Before Starting the CoC Application

The CoC Consolidated Application consists of three parts, the CoC Application, the CoC Priority Listing, and all the CoC's project applications that were either approved and ranked, or rejected. All three must be submitted for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2019 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2019 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (*), which are mandatory and require a response.

1A. Continuum of Care (CoC) Identification

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.
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1A-1. CoC Name and Number: MA-517 - Somerville CoC

1A-2. Collaborative Applicant Name: City of Somerville

1A-3. CoC Designation: CA

1A-4. HMIS Lead: Somerville Homeless Coalition

1B. Continuum of Care (CoC) Engagement

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Warning! The CoC Application score could be affected if information is incomplete on this formlet.

1B-1. CoC Meeting Participants.

For the period of May 1, 2018 to April 30, 2019, applicants must indicate whether the Organization/Person listed:
1. participated in CoC meetings;
2. voted, including selecting CoC Board members; and
3. participated in the CoC's coordinated entry system.

Organization/Person	Participates in CoC Meetings	Votes, including selecting CoC Board Members	Participates in Coordinated Entry System
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	No	No
Local Jail(s)	No	No	No
Hospital(s)	Yes	No	No
EMS/Crisis Response Team(s)	Yes	No	No
Mental Health Service Organizations	Yes	No	No
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Disability Service Organizations	Yes	No	No
Disability Advocates	Yes	Yes	Yes
Public Housing Authorities	Yes	Yes	No
CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	No	No

Youth Advocates	Yes	Yes	Yes
School Administrators/Homeless Liaisons	Yes	No	No
CoC Funded Victim Service Providers	No	No	No
Non-CoC Funded Victim Service Providers	Yes	No	Yes
Domestic Violence Advocates	Yes	Yes	Yes
Street Outreach Team(s)	Yes	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes	Yes
LGBT Service Organizations	Yes	Yes	No
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	No	No
Mental Illness Advocates	Yes	Yes	Yes
Substance Abuse Advocates	Yes	No	No
Other:(limit 50 characters)			
Veterans' Housing + Service Provider	Yes	Yes	No
Homeless Healthcare Provider Organizations	Yes	No	No
Legal Services Organization	Yes	Yes	No

1B-1a. CoC's Strategy to Solicit/Consider Opinions on Preventing/Ending Homelessness.

Applicants must describe how the CoC:
1. solicits and considers opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;
2. communicates information during public meetings or other forums the CoC uses to solicit public information;
3. takes into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness; and
4. ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats, e.g., PDF. (limit 2,000 characters)

1. The Somerville Arlington CoC holds 11 meetings each year. All meetings are open to the public. Date, time, location, and agenda are posted in advance on the City of Somerville's website. Notes from the meetings are also posted on the City's website, available in multiple languages, and electronically accessible to anyone who doesn't have email. The Town of Arlington website links directly to that same page and also posts the CoC meeting information on their town website calendar. The City of Somerville also sends meeting announcements to an email list that includes representatives from every organization known to serve or represent low income and homeless people in Arlington and Somerville. This includes staff associated with 26 nonprofit organizations, along with city, state, and housing authority representatives. The CoC invites colleagues knowledgeable about homelessness from outside the CoC to come and speak on their area of expertise. The CoC also attends meetings in other CoCs and participates in the statewide CoC meetings to learn from others

interested in preventing and ending homelessness. 2. The agenda items for each meeting provide information and opportunity for discussion. 3. Meetings begin with roundtable introductions and includes an opportunity for participants to make announcements, share information, and comment on agenda items or suggest future agenda items for consideration and discussion. 4. Attachment materials to emails are often in a pdf format to ensure accessibility.

1B-2. Open Invitation for New Members.

Applicants must describe:
1. the invitation process;
2. how the CoC communicates the invitation process to solicit new members;
3. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats;
4. how often the CoC solicits new members; and
5. any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.
(limit 2,000 characters)

(1) The Somerville Arlington CoC invites new members by communicating on the Continuum of Care page on the City of Somerville's website the date, time, place and agenda of all CoC meetings and stating that the meeting is open to the public. The Town of Arlington also posts the public meeting on their website. (2) The CoC also has an email list which it uses to send notices of monthly meetings. Any interested individual can sign up for the list on the City of Somerville's website or by contacting Somerville's Housing Programs Manager. (3) Communication by email and pdf attachments provide accessible and effective communication to individuals with disabilities. (4) Once each year, the CoC extends a personal invitation via phone calls from staff in Somerville's Housing Department to potential new members. (5) Currently active organizations suggest people and groups to be contacted each year, including front-line providers who can suggest homeless or formerly homeless people.

1B-3. Public Notification for Proposals from Organizations Not Previously Funded.

Applicants must describe:
1. how the CoC notifies the public that it is accepting project application proposals, and that it is open to and will consider applications from organizations that have not previously received CoC Program funding, as well as the method in which proposals should be submitted;
2. the process the CoC uses to determine whether the project application will be included in the FY 2019 CoC Program Competition process;
3. the date(s) the CoC publicly announced it was open to proposal;
4. how the CoC ensures effective communication with individuals with disabilities, including the availability of accessible electronic formats; and
5. if the CoC does not accept proposals from organizations that have not previously received CoC Program funding or did not announce it was open to proposals from non-CoC Program funded organizations, the applicant must state this fact in the response and provide the reason the

**CoC does not accept proposals from organizations that have not previously received CoC Program funding.
(limit 2,000 characters)**

1. The CoC notifies the public about funding opportunities starting in May by posting on the City of Somerville's website announcements encouraging new proposals and asking interested parties to contact the CoC and to sign up for the email list. This was followed by an email that contained details about the competition, a letter of intent form, and a competition calendar. To assist those who had not previously received CoC funds, the City notified potential applicants that CoC consultants were available to provide technical assistance. Each notification strongly encouraged new proposals. 2. The CoC established criteria for determination of whether a project application would be included based on HUD's NOFA threshold eligibility requirements for both applicant and project proposals. Applicants must have submitted a letter of intent form and agreed to participate in Coordinated Entry if funded. 3. The CoC announced on July 25, 2019 that it was open to proposals. 4. The email listserv with the announcements and website announcements ensured accessible electronic formats com for individuals with disabilities. 5. The CoC clearly communicates acceptance of proposals from organizations not previously CoC funded.

1C. Continuum of Care (CoC) Coordination

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1C-1. CoCs Coordination, Planning, and Operation of Projects.

Applicants must select the appropriate response for each federal, state, local, private, other organizations, or program source the CoC included in the planning and operation of projects that serve individuals experiencing homelessness, families experiencing homelessness, unaccompanied youth experiencing homelessness, persons who are fleeing domestic violence, or persons at risk of homelessness.

Entities or Organizations the CoC coordinates planning and operation of projects	Coordinates with Planning and Operation of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	No
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Not Applicable
Head Start Program	Yes
Funding Collaboratives	Yes
Private Foundations	Yes
Housing and services programs funded through U.S. Department of Justice (DOJ) Funded Housing and Service Programs	Yes
Housing and services programs funded through U.S. Health and Human Services (HHS) Funded Housing and Service Programs	Not Applicable
Housing and service programs funded through other Federal resources	Yes
Housing and services programs funded through State Government	Yes
Housing and services programs funded through Local Government	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

1C-2. CoC Consultation with ESG Program Recipients.

Applicants must describe how the CoC:
1. consulted with ESG Program recipients in planning and allocating ESG funds;
2. participated in the evaluating and reporting performance of ESG Program recipients and subrecipients; and
3. ensured local homelessness information is communicated and addressed in the Consolidated Plan updates.
(limit 2,000 characters)

1. The City of Somerville is the ESG Program recipient as well as Lead Agency for the Somerville CoC. The City's ESG Administrator attends all CoC monthly meetings and gathers input to inform the City's decisions about ESG fund allocation. The City makes decisions about ESG funding allocation via a Committee of City staff, which includes: the ESG Administrator, two City staff who coordinate the CoC, and personnel from Administration and Finance. This structure ensures CoC input and strong alignment of ESG and CoC planning. 2. The review and evaluation of ESG program outcomes includes analysis of program targets that measure recipients' needs and progress. During the review process the City of Somerville consults with the CoC to identify how ESG programs are helping to achieve the CoC goals of preventing homelessness and meeting the needs of people who are homeless. This review happens at least twice per year and ESG program outcomes are reviewed at CoC meetings. To inform the City's decision making, the CoC discusses whether ESG programs met targets and utilization is evaluated. At least once per year, the CoC discusses use of ESG funds for prevention, rapid rehousing, and shelter activities, and then makes suggestions about possible allocation of funds for the upcoming year. 3. The active involvement of the City of Somerville's ESG Program Team and City staff coordination role with the CoC ensures that local homeless information is communicated and addressed in Consolidated Plan updates.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. **Applicants must indicate whether the CoC provided Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area.**	Yes to both
1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. **Applicants must indicate whether the CoC ensured local homelessness information is communicated to Consolidated Plan Jurisdictions within its geographic area so it**	Yes

can be addressed in Consolidated Plan updates.

1C-3. Addressing the Safety Needs of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.

Applicants must describe:
1. the CoC's protocols, including protocols for coordinated entry and the CoC's emergency transfer plan, that prioritize safety and incorporate trauma-informed, victim-centered services; and
2. how the CoC, through its coordinated entry, maximizes client choice for housing and services while ensuring safety and confidentiality.
(limit 2,000 characters)

1. The CoC requires all entities serving as Coordinated Entry Access Points to provide safe and confidential access to victims of domestic violence, stalking and sexual assault. The CoC's Coordinated Entry Policies and Procedures, which were adopted January 23, 2018, require shelter providers to create a safety plan if any family or individual feels unsafe in a non-DV shelter. The safety plan may include transfer to another emergency shelter, state-funded Emergency Assistance shelter out of area, or domestic violence shelter. In arranging transfer, the CE policies state that CoC and ESG-funded service providers shall make available all applicable CoC resources, which may include rapid rehousing or Permanent Supported Housing resources. For households that feel unsafe in permanent housing, the CoC has adopted the HUD Emergency Transfer Plan template and requires CoC and ESG-funded agencies to explain the emergency transfer protocols to all families that are placed in permanent housing. This explanation shall include a flyer in the household's primary language. The Coordinated Entry staff for Somerville Housing Coalition works directly with RESPOND to notify of housing opportunities and manage the by name list to ensure safety and confidentiality.

1C-3a. Training–Best Practices in Serving DV Survivors.

Applicants must describe how the CoC coordinates with victim services providers to provide training, at least on an annual basis, for:
1. CoC area project staff that addresses safety and best practices (e.g., trauma-informed, victim-centered) on safety and planning protocols in serving survivors of domestic violence; and
2. Coordinated Entry staff that addresses safety and best practices (e.g., Trauma Informed Care) on safety and planning protocols in serving survivors of domestic violence.
(limit 2,000 characters)

The CoC's domestic violence service provider, RESPOND, conducts an annual training on domestic violence that is mandated for all mainstream providers that serve victims of violence and for agencies that serve as coordinated entry access points. The training covers principles and practices of victim-centered, trauma-informed care, safety and planning protocols, the requirements of the Violence Against Women Act and CoC protocols for arranging emergency transfers. RESPOND also makes available training to agencies one-on-one. CoC members also work directly with community partners such as RESPOND

and Casa Myrna to ensure safety and planning protocols are integrated into work practices. 2. All Coordinated Entry staff is required to attend training that addresses safety and planning protocols and best practices for trauma-informed care.

1C-3b. Domestic Violence–Community Need Data.

Applicants must describe how the CoC uses de-identified aggregate data from a comparable database to assess the special needs related to domestic violence, dating violence, sexual assault, and stalking. (limit 2,000 characters)

The CoC uses RESPOND and HMIS data to assess the scope of community needs. RESPOND, the CoC Domestic violence service provider, uses the Apricot database to track data that includes the following services: shelter, a 24//7/365 hotline, rapid rehousing, safety planning, legal assistance, counseling and education to DV victims. Apricot is a database developed by Social Solutions and is the standard information database used by domestic violence providers in Massachusetts. Apricot allows providers to gather the ten HMIS data points required by ESG and the CoC. RESPOND tracks demographic data, services provided and outcomes. The 24/7/365 hotline provides a measure of the number of calls received and the primary request. Callers are not required to provide identifying information so the number of calls cannot be equated with the number of households experiencing domestic violence as some individuals call more than once. Additionally, the hotline can be called from anywhere in the US. In the period 7/1/2018 - 6/30/19 RESPOND received 2,828 calls and 2,114 identified themselves as Somerville residents. It is inferred that at a minimum, approximately 75% of callers are from the local area and have been referred by police, family, friends and/or RESPOND's outreach efforts. 833 requests for shelter were made and RESPOND could only house 22 households. This data is directional. The CoC also uses HMIS data to identify the number of people in mainstream family and individual shelter who had experienced domestic violence and added this number to the total served by RESPOND. According to HMIS data for the past 12 months 141 people in CoC programs have a history of domestic violence.

*1C-4. PHAs within CoC. Attachments Required.

Applicants must submit information for the two largest PHAs or the two PHAs with which the CoC has a working relationship within the CoC's geographic area.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2018 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On
Somerville Housing Authority	3.00%	Yes-Both	No
Cambridge Housing Authority	20.00%	No	No

1C-4a. PHAs' Written Policies on Homeless Admission Preferences.

Applicants must:
1. provide the steps the CoC has taken, with the two largest PHAs within the CoC's geographic area or the two PHAs the CoC has working relationships with, to adopt a homeless admission preference–if the CoC only has one PHA within its geographic area, applicants may respond for one; or
2. state that the CoC does not work with the PHAs in its geographic area.
(limit 2,000 characters)

Somerville Housing Authority has both General and Limited Homeless Preferences in place.

1C-4b. Moving On Strategy with Affordable Housing Providers.

Applicants must indicate whether the CoC has a Moving On Strategy with affordable housing providers in its jurisdiction.

No

1C-5. Protecting Against Discrimination.

Applicants must describe the actions the CoC has taken to address all forms of discrimination, such as discrimination based on any protected classes under the Fair Housing Act and 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing.
(limit 2,000 characters)

The CoC Governance Charter prohibits all forms of discrimination. The CoC requires all CoC funded agencies, and the City of Somerville requires all ESG funded agencies, to post the Notice on Equal Access Regardless of Sexual Orientation, Gender Identity, or Marital Status in common areas. Providers have discussed strategies and approaches during monthly CoC meetings. Each of the funded agencies conducts their own in-house trainings on cultural competence and inclusion. Organizations have posted information about the Equal Access Rule and often display additional materials, such as safe space stickers, to let all guests know they are welcome. Intake staff ask new guests to identify the pronouns they prefer and shelters respect the right of guests to identify their own gender. To supplement agency-level training, the CoC provides annual CoC wide training to ensure all shelter, service and housing providers fully understand the Equal Access Rule and how to serve LGBTQ people appropriately.

*1C-5a. Anti-Discrimination Policy and Training.

Applicants must indicate whether the CoC implemented an anti-discrimination policy and conduct training:

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively address discrimination based on any protected class under the Fair Housing Act?	Yes
3. Did the CoC conduct annual training on how to effectively address discrimination based on any protected class under 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing?	Yes

*1C-6. Criminalization of Homelessness.

Applicants must select all that apply that describe the strategies the CoC implemented to prevent the criminalization of homelessness in the CoC's geographic area.

1. Engaged/educated local policymakers:	X
2. Engaged/educated law enforcement:	X
3. Engaged/educated local business leaders:	X
4. Implemented communitywide plans:	
5. No strategies have been implemented:	
6. Other:(limit 50 characters)	

1C-7. Centralized or Coordinated Assessment System. Attachment Required.

Applicants must:
1. demonstrate the coordinated entry system covers the entire CoC geographic area;
2. demonstrate the coordinated entry system reaches people who are least likely to apply for homelessness assistance in the absence of special outreach; and
3. demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner. (limit 2,000 characters)

(1) The Coordinated Entry system covers the entire geographic area of the CoC: Somerville and Arlington. The City of Somerville requires all CoC and ESG recipients to participate in Coordinated Entry. (2) CE policies cover all homeless and at-risk people. The Somerville Homeless Coalition, the recipient of the CoC's CE grant, manages CE case conferencing, oversees compliance with CE policies, and conducts street outreach to unsheltered individuals. The

CoC advertises access points to partners at hospitals, health centers, and schools with particular attention to reach groups serving immigrants and people with limited English proficiency. The CoC reaches unsheltered people by doing weekly street outreach. Somerville Homeless Coalition's coordinated entry staff work with specialists from four Cambridge and Boston-based street outreach teams. Once every week, SHC and 7 outreach specialists meet in Somerville. They divide into four 2-person teams. Each team visits people they have encountered in previous weeks and tries to find any newly unsheltered people. They hand out water, food, and toiletries with a goal of building relationships and encouraging engagement in CoC shelters and services. (3) There are 13 Coordinated Entry Access Points. Staff at each access point use a standardized Coordinated Entry Referral Form to assess for immediate needs. After obtaining permission to release information, staff connects households to the most appropriate service provider and enters basic household information into an HMIS list that is shared to track progress and coordinate housing and services.

1D. Continuum of Care (CoC) Discharge Planning

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1D-1. Discharge Planning Coordination.

Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	X
Health Care:	X
Mental Health Care:	X
Correctional Facilities:	
None:	

1E. Local CoC Competition

Instructions

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*1E-1. Local CoC Competition–Announcement, Established Deadline, Applicant Notifications. Attachments Required.

Applicants must indicate whether the CoC:

1. informed project applicants in its local competition announcement about point values or other ranking criteria the CoC would use to rank projects on the CoC Project Listings for submission to HUD for the FY 2019 CoC Program Competition;	Yes
2. established a local competition deadline, and posted publicly, for project applications that was no later than 30 days before the FY 2019 CoC Program Competition Application submission deadline;	Yes
3. notified applicants that their project application(s) were being rejected or reduced, in writing along with the reason for the decision, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline; and	Did not reject or reduce any project
4. notified applicants that their project applications were accepted and ranked on the CoC Priority Listing in writing, outside of e-snaps, at least 15 days before the FY 2019 CoC Program Competition Application submission deadline.	Yes

1E-2. Project Review and Ranking–Objective Criteria.

Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2019 CoC Program Competition:

1. Used objective criteria to review and rank projects for funding (e.g., cost effectiveness of the project, performance data, type of population served);	Yes
2. Included one factor related to improving system performance (e.g., exits to permanent housing (PH) destinations, retention of PH, length of time homeless, returns to homelessness, job/income growth, etc.); and	Yes
3. Included a specific method for evaluating projects submitted by victim services providers that utilized data generated from a comparable database and evaluated these projects on the degree they improve safety for the population served.	Yes

1E-3. Project Review and Ranking–Severity of Needs and Vulnerabilities.

Applicants must describe:
1. the specific severity of needs and vulnerabilities the CoC considered when reviewing and ranking projects; and
2. how the CoC takes severity of needs and vulnerabilities into account when reviewing and ranking projects.
(limit 2,000 characters)

The CoC implemented a new CE project this year. The policy and approach were very carefully developed to ensure those with the most significant needs and vulnerabilities are placed in housing first. Each project was scored based upon its level of participation in CE as reported in the most recent APR - 5 points for 95-100%, 4 points for 80-94%, and 3 points for 79% or less. Projects with the greatest percent of beds dedicated to the chronically homeless also received higher scores. Projects with 90-100% of their beds dedicated to CH received 5 points, those with less than or equal to 89% received 4. To further ensure a focus on those most vulnerable, projects received one point each for subpopulations including chronically homeless, Veterans, families with children, youth (under age 25), and victims of domestic violence. Recognizing the importance of Housing First in ensuring those who are most vulnerable and in need gain and retain housing, projects that use a low-barrier and/or Housing First approach also received up to 10 points for implementation of these strategies.

1E-4. Public Postings–CoC Consolidated Application. Attachment Required.

Applicants must:
1. indicate how the CoC made public the review and ranking process the CoC used for all project applications; or
2. check 6 if the CoC did not make public the review and ranking process; and
3. indicate how the CoC made public the CoC Consolidated Application–including the CoC Application and CoC Priority Listing that includes all project applications accepted and ranked or rejected–which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the FY 2019 CoC Program Competition application submission deadline; or
4. check 6 if the CoC did not make public the CoC Consolidated Application.

Public Posting of Objective Review and Ranking Process		Public Posting of CoC Consolidated Application including: CoC Application, CoC Priority Listing, Project Listings	
1. Email	X	1. Email	X
2. Mail		2. Mail	

3. Advertising in Local Newspaper(s)	☐	**3. Advertising in Local Newspaper(s)**	☐
4. Advertising on Radio or Television	☐	**4. Advertising on Radio or Television**	☐
5. Social Media (Twitter, Facebook, etc.)	☐	**5. Social Media (Twitter, Facebook, etc.)**	☐
6. Did Not Publicly Post Review and Ranking Process	☐	**6. Did Not Publicly Post CoC Consolidated Application**	☐

1E-5. Reallocation between FY 2015 and FY 2018.

Applicants must report the percentage of the CoC's ARD that was reallocated between the FY 2015 and FY 2018 CoC Program Competitions.

Reallocation: 21%

1E-5a. Reallocation–CoC Review of Performance of Existing Projects.

Applicants must:
1. describe the CoC written process for reallocation;
2. indicate whether the CoC approved the reallocation process;
3. describe how the CoC communicated to all applicants the reallocation process;
4. describe how the CoC identified projects that were low performing or for which there is less need; and
5. describe how the CoC determined whether projects that were deemed low performing would be reallocated.
(limit 2,000 characters)

As the first step of project review, the CoC recommends the elimination and/or reduction of projects that don't meet CoC and HUD priorities or have expenditure issues. The Collaborative Applicant and CoC consultant have formal review meetings with all project recipients to review issues, including deficits in meeting threshold requirements. CoC recipients can voluntarily eliminate or reduce their projects according to these recommendations. All CoC recipients are asked to provide public notification within a pre-determined time-frame whether or not they want to reallocate total or partial project funds for any project. Reallocation will take place when: It aligns with HUD's policies and priorities in the Interim Rule and NOFA; Programs voluntary decide to reallocate; There are changes in community need; Programs are not meeting performance goals as outlined in the program rating form or other CoC-approved measurement tools; Programs are not effectively and efficiently using funding to serve Somerville and Arlington households; Programs are not compliant with all CoC reporting, including HMIS and APRs. The CoC approved this process not as a stand-alone document but as a part of the project review and ranking from year to year. This year reallocation discussion began at the June public providers meeting. Final notifications regarding reallocation were due from agencies on July 23. Notifications of all funds available to applicants were shared at public providers meetings, posted on the

City and Town websites, and sent by email to the CoC listserv. The CoC used APRs and SPMs to evaluate project performance and where there is less need. Bed utilization and resulting expenditure deficiencies accounted for low performance of two projects. They result from our CoC's high-rent geography. After determining that City funding would be leveraged the CoC determined not to reallocate any lower performing projects. It is expected that the merger with the BoS CoC will also help.

DV Bonus

Instructions

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1F-1 DV Bonus Projects.

Applicants must indicate whether the CoC is requesting DV Bonus projects which are included on the CoC Priority Listing: Yes

1F-1a. Applicants must indicate the type(s) of project(s) included in the CoC Priority Listing.

1. PH-RRH	X
2. Joint TH/RRH	
3. SSO Coordinated Entry	

Applicants must click "Save" after checking SSO Coordinated Entry to view questions 1F-3 and 1F-3a.

*1F-2. Number of Domestic Violence Survivors in CoC's Geographic Area.

Applicants must report the number of DV survivors in the CoC's geographic area that:

Need Housing or Services	2,255.00

the CoC is Currently Serving	322.00

1F-2a. Local Need for DV Projects.

Applicants must describe:
1. how the CoC calculated the number of DV survivors needing housing or service in question 1F-2; and
2. the data source (e.g., HMIS, comparable database, other administrative data, external data source).
(limit 500 characters)

1. The number needing housing and services was calculated by adding the number of confirmed hotline calls from Somerville residents (2,114) and number of individuals in HMIS as having a history of DV (141). The number served is calculated by adding the number of individuals served by RESPOND in shelter/housing (181) and HMIS individuals served (141).
2. RESPOND provided their figures from their Apricot database; and the number of individuals is from the CoC HMIS.

1F-4. PH-RRH and Joint TH and PH-RRH Project Applicant Capacity.

Applicants must provide information for each unique project applicant applying for PH-RRH and Joint TH and PH-RRH DV Bonus projects which the CoC is including in its CoC Priority Listing–using the list feature below.

Applicant Name	DUNS Number
RESPOND, Inc.	121625057

1F-4. PH-RRH and Joint TH and PH-RRH Project

Applicant Capacity

DUNS Number:	121625057
Applicant Name:	RESPOND, Inc.
Rate of Housing Placement of DV Survivors–Percentage:	27.50%
Rate of Housing Retention of DV Survivors–Percentage:	0.00%

1F-4a. Rate of Housing Placement and Housing Retention.

Applicants must describe:
1. how the project applicant calculated the rate of housing placement and rate of housing retention reported in the chart above; and
2. the data source (e.g., HMIS, comparable database, other administrative data, external data source). (limit 500 characters)

1. Respond's shelter served 31 households and placed 19 into permanent housing for a 61% placement rate. 78 households participated in the housing program and 11 moved into permanent housing for a 14% placement rate. The housing rate placement % is an average of these 2 programs placements. The Rate of Housing Retention is unknown. The DV bonus money would enable RESPOND to reallocate job responsibilities and track retention data. 2. The data source is RESPOND's Apricot database.

1F-4b. DV Survivor Housing.

Applicants must describe how project applicant ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing.
(limit 2,000 characters)

DV survivors experiencing homelessness are assisted in moving to permanent housing through a process which begins immediately at intake. Working with a housing specialist, survivors identify their housing goals and priorities. With safety considerations, the participant identifies specific communities, schools, and neighborhoods that are prioritized in a housing search plan. Survivors meet with their housing specialist weekly to conduct housing searches using internet resources, and engage housing providers in a collaborative effort to locate housing. The housing specialist advocates with housing authorities and landlords. Survivors receive assistance completing housing applications and housing are reviewed to ensure competitiveness. RESPOND can assist with moving costs, security deposits and last month's rent. Case managers help the survivor to identify what supportive services would benefit them through an individualized needs assessment. This assessment provides a guide for referrals to community partners who provide needed services and a support network that will provide the foundation for long-term housing stability. Often an economic empowerment strategy is needed to help the survivor achieve her goal of moving into the community that is her priority. Income maximization and steps to achieve financial self-sufficiency are an important part of the process of

moving into permanent housing. Referrals needed most often are to providers of childcare, education services, employment assistance, food, legal services, mental health services, outpatient health services, and substance abuse treatment services. Case managers assist participants in obtaining mainstream benefits, i.e. SNAP, housing vouchers, Medicare, Medicaid, and SSI and make sure survivors are connected to life skills training (including budgeting and money management), transportation, safety planning, individual and group counseling, youth services, early childhood education and job search help.

1F-4c. DV Survivor Safety.

Applicants must describe how project applicant:
1. ensured the safety of DV survivors experiencing homelessness by:
(a) training staff on safety planning;
(b) adjusting intake space to better ensure a private conversation;
(c) conducting separate interviews/intake with each member of a couple;
(d) working with survivors to have them identify what is safe for them as it relates to scattered site units and/or rental assistance;
(e) maintaining bars on windows, fixing lights in the hallways, etc. for congregate living spaces operated by the applicant;
(f) keeping the location confidential for dedicated units and/or congregate living spaces set-aside solely for use by survivors; and
2. measured its ability to ensure the safety of DV survivors the project served.
(limit 2,000 characters)

1.(a) Massachusetts state law requires DV counselors to be certified through a 25-hour training program that includes a safety planning component. RESPOND requires all staff and community volunteers to participate in this training which is offered 2-3x/year. Safety planning is a frequent topic of conversation in monthly staff meetings and is a constant and ongoing conversation in-house among staff. (b) Every RESPOND facility, including emergency shelter, has multiple private spaces set aside for private conversations. (c) RESPOND does not conduct interviews or intakes with perpetrators. Perpetrators may be referred for abuser education. (d) Survivors lead the conversation on the creation of their own personalized safety plan. It is assumed that survivors know the perpetrator the best and they provide the guidance for what is safe for them. Each survivor creates a safety plan with assistance on entrance to emergency shelter, updates as necessary, and creates an updated plan on exit. Safe neighborhoods, schools, and communities are considered as part of the planning process before exit to scattered site units or rentals. (e) RESPONDS facilities are ADA certified and all have emergency lights and child safety bars on the windows. Staff conducts daily safety and maintenance checks as part of their responsibilities. Maintenance promptly makes emergency repairs and is responsive to other maintenance needs in 1-2 days. (f) RESPONDS emergency shelter address is 100% confidential. Residential apartment addresses are kept confidential through participation in the Massachusetts Address Confidential Program. 2. Safety planning includes using a danger assessment tool that provides a measure for risk of violence the survivor considers when developing a safety plan and assessing locations for housing and schools. Participants in RRH have 6 months of follow-up case management and safety planning and related issues continue to be raised and evaluated for response.

1F-4d. Trauma-Informed, Victim-Centered Approaches.

Applicants must describe:
1. project applicant's experience in utilizing trauma-informed, victim-centered approaches to meet needs of DV survivors; and
2. how, if funded, the project will utilize trauma-informed, victim-centered approaches to meet needs of DV survivors by:
(a) prioritizing participant choice and rapid placement and stabilization in permanent housing consistent with participants' preferences;
(b) establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant staff interactions are based on equality and minimize power differentials;
(c) providing program participants access to information on trauma, e.g., training staff on providing program participant with information on trauma;
(d) placing emphasis on the participant's strengths, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans include assessments of program participants strengths and works towards goals and aspirations;
(e) centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination;
(f) delivering opportunities for connection for program participants, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
(g) offering support for parenting, e.g., parenting classes, childcare.
(limit 4,000 characters)

1. A pioneer in the movement to end domestic violence, RESPOND has provided life-saving shelter, support services, training and education programs to over 200,000 members of the community for 45 years. Trauma informed, victim-centered approaches to meeting the needs of DV survivors is core to how we work and the services we offer. All staff and community volunteers are trained and engage in ongoing education as to how trauma impacts people and their behavior. Survivors also have access to this information. This education focuses on recognizing, appreciating, and supporting survivor's strengths. Every survivor develops a personal plan for moving forward with their lives and takes into consideration her interests, skills, strengths and assets. She sets the goals. A holistic approach to an individual's needs is considered when services and referrals are recommended. Individual counseling and group support are available, and a wide range of programming and services are offered including financial empowerment, legal advocacy, childcare, housing search, substance abuse treatment, etc. 2. (a) Every survivor's plan for moving forward includes identifying permanent housing preferences. As a policy, staff will make available information about any housing opportunity a participant is interested in and assist with the application. Housing search specialists and case managers will assist the participant in locating financial resources, maximizing income through benefits they qualify for, and jobs, training or education resources that will help the participant achieve her goals. (b) Staff and volunteers are trained to work on the basis of trauma informed care which has at its core an approach to relationship that is based on respect and appreciation for an individual's strengths and decisions. This model is reflected in our organization's policy and practices. As a formal policy, RESPOND does not require mandatory participation in any of its services. Services are open to all, and there is

transparent access to all programs. Each participant receives a Bill of Rights on entrance to the emergency shelter that provides the process for making a complaint, filing an appeal or receiving a hearing. As a MA DPH funded shelter there is a no termination policy with few exceptions. (c) An important aspect of our work is sharing information about the impact of and recovery from trauma with our program participants. Information is available through written materials, conversations in support groups, house meetings and wellness groups. There are also several online learning portals that are used extensively by both participants and staff: the Hotline.org (The National Domestic Violence Hotline) and nationalcenterdvtraumamh.org (National Center on Domestic Violence, Trauma & Mental Health. (d) Participants set their own goals and staff and volunteers use strength-based coaching to support them in moving forward. There are no service plans developed by staff for participants – participants identify their own goals. Tools and assessments are designed to assist participants identify and give voice to their experience, skills, strengths, opportunities to be realized, and progress achieved. (e) All staff and volunteers participate in a 25-hour training designed around cultural responsiveness and inclusivity with components dedicated to nondiscrimination, equal access, and cultural competence. There are trainings throughout the year on these topics that focus on particular groups, for example, LGBTQ. (f) Ongoing groups are offered to provide connection for participants: emotional support groups, peer groups, wellness groups, yoga, playgroups for kids. Participants will be connected with spiritual or religious groups if requested. (g) Parents are supported and connected to local groups and organizations providing parenting support groups, education and mentoring.

1F-4e. Meeting Service Needs of DV Survivors.

Applicants must describe how the project applicant met services needs and ensured DV survivors experiencing homelessness were assisted to quickly move into permanent housing while addressing their safety needs, including:

- Child Custody
- Legal Services
- Criminal History
- Bad Credit History
- Education
- Job Training
- Employment
- Physical/Mental Healthcare
- Drug and Alcohol Treatment
- Childcare

(limit 2,000 characters)

RESPOND provides wrap-around services to ensure survivors needs can be met and they can accomplish their goal of establishing safe, permanent housing where they and/or their family can thrive. RESPOND has trained and certified Domestic Violence Counselors who provide accompaniment to court proceedings and can provide assistance in obtaining restraining orders. They will also link survivors to legal representation as needed and to assist in child custody cases. Some participants have criminal records that may make

employment and housing placement more difficult. RESPOND partners with the Middlesex District Attorney's Office and local police departments to understand probation requirements for employment and to clear criminal histories from the CORI system. Housing specialists and case managers work with participants who are coached about how to speak about employment gaps, or negative findings on CORIs. Case managers provide Life Skills training to participants that include job search and updating resumes; creating and managing budgets; and working with non-profit partners to address bad credit histories. RESPOND makes sure transportation needs are met that will enable a participant to commute to their employment, participate in job training, have access to uniforms or an appropriate work wardrobe. An extensive network of partner providers of job training and education opportunities is utilized to match the needs of survivors to increase their incomes and pursue financial independence. Mental health services are available and referrals are made to local providers of physical healthcare and to drug and alcohol treatment facilities. Childcare is available for participants during our support groups and referrals are made to local childcare providers as appropriate, including Headstart programs.

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

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2A-1. HMIS Vendor Identification. Social Solutions

Applicants must review the HMIS software vendor name brought forward from FY 2018 CoC Application and update the information if there was a change.

2A-2. Bed Coverage Rate Using HIC and HMIS Data.

Using 2019 HIC and HMIS data, applicants must report by project type:

Project Type	Total Number of Beds in 2019 HIC	Total Beds Dedicated for DV in 2019 HIC	Total Number of 2019 HIC Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	78	17	61	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	41	0	41	100.00%
Rapid Re-Housing (RRH) beds	11	0	0	0.00%
Permanent Supportive Housing (PSH) beds	149	0	124	83.22%
Other Permanent Housing (OPH) beds	29	0	29	100.00%

2A-2a. Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-2.

For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-2., applicants must describe:

1. steps the CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and
2. how the CoC will implement the steps described to increase bed coverage to at least 85 percent.
(limit 2,000 characters)

This is due to VASH beds being included in the HIC this year. As these beds are not recorded in HMIS, it is problematic to attain a higher coverage rate. The CoC will continue to work with organizations that have VASH vouchers to find a way to include them in HMIS.

*2A-3. Longitudinal System Analysis (LSA) Submission.

Applicants must indicate whether the CoC submitted its LSA data to HUD in HDX 2.0.	Yes

*2A-4. HIC HDX Submission Date.

Applicants must enter the date the CoC submitted the 2019 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy)	01/30/2019

2B. Continuum of Care (CoC) Point-in-Time Count

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.
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2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2019 PIT count (mm/dd/yyyy). 01/30/2019

2B-2. PIT Count Data–HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy). 04/29/2019

2B-3. Sheltered PIT Count–Change in Implementation.

Applicants must describe:
1. any changes in the sheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and
2. how the changes affected the CoC's sheltered PIT count results; or
3. state "Not Applicable" if there were no changes.
(limit 2,000 characters)

1. The Somerville Homeless Coalition pursued greater outreach to other organizations including CASPAR (Cambridge and Somerville Programs for Addiction and Recovery), which has residential housing and homeless services and a strong street outreach presence.
2. Including CASPAR revealed a small population of persons who were homeless upon entry to the program, and are now living in residential housing while they address addiction challenges and prepare to successfully live sober.

***2B-4. Sheltered PIT Count–Changes Due to Presidentially-declared Disaster.**

Applicants must select whether the CoC added or removed emergency shelter, transitional housing, or Safe-Haven inventory because of funding specific to a Presidentially-declared disaster, resulting in a change to the CoC's 2019 sheltered PIT count.	No

2B-5. Unsheltered PIT Count–Changes in Implementation.

Applicants must describe:
1. any changes in the unsheltered count implementation, including methodology or data quality methodology changes from 2018 to 2019, if applicable; and
2. how the changes affected the CoC's unsheltered PIT count results; or
3. state "Not Applicable" if there were no changes.
(limit 2,000 characters)

1. Additional outdoor sites were identified and added to the outreach efforts of the PIT. Some were quite dangerous, and volunteers had the help of local police officers to ensure they were able to conduct the Count safely while reach populations not previously touched by the PIT.
2. This added geography increased the count and provided additional information regarding those who have the longest period of chronic homelessness.

***2B-6. PIT Count–Identifying Youth Experiencing Homelessness.**

Applicants must:

Indicate whether the CoC implemented specific measures to identify youth experiencing homelessness in their 2019 PIT count.	Yes

2B-6a. PIT Count–Involving Youth in Implementation.

Applicants must describe how the CoC engaged stakeholders serving youth experiencing homelessness to:
1. plan the 2019 PIT count;
2. select locations where youth experiencing homelessness are most likely to be identified; and
3. involve youth in counting during the 2019 PIT count.
(limit 2,000 characters)

1. and 2. Wayside Youth and Family Support Network (Wayside) and Somerville Homeless Shelter(SHC) partnered to identify of youth and young adults under 25 (YYA) on the night of the PIT, and worked with Cambridge-

based Y2Y and Youth On Fire, two youth-focused organizations. Through this collaborative effort, they were able to plan the approach with input from YYA including places to go, how to talk with YYA about the PIT, and validating the numbers. This partnership also resulted in identifying YYA who might otherwise be missed because of where they were staying on the night of the count, and their own perceptions of their housing situation. It is not uncommon for a young person to avoid negative labels such as homeless, and consequently not reach out for assistance, making them more difficult to identify. By working with YYA, this obstacle was less of a hindrance to an accurate count of YYA.

2B-7. PIT Count–Improvements to Implementation.

Applicants must describe the CoC's actions implemented in its 2019 PIT count to better count:
1. individuals and families experiencing chronic homelessness;
2. families with children experiencing homelessness; and
3. Veterans experiencing homelessness.
(limit 2,000 characters)

1. An increased outreach effort to other organizations as well as expanded geography both contributed to identifying individuals and families experiencing chronic homelessness as well as families with children experiencing homelessness.
3. No actions were taken to improve the Count related to Veterans. The CoC continued working with the police with whom there is an ongoing dialogue around identifying Veterans and others who are homeless, particularly those living in unsheltered situations.

3A. Continuum of Care (CoC) System Performance

Instructions

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*3A-1. First Time Homeless as Reported in HDX.

Applicants must:

Report the Number of First Time Homeless as Reported in HDX.	185

3A-1a. First Time Homeless Risk Factors.

Applicants must:
1. describe the process the CoC developed to identify risk factors the CoC uses to identify persons becoming homeless for the first time;
2. describe the CoC's strategy to address individuals and families at risk of becoming homeless; and
3. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time. (limit 2,000 characters)

1. The CoC produces a quarterly report of people who have become homeless for the first time and reviews the report to identify risk factors. People at risk have extremely low incomes and are often paying more than 50% of their income towards rent. Changes in household composition (divorce/death) and loss of a job are risk factors as are low level of educational attainment, disability, low wages, and reliance on a fixed income source. 2. The CoC has prioritized homeless prevention strategies that include: (a) CoC agencies collaborating to identify at-risk individuals and families in the courts, school systems and elder care services; (b) Making emergency financial assistance and case management available; and (c) providing legal help. The City of

Somerville has established an Office of Housing Stability to assist those already homeless and those at risk with case management and referrals for housing search and legal assistance. The City makes $202,461 of ESG funds available and invested money in a rental assistance program, PASS, that provides up to 2 years of housing assistance for households whose rents are more than 50% of their income or are at risk of homelessness. This program is funded by City HOME and CPA funds from the Somerville Affordable Housing Trust. The Somerville Homeless Coalition and the Community Action Agency of Somerville (CAAS) offer case management services that include income maximization strategies and negotiation with landlords to preserve tenancies. Cambridge and Somerville Legal Services provide legal assistance in court to prevent evictions. CAAS checks court eviction records weekly and sends tenants facing eviction a letter offering assistance. School systems refer families to the Arlington Youth Counseling Center and Wayside receives calls when YYA are at risk. Housing Authorities are refining policies to make the Section 8 program more open to avoiding homelessness. 3. Assistant Director of Housing, City of Somerville

*3A-2. Length of Time Homeless as Reported in HDX.

Applicants must:

Report Average Length of Time Individuals and Persons in Families Remained Homeless as Reported in HDX.	120

3A-2a. Strategy to Reduce Length of Time Homeless.

Applicants must:
1. describe the CoC's strategy to reduce the length of time individuals and persons in families remain homeless;
2. describe how the CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and
3. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the length of time individuals and families remain homeless.
(limit 2,000 characters)

1. Coordinated Entry is the primary strategy to reduce length of homelessness by prioritizing length of homelessness at the top of the list. Somerville Homeless Coalition (SHC) uses the by name list to fill open housing units. SHC provides housing search assistance, ensures benefits are maximized to increase income, and if people are denied housing, they facilitate appeals. RRH resources such as ESG and HOME funds help to facilitate housing placement. The CoC ensures that a preference for homeless status as a priority is maintained at the local and state level. 2. Somerville Homeless Coalition is the HMIS lead and uses HMIS to regularly produce a by name list which identifies the individuals and families who have been homeless for the longest period of time, identifying individuals only by name, length of homelessness, and whether or not they have one or more disabilities. RESPOND, the domestic violence shelter and service provider, produces a parallel list of longest staying DV households and coordinates this list with the HMIS lead. 3. HMIS Lead, Somerville Homeless Coalition

*3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX.

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations as reported in HDX.	47%
2. Report the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	99%

3A-3a. Exits to Permanent Housing Destinations/Retention of Permanent Housing.

Applicants must:
1. describe the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
2. provide the organization name or position title responsible for overseeing the CoC's strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations;
3. describe the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations; and
4. provide the organization name or position title responsible for overseeing the CoC's strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing destinations.
(limit 2,000 characters)

1. The CoC's strong housing search supports increase the rate at which people can exit to permanent housing destinations. The Coordinated Entry grant gives the CoC an expanded housing search capacity. The availability of rapid rehousing funds, and a continued effort to develop new permanent housing set-asides for homeless and extremely low-income people in Somerville and Arlington is also important to achieve increased rates of exit to permanent housing. 2. City of Somerville, Office of Strategic Planning & Community Development 3. Two strong strategies have helped us to achieve a 99% permanent housing retention rate: a) Our community commitment to our neighbors and b) the availability of case management. In Somerville five agencies organize an annual walk that raises $25,000 and the Housing Corporation of Arlington (HCA) does an annual appeal that raises $30,000 for flexible funds that are dedicated to residents' housing needs. HCA offers this financial assistance and case management for homeless prevention of Arlington tenants. The CoC is committed to allocating supportive service funds and Medicaid funds for intensive case management supports to formerly homeless individuals in PH. Case managers will continue to work with people in PSH to develop and implement individualized service plans that coach residents to:

maximize their income; improve their health (mental health, substance abuse treatment, medical care); maintain housing stability; and foster community connections. There is a program for young people that provides housing search and identifies other programs that may offer lower levels of intensive support. This holistic approach has proven successful with a variety of formerly homeless people, including youth in recovery from substance abuse, people who have been chronically homeless, and dually diagnosed individuals. Most people need some level of support. 4. City of Somerville, Office of Strategic Planning & Community Development

*3A-4. Returns to Homelessness as Reported in HDX.

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families returning to homelessness over a 6-month period as reported in HDX.	3%
2. Report the percentage of individuals and persons in families returning to homelessness over a 12-month period as reported in HDX.	2%

3A-4a. Returns to Homelessness–CoC Strategy to Reduce Rate.

Applicants must:
1. describe the strategy the CoC has implemented to identify individuals and persons in families who return to homelessness;
2. describe the CoC's strategy to reduce the rate of additional returns to homelessness; and
3. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy to reduce the rate individuals and persons in families return to homelessness.
(limit 2,000 characters)

(1) Coordinated Entry and case management interviews are used to identify individuals and families who return to homelessness and the factors involved that led to their return. 2) The primary strategy to reduce returns to homelessness is to engage in prevention efforts. CoC members are responsible for providing ongoing stabilization services for people for at least 6 months and one year of supports for people placed with RRH. Case management identifies challenges and opportunities for problem solving. Stabilization also includes providing linkages to mainstream resources and community connections that support continued stability. The CoC has also adopted a strategy to place homeless people in housing that they can afford and maintain, and to ensure ongoing services for those who need them. All agencies, including non-CoC members, share resources to help people maintain their housing. The CoC has a 99% rate of housing retention. (3) Somerville Homeless Coalition

*3A-5. Cash Income Changes as Reported in HDX.

Applicants must:

	Percentage
1. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their employment income from entry to exit as reported in HDX.	14%
2. Report the percentage of individuals and persons in families in CoC Program-funded Safe Haven, transitional housing, rapid rehousing, and permanent supportive housing projects that increased their non-employment cash income from entry to exit as reported in HDX.	21%

3A-5a. Increasing Employment Income.

Applicants must:
1. describe the CoC's strategy to increase employment income;
2. describe the CoC's strategy to increase access to employment;
3. describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and
4. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase jobs and income from employment.
(limit 2,000 characters)

(1) Strategies to increase access to employment include: a) Training of case management staff to ensure that they are up to date with benefits regulations and education/employment resources; b) Education of CoC providers on employment programs and entry protocols; c) Support for partnerships between housing and employment service providers; and d) Biannual review of HMIS data to ensure that clients receive all mainstream benefits for which they are likely eligible. (2) CoC providers help clients access employment resources, both by referring clients to mainstream employment programs and by forming partnerships to facilitate access. The CoC refers people to the One Stop Career Centers and the Massachusetts Rehabilitation Commission. Case managers connect clients to ABE, GED, ESOL, and entry level college classes. They help individuals access employment programs that provide job search, resume preparation, interview preparation, job leads, work clothing, soft skills or job training. (3) Project Hope, Project Place, Community Work Services, and Massachusetts General Hospital are partners that provide training resources that help people increase their earnings. Just a Start, the nonprofit housing developer that currently co-facilitates CoC meetings, offers job training programs as does Somerville Community Corporation. (4) CoC Co-Facilitator, Just a Start

3A-5b. Increasing Non-employment Cash Income.

Applicants must:
1. describe the CoC's strategy to increase non-employment cash income;
2. describe the CoC's strategy to increase access to non-employment cash sources;
3. provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase non-employment cash income.

1. Strategies to increase non-employment cash income include a biannual review of HMIS data to ensure that clients receive all mainstream benefits for which they are likely eligible; and ongoing case management review. 2. Strategies to increase access to non-employment cash sources include: Case

management staff help homeless individuals apply for all benefits, including SNAP, Medicaid, Fuel Assistance/utility discounts, income benefits, child care, and transportation resources; Cambridge and Somerville Legal Services is an active member of the CoC, with a Benefits Unit that can help with denials and appeals. CoC providers have completed SOAR training and work with liaisons at Social Security Administration to expedite SSI access. 3. Somerville Homeless Coalition

3A-5c. Increasing Employment. Attachment Required.

Applicants must describe how the CoC:
1. promoted partnerships and access to employment opportunities with private employers and private employment organizations, such as holding job fairs, outreach to employers, and partnering with staffing agencies; and
2. is working with public and private organizations to provide meaningful, education and training, on-the-job training, internship, and employment opportunities for residents of permanent supportive housing that further their recovery and well-being.
(limit 2,000 characters)

1. and 2. The CoC has a very active network of CoC and non-CoC funded organizations and public/private partnerships that share information on job fairs, financial workshops, financial training, job placement and opportunities for internships. These partners also work together to develop creative programing and cross-referrals for their clients. Among these partners, detailed in the attachment, are local organizations including Somerville Community Corporation, Massachusetts Rehabilitation, Financial Capability, and the Cambridge Somerville Housing and Benefits Coalition. Through these partnerships, clients are gaining financial empowerment, employment opportunities, shadow employment, HiSet/GED certification, and job training.

Specific examples of the ways these partnerships positively contribute to efforts to increase employment include: 1) Somerville Community Corporation provides financial workshops, financial training, and job placement. Short Stop works with area businesses and restaurants to help YYA find their first jobs which enable them to gain/improve their skills, and prepare for increased employment. Heading Home has a Department of Economic Mobility Services which uses an empathetic models for all clients, helping them achieve financial empowerment and long-term financial and employment success.
In addition, CoC members refer clients to the One Stop Career Centers and the Massachusetts Rehabilitation Commission. Case managers connect clients to ABE, GED, ESOL, and entry-level college classes. They help individuals access employment programs which provide job search, resume preparation, interview preparation, job leads, work clothing, soft skills or job training. Project Hope, Project Place, Community Work Services, and Massachusetts General Hospital are frequently used training resources. Just a Start, a nonprofit housing developer, offers job training programs.

3A-5d. Promoting Employment, Volunteerism, and Community Service.

Applicants must select all the steps the CoC has taken to promote employment, volunteerism and community service among people experiencing homelessness in the CoC's geographic area:

1. The CoC trains provider organization staff on connecting program participants and people experiencing homelessness with education and job training opportunities.	☐
2. The CoC trains provider organization staff on facilitating informal employment opportunities for program participants and people experiencing homelessness (e.g., babysitting, housekeeping, food delivery).	☐
3. The CoC trains provider organization staff on connecting program participants with formal employment opportunities.	☐
4. The CoC trains provider organization staff on volunteer opportunities for program participants and people experiencing homelessness.	☐
5. The CoC works with organizations to create volunteer opportunities for program participants.	☐
6. The CoC works with community organizations to create opportunities for civic participation for people experiencing homelessness (e.g., townhall forums, meeting with public officials).	☐
7. Provider organizations within the CoC have incentives for employment.	☐
8. The CoC trains provider organization staff on helping program participants budget and maximize their income to maintain stability in permanent housing.	☐

3A-6. System Performance Measures Data–HDX Submission Date

05/30/2019

Applicants must enter the date the CoCs submitted its FY 2018 System Performance Measures data in HDX. (mm/dd/yyyy)

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Instructions

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.
Please submit technical questions to the HUD Exchange Ask-A-Question at https://www.hudexchange.info/program-support/my-question/

Resources:
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The FY 2019 CoC Program Competition Notice of Funding Availability at: https://www.hudexchange.info/programs/e-snaps/fy-2019-coc-program-nofa-coc-program-competition/#nofa-and-notices

Warning! The CoC Application score could be affected if information is incomplete on this formlet.

3B-1. Prioritizing Households with Children.

Applicants must check each factor the CoC currently uses to prioritize households with children for assistance during FY 2019.

1. History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	X
2. Number of previous homeless episodes	X
3. Unsheltered homelessness	X
4. Criminal History	X
5. Bad credit or rental history	
6. Head of Household with Mental/Physical Disability	X

3B-1a. Rapid Rehousing of Families with Children.

Applicants must:
1. describe how the CoC currently rehouses every household of families with children within 30 days of becoming homeless that addresses both housing and service needs;
2. describe how the CoC addresses both housing and service needs to ensure families with children successfully maintain their housing once

assistance ends; and
3. provide the organization name or position title responsible for overseeing the CoC's strategy to rapidly rehouse families with children within 30 days of them becoming homeless.
(limit 2,000 characters)

(1) The CoC has, with the support of the City of Somerville, significantly increased funding available for rapid rehousing through the City of Somerville Affordable Housing Trust (SAHT): There is a current Trust contract with Somerville Homeless Coalition(SHC) for the PASS program with $382,930 of Community Preservation Act funds for a term running 9/1/18 to 6/30/21. This summer the City of Somerville awarded HUD HOME funds totaling $255,000 for a three year contract for SHC to operate the PASS program. The SAHT is also providing an additional $44,928 to help pay for PASS program management. PASS provides a time-limited 24 month housing subsidy, plus case management supports, to homeless and at risk of homelessness households. The City also makes available $202,461 in ESG funding. These city resources are in addition to Massachusetts HomeBase funding, which provides up to $12,000/year to rapidly rehouse homeless families in the CoC family shelters. The CoC Coordinated Entry, along with CoC family shelter, is working to engage families immediately upon shelter entry. Strategies included intensive housing search and RRH resources to achieve faster exits to housing, including consideration of shared housing possibilities, reuniting with family, etc. High rental costs in the Greater Boston housing market continue to pose barriers to rapid exit. (2) Households that receive rapid rehousing funds must be able to show sustainability after short term financial assistance or be willing to work with a case manager during RRH and a post RRH stability program; staff are trained in Housing First approaches around encouraging engagement and willingness of families to accept RRH services once in housing. Case managers work with households to increase income and strengthen financial management and budgeting skills. (3) Coordinated Entry Manager, Somerville Homeless Coalition

3B-1b. Antidiscrimination Policies.

Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent housing (PSH and RRH)) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on any protected classes under the Fair Housing Act, and consistent with 24 CFR 5.105(a)(2) – Equal Access to HUD-Assisted or -Insured Housing.

1. CoC conducts mandatory training for all CoC- and ESG-funded housing and services providers on these topics.	X
2. CoC conducts optional training for all CoC- and ESG-funded housing and service providers on these topics.	
3. CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	X

4. CoC has worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within the CoC geographic area that might be out of compliance and has taken steps to work directly with those facilities to come into compliance.	X

3B-1c. Unaccompanied Youth Experiencing Homelessness–Addressing Needs.

Applicants must indicate whether the CoC's strategy to address the unique needs of unaccompanied youth experiencing homelessness who are 24 years of age and younger includes the following:

1. Unsheltered homelessness	Yes
2. Human trafficking and other forms of exploitation	Yes
3. LGBT youth homelessness	Yes
4. Exits from foster care into homelessness	Yes
5. Family reunification and community engagement	Yes
6. Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs	Yes

3B-1c.1. Unaccompanied Youth Experiencing Homelessness–Prioritization Based on Needs.

Applicants must check all that apply that describes the CoC's current strategy to prioritize unaccompanied youth based on their needs.

1. History of, or Vulnerability to, Victimization (e.g., domestic violence, sexual assault, childhood abuse)	X
2. Number of Previous Homeless Episodes	X
3. Unsheltered Homelessness	X
4. Criminal History	
5. Bad Credit or Rental History	

3B-1d. Youth Experiencing Homelessness–Housing and Services Strategies.

Applicants must describe how the CoC increased availability of housing and services for:
1. all youth experiencing homelessness, including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive; and
2. youth experiencing unsheltered homelessness including creating new youth-focused projects or modifying current projects to be more youth-specific or youth-inclusive.
(limit 3,000 characters)

(1) The CoC increases housing and services for all youth experiencing homelessness by (a) Maximizing access to the CoC's TH project for youth by prioritizing placement of youth from TH to PH within 6 months, enabling the project to serve four times as many youth in need. (b) Shifting to a Housing First approach for the two CoC young adult PSH, (c) Coordinating with the adjacent Cambridge CoC to ensure Somerville Arlington homeless youth have access to emergency shelter available in that CoC. In return, the Somerville Arlington CoC makes TH and PSH available to Cambridge and Boston area youth (d) Seeking state and private funds to expand resources for homeless youth. This includes working with local and regional coalitions to develop new funding resources for homeless youth. Wayside and Somerville Homeless Coalition have been part of Massachusetts Coalition for the Homeless' successful efforts to obtain a line item in the Massachusetts budget specifically for shelter and services for homeless youth. CoC providers Heading Home, Somerville Homeless Coalition, and Wayside are working with providers in Boston and Cambridge to develop expanded winter response for at-risk and homeless youth, and new on-campus housing resources for homeless individuals. The CoC has also worked with educators and service personnel within Somerville to form a new coalition, in coordination with the CoC, focused on developing responses to the needs of unstably housed youth who do not meet HUD's definition of homelessness. (2) One additional strategy has been expanded outreach and engagement of unsheltered persons including youth, in collaboration with the neighboring Cambridge CoC. We are including a new request for youth RRH funding in this application that will increase CoC capacity by 3 units.

3B-1d.1. Youth Experiencing Homelessness–Measuring Effectiveness of Housing and Services Strategies.

Applicants must:
1. provide evidence the CoC uses to measure each of the strategies in question 3B-1d. to increase the availability of housing and services for youth experiencing homelessness;
2. describe the measure(s) the CoC uses to calculate the effectiveness of both strategies in question 3B-1d.; and
3. describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of both strategies in question 3B-1d. (limit 3,000 characters)

1) The evidence the CoC uses to measure its strategies with all youth and with unsheltered youth are: (a) Tracking lengths of stay in the youth TH program to ensure more rapid exits to housing that thereby open up spaces for more youth. (b) Measuring the vulnerability of youth in the PSH programs by tracking HMIS data on prior lengths of homelessness and disabilities; we are also using Coordinated Entry to ensure the most vulnerable youth are prioritized for placement. (c) The CoC coordinates with the Cambridge CoC around youth shelter placement as evidenced by successful placements of homeless youth into Cambridge shelters and, in turn, is providing TH and PSH access when there are openings not being filled by Somerville Arlington youth. (d) The CoC is tracking the efforts to increase state funding as well as winter youth shelter options as a way to measure success. (2) Measures used to assess effectiveness of these youth strategies are: number of youth moved from unsheltered to shelter, TH to housing; number of youth served in TH and lengths of stays; number of chronic/highly vulnerable youth placed in PSH; and

overall number of youth placed in housing and maintaining housing. The Somerville CoC also works with adjacent CoCs to measure the number of youth provided emergency shelter in youth-specific settings versus the number of youth/young adults presenting at adult shelters, the number of youth that report remaining unsheltered for any period of time. For new funding, the CoC looks at outcomes of funded proposals and initiatives and if newly developed projects result in an increased number of youth being sheltered (separately from adults); and if an increased number of youth and young adults moved from homelessness to permanent housing and maintained permanent housing. The CoC looks at numbers of homeless youth within Somerville Arlington and the adjacent community of Cambridge, looking at the number of sheltered and unsheltered youth and young adults. (3) These measures are appropriate for tracking the TH and PSH projects as they provide hard data to assess effectiveness in terms of housing youth. Additionally, the measures that involve coordination with the Cambridge CoC and tracking of youth served are appropriate because the Somerville CoC has strong TH and housing resources for homeless youth but does not have emergency shelter. Youth, more than other populations, must cross CoCs in order to meet their needs. Focusing only on youth within Somerville and Arlington provides an incomplete picture of system gaps and effectiveness of responses.

3B-1e. Collaboration–Education Services.

Applicants must describe:

1. the formal partnerships with:
a. youth education providers;
b. McKinney-Vento LEA or SEA; and
c. school districts; and

2. how the CoC collaborates with:
a. youth education providers;
b. McKinney-Vento Local LEA or SEA; and
c. school districts.
(limit 2,000 characters)

1.a. Wayside and SHC Coalition provide youth education and employment programs, partnering with local businesses and restaurants to provide their first jobs while they are completing educational requirements. b. All family shelters are mandated by state contract to have a point person who coordinates with McKinney-Vento liaisons and ensure parents understand their rights and children are appropriately enrolled in school or childcare. c. These Liaisons provide an important partnership with school districts, formalized as an inherent aspect of their role in school districts.
2a. The CoC works with Arlington and Somerville Public Schools, SCALE (alternative education), Just a Start (job training for at-risk youth), and Bunker Hill Community College to ensure that homeless children and youth receive supports needed to minimize the personal and academic impact of homelessness. b. The CoC works with LEA liaisons to facilitate transfer to Somerville/Arlington schools or arrange transportation to schools of origin. Families and youth go to the Parent Information Center in Arlington or Somerville and are able to quickly enroll in local schools. When transportation is needed to school of origin, case managers reach out to LEA liaisons in other

towns. The SEA has oversight responsibility and CoC providers manage the arrangements by working directly with the LEA liaisons. Excellent working relationships result in quick, smooth enrollments. c. School districts support the education of homeless children and youth by providing access to guidance, academic enrichment and other resources. The Somerville School District sponsors Youth Harbors, a program of the Justice Resources Institute that places youth advocates in area high schools to support unstably housed or homeless youth. Case managers also support parents and students by attending meetings with school administration, guidance counselors or individual teachers.

3B-1e.1. Informing Individuals and Families Experiencing Homeless about Education Services Eligibility.

Applicants must describe policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.
(limit 2,000 characters)

The Massachusetts EA family shelter system requires that all family shelters in the state comply with federal McKinney regulations to inform homeless individuals and families of their eligibility for education services and connect them with these resources so that children are appropriately educated. In this CoC the family shelter has a point person who ensures all children are connected to school and/or early childcare services. CoC providers must inform all families, and unaccompanied youth/young adults who are enrolled in school, that they are eligible to receive transportation services to their school of origin or that they may transfer to the Somerville or Arlington schools (depending upon where they are sheltered). The case manager provides a written description and verbal explanation of educational rights, in the families preferred language. Each school system in Massachusetts has a McKinney Homeless Liaison. In Somerville and Arlington, the liaisons, based at the Parent Information Centers, facilitate rapid enrollment in schools. Case managers work with liaisons in other communities to ensure that a family wanting to remain in their original school receives transportation to the school of origin.

3B-1e.2. Written/Formal Agreements or Partnerships with Early Childhood Services Providers.

Applicant must indicate whether the CoC has an MOU/MOA or other types of agreements with listed providers of early childhood services and supports and may add other providers not listed.

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	Yes
Head Start	No	Yes
Early Head Start	No	Yes
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	Yes

Public Pre-K	No	Yes
Birth to 3 years	No	Yes
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		

3B-2. Active List of Veterans Experiencing Homelessness.

Applicant must indicate whether the CoC uses an active list or by-name list to identify all veterans experiencing homelessness in the CoC. Yes

3B-2a. VA Coordination–Ending Veterans Homelessness.

Applicants must indicate whether the CoC is actively working with the U.S. Department of Veterans Affairs (VA) and VA-funded programs to achieve the benchmarks and criteria for ending veteran homelessness. Yes

3B-2b. Housing First for Veterans.

Applicants must indicate whether the CoC has sufficient resources to ensure each veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach. Yes

3B-3. Racial Disparity Assessment. Attachment Required.

Applicants must:
1. select all that apply to indicate the findings from the CoC's Racial Disparity Assessment; or
2. select 7 if the CoC did not conduct a Racial Disparity Assessment.

1. People of different races or ethnicities are more likely to receive homeless assistance.	X
2. People of different races or ethnicities are less likely to receive homeless assistance.	
3. People of different races or ethnicities are more likely to receive a positive outcome from homeless assistance.	
4. People of different races or ethnicities are less likely to receive a positive outcome from homeless assistance.	
5. There are no racial or ethnic disparities in the provision or outcome of homeless assistance.	X
6. The results are inconclusive for racial or ethnic disparities in the provision or outcome of homeless assistance.	

7. The CoC did not conduct a racial disparity assessment.	☐

3B-3a. Addressing Racial Disparities.

Applicants must select all that apply to indicate the CoC's strategy to address any racial disparities identified in its Racial Disparities Assessment:

1. The CoC is ensuring that staff at the project level are representative of the persons accessing homeless services in the CoC.	X
2. The CoC has identified the cause(s) of racial disparities in their homeless system.	☐
3. The CoC has identified strategies to reduce disparities in their homeless system.	☐
4. The CoC has implemented strategies to reduce disparities in their homeless system.	X
5. The CoC has identified resources available to reduce disparities in their homeless system.	☐
6: The CoC did not conduct a racial disparity assessment.	☐

4A. Continuum of Care (CoC) Accessing Mainstream Benefits and Additional Policies

Instructions:

Guidance for completing the application can be found in the FY 2019 CoC Program Competition Notice of Funding Availability and in the FY 2019 CoC Application Detailed Instructions.
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Warning! The CoC Application score could be affected if information is incomplete on this formlet.

4A-1. Healthcare–Enrollment/Effective Utilization

Applicants must indicate, for each type of healthcare listed below, whether the CoC assists persons experiencing homelessness with enrolling in health insurance and effectively utilizing Medicaid and other benefits.

Type of Health Care	Assist with Enrollment	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

4A-1a. Mainstream Benefits.

Applicants must:
1. describe how the CoC systematically keeps program staff up to date regarding mainstream resources available for program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs) within the geographic area;
2. describe how the CoC disseminates the availability of mainstream resources and other assistance information to projects and how often;
3. describe how the CoC works with projects to collaborate with healthcare organizations to assist program participants with enrolling in

health insurance;
4. describe how the CoC provides assistance with the effective utilization of Medicaid and other benefits; and
5. provide the name of the organization or position title that is responsible for overseeing the CoC's strategy for mainstream benefits.
(limit 2,000 characters)

1. The CoC participates in monthly meetings of the Local Housing/Benefits Coalition that regularly has 25 providers participating. Several times a year Cambridge and Somerville Legal Services (CASLS) and the Community Action Agency of Somerville (CAAS) jointly organize and present materials and training to advocates and agency staff that provides updates about changes in housing and benefit laws and practices. CoC agencies' staff also attend SOAR and annual Massachusetts Law Reform Institute (MLRI) trainings. MLRI is a state-wide, anti-poverty law center that offers Basic Benefits training that covers all state and federal mainstream benefits. Developed specifically for advocates working with low income and homeless populations, the training covers SNAP, Medicaid, Medicare, SSI/SSDI/Social Security, TANF, veteran's benefits, elder services, EAEDC (state disability benefit), and resources for working individuals. The CoC ensures that information about benefit trainings are announced and promoted at monthly CoC meetings. 2. CASL and CAAS written materials developed for the Local Housing/Benefits Coalition trainings are available on an ongoing basis. MLRI coordinates a website, mass legalhelp.org, that provides continually updated information, including links to comprehensive reference guides. 3. CoC participation in the Local Housing/Benefits Coalition builds collaborative relationships with health care providers that assist in enrolling program participants in health insurance. The CoC also awards points for demonstrating collaboration with other agencies to assist clients in obtaining services in the project ranking and review evaluation. 4. The CoC supports its members for the work of ensuring mainstream benefits are obtained and used by providing a HMIS report for review 2x/year; and inclusion of a performance measure in the ranking and review tool under the category of Total Income, Including Mainstream Benefits. 5. Somerville Homeless Coalition

4A-2. Lowering Barriers to Entry Data:

Applicants must report:

1. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition.	9
2. Total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	9
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects the CoC has ranked in its CoC Priority Listing in the FY 2019 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

4A-3. Street Outreach.

Applicants must:
1. describe the CoC's street outreach efforts, including the methods it uses to ensure all persons experiencing unsheltered homelessness are

identified and engaged;
2. state whether the CoC's Street Outreach covers 100 percent of the CoC's geographic area;
3. describe how often the CoC conducts street outreach; and
4. describe how the CoC tailored its street outreach to persons experiencing homelessness who are least likely to request assistance. (limit 2,000 characters)

1. The Somerville Homeless Coalition uses its Coordinated Entry grant to convene a weekly Multi-Disciplinary Outreach Team to conduct street outreach. The team includes crisis management staff from the Somerville and Arlington police departments along with outreach personnel from Boston (Healthcare for the Homeless, Roxbury Youthworks, Massachusetts Department of Mental Health BEST Team, Bay Cove Human Services) and Cambridge (Eliot Community Human Services PATH, On the Rise, CASPAR). While these outreach staff are primarily responsible for service to Boston and Cambridge, they are able to expand their services once a week to cover Somerville and Arlington. This allows the CoC to access a highly experienced outreach team, with strong connections to area health, mental health, and substance abuse resources. Each Wednesday, the team meets, discusses who is unsheltered and what they might need, then breaks into four groups to check on people, using a map of encampments and known locations. After several hours of outreach the team reconvenes, shares updates, and plans next steps. Team members build relationships with people, providing food and other basic resources, completing assessments and offering options. 2. Street outreach covers 100% of the CoC's geographic area. 3. The CoC conducts street outreach once every week. 4. The street outreach team includes health care professionals and clinicians with expertise in working with people with serious mental illness, substance abuse, and criminal history. The team has the capacity to link people to physical and mental health services and to work with people who are not ready to engage. Team members build relationships, provide resources, and, when individuals are ready, begin to discuss housing and services without requiring that unsheltered individuals provide names, personal information or agree to participate in its services.

4A-4. RRH Beds as Reported in HIC.

Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2018 and 2019.

	2018	2019	Difference
RRH beds available to serve all populations in the HIC	6	11	5

4A-5. Rehabilitation/Construction Costs–New Projects.

No

Applicants must indicate whether any new project application the CoC ranked and submitted in its CoC Priority Listing in the FY 2019 CoC Program Competition is requesting

$200,000 or more in funding for housing rehabilitation or new construction.	
4A-6. Projects Serving Homeless under Other Federal Statutes.	No
Applicants must indicate whether the CoC is requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other federal statutes.	

4B. Attachments

Instructions:

Multiple files may be attached as a single .zip file. For instructions on how to use .zip files, a reference document is available on the e-snaps training site: https://www.hudexchange.info/resource/3118/creating-a-zip-file-and-capturing-a-screenshot-resource

Document Type	Required?	Document Description	Date Attached
_FY 2019 CoC Competition Report (HDX Report)	Yes	FY2019 CoC Compet...	09/27/2019
1C-4.PHA Administration Plan–Moving On Multifamily Assisted Housing Owners' Preference.	No		
1C-4. PHA Administrative Plan Homeless Preference.	No	1C-4 PHA Homeless...	09/27/2019
1C-7. Centralized or Coordinated Assessment System.	Yes	1C-7 Coordinated ...	09/27/2019
1E-1.Public Posting–15-Day Notification Outside e-snaps–Projects Accepted.	Yes	1E-1 Public Posti...	09/27/2019
1E-1. Public Posting–15-Day Notification Outside e-snaps–Projects Rejected or Reduced.	Yes	1E-1 Public Posti...	09/27/2019
1E-1.Public Posting–30-Day Local Competition Deadline.	Yes	1E-1 Public Posti...	09/27/2019
1E-1. Public Posting–Local Competition Announcement.	Yes	1E-1 Local Compet...	09/27/2019
1E-4.Public Posting–CoC-Approved Consolidated Application	Yes	1E-4 Public Posti...	09/27/2019
3A. Written Agreement with Local Education or Training Organization.	No		
3A. Written Agreement with State or Local Workforce Development Board.	No		
3B-3. Summary of Racial Disparity Assessment.	Yes	3B-3 Summary of R...	09/27/2019
4A-7a. Project List-Homeless under Other Federal Statutes.	No		
Other	No	3A-5C Employment ...	09/27/2019
Other	No	HMIS Policies and...	09/27/2019

Other	No		

Attachment Details

Document Description: FY2019 CoC Competition Report

Attachment Details

Document Description:

Attachment Details

Document Description: 1C-4 PHA Homeless Preference

Attachment Details

Document Description: 1C-7 Coordinated Entry Assessment

Attachment Details

Document Description: 1E-1 Public Posting 15 Day Accepted

Attachment Details

Document Description: 1E-1 Public Posting 15 Day Rejected or Reduced

Attachment Details

Document Description: 1E-1 Public Posting 30 Day Local

Attachment Details

Document Description: 1E-1 Local Competition Announcement

Attachment Details

Document Description: 1E-4 Public Posting Cons Application

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: 3B-3 Summary of Racial Disparity

Attachment Details

Document Description:

Attachment Details

Document Description: 3A-5C Employment Activities

Attachment Details

Document Description: HMIS Policies and Procedures

Attachment Details

Document Description:

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page	Last Updated
1A. Identification	09/13/2019
1B. Engagement	09/20/2019
1C. Coordination	09/24/2019
1D. Discharge Planning	No Input Required
1E. Local CoC Competition	09/20/2019
1F. DV Bonus	09/27/2019
2A. HMIS Implementation	09/23/2019
2B. PIT Count	09/24/2019
3A. System Performance	09/25/2019
3B. Performance and Strategic Planning	09/24/2019
4A. Mainstream Benefits and Additional Policies	09/24/2019
4B. Attachments	09/27/2019

Submission Summary	No Input Required

Somerville Arlington Continuum of Care

MA-517

FY 2019 CoC Competition Report

2A, 2B, 3A, 3B, and 4A-6

2019 HDX Competition Report

PIT Count Data for MA-517 - Somerville CoC

Total Population PIT Count Data

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count	**165**	**142**	**134**	**127**
Emergency Shelter Total	94	75	80	77
Safe Haven Total	0	0	0	0
Transitional Housing Total	65	45	44	40
Total Sheltered Count	**159**	**120**	**124**	**117**
Total Unsheltered Count	**6**	**22**	**10**	**10**

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	**22**	**13**	**11**	**28**
Sheltered Count of Chronically Homeless Persons	16	13	11	23
Unsheltered Count of Chronically Homeless Persons	6	0	0	5

2019 HDX Competition Report

PIT Count Data for MA-517 - Somerville CoC

Homeless Households with Children PIT Counts

	2016 PIT	2017 PIT	2018 PIT	2019 PIT
Total Sheltered and Unsheltered Count of the Number of Homeless Households with Children	**19**	**13**	**14**	**13**
Sheltered Count of Homeless Households with Children	19	13	14	13
Unsheltered Count of Homeless Households with Children	0	0	0	0

Homeless Veteran PIT Counts

	2011	2016	2017	2018	2019
Total Sheltered and Unsheltered Count of the Number of Homeless Veterans	**1**	**28**	**23**	**22**	**24**
Sheltered Count of Homeless Veterans	1	28	23	22	24
Unsheltered Count of Homeless Veterans	0	0	0	0	0

2019 HDX Competition Report

HIC Data for MA-517 - Somerville CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2019 HIC	Total Beds in 2019 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	**78**	**17**	**61**	**100.00%**
Safe Haven (SH) Beds	**0**	**0**	**0**	**NA**
Transitional Housing (TH) Beds	**41**	**0**	**41**	**100.00%**
Rapid Re-Housing (RRH) Beds	**11**	**0**	**0**	**0.00%**
Permanent Supportive Housing (PSH) Beds	**138**	**0**	**124**	**89.86%**
Other Permanent Housing (OPH) Beds	**29**	**0**	**29**	**100.00%**
Total Beds	297	17	255	91.07%

2019 HDX Competition Report

HIC Data for MA-517 - Somerville CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 HIC	2018 HIC	2019 HIC
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC	23	40	56	88

Rapid Rehousing (RRH) Units Dedicated to Persons in Household with Children

Households with Children	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH units available to serve families on the HIC		3	3	3

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC	2018 HIC	2019 HIC
RRH beds available to serve all populations on the HIC		9	6	11

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Summary Report for MA-517 - Somerville CoC

Measure 1: Length of Time Persons Remain Homeless

This measures the number of clients active in the report date range across ES, SH (Metric 1.1) and then ES, SH and TH (Metric 1.2) along with their average and median length of time homeless. This includes time homeless during the report date range as well as prior to the report start date, going back no further than October, 1, 2012.

Metric 1.1: Change in the average and median length of time persons are homeless in ES and SH projects.
Metric 1.2: Change in the average and median length of time persons are homeless in ES, SH, and TH projects.

a. This measure is of the client's entry, exit, and bed night dates strictly as entered in the HMIS system.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2017	FY 2018	Submitted FY 2017	FY 2018	Difference	Submitted FY 2017	FY 2018	Difference
1.1 Persons in ES and SH	266	228	117	120	3	70	73	3
1.2 Persons in ES, SH, and TH	359	319	160	177	17	94	102	8

b. This measure is based on data element 3.17.

This measure includes data from each client's Living Situation (Data Standards element 3.917) response as well as time spent in permanent housing projects between Project Start and Housing Move-In. This information is added to the client's entry date, effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

The construction of this measure changed, per HUD's specifications, between FY 2016 and FY 2017. HUD is aware that this may impact the change between these two years.

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2017	FY 2018	Submitted FY 2017	FY 2018	Difference	Submitted FY 2017	FY 2018	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	272	229	260	310	50	170	176	6
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	310	275	310	376	66	188	197	9

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Measure 2: The Extent to which Persons who Exit Homelessness to Permanent Housing Destinations Return to Homelessness

This measures clients who exited SO, ES, TH, SH or PH to a permanent housing destination in the date range two years prior to the report date range.Of those clients, the measure reports on how many of them returned to homelessness as indicated in the HMIS for up to two years after their initial exit.

After entering data, please review and confirm your entries and totals. Some HMIS reports may not list the project types in exactly the same order as they are displayed below.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2018	% of Returns	FY 2018	% of Returns	FY 2018	% of Returns	FY 2018	% of Returns
Exit was from SO	0	0		0		0		0	
Exit was from ES	60	3	5%	1	2%	6	10%	10	17%
Exit was from TH	28	0	0%	1	4%	0	0%	1	4%
Exit was from SH	0	0		0		0		0	
Exit was from PH	32	0	0%	0	0%	0	0%	0	0%
TOTAL Returns to Homelessness	120	3	3%	2	2%	6	5%	11	9%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2019 HDX Competition Report
FY2018 - Performance Measurement Module (Sys PM)

This measures the change in PIT counts of sheltered and unsheltered homeless person as reported on the PIT (not from HMIS).

	January 2017 PIT Count	January 2018 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	142	134	-8
Emergency Shelter Total	75	80	5
Safe Haven Total	0	0	0
Transitional Housing Total	45	44	-1
Total Sheltered Count	120	124	4
Unsheltered Count	22	10	-12

Metric 3.2 – Change in Annual Counts

This measures the change in annual counts of sheltered homeless persons in HMIS.

	Submitted FY 2017	FY 2018	Difference
Universe: Unduplicated Total sheltered homeless persons	360	319	-41
Emergency Shelter Total	266	228	-38
Safe Haven Total	0	0	0
Transitional Housing Total	99	97	-2

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Measure 4: Employment and Income Growth for Homeless Persons in CoC Program-funded Projects

Metric 4.1 – Change in earned income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	36	57	21
Number of adults with increased earned income	4	8	4
Percentage of adults who increased earned income	11%	14%	3%

Metric 4.2 – Change in non-employment cash income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	36	57	21
Number of adults with increased non-employment cash income	3	12	9
Percentage of adults who increased non-employment cash income	8%	21%	13%

Metric 4.3 – Change in total income for adult system stayers during the reporting period

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults (system stayers)	36	57	21
Number of adults with increased total income	6	17	11
Percentage of adults who increased total income	17%	30%	13%

2019 HDX Competition Report
FY2018 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	46	37	-9
Number of adults who exited with increased earned income	13	11	-2
Percentage of adults who increased earned income	28%	30%	2%

Metric 4.5 – Change in non-employment cash income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	46	37	-9
Number of adults who exited with increased non-employment cash income	6	2	-4
Percentage of adults who increased non-employment cash income	13%	5%	-8%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2017	FY 2018	Difference
Universe: Number of adults who exited (system leavers)	46	37	-9
Number of adults who exited with increased total income	15	11	-4
Percentage of adults who increased total income	33%	30%	-3%

2019 HDX Competition Report
FY2018 - Performance Measurement Module (Sys PM)

Measure 5: Number of persons who become homeless for the 1st time

Metric 5.1 – Change in the number of persons entering ES, SH, and TH projects with no prior enrollments in HMIS

	Submitted FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	276	216	-60
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	58	31	-27
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	218	185	-33

Metric 5.2 – Change in the number of persons entering ES, SH, TH, and PH projects with no prior enrollments in HMIS

	Submitted FY 2017	FY 2018	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	330	247	-83
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	68	38	-30
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	262	209	-53

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

Measure 6: Homeless Prevention and Housing Placement of Persons defined by category 3 of HUD's Homeless Definition in CoC Program-funded Projects

This Measure is not applicable to CoCs in FY2018 (Oct 1, 2017 - Sept 30, 2018) reporting period.

Measure 7: Successful Placement from Street Outreach and Successful Placement in or Retention of Permanent Housing

Metric 7a.1 – Change in exits to permanent housing destinations

	Submitted FY 2017	FY 2018	Difference
Universe: Persons who exit Street Outreach	82	1	-81
Of persons above, those who exited to temporary & some institutional destinations	9	0	-9
Of the persons above, those who exited to permanent housing destinations	18	1	-17
% Successful exits	33%	100%	67%

Metric 7b.1 – Change in exits to permanent housing destinations

2019 HDX Competition Report

FY2018 - Performance Measurement Module (Sys PM)

	Submitted FY 2017	FY 2018	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	300	191	-109
Of the persons above, those who exited to permanent housing destinations	111	90	-21
% Successful exits	37%	47%	10%

Metric 7b.2 – Change in exit to or retention of permanent housing

	Submitted FY 2017	FY 2018	Difference
Universe: Persons in all PH projects except PH-RRH	179	149	-30
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	172	147	-25
% Successful exits/retention	96%	99%	3%

2019 HDX Competition Report

FY2018 - SysPM Data Quality

MA-517 - Somerville CoC

This is a new tab for FY 2016 submissions only. Submission must be performed manually (data cannot be uploaded). Data coverage and quality will allow HUD to better interpret your Sys PM submissions.

Your bed coverage data has been imported from the HIC module. The remainder of the data quality points should be pulled from data quality reports made available by your vendor according to the specifications provided in the HMIS Standard Reporting Terminology Glossary. You may need to run multiple reports into order to get data for each combination of year and project type.

You may enter a note about any field if you wish to provide an explanation about your data quality results. This is not required.

2019 HDX Competition Report

FY2018 - SysPM Data Quality

	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018	2014-2015	2015-2016	2016-2017	2017-2018
1. Number of non-DV Beds on HIC	92	89	61	61	72	60	47	47	135	128	159	162			9	6				
2. Number of HMIS Beds	92	89	61	61	72	60	47	47	134	127	159	159			0	0				
3. HMIS Participation Rate from HIC (%)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	99.26	99.22	100.00	98.15			0.00	0.00				
4. Unduplicated Persons Served (HMIS)	271	286	269	228	103	94	99	97	173	183	180	158	0	0	0	3	8	18	12	4
5. Total Leavers (HMIS)	190	197	135	116	62	50	54	59	45	54	35	9	0	0	0	3	4	8	2	1
6. Destination of Don't Know, Refused, or Missing (HMIS)	103	83	53	35	7	9	0	2	5	11	4	0	0	0	0	0	2	8	0	0
7. Destination Error Rate (%)	54.21	42.13	39.26	30.17	11.29	18.00	0.00	3.39	11.11	20.37	11.43	0.00				0.00	50.00	100.00	0.00	0.00

2019 HDX Competition Report

Submission and Count Dates for MA-517 - Somerville CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2019 PIT Count	1/30/2019	

Report Submission Date in HDX

	Submitted On	Met Deadline
2019 PIT Count Submittal Date	4/29/2019	Yes
2019 HIC Count Submittal Date	4/29/2019	Yes
2018 System PM Submittal Date	5/30/2019	Yes

Somerville Arlington Continuum of Care

MA-517

PHA Administrative Plan

1C-4

- Somerville Housing Authority
    - Federal Public Housing Admissions and Continued Occupancy Policy excerpts
    - Section 8 Administrative Plan excerpts

- Boston Housing Authority
    - Section 8 Administrative Plan excerpts

SOMERVILLE HOUSING AUTHORITY
30 Memorial Road, Somerville, Massachusetts 02145
Telephone (617) 625-1152

Admissions and Continued Occupancy Policy for Federally Subsidized Family, Elderly/Disabled Public Housing

Adopted by the SHA Board of Commissioners on March 09, 2005, amended 10/05

b. Participation of the applicant or member of the applicant's household in social service or other counseling service programs.

c. Any information which indicates that the applicant is more likely to meet future rent obligations, such as alleviation of the problem which caused the rent arrearage, new employment, or third party assurances.

d. Evidence of successful rehabilitation satisfactory to the SHA.

e. Evidence of modification of previously disqualifying behavior.

IV. SELECTION FROM THE WAITING LIST

A. Preferences for Federally Funded Public Housing

Otherwise eligible and qualified families will be selected from the waiting list based on the preference categories listed in this section.

The SHA shall use the following preference categories in determining the order of tenant selection based on date and time of application, highest cumulative point total derived from one (1) emergency preference 1 thru 5 and the total of the other preferences, 6-8. In order to be found eligible for an emergency preference 1-4 C below, the applicant must be a "homeless applicant" as defined in Appendix C **AND** qualify for one of the emergency preferences below:

EMERGENCY PREFERENCE 1A.	Displaced from federally subsidized PH units by Hurricane Katrina 200 pts.
EMERGENCY PREFERENCE 1B.	Displaced by Fire or Natural Forces 80 pts.
EMERGENCY PREFERENCE 2.	Displaced by Public Action/SHA Action 70 pts
EMERGENCY PREFERENCE 3.	Displaced due to Code Enforcement 60 pts
EMERGENCY PREFERENCE 4A.	Displaced due to No Fault Eviction 50 pts
EMERGENCY PREFERENCE 4B.	Displaced due to Domestic Violence. 50 pts
EMERGENCY PREFERENCE 4C.	Displaced due to Medical Emergency 50 pts
EMERGENCY PREFERENCE 5.	Internal Transfers 40 pts

It is the policy of the Somerville Housing Authority that any applicant who has refused an appropriate offer of permanent, affordable, replacement housing will be considered to have substantially contributed to their housing difficulty and will not be eligible for emergency preference consideration.

PREFERENCE 6.	Local resident 100 pts
PREFERENCE 7.	Veteran/Member of Armed Services. 5 pts
PREFERENCE 8.	Elderly; Near Elderly; Disabled/Handicapped Families (Elder/ Disabled Housing) Disabled/Handicapped Families (Family Housing) 2 pts
STANDARD APPLICANT	0 pts

In accordance with the approved Designated Housing Plan (08-26-04) "prior to making placement in Federal Elderly/Disabled housing developments, the SHA shall determine that 80% of the non-accessible units in each elderly/disabled building shall be designated for elderly families only. All near-elderly persons (50-61years of age) with or without disabilities, selected to occupy units designed for elderly only, will be counted in the 80% quota. The remaining 20% of the non-accessible units shall be designated to serve persons with disabilities. All near-elderly persons (50-61 years of age) with disabilities, selected to occupy units designed for disabled persons only, will be counted in the 20% quota." The remaining wheelchair accessible units are targeted for a mixed population.

The Somerville Housing Authority has adopted the following procedure to carry out the Federal Preference Rule:

There is a two step process for certification and verification of preferences for federally funded public housing. Each Applicant is given a preliminary application form at the time of initial Application. Once completed, the applicant submits the preliminary application form to the SHA.

The preliminary application is then date/time stamped. The applicant's self -declaration that they qualify for a preference will be accepted without verification. Written notice of preliminary eligibility status is sent to the applicant, the applicant will be informed of the date the application was received, the control number assigned to the application, any allowed preferences that are claimed by the applicant and an estimated wait time before placement.

The second step in the certification and verification of preference begins when an applicant's name approaches the top of the list and the SHA believes that the applicant

excerpt from Appendix C

SOMERVILLE HOUSING AUTHORITY
EMERGENCY CASE PLAN
(September 1992)

(Adopted September, 1992 and amended in accordance with 760 CMR 5.12 effective 7/30/93)

Pursuant to 760 CMR 5.10, the Somerville Housing Authority (SHA) hereby adopts the following Emergency Case Plan.

I. STATEMENT OF GOALS AND POLICIES.

(A) Through this Plan, the Authority seeks to establish a fair and uniform standard to be applied to all applicants for Emergency Case Status, to the end that similarly situated applicants will receive similar treatment.

(B) Emergency Case Status is a priority category for placement to units and is intended to consider the needs of persons who are homeless, in abusive situations or encountering severe medical emergencies as further described in this plan. The SHA may reconsider and revise this plan from time to time after an open process of discussion with all interested members of the community and in accordance with the waiver provisions of the Executive Office of Communities and Development (EOCD) Regulations Prescribing Standards and Procedures for Tenant Selection and Transfer at 760 CMR 5.00 et seq.

(C) Requirements employed by the SHA in making determinations of Emergency Case Status as to evidence, documentation and verification, and efforts by the applicant to

prevent, avoid or alleviate his or her situation, shall be reasonable in relation to the realistic capacity and resources of the applicant.

II. DEFINITION OF EMERGENCY CASE APPLICANT.

(A) An "Emergency Case Applicant" is an eligible and qualified applicant who, in the determination of the SHA, has been or is imminently faced with displacement from his/her "primary residence" as a result of the circumstances described in Section III of this Plan, and who is a "homeless applicant." A "homeless applicant" is an applicant who:

(1) is without a place to live or is in a living situation in which there is a significant immediate and direct threat to the life or safety of the applicant or a household member which situation would be alleviated by placement in an appropriate unit; and

(2) has made reasonable efforts to locate alternative housing; and

(3) has not caused or substantially contributed to the safety-or-life-threatening situation; and

(4) has pursued available ways to prevent or avoid the safety-or-life-threatening situation by seeking assistance through the courts or appropriate administrative or enforcement agencies.

(B) "Primary residence" is defined as the principal home

(domicile) of the applicant, which is occupied by the applicant not less than nine (9) months of the year.

III. EMERGENCY CASE STATUS

The SHA shall grant Emergency Case Status to an otherwise eligible and qualified "homeless applicant" who is displaced from his/her "primary residence" under the following circumstances:

A. **DISPLACED BY NATURAL FORCES.** An applicant is displaced by natural forces who is displaced by:

(1) fire not due to the negligence or intentional act of an adult member of the applicant household,

(2) earthquake, flood or other natural cause, or

(3) a disaster declared or otherwise formally recognized under disaster relief laws.

B. **DISPLACED BY PUBLIC ACTION.** An applicant is displaced by public action:

(1) who is being displaced within the next ninety (90) days, or has been displaced within the three (3) years prior to application, by:

(a) any low rent housing project as defined in M.G.L. c. 121B, S. 1, or

(b) by a public slum clearance or urban renewal project initiated after January 1, 1947, or

(c) by other public improvement.

(2) who is being displaced, or has been displaced within ninety (90) days prior to application, by

enforcement of the Minimum Standards of Fitness for Human Habitation established by the State Sanitary Code and local ordinances, provided that:

(a) a member of the applicant household has not caused or substantially contributed to the cause of enforcement proceedings, and

(b) the applicant has pursued available ways to remedy the situation by seeking assistance through the courts or appropriate administrative or enforcement agencies.

C. DISPLACED BY LANDLORD ACTION. An applicant is displaced by Landlord action when he/she is a primary tenant who has been evicted through no fault of his/her own or of the members of his/her household.

For the purpose of this definition, applicants must demonstrate that they are:

(1) Primary tenants - applicants who had tenancies for which they or an adult member of their household contracted directly, excluding roommate arrangements where each roommate paid or was responsible to pay the landlord a portion of the total rent, or where one or more roommates paid or was responsible to pay a portion of the rent to another roommate who paid the landlord the total rent, or where a roommate lived free. A primary tenancy may be evidenced by a lease or rental agreement bearing the signature of the applicant or an adult member

of the applicant's household as listed on the application, or other evidence such as rent receipts, cancelled checks or utility bills.

(2) Without Fault - Causes which are not considered the fault of the applicant or member of the applicant household shall include causes determined by the SHA to be outside of the reasonable control of the applicant or household members, including evictions for condo conversion, property renovations and where the owner wants the premises for his own or family use. Evictions for breach of the lease shall not be considered "without fault."

D. **DISPLACED BY ACUTE MEDICAL EMERGENCY.** An applicant is displaced by an acute medical emergency if the applicant or a household member listed on the application is determined by the SHA to suffer from an illness or injury which poses a severe and medically documented threat to life or safety, and the lack of suitable housing is a substantial impediment to treatment or recovery.

E. **DISPLACED BY ABUSIVE SITUATION.** An applicant is displaced by an abusive situation if the applicant or a household member listed on the application is determined by SHA to be a victim of abuse as defined by the Abuse Prevention Act (M.G.L. c. 209A) or as defined by the Elderly Abuse Reporting Act (M.G.L. c. 19A), and the

SOMERVILLE HOUSING AUTHORITY

SECTION 8 ADMINISTRATIVE PLAN

ADOPTED: DECEMBER 13, 2006

- A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term and
- A non-purchasing family residing in a HOPE I or HOPE 2 project.

C. **LOCAL PREFERENCES 24CFR 982.207**

The SHA gives preference to an Applicant on the waiting list if they qualify for one of the Preference categories listed below. Preference points are cumulative and are added to the Applicant's Priority points (if any) to determine an Applicant's position on each SHA waiting list. An applicant may qualify for more than one Preference at a time.

The SHA uses the following local preference system:

- **Date and time of receipt of a completed application**

- **RESIDENCY PREFERENCE** for families who live in Somerville, work in Somerville, have been hired to work in Somerville or who have been displaced from their dwelling unit in Somerville and have not obtained permanent replacement housing at the time of application and at the time of verification of eligibility. In order to verify that an applicant is a resident, the SHA may require third party verification such as:
  - Leases/utility bills
  - Employer or agency records
  - School records
  - Drivers licenses
  - Voter registration records
  - Any other documentation deemed relevant by the SHA

- **VETERAN PREFERENCE.** Veteran preference: to qualify for this preference the applicant must be a veteran, a member of the armed services of The United States or a dependent family member of a veteran or a service person.
  "Veteran" means any person honorably discharged from the armed services of the United States after serving for 181 consecutive days or more.
  Primary verification for veteran preference is verification by the Department of Defense through the use of form DD-214.
  Third party verification of relationship to the veteran

D. **Priorities**

Priority is a housing-related situation that affects an Applicant's present residential status. The SHA gives points to an Applicant with a Priority that ranks an Applicant higher on each waiting list than an Applicant without a Priority. An Applicant can qualify for only one Priority at any given time. Certain Priorities are given more points than others. An Applicant will always be assigned to the highest Priority for which they qualify.

Priority 1

- DISPLACED BY SHA ACTION: The SHA will admit an Applicant to the Section 8 program before all other Applicants on the waiting list if:
  The Applicant resides in SHA public housing, AND;
  1. The Applicant is being temporarily displaced due to SHA rehabilitation and modernization programs.

Priority 2

- **INVOLUNTARY DISPLACEMENT**

Involuntarily displaced applicants are applicants who have been involuntarily displaced and are not living in standard, permanent replacement housing, or will be involuntarily displaced within no more than 6 months from the date of verification by the SHA.

Families are considered to involuntarily displaced if they are required to vacate housing as a result of:

1. A disaster (fire, flood, earthquake, etc.) that has caused the unit to be uninhabitable.

Verification must include:

A copy of the incident report from the local Fire Department or other appropriate agency who deals with disaster; and

A copy of his/her lease or a statement from the property Owner, verifying that s/he is/was the tenant of records at the affected address; and

Verification from the Fire department, the Inspectional Services Department, the Health Department or other appropriate agency that the dwelling unit is now uninhabitable; and

The cause of the disaster if known (NOTE: if the Applicant or Household Member or guest was the cause of the disaster, approval for Priority status will be denied unless Mitigating Circumstances are established to the satisfaction of the SHA.

2. Federal, state or local government action related to code enforcement, public improvement or development.
   The action occurred despite the Applicant having met all lawfully imposed lease conditions; a

Displacement was not the result of failure to comply with HUD and State policies in it s housing programs with respect to occupancy of under-occupied and Over-crowded units or failure to accept a transfer to another unit in accordance with a court order or policies or procedures under a HUD-approved desegregation plan.

3. Action by housing owner which is beyond an applicant's ability to control.

Verification must include:

A copy of the Notice to Quit issued by the landlord or property manager and

A copy of the Summons Complaint available from the court; an

A copy of the Answer or other response(s) filed by the Applicant in court in response to the Complaint, if any; and

in the dwelling where the violence has occurred or is occurring, or

- Indicates that the Applicant was displaced because of the threats and/or violence and that the Applicant is in imminent danger where he/she now resides.

Standard Replacement Housing

In order to receive the displacement preference, applicants who have been displaced must not be living in "standard, permanent replacement housing."

Standard replacement housing is defined as housing that is decent, safe and sanitary that is adequate for the family size according HQS/local/state code and that the family is occupying pursuant to a written or oral lease or occupancy agreement between the family and the property owner or agent.

Standard replacement housing does not include transient facilities, hotels, motels, temporary shelters and in the case of Victims of Domestic Violence housing occupied by the individual who engages in such violence.

It does not include any individual imprisoned or detained pursuant to State Law or an Act of Congress or situation where a family is temporarily doubled up in overcrowded housing with family or friends.

- **SUBSTANDARD HOUSING**

Applicants who live in substandard housing are families whose dwelling meets one or more of the following criteria (provided that the family did not cause the condition):

- Is dilapidated (as cited by officials of local code enforcement office) and does not provide safe, adequate shelter; has one or more critical defects or a combination of defects requiring considerable repair; endangers the health, safety and well-being of the family.
- Does not have operable indoor plumbing.
- Does not have usable flush toilet in the unit for the exclusive use of the family.
- Does not have usable bathtub or shower in unit for exclusive family use.
- Does not have adequate, safe electrical service.
- Does not have an adequate, safe source of heat.
- Should, but does not, have a kitchen. (SRO is not substandard solely because it does not contain sanitary and/or food preparation facilities in the unit).
- Has been declared unfit for habitation by a government agency.
- Persons who reside, as part of a family unit shall not be considered a separate family unit for substandard housing definition preference purposes.

Verification Requirements:

Third party, written verification from the appropriate unit or agency of government certifying that the Applicant has been displaced or will be displaced in the next ninety days, as a result of action by the agency; and

The precise reason(s) for such displacement.

- **HOMELESS FAMILY**

A homeless individual or homeless person includes:

- An individual who lacks a fixed, regular and adequate nighttime residence;

Or

- An individual who has a primary nighttime residence that is a supervised public or private shelter providing temporary accommodations (including welfare hotels, congregate shelters and transitional housing), or an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as a sleeping accommodation for human beings.
- Families who are residing with friends or relatives on a temporary basis will not be included in the homeless definition.
- Person who resides, as part of a family unit shall not be considered a separate household.

Verification Requirements:

Submission of a Certificate of Homelessness fully completed by an appropriate source and the Applicant's signed statement that he/she lacks a fixed, regular and adequate nighttime residence; or his/her primary nighttime resident is:

A supervised public or Private shelter designed to provide temporary housing accommodations (i.e. welfare hotels, congregate shelters and transitional housing); or

A public or private place not designed for use for a regular sleeping place for human beings.

An appropriate source includes a public or private facility that provides shelter for homeless individuals, the local police department or a social services agency.

- **RENT BURDEN**

Families paying more than 50% of their income for rent and utilities for at least 90 days commencing before they were selected from the waiting list and continuing through the verification of preference will receive this preference.

For purposes of this preference, "family income" is Gross Monthly Income as defined in 24CFR.

"Rent" is defined as the actual amount due under a lease or occupancy agreement calculated on a monthly basis without regard to the amount actually paid, plus the monthly amount of tenant-supplied utilities.

To qualify for the Rent Burden preference, the applicant must pay rent directly to the landlord or agent.

Verification Requirements:

Families will be required to verify their income, the amount of rent and utilities they are obligated to pay and the period of time they have been residing in the unit.

- Families must furnish copies of
  - Lease
  - Canceled checks or money orders
- The SHA may contact the landlord directly or by mail or telephone

(3) Any adult granted the Application is subject to fulfill all preliminary and final eligibility requirements governed by this Administrative Plan or it successor.

(g) Any adult granted the Application is subject to fulfill all preliminary and final eligibility requirements governed by this Administrative Plan or its successor.

3.3 Priority and Preference Admissions

The following system of Priorities and/or Preferences will be used for new admissions.

Process Overview:

A third party must verify all requests for Priority Status. Information shall be submitted on certificates of Priority Status and/or another form of written verification from a reliable third party as determined by the BHA. All requests for Priority status will be reviewed prior to the determination of Eligibility.

During the review of documents submitted for Priority status, it may be necessary to obtain additional documentation in order to complete the review. In this case, the Occupancy Department will send (or give) the Applicant a notice detailing the information still needed to complete the review for Priority status and the submission deadline.

Applicants who do not qualify for Priority status based on a review of the documents submitted are sent (or given) a notice detailing the specific reason(s) for the denial of Priority. This notice informs Applicants of their right to appeal the denial of Priority status through the informal hearing process conducted by the BHA Department of Grievances and Appeals.

Applicants will be sorted on each waiting list in accordance with any approved Priority and/or Preference(s). The ranking categories utilized by the BHA are outlined below.

3.3.1 Definition of Priority

Priority is a housing-related situation that affects an Applicant's present residential status. The BHA gives points to an Applicant with a Priority that ranks an Applicant higher on each waiting list than an Applicant without Priority. An Applicant can qualify for only one Priority at any given time. Certain Priorities are given more points than others are. An Applicant will always be assigned to the highest Priority for which they qualify.

3.3.2 Definition of Preference

The BHA gives preference to an Applicant on the waiting list if they qualify for one of the Preference categories listed below. See section 3.3.6.

Preference points are cumulative and are added to the Applicant's Priority points (if any) to determine an Applicant's position on each BHA waiting list. An Applicant may qualify for more than one Preference at a time.

3.3.3 Verification of Priority or Preference Status

The BHA will provide to each potential Applicant a description of all Priorities and Preferences that may be available. BHA will verify the Priority during the application process as part of the determination of eligibility (See section 5.2).

3.3.4 Granting of Priorities and/or Preferences

It is BHA policy that a Priority and/or Preference, as well as date and time of the application, establish placement position on a waiting list. The BHA will grant Priority and/or Preference to Applicants who are Eligible, Qualified, and meet the definitions of the Priorities and/or Preferences (see section 3.3.5) at the time they are certified for Admission.[7] Applicants can apply for Priority status at anytime the waiting list is open.

3.3.5 Priority Categories

a) **Special Purpose Vouchers**: The BHA will admit an Applicant who qualifies for a particular category of Special Purpose Vouchers to the Section 8 program before all other Applicants on the waiting list if the BHA is not currently assisting the required number of special purpose vouchers families.

(b) **Super Priority.** The BHA will admit an Applicant to the Section 8 program before all other Applicants on the waiting list if:

(1) The Applicant resides in BHA public housing, AND;

(i) The Applicant Family is being temporarily displaced due to BHA rehabilitation and modernization programs; or

(ii) The Applicant or a member of the Applicant Household is in imminent danger of life threatening injuries due to providing testimony or information regarding criminal activity to a local law enforcement agency; or

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[7] If the Applicant is denied priority status and requests an informal review, the hearing officer at the review will determine the priority status at the time of certification and not at the time of the hearing. The BHA will take into consideration the individual circumstances of each Applicant.

(iii) The Applicant or a member of the Applicant Household is a victim of physical harassment, extreme or repeated vandalism to personal property and/or extreme and/or repeated verbal harassment, intimidation or coercion which places them in imminent danger and that cannot be expeditiously remedied in any other way; or

(iv) The Applicant or a member of the Applicant Household has been or is currently a victim of Domestic Violence, Dating Violence, Stalking, or Sexual Assault, and has a reasonable belief of risk of imminent harm if he or she remains in the current Unit and no other BHA public housing sites are an appropriate alternative, or

(v) The BHA cannot approve the Applicant's request for Reasonable Accommodation at any of the BHA's public housing sites because the request would be unreasonable, an undue financial burden, or a fundamental alteration of the program and the Applicant's Request for Reasonable Accommodation could be resolved by being assisted under the HCVP.

(2) The Applicant is a Participant in the BHA's Section 8 Moderate Rehabilitation Program, or the Project Based Voucher Program AND;

(i) The Applicant or a member of the Applicant Household is in imminent danger of life threatening injuries due to providing testimony or information regarding criminal activity to a local law enforcement agency; or

(ii)The Applicant or a member of the Applicant Household is a victim of physical harassment, extreme or repeated vandalism to personal property and/or extreme and/or repeated verbal harassment, intimidation or coercion which places them in imminent danger; or

(iii)The Applicant or a member of the Applicant Household has been or is currently a victim of Domestic Violence, Dating Violence, Stalking, or Sexual Assault, and has a reasonable belief of risk of imminent harm if he or she remains in the current Unit : or

(iv)The Owner and/or the BHA cannot approve the Applicant's request for Reasonable Accommodation at any of the BHA's Section 8 Moderate Rehabilitation sites

because the request would be unreasonable, an undue financial burden for the Owner, or a fundamental alteration of the program, and the Applicant's Request for Reasonable Accommodation could be resolved by being assisted under the HCVP.

(3) Verification Requirements:

Applicants will be asked to provide reliable documentation to show that their Family qualifies for Super-Priority as outlined in section 3.3.5(a)(1)and (2) . Such verification may include the following items:

(i) A letter(s) from a Qualified Healthcare Provider describing an Applicant's physical or mental condition and specifying housing conditions required because of the condition;

(ii) For Reasonable Accommodation requests, reliable documentation from a Qualified Healthcare Provider or professional non-medical service agency, whose function it is to provide services to the disabled. Documentation should verify that the Applicant or a member of his/her Household is disabled under the applicable definitions in Federal and State law and describe the limitations attributable to the disability. Documentation must also describe how the accommodation being requested will overcome or alleviate those limitations;

(iii) Police reports;

(iv) Civil Rights incident reports;

(v) Copies of restraining orders;

(vi) Any other documentation that provides the BHA with evidence of Super Priority criteria.

c) Mitigation Vouchers – The BHA will provide three hundred (300) Mitigation Vouchers to be issued over the next five years to priority one, non-elderly disabled applicants in accordance with the Boston Housing Authority Designated Housing Plan who would have otherwise been called in for screening for a public housing unit. These applicants will be given the opportunity to apply for a Section 8 Housing Choice Mitigation Voucher at the time that they would have otherwise been called into screening for a public housing unit. If a Housing Choice Mitigation

Voucher is not immediately available these individuals will be placed on waiting list and will be drawn in accordance with the Administrative Plan based on their Mitigation Voucher application.

(d) *City of Boston Interagency Council on Housing and Homelessness (ICHH) Programs Priority:*

(2) The Social Innovation Financing (SIF) Program

The Social Innovation Financing (SIF) Housing Program is a supported housing program serving chronically homeless individuals in the City of Boston. The Boston Public Health Commission (BPHC) and the BHA have partnered to create this program which seeks to serve 25 chronically homeless individuals over a two year period. The BPHC will provide services through funding received from the Department of Housing and Community Development (DHCD). The BHA will provide a total of 25 vouchers over the next two years. The BPHC will identify qualified SIF individuals and directly refer to them to the BHA, providing a homeless certification and all required eligibility documents, wherein the BHA shall screen for HCVP eligibility.

The "Housing First" intervention has endeavored to place homeless adults in permanent low-barrier housing with intensive recovery supports and other wrap around services. The primary goals have to demonstrate a reduced utilization of high cost healthcare services by clients placed in permanent supportive housing while supporting them in retaining their tenancies

DHCD will fund a program to provide supportive services to SIF Program participants that will include a Clinical Manager and a staff of Case Managers. The SIF Program Case Managers will develop an Individual Service Plan ("ISP").The BPHC shall provide a copy of the respective ISP for each eligible SIF Program Participant to the BHA and it shall become an addendum to the HCVP Family Obligations executed by the SIF Program Participant.

(3) Leading the Way Home
The Leading the Way Home Program is a form of supported housing designed to permanently solve homelessness amongst a subset of Boston homeless families residing in family emergency shelters funded by the State of Massachusetts. Households fitting this profile will be offered the following supports: (1) 18 months of support services focused on stabilization and self-sufficiency, and (2) Section 8 rental assistance

for those participating households that are willing to participate in stabilization and economic self-sufficiency activities.
The BHA will provide no less than five-hundred (500) tenant based housing vouchers to qualified participants in this program. The State of Massachusetts will provide funding for the stabilization and supportive services for participants. The Massachusetts Department of Housing and Community Development (DHCD) or its subcontractor will identify and refer qualified Leading the Way Home applicants to the BHA.

(e) Priority 1

The BHA grants Priority 1 status to an Applicant whose verified circumstances, during the final eligibility interview (see section 5.3) and prior to execution of the Lease, fall within one of the following categories:

(1) **Displacement due to a disaster**, such as flood or fire, that results in the un-inhabitability of an Applicant's Apartment or dwelling Unit not due to the fault of the Applicant and/or Household Member or beyond the Applicant's control;

Verification must include:

(i) A copy of the incident report from the local Fire Department or other appropriate agency who deals with disasters; **and**

(ii) A copy of his/her Lease, or a statement from the property Owner, verifying that s/he is/was the tenant of record at the affected address; **and**

(iii) Verification from the Fire department, the Inspectional Services Department, the Health Department or other appropriate agency that the dwelling Unit is now uninhabitable; **and**

(iv) The cause of the disaster if known (***Note***: If the Applicant or a Household Member or guest was the cause of the disaster, approval for Priority status will be denied unless Mitigating Circumstances are established to the satisfaction of the BHA).

(2) **Displacement Due to Domestic Violence/Dating Violence / Stalking/ Sexual Assault** which is defined as

displacement from an address where the Applicant is/was the tenant of record due to continuing actual or threatened physical violence (including sexual abuse) directed against one or more of the Household Members.

Verification must include (and will be requested by the BHA in writing):

(i) Submission of a fully completed "Certificate of Involuntary Displacement Due to Domestic Violence/Dating Violence/ Stalking/ Sexual Assault" **OR**

(ii) A third-party, written verification from the local police department, a social service agency, a court of competent jurisdiction, a clergy member, a physician, or a public or private facility that provides shelter or counseling to the victims of domestic violence.

(iii) Verification *will not* be considered valid unless it:

- Supplies the name of the threatening or abusive Household Member or other legal occupant of the dwelling Unit,
- Describes how the situation came to verifier's attention, **and**
- Indicates that the threats and/or violence are of a recent (within the past six [6] months) or continuing nature if the Applicant is still residing in the dwelling where the violence has occurred or is occurring, **or**
- Indicates that the Applicant was displaced because of the threats and/or violence and that the Applicant is in imminent danger where he/she now resides.

(iv)The Applicant must supply the name and address of the abuser **AND** provide documentation that the Applicant is/was a tenant of record

(3) **Victim of hate crime**. The Applicant or a member of the Household has been a victim of one or more hate crimes AND the Applicant Family has vacated a dwelling Unit because of this crime OR the fear associated with the

crime has destroyed the peaceful enjoyment of the dwelling Unit.

"Hate crime", is defined as any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender or sexual orientation, prejudice, or which otherwise deprives another person of his/her constitutional rights by threats, intimidation or coercion, or which seeks to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation.

Verification must include:

(i) Submission of a fully completed "Certificate of Involuntary Displacement by Hate Crimes" or documentation from a law enforcement agency that the Applicant or a Household Member was a victim of such crime(s); **AND**

(ii) Has vacated the dwelling because of such crime(s); **or** experienced fear associated with such crime(s) and the fear has destroyed the peaceful enjoyment of their current dwelling Unit.

(4) **Avoidance of reprisal/witness protection**: Relocation is required because: An Applicant provided information or testimony on criminal activities to a law enforcement agency; and based upon a threat assessment, a law enforcement agency recommends the relocation of the Applicant Family to avoid or minimize risk of violence against Applicant Family as reprisal for providing such information.

Verification requirements:

(i) Submission of a fully completed "Certificate of Involuntary Displacement to Avoid Reprisal" or documentation from a law enforcement agency that the Applicant and/or a household member provided information on criminal activity; **and**

(ii) Documentation that, following a threat assessment conducted by the law enforcement agency, the agency recommends the relocation/re-housing of the household to avoid or minimize the threat of violence or reprisal to or against the household member(s) for providing such information.

This includes situations in which the Applicant and/or Family member(s) are themselves the victims of such crimes and have provided information or testimony to a law enforcement agency.

(5) **Court-ordered no-fault eviction**: An eviction pursuant to an Order for Judgment (or Agreement for Judgment) issued by a court because of:

- Landlord action beyond the Applicant's ability to control to prevent; **and**
- The action occurred despite the Applicant having met all lawfully imposed Lease conditions; **and**
- Displacement was not the result of failure to comply with United States Department of Housing and Urban Development ("HUD") and State policies in its housing programs with respect to occupancy of under-occupied and Overcrowded units or failure to accept a transfer to another Unit in accordance with a court order or policies or procedures under a HUD-approved desegregation plan.

Verification Requirements (***ALL*** documents are required and failure to establish any one of the following elements will result in denial of Priority status):

(i) Submission of a fully completed "certificate of Involuntary Displacement by Landlord Action"; **and**

(ii) A copy of the Notice to Quit issued by the landlord or property manager; **and**

(iii) A copy of the Summons and Complaint available from the court; **and**

(iv) A copy of the Answer or other response(s) filed by the Applicant in court in response to the Complaint, if any; **and**

(v) A copy of the Judgment of the Court (or an Agreement for Judgment, Order for Judgment and Findings of Fact, or Default Judgment); **and**

(vi) If applicable, a copy of the execution issued by the court.

(vii) The information contained in the above-referenced documents must clearly establish to the satisfaction of the BHA that:

- The action taken by the landlord or property manager was beyond the Applicant's ability to control or prevent;

- The action by the landlord or property manager occurred despite the Applicant having met all previously imposed conditions of occupancy;

- Displacement was not the result of failure to comply with HUD or State policies in its housing programs with respect to occupancy of under-occupied and over-crowded Apartments or failure to accept a Transfer to another Apartment in accordance with a court order or policies or procedures under a HUD-approved desegregation plan.

(6) **Condemnation of House/Apartment**: the Applicant's housing has been declared unfit for habitation by an agency of government through no fault of the Applicant.

Verification Requirements:

(i) Third-party, written verification from the appropriate unit or agency of government certifying that the Applicant has been displaced or will be displaced in the next ninety days, as a result of action by that agency; **and**

(ii) The precise reason(s) for such displacement

(7) **Other Government Action**: An Applicant is required to permanently move from their residence by a Federal, State or local governmental action such as code enforcement, public improvements or a development program.

Verification Requirements:

(i) Third-party, written verification from the appropriate unit or agency of government certifying that the APPLICANT has been displaced or will be displaced in the next ninety days, as a result of action by that agency; **and**

(ii) The precise reason(s) for such displacement

(8) **For Disabled Persons only, inaccessibility of a critical element of their current dwelling unit**: A Household Member has a mobility or other impairment that makes the person unable to use a critical element of the current

Apartment or development AND the Owner is not legally obligated under laws pertaining to Reasonable Accommodation to make changes to the Apartment or dwelling Unit that would make these critical elements accessible to the Family member with the disability.

Verification Requirements:

(i) The name of the Family member who is unable to use the critical element;

(ii) A written statement from a Qualified Healthcare Provider verifying that a Family member has a Disability (but not necessarily the nature of the Disability) and identifying the critical element of the dwelling which is not accessible and the reasons why it is not accessible; and

(iii) A statement from the landlord or official of a government or other agency providing service to such Disabled Person explaining the reason(s) that the landlord is not required to make changes which would render the dwelling accessible to the individual as a Reasonable Accommodation.

(9) **Homelessness**: A Household lacks a fixed, regular and adequate nighttime habitation OR the primary nighttime dwelling is one of the following:

- A supervised public or private shelter designed to provide temporary living accommodations (includes welfare hotels, congregate shelters and transitional housing);

- A public or private place not designed for, or ordinarily used as, a regular sleeping place for human beings.

Note: Persons living with current BHA Participants or living with tenants in private or subsidized housing DO NOT qualify as homeless.

Verification Requirements:

(i) Submission of a "Certificate of Homelessness" fully completed by an appropriate source and the Applicant's signed statement that he/she lacks a fixed, regular and adequate nighttime residence; or his/her primary nighttime residence is:

(A) A supervised public or private shelter designed to provide temporary housing

accommodations (i.e., welfare hotels, congregate shelters and transitional housing); or

(B) A public or private place not designed or used as a regular sleeping place for human beings.

(ii) A third-party written verification from a public or private facility that provides shelter for homeless individuals, the local police department, or a social services agency, certifying the Applicant's homeless status in accordance with the definition in this policy.

(10) **Graduates of Project-Based Units Who Have Fulfilled Supportive Service Goals**: A participant in a transitional housing program for Elderly or Disabled Persons which includes a supportive services component (for example the Shelter Plus Care Program) shall be considered to be imminently in danger of homelessness. Such a program participant shall be eligible as a Priority One Applicant if:

(1) The person has been a tenant in such a program for not less than twelve (12) months; and

(2) The person no longer requires the or completed the program's services (as determined by the program service provider); and

(3) As a result must relocate from such housing.

3.3.6 Admission Preference

An Applicant may only apply for a Preference when the waiting list is open.

Preference points are cumulative and are added to Priority points (if any) to determine an Applicant's position on a BHA waiting list. An Applicant may qualify for more than one Preference at a time.

A Priority One Applicant with a Preference will be ranked above a Priority One Applicant with no Preferences. Preferences are cumulative, so an Applicant with more than one Preference (e.g., Veterans and Displaced) will be ranked higher within his or her Priority category than an Applicant with only one Preference.

The Preference categories are described below:

(a) ***Elderly/Non-Elderly Disabled Person Preferences***

(1)The Boston Housing Authority has an Admissions preference for a single person Applicant, who is Elderlyor Disabled over other single persons. An Applicant will be given preference over an Applicant who is a Single Person who is not an Elderly or Disabled person within each waiting list Priority category.

Note: A single woman who is pregnant at the time of admission, or a Single Person who has secured or is in the process of securing the custody of any individual(s) below the age of 18, will not be considered a Single Person for the purposes of this preference.

(2) The Boston Housing Authority has an Admissions preference for Elderly households at specific Project Based Section 8 sites where such a preference is designated in the Owner's Housing Assistance Payments Contract ("HAP)".

(b) ***Veterans Preference***

A "veteran", as used in this Administrative Plan shall include the spouse, surviving spouse, dependent, parent or child of a Veteran and the divorced spouse of a Veteran who is the legal guardian of a child of a Veteran.

Verification Requirement:

1Applicants claiming a Veteran's Preference must provide a copy of the discharge documents of the Veteran for whom the Preference is claimed. The Veteran's Preference is only applicable to Veterans and/or immediate families of Veterans who were discharged under circumstances other than dishonorable.

(c) **Working Families Preference**

(1) Definition of a Working Family:

A Family where the Head of Household or other adult member is employed full time and who has been employed for the last six months. Full time is defined as working at least 32 hours a week.

(2) An Applicant shall be given the benefit of the Working Family preference if the head ***and*** spouse, or sole member is age 62 or older, or is a Disabled Person.

4.2 Priorities and Preferences

Certain BHA Applicants may qualify for a Priority and/or Preference, which affects the position of those Applicants on each BHA waiting list.

4.2.1 Definitions

1. **Priority** is defined as a housing-related situation that affects a Household's present residential status. The BHA gives points to Applicants with a Priority that ranks those Applicants higher on each waiting list than Applicants without Priority. An Applicant can qualify for only one Priority at any given time. Certain priorities are given more points than others are. An Applicant will always be assigned to the highest Priority for which they qualify. Specific Priority definitions and point information can be found later in this chapter in sections 4.4.3 and 4.4.5.

2. **Preference** refers to points given to BHA Applicants who are veterans, Boston Residents, employed in Boston, offered employment in Boston, a Disabled Person (Family Developments/AMPs only) or Elderly Households who apply for certain developments in accordance with State regulations and the BHA's Designated Housing Program (See Section 10.3, Designated Housing and Section 10.4 Elderly Preference). Preference points are cumulative and are added to Priority points (if any) to determine an Applicant's position on each BHA waiting list. An Applicant may qualify for more than one Preference at a time.

4.2.2 Verification

BHA will provide to each potential Applicant a description of each Priority and Preference available to Applicants. BHA will verify the Priority and/or Preference during the application process-as part of both the preliminary and final eligibility processes (See Section 4.4.3).

4.2.3 Matching of the Applicant and the Apartment Characteristics

Before applying Priorities and Preferences, BHA will determine the appropriate apartment size, and special needs requirements if any, based on Household composition and special needs required. In making the selection of a Household for an apartment with accessible features, the BHA will give preference to Households with the greatest number of Priority/Preference points, the earliest approval date for said Priority/Preference points and earliest application date that include a person with disabilities who has a specific need for the apartment features.

4.2.4 Ranking by Priority and/or Preference Points

Applicants will be ranked on each selected development's/AMPs waiting list by Priority and/or Preference points, which are described below. Date Priority and/or Preference points are granted and original Application date will further rank each Applicant.

Although the BHA has adopted specific ranking categories, the order in which they are ranked is different in the BHA's State and Federal Public Housing Programs. A chart for each program listing the ranking categories and the order in which they are ranked follows:

Note: Approved Administrative Transfers will be offered housing before all ranking clients. Approved Emergency Transfers shall be offered every other 4th unit by waiting list by bedroom size and appropriate unit type. On-site Under or Over Housed transfers shall be offered every 8th unit by development by

bedroom size when the site is at 98% occupancy. See Chapter 6.

BHA PRIORITY CATEGORIES

Federal Housing Programs
Administrative Transfers
Supported Housing Programs

Priority One:
Displaced Due to Disaster
Displaced Due to Domestic Violence/Dating Violence/Sexual Assault/or Stalking
Victim of Hate Crime
Avoidance of Reprisal/Witness Protection
Court Ordered no Fault Eviction
Condemnation
Urban Renewal
Other Government Action
Inaccessibility of Dwelling Unit
Homelessness

Priority Two:
(Elderly/Disabled Program Only)

Excessive Rent Burden
Imminent Landlord Displacement

State Housing Programs
Administrative Transfers
Supported Housing Programs

Priority One:
Displaced Due to Natural Disaster

Priority Two:
Urban Renewal
Condemnation

Priority Three:
Displaced Due to Domestic Violence/Dating Violence/ Sexual Assault/or Stalking
Victim of Hate Crime
Avoidance of Reprisal/Witness Protection
Court Ordered No Fault Eviction
Inaccessibility of Dwelling Unit
Homelessness
BHA Resident in Federal Program "Termination of Assistance" due to Lack any household member with eligible immigration status.

Priority Five:
AHVP (Alternative Housing Voucher Program)

Priority Six: (Elderly/Disabled Program Only)
Excessive Rent Burden
Imminent Landlord Displacement

Standard Applicants

4.4.3 Priority and/or Preference System

The following system of Priorities and/or Preferences will be used for new admissions to and transfers within BHA housing:

All requests for Priority Status must be verified by a third party Information shall be submitted on Certificates of priority status and/or another form of written verification from a reliable third party as determined by the BHA. All requests for Priority status will be reviewed prior to the Personal Interview and/or as part of the final screening process.

During the review of documents submitted for Priority status, it may be necessary to obtain additional documentation in order to complete the review. In this case, the Occupancy Department will send (or give) the Applicant a notice entitled "**Priority Status Request – Insufficient Documentation Notice**" detailing the information still needed to complete the review for Priority status.

Applicants who do not qualify for Priority status based on a review of the documents submitted are sent (or given) a notice entitled **"Notice to Applicants Denied Priority Status**" detailing the specific reason(s) for the denial of priority. This notice informs applicants of their right to appeal the denial of Priority status through the informal hearing process conducted by the BHA's Grievance and Appeals Department.

Applicants will be sorted on each waiting list in accordance with their Priority and/or Preference(s). The BHA considers residents seeking transfers as Applicants and as such they will be provided the opportunity to select the development/AMP waiting lists to which they choose to apply. The ranking categories utilized by the BHA are outlined below.

1. Emergency Transfers

For a complete listing of definitions of each Emergency Transfer Category and the verification required for each category, please refer to Section 7.2 of Chapter 7, "Transfer Policy."

Approved emergency transfers shall be offered every other fourth unit by waiting list by bedroom size and appropriate unit type. See Chapter 6.

2. Supported Housing Programs - See Chapter 10.

3. Priority Applicants

Priority status for admission shall be granted to Applicant Households whose verified circumstances at the time of an offer of an apartment (prior to execution of the lease) fall within one of the following categories:

A. ***Displacement due to a disaster***, such as flood or fire, that results in the un-inhabitability of an Applicant's apartment or dwelling unit not due to the fault of the Applicant and/or Household member or beyond the Applicant's control;

Verification must include:

1. a copy of the incident report from the local Fire Department, and
2. a copy of his/her lease, or a statement from the property owner, verifying that s/he is/was

the tenant of record at the affected address, and

3. verification from the Fire Department, the Inspectional Services Department, the Health Department or other appropriate agency that the dwelling unit is now uninhabitable.

4. the cause of the disaster if known. If the Applicant or a Household Member or guest was the cause of the disaster, approval for Priority status will be denied unless Mitigating Circumstances are established to the satisfaction of Occupancy Department Staff.

B. ***Displacement due to domestic violence/Dating Violence/Sexual Assualt or Stalking,*** which is defined as displacement from an address where the Applicant is/was the tenant of record due to sexual assault, continuing actual or threatened physical violence (including sexual abuse) directed against one or more of the household members.
Verification must include submission of a fully completed "Certificate of Involuntary Displacement Due to Domestic Violence/Dating Violence/Sexual Assault or Stalking " or third-party, written verification from the local police department, a social service agency, a court of competent jurisdiction, a clergy member, a physician, or a public or private facility that provides shelter or counseling to the victims of sexual assault or domestic violence. Such verification will not be considered valid unless it:

a. Supplies the name of the abuser

b. Describes how the situation came to verifier's attention; and

c. Indicates that the threats and/or violence are of a recent (within the past six-(6) months) or continuing nature if the Applicant is still residing in the dwelling where the violence has occurred or is occurring.

d. Indicates that the Applicant has been displaced because of the threats and/or violence or that the Applicant is in imminent danger where he/she now resides.

The Applicant must supply the name and address of the abuser **AND** Provide documentation that the Applicant is/was a tenant of record.

C. ***Victim of hate crime:*** A member of the Household has been a victim of one or more hate crimes AND the Household has vacated a dwelling unit because of this crime OR the fear associated with the crime has destroyed the peaceful enjoyment of the dwelling unit;

"Hate crime", is defined as any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender or sexual orientation, prejudice, or which otherwise deprives another person of his/her constitutional rights by threats, intimidation or coercion, or which seeks to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation.

Verification must include submission of a fully completed "Certificate of Involuntary Displacement by Hate Crimes" or documentation from a law enforcement agency that the Household Member(s) was a victim of such crime(s); **and**

a. has vacated the dwelling unit because of such crime(s); **or**

b. has experienced fear associated with such crime(s) and the fear has destroyed the peaceful enjoyment of their current dwelling unit.

D. ***Avoidance of reprisal/witness protection***: Relocation is required because: (A) a Household Member provided information or testimony on criminal activities to a law enforcement agency; and (B) based upon a threat assessment, a law enforcement agency recommends the relocation of the Household to avoid or minimize risk of violence against Household Members as reprisal for providing such information.

Verification requirements:

a. Submission of a fully completed "Certificate of Involuntary Displacement to Avoid Reprisal" or documentation from a law enforcement agency that the Applicant and/or a Household Member provided information on criminal activity; **AND**

b. Documentation that; following a threat assessment conducted by the agency, the agency recommends the relocation/re-housing of the household to avoid or minimize the threat of violence or reprisal to or against the Household Member(s) for providing such information.

This includes situations in which the applicant and/or Household Member(s) are themselves the victims of such crimes and have provided information (testimony) to a law enforcement agency.

E. ***Court-ordered no-fault eviction***: eviction pursuant to an Order for Judgment (or Agreement for Judgment) issued by a court because of: (a) Landlord action beyond the applicant's ability to control or prevent, and the action occurred despite the applicant's having met all previously imposed conditions of occupancy and displacement was not the result of failure to comply with HUD and State policies in its housing programs with respect to occupancy of under-occupied and overcrowded units or failure to accept a transfer to another unit in accordance with a court order or policies or procedures under a HUD-approved desegregation plan.

Verification Requirements (ALL documents are required):

a. submission of a fully completed "Certificate of Involuntary Displacement by Landlord Action"; **and**

b. a copy of the Notice to Quit issued by the landlord or property manager; **and**

c. a copy of the Summons and Complaint available from the court; **and**

d. a copy of the Answer or other response(s) filed by the Applicant in court in response to the Complaint, if any; **and**

e. a copy of the Judgment of the Court (Agreement for Judgment, Order for Judgment and Findings of Fact, or Default Judgment); **and**

f. if applicable, a copy of the execution issued by the court.

The information contained in the above-referenced documents must clearly establish to the satisfaction of

the BHA that:

1. the action taken by the landlord or property manager was beyond the Applicant's ability to control or prevent;

2. the action by the landlord or property manager occurred despite the Applicant Household having met all previously imposed conditions of occupancy;

3. displacement was not the result of failure to comply with HUD and State policies in its housing programs with respect to occupancy of under-occupied and over-crowded Apartments or failure to accept a Transfer to another Apartment in accordance with a court order or policies or procedures under a HUD-approved desegregation plan.

4. displacement was not as a result of non-payment of rent when there were no extenuating circumstance such as a rent increase or loss of income, therefore, the non-payment of rent is beyond the Applicant's ability to control or prevent the court-ordered eviction due to non-payment of rent. The following is a list of some of the additional required verification:

   a. Verification of the gross income for ALL household members at the time the unit was rented and when the non-payment of rent started.

   b. Copies of bills and proof of payment history for all utilities listed in the Applicant's or Applicant's household members' name. The payment history must show when services connected and disconnected (when applicable) and the monthly charges and payment history.

   c. Copies of the mortgage payment history, if applicable.

   d. Other applicable documentation to demonstrate that the non-payment eviction was due to unforeseen circumstances beyond the Applicant's ability to control or prevent the non-payment eviction.

Failure to establish any one of the above referenced elements will result in denial of Priority status.

F. ***Condemnation of house/apartment:*** the applicant's housing has been declared unfit for habitation by an agency of government through no fault of the Applicant.
Verification Requirements:

a. third-party, written verification from the appropriate unit or agency of government certifying that the applicant has been displaced or will be displaced in the next ninety days, as a result of action by that agency; **and**

b. the precise reason(s) for such displacement.

G. ***Displacement by any low-rent housing project or by a public slum clearance or urban renewal project*** initiated after January first, nineteen hundred and forty-seven, or other public improvement.

Verification Requirements:

a. third-party, written verification from the appropriate unit or agency of government certifying that the applicant has been displaced or will be displaced within the next ninety days, as a

result of action by that agency, **and**

b. the precise reason(s) for such displacement.

H. ***Other Government action (Federal Only):*** A Household is required to permanently move from their residence by a Federal, State or local governmental action such as code enforcement, public improvements or a development program.

Verification Requirements:

a. third-party, written verification from the appropriate unit or agency of government certifying that the applicant has been displaced or will be displaced in the next ninety days, as a result of action by that agency; **and**

b. the precise reason(s) for such displacement.

I. ***For disabled individuals only, inaccessibility of a critical element of their current dwelling:*** A member of the Household has a mobility or other impairment that makes the person unable to use a critical element of the current apartment or development AND the owner is not legally obligated under laws pertaining to reasonable accommodation to make changes to the apartment or dwelling unit that would make these critical elements accessible to the Household Member with the disability.

Verification Requirements:

a. The name of the household member who is unable to use the critical element;

b. a written statement from a Qualified Healthcare Provider verifying that the household member has a Disability (but not necessarily the nature of the Disability) and identifying the critical element of the dwelling which is not accessible and the reasons why it is not accessible; and

c. a statement from the landlord or official of a government or other agency providing service to such Disabled Persons explaining the reason(s) that the landlord is not required to make changes which would render the dwelling accessible to the individual as a reasonable accommodation.

J. ***Homelessness due to Applicant was displaced from his or her last permanent residence:*** A Household lacks a fixed, regular and adequate nighttime place of habitation and the primary nighttime dwelling is one of the following:

A supervised public or private shelter designed to provide temporary living accommodations (includes welfare hotels, congregate shelters and transitional housing); or
A public or private place not designed for human habitation.

Persons living with existing BHA residents or other subsidized housing, or living with residents in private housing even if only temporarily DO NOT qualify as homeless. Persons who temporarily move to a shelter for the sole purpose of qualifying for this priority shall be determined ineligible.

Verification Requirements:

a. Submission of a "Certificate of Homelessness" fully completed by an appropriate source that he/she lacks a fixed, regular and adequate nighttime residence; or his/her primary nighttime residence is:

1. a supervised public or private shelter designed to provide temporary housing accommodations (i.e., welfare hotels, congregate shelters and transitional housing);

2. a public or private place not designed for human habitation; and

b. A third-party written verification from a public or private facility that provides shelter for homeless individuals, the local police department, or a social services agency, certifying the Applicant's homeless status in accordance with the definition in this policy.

K. ***AHVP – Alternative Housing Voucher Program (STATE ONLY)***

L. ***Excessive Rent Burden (ELDERLY/DISABLED PROGRAM ONLY):*** The household pays more than 50% of its total monthly income for rent and utilities (excluding telephone, Internet and cable TV).

Verification Requirements:

1. Submission of a fully completed "certificate of excessive Shelter Costs" form ; and
2. Verification of the gross income for ALL household members; and
3. Copies of bills and proof of payment for all utilities listed in the Applicant's name for which s/he actually pays.

M. ***BHA Resident in Federal Program "Termination of Assistance"*** due to Lack any household member with eligible immigration status.

Verification requirements:

1. Notice of Termination of Assistance
2. Notice of Private Conference or Notice to Quit.

N. ***Imminent Landlord Displacement From a Unit Within the City of Boston (ELDERLY/DISABLED PROGRAM ONLY)*** You have not yet been evicted by Court-order BUT your landlord has notified you that you must vacate your dwelling unit through no fault of your own, unrelated to a rent increase, and you have actually vacated the dwelling unit or you will vacate the dwelling unit within the next six (6) months.

Verification requirements:

1. Submission of "Certificate of Involuntary Displacement by Landlord Action" form; and
2. Copies of any notices from the landlord to the Applicant regarding the termination of the tenancy.

The information contained in the above referenced documents must clearly establish to the satisfaction of the BHA that:

1. the action taken by the landlord or property manager was beyond the Applicant's ability to control or prevent;
2. the action of the landlord or property manager occurred despite the Applicant Household having met all previously imposed conditions of occupancy;
3. displacement was not the result of failure to comply with HUD or DHCD policies in its housing programs with respect to occupancy of under-occupied and overcrowded Apartments or failure to accept a Transfer to another Apartment in accordance with a court order or policies or procedures under a HUD/DHCD-approved desegregation plan.

Failure to establish any one of the above referenced elements will result in denial of Priority Status.

3. On-Site Under or Over Housed Transfers

For complete definitions of each Under or Over Housed Transfer category and the verification required for each category, please refer to Section 7.2.3 of Chapter 7, "Transfer Policy."

4. Standard (no Priority) Applicants

Standard Applicants who qualify for no priority.

Somerville Arlington Continuum of Care

MA-517

Coordinated Entry System

Coordinated Entry Tool

1C-7

Coordinated Entry Form
Somerville/Arlington

DATE **STAFF**: **AGENCY**: **Phone/Email**:

NAME(s): _____ _____ DOB:_____ Age(s):___
Contact number(s):___ _____ Email: _____
Mailing Address:__ _____ City:___ _____ State:____ Zip:_____

# of Adults: **# of Children** **TOTAL # in Household:** Does client need **TRANSLATION** assistance?

What Do You Need Assistance With? (Circle ALL that Apply)

I. Shelter: Family OR Individual OR Domestic Violence
II. Domestic Violence Resources
III. Housing Search and Case Management
IV. Homeless Prevention: Rental Arrears
V. Homeless Prevention: Assistance in Court
VI. Substance Abuse Services: Detox AA/NA Meeting Counseling Sober Living
VII. Utility Arrears
VIII. Fuel Assistance
IX. Food Resources (Pantries, Meals, etc.)
X. Food Stamps (SNAP) Application
XI. MassHealth Application
XII. Cash Benefits (TAFDC, EAEDC, SSI, SSDI)
-Other:__ _____
_____

I. Shelter

Family Shelter
-DHCD, 80 Everett Ave., Chelsea (617)-551-1700 and Ask to Apply for EA Shelter Benefits
Domestic Violence Shelter (*(Families and Individuals)*
- *Respond*: (617)-776-8353; Shelter Location Unknown
- *SafeLink Hotline*: 1-877-785-2020

Individual Shelter
-*SHC*: (617)-623-2546 (12 Male/4 Female) Dry Shelter Drug/Alcohol Screenings
-*St. Patrick's WOMEN'S Shelter* – 270 Washington Street, Somerville (33 Female Beds) Dry Shelter
-*CASPAR - 240 Albany Shelter*, Cambridge (Male and Female); Wet Shelter: Actively using Drugs/Alcohol

II. Domestic Violence Resources

-*Respond* – (617)-623-5900
-*Rape Crisis Center* – (617)-492-7273

-*Arlington Youth Counseling Center* (781)-316-3281 x1
-*Emerge* (617)-547-9879 (*counseling for batterers)*

III. Housing Search and Case Management

Are you currently HOMELESS?
-If **YES,** are you homeless in a **Shelter** or on **Streets**?
If Answer is **STREETS**, Would like a shelter referral
□ Yes □ No (If yes refer to list above)

Refer to:
- Refer to *CAAS* (617)-623-7370 if at risk of becoming homeless in Somerville
-*SHC Passages Case Mgmt*. –1 Davis Sq. (617)-623-6111 if homeless in Somerville and Arlington (SHC Referrals on hold 6/21/16)

IV. Homeless Prevention: Rental Arrears

Are you behind in your **RENT**?
If **YES**, what city are you currently residing in?_____
-If **Somerville** refer to: *SHC*
1 Davis Sq. (617)-623-6111

-**Arlington Residents** may be referred to *Housing Corporation of Arlington* (781)-316-3606
-If **OTHER City**, Refer to *Local City Human Services*
-If **CHILDREN** in household refer to MBHP (617)-859-0400 (*RAFT Program*)

Updated 6/21/2016

For More referral agency information refer to the Resource Guide for People Homeless in Somerville & Arlington

V. Homeless Prevention: Court Assistance

-*Community Action Agency of Somerville* (CAAS)
For Somerville residents only: (617)-623-7370

-*Cambridge & Somerville Legal Services (CASLS)*
For Somerville & Arlington residents: (617)-603-2700

VI. Substance Abuse Services

CASPAR 617-661-0600

Cambridge Health Alliance Outpatient Addiction Services (OAS) (617)-591-6051

VII. Utility Assistance

-Are you behind in your **GAS/ELECTRIC**?
If **YES**, what city are you residing in?_____
-If **Somerville or Arlington** refer to:
SHC, One Davis Square (617)-623-6111
Catholic Charities, (617)-625-1920

Arlington Residents may also referred to:
Housing Corporation of Arlington (781)-316-3606
-If **OTHER CITY**, Refer to *Local City Human Services*
-If **CHILDREN** in household, refer to *MBHP* (617)-859-0400

VIII. Fuel Assistance

Somerville residents – (617)-349-6252

Arlington residents – (978)-453-6161

IX. Food Resources

Food Pantries (*pg. 17 of Resource Guide for details)*
-*Project SOUP* 617-776-7687 15 Franklin Street
-*Catholic Charities* 617-625-1920 270 Washington St.
-*Elizabeth Peabody Food Pantry* 617-623-5510
-*SHC* 617-623-6111 One Davis Sq.
-*Arlington Food Pantry* 781-316-3400, 21 Marathon Street, Arlington

Somerville Council on Aging (Seniors, photo ID)
All lunch meals start at 11:30am
Holland St. Center 167 Holland **M-F**
Cross Street Center 165 Broadway **M, T, Th**
Ralph & Jenny Center 9 New Washington St **M-Th**

Community Meals
-*Project Soup Monday Night* 5-6 except holidays 89 College Ave, Somerville
-*Somerville Community Baptist Church* – 2nd Friday of each month 6:30pm

X. Food Stamps (SNAP)

-*Department of Transitional Assistance*
80 Everett Ave, Chelsea MA (617)-551-1700

-*CAAS* 66-70 Union Square, Somerville 617-623-7370

XI. MassHealth

-*Mass Health Enrollment Center*
45 Spruce St, Chelsea 1-800-841-2900

XII. Cash Benefits (TAFDC/EADC)

XII. SSI/SSDI

-*SSI/SSDI - Social Security Administration*
10 Fawcett St, Cambridge

SUMMARY of Referral:

Updated 6/21/2016

For More referral agency information refer to the Resource Guide for People Homeless in Somerville & Arlington

Somerville Arlington Continuum of Care

MA-517

Projects Accepted Notification

1E-1

- Screenshot of website posting from September 12, 2019

- Email sent to:
    - Full CoC membership
    - Renewing project applicant agencies
    - New project applicant agencies

Somerville-Arlington Continuum of Care (CoC)

The Somerville-Arlington Continuum of Care (CoC) is the local organization that coordinates housing and services funding for homeless individuals and families. Meetings of the CoC are held on the third Tuesday of each month from 2:00 p.m. to 3:30 p.m. CoC meetings are open to the public. To receive email updates about CoC meetings including meeting agendas, or if you have questions about CoC agency services, please call or send email to:

CoC Lead Agency	City of Somerville Contact: Heidi Burbidge (617) 625-6600 x2587 hburbidge@somervillema.gov
CoC Homeless Management Information Services (HMIS) Lead Agency	Somerville Homeless Coalition Contact: Connor Foley (617) 623-6111 cfoley@shcinc.org

Funding Notices & Applications | **Resources for Homeless Individuals & Families** | **Local Agencies with HUD McKinney Funding** | **CoC Policies and HUD Reports** | **CoC Meetings**

2019 Documents

- FY 2019 CoC Program Competition NOFA - What's New, Changes, and Highlights
- RFP: New Bonus & DV Bonus Funding
- Letter of Intent Form for the RFP
- CoC Competition Calendar
- Rating Process and Ranking Policy (Draft)
- Project Scoring and Ranking Tool (Draft)
- Rating Process and Ranking Policy (Final)
- Project Scoring and Ranking Tool (Final)
- Project Rank Order

2019 Updates

(Listed in chronological order from earliest to most recent in 2019)

7/19/2019	The U.S. Department of Housing and Urban Development (HUD) has recently released the 2019 Continuum of Care (CoC) Program Competition Notice of Funding Availability (NOFA). The NOFA and related documents can be found at https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/. The Somerville-Arlington CoC has $2,276,447 in available funds and is accepting new and renewal CoC project applications for the FY19 consolidated application. In the list of links to CoC NOFA documents, please find this year's timeline calendar for the application process and an update on what's new in the FY19 competition. Please be aware that the deadline for submission of**new and renewal project applications into e-snaps is August 28th, 2019 at 5:00 PM** and the consolidated application is due by **September 30th, 2019.**
7/23/2019	**Announcement – Somerville-Arlington CoC (MA-517) RFP: New Bonus & DV Bonus funding – 2019 CoC NOFA application** The Somerville-Arlington Continuum of Care (CoC) and the City of Somerville as the Collaborative Applicant (CA) is seeking applications for projects as part of the FY2019 HUD Continuum of Care competition. Details regarding the categories of possible projects can be found in the link in the list above that goes directly to the RFP: New Bonus & DV Bonus funding. The list of 2019 documents also includes the Letter of Intent form for the RFP, and the CoC Competition Calendar with the timeline process for application. New projects can be created through the Bonus or Domestic Violence Bonus categories within the HUD funding limits designated for this CoC. The amounts available are listed in the RFP next to the appropriate categories, and represent information currently available. If HUD modifies the estimated ARD, or if reallocation is made available, we will update this RFP. Please note the CoC Competition Calendar also includes a timeline for the entire CoC NOFA application process and is available through clicking the link above.
8/15/2019	The Review, Rating and Ranking committee has posted our CoC's draft Rating Process and Ranking Policy, and draft Project Scoring and Ranking Tool for use in the FY19 CoC NOFA. The documents are posted above in the list of links to 2019 Documents. We welcome your comments. The CoC will vote to accept them or modify them at the monthly CoC Providers Group meeting on August 20th, 2019 at 2 p.m. at the Massachusetts Bay Veterans Center.
8/27/2019	The Somerville-Arlington CoC voted at its meeting on August 20th to approve the final Rating Process and Ranking Policy and the final Scoring and Ranking Tool. They will be used to score and rank project applications for the 2019 CoC NOFA process. They are posted above in the links to 2019 Documents.
9/12/2019	**All project applications submitted to the CoC through E-SNAPS have been accepted to be included in the continuum's response to this year's NOFA.** The final ranking of our CoC's projects is available at the Project Rank Order in the list of links to 2019 Documents. We are happy to schedule a further debriefing to anyone who requests it. If you would like to do so please send an email to Heidi Burbidge at hburbidge@somervillema.gov.

2018 ﹀
2017 ﹀
2016 ﹀

Current time in Somerville
5:59 PM
Thursday, September 12, 2019

© 2014 - 2019 City of Somerville

Heidi Burbidge

From: Heidi Burbidge
Sent: Thursday, September 12, 2019 3:55 PM
To: Alba Perez; Alex Pirie; Angela Eberle; Anthony Joseph; Antwan Steed; Barbara Karasinski; Betsy Reid; Brielle Short; Christine Bongiorno; Claire Makrinikolas; Colleen Leger; Connor Foley; Danielle Ferrier; Danny LeBlanc; David Gibbs; David Parilla; Diana Kelly; Donald Jarvis; Doug Kress; Eileen Merisola; Elana Horwitz; Elizabeth Winston; Ellen Shachter; Emily Bullen; Erin Zwirko; Gerry Zipser; Hannah O'Halloran; Heidi Burbidge; Heidi Gold; Isaac Andrade; Jason Ramirez; JD Morales; Jennifer Raitt; Jennifer Wolter; Jenny Cantalupa; Jessica Brayden; Jordan Dwyer; Jossora Moreno; Joyce Tavon; Judith Tumusiime; Kathryn Ferri; Kawal Jooma; Karen Byron; Kay O'Rourke; Kelly Donato; Kelly McEachirn; Kerrin Bowers; Lisa Davidson; Lisa Lindman; Lisa Schorr Kaplan; Luciana Quintanilha; Lucy Monroe; Lydia Lopez; Lydie Ultimo-Prophil; Maria Crooker; Mark Alston-Follansbee; Mark Catalano; Mark Dennis; Mary Cassesso; Matthew Marrano; Meg Alfoni; Meredith Amshoff; Michael Feloney; Michael Kordosky; Mike Libby; Nancy Bacci; Nancy Kavanagh; Netra Darai; Pam Hallett; Penny Snyder; Regina Bertholdo; Rita Paulino (Rita.Paulino@va.gov); Rita; Rita Shah; Sarah Berson; Scott Hayman; Shannon Bennett; Shannon Murphy; Susan Hegel; Tessa Byer; Tom Bierbaum
Cc: Karen Byron; Kay O'Rourke
Subject: CoC NOFA Project Applications - accepted and ranked
Attachments: Timeline for S-A CoC 091219.xlsx

Dear Providers-

All project applications submitted to the CoC through E-SNAPS have been accepted to be included in the continuum's response to this year's NOFA. We want to thank you for your hard work in drafting and submitting project applications. Your dedication to the people your agencies serve is readily evident in each project application. In the last few days we sent out a rating form to applicant agencies showing exactly how the projects were rated. The final ranking of our CoC's projects is below. We are happy to schedule a further debriefing to anyone who requests it. If you would like to do so please contact me directly at hburbidge@somervillema.gov.

The final project ranking will be posted today underneath the Rating Process and Ranking Policy and the Project Scoring and Ranking Tool in the list of all other 2019 Documents on the CoC's website. https://www.somervillema.gov/coc

PROJECT RANKING		
MA-517 SOMERVILLE-ARLINGTON CoC (2019)		
Total ARD =		1,896,636
Tier 1 = 94% of Annual Renewal Demand (ARD) =		1,782,838
Tier 2		113,798
Allowable NEW DV Bonus		211,006
Planning Grant = 3% of FPRN		63,302
All of the projects listed below have been accepted for the 2019 CoC NOFA Priority Listing:		
Agency and Project Name	**Program Type**	**Renewal Amount**
TIER 1 - 94% of ARD		

1	Somerville Homeless Coalition - Coordinated Entry	SSO	**$100,605**
2	Somerville Homeless Coalition - HMIS Dedicated	HMIS	**$69,300**
3	Somerville Homeless Coalition - Turn the Key	PH	**$993,189**
3c	Somerville Homeless Coalition - Turn the Key Consolidated*	PH	*$1,090,052*
4	Wayside - ShortStop Transitional Housing Program	TH	**$240,315**
5	Somerville Homeless Coaltion - Better Homes 4	PH	**$96,863**
6	Somerville Homeless Coalition - Shelter Plus Care	PH	**$168,427**
7	Heading Home - Better Homes 3	PH	**$114,139**
	subtotal Tier 1		**$1,782,838**
	TIER 2		
7	Heading Home - Better Homes 3	PH	**$50,845**
7c	Heading Home - Somerville Stepping Stones Consolidated*	PH	*$227,937*
8	Heading Home - Somerville Stepping Stones	PH	**$62,953**
9	RESPOND PH-RRH DV Bonus	PH-RRH	**$185,187**
10	Shortstop PH-RRH New Bonus	PH-RRH	**$105,081**
	subtotal Tier 2		**$404,066**
	TOTAL TIERS 1 & 2		**$2,186,904**
	City of Somerville - CoC Planning Grant (does not get ranked)	PLNG	**$63,302**
	FINAL TOTAL		**$2,250,206**

*Turn the Key Consolidated project is a consolidation of Turn the Key and Better Homes 4. Somerville Stepping Stones Consolidated project is a consolidation of Better Homes 3 and Somerville Stepping Stones. The amount of assistance requested for consolidated projects (shown above in italics) is not included in the Tier 1, Tier 2 nor Final Total.

Please see the attached calendar showing the remaining steps before the Consolidated Application is submitted. If you have any questions please let me know.

Thank you,
Heidi

Heidi Burbidge
Housing Programs Coordinator
Housing Division

City of Somerville – Office of Strategic Planning and Community Development
City Hall Annex
50 Evergreen Avenue
Somerville, MA 02145
617-625-6600 x 2587
hburbidge@somervillema.gov

Somerville Arlington Continuum of Care

MA-517

Public Posting – Local Competition 15-Day Notification of Rejection or Reduction Outside of e-snaps

1E-1

No projects were rejected or reduced.

Somerville Arlington Continuum of Care

MA-517

Local Competition Public Announcement

1E-1

- Screenshot of website posting from July 24, 2019
- Meeting minutes to discuss Consolidated Application (Entire Providers Group public meetings)
    - July 16, 2019
    - August 20, 2019
- Email announcement to Providers Group list-serv
- Somerville Arlington CoC Competition Working Calendar
- Somerville Arlington CoC RFP with Ranking Information
- Ranking Tool

Somerville-Arlington Continuum of Care (CoC)

The Somerville-Arlington Continuum of Care (CoC) is the local organization that coordinates housing and services funding for homeless individuals and families. Meetings of the CoC are held on the third Tuesday of each month from 2:00 p.m. to 3:30 p.m. CoC meetings are open to the public. To receive email updates about CoC meetings including meeting agendas, or if you have questions about CoC agency services, please call or send email to:

CoC Lead Agency	City of Somerville Contact: Heidi Burbidge (617) 625-6600 x2587 hburbidge@somervillema.gov
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(Listed in chronological order from earliest to most recent in 2019)

The U.S. Department of Housing and Urban Development (HUD) has recently released the 2019 Continuum of Care (CoC) Program Competition Notice of Funding Availability (NOFA). The NOFA and related documents can be found at https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/.

7/19/2019	The Somerville-Arlington CoC has $2,276,447 in available funds and is accepting new and renewal CoC project applications for the FY19 consolidated application. In the list of links to CoC NOFA documents, please find this year's timeline calendar for the application process and an update on what's new in the FY19 competition. Please be aware that the deadline for submission of**new and renewal project applications into e-snaps is August 28th, 2019 at 5:00 PM** and the consolidated application is due by **September 30th, 2019.**
7/23/2019	**Announcement – Somerville-Arlington CoC (MA-517) RFP: New Bonus & DV Bonus funding – 2019 CoC NOFA application** The Somerville-Arlington Continuum of Care (CoC) and the City of Somerville as the Collaborative Applicant (CA) is seeking applications for projects as part of the FY2019 HUD Continuum of Care competition. Details regarding the categories of possible projects can be found in the link in the list above that goes directly to the RFP: New Bonus & DV Bonus funding. The list of 2019 documents also includes the Letter of Intent form for the RFP, and the CoC Competition Calendar with the timeline process for application. New projects can be created through the Bonus or Domestic Violence Bonus categories within the HUD funding limits designated for this CoC. The amounts available are listed in the RFP next to the appropriate categories, and represent information currently available. If HUD modifies the estimated ARD, or if reallocation is made available, we will update this RFP. Please note the CoC Competition Calendar also includes a timeline for the entire CoC NOFA application process and is available through clicking the link above.

2018 ⌄
2017 ⌄
2016 ⌄

Current time in Somerville
11:19 AM
Wednesday, July 24, 2019

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See highlighted text on page 2

Somerville-Arlington COC Minutes
July 16, 2019, 2 PM – 3:30 PM
VOA, 2 North Street, Somerville, MA

1. **Introductions and Announcements**

The new co-chairs were announced: Antwan Steed of Wayside and Erin Zwirko, Arlington Department of Planning and Community Development. All those in attendance introduced themselves, including the new CoC Planning Consultants who were in attendance.

A webinar is being held concurrently with the meeting about the NOFA and it will be available after the fact for viewing. See second page of the agenda for details.

The Housing Corporation of Arlington is hosting a financial workshop at Leader Bank, 864 Mass Ave, on July 30, 2019.

2. **New CoC Planning Consultant**

Heidi introduced the new Planning Consultant Group, which was hired through an RFQ process completed by the City of Somerville on behalf of the CoC. Karen Byron and Kay O'Rouke, Byron Grant Consultants, received the award last week from the City of Somerville.

The first major task will be assisting the CoC through the NOFA process, which will be discussed in more detail later in the agenda.

3. **Merger vote review/update**

Heidi gave a brief update on the merger vote that happened last meeting. The group worked out the wording of the vote at the last meeting, and Heidi passed out the text to the group for reference. Balance of State (BoS) has also already voted to merge, and Lowell CoC, which is also planning on merging this year, voted to merge.

The next step is to work with BoS to execute a memorandum of understanding (MOU) to identify how and when the merge will occur. There has been one meeting with the BoS to discuss coordinated regional entry. There will be additional meetings with BoS to come to a consensus on an MOU that can be agreed upon and has sufficient detail. The goal is to execute the MOU in the fall. At this time, this effort will require continuing to work through the summer and Heidi encourages participation from the providers in the CoC.

There was some discussion regarding wanting a proposal from the BoS to respond to rather than listing out the wants/needs of the CoC. We have a copy of the recently executed MOU when the Newton-based CoC merged with BoS and it is reasonable that the same standards on when the grants will transfer and how ranking will be achieved would be suggested by the BoS. More discussion is likely necessary to ensure that our projects can be ranked appropriately. Heidi reports that the ball is in the CoC's court to respond to the BoS. The next step is to hold a local meeting.

4. NOFA Release

Karen provided a schedule of tasks for the CoC to consider in order to respond to the NOFA. The schedule is draft, and is open for revision.

Karen reported that the NOFA does not have dramatic changes, but some alteration in Tier 1 and Tier 2. HUD is also allowing some expansion projects, the CoC bonus, and reallocation. The YHDP is allowing renewals, and there is a DV Bonus again. The CoC Bonus is $105,503 and the DV Bonus is $211,006.

Karen reported on the changes that HUD has made to the topic areas. Transition projects are those that, following evaluation or evolution, are really a different type of program can apply for funding in this category. Consolidation projects can streamline projects, but if two different projects are ranked differently, the overall rank may be lowered if the programs are ranked differently.

The CoC can apply for a total of $1,896,636.

The NOFA is due on September 30, 2019. Preference is to submit the Friday before.

Karen will let us know if there are webinars that are available related to the NOFA.

By this Friday, Karen will distribute an "RFP" for a call for applications, which will be reviewed by the Ranking and Review Committee. The call for applications will also be posted on the City of Somerville page and Karen asked that providers post as well. Concept papers will be due on July 30, 2019. Karen offered any services that may be needed in order to prepare the concept paper. Concept papers should go to Karen, with copies to Heidi, Antwan, and Erin.

The first draft of applications are due on August 16 for Karen to review in esnaps. Karen will have comments back to each provider by August 20. Karen likes to complete a line by line review of the consolidated application with the CoC. In the past, the consultant has asked for specific feedback that was then discussed during the monthly meeting. At the August 20th CoC meeting, the CoC will discuss the more difficult questions and then move onto the other items in order to use time efficiently.

All final applications are due to the CoC on August 30. The Ranking and Review Committee will meet to determine the final ranking, which will be presented via email as in the past. September will be dedicated to writing the consolidated application. Final comments on the consolidated application will be due on September 19. The final NOFA response is due on September 23.

This schedule might shift or email voting may be necessary as September 17th is a CoC meeting, which is before the date that the final consolidated application will be ready.

The CoC discussed that in the past there has been competition for the CoC bonus. Karen has recommended that the Ranking and Review Committee make the recommendations on applications to move forward rather than bring it back to the CoC. If there are more applications than funding, the Ranking and Review Committee will gather additional information as needed from the applicants in order to make a final recommendation to the entire CoC.

5. Review, rating, and ranking

Karen wants to put the CoC in the best position to join the BoS with consideration of potential future ranking of projects. She would like to provide feedback in order to put providers' projects in the best position. Karen reviewed the CoC's ranking tool from last year, but the merger in mind, she recommends using the BoS tool in order to rank projects this year.

The group reviewed the BoS tool for permanent housing to ensure that the point system makes sense for the CoC providers. A provider who also serves of the BoS's review committee noted that while the point system appears to be cut and dry, the BoS takes into consideration specific situations of each project. It will be important to describe how the CoC projects will rank in the BoS ranking through the merger MOU, but if the CoC uses the BoS ranking tool now, the CoC projects will have a general understanding of where those projects will rank in the future.

The providers discussed how some of the BoS ranking questions do not apply to the CoC. Question 5 could be altered to be average length of time homeless divided by CoC average or does the provider fully participate in the coordinated entry. The second option would show that there is usage of coordinated entry. As such, the BoS tool may not be appropriate for the CoC. In addition, the CoC may want a comparable tool for coordinated entry and transitional housing.

Heidi noted that the ranking tool used last year is quite different than the BoS tool. Last year's Ranking and Review Committee made a determination on what to include in the tool, and then made a decision on the ranking and point break down. Heidi suggests that the same process should follow this year.

Karen asked if the Ranking and Review Committee can meet during the week of July 22. Heidi noted that providers who have proposals cannot participate in the Committee.

6. Metro Regional Planning, including Coordinated Entry

The BoS consists of 79 cities and towns, with Somerville, Arlington and Lowell, it would increase to 82.

A regional approach would include administrative functions and coordinated entry. On coordinated entry, Somerville and Arlington would be in the metro area and consists of 14 communities based on a draft map created by the BoS. Funding for coordinated entry would be applied to each region and would go to a coordinated entry provider through a procurement process. Whoever is awarded the coordinated entry funding would maintain the by-name list and hold ongoing case conferencing meetings. There would likely not be a single entry point; rather multiple providers could be awarded contracts as entry points. Heidi reported that there are ongoing conversations regarding where to divide the regional areas.

Heidi will share the next meeting dates when regional coordinated entry will be discussed.

7. Balance of State Racial Disparities Analysis

The CoC deferred this agenda item to a future meeting.

8. Wrap Up

Due to the NOFA schedule, the CoC providers were asked to pay attention to email so the schedule can proceed at the accelerated pace.

The next CoC meeting is August 20, 2019, 2 PM at the VOA.

See highlighted text starting starting on page 3

Somerville-Arlington Continuum of Care Minutes
August 20, 2019, 2 PM – 4 PM
VOA, 2 North Street, Somerville, MA

1. **Introductions and Announcements**

Providers did a round of introductions. Announcements included a reminder than the Housing Corporation of Arlington is offering a first time home buyers session.

2. **Vote to approve merger MOU**

Heidi Burbidge, City of Somerville, noted that the CoC had been working on this for a while. Two months ago the CoC voted to merge with the Balance of State (BoS) CoC. The MOU is ready for a vote by the CoC after consulting with different agencies. The MOU was distributed by email on August 7, 2019. Heidi offered to walk through the MOU and introduced Gordie Calkins from the Department of Housing and Community Development (DHCD) representing the BoS CoC.

The MOU is between the City of Somerville as the Collaborative Applicant and DHCD. The MOU outlines the steps to take to merge and the timeline to merge for both planning grants, coordinated grants, and project grants.

Gordie offered an edit regarding the allocation of the Coordinated Entry grant in item 4 of the MOU noting that the existing grant to Somerville-Arlington CoC would not be reduced. Other edits included correcting the current grant year and identifying the grant years for the two NOFA cycles.

The CoC discussed that the City of Somerville and the Town of Arlington will still be responsible for completing their own CAPER filings, but will need to access HIC and PIT data from the Balance of State CoC.

For the PIT count, Mike Libby, Somerville Homelessness Coalition, asked about PIT counts and how that works with BoS CoC. Gordie noted that the providers that do the unsheltered PIT counts currently will still be relied upon to complete the PIT counts for each subsequent year. The providers may receive more resources to complete the counts from joining the BoS CoC.

Those providers that participate in coordinated entry should work with the BoS to ensure that the providers will have the full benefit of all of the BoS geography. Gordie will make arrangements for the BoS coordinated entry coordinator to be in touch with the providers.

An edit was made to item 12b in the MOU to delete the word “unhoused” and replace it with people who meet the eligibile HUD criteria.

The HMIS grant and Planning grant will transfer to DHCD when DHCD becomes the grantee, or depending on when the cycle rolls over.

There was discussion about the effective date. It should be effective upon the date of the last signature of parties A and B.

Susan Hegel, Cambridge and Somerville Legal Services, made a motion to approve the MOU with the revisions as discussed. Rita Shah, Housing Corporation of Arlington, seconded the motion. A unanimous (11-0) vote was taken by the providers eligible to vote.

3. HMIS Statewide Data Warehouse questions from committee

Connor Foley, Somerville Homelessness Coalition, noted that there are few options for the Release of Information (ROI) for the Statewide Data Warehouse regarding who has access to the data:

- Option 1: Authorized users within the agency who worked with the client or within the specific continuum.
- Option 2: All authorized users within the data warehouse. This could include many different users with the appropriate level of access in many continuums.
- Option 3: Allow the client to choose as part of the release.

Connor suggested that the authorized users for the entire Data Warehouse might be the best option particularly after the merge happens. The question boils down to whether a user in another continuum could have access to the client's data on chronic homelessness. This would reduce the amount of releases that a client would have to complete if the client crosses continuum boundaries to initiative services.

The providers discussed privacy concerns. The system is not easily queried because of the information that you need to search for clients, yet the system is not entirely confidential and that could be a concern. Clients may not share the same concerns about confidentiality. The different levels of authorization may hide certain sensitive data, but will give all users a service history. The system is powerful for providers to know where to find clients.

Option 3 is not difficult to implement from the data backend, but it makes the release more complicated. The point is informed release, and making that clear for a client may be difficult to explain in a meaningful manner.

Green River, the Data Warehouse consultant, is intended to provide training and information for the users, but not necessarily information on how to talk with clients or how to explain what happens with a release.

The providers discussed whether the CoC needs to vote to give Connor direction. The conversation was mixed with no strong feeling in any direction. Gordie indicated that the providers who attend the planning meetings on the Data Warehouse were more interested in having wider access to the data (Option 2). Green River can also not provide access to adjacent CoCs only. If clients stop signing releases, then perhaps Green River will have to reverse course. Not signing a release doesn't prevent clients from being serviced; it may just take a little longer. Releases automatically expire after 1 year.

The providers agreed that the CoC is generally fine with Option 2, but there are some strong reservations. Others supported Option 3.

4. Update on new project and new DV bonus projects RFP for NOFA

All providers submitted their projects in e-snaps. There are two new projects from Wayside and RESPOND. Betsy Reid and Antwan Steed, Wayside, noted that the Wayside project will provide rapid rehousing for 3 additional young adults for 24 months with the goal to transition the young people to independency. Wayside will pay rent for a while with the goal to transition rent payments to the young adults. The total request is $105,000.

Maria Crocker, RESPOND, noted that the agency currently has a housing program to help survivors of domestic violence find housing and eventually sustain the housing. RESPOND will apply for the DV bonus to build on that rapid rehousing program and add DV counseling. The total request is the full DV bonus of approximately $211,000.

Final applications are due in e-snaps on August 28. The Ranking and Review Committee will meet on August 29 and present the decisions to the CoC on September 2.

5. Rating Policy/Plan and Ranking Tool

The Ranking and Review Committee has met a couple of times. Last month the CoC looked at the BoS ranking tool, and it was not clear how to apply it to our projects. Kay O'Rourke, Byron Grant Consultants, brought a tool forward from the North Shore that might be useful and had scored highly in the past.

In the past, the CoC Rating Policy has been pretty brief, but in this version the Committee added some background information about priorities. The priorities come right from the NOFA.

Susan had some concerns regarding the ranking. In particular, should coordinated entry (CE) be entirely funded by Tier 1 or split between Tier 1 and Tier 2, if there is a highly ranked housing project. In this case, HMIS will be at the bottom of Tier 2 because it is not housing. The Ranking and Review Committee struggled with this question and wanted input from the CoC. HUD's example tool ranked CE and HMIS as first and second in Tier 1 as critical infrastructure.

The long range plan for the BoS is to add an HMIS person to the staff, a position which could be funded from the HMIS grants from Somerville and Lowell, which is also merging with the BoS. It may not necessarily matter where HMIS is ranked. If the language in the application focuses on the merging, that might help with the Tier 2 risk of funding. Adding information in the consolidated application about the merger shows that there is a plan for moving forward. Distinguishing between housing programs and coordinated entry and HMIS and noting that those efforts will be placed in a specific location, Heidi suggested that they should be ranked first and second, and the housing projects will be ranked on performance.

Focusing on the tool for discussion, basic questions were pass or fail, the project approach focuses on low barrier and housing first, and project categories have specific rankings. There are no first time renewals for the CoC to rank in the application. For standard renewals, the Ranking and Review Committee changed the utilization rate to the past four quarters rather than a point in time so there was an average across the planning year. Under the bonus points for standard renewals, the demonstrated use of program income seemed too subjective and the CoC providers suggested that it should be deleted and the question on attendance would move into

the ranking tool. For new projects, their placement won't necessarily affect their ranking, but HUD will look at it. The Ranking and Review Committee will rank the two new projects at the bottom of Tier 2.

Going back to the question about CE and HMIS, the CoC decided to rank CE and HMIS as 1 and 2, and then all of the housing programs would be next, and potentially there will be a project that straddles Tier 1 and Tier 2, followed by the new projects in Tier 2.

Because many voting numbers had left the meeting at this time, a vote to approve the Ranking and Review tool would be confirmed over email. It was later confirmed that the CoC voted unanimously to approve the Ranking and Review tool.

6. NOFA Application

The CoC deferred this discussion to a conference call to be scheduled the week of August 26.

The next CoC meeting is scheduled for September 17, 2019, 2 PM, VOA, 2 North Street, Somerville.

Heidi Burbidge

From: Heidi Burbidge
Sent: Friday, July 19, 2019 12:49 PM
To: Alba Perez; Alex Pirie; Angela Eberle; Anthony Joseph; Antwan Steed; Barbara Karasinski; Betsy Reid; Brielle Short; Christine Bongiorno; Claire Makrinikolas; Colleen Leger; Connor Foley; Danielle Ferrier; Danny LeBlanc; Dave Dorvilier; David Gibbs; David Parilla; Diana Kelly; Donald Jarvis; Doug Kress; Eileen Merisola; Elana Horwitz; Elizabeth Winston; Ellen Shachter; Emily Bullen; Erin Zwirko; Gerry Zipser; Hannah O'Halloran; Heidi Burbidge; Heidi Gold; Isaac Andrade; Jason Ramirez; JD Morales; Jennifer Raitt; Jennifer Wolter; Jenny Cantalupa; Jessica Brayden; Jordan Dwyer; Jossora Moreno; Joyce Tavon; Judith Tumusiime; Julie Wayman; Kathryn Ferri; Kawal Jooma; Kelly McEachirn; Kerrin Bowers; Lisa Davidson; Lisa Lindman; Lisa Schorr Kaplan; Luciana Quintanilha; Lucy Monroe; Lydia Lopez; Lydie Ultimo-Prophil; Mark Alston-Follansbee; Mark Catalano; Mark Dennis; Mary Cassesso; Matthew Marrano; Meg Alfoni; Meredith Amshoff; Michael Feloney; Michael Kordosky; Mike Libby; Nancy Bacci; Nancy Kavanagh; Netra Darai; Pam Hallett; Penny Snyder; Regina Bertholdo; Rita Paulino (Rita.Paulino@va.gov); Rita; Rita Shah; Sarah Berson; Scott Hayman; Shannon Bennett; Shannon Murphy; Susan Hegel; Tessa Byer; Tom Bierbaum
Cc: Kelly Donato; Karen R. Byron (krbyron@byrongrantconsulting.com)
Subject: CoC NOFA: amount of funding, posting for New, DV Bonus and Expansion Projects
Attachments: Timeline for S-A CoC 071919.xlsx; fy-2019-coc-program-competition-nofa-whats-new-changes-and-highlights.pdf

Hello Providers:

The Somerville-Arlington CoC has an estimated $2,276,447 in available funds through the U.S. Department of Housing and Urban Development (HUD) 2019 Continuum of Care (CoC) Program Competition and is accepting new and renewal CoC project applications for the FY19 consolidated application. The attached documents outline this year's timeline, and an update on what's new in the FY19 competition.

All providers who received project funding through the 2018 CoC NOFA application process should respond to let us know before July 23rd stating either:

1) You want to reallocate total project funds for any project, or
2) You want to reallocate partial project funds for any project, or
3) You do not want to reallocate any project funds and will be submitting a renewal request.

For all agencies, please note: the CoC has the opportunity to apply for $105,503 in bonus funding for new projects or expansion of existing projects, and $211,006 for domestic violence projects. We encourage all agencies to submit a new, expansion or domestic violence project application. The deadline for submitting concept papers is **July 30, 2019.** More detail about the opportunity for new projects and instructions for submitting concept papers for new and domestic violence projects will be posted on **July 23, 2019.**

Please be aware that the deadline for submission of **new and renewal project applications into e-snaps is August 16, 2019 to have the consultant provide comments, and August 28th, 2019 at 5:00 PM for final submission of the application and attachments. T**he federal deadline for the consolidated application is **September 30th, 2019,** and we anticipate submitting it on September 27, 2019.

Further updates about the application process will be sent to you by email and also posted at the City of Somerville and Town of Arlington's websites for Continuum of Care. If you have questions or to be put on the email list to receive updates please contact Heidi Burbidge at hburbidge@somervillema.gov or Karen Byron, our consultant, krbyron@byrongrantconsulting.com.

Heidi Burbidge

Heidi Burbidge
Housing Programs Coordinator
Housing Division

City of Somerville – Office of Strategic Planning and Community Development
City Hall Annex
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Somerville, MA 02145
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FY 2019 SCoC NOFA Response Timeline				09.12.19
Item	**Dates in bold are required by the NOFA**	**Who Responsible**	**Done**	**Comments**
Complete				
In progress				
HB=Heidi Burbidge BGC=Byron Grant Consulting				
NOFA Release	07.03.19	HUD	X	
Applications available in e-snaps; instructions available in HUD Exchange		HUD	X	
Review NOFA-relevant webinars as they become available	TBD	Interested parties		BGC will notify CoC of dates and times as webinars become available, and will provide links to registration if possible.
Meeting to review NOFA changes from previous years, what is new, CoC-required tasks, discuss reallocations proposed (if any), new projects, DV projects and the Ranking and Review Tool.	07.16.19	Interested parties	X	This is part of the monthly CoC meeting.
RFP Issued for New, Reallocated, Bonus funds and DV Bonus fund concept papers	07.25.19	HB, BGC	X	This will be posted on the SCoC webpage, emailed to the full membership list, and members will be encouraged to post on their websites
New project letters of interest due	08.01.19	Interested parties	X	
Ranking, and Review Committee meets to review new, bonus and DV bonus letters of intent and Ranking forms	08.06.19	Committee, BGC	X	
First Draft of Applications for New, Consolidated, Renewal, Reallocated, Transition, DV Bonus and/or Bonus funds due by 5:00	08.16.19	All parties submitting requests	X	
Review of Consolidated Application line-by-line	08.20.19	All interested parties		Please note this will potentially be a 2 hour meeting. Participants should review the blank Consolidated Application Karen will send out prior to meeting.
Comments re: project applications back to applicants	08.21.19	BGC		
Final project applications and all attachments due in esnaps	08.28.19	Project applicants		BGC will review one last time for completeness.

Ranking, and Review Committee meets to determine final ranking	08.29.19	Committee, BGC		
All Applications received by CoC	**08.30.19**	**Project applicants**		**HUD requires 30 days before submission**
Ranking and Review Decisions presented to CoC	09.12.19	HB, BGC		These will be delivered via email
Draft of Consolidated Application Section 1	09.12.19	BGC		
Draft of Consolidated Application section 2	09.12.19	BGC		
All applications accepted or rejected by CoC	**09.14.19**	**Interested parties**		**HUD requires 15 days before submission deadline**
Notification of acceptance, rejection or reduction of project applications in the Priority Listing in writing	**09.14.19**	**BGC**		**HUD requires 15 days before submission deadline**
Comments on Consolidated Application Section 1	09.16.19	SCoC membership		
Comments on Consolidated Application Section 2	09.16.19	SCoC membership		
Draft of Consolidated Application section 3	09.16.19	BGC		
Draft of Consolidated Application section 4	09.16.19	BGC		
Comments on Consolidated Application Section 3	09.17.19	SCoC membership		
Comments on Consolidated Application Section 4	09.17.19	SCoC membership		
Final draft of Consolidated Application for review	09.19.19	BGC		
Final comments on Consolidated Application	09.20.19	SCoC membership		
Full NOFA response available on CoC webpage and partner websites for public review	**09.23.19**	**HB, SCoC members**		**HUD requires 2 days before submission deadline**

Electronic vote to accept or reject the Consolidated Application, Priority Listing and Project Applications	09.25.19			
Final Consolidated Application, Priority Listings and Project Applications with additional comments from public	09.27.19	BGC		
NOFA submitted	09.27.19	BGC		
NOFA responses due	**09.30.19**			

Somerville-Arlington Continuum of Care
City of Somerville: Collaborative Applicant
(MA-517)

Subject: RFP: New Bonus & DV Bonus funding – 2019 CoC NOFA application

Dear Somerville-Arlington CoC Partners:

The Somerville-Arlington Continuum of Care (CoC) and the City of Somerville as the Collaborative Applicant (CA) is seeking applications for projects as part of the FY2019 HUD Continuum of Care competition. Below are the categories of possible projects. New projects can be created through the Bonus or Domestic Violence Bonus categories within the HUD funding limits designated for this CoC. The amounts available are listed next to the appropriate categories and represent information currently available. If HUD modifies the estimated ARD, or if reallocation is made available, we will update this RFP. Please note the timeline process for application in the CoC Competition Calendar.

Attached are two documents: Letter of Intent form, and the CoC Competition Calendar.

The first step will be to submit a letter of intent by **August 1st** at 12 pm.

Prospective applicants should carefully review the HUD Notice of Funding Availability (NOFA) for project application detailed instructions, definitions, and all related resources posted here on the HUD Exchange website: https://files.hudexchange.info/resources/documents/FY-2019-CoC-Program-Competition-NOFA.pdf

Requests for proposals of the following projects:

A) Bonus and Reallocation
B) DV Bonus
C) Expansion to expand an eligible renewal project
D) Consolidation of 2 or more eligible renewal projects
E) Transition grants

Providers are strongly encouraged to submit applications for new projects. The CoC will offer the assistance of the CoC planning consultants to help answer questions and strengthen applications.

A) New Bonus and Reallocation Projects: Up to $105,503

CoC's may submit new project applications under the Bonus and reallocation process. In FY 2019 HUD will allow projects and CoCs to combine the CoC Bonus and reallocation funding available in a single project, as both new CoC Bonus and new projects created through the reallocation process have the same eligible components:

1. PH-PSH - Permanent Housing-Permanent Support Housing
2. PH-RRH – Permanent Housing-Rapid Re-Housing
3. Joint TH and PH-RRH component projects
4. Dedicated HMIS projects
5. SSO-CE – Support Services only to develop or operate a centralized or coordinated assessment system

Carefully review the NOFA, especially Sections V.C.3.b and V.C.3.c, III.B.2.c, VII.B.1.c for details on the Bonus categories and Reallocation sections II.B.1, III.B.2.t. For Both: V.B.2.d.(1), V.B.3.a.(3), V.B.3.a.(5)

B) New Domestic Violence (DV) Bonus: Up to $211,000

Up to $50 million is available for the DV Bonus which will provide housing and services to survivors of domestic violence, dating violence, and stalking (see paragraph 4 of 24 CFR 578.3 for definitions.) Project requirement details are in sections II.B.3 and II.B.10.e. The types of projects allowable under the DV Bonus are:

1. Rapid Re-housing (PH-RRH) projects
2. Joint TH and PH-RRH component projects as defined in Section II.C.3M of the NOFA
3. SSO Projects for Coordinated Entry (SSO-CE) to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, or stalking (e.g., to implement policies and procedures that are trauma informed, client centered or to better coordinate referrals between the CoC's coordinated entry and the victim service providers coordinated entry system where they are different.

Note: Providers requesting DV Bonus funds who are selected by the CoC to submit full applications will be expected to work with the CoC and its planning consultants to help provide information on the estimated numbers of DV survivors in the CoC, unmet needs, and related information as part of completion of the overall CoC application. These are additional questions that the CoC must complete when it applies for DV Bonus projects.

All Applicants for New Bonus and DV Bonus Projects must:

(1) Submit a Letter of Intent by Thursday, **August 1st** to Heidi Burbidge: hburbidge@somervillema.gov with a cc: to Karen Byron at krbyron@byrongrantconsulting.com. See the attached form with a summary of the project request. See below for the process and timeline.

(2) Carefully review the *Project Eligibility Threshold* requirements (NOFA – Section V C. 3). The Project Review Committee will consider these in reviewing project applications and deciding on inclusion of projects in the final CoC consolidated application to HUD.

(3) Participate in Somerville-Arlington CoC Coordinated Entry if the projects are funded.

C) Expansion Projects for Eligible Renewal Projects

The process by which a renewal project applicant submits a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants, or in the case of HMIS, increase the current HMIS activities within the CoC's geographic area. New project expansion applications may only request a 1 - year grant term. To apply, project applicants must submit separate renewal and new project applications and submit a single renewal application that includes that includes the combined information from the renewal and new project applications. See NOFA Sections III.C.2.j, V.B.2.3.2, V.B.3.a.(5)

D) Consolidated Projects for Eligible Renewal Projects

Eligible renewal project applicants will have the ability to consolidate two or more eligible renewal projects (but no more than 4 projects) into one project application. The projects being combined during a grant consolidation will continue uninterrupted. To be eligible for consolidation, projects must have the same recipient and be for the same component; and they will be funded in this competition only with FY 2018 funds. See NOFA Sections for details and restrictions: II.B.5, III.C.3.e, V.B.2.b(4), V.B.3.a.(6)

E) Transition Grants

Project applicants can transition an existing renewable component (e.g., TH) to another component (e.g., PH-RRH).To take advantage of the transition grant, the project applicant must use the reallocation process to eliminate at least one existing eligible renewal component to a project for one of the eligible new project components: (PH-PSH, PH_RRH, Joint TH and PH-RRH, dedicated HMIS, or SSO-CE. See NOFA Section III.C.3.v

Timeline and Process:

July 23
RFP Issued for New, Reallocated, Bonus Funds and DV Bonus Fund concept papers

August 1
New Project concept papers due by 12 pm

August 2
Ranking and Review Committee meets to review new, bonus and and DV bonus applications

August 16
First Draft of Applications for New, Consolidated, Renewal, Reallocated, Transition, DV Bonus and/or Bonus funds due by 5 pm

August 20
Review of Consolidated Application

August 21
Comments regarding project applications back to applicants

August 28
Final project applications and all attachments due in e-SNAPS

August 30
All Applications received by CoC (HUD requires 30 days before submission)

Somerville-Arlington CoC (MA-517)

2019 Project Scoring and Ranking Tool

Adopted by the CoC at the August 20. 2019, 2019 Meeting

This tool is based upon the Rating Process and Ranking Policy adopted by the Somerville-Arlington CoC (S-A CoC) at the August 20, 2019 meeting. The S-A CoC Review, Rating and Ranking Committee is a committee of non-funded S-A CoC members appointed annually to make strategic recommendations to the S-A CoC related to how system and project performance should calculate into ranking decisions for Consolidated funding applications.
Specific responsibilities include:

- To provide input into the Ranking and Review tool to be used in reviewing projects.
- To complete the review and ranking of all project applications to be submitted for funding in response to HUD's annual CoC NOFA.
- To make recommendations to the Board regarding individual project applications to be submitted in the FY19 S-A CoC response to the HUD NOFA as well as the Project Priority Listing.

Scoring Instructions

The S-A CoC developed these Scoring Instructions as part of the Ranking and Review Tool, which was approved by CoC on August 20, 2019. The intent of this tool is to measure project performance and capacity using objective scoring criteria, including the HEARTH System Performance Measures, use of Housing First and low barrier entry, past performance, domestic violence evaluation and severity of needs and vulnerabilities experienced by program participants. This tool measures the rate at which participants maintain PH, and in the course of the coming merger, we will begin to evaluate the number of participants who move from PSH to PH.

In order to be considered for inclusion in the S-A CoC HUD NOFA response, all projects must pass HUD Threshold Criteria: 1) Applicants must be eligible, (p. 33 of NOFA), 2) Applicants must meet project eligibility thresholds (p. 33 of NOFA), 3) Applicants must meet project quality thresholds (p. 34 of NOFA), and 4) Renewal projects must meet project renewal thresholds (p. 40 of NOFA).

Projects must also pass S-A CoC Threshold Criteria: 1) applications were received by the deadline, 2) the project is consistent with the Consolidated Plan covering the S-A CoC geographic region, (3) the applicant does not have any outstanding HUD monitoring and/or OIG Audit findings, and (4) the project complies with the requirements of the CoC interim rule (24 CFR part 578), including, but not limited to accepting referrals from the S-A CoC Coordinated Entry (CE) system and participating in the S-A CoC Homeless Management Information System (HMIS). New applicants that do not currently participate in CE or HMIS must indicate they will if their application(s) is/are awarded.

Threshold Criteria

All project applications will be reviewed to determine whether they meet the following thresholds. Those that do not will not be included for ranking.

THRESHOLD CRITERIA (ALL PROJECTS)	Pass/Fail
Project is eligible.	
Applicants must meet project eligibility thresholds as defined in the FY19 NOFA.	
Project meets project quality thresholds as defined in the FY19 NOFA.	
Renewal projects must meet project renewal thresholds as defined in the FY19 NOFA.	

THRESHOLD CRITERIA -- continued.	Pass/Fail
Application materials were received by the posted deadline.	
Project is consistent with the Consolidated Plan.	
No outstanding HUD monitoring or OIG Audit findings.	
Project complies with the requirements of the CoC Interim Rule (24 CFR part 578), including but not limited to: 1) The project fills or will fill, all vacancies from the S-A CoC CE System in accordance with the S-A CoC CE Policies. 2) The project participates or will participate in, the S-A CoC HMIS.	

Evaluation Method

Project applications will be categorized as either Standard Renewal, First Time Renewal or New. All project applications will be evaluated and scored using the criteria in these Instructions. The S-A CoC Ranking Committee will also consider the priorities and information contained in the FY2019 NOFA in its review. Projects will be ranked according to the percentage of points received.

Standard Renewals: Standard Renewals are renewing projects that have operated for a full 12-month period. These projects will be evaluated using project performance data from the most recently submitted Annual Performance Report (APR) and other objective data gathered from HMIS and other sources, such as the S-A CoC Attendance report.

First Time Renewals: First Time Renewals are those that were awarded funding in FY2018, but have not yet completed a full 12-month period of operation. These projects will be evaluated using the same scoring methodology as New Projects.

New Projects: New projects are projects that have never been awarded CoC Program funds. These projects will be evaluated and scored using HUD's scoring criteria, guidance, and S-A CoC-defined priorities. They may include projects from applicants who have never received funding from the S-A CoC, those who received funding in the past, but not in the FY18 round of funding, and applicants who are also pursuing renewal funding.

Project Approach (All Projects)

PROJECT APPROACH – Projects can receive 0, 5 or 10 points. There will be no partial points awarded. These scores are based upon Section 3 in the project application.	
Low-Barrier and Housing First *Maximum Points: 10*	
The project follows a Low-Barrier approach, meaning the project ***does not*** screen out participants based on any of the following criteria: - Having too little or no income - Active or history of substance abuse - Having a criminal record with exceptions for state-mandated restrictions - Having an eviction record - History of domestic violence (e.g., lack of protective order, period of separation from abuser, or law enforcement involvement)	5

PROJECT APPROACH – continued	
Low-Barrier and Housing First *Maximum Points: 10*	
The project follows a Housing First approach, meaning the project ***does not*** terminate participants from the program for any of the following reasons: - Failure to participate in supportive services - Failure to make progress on a service plan - Loss of income or failure to improve income - Being a victim of domestic violence - Any other activity not covered in a lease agreement	5

Standard Renewal Projects

PROJECT PERFORMANCE			
Housing Stability	**Source**	***Maximum Points: 8***	
PSH in PH projects: % of participants who exited to or maintained PH; PSH in TH: % of participants who exited to positive outcomes	APR Q23a and 23b	≥80%	8
		75% to 79.99%	6
		70% to 74.99%	4
		65% to 69.99%	2
		≤64.99%	0
Total Income (including Mainstream Benefits)	**Source**	***Maximum Points: 8***	
% of persons age 18 and older who *maintained or increased* their total income (including cash income and non-cash benefits) as of the end of the operating year or program exit	APR Q19 and Q20	≥80%	8
		70% to 79.99%	6
		≤69.99%	0
Utilization Rate	**Source**	***Maximum Points: 10***	
Unit utilization rate Average of number of persons served on the last Wednesday of Jan, Apr, Jul, Oct, divided by number of beds	HMIS or APR Q02	≥95%	10
		90% to 94.99%	8
		85% to 89.99%	6
		80% to 84.99%	4
		≤79.99%	0
DATA			
Timeliness	**Source**	***Maximum Points: 8***	
Annual Performance Report (APR) submitted on time			4
Project-Level: Average # of days to enter data from program intake and exit.	APR Q06e	≤6	4
		≤10	2
		≥11	0
Completeness	**Source**	***Maximum Points: 5***	
% Error Rate Refused/Unknown responses for Universal Data Elements – any element	APR Q06a	≤9%	2
		≥10%	0
% Error Rate for Universal Data Elements	APR Q06b	≤5%	3
		≥6%	0
COST EFFECTIVENESS			
Expenditures	**Source**	**Maximum Points: 10**	
Total % spend down (unspent funds are recaptured by HUD)	APR Q28	≥95%	10
		90% to 94.99%	8
		85% to 89.99%	6
		80% to 84.99%	4
		≤79.99%	2

Standard Renewal Projects – continued			
OTHER			
Drawdowns	**Source**	***Maximum Points: 4***	
HUD quarterly drawdowns in eLOCCS	eLOCCS report		4
Coordinated Entry Participation	**Source**	***Maximum Points: 5***	
Level of participation as reported in the APR	APR Q07a	95-100%	5
		80-94%	4
		79% or less	3
Chronically Homeless Dedicated Beds	**Source**	***Maximum Points: 5***	
All projects: % of Beds that are dedicated to chronically homeless in **FY2019**.	Application	90-100%	5
		≤89%	4
Specific Population Focus	**Source**	***Maximum Points: 5***	
Project has existing special capacity (in its facilities, program designs, tools, outreach or methodologies) to serve one or more of the following subpopulations. 1 point for each subpopulation: - **Chronically homeless individuals and/or families**, - **Veterans**, - **Families with children**, - **Youth (under age 25)**, and/or - **Victims of domestic violence.**	Application Q3	1 point per subpopulation (up to 5)	

If a project has insufficient data to score a criterion, the project will receive the averaged points for that criterion.

BONUS			
	Source	***Maximum Points: 4***	
Attended at least 75% of monthly CoC meetings	CoC attendance records		4

Project Approach Points:	***10***
Project Performance Points:	***26***
Data Points:	***13***
Cost-Effectiveness Points:	***10***
Other Points:	***19***
Bonus Points	***4***
****Standard Renewal Points:***	***82***

*Projects will be scored according to the ***percentage*** of points received.

New Projects

ADDITIONAL THRESHOLD CRITERIA (NEW PROJECTS)			Pass/Fail
The project is Permanent Supportive Housing Dedicated PLUS or has 100% of beds dedicated to serving chronically homeless; Rapid Rehousing for homeless individuals and families including unaccompanied youth; joint TH and PH-RRH which meet the criteria defined at V.B.3.(c) of the FY18 NOFA; or a project specifically designed to meet the needs of those who are homeless victims of domestic violence including PH-RRH, or joint TH and PH-RRH.			
PROJECTED OUTCOMES			
Housing Stability	**Source**	***Maximum Points: 4***	
Participants will be assisted to obtain and remain in permanent housing	Application	Yes	4
		No	0
Total income including Mainstream Benefits	**Source**	***Maximum Points: 8***	
Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs.	Application	Yes	4
		No	0
Regular follow-ups with participants to ensure mainstream benefits are received and renewed	Application	Yes	4
		No	0
DATA			
HMIS Capacity	**Source**	***Maximum Points: 4***	
Agency level (for all agency projects in HMIS): average # of days to enter data from program intake and exit.	HMIS	≤7	4
		8-14	2
		≥15	0
Applicant agrees to participate in HMIS	Application	Yes	4
		No	0
COST EFFECTIVENESS			
Budget	**Source**	***Maximum Points: 4***	
The project provides evidence of match	Application	Yes	4
		Nos	0
OTHER			
Collaboration	**Source**	***Maximum Points: 4***	
Project will demonstrate collaboration with other agencies to assist clients in obtaining other services.	Application		4
Specific Population Focus	**Source**	***Maximum Points: 5***	
Project has existing special capacity (in its facilities, program designs, tools, outreach or methodologies) to serve one or more of the following subpopulations. 1 point for each subpopulation: - **Chronically homeless individuals and/or families**, - **Veterans**, - **Families with children**, - **Youth (under age 25)**, and/or - **Victims of domestic violence.**	Application	1 point per subpopulation up to 5	0-5

New Projects -- continued

PROJECT MILESTONES			
Projects	**Source**	***Maximum Points: 6***	
First Participant Housed: Days from grant execution to house first participant	Application	≤30	4
		31-60	2
		≥61	0
Project at Capacity: Days from grant execution for project to be at capacity	Application	<90	2
		91 to 120	1
		≥121	0
AGENCY CAPACITY and EXPERIENCE			
Federal Funds	**Source**	***Maximum Points: 2***	
Currently operating ≥1 other federally funded projects	Application		2
Financial Management Capacity	**Source**	***Maximum Points: 2***	
Agency has capacity to submit monthly cost reimbursement invoices and to meet program expenses in advance of reimbursement	Application		2
Homeless Documentation	**Source**	***Maximum Points: 4***	
Agency's years of experience with documenting homelessness according to HUD's Defining "Homeless" Rule	Application	≥3	4
		1 to 2	2
		<1	0
Chronic Homeless Documentation	***Source***	***Maximum Points: 2***	
Currently operating ≥1 project serving chronically homeless households	Application	≥2	2
		1	1
		<1	0
Low-Barrier and Housing First Experience	***Source***	***Maximum Points: 5***	
Applicant demonstrates low barrier and housing first (or comparable housing model) implementation experience.	Application		5

Project Approach Points:	***10***
Projected Outcomes Points:	***12***
Data Points:	***4***
Cost-Effectiveness Points:	***4***
Other Points:	***9***
Project Milestones Points	***6***
Agency Capacity and Experience Points	***15***
New Project Points*	***60***

*Projects will be scored according to the ***percentage*** of points received.

Somerville Arlington Continuum of Care

MA-517

Local Competition Public Announcement

1E-1

- Screenshot of website posting from July 24, 2019
- Meeting minutes to discuss Consolidated Application (Entire Providers Group public meetings)
    - July 16, 2019
    - August 20, 2019
- Email announcement to Providers Group list-serv
- Somerville Arlington CoC Competition Working Calendar
- Somerville Arlington CoC RFP with Ranking Information
- Ranking Tool

Somerville-Arlington Continuum of Care (CoC)

The Somerville-Arlington Continuum of Care (CoC) is the local organization that coordinates housing and services funding for homeless individuals and families. Meetings of the CoC are held on the third Tuesday of each month from 2:00 p.m. to 3:30 p.m. CoC meetings are open to the public. To receive email updates about CoC meetings including meeting agendas, or if you have questions about CoC agency services, please call or send email to:

CoC Lead Agency	City of Somerville Contact: Heidi Burbidge (617) 625-6600 x2587 hburbidge@somervillema.gov
CoC Homeless Management Information Services (HMIS) Lead Agency	Somerville Homeless Coalition Contact: Connor Foley (617) 623-6111 cfoley@shcinc.org

Funding Notices & Applications | **Resources for Homeless Individuals & Families** | **Local Agencies with HUD McKinney Funding** | **CoC Policies and HUD Reports** | **CoC Meetings**

2019 Documents

- FY 2019 CoC Program Competition NOFA - What's New, Changes, and Highlights
- RFP: New Bonus & DV Bonus Funding
- Letter of Intent Form for the RFP
- CoC Competition Calendar

2019 Updates

(Listed in chronological order from earliest to most recent in 2019)

The U.S. Department of Housing and Urban Development (HUD) has recently released the 2019 Continuum of Care (CoC) Program Competition Notice of Funding Availability (NOFA). The NOFA and related documents can be found at https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/.

7/19/2019	The Somerville-Arlington CoC has $2,276,447 in available funds and is accepting new and renewal CoC project applications for the FY19 consolidated application. In the list of links to CoC NOFA documents, please find this year's timeline calendar for the application process and an update on what's new in the FY19 competition. Please be aware that the deadline for submission of**new and renewal project applications into e-snaps is August 28th, 2019 at 5:00 PM** and the consolidated application is due by **September 30th, 2019.**
7/23/2019	**Announcement – Somerville-Arlington CoC (MA-517) RFP: New Bonus & DV Bonus funding – 2019 CoC NOFA application** The Somerville-Arlington Continuum of Care (CoC) and the City of Somerville as the Collaborative Applicant (CA) is seeking applications for projects as part of the FY2019 HUD Continuum of Care competition. Details regarding the categories of possible projects can be found in the link in the list above that goes directly to the RFP: New Bonus & DV Bonus funding. The list of 2019 documents also includes the Letter of Intent form for the RFP, and the CoC Competition Calendar with the timeline process for application. New projects can be created through the Bonus or Domestic Violence Bonus categories within the HUD funding limits designated for this CoC. The amounts available are listed in the RFP next to the appropriate categories, and represent information currently available. If HUD modifies the estimated ARD, or if reallocation is made available, we will update this RFP. Please note the CoC Competition Calendar also includes a timeline for the entire CoC NOFA application process and is available through clicking the link above.

2018 ⌄
2017 ⌄
2016 ⌄

Current time in Somerville
11:19 AM
Wednesday, July 24, 2019

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See highlighted text on page 2

Somerville-Arlington COC Minutes
July 16, 2019, 2 PM – 3:30 PM
VOA, 2 North Street, Somerville, MA

1. **Introductions and Announcements**

The new co-chairs were announced: Antwan Steed of Wayside and Erin Zwirko, Arlington Department of Planning and Community Development. All those in attendance introduced themselves, including the new CoC Planning Consultants who were in attendance.

A webinar is being held concurrently with the meeting about the NOFA and it will be available after the fact for viewing. See second page of the agenda for details.

The Housing Corporation of Arlington is hosting a financial workshop at Leader Bank, 864 Mass Ave, on July 30, 2019.

2. **New CoC Planning Consultant**

Heidi introduced the new Planning Consultant Group, which was hired through an RFQ process completed by the City of Somerville on behalf of the CoC. Karen Byron and Kay O'Rouke, Byron Grant Consultants, received the award last week from the City of Somerville.

The first major task will be assisting the CoC through the NOFA process, which will be discussed in more detail later in the agenda.

3. **Merger vote review/update**

Heidi gave a brief update on the merger vote that happened last meeting. The group worked out the wording of the vote at the last meeting, and Heidi passed out the text to the group for reference. Balance of State (BoS) has also already voted to merge, and Lowell CoC, which is also planning on merging this year, voted to merge.

The next step is to work with BoS to execute a memorandum of understanding (MOU) to identify how and when the merge will occur. There has been one meeting with the BoS to discuss coordinated regional entry. There will be additional meetings with BoS to come to a consensus on an MOU that can be agreed upon and has sufficient detail. The goal is to execute the MOU in the fall. At this time, this effort will require continuing to work through the summer and Heidi encourages participation from the providers in the CoC.

There was some discussion regarding wanting a proposal from the BoS to respond to rather than listing out the wants/needs of the CoC. We have a copy of the recently executed MOU when the Newton-based CoC merged with BoS and it is reasonable that the same standards on when the grants will transfer and how ranking will be achieved would be suggested by the BoS. More discussion is likely necessary to ensure that our projects can be ranked appropriately. Heidi reports that the ball is in the CoC's court to respond to the BoS. The next step is to hold a local meeting.

4. NOFA Release

Karen provided a schedule of tasks for the CoC to consider in order to respond to the NOFA. The schedule is draft, and is open for revision.

Karen reported that the NOFA does not have dramatic changes, but some alteration in Tier 1 and Tier 2. HUD is also allowing some expansion projects, the CoC bonus, and reallocation. The YHDP is allowing renewals, and there is a DV Bonus again. The CoC Bonus is $105,503 and the DV Bonus is $211,006.

Karen reported on the changes that HUD has made to the topic areas. Transition projects are those that, following evaluation or evolution, are really a different type of program can apply for funding in this category. Consolidation projects can streamline projects, but if two different projects are ranked differently, the overall rank may be lowered if the programs are ranked differently.

The CoC can apply for a total of $1,896,636.

The NOFA is due on September 30, 2019. Preference is to submit the Friday before.

Karen will let us know if there are webinars that are available related to the NOFA.

By this Friday, Karen will distribute an "RFP" for a call for applications, which will be reviewed by the Ranking and Review Committee. The call for applications will also be posted on the City of Somerville page and Karen asked that providers post as well. Concept papers will be due on July 30, 2019. Karen offered any services that may be needed in order to prepare the concept paper. Concept papers should go to Karen, with copies to Heidi, Antwan, and Erin.

The first draft of applications are due on August 16 for Karen to review in esnaps. Karen will have comments back to each provider by August 20. Karen likes to complete a line by line review of the consolidated application with the CoC. In the past, the consultant has asked for specific feedback that was then discussed during the monthly meeting. At the August 20th CoC meeting, the CoC will discuss the more difficult questions and then move onto the other items in order to use time efficiently.

All final applications are due to the CoC on August 30. The Ranking and Review Committee will meet to determine the final ranking, which will be presented via email as in the past. September will be dedicated to writing the consolidated application. Final comments on the consolidated application will be due on September 19. The final NOFA response is due on September 23.

This schedule might shift or email voting may be necessary as September 17th is a CoC meeting, which is before the date that the final consolidated application will be ready.

The CoC discussed that in the past there has been competition for the CoC bonus. Karen has recommended that the Ranking and Review Committee make the recommendations on applications to move forward rather than bring it back to the CoC. If there are more applications than funding, the Ranking and Review Committee will gather additional information as needed from the applicants in order to make a final recommendation to the entire CoC.

5. Review, rating, and ranking

Karen wants to put the CoC in the best position to join the BoS with consideration of potential future ranking of projects. She would like to provide feedback in order to put providers' projects in the best position. Karen reviewed the CoC's ranking tool from last year, but the merger in mind, she recommends using the BoS tool in order to rank projects this year.

The group reviewed the BoS tool for permanent housing to ensure that the point system makes sense for the CoC providers. A provider who also serves of the BoS's review committee noted that while the point system appears to be cut and dry, the BoS takes into consideration specific situations of each project. It will be important to describe how the CoC projects will rank in the BoS ranking through the merger MOU, but if the CoC uses the BoS ranking tool now, the CoC projects will have a general understanding of where those projects will rank in the future.

The providers discussed how some of the BoS ranking questions do not apply to the CoC. Question 5 could be altered to be average length of time homeless divided by CoC average or does the provider fully participate in the coordinated entry. The second option would show that there is usage of coordinated entry. As such, the BoS tool may not be appropriate for the CoC. In addition, the CoC may want a comparable tool for coordinated entry and transitional housing.

Heidi noted that the ranking tool used last year is quite different than the BoS tool. Last year's Ranking and Review Committee made a determination on what to include in the tool, and then made a decision on the ranking and point break down. Heidi suggests that the same process should follow this year.

Karen asked if the Ranking and Review Committee can meet during the week of July 22. Heidi noted that providers who have proposals cannot participate in the Committee.

6. Metro Regional Planning, including Coordinated Entry

The BoS consists of 79 cities and towns, with Somerville, Arlington and Lowell, it would increase to 82.

A regional approach would include administrative functions and coordinated entry. On coordinated entry, Somerville and Arlington would be in the metro area and consists of 14 communities based on a draft map created by the BoS. Funding for coordinated entry would be applied to each region and would go to a coordinated entry provider through a procurement process. Whoever is awarded the coordinated entry funding would maintain the by-name list and hold ongoing case conferencing meetings. There would likely not be a single entry point; rather multiple providers could be awarded contracts as entry points. Heidi reported that there are ongoing conversations regarding where to divide the regional areas.

Heidi will share the next meeting dates when regional coordinated entry will be discussed.

7. Balance of State Racial Disparities Analysis

The CoC deferred this agenda item to a future meeting.

8. Wrap Up

Due to the NOFA schedule, the CoC providers were asked to pay attention to email so the schedule can proceed at the accelerated pace.

The next CoC meeting is August 20, 2019, 2 PM at the VOA.

See highlighted text starting starting on page 3

Somerville-Arlington Continuum of Care Minutes
August 20, 2019, 2 PM – 4 PM
VOA, 2 North Street, Somerville, MA

1. **Introductions and Announcements**

Providers did a round of introductions. Announcements included a reminder than the Housing Corporation of Arlington is offering a first time home buyers session.

2. **Vote to approve merger MOU**

Heidi Burbidge, City of Somerville, noted that the CoC had been working on this for a while. Two months ago the CoC voted to merge with the Balance of State (BoS) CoC. The MOU is ready for a vote by the CoC after consulting with different agencies. The MOU was distributed by email on August 7, 2019. Heidi offered to walk through the MOU and introduced Gordie Calkins from the Department of Housing and Community Development (DHCD) representing the BoS CoC.

The MOU is between the City of Somerville as the Collaborative Applicant and DHCD. The MOU outlines the steps to take to merge and the timeline to merge for both planning grants, coordinated grants, and project grants.

Gordie offered an edit regarding the allocation of the Coordinated Entry grant in item 4 of the MOU noting that the existing grant to Somerville-Arlington CoC would not be reduced. Other edits included correcting the current grant year and identifying the grant years for the two NOFA cycles.

The CoC discussed that the City of Somerville and the Town of Arlington will still be responsible for completing their own CAPER filings, but will need to access HIC and PIT data from the Balance of State CoC.

For the PIT count, Mike Libby, Somerville Homelessness Coalition, asked about PIT counts and how that works with BoS CoC. Gordie noted that the providers that do the unsheltered PIT counts currently will still be relied upon to complete the PIT counts for each subsequent year. The providers may receive more resources to complete the counts from joining the BoS CoC.

Those providers that participate in coordinated entry should work with the BoS to ensure that the providers will have the full benefit of all of the BoS geography. Gordie will make arrangements for the BoS coordinated entry coordinator to be in touch with the providers.

An edit was made to item 12b in the MOU to delete the word “unhoused” and replace it with people who meet the eligibile HUD criteria.

The HMIS grant and Planning grant will transfer to DHCD when DHCD becomes the grantee, or depending on when the cycle rolls over.

There was discussion about the effective date. It should be effective upon the date of the last signature of parties A and B.

Susan Hegel, Cambridge and Somerville Legal Services, made a motion to approve the MOU with the revisions as discussed. Rita Shah, Housing Corporation of Arlington, seconded the motion. A unanimous (11-0) vote was taken by the providers eligible to vote.

3. HMIS Statewide Data Warehouse questions from committee

Connor Foley, Somerville Homelessness Coalition, noted that there are few options for the Release of Information (ROI) for the Statewide Data Warehouse regarding who has access to the data:

- Option 1: Authorized users within the agency who worked with the client or within the specific continuum.
- Option 2: All authorized users within the data warehouse. This could include many different users with the appropriate level of access in many continuums.
- Option 3: Allow the client to choose as part of the release.

Connor suggested that the authorized users for the entire Data Warehouse might be the best option particularly after the merge happens. The question boils down to whether a user in another continuum could have access to the client's data on chronic homelessness. This would reduce the amount of releases that a client would have to complete if the client crosses continuum boundaries to initiative services.

The providers discussed privacy concerns. The system is not easily queried because of the information that you need to search for clients, yet the system is not entirely confidential and that could be a concern. Clients may not share the same concerns about confidentiality. The different levels of authorization may hide certain sensitive data, but will give all users a service history. The system is powerful for providers to know where to find clients.

Option 3 is not difficult to implement from the data backend, but it makes the release more complicated. The point is informed release, and making that clear for a client may be difficult to explain in a meaningful manner.

Green River, the Data Warehouse consultant, is intended to provide training and information for the users, but not necessarily information on how to talk with clients or how to explain what happens with a release.

The providers discussed whether the CoC needs to vote to give Connor direction. The conversation was mixed with no strong feeling in any direction. Gordie indicated that the providers who attend the planning meetings on the Data Warehouse were more interested in having wider access to the data (Option 2). Green River can also not provide access to adjacent CoCs only. If clients stop signing releases, then perhaps Green River will have to reverse course. Not signing a release doesn't prevent clients from being serviced; it may just take a little longer. Releases automatically expire after 1 year.

The providers agreed that the CoC is generally fine with Option 2, but there are some strong reservations. Others supported Option 3.

4. Update on new project and new DV bonus projects RFP for NOFA

All providers submitted their projects in e-snaps. There are two new projects from Wayside and RESPOND. Betsy Reid and Antwan Steed, Wayside, noted that the Wayside project will provide rapid rehousing for 3 additional young adults for 24 months with the goal to transition the young people to independency. Wayside will pay rent for a while with the goal to transition rent payments to the young adults. The total request is $105,000.

Maria Crocker, RESPOND, noted that the agency currently has a housing program to help survivors of domestic violence find housing and eventually sustain the housing. RESPOND will apply for the DV bonus to build on that rapid rehousing program and add DV counseling. The total request is the full DV bonus of approximately $211,000.

Final applications are due in e-snaps on August 28. The Ranking and Review Committee will meet on August 29 and present the decisions to the CoC on September 2.

5. Rating Policy/Plan and Ranking Tool

The Ranking and Review Committee has met a couple of times. Last month the CoC looked at the BoS ranking tool, and it was not clear how to apply it to our projects. Kay O'Rourke, Byron Grant Consultants, brought a tool forward from the North Shore that might be useful and had scored highly in the past.

In the past, the CoC Rating Policy has been pretty brief, but in this version the Committee added some background information about priorities. The priorities come right from the NOFA.

Susan had some concerns regarding the ranking. In particular, should coordinated entry (CE) be entirely funded by Tier 1 or split between Tier 1 and Tier 2, if there is a highly ranked housing project. In this case, HMIS will be at the bottom of Tier 2 because it is not housing. The Ranking and Review Committee struggled with this question and wanted input from the CoC. HUD's example tool ranked CE and HMIS as first and second in Tier 1 as critical infrastructure.

The long range plan for the BoS is to add an HMIS person to the staff, a position which could be funded from the HMIS grants from Somerville and Lowell, which is also merging with the BoS. It may not necessarily matter where HMIS is ranked. If the language in the application focuses on the merging, that might help with the Tier 2 risk of funding. Adding information in the consolidated application about the merger shows that there is a plan for moving forward. Distinguishing between housing programs and coordinated entry and HMIS and noting that those efforts will be placed in a specific location, Heidi suggested that they should be ranked first and second, and the housing projects will be ranked on performance.

Focusing on the tool for discussion, basic questions were pass or fail, the project approach focuses on low barrier and housing first, and project categories have specific rankings. There are no first time renewals for the CoC to rank in the application. For standard renewals, the Ranking and Review Committee changed the utilization rate to the past four quarters rather than a point in time so there was an average across the planning year. Under the bonus points for standard renewals, the demonstrated use of program income seemed too subjective and the CoC providers suggested that it should be deleted and the question on attendance would move into

the ranking tool. For new projects, their placement won't necessarily affect their ranking, but HUD will look at it. The Ranking and Review Committee will rank the two new projects at the bottom of Tier 2.

Going back to the question about CE and HMIS, the CoC decided to rank CE and HMIS as 1 and 2, and then all of the housing programs would be next, and potentially there will be a project that straddles Tier 1 and Tier 2, followed by the new projects in Tier 2.

Because many voting numbers had left the meeting at this time, a vote to approve the Ranking and Review tool would be confirmed over email. It was later confirmed that the CoC voted unanimously to approve the Ranking and Review tool.

6. NOFA Application

The CoC deferred this discussion to a conference call to be scheduled the week of August 26.

The next CoC meeting is scheduled for September 17, 2019, 2 PM, VOA, 2 North Street, Somerville.

Heidi Burbidge

From: Heidi Burbidge
Sent: Friday, July 19, 2019 12:49 PM
To: Alba Perez; Alex Pirie; Angela Eberle; Anthony Joseph; Antwan Steed; Barbara Karasinski; Betsy Reid; Brielle Short; Christine Bongiorno; Claire Makrinikolas; Colleen Leger; Connor Foley; Danielle Ferrier; Danny LeBlanc; Dave Dorvilier; David Gibbs; David Parilla; Diana Kelly; Donald Jarvis; Doug Kress; Eileen Merisola; Elana Horwitz; Elizabeth Winston; Ellen Shachter; Emily Bullen; Erin Zwirko; Gerry Zipser; Hannah O'Halloran; Heidi Burbidge; Heidi Gold; Isaac Andrade; Jason Ramirez; JD Morales; Jennifer Raitt; Jennifer Wolter; Jenny Cantalupa; Jessica Brayden; Jordan Dwyer; Jossora Moreno; Joyce Tavon; Judith Tumusiime; Julie Wayman; Kathryn Ferri; Kawal Jooma; Kelly McEachirn; Kerrin Bowers; Lisa Davidson; Lisa Lindman; Lisa Schorr Kaplan; Luciana Quintanilha; Lucy Monroe; Lydia Lopez; Lydie Ultimo-Prophil; Mark Alston-Follansbee; Mark Catalano; Mark Dennis; Mary Cassesso; Matthew Marrano; Meg Alfoni; Meredith Amshoff; Michael Feloney; Michael Kordosky; Mike Libby; Nancy Bacci; Nancy Kavanagh; Netra Darai; Pam Hallett; Penny Snyder; Regina Bertholdo; Rita Paulino (Rita.Paulino@va.gov); Rita; Rita Shah; Sarah Berson; Scott Hayman; Shannon Bennett; Shannon Murphy; Susan Hegel; Tessa Byer; Tom Bierbaum
Cc: Kelly Donato; Karen R. Byron (krbyron@byrongrantconsulting.com)
Subject: CoC NOFA: amount of funding, posting for New, DV Bonus and Expansion Projects
Attachments: Timeline for S-A CoC 071919.xlsx; fy-2019-coc-program-competition-nofa-whats-new-changes-and-highlights.pdf

Hello Providers:

The Somerville-Arlington CoC has an estimated $2,276,447 in available funds through the U.S. Department of Housing and Urban Development (HUD) 2019 Continuum of Care (CoC) Program Competition and is accepting new and renewal CoC project applications for the FY19 consolidated application. The attached documents outline this year's timeline, and an update on what's new in the FY19 competition.

All providers who received project funding through the 2018 CoC NOFA application process should respond to let us know before July 23rd stating either:

1) You want to reallocate total project funds for any project, or
2) You want to reallocate partial project funds for any project, or
3) You do not want to reallocate any project funds and will be submitting a renewal request.

For all agencies, please note: the CoC has the opportunity to apply for $105,503 in bonus funding for new projects or expansion of existing projects, and $211,006 for domestic violence projects. We encourage all agencies to submit a new, expansion or domestic violence project application. The deadline for submitting concept papers is **July 30, 2019.** More detail about the opportunity for new projects and instructions for submitting concept papers for new and domestic violence projects will be posted on **July 23, 2019.**

Please be aware that the deadline for submission of **new and renewal project applications into e-snaps is August 16, 2019 to have the consultant provide comments, and August 28th, 2019 at 5:00 PM for final submission of the application and attachments. T**he federal deadline for the consolidated application is **September 30th, 2019,** and we anticipate submitting it on September 27, 2019.

Further updates about the application process will be sent to you by email and also posted at the City of Somerville and Town of Arlington's websites for Continuum of Care. If you have questions or to be put on the email list to receive updates please contact Heidi Burbidge at hburbidge@somervillema.gov or Karen Byron, our consultant, krbyron@byrongrantconsulting.com.

Heidi Burbidge

Heidi Burbidge
Housing Programs Coordinator
Housing Division

City of Somerville – Office of Strategic Planning and Community Development
City Hall Annex
50 Evergreen Avenue
Somerville, MA 02145
617-625-6600 x 2587
hburbidge@somervillema.gov

FY 2019 SCoC NOFA Response Timeline				09.12.19
Item	**Dates in bold are required by the NOFA**	**Who Responsible**	**Done**	**Comments**
Complete				
In progress				
HB=Heidi Burbidge BGC=Byron Grant Consulting				
NOFA Release	07.03.19	HUD	X	
Applications available in e-snaps; instructions available in HUD Exchange		HUD	X	
Review NOFA-relevant webinars as they become available	TBD	Interested parties		BGC will notify CoC of dates and times as webinars become available, and will provide links to registration if possible.
Meeting to review NOFA changes from previous years, what is new, CoC-required tasks, discuss reallocations proposed (if any), new projects, DV projects and the Ranking and Review Tool.	07.16.19	Interested parties	X	This is part of the monthly CoC meeting.
RFP Issued for New, Reallocated, Bonus funds and DV Bonus fund concept papers	07.25.19	HB, BGC	X	This will be posted on the SCoC webpage, emailed to the full membership list, and members will be encouraged to post on their websites
New project letters of interest due	08.01.19	Interested parties	X	
Ranking, and Review Committee meets to review new, bonus and DV bonus letters of intent and Ranking forms	08.06.19	Committee, BGC	X	
First Draft of Applications for New, Consolidated, Renewal, Reallocated, Transition, DV Bonus and/or Bonus funds due by 5:00	08.16.19	All parties submitting requests	X	
Review of Consolidated Application line-by-line	08.20.19	All interested parties		Please note this will potentially be a 2 hour meeting. Participants should review the blank Consolidated Application Karen will send out prior to meeting.
Comments re: project applications back to applicants	08.21.19	BGC		
Final project applications and all attachments due in esnaps	08.28.19	Project applicants		BGC will review one last time for completeness.

Ranking, and Review Committee meets to determine final ranking	08.29.19	Committee, BGC		
All Applications received by CoC	**08.30.19**	**Project applicants**		**HUD requires 30 days before submission**
Ranking and Review Decisions presented to CoC	09.12.19	HB, BGC		These will be delivered via email
Draft of Consolidated Application Section 1	09.12.19	BGC		
Draft of Consolidated Application section 2	09.12.19	BGC		
All applications accepted or rejected by CoC	**09.14.19**	**Interested parties**		**HUD requires 15 days before submission deadline**
Notification of acceptance, rejection or reduction of project applications in the Priority Listing in writing	**09.14.19**	**BGC**		**HUD requires 15 days before submission deadline**
Comments on Consolidated Application Section 1	09.16.19	SCoC membership		
Comments on Consolidated Application Section 2	09.16.19	SCoC membership		
Draft of Consolidated Application section 3	09.16.19	BGC		
Draft of Consolidated Application section 4	09.16.19	BGC		
Comments on Consolidated Application Section 3	09.17.19	SCoC membership		
Comments on Consolidated Application Section 4	09.17.19	SCoC membership		
Final draft of Consolidated Application for review	09.19.19	BGC		
Final comments on Consolidated Application	09.20.19	SCoC membership		
Full NOFA response available on CoC webpage and partner websites for public review	**09.23.19**	**HB, SCoC members**		**HUD requires 2 days before submission deadline**

Electronic vote to accept or reject the Consolidated Application, Priority Listing and Project Applications	09.25.19			
Final Consolidated Application, Priority Listings and Project Applications with additional comments from public	09.27.19	BGC		
NOFA submitted	09.27.19	BGC		
NOFA responses due	**09.30.19**			

Somerville-Arlington Continuum of Care
City of Somerville: Collaborative Applicant
(MA-517)

Subject: RFP: New Bonus & DV Bonus funding – 2019 CoC NOFA application

Dear Somerville-Arlington CoC Partners:

The Somerville-Arlington Continuum of Care (CoC) and the City of Somerville as the Collaborative Applicant (CA) is seeking applications for projects as part of the FY2019 HUD Continuum of Care competition. Below are the categories of possible projects. New projects can be created through the Bonus or Domestic Violence Bonus categories within the HUD funding limits designated for this CoC. The amounts available are listed next to the appropriate categories and represent information currently available. If HUD modifies the estimated ARD, or if reallocation is made available, we will update this RFP. Please note the timeline process for application in the CoC Competition Calendar.

Attached are two documents: Letter of Intent form, and the CoC Competition Calendar.

The first step will be to submit a letter of intent by **August 1st** at 12 pm.

Prospective applicants should carefully review the HUD Notice of Funding Availability (NOFA) for project application detailed instructions, definitions, and all related resources posted here on the HUD Exchange website: https://files.hudexchange.info/resources/documents/FY-2019-CoC-Program-Competition-NOFA.pdf

Requests for proposals of the following projects:

A) Bonus and Reallocation
B) DV Bonus
C) Expansion to expand an eligible renewal project
D) Consolidation of 2 or more eligible renewal projects
E) Transition grants

Providers are strongly encouraged to submit applications for new projects. The CoC will offer the assistance of the CoC planning consultants to help answer questions and strengthen applications.

A) New Bonus and Reallocation Projects: Up to $105,503

CoC's may submit new project applications under the Bonus and reallocation process. In FY 2019 HUD will allow projects and CoCs to combine the CoC Bonus and reallocation funding available in a single project, as both new CoC Bonus and new projects created through the reallocation process have the same eligible components:

1. PH-PSH - Permanent Housing-Permanent Support Housing
2. PH-RRH – Permanent Housing-Rapid Re-Housing
3. Joint TH and PH-RRH component projects
4. Dedicated HMIS projects
5. SSO-CE – Support Services only to develop or operate a centralized or coordinated assessment system

Carefully review the NOFA, especially Sections V.C.3.b and V.C.3.c, III.B.2.c, VII.B.1.c for details on the Bonus categories and Reallocation sections II.B.1, III.B.2.t. For Both: V.B.2.d.(1), V.B.3.a.(3), V.B.3.a.(5)

B) New Domestic Violence (DV) Bonus: Up to $211,000

Up to $50 million is available for the DV Bonus which will provide housing and services to survivors of domestic violence, dating violence, and stalking (see paragraph 4 of 24 CFR 578.3 for definitions.) Project requirement details are in sections II.B.3 and II.B.10.e. The types of projects allowable under the DV Bonus are:

1. Rapid Re-housing (PH-RRH) projects
2. Joint TH and PH-RRH component projects as defined in Section II.C.3M of the NOFA
3. SSO Projects for Coordinated Entry (SSO-CE) to implement policies, procedures, and practices that equip the CoC's coordinated entry to better meet the needs of survivors of domestic violence, dating violence, or stalking (e.g., to implement policies and procedures that are trauma informed, client centered or to better coordinate referrals between the CoC's coordinated entry and the victim service providers coordinated entry system where they are different.

Note: Providers requesting DV Bonus funds who are selected by the CoC to submit full applications will be expected to work with the CoC and its planning consultants to help provide information on the estimated numbers of DV survivors in the CoC, unmet needs, and related information as part of completion of the overall CoC application. These are additional questions that the CoC must complete when it applies for DV Bonus projects.

All Applicants for New Bonus and DV Bonus Projects must:

(1) Submit a Letter of Intent by Thursday, **August 1st** to Heidi Burbidge: hburbidge@somervillema.gov with a cc: to Karen Byron at krbyron@byrongrantconsulting.com. See the attached form with a summary of the project request. See below for the process and timeline.

(2) Carefully review the *Project Eligibility Threshold* requirements (NOFA – Section V C. 3). The Project Review Committee will consider these in reviewing project applications and deciding on inclusion of projects in the final CoC consolidated application to HUD.

(3) Participate in Somerville-Arlington CoC Coordinated Entry if the projects are funded.

C) Expansion Projects for Eligible Renewal Projects

The process by which a renewal project applicant submits a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants, or in the case of HMIS, increase the current HMIS activities within the CoC's geographic area. New project expansion applications may only request a 1 - year grant term. To apply, project applicants must submit separate renewal and new project applications and submit a single renewal application that includes that includes the combined information from the renewal and new project applications. See NOFA Sections III.C.2.j, V.B.2.3.2, V.B.3.a.(5)

D) Consolidated Projects for Eligible Renewal Projects

Eligible renewal project applicants will have the ability to consolidate two or more eligible renewal projects (but no more than 4 projects) into one project application. The projects being combined during a grant consolidation will continue uninterrupted. To be eligible for consolidation, projects must have the same recipient and be for the same component; and they will be funded in this competition only with FY 2018 funds. See NOFA Sections for details and restrictions: II.B.5, III.C.3.e, V.B.2.b(4), V.B.3.a.(6)

E) Transition Grants

Project applicants can transition an existing renewable component (e.g., TH) to another component (e.g., PH-RRH).To take advantage of the transition grant, the project applicant must use the reallocation process to eliminate at least one existing eligible renewal component to a project for one of the eligible new project components: (PH-PSH, PH_RRH, Joint TH and PH-RRH, dedicated HMIS, or SSO-CE. See NOFA Section III.C.3.v

Timeline and Process:

July 23
RFP Issued for New, Reallocated, Bonus Funds and DV Bonus Fund concept papers

August 1
New Project concept papers due by 12 pm

August 2
Ranking and Review Committee meets to review new, bonus and and DV bonus applications

August 16
First Draft of Applications for New, Consolidated, Renewal, Reallocated, Transition, DV Bonus and/or Bonus funds due by 5 pm

August 20
Review of Consolidated Application

August 21
Comments regarding project applications back to applicants

August 28
Final project applications and all attachments due in e-SNAPS

August 30
All Applications received by CoC (HUD requires 30 days before submission)

Somerville-Arlington CoC (MA-517)

2019 Project Scoring and Ranking Tool

Adopted by the CoC at the August 20. 2019, 2019 Meeting

This tool is based upon the Rating Process and Ranking Policy adopted by the Somerville-Arlington CoC (S-A CoC) at the August 20, 2019 meeting. The S-A CoC Review, Rating and Ranking Committee is a committee of non-funded S-A CoC members appointed annually to make strategic recommendations to the S-A CoC related to how system and project performance should calculate into ranking decisions for Consolidated funding applications.
Specific responsibilities include:

- To provide input into the Ranking and Review tool to be used in reviewing projects.
- To complete the review and ranking of all project applications to be submitted for funding in response to HUD's annual CoC NOFA.
- To make recommendations to the Board regarding individual project applications to be submitted in the FY19 S-A CoC response to the HUD NOFA as well as the Project Priority Listing.

Scoring Instructions

The S-A CoC developed these Scoring Instructions as part of the Ranking and Review Tool, which was approved by CoC on August 20, 2019. The intent of this tool is to measure project performance and capacity using objective scoring criteria, including the HEARTH System Performance Measures, use of Housing First and low barrier entry, past performance, domestic violence evaluation and severity of needs and vulnerabilities experienced by program participants. This tool measures the rate at which participants maintain PH, and in the course of the coming merger, we will begin to evaluate the number of participants who move from PSH to PH.

In order to be considered for inclusion in the S-A CoC HUD NOFA response, all projects must pass HUD Threshold Criteria: 1) Applicants must be eligible, (p. 33 of NOFA), 2) Applicants must meet project eligibility thresholds (p. 33 of NOFA), 3) Applicants must meet project quality thresholds (p. 34 of NOFA), and 4) Renewal projects must meet project renewal thresholds (p. 40 of NOFA).

Projects must also pass S-A CoC Threshold Criteria: 1) applications were received by the deadline, 2) the project is consistent with the Consolidated Plan covering the S-A CoC geographic region, (3) the applicant does not have any outstanding HUD monitoring and/or OIG Audit findings, and (4) the project complies with the requirements of the CoC interim rule (24 CFR part 578), including, but not limited to accepting referrals from the S-A CoC Coordinated Entry (CE) system and participating in the S-A CoC Homeless Management Information System (HMIS). New applicants that do not currently participate in CE or HMIS must indicate they will if their application(s) is/are awarded.

Threshold Criteria

All project applications will be reviewed to determine whether they meet the following thresholds. Those that do not will not be included for ranking.

THRESHOLD CRITERIA (ALL PROJECTS)	Pass/Fail
Project is eligible.	
Applicants must meet project eligibility thresholds as defined in the FY19 NOFA.	
Project meets project quality thresholds as defined in the FY19 NOFA.	
Renewal projects must meet project renewal thresholds as defined in the FY19 NOFA.	

THRESHOLD CRITERIA -- continued.	Pass/Fail
Application materials were received by the posted deadline.	
Project is consistent with the Consolidated Plan.	
No outstanding HUD monitoring or OIG Audit findings.	
Project complies with the requirements of the CoC Interim Rule (24 CFR part 578), including but not limited to: 1) The project fills or will fill, all vacancies from the S-A CoC CE System in accordance with the S-A CoC CE Policies. 2) The project participates or will participate in, the S-A CoC HMIS.	

Evaluation Method

Project applications will be categorized as either Standard Renewal, First Time Renewal or New. All project applications will be evaluated and scored using the criteria in these Instructions. The S-A CoC Ranking Committee will also consider the priorities and information contained in the FY2019 NOFA in its review. Projects will be ranked according to the percentage of points received.

Standard Renewals: Standard Renewals are renewing projects that have operated for a full 12-month period. These projects will be evaluated using project performance data from the most recently submitted Annual Performance Report (APR) and other objective data gathered from HMIS and other sources, such as the S-A CoC Attendance report.

First Time Renewals: First Time Renewals are those that were awarded funding in FY2018, but have not yet completed a full 12-month period of operation. These projects will be evaluated using the same scoring methodology as New Projects.

New Projects: New projects are projects that have never been awarded CoC Program funds. These projects will be evaluated and scored using HUD's scoring criteria, guidance, and S-A CoC-defined priorities. They may include projects from applicants who have never received funding from the S-A CoC, those who received funding in the past, but not in the FY18 round of funding, and applicants who are also pursuing renewal funding.

Project Approach (All Projects)

PROJECT APPROACH – Projects can receive 0, 5 or 10 points. There will be no partial points awarded. These scores are based upon Section 3 in the project application.	
Low-Barrier and Housing First *Maximum Points: 10*	
The project follows a Low-Barrier approach, meaning the project ***does not*** screen out participants based on any of the following criteria: - Having too little or no income - Active or history of substance abuse - Having a criminal record with exceptions for state-mandated restrictions - Having an eviction record - History of domestic violence (e.g., lack of protective order, period of separation from abuser, or law enforcement involvement)	5

PROJECT APPROACH – continued	
Low-Barrier and Housing First *Maximum Points: 10*	
The project follows a Housing First approach, meaning the project ***does not*** terminate participants from the program for any of the following reasons: - Failure to participate in supportive services - Failure to make progress on a service plan - Loss of income or failure to improve income - Being a victim of domestic violence - Any other activity not covered in a lease agreement	5

Standard Renewal Projects

PROJECT PERFORMANCE			
Housing Stability	**Source**	***Maximum Points: 8***	
PSH in PH projects: % of participants who exited to or maintained PH; PSH in TH: % of participants who exited to positive outcomes	APR Q23a and 23b	≥80%	8
		75% to 79.99%	6
		70% to 74.99%	4
		65% to 69.99%	2
		≤64.99%	0
Total Income (including Mainstream Benefits)	**Source**	***Maximum Points: 8***	
% of persons age 18 and older who *maintained or increased* their total income (including cash income and non-cash benefits) as of the end of the operating year or program exit	APR Q19 and Q20	≥80%	8
		70% to 79.99%	6
		≤69.99%	0
Utilization Rate	**Source**	***Maximum Points: 10***	
Unit utilization rate Average of number of persons served on the last Wednesday of Jan, Apr, Jul, Oct, divided by number of beds	HMIS or APR Q02	≥95%	10
		90% to 94.99%	8
		85% to 89.99%	6
		80% to 84.99%	4
		≤79.99%	0
DATA			
Timeliness	**Source**	***Maximum Points: 8***	
Annual Performance Report (APR) submitted on time			4
Project-Level: Average # of days to enter data from program intake and exit.	APR Q06e	≤6	4
		≤10	2
		≥11	0
Completeness	**Source**	***Maximum Points: 5***	
% Error Rate Refused/Unknown responses for Universal Data Elements – any element	APR Q06a	≤9%	2
		≥10%	0
% Error Rate for Universal Data Elements	APR Q06b	≤5%	3
		≥6%	0
COST EFFECTIVENESS			
Expenditures	**Source**	**Maximum Points: 10**	
Total % spend down (unspent funds are recaptured by HUD)	APR Q28	≥95%	10
		90% to 94.99%	8
		85% to 89.99%	6
		80% to 84.99%	4
		≤79.99%	2

Standard Renewal Projects – continued			
OTHER			
Drawdowns	**Source**	***Maximum Points: 4***	
HUD quarterly drawdowns in eLOCCS	eLOCCS report		4
Coordinated Entry Participation	**Source**	***Maximum Points: 5***	
Level of participation as reported in the APR	APR Q07a	95-100%	5
		80-94%	4
		79% or less	3
Chronically Homeless Dedicated Beds	**Source**	***Maximum Points: 5***	
All projects: % of Beds that are dedicated to chronically homeless in **FY2019**.	Application	90-100%	5
		≤89%	4
Specific Population Focus	**Source**	***Maximum Points: 5***	
Project has existing special capacity (in its facilities, program designs, tools, outreach or methodologies) to serve one or more of the following subpopulations. 1 point for each subpopulation: - **Chronically homeless individuals and/or families**, - **Veterans**, - **Families with children**, - **Youth (under age 25)**, and/or - **Victims of domestic violence.**	Application Q3	1 point per subpopulation (up to 5)	

If a project has insufficient data to score a criterion, the project will receive the averaged points for that criterion.

BONUS			
	Source	***Maximum Points: 4***	
Attended at least 75% of monthly CoC meetings	CoC attendance records		4

Project Approach Points:	***10***
Project Performance Points:	***26***
Data Points:	***13***
Cost-Effectiveness Points:	***10***
Other Points:	***19***
Bonus Points	***4***
****Standard Renewal Points:***	***82***

*Projects will be scored according to the ***percentage*** of points received.

New Projects

ADDITIONAL THRESHOLD CRITERIA (NEW PROJECTS)			Pass/Fail
The project is Permanent Supportive Housing Dedicated PLUS or has 100% of beds dedicated to serving chronically homeless; Rapid Rehousing for homeless individuals and families including unaccompanied youth; joint TH and PH-RRH which meet the criteria defined at V.B.3.(c) of the FY18 NOFA; or a project specifically designed to meet the needs of those who are homeless victims of domestic violence including PH-RRH, or joint TH and PH-RRH.			
PROJECTED OUTCOMES			
Housing Stability	**Source**	***Maximum Points: 4***	
Participants will be assisted to obtain and remain in permanent housing	Application	Yes	4
		No	0
Total income including Mainstream Benefits	**Source**	***Maximum Points: 8***	
Transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs.	Application	Yes	4
		No	0
Regular follow-ups with participants to ensure mainstream benefits are received and renewed	Application	Yes	4
		No	0
DATA			
HMIS Capacity	**Source**	***Maximum Points: 4***	
Agency level (for all agency projects in HMIS): average # of days to enter data from program intake and exit.	HMIS	≤7	4
		8-14	2
		≥15	0
Applicant agrees to participate in HMIS	Application	Yes	4
		No	0
COST EFFECTIVENESS			
Budget	**Source**	***Maximum Points: 4***	
The project provides evidence of match	Application	Yes	4
		Nos	0
OTHER			
Collaboration	**Source**	***Maximum Points: 4***	
Project will demonstrate collaboration with other agencies to assist clients in obtaining other services.	Application		4
Specific Population Focus	**Source**	***Maximum Points: 5***	
Project has existing special capacity (in its facilities, program designs, tools, outreach or methodologies) to serve one or more of the following subpopulations. 1 point for each subpopulation: - **Chronically homeless individuals and/or families**, - **Veterans**, - **Families with children**, - **Youth (under age 25)**, and/or - **Victims of domestic violence.**	Application	1 point per subpopulation up to 5	0-5

New Projects -- continued

PROJECT MILESTONES			
Projects	**Source**	***Maximum Points: 6***	
First Participant Housed: Days from grant execution to house first participant	Application	≤30	4
		31-60	2
		≥61	0
Project at Capacity: Days from grant execution for project to be at capacity	Application	<90	2
		91 to 120	1
		≥121	0
AGENCY CAPACITY and EXPERIENCE			
Federal Funds	**Source**	***Maximum Points: 2***	
Currently operating ≥1 other federally funded projects	Application		2
Financial Management Capacity	**Source**	***Maximum Points: 2***	
Agency has capacity to submit monthly cost reimbursement invoices and to meet program expenses in advance of reimbursement	Application		2
Homeless Documentation	**Source**	***Maximum Points: 4***	
Agency's years of experience with documenting homelessness according to HUD's Defining "Homeless" Rule	Application	≥3	4
		1 to 2	2
		<1	0
Chronic Homeless Documentation	***Source***	***Maximum Points: 2***	
Currently operating ≥1 project serving chronically homeless households	Application	≥2	2
		1	1
		<1	0
Low-Barrier and Housing First Experience	***Source***	***Maximum Points: 5***	
Applicant demonstrates low barrier and housing first (or comparable housing model) implementation experience.	Application		5

Project Approach Points:	***10***
Projected Outcomes Points:	***12***
Data Points:	***4***
Cost-Effectiveness Points:	***4***
Other Points:	***9***
Project Milestones Points	***6***
Agency Capacity and Experience Points	***15***
New Project Points*	***60***

*Projects will be scored according to the ***percentage*** of points received.

MA-517 Somerville Arlington CoC

Attachment: Public Posting CoC-Approved Consolidated Application

1E-4

- Screenshot of website posting from September 25, 2019
- Email announcement to Providers Group list-serv

Somerville-Arlington Continuum of Care (CoC)

The Somerville-Arlington Continuum of Care (CoC) is the local organization that coordinates housing and services funding for homeless individuals and families. Meetings of the CoC are held on the third Tuesday of each month from 2:00 p.m. to 3:30 p.m. CoC meetings are open to the public. To receive email updates about CoC meetings including meeting agendas, or if you have questions about CoC agency services, please call or send email to:

CoC Lead Agency	City of Somerville Contact: Heidi Burbidge (617) 625-6600 x2587 hburbidge@somervillema.gov
CoC Homeless Management Information Services (HMIS) Lead Agency	Somerville Homeless Coalition Contact: Connor Foley (617) 623-6111 cfoley@shcinc.org

Funding Notices & Applications | Resources for Homeless Individuals & Families | Local Agencies with HUD McKinney Funding | CoC Policies and HUD Reports | CoC Meetings

2019 Documents

- FY 2019 CoC Program Competition NOFA - What's New, Changes, and Highlights
- RFP: New Bonus & DV Bonus Funding
- Letter of Intent Form for the RFP
- CoC Competition Calendar
- Rating Process and Ranking Policy (Draft)
- Project Scoring and Ranking Tool (Draft)
- Rating Process and Ranking Policy (Final)
- Project Scoring and Ranking Tool (Final)
- Project Rank Order
- Somerville-Arlington CoC FY19 Consolidated Application
- Somerville-Arlington CoC FY19 Priority Listing

2019 Updates

(Listed in chronological order from earliest to most recent in 2019)

The U.S. Department of Housing and Urban Development (HUD) has recently released the 2019 Continuum of Care (CoC) Program Competition Notice of Funding Availability (NOFA). The NOFA and related documents can be found at https://www.hudexchange.info/resource/5842/fy-2019-coc-program-nofa/.

7/19/2019	The Somerville-Arlington CoC has $2,276,447 in available funds and is accepting new and renewal CoC project applications for the FY19 consolidated application. In the list of links to CoC NOFA documents, please find this year's timeline calendar for the application process and an update on what's new in the FY19 competition. Please be aware that the deadline for submission of**new and renewal project applications into e-snaps is August 28th, 2019 at 5:00 PM** and the consolidated application is due by **September 30th, 2019.**
7/23/2019	**Announcement – Somerville-Arlington CoC (MA-517) RFP: New Bonus & DV Bonus funding – 2019 CoC NOFA application** The Somerville-Arlington Continuum of Care (CoC) and the City of Somerville as the Collaborative Applicant (CA) is seeking applications for projects as part of the FY2019 HUD Continuum of Care competition. Details regarding the categories of possible projects can be found in the link in the list above that goes directly to the RFP: New Bonus & DV Bonus funding. The list of 2019 documents also includes the Letter of Intent form for the RFP, and the CoC Competition Calendar with the timeline process for application. New projects can be created through the Bonus or Domestic Violence Bonus categories within the HUD funding limits designated for this CoC. The amounts available are listed in the RFP next to the appropriate categories, and represent information currently available. If HUD modifies the estimated ARD, or if reallocation is made available, we will update this RFP. Please note the CoC Competition Calendar also includes a timeline for the entire CoC NOFA application process and is available through clicking the link above.
8/15/2019	The Review, Rating and Ranking committee has posted our CoC's draft Rating Process and Ranking Policy, and draft Project Scoring and Ranking Tool for use in the FY19 CoC NOFA. The documents are posted above in the list of links to 2019 Documents. We welcome your comments. The CoC will vote to accept them or modify them at the monthly CoC Providers Group meeting on August 20th, 2019 at 2 p.m. at the Massachusetts Bay Veterans Center.
8/27/2019	The Somerville-Arlington CoC voted at its meeting on August 20th to approve the final Rating Process and Ranking Policy and the final Scoring and Ranking Tool. They will be used to score and rank project applications for the 2019 CoC NOFA process. They are posted above in the links to 2019 Documents.
9/12/2019	**All project applications submitted to the CoC through E-SNAPS have been accepted to be included in the continuum's response to this year's NOFA.** The final ranking of our CoC's projects is available at the Project Rank Order in the list of links to 2019 Documents. We are happy to schedule a further debriefing to anyone who requests it. If you would like to do so please send an email to Heidi Burbidge at hburbidge@somervillema.gov.
9/25/2019	The Somerville-Arlington CoC FY19 Consolidated Application and Priority Listing are available to view or download in the list of links to 2019 Documents.

2018 ⌄
2017 ⌄
2016 ⌄

Current time in Somerville
11:51 AM
Wednesday, September 25, 2019

Heidi Burbidge

From: Heidi Burbidge
Sent: Wednesday, September 25, 2019 11:50 AM
To: Alba Perez; Alex Pirie; Angela Eberle; Anthony Joseph; Antwan Steed; Barbara Karasinski; Betsy Reid; Brielle Short; Christine Bongiorno; Claire Makrinikolas; Colleen Leger; Connor Foley; Danielle Ferrier; Danny LeBlanc; David Gibbs; David Parilla; Diana Kelly; Donald Jarvis; Doug Kress; Eileen Merisola; Elana Horwitz; Elizabeth Winston; Ellen Shachter; Emily Bullen; Erin Zwirko; Gerry Zipser; Hannah O'Halloran; Heidi Burbidge; Heidi Gold; Isaac Andrade; Jason Ramirez; JD Morales; Jennifer Raitt; Jennifer Wolter; Jenny Cantalupa; Jessica Brayden; Jordan Dwyer; Jossora Moreno; Joyce Tavon; Judith Tumusiime; Kathryn Ferri; Kawal Jooma; Karen Byron; Kay O'Rourke; Kelly Donato; Kelly McEachirn; Kerrin Bowers; Lisa Davidson; Lisa Lindman; Lisa Schorr Kaplan; Luciana Quintanilha; Lucy Monroe; Lydia Lopez; Lydie Ultimo-Prophil; Maria Crooker; Mark Alston-Follansbee; Mark Catalano; Mark Dennis; Mary Cassesso; Matthew Marrano; Meg Alfoni; Meredith Amshoff; Michael Feloney; Michael Kordosky; Mike Libby; Nancy Bacci; Nancy Kavanagh; Netra Darai; Pam Hallett; Penny Snyder; Regina Bertholdo; Rita Paulino (Rita.Paulino@va.gov); Rita; Rita Shah; Sarah Berson; Scott Hayman; Shannon Bennett; Shannon Murphy; Susan Hegel; Tessa Byer; Tom Bierbaum
Cc: Karen Byron
Subject: FY19 CoC NOFA Application and Priority Listing are now posted

Dear Providers-

The MA-517 Somerville-Arlington CoC's Consolidated Application response to HUD's FY19 CoC Notice of Funding Availability, and the application's Priority Listing are now posted for public comment on the City of Somerville's Continuum of Care website. We plan to submit them to HUD on Friday. They can be found at the following link: https://www.somervillema.gov/coc

Thank you,
Heidi

Heidi Burbidge
Housing Programs Coordinator
Housing Division

City of Somerville – Office of Strategic Planning and Community Development
City Hall Annex
50 Evergreen Avenue
Somerville, MA 02145
617-625-6600 x 2587
hburbidge@somervillema.gov

Somerville Arlington Continuum of Care

MA-517

Summary of Racial Disparity Assessment

3B-3

- HMIS analysis
- Simtech Report

Attachment: Racial Disparity Analysis

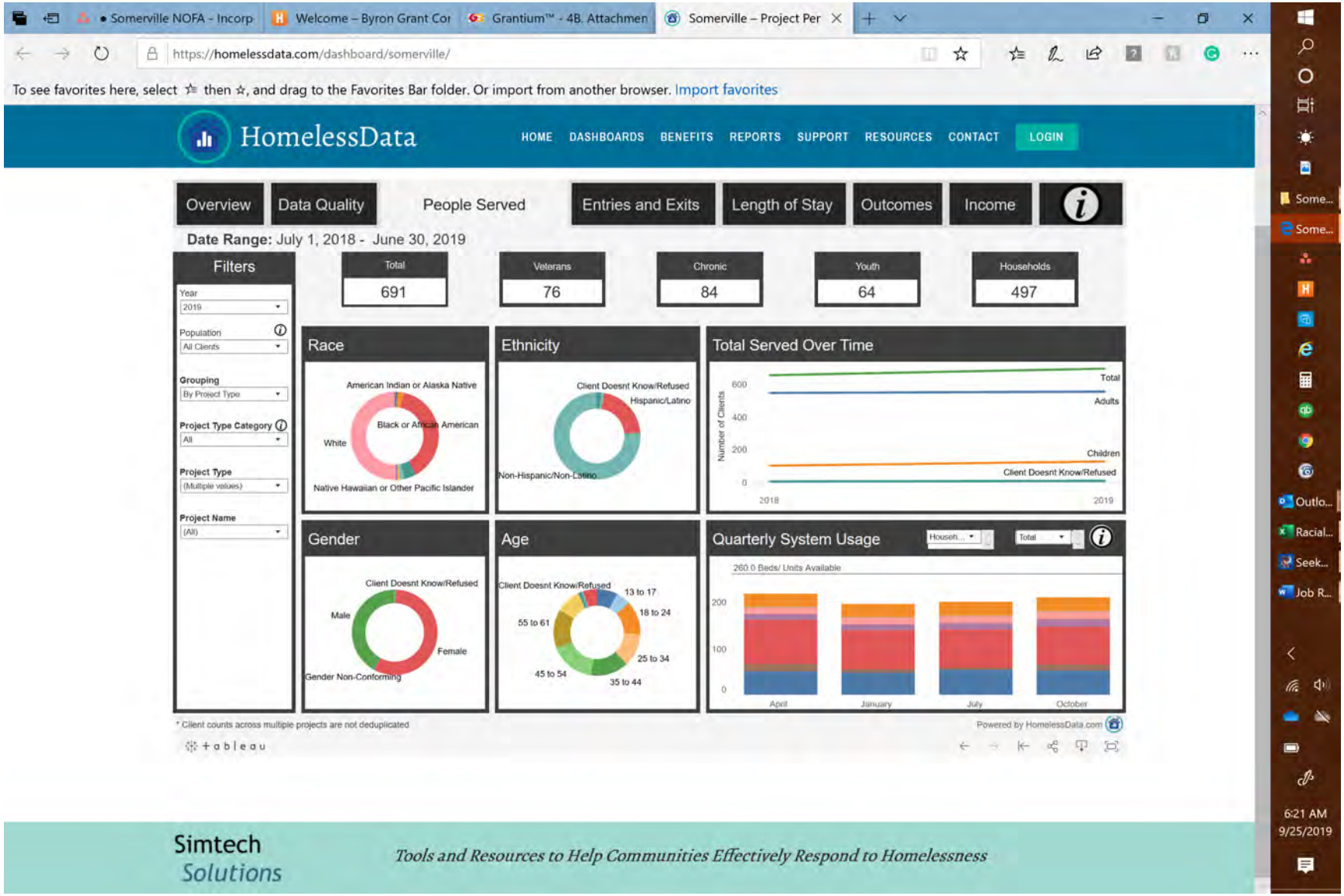
Summary - 2019 Racial Disparity Analysis – Preliminary Assessment & Next Steps

The SA CoC conducted a racial disparity assessment in 2018 and HUD's CoC Racial Equity Analysis Tool using American Community Survey and PIT count data showed: 1) An overrepresentation of racial (black) and ethnic groups (Hispanic) becoming homeless compared to their presence in the community (beyond the impact of poverty levels) and; 2) Based on HMIS data there were no racial or ethnic disparities reported with regard to services provided to homeless people.

In December of 2018 the CoC was able to hire a full-time HMIS professional and the quality and analysis of data has been significantly enhanced. The HMIS lead worked with Simtech to generate in-depth and nuanced reports to analyze 2019 HMIS CoC data with regard to the racial and ethnic disparity analysis. A high-level preliminary report was presented to the CoC at its monthly meeting on September 17th, 2019. This report showed that there were no significant statistical correlations between racial and ethnic demographics and performance metrics. The CoC committed to a fuller, in-depth discussion about the findings and that has been added to the October CoC meeting agenda.

The CoC is also interested in developing an analysis that provides more insight into the rate of homelessness for both individuals and families in the Somerville-Arlington geographic region. Families residing in EA shelters are placed by the State and can come from any community. There is an interest in understanding how many families and individuals from the community are becoming homeless, and the State can help us to track those statistics over time. This information would be helpful to assess our prevention efforts and develop responses to our community needs. This analysis would also be key to understanding the causes and remedies for the over-representation of black and Hispanic families experiencing homelessness.

Attachment includes: Summary page, 2019 updated analysis of HMIS (Simtech); 2018 Racial Disparity Analysis


Somerville NOFA - Incorp
Welcome – Byron Grant Cor
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Somerville – Project Per
https://homelessdata.com/dashboard/somerville/
To see favorites here, select ☆ then ☆, and drag to the Favorites Bar folder. Or import from another browser. Import favorites
HomelessData
HOME
DASHBOARDS
BENEFITS
REPORTS
SUPPORT
RESOURCES
CONTACT
LOGIN
Overview
Data Quality
People Served
Entries and Exits
Length of Stay
Outcomes
Income
Date Range: July 1, 2018 - June 30, 2019
Filters
Year
2019
Population
All Clients
Grouping
By Project Type
Project Type Category
All
Project Type
(Multiple values)
Project Name
(All)
Total
691
Veterans
76
Chronic
84
Youth
64
Households
497
Race
American Indian or Alaska Native
Black or African American
White
Native Hawaiian or Other Pacific Islander
Ethnicity
Client Doesnt Know/Refused
Hispanic/Latino
Non-Hispanic/Non-Latino
Total Served Over Time
Number of Clients
600
400
200
0
2018
2019
Total
Adults
Children
Client Doesnt Know/Refused
Gender
Client Doesnt Know/Refused
Male
Female
Gender Non-Conforming
Age
Client Doesnt Know/Refused
13 to 17
18 to 24
25 to 34
35 to 44
45 to 54
55 to 61
Quarterly System Usage
260.0 Beds/ Units Available
200
100
0
April
January
July
October
* Client counts across multiple projects are not deduplicated
Powered by HomelessData.com
+ableau
Simtech Solutions
Tools and Resources to Help Communities Effectively Respond to Homelessness
6:21 AM
9/25/2019

Somerville Arlington Continuum of Care

MA-517

Increasing Employment

3A-5c

Agency and Activity Listing

Attachment 3A. 5-C

Somerville Arlington CoC

Job Attainment Resources

Somerville Community Corporation	**Self-run programs** • Culinary Training Program • Tools for Financial Stability • Asset building and financial education • Financial Literacy • First-Time Homebuyers • First Source Jobs Program
City of Somerville	**Partnerships/Collaborations** • Advanced Manufacturing Training Program • Skill Up Somerville Digital Literacy grants **Self- run programs** • FabVille public fabrication laboratory at the Somerville High School • Job Creation and Retention Trust fund – Linkage payments from commercial developments of $2.52/sf going towards job training programs.
Town of Arlington	**Partnerships/Collaborations** • Jobs Jobs Jobs Program offered by Fidelity House and the Boys and Girls Club of Arlington • Housing Corporation of Arlington provides first-time homebuyer and financial literacy programming • Operation Success Learning Center programming offered by the Arlington Housing Authority at its Life and Skills Building
Massachusetts Department of Mental Health	**Partnerships/Collaborations** • Massachusetts Rehabilitation Commission (vocational rehabilitation program for disabled persons and determinations for Social Security and federal benefits)
Wayside	**Self-run programs** • STEPS Young Adult Resource Center

	• Wayside Academy includes academics and opportunities to learn vocational skills and participate in volunteer activities
Heading Home	**Self-run programs** • Department of Economic Mobility Services providing financial education and career development services
Masshire Metro North Career Center	**Self-run programs** • Programs for job search, job training and dislocated workers
Project Hope	**Self-run programs** • Programming provides low-income women with children access to education, jobs, and other resources
Project Place	**Self-run programs** • Programming for low-income persons, those who are homeless, and/or in recovery, to develop skills, find employment or training and find employment
Just A Start	**Self-run programs** • Providing education and training with marketable skills and opportunities for a more economically secure future.

Somerville Arlington Continuum of Care

MA-517

HMIS

Section VI.F1.b.(2)

- HMIS Policies and Procedures
- HMIS Lead Agreement
- MA-517 CoC Governance Charter

Somerville/Arlington CoC

HMIS Policies and Procedures

Approved as amended 7/21/2017

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Overview

The **purpose** of the Somerville-Arlington Continuum of Care Homeless Management Information System (Somerville-Arlington HMIS) is to provide a robust and comprehensive system for collection and dissemination of information about persons experiencing homelessness and the homelessness service system in the City of Somerville and the Town of Arlington. HMIS enhances Participating Agencies' collaboration, services delivery and data collection capabilities. Accurate information is necessary for the Somerville-Arlington Continuum of Care to plan for future needs and meet the reporting requirements of the U.S. Department of Housing Urban Development (HUD).

The **mission** of the Somerville-Arlington Continuum of Care HMIS is to be an integrated network of homeless and other service providers that use a centralized data management system to collect, track and report uniform information on client needs and services. This system meets Federal requirements and also enhances service planning and delivery.

The fundamental **goal** of HMIS is to be able to use data to produce accurate reports to HUD and to provide more effective services. In order to accomplish this, data on the demographics of people experiencing homelessness in Somerville and Arlington must be entered according to the HUD HMIS and Data Standards. HMIS allows the region to identify patterns in the utilization of assistance, and document the effectiveness of services for clients. This will be accomplished through analysis of data that are gathered from individuals and families experiencing homelessness, and from the service providers who assist them in shelter and homeless assistance program throughout the region.

Data that is gathered via intake interview and program participation will be used to meet the wide range of reporting requirements to HUD and inform both project and system level performance. This data may also be analyzed to provide unduplicated counts and anonymous aggregate data to various stakeholders in the Continuum of Care.

The Somerville Homeless Coalition (SHC) is the lead agency for HMIS. In this role, the SHC will work directly with participating agencies and their data, as described in the roles and responsibilities section of this document. These policies and procedures applies to all projects that are funded by the Continuum of Care and through the City of Somerville's Emergency Solution Grant (ESG).

Governing Principles

The overall governing principles upon which all decisions pertaining to HMIS are based are described below. Participants are expected to read, understand and adhere to the spirit of the principles, even when the Policies and Procedures do not provide specific direction.

This section may be periodically updated to reflect emerging HUD guidance and regulations.

Confidentiality
The rights and privileges of clients are crucial to the success of the Somerville-Arlington's HMIS. These policies will ensure clients' privacy without impacting the delivery of services, which is the primary focus of agencies and program participating in this project.

Policies regarding client data are founded on the premise that the client owns their own personal information and provide the necessary safeguard to protect client, agency and policy level interests. Collection, access and disclosure of client data through HMIS will only be permitted by the procedures described in this document.

Data Integrity
Client data is the most valuable and sensitive asset of HMIS. These policies will ensure integrity and protect this asset from accidental or intentional unauthorized modification, destruction or disclosure.

System Availability and Current Data
The availability of a centralized data repository is necessary to achieve the ultimate CoC-wide aggregation of unduplicated homeless statistic. HMIS and the reporting platform are all available 24/7 with the exception of periodic maintenance. Projects are expected to submit and review their data based on the procedures described in this document. Regular review of data ensures that the Continuum is working with current knowledge of homelessness in the region.

Compliance
Violation of the policies and procedures described in this document will have serious consequences. Any deliberate or unintentional action resulting in a breach of confidentiality or loss of data integrity will result in the withdrawal of system access for the offending entity and additional disciplinary action.

Roles and Responsibilities

The following roles and responsibilities across the CoC will ensure accountability in the quality and completeness of client and project data:

CoC HMIS Lead Agency: Somerville Homeless Coalition (SHC)
Although providers may have direct contracts with HUD, as the HMIS lead agency for the Somerville-Arlington CoC, the SHC is responsible for the overall quality of the data and submissions to HUD. The SHC is the lead agency for HMIS administration and maintains general oversight, guidance, direction and support of HMIS. The SHC assists partner agencies with agency-specific workflow, data collection and reporting needs.

The SHC maintains an agreement with the Somerville-Arlington Continuum of Care that outlines the commitment and responsibility of the agency in this role.

The SHC provides the following functions:

- Maintains this HMIS policies and procedures manual and assures that policies are reflected in agency's practice
- Maintains the contract with Simtech Solutions, Inc. which provides tools and services for data integration and reporting (see below).
- Monitors data for quality and completeness.
- Produces regional HUD reports drawing from all data sources in the region. This functionality is supported by a separate contract with Simtech Solutions, Inc.
- Provides limited assistance to participating agencies with agency-specific data collection and reporting needs.

In addition, the SHC has direct access to project data for the purposes of planning and reporting. The SHC may review this data at any time.

CoC Planning / CoC HMIS Committee
The CoC itself is the liaison with HUD and is responsible for all policies and procedures, project forms and documentation and overall responsibility for the projects. The CoC can include an HMIS committee to provide oversight to the HMIS activities of the CoC and the Somerville Arlington CoC will do so as needed.

HMIS Vendors and Data Integration for Reporting and Analytics
The Somerville-Arlington CoC uses data from several HMIS systems and partners with Simtech Solutions, Inc. to provide data warehousing and a platform for integrating data across systems for reporting and analytics.

The CoC has an agreement with the MA Department of Housing and Community Development (MA DHCD) to use the HMIS system that is licensed by the State - MAHMIS, an implementation of Efforts to Outcomes (ETO) software produced by Social Solutions, Inc. The agreement outlines the responsibilities of both parties regarding use of HMIS.

The Somerville- Arlington CoC partners with Simtech Solutions to integrate data across HMIS systems in order to produce regional reports for HUD. Simtech Solutions also provides ongoing support on all matters related to HMIS and compliance with HUD.

Participating Partner Agency
Agencies that manage homeless-dedicated projects that are either funded by the CoC, or are within its geographic boundaries are expected to contribute data and participate in the CoC. Projects. Agencies that receive funds from the Emergency Solutions Grant (ESG) are also required to participate in HMIS and adhere to these policies. Agencies may use any HMIS system of their choice that is fully compliant with the HUD CSV 5.1 data standards.

Organizations that use the MA HMIS system are expected to complete an Agency Agreement with the State of Massachusetts as a Contributory HMIS Organization (CHO), or Participating Agency. Agencies that use an HMIS that is not hosted by DHCD such as Heading Home and Volunteers of America are responsible for all aspects of this software including maintaining all required agreements and producing all required reports.

All Participating Agencies must abide by all policies and procedures outlined in this manual, which are subject to change. Participating Agencies are responsible for the conduct of their End Users and the security of End User Accounts.

Participating Agency Executive Director: The Executive Director of each Participating Agency is ultimately responsible for ensuring that all the policies and procedures related to data collection and reporting and adhered to by the organization.

The Executive Director is responsible for the following:
- Designation of HMIS Administrator, including when there is staff turnover
- Agency compliance with these Policies & Procedures including data quality and outcome management.
- Compliance with Privacy and Security requirements detailed in the HUD HMIS Data and Technical Standards.
- Annual review of internal policies and procedures regarding HMIS.
- Payment of the agency's pro-rata cost of the Simtech contract

Partner Agency HMIS Administrator: The Partner Agency HMIS Administrator serves as the primary contact between the Partner Agency and the HMIS Lead Agency (Somerville Homeless Coalition).

Partner Agency HMIS Administrators are responsible for the following:
- Program compliance with these Policies & Procedures
- Authorizing agent for Partner Agency User Agreements
- Keeper of Executed Client Informed Consent forms
- Authorizing Agent for User ID requests
- Staff workstations
- Internet connectivity
- End user adherence to workstation security policies

- Detecting and responding to violations of the Policies & Procedures
- First level end user support
- Maintain agency/program data in HMIS
- Authorizing agent for Data Quality Monitoring

Agency Staff

- Safeguard client privacy through compliance with confidentiality policies
- Data collection as specified by training and other documentation

Participation in HMIS

Agencies must either provide Somerville Homeless Coalition access to their HMIS system directly or upload data to HomelessData.com on at least a monthly basis. Data should be submitted/ uploaded in the .csv format specified by HUD (see HUD HMIS Comma-Separated Value Format Documentation). These Partner Agencies must assign a staff member to be the Partner Agency HMIS Administrator (see above).

Domestic Violence Exception

If the sub-recipient is a victim services provider, it is prohibited from entering client-level data into a HMIS and must use a comparable database that collects client-level data over time and generates unduplicated aggregate reports based on the data. Legal services providers, who can document that entering client-level data would violate client-attorney privilege, may be permitted to us a comparable database. It is up to the CoC to work with the HMIS lead to determine if a system is a comparable database.

Data Collection and Entry

Standard Data Collection

It is the responsibility of Partner Agencies and respective users to ask for all required data elements (Universal Data Elements and Program-Specific Data Elements) from each client entered into the HMIS. Complete and accurate data is essential to the system's success; however it is important to note exceptions:

- Clients may refuse to provide information without being denied services.
- In the case where there is a conflict with collecting data and the provision of quality services and/or client safety, providers should not enter personal identifying information.

Although each participant will use the HMIS in various capacities, the minimum data fields required for all providers regardless of funding source are detailed in Table A below. HUD has mandated these universal data elements for all clients entered into a HMIS. For providers receiving HUD McKinney funding (SHP, SPC, ESG) there are additional program specific data elements which are detailed in Table B.

Please refer to the 2017 HMIS DATA Standards Data Dictionary, released June 2017 for more information on HUD data compliance.

Universal Data Elements

The following HUD-mandated Universal Data Elements will be collected for the purposes of unduplicated estimates of the number of homeless people accessing services from homeless providers, basic demographic characteristics of people who are homeless, and their patterns of service use.

TABLE A

First Name	Veteran Status (adults)
Last Name	Disabling Condition (adults)
SSN	Residence Prior to Entry (Adults and HoH)
Date of Birth	Relationship to HoH
Race	Destination (all leavers)
Ethnicity	Client Location for Project Entry
Gender	Length of time on Street, in ES or SH (HoH and Adults)

Program Specific Data Elements for McKinney, PATH and RHY Funded Projects

The following Program-Specific Data Elements will be collected for programs that are required to report to HUD and other organizations. Agencies that do not have this reporting requirement may also collect these elements to facilitate a better understanding of the homeless population in the Somerville- Arlington region. RHY and PATH providers have additional data obligations but these are the common data elements for all programs:

TABLE B

Income and Sources	Mental Health
Non-Cash Benefits	Substance Abuse
Health Insurance	Domestic Violence
Physical Disability	Contact
Developmental Disability	Date of Engagement
Chronic Health Condition	Bed - Night Date
HIV/AIDS	Housing Assessment Disposition

Project Descriptor Elements

Participating agencies are responsible for maintaining the Project Descriptor Elements in HMIS including:

TABLE C

Organization Identifiers	Federal Partner Funding Sources
Project Identifiers	Bed and Unit Inventory Information
Continuum of Care Code	Addition Information: Target Population
Project Type	Additional Information: Housing Type
Method for Tracking ES Utilization	

Data Integrity and Accurateness

To ensure high quality data and ease in the generation of reports and analysis, the following data integrity expectations and supports will be observed:

Informed Client Consent
Participating Partner Agencies will collect and retain signed client consent forms before any client data will be entered into HMIS. Participating Agency staff will thoroughly explain the client consent to each client and will use an approved form. If client consent is not obtained, the agency will enter the de-identified data into an anonymous client record that is minimally necessary for the purposes of tracking of units of service. Clients cannot be denied services if consent to data collection is not given.

Appropriate Data Collection
HMIS End Users will only collect, enter or access clients in the HMIS that exist as clients under the User's area of service. End Users will only collect data relevant to the delivery of services to people experiencing a housing crisis in the Somerville-Arlington region.

Data Timeliness:
Programs are expected to collect and enter client information into HMIS according to the following stages:

Project enrollment: When an individual, and any member of a household, enters a program, a complete HMIS intake (enrollment form) is completed. Ideally HMIS is updated within two business days following client contact but at a minimum:

- Emergency Shelter (ES): within 3 days of service start date/ bed registers updated daily.
- Transitional Housing (TH): within 6 days of program entry
- Permanent Housing (PH): within 6 days of program entry
- Supportive Services Only (SSO): within 10 days of pgm entry or client contact

Updates: These data elements represent information that is either collected at multiple points during project enrollment in order to track changes over time (e.g., Income and Sources) or is entered to record project activities as they occur (e.g., Services Provided). These elements are transactional and historical records must be maintained, along with the dates associated with their collection. The Information Date must reflect the date on which the information is collected and/or the date for which the information is relevant for reporting purposes. Information must be accurate as of the Information Date, regardless of when it is actually collected or entered into HMIS.

Annual Assessments: The annual assessment must be recorded no more than 30 days before or after the anniversary of the client's Project Entry Date, regardless of the date of the most recent 'update' or 'annual assessment', if any [annually]. Information must be accurate as of the Information Date.

Project Exit: As clients leave projects, exit information must be collected and recorded one time. Regardless of the exact date that it is collected or entered into HMIS, the data must accurately reflect the client's response or circumstance as of the date of project exit; the information date must correspond to the project exit date. Edits made to correct errors or improve data quality will not change the data collection stage or the information date. Elements collected at project exit must have an Information Date that matches the client's Project Exit Date and a Data Collection Stage of 'project exit.' Information must be accurate as of the Project Exit Date.

Accuracy and Completeness

Complete and accurate HMIS records are critical for reporting and also to inform policy by providing an accurate picture of people experiencing homelessness in the region and the projects' ability to meet the needs in the region. The Partner Agency Administrator is responsible for maintaining data. The HMIS Administrator is expected to run data quality reports in HomelessData.com.

Client choice in signing the consent form takes precedent and staff should not pressure clients into agreeing to have their information identifiable if the client does not want it so. However, high percentages of anonymous clients may indicate staff or agency understanding of the consent from process may need review and/or clarification.

Proposed Standard:
All clients receiving homeless prevention and outreach services have a record in HMIS Goal and there is less than a 5% Error Rate for the Personable Identifiable Information with the following exceptions:

- *Providers who are bound to exclude personal information from HMIS (i.e. legal service providers)*
- *People that are served through Street Outreach (up to 10% of clients may be entered anonymously)*

HUD calculates and Error Rate based on Don't Know/ Refused and Missing for Personally Identifiable Information including name, SSN, DOB, Race, Ethnicity, and Gender.

Training and Support

Agencies are responsible for training on HMIS data entry and collection tools. The HMIS lead is available to train on the MAHMIS, as the primary CoC HMIS system. Simtech Solutions will provide training and materials to support reporting and outcome management using HomelessData.com as a data platform.

Data Quality (DQ) Monitoring and Reporting

The HMIS lead agency (SHC) will run monthly DQ reports to check for the following:

- All required fields are completed and accurate
- The standards for timeliness, completeness and accuracy are met
- That data quality issues are identified and resolved,

Annual Performance Report (APR) and ESG Consolidated Annual Performance and Evaluation (CAPER) Report

Each project is responsible for data in the Annual Performance Report (APR) for CoC-funded projects, and the Consolidated Annual Performance and Evaluation CAPER report for ESG-funded projects according to the following schedule:

- Immediately after the reporting period ends, the Partner Agency HMIS Administrator project should export data and run the HUD Data Quality Report in HomelessData.com to identify issues with the data.
- Issues should be addressed within HMIS and a fresh report should be run. This should continue until the data meets the standards outlined in this document
- Within 60 days of the end of the reporting period, the Partner Agency HMIS Administrator submits a pdf of an APR generated from HomelessData.com to the HMIS Lead Agency (SHC) and the CoC Lead for review
- Effective April 1st, 2017, Sage Homeless Management Information System (HMIS) Repository, will now be the portal for all CoC Program recipients to submit their APR to HUD. The final APR is to be submitted in HUD's SAGE repository within 90 days of the end of the reporting period.

System Reporting to HUD

In addition to the reporting period for each Annual Performance Report, the CoC is responsible for reporting to HUD across the entire region based on this general annual cycle:

- April: Point in Time and Housing Inventory Chart (from January)
- May / June: System Performance Measures
- September: Annual Housing Assessment Report

Measuring Performance & Utilization

HMIS provides an opportunity to measure performance and understand how each project contributes to the overall goals of the CoC to reduce and end homelessness in the region.

- Length of homelessness (ES, SH, and TH programs)
- Leaving destination (to permanent destinations)
- Maintain and increase income
- Returns to homelessness

Projects can run Annual Performance Reports monthly to understand how a project is performing in these key areas that contribute to the overall goals of the CoC

The CoC will run monthly System Performance Measure Reports to measure progress towards benchmarks and goals as defined by the CoC.

Operating Procedures

Data Retrieval

Partner Agencies

Participating Agencies will have access to retrieve any client-level data entered by their programs, other data as defined by the data sharing policies and procedures in this manual, and by the HMIS Informed Consent and Release of Information Authorization Form.

HMIS Lead Agency

The HMIS Lead Agency will have access to retrieve limited data in HMIS. HMIS Lead Agency will not access individual client data for purposes other than maintenance, troubleshooting, providing reports, and checking for data integrity.

HMIS Vendors

Vendors will not access the system except for purposes of software maintenance, troubleshooting, and data conversion.

Client

Any client will have access to view, or keep a printed copy of, his or her own records contained in HMIS within a reasonable period of time. No client shall have access to another client's records in HMIS.

Continuum of Care

The Somerville-Arlington CoC's data Sub-Contractor (SimTech) will provide de-identified and aggregate reports at the regional level to the Continuum of Care as-needed in support of its mission to prevent, reduce, and eliminate homelessness.

Public

The HMIS Committee will address all requests for data from entities other than Partner Agencies or clients. No client-level data will be provided to any party, even a client requesting their own data, unless the Partner Agency who entered the data is unable to satisfy the client's request. All requests from the public for HMIS reports must be made in writing. The HMIS Committee will compile and publish certain periodic reports for public consumption regarding homelessness and housing issues in the City of Somerville and Town of Arlington based on data available in HMIS. At no time will published, publicly-available reports contain client-level or identifiable data.

Ethical Data Use

Data contained in HMIS will only be used to support the delivery of homeless and housing services in Somerville and Arlington. Each HMIS End User will affirm the principles of ethical data use and client confidentiality contained in this Policies and Procedures Manual and the *HMIS End User Agreement*.

Access to Core Database
No one will have direct access to HMIS. Access is provided solely through the vendors.

Security and HMIS Access
Each Agency is responsible for providing and maintaining computer hardware and Internet service. Each administrative staff or end user that a participating agency determines will have access to HMIS and will be issued a user license (login ID and password).

End User Accounts
Each authorized user will be provided with an End User Account and will be expected to adhere to agreements with the HMIS vendors according to contracts. End User Accounts are assigned on a per-person basis, rather than to a particular position or role. End User Accounts are not to be exchanged, shared, or transferred between personnel at any time. Sharing of End User Accounts is a breach of these Policies and Procedures and a violation of the *Participating Agency Agreement* and the *Participating Agency User Agreement Form.*

Under no circumstances shall a Participating Agency demand that an End User hand over his or her username and password. Participating Agency's shall inform the State of Massachusetts of any changes in personnel or other requests to revoke or transfer accounts.

Somerville- Arlington CoC
Memorandum of Understanding

Between The Somerville Homeless Coalition as the HMIS Lead/Coordinated Entry Grantee, and the City of Somerville, as the CoC lead on behalf of the Somerville Arlington Continuum of Care

And approved by the Continuum of Care

Updated 1/10/2018

Duties of Somerville Homeless Coalition as the HMIS Lead shall include the following:

(1) Ensure the operation of an HMIS sufficient to include all beds and services set aside for homeless and/or at risk populations. Duties include establishing the HMIS; conducting oversight of the HMIS; and taking corrective action, if needed, to ensure that the HMIS is compliant with these requirements.
(2) Develop written HMIS policies and procedures in accordance HUD requirements for all CoCs;
(3) Monitor and enforce the HMIS Policies and Procedures as approved by the Continuum of Care, including adherence to confidentiality, data security, data integrity, and compliance. The policies also detail the various roles and responsibilities to ensure effective use of HMIS and ongoing data quality and compliance of all of the Contributing HMIS Organizations (CHOs).
(4) Serve as the applicant to HUD for grant funds to be used for HMIS activities for the Continuum of Care's geographic area, as directed by the CoC and, if selected for an award by HUD, enter into a grant agreement with HUD to carry out the HUD-approved activities;
(5) Monitor and enforce compliance by all CHOs with the requirements of this part and report on compliance to the Continuum of Care and HUD;
(6) The HMIS Lead Agency will submit its security plan, data quality plan, and privacy plan to the Continuum of Care for approval within [the date that is 6 months after the effective date of the final rule to be inserted at final rule stage] and within 6 months after the date that any change is made to the local HMIS. The HMIS Lead will review and update the plans and policy at least annually. During this process, the HMIS Lead will seek and incorporate feedback from the Continuum of Care and each CHO. The HMIS Lead must implement the plans and policy within 6 months of the date of approval by the Continuum of Care.
(7) The HMIS Lead is responsible for ensuring that HMIS is consistent with the privacy obligations of its users.
(8) The HMIS Lead will, at least once annually, or upon request from HUD, submit the Annual Homeless Assessment Report (AHAR) which provides an unduplicated count of people served within the Continuum of Care.
(9) Ensure compliance with the technical standards applicable to HMIS, as provided in HUD's most recently issued Technical Standards.
(10) Follow HUD standards for maintaining data.
(11) Archive data. Archiving data means the removal of data from an active transactional database for storage in another database for historical, analytical, and reporting purposes. The HMIS Lead must follow archiving data standards established by HUD in notice, as well as any applicable Federal, state, territorial, local, or data retention laws or ordinances.

As the HMIS lead agency, the SHC further agrees to:

(1) Enter in and maintain contracts with entities related to obtaining HMIS data throughout the Continuum of Care for the purposes of:
    a. Hosting and maintaining HMIS software and data;
    b. Backup, recovery, and repair of the HMIS software and data;
    c. Upgrade, customize, and enhance the HMIS;
    d. Meet current HUD standards and reporting requirements
    e. Integrate and warehouse data, from sub recipients using multiple software systems;
(5) System administration including data quality, performance, and timeliness monitoring;
(6) Report to providers, the Continuum of Care, and HUD.
(7) Travel to conduct intake and to attend training; and
(8) Implement and comply with HMIS requirements.

Duties of the Somerville and Arlington CoC HMIS (CHO).
CHOs must comply with the applicable standards set forth in this part:

(1) Implementing specifications. A CHO must comply with Federal, state, and local laws that require additional privacy or confidentiality protections. When a privacy or security standard conflicts with other Federal, state, and local laws to which the CHO must adhere, the CHO must contact the HMIS Lead and collaboratively update the applicable policies for the CHO to accurately reflect the additional protections.
(2) The CHO must comply with all of the HMIS Policy and Procedures. Additionally, each organization is expected to maintain detailed privacy policies that adhere to all laws pertaining to the security of Protected Personal Information (PPI), including data collection limitations; purpose and use limitations; allowable uses and disclosures; openness description; access and correction standards; accountability standards; protections for victims of domestic violence, dating violence, sexual assault, and stalking; and such additional information and standards as may be established by HUD in notice.
(3) Every CHO with access to protected identifying information must implement procedures to ensure and monitor its compliance with applicable agreements and the requirements of the governance agreement and participation agreement; including enforcement of sanctions for noncompliance.
(4) Implement and comply with HMIS requirements; and
(5) If using an HMIS solution, other than the primary HMIS, then require the HMIS vendor and the software to comply with HMIS standards issued by HUD.

Ensuring Complete and Accurate Data: Roles and Responsibilities
The following roles and responsibilities across the CoC will ensure accountability in the quality and completeness of client and project data:

CoC HMIS Lead Agency: Somerville Homeless Coalition (SHC)
Although providers may have direct contracts with HUD, as the HMIS lead agency for the Somerville-Arlington CoC, the SHC is responsible for the overall quality of the data and submissions to HUD. The SHC assists partner agencies with agency-specific workflow, data collection and reporting needs. The SHC maintains an agreement with the Somerville-Arlington Continuum of Care that outlines the commitment and responsibility of the agency in this role.

The SHC provides the following functions:
(1) Maintains this HMIS policies and procedures manual and assures that policies are reflected in agency's practice
(2) Maintains the contract with Simtech Solutions, Inc. which provides tools and services for data integration

and reporting (see below).
(3) Monitors data for quality and completeness.
(4) Produces regional HUD reports drawing from all data sources in the region. This functionality is supported by a separate contract with Simtech Solutions, Inc.
(5) Provides limited assistance to participating agencies with agency-specific data collection and reporting needs.

In addition, the SHC has direct access to project data for the purposes of planning and reporting. The SHC may review this data at any time.

CoC Planning / CoC HMIS Committee
The CoC itself is the liaison with HUD and is responsible for all policies and procedures, project forms and documentation and overall responsibility for the projects. The CoC can include an HMIS committee to provide oversight to the HMIS activities of the CoC and the Somerville Arlington CoC will do so as needed.

HMIS Vendors and Data Integration for Reporting and Analytics
The Somerville-Arlington CoC uses data from several HMIS systems and partners with Simtech Solutions, Inc. to provide data warehousing and a platform for integrating data across systems for reporting and analytics.

The CoC has an agreement with the MA Department of Housing and Community Development (MA DHCD) to use the HMIS system that is licensed by the State - MAHMIS, an implementation of Efforts to Outcomes (ETO) software produced by Social Solutions, Inc. The agreement outlines the responsibilities of both parties regarding use of HMIS.

The Somerville- Arlington CoC partners with Simtech Solutions to integrate data across HMIS systems in order to produce regional reports for HUD. Simtech Solutions also provides ongoing support on all matters related to HMIS and compliance with HUD.

Participating Partner Agency
Agencies that manage homeless-dedicated projects that are either funded by the CoC, or are within its geographic boundaries are expected to contribute data and participate in the CoC. Projects. Agencies that receive funds from the Emergency Solutions Grant (ESG) are also required to participate in HMIS and adhere to these policies. Agencies may use any HMIS system of their choice that is fully compliant with the HUD CSV 5.1 data standards.

Organizations that use the MA HMIS system are expected to complete an Agency Agreement with the State of Massachusetts as a Contributory HMIS Organization (CHO), or Participating Agency. Agencies that use an HMIS that is not hosted by DHCD such as Heading Home and Volunteers of America are responsible for all aspects of this software including maintaining all required agreements and producing all required reports.

All Participating Agencies must abide by all policies and procedures outlined in this manual, which are subject to change. Participating Agencies are responsible for the conduct of their End Users and the security of End User Accounts.

Participating Agency Executive Director: The Executive Director of each Participating Agency is ultimately responsible for ensuring that all the policies and procedures related to data collection and reporting and adhered to by the organization.

The Executive Director is responsible for the following:
(1) Designation of HMIS Administrator, including when there is staff turnover
(2) Agency compliance with these Policies & Procedures including data quality and outcome management.
(3) Compliance with Privacy and Security requirements detailed in the HUD HMIS Data and Technical Standards.
(4) Annual review of internal policies and procedures regarding HMIS.
(5) Payment of the agency's pro-rata cost of the Simtech contract

Partner Agency HMIS Administrator: The Partner Agency HMIS Administrator serves as the primary contact between the Partner Agency and the HMIS Lead Agency (Somerville Homeless Coalition).

Partner Agency HMIS Administrators are responsible for the following:

(1) Program compliance with these Policies & Procedures
(2) Authorizing agent for Partner Agency User Agreements
(3) Keeper of Executed Client Informed Consent forms
(4) Authorizing Agent for User ID requests
(5) Staff workstations
(6) Internet connectivity
(7) End user adherence to workstation security policies
(8) Detecting and responding to violations of the Policies & Procedures
(9) First level end user support
(10) Maintain agency/program data in HMIS
(11) Authorizing agent for Data Quality Monitoring

Agency Staff

(12) Safeguard client privacy through compliance with confidentiality policies
(13) Data collection as specified by training and other documentation

Participation in HMIS

Agencies must either provide Somerville Homeless Coalition access to their HMIS system directly or upload data to HomelessData.com on at least a monthly basis. Data should be submitted/ uploaded in the .csv format specified by HUD (see HUD HMIS Comma-Separated Value Format Documentation). These Partner Agencies must assign a staff member to be the Partner Agency HMIS Administrator (see above).

Domestic Violence Exception

If the sub-recipient is a victim services provider, it is prohibited from entering client-level data into a HMIS and must use a comparable database that collects client-level data over time and generates unduplicated aggregate reports based on the data. Legal services providers, who can document that entering client-level data would violate client-attorney privilege, may be permitted to us a comparable database. It is up to the CoC to work with the HMIS lead to determine if a system is a comparable database.

Coordinated Entry Participation

By signing the agreement agency understand that the data collected in HMIS will be used in Coordinated Entry System. The HMIS lead will use the data in HMIS to create a By Name List for all participating agencies to fill vacant PSH units.

On behalf of the HMIS Lead:

Somerville Homeless Coalition
HMIS Lead

On behalf of the Collaborative Applicant:

City of Somerville OSCPD-Housing
MA-517 CoC Lead Agency

Amended January 2018

See Article V starting on page 6

Somerville/Arlington Continuum of Care
Governance Charter

Current version: ADOPTED on September 19th, 2017.

Introduction and Purpose

The **Somerville/Arlington Continuum of Care (CoC**) is a planning body that promotes a community-wide commitment to the goal of preventing and ending homelessness. The CoC is a collaboration of non-profit agencies, government officials, public housing authorities, school administrators, local businesses, civic organizations, faith-based groups, and individuals that are committed to working together to eliminate homelessness. The CoC covers the geographic areas of the city of Somerville and the town of Arlington. As part of its goal of ending homelessness, the CoC coordinates funding for permanent supportive housing and transitional housing for homeless individuals and families, promoting access to and effective use of mainstream programs, and optimizing self-sufficiency among individuals and families experiencing homelessness.

Annually, the Department of Housing and Urban Development (HUD) issues a NOFA [Notice of Funding Availability] that competitively seeks applications for funding through its *Continuum of Care Programs*. The NOFA requires evidence that the CoC actively addresses issues of homelessness in its geographic area through a coordinated planning process. This process must include identifying needs of homeless individuals and families and building a system of housing and services that addresses those needs.

ARTICLE I. – Continuum of Care Membership and Meetings

Section 1. **General Membership and Meetings.** Somerville/Arlington Continuum of Care's (CoC) membership is open to all stakeholders interested in ending homelessness within the city of Somerville and town of Arlington. The CoC seeks representation from the following stakeholders: non-profit homeless assistance providers; victim service providers; faith-based organizations; government agencies; businesses; advocates; public housing authorities; school districts; social service providers; mental health and substance abuse agencies; hospitals and community health centers; universities, affordable housing developers, law enforcement, organizations that serve veterans, and homeless or formerly homeless individuals. The CoC issues a public invitation for new members from within the CoC's geographic area at least annually.

Somerville/Arlington CoC general meetings, with published agendas, will be held at least eleven (11) times annually. Meetings are generally held on the third Tuesday of each month at 2:00 PM at locations available to accommodate the CoC within Somerville or Arlington, Massachusetts.

ARTICLE II. – Continuum of Care BOARD

Section 1. **BOARD Purpose**. The purpose of the Somerville/Arlington Continuum of Care Board is to make decisions and act on behalf of the CoC .

The **Board** will carry this out through the following efforts:

- Planning and prioritization of both new and renewal projects funded through the HUD's Continuum of Care Program and Emergency Solutions Grant Program (ESG)
- Coordinating the CoC's activities to further implementation efforts of the local 10 Year Plan to End Homelessness, Consolidated Plan and Annual Action Plans
- Oversight of Somerville/Arlington's Continuum of Care compliance with and implementation of the HEARTH Act, *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*, and HUD's Continuum of Care Program (Interim Final) Rule at 77 FR 45422 (July 31, 2012).

Section 2. **Board Composition**. The Board composition will vary year-to-year. Generally, it represents the following:

- City of Somerville (Collaborative Applicant)
- Town of Arlington (Municipal Member)
- Somerville Housing Authority (PHA)
- Homeless Services Providers (Individual, Family, Veteran, Youth)
- Homeless Advocates
- Legal Services
- Community Development Corporation
- Homeless or Formerly Homeless Individual(s)
- ESG Sub-Recipient Agencies

Section 3. **BOARD Membership/Voting**. The Board is the decision-making body of Somerville/Arlington Continuum of Care and consists of *Voting* members within the CoC.

An organization, or unaffiliated individual such a homeless or formerly homeless person, or other member of the community, is a Board member, with its voting privileges, so long as they are "Active Members". "Active Membership" is defined as participating in the CoC, by regularly attending meetings, having attended at least 75% of general meetings in the previous 12 months. Only Active Members may vote on issues brought before the CoC. For voting purposes, each Board member organization/agency shall have one vote and shall designate one person to represent the organization/agency/municipality in matters that require a vote. Active membership is also a requirement for accessing HUD CoC and ESG funds. In addition, the Board shall include at least one Emergency Solutions Grant (ESG) program recipient agency located within the CoC geographic area. In the event of a tie vote, then the City of Somerville (as the Collaborative Applicant for the CoC) shall make the decision, taking into due consideration the views of the other voting Board members. Each agency is expected to have a representative serve as a co-chair on a rotating basis.

Section 4. **Board Responsibilities**. The Board (directly or through committees) will conduct the following activities:

(a) **Operations**

- Hold and document at least semi-annual general membership CoC meetings
- Make invitations for new members to join publicly, at least annually
- Review and update, as needed, this Governance Charter at least annually

- Adopt and follow a written process to select the members of the Board to act on behalf of the CoC; process must be reviewed and adopted at least every 5 years
- Appoint additional committees, subcommittees, or workgroups
- Consult with recipients and subrecipients to establish performance targets for appropriate population and program types, monitor recipients and subrecipients performance, evaluate outcomes and take action against poor performers
- With ESG grant recipients, ensure the operation of a centralized or coordinated assessment system and implementation of a housing and services system
- In coordination with ESG recipients, establish and consistently follow written standards for providing CoC assistance
- Oversee the operation of the CoC in accordance with HUD's CoC Regulations

(b) **HMIS**

- Designate one Homeless Management Information System (HMIS)
- Designate one organization to be HMIS Lead Agency
- Review, revise, and approve privacy, security, and data quality plans
- Ensure consistent participation of recipients/subrecipients in HMIS
- Ensure that the HMIS is administered in compliance with HUD requirements

(c) **Planning**

- Consult with State and local ESG recipients in the geographic area on the plan for allocating ESG funds and reporting/evaluating performance of ESG programs
- Oversee Continuum of Care Planning in accordance with HUD's CoC regulations
- Oversee Implementation of the Housing Inventory Chart (HIC), Point in Time (PIT) Count, Annual Homeless Assessment Report (AHAR), and Annual Gaps Analysis of homeless needs and services available.
- Identify barriers to accessing housing programs

(d) **Application(s) for Funds**

- Design, operate and follow a collaborative process for the development of project applications, the ranking and tiering of projects, and the approval of project applications to be submitted in response to a CoC Program NOFA
- Establish priorities for funding new and renewal CoC programs

Section 5. **BOARD Officers and Duties**. The officers consist of two (2) co-chairs. These co-chairs perform the duties prescribed by this Governance Charter. The co-chairs are responsible for establishing the date, time and location for each CoC meeting. co-chairs will be responsible for soliciting agenda items from members (e.g. via email) generally at least one week in advance; setting the agenda; and providing a written agenda for each CoC meeting. Their duties also include chairing and convening all general and special meetings. The co-chairs assure that minutes are documented in a written format, and distributed to CoC members. Co-chairs are also responsible for keeping written attendance records of membership meetings that contain attendees' signatures. The co-chairs also have the authority to call a special meeting in person or via other means (telephone, webcast, conference call) with 3 days' notice of the meeting.

Section 6. **Officer Nominations**. Any CoC member may nominate a Board member for a vacant officer position. A nomination must be seconded by one additional voting Board member.

Section 7. **Officer Elections and Terms of Office**. The Board members elect the co-chairs by simple majority through a quorum vote as constituted in the Governance Charter. The term is one year but co-chairs may serve until their successor is elected, not to exceed two years.

Section 8. **Board Voting** on **Motions**. The Board votes on issues that require formal approval. A Board member makes a motion. The motion is seconded by another member and a full vote is taken. The Board's meeting minutes reflect the motion, the second and the outcome of the formal vote including the number of "yeas" and "nays" and "abstentions". One Board member from each agency ("Active Member") or an unaffiliated individual present for the meeting are entitled to one vote. All votes are determined by a majority of voting members (i.e. agencies and unaffiliated individuals) present.

The co-chairs may also authorize a vote to be taken via electronic mail if necessary. The co-chairs coordinate this type of vote. In the interests of full transparency, for votes conducted via email, Board members "reply to all".

For unanticipated motions, any Board member agency may request to table a vote until the next Board meeting.

Section 9. **Voting Quorum**. Fifty percent of Board member agencies constitutes a quorum.

Section 10. **Board Member Removal/Vacancies**. A 2/3 vote from the Board may remove a member of the Board for good cause shown, after due notice to the Board with an opportunity to contest such removal. A Board member may also resign their membership on the Board by providing written notice to the Board.

ARTICLE III. – Subcommittee Composition and Mission

Section 1. **Subcommittee Composition/Responsibilities**. The membership of each subcommittee is comprised of interested parties and experts.

Section 2. **Subcommittee Meetings**. The CoC subcommittees meet at least quarterly to conduct required business. Each subcommittee's chairperson is responsible for coordinating the agendas of these meetings, for keeping written attendance records of subcommittee meetings, and providing updates to the Board on the subcommittee's activities. Each member of a subcommittee is expected to participate and contribute fully.

Section 3**. Standing Subcommittees**. The Somerville/Arlington CoC Board has organized the following subcommittees:

Governance: This Subcommittee serves as a problem-solving group to identify and address issues too detailed to be of interest to the general membership or too complex to be efficiently resolved in discussion with the Board relating to the operation of the CoC and Board. The Governance Subcommittee works to clarify and define problems, to determine additional information required to better understand the problem, to propose possible solutions, and to project the impact of each course of action. The Governance Subcommittee takes on issues primarily related to ensuring HUD, HEARTH Act, CoC (Interim) Rule and ESG Rule compliance and effective monitoring and makes recommendations to the Board for their review and input.

Evaluation: The duties of the Subcommittee are to: conduct annual site visits to agencies receiving HUD and ESG funding; review client files; organize for annual program evaluations; review of permanent housing bonus project applications; and generate program scorecards for HUD's NOFA Prioritization/Tiering process. The Subcommittee reviews and updates as needed the scoring checklists/tools, gathers relevant information from each agency/program, and oversees the score assigned to each program. The Subcommittee reaches consensus on each overall score. The Subcommittee solicits applications for the permanent housing bonus and makes a recommendation to the Board.

HMIS: The Subcommittee's role is to implement and oversee the HMIS Policies and Procedures as approved. The committee will work to improve the usefulness/accuracy of HMIS data available to the CoC on homeless and 'at risk' populations/sub-populations in its jurisdiction by identifying and addressing data quality and reporting issues; assessing the project level performance, and making recommendations to the Board on: how to increase accuracy; completeness and timeliness of reporting; and prioritizing HMIS changes to achieve improvements. The Subcommittee conducts quarterly performance reviews of programs.

Planning: The Subcommittee's mission is to engage in broad planning for housing and the related needs of the homeless and those at risk of homelessness through the 5year strategic plan. The goals include to - develop a comprehensive resource list that covers all areas of need for homeless or at risk of homeless in the CoC geographic area; increase affordable housing and develop strategies for this; and develop a 5year strategic plan for the CoC.

Section 4. **Ad Hoc Subcommittees.** The Board may create ad hoc subcommittees in response to an emerging planning need or requirement within the CoC. The Board provides direction to this subcommittee to guide its efforts. This type of subcommittee will typically be organized on a time limited basis.

ARTICLE IV. – Code of Conduct

CoC members that support the operation of the Somerville/Arlington CoC shall abide by all sections of the code of conduct below. Failure to act in accordance with the code of conduct may result in removal from the membership of the Board and/or the CoC.

Section 1. **Conflict of Interest**. The necessity for the fair and impartial administration of government funds and the enforcement of the funder program requirements makes the avoidance of any conflict of interest of primary importance. A conflict of interest is a situation in which a CoC member's private interest, usually financial, conflicts or raises a reasonable question of conflict with his or her official duties and responsibilities. If there is a conflict of interest, a CoC member must disclose in writing any conflict for the record and must recuse him/herself from voting on that related matter.

(a) No CoC member may request or receive, in any manner whatsoever, compensation or anything else of value: (i) for performance of his or her duties; (ii) for influencing or appearing to influence such performance; or (iii) be compensated from the CoC. Most, if not all attendees are paid by their agency or organization for the time spent at the CoC meetings

(b) No CoC member may participate in any matter relating to any entity in which, to his or her knowledge, the employee, or a member of his or her immediate family, or his or her business partner or

any business organization in which he serves as an officer, director, trustee, or employee, or any person or organization with whom he or she is negotiating or has any arrangement concerning prospective employment, has a financial interest.

Section 2. **Discipline**. Violations of this code will result in disciplinary actions which may include written warnings, suspension of the agency from membership in the CoC or termination of the violating agency's membership in CoC.

Section 3. **Dissemination**. This code shall be disseminated to the Executive Directors of all agencies which are members of the CoC.

Section 4. **Distribution.** This Code of Conduct is distributed periodically in paper form to the Executive Directors of all agencies which are members of the CoC, and distributed periodically in electronic form to all the executive directors of all member agencies, who shall then distribute it electronically to all employees, officers and agents of the CoC.

ARTICLE V. - Homeless Management Information System (HMIS)

Section 1. **HMIS Purpose**. The purpose of an HMIS, whether funded by public or private resources, is to record and store client-level information about the numbers, characteristics, and needs of persons who use homeless housing and supportive services and for persons who receive assistance for persons at risk of homelessness. HMIS also stores information about projects in the region including project type, capacity and other details that are required for reporting and coordinated entry.

Section 2. **Definitions.** *Definitions related to the operation of the HMIS include:*

(a) **Homeless Management Information System (HMIS)** means the information system designated by the Continuum of Care to comply with HUD data standards and used to record, analyze, and transmit client and activity data in regard to the provision of shelter, housing, and services to individuals and families who are homeless or at risk of homelessness.

(b) **Aggregation of HMIS Data**. HMIS data is aggregated from all data sources to generate all regional reports as required by HUD including the System Performance Measures, the Annual Homeless Assessment Report, the Housing Inventory Chart and the Point in Time Count. These reports provide information about the extent and nature of homelessness over time; produce an unduplicated count of homeless persons; help understand patterns of service use; and, measure the effectiveness of homeless assistance projects and programs.

(c) **Uses of Aggregate HMIS Information**. Information generated from the HMIS: (i) Will be used by recipients and sub-recipients to report to HUD and for such other reasons as may be required by HUD; (ii) Will be used by HUD and other Federal agencies to report to Congress, to evaluate recipient performance, and for such other reasons as may be specified in law or regulation or by HUD through notice; and (iii) May be made available to the public to raise awareness and enhance local planning processes.

(d) **HMIS Lead** means the entity designated by the Continuum of Care to operate the Continuum's HMIS on the Continuum's behalf.

(e) **Comparable Database** means a database that is not the Continuum's official HMIS, but an alternative system that victim service providers and legal services providers may use to collect client-level data over time and to generate unduplicated aggregate reports based on the data, and that complies with the requirements of this part. Information entered into a comparable database must not be entered directly into or provided to an HMIS.

(f) **Contributing HMIS Organization (or CHO)** means an organization that operates a project that contributes data to an HMIS.

(g) **Data recipient** means a person who obtains personally identifying information from an HMIS Lead or from a CHO for research or other purposes not directly related to the operation of the HMIS, Continuum of Care, HMIS Lead, or CHO.

(h) **HMIS Vendor** means a contractor who provides materials or services for the operation of an HMIS. An HMIS vendor includes an HMIS software provider, web server host; data warehouse provider, as well as a provider of other information technology or support.

(i) **Participation Fee** means a fee the HMIS Lead charges CHOs for participating in the HMIS to cover the HMIS Lead's actual expenditures, without profit to the HMIS Lead, for software licenses, software annual support, training, data entry, data analysis, reporting, hardware, connectivity, and administering the HMIS.

(j) **Protected Identifying Information** means information about a program participant that can be used to distinguish or trace a program participant's identity, either alone or when combined with other personal or identifying information, using methods reasonably likely to be used, which is linkable to the program participant.

(k) **Unduplicated Count** of homeless persons means an enumeration of homeless persons where each person is counted only once during a defined period.

(l) **User** means an individual who uses or enters data in an HMIS or another administrative database from which data is periodically provided to an HMIS.

(m) **Victim service provider** means a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. This term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs.

Section 3. **Responsibilities of the CoC and CHOs**

1) Designate a single information system as the official HMIS software for the geographic area. The software must comply with the requirements of the CoC (Interim) Rule.

(2) Designate an HMIS Lead to operate the HMIS. The HMIS Lead must be a state or local government, an instrumentality of state or local government, or a private nonprofit organization.

(3) Develop comprehensive policies and procedures, an MOU between the HMIS Lead Agency and the Collaborative Applicant, and HMIS agreements that allows the HMIS lead to have access to client level data that is stored in HMIS for each CHO requiring the CHO to comply with this part and imposing sanctions for failure to comply; additional requirements may be issued by notice from time to time.

(4) Maintain documentation evidencing compliance with this part and with the governance charter;

(5) Review, revise and approve the policies and plans (required by this part and by any notices issued from time to time).

Responsibilities of the CHO:

(6) Each recipient and sub-recipient of ESG and CoC grant funds enters data in HMIS or a comparable database, as provided under this part.

(7) Victim service providers are notified that victim service providers shall not directly enter or contribute data into an HMIS if they are legally prohibited from participating in HMIS.

(8) Legal service providers are notified that they may choose not to use HMIS if it is necessary to protect attorney-client privilege.

Victim service and legal service providers that are recipients of funds that require participation in HMIS that do not directly enter or contribute data to an HMIS must use a comparable database instead.
(1) Standards for a comparable database: (i) The comparable database must meet the standards of this part and comply with all HMIS data information, security, and processing standards, as established by HUD in notice. (ii) The comparable database must meet the standards for security, data quality, and privacy of the HMIS within the Continuum of Care. The comparable database may use more stringent standards than the Continuum of Care's HMIS.
(2) Victim service providers and legal service providers may suppress aggregate data on specific client characteristics if the characteristics meet the requirements of this part and any conditions as may be established by HUD in notice.

Section 4. **HMIS Lead Agency**

(a) **HMIS Lead Agency**. The Somerville Homeless Coalition (SHC) hereby agrees to serve as the HMIS Lead Agency for the Somerville/Arlington CoC. The City of Somerville, as Collaborative Applicant and Lead Agency, will ensure that the HMIS Lead Agency requirements to establish, support and manage the HMIS in a manner that will meet HUD's standards for minimum data quality, privacy, security and other HUD requirements for organizations participating in an HMIS are met. SHC as the Lead HMIS Agency will: coordinate the CoC's implementation of the HMIS software; provide assistance and guidance to all CoC project applicants; lead the CoC's efforts to assess and improve HMIS implementation, compliance and data quality; inform CoC members of training opportunities; and develop comprehensive policies and procedures.

(b) **Duties of the HMIS Lead Agency:**

(1) Ensure the operation of an HMIS sufficient to include all beds and services set aside for homeless

and/or at risk populations. Duties include establishing the HMIS; conducting oversight of the HMIS; and taking corrective action, if needed, to ensure that the HMIS is compliant with these requirements.

(2) Develop written HMIS policies and procedures in accordance with HUD requirements;

(3) Execute a written agreement with each of the HMIS vendors that are used by each CHO. Each CHO has an agreement with the vendor providing HMIS services and hosting client data. These agreements include the obligations and authority of the HMIS vendor, the HMIS Lead, and the CHO. The requirements of the security plan with which the CHO must abide, the requirements of the privacy policy with which the CHO must abide, the sanctions for violating the HMIS Participation Agreement (e.g. imposing a financial penalty, requiring completion of standardized or specialized training, suspending or revoking user licenses, suspending or revoking system privileges, or pursuing criminal prosecution) are included in the agreement between the CHO and their HMIS solution provider. The HMIS Lead and the CHO will process Protected Identifying Information consistent with the agreements and may address other activities to meet local needs;

(4) Serve as the Applicant (if necessary) to HUD for grant funds to be used for HMIS activities for the Continuum of Care's geographic area, as directed by the CoC and, if selected for an award by HUD, enter into a grant agreement with HUD to carry out the HUD-approved activities;

(5) Monitor and enforce compliance by all CHOs with the requirements of this part, and the details outlined in the HMIS Policies and Procedures document, and report on compliance to the Continuum of Care and HUD;

(6) The HMIS Lead Agency will submit its security plan, data quality plan, and privacy plan to the CoC for approval. The HMIS Lead must review and update the plans and policy at least annually. During this process, the HMIS Lead must seek and incorporate feedback from the Continuum of Care and CHOs. The HMIS Lead must implement the approved plans and policy.

(7) The HMIS Lead is responsible for ensuring that HMIS processing capabilities remain consistent with the privacy obligations of its users.

(8) Ensure compliance with the technical standards applicable to HMIS, as provided in HUD's most recently issued Technical Standards.

(9) Follow HUD standards for maintaining data.

(10) Archive data. Archiving data means the removal of data from an active transactional database for storage in another database for historical, analytical, and reporting purposes. The HMIS Lead must follow archiving data standards established by HUD in notice, as well as any applicable Federal, state, territorial, local, or data retention laws or ordinances.

(c) **HMIS Lead Agency also agrees to complete the following:**

(1) Integrate and warehouse data, including development of a data warehouse for use in aggregating data from sub recipients using multiple software systems;

(2) System administration;

(3) Report to providers, the Continuum, and HUD.

(4) Travel to conduct intake and to attend training;

(5) Implement and comply with HMIS requirements; and

(6) Provide training to CHOs when training by the state is not available.

(d) **Duties of Contributing HMIS Organization (CHO).** *CHOs must comply with the applicable standards set forth in this part:*

(1) Enter into agreements with the entity that provides the HMIS software (such as the MA Department of Housing and Community Development, the City of Cambridge, or other private organizations), that covers all requirements for hosting of data, and the backup, recovery and repair of data in a manner that meets all Federal, State and local privacy requirements.

(2) Implementing Specifications. A CHO must comply with Federal, state, and local laws that require additional privacy or confidentiality protections. When a privacy or security standard conflicts with other Federal, state, and local laws to which the CHO must adhere, the CHO must contact the HMIS Lead and collaboratively update the applicable policies for the CHO to accurately reflect the additional protections.

(3) The CHO must comply with the HMIS lead's privacy policy, including data collection limitations; purpose and use limitations; allowable uses and disclosures; openness description; access and correction standards; accountability standards; protections for victims of domestic violence, dating violence, sexual assault, and stalking; and such additional information and standards as may be established by HUD in notice.

(4) Every CHO with access to protected identifying information must implement procedures to ensure and monitor its compliance with applicable agreements and the requirements of the governance agreement and participation agreement; including enforcement of sanctions for noncompliance.

(5) Travel to conduct intake and to attend training;

(6) Implement and comply with HMIS requirements; and

(7) Require the HMIS vendor and the software to comply with HMIS standards issued by HUD.

ARTICLE VI. – Collaborative Applicant

The Somerville/Arlington CoC Board designates the City of Somerville as the Collaborative Applicant representing the Somerville/ Arlington Continuum of Care. The City of Somerville is responsible for conducting the duties and responsibilities of the Collaborative Applicant (24 CFR 578.9) as outlined in the US Department of Housing and Urban Development's Continuum of Care Program Regulation as codified in 24 CFR 578.

ARTICLE VII. - Amendments

The Governance Charter may be amended or repealed at any time by a two-thirds vote of the Board provided there is a quorum.

ARTICLE VIII. - Non-Discrimination

It is the policy of the Somerville/Arlington CoC that no person shall be discriminated against because of their race, sex, age, marital status, religious creed, color, national origin, disability, sexual orientation, or because they have minor children, or receive public assistance. The CoC shall be operated in an open and democratic fashion and shall not discriminate against anyone because they are a member of one of the above groups.

ADOPTED on September 19th, 2017.

The CoC Board approves and adopts the current version of the Somerville/Arlington Continuum of Care Governance Charter as of September 19, 2017:

Kelly L Donato
City of Somerville

ELIZABETH WINSTON JUST-A-START CORP.

Susan Hegel
Cambridge & Somerville Legal Srvs

Dana Mendes

Heading Home Inc.

Antwan Steel

Waysche - Short Stop

Michael Lilly
Somerville Homeless Coalition

Rita Shah
Housing Corporation of Arlington

Laura Wiener
Town of Arlington

Nancy Kavanagh

Catholic Charities

Jennifer Wolter

RESPOND, Inc

Before Starting the Project Listings for the CoC Priority Listing

The FY 2019 CoC Consolidated Application requires TWO submissions. Both this Project Priority Listing AND the CoC Application MUST be submitted prior to the CoC Program Competition deadline as required by the FY 2019 CoC Program Competition NOFA.

The FY 2019 CoC Priority Listing includes the following:

- Reallocation forms – must be completed if the CoC is reallocating eligible renewal projects to create new projects as described in the FY 2019 CoC Program Competition NOFA.
- New Project Listing – lists all new project applications created through reallocation, the CoC Bonus, and DV Bonus that have been approved and ranked or rejected by the CoC.
- Renewal Project Listing – lists all eligible renewal project applications that have been approved and ranked or rejected by the CoC.
- UFA Costs Project Listing – applicable and only visible for Collaborative Applicants that were designated as a Unified Funding Agency (UFA) during the FY 2019 CoC Program Registration process. Only 1 UFA Costs project application is permitted and can only be submitted by the Collaborative Applicant.
- CoC Planning Project Listing – Only 1 CoC planning project is permitted per CoC and can only be submitted by the Collaborative Applicant.
- YHDP Project Listing – lists the eligible YHDP renewal project for the CoC that must be approved and ranked or rejected by the CoC.
- HUD-2991, Certification of Consistency with the Consolidated Plan – Collaborative Applicants must attach an accurately completed, signed, and dated HUD-2991.

Things to Remember:

- All new, renewal, and YHDP projects must be approved and ranked or rejected on the Project Listings.
- Collaborative Applicants are responsible for ensuring all project applications are accurately appearing on the Project Listings and there are no project applications missing from one or more Project Listings.
- If a project application(s) is rejected by the CoC, the Collaborative Applicant must notify the project applicant(s) no later than 15 days before the CoC Program Competition application deadline outside of e-snaps and include the reason for rejection.
- For each project application rejected by the CoC the Collaborative Applicant must select the reason for the rejection from the dropdown provided.
- If the Collaborative Applicant needs to amend a project application for any reason after ranking has been completed, the ranking of other projects will not be affected: however, the Collaborative Applicant MUST ensure the amended project is returned to the applicable Project Listing AND re-rank the project application BEFORE submitting the CoC Priority Listing to HUD in e-snaps.

Additional training resources are available online on the CoC Training page of the HUD Exchange at: https://www.hudexchange.info/resource/2916/project-priority-listing-coc-consolidated-application/

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2019 CoC Priority Listing Detailed Instructions and FY 2019 CoC Priority Listing Navigational Guide on the HUD Exchange at https://www.hudexchange.info/programs/e-snaps/.
Submit technical question to the HUD Exchange Ask A Question (AAQ) at https://www.hudexchange.info/program-support/my-question/.

Collaborative Applicant Name: City of Somerville

2. Reallocation

Instructions:

For guidance on completing this form, please reference the FY 2019 CoC Priority Listing Detailed Instructions and FY 2019 CoC Priority Listing Navigational Guide on the HUD Exchange at https://www.hudexchange.info/programs/e-snaps/.
Submit technical question to the HUD Exchange Ask A Question (AAQ) at https://www.hudexchange.info/program-support/my-question/.

2-1. Is the CoC reallocating funds from one or more eligible renewal grant(s) that will expire in calendar year 2020 into one or more new projects?	No

Continuum of Care (CoC) New Project Listing

Instructions:

Prior to starting the New Project Listing, Collaborative Applicants should carefully review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide, both of which are available at: https://www.hudexchange.info/resource/2916/project-priority-listing-coc-consolidated-application/

To upload all new project applications that have been submitted to this CoC Project Listing, click on the ""Update List"" button. This process may take a few minutes based upon the number of new projects submitted by project applicant(s) to your CoC in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review a project on the New Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon. The Collaborative Applicant has the sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

EX1_Project_List_Status_field

Project Name	Date Submitted	Comp Type	Applicant Name	Budget Amount	Grant Term	Rank	PH/Realloc	PSH/RRH	Expansion
Shortstop PH-RRH	2019-08-27 21:27:...	PH	Wayside Youth and...	$105,081	1 Year	9	PH Bonus	RRH	
Respond PH-RRH DV...	2019-08-28 16:16:...	PH	Respond Inc	$185,187	1 Year	D10	DV Bonus	RRH	

Continuum of Care (CoC) Renewal Project Listing

Instructions:

Prior to starting the New Project Listing, Collaborative Applicants should carefully review the "CoC Priority Listing Detailed Instructions" and the "CoC Project Listing Instructional Guide", both of which are available at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources.

To upload all renewal project applications that have been submitted to this Renewal Project Listing, click on the "Update List" button. This process may take a few minutes based upon the number of renewal projects that need to be located in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review a project on the Renewal Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon. The Collaborative Applicant has the sole responsibility for ensuring all amended projects are resubmitted and appear on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

The Collaborative Applicant certifies that there is a demonstrated need for all renewal permanent supportive housing and rapid re-housing projects listed on the Renewal Project Listing.	X
The Collaborative Applicant does not have any renewal permanent supportive housing or rapid re-housing renewal projects.	

EX1_Project_List_Status_field

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Rank	PSH/RRH	Comp Type	Consolidation Type	Expansion Type
HMIS Dedicated	2019-08-13 09:49:...	1 Year	Somerville Homele...	$69,300	2		HMIS		
Wayside' ShortStop...	2019-08-20 13:08:...	1 Year	Wayside Youth and...	$240,315	4		TH		
Somerville Steppi...	2019-08-26 12:46:...	1 Year	Heading Home	$227,937	C7	PSH	PH	Fully Consolidated	

Somerville Steppi...	2019-08-26 12:47:...	1 Year	Heading Home	$62,953	8	PSH	PH	Individual	
Somerville Better...	2019-08-26 12:49:...	1 Year	Heading Home	$164,984	7	PSH	PH	Individual	
Coordinated Entry	2019-08-28 11:35:...	1 Year	Somerville Homele...	$100,605	1		SSO		
Shelter Plus Care	2019-08-28 11:36:...	1 Year	Somerville Homele...	$168,427	6	PSH	PH		
Turn the Key	2019-08-28 11:37:...	1 Year	Somerville Homele...	$993,189	3	PSH	PH	Individual	
Better Homes 4	2019-08-28 11:34:...	1 Year	Somerville Homele...	$96,863	5	PSH	PH	Individual	
Turn the Key	2019-08-28 11:36:...	1 Year	Somerville Homele...	$1,090,052	C3	PSH	PH	Fully Consolidated	

Continuum of Care (CoC) Planning Project Listing

Instructions:

Prior to starting the CoC Planning Project Listing, Collaborative Applicants should carefully review the "CoC Priority Listing Detailed Instructions" and the "CoC Project Listing Instructional Guide," both of which are available at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources.

To upload the CoC planning project application that has been submitted to this CoC Planning Project Listing, click on the "Update List" button. This process may take a few minutes as the project will need to be located in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review the CoC Planning Project Listing, click on the magnifying glass next to view the project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon.

Only one CoC Planning project application can be submitted by a Collaborative Applicant and must match the Collaborative Applicant information on the CoC Applicant Profile. Any additional CoC Planning project applications must be rejected.

EX1_Project_List_Status_field

Project Name	Date Submitted	Grant Term	Applicant Name	Budget Amount	Comp Type
MA-517 CoC Planni...	2019-09-24 16:35:...	1 Year	City of Somerville	$63,302	CoC Planning Proj...

Continuum of Care (CoC) YHDP Renewal Project Listing

Instructions:

Prior to starting the New Project Listing, Collaborative Applicants should carefully review the CoC Priority Listing Detailed Instructions and CoC Priority Listing Navigational Guide, both of which are available at: https://www.hudexchange.info/resource/2916/project-priority-listing-coc-consolidated-application/

To upload all new project applications that have been submitted to this CoC Project Listing, click on the ""Update List"" button. This process may take a few minutes based upon the number of new projects submitted by project applicant(s) to your CoC in the e-snaps system. The Collaborative Applicant may update each of the Project Listings simultaneously. The Collaborative Applicant can wait for the Project Listings to be updated or can log out of e-snaps and come back later to view the updated list(s). To review a project on the New Project Listing, click on the magnifying glass next to each project to view project details. To view the actual project application, click on the orange folder. If there are errors identified by the Collaborative Applicant, the project can be amended back to the project applicant to make the necessary changes by clicking on the amend icon. The Collaborative Applicant has the sole responsibility for ensuring all amended projects are resubmitted, approved and ranked or rejected on this project listing BEFORE submitting the CoC Priority Listing in e-snaps.

Project Name	Date Submitted	Applicant Name	Budget Amount	Comp Type	Grant Term	Rank	PSH/RRH	Consolidation Type
This list contains no items								

Funding Summary

Instructions

For additional information, carefully review the "CoC Priority Listing Detailed Instructions" and the "CoC Priority Listing Instructional Guide", both of which are available at: https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources.

This page contains the total budget summaries for each of the project listings for which the Collaborative Applicant approved and ranked or rejected project applications. The Collaborative Applicant must review this page to ensure the totals for each of the categories is accurate. The "Total CoC Request" indicates the total funding request amount the Collaborative Applicant will submit to HUD for funding consideration. As stated previously, only 1 UFA Cost project application (for UFA designated Collaborative Applicants only) and only 1 CoC Planning project application can be submitted and only the Collaborative Applicant designated by the CoC is eligible to request these funds.

Title	Total Amount
Renewal Amount	$1,896,636
Consolidated Amount	$1,317,989
New Amount	$290,268
CoC Planning Amount	$63,302
YHDP Renewal Amount	$0
Rejected Amount	$0
TOTAL CoC REQUEST	$2,250,206

Attachments

Document Type	Required?	Document Description	Date Attached
Certification of Consistency with the Consolidated Plan	Yes	2991 Certificatio...	09/26/2019
FY 2017 Rank (from Project Listing)	No	FY2019 Rank from ...	09/26/2019
Other	No		
Other	No		

Attachment Details

Document Description: 2991 Certification of Consistency with the Con Plan

Attachment Details

Document Description: FY2019 Rank from Project Listing

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

WARNING: The FY2017 CoC Consolidated Application requires 2 submissions. Both this Project Priority Listing AND the CoC Consolidated Application MUST be submitted.

WARNING: The FY2017 CoC Consolidated Application requires 2 submissions. Both this Project Priority Listing AND the CoC Consolidated Application MUST be submitted.

Page	Last Updated
Before Starting	No Input Required
1A. Identification	09/26/2019
2. Reallocation	09/26/2019
5A. CoC New Project Listing	09/26/2019
5B. CoC Renewal Project Listing	09/26/2019
5D. CoC Planning Project Listing	09/26/2019
5E. YHDP Renewal Project Listing	No Input Required
Funding Summary	No Input Required
Attachments	09/26/2019
Submission Summary	No Input Required

Somerville Arlington Continuum of Care

MA-517

Certification of Consistency with the Consolidated Plan

Form HUD-2991

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 Con solidated Plan.

(Type or clearly print the following information:)

Applicant Name: Somerville Homeless Coalition, Inc.

Project Name: Turn the Key, Shelter + Care, Better Homes 4, Coordinated Entry, HMIS

Location of the Project: Scattered sites, City of Somerville (see attached list)

Name of the Federal Program to which the applicant is applying: Continuum of Care

Name of Certifying Jurisdiction: City of Somerville

Certifying Official of the Jurisdiction Name: Joseph A. Curtatone

Title: Mayor

Signature:

Date: 9/23/2019

Certification of Consistency
Somerville, MA
Updated September 23, 2019

Somerville Homeless Coalition
Permanent Supportive Housing (units in Somerville, MA):

- Turn the Key
  - 2 Meacham Street #7
  - 111 Walnut Street #33
  - 109 Gilman Street #5
  - 136 Highland Avenue #10, #23, #3
  - 138 Highland Avenue #3, #25, #16, #28, #33
  - 1370 Broadway #R-10J
  - 31 Hudson Street #1
  - 109 Gilman Street #2, #6
  - 407 Somerville Avenue
  - 14 Murdock Street #1-8

- Shelter Plus Care
  - 2 Meacham Street #1, #6
  - 7 Maxwell's Green #104
  - 35-37 Sydney Street

- Better Homes 4
  - 301 Medford Street #1, #3, #5

Supportive Services Only:

- Coordinated Entry
  - 1 Davis Square

- HMIS
  - 1 Davis Square

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 Con solidated Plan.

(Type or clearly print the following information:)

Applicant Name: Heading Home, Inc.

Project Name: Better Homes 3 and Somerville Stepping Stones

Location of the Project: Scattered sites, City of Somerville (see attached list)

Name of the Federal Program to which the applicant is applying: Continuum of Care

Name of Certifying Jurisdiction: City of Somerville

Certifying Official of the Jurisdiction Name: Joseph A. Curtatone

Title: Mayor

Signature:

Date: 9/23/2019

Certification of Consistency
Somerville, MA
Updated September 23, 2019

Heading Home
Permanent Supportive Housing (units in Somerville, MA):

- Heading Home, Inc. – Better Homes III
  - 460 Mystic Avenue #404

- Heading Home, Inc. – Stepping Stones
  - 460 Mystic Avenue #304
  - 355 Broadway #7

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 Con solidated Plan.

(Type or clearly print the following information:)

Applicant Name: Wayside Youth and Family Support Network, Inc.

Project Name: ShortStop TH, ShortStop PH-RRH

Location of the Project: 10 High Street

Name of the Federal Program to which the applicant is applying: Continuum of Care

Name of Certifying Jurisdiction: City of Somerville

Certifying Official of the Jurisdiction Name: Joseph A. Curtatone

Title: Mayor

Signature:

Date: 9/23/2016

Certification of Consistency
Somerville, MA
Updated September 23, 2019

Wayside Youth and Family Support Network
Transitional Housing (all units in Somerville, MA):

- Wayside Youth and Family Support Network – Shortstop TH
  - 10 High Street

Permanent Housing – Rapid Rehousing:

- Wayside Youth and Family Support Network – Shortstop PH-RRH
  - Scattered site apartments (new project)

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 Con solidated Plan.

(Type or clearly print the following information:)

Applicant Name: RESPOND, Inc.

Project Name: Safe Homes Domestic Violence Program

Location of the Project: Confidential site

Name of the Federal Program to which the applicant is applying: Continuum of Care

Name of Certifying Jurisdiction: City of Somerville

Certifying Official of the Jurisdiction Name: Joseph A. Curtatone

Title: Mayor

Signature:

Date: 9/23/2019

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 Con solidated Plan.

(Type or clearly print the following information:)

Applicant Name: City of Somerville

Project Name: Planning Grant

Location of the Project: 93 Highland Avenue Somerville MA 02143

50 Evergreen Avenue Somerville MA 02145

Name of the Federal Program to which the applicant is applying: Continuum of Care

Name of Certifying Jurisdiction: City of Somerville

Certifying Official of the Jurisdiction Name: Joseph A. Curtatone

Title: Mayor

Signature:

Date: 9/23/2019

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 Con solidated Plan.

(Type or clearly print the following information:)

Applicant Name: Somerville Homeless Coalition, Inc.

Project Name: See attached list for Town of Arlington Projects

Location of the Project: Scattered sites, Town of Arlington, MA (see attached list)

Name of the Federal Program to which the applicant is applying: Continuum of Care

Name of Certifying Jurisdiction: Town of Arlington

Certifying Official of the Jurisdiction Name: Adam W. Chapdelaine

Title: Town Manager

Signature:

Date: 9/20/2019

Certification of Consistency

Arlington, MA
Updated September 19, 2019

Permanent Supportive Housing leased to Somerville Homeless Coalition

Somerville Homeless Coalition- Turn the Key (20 units)

- 19 Grove Street Apt 2, 4, 5, 6
- 17 Grove Street Apt. 1
- 21 Grove Street Apt. 1, 2, 3
- 19 Walnut Street Apt. 1, 2, 3, 4, 5, 6
- 25 Walnut Street
- 252 Massachusetts Avenue Apt. 7 (HCA owned)
- 258 Massachusetts Avenue Apt. 3 (HCA owned)
- 1160 Massachusetts Avenue Apt. 3, 17
- 1173 Massachusetts Avenue

Somerville Homeless Coalition- Better Homes 4 (4 units)

- 20 Westminster Ave

Somerville Arlington Continuum of Care

MA-517

FY 2019 Rank (from Project Listing)

PROJECT RANKING

MA-517 SOMERVILLE-ARLINGTON CoC (2019)

Total ARD =	1,896,636
Tier 1 = 94% of Annual Renewal Demand (ARD) =	1,782,838
Tier 2	113,798
Allowable NEW DV Bonus	211,006
Planning Grant = 3% of FPRN	63,302

All of the projects listed below have been accepted for the 2019 CoC NOFA Priority Listing:

	Agency and Project Name	Program Type	Renewal Amount
	TIER 1 - 94% of ARD		
1	Somerville Homeless Coalition - Coordinated Entry	SSO	**$100,605**
2	Somerville Homeless Coalition - HMIS Dedicated	HMIS	**$69,300**
3	Somerville Homeless Coalition - Turn the Key	PH	**$993,189**
3c	Somerville Homeless Coalition - Turn the Key Consolidated*	PH	*$1,090,052*
4	Wayside - ShortStop Transitional Housing Program	TH	**$240,315**
5	Somerville Homeless Coaltion - Better Homes 4	PH	**$96,863**
6	Somerville Homeless Coalition - Shelter Plus Care	PH	**$168,427**
7	Heading Home - Better Homes 3	PH	**$114,139**
	subtotal Tier 1		**$1,782,838**
	TIER 2		
7	Heading Home - Better Homes 3	PH	**$50,845**
7c	Heading Home - Somerville Stepping Stones Consolidated*		*$227,937*
8	Heading Home - Somerville Stepping Stones	PH	**$62,953**
9	RESPOND PH-RRH DV Bonus	PH-RRH	**$185,187**
10	Shortstop PH-RRH New Bonus	PH-RRH	**$105,081**
	subtotal Tier 2		**$404,066**
	TOTAL TIERS 1 & 2		**$2,186,904**
	City of Somerville - CoC Planning Grant (does not get ranked)	PLNG	**$63,302**
	FINAL TOTAL		**$2,250,206**

*Turn the Key Consolidated project is a consolidation of Turn the Key and Better Homes 4. Somerville Stepping Stones Consolidated project is a consolidation of Better Homes 3 and Somerville Stepping Stones. The amount of assistance requested for consolidated projects (shown above in italics) is not included in the Tier 1, Tier 2 nor Final Total.