

**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  
CARRFOUR SUPPORTIVE HOUSING, INC.**

**THIS GRANT AGREEMENT** (this "Agreement") is made and effective as of February 12, 2018 (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 CARRFOUR SUPPORTIVE 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 May 31, 2021. 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 REPRESENTATIONS.** 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](mailto: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:

Carrfour Supportive Housing, Inc.  
1398 SW 1st Street, 12th Floor  
Miami, Florida 33135  
Attention: Stephanie Berman  
Phone: 305-371-8300 x.1306  
Fax: 305-371-1376

with a copy to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, Florida \_\_\_\_\_  
Attention: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

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.

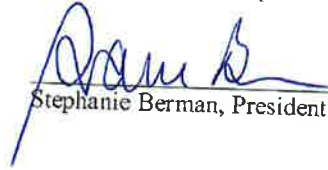
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**GRANTEE COUNTERPART SIGNATURE PAGE FOR  
GRANT AGREEMENT FOR MATCH FUNDING TO BE USED FOR RESEARCH  
RELATED TO DEVELOPMENTS FUNDED TO SERVE HIGH NEEDS/HIGH COST  
POPULATIONS  
BETWEEN  
FLORIDA HOUSING FINANCE CORPORATION  
AND  
CARRFOUR SUPPORTIVE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

**CARRFOUR SUPPORTIVE HOUSING,  
INC.**, a Florida non-profit corporation

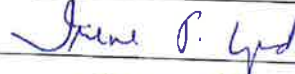
By:

  
Stephanie Berman, President

WITNESSES:

  
\_\_\_\_\_

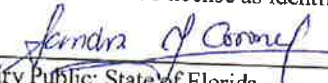
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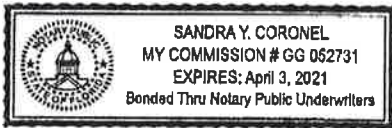
  
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Print: IRENE P. LUZO

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this 22 day of January, 2018, by Stephanie Berman as President of Carrfour Supportive Housing, Inc., a Florida non-profit corporation, on behalf of the corporation. Said person is 5 years personally known to me or has \_\_\_\_\_ produced a valid driver's license as identification.

  
\_\_\_\_\_  
Notary Public; State of Florida  
Print Name: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_  
My Commission No.: \_\_\_\_\_



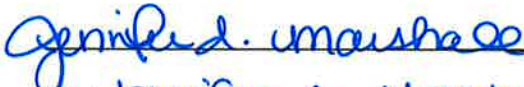
**FLORIDA HOUSING COUNTERPART SIGNATURE PAGE FOR  
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POPULATIONS  
BETWEEN  
FLORIDA HOUSING FINANCE CORPORATION  
AND  
CARE FOUR SUPPORTIVE HOUSING, INC.**


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: Ana F. McGlamory

STATE OF FLORIDA  
COUNTY OF LEON

The foregoing instrument was acknowledged before me this 12<sup>th</sup> day of February, 2018, 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.: FF149994

## COALITION LIFT

**EVALUATION OVERVIEW****I. KEY OUTCOMES**

- A) Reduced annual costs in expenditures associated with their use of public systems including jails, emergency rooms, crisis units, shelters and other institutions.
- B) Positive changes in avoiding homelessness and retaining permanent housing, attaining and maintain income through income or benefits, reduced criminal justice involvement, and improved social connection including contact with family and friends.
- C) Reduction in the use of illegal drugs or chronic alcohol abuse.
- D) Improvement in mental health status.
- E) Increased utilization of primary healthcare services outside of emergency rooms.
- F) Improvement in physical health status.

**II. RESEARCH QUESTIONS**

Research questions cover two broad areas: Does the provision of permanent supported housing to “high needs/high cost” individuals who are chronically homeless result in cost savings to the community, and result in better qualitative outcomes for the individuals? Specifically:

- A) For the population of high needs/high cost individuals who are chronically homeless, what are the annual costs in public expenditures associated with their use of public systems including jails, emergency rooms, crisis units, shelters and other institutions?
- B) What are the cost offsets associated with providing this population with permanent, supported housing and coordinated services, and is this more cost effective than providing no intervention?
- C) Do participants in the housing intervention show positive changes regarding the following socio-economic outcomes? Are the changes greater when compared to the control group of individuals not placed into the permanent housing program?
  - 1) Avoiding homelessness and retaining permanent housing
  - 2) Attaining and maintaining income, through income or benefits
  - 3) Reduced criminal justice involvement: fewer arrests and returns to jail/prison
  - 4) Improved social connection, including increased contact with family or friends
- D) Do participants in the housing intervention realize improved outcomes for the following primary and behavioral health care indicators? Are the changes greater when compared to the control group of individuals not placed into the permanent housing program?
  - 1) Reduction in use of illegal drugs or chronic alcohol abuse
  - 2) Improvement in mental health status
  - 3) Increased utilization of primary healthcare services, outside of emergency rooms

- 4) Improvement in health status as measured by specific health indicators

### III. PROPOSED METHODOLOGY

#### A) Study Overview

The proposed study is a non-randomized matched control group, pretest posttest design with repeated measures. Both quantitative and qualitative data analysis methodologies will be employed. The target population of high need/high cost users will be identified by layering data regarding interactions with public crisis and institutional systems, linking individuals across these administrative and primary data sources to create a master index.

A list of the top 150 high Needs/High Cost users will be developed giving priority to these two groups of data:

- Set A: Miami-Dade County Homelessness Management Information System (HMIS)/ Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT): The Miami-Dade County Homeless Trust maintains records of every person who interacts with the homelessness system on the street or in a program, through its HMIS system (Service Point). In 2015 the Trust implemented use of the VI-SPDAT tool, whereby every person who is homeless in Miami-Dade now undergoes this evidence-based assessment and is assigned a “vulnerability score.” From this data, a list of persons who are homeless in Miami, with their VI-SPDAT scores, will be utilized to select the 150 individuals considered to be most vulnerable.
- Set B: The “Systems Interaction” score: A composite score will be determined from criteria regarding minimum numbers of interactions with various public systems; and data regarding annual costs incurred by individuals through interactions with public systems and service use. Specific data systems are described on the following pages.

The list of persons from Set A will be cross-referenced with Set B to develop a list of 150 individuals representing the most high-frequency/ high-need / high cost homeless users of public services.

#### B) Study Participants

These 150 individuals will be recruited to participate in the study, with a goal of engaging at least 115. The 3 groups to be followed would include:

- Coalition Lift: 35 individuals will be placed into the units developed specifically for this initiative.
- Other Permanent Housing: 35 will be placed into other permanent housing for persons who are chronically homeless. The 35 units funded through other sources will include a range of other homelessness providers, as well as programs operated by Camillus, Citrus, and Carrfour. Participation of the additional agencies will be coordinated in conjunction with the Homeless Trust. This will



not only provide a larger evaluation sample, but will also ensure inclusion of different supported housing models.

- No Housing: Up to 45 will be placed into a control group who decline the housing intervention, or cannot be placed once the new units are full.

Participants will be monitored for 30 months ( 2 ½ years) post housing placement, with data collection tracking costs associated with service usage, along with individual level client outcomes.

Client level outcome data will be collected via interview instruments administered at baseline and then 6, 12, 24 and 30 months, as well as from case files and electronic health records, and then cross referenced with the administrative level data.

#### IV. DATA COLLECTION

##### A) Systems Level Data

The data analysis to support the evaluation of this initiative will be done by **Policy & Services Research Data Center (PSRDC)** staff in the Department of Mental Health Law and Policy at the University of South Florida using data that they are very familiar with. USF has previously established agreements with the following sources to attain data for other similar studies. These agreements will need to be expanded and/or executed anew in order to apply to this initiative. Because USF has previously executed data sharing agreements with these entities, the process and contact persons are already established.

- Florida Department of Children and Families (DCF/IDS) – SAMHIS mental health and substance abuse service events
  - On hand: 1998 through 6/30/2013
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  - With Medicaid transitioning to managed care, we will stop getting fee for service claims in the near future. It is unclear when we will be able to get all of the managed care encounter data.
- Florida Baker Act Initiations (BA) – 72 hour involuntary psychiatric evaluations
  - On hand: 1999 through 6/30/2014
  - Data entry for these data is done in house by PSRDC staff.

**COALITION LIFT**

- Florida Department of Corrections (DOC) – State prison, probation
  - On hand: 1997 through 12/31/2013
  - Data received annually.
- Department of Law Enforcement (FDLE) – Statewide arrests
  - On hand: 1997 through 12/31/2012 (2013 in progress)
  - Data received annually.
- Miami-Dade County Criminal Justice Information System (CJIS) – County arrests
  - We have used these data in the past but do not have any in house currently. We will need to request these data.
- Florida Department of Health (DOH) – Deaths with causes
  - 1998 through 6/30/2012
  - Requested as needed. We will need to request more recent data.
- Miami-Dade County Homeless Management Information System (HMIS) –
  - We will use the scores from the VI-SPIDAT now being utilized by the Continuum.
  - Will also collect cost usage from emergency and transitional housing stays

**B) Client Level Data**

Demographic data will include:

- race/ethnicity;
- national origin;
- age;
- gender;
- sexual orientation;
- education level;
- marital status; and
- number of children.

Socio-Economic: Additional data will address:

- housing history;
- work history;
- criminal justice involvement;
- income and benefits;
- social supports;
- and health data including primary health care status, addiction history, and mental health status.

Resident outcomes will be collected at baseline, and 6, 12, 24, and 30 months, utilizing a detailed survey instrument to be developed for this initiative. The instrument will be based upon two instruments which have been tested for reliability and validity through other research projects: SAMSHA's Government and

## COALITION LIFT

Performance Results Act (GPRA) National Outcome Measure tool is the standard instrument mandated for all SAMHSA-funded projects, measuring change in a standard range of social, health and housing related indicators. Camillus has administered this survey instrument to track client outcomes over time in conjunction with four separate SAMHSA initiatives.

An additional sample is the Housing and Services Survey developed by Columbia University and utilized for the "Frequent Users Service Enhancement 'FUSE' Initiative (New York City), a recent, similar study. The answers clients provide during these interviews will be supplemented with health indicators taken directly from their electronic health records at Camillus Health Concern.

## V. DATA ANALYSIS

### A) Identifying the High Cost/ High Frequency Users

This first step is to develop the list of high cost/ high frequency users, combining the data from the Set A and Set B described above.

Set A: HMIS/VI-SPDAT: The list of the 150 individuals who are homeless in Miami with the highest VI-SPDAT scores will be generated by the Homeless Trust. After the list is generated, it will be reviewed by the Coalition Lift steering committee with the Homeless Trust and local outreach teams, in order to identify any special circumstances regarding specific individuals on the list.

Set B: Statewide Data Systems: Data from the various state systems described above will be attained by USF. Using variables from each data set that indicate homelessness, a Master Index will be developed of persons who are identified as being homeless in Miami, layering the data from each system.

Costs will then be assigned for each individual. Using the master index developed as described above, the annual cost to public services will be established by adding up the cost for each identified interaction with any system. A rubric detailing the costs associated with each service type will developed, specific to each data source.

- For interactions such as arrests, a flat rate per interaction will be based on the rates provided by that institution (i.e one night in jail = \$X).
- For interactions such as emergency room visits, costs may reflect actual costs if known and available from a source such as Medicaid, or may reflect a flat rate based on an average unit cost.
- For interactions with shelters/programs, cost will be based on average reimbursement rates for similar programs. For example, emergency shelter nights will be calculated at \$24 per person per night, reflecting the average compensation paid by the Homeless Trust for a bed night.

The cost rubric will then be matched with the interactions for each individual on the master index. Note that history of service system use will be verified as part of the baseline interview with the client.

### B) Monitoring Change

**COALITION LIFT**

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The second step in data analysis will be to monitor change over the course of the project period.

- 1) Costs to public systems post housing will be collected via two methods:
  - The same administrative data utilized to identify costs pre-housing will be monitored post-housing, and matched with individual client records, as described above.
  - A second layer of monitoring will be accomplished from the client level up, reviewing information from case files and cross-referencing this with the systems-level reports. For example, case managers should know if a client has been arrested, admitted to crisis units, or made use of other public systems, and this information can be validated.
- 2) While costs associated with use of public crisis and institutional systems are expected to decrease, there is likely to be a concurrent increase in cost of supportive services used as clients begin to engage with services. The cost of such services will include, at a minimum:
  - rent subsidy (cost of the fair market rent value minus the amount the resident pays in rent);
  - addiction and mental health treatment (based on the units of services billed by the providing institution, using the rate structure established by South Florida Behavioral Health Network and/or Medicaid);
  - SSI/SSDI (cost of monthly benefit attained by participants)
  - food stamps (value of food stamps attained by participants)
  - primary health care (based on the Medicaid value of services provided – including data provided from AHCA as well as directly from the providing entity (such as Camillus' Healthcare for the Homeless program); and
  - case management services (based on the Medicaid-established rates for case management, whether the services are reimbursed by Medicaid or not).

**C) Analysis Procedures**

The proposed study is a non-randomized matched control group, pretest posttest design with repeated measures

Statistical analysis to address the research questions will include ANOVA for continuous metrics and the equivalent logistic or Poisson procedure for dichotomous or count metrics respectively.

**D) Data Protection**

The PSRDC is HIPAA compliant and undergoes an annual audit as part of an Institute-wide audit to assure that all data and processing procedures meet or exceed stringent security guidelines. Information contained in the PSRDC datasets is highly

**EXHIBIT A**

**COALITION LIFT**

confidential; operating procedures ensure that privacy of individuals who appear in that data. Those procedures include:

- Password protection from unauthorized access
- Placement of PSRDC computers behind the FMHI firewall in a highly secure area
- Ongoing awareness training and education for PSRDC personnel about confidentiality, the ethics of administrative data analysis, and computer network/PC security issues
- PSRDC supports the use of the FTP (File Transfer Protocol) to transfer files between the client and the server over the internet. FTP is used with user-based password authentication for security.
- For transfers of data, include strong industry standards encryption
- The PSRDC is also reviewed periodically by national security experts to evaluate policies and practices regarding confidentiality, privacy, and compliance with HIPAA.

**V. TIMELINE**

Time	Activity	Responsible	Budget
Month 1	Initiate requests for updated data agreements from state systems	USF	\$1,000
Month 1-5	Attain data and begin matching/layering	USF	\$23,307
Month 2-3	Develop list of variables to utilized from system, and assign weights and costs	Coalition Lift leadership	
Month 4	Request list of top VI-SPDAT scores from Homeless Trust	from Homeless Trust	
Month 5	Review Trust list	Coalition Lift leadership	
Month 6	Match list from state systems with Homeless Trust list.	USF/ Lift leadership	\$14,584
Month 7-8	Review combined lists, and conduct additional data analysis as necessary to refine list		\$7,292
Month 8	Identify list of 150 potential participants in study. Initiate recruitment	USF / Lift leadership/ Homeless Trust	\$2,430
Month 9	Begin enrollment in control groups		
Month 12	Begin enrollment in Coalition		

EXHIBIT A

COALITION LIFT

Time	Activity	Responsible	Budget
	Lift		
Month 18	6-month evaluation	USF writes report; Lift Steering Committee reviews and provides feedback	\$22,164
Month 24	1-year evaluation	USF writes report; Lift Steering Committee reviews and provides feedback	\$22,164
Month 30	18-month evaluation	USF writes report; Lift Steering Committee reviews and provides feedback	\$22,164
Month 36	2-year evaluation –	USF writes report; Lift Steering Committee reviews and provides feedback	\$22,164
Month 42	Final report	USF writes report; Lift Steering Committee reviews and provides feedback	\$6,243

**VI. RESEARCH TEAM**

**A) Coalition Lift Leadership Team**

Carrfour and Citrus are collaborating on the implementation of this project.

- For Carrfour: Sandra Newson, LCSW, Vice President of Supportive Services will coordinate all components of the Coalition project and Advisory Team
- For Citrus: Olga Golik In-House Council serving as the primary liaison to oversee coordination of the evaluation efforts with the participating programs.
- Additional Steering Committee: Miami-Dade County Homeless Trust; Judge Leifman’s Criminal Mental Health Project; South Florida Behavioral Health; Camillus Health Concern Lazarus Team; Miami Coalition for Homeless, Miami Dade Homeless Trust,

**B) University of South Florida’s (USF) Policy and Services Research Data Center (PSRDC)**, in the Department of Mental Health Law and Policy at the Louis de la Parte Florida Mental Health Institute (FMHI) will provide data management and analysis. Personnel include (resume’s attached):

- Charles Dion - Principal Investigator
- Mark Engelhardt – Researcher/ Subject Matter Expert
- Statistical Data Analysis - Diane Haynes

COALITION LIFT

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- Data Management and Acquisition – Lisa Holcomb

PSRDC analysts are actively involved in local, state, and federal research projects using these data sets. The Center was established to support mental health policy and services research efforts through the integration and analysis of large administrative data sets. Studies emphasize issues including access to services, cost and utilization patterns among persons with mental illness and substance abuse, and examination of different financing and insurance systems. Other studies address issues relevant to specific populations, such as the aging, persons with severe and persistent mental illness, and those who are civilly committed. The PSRDC also provides reports to state agencies about trends and changes in the various social services, including mental health, substance abuse, juvenile justice, and child welfare and protection systems.

**RESEARCH AGREEMENT  
BY AND BETWEEN  
CARRFOUR SUPPORTIVE HOUSING, INC.  
AND  
THE UNIVERSITY OF SOUTH FLORIDA BOARD OF TRUSTEES**

THIS RESEARCH AGREEMENT IS MADE AND ENTERED INTO BY AND BETWEEN Carrfour Supportive Housing, Inc., a corporation having a place of business located at 1398 SW 1<sup>st</sup> Street, 12<sup>th</sup> Floor, Miami, Florida 33134 ("Carrfour") and The University of South Florida Board of Trustees ("University"), for support to the project entitled "Coalition LIFT". For consideration of the mutual promises, covenants, and obligations contained herein, Carrfour hereby retains the University to undertake certain activities described in Attachment 1. The parties agree as follows:

**I. PERIOD OF PERFORMANCE**

The start date of this Agreement is **September 15, 2016 or the date of execution, whichever occurs first**. The period of performance under this Agreement begins **September 15, 2016** and ends **September 14, 2020**. The contract term may be extended by mutual written agreement of the parties.

**II. WORK PLAN / PROJECT ADMINISTRATION**

The **University** shall perform the activities described in Attachments 1 and 2, and will comply with all statutory requirements and applicable regulations in the conduct of the project.

The **University** agrees that such activities will be directed by:

The **University** Project Director:

Mr. Charles Dion  
University of South Florida  
Mental Health Law and Policy  
13301 Bruce B. Downs Blvd.  
Tampa, FL 33612-3899  
(813) 974.3656  
Email address [cdion@usf.edu](mailto:cdion@usf.edu)

The **University** Administrative Contact:

Heather Morr  
Senior Sponsored Research Administrator



University of South Florida  
Research & Innovation  
3702 Spectrum Blvd Ste 165  
Tampa, FL 33612-9446  
(813) 974-3526  
Email [hmorr@usf.edu](mailto:hmorr@usf.edu)

**Carrfour Representatives:**

**Project Director:**

Sandra Newson, LCSW  
Vice President of Resident Services  
Carrfour Supporting Housing, Inc.  
1398 SW 1<sup>st</sup> Street, 12<sup>th</sup> Floor  
Miami, FL 33135  
Phone: 305-371-8300 ext. 1306  
Fax: 305-371-1376  
Email: [SNewson@carrfour.org](mailto:SNewson@carrfour.org)

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Fax: 305-371-1376  
Email: [SNewson@carrfour.org](mailto:SNewson@carrfour.org)

All deliverables/invoices submitted by the **University** must be approved in writing by the **Carrfour's** Project Director prior to payment by **Carrfour** to the **University**.

**III. ALLOCATION OF FUNDS**

**Carrfour** agrees to compensate the **University** on a fixed price basis, as per Attachment 2, for an amount of \$160,903. It is further agreed that all invoices should contain an original signature of an authorized official of the **University** and should be sent to **Carrfour's** Project Director for approval (see Article II for the address). Invoices shall be submitted to **Carrfour** on a quarterly basis. Payments shall be remitted to:

University of South Florida  
Attention: Research Projects Receivables

{00112030.DOCX}

P.O. Box 864568  
Orlando, FL 32886-4568

#### IV. PAYMENT RESPONSIBILITIES

**Carrfour** shall issue payment in U.S. dollars within thirty (30) days after receipt of an acceptable invoice and receipt, inspection, and acceptance of goods and/or services provided in accordance with the terms and conditions of this Agreement.

#### V. INDEPENDENT CONTRACTOR

The relationship of the parties is that of mutually independent contractors. Each party and its officers, employees, agents, subcontractors, or other contractors shall not be deemed by virtue of this Agreement to be the officers, agents, or employees of the other party. Each party assumes the risk of all liability arising from its respective activities pursuant to this Agreement and from the acts or omissions of its respective officers, agents, and employees.

#### VI. TERMINATION

This Agreement may be canceled by either party upon no less than thirty (30) days written notice, with or without cause; notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. In case of cancellation, only the percent of satisfactory progress actually achieved to the date of cancellation will be due and payable to the **University**, plus any non-cancellable obligations.

In the event that **University's** project director becomes unable or unwilling to continue the project activities hereunder, and a mutually acceptable substitute is not available, **Carrfour** shall have the option to cancel this Agreement.

In the event that the contract is terminated, **University** will share with **Carrfour** the work and supporting documentation that has been completed up through the date of termination, to the extent permissible and consistent with the restrictions of the data use agreements, business associate agreements, and MOUs with the agencies that supply **University** the data for the work in this contract.

#### VII. PUBLICITY

Neither party shall use the name of the other party, nor of any employees of the parties, in any publicity, advertising, or news release without the prior written approval of an authorized representative of that party, except that under the provisions of Florida Statute 1004.22, the **University** shall make available, upon request, the title and description of a research project, the name of the researcher, and the amount and source of funding provided for the project.

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## VIII. CONFIDENTIALITY

In the course of performing work under this Agreement, it may be necessary for either party to disclose to the other certain confidential and/or proprietary information or data. All such confidential information will be clearly identified in writing as confidential, or if given orally, will be reduced to writing within thirty (30) days. Each party agrees to hold the other's confidential information in confidence from date of disclosure until five (5) years from the date such confidential information is either returned to the disclosing party or destroyed as requested by the party. The parties shall take reasonable precautions to avoid disclosure, publication or dissemination of such confidential information and to use such confidential information only in connection with the project. No obligation of confidentiality applies to any information which was already in the receiving party's possession prior to its receipt from the disclosing party; becomes publicly known or available through no breach of this Agreement by the receiving party; is acquired by the receiving party from a third party without notice or restrictions of confidentiality; is independently developed by the receiving party's personnel to whom the providing party's confidential information had not been disclosed; or is required to be disclosed by law or governmental regulation, in which case both parties will work together in order to comply with such request.

## IX. PUBLICATIONS

**Carrfour** recognizes that under **University** policy, the results of the project must be publishable and agrees that the **University** project director or **University** employees engaged in the project shall be permitted to present at symposia, national, or regional professional meetings, and to publish in journals, theses or dissertations, or otherwise of their own choosing, methods and results of project.

## X. INTELLECTUAL PROPERTY

**University** agrees that the **University** Project Director will promptly disclose all intellectual property generated during the course of this Agreement to its Division of Patents & Licensing in accordance with USF System Policy 0-300 on Inventions and Works, and the Division of Patents & Licensing will promptly disclose such intellectual property to **Carrfour**.

Intellectual Property that originates solely with any **University** employee shall be the property of **University**. Intellectual property that originates jointly between any **University** employee and a **Carrfour** employee shall be jointly owned. Any intellectual property that originates solely with a **Carrfour** employee shall be the property of **Carrfour**.

The parties agree that any existing background intellectual property and/or inventions and technologies of **Carrfour**, the **University**, or any **University** employee existing prior to the execution of this Agreement are their own separate property, respectively, and are not affected by this Agreement. Neither party shall acquire any claims to or rights in any background intellectual property and/or technologies in existence prior to the execution date of this Agreement.

#### **XI. GOVERNING LAW**

This Agreement shall be governed and construed in accordance with the laws of the State of Florida.

#### **XII. INSURANCE**

**University** assumes all risk of personal injury and property damage arising from its activities pursuant to this Agreement that are attributable to the negligent acts or omissions of **University** and its officers, agents, and employees while acting within the scope of their employment by **University**. This statement shall not be construed or interpreted as consent by **University** to be sued except as provided by Florida law or as a waiver of **University's** sovereign immunity beyond that provided in Section 768.28, Florida Statutes.

#### **XIII. DELEGATION OF AUTHORITY**

This agreement is valid and enforceable only upon being signed by persons authorized to bind the **University** hereto, and by all persons required by Florida law or **University** policy to sign an agreement of this nature in order to bind the **University** hereto.

#### **XIV. PROTECTION OF HUMAN SUBJECTS AND VERTEBRATE ANIMALS**

The **University** bears full responsibility for the proper and safe performance of research involving the use of human subjects under this Agreement. If human subjects are used, their rights and welfare will be protected under 45 CFR Part 46, "Protection of Human Subjects," and the **University** will send a copy of current IRB approval to **Carrfour**.

The **University** bears full responsibility for the proper and safe performance of Research involving the use of vertebrate animals under this Agreement. If any vertebrate animals are used, they will be protected under 9 CFR Chapter 1, Subchapter A, Parts 1, 2, and 3, "Animal Welfare", and the **University** will send a copy of current IACUC approval to the **Carrfour**.

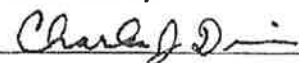
#### **XIV. EXPORT CONTROL**

Export Control Officer is required prior to acceptance of export controlled technical data. Notification of intended release of technical data from Carrfour to University can be made via [exportcontrol@usf.edu](mailto:exportcontrol@usf.edu).

IN WITNESS WHEREOF, the parties have caused this agreement, which includes Attachments 1 and 2, to be executed by their undersigned duly authorized officials.

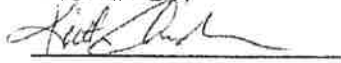
**University of South Florida Board of Trustees**

Reviewed by:



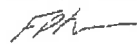
Charles Dion  
University Project Director

SIGNED BY:



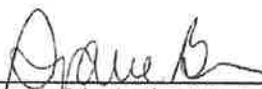
Keith Anderson, Director  
USF Research & Innovation

VERIFIED BY:



Faculty, Staff  
UNIVERSITY of South Florida

**Carrfour Supportive Housing, Inc.**

  
[Signature of Authorized Representative]  
Name: Stephen B. Brown  
Title: President

## ATTACHMENT 1

### SCOPE OF WORK

#### EVALUATION OVERVIEW

##### I. KEY OUTCOMES

- A) Reduced annual costs in expenditures associated with their use of public systems including jails, emergency rooms, crisis units, shelters and other institutions.
- B) Positive changes in avoiding homelessness and retaining permanent housing, attaining and maintain income through income or benefits, reduced criminal justice involvement, and improved social connection including contact with family and friends.
- C) Reduction in the use of illegal drugs or chronic alcohol abuse.
- D) Improvement in mental health status.
- E) Increased utilization of primary healthcare services outside of emergency rooms.
- F) Improvement in physical health status.

##### II. RESEARCH QUESTIONS

Research questions cover two broad areas: Does the provision of permanent supported housing to "high needs/high cost" individuals who are chronically homeless result in cost savings to the community, and result in better qualitative outcomes for the individuals? Specifically:

- A) For the population of high needs/high cost individuals who are chronically homeless, what are the annual costs in public expenditures associated with their use of public systems including jails, emergency rooms, crisis units, shelters and other institutions?
- B) What are the cost offsets associated with providing this population with permanent, supported housing and coordinated services, and is this more cost effective than providing no intervention?
- C) Do participants in the housing intervention show positive changes regarding the following socio-economic outcomes? Are the changes greater when compared to the control group of individuals not placed into the permanent housing program?
  - 1) Avoiding homelessness and retaining permanent housing
  - 2) Attaining and maintaining income, through income or benefits
  - 3) Reduced criminal justice involvement: fewer arrests and returns to jail/prison
  - 4) Improved social connection, including increased contact with family or friends

- D) Do participants in the housing intervention realize improved outcomes for the following primary and behavioral health care indicators? Are the changes greater when compared to the control group of individuals not placed into the permanent housing program?
- 1) Reduction in use of illegal drugs or chronic alcohol abuse
  - 2) Improvement in mental health status
  - 3) Increased utilization of primary healthcare services, outside of emergency rooms
  - 4) Improvement in health status as measured by specific health indicators

### III. PROPOSED METHODOLOGY

#### A) Study Overview

The proposed study is a non-randomized matched control group, pretest posttest design with repeated measures. Both quantitative and qualitative data analysis methodologies will be employed. The target population of high need/high cost users will be identified by layering data regarding interactions with public crisis and institutional systems, linking individuals across these administrative and primary data sources to create a master index.

A list of the top 150 high Needs/High Cost users will be developed giving priority to these two groups of data:

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  - On hand: 1999 through 6/30/2014
  - Data entry for these data is done in house by PSRDC staff.
- Florida Department of Corrections (DOC) – State prison, probation
  - On hand: 1997 through 12/31/2013
  - Data received annually.
- Department of Law Enforcement (FDLE) – Statewide arrests
  - On hand: 1997 through 12/31/2012 (2013 in progress)
  - Data received annually.
- Miami-Dade County Criminal Justice Information System (CJIS) – County arrests
  - We have used these data in the past but do not have any in house currently. We will need to request these data.
- Florida Department of Health (DOH) – Deaths with causes
  - 1998 through 6/30/2012
  - Requested as needed. We will need to request more recent data.
- Miami-Dade County Homeless Management Information System (HMIS) –
  - We will use the scores from the VI-SPIDAT now being utilized by the Continuum.
  - Will also collect cost usage from emergency and transitional housing stays

**B) Client Level Data**

Demographic data will include:

- race/ethnicity;
- national origin;
- age;
- gender;
- sexual orientation;
- education level;
- marital status; and

- number of children.

Socio-Economic: Additional data will address:

- housing history;
- work history;
- criminal justice involvement;
- income and benefits;
- social supports;
- and health data including primary health care status, addiction history, and mental health status.

Resident outcomes will be collected at baseline, and 6, 12, 24, and 30 months, utilizing a detailed survey instrument to be developed for this initiative. The instrument will be based upon two instruments which have been tested for reliability and validity through other research projects: SAMSHA's Government and Performance Results Act (GPRA) National Outcome Measure tool is the standard instrument mandated for all SAMHSA-funded projects, measuring change in a standard range of social, health and housing related indicators. Camillus has administered this survey instrument to track client outcomes over time in conjunction with four separate SAMHSA initiatives.

An additional sample is the Housing and Services Survey developed by Columbia University and utilized for the "Frequent Users Service Enhancement 'FUSE' Initiative (New York City), a recent, similar study. The answers clients provide during these interviews will be supplemented with health indicators taken directly from their electronic health records at Camillus Health Concern.

## V. DATA ANALYSIS

### A) Identifying the High Cost/ High Frequency Users

This first step is to develop the list of high cost/ high frequency users, combining the data from the Set A and Set B described above.

Set A: HMIS/VI-SPDAT: The list of the 150 individuals who are homeless in Miami with the highest VI-SPDAT scores will be generated by the Homeless Trust. After the list is generated, it will be reviewed by the Coalition Lift steering committee with the Homeless Trust and local outreach teams, in order to identify any special circumstances regarding specific individuals on the list.

Set B: Statewide Data Systems: Data from the various state systems described above will be attained by USF. Using variables from each data set that indicate homelessness, a Master Index will be developed of persons who are identified as being homeless in Miami, layering the data from each system.

Costs will then be assigned for each individual. Using the master index developed as described above, the annual cost to public services will be established by adding up the cost for each identified interaction with any system. A rubric detailing the costs associated with each service type will developed, specific to each data source.

- For interactions such as arrests, a flat rate per interaction will be based on the rates provided by that institution (i.e one night in jail = \$X).
- For interactions such as emergency room visits, costs may reflect actual costs if known and available from a source such as Medicaid, or may reflect a flat rate based on an average unit cost.
- For interactions with shelters/programs, cost will be based on average reimbursement rates for similar programs. For example, emergency shelter nights will be calculated at \$24 per person per night, reflecting the average compensation paid by the Homeless Trust for a bed night.

The cost rubric will then be matched with the interactions for each individual on the master index. Note that history of service system use will be verified as part of the baseline interview with the client.

#### **B) Monitoring Change**

The second step in data analysis will be to monitor change over the course of the project period.

- 1) Costs to public systems post housing will be collected via two methods:
  - The same administrative data utilized to identify costs pre-housing will be monitored post-housing, and matched with individual client records, as described above.
  - A second layer of monitoring will be accomplished from the client level up, reviewing information from case files and cross-referencing this with the systems-level reports. For example, case managers should know if a client has been arrested, admitted to crisis units, or made use of other public systems, and this information can be validated.
- 2) While costs associated with use of public crisis and institutional systems are expected to decrease, there is likely to be a concurrent increase in cost of supportive services used as clients begin to engage with services. The cost of such services will include, at a minimum:
  - rent subsidy (cost of the fair market rent value minus the amount the resident pays in rent);
  - addiction and mental health treatment (based on the units of services billed by the providing institution, using the rate structure established by South Florida Behavioral Health Network and/or Medicaid);
  - SSI/SSDI (cost of monthly benefit attained by participants)
  - food stamps (value of food stamps attained by participants)

- primary health care (based on the Medicaid value of services provided – including data provided from AHCA as well as directly from the providing entity (such as Camillus' Healthcare for the Homeless program); and
- case management services (based on the Medicaid-established rates for case management, whether the services are reimbursed by Medicaid or not).

#### **C) Analysis Procedures**

The proposed study is a non-randomized matched control group, pretest posttest design with repeated measures

Statistical analysis to address the research questions will include ANOVA for continuous metrics and the equivalent logistic or Poisson procedure for dichotomous or count metrics respectively.

#### **D) Data Protection**

The PSRDC is HIPAA compliant and undergoes an annual audit as part of an Institute-wide audit to assure that all data and processing procedures meet or exceed stringent security guidelines. Information contained in the PSRDC datasets is highly confidential; operating procedures ensure that privacy of individuals who appear in that data. Those procedures include:

- Password protection from unauthorized access
- Placement of PSRDC computers behind the FMHI firewall in a highly secure area
- Ongoing awareness training and education for PSRDC personnel about confidentiality, the ethics of administrative data analysis, and computer network/PC security issues
- PSRDC supports the use of the FTP (File Transfer Protocol) to transfer files between the client and the server over the internet. FTP is used with user-based password authentication for security.
- For transfers of data, include strong industry standards encryption
- The PSRDC is also reviewed periodically by national security experts to evaluate policies and practices regarding confidentiality, privacy, and compliance with HIPAA.

## ATTACHMENT 2

### SCHEDULE of ACTIVITIES and DELIVERABLES

USF will submit deliverables (listed in the Activity column) by the last business day of the month shown in the column second from the left. USF deliverables that are dependent upon actions or information from other parties and are not completed in a timely manner may cause a delay in USF's ability to submit deliverables according to the schedule below. In such instances, USF will notify Carrfour prior to the due date.

Timeline		Activity	Responsible
Year 1 Quarter 1	Month 1	Initiate requests for updated data agreements from state systems	USF
	Month 3	Attain data and begin matching/layering	USF
	Month 3	Develop list of variables to utilized from system, and assign weights and costs	Coalition Lift leadership
	Month 3	Request list of top VI-SPDAT scores from Homeless Trust	Mahar to request from Homeless Trust
	Month 3	Review Trust list	Coalition Lift leadership
	Month 3	Match list from state systems with Homeless Trust list.	USF/ Lift leadership
Year 1 Quarter 2	Month 4	Review combined lists, and conduct additional data analysis as necessary to refine list	
	Month 4	Identify list of 150 potential participants in study. Initiate recruitment	USF / Lift leadership/ Homeless Trust
	Month 4	Begin enrollment in control groups	
	Month 4	Begin enrollment in Coalition Lift	
Year 2 Quarter 2	Month 18	6-month evaluation	USF writes report; Lift Steering Committee reviews and provides feedback
Year 2 Quarter 4	Month 24	1-year evaluation	USF writes report; Lift Steering Committee reviews and provides

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Timeline		Activity	Responsible
			feedback
Year 3 Quarter 2	Month 30	18-month evaluation	USF writes report; Lift Steering Committee reviews and provides feedback
Year 3 Quarter 4	Month 36	2-year evaluation –	USF writes report; Lift Steering Committee reviews and provides feedback
Year 4 Quarter 2	Month 42	Final report	USF writes report; Lift Steering Committee reviews and provides feedback

**ATTACHMENT 3**

**PAYMENT SCHEDULE**

This is a four-year, fixed price contract allowing USF to carry-forward funds from year-to-year. Due dates for payments are specified by year and quarter. USF will submit quarterly invoices for those quarters reflected in the table below. Not all quarters in years one through four will include an invoice.

<b>Year / Quarter For Invoice</b>	<b>Invoice Due Date</b>	<b>Payment Amount</b>
Year 1 Quarter 1	Due within 30 business days of the end of the previous quarter	\$41,485
Year 1 Quarter 2	Due within 30 business days of the end of the previous quarter	\$11,500
<b>Year 1 Total: \$52,985</b>		
Year 2 Quarter 2	Due within 30 business days of the end of the previous quarter	\$17,955
Year 2 Quarter 4	Due within 30 business days of the end of the previous quarter	\$17,955
<b>Year 2 Total: \$35,910</b>		
Year 3 Quarter 2	Due within 30 business days of the end of the previous quarter	\$26,856
Year 3 Quarter 4	Due within 30 business days of the end of the previous quarter	\$26,856
<b>Year 3 Total: \$53,712</b>		
Year 4 Quarter 2	Due within 30 business days of the end day of the previous quarter	\$18,257
<b>Year 4 Total: \$18,257</b>		
<b>4-Year Total: \$160,864</b>		

## EXHIBIT C

Charles J Dion, M.A.

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### EDUCATION

UNIVERSITY OF SOUTH FLORIDA- TAMPA, FL (1995)

*Master of Arts, Mathematics with a concentration in Statistics*

*Thesis - A Logistic Model to Predict Radon Danger in Florida Homes*

UNIVERSITY OF SOUTH FLORIDA- TAMPA, FL (1986)

*Bachelor of Arts, Mathematics*

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### SUMMARY OF QUALIFICATIONS AND EXPERIENCE

- 20 years of experience leading highly skilled and effective analysis teams.
- More than 20 years of SAS programing and data management experience.
- More than 20 years of statistical data analysis experience using a wide range of approaches and methods.
- More than 20 years of Medicare, Medicaid, and private health claims data analysis.
- Seven years of analysis of other administrative data including child welfare, involuntary commitments, education, and criminal justice data (arrests, jail/prison stays, and probations).
- Other statistical software experience include Stata, SPSS, MPLUS, and R.
- Data mining experience using Clementine and SAS Enterprise Miner.

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### AWARDS AND ACHIEVEMENTS

- Who's Who in the World; Who's Who in America; Who's Who in Science and Engineering
- Over 30 publications and presentations.
- PI MU EPSILON (Mathematics Honor Society)
- Certified Six Sigma Master Black Belt
- Served as Chairman of the Data Network Committee for the College of Behavioral and Community Sciences at USF 2009-Present.
- Served on a Centers for Medicare and Medicaid Services (CMS) Leadership Advisory Panel for the Healthcare Quality Improvement Program (HCQIP).
- Successfully managed the analytic component of the Florida Medicare Quality Improvement Organization (QIO) contract within budget and with minimum turnover of analytic staff.
- Formally recognized by FMQAI CEO as being instrumental in FMQAI's earning of an award fee and non-competitive renewal for the QIO contract. 2002
- Recognized by Employer's Health Coalition with their Founder's Award for work on the Healthy People/ Productive Communities Survey. 2003
- Developed a comprehensive quality measurement system including dashboard reports and Balanced Scorecard to keep senior management and Board members of FMQAI abreast of progress toward company goals. Work in this area contributed to the organization receiving the 2004 "Sense Making" Award from the Centers for Medicare and Medicaid Services (CMS).
- Successfully served as principal statistician on over 50 physical and mental health services research, evaluation, and quality improvement projects over the last 19 years.
- Developed neural network and classification tree models used to detect payment errors. The models were used to target interventions reducing the Florida Medicare inpatient payment errors by approximately \$10M from 1999 to 2000. (Unpublished Analysis)
- Served on planning committee for three successful CMS sponsored annual technical meetings.
- Served on CMS advisory committee on outpatient data.
- Served as statistical editorial advisor for two years on a national publication for quality improvement in treatment of acute myocardial infarction.
- Served as principal investigator or co-principal investigator for nine research and evaluation studies with over \$1M in funding.

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### PROFESSIONAL EXPERIENCE

UNIVERSITY OF SOUTH FLORIDA - TAMPA, FL (2009-PRESENT)

120 E. Trapnell Rd. I  
Plant City, Florida 33566  
[www.linkedin.com/in/charlesdion](http://www.linkedin.com/in/charlesdion)

(813) 365-2501

[cjdion@msn.com](mailto:cjdion@msn.com)



## EXHIBIT C

### Charles J Dion, M.A.

*Director, Policy and Services Research Data Center  
Louis de la Parte Florida Mental Health Institute  
College of Behavioral and Community Sciences*

HUNTINGTON LEARNING CENTER - VALRICO, FL (2007-PRESENT)

*Franchise Owner*

FLORIDA MEDICAL QUALITY ASSURANCE, INC. - TAMPA, FL (1994-2008)

*Positions Held: Chief Analytical Officer (CAO), Director of Analytic Services, Lead Statistician, Statistician, Data Analyst*

UNIVERSITY OF SOUTH FLORIDA- TAMPA, FL (1994)

*Graduate Teaching Assistant*

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### PRINCIPAL INVESTIGATOR (Total Funding \$1,166,636)

UNIVERSITY OF SOUTH FLORIDA- TAMPA, FL

Pinellas Hope IV Supportive Housing Evaluation (2017-2018; Co-PI; \$49,176)

Coalition Lift Supportive Housing Evaluation (2016-2020; \$160,903)

Connecting People and Place: Improving Communities through Integrated Data Systems (2014; \$50,000)

Firearm laws, mental disorder, and violence. (2013-2014; \$24,791)

Pinellas Drug Court Evaluation (2012; \$50,000)

Pinellas Data Collaborative (2009-2017; \$165,000)

Evaluation of AHCA Mental Health Services Infrastructure (2009-2017; \$614,447)

Marion County Mental Health Court Evaluation (2011-2013 Co-PI; \$13,794)

Profile of Pinellas County Adult Drug Court Clients (2011; \$50,000)

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### CONSULTING EXPERIENCE

EMPLOYER'S HEALTH COALITION- TAMPA, FL (1999-2007)

Healthy People/ Productive Communities -Management and analysis of productivity and health status data collected from a survey of employees from local companies. Principal accomplishment of the study was the development of a scale measuring productivity impairment due to health issues.

TEXAS MEDICAL FOUNDATION (2005)

Developed neural network and classification trees to detect payment errors from Medicare Part A claims data and national payment error file.

END STAGE RENAL DISEASE NETWORK OF FLORIDA- TAMPA, FL (2003)

Hemodialysis Adequacy- Quality improvement project studying and improving the adequacy of Hemodialysis in Florida dialysis centers and measuring the effects of various improvement interventions. Hemodialysis adequacy improved by 34% in the main intervention group.

Vascular Access- Quality improvement project studying and decreasing the use of catheters for vascular access in hemodialysis. Inappropriate catheter utilization was reduced by 28%.

HARRIS ALLEN ASSOCIATES, INC.- BOSTON, MA (1999-2002)

Analysis of productivity, absenteeism and health related data from various administrative sources as well as an employee survey.

ENTRUSTED HEALTH PLANS- TAMPA, FL (2001)

Developed and produced various reports of health care claims data using SAS.

AMERICAN BIODYNE-TAMPA, FL (1994)

Performed statistical analysis testing the efficacy of various psychological therapies. Results of the analysis were presented at a conference of the World Health Organization.

## EXHIBIT C

### Charles J Dion, M.A. PROFESSIONAL MEMBERSHIPS

- American Statistical Association
- American Society for Quality (Senior)
- Institute for Operations Research and Management Science
- International Society of Six Sigma Professionals

### PRESENTATIONS AND PUBLICATIONS

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1. López Castillo H, Lescano CM, Boothroyd RA, Calcaño E, Mayor M, Porter M, Rivera-Torgerson Y, Dion C. Informed consent process and attrition among Hispanic participants of a bilingual, family-based, randomized, controlled trial [poster]. Accepted by USF Postdoctoral Research Symposium. Tampa, FL; October 25, 2016.
2. Latino STYLE: Effectiveness of a Family-Based HIV Prevention Intervention for Latino Adolescents; Celia M. Lescano, Ercilia Calcano, Manny Mayor, Mily Porter, Yairi Rivera, Charles Dion, Stephanie Marhefka, Larry K. Brown; Conference: 2016 APA Annual Convention, At Denver Colorado, August 2016.
3. Preventing violent crime and suicide among people with serious mental illness in Florida: Do gun restrictions and background checks reduce risk?; Jeffrey W. Swanson, Michele M. Easter, Allison G. Robertson, Marvin S. Swartz, Kelly Alanis-Hirsch, Daniel D. Moseley, **Charles Dion**, John P. Petrila; Health Affairs, June 2016
4. Patterns of Access and Service Use for Persons with Substance Use Disorders across Florida's Managed Medical Assistance Plans; Holly Hills, Tara Richards, **Charles Dion**; (Agency for Health Care Administration (AHCA) series No. xxx.xxx): University of South Florida, The Louis de la Parte Florida Mental Health Institute; June 2016
5. Voluntary Cough Airflow Differentiates Safe Versus Unsafe Swallowing in Amyotrophic Lateral Sclerosis; Emily K. Plowman; Stephanie A. Watts; Raela Robison; Lauren Tabor; **Charles Dion**; Joy Gaziano; Tuan Vu; Clifton Gooch; Dysphagia, January 2016
6. Discriminant ability of the Eating Assessment Tool to predict aspiration in individuals with amyotrophic lateral sclerosis; K. Plowman\*, L. Tabor, R. Robison\*, J. Gaziano, **C. Dion**, S. A. Watts, T. Vu & C. Gooch; Neurogastroenterol Motil, October 2015
7. Community Policy Brief: A Study of Student Absenteeism in Pinellas County; J. Joseph Baldwin, MA; Denise M. Groesbeck OTR, MPA, MSW; Starr Silver, Ph.D.; and **Charles Dion, MA**; Pinellas County Juvenile Welfare Board; July 2015.
8. Percutaneous Endoscopic Gastrostomy Increases Survival in ALS: Twenty Years in Review; Laurie E Sterling MS1, Emily K Plowman PhD2, Charles Dion MS2, Ericka P Simpson MD1, Stanley H Appel MD; Conference: 25th International Symposium on ALS/MND, At Brussels, Belgium, December 2014
9. Path tortuosity in everyday movements of elderly persons increases fall prediction beyond knowledge of fall history, medication use, and standardized gait and balance assessments. William Kearns, James L Fozard, Marion Becker, Jan M Jasiewicz, Jeffrey D Craighead, Lori Holtsclaw, **Charles Dion**. Journal of the American Medical Directors Association. 2012
10. Something in the Way She Moves: Falls and Fractal Dimension; W. Kearns, J.L. Fozard, M. Becker, **C. Dion**, J. Craighead, & J. Jasiewicz; Paper presented at the meeting of the ISG\*ISARC (International Society of Gerontechnology and the International Symposium of Automation and Robotics in Construction) Eindhoven, The Netherlands. June 2012.
11. Hills, H. A., Richards, T. N., & Dion, C. (2012). Assessing satisfaction in opioid treatment programs in Florida (Agency for Health Care Administration (AHCA) series No. 220-148). Tampa, FL: University of South Florida, The Louis de la Parte Florida Mental Health Institute.
12. Hills, H. A., Richards, T. N., & Dion, C. (2012). Assessing patterns of care for persons in medication assisted treatment who have a co-occurring mental health disorder (Agency for Health Care Administration (AHCA)

## EXHIBIT C

### Charles J Dion, M.A.

- series No. 220-150). Tampa, FL: University of South Florida, The Louis de la Parte Florida Mental Health Institute.
13. Hayes, Diane and Dion, Charles (2012), *Individual Use of Multiple Systems and Frequent Flyers* (Pinellas County Data Collaborative). Tampa, FL: University of South Florida, The Louis de la Parte Florida Mental Health Institute.
  14. *Medicaid Enrollment Rates among Individuals Arrested in the State of Florida Prior To and At the Time of Arrest*; John Petrilu, Bill Fisher, Diane Haynes, Nicolette Springer, **Charles Dion**; Psychological Services, January 2011
  15. *Reducing Unnecessary Medicare Hospital Admission for Chest Pain in Arizona and Florida*. Ferdinand Richards III, Howard Pitluk, Patricia Collier, Suzanne Summers, **Charles Dion**, Wendy Struchen-Shellhorn, Mark Plunkett; Professional Case Management. March 2008
  16. *Hypertension-related Employee Impairment in the Workplace*. Feride Fech-Tamas, **Charles Dion**, Frank Brocato, Joseph J. Doyle. Academy of Managed Care Pharmacy Annual Meeting. April 2008
  17. *Data Mining Models to Predict Payment Errors from the National Payment Error Surveillance Results and Inpatient Claims*. **Charles Dion**. American Health Quality Association and American Health Quality Foundation Annual Session and Technical Conference. February 2006
  18. *Identification of Payment Errors Using Claims Data: A Data Mining Project*. **Charles Dion**. Hospital Payment Monitoring Program Conference. June 2005.
  19. *A Case Management Protocol: Reducing Unnecessary Admissions in Florida*. Mark Michelman, Patricia Collier, **Charles Dion**, Ferdinand Richards III, Henry Ohleyer, Paulette Vasey, Zachary Henshaw, Karen Davison. Lippincott's Case Management: The Journal for Professional Practice. March/April 2005.
  20. *Internal Quality Control: Driving Quality & Performance in a Dialysis Facility*. *Invited Presentation*. **Charles Dion** and Kelly Mayo. 25th Annual Dialysis Conference. March 2005
  21. *A Data Mining Model to Predict Unnecessary Admissions from Inpatient Claims: An Early Warning System for Payment Error*. **Charles Dion**. American Health Quality Association and American Health Quality Foundation Annual Session and Technical Conference. February 2005
  22. *An Update on the Case Management Protocol Project: Results and Lessons Learned*; Ferdinand Richards, Patricia Collier, and **Charles Dion**; American Case Management Association, Florida Chapter Educational Conference; 2004.
  23. *Reducing Unnecessary Admissions Via a Case Management Protocol*; Mark Michelman, Patricia Collier, and **Charles Dion**; Quality Net Conference of the Centers for Medicare and Medicaid Services (CMS); 2004. *Best of Track Award*
  24. *Selecting the Right Quality Measures: An Application of Quality Function Deployment*; **Charles Dion** and Marie Hall; Tri-Regional Meeting of the American Health Quality Association; 2004
  25. *Improving Beneficiary Complaint Review Timeliness: The Application of Six Sigma Methods in Conducting Internal QIO Improvement Projects*; **Charles Dion**, Henrietta Hight, and Cheryl Cook; Tri-Regional Meeting of the American Health Quality Association; 2004
  26. *Cooperative Efforts Improve Compliance with Acute Stroke Guidelines*; Erfan A. Abakri, Ferdinand Richards, Marie Hall, **Charles Dion**, et.al. ; Southern Medical Journal; January 2003
  27. *Outcomes After Heart Failure Hospital Admission among Florida's Elderly—Observations at the End of the 20<sup>th</sup> Century*; Douglas D. Shocken and **Charles Dion**; American Heart Association's 4<sup>th</sup> Scientific Forum on Quality of Care and Outcomes Research in Cardiovascular Disease and Stroke; 2002
  28. *Outcomes in Florida's Eldest Elderly After Discharge from Hospital Admission for Heart Failure*; Douglas D. Shocken and **Charles Dion**; Heart Failure Society of America's 5<sup>th</sup> Annual Scientific Meeting; 2001
  29. *A Prediction Approach to Estimating Facility Level Measures from Statewide Samples*; **Charles Dion**; Tri-Regional Meeting of the American Health Quality Association; 2000

## EXHIBIT C

### Charles J Dion, M.A.

30. Fraud Detection and Data Mining Techniques; **Charles Dion**; Florida Medical Quality Assurance, Inc; Internal FMQAI White Paper; 1998.
31. Ace Inhibitors and Diabetic Nephropathy: Quality Improvement in the Physician Office Setting; Phil Hughes and **Charles Dion**; Tri-Regional Meeting of the American Health Quality Association; 1998
32. Tailoring Breast and Cervical Cancer Screening Promotion to the Needs of Hispanic Women in Florida; Melinda S. Forthofer, Carol Bryant, Michele Brodsky, Karina Gonzalez, **Charles Dion**, and Luis Miranda; American Public Health Association Annual Meeting; 1997
33. Anticoagulation for Stroke Prevention in a Medicare Population with Atrial Fibrillation; Luis Miranda, Robert Turkel, O. Ahmed, Maxine Dent, and **Charles Dion**; Journal of the Florida Medical Association; 1997

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### WORKSHOPS AND SEMINARS (Presented)

1. Applied Data Analysis for Infection Control Professionals- 2<sup>nd</sup> Annual Infectious Disease Conference- St. Petersburg College. 2004
2. Statistical Methods for Quality Improvement-Florida Fistula First Dialysis Collaborative 2004
3. Statistical Methods for Quality Improvement-Emergency Department Early Indicator Collaborative 2003
4. Statistical Thinking for Quality Improvement – Internal FMQAI Course 2002-2004
5. Applied Statistics for Quality Improvement Staff-Internal FMQAI Course 1997-2002
6. Use of Quantitative and Qualitative Measures to Track Quality Improvement In Your Organization 2002
7. Advanced SAS Graph Programming- SDPS User's Group 1998
8. SAS Macro Programming –SDPS User's Group 1997
9. SAS Graph Programming – SDPS User's Group 1997

**Letter of Agreement**

This agreement made and entered into on the 26th day of April 2017, by and between Carrfour Supportive Housing, Inc. and Miami-Dade County Homeless Trust (hereinafter referred to the "Homeless Trust").

The Miami-Dade County Homeless Trust desires to engage CARRFOUR SUPPORTIVE HOUSING, INC. to render certain professional services for benefit of the Homeless Trust and CARRFOUR SUPPORTIVE HOUSING, INC. agrees to perform said services for the Homeless Trust agree to the following:

**SCOPE OF SERVICES:** CARRFOUR SUPPORTIVE HOUSING, INC. shall in a satisfactory and proper manner as determined by the Homeless Trust provide the following:

- CARRFOUR SUPPORTIVE HOUSING, INC. will enter into an agreement with University of South Florida to collect data as part of an outcome study to determine the effectiveness of Housing First, Permanent Supportive Housing.
- CARRFOUR SUPPORTIVE HOUSING, INC. will reimburse University of South Florida for professional services provided.

**COMPENSATION:** CARRFOUR SUPPORTIVE HOUSING, INC. will be reimbursed a total of \$100,000.00 over the next three years. The total annual reimbursement will not exceed \$33,333.34 annually.

Payments shall be made to CARRFOUR SUPPORTIVE HOUSING, INC. after submission of an invoice. CARRFOUR SUPPORTIVE HOUSING, INC. will be reimbursed for services rendered by the University of South Florida upon invoice. CARRFOUR SUPPORTIVE HOUSING, INC. will include the agreement with the University of South Florida, and the University of South Florida's reimbursement request in their invoice.

**COMPLETION OF SERVICES:** CARRFOUR SUPPORTIVE HOUSING, INC. will collect pre and post housing data from the University of South Florida on the average medical cost incurred by homeless persons identified as High Cost High System users of Miami-Dade's homeless system, public hospital, jail and Substance Abuse and Mental Health system. CARRFOUR SUPPORTIVE HOUSING, INC. will reimburse the University of South Florida for services rendered.

**TERMINATION:** The Homeless Trust may terminate this Agreement, at will, by notifying CARRFOUR SUPPORTIVE HOUSING, INC. in writing. CARRFOUR SUPPORTIVE HOUSING, INC. may terminate this Agreement, at will, by notifying the Homeless Trust in writing. CARRFOUR SUPPORTIVE HOUSING, INC. will be entitled to receive just and equitable compensation for any services performed to the date of termination.

**AUTHORITY:** Each party to the Agreement represents and warrants that (i) this Agreement is duly authorized by all necessary corporate action; (ii) the undersigned is/are hereby authorized

to execute and deliver this Agreement on behalf of such party; and (iii) the Agreement constitutes the legal valid and binding obligation of such parties in accordance with its terms.

**COMPLETE AGREEMENT:** This Agreement sets forth the complete agreement between the parties concerning the services provided there under, superseding all prior verbal or written communications with respect to the terms hereof, and may not be altered, modified, or changed in any way by either of the parties without the prior written consent of the other.

**WAIVER and AMENDMENTS:** Any provision of this Agreement may be waived or amended upon agreement in writing by the parties hereto.

**NOTICES:** Unless otherwise expressly provided to the contrary and notices provided for hereunder shall be in writing and may be delivered personally or by mail or e-mail. Notices will be effective if delivered personally, by mail or e-mail upon receipt, to the following addresses.

Stephanie Berman  
Carrfour Supportive Housing, Inc.  
1398 SW 1<sup>st</sup> Street, 12<sup>th</sup> floor  
Miami, FL 33135  
E-mail: [sberman@carrfour.org](mailto:sberman@carrfour.org)

Russell Benford  
Miami-Dade County  
Stephen P. Clark Center  
111 NW 1<sup>st</sup> Street, 29<sup>th</sup> floor  
Miami, FL 33128  
Email: [Russell.Benford@miamidade.gov](mailto:Russell.Benford@miamidade.gov)

**NONDISCLOSURE:** CARRFOUR SUPPORTIVE HOUSING, INC. shall not release any information concerning the services provided pursuant to this Agreement to any member of the public, press, business entity or official body unless prior written consent is obtained from the Homeless Trust.

**PUBLIC RECORDS:** –Pursuant to Section 119.0701, Florida Statutes, CARRFOUR SUPPORTIVE HOUSING, INC. shall:

- i. Keep and maintain public records that ordinarily and necessarily would be required by the Homeless Trust in order to perform the service;
- ii. Upon request from the Homeless Trust's custodian of public records identified herein, provide the Homeless Trust with a copy of the requested records or allow the public with access to the public records on the same terms and conditions that the Homeless Trust would provide the records and at a cost that does not exceed the cost provided in the Florida Public Records Act, Miami-Dade County Administrative Order No. 4-18, or as otherwise provided by law;
- iii. 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 this Agreement's term and following completion of the services under this Agreement if CARRFOUR SUPPORTIVE HOUSING, INC. does not transfer the records to the Homeless Trust; and

iv. Meet all requirements for retaining public records and transfer to the Homeless Trust, at no Homeless Trust cost, all public records created, received, maintained and / or directly related to the performance of this Agreement that are in possession of CARRFOUR SUPPORTIVE HOUSING, INC. upon termination of this Agreement. Upon termination of this Agreement, CARRFOUR SUPPORTIVE HOUSING, INC. shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the Homeless Trust in a format that is compatible with the information technology systems of the Homeless Trust.

For purposes of this Article, the term “public records” shall mean all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business of the Homeless Trust.

In addition to penalties set for in Section 119.10, Florida Statutes, for the failure of CARRFOUR SUPPORTIVE HOUSING, INC. to comply with Section 119.0701, Florida Statutes, and this Article II, Section 2.1 (QQ) of this Agreement, the Homeless Trust shall avail itself of the remedies set forth in this Agreement.

**If CARRFOUR SUPPORTIVE HOUSING, INC. has questions regarding the application of Chapter 119, Florida Statutes, to CARRFOUR SUPPORTIVE HOUSING, INC.’s duty to provide public records relating to this Agreement, contact Miami-Dade County’s Custodian of Public Records at:**

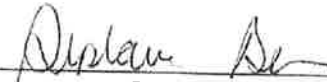
**Miami-Dade County  
Homeless Trust  
111 NW 1st Street, 27th Floor, Suite 310  
Miami, Florida 33128  
Attention: Victoria L. Mallette, Executive Director  
Email: [vmallette@miamidade.gov](mailto:vmallette@miamidade.gov):**


**GOVERNING LAW:** This agreement shall be deemed to have been made in the State of Florida and governed by the laws of the State of Florida. Venue shall be in Miami-Dade County. CARRFOUR SUPPORTIVE HOUSING, INC. shall comply with all relevant state, federal, and local laws and regulations in the performance of this Agreement.

**TERM:** The duration of this Agreement will be for 36 months.

In witness hereof, duly authorized representative of Carrfour Supportive Housing, Inc. and the Miami-Dade Homeless Trust have executed this Agreement as of the date contained herein.

**Carrfour Supportive Housing, Inc.**

BY:  Date: 5/5/17  
Printed Name: Stephanie Bernas  
Print Title: President

**Miami-Dade County**   
BY: \_\_\_\_\_ Date: 5/10/17  
Printed Name: Russell Benford  
Title: Deputy Mayor, Miami-Dade County





February 19, 2016

Stephanie Berman-Eisenberg  
Carrfour Supportive Housing Inc  
1398 SW 1st Street  
Miami, FL 33135

16-018-G  
Program Action Number

Stephanie Berman-Eisenberg:

I am pleased to inform you that the Corporation for Supportive Housing ("CSH") has approved a Grant in the amount of \$10,000 (the Grant Proceeds) to Carrfour Supportive Housing Inc ("the Grantee") for the purposes set forth in Section 1 below (the "Grant"). This approval letter shall also serve as the Grant agreement between CSH and Grantee (the "Grant Agreement"). The Grant will be made in accordance with the following terms and conditions:

1. Purpose of the Grant

The Grant is being drawn from funds received by CSH from the Foundation to Promote Open Society and the Robert Wood Johnson Foundation (The "Funding Source"); Foundation to Promote Open Society Grant Number OR2014-16696, and Robert Wood Johnson Foundation Grant Number 65899 (the "Funding Grant").

Grantee will use the Grant Proceeds for the purposes of supporting staff coordination of the Coalition LIFT FUSE data match and evaluation.

(a) Planned Activities:

- Grantee will convene and support the multi-sector group of agencies involved in the Coalition LIFT FUSE program, develop financial support for the FUSE evaluation, work with the University of South Florida (USF) to refine the current evaluation plan, develop interim metrics, draft and execute a contract for the first phase of the evaluation, and conduct an administrative data pull.

(b) Scope of Work

- The proposed study is a non-randomized matched control group, pre-test post-test design with repeated measure. Both quantitative and qualitative data analysis methodologies will be employed. The target population of high need/high cost users will be identified by layering data regarding interactions with public crisis and institutional systems, linking individuals across these administrative and primary data sources to create a master index. Grantee will contract with USF for an administration data pull and will match administrative data across state mental health, substance use, state arrests, state prison, Medicaid claims, state mental hospital stays, involuntary psychiatric evaluations, Miami-Dade County arrests, and HMIS sources to develop a list of the top 150 high need/high cost users.

- (v) Receipt by CSH of evidence that Grantee has achieved the Expected Outcomes of the Grant, acceptable to CSH.

CSH will disburse Grant Proceeds up until the Expiration Date; CSH must receive any requests for disbursement no later than five days prior to the Expiration Date. Notwithstanding the foregoing provisions of this Section 3, however, CSH shall not make any disbursement of the Grant unless, at the time of such disbursement, the Grantee is in compliance with all the terms and conditions of this letter applicable to the Grant, and the disbursement of the Grant (i) will not violate any provision of law, regulation or administrative ruling to which CSH is subject, and (ii) will not subject CSH to any tax, penalty or fine.

4. No Disbursements if in Default or if any Material Adverse Changes; Material Change Notification.

CSH shall not be obligated to disburse any Grant Proceeds if, at the time of the proposed disbursements, the Grantee, or any subsidiary of the Grantee, or any partnership affiliated with the Grantee, is in default under the terms of any CSH financing, whether for the Project or provided by CSH for any other project or purpose.

The Grantee agrees to provide CSH with immediate notice of any material change in the status of the Project. CSH shall not be obligated to disburse any proceeds of the Grant if there have been any material adverse changes in the Project, including, but not limited to, the following: (i) the financial or other condition of the Grantee or the Project; (ii) the key personnel working on the Project (key personnel includes, but is not limited to, Sandra Newson, Stephanie Berman-Eisenberg); and (iii) the Grantee's federal tax-exempt status.

Furthermore, CSH shall not be obligated to disburse any proceeds of the Grant if (i) there have been any material adverse changes to the financial or other condition of the Funding Source or (ii) the Funding Source terminates, amends, modifies, or replaces the Funding Grant.

5. Additional Restrictions on the Use of the Grant; Event of Default and Remedies.

The occurrence and continuance of any of the following events is defined as an "Event of Default":

- (a.) Grantee uses the Grant Proceeds to carry on propaganda, to attempt to influence legislation, or to participate in, or intervene in or attempt to influence the outcome of, political campaigns or elections.
- (b.) Grantee agrees that Grant Proceeds will be used in compliance with all applicable anti-terrorism financing and asset control laws and regulations and that none of these Grant Proceeds will be used to support or promote violence, terrorist activity or related training, or money laundering.
- (c.) Grantee uses the Grant Proceeds for a use other than the uses or uses described in Section 1 Purpose of the Grant, or as otherwise approved in writing by CSH.

If an Event of Default specified herein occurs, all Grant Proceeds disbursed under this Grant Agreement shall immediately become due and payable to CSH. If any Event of Default occurs, CSH may exercise any or all remedies available at law or in equity for the enforcement of this Grant Agreement. Grantee agrees to pay on demand all third party fees, costs and expenses (including reasonable attorneys' fees) incurred by CSH in enforcing the Grant Agreement, whether or not any proceeding is filed by CSH.

(c) Schedule of Activities and Completion

- February 2016 - Administrative data pull.
- March 2016 - Execute evaluation contract with USF.
- March 2016 - Conduct initial data analysis.

(d) Expected Outcomes

- The target population of high need/high cost users will be identified by layering data regarding interactions with public crisis and institutional systems, linking individuals across these administrative and primary data sources to create a master index.
- Data analysis to monitor change in costs over the course of the project period for target group.
- Final report will be produced by USF.

2. Term of the Grant.

This Grant is to pay for services provided from January 1, 2016 through and including July 30, 2016 and is available for drawdown for a period beginning on the date of counter-signature of this Grant Agreement (the "Commencement Date") and ending August 1, 2016 (the "Expiration Date"). This Grant shall not be repayable to CSH, CSH Funding Source or the Funding Grant, except in an Event of Default as described in Section 5 below.

3. Disbursement of the Grant.

Grant Proceeds are disbursed upon request only. Requests for disbursements of Grant Proceeds should be directed to the CSH Principal Contact person indicated in Section 10 below.

A disbursement in the amount of \$5,000 will be made upon fulfillment of the following conditions:

- (a) Receipt by CSH's Contracts Administrator of this countersigned letter.
- (b) Receipt by CSH of the Grantee's most recent Internal Revenue Service 501 (c) (3) determination letter.
- (c) Receipt by CSH of a Certificate of Status issued by the Division of Corporations of the Florida Department of State that is dated within 90 days of countersignature of this award letter and that verifies that the Grantee is in Good Standing with the State of Florida.
- (d) Receipt by CSH of the Grantee's 2014 (year) audited financial statements and most recent interim statements.
- (e) Receipt by CSH of a written request for disbursement of Grant Proceeds (Exhibit A).
- (f) Receipt by CSH of a detailed project budget, acceptable to CSH.

A subsequent disbursement in the amount of \$5,000 will be made upon fulfillment of the following conditions:

- (a) Receipt by CSH of a written request for disbursement of Grant Proceeds (Exhibit A).
- (b) Receipt by CSH of all reporting due under Section of the Grant Agreement, acceptable to CSH.

6. Reports and Accounting Records.

Written quarterly reports will be provided to CSH staff person listed in Section 10 of this agreement. The report should contain a brief description of the overall progress in achieving the purpose and goals stated in Section 1 of this Grant.

A written Final Report will be sent to CSH no later than August 31, 2016. The Report shall be signed by an appropriate officer of the Grantee and shall contain: (i) a financial statement reflecting all expenditures of the Grant during the Report period; (ii) a brief narrative account of how the Grant facilitated furtherance of the expected outcomes of the Project; and (iii) a description of the overall status of the Project.

7. Review of Operations.

CSH may monitor and conduct an evaluation of operations funded by the Grant. An evaluation may include a visit from CSH personnel to observe the Project, and/or to review the Grantee financial and other records and materials relating to the activities financed or facilitated by the Grant.

8. Tax-Exempt Status.

By counter-signing this letter in accordance with Section 12, below, the Grantee confirms that it is a tax-exempt entity.

9. Publicity.

CSH may include information regarding the Grant to Grantee in its periodic public reports as well as its press releases. Grantee shall acknowledge the Grant in (i) one or more of Grantee's publicity vehicles, including websites, blogs, press releases, or newsletters and (ii) any external communication that highlights the Project and its sources of support. In complying with Grantee's obligations set forth in the immediately preceding sentence, Grantee shall:

- (a) give at least five (5) days notice, which notice may be provided in writing or provided via e-mail, to CSH prior to Grantee acknowledging the award,
- (b) use the CSH logo provided by CSH where suitable and in a manner previously approved by CSH, in its sole discretion,
- (c) use the following language to acknowledge the award: "This project was funded (or funded in part) by an award from the Corporation for Supportive Housing (CSH)." and
- (d) provide CSH with a copy of any Grantee press release and/or newsletter acknowledging the award within three (3) days of use of such press release and/or newsletter and
- (e) use the following language regarding CSH in any Grantee press release acknowledging the award:

**About CSH**

CSH transforms how communities use housing solutions to improve the lives of the most vulnerable people. We offer capital, expertise, information and innovation that allow our partners to use supportive housing to achieve stability, strength and success for the people in most need. CSH blends over 20 years of experience and dedication with a practical and entrepreneurial spirit, making us the source for housing solutions. CSH is an industry leader with national influence and deep connections in a growing number of local communities. We are headquartered in New York City with staff stationed in more than 20 locations around the country. Visit [csh.org](http://csh.org) to learn how CSH has and can make a difference where you live.

10. The Grantee's Principal Contact at CSH.

The Grantee's principal CSH contact person in connection with this Grant is listed below. Unless otherwise provided herein, all correspondence concerning said Grant should be addressed to this person and bear the Program Action Number designated on the first page of this letter.

Leah Rhea, Senior Program Manager  
CSH  
2801 21st Avenue South, Suite #230  
Minneapolis, MN 55407  
(612) 721-3700 ext. 114  
leah.rhea@csh.org

11. No Right of Assignment or Delegation.

The Grantee may not assign or otherwise transfer its rights, or delegate any of its obligations under this letter.

12. Counter-signature Required.

If this Grant Agreement correctly sets forth the Grantee's understanding of the terms and conditions of the Grant, please indicate acceptance by having this Grant Agreement counter-signed and dated by an authorized officer of the Grantee in the spaces provided below and returned to Ted Engchawadechasilp, CSH's Contracts Administrator, located at CSH's New York City headquarters, 61 Broadway, Suite 2300, New York, NY, 10006. This Grant Agreement shall be null and void unless received by CSH on or before April 1, 2016.

On behalf of CSH, I extend every good wish for the success of this endeavor.

Sincerely,



David Provost  
Chief Financial Officer

TERMS OF CSH GRANT ACCEPTED AND AGREED TO:

CARRFOLIR SUPPORTIVE HOUSING INC

By: [Signature]

Title: President

Date: 3/15/14

cc: Leah Rhea, CSH



The impact report you previously submitted appears below. Thank you for providing this information; no further action on your part is required at this time. Click here to return to the Welcome page.

\* Recipient Organization Name Carrfour Supportive Housing Inc  
\* Recipient Organization Tax ID 650387766

\* Project Title Coalition Lift Demonstration Project

\* indicates required field

Full Contribution Amount \$20,000.00  
\* Were Any Goods and Services Provided to JPMC? No  
Brief Description of Goods and Services Provided to JPMC  
\* Estimated Value of Goods and Services \$0.00  
Charitable Contribution (deductible amount) \$20,000.00  
Check Number 44478744  
Date of Check 08/22/2016

Recognition

\* indicates required field

\* Electronic Signature of Attester Stephanie Berman  
\* Attester Title President  
Today's Date 09/14/2016  
\* I Attest I Attest

Need Support?

## Exhibit E: Timeline

Coalition Lift is a 34 unit permanent supportive housing community. As of December 1, 2017, 28 units are occupied and pending a move-in authorization for the remaining 6 applicants from the housing authority. The first resident moved in on April 28, 2017 and the initial baseline data was completed on May 10. Occupancy has been slower than expected of this study as many of the potential applicants were not in shelter or easily located. To offset this barrier, the Coalition Lift team has been working with the Lazarus Project conducting street outreach to identify and work with potential participants from the merged list of high users from the Homeless system, Jail, Emergency Health, CSU, and local law enforcement. Given the span of the occupancy rates, the following timeline is projected for the completion of this RFP. Socio-behavioral data collection starts when the resident assumes occupancy (baseline) and follows the timeline in the methodology.

Baseline public data: Public cost data will be collected for each resident for the time period of 363 days prior to move in date and aggregated.

Ex. Move in date 12/27/2016- baseline data: Costs of services available through the Policy and Service Research Data Center (PSRDC) will be collected for the time period from 12/27/2015-12/26/2016 and aggregated.

Participants: All residents to date are included in the study. Given that the last resident moved in on 12/01/17 in the 28th unit, there are still X units to be filled to include in the study.

Projected completion: As stated in the methodology, the last data collection period of the resident is at the 30 month mark of his/her tenure in housing. Socio-behavioral data collection will end at the 30<sup>th</sup> month for each resident. This will vary by the initial month of occupancy of each resident. The PSRDC typically receives data from the various sources at set time points, typically 6-months to 1 year following a time period. Given that the last occupancy occurred on 12/01/17, a projected timeline for this study is as follows:

Aggregate baseline date:	12/1/2016-11/30/2017
Move in date:	5/1/2018
Aggregate 6 month data:	November 2018
Aggregate 12 month data:	May 2019
Aggregate 24 month data	May 2020
Aggregate 30 month data	November 2020

Accounting for another 6 months for PSRDC to receive necessary data to generate aggregate 30 month data, we are projecting that this will be December 2020. It is expected that data analysis will take 2 months after the final receipt of data and be completed by 2/28/2020. The final report may take 2-3 months to compile, with a projected completion data of 5/31/2021.

## EXHIBIT F

### REQUEST FOR REIMBURSEMENT AND CERTIFICATION To Be Submitted with Each Request for Reimbursement

Request for Reimbursement # \_\_\_\_\_

Development Name: \_\_\_\_\_

The undersigned Grantee hereby submits its request for reimbursement of certain costs and expenses incurred by the Grantee in carrying out the Multi-Year Study pursuant to the 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 (Florida Housing) and the Grantee dated \_\_\_\_\_, 2017 (the "Grant Agreement").

The Grantee understands that Florida Housing will reimburse the Grantee in Grant Funds up to one-third of the costs and expenses incurred and paid by the Grantee in carrying out the Multi-Year Study pursuant to the terms and conditions as set forth in the Grant Agreement, up to a total of \$50,000. The remaining two-thirds of such costs and expenses not reimbursed represents the Grantee's match requirement of \$2 for every \$1 in Grant Funds.

1. For purposes of this request, the Grantee has incurred and paid from its own source of funds costs and expenses in carrying out the Multi-Year Study in the total amount of \$ \_\_\_\_\_. Attached to this request are copies of the supporting documentation evidencing such costs and expenses and the payment of same. The supporting documentation must support the total amount listed.
  
2. The Grantee requests from Florida Housing \$\_\_\_\_\_ reimbursement in Grant Funds (such amount represents no more than one-third of the total amount listed in 1. above).

The Grantee certifies to Florida Housing (a) that the costs and expenses for which it seeks reimbursement hereunder were incurred and paid by the Grantee in carrying out the Multi-Year Study, (b) that such costs and expenses were reasonably necessary for purposes of carrying out the Multi-Year Study as contemplated by and within the intent of the Grant Agreement, (c) that such costs and expenses were reasonable in amount and the result of good business practices where possible, availability of services and circumstances considered, and (d) that such costs and expenses are otherwise eligible for reimbursement with Grant Funds under the terms of the Grant Agreement.

The Grantee further certifies to Florida Housing that:

- (f) If a state university is part of the Grantee's research team, the indirect cost percentage assessed by that university is limited to no more than 10 percent for the portion of the work carried out that is funded through the Grant Agreement; and



**REQUEST FOR REIMBURSEMENT AND CERTIFICATION**  
**To Be Submitted with Each Request for Reimbursement**

(g) 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.

Dated this \_\_\_\_ day of \_\_\_\_\_, 201\_.

\_\_\_\_\_  
(Name of Grantee)

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_