligations, monetary or otherwise, in the name of Florida Housing. All contracts and agreements entered into with vendors or third-party service providers in connection with the Multi-Year Study shall be in the name of the Grantee, and all cost, expenses and charges in connection therewith shall be the responsibility of the Grantee.

16. COSTS, EXPENSES AND FEES. The only funding provided by Florida Housing under this Agreement shall be the Grant Funds, and such funds shall be provided only in the form of reimbursement(s) to the Grantee for eligible costs incurred by and paid for by the Grantee. Florida Housing assumes no responsibility or liability, and shall have no responsibility or liability to any third party for the payment of any costs, expenses or fees in connection with the Multi-Year Study or this Agreement. At no time shall the Grantee make any commitments for or incur any charges or expenses for, or in the name of, Florida Housing. The Grantee shall be responsible for payment of all costs, expenses and fees in conducting and carrying out the Multi-Year Study and for any other matters contemplated by or in connection with this Agreement.

17. NOTICES. All notices to be made or permitted to be made hereunder shall be in writing and shall be delivered to the addresses shown below or to such other addresses that the parties may provide to one another in accordance herewith. Such notices and other communications shall be given by any of the following means: (a) personal service; (b) national express air courier, provided such courier maintains written verification of actual delivery; or (c) registered US mail. Any notice or other communication given by the means described above shall be deemed effective upon the date of receipt or the date of refusal to accept delivery by the party to whom such notice or other communication has been sent.

Florida Housing: Florida Housing Finance Corporation
227 North Bronough Street, Suite 5000
Tallahassee, Florida 32301-1329
Attention: Contracts Manager
Phone: (850) 488-4197
E-mail: Contracts.Manager@floridahousing.org

with a copy to: Florida Housing Finance Corporation
227 North Bronough Street, Suite 5000
Tallahassee, Florida 32301-1329
Attention: Nancy Muller, Director of Policy
and Special Programs
Phone: (850) 488-4197

Grantee: Ability Housing, Inc.
3740 Beach Blvd. Suite 304
Jacksonville, Florida 32207
Attention: Shannon Nazworth
Phone: 904-359-9650
Fax: 904-359-9653

with a copy to: Ability Housing, Inc.
3740 Beach Blvd. Suite 304
Jacksonville, Florida 32207
Attention: Michcal Cochran
Phone: 904-359-9650
Fax: 904-359-9653

Any party may change said address by giving the other parties hereto prior notice of such change of address in accordance with the foregoing provisions.

18. EFFECT OF NON-COMPLIANCE UNDER THIS AGREEMENT. Neither the Grantee nor its principals shall be eligible to participate in or apply for financing, tax credits or grant funding under any Florida Housing program, competitive solicitation or other funding process at any time while the Grantee is not in compliance with the terms and conditions of this Agreement.

19. GENERAL TERMS AND CONDITIONS.

(a) This Agreement and all the terms and provisions hereof shall be construed to effectuate the purposes set forth herein and to sustain the validity hereof.

(b) The titles and headings of the sections of this Agreement have been inserted for convenience of reference only and are not to be considered a part hereof and shall not modify or restrict any of the terms or provisions hereof and shall never be considered or

given any effect in construing this Agreement or any provision hereof or in ascertaining intent, if any questions of intent shall arise.

(c) If any provision of this Agreement shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining portions shall not in any way be affected or impaired.

(d) This Agreement may be simultaneously executed in multiple counterparts, all of which shall constitute one and the same instrument and each of which shall be deemed to be an original.

(e) This Agreement shall be construed, and the obligations, rights and remedies of the parties hereunder shall be determined, in accordance with the laws of the State of Florida without regard to conflicts of laws or principles, except to the extent that the laws of the United States of America may prevail.

(f) Venue for any action under this Agreement shall lie in Leon County, Florida.

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**GRANTEE COUNTERPART SIGNATURE PAGE FOR
GRANT AGREEMENT FOR MATCH FUNDING TO BE USED FOR RESEARCH
RELATED TO DEVELOPMENTS FUNDED TO SERVE HIGH NEEDS/HIGH COST
POPULATIONS
BETWEEN
FLORIDA HOUSING FINANCE CORPORATION
AND
ABILITY HOUSING, INC.**

IN WITNESS WHEREOF, the Grantee has caused this Agreement to be executed and delivered on its behalf by its duly authorized representative to be effective as of the Effective Date of this Agreement.

ABILITY HOUSING, INC., a Florida non-profit corporation

By: [Signature]
Shannon Nazworth, Executive Director

WITNESSES:

[Signature]

Print: Micheal Cochran

[Signature]

Print: Kathy Jones

STATE OF FLORIDA
COUNTY OF Duval

The foregoing instrument was acknowledged before me this 29th day of AUGUST, 2017, by Shannon Nazworth as President of Ability Housing, Inc., a Florida non-profit corporation, on behalf of the corporation. Said person is personally known to me or has _____ produced a valid driver's license as identification.




JENNA EMMONS
MY COMMISSION # FF 131670
EXPIRES: June 15, 2018
Bonded Thru Budget Notary Services

[Signature]
Notary Public; State of Florida
Print Name: JENNA EMMONS
My Commission Expires: JUNE 15, 2018
My Commission No.: FF 131670



**FLORIDA HOUSING COUNTERPART SIGNATURE PAGE FOR
GRANT AGREEMENT FOR MATCH FUNDING TO BE USED FOR RESEARCH
RELATED TO DEVELOPMENTS FUNDED TO SERVE HIGH NEEDS/HIGH COST
POPULATIONS
BETWEEN
FLORIDA HOUSING FINANCE CORPORATION
AND
ABILITY HOUSING, INC.**

IN WITNESS WHEREOF, Florida Housing has caused this Agreement to be executed and delivered on its behalf by its duly authorized representative to be effective as of the Effective Date of this Agreement.

FLORIDA HOUSING FINANCE CORPORATION, a public corporation and a public body corporate and politic duly created and existing under the laws of the State of Florida

By: 
Hugh R. Brown, as
General Counsel


WITNESSES:


Print: Jennifer A. Marshall

Print: JENNIFER BERTHIAUME

STATE OF FLORIDA
COUNTY OF LEON

The foregoing instrument was acknowledged before me this 5th day of September, 2017, by Hugh R. Brown, as General Counsel of Florida Housing Finance Corporation, a public corporation and a public body corporate and politic duly created and existing under the laws of the State of Florida, on behalf of the corporation. Said person is personally known to me or has produced a valid driver's license as identification.




Notary Public, State of Florida
Print Name: Jennifer A. Marshall
My Commission Expires: August 12, 2018
My Commission No.: FF 149994

**Ability Housing of Northeast Florida, Inc.
Cost/Benefit Study Review Description**

I.A Study Objectives

The objective of the study is to contribute to the literature and evidence-base regarding permanent supportive housing's cost-effectiveness and impact on ending homelessness and reducing individuals' use of emergency public services. The evaluation is strategically important in providing evidence regarding supportive housing's impact on avoidable Medicaid-reimbursable individual and institutional costs and other state funded costs, thereby helping give important support for public investment in supportive housing in a time of budgetary challenges in the State of Florida.

To test for these effects and to assess cost-effectiveness, the study team's evaluation design is a two-group pre/post intervention, with a comparison group constructed among eligible individuals who match those receiving the intervention, Permanent Supportive Housing (PSH). Both groups will be selected using the Northeast Florida Continuum of Care Coordinated Intake & Assessment process. The Northeast Florida Coordinated Intake & Assessment system was created through collaborative efforts from Emergency Services and Homeless Coalition (ESHC) member agency representatives, Jacksonville Sheriff's Office representatives, and other members of the community. These representatives formed the Coordinated Intake & Assessment Committee in February 2013. The committee has the goal of improving upon the excellent work previously done locally and nationally to improve homeless housing and service systems for individuals and families. After substantial investigation, training, and discussion of research and tools produced in communities across the country, especially the work of the National Alliance to End Homelessness, the committee has approved the Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT) as the pre-screening tool for initial assessment and prioritization for all intakes done through the Coordinated Intake & Assessment system, including the web-based Homeless Management and Information System (HMIS). HMIS is an electronic database used to hold information on the characteristics and service needs of homeless people in the Northeast Florida Continuum of Care boundaries.

The VI-SPDAT is a first-of-its-kind "super tool" designed to fill this need. It combines the SPDAT, developed by Iain De Jong of OrgCode Consulting with the 100,000 Homes Campaign's widely used Vulnerability Index. It is a practical, evidence-based way to satisfy federal regulations while quickly implementing a commonsense approach to access and assessment. The VI-SPDAT was developed for use on a national level and has been field tested with over 10,000 unique individuals in over 100 communities across North America and in select locations around the world. The domains assessed by the full SPDAT not only score length of homelessness, chronic disease, health insurance, and a number of domains that effectively identify homeless persons with the greatest need for permanent supportive housing, but also identifies those that are using the most community services. For instance among the items rated by the SPDAT is utilization of publicly funded services such as emergency department use, hospitalizations, arrests, crisis stabilization unit and other mental health use.

The intervention group will consist of the 55 people who are provided housing and services. It is anticipated that this study will take place over a period of three years, during which there will

be 18 months of pre-treatment (housing placement) data and 18 months follow-up post treatment data., The comparison group of 100 people will be selected from among the supportive housing eligible population in the local HMIS that received similar VI-SPDAT scores but were not linked to housing because of the lack of local PSH to meet the needs of the community. Specifically, VI-SPDAT scores ranging from 10 through 17 will be used to select both intervention and comparison group participants. The rationale for a larger comparison group is based on the likelihood that there will be higher attrition rates among this group over the study period time. Therefore, having a larger initial number of comparison group participants will better ensure having sufficient participant numbers in both groups for data analysis comparisons over the study period time frame. Additional strategies will be used to ensure retention and data collection from the comparison group participants such as incentives, point in time survey, intake centers.

It is estimated that more than 500 people are expected to be eligible for PSH but fewer than 125 PSH units are expected to become available during the study period. Thus not all who are PSH-eligible will receive the intervention. These conditions create a potentially sufficient size pool of people who could be selected for the intervention but do not receive it.

Participants in both groups will have data collected for 24 months after the baseline data are collected. For the intervention group, baseline assessment will take place immediately after the move into supportive-housing; for the comparison group, it will be at study enrollment which will be timed to coordinate with intervention group assessments. Data from both groups of individuals will be collected using a mix of survey and administrative data.

1.B Research Questions

1. What are the relative cost benefits to the community for those individuals who participate in the Solution That Saves (STS) project?
2. What are the estimated use of services and related costs for those who do not participate in the STS housing project as compared to the intervention group?
3. What are the possible predictors, if any, to the reduction of use of services and costs for participants in the project?
4. Have health outcomes improved for participants compared to non-participants?
5. Has income stability and self-sufficiency improved for participants compared to non-participants?
6. What are the housing stability rates for program participants?
7. In what ways do participants believe that their quality of life has improved following participation in the STS housing project?

1.C. Demographic Data Collection Methods

The study team will develop an informed consent document for requesting approval from all study participants for access to their records from local hospitals, Jacksonville Sheriff's Office, Duval County Health Department, local crisis stabilization units, local providers of behavioral health and substance abuse services, the Emergency Services and Homeless Coalition, and other providers of publically funded services to the target population. The informed consent document will be carefully reviewed, page-by-page, with each participant to inform the prospective project participants of the objectives of the research, the procedures to be

followed, the risks and potential benefits, the types of data that would be obtained from each public agency, and enable them to freely consent or decline to participate. Individuals who agree to sign the informed consent document will also be requested to complete a questionnaire that will provide additional information about them. The informed consent form as well as all other forms and instruments utilized in the research will be reviewed and approved by a private Institutional Review Board contracted for the study.

Demographic data will be collected via computer assisted personal interviewing using a combination of the data fields in the web-based Homeless Management and Information System (HMIS) in combination with the full Service Prioritization Decision Assistance Tool (SPDAT) and a retrospective pre-knowledge, attitude and activities survey developed by HTC. HMIS is a component of the Emergency Services and Homeless Coalition of Northeast Florida's Coordinated Intake & Assessment system. The HMIS is an electronic database for information on the characteristics and service needs of homeless people in the U.S. The HMIS was developed in the 1990s in response to a mandate by Congress requiring states to collect data in order to receive funds from the U.S. Department of Housing and Urban Development (HUD). All individuals whose information is entered into the HMIS are assigned a unique identifier. Prior to entering information into the HMIS the navigator or any other service provider using the HMIS must obtain permission by use of the "Client User Agreement" (attached as Exhibit A) which informs the client of the data uses, disclosures and client rights as regards the data entered into the system. Demographic data for this study will be collected primarily from the HMIS system. Data fields in the HMIS include: gender, DOB, race, ethnicity, family composition, veteran status, income, income sources, non-cash benefits, veteran status, disabling condition, current and prior zip code, education level, and housing status. The retrospective pre-knowledge, attitude and activities survey has not been developed at this time but HTC staff have years of experience in this area. This survey will be based on a review of relevant literature and developed with input for all interested stakeholders thus providing face and content validity. It will be piloted for reliability and then administered as determined feasible.

1.D. Cost Data Collection Methods

Health Tech Consultants, Inc. (HTC) will train staff from all agencies involved in data collection in data collection methods and procedures, confidentiality and security. HTC will work with Ability Housing to develop a Data Use Agreement (example attached as Exhibit B) with the entities from which we will be requesting the cost data. HTC is also developing an informed consent document for requesting approval from all study participants for access to their records. Once consent to participate in the study is obtained from a participant, HTC will include a copy of that agreement in a data request to the agency.

The data we are requesting is the cost associated with the use of any services at each entity for each individual in the study. The entities that we will be requesting the data from are:

- Agency for Health Care Administration
- Baptist Medical Center
- Duval County Health Department
- Emergency Services & Homeless Coalition of Northeast Florida
- Gateway Community Services

- Jacksonville Sheriff's Office
- LSF Health Systems
- The Regional North Florida/South Georgia Veterans System
- Renaissance Behavioral Health Systems
- River Region Human Services
- St. Vincent's Health System
- UF Health

We will make a one-time request of data for a two year period prior to the individual's enrollment in the study. After that we anticipate making 3 more requests for cost data for the 1-year, 18-month and 2-year periods after study enrollment for each person in the study.

In addition to the data requests by use of data sharing agreements with the above named entities, data will also be gathered on an as needed basis from agencies or organizations not listed above that are identified by the participants during surveys or by other means. For example if a participant identified visiting a hospital that is not listed above, if the participant received services from an agency not listed above or the individual indicated that they received public benefits such as food stamps.

Cost by service type will be provided by categories such as shelter stay, case management services, SNAP (Food Assistance), inpatient treatment costs, etc.

I.E. Entities performing the demographic data collection

Ability Housing staff with assistance from staff from the Emergency Services and Homeless Coalition (ESHC) will be responsible for the collection of demographic data. Each individual participating in the study will have a unique identifying number assigned by the HMIS system when the person is enrolled in the study (either intervention group or comparison group). This unique identifier will enable Ability Housing staff to redact all other identifying information (name, social security number, birth date) from the data base prior to delivering the data to HTC for analysis.

I.F. The entity or entities performing the cost data collection

Ability Housing staff with assistance from River Region Human Services (RRHS) will be responsible for the collection of cost data. RRHS, established in 1979, provides a comprehensive array of substance abuse and mental health prevention, intervention, and treatment services for persons in the five-county Northeast Florida area. RRHS has successfully provided permanent supportive housing with comprehensive case management to homeless adults with disabilities, including HIV/AIDS, as well as substance abuse and/or mental illness, for well over a decade. The Florida Department of Children and Families has licensed RRHS since its inception. Since 1993, the national Commission on Accreditation of Rehabilitation Facilities has accredited RRHS's eligible programs. RRHS has been a member of the local homeless coalition, Emergency Services and Homeless Coalition, for over 15 years and has current knowledge of resources and services offered in the community.

RRHS staff will provide direct service coordination for the residents of the project through a contract with Ability Housing and will be an integral component of the data collection through

entry of information into HMIS, administering participant surveys, and assisting Ability Housing staff in the collection of third party data for the intervention group.

Ability Housing staff will be responsible for follow up data collection for the comparison group with assistance from Mental Health Resource Center (MHRC) staff. MHRC, opened in 1980, is the largest and most comprehensive provider of mental health services in Northeast Florida. MHRC has been providing case management and other services to homeless persons since 1988. MHRC manages the Coordinated Intake and Assessment System for Northeast Florida that consists of a combination of decentralized intake access points in the three county areas of Duval, Nassau and Clay counties, outreach, and web-based centralized intake. MHRC's "Navigators" – certified intake workers responsible for providing coordinated intake and assessment for individuals or families seeking homeless services – will be the first line of identification of comparison group members for the study. Duval County also has three full time street outreach teams working with homeless street persons throughout the county. The team provides services through direct contact on the streets, under bridges, in wooded areas, abandoned buildings or cars, and other areas of refuge. Additionally, every year in January the ESHC does a one day point in time count of every homeless person in the three county area. Ability Housing, while lead agency for 100 Homes Jacksonville (a partner in the National 100,000 Homes campaign), has experience in using the 100 plus volunteers available during this event to assist in finding specific individuals for follow up services.

I.G. The method by which the data will be compiled and analyzed

On a monthly basis members of the HTC evaluation team will meet with Ability Housing, ESHC, MHRC, and RRHS staff to provide ongoing feedback regarding program implementation and issues related to data collection and management. Evaluation activities and procedures for data collection and analysis will be conducted in accordance with an independent IRB review team for the Protection of Human Subjects and the *Guiding Principles for Evaluators* of the American Evaluation Association and will, as necessary, meet any additional IRB requirements. Once encoded, data for analysis will be stored on the HTC local network server, an encrypted password protected server.

The data elements for costs to publicly funded systems will include: actual costs for correctional system (daily incarceration cost), shelters stays, institutional housing, emergency department encounters, inpatient hospital stays, crisis stabilization stays, mental health hospitals, mental health services, case management, Medicaid funded encounters, emergency benefits cost such as food stamps and permanent and transitional housing stays. Encounter data for homeless services, court appearances related to arrests (the cost to arrest, transport, book, and process a person through first appearance and subsequent court appearances including attorneys' cost), and supportive services other than case management will be collected and assigned an appropriate unit cost if actual costs cannot be determined. The data to be used in this study will primarily come from administrative databases maintained by local and state agencies responsible for services used consistently by homeless/indigent adults in Northeast Florida. Administrative data from stakeholder agencies determined by the lead grantee will be used to assess the level of service use before, during, and after project participation for the resident and comparison groups. Once data from a variety of sources are gathered and collected into a unified research database, any identifying detail will be removed from that database system.

To protect and assure validity of the collected data, only the designated Ability Housing project staff and HTC evaluators will have access to the project database.

I.H. Describe how each resident's outcomes will be measured

Residents' (intervention group's) and non-residents' (comparison group's) outcomes will be measured by administrative data from participating providers and interview data from resident members of the intervention group and non-resident members of the comparison group. As stated earlier in this document, it is anticipated that there will be a higher attrition rate among the comparison group. Therefore to account for attrition, when conducting between group analyses, we will use data from the first 55 persons in the comparison group that most closely match the intervention group participants and for which we have complete comparative data. In instances in which an intervention group participant does not have a complete set of intervention data (i.e., he/she drops out prior to the 24 month data collection period); within group data analysis will be conducted using the corresponding comparison period. For example, if we have data on an individual for two years prior to intervention and they drop out after 6 months analysis will only be conducted with the six months of pre intervention data and 6 months of post intervention data. Lastly, the between group and within group analyses will include all intervention group participants regardless of whether they regress or improve (i.e., matriculate to other stable housing, employment, etc...) on study indicators.

I.I. Is the study to be part of a broader High Needs/High Costs study carried out for the community in which the Development is located? If so, please describe the following:

i. The objectives of the broader study;

As with the study proposed here, the objective of the broader study is to contribute to the literature and evidence-base regarding permanent supportive housing's cost-effectiveness and impact on ending homelessness and reducing individuals' use of emergency public services.

ii. How the study parameters for this RFA fit into the broader study;

The study proposed here is part of a broader study that incorporates an additional 50 units of permanent supportive housing that has recently been funded and will be available for occupancy in early 2015. The target population for the additional housing units is chronically homeless persons. Intervention and comparison groups are as follows:

- Intervention Group A, comprised of 43 participants, will live a single site (Village on Wiley) and receive the HF-PSH intervention and comprehensive, intensive case management with case management, benefit and service linkage and coordination provided by a case manager teamed with a peer recovery support specialist providing engagement and recovery support
- Intervention Group B, comprised of 55 participants, will live in scattered site housing and receive the HF-PSH intervention and comprehensive, intensive case management with case management, benefit and service linkage and coordination provided by a case manager
- The Non-Housing Comparison Group will be comprised of 100 participants matched by demographic, socio-economic, health and healthcare utilization characteristics

iii. how the data and analysis for the RFA study will be managed within the broader study;

The data and analysis for the study proposed here will be managed as subsets of the Intervention Group A and Non-Housing Comparison Group described in I.I.ii. above.

I.J. Description of how the quantitative and qualitative outcomes will be measured and evaluated

Quantitative Data Analysis

Descriptive data will be analyzed to provide a "picture" of participants and comparison group members. That is, counts and percentages on such variables as gender, diagnoses, and access of emergency services will be determined. Correlational relationships will then be determined among any and all variables, although previous research may guide the focus on this search. Depending on the "shape" of these specific data, Wilcoxon's matched pairs test may be used to compare variables in each group, and Kruskal-Wallis analysis of ranks to compare between groups. In instances of strong correlations, relationships will be re-examined with Kernel regression procedures. These nonparametric measures will be required by the small size of the sample and control groups, and by the possibility that data may not fall along a normal curve.

Qualitative Data Analysis

Periodic focus groups, key informant interviews and results of open-ended questionnaires will constitute the qualitative evaluation approach. The need and benefit of focus groups and/or key informant interviews will be determined by the stakeholders. If these are deemed to be beneficial in securing new data or supporting/comparing with other survey data all arrangements will be made in accordance with research evaluation protocol including participant confidentiality. As a point of reference a focus group simple informed consent and a focus group format that is typically used are attached as Exhibit E. The key informant interview informed consent would be adapted from the focus group informed consent and the closed question interview information would also be determined with input from interested stakeholders.

Qualitative data will be reviewed and categorized according to themes. A minimum of three individuals including stakeholders, personnel and the evaluation team will separately review the comments and determine categorical themes. In an effort to reduce the number of inconsistencies, and threats to internal validity, category coding will be done separately by different individuals. Results will be compared to determine consistency and accuracy of the categorizing procedure. Overall, larger categories will be created thus creating confidence in inter-rater reliability. These ratings will be correlated to obtain a coefficient of inter-rater reliability. Narrative comments will be quantified as specified by Tashakkori and Teddlie (2003; 1998), and Patton (1990). These themes will then be compared and once the themes are solidified, a bi-variant analysis will be conducted and presented in the findings. As discussed previously, qualitative data collection (i.e., focus groups, interviews, etc...) will be conducted by HTC staff and in select cases by appropriately trained Ability House staff.

I.K. Key roles and responsibilities of each of the research entities that will be a contributor to the study.

- Ability Housing of Northeast Florida, Inc., lead agency, data collection liaison
- Health Tech Consultants, Inc., evaluation, data collection and analysis, and report development
- Agency for Health Care Administration, to provide Medicaid encounter and cost data by approval of data use data sharing agreement;
- Baptist Health, not-for-profit organization with three hospitals in the Jacksonville area, to provide encounter and cost data by agreeing to data use agreement (sample agreement attached as Exhibit B);
- Duval County Health Department (DCHD) operating 21 health centers and clinics at 15 community-based sites to provide encounter and cost data by agreeing to data use agreement (sample agreement attached as Exhibit B);
- Emergency Services & Homeless Coalition of NE Florida, manager of HMIS, to provide intake assessment, service need and service use data by agreeing to data use agreement (sample agreement attached as Exhibit B);
- Gateway Community Services to provide behavioral health care data with required individual patient releases of information;
- Jacksonville Sheriff's Office provide arrest and jail incarceration data (no agreement necessary, public information);
- LSF Health Systems, the managing entity for DCF funding in the region, to provide mental health and substance use data by agreeing to data use agreement (sample agreement attached as Exhibit B);
- Regional North Florida/South Georgia Veterans System to provide health care and support services data with required individual patient releases of information;
- Renaissance Behavioral Health Systems (RNHS) to provide behavioral health care data by agreeing to data use agreement (sample agreement attached as Exhibit B);
- River Region Human Services staff will provide support services to the intervention group, assist in data entry/collection by entering pertinent data into HMIS, will administer client surveys upon completion of training provided by HTC and RRHS will enter into a user agreement to provide behavioral health care data by agreeing to data use agreement (sample agreement attached as Exhibit B);
- St. Vincent's Health System with two hospitals in the Jacksonville area, to provide encounter and cost data with required individual patient releases of information;
- UF Health (formerly Shands), the largest provider of indigent health care in Jacksonville, to provide encounter and cost data by agreeing to data use agreement (sample agreement attached as Exhibit B).

II. Contract attached as Exhibit C

III. Health Tech Experience (Curriculum Vitae attached as Exhibit D)

Health-Tech Consultants, Inc. (HTC) will lead and manage this study. The HTC primary team for this project includes current and former university professors, each with over 25 years of evaluation experience, and an evaluator with an MPH and over 18 years of evaluation experience. The HTC team is trained in multiple evaluation methods including CIPP, CBPE, and empowerment evaluation. HTC uses a comprehensive model for addressing evaluation of all program components, while making allowances for implementing agency and/or project

specific models. HTC associates have advanced degrees in disciplines that include education, curriculum and instruction, program development, program evaluation, leadership, management, business, public relations, public health, nursing, medicine, and counseling. Additionally, associates have considerable undergraduate and graduate teaching experience in research and evaluation as well as in content-specific disciplines.

The lead HTC associate for this project is Dr. Marcia Lamkin, who has a doctoral degree in organizational leadership and has taught graduate level research and evaluation courses. Additionally she has chaired over 30 dissertation committees. Dr. Lamkin has a strong background in statistical analyses, and she is skilled in all phases of program evaluation including cost benefit analysis and has a number of publications that address program evaluation with several inclusive of cost analysis. Dr. Sharon Wilburn and Dax Weaver will be responsible for the contextual, input, process, and impact evaluation components. Dr. Wilburn has over 31 years as a university professor and developed and taught both undergraduate and graduate evaluation classes. She has also worked in public health for over 20 years and has developed and worked other projects with this target population. She has multiple publications most of which are program evaluation based. Dax Weaver has been the President of HTC for 15 years. He has served as the lead evaluator on a number of projects including a project working with the homeless population. He has also taught undergraduate research classes and is a co-author of a number of program evaluation based publications. He is currently completing his dissertation on collaborative evaluation approaches. Dr. John Pauly is also a member of the HTC team. . With a Ph. D. in sociology and over 30 years of university teaching experience, including research methods, Dr. Pauly has worked in program evaluation and research of homeless and behavioral health services for 14 years and has expertise in a variety of evaluation methodologies, including participatory and empowerment evaluation. He also has extensive experience with the target population. He will be working with the CBPE in coordinating stakeholder meetings and process and impact data collection and analysis.

Listed below are selected projects for which members of the proposed research evaluation team have served as primary evaluators. These selected projects are representative of varied funding sources from national to local level funding. They are also representative of varied evaluation methods including but not limited to rigorous evaluation research, cost benefit and cost effective analyses, qualitative specific, quantitative specific, mixed methods, and community-based participatory empowerment evaluation methods. Each evaluation was designed with a theoretical foundation to address the specific needs of the target population and to meet the designated requirements of the funding source.

Community Social Service Agencies

Character Counts in Main (2007 - current). *Healthy Relationships Initiative*. Funding provided by the U.S. Department of Health and Human Services.

Community Foundation in Jacksonville, Jacksonville Children's Commission and the Duval County Public Schools (2008 - 2011).

Emergency Services and Homeless Coalition of St. Johns County, Incorporated Empowerment Evaluation of Supportive Services for Veterans Families Program, 2013-Present; Empowerment Evaluation of CoC Services, 2004-2006; Annual Homeless Census/Survey, 2000-2003.

EPIC Community Services, St. Augustine, FL (2004 – current). *Youth Mentoring and Leadership Development*. Funded by the U.S. Department of Education, Mentoring Programs.

M. Sulzbacher Center for the Homeless (2004 - 2007). *The Scattered Emergency Apartment Program for Chronically Homeless HIV+ Adult Males*. Funded by the U.S. Department of Housing.

Jacksonville Children's Commission: State of Jacksonville's Children, After-School Programs, A Statistical Profile of the State & Well-Being of Children in Jacksonville; A Gaps Analysis of Unmet Needs for After-School Programs in Jacksonville

Jacksonville YMCA (2007 - current). *Closing the Gap*. Funding provided by FL Department of Health.

River Region Human Services (2008-present) Housing and substance abuse and mental health treatment programs

Ryan White (2004) HIV/AIDS Program Needs Assessment

Health Departments

Baker County Health Department (2009-2012) *Beat Diabetes* project. Funded by Federal Health Resources and Services Administration.

Baker County Department of Public Health (2007 – 2010). *Smoking Cessation & Asthma Reduction Initiative*. Funding provided by the Florida Department of Public Health.

Indian River County Health Department (2003-2006). *Heart 2 Heart Community Cardiovascular Health Program Needs Assessment and Evaluation*. Funded by the Florida Department of Health.

Nassau County Department of Public Health (2007-2009). *Community Intervention Program Four Year Program*. Funded by Florida Department of Health.

School Districts

Charlotte County Public Schools (2004-2007). *Risk Factor Indicator Inventory Project, Juvenile Justice Council*.

Clay County Public School (1993 – 2010). *Safe and Drug Free Schools Program*. Funded by the Federal Safe, Disciplined and Drug Free Schools Office.

Duval County Public School (2010-Current) *Mayport Middle School Department of Defense Education Activity (DoDOE)*.

Duval County Public School (1989 – 2010). *Safe and Drug Free Schools Program*. Funded by the Federal Safe, Disciplined and Drug Free Schools Office.

Duval County Public Schools & Workforce Jacksonville (2008 - current). *CHOICE-Geospatial Technology Academy*. Funded by the Workforce Florida.

Florida State College at Jacksonville (2010-Current) *Logistics Management*. Funded by the Department of Labor.

Hamilton County Public Schools (2007 - 2010). *District Climate Survey*. Funding provided by Hamilton County School Board.

North East Florida Educational Consortium (1998 – 2010). *Safe and Drug Free Schools Program*. Funded by the Federal Safe, Disciplined and Drug Free Schools Office.

Osceola County Public Schools (2007 - 2010). *District Bullying Survey*. Funding provided by the Florida Department of Education Safe and Drug Free School Program.

Putnam County Public School (1997 – 2011). *Safe and Drug Free Schools Program.* Funded by Federal Safe, Disciplined and Drug Free Schools Office.

St. Johns County Public School (1998 – 2011). *Safe and Drug Free Schools Program.* Funded by Federal Safe, Disciplined and Drug Free Schools Office.

University of North Florida, Brooks College of Health School of Nursing (2007-current), Community-based Nursing Flagship Program. Funded by the University of North Florida.

IV. Funding Description

Ability Housing has solicited funding for the evaluation component of this project from a number of organizations including: Bank of America Foundation, Enterprise Community Partners, JP Morgan Chase Foundation, Fifth Third Foundation, Walmart Foundation, Wells Fargo Foundation, and Robert Wood Johnson Foundation. Ability housing has recently received a commitment of \$20,000 from Enterprise to fund evaluation for the project. Notifications of the other awards for funding are pending. Additionally, Ability Housing is in continuing discussions with representatives from the Blue Foundation and the Community Foundation of Northeast Florida about funding for the cost benefit analysis and plans to submit for funding from both organizations. Ability Housing will continue to explore additional resources for funding of the cost benefit study but in the absence of any additional funding commitments, Ability Housing has the capital to guarantee the expense of the study.

V. Anticipated challenges to conducting and completing the study

The major risk that may inhibit the achievement of the expected outcomes for this grant is that the HTC research team does not receive, or is delayed in receiving, data from State agencies. Obtaining administrative data from State agencies is a difficult task in any jurisdiction and no less so in Florida. While the idea for the evaluation came from the State agencies (and many provided funding for earlier phases of the evaluation), the provision of administrative data can be subject to significant bureaucratic resistance. AH and HTC are currently working with the State to execute a Data Sharing Agreement (DSA) by June 2015. However, even with this DSA, there is a risk that AH and HTC will not be able to acquire the administrative data from the State agencies, or will experience significant delays in obtaining this data. If this happens, the data quality review and analysis plan will not be completed within the expected timeframe. This risk is mitigated by FHFC's close relationship with the State agencies and the progress achieved thus far in discussions concerning developing and executing the DSA.

VI. Study timeline

| Proposed Research Project Timeline | | |
|--|-----------------------|-----------------|
| Key Activity Milestones | Responsibility | Date Due |
| Submit Data Sharing Agreements | AH, HTC | 9/30/14 |
| Obtain Institutional Review Board Approval | HTC | 12/30/14 |
| Submit Project Management, Quality Assurance Reports | AH | 1/12/15-Monthly |

| | | |
|--------------------------------------|-------------------------|-----------------|
| Finalize Survey Tool | HTC | 1/31/15 |
| Complete Data Quality Assessment | HTC | 5/31/15 |
| Conduct Data Collection Training | HTC | 5/31/15 |
| Conduct Data Collection and Analysis | AH, ESHC, MHRC, RRHS | 6/30/15-Ongoing |
| Conduct Data Analysis | HTC | 6/30/15-Ongoing |
| Evaluation Interim Report | HTC | 2/28/16 |
| Evaluation Year One Report | HTC | 8/30/16 |
| Evaluation Final Report | HTC | 10/31/17 |

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**LETTER OF AGREEMENT BETWEEN ABILITY HOUSING OF NORTHEAST FLORIDA, AND
HEALTH-TECH CONSULTANTS, INC.**

The following letter of agreement is between the Ability Housing of Northeast Florida, Inc. and Health-Tech Consultants, Inc. an independent contractor, commencing on 11/1/14 and ending on 12/31/17.

I. The Ability Housing of Northeast Florida agrees to the following:

- A. To designate a representative to coordinate with the independent contractor on the various activities involved in the evaluation of the STS Project and to cooperate in all matters requiring concurrence and/or approval.
- B. To assist Health-Tech Consultants staff in the development of study survey and any other assessment tools that may be needed to conduct an evaluation of the project.
- C. To assume responsibility for the data collection of all project participants and to provide Health-Tech Consultants with project data as necessary for completion of the specified evaluation.
- D. To allow HTC evaluators access to the project databases.
- E. To grant to Health-Tech Consultants the right to publish, in a manner that protects the identity of project and its clients as established by the American Psychological Association and meets the ethical standards of the American Evaluation Association, results from the evaluation-research study. Health-Tech Consultants will ensure that Ability Housing of Northeast Florida, Inc., Florida Housing Finance Corporation, and any funders (as determined by Ability Housing) will receive acknowledgement of support for and participation in the study in all publications of any form.
- F. To pay Health-Tech Consultants \$102,500.00 Payment will be made within 30 days of receipt of invoices submitted quarterly with deliverable activities, according to schedule as identified in Attachment A.

II. Health-Tech Consultants, Inc., agrees to the following:

- A. To provide services for data collection, data analysis, and reporting as necessary to complete the evaluation process. These will include the following items:
- To assist with the development of the research-evaluation criteria for mini-grant RFPs in reference to the pilot research study.
 - To assist in formal design of the study including required IRB proposal development.
 - To develop, in coordination with program staff, a retrospective pre-knowledge, attitude and prospective behavior survey to use as a research-evaluation tool for the assessing project outcomes.
 - To provide specific feedback on survey administration and if determined as necessary to assist in the actual administration of the assessment tools.
 - To develop machine-readable answer form for above survey if it is determined to use machine-readable answer forms.
 - To provide scanning of data collection forms if scan forms are used and input of project research-evaluation data into electronic (i.e., SPSS) format.
 - To conduct a cost benefit analysis based on data made available through the project secured databases.
 - To protect and assure validity and integrity of the collected data, only the designated project staff and HTC evaluators will have access to the project databases.
 - To provide, in a timely manner as outlined in Attachment A an analysis of data to the Project Manager and staff.
- B. To provide technical assistance and consultant services to the program as necessary to ensure the satisfactory design, implementation and completion of program research-evaluation activities.
- C. To provide the Ability Housing of Northeast Florida with periodic reports according to the attached deliverable schedule (Attachment A).


- D. To provide technical assistance and consultant services to the project and project staff as needed to provide for the publication of evaluation-research results in appropriate professional journals, presentation of evaluation-research results at professional conferences, and presentation of evaluation-research results to Federal and State agencies as deemed necessary.
- E. To provide to Ability Housing, at the conclusion of the program research-evaluation, all records, documents, electronic data files, and other similar materials used in conducting the program evaluation. Health-Tech Consultants acknowledge that Ability Housing retains ownership rights to all materials and data used to conduct the evaluation and all reports produced from these materials by Health Tech Consultants.
- F. To assume the responsibility for any individual that may be employed by the independent contractor to assist in completion of the tasks identified in this letter of agreement.

III. **Health-Tech Consultants, Inc.**, an independent contractor, shall be free to exercise discretion and independent judgment as to the methods and means of performance of the services and products contracted for the above except when specifically specified in this agreement.

In no event shall this Agreement constitute an employment Agreement, and the Contractor shall be considered only as an independent Contractor and not as an employee, agent partner, or joint venture of the Ability Housing of Northeast Florida. Health-Tech Consultants, Inc. shall be responsible for its equipment, transportation, insurance and all of its own expense in connection with the furnishing of work or services described above.

IV. **MODIFICATION OF LETTER OF AGREEMENT:**

This letter of agreement may be extended, renewed or otherwise changed only by an agreement executed in the same manner as the original.

APPROVED

Health-Tech Consultants, Inc.
P.O. Box 331330
Atlantic Beach, FL 32266

APPROVED

Ability Housing of Northeast Florida
76 South Laura Street, Suite 303
Jacksonville, FL 32202

Date: 10/29/14

Date: 10/30/14

| | TASK DESCRIPTION | COMPLETION DATE | COST |
|------|--|---------------------|--------------|
| I | Develop Data Sharing Agreements | 12/31/2014 | \$ 4,000.00 |
| | Health Tech will assist Ability Housing in developing and obtaining Data Use Agreements (DUA) with entities identified in section I.D of the Cost/Benefit Study Review Requirements (Attachment B). HT will participate in up to six meetings with DUA entities to present information about the project. | | |
| II | Institutional Review Board Approval | 2/28/2015 | \$ 7,500.00 |
| | Prepare a research protocol for protection of human subjects and obtain approval of the protocol by an Institutional Review Board (IRB). This includes costs for the IRB application fee. | | |
| III | Develop Survey Tool | 1/30/2015 | \$ 5,000.00 |
| | Health Tech will develop, in coordination with program partners, a retrospective pre-knowledge, attitude and activities survey to use as a research-evaluation tool for the assessing of project outcomes. | | |
| IV | Review Propensity Scores | 6/30/2015 | \$ 3,500.00 |
| | Review SPDAT propensity scores and other matching parameters for the project participants and the comparison group for whom cost data is available. | | |
| V | Administer Surveys | 8/30/2015 | \$ 7,500.00 |
| | Health Tech will train and supervise survey staff, will review surveys for completeness and enter data into data system. | | |
| VI | Acquire and Assess Data | 9/30/2015 | \$ 5,000.00 |
| | Upon execution of data use agreements, HT will assist in submitting requests for data necessary to examine the impact of supportive housing on mainstream public services utilization. HT will review and assess the quality of data for completeness, the extent to which data are available for the time period requested, and whether unit cost information is available. To protect and assure validity of the collected data, only the designated project staff and HTC evaluators will have access to the project databases. | | |
| VII | Acquire and Assess Data | 1/31/2016 | \$ 5,000.00 |
| | Upon execution of data use agreements, HT will assist in submitting requests for data necessary to examine the impact of supportive housing on mainstream public services utilization. HT will review and assess the quality of data for completeness, the extent to which data are available for the time period requested, and whether unit cost information is available. | | |
| VIII | Cost Savings Data Interim Report | 3/15/2016 | \$ 7,500.00 |
| | Deliver a report of results to date and dissemination of research results | | |
| IX | Acquire and Assess Data | 7/30/2016 | \$ 5,000.00 |
| | Upon execution of data use agreements, HT will assist in submitting requests for data necessary to examine the impact of supportive housing on mainstream public services utilization. HT will review and assess the quality of data for completeness, the extent to which data are available for the time period requested, and whether unit cost information is available. | | |
| X | Cost Savings Data Year One Report | 10/30/2016 | \$ 10,000.00 |
| | Deliver a report of results to date and dissemination of research results | | |
| XI | Acquire and Assess Data | 7/30/2017 | \$ 7,500.00 |
| | Upon execution of data use agreements, HT will assist in submitting requests for data necessary to examine the impact of supportive housing on mainstream public services utilization. HT will review and assess the quality of data for completeness, the extent to which data are available for the time period requested, and whether unit cost information is available. | | |
| XII | Cost Savings Data Final Report | 10/30/2017 | \$ 15,000.00 |
| | Deliver a report of results to date and dissemination of research results | | |
| XIII | Public Presentations | 12/14 through 12/17 | \$ 15,000.00 |
| | Prepare material and make presentations at public forums explaining the results of the project (6 presentations at 2,500 each). | | |
| XIV | Meetings and other Communication | 10/14 through 12/17 | \$ 5,000.00 |
| | Participation in meetings and other communication, e.g. conference calls for ongoing project needs. | | |

TOTAL COST

\$ 102,500.00

Sharon Tamargo Wilburn, Ph.D.

Health-Tech Consultants, Inc.
P.O. Box 331330, Atlantic Beach, FL 32233-1330

Telephone: 904-866-0431

Fax: 904-247-0104

Email: stwwilburn@comcast.net

Education

| <u>Degree/Year</u> | <u>Institution, City, State</u> | <u>Major Area of Study</u> |
|--------------------|---------------------------------|---|
| Ph.D./1984 | University of Florida | Major: Curriculum and Instruction Specialization: Rehabilitation Counseling & Services; Vocational, Technical, Adult, and Health Occupations Education Minors: Qualitative Research Methodology; Health Education |
| M.Ed./1990 | University of No Florida | Major: Guidance and Counseling Specialization: Mental Health Counseling |
| MSH/1980 | University of No Florida | Major: Allied Health Services Specialization: Alcohol & Drug Counseling |
| BSH/1979 | University of No Florida | Major: Health Science Minors: Community and School Health Education/Promotion |
| AS/1967 | Loyola University | Major: Dental Hygiene |

Professional Experience

| | |
|--------------|---|
| 1984-2014 | University of North Florida, Professor and Director, Clinical Mental Health Counseling Program (2010-2014); Center for Aging Research (2007-2012); Director of Community and Public Health Academic Programs (2004-2006); Public Health and Health Administration Internship Supervisor (1990-2006); Program Leader, Undergraduate and Graduate Community Health Programs (1998-2002); Graduate Program Director, Addiction and Mental Health Counseling (1989-1998); Assistant Professor (1984-1989) |
| 1990-Current | Health-Tech Consultants, Inc. Consultant (original founder/ president of a minority owned corporation); Senior Evaluator and National Board Certified Coach |
| 1983-2005 | Private part-time psychotherapist practice |
| 1980-1984 | International Rehabilitation Associates, Inc. Rehabilitation Counselor Northeast Florida Safety Council, DUI Evaluator and Instructor University of North Florida, Adjunct and Visiting Assistant Professor University of Florida, Graduate Assistant |
| 1967-1984 | Practiced dental hygiene on both a full and part time basis |

Licenses and Certifications

| | |
|--|--|
| Diplomate, American Academy of Counselors | Nat. Certified Rehabilitation Counselor-Master Addiction Counselor |
| National Certified Counselor | International Certified Alcohol/Drug Abuse Counselor |
| National Certified Case Manager | State Licensed Rehabilitation Service Provider |
| National Certified Health Education Specialist | State Certified Addictions Professional and Prevention Professional |
| State Licensed Mental Health Counselor | State Registered Dental Hygienist (inactive) |
| National Certified Clinical Hypnotherapist | FL Teacher's Certificates in Health and Physical Education & Science |
| Certified Intrinsic Coach | National Certified Clinical Hypnotherapist |
| National Board Certified Coach | Florida Supreme Court Certified Family Mediator |

Post-doctoral Evaluation Training

- 10 hours in best practice scientific review processes, MANILA Consulting Group, National Registry of

Evidence-based Programs and Practices, 2006

- 14 hours in Community Participatory Evaluation, Online Continuing Education, 2005
- 7 hours in Qualitative Evaluation and Utilization Focused Evaluation, Southern Evaluator's Assoc, 2004
- 14 hours in Making Evaluation Useful. Southeastern Evaluator's Association 2004
- 28 hours in Essential and Advanced Skills in Program Evaluation. Southeastern Evaluator's Assoc 2004
- 21 hours in Advanced Program Evaluation from the Evaluators' Institute 2003
- 15 hours in Outcome Evaluation and Qualitative Evaluation from the Evaluators' Institute 2003
- 7 hours in Quantitative Evaluation, Southeastern Evaluator's Association, 2002
- 14 hours in Coalition Evaluation, Center for Substance Abuse Prevention, 2001
- 7 hours in Program Material Review; 14 hours in Curricula Evaluation; and 14 hours in Program Evaluation through the Southeast Regional Center for Drug Free Schools and Communities. Certified Trainer/Reviewer, 1999

Grant Funding: Over her 31 year tenure at UNF, Dr. Wilburn has been the PI or Co-PI for public health related grants totaling over two and a half million dollars including a \$1,968,434 two-year demonstrations grant from CSAP. As a senior evaluator for Health-Tech for 25 years she has been part of the writing team for over 70 published research/evaluation technical reports.

Research: Dr. Wilburn has over 24 refereed journal publications, 10 monographs and book chapters, six refereed papers and abstracts; 14 professional educational publications, 24 refereed paper presentations, 10 refereed poster presentations, 18 professional training/educational manuscripts, 45 invited national and state presentations, and 10 invited television interviews. Below is a short represented list.

Selected Book Chapters, Monographs and Refereed Journal Publications and Presentations

- Wynn, R., Wilburn, S.T., Weaver, D.M, King, S., Lockhart, N., Thomas, A., & Wilburn, J. (2013). *Metrotown institute: A multicultural training program for youth*. Paper presented at the 2nd Annual Week of one: Diversity week, University of North Florida.
- Wynn, R., Wilburn, S.T., King, S., Lockhart, N., Thomas, A., Weaver, D.M., Wilburn, J., Ackerman, B., Ale, J., Devany, A., Doty, J., and Gershenson, A. (2012, September). *Metrotown Institute: A Multicultural Training Program for Youth*. Paper presented at the 10th Annual Association for Assessment in Counseling and Education National Assessment and Research Conference, Orlando, FL.
- Wynn, R., Wilburn, S.T., Weaver, D.M., King, S., Lockhart, N., Thomas, A., Wilburn, J., Ackerman, B., Ale, J., Devany, A., Doty, J., and Gershenson, A. (2012, October). *Outcomes of a Multicultural Training Program for Youth*. Paper presented at the 63rd Florida Counseling Association Conference, Tampa, FL
- Desrosier, R., Wilburn, S.T., King, S., Lockhart, N., & Wilburn, J. (2012, October). *Dementia: Counseling affected elderly and families*. Paper presented at the 63rd Florida Counseling Association Conference, Tampa, FL.
- Wynn, R., Wilburn, S.T., & West-Olantunji, C. (2010) Multiculturalism and Conflict Transformation: Counselor and Client Working Together In Carter C. (Ed.), *Conflict Resolution and Peace Education: Transformations across Disciplines*. New York: Palgrave MacMillan.
- Olinzock, B., Kruger, B., Wilburn, S.T., Wilburn, K.T., Roush, C., (January-March 2009). Building a Baccalaureate Community Nursing Curriculum Using a Participatory Evaluation Approach. *The Health Care Manager*. 28 (1), 58-65.
- Richmond D. Wynn, R.D., Hart, A. I., Wilburn, S T., Weaver, D. M., Wilburn, K.T. (2008, Fall) The Impact of a Multicultural Training Program on Adolescents' Understanding of Cultural Awareness. *The Journal of Multiculturalism in Education*. Retrieved October 11, 2008, from <http://www.multiculturaljournal.com/issues/>
- Wilburn, S.T., Wilburn, K. T., Weaver, D. M., & Bowles, K. (2007). Pearls and pitfalls in evaluating student assistance programs: A five-year study. *Journal of Drug Education*, 37 (4), 447-467.

Funding Description

Ability Housing has solicited funding for the evaluation component of this project from a number of organizations including: Bank of America Foundation, Enterprise Community Partners, JP Morgan Chase Foundation, Fifth Third Foundation, Walmart Foundation, Wells Fargo Foundation, Disability Rights Florida, Florida Blue Foundation and Robert Wood Johnson Foundation. Ability Housing has received a commitment of \$80,000 from Disability Rights Florida to fund evaluation for the project. Ability Housing has also \$150,000 from Florida Blue Foundation in support of the project. A portion of these funds will be used to support the evaluation of the project. Notifications of the other awards for funding are pending. Additionally, Ability Housing is in continuing discussions with representatives from the Community Foundation of Northeast Florida about funding for the cost benefit analysis and plans to submit for funding from both organizations. Ability Housing will continue to explore additional resources for funding of the cost benefit study but in the absence of any additional funding commitments, Ability Housing has the capital to guarantee the expense of the study.

HEALTH TECH CONSULTANT AGREEMENT

| | TASK DESCRIPTION |
|------|--|
| I | Design Evaluation Plan Health Tech will design an evaluation plan to include assessment tools, data collection procedures, types of statistical analysis to be used, and report methodology. |
| II | Institutional Review Board Approval Prepare a research protocol for protection of human subjects and obtain approval of the protocol by an Institutional Review Board (IRB). |
| III | Develop Survey Tools Health Tech will determine and develop or modify , in coordination with program partners, a survey that assesses behavioral and mental-emotional health, quality of life including attitudes, and perceptions to use as a research-evaluation tool for the assessing the impact of project outcomes. |
| IV | Data Use Agreements Ability Housing, with assistance from Health Tech, will develop and obtain Data Use Agreement (DUA) with the Agency for Health Care Administration, Lutheran Services Florida Health Systems, and Renaissance Behavioral Health |
| V | Approval of Department of Children and Families Internal Research Review Ability Housing, with assistance from Health Tech, will obtain DCF research approval |
| VI | Review and Enter Enrollment Data Health Tech will develop data system, review surveys and other data sources (VI-SPADT, HMIS, and other sources) for completeness and enter data into data system. |
| VII | Study Enrollment Snapshot Report Health tech will produce a snapshot report of study enrollees to include demographic information as well as mental and physical health profiles and results of quality of life surveys. |
| VIII | Data Use Agreements Ability Housing, with assistance from Health Tech, will develop and obtain Data Use Agreement (DUA) with the Gateway Community Services, River Region Human Services, Jacksonville Sheriff's Office and The Sulzbacher Center and assist in updating agreements as necessary |
| IX | Public Presentations Health Tech will work with Ability Housing to prepare material and make a presentation at the Florida Institute on Homelessness and Housing Conference |
| X | Acquire and Assess Data Upon execution of data use agreements, HT will assist in submitting requests for data necessary to examine the impact of supportive housing on mainstream public services utilization. HT will review and assess the quality of data for completeness, the extent to which data are available for the time period requested, and whether unit cost information is available. To protect and assure validity of the collected data, only the designated project staff and HTC evaluators will have access to the project databases. |
| XI | Coordinating Meeting of Pilot Sites with FHFC Health Tech staff will attend and participate in a one day meeting between project sites. |
| XII | Cost Savings Data One Year Report Deliver a report of results to date and dissemination of research results |

| | |
|--|--------------------------------|
| XIII | Public Presentations |
| Prepare material and make presentations at public forums explaining the results of the project in year one. | |
| | Public Presentations |
| Prepare material and make presentations at public forums explaining the results of the project in year one. | |
| XVI | Acquire and Assess Data |
| Upon execution of data use agreements, HT will assist in submitting requests for data necessary to examine the impact of supportive housing on mainstream public services utilization. HT will review and assess the quality of data for completeness, the extent to which data are available for the time period requested, and whether unit cost information is available. | |
| XVII | Cost Savings Data Final Report |
| Deliver a report of results to date and dissemination of research results | |
| XVIII | Public Presentations |
| Prepare material and make presentations at public forums explaining the results of the project (3 presentations at 2,500 each). | |

TOTAL COST