

## FRIENDS OF POST 84



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Friends of Post 84 Project

Amount Requested: \$100,000

## **Abstract**

The Friends of Post 84 (FOP-84) Project seeks \$100,000 to cover the costs of new construction to convert the former Gadsden County Havana Elementary School classrooms into a permanent and affordable housing option for veterans with or without dependents. The goal of the FOP-84 project is to eliminate chronic homelessness among the veteran target population living in the counties served by the Big Bend Homeless Coalition as a designated lead agency for the Continuum of Care (COC). To achieve this goal, the project's objectives are 1) to increase the number of veteran participants who remain housed after 1 year either at FOP-84 or at their own apartment or home by 15% by June 30, 2018 and 2) to reduce the number of chronically homeless veterans who re-enter a COC housing provider after having previously been served by a COC housing provider in the same fiscal year by 5% by June 30, 2018.

## **Introduction/Statement of Need**

### **Nature and Extent of Problem/Need**

In 2015, local communities involved in Point-In-Time counts across the State of Florida found 35,964 persons who were either in a shelter or living on the street (Florida Department of Children and Families, 2015). In fact, the largest increase in the rate of homelessness has occurred in Florida since 2007, and a 2013 Florida Council on Homelessness (FCH) report cites the state had the “third highest rate of unsheltered homeless persons in the nation at 64.1%” (Florida Department of Children and Families, 2013). While the 2015 FCH report data reflects a reduction in homelessness overall in Florida since 2013, it also reports that 19,812 persons are homeless due to a disabling condition of substance abuse, mental illness, physical, HIV/AIDs, or developmental (Florida Department of Children and Families, 2015). The 2015 FCH report indicates the effectiveness of statewide Homeless Coalition programs and Continuums of Care (COC) for target individuals who are identified. According to Jost and Levitt (2010):

Because chronically unsheltered homeless people - those who sleep in places not meant for human habitation, such as streets, parks, abandoned buildings, and subway tunnels (US Department of Housing and Urban Development, 2006) – are often isolated and resistant to seeking or accepting help, finding ways to engage them is one of the most significant challenges facing service providers (p.245).

Recent data from the Homeless Management Information System (HMIS) show that in the Fiscal Year 2014-2015, the number of homeless Leon County residents who have come to Tallahassee from Gadsden County is 159. This number may actually be greater due to

Leon residents who will claim 'Leon' as county of residence because they are concerned about being disqualified for a COC housing provider because they are 'from an outside county.'

### **Factors Contributing to the Problem/Need**

There are a variety of factors that may be contributing to the homeless target population not connecting to accessible health and social services. Mental illness and substance abuse, mentioned earlier, are two disorders that are commonly found in literature involving the target population. A Florida Psychiatrist, Dr. Christensen, M.D. (2009), found that, "Because of greater levels of functional and social impairment in comparison with their shelter-based counterparts, unsheltered individuals may be less likely to receive services". Prevalence studies cited in the American Journal of Drug and Alcohol Abuse (Fisk & McCormack, 2009) estimate the homeless abusing alcohol at 30-40% and drug abuse at 10-15% with those numbers increasing today as the target population increases as shown in the recent reports.

Another factor in the lack of service connection from the homeless was found in a qualitative study where "Common reasons expressed by unsheltered homeless people for not pursuing medical or mental health care involved a pervasive mistrust of the outreach workers and a lack of confidence that the services provided would be of personal benefit" (Christensen, 2009). The lack of motivation to seek help from available local sources is another factor contributing to the lack of connection to health and social services from the homeless.

### **Impact of the Problem/Need**

Sources of data reflect evidence of the impact that the lack of health and social service connections of the homeless has on the individuals themselves as well as the surrounding

communities at large. Monetary costs, for example, are significant for the entire population. The American Journal of Drug and Alcohol Abuse (Fisk & McCormack, 2009) cites, “Health and non-health outcomes and costs created by drug abuse and dependency for the entire population in 1992, was estimated at \$98 billion which increased to \$110 billion in 1995”. A comprehensive study conducted in Philadelphia alone in 2010 yielded a conclusion that, “Chronic homelessness is costly to society, with an average annual cost for behavioral health, corrections, and homelessness services of nearly \$7,500 per person per year and a cumulative total of \$20 million annually” (Poulin, Maguire, Metraux, & Culhane, 2010). Also with reference to hospital and prison costs, “Past research has demonstrated that moving chronically homeless persons to permanent housing reduces shelter use, the demand for homeless services, hospitalizations, and time incarcerated (Poulin et al., 2010).

As mentioned earlier, the prevalence of substance abuse with the homeless population who are not treated for these disorders is correlated with massive costs. Fisk & McCormack (2009) state that “economic and social costs associated with untreated substance abuse are enormous, and range from medical emergency room and hospital admissions, detoxification and rehabilitation days, unemployment and accompanying income maintenance benefits, crime, rates of incarceration, and the breakup of families” (pp. 484-485).

Several local Homeless Coalition programs are addressing these needs for the target population who are connected to services, and FOP-84 will work in collaboration with these other homeless coalition agencies in the local COC.

In a previously mentioned reference to the HMIS data reflected in a FY 2014-15 report citing the number of residents who have come from Gadsden County, the FOP-84 project would offer a permanent housing solution to HMIS clients who were originally from that area; thus,

other permanent and transitional housing programs in the Leon County region would have more vacancies to offer other chronically homeless veterans in need.

An added benefit to having the FOP-84 project in Havana, FL is to address the transportation issue that veterans in the Gadsden area may have when travelling to and from Tallahassee to access resources. After speaking with Jason S., who is a former chronically homeless person now living in Tennessee, he stated that, “it is pretty tough to travel from an area like Havana to Tallahassee. I had to get a 30-day buss pass from the shelter when I was to live there in Tallahassee, but it was still tough” (J. Satcher, personal communication, August 10, 2016).

### **Promising Approaches**

Currently, the Big Bend Homeless Coalition (BBHC), which is the lead agency for our local COC, serves the homeless population through several permanent and transitional housing programs using the ‘Housing First Model’ (U.S. Department of Housing and Urban Development, 2007)

Through the FOP-84 project, awareness and education of this population will be increased with community agencies, business partners, and municipalities. A successful relationship with local law enforcement will also help increase their understanding of the mental illness of the homeless as a pathology rather than a crime Simpson, J. (2015). Dr. Christensen, M.D. (2009), who works with psychiatric street outreach in Jacksonville, FL, notes, “Perhaps the most vulnerable people in the homeless population are those who are disabled from a mental illness and are also chronically unsheltered”. A proponent of outreach involving establishing

reconnection and relationship with the chronically homeless, Dr. Christensen (2009) also notes: “These individuals have lost a connection to the web of relationships that define not only a social community but, more important, a community of caring”.

### **Project Description**

The FOP-84 Project seeks to end chronic homelessness in veteran populations in the local COC which have been identified as either chronically homeless or formerly chronically homeless by providing an affordable residential and permanent housing community in Havana, FL. As an ADA compliant housing community, FOP-84 will offer one and two-bedroom apartments for veterans with or without dependents who are identified in the HMIS. After the completion of Phase 1 of the project, which includes the rehabilitation and construction of the former Havana Elementary School, 24 apartment units will be available to veterans and their families in the HMIS who are looking for permanent housing. The tenant participant in the FOP-84 program will be required to sign a lease agreement (See Appendix A) at \$400 per month for either a permanent or a variable length of stay. The tenant will have the option of permanently living at FOP-84, moving to an apartment of his/her own, or purchasing a home. The FOP-84 program will offer an incentive for the tenant to set aside 10% of the monthly rent to be held into an escrow account to be used for that tenant toward a down payment of a purchase of a home and/or into savings as he or she so chooses. FOP-84 will offer money management and financial counseling and assistance to facilitate the tenant toward reaching his/her goals. To address the needs of those veterans with PTSD, substance abuse, mental health, and physical disabilities, FOP-84 will offer behavior and physical health treatment services and counseling as the program

develops. With the project's goal of ending chronic homelessness, FOP-84 will look to expand to 80 apartment units and an emergency shelter in the future subsequent phases of development.

### **Project Goals, Objectives and Activities**

The goal of the FOP-84 project is to eliminate homelessness among the veteran target population living in the counties served by the BBHC (Leon, Franklin, Gadsden, Liberty, Madison, Taylor, Jefferson, and Wakulla) as a designated lead agency for the COC. To achieve this goal, the project's objectives are 1) to increase the number of veteran participants who remain housed after 1 year either at FOP-84 or at their own apartment or home by 15% by June 30, 2018 and 2) to reduce the number of chronically homeless veterans who re-enter a COC housing provider after having previously been served by a COC housing provider in the same fiscal year by 5% by June 30, 2018.

Objective 1 activities include tracking and monitoring the tenant participant's time of stay at the initial signing of the lease agreement to establish a baseline and measure success towards this objective. Additional related activities include providing outpatient services, behavioral healthcare treatment services, individual and group counseling, and linkage to resources as needed for the tenant at the FOP-84 facility to support the participant in meeting this objective.

Objective 2 activities include collaborating with other homeless coalition agencies in the Big Bend Homeless Coalition Continuum of Care (BBHCOC) by using HMIS for monitoring and tracking those HMIS clients who are presently or at risk of reentering a COC housing provider after having been served by a COC housing provider in the same fiscal year. Additional

activities include case management and intervention on behalf of these HMIS clients to FOP-84 in order to provide affordable permanent housing.

**Staffing Plan**

Name – Position Title	Background Biographies & Project Activities
<p>James Brennan, CEO            - President of Friends of Post 84, Inc.            -American Legion Commander 2<sup>nd</sup> District</p>	<p><u>Project Activities</u></p> <p>Oversee all phases of construction, managing, and rental for special events of the campus. Assist Post 84 in the everyday management of the Post and the use of the facilities including the post home, rental, and overall maintenance of the facility.</p>
<p>Program Administrator</p>	<p><u>Project Activities</u></p> <p>Ensure management and compliance with the grants, ensure an accurate, timely, efficient and transparent process for the entire grant life cycle, from proposal to close. This entails pre-award management, tracking payments, reviewing or producing relevant reports, monitoring and post-award management. Review and approve grant award packets prior to notification of the award. Develop and maintain all grant agreements and MOUs pertaining to grant awards. Serve as the resident expert on grant compliance and interpretation of all applicable regulations, policies and procedures. Interpret applicable regulations and translate into operational policies as required. Manage the invoicing and track the expenses for FOP-84’s public and federal grant portfolio. Manage the annual audit. Conduct assessments and site visits, collecting and analyzing data, documenting results, and identifying and discussing implications. Provide technical assistance as necessary and surface and address issues. Develop and maintain a basic grant-making manual and communicate appropriately with staff concerning policies and procedures and</p>

	updates. Research various grant management systems and work in collaboration with other homeless coalition program staff.
Day Manager	<p><u>Project Activities</u></p> <p>Manage the front desk by answering the phone and screening all outside visitors to the campus. Manage mail and package deliveries made to the front desk. Manage phone calls by taking messages and relaying them to the appropriate staff member. Perform a visual inspection around the campus during the shift. Maintain and keep a ledger book of observations and events during the shift.</p>
Night Manager	<p><u>Project Activities</u></p> <p>Manage the front desk by answering the phone and screening all outside visitors to the campus. Manage mail and package deliveries made to the front desk. Manage phone calls by taking messages and relaying them to the appropriate staff member. Perform a visual inspection around the campus during the shift. Maintain and keep a ledger book of observations and events during the shift.</p>
Weekend Manager	<p><u>Project Activities</u></p> <p>Manage the front desk by answering the phone and screening all outside visitors to the campus. Manage mail and package deliveries made to the front desk. Manage phone calls by taking messages and relaying them to the appropriate staff member. Perform a visual inspection around the campus during the shift. Maintain and keep a ledger book of observations and events during the shift.</p>
Lawn Care and Facility Maintenance Worker 1	<p><u>Project Activities</u></p> <p>Ensure the maintenance and upkeep of the grounds. Operate grounds maintenance equipment as needed such as lawn mower and edger mow the grass and edge the sidewalks.</p>

	<p>Water lawns, trees, or plants, using portable sprinkler systems, hoses, or watering cans. Provide proper upkeep of sidewalks, driveways, parking lots, and other grounds features by removing trash and litter as needed.</p>
<p>Lawn Care and Facility Maintenance Worker 2</p>	<p><u>Project Activities</u></p> <p>Ensure the maintenance and upkeep of the grounds. Operate grounds maintenance equipment as needed such as lawn mower and edger mow the grass and edge the sidewalks. Water lawns, trees, or plants, using portable sprinkler systems, hoses, or watering cans. Provide proper upkeep of sidewalks, driveways, parking lots, and other grounds features by removing trash and litter as needed.</p>
<p>Facility Management Company</p>	<p><u>Project Activities</u></p> <p>Manage the hiring of the daytime, night time, and weekend facility managers. Manage the hiring of the lawn care and facility maintenance workers. Collect rent from tenants and manage tenants by addressing complaints and inquiries. Handle leases by setting the length of the lease and making sure it has all the necessary provisions. Handle complaints and emergencies. Deal with maintenance requests, noise complaints and have the necessary contacts to handle emergency situations. Handle move outs of a tenant. Inspect the unit, checking for damages and determining what portion of the security deposit will be returned to the tenant. After move out, cleaning the unit, repairing any damages, and prepare apartment for a new tenant. Handle matter pertaining to the filing and moving forward with an eviction. Perform preventative property maintenance to keep the property functioning in top condition. For example, they are personally in charge of, or must hire someone to, exterminate, check for leaks, landscape, shovel snow and remove trash. This maintenance aims to keep current tenants happy. Responsible for hiring reliable plumbers, electricians, carpenters and other</p>

	<p>contractors. Must be responsible for and having a knowledge of Landlord-Tenant Laws. Handle security deposits, terminate a lease, and comply with property safety standards. Look after vacant properties to make sure there has been no vandalism and to perform routine maintenance. Make sure contractors and other repairmen are completing their work in a timely manner. Manage the budget and operate within the set budget for the building. In certain emergency situations when the occupants (tenants) or physical structure (investment property) are in danger, they may use their discretion to order repairs or likewise without concern for the budget. Maintain thorough records regarding the housing property.</p>
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### Timetable

<b>Objective</b>	<b>Activity</b>	<b>Timeline</b>
<p>Objective 1: The objective is to increase the number of veteran participants who remain housed after 1 year either at FOP-84 or at their own apartment or home by 15% by June 30, 2018.</p>	<p>Track and monitor the tenant participant's length of time of stay from the initial signing of the lease agreement to establish a baseline.</p>	<p>March 2017- June 2018</p>
	<p>Document and track the number of tenants who remained housed after 1 year.</p>	<p>March 2017- March 2018</p>
	<p>Provide outpatient and behavioral healthcare treatment services for the tenant occupant at FOP-84.</p>	<p>March 2017- June 2018</p>
	<p>Provide individual and group counseling for the tenant occupant at FOP-84.</p>	<p>March 2017- June 2018</p>
	<p>Provide support and linkage to resources as needed for the tenant occupant at the FOP-84.</p>	<p>March 2017- June 2018</p>
<p>Objective 2: The objective is to reduce the number of chronically homeless veterans who re-enter a COC housing</p>	<p>Collaborate with other homeless coalition agencies in the Big Bend Homeless Coalition Continuum of Care (BBHCOC) regarding HMIS</p>	<p>January 2017- June 2018</p>

provider after having previously been served by a housing provider in the same fiscal year by 5% by June 30, 2018.	clients who are in need of permanent supportive housing.	
	Use HMIS for monitoring and tracking HMIS clients who are presently or at risk of reentering a COC housing provider after having been served by a COC housing provider in the same fiscal year.	January 2017- June 2018
	Use case management and intervention on behalf of those HMIS clients to refer to FOP-84 in order to provide affordable permanent housing.	March 2017- June 2018

### **Evaluation Plan**

The evaluation goals are to gather data sufficient to measure progress toward the two objectives of the FOP-84 project. Objective 1 is to increase the number of veteran participants who remain housed after 1 year either at FOP-84 or at their own apartment or home by 15% by June 30, 2018. Objective 2 is to reduce the number of chronically homeless veterans who re-enter a COC housing provider after having previously been served by a COC housing provider in the same fiscal year by 5% by June 30, 2018.

The Evaluation Design for the first objective is to use the HMIS. The design for the second objective is to use the HMIS and collaboration with other COC homeless coalition programs. For Objective 1, the number of veteran tenant participants who remain housed after 1 year will be measured. For Objective 2, the number of chronically homeless veterans who reenter a COC housing provider after having previously been served by a COC housing provider in the same fiscal year will be measured.

The Data Collection Plan will consist of the indicators or types of data, source of the data, data collection procedures, and a timetable. The type of data for Objective 1 is the data from the HMIS. The indicator for Objective 2 is the data from the HMIS. The source of the data for Objective 1 is the time documented and tracked of the tenant's home occupancy from the lease initiation/baseline to present or completed time of the tenant's occupancy. The source of the data for Objective 2 is the data from the HMIS. The data collection procedures for Objective 1 is the recorded time of the lease signing at the FOP-84 facility documented in the HMIS. The data collection procedures for Objective 2 are the tracking and monitoring of HMIS clients who have exited a COC housing provider and/or are reapplying to reenter a COC housing provider program. The timetable for Objective 1 is the tracking of the tenant's signing of the lease initiating a baseline occurring March 2017; an approximate purchase and construction completion date of the FOP-84 project. The timetable for Objective 2 is the tracking and monitoring of HMIS clients who have exited a COC housing provider and/or are reapplying to reenter a COC housing provider program occurring March 2017; an approximate purchase and construction date of the FOP-84 project.

The data analysis technique for Objective 1 will be the use of the HMIS to observe the length of time of the tenant's occupancy. The data analysis technique for Objective 2 will be the use of the HMIS and other COC housing provider collaborations to track and monitor HMIS clients who have exited a COC housing provider and/or are reapplying to reenter a COC housing provider program.

The staffing and management plans for the evaluation will include the FOP-84 Program Administrator conducting an analysis of the Objective 1 and Objective 2 measures and comparing those results to the benchmark progress for both objectives. The Program

Administrator will enter this data into HMIS and system reports will be used to produce reports clearly indicating the counts. The Program Administrator will also be responsible for the evaluation management plan to ensure the evaluation is unbiased and all results are verified.

With the reporting procedures for Objective 1 and Objective 2, the documented HMIS data will be noted and addressed to allow for baseline and benchmark comparisons. The HMIS data will be used to easily identify trends and note progress made toward both objectives.

The proposed budget for evaluation of the project is as follows:

See Appendix B:

The budget costs beyond the requested amount of the grant will be absorbed by private donations and other source funds.

### **Budget Narrative**

#### A. Construction of two buildings for FOP-84 project – Phase 1

##### a. Site work

- i. Air-Conditioning and heating-ductless unit: \$1,500 per apartment unit for 24 units for a total of \$36,000.
- ii. Plumbing: \$2,200 per apartment unit for 24 units for a total of \$52,800.
- iii. Electrical: \$250 per apartment unit for 24 units for a total of \$6000.

##### b. Construction

- i. Wall modification: \$700 per wall dividing classroom into two apartment units for 12 units for a total of \$8,400.

##### c. Miscellaneous

- i. Apartment furnishings to include: bed, tables, chairs, lamps, and microwave at \$200 per apartment unit for 24 units for a total of \$4,800.

**The total budget for this project is: \$108,000**

## **Organizational Capacity**

The FOP-84 residential and transitional housing program would be the first of its kind in Havana, Florida. The housing development, whose overall goal is to reduce homelessness in Gadsden County, will be located at the site of the former Havana Elementary School. The turn-key community will enable immediate acceptance of veteran residents, with or without dependents, who have been or are currently entered into the HMIS as a “chronically homeless” veteran. Upon future completion of the building and construction subsequent phases of the project, services provided on campus will include: outpatient services, behavioral healthcare treatment services, individual and group counseling, community support groups, employment training, employment placement, and an emergency shelter. All veterans in HMIS with the “chronically homeless” definition will be served in the Gadsden, Leon, Franklin, Jackson, Liberty, Wakulla, Gulf, and Calhoun county areas.

The FOP-84 staff will consist of one daytime manager, a night time manager, two qualified tenants, one weekend manager, and one facility management company. The day and night time manager jobs will be paid positions at \$10.00/hr. The day time manager’s hours will be from 7:00am to 3:00pm. The night manager’s shift will be from 3:00pm to 11:00pm. The two tenants, who will be employed on a part-time of 25 hours/wk., will be responsible for the lawn care and facility maintenance as needed. These part-time positions will be paid at \$10.00/hr. The weekend manager’s position will require the tenant, staff member to work during the 7:00a.m. to 3:00p.m. shift. The facility management company, who will be paid at 10% out of each tenant’s monthly rent amount, will be responsible for the hiring of the tenants at these full and part-time positions.

Through community partnerships and collaboration in the local Continuum of Care (COC), FOP-84 will work together with the Big Bend Homeless Coalition programs and public housing authorities in the COC. For example, those HMIS participants who are on a waiting list for the Tallahassee Housing Authority may be referred to the FOP-84 program. The project will also collaborate with the other homeless coalition programs in the COC such as Advocates for Veteran Housing, Family Endeavors, Home Front, Healthcare for Homeless Veterans, and Tallahassee Veterans Village.

The mission to address homelessness has had considerable local political support in the BBHCOC. This is evidenced in the establishment of the Kearney Center in Leon County, a \$5,000,000 project to provide a temporary shelter for the homeless, which was completed in April, 2015. This project not only drew strong political support but also financial help from community business partners.

### **Sustainability Plan**

The successful sustainability for the FOP-84 project will be contingent on the tenant participants' compliance with the lease agreements, fundraising events in the large cafeteria space on the premises, and office space rentals in the administration building portion of the premises in the future phases of the overall project.

The terms of the lease agreement for this project will include a \$400.00 per month rent to be paid each month by the tenant participant in the program. With tenant occupancy of all 24 units in the current phase 1 of this project for example, the program would yield \$9600.00 per month or \$115,000.00 per year. Upon successful completion of the subsequent phases of the

project where more apartment units are added in the future, a positive relationship would exist between the increased funding amounts toward sustaining the project and the tenant occupancy numbers.

Future plans for the subsequent phases of the FOP-84 also include the repurposing of a large cafeteria space in the former Havana Elementary School. While this area in the premises is to be used for an emergency shelter for a declared emergency as well as a community center for local residents, it will also be used for fundraiser events for the project. The leasing fees, which are negotiable, will be for \$500.00 to \$750.00 per event. The charitable functions at this shelter, which is a separate building from the other living units, will also contribute to the sustainability of the project.

In the remaining building on the campus to be rehabilitated in a future phase, office spaces will be available to be rented for administrative use. The fees for this rental will be \$250.00 per event or negotiable. In addition to the other funding efforts for the Friends of Post 84 project, this will also subsidize the funding toward the operation of the program.

### **Human Subject Protection**

Ensuring the safety of all participants and staff is an important goal of the FOP-84 project. Participant protection standards will be followed by all staff and administration of the FOP-84 project both on and off the premises. These standards to be addressed include privacy of the tenant's personal information, confidentiality, data collection, and informed consent.

The tenant and dependent's information will be entered into the HMIS. This is the information system designated by the Continuum of Care to comply with the HUD's data

collection, management, and reporting standards and used to collect client-level data and data on the provision of housing and services to the tenants participating in the program. Standards of protection of this information will be followed based on the Health Insurance and Portability and Accountability Act (HIPAA) standards for securing and protecting the tenant's information. Fop-84 staff will be required to maintain confidentiality of records kept on participants and tenant(s) households. Compliance will be required of all staff to adhere to all applicable federal and local laws to assure the confidentiality and security of participant's physical and electronic records. Furthermore, staff of Friends of Post 84 will be required to ensure the security of records such that computer systems are equipped with technologies to prevent unauthorized use such as strong passwords and encryption.

The FOP-84 veteran tenants and their families (if applicable) will also be given fair and adequate consent procedures. Informed consent will be given to the tenant participant before signing the affordable housing lease agreement. The project will also utilize the Authorization to Obtain and/or Release Information form (See Appendix C) which must be completed by the participant and will include any and all agencies with whom his or her information may be shared.

To ensure compliance with the Americans with Disabilities Act (ADA), FOP-84 will offer services, programs, and facilities at the campus that are accessible and welcoming to all tenant participants with disabilities. FOP-84 will ensure ongoing compliance with ADA requirements through all future project phases.

## Appendices

### Appendix A

#### LEASE AGREEMENT

Date: \_\_\_\_\_ 2016

Landlord/Owner: James L. Brennan

Tenant(s): \_\_\_\_\_

Leased Premises: 705 FLA-GA HWY, Havana, Fla . \_\_\_\_\_

Term of Lease: 12\_ months, Starting: \_\_\_\_\_, 2016, ending: \_\_\_\_\_, 2017.

Total Rent: **\$400.00** payable: **\$400.00 per month**

Deposit: \$500.00

**Occupants: # ( ) adults, # ( ) children, (NO ) 0 pets**

By this agreement made on the date first above written, Landlord leases to Tenant(s) the premises described above together with all appurtenances, for the term set forth above on the following terms and conditions.

1. **RENT:** Tenant agrees to pay in advance, without demand, to Landlord as rent for the premises the amount set forth above as rent in installments on the dates indicated, together with all additional charges or fees imposed by this Lease, at Property Managers address set forth above or at such other place as Landlord may designate in writing. Rent is non-apportion able. Acceptance of partial rent shall not be deemed a waiver of Landlord's right to immediately demand of full payment. Payments made by check will not constitute payment until the check has cleared the bank upon which the check is drawn. Funds received by Landlord will first be applied to unpaid security deposit amounts that are due and payable, then to other sums that may be due, then rent.
2. **LATE FEES:** Rent shall be paid in advance on or before the 1<sup>st</sup>. Tenant agrees to pay a late charge of \$50.00 on the 2nd then \$2.00 per day afterwards for any payment not received by Landlord on or before the day it is due. All such late fees shall be considered and treated as additional rent.
3. **NON-SUFFICIENT FUNDS CHECKS:** In the event any check presented by Tenant is returned for any reason without payment, Tenant shall be indebted to Landlord for the additional sum of \$40.00, which shall be considered and treated as additional rent due hereunder. If Tenant presents a check that is returned without payment, then Landlord, in his sole discretion, may refuse to accept future payments from Tenant by check.
4. **SECURITY DEPOSIT:** On the execution of this Lease, Tenant shall deposit with Landlord the sum described above as security deposit as security for the faithful performance by Tenant of the term and covenants of this Lease. Tenant shall not be entitled to use or apply the deposit as rent. The deposit shall be held in a separate account at \_Capital City Bank, Tallahassee, Florida, for the benefit of Tenant and shall not be co-mingled with other funds of the Landlord. It shall be returned to Tenant first named above and that named Tenant only, without interest, on the full and faithful performance by Tenant of the provisions of this Lease. If more than one Tenant is named in this Lease it shall be their responsibility to apportion any refunded security deposit amount or between themselves. 83.49(3) of the Florida Statutes provides: (3) (a), Upon vacating the premises for the termination of this Lease, the Landlord shall have 15 days to return

said security deposit together with interest or as otherwise required, or in which to give the tenant written notice by certified mail to the tenant's last known mailing address his intention to impose a claim thereon and the reason for imposing the claim. The notice shall contain a statement in substantially the following form: "This is a notice of my intention to impose a claim for damages in the amount of ...upon your Security Deposit, due to ...It is sent to you as required by Section 83.49(3), Florida Statutes. You are hereby notified that you must object in writing to this deduction from your security within 15 days from the time you receive this notice, or I will be authorized to deduct my claim from your security deposit. Your objection must be sent to the (Landlord's address)...If the Landlord fails to give the required notice within the 15-day period he forfeits the right to impose a claim upon the security deposit. (b) Unless the tenant objects to the imposition of the Landlord's claim or the amount thereof within 15 days of the receipt of the Landlord's notice of intention to impose a claim for damages. (c) If either party institutes an action in court of competent jurisdiction to adjudicate his right to the security deposit, the prevailing party is entitled to receive his costs plus a reasonable fee for his attorney. The court shall advance the cause on the calendar.

5. **LEASE TERM/RENEWAL:** Landlord or his party shall assign no lease for less than one (1) year, term to expire on the 30<sup>th</sup> of July in any given year, unless Tenant(s) contract after August 1<sup>st</sup> of said year. Should Tenant(s) remain in the leased premises after the expiration date of his/her lease, written or extended, and for any reason fails to sign a new lease Tenant agrees that this will constitute an extension of the original lease for a period of no less than one year.
6. **USE OF PREMISES:** Tenant agrees to use the premises only as the personal residence of the Tenant. Tenant agrees not to do, or to permit any act or practice injurious to the building, which may affect the insurance risk factor on the building, or which may otherwise be prohibited by law.
7. The tenant WILL NOT install a **Security System** without permission from the Landlord.
8. **ALTERATIONS OR REPAIRS:** Tenant shall make no alterations or repairs of any kind to the Leased premises, shall add no locks or bolts to the doors or windows and shall apply no paints, stains, nails, screws, tape or glue to the woodwork, walls, floors or furnishings without the written consent of the Landlord. It is agreed that in the event it is necessary to cut off and stop heat, water, gas, or electricity on account of repairs, the Landlord shall be at liberty to do so without any respect of modifying any of the covenants or obligations to the Tenant, or rendering the Landlord liable to any damage or offset by reason thereof. Tenant is responsible and liable for the following: (1) clogged toilets and drains, (2) clogged dishwashers, (3) replacement of light bulbs, (4) all repairs caused by waste, misuse, or neglect. Tenant is responsible for turning off water at the interior and exterior cut-off valves in case of any flooding originating in or on the premises. **Tenant is responsible for immediately reporting any and all problems that could lead to further damage to the Landlord. Failure to do so will result in Tenant being responsible for the cost of secondary repairs. All work or repair requests must be in writing. Landlord is not responsible for any work requests not submitted unless the Landlord deems an emergency to exist. If Landlord makes or causes a service call and it is discovered that the problem was the Tenant's responsibility or there is no problem at all, the Tenant shall be liable for payment of the bill for the service call. During the winter, Tenant is responsible for taking reasonable care to assure that water pipes do not freeze. In below freezing temperatures, Tenant will leave faucets (hot and cold) dripping and the hot water heater turned on. Upon leaving the premises for an extended period of time, Tenant will leave the heat on to a minimum of 40 degrees Fahrenheit and will leave the hot water heater turned on. Landlord agrees to keep the premises in good repair as pertains to (1) heating and cooling systems, (2) major appliances furnished by Landlord, and (3) roof, exterior walls and foundations. Icemakers may be repaired, replaced, or removed at the Landlord's discretion. There will be no abatement or offset if such items are removed or replaced. Tenant will not walk on or use the roof or the premises for any purpose.**
9. **POSSESSION:** If Landlord is unable to deliver possession of the premises at the commencement hereof, Landlord shall not be liable for any damage caused thereby nor shall this agreement be void or void able, but Tenant shall not be liable for any rent paid until possession is delivered. Tenant may terminate this Lease if possession is not delivered within three (3) days of the commencement hereof.
10. **CONDITION OF PREMISES:** Tenant stipulates that he/she has examined the premises, including the grounds and all buildings and improvements, and that, at the time of this Lease; they are in good repair order, safe, clean, and tenantable condition.
11. **ASSIGNMENT AND SUBLETTING:** Without the prior written consent of the Landlord, Tenant shall not assign the Lease, or sublet or grant any license to use the premises or any part of them. Tenant agrees to pay to Landlord an amount equal to one month's rent for each Sublease or assignment approved by the Landlord. An assignment, subletting, or license without the permission of the Landlord, or an assignment or subletting by operation of law, shall be void, and at the Landlord's option, shall terminate the Lease.

12. **CARE OF PREMISES:** Tenant agrees to use due care in the use of the premises, the appliance therein, and all other parts of Landlord's property, to give notice to Landlord of the need for repair thereof, and to pay for all repairs to the premises, its contents, and all other parts of Landlord's property which are necessitated by any lack of care on the part of the Tenant, members of the Tenant's family or his/hers visitors. Tenants shall surrender possession of the premises to Landlord at the termination of this Lease in as good a condition as when taken, excepting only ordinary wear and tear.

13. **GUEST:** Tenant agrees to see that his guests conform to the terms, rules, and regulations of this Lease. Invitees of the Tenant are not the invitees of the Landlord. Tenant agrees that Landlord assumes neither liability toward, nor any responsibility for, the invitees or guests of the Tenant for their persons or properties.

14. **HOLD HARMLESS:** Tenant agrees to hold Landlord harmless from and indemnify the Landlord for any claim, suit, demand or damage stemming from or arising out of any damage or injury to Tenant or any other person or for any damage to any property occurring on the premises or surrounding areas unless caused by the gross negligence or willful misconduct of Landlord.

15. **CHECK-IN LIST:** Tenant shall complete and return the attached "Check-in List" to the Landlord within two (2) days from the commencement of the Lease term. Should Tenant fail to return the list with said two (2) day period, the Leased premises will be considered in perfect condition.

16. **RULES:** Tenant hereby agrees to be bound by such reasonable rules and regulations, not contrary to this Lease, as shall be adopted from time to time by Landlord. Where there is a homeowner's association, Tenant agrees to abide by all association rules, regulations and any amendments that may be made during the term of the Lease. Where a pool is provided, Tenant will abide by the rules of its use. Rent will not be offset by the unavailability of the pool. **The Tenant is restricted from cooking on the back or front porch without exceptions.**

17. **DAMAGE OF PREMISES:** If the premises are damaged by fire or other casualty, Landlord shall repair it within a reasonable amount of time and rent shall continue unless the casualty renders the premises tenantable, in which case this Lease shall be terminated and Tenant, on payment of all rent to the date the premises are surrendered, shall not be liable for any further rent. If only a portion of the premises is rendered tenantable, Tenant may, with mutual agreement of Landlord, alternatively choose to continue in possession and shall thereupon be entitled to a prorated reduction in the amount of rent, providing that election to proceed under this alternative shall not be a waiver of Tenant's right to terminate the Lease if repairs are not made within a reasonable time.

18. **DANGEROUS MATERIALS:** Tenant shall not keep on the premises any item of a dangerous inflammable, or explosive character that might unreasonable increase the danger of fire on the Leased premises, or any responsible insurance company might consider that hazardous or extra hazardous.

19. **WATER BEDS:** Tenant shall not utilize a flotation bedding system (waterbed) on the premises unless and until tenant secures and presents to Landlord a flotation insurance policy with a loss payable clause in favor to the Landlord in an amount acceptable to Landlord to protect Landlord and the owner from personal injury and property damage and claims of others for same.

20. **UTILITIES:** Tenant shall be responsible for arranging for and paying for all utility services required on the premises. Landlord shall maintain the lawn and yard in good repair and condition at his expense unless otherwise agreed in writing by the parties.

21. **ANIMALS:** Except as to pets authorized by Landlord in writing, Tenant shall allow no animals, reptiles, birds, fowl or pets or any description on or about the premises without the written consent of Landlord. Where approval is given for pets, such approval is limited to the number and type of pet specified above. This means that no animal, bird, reptile, or pet of any description, for any reason, for any length of time, will be allowed unless permitted in writing by Landlord. Should any unauthorized creature be found on the premises, Tenant will pay \$250.00 per such pet, animal, bird, or beast and, in addition, shall pay for all damage caused by the creature and will remove it from the premises within 24 hours. For each subsequent violation of this paragraph, the fee is doubled. Any such fees or charges shall be considered as and treated as additional rent. Tenant assumes all responsibility and liability arising from or in connection with any such pet or animal on or about the premises (whether authorized or not). If Landlord needs access to premises for repair or to show the property, Tenant agrees to remove the pet or have the pet restrained, if requested by Landlord, 24 hours prior to need for access. Failure to comply with provision will result in the revocation of permission to have pet and the Tenant shall be responsible for payment of any service charges incurred Landlord as a result of inability to gain access.

22. **PARKING:** Tenant shall park only in the designated parking areas for the premises (parking lot or driveway). Tenant shall **NOT** park on grassed or landscaped areas of the premises. No inoperable vehicles may be stored on or about the premises.

23. **INSPECTION OF PREMISES:** Landlord and his agents shall have the right at all reasonable times during the terms of the Lease and any renewal of it to enter the premises for the purpose of inspecting them and all building

improvements on them.

24. **DISPLAY OF SIGNS BY LANDLORD:** Landlord or his agent may display the usual "For Sale," "For Rent" or "Vacancy" signs on the premises, and may show the property to prospective purchasers or encumbrances.

25. **SUBORDINATION OF LEASE:** This Lease and Tenant's interest under it are and shall be subordinate to any liens or encumbrances now or hereafter placed on the premises by Landlord, all advances made under any such liens or encumbrances, the interest payable on any such liens or encumbrances, and all renewals or extensions of such liens or encumbrances.

26. **SURRENDER OF PREMISES:** At the expiration of the Lease term, Tenant shall surrender the premises in as good state and condition as they were at the commencement of this Lease, reasonable use and wear and damages by elements expected. **If Tenant holds over and continues possession after the termination of this Lease, without written permission of Landlord, Landlord may, at his option, consider the Lease renewed for a period of no less than one year beginning the 1<sup>st</sup> of the month in any given year and at the then prevailing rental rate, or may take such steps as allowed by law to recover possession in which case Tenant shall be liable for five times the amount of rent usually due on the premises for that period that the Tenant remains in possession. Lease may be extended more than once due to failure to initial a written contract.**

27. **DEFAULT:** If Tenant fails to comply with any of the material provisions of this Lease, other than the covenant to pay rent, or of any present rules and regulations or any that may be hereafter prescribed by Landlord, or materially fails to comply with any duties imposed on Tenant by statute, with in seven (7) days after delivery of written notice by Landlord specifying the noncompliance and indicating the intention of Landlord to terminate this Lease by reason thereof, Landlord may terminate the Lease. If Tenant fails to pay rent when due and the default continues for three (3) days after delivery of written demand by Landlord for payment of the rent or possession of the premises, Landlord may terminate the Lease.

28. **ABANDONMENT:** If at any time during the term of this Lease, Tenant abandons the premises or any part of them, Landlord, at his option, may obtain possession of the premises in the manner provided by law, and without becoming liable to Tenant for damages or for any payment of any kind whatever. Landlord, at his discretion, as agent for Tenant, may re-let the premises, or any part of them, for the whole or any part of the then un-expired term, and may receive and collect rent payable by virtue of that re-letting and, at Landlord's option, hold Tenant liable for any difference between the rent that would have been payable under this Lease during the balance of the un-expired term, if this Lease had continued in force, and the net rent for the period realized by Landlord by means of re-letting. If Landlord's right of reentry is exercised following abandonment of the premises by Tenant, Landlord may consider any personal property belonging to the Tenant and left on the premises also to have been abandoned, in which case Landlord may dispose of that personal property in any manner the Landlord shall deem proper, and Landlord is relieved of all liability for doing so.

29. **ACCELERATION OF BALANCE DUE:** In the event that Tenant defaults under this Lease, then Landlord, at Landlord's option, may declare all rent due for the full term of hereof to be due and payable in full at once.

30. **LANDLORD'S LIABILITY:** Tenant agrees that Landlord shall not be liable for property damage or personal injury occurring on the premises or elsewhere on the Landlord's property regardless of cause unless the damage or injury results from Landlord's gross negligence or intentional tort.

31. **INTEREST ON AMOUNTS IN DEFAULT:** All sums due Landlord from Tenant not paid as provided hereunder shall bear interest at the maximum legal rate from the date due until paid in full.

32. **ATTORNEY'S FEES:** In the event of any default by Tenant, Tenant shall pay all costs, including reasonable attorney's fees as may be incurred by Landlord in enforcing Landlord's right hereunder. A reasonable attorney's fee shall include fees for services during any procedure necessary to regain possession of the premises and recover any damages to Landlord. Services before, during and after trial, should trial be necessary, shall be included, as shall any costs of appeals.

33. **INSURANCE:** Landlord does not provide property insurance or liability insurance for the benefit of Tenant. Tenant should obtain such insurance, as he deems appropriate to protect himself.

34. **STORAGE SPACE:** In the event that storage space shall be provided on the premises, the Landlord shall be deemed a bailey without hire and shall not be held liable for the loss or damage from any cause whatsoever to any article which Tenant may store or caused to be stored therein at any time.

35. **BINDING EFFECT:** The covenants and conditions in this Lease shall apply to and bind the heirs, legal representatives and assign of the parties to this Lease, and all covenants are to be construed as conditions of the Lease.

36. **SEVERABILITY:** In the event that any part of this Lease be construed as unenforceable, the remaining parts of this Lease shall be in full force and affect as though any unenforceable part or parts were not written into this Lease.

37. **TERMS AND NOTICE:** The term “lessee” used here shall refer collectively to all persons named above and signing this Lease, as lessee, and the liability of each such person shall be joint and several. That is, each named Tenant is responsible for the entire event, not a portion or fraction of it. Notice given by Landlord to any person named as Tenant, or by any such person to Landlord, shall bind all persons signing this Lease as Tenant. Whenever the context so requires or permits, the singular shall include the plural and gender of all.

38. **RADON GAS:** Radon is a naturally occurring radioactive gas that, when it has accumulated in a building, sufficient quantities may present a health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county public health unit.

39. **ENTIRE AGREEMENT:** Tenant hereby acknowledges and agrees that there are no agreements or verbal understandings of any kind or nature whatsoever with the owner or Landlord or any of its representatives, employees, or agents except as set forth in this agreement. This agreement may not be modified, canceled, or resounded except by a writing executed by all parties.

40. **VENUE:** All actions to enforce this agreement or to construe its provisions, including actions for the return of the deposit made by Tenant, shall be brought in the appropriate court in Leon County, Florida, and in no other venue.

41. By signing this form I (the tenant here by give the Landlord (James L Brennan) permission to conduct a complete back ground check including all references, financial and police records.

Signatures:

LANDLORD \_\_\_\_\_  
James L. Brennan

TENANTS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
SSN

\_\_\_\_\_  
Birth Date

\_\_\_\_\_  
Driver’s License Number and State

\_\_\_\_\_  
Signature

\_\_\_\_\_  
SSN

\_\_\_\_\_  
Birth Date

\_\_\_\_\_  
Driver’s License Number and State

\_\_\_\_\_  
Signature

\_\_\_\_\_  
SSN

\_\_\_\_\_  
Birth Date

\_\_\_\_\_  
Driver’s License Number and State

## CURRENT EMPLOYMENT HISTORY

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Employer

---

Employment Date

---

Employer Address

---

Employer Contact

---

Employer Phone Number

## CURRENT - PREVIOUS RESIDENT

---

APARTMENT NAME

---

APARTMENT Address

---

LANDLORD Contact

---

LANDLORD Phone Number

---

APARTMENT NAME

---

APARTMENT Address

---

LANDLORD Contact

---

LANDLORD Phone Number

---

SIGNATURE

## Appendix B

### Grant Application Detailed Budget Worksheet

Name and Address of Applicant:

Friends of Post 84, Inc.

421 Highland Rd.

Havana, FL 32333

Detailed Description of Budget (for full grant period)

Category

Site work	Quantity	Unit Cost	Estimated Cost
A/C-heating-ductless unit: 1 apartment	24	1500	\$36,000
Plumbing: 1 apartment	24	2200	\$52,800
Electrical	24	250	\$6,000
<b>Subtotal - Site work</b>			<b>\$94,800</b>

Construction	Quantity	Unit Cost	Estimated Cost
Wall modification	12	700	\$8,400
			\$0
			\$0
<b>Subtotal - Construction</b>			<b>\$8,400</b>

Miscellaneous	Quantity	Unit Cost	Estimated Cost
Apartment furnishings	24	200	\$4,800
			\$0
			\$0
<b>Subtotal - Miscellaneous</b>			<b>\$4,800</b>
<b>Total Construction Costs</b>			<b>\$108,000</b>

# Appendix C

 	<h2 style="margin: 0;">Home Plate</h2> <p style="margin: 0;">A Joint Permanent, Supported Housing Project Between Ability 1<sup>st</sup> &amp; Big Bend Homeless Coalition</p>																
<b>Authorization to Obtain and/or Release Information</b>																	
Name: _____																	
Date of birth: _____	SSN: _____																
<p>This form authorizes that Ability 1st, 1823 Buford Court, Tallahassee, 32308 and Big Bend Coalition for the Homeless, Inc. (BBHC), 2729 W. Pensacola Street, Tallahassee, FL 32304 to share the following information (draw a line through any information you do not wish to share):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Intake/Assessment Information</td> <td style="width: 50%;"><input type="checkbox"/> Case Management Plan</td> </tr> <tr> <td><input type="checkbox"/> Financial Information</td> <td><input type="checkbox"/> Housing Information</td> </tr> <tr> <td><input type="checkbox"/> Physical/Medical Diagnosis/Treatment</td> <td><input type="checkbox"/> Medical/Hospital Records</td> </tr> <tr> <td><input type="checkbox"/> Transportation Requirements</td> <td><input type="checkbox"/> Employment Information</td> </tr> <tr> <td><input type="checkbox"/> Progress Notes</td> <td><input type="checkbox"/> HIV/AIDS/STD information</td> </tr> <tr> <td><input type="checkbox"/> Substance Abuse Assessments/Evaluations/History</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Psychological and Psychiatric Evaluation/Consultation/Medication/History</td> <td></td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Other: _____</td> </tr> </table> <p>For services covering the application process and program participation for the specific purpose of obtaining and maintaining housing and providing ongoing support services .</p>		<input type="checkbox"/> Intake/Assessment Information	<input type="checkbox"/> Case Management Plan	<input type="checkbox"/> Financial Information	<input type="checkbox"/> Housing Information	<input type="checkbox"/> Physical/Medical Diagnosis/Treatment	<input type="checkbox"/> Medical/Hospital Records	<input type="checkbox"/> Transportation Requirements	<input type="checkbox"/> Employment Information	<input type="checkbox"/> Progress Notes	<input type="checkbox"/> HIV/AIDS/STD information	<input type="checkbox"/> Substance Abuse Assessments/Evaluations/History		<input type="checkbox"/> Psychological and Psychiatric Evaluation/Consultation/Medication/History		<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Intake/Assessment Information	<input type="checkbox"/> Case Management Plan																
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<input type="checkbox"/> Psychological and Psychiatric Evaluation/Consultation/Medication/History																	
<input type="checkbox"/> Other: _____																	
Do not release the following information:																	
This information can be shared with the following agencies or persons:																	
<ul style="list-style-type: none"> <li>I release Ability1st and BBHC of any legal liability that may arise from the release of the information requested.</li> <li>I understand that the agency cannot release information obtained from other sources.</li> <li>I understand that Ability1st and BBHC will not share any information unless it is necessary to meet the needs of myself and/or my child.</li> <li>I understand that this authorization for release of information will expire one year from today's date, unless indicated below:  Condition, date or event of earlier expiration: _____</li> <li>The specified information can be exchanged between the above designated agencies unless otherwise stated above.</li> <li>I understand that this release can be revoked by me at any time and that the revocation must be signed and dated by me.</li> </ul>																	
Signature of Applicant: _____	Date: _____																
Print Name: _____																	
Witness: _____	Date: _____																
Print Name: _____																	

# Appendix D

OMB Approval No. 2506-0112 (Exp. 6/30/2017)

## Certification of Consistency with the Consolidated Plan

U.S. Department of Housing  
and Urban Development

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.  
(Type or clearly print the following information:)

Applicant Name: FRIENDS OF POST 84

Project Name: AFFORDABLE HOUSING FOR VETERANS

Location of the Project: HAVANA ELEMENTERY SCHOOL  
105 FL-GA HWY  
HAVANA, FL 32333

Name of the Federal  
Program to which the  
applicant is applying: (FY) 2016 CONTINUUM OF CARE PROGRAM CFDA # 14.267

Name of  
Certifying Jurisdiction: Town of Havana

Certifying Official  
of the Jurisdiction  
Name: Shelia A. Evans

Title: Town Clerk

Signature: 

Date: August 11, 2016