

## Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC's project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

The Collaborative Applicant is responsible for:

- Reviewing the FY 2016 CoC Program Competition NOFA in its entirety for specific application and program requirements.

- Using the CoC Application Detailed Instructions while completing the application in e-snaps.

- Answering all questions in the CoC application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing this keep in mind:

- This year, CoCs will see that a few responses have been imported from the FY 2015 CoC Application.

- For some of the questions HUD has provided documents to assist Collaborative Applicants in completing responses.

- For other questions, the Collaborative Applicant must be aware of responses provided by project applications in their Project Applications.

- Some questions require the Collaborative Applicant to attach a document to receive credit. This will be identified in the question.

- All questions marked with an asterisk (\*) are mandatory and must be completed in order to submit the CoC Application.

For CoC Application Detailed Instructions click [here](#).

## 1A. Continuum of Care (CoC) Identification

### **Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**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

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1B-1. From the list below, select those organizations and persons that participate in CoC meetings. Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board. Only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.**

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board	Sits on CoC Board
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	Yes	Yes
Local Jail(s)	No	No	No
Hospital(s)	Yes	Yes	No
EMT/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
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	Yes	Yes
School Administrators/Homeless Liaisons	Yes	No	No
CoC Funded Victim Service Providers	Not Applicable	No	Not Applicable
Non-CoC Funded Victim Service Providers	Yes	Yes	Yes
Street Outreach Team(s)	Yes	Yes	Yes
Youth advocates	Yes	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	Yes	Yes

**1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness or an interest in preventing and ending homelessness in the geographic area. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.**

All CoC members actively participate in monthly meetings while addressing specific issues through committee work. The CoC solicits public input by holding public comment periods at least annually in preparation for the upcoming year, with other public comments accepted on a regular basis. The CoC actively recruits on an ongoing basis to engage a wide variety of individuals and organizations to the table. The CoC has an information page on the City's Housing webpage. The CoC keeps an open line of communication with surrounding CoCs through quarterly MA CoC meetings. The CoC especially draws upon the knowledge and expertise of Somerville and Arlington law enforcement and CASPAR street outreach teams in order to identify routes that target known locations of homeless people for the overnight PIT count. Leadership and participation of both are crucial to our PIT planning workgroup, which collaborates, plans, and executes the unsheltered count.

**1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.**

Youth Service Provider (up to 10)	RHY Funded?	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 20, 2016.	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 20, 2016.
Wayside	No	Yes	Yes
Somerville Homeless Coalition	No	Yes	Yes
RESPOND, Inc	No	Yes	Yes
MA Dept. of Children and Families	No	No	No
MA Dept of Youth Services	No	No	No
Somerville and Arlington Public Schools	No	Yes	Yes
Just A Start	No	Yes	Yes
Justice Resource Institute	No	Yes	Yes

**1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member**

**or sits on the CoC Board.**

Victim Service Provider for Survivors of Domestic Violence (up to 10)	Participated as a Voting Member in at least two CoC Meetings between July 1, 2015 and June 30, 2016	Sat on CoC Board as active member or official at any point between July 1, 2015 and June 30, 2016.
RESPOND, Inc	Yes	Yes

**1B-2. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for new projects in 2016. (limit 1000 characters)**

The CoC used an open invitation process to actively recruit proposals and new ideas from previously unfunded housing and service providers through social media (City website; Facebook; community TV), agency listserves, and individual member outreach. Criteria used to determine if the CoC will accept a new project as part of the Priority Listing include whether the project addresses a demonstrated community need, whether any other program is currently serving the need (and if so, a review of the cost-effectiveness and performance of that program), whether the program addresses vulnerable priority populations (chronic, youth, veteran, households with children), whether the project meets HUD eligibility thresholds, and the agency's current performance and capacity to deliver projected outcomes for the project.

**1B-3. How often does the CoC invite new members to join the CoC through a publicly available invitation?** Monthly

## 1C. Continuum of Care (CoC) Coordination

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1C-1. Does the CoC coordinate with Federal, State, Local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC's geographic area.**

Funding or Program Source	Coordinates with Planning, Operation and Funding of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	Not Applicable
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Not Applicable
Head Start Program	Yes
Housing and service programs funded through Federal, State and local government resources.	Yes

**1C-2. The McKinney-Vento Act, requires CoC's to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program Interim rule at 24 CFR 578.7 (c) (4) requires the CoC to provide information required to complete the Con Plan(s) within the CoC's geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110 (b)(2) requires the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for the information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.**

CoCs can use the CoCs and Consolidated Plan Jurisdiction Crosswalk to assist in answering this question.

	Number
Number of Con Plan jurisdictions with whom the CoC geography overlaps	2
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	2
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	2
How many of the Con Plan jurisdictions are also ESG recipients?	2
How many ESG recipients did the CoC participate with to make ESG funding decisions?	2
How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	2

**1C-2a. Based on the responses provided in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency and type of interactions between the CoC and the Consolidated Plan jurisdiction(s). (limit 1000 characters)**

The CoC collaborated with two out of two Con Plan jurisdictions. The CoC attended monthly planning meetings with both Con Plan jurisdictions and the extent of the interactions consisted of four to five hours a month through meetings, planning, phone calls and emails.

**1C-2b. Based on the response in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities. (limit 1000 characters)**

The City of Somerville is a federal ESG recipient and the Town of Arlington is an MA statewide ESG recipient. Both are active members of the CoC planning group. City ESG staff participate in CoC meetings to provide updates and solicit feedback on funding needs, allocation plans, performance metrics, and the RFP process. CoC members provide the PIT information and all HMIS summary data to assist in ESG funding plans. ESG sub recipients report quarterly on their programs' outcome progress using the HMIS system and CoC HMIS committee members review the quarterly reports to help ESG recipients to evaluate and improve their performance. The City of Somerville posts on its website the results of the annual Consolidated Performance Evaluation Report (CAPER), which includes both program outcome and financial reporting.

**1C-3. Describe how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld. (limit 1000 characters)**

RESPOND Inc., the only domestic violence program in our CoC, delivers emergency shelter, case management, and housing to victims of DV. They work closely with the CoC, City agencies, Health and Human Service programs, the DOJ, and the Department of Transitional Assistance to ensure that homeless survivors of DV are able to access community programs and obtain safe housing. RESPOND regularly refers clients to CoC programs and is itself a recipient of ESG funds. The CoC has assisted clients with Inclusionary Housing applications. Clients are provided with alternatives, including those self-developed, and their choices as to housing, services and location are respected as a fundamental value. The safety of participants is maintained by keeping personal identifiable information private and assigning unique identifiers to households to protect the confidentiality of the victims. Release of information forms are very specific; clients choose how much is shared.

**1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC's geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between July 1, 2015 and June 30, 2016 and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program.**

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 7/1/15 to 6/30/16 who were homeless at entry	PHA has General or Limited Homeless Preference
Somerville Housing Authority	48.00%	Yes-Both
Arlington Housing Authority	5.00%	Yes-Public Housing

**If you select "Yes--Public Housing," "Yes--HCV," or "Yes--Both" for "PHA has general or limited homeless preference," you must attach documentation of the preference from the PHA in order to receive credit.**

**1C-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness. (limit 1000 characters)**

Somerville's Affordable Housing Trust Fund provides funding to create affordable rental units. Somerville and Arlington also have inclusionary zoning, which yields affordable rental units. The City targets CDBG and HOME dollars for projects serving the homeless. The PASS rental assistance program provides rental subsidies to homeless and at-risk households. The State directs Low Income Housing Tax Credit dollars to affordable housing projects to underwrite the cost of homeless set-asides, and also has a competitive application process every few years for a Housing Preservation and Stabilization Trust (HPSTF) project. This past winter, Somerville Community Corporation received a HPSTF award to purchase and rehab four units for formerly homeless households (award includes MRVPs). The Homeless Resource Guide is a collaboration between Arlington and Somerville which identifies local programs that help with housing, health care, child care, food and nutrition, employment, etc.

**1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC's geographic area. Select all that apply.**



<b>Engaged/educated local policymakers:</b>	<input checked="" type="checkbox"/>
<b>Engaged/educated law enforcement:</b>	<input checked="" type="checkbox"/>
<b>Implemented communitywide plans:</b>	<input checked="" type="checkbox"/>
<b>No strategies have been implemented</b>	<input type="checkbox"/>
<b>Other:(limit 1000 characters)</b>	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

## 1D. Continuum of Care (CoC) Discharge Planning

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**1D-1. Select the system(s) of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.**

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

**1D-2. Select the system(s) of care within the CoC's geographic area with which the CoC actively coordinates with to ensure institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.**

Foster Care:	<input checked="" type="checkbox"/>
Health Care:	<input checked="" type="checkbox"/>
Mental Health Care:	<input checked="" type="checkbox"/>
Correctional Facilities:	<input type="checkbox"/>
None:	<input type="checkbox"/>

**1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) that were not selected and explain how the CoC plans to coordinate with the institution(s) to ensure persons**

**discharged are not discharged into homelessness.  
(limit 1000 characters)**

There is no correctional facility within our CoC's geography. Any persons discharged from corrections in another geography but returning to our geography in need of assistance would contact our coordinated entry point of access for linkage and referral, and for help with housing if needed. While our CoC has a no wrong door approach and utilizes a standardized referral form, if our coordinated entry program is funded, SHC would become the main point of entry and would do outreach to local police and correctional institutions in the greater Boston metro area.

## **1E. Centralized or Coordinated Assessment (Coordinated Entry)**

### **Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**The CoC Program Interim Rule requires CoCs to establish a Centralized or Coordinated Assessment System which HUD refers to as the Coordinated Entry Process. Based on the recent Coordinated Entry Policy Brief, HUD's primary goals for the coordinated entry process are that assistance be allocated as effectively as possible and that it be easily accessible no matter where or how people present for assistance.**

**1E-1. Explain how the CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services.  
(limit 1000 characters)**

The CoC's Coordinated Entry has a "no wrong door" approach and is seeking enhancement through the Coordinated Access program this year. Providers are marketing services, with help from police, bilingual staff, mental health/substance abuse providers and schools, to those least likely to access our system. The CoC created a low-barrier, streamlined coordinated entry form that includes street outreach, emergency shelter, housing case management, cash and non-cash benefits assistance, DV resources, permanent housing opportunities, including PSH; and homeless prevention targeted services such as fuel/utility assistance, legal representation, mediation and food resources. We assess household need to provide individualized targeted services. Our Coordinated Entry approach uses a vulnerability assessment tool, and the CoC adopted the Orders of Priority listed in Notice CPD 14-012, and is working toward by-name lists.

**1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If there are other organizations or persons who participate but are not on this list, enter the information in the blank text box, click "Save" at the bottom of**

**the screen, and then select the applicable checkboxes.**

Organization/Person Categories	Participate s in Ongoing Planning and Evaluation	Makes Referrals to the Coordinate d Entry Process	Receives Referrals from the Coordinate d Entry Process	Operates Access Point for Coordinate d Entry Process	Participate s in Case Conferenci ng	Does not Participate	Does not Exist
Local Government Staff/Officials	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CDBG/HOME/Entitlement Jurisdiction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Law Enforcement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Jail(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hospital(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMT/Crisis Response Team(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental Health Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance Abuse Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affordable Housing Developer(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Housing Authorities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Youth Homeless Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Administrators/Homeless Liaisons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-CoC Funded Victim Service Organizations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street Outreach Team(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homeless or Formerly Homeless Persons	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 1F. Continuum of Care (CoC) Project Review, Ranking, and Selection

### Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 1F-1. For all renewal project applications submitted in the FY 2016 CoC Program Competition complete the chart below regarding the CoC's review of the Annual Performance Report(s).

How many renewal project applications were submitted in the FY 2016 CoC Program Competition?	10
How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?	0
How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2016 CoC Program Competition?	10
Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2016 CoC Competition?	100.00%

### 1F-2 - In the sections below, check the appropriate box(es) for each selection to indicate how project applications were reviewed and ranked for the FY 2016 CoC Program Competition. Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.

<b>Performance outcomes from APR reports/HMIS:</b>	
% permanent housing exit destinations	<input checked="" type="checkbox"/>
% increases in income	<input checked="" type="checkbox"/>
<b>Monitoring criteria:</b>	
Utilization rates	<input checked="" type="checkbox"/>
Drawdown rates	<input checked="" type="checkbox"/>
Frequency or Amount of Funds Recaptured by HUD	<input checked="" type="checkbox"/>

Need for specialized population services:

Youth	<input checked="" type="checkbox"/>
Victims of Domestic Violence	<input checked="" type="checkbox"/>
Families with Children	<input checked="" type="checkbox"/>
Persons Experiencing Chronic Homelessness	<input checked="" type="checkbox"/>
Veterans	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

**1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority. (limit 1000 characters)**

The CoC factored a project's population into the review, ranking and selection process using information about client characteristics reported by the project. The standardized assessment scorecard used for project scoring included criteria measuring whether the project served populations with characteristics representative of need and vulnerability. Programs received 10 points per vulnerable participant type served, including veterans, domestic violence victims, youth, households with children, mental health issues, substance abuse issues and chronic homelessness. Scores for this section of the scorecard were tallied and added to the scorecard balance, which was compared to other projects' scores in the project ranking process.

**1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. Evidence of the public posting must be attached. (limit 750 characters)**

The CoC shared draft review, ranking and selection criteria with the CoC listserv via email on August 5th and 10th. The finalized material was shared via email with the listserv again on August 29, 2016 and also posted to the City's website on the same date. Further, on August 29th a Facebook post with a link to this information was circulated to the City of Somerville's 11,350 Facebook followers.

**1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2016 CoC Consolidated Application** 08/30/2016

**that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached).**

**1F-5. Did the CoC use the reallocation process in the FY 2016 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.)** Yes

**1F-5a. If the CoC rejected project application(s), on what date did the CoC and Collaborative Applicant notify those project applicants that their project application was rejected? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.)** 08/30/2016

**1F-6. In the Annual Renewal Demand (ARD) is the CoC's FY 2016 CoC's FY 2016 Priority Listing equal to or less than the ARD on the final HUD-approved FY2016 GIW?** Yes



# 1G. Continuum of Care (CoC) Addressing Project Capacity

## Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

### 1G-1. Describe how the CoC monitors the performance of CoC Program recipients. (limit 1000 characters)

The CoC has an HMIS consultant monitor data quality and reporting, and has developed a CoC review plan tied to quarterly APRs to monitor performance. All CoC grant recipients submit draft APRs quarterly for review, along with quarterly HMIS data updates. The HMIS consultant then helps the HMIS Lead Agency prepare quarterly data scorecards for review by the HMIS and Evaluation Committees. Issues are identified and a plan is put in place. The City must sign off on all APRs prior to submission to HUD. A recent comprehensive evaluation was conducted of all CoC programs by a consultant. Her review included looking at length of time spent homeless, returns to homelessness, housing stability, destination on program exit, increasing client income, utilization rates, participant eligibility and connecting to mainstream benefits, among other issues. She met with and presented the CoC with a report that can assist with ranking and implementing corrective measures in the future.

**1G-2. Did the Collaborative Applicant include accurately completed and appropriately signed form HUD-2991(s) for all project applications submitted on the CoC Priority Listing?** Yes

## **2A. Homeless Management Information System (HMIS) Implementation**

**Intructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2A-1. Does the CoC have a Governance Charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the Charter itself or by reference to a separate document like an MOU/MOA? In all cases, the CoC's Governance Charter must be attached to receive credit, In addition, if applicable, any separate document, like an MOU/MOA, must also be attached to receive credit.** Yes

**2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or attached MOU/MOA.** CoC lead page 10; HMIS lead Page 8-9

**2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application.** Yes

**2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organization (CHOs)?** Yes

**2A-4. What is the name of the HMIS software** ETO Assist

**used by the CoC (e.g., ABC Software)?**

**2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)?** Social Solutions

## 2B. Homeless Management Information System (HMIS) Funding Sources

### Instructions

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2B-1. Select the HMIS implementation coverage area:** Single CoC

**\* 2B-2. In the charts below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.**

### 2B-2.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	\$0
ESG	\$6,750
CDBG	\$0
HOME	\$0
HOPWA	\$0
<b>Federal - HUD - Total Amount</b>	<b>\$6,750</b>

### 2B-2.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	\$0
Department of Health and Human Services	\$0
Department of Labor	\$0
Department of Agriculture	\$0
Department of Veterans Affairs	\$0
Other Federal	\$0
<b>Other Federal - Total Amount</b>	<b>\$0</b>

### 2B-2.3 Funding Type: State and Local

Funding Source	Funding
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City	\$0
County	\$0
State	\$7,300
<b>State and Local - Total Amount</b>	<b>\$7,300</b>

**2B-2.4 Funding Type: Private**

Funding Source	Funding
Individual	\$0
Organization	\$0
<b>Private - Total Amount</b>	<b>\$0</b>

**2B-2.5 Funding Type: Other**

Funding Source	Funding
Participation Fees	\$21,250
<b>Other - Total Amount</b>	<b>\$21,250</b>

<b>2B-2.6 Total Budget for Operating Year</b>	<b>\$35,300</b>
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## 2C. Homeless Management Information System (HMIS) Bed Coverage

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2C-1. Enter the date the CoC submitted the 2016 HIC data in HDX, (mm/dd/yyyy):** 05/02/2016

**2C-2. Per the 2016 Housing Inventory Count (HIC) Indicate the number of beds in the 2016 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells in that project type.**

Project Type	Total Beds in 2016 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) beds	65	17	48	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	60	0	60	100.00%
Rapid Re-Housing (RRH) beds	0	0	0	
Permanent Supportive Housing (PSH) beds	119	0	119	100.00%
Other Permanent Housing (OPH) beds	0	0	0	

**2C-2a. If the bed coverage rate for any project type is below 85 percent, describe how the CoC plans to increase the bed coverage rate for each of these project types in the next 12 months. (limit 1000 characters)**

Not Applicable

**2C-3. If any of the project types listed in question 2C-2 above have a coverage rate below 85 percent, and some or all of these rates can be attributed to beds covered by one of the following program types, please indicate that here by selecting all that apply from the list below.**

VA Grant per diem (VA GPD):	<input type="checkbox"/>
VASH:	<input type="checkbox"/>

Faith-Based projects/Rescue mission:	<input type="checkbox"/>
Youth focused projects:	<input type="checkbox"/>
Voucher beds (non-permanent housing):	<input type="checkbox"/>
HOPWA projects:	<input type="checkbox"/>
Not Applicable:	<input checked="" type="checkbox"/>

**2C-4. How often does the CoC review or assess its HMIS bed coverage?** Quarterly

## 2D. Homeless Management Information System (HMIS) Data Quality

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" within the last 10 days of January 2016.**

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	0%	0%
3.2 Social Security Number	1%	0%
3.3 Date of birth	0%	0%
3.4 Race	0%	0%
3.5 Ethnicity	0%	0%
3.6 Gender	0%	0%
3.7 Veteran status	0%	1%
3.8 Disabling condition	0%	10%
3.9 Residence prior to project entry	0%	10%
3.10 Project Entry Date	0%	0%
3.11 Project Exit Date	0%	0%
3.12 Destination	0%	0%
3.15 Relationship to Head of Household	0%	0%
3.16 Client Location	0%	10%
3.17 Length of time on street, in an emergency shelter, or safe haven	0%	10%

**2D-2. Identify which of the following reports your HMIS generates. Select all that apply:**

CoC Annual Performance Report (APR):	<input checked="" type="checkbox"/>
ESG Consolidated Annual Performance and Evaluation Report (CAPER):	<input checked="" type="checkbox"/>
Annual Homeless Assessment Report (AHAR) table shells:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>



None	<input type="checkbox"/>
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**2D-3. If you submitted the 2016 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR?**

12

**2D-4. How frequently does the CoC review data quality in the HMIS?**

Quarterly

**2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both.**

Both Project and CoC

**2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC's HMIS.**

VA Supportive Services for Veteran Families (SSVF):	<input type="checkbox"/>
VA Grant and Per Diem (GPD):	<input type="checkbox"/>
Runaway and Homeless Youth (RHY):	<input type="checkbox"/>
Projects for Assistance in Transition from Homelessness (PATH):	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input checked="" type="checkbox"/>

**2D-6a. If any of the Federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the Federal partner program and the anticipated start date. (limit 750 characters)**

## **2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count**

### **Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**The data collected during the PIT count is vital for both CoC's and HUD. HUD needs accurate data to understand the context and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. Accurate, high quality data is vital to inform Congress' funding decisions.**

- 2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2016 sheltered PIT count?** Yes
- 2E-2. Indicate the date of the most recent sheltered PIT count: (mm/dd/yyyy)** 01/27/2016
- 2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2016, was an exception granted by HUD?** Not Applicable
- 2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX: (mm/dd/yyyy)** 05/02/2016

## 2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2016 PIT count:**

Complete Census Count:	<input checked="" type="checkbox"/>
Random sample and extrapolation:	<input type="checkbox"/>
Non-random sample and extrapolation:	<input type="checkbox"/>
HMIS	<input checked="" type="checkbox"/>

**2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:**

HMIS:	<input checked="" type="checkbox"/>
HMIS plus extrapolation:	<input type="checkbox"/>
Interview of sheltered persons:	<input type="checkbox"/>
Sample of PIT interviews plus extrapolation:	<input type="checkbox"/>
Provider surveys and observation	<input checked="" type="checkbox"/>

**2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology. (limit 1000 characters)**

The CoC relies on HMIS data, provider surveys, collaboration with law enforcement and street outreach teams in determining routes, and observation to produce a complete census count. HMIS data is reviewed by the HMIS Lead

and Coc Lead staff to ensure it complies with HUD data quality standards. The CoC also trains its partners to use the data collection forms, and provides regularly scheduled reminders. Through experience, the CoC has found that this methodology produces the most reliable and accurate results.

**2F-4. Describe any change in methodology from your sheltered PIT count in 2015 to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the PIT count). (limit 1000 characters)**

Not applicable.

**2F-5. Did your CoC change its provider coverage in the 2016 sheltered count?** No

**2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2016 sheltered count. (limit 750 characters)**

Not applicable.

## 2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:**

Training:	<input checked="" type="checkbox"/>
Follow-up:	<input checked="" type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>
Non-HMIS de-duplication techniques:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

**2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2015 to 2016 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g. change in sampling or extrapolation methods). (limit 1000 characters)**

Not applicable.

## **2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count**

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**HUD requires CoCs to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, HUD also strongly encourages CoCs to conduct the unsheltered PIT count annually at the same time that they conduct annual sheltered PIT counts. HUD required CoCs to conduct the last biennial PIT count during the last 10 days in January 2015.**

**2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count?** Yes

**2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy):** 01/27/2016

**2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2016, or most recent count, was an exception granted by HUD?** Not Applicable

**2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy):** 05/02/2016

## 2I. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2I-1. Indicate the methods used to count unsheltered homeless persons during the 2016 or most recent PIT count:**

Night of the count - complete census:	<input type="checkbox"/>
Night of the count - known locations:	<input checked="" type="checkbox"/>
Night of the count - random sample:	<input type="checkbox"/>
Service-based count:	<input type="checkbox"/>
HMIS:	<input checked="" type="checkbox"/>
Outreach data collection week after count, only data on persons who indicated they slept outdoors on the night of the count will be included in the analysis and calculations for unsheltered reporting	<input checked="" type="checkbox"/>

**2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected this unsheltered PIT count methodology. (limit 1000 characters)**

The CoC worked with street outreach teams and police to develop routes that covered specific geographic areas within the CoC that included known concentrations of unsheltered homeless persons. The CoC adopted a comprehensive approach that included an observation based count, supplemented with interview-based sampling designed to meet HUD standards. This approach has been shown to yield more accurate data. The observation count establishes the universe of all unsheltered people and is done using a HUD approved PIT app that allows smart phone users to record PIT data with a geocoding feature and a paper form as backup, in case there are technical difficulties with the app. Demographic info collected in a sampling from those who indicate they slept outdoors the night of the count is used to extrapolate data for the unsheltered population and checked against HMIS data. Initials and other demographic info is used to identify and eliminate duplicate records.

**2I-3. Describe any change in methodology from your unsheltered PIT count in 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training or change in partners participating in the count). (limit 1000 characters)**

The only change from 2015-2016 was to eliminate the complete census of the entire geographic area of Somerville and Arlington. Otherwise, all other methods remain the same. HUD PIT Standard 10 permits CoCs to exclude geographic areas where the CoC has determined that there are no unsheltered homeless people. The CoC worked closely with municipal local police and street outreach teams to identify known locations with concentrations of unsheltered homeless people. Both police and street outreach teams regularly canvass the geographic area throughout the year and document where unsheltered homeless people are encountered. This documentation and data was used to eliminate areas from the 2016 count.

**2I-4. Has the CoC taken extra measures to identify unaccompanied homeless youth in the PIT count?** Yes

**2I-4a. If the response in 2I-4 was "no" describe any extra measures that are being taken to identify youth and what the CoC is doing for homeless youth. (limit 1000 characters)**

Not applicable. However, we would like to take this opportunity to share that we implemented some extra measures anyway. The CoC has been working with non-CoC funded youth providers such as Justice Resource Institute and Teen Empowerment as well as CoC-funded youth providers such as Wayside, Just a Start and Somerville Homeless Coalition to identify homeless youth. For the past three years these agencies, in addition to the City's McKinney Vento Liaison, LGBTQ liaison and City social worker, assist with a separate homeless youth count as part of a state-wide effort. The providers also assist the CoC in identifying areas where homeless youth gather, such as Davis Square, which has been an important part of the planning process for our PIT count, especially in determining the street count routes.



## 2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2016 unsheltered PIT count:**

Training:	<input type="checkbox"/>
"Blitz" count:	<input checked="" type="checkbox"/>
Unique identifier:	<input checked="" type="checkbox"/>
Survey questions:	<input checked="" type="checkbox"/>
Enumerator observation:	<input checked="" type="checkbox"/>
Additional contacts after the count by street outreach	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

**2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2015 (or 2014 if an unsheltered count was not conducted in 2015) to 2016 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes in actual methodology (e.g. change in sampling or extrapolation method). (limit 1000 characters)**

There was no change to the way the CoC implemented the unsheltered PIT count from 2015 to 2016.

### 3A. Continuum of Care (CoC) System Performance

**Instructions**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**3A-1. Performance Measure: Number of Persons Homeless - Point-in-Time Count.**

**\* 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons**

Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2015 and 2016 PIT counts as recorded in the Homelessness Data Exchange (HDX).

	2015 PIT (for unsheltered count, most recent year conducted)	2016 PIT	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	158	165	7
Emergency Shelter Total	94	94	0
Safe Haven Total	0	0	0
Transitional Housing Total	58	65	7
Total Sheltered Count	152	159	7
Total Unsheltered Count	6	6	0

**3A-1b. Number of Sheltered Persons Homeless - HMIS.**

Using HMIS data, enter the number of homeless persons who were served in a sheltered environment between October 1, 2014 and September 30, 2015 for each category provided.

	Between October 1, 2014 and September 30, 2015
Universe: Unduplicated Total sheltered homeless persons	391
Emergency Shelter Total	273
Safe Haven Total	0
Transitional Housing Total	118

**3A-2. Performance Measure: First Time Homeless.**

Describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors of becoming homeless.

**(limit 1000 characters)**

CoC members collaborate to identify at-risk individuals and families early and link them to case management, financial assistance, benefits eligibility review and financial literacy referrals. The SHC runs several programs to prevent homelessness funded through ESG and HOME allocations, and 3 additional programs fund-raise privately (United Way, Save our Homes Walk, and the City's Affordable Housing Trust Fund). The City awarded \$125,755 to prevention and crisis intervention programs including Jail Diversion. Each participant meets with a case manager to work on maximizing income and non-cash benefits through monthly budgeting and other skill development. Risk identifiers include repeated substance abuse incidents, lease violations and consistently late or unpaid rent, which are flagged by CoC members such as Community Action Agency of Somerville and Cambridge and Somerville Legal Services, who advertise their services to the public and receive referrals from mainstream providers.

**3A-3. Performance Measure: Length of Time Homeless.**

**Describe the CoC's efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.**

**(limit 1000 characters)**

Our CoC's median length of homelessness is 106 nights. To reduce this, the CoC adopted Orders of Priority for serving persons experiencing homelessness that includes Priority I: Chronically homeless with the longest history of homelessness and the most severe service needs; Priority II: Chronically homeless with the longest history of homelessness. Shelters with unusually long stays are examined and assisted. The CoC employs Housing First and Coordinated Entry approaches. Temporary rental assistance is targeted to these households. The City awarded \$442,137 to a broad range of non-profits to provide services in such areas as pre-school and youth after-school programs and transportation. These programs help individuals and families transition more quickly to PSH. Our planning process include quarterly meetings to track performance and set goals. We will improve this system and improve tracking and record-keeping with our current request for a Coordinated Access program.

**\* 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.**

**In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.**

**3A-4a. Exits to Permanent Housing Destinations:**

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**Fill in the chart to indicate the extent to which projects exit program participants into permanent housing (subsidized or non-subsidized) or the retention of program participants in CoC Program-funded permanent supportive housing.**

	Between October 1, 2014 and September 30, 2015
Universe: Persons in SSO, TH and PH-RRH who exited	303
Of the persons in the Universe above, how many of those exited to permanent destinations?	198
<b>% Successful Exits</b>	<b>65.35%</b>

**3A-4b. Exit To or Retention Of Permanent Housing:  
 In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2014 and September 31, 2015.**

	Between October 1, 2014 and September 30, 2015
Universe: Persons in all PH projects except PH-RRH	39
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?	26
<b>% Successful Retentions/Exits</b>	<b>66.67%</b>

**3A-5. Performance Measure: Returns to Homelessness: Describe the CoCs efforts to reduce the rate of individuals and families who return to homelessness. Specifically, describe strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness. (limit 1000 characters)**

HMIS data shows a 33% return to homelessness. To reduce this number, the CoC connects households to employment assistance agencies such as Project Impact and Ticket to Work Program to build skills and gain employment. We provide connections to State and Federal assistance programs such as TAFDC, EAEDC, SNAP, TANF, SSI and Medicaid to ensure continued independence. We use an individualized case management model to ensure that participants have support necessary to ensure continued success in housing. resolve any TANF-related issues, and access all mental health and substance abuse services available. The CoC has employed a survey for continued follow-up to identify risk of return to homelessness. Case management can then target issues and put supports in place. Our HMIS Lead recently started using Agency Dash/HomelessData to run reports on returns to homelessness.

**3A-6. Performance Measure: Job and Income Growth. Performance Measure: Job and Income Growth. Describe the CoC's specific strategies to assist CoC Program-funded projects to increase**

**program participants' cash income from employment and non-employment non-cash sources.  
(limit 1000 characters)**

Agencies assess household needs and connect households with resources to maximize cash and non-cash benefits and employment income. CoC Programs refer clients to the Somerville Community Corp. First Source Jobs Program, Ticket to Work, Project, Mass Rehab Commission, Project SOAR, Community Works Services, Career Source for help with interview skills, job placement/retention, and benefit programs listed in 3A-5. The City provides assistance through CDBG funded grants to organizations that conduct job readiness training. Program managers, with the HMIS committee, regularly review APR income performance measures to assess success. Our most recent System Performance Measurement shows 57% of adult system leavers experienced an increase in earned income. 100% of CoC projects refer participants to these services.

**3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income.  
(limit 1000 characters)**

We partner with the Somerville Community Corporation (SCC) to provide interviewing skills classes, job search workshops and support groups, and IDA matched savings accounts. SCC is one of the mainstream employment organizations within the CoC, and its Somerville First Source Jobs Program connects clients within the CoC to local employers. Career Source provides free job training for low-income individuals, veterans services and job fairs. Major barriers to employment have included clients' CORI issues. CoC program staff work with clients to: request copies of their CORIs, review or interpret the entries or dispositions, and then work with Cambridge and Somerville Legal Services to correct the records. Unfortunately, HUD did not renew this CoC funded program and other SSO projects. Going forward, the CoC has shifted this work directly to the homeless provider organizations and we hope to incorporate a means of addressing this within our newly requested Coordinated Access program.

**3A-7. What was the the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC's unsheltered PIT count?  
(limit 1000 characters)**

Staff from CASPAR's street outreach program attend the monthly CoC meetings and are integral to the PIT workgroup, especially in ensuring routes encompass where street homeless have been found in the past year. Outreach teams note last known locations for particular street homeless and attempt to establish trust and begin to make referrals to resources and housing. The CoC is applying this year for a coordinated entry program and in the meantime street outreach and other housing and homeless providers are working to identify those who are most in need through a vulnerability assessment tool. The CoC uses HMIS to track unsheltered homeless and works with the local PHAs and the Metropolitan Boston Housing Partnership to target housing vouchers toward those identified as most vulnerable to help move them into housing and provide

for adequate supportive services and case management. CoC rent assistance programs are also targeted to those most vulnerable.

**3A-7a. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. disasters)?** Yes

**3A-7b. Did the CoC completely exclude geographic areas from the the most recent PIT count (i.e., no one counted there and, for communities using samples the area was excluded from both the sample and extrapolation) where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g. deserts, wilderness, etc.)?  
(limit 1000 characters)**

PIT standards allow CoCs to exclude geographic areas where the CoC has determined that there are no unsheltered homeless people. The CoC worked closely with municipal local police and street outreach teams to identify known locations with concentrations of unsheltered homeless people and identify those known locations where the unsheltered do not congregate. Both police and street outreach teams regularly canvass the geographic area throughout the year and document where unsheltered homeless people are encountered. This documentation and data was used to eliminate areas from the 2016 count.

**3A-8. Enter the date the CoC submitted the system performance measure data into HDX. The System Performance Report generated by HDX must be attached.  
(mm/dd/yyyy)** 08/15/2016

**3A-8a. If the CoC was unable to submit their System Performance Measures data to HUD via the HDX by the deadline, explain why and describe what specific steps they are taking to ensure they meet the next HDX submission deadline for System Performance Measures data.  
(limit 1500 characters)**

Not applicable.

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

### Objective 1: Ending Chronic Homelessness

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**To end chronic homelessness by 2017, HUD encourages three areas of focus through the implementation of Notice CPD 14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.**

- 1. Targeting persons with the highest needs and longest histories of homelessness for existing and new permanent supportive housing;**
- 2. Prioritizing chronically homeless individuals, youth and families who have the longest histories of homelessness; and**
- 3. The highest needs for new and turnover units.**

**3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).**

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons	11	22	11
Sheltered Count of chronically homeless persons	5	16	11
Unsheltered Count of chronically homeless persons	6	6	0

**3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2016 compared to 2015.  
 (limit 1000 characters)**

The CoC saw an increase of 11 documented chronically homeless sheltered persons from 2015 to 2016. The number of documented chronically homeless unsheltered persons remained the same from 2015 to 2016, so altogether the increase was 11. The shelters in our CoC have recently improved their intake assessment and data management practices and we believe that the increase in chronically homeless sheltered persons is the result of having better information this year. The only change from 2015 to 2016 was to eliminate the complete census of the entire geographic area of Somerville and Arlington. Otherwise, all other methods remained the same.

**3B-1.2. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count, as compared to those identified on the 2015 Housing Inventory Count.**

	2015	2016	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homeless persons identified on the HIC.	29	34	5

**3B-1.2a. Explain the reason(s) for any increase, or no change in the total number of PSH beds (CoC program funded or non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2016 Housing Inventory Count compared to those identified on the 2015 Housing Inventory Count. (limit 1000 characters)**

The increase of 5 PSH beds dedicated for the chronically homeless is actually due to an entry error on last year's application. The CoC has consistently had the same number of beds for many years. While we continue to apply for New Permanent Housing through the bonus application, we have been unsuccessful. This year, the CoC is reallocating approximately \$150,000 in order to fund new dedicated PSH beds for the chronically homeless.

**3B-1.3. Did the CoC adopt the Orders of Priority into their standards for all CoC Program funded PSH as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status?** Yes

**3B-1.3a. If "Yes" was selected for question 3B-1.3, attach a copy of the CoC's written standards or other evidence that clearly shows the incorporation of the Orders of Priority in Notice CPD 14-012 and indicate** Pages 1-5



**the page(s) for all documents where the Orders of Priority are found.**

**3B-1.4. Is the CoC on track to meet the goal of ending chronic homelessness by 2017? No**

This question will not be scored.

**3B-1.4a. If the response to question 3B-1.4 was “Yes” what are the strategies that have been implemented by the CoC to maximize current resources to meet this goal? If “No” was selected, what resources or technical assistance will be implemented by the CoC to reach to goal of ending chronically homelessness by 2017? (limit 1000 characters)**

The CoC has consistently applied for new PSH dollars to serve the chronically homeless in dedicated beds but these applications for new money have been unsuccessful. This year the CoC is reallocating approximately \$150,000 towards PSH for the chronically homeless. This will help address the small chronic population that we have. In addition, we have prioritized approximately \$100,000 for a new Coordinated Entry program which will have a coordinated approach to intake and assessment and outreach.

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

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

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**HUD will evaluate CoC's based on the extent to which they are making progress to achieve the goal of ending homelessness among households with children by 2020.**

**3B-2.1. What factors will the CoC use to prioritize households with children during the FY2016 Operating year? (Check all that apply).**

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Number of previous homeless episodes:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Criminal History:	<input checked="" type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder):	<input checked="" type="checkbox"/>
Head of household has mental/physical disabilities:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

**3B-2.2. Describe the CoC's strategies including concrete steps to rapidly rehouse every household with children within 30 days of those families becoming homeless. (limit 1000 characters)**

To rapidly rehouse households with children experiencing homelessness, CoC projects target housing vouchers, temporary rental assistance and case management to these households to expedite the transition to housing. Case managers meet and communicate with families regularly to discuss goals related to housing. In meetings, each family, with a case manager, develops a plan to be sure the family is on housing waitlists, and completes new applications for permanent housing. This also includes employment and education strategies, health insurance coverage and other pertinent issues that could help the family afford secure housing. The CoC has advocated to municipalities to devise means to increase the number of units affordable to and sized appropriately for very low-income families.

**3B-2.3. Compare the number of RRH units available to serve families from the 2015 and 2016 HIC.**

	2015	2016	Difference
RRH units available to serve families in the HIC:	0	0	0

**3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, gender or disability when entering shelter or housing? (check all strategies that apply)**

CoC policies and procedures prohibit involuntary family separation:	<input checked="" type="checkbox"/>
There is a method for clients to alert CoC when involuntarily separated:	<input type="checkbox"/>
CoC holds trainings on preventing involuntary family separation, at least once a year:	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
None:	<input type="checkbox"/>

**3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).**

**PIT Count of Homelessness Among Households With Children**

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
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Universe: Total PIT Count of sheltered and unsheltered homeless households with children:	23	20	-3
Sheltered Count of homeless households with children:	23	20	-3
Unsheltered Count of homeless households with children:	0	0	0

**3B-2.5a. Explain the reason(s) for any increase, or no change in the total number of homeless households with children in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)**

There is a decrease of three households with children in 2016. In 2016, we had one household comprised of only children, and 19 households with at least one adult and child. In 2015, we had 21 households with at least one adult and one child and two households comprised of only children. The CoC has emphasized prioritizing households with children.

**3B-2.6. From the list below select the strategies to the CoC uses to address the unique needs of unaccompanied homeless youth including youth under age 18, and youth ages 18-24, including the following.**

Human trafficking and other forms of exploitation?	Yes
LGBTQ youth homelessness?	Yes
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	Yes
Unaccompanied minors/youth below the age of 18?	Yes

**3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.**

Diversion from institutions and decriminalization of youth actions that stem from being trafficked:	<input type="checkbox"/>
Increase housing and service options for youth fleeing or attempting to flee trafficking:	<input checked="" type="checkbox"/>
Specific sampling methodology for enumerating and characterizing local youth trafficking:	<input type="checkbox"/>
Cross systems strategies to quickly identify and prevent occurrences of youth trafficking:	<input type="checkbox"/>
Community awareness training concerning youth trafficking:	<input type="checkbox"/>
	<input type="checkbox"/>

N/A:	<input type="checkbox"/>
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**3B-2.7. What factors will the CoC use to prioritize unaccompanied youth including youth under age 18, and youth ages 18-24 for housing and services during the FY 2016 operating year? (Check all that apply)**

Vulnerability to victimization:	<input checked="" type="checkbox"/>
Length of time homeless:	<input checked="" type="checkbox"/>
Unsheltered homelessness:	<input checked="" type="checkbox"/>
Lack of access to family and community support networks:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
N/A:	<input type="checkbox"/>

**3B-2.8. Using HMIS, compare all unaccompanied youth including youth under age 18, and youth ages 18-24 served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 (October 1, 2013-September 30, 2014) and FY 2015 (October 1, 2014 - September 30, 2015).**

	FY 2014 (October 1, 2013 - September 30, 2014)	FY 2015 (October 1, 2014 - September 30, 2015)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	0	0	0

**3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2015 is lower than FY 2014 explain why. (limit 1000 characters)**

Not applicable and no change.

**3B-2.9. Compare funding for youth homelessness in the CoC's geographic**

**area in CY 2016 and CY 2017.**

	Calendar Year 2016	Calendar Year 2017	Difference
Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):	\$729,246.00	\$755,353.00	\$26,107.00
CoC Program funding for youth homelessness dedicated projects:	\$668,855.00	\$668,855.00	\$0.00
Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):	\$60,391.00	\$86,498.00	\$26,107.00

**3B-2.10. To what extent have youth services and educational representatives, and CoC representatives participated in each other's meetings between July 1, 2015 and June 30, 2016?**

Cross-Participation in Meetings	# Times
CoC meetings or planning events attended by LEA or SEA representatives:	3
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenile justice or out of school time) attended by CoC representatives:	6
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):	7

**3B-2.10a. Based on the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local educational authorities and school districts. (limit 1000 characters)**

The CoC coordinates with the McKinney Vento liaisons (MVL) and school districts through a series of meetings including the monthly McKinney Vento Advisory Council and monthly Welfare Coalition meetings. These meetings are used to identify homeless households to ensure provision of educational and other services. A Homeless Task Force was convened for strategic planning on homeless unaccompanied youth and involved a review of best practices and work to ensure a strong referral system. Task force members included CoC members, Head Start, and the MVL. For the past 3 years, the MVL and CoC have also collaborated and carried out a point in time count of youth age 24 years or younger, who are unstably housed or homeless as part of a larger state-wide effort. The Community Action Agency of Somerville runs Head Start and is an active CoC member. CoC programs coordinate closely with the State's homeless liaison staff as placements into the local school district are done at the State level.

**3B-2.11. How does the CoC make sure that homeless individuals and families who become homeless are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow. (limit 2000 characters)**

The CoC and the MVL developed a brochure to help inform people of their eligibility for services, and the Parent Information Center where the MVL works has staff that speak a few different languages. The Head Start program has a recruitment plan that targets the homeless, and engages with local health clinics, hospitals and the public at community events to ensure all are aware of their eligibility for services. The CoC has prioritized homeless families and unaccompanied youth and requires members to ensure youth participants are enrolled in educational services. Providers also reflect this policy at an agency level, such as Head Start's policy to prioritize homeless for admission and to reach out to families of preschoolers who do not place in the Somerville Public School lottery to provide them with eligibility guidelines and a clear statement of homeless priority and eligibility. Homeless youth do not have to follow standard school registration procedures.

**3B-2.12. Does the CoC or any HUD-funded projects within the CoC have any written agreements with a program that services infants, toddlers, and youth children, such as Head Start; Child Care and Development Fund; Healthy Start; Maternal, Infant, Early Childhood Home Visiting programs; Public Pre-K; and others?  
(limit 1000 characters)**

At this time, the CoC and HUD funded programs within the CoC do not have written MOUs with providers serving infants, toddlers and young children. The CoC does however have a strong referral system in place and CoC agencies serving youth are in regular contact with Head Start.

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

### Objective 3: Ending Veterans Homelessness

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**Opening Doors outlines the goal of ending Veteran homelessness by the end of 2016. The following questions focus on the various strategies that will aid communities in meeting this goal.**

**3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2016 PIT count compared to 2015 (or 2014 if an unsheltered count was not conducted in 2015).**

	2015 (for unsheltered count, most recent year conducted)	2016	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	14	28	14
Sheltered count of homeless veterans:	14	28	14
Unsheltered count of homeless veterans:	0	0	0

**3B-3.1a. Explain the reason(s) for any increase, or no change in the total number of homeless veterans in the CoC as reported in the 2016 PIT count compared to the 2015 PIT count. (limit 1000 characters)**

Our CoC saw an increase of 14 homeless veterans between 2015 and 2016. We had only one veteran in emergency housing in both 2015 and 2016, and we had no unsheltered veterans in 2015 or 2016. The increase was in transitional housing. In 2014, the Volunteers of America opened the Mass Bay Veterans Center in Somerville, which has 22 units of transitional housing and 7 units of permanent housing for veterans. In 2015, the center still had vacancies in its transitional housing, but in 2016 all of the vacancies have been filled.

**3B-3.2. Describe how the CoC identifies, assesses, and refers homeless veterans who are eligible for Veterean's Affairs services and housing to**



**appropriate resources such as HUD-VASH and SSVF.  
 (limit 1000 characters)**

The CoC has adopted a vulnerability assessment tool, as a part of our coordinated entry. Section One of the tool asks if the individual has ever served in the military. CoC providers are educated in how to contact the VA Liaison to check eligibility (veteran status at discharge affects what services the veteran can access). Then, each veteran is referred to appropriate services, such as HUD VASH, and/or medical and service-related disability care through the VA.

**3B-3.3. Compare the total number of homeless Veterans in the CoC and the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2016 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).**

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2016	% Difference
Total PIT Count of sheltered and unsheltered homeless veterans:	3	28	833.33%
Unsheltered Count of homeless veterans:	0	0	0.00%

**3B-3.4. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2016.** No

This question will not be scored.

**3B-3.4a. If "Yes", what are the strategies being used to maximize your current resources to meet this goal? If "No" what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2016?  
 (limit 1000 characters)**

The Department of Veterans Affairs has a variety of programs targeted toward veterans experiencing or at risk of homelessness. An in-depth training on the programs and appropriate referrals would be helpful, especially where there are several agencies administering benefits and services with overlapping catchment areas. Regular spotlights on CoCs that have made significant progress in ending veteran homelessness would also be helpful, with an emphasis on best practices, particularly with veterans experiencing multiple barriers to housing and community integration (substance issues, disabilities, mental health issues and CORI/SORI issues). Technical and financial assistance would also be helpful in designing a landlord recruitment program. Motivational, educational opportunities to further engage providers in the work of addressing homelessness among veteran populations could perhaps provide further linkages between the work of veterans advocates and the work of homeless advocates.

## 4A. Accessing Mainstream Benefits

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and program changes that can affect homeless clients?** Yes

**4A-2. Based on the CoC's FY 2016 new and renewal project applications, what percentage of projects have demonstrated they are assisting project participants to obtain mainstream benefits? This includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?**

### FY 2016 Assistance with Mainstream Benefits

Total number of project applications in the FY 2016 competition (new and renewal):	12
Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 2a, 2b and 2c on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).	12
Percentage of renewal and new project applications in the FY 2016 competition that have demonstrated assistance to project participants to obtain mainstream benefits:	100%

**4A-3. List the organizations (public, private, non-profit and other) that you collaborate with to facilitate health insurance enrollment, (e.g., Medicaid, Medicare, Affordable Care Act options) for program participants. For each organization you partner with, detail the specific outcomes resulting from the partnership in the establishment of benefits. (limit 1000 characters)**

Health Care for the Homeless (HCH) is a 30-year old local organization with a mission to provide or assure access to the highest quality health care for all homeless men, women and children in the greater Boston area. HCH sends a medical social worker and a Nurse Practitioner once a week to Somerville. She is available to guests in both emergency and transitional programs. HCH assists clients with MassHealth enrollment. CoC programs including our PSH programs also coordinate with the Cambridge MultiService Center for enrollments. Clients receive coverage through MassHealth. A representative from CeltiCare

has attended CoC meetings and will be providing an instructional presentation for CoC members in September. The CoC's work to increase access to health insurance has resulted in 100% coverage at most of our sites. The few programs without 100% coverage continue with our partners to connect newly entering participants with insurance access to meet that goal.

**4A-4. What are the primary ways the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available to them?**

Educational materials:	<input checked="" type="checkbox"/>
In-Person Trainings:	<input checked="" type="checkbox"/>
Transportation to medical appointments:	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not Applicable or None:	<input type="checkbox"/>

## 4B. Additional Policies

**Instructions:**

For guidance on completing this form, please reference the FY 2016 CoC Application Detailed Instructions and the FY 2016 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**4B-1. Based on the CoCs FY 2016 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH), and SSO (non-Coordinated Entry) projects in the CoC are low barrier?**

### FY 2016 Low Barrier Designation

Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2016 competition (new and renewal):	11
Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2016 competition:	11
Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2016 competition that will be designated as "low barrier":	100%

**4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2016 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?**

### FY 2016 Projects Housing First Designation

Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2016 competition (new and renewal):	11
Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2016 competition:	11
Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2016 competition that will be designated as Housing First:	100%

**4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC's geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to for persons that are least likely to request housing or services in the absence of special outreach?**

Direct outreach and marketing:	<input type="checkbox"/>
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Use of phone or internet-based services like 211:	<input checked="" type="checkbox"/>
Marketing in languages commonly spoken in the community:	<input type="checkbox"/>
Making physical and virtual locations accessible to those with disabilities:	<input checked="" type="checkbox"/>
Shuttle buses for transport	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

**4B-4. Compare the number of RRH units available to serve populations from the 2015 and 2016 HIC.**

	2015	2016	Difference
RRH units available to serve all populations in the HIC:	0	0	0

**4B-5. Are any new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction?** Yes

**4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD's implementing rules at 24 CFR part 135? (limit 1000 characters)**

In addition to requested CoC funds for new PSH, the project will be funded by City, State and Federal resources and, as such, will comply with Section 3 of the Housing and Urban Development Act of 1968. The jobs will be Affirmatively Marketed under an Affirmative Marketing Plan submitted to state funders and all construction jobs will be targeted to low and very low income persons with a special emphasis on those that are minority or women.

**4B-7. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children and youth defined as** No

**homeless under other Federal statutes?**

**4B-7a. If "Yes", to question 4B-7, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons defined as homeless in accordance with 24 CFR 578.89. Description must include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan. (limit 2500 characters)**

Not applicable

**4B-8. Has the project been affected by a major disaster, as declared by the President Obama under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistanct Act, as amended (Public Law 93-288) in the 12 months prior to the opening of the FY 2016 CoC Program Competition?**

No

**4B-8a. If "Yes" in Question 4B-8, describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD. (limit 1500 characters)**

Not applicable

**4B-9. Did the CoC or any of its CoC program recipients/subrecipients request technical assistance from HUD since the submission of the FY 2015 application? This response does not affect the scoring of this application.**

Yes

**4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.**

This response does not affect the scoring of this application.

CoC Governance:	<input type="checkbox"/>
CoC Systems Performance Measurement:	<input type="checkbox"/>
Coordinated Entry:	<input type="checkbox"/>

Data reporting and data analysis:	<input checked="" type="checkbox"/>
HMIS:	<input type="checkbox"/>
Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:	<input type="checkbox"/>
Maximizing the use of mainstream resources:	<input type="checkbox"/>
Retooling transitional housing:	<input type="checkbox"/>
Rapid re-housing:	<input type="checkbox"/>
Under-performing program recipient, subrecipient or project:	<input type="checkbox"/>
	<input type="checkbox"/>
Not applicable:	<input type="checkbox"/>

**4B-9b. Indicate the type(s) of Technical Assistance that was provided, using the categories listed in 4B-9a, provide the month and year the CoC Program recipient or sub-recipient received the assistance and the value of the Technical Assistance to the CoC/recipient/sub recipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.**

Type of Technical Assistance Received	Date Received	Rate the Value of the Technical Assistance
Financial Management	07/19/2016	5

## 4C. 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
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	2016 CoC Consolid...	09/08/2016
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	2016 CoC Consolid...	09/09/2016
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	CoC Rating and Re...	09/14/2016
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	CoC Rating and Re...	09/09/2016
05. CoCs Process for Reallocating	Yes	Reallocation Proc...	09/09/2016
06. CoC's Governance Charter	Yes	CoC's Governance ...	09/09/2016
07. HMIS Policy and Procedures Manual	Yes	HMIS Policies and...	09/12/2016
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	SHA and AHA Admin...	09/09/2016
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No		
11. CoC Written Standards for Order of Priority	No	CoC Written Stand...	09/14/2016
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	HDX-System Perfor...	09/12/2016
14. Other	No	MA-517 Resource D...	09/14/2016
15. Other	No		



## **Attachment Details**

**Document Description:** 2016 CoC Consolidated Application: Evidence of the CoC's Communication to Reject Projects

## **Attachment Details**

**Document Description:** 2016 CoC Consolidated Application: Public Posting Evidence

## **Attachment Details**

**Document Description:** CoC Rating and Review Procedures

## **Attachment Details**

**Document Description:** CoC Rating and Review Procedure: Public Posting Evidence

## **Attachment Details**

**Document Description:** Reallocation Process and Posting

## **Attachment Details**

**Document Description:** CoC's Governance Charter

## **Attachment Details**

**Document Description:** HMIS Policies and Procedures Manual

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** SHA and AHA Administration Plans

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** CoC Written Standards for Orders of Priority

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:** HDX-System Performance Measures

## **Attachment Details**

**Document Description:** MA-517 Resource Directory for Homeless Families

## **Attachment Details**

**Document Description:**

## Submission Summary

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

Page	Last Updated
<b>1A. Identification</b>	09/13/2016
<b>1B. CoC Engagement</b>	09/14/2016
<b>1C. Coordination</b>	09/14/2016
FY2016 CoC Application	Page 60 09/14/2016

<b>1D. CoC Discharge Planning</b>	09/13/2016
<b>1E. Coordinated Assessment</b>	09/14/2016
<b>1F. Project Review</b>	09/14/2016
<b>1G. Addressing Project Capacity</b>	09/14/2016
<b>2A. HMIS Implementation</b>	08/25/2016
<b>2B. HMIS Funding Sources</b>	09/07/2016
<b>2C. HMIS Beds</b>	09/09/2016
<b>2D. HMIS Data Quality</b>	08/25/2016
<b>2E. Sheltered PIT</b>	09/09/2016
<b>2F. Sheltered Data - Methods</b>	09/13/2016
<b>2G. Sheltered Data - Quality</b>	09/06/2016
<b>2H. Unsheltered PIT</b>	08/25/2016
<b>2I. Unsheltered Data - Methods</b>	09/13/2016
<b>2J. Unsheltered Data - Quality</b>	09/09/2016
<b>3A. System Performance</b>	09/14/2016
<b>3B. Objective 1</b>	09/14/2016
<b>3B. Objective 2</b>	09/14/2016
<b>3B. Objective 3</b>	09/13/2016
<b>4A. Benefits</b>	09/14/2016
<b>4B. Additional Policies</b>	09/14/2016
<b>4C. Attachments</b>	09/14/2016
<b>Submission Summary</b>	No Input Required

**Somerville-Arlington Homeless Providers Group**

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August 29, 2016

Ms. Nancy Mahan  
Senior Vice President, Program Services  
Baycove Human Services  
66 Canal Street  
Boston, MA 02114

Re: CASPAR First Step Program

Dear Ms. Mahan:

As representative for the lead agency of the Somerville-Arlington Continuum of Care (CoC), I am writing to confirm with you that although CASPAR did not submit an application for First Step, the Somerville CoC Board determined at its August 23, 2016 meeting after further discussion and a request for reconsideration on submitting an application for a smaller capacity street outreach program, that it would reallocate the funding previously allocated to CASPAR's First Step Program to other projects within the CoC area. The CoC Board decided that a reallocation would be in the best interest of the community.

Under HUD and USICH guidance on reallocation, the CoC carefully reviewed all programs for cost effectiveness and performance. Based on the review, and in light of community need for coordinated entry, the CoC Board determined the funding would be best utilized in a coordinated entry program and that the CoC as a whole would be more effective at ending homelessness with a strong coordinated entry program. The CoC had expressed some concern in meetings dating back to May of 2016 regarding cost-effectiveness of the program as well as Somerville data. Please consider this letter confirmation that the First Step Program will not be included in the CoC's 2016 Application.

In the meantime, we look forward to working closely with you this year on Somerville data as well as planning for the 2017 Point in Time Count, among other CoC work.

We will be posting the priority listing approved by the CoC on the City of Somerville website. The Town of Arlington will also be posting this information on their website. Feel free to contact us if you have any questions. We appreciate the continuing work you do to end homelessness.

Sincerely,



Heidi Burbidge  
Housing Programs Coordinator  
City Of Somerville, MA

Cc: Odessa Deffenbaugh  
Ronnie Springer

**Somerville-Arlington Homeless Providers Group**

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August 29, 2016

Ms. Nancy Kavanagh  
Catholic Charities  
270 Washington Street  
Somerville, MA 02143

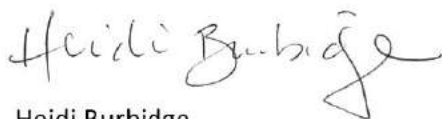
Re: St. Catherine's Transitional Program

Dear Ms. Kavanagh:

As representative for the lead agency of the Somerville-Arlington Continuum of Care (CoC), I am writing to confirm with you that the Somerville CoC Board determined at its August 23, 2016 meeting that it would be best to reallocate the funding previously allocated to Catholic Charities' St. Catherine's Transitional Program to other projects within the CoC area. The CoC Board decided that a reallocation would be in the best interest of the community. That funding covered supportive services to ten women in the transitional housing, and administrative costs. Under HUD and USICH reallocation guidance, the CoC carefully reviewed all transitional housing programs within the CoC for cost effectiveness and performance in ending homelessness. Based on the review, and in light of community need for coordinated entry, the CoC determined the funding would be best utilized in a coordinated entry program and that the CoC as a whole would be more effective at ending homelessness with a strong coordinated entry program. The CoC Board reviewed and approved the determination; please consider this letter notification of such.

We will be posting the priority listing approved by the CoC on the City of Somerville website. The Town of Arlington will also be posting this information on their website. Feel free to contact us if you have any questions. We appreciate the continuing work you and your staff do to end homelessness.

Sincerely,



Heidi Burbidge  
Housing Programs Coordinator  
City Of Somerville, MA

**Somerville-Arlington Homeless Providers Group**

---

August 29, 2016

Ms. Pam Hallett  
Executive Director  
Housing Corporation of Arlington  
20 Academy Street STE G-11  
Arlington, MA 02476

Re: Capitol Sq.

Dear Ms. Hallett:

As representative for the lead agency of the Somerville-Arlington Continuum of Care (CoC), I am writing to confirm with you that based on CoC discussions together, as well as votes taken at the August 23, 2016 CoC meeting, that the CoC Board has determined that a reallocation of the funds previously awarded to the Housing Corporation of Arlington for the Capitol Square project would be in the best interest of the Somerville and Arlington community. That funding covered operating costs and administrative costs toward two housing units. Following HUD and USICH reallocation guidance, the CoC carefully reviewed all programs within the CoC for cost-effectiveness as well as performance in ending homelessness. The CoC Board approved the determination that this small amount of funding would be best spent toward creating a strong coordinated entry program that would assist in ending homelessness within the CoC. We appreciate your participation in this deliberative process and important decision-making regarding allocation of federal funds, and all your continuing work to end homelessness in our area.

We will be posting the priority listing approved on the City of Somerville website. The Town of Arlington will also be posting this information on their website. Feel free to contact us if you have any questions.

Sincerely,



Heidi Burbidge  
Housing Programs Coordinator  
City Of Somerville, MA

cc: Rita Shah  
Laura Wiener, Town of Arlington



**Somerville-Arlington Homeless Providers Group**

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August 29, 2016

Mr. Mark Alston-Follansbee  
Executive Director  
Somerville Homeless Coalition  
One Davis Square  
Somerville, MA 02144

Re: Cross Street Housing  
Shelter + Care

Dear Mr. Alston-Follansbee:

As representative for the lead agency of the Somerville-Arlington Continuum of Care (CoC), I am writing to inform you that the Somerville CoC Board at its August 23, 2016 meeting determined based on the information your staff had provided us, the priorities of the CoC, and HUD guidance that it was in the best interest of the CoC to reallocate a portion of the funding previously provided to the Somerville Homeless Coalition for the Shelter + Care program and for the Cross Street Housing program to other CoC projects.

As the need for particular bedroom sizes by current Shelter + Care program participants have changed, the overall annual rent costs will decrease, so the money left over can be reallocated to other uses serving the CoC priorities.

Additionally, HUD funding for the Cross Street Housing program has covered administrative costs as well as supportive services. SHC staff has informed the CoC that program participants are not all willing to participate in case management, and as such, the program is unable to spend all of the funding. The CoC determined that reallocation of a portion of funding from this program was also in the best interest of the CoC.

As you know, this determination was made in consultation with your staff and by the CoC Board. We appreciate all of your continuing work to address homelessness in our geographic area. As we noted in our August 24, 2016 letter, the applications that SHC submits on behalf of these two programs are still among those that will be incorporated into the 2016 Somerville-Arlington CoC Consolidated Application for MA-517.

We will be posting the priority listing approved at the same meeting on the City of Somerville website. The Town of Arlington will also be posting this information on their website. Feel free to contact us if you have any questions.

Sincerely,



Heidi Burbidge  
Housing Programs Coordinator  
City Of Somerville, MA

cc: Lisa Davidson  
Mike Libby

**Somerville-Arlington Homeless Providers Group**

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August 29, 2016

Mr. Tom Lorello  
Chief Executive Officer  
Heading Home Inc.  
The Schrafft Center  
529 Main Street, Suite 100  
Charlestown, MA 02129

Re: Stepping Stones

Dear Mr. Lorello:

This letter is a follow-up to the letter we sent you dated August 24, 2016. As representative for the lead agency of the Somerville-Arlington Continuum of Care (CoC), I am writing to confirm with you that the Somerville CoC Board determined at its August 23, 2016 meeting that it would be best to reallocate a portion of the funding previously allocated to Heading Home's Somerville Stepping Stones program to other projects within the CoC area. We know from your communication and participation with the CoC that Heading Home has been struggling at finding housing within our geographic area (Somerville and Arlington) for HUD's FMR. Due to the difficulty that Heading Home has faced spending all of its funding, the CoC, in consultation with Heading Home staff and other CoC members, has determined that reallocating a portion of that funding to create a strong coordinated entry program to assist the CoC in ending homelessness would be best.

As mentioned in our previous letter, we will be posting the priority listing approved by the CoC on the City of Somerville website. The Town of Arlington will also be posting this information on their website. Feel free to contact us if you have any questions. We appreciate the work you and your staff do to end homelessness.

Sincerely,



Heidi Burbidge  
Housing Programs Coordinator  
City Of Somerville, MA

cc: Karla Sordia Lozano  
Mark Evans

## Heidi Burbidge

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**From:** Heidi Burbidge  
**Sent:** Wednesday, August 10, 2016 2:38 PM  
**To:** Hegel, Susan; Alba Perez; Alex Pirie; Amanda; Anthony Joseph; Antoinette Delmonico; antwan steed; Barbara Rubel; Betsy Reid; Daniel LeBlanc; Danielle Volmar; David Gibbs; Doug Kress; Eileen Feldman; Elana Horwitz; Ellen Naughton; Emily Bullen; gina plata; Henry Goodhue; Jessica Brayden; John Spears; Karla Sordia; Kelly McEachirn; Kerrin Bowers; L Cundiff; Laura Wiener; Lisa Davidson; Lisa Lindman; M Weirlytle; Marc McGovern; Mark Alston-Follansbee; Mark Evans; Mike Libby; Nancy Bacci; Nancy Kavanagh; Odessa Deffenbaugh; Pam Hallett; Penny Snyder; Rita Shah; Ronit Barkai; Ronnie Springer; Sam Davidson-Weiss; Sam Margolius; Scott Hayman; Sean Terry; Stephanie Fox; Timothy Potsaid; Tom Bierbaum; Tom Lorello; Yaritza DeJesus; Michael Feloney; shirley.a.rodriguezacevedo@centene.com; mlara@headinghomeinc.org  
**Cc:** Michael Feloney; Kelly Donato (KElam@somervillema.gov); Kathryn McHugh  
**Subject:** RE: Deadlines: Important Information on 2016 NOFA  
**Attachments:** Guide to HomelessData APRs v1 2016.pdf; Draft Somerville Ranking Tool 2016 08 10.xlsx; 08 05 16 - MA 517 Reallocation Process.docx; Somerville Arlington (MA 517) Project Review Scoring and Ranking 2016.docx

Hello Providers:

Agencies with renewing programs: [please remember to send your APRs—before you hit submit—to Heidi, Kelly and Kathryn by this Friday, August 12<sup>th</sup>](#). Consult the attached pdf instructions – the APR will be for the program grant period that most recently ended.

Also attached to this email is version 2 of a Ranking Tool (scorecard) for evaluating and ranking projects. The tool will be finalized by the end of this week, so take a look to see if you have comments or suggestions you think should be considered or included. We had also asked for your feedback about the Description of the Somerville-Arlington CoC Reallocation Process (attached) and the Project Review Scoring and Ranking (attached). We will be able to consider your comments and suggestions up until noon tomorrow, August 11<sup>th</sup>.

Thanks for your important work.

Heidi Burbidge  
Housing Programs Coordinator  
City of Somerville  
(617) 625-6600 x2587  
hburbridge@somervillema.gov

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**From:** Heidi Burbidge  
**Sent:** Friday, August 05, 2016 9:04 AM  
**Subject:** Deadlines: Important Information on 2016 NOFA  
**Importance:** High

Hello Providers:

The September 14<sup>th</sup> deadline for the CoC application is approaching and there are multiple milestones that must be met in advance of that. As we prepare to score and rank project applications, please review the draft documents attached and respond to this email with suggestions, concerns or comments. The documents for review are:

- 1) Description of the Somerville-Arlington CoC Reallocation Process,
- 2) Project Review Scoring and Ranking,
- 3) Ranking Evaluation tool (Scorecard).

Also attached for your reference:

- 4) Guide to Homeless Data Annual Performance Reports (APRs) which was also sent to you previously by our HMIS lead Lisa Davidson.

Reminder: send your project application to Heidi, Kelly and Kathryn by August 9<sup>th</sup>.

Send APRs to Heidi, Kelly and Kathryn by August 12<sup>th</sup>. Consult the attached pdf instructions – the APR will be for the program grant period that most recently ended.

Send comments on scorecard, reallocation and project review, scoring and ranking to Heidi, Kelly and Kathryn by noon on August 11<sup>th</sup>. We'll share final scorecard by 12<sup>th</sup> or 15<sup>th</sup> of August (along with the other final docs for reallocation and ranking and scoring). Heidi and Kelly will score each program and provide completed scorecard to each by the 18<sup>th</sup> for feedback by the 22<sup>nd</sup>. A spreadsheet with finalized scores will be brought to meeting on August 23<sup>rd</sup>. Notifications to programs will be sent by mail by August 29<sup>th</sup>. NOFA deadline: September 14<sup>th</sup>.

Thank you!

Heidi Burbidge  
Housing Programs Coordinator  
City of Somerville  
(617) 625-6600 x2587  
[hburbridge@somervillema.gov](mailto:hburbridge@somervillema.gov)

---

**From:** Kelly Donato  
**Sent:** Wednesday, July 27, 2016 5:26 PM  
**Subject:** Important Information on 2016 NOFA  
**Importance:** High

Good Afternoon Providers,

Attached please find:

- The Collaborative Application
- Minutes from a reallocation meeting the CoC had with Cambridge and CASPAR/Bay Cove July 18, 2016
- Renewal and new project app instructions

For those who did not attend our last CoC meeting on July 19<sup>th</sup>, please make sure that you have reviewed the minutes that Susan Hegel shared from that meeting. I am re-attaching them here as well and please pay close attention to page 1, topic 3, reallocation and the discussion and votes that took place. **The CoC is emphasizing and pursuing reallocation this year.**

The CoC voted on the following internal deadlines:

- Aug. 9 -- deadline for all project applications, including Permanent Supportive Housing Bonus Application and Reallocation Applications
- Aug. 23 -- next full CoC meeting for ranking and discussion – we will be updating the ranking tool, and will be sharing that in advance via email. (no meeting on August 16<sup>th</sup>)
- Aug. 29 -- deadline for CoC Lead to notify agencies if the CoC board will accept/include applications as part of the Collaborative Application
- Sept. 14 -- NOFA due date

For more information, please visit the City's website as well at:

<http://www.somervillema.gov/departments/ospcd/housing/continuum-of-care>

You will see question 2D-1 on pg. 23 of the attached application asks for data quality within the last 10 days of January. We will be looking at data quality on the night of the point-in-time count, January 27, 2016. We will also want to review program APRs as part of the ranking and review process. We are aware that eSNAPS has been down and agencies have been unable to submit APRs to HUD, however, we are still able to run an APR on HMIS.

Important Notes:

Kathryn our consultant is away Aug. 10-Aug. 31

Lisa our HMIS lead is away Aug. 22-Sept. 6

*Please make sure that if you have questions or need their assistance, that you contact them in advance.*

We will be assigning tasks on collaborative application via email, so please keep an eye out for our emails.

As always, please do not hesitate to contact us with any questions.

Best,  
Kelly

Kelly Donato  
Assistant Housing Director and Housing Counsel  
50 Evergreen Avenue  
Somerville, MA 02145  
Phone 617-625-6600 x2560  
Fax 617-666-8035  
[kdonato@somervillema.gov](mailto:kdonato@somervillema.gov)

---

**From:** Hegel, Susan [<mailto:shegel@gbls.org>]

**Sent:** Thursday, July 21, 2016 11:05 AM

**To:** Kelly Donato; Alba Perez; Alex Pirie; Amanda; Anthony Joseph; Antoinette Delmonico; antwan steed; Barbara Rubel; Betsy Reid; Daniel LeBlanc; Danielle Volmar; David Gibbs; Doug Kress; Eileen Feldman; Elana Horwitz; Ellen Naughton; Emily Bullen; gina plata; Henry Goodhue; Jessica Brayden; John Spears; Karla Sordia; Kelly McEachirn; Kerrin Bowers; L Cundiff; Laura Wiener; Lisa Davidson; Lisa Lindman; M Weirlytle; Marc McGovern; Mark Alston-Follansbee; Mark Evans; Mike Libby; Nancy Bacci; Nancy Kavanagh; Odessa Deffenbaugh; Pam Hallett; Penny Snyder; Rita Shah; Ronit Barkai; Ronnie Springer; Sam Davidson-Weiss; Sam Margolius; Scott Hayman; Sean Terry; Stephanie Fox; Timothy Potsaid; Tom Bierbaum; Tom Lorello; Yaritza DeJesus; Heidi Burbidge; Michael Feloney; [shirley.a.rodriquezacevedo@centene.com](mailto:shirley.a.rodriquezacevedo@centene.com); [mlara@headinghomeinc.org](mailto:mlara@headinghomeinc.org)

**Subject:** Homeless Providers 7/19/16 meeting - Minutes, etc

See attached

- Minutes of the 7/19/16 meeting

- Agenda and Handouts at 7/19/16 Meeting
- Sign In Sheet for 7/19/16
- Attendance Sheet (Jan – June 2016)
- Kelly's calendar

Please note that the next meeting of the Homeless Providers Group is on Tuesday August 23 at 2:00 at SHC (and NOT on August 16). Note the deadlines in the minutes and calendar.

From Your New Co-Chairs

**Susan Hegel**

Cambridge and Somerville Legal Services  
*(an office of Greater Boston Legal Services)*

**Nancy Kavanagh**

Catholic Charities

## Heidi Burbidge

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**From:** Heidi Burbidge  
**Sent:** Tuesday, August 30, 2016 5:50 PM  
**To:** 'Hegel, Susan'; 'Alba Perez'; 'Alex Pirie'; 'Amanda'; 'Anthony Joseph'; 'Antoinette Delmonico'; 'antwan steed'; 'Barbara Rubel'; 'Betsy Reid'; 'Daniel LeBlanc'; 'Danielle Volmar'; 'David Gibbs'; Doug Kress; 'Eileen Feldman'; 'Elana Horwitz'; 'Ellen Naughton'; 'Emily Bullen'; 'gina plata'; 'Henry Goodhue'; 'Jessica Brayden'; 'John Spears'; 'Karla Sordia'; 'Kelly McEachirn'; 'Kerrin Bowers'; 'L Cundiff'; 'Laura Wiener'; 'Lisa Davidson'; 'Lisa Lindman'; 'M Weirlytle'; 'Marc McGovern'; 'Mark Alston-Follansbee'; 'Mark Evans'; 'Mike Libby'; 'Nancy Bacci'; 'Nancy Kavanagh'; 'Odessa Deffenbaugh'; 'Pam Hallett'; 'Penny Snyder'; 'Rita Shah'; 'Ronnie Springer'; 'Sam Davidson-Weiss'; 'Sam Margolius'; 'Scott Hayman'; 'Sean Terry'; 'Stephanie Fox'; 'Timothy Potsaid'; 'Tom Bierbaum'; 'Tom Lorello'; 'Yaritza DeJesus'; Michael Feloney; 'shirley.a.rodriguezacevedo@centene.com'; 'mlara@headinghomeinc.org'  
**Cc:** Michael Feloney; Kelly Donato; 'Kathryn McHugh'  
**Subject:** Important Information on 2016 NOFA

Dear Providers-

The Review and Ranking process is complete. Today we posted on the City of Somerville's website the draft 2016 Consolidated Application along with the Priority Listing, our Ranking spreadsheet, a copy of the Ranking tool, as well as the finalized Reallocation policy and the Review, Scoring and Ranking policy that was agreed upon and used for the ranking.

<http://www.somervillema.gov/departments/ospcd/housing/continuum-of-care>

Thanks for all your continued hard work.

Kelly and Heidi

Heidi Burbidge, Housing Programs Coordinator  
Office of Strategic Planning and Community Development  
City of Somerville  
50 Evergreen Avenue, Somerville, MA 02145  
617-625-6600 x2587  
[hburbridge@somervillema.gov](mailto:hburbridge@somervillema.gov)



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## Revisions for Continuum of Care Application

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Revision of Jul 25, 2016:

### Continuum of Care Application

Update (7/25/2016)

#### SOMERVILLE-ARLINGTON CONTINUUM OF CARE

The U.S. Department of Housing and Urban Development (HUD) allocates funding to local programs working to prevent homelessness. The CoC Program is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among individuals and families experiencing homelessness. Agencies in Somerville and Arlington that received funding from HUD last year include the Somerville Homeless Coalition, Heading Home, CASPAR, Wayside, the Somerville Housing Authority, Catholic Charities, the Housing Corporation of Arlington, and Just-a-Start. [Click here](#) to view programs, funding amounts and program types funded from the HUD 2015 Competition.

The City of Somerville serves as the Continuum of Care (CoC) Lead for these agencies and for other local agencies that decide to apply to HUD for CoC competition funding to end homelessness in Somerville and Arlington. Currently, within our CoC, programs include Permanent Supportive Housing, Transitional Housing and Supportive Service Only. The CoC welcomes and encourages participation from programs and providers working to address homelessness in Somerville and Arlington. Please contact Heidi Burbridge, Housing Programs Coordinator, [hburbridge@somervillema.gov](mailto:hburbridge@somervillema.gov) if you would like information about how to apply for HUD funding and how to participate in Somerville-Arlington CoC.

The CoC holds monthly meetings the third Tuesday of each month from 2-3:30 at the Somerville Homeless Coalition at 1 Davis Sq, Somerville MA 02144. The CoC discusses homelessness, housing trends and issues, and works collaboratively to serve homeless needs within the community. Meetings are open to the public, and all are welcome and encouraged to attend. Agendas are set in advance and minutes are taken at the meeting and disseminated to all CoC members for review and approval. Agendas and minutes of all meetings are available to the public upon request.

On June 28, 2016, HUD released the 2016 Continuum of Care (CoC) competition Notice of Funding Availability. A copy is available [here](#). Instructions for renewal applications can be found [here](#), and instructions for new projects can be found [here](#). On Friday July 22, 2016, HUD released the 2016 Collaborative Application, and it can be viewed [here](#). The 2016 CoC Program Competition deadline is Wednesday, September 14, 2016 at 7:59:59 EDT.

At the July 19, 2016 CoC Meeting, members voted to approve the following internal deadlines:

#### Internal Deadlines for Somerville-Arlington CoC Program

- Aug. 9 – deadline for all project applications, including Permanent Supportive Housing Bonus Application and Reallocation Applications
- Aug. 23 – next full CoC meeting for ranking and discussion
- Aug. 29 – deadline for CoC Lead to notify agencies if the CoC board will accept/include applications as part of the Collaborative Application
- Sept. 14 – NOFA due date

HUD's website with information about the CoC program: <https://www.hudexchange.info/programs/coo/>

General information from HUD about homelessness: <https://www.hudexchange.info/homelessness-assistance/>





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## Revisions for Continuum of Care Application

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### Revision of Aug 15, 2016:

## Continuum of Care Application

Update (8/15/2016)

### SOMERVILLE-ARLINGTON CONTINUUM OF CARE

Helpful Documents

Edit

The U.S. Department of Housing and Urban Development (HUD) allocates funding to local programs working to prevent homelessness. The CoC Program is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among individuals and families experiencing homelessness. Agencies in Somerville and Arlington that received funding from HUD last year include the Somerville Homeless Coalition, Heading Home, CASPAR, Wayside, the Somerville Housing Authority, Catholic Charities, the Housing Corporation of Arlington, and Just-a-Start. **Click here** to view programs, funding amounts and program types funded from the HUD 2015 Competition.

- MA 517 Reallocation Process
- MA 517 Project Review, Scoring and Ranking

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- Residents
- Businesses
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## Continuum of Care Application

### OSPCD Home

#### Economic Development

- Business Development

#### Housing

- Condo Review Board
- Affordable Housing Trust Fund
- Fair Housing Commission
- Lead Hazard Abatement Program
- Residential Energy Efficiency

#### Inspectional Services

- Buildings Division
- Health Division

#### Parks & Open Space

#### Planning & Zoning

- Design Review Committee
- Historic Preservation
- Planning Board
- Zoning Board Of Appeals

#### Transportation & Infrastructure

- Community Path
- Green Line Extension

#### Frequently Asked Questions

Updated 8/30/2016

### SOMERVILLE-ARLINGTON CONTINUUM OF CARE

#### Helpful Documents

- MA 517 Reallocation Process
- MA 517 Project Review, Scoring and Ranking

The U.S. Department of Housing and Urban Development (HUD) allocates funding to local programs working to prevent homelessness. The CoC Program is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among individuals and families experiencing homelessness. Agencies in Somerville and Arlington that received funding from HUD last year include the Somerville Homeless Coalition, Heading Home, CASPAR, Wayside, the Somerville Housing Authority, Catholic Charities, the Housing Corporation of Arlington, and Just-a-Start. Click here to view programs, funding amounts and program types funded from the HUD 2015 Competition.

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- Sept. 14 -- NOFA due date

#### Update (8/30/2016)

The Somerville-Arlington MA-517 Continuum of Care (CoC) has been in the process of preparing funding applications to the U.S. Department of Housing and Urban Development (HUD) to support local programs serving those who are homeless or at risk of homelessness. HUD asks the CoC to rank applications in order of priority. Click to view the Priority Listing of applicant agencies, the applicant Ranking Tool that was used by the CoC, the [Ranking Spreadsheet](#) and the [CoC Consolidated Application](#).

HUD's website with information about the CoC program:  
<https://www.hudexchange.info/programs/coc/>

General information from HUD about homelessness:  
<https://www.hudexchange.info/homelessness-assistance/>

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Multiple community-based agencies in Somerville and Arlington are working hard to address the problem of individual and family homelessness. The work these agencies do is supported by the US Department of Housing and Urban Development (HUD), which conducts a funding process every year—and the deadline for this process is fast approaching on September 14. The Somerville-Arlington Continuum of Care has evaluated and ranked the funding applications that will be submitted to HUD this round. To see a list of the programs serving Somerville and Arlington, and their rankings visit <http://www.somervillema.gov/...osp.../housing/continuum-of-care>. You'll also find a description of the Reallocation Process, where funding is redirected from one program to another, and a description of the Review, Scoring and Ranking for the projects.



**Continuum of Care Application**  
The U.S. Department of Housing and Urban Development (HUD) allocates funding to local programs working to prevent homelessness. The CoC Program is designed to promote a community-wide commitment to the goal of ending homelessness to SOMERVILLEMA.GOV

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- Andrew Shapiro
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- Max Waller
- John Bett

MORE CONTACTS (17)

## **Somerville-Arlington (MA 517) Project Review, Scoring and Ranking**

### **Project Review and Scores**

The CoC scores each renewal project based on objective performance data tracked by HMIS for each CoC funded program during the grant period most recently ended with Department of Housing and Development (HUD). Examples of performance data include data quality, the percentage of households increasing earned income and/or benefits, and percentage of households exiting to or maintaining permanent housing.

### **Somerville-Arlington Continuum of Care Ranking Criteria**

The CoC first prioritized Permanent Supportive Housing (PSH), then Transitional Housing (TH) and lastly, Supportive Service Only (SSO) projects, and as of 2016, the CoC has only one SSO, which is a street outreach program. Existing housing projects were prioritized over new housing projects to mitigate the risk of a potential loss of funding to existing housing projects, which could result in displacement of a vulnerable population. All projects, with the exception of new reallocation proposals for Coordinated Entry and Permanent Supportive Housing were scored using the CoC approved project scorecards. Within PSH, TH and SSO categories, the projects were all ranked according to their scores.

## Somerville CoC MA-517 2016 Scoring and Ranking Process Narrative

The Somerville CoC Ranking process was conducted by staff of the CoC's lead agency, in collaboration with each member of the CoC, both together as a group and also directly with each individual applicant agency. The entire process, including deliberation about how to design the process, and the administration of the process was informed by the shared values and expressed priorities of the CoC members in monthly discussions as a part of CoC meetings since January 2016.

Once the 2016 HUD CoC NOFA was announced, staff from the City of Somerville Housing Division (the CoC's lead agency), the CoC consultant, and staff from a CoC partner agency conducted research to determine the best scoring and ranking practices. This research included consultation of HUD guidance online, and reaching out to other agencies and CoCs to learn from their approaches and procedures. CoC members then analyzed the scorecard/ranking tool that was used by our CoC in 2015. The decision was made that this tool needed to be replaced by one that could more comprehensively measure levels of success in addressing HUD's objectives and adherence to HUD's recommended practices. As a result, in early July, a draft scorecard/ranking tool was presented, modeled after the Balance of State CoC in Massachusetts, with edits based on Somerville's demographics, program profiles and CoC priorities. On August 5, 2016 this draft proposed scorecard/ranking tool was circulated to all CoC members, asking them to consider what factors were being scored, and how the answers were weighted. Feedback from members was received and a new version was then circulated to all CoC members on August 10, 2016. A summary Project Review, Scoring and Ranking document was posted publicly on August 15, 2016.

A final version of the scorecard/ranking tool, encompassing all feedback received was completed on August 18, 2016 for use in this year's Consolidated Application Scoring and Ranking Process. Based on Somerville CoC priorities, member input, and HUD guidance, the approved scorecard/ranking tool:

- prioritized Permanent Supportive Housing over Transitional Housing and Supportive Services Only,
- prioritized projects that serve Chronic Homeless as well as vulnerable populations, including Youth, Families with Children, Victims of Domestic Violence, and Veterans,
- prioritized projects whose participants remained in the project or exited for permanent housing,
- prioritized projects where participants' total or earned income increased,
- prioritized projects that served as many participants as was proposed last year,
- prioritized projects with robust participant data recorded into HMIS, and
- prioritized agencies with better records of timely submission of required documents.

Also considered were:

- utilization rates,
- amount of grant funds spent,
- amount of grant funds reverted
- draw-down rates using data from closeout certification forms.

The scorecard/ranking tool listed the sources for all answers to be scored (either question #'s from project APRs or the project application) making it objective and easy to use. The final version of the form can be found on the last page of this document.

Each project agency was required to submit a copy of their draft 2016 application on or before August 9, 2016. In addition, each renewal applicant was required to submit a copy of their APR on or before August 12, 2016. On August 19, 2016, CoC lead agency staff used the draft project applications as submitted and the APRs to score each renewal application. Results were sent that same day to each agency, asking for agency representatives to review their project's draft completed scorecard/ranking tool and provide feedback. Of the ten renewal project applications, three agencies had questions about the way their project was scored. In one case, it was determined that the APR that had been submitted reflected the wrong time period. The project was re-scored with a new APR resulting in a score of fifteen additional points. In another case it was determined that lead agency staff had overlooked three categories of vulnerable populations served by that project. When project staff pointed it out, the section was re-scored resulting in thirty points being added to that score. In the third case, the agency's question was answered without requiring any changes to the project's score.

On August 23rd, the CoC met again to discuss and vote on ranking. Rankings of renewal applications were assigned by raw score from the scoring/ranking tool. There was significant discussion about how to rank the new projects which include one SSO (Coordinated Entry) project, and one PSH (3 new units for chronically homeless).

**Somerville/Arlington Project Rating Form**

Project :

Date

Evaluator:

200

	YES / NO	Points Awarded
<b>Part A: Housing Emphasis (Maximum Points – 25)</b>		
1. Project Component		FALSE
2. Program agrees to offer chronic homelessness priority for future openings through attrition		0
3. Agency submitted Project Application on or before August 9, 2016		
<i>Total for Housing Emphasis</i>	25	#VALUE!
<b>Part B: Vulnerable or Difficult to Serve Populations (Maximum Points – 70)</b>		
Select "Yes" for any subpopulation the project is designed or IS currently serving		
1. Veterans--APR Q 25 A and project app		
2. Domestic Violence Victims--APR Q # 14 A; 14 B and project app		
3. Youth (18 to 24)--APR Q # 11 and project app		
4. Households with Children--APR Q # 7 A and project app		
5. Those with chronic mental health issues--APR Q # 13 A 1; B 1; C1 and project app		
6. Those with substance abuse issues--APR Q # 13 A 1; B 1; C1 and project app		
7. Serving Chronic Homeless--APR Q # 26 A; B and project app		
<i>Total Points for Population Vulnerability</i>	70	0
<b>Part C: HMIS Data Quality &amp; APR (Maximum Points – 20)</b>		
1. APR Data Quality based on most recent APR Question 5a: 1 point for each universal data element <10% missing. Data elements include Name, Social Security Number, Date of Birth, Race, Ethnicity. Gender. Veteran Status. Disabling Condition, Residence Prior to Program Entry, Destination		0
2. 2016 Draft APR Submitted to CoC Lead, HMIS lead, and CoC Consultant on time (August 12, 2016) Yes 10 points		
<i>Total Points for HMIS Data Quality and APR</i>	20	0
<b>Part D. Project Outcomes (Maximum Points – 45)</b>		
<b>For #1 APR Q # 6A stayers+ 23; 24 perm/6a total served</b>		
1. % persons who remained in the project or exited for permanent housing: 90% or more = 15 points, 80%-89%% = 10 points, 73%-79% = 5 points	90% or more	15
2a. #s Served: Enter # of Persons served APR Q 6a		
2b. Enter # proposed in Application		
	#DIV/0!	#DIV/0!
<b>Choose either 3a or 3b as indicated in the project application. Street outreach projects proceed to question 4.</b>		
3a. % of adults that maintain or increase their total income from all sources: 79% or more = 15 points, 65-78% = 10 points, 55% - 64% = 5 points		FALSE
3b. % of persons aged 18 - 61 who maintained or increased their earned income 20% or more = 15 points, 11%-19%% = 10 points		FALSE
<b>Only Street Outreach Projects should complete Question 4 below</b>		
4. Service linkages: Identify the actual # of persons served by the program as applicable to each measure, and the number of persons who accomplished the measure	# of persons Applicable	# of persons Accomplished
4a Service linkage measure - Physical Disability		
4b Service linkage measure - Developmental Disability		
4c Service linkage measure - Chronic Health Condition		
4d Service linkage measure - HIV / AIDS		
4e Service linkage measure - Mental Health Condition		
4f Service linkage measure - Substance Abuse		
Percent of persons with needs linked with services	#DIV/0!	
Choose the appropriate percentage bracket		FALSE
<i>Total Points for Project Outcomes</i>	45	#DIV/0!
<b>Part E. Compliance (Maximum Points – 15)</b>		
1. Did the project have any findings during the most recent project monitoring? If the project has not been monitored, enter "No."		
2. If there were findings, did the project complete its corrective action plan bringing it into compliance? If there were no findings, leave blank.		
3. Utilization rates: Enter number of clients proposed to be served in the application		
3a Enter number of clients served on the last day in January		
3b Enter number of clients served on the last day in April		
3c Enter number of clients served on the last day in July		
3d Enter number of clients served on the last day in October		
	#DIV/0!	
3e Choose the response that reflects the % expressed in the cell above		FALSE
4. Project's billing was submitted on time		FALSE
5. Amount of Grant Funds from last completed fiscal year		
5a Amount of grant funds spent		
5b Amount of grant funds reverted		
	#DIV/0!	
5c Choose the response that reflects the % expressed in the cell above		FALSE
<i>Total Points for Compliance</i>	15	0
Projects scoring 0 in Criteria B, C1. 2. or D, must submit a performance improvement plan by <b>February 1, 2017</b> to the CoC and must submit quarterly APRs to the CoC. If performance still below required funds to be reallocated before next NOFA.		
Sel. Comm Comments: <div style="background-color: yellow; border: 1px solid black; height: 30px; width: 100%;"></div>		
<b>FINAL SCORE</b>		<b>#DIV/0!</b>



## **Somerville-Arlington Continuum of Care (CoC) Permanent Supportive Housing Programs**

### **Standard**

Permanent Supportive Housing (PSH) Programs in the Somerville-Arlington CoC incorporate a Housing First approach for homeless and disabled individuals and families. The goal is to provide a safe and permanent housing solution to homeless and disabled individuals and families without any preconditions or limited conditions in particular cases.

To ensure that homeless individuals and families with the most severe service needs are prioritized within the community's Continuum of Care, the following criteria have been established for new and recently vacated beds. The criteria set forth are guided and supported by HUD Notice CPD-14-012 with limited adjustments based on our own community's specific needs. The following first four priorities are in reference to PSH programs with beds dedicated to serving Chronically Homeless persons. Priorities V-VIII are only utilized when there is a turnover of a bed within a PSH project and there are no eligible applicants on the waitlist at that point in time that fall into any of Priorities I-IV.

### **Eligibility Criteria for PSH Programs**

- Be homeless; and
- Be considered disabled; and
- Be 18 years old or older

### **Orders of Priority in CoC Program-funded Permanent Supportive Housing**

#### *Priority I:*

Chronically homeless individuals and families with the longest history of homelessness and the most severe service needs;

#### *Priority II:*

Chronically homeless individuals and families with the longest history of homelessness;

#### *Priority III:*

Chronically homeless individuals and families with the most severe service needs;

#### *Priority IV:*

All other chronically homeless individuals and families;

*Priority V:*

Homeless individuals and families with a disability with the most severe service needs;

*Priority VI:*

Homeless individuals and families with a disability with long period of continuous or episodic homelessness;

*Priority VII:*

Homeless individuals and families with a disability coming from places not meant for the human habitation, safe havens or emergency shelters;

*Priority VIII:*

Homeless individuals and families with a disability coming from transitional housing.

### **Coordinated Assessment**

The Continuum of Care has established a single centralized waiting list for PSH applicants. The priority of such a waiting list will under no circumstances be based on diagnosis or disability type, but instead on the priorities listed above as well as the severity of service needs of an individual or family.

The Continuum of Care will assess the severity of needs of individuals and families using the Vulnerability Assessment tool developed by The State of Massachusetts Department of Housing and Community Development's Division of Housing Stabilizations, Balance of State Continuum of Care.

In reference to record keeping, all participants of the Continuum of Care are required to document a program participant's homelessness status as well as evidence of disability in accordance with HUD 24 CFR 578.103.

### **Key Terms**

*Homeless*; means an individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable

organizations or by federal, state, or local government programs for low-income individuals);

- An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

*Disabling Condition (disabled)*; means a person has a condition that:

- Is expected to be long-continuing or of indefinite duration; and
- Substantially impedes the individual's ability to live independently; and
- Could be improved by the provision of more suitable housing conditions; and
- Can be diagnosed as one or more of the following conditions: substance abuse disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability. A person will also be considered to have a disability if he or she has acquired immunodeficiency syndrome (AIDS).

*Housing First* is an approach in which housing is offered to people experiencing homelessness without preconditions or service participation requirements and in which rapid placement and stabilization in permanent housing are primary goals.

*Chronically Homeless*; means an individual who:

- i. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
- ii. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years where the combined occasions total of length of time is at least 12 months; and
- iii. Has a disabling condition as defined above.

\*Families with an adult head of household who meet the definition of a chronically homeless individual are considered to be chronically homeless.

\*Every occasion of homelessness must be separated by at least seven days of living in a situation other than a place not meant for human habitation, in an emergency shelter or in a safe haven.

*Severity of Service Needs*; means the degree to which, for an individual, at least one of the following is present:

- i. History of high utilization of crisis services, which include but are not limited to, emergency rooms, jails, and psychiatric facilities; or
- ii. Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing.

The Somerville-Arlington Continuum of Care will utilize the Vulnerability Tool established by the State of Massachusetts Department of Housing and Community Development, Division of Housing Stabilization, Balance of State Continuum of Care to assess participants' Severity of Service Needs.

Approved by CoC MA-517 members on August 23, 2016.

Nelly G. DiStasio City of Somerville  
Nelly G. DiStasio

Susan Hegel Cambridge & Somerville Legal Services  
Susan Hegel

Elizabeth Reid Wayside Youth + Family - Short Stop THP  
Elizabeth Reid

Tom Fureber Heading Home  
Tom Fureber

Azucena JUST A SMART Corp.  
Azucena

Michael J. ... SHC - Somerville Homeless Coalition  
Michael J. ...

Laura Wiener Town of Arlington  
Laura Wiener

Manikavanan Catholic Charities  
Manikavanan

Paula Farrell HOUSING CORPORATION OF ARLINGTON  
Paula Farrell

David Gibbs Community Action Agency of Somerville, Inc.  
David Gibbs



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## Revisions for *Continuum of Care Application*

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### Revision of Aug 15, 2016:

## Continuum of Care Application

Update (8/15/2016)

### SOMERVILLE-ARLINGTON CONTINUUM OF CARE

Helpful Documents

Edit

The U.S. Department of Housing and Urban Development (HUD) allocates funding to local programs working to prevent homelessness. The CoC Program is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among individuals and families experiencing homelessness. Agencies in Somerville and Arlington that received funding from HUD last year include the Somerville Homeless Coalition, Heading Home, CASPAR, Wayside, the Somerville Housing Authority, Catholic Charities, the Housing Corporation of Arlington, and Just-a-Start. **Click here** to view programs, funding amounts and program types funded from the HUD 2015 Competition.

The City of Somerville serves as the Continuum of Care (CoC) Lead for these agencies and for other local agencies that decide to apply to HUD for CoC competition funding to end homelessness in Somerville and Arlington. Currently, within our CoC, programs include Permanent Supportive Housing, Transitional Housing and Supportive Service Only. The CoC welcomes and encourages participation from programs and providers working to address homelessness in Somerville and Arlington. Please contact Heidi Burbidge, Housing Programs Coordinator, [hburbidge@somervillema.gov](mailto:hburbidge@somervillema.gov) if you would like information about how to apply for HUD funding and how to participate in Somerville-Arlington CoC.

The CoC holds monthly meetings the third Tuesday of each month from 2-3:30 at the Somerville Homeless Coalition at 1 Davis Sq, Somerville MA 02144. The CoC discusses homelessness, housing trends and issues, and works collaboratively to serve homeless needs within the community. Meetings are open to the public, and all are welcome and encouraged to attend. Agendas are set in advance and minutes are taken at the meeting and disseminated to all CoC members for review and approval. Agendas and minutes of all meetings are available to the public upon request.

On June 28, 2016, HUD released the 2016 Continuum of Care (CoC) competition Notice of Funding Availability. A copy is available **here**. Instructions for renewal applications can be found **here**, and instructions for new projects can be found **here**. On Friday July 22, 2016, HUD released the 2016 Collaborative Application, and it can be viewed **here**. The 2016 CoC Program Competition deadline is Wednesday, September 14, 2016 at 7:59:59 EDT.

**At the July 19, 2016 CoC Meeting, members voted to approve the following internal deadlines:**

#### Internal Deadlines for Somerville-Arlington CoC Program

- Aug. 9 -- deadline for all project applications, including Permanent Supportive Housing Bonus Application and Reallocation Applications
- Aug. 23 -- next full CoC meeting for ranking and discussion
- Aug. 29 -- deadline for CoC Lead to notify agencies if the CoC board will accept/include applications as part of the Collaborative Application
- Sept. 14 -- NOFA due date

HUD's website with information about the CoC program:  
<https://www.hudexchange.info/programs/coc/>

General information from HUD about homelessness:  
<https://www.hudexchange.info/homelessness-assistance/>

- MA 517 Reallocation Process
- MA 517 Project Review, Scoring and Ranking

## Heidi Burbidge

---

**From:** Heidi Burbidge  
**Sent:** Wednesday, August 10, 2016 2:38 PM  
**To:** Hegel, Susan; Alba Perez; Alex Pirie; Amanda; Anthony Joseph; Antoinette Delmonico; antwan steed; Barbara Rubel; Betsy Reid; Daniel LeBlanc; Danielle Volmar; David Gibbs; Doug Kress; Eileen Feldman; Elana Horwitz; Ellen Naughton; Emily Bullen; gina plata; Henry Goodhue; Jessica Brayden; John Spears; Karla Sordia; Kelly McEachirn; Kerrin Bowers; L Cundiff; Laura Wiener; Lisa Davidson; Lisa Lindman; M Weirlytle; Marc McGovern; Mark Alston-Follansbee; Mark Evans; Mike Libby; Nancy Bacci; Nancy Kavanagh; Odessa Deffenbaugh; Pam Hallett; Penny Snyder; Rita Shah; Ronit Barkai; Ronnie Springer; Sam Davidson-Weiss; Sam Margolius; Scott Hayman; Sean Terry; Stephanie Fox; Timothy Potsaid; Tom Bierbaum; Tom Lorello; Yaritza DeJesus; Michael Feloney; shirley.a.rodriguezacevedo@centene.com; mlara@headinghomeinc.org  
**Cc:** Michael Feloney; Kelly Donato (KElam@somervillema.gov); Kathryn McHugh  
**Subject:** RE: Deadlines: Important Information on 2016 NOFA  
**Attachments:** Guide to HomelessData APRs v1 2016.pdf; Draft Somerville Ranking Tool 2016 08 10.xlsx; 08 05 16 - MA 517 Reallocation Process.docx; Somerville Arlington (MA 517) Project Review Scoring and Ranking 2016.docx

Hello Providers:

Agencies with renewing programs: [please remember to send your APRs—before you hit submit—to Heidi, Kelly and Kathryn by this Friday, August 12<sup>th</sup>](#). Consult the attached pdf instructions – the APR will be for the program grant period that most recently ended.

Also attached to this email is version 2 of a Ranking Tool (scorecard) for evaluating and ranking projects. The tool will be finalized by the end of this week, so take a look to see if you have comments or suggestions you think should be considered or included. We had also asked for your feedback about the Description of the Somerville-Arlington CoC Reallocation Process (attached) and the Project Review Scoring and Ranking (attached). We will be able to consider your comments and suggestions up until noon tomorrow, August 11<sup>th</sup>.

Thanks for your important work.

Heidi Burbidge  
Housing Programs Coordinator  
City of Somerville  
(617) 625-6600 x2587  
hburbridge@somervillema.gov

---

**From:** Heidi Burbidge  
**Sent:** Friday, August 05, 2016 9:04 AM  
**Subject:** Deadlines: Important Information on 2016 NOFA  
**Importance:** High

Hello Providers:

The September 14<sup>th</sup> deadline for the CoC application is approaching and there are multiple milestones that must be met in advance of that. As we prepare to score and rank project applications, please review the draft documents attached and respond to this email with suggestions, concerns or comments. The documents for review are:

- 1) Description of the Somerville-Arlington CoC Reallocation Process,
- 2) Project Review Scoring and Ranking,
- 3) Ranking Evaluation tool (Scorecard).

Also attached for your reference:

- 4) Guide to Homeless Data Annual Performance Reports (APRs) which was also sent to you previously by our HMIS lead Lisa Davidson.

Reminder: send your project application to Heidi, Kelly and Kathryn by August 9<sup>th</sup>.

Send APRs to Heidi, Kelly and Kathryn by August 12<sup>th</sup>. Consult the attached pdf instructions – the APR will be for the program grant period that most recently ended.

Send comments on scorecard, reallocation and project review, scoring and ranking to Heidi, Kelly and Kathryn by noon on August 11<sup>th</sup>. We'll share final scorecard by 12<sup>th</sup> or 15<sup>th</sup> of August (along with the other final docs for reallocation and ranking and scoring). Heidi and Kelly will score each program and provide completed scorecard to each by the 18<sup>th</sup> for feedback by the 22<sup>nd</sup>. A spreadsheet with finalized scores will be brought to meeting on August 23<sup>rd</sup>. Notifications to programs will be sent by mail by August 29<sup>th</sup>. NOFA deadline: September 14<sup>th</sup>.

Thank you!

Heidi Burbidge  
Housing Programs Coordinator  
City of Somerville  
(617) 625-6600 x2587  
[hburbridge@somervillema.gov](mailto:hburbridge@somervillema.gov)

---

**From:** Kelly Donato  
**Sent:** Wednesday, July 27, 2016 5:26 PM  
**Subject:** Important Information on 2016 NOFA  
**Importance:** High

Good Afternoon Providers,

Attached please find:

- The Collaborative Application
- Minutes from a reallocation meeting the CoC had with Cambridge and CASPAR/Bay Cove July 18, 2016
- Renewal and new project app instructions

For those who did not attend our last CoC meeting on July 19<sup>th</sup>, please make sure that you have reviewed the minutes that Susan Hegel shared from that meeting. I am re-attaching them here as well and please pay close attention to page 1, topic 3, reallocation and the discussion and votes that took place. **The CoC is emphasizing and pursuing reallocation this year.**

The CoC voted on the following internal deadlines:

- Aug. 9 -- deadline for all project applications, including Permanent Supportive Housing Bonus Application and Reallocation Applications
- Aug. 23 -- next full CoC meeting for ranking and discussion – we will be updating the ranking tool, and will be sharing that in advance via email. (no meeting on August 16<sup>th</sup>)
- Aug. 29 -- deadline for CoC Lead to notify agencies if the CoC board will accept/include applications as part of the Collaborative Application
- Sept. 14 -- NOFA due date

For more information, please visit the City’s website as well at:

<http://www.somervillema.gov/departments/ospcd/housing/continuum-of-care>

You will see question 2D-1 on pg. 23 of the attached application asks for data quality within the last 10 days of January. We will be looking at data quality on the night of the point-in-time count, January 27, 2016. We will also want to review program APRs as part of the ranking and review process. We are aware that eSNAPS has been down and agencies have been unable to submit APRs to HUD, however, we are still able to run an APR on HMIS.

Important Notes:

Kathryn our consultant is away Aug. 10-Aug. 31

Lisa our HMIS lead is away Aug. 22-Sept. 6

*Please make sure that if you have questions or need their assistance, that you contact them in advance.*

We will be assigning tasks on collaborative application via email, so please keep an eye out for our emails.

As always, please do not hesitate to contact us with any questions.

Best,  
Kelly

Kelly Donato  
Assistant Housing Director and Housing Counsel  
50 Evergreen Avenue  
Somerville, MA 02145  
Phone 617-625-6600 x2560  
Fax 617-666-8035  
[kdonato@somervillema.gov](mailto:kdonato@somervillema.gov)

---

**From:** Hegel, Susan [<mailto:shegel@gbls.org>]

**Sent:** Thursday, July 21, 2016 11:05 AM

**To:** Kelly Donato; Alba Perez; Alex Pirie; Amanda; Anthony Joseph; Antoinette Delmonico; antwan steed; Barbara Rubel; Betsy Reid; Daniel LeBlanc; Danielle Volmar; David Gibbs; Doug Kress; Eileen Feldman; Elana Horwitz; Ellen Naughton; Emily Bullen; gina plata; Henry Goodhue; Jessica Brayden; John Spears; Karla Sordia; Kelly McEachirn; Kerrin Bowers; L Cundiff; Laura Wiener; Lisa Davidson; Lisa Lindman; M Weirlytle; Marc McGovern; Mark Alston-Follansbee; Mark Evans; Mike Libby; Nancy Bacci; Nancy Kavanagh; Odessa Deffenbaugh; Pam Hallett; Penny Snyder; Rita Shah; Ronit Barkai; Ronnie Springer; Sam Davidson-Weiss; Sam Margolius; Scott Hayman; Sean Terry; Stephanie Fox; Timothy Potsaid; Tom Bierbaum; Tom Lorello; Yaritza DeJesus; Heidi Burbidge; Michael Feloney; [shirley.a.rodriquezacevedo@centene.com](mailto:shirley.a.rodriquezacevedo@centene.com); [mlara@headinghomeinc.org](mailto:mlara@headinghomeinc.org)

**Subject:** Homeless Providers 7/19/16 meeting - Minutes, etc

See attached

- Minutes of the 7/19/16 meeting



- Agenda and Handouts at 7/19/16 Meeting
- Sign In Sheet for 7/19/16
- Attendance Sheet (Jan – June 2016)
- Kelly's calendar

Please note that the next meeting of the Homeless Providers Group is on Tuesday August 23 at 2:00 at SHC (and NOT on August 16). Note the deadlines in the minutes and calendar.

From Your New Co-Chairs

**Susan Hegel**

Cambridge and Somerville Legal Services  
*(an office of Greater Boston Legal Services)*

**Nancy Kavanagh**

Catholic Charities

## Heidi Burbidge

---

**From:** Heidi Burbidge  
**Sent:** Tuesday, August 30, 2016 5:50 PM  
**To:** 'Hegel, Susan'; 'Alba Perez'; 'Alex Pirie'; 'Amanda'; 'Anthony Joseph'; 'Antoinette Delmonico'; 'antwan steed'; 'Barbara Rubel'; 'Betsy Reid'; 'Daniel LeBlanc'; 'Danielle Volmar'; 'David Gibbs'; Doug Kress; 'Eileen Feldman'; 'Elana Horwitz'; 'Ellen Naughton'; 'Emily Bullen'; 'gina plata'; 'Henry Goodhue'; 'Jessica Brayden'; 'John Spears'; 'Karla Sordia'; 'Kelly McEachirn'; 'Kerrin Bowers'; 'L Cundiff'; 'Laura Wiener'; 'Lisa Davidson'; 'Lisa Lindman'; 'M Weirlytle'; 'Marc McGovern'; 'Mark Alston-Follansbee'; 'Mark Evans'; 'Mike Libby'; 'Nancy Bacci'; 'Nancy Kavanagh'; 'Odessa Deffenbaugh'; 'Pam Hallett'; 'Penny Snyder'; 'Rita Shah'; 'Ronnie Springer'; 'Sam Davidson-Weiss'; 'Sam Margolius'; 'Scott Hayman'; 'Sean Terry'; 'Stephanie Fox'; 'Timothy Potsaid'; 'Tom Bierbaum'; 'Tom Lorello'; 'Yaritza DeJesus'; Michael Feloney; 'shirley.a.rodriguezacevedo@centene.com'; 'mlara@headinghomeinc.org'  
**Cc:** Michael Feloney; Kelly Donato; 'Kathryn McHugh'  
**Subject:** Important Information on 2016 NOFA

Dear Providers-

The Review and Ranking process is complete. Today we posted on the City of Somerville's website the draft 2016 Consolidated Application along with the Priority Listing, our Ranking spreadsheet, a copy of the Ranking tool, as well as the finalized Reallocation policy and the Review, Scoring and Ranking policy that was agreed upon and used for the ranking.

<http://www.somervillema.gov/departments/ospcd/housing/continuum-of-care>

Thanks for all your continued hard work.

Kelly and Heidi

Heidi Burbidge, Housing Programs Coordinator  
Office of Strategic Planning and Community Development  
City of Somerville  
50 Evergreen Avenue, Somerville, MA 02145  
617-625-6600 x2587  
[hburbridge@somervillema.gov](mailto:hburbridge@somervillema.gov)

Minutes  
**July 19, 2016 Meeting**  
**of the Somerville-Arlington Homeless Providers Group**  
At Somerville Homeless Coalition (2:00 – 3:30)

1. Welcome and Introductions

- 16 attendees (note 2 new persons: Michael Lara is replacing Mark Evans from Heading Home who has a new job opportunity and Heidi Burbidge from City of Somerville)
- See attached sign in sheet
- See attached attendance sheet for January – June 2016 which also lists the 7 agencies entitled to vote (CASPAR, Catholic Charities, CASLS, City of Somerville, Heading Home, HCA, and SHC). All but CASPAR in attendance today.

2. Review of highlights of NOFA

- Agencies urged to sign up for HUD notices via email (see Kelly's June 19<sup>th</sup> email)
- The actual McKinney application is not yet available but per HUD should be by the end of this week
- Application due 9/14/16
- See handout (attached) which contains Heidi Burbidge's comparison of the points for 2015 and 2016
- We lost \$478,654 (and 5 SSO programs) in McKinney funding over last few years in the 2013 and 2015 NOFA competition and are not able to recover these HUD funds
- Our annual renewal demand is \$1,925,107 of which 7% (\$134,757.50) is at risk (tier 2)

3. Reallocation

- Long discussion about reallocation in order to minimize the risk of losing more HUD money for Somerville programs. HUD is encouraging agencies to reallocate and unfortunately does not see supportive services only or transitional programs (except possibly for youth and DV victims) as being a high priority now. Pg. 31 of the 2016 NOFA under section 2(b) Reallocating Projects provides "demonstrate the CoC has cumulatively reallocated at least 20% of the CoC's ARD in the FY2013, FY2014 and FY2015 CoC Program Competition." HUD is looking for a history of reallocation, which this CoC to date does not have. CoC decided to prioritize reallocation for this

NOFA and will look closely at remaining SSO projects and TH projects to determine if those projects are still meeting demand and the priorities of the CoC.

- **Status of Reallocation**
  1. SHC is willing to reallocate most (but not all) of the \$14,341 currently awarded for Cross Street supportive service (which is classified as permanent housing by HUD). For the most part, the 6 families and 2 individuals are not accepting services and SHC cannot bill enough time. HUD looks closely at a recipient's ability to spend down the grant, which Cross Street can't. SHC wants to retain a small amount (not specified) to continue to provide the supportive services to those who accept them at Cross Street.
  2. Catholic Charities is willing to reallocate its approximately \$51,943 for St. Catherine's transitional program and to try to find other funding to make up the difference in order to continue the program
  3. Housing Corporation of Arlington is willing to reallocate its approximately \$10,185 as it does not cover the costs (but HCA will continue to attend these meetings and to comply with the requirements for the homeless set aside for its permanent housing)
  4. Bay Cove: The City of Somerville and staff from the Somerville Homeless Coalition met with Bay Cove representative and the City of Cambridge on 7-19-16 to discuss how they reallocated First Step last year as a component of a new Coordinated Entry Program. It was reported by the City of Somerville that at that meeting, Bay Cove (who was not at the CoC meeting) has not agreed to have the \$153,666 for First Step (street outreach program) reallocated but the decision makers at Bay Cove are meeting this afternoon to discuss this further
- **Motion** (made by Lisa Davidson, seconded by Mark Evans) to use the approximately \$76,469 from SHC, CC, and HCA's reallocation for a coordinated entry system (which may also include development of a centralized wait list and vulnerability assessment as well as provision of some housing search for homeless residents of Somerville and Arlington). Motion passed unanimously (6-0).
- As SHC was the only agency present who indicated an interest in applying for funds to operate the coordinated entry system, Laura made a **motion** (seconded) that SHC be encouraged to apply for (the reallocated) funds for the operation of the coordinated entry system. Motion passed, with SHC abstaining (5-0-1)
- There was a consensus that some of the reallocated funds also be used for HMIS

- There was a later discussion about obtaining more in depth data about First Step's street outreach program (e.g. the demand, the number of people served in Somerville, and the type of services provided by First Step program, program outcomes, and how much program time is spent in Somerville, with a review of HMIS and PIT data) with Lisa and Kelly (with Bay Cove's help) obtaining and sharing this information by 8/8/16.
- There was then a consensus (no vote) that all of the renewal money for this competition is open to reallocation based on HUD's stated priorities. All proposals for renewal applications, permanent supportive housing bonus applications, and any reallocation applications for Permanent Supportive Housing or Rapid Rehousing (as well as reallocation proposals for HMIS and Coordinated Entry) should be submitted to Kelly, Heidi, and Kathryn by the 8/9/16 deadline along with all other renewals. The voting agencies will then vote to prioritize and rank all of the applications at the meeting on 8/23/16.

#### 4. Permanent Supportive Housing Bonus (\$96,000)

- HCA is the only agency present who is interested in submitting a proposal for the housing bonus money. It would submit the same proposal as last year.
- Motion made and seconded to have HCA apply for the permanent supportive housing bonus. HCA abstained. Motion passed (5-0-1)

#### 5. Deadlines

There was consensus for the following deadlines suggested by Kelly and Kathryn:

- |            |   |
|------------|---|
| By 8/9/16: | all agencies (seeking to reapply for funds) to email Kathryn, Kelly, and Heidi a copy of their application. Do NOT hit "submit" in eSNAPS, just hit export into PDF   |
| By 8/9/16: | SHC to submit its coordinated entry/HMIS applications and HCA to submit its application for the permanent supportive housing to the Providers Group   |
| 8/23/16    | Our next Homeless Providers Meeting (note that we are NOT meeting on 8/16/16). At this meeting we will vote on ranking and then whether or not to accept each agency's application. This will be at 2:00 at SHC |
| 8/29/16    | deadline for the City of Somerville (as lead of CoC) to supply each agency with a letter as to whether it is accepting the agency's application (two weeks before the 9/14 deadline)                            |

- Kelly is preparing a calendar with the dates. See attached.
- Note that Kathryn is on vacation for 3 weeks (with no wifi) during the NOFA period and Lisa is out on vacation during the last week of August.

#### 6. Discussion of changes to ranking system

- We ran out of time to have a discussion so the attached state form was distributed and we should all review.

#### 7. Discussion on whether we should apply for the CoC Planning Grant this year

- After brief discussion, there was consensus NOT to apply for the Grant this year

#### 8. Misc assignments on NOFA

- We had thought that the Collaborative Application would be available on eSNAPS prior to the meeting, but as of the time of the meeting, it still was not. Kathryn and/or Kelly and Heidi will review the application questions (once it is on eSNAPS) and distribute assignments to help prepare the COC Collaborative application

#### 9. Renewal of HMIS Lead Agreement

- Lisa circulated the HMIS Lead Agreement (no changes) and those present signed. We have to upload the actual agreement as part of this year's application.

#### 10. Revisions to HMIS policies and procedures

- No time for discussion, so Lisa to email out a draft for review. The only change will be that the ESG recipients must comply with the HMIS requirements as outlined in a manual

**Minutes**  
**August 23, 2016 Meeting**  
**of the Somerville-Arlington Homeless Providers Group**  
**At Somerville Homeless Coalition (2:00 – 3:40)**

1. Welcome and Introductions

- 17 attendees (plus Pam Hallett via speaker phone) - see attached sign in sheet
- See attached Agency vote eligibility sheet – 9 Agencies eligible to vote.

2. Discussion about the increase in reallocation funds as tallied by Kelly. See handout attached. CASPAR was asked if it would reconsider its decision to reallocate 100% funds (and to consider submitting an application for a small street outreach program) but it said no. Two options were presented for use of the \$255,818 in reallocation funds. Mike Libby presented a scenario where SHC would use the \$255,818 for coordinated entry based on HUD answer to question of inclusion of housing search as eligible activity.

- a.) Scenario 1: If HUD says “yes”, then SHC increases initial proposal for Coordinated Entry from \$70,000 to \$255,818 (and Housing Corp of Arlington proposes the housing bonus for \$96,000).
- b.) Scenario 2: If HUD says “no” to housing search, then Housing Corp of Arlington will apply for \$155,000 (for a permanent supportive housing program as a reallocation program as opposed to applying for a permanent supportive housing bonus) and SHC for \$100,000 for Coordinated Entry. Note: Kelly will ask HUD if HCA may also apply for the same 20 Westminster project as both a permanent housing bonus and a reallocation project.

Motion was made to: Accept all applications submitted and emailed to the Continuum on Friday 8/19 with the amendment that SHC and HCA would go forward with Scenario 1 or Scenario 2 based on HUD’s response. The motion was seconded and passed with 8 yes votes and 1 abstention.

3. Discussion regarding the project Scoring and Ranking tally: Two scoresheets were presented to the group. See attached.

The first gave an average ranking score to the Coordinated Entry project which put it ahead of Wayside ShortStop and Somerville Homeless Coalition SAS programs in Tier 1. This pushed part of SHC SAS, Just A Start Next Step, Heading Home Stepping Stones into Tier 2 with HCA 20 Westminster Permanent Housing Bonus application.

The second scoresheet (“straddle” option) placed part of the Coordinated Entry at the bottom of Tier 1, keeping all existing PH and TH projects in Tier 1. Tier 2 included the remainder of Coordinated Entry and the HCA Housing Bonus.

Much of the discussion focused on putting Coordinated Entry wholly in Tier 1, thus jeopardizing the two PH and one TH projects. Although we need to have Coordinated Entry in the Continuum application, we would be showing good faith by placing part of the program in Tier 1 and saving the existing renewal programs. The discussion centered on the balance of gaining points by including Coordinated Entry or possibly losing points by putting PH and TH at risk.

A motion was made to accept splitting the Coordinated Entry into Tier 1 and Tier 2 and keeping all renewal projects in Tier 1 (the “straddle” option above). The motion passed 9-0.

New Scoring and Ranking sheets may be created depending on HUD’s answer to the question about whether housing search may be included as part of Coordinated Entry and whether HCA can apply for 20 Westminster as both a permanent housing bonus application and as a reallocation program. Kelly will email various new options and will ask for eligible agencies to vote via e-mail as we have a time constraint for posting the projects. Due to vacation schedules, Kelly to provide at least 48 hours of any deadline to vote (by email) unless time only allows for shorter notice.

4. Kelly presented the draft of the Somerville-Arlington Continuum of Care Permanent Supportive Housing Programs criteria for prioritizing persons experiencing chronic homelessness. This was previously emailed to the group. There was a motion to accept the draft as written. The motion passed by a vote of 9-0. Heidi to circulate this as each agency must sign it.
5. There was a motion to adopt a centralized waiting list for permanent supportive housing programs. This was passed 9-0. If funded, SHC’s coordinated entry project would include the maintenance of this waiting list.
6. Kelly presented the Coordinated Entry Vulnerability Assessment Tool used by the Balance of State and a motion was made to accept this for use in the Somerville-Arlington Continuum of Care. This passed by 9-0 vote. It was pointed out that we would need to account for youth (who should not be penalized for having a low number of years of homelessness, due to age).

The meeting adjourned at 3:40.

#### Attachments/Handouts

- \* Agenda
- \* Sign in Sheet
- \* Attendance January – July 2016 (shows agencies eligible to vote)
- \* Chart showing programs/amounts for reallocation
- \* Scoring and Ranking spreadsheets (two options)
- \* Permanent Supportive Housing Programs)





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## Revisions for *Continuum of Care Application*

View Edit Revisions

### Revision of Aug 15, 2016:

## Continuum of Care Application

Update (8/15/2016)

### SOMERVILLE-ARLINGTON CONTINUUM OF CARE

Helpful Documents

Edit

The U.S. Department of Housing and Urban Development (HUD) allocates funding to local programs working to prevent homelessness. The CoC Program is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among individuals and families experiencing homelessness. Agencies in Somerville and Arlington that received funding from HUD last year include the Somerville Homeless Coalition, Heading Home, CASPAR, Wayside, the Somerville Housing Authority, Catholic Charities, the Housing Corporation of Arlington, and Just-a-Start. **Click here** to view programs, funding amounts and program types funded from the HUD 2015 Competition.

- MA 517 Reallocation Process
- MA 517 Project Review, Scoring and Ranking

The City of Somerville serves as the Continuum of Care (CoC) Lead for these agencies and for other local agencies that decide to apply to HUD for CoC competition funding to end homelessness in Somerville and Arlington. Currently, within our CoC, programs include Permanent Supportive Housing, Transitional Housing and Supportive Service Only. The CoC welcomes and encourages participation from programs and providers working to address homelessness in Somerville and Arlington. Please contact Heidi Burbidge, Housing Programs Coordinator, [hburbidge@somervillema.gov](mailto:hburbidge@somervillema.gov) if you would like information about how to apply for HUD funding and how to participate in Somerville-Arlington CoC.

The CoC holds monthly meetings the third Tuesday of each month from 2-3:30 at the Somerville Homeless Coalition at 1 Davis Sq, Somerville MA 02144. The CoC discusses homelessness, housing trends and issues, and works collaboratively to serve homeless needs within the community. Meetings are open to the public, and all are welcome and encouraged to attend. Agendas are set in advance and minutes are taken at the meeting and disseminated to all CoC members for review and approval. Agendas and minutes of all meetings are available to the public upon request.

On June 28, 2016, HUD released the 2016 Continuum of Care (CoC) competition Notice of Funding Availability. A copy is available **here**. Instructions for renewal applications can be found **here**, and instructions for new projects can be found **here**. On Friday July 22, 2016, HUD released the 2016 Collaborative Application, and it can be viewed **here**. The 2016 CoC Program Competition deadline is Wednesday, September 14, 2016 at 7:59:59 EDT.

**At the July 19, 2016 CoC Meeting, members voted to approve the following internal deadlines:**

#### Internal Deadlines for Somerville-Arlington CoC Program

- Aug. 9 -- deadline for all project applications, including Permanent Supportive Housing Bonus Application and Reallocation Applications
- Aug. 23 -- next full CoC meeting for ranking and discussion
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- Sept. 14 -- NOFA due date

HUD's website with information about the CoC program:  
<https://www.hudexchange.info/programs/coc/>

General information from HUD about homelessness:  
<https://www.hudexchange.info/homelessness-assistance/>



- Home
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- Residents
- Businesses
- Government

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## Continuum of Care Application

### OSPCD Home

#### Economic Development

- Business Development

#### Housing

- Condo Review Board
- Affordable Housing Trust Fund
- Fair Housing Commission
- Lead Hazard Abatement Program
- Residential Energy Efficiency

#### Inspectional Services

- Buildings Division
- Health Division

#### Parks & Open Space

#### Planning & Zoning

- Design Review Committee
- Historic Preservation
- Planning Board
- Zoning Board Of Appeals

#### Transportation & Infrastructure

- Community Path
- Green Line Extension

#### Frequently Asked Questions

Updated 8/30/2016

### SOMERVILLE-ARLINGTON CONTINUUM OF CARE

#### Helpful Documents

- MA 517 Reallocation Process
- MA 517 Project Review, Scoring and Ranking

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- Aug. 9 -- deadline for all project applications, including Permanent Supportive Housing Bonus Application and Reallocation Applications
- Aug. 23 -- next full CoC meeting for ranking and discussion
- Aug. 29 -- deadline for CoC Lead to notify agencies if the CoC board will accept/include applications as part of the Collaborative Application
- Sept. 14 -- NOFA due date

#### Update (8/30/2016)

The Somerville-Arlington MA-517 Continuum of Care (CoC) has been in the process of preparing funding applications to the U.S. Department of Housing and Urban Development (HUD) to support local programs serving those who are homeless or at risk of homelessness. HUD asks the CoC to rank applications in order of priority. [Click to view the Priority Listing of applicant agencies, the applicant Ranking Tool that was used by the CoC, the Ranking Spreadsheet and the CoC Consolidated Application.](#)

HUD's website with information about the CoC program:  
<https://www.hudexchange.info/programs/coc/>

General information from HUD about homelessness:  
<https://www.hudexchange.info/homelessness-assistance/>

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## Heidi Burbidge

---

**From:** Heidi Burbidge  
**Sent:** Friday, August 05, 2016 9:05 AM  
**To:** Hegel, Susan; Alba Perez; Alex Pirie; Amanda; Anthony Joseph; Antoinette Delmonico; antwan steed; Barbara Rubel; Betsy Reid; Daniel LeBlanc; Danielle Volmar; David Gibbs; Doug Kress; Eileen Feldman; Elana Horwitz; Ellen Naughton; Emily Bullen; gina plata; Henry Goodhue; Jessica Brayden; John Spears; Karla Sordia; Kelly McEachirn; Kerrin Bowers; L Cundiff; Laura Wiener; Lisa Davidson; Lisa Lindman; M Weirlytle; Marc McGovern; Mark Alston-Follansbee; Mark Evans; Mike Libby; Nancy Bacci; Nancy Kavanagh; Odessa Deffenbaugh; Pam Hallett; Penny Snyder; Rita Shah; Ronit Barkai; Ronnie Springer; Sam Davidson-Weiss; Sam Margolius; Scott Hayman; Sean Terry; Stephanie Fox; Timothy Potsaid; Tom Bierbaum; Tom Lorello; Yaritza DeJesus; Michael Feloney; shirley.a.rodriquezacevedo@centene.com; mlara@headinghomeinc.org  
**Cc:** Michael Feloney; Kelly Donato (KElam@somervillema.gov); Kathryn McHugh  
**Subject:** Deadlines: Important Information on 2016 NOFA  
**Attachments:** MA 517 Reallocation Process.docx; Somerville Arlington (MA 517) Project Review Scoring and Ranking 2016.docx; Ranking Evaluation tool 2016 draft.xlsx; Guide to HomelessData APRs v1 2016.pdf

**Importance:** High

Hello Providers:

The September 14<sup>th</sup> deadline for the CoC application is approaching and there are multiple milestones that must be met in advance of that. As we prepare to score and rank project applications, please review the draft documents attached and respond to this email with suggestions, concerns or comments. The documents for review are:

- 1) Description of the Somerville-Arlington CoC Reallocation Process,
- 2) Project Review Scoring and Ranking,
- 3) Ranking Evaluation tool (Scorecard).

Also attached for your reference:

- 4) Guide to Homeless Data Annual Performance Reports (APRs) which was also sent to you previously by our HMIS lead Lisa Davidson.

Reminder: send your project application to Heidi, Kelly and Kathryn by August 9<sup>th</sup>.

Send APRs to Heidi, Kelly and Kathryn by August 12<sup>th</sup>. Consult the attached pdf instructions – the APR will be for the program grant period that most recently ended.

Send comments on scorecard, reallocation and project review, scoring and ranking to Heidi, Kelly and Kathryn by noon on August 11<sup>th</sup>. We'll share final scorecard by 12<sup>th</sup> or 15<sup>th</sup> of August (along with the other final docs for reallocation and ranking and scoring). Heidi and Kelly will score each program and provide completed scorecard to each by the 18<sup>th</sup> for feedback by the 22<sup>nd</sup>. A spreadsheet with finalized scores will be brought to meeting on August 23<sup>rd</sup>. Notifications to programs will be sent by mail by August 29<sup>th</sup>. NOFA deadline: September 14<sup>th</sup>.

Thank you!  
Heidi Burbidge  
Housing Programs Coordinator  
City of Somerville  
(617) 625-6600 x2587

**From:** Kelly Donato  
**Sent:** Wednesday, July 27, 2016 5:26 PM  
**Subject:** Important Information on 2016 NOFA  
**Importance:** High

Good Afternoon Providers,

Attached please find:

- The Collaborative Application
- Minutes from a reallocation meeting the CoC had with Cambridge and CASPAR/Bay Cove July 18, 2016
- Renewal and new project app instructions

For those who did not attend our last CoC meeting on July 19<sup>th</sup>, please make sure that you have reviewed the minutes that Susan Hegel shared from that meeting. I am re-attaching them here as well and please pay close attention to page 1, topic 3, reallocation and the discussion and votes that took place. **The CoC is emphasizing and pursuing reallocation this year.**

The CoC voted on the following internal deadlines:

- Aug. 9 -- deadline for all project applications, including Permanent Supportive Housing Bonus Application and Reallocation Applications
- Aug. 23 -- next full CoC meeting for ranking and discussion – we will be updating the ranking tool, and will be sharing that in advance via email. (no meeting on August 16<sup>th</sup>)
- Aug. 29 -- deadline for CoC Lead to notify agencies if the CoC board will accept/include applications as part of the Collaborative Application
- Sept. 14 -- NOFA due date

For more information, please visit the City's website as well at:

<http://www.somervillema.gov/departments/ospcd/housing/continuum-of-care>

You will see question 2D-1 on pg. 23 of the attached application asks for data quality within the last 10 days of January. We will be looking at data quality on the night of the point-in-time count, January 27, 2016. We will also want to review program APRs as part of the ranking and review process. We are aware that eSNAPS has been down and agencies have been unable to submit APRs to HUD, however, we are still able to run an APR on HMIS.

Important Notes:

Kathryn our consultant is away Aug. 10-Aug. 31

Lisa our HMIS lead is away Aug. 22-Sept. 6

*Please make sure that if you have questions or need their assistance, that you contact them in advance.*

We will be assigning tasks on collaborative application via email, so please keep an eye out for our emails.

As always, please do not hesitate to contact us with any questions.

Best,  
Kelly

Kelly Donato  
Assistant Housing Director and Housing Counsel  
50 Evergreen Avenue  
Somerville, MA 02145  
Phone 617-625-6600 x2560  
Fax 617-666-8035  
[kdonato@somervillema.gov](mailto:kdonato@somervillema.gov)

---

**From:** Hegel, Susan [<mailto:shegel@gbls.org>]

**Sent:** Thursday, July 21, 2016 11:05 AM

**To:** Kelly Donato; Alba Perez; Alex Pirie; Amanda; Anthony Joseph; Antoinette Delmonico; antwan steed; Barbara Rubel; Betsy Reid; Daniel LeBlanc; Danielle Volmar; David Gibbs; Doug Kress; Eileen Feldman; Elana Horwitz; Ellen Naughton; Emily Bullen; gina plata; Henry Goodhue; Jessica Brayden; John Spears; Karla Sordia; Kelly McEachirn; Kerrin Bowers; L Cundiff; Laura Wiener; Lisa Davidson; Lisa Lindman; M Weirlytle; Marc McGovern; Mark Alston-Follansbee; Mark Evans; Mike Libby; Nancy Bacci; Nancy Kavanagh; Odessa Deffenbaugh; Pam Hallett; Penny Snyder; Rita Shah; Ronit Barkai; Ronnie Springer; Sam Davidson-Weiss; Sam Margolius; Scott Hayman; Sean Terry; Stephanie Fox; Timothy Potsaid; Tom Bierbaum; Tom Lorello; Yaritza DeJesus; Heidi Burbidge; Michael Feloney; [shirley.a.rodriguezacevedo@centene.com](mailto:shirley.a.rodriguezacevedo@centene.com); [mlara@headinghomeinc.org](mailto:mlara@headinghomeinc.org)

**Subject:** Homeless Providers 7/19/16 meeting - Minutes, etc

See attached

- Minutes of the 7/19/16 meeting
- Agenda and Handouts at 7/19/16 Meeting
- Sign In Sheet for 7/19/16
- Attendance Sheet (Jan – June 2016)
- Kelly's calendar

Please note that the next meeting of the Homeless Providers Group is on Tuesday August 23 at 2:00 at SHC (and NOT on August 16). Note the deadlines in the minutes and calendar.

From Your New Co-Chairs

**Susan Hegel**

Cambridge and Somerville Legal Services  
(an office of Greater Boston Legal Services)

**Nancy Kavanagh**

Catholic Charities



**City of Somerville (Official)**  
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**City of Somerville (Official)**  
42 mins

Multiple community-based agencies in Somerville and Arlington are working hard to address the problem of individual and family homelessness. The work these agencies do is supported by the US Department of Housing and Urban Development (HUD), which conducts a funding process every year—and the deadline for this process is fast approaching on September 14. The Somerville-Arlington Continuum of Care has evaluated and ranked the funding applications that will be submitted to HUD this round. To see a list of the programs serving Somerville and Arlington, and their rankings visit <http://www.somervillema.gov/...osp.../housing/continuum-of-care>. You'll also find a description of the Reallocation Process, where funding is redirected from one program to another, and a description of the Review, Scoring and Ranking for the projects.



**Continuum of Care Application**  
The U.S. Department of Housing and Urban Development (HUD) allocates funding to local programs working to prevent homelessness. The CoC Program is designed to promote a community-wide commitment to the goal of ending homelessness to [SOMERVILLEMA.GOV](http://SOMERVILLEMA.GOV)

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- Andrew Steve Marshall likes Vinny Ricciardi's post
- Carson Wilson likes Friendly Atheist's photo.
- Shauntei Taylor replied to her own comment.
- Kirsten Robinson likes Katrina Steiner's post
- Mical Nobel
- Petra Leanne
- Dan Pennachio
- Scott Gardner
- Lincoln Giesel
- Desen Sevl
- Cheryn Coole
- Artur Castro
- Sean Neely
- Denise Nguyen
- Timothy Doe
- Megan Miller
- Andrew Shapiro
- Charlotte K-Willis
- Max Waller
- John Bett

MORE CONTACTS (17)

Somerville/Arlington Continuum of Care (MA-517)  
Reallocation Process

The CoC, using USICH guidance as outlined in “Creating Effective Systems to End Homelessness” has outlined a process for discussions and decisions around reallocating all, or portions, of current HUD CoC program Funds.

Reallocation will take place when:

- 1.) It aligns with HUD’s policies and priorities in the Interim Rule and NOFA;
- 2.) Programs voluntarily decide to reallocate;
- 3.) There are changes in community need and programs need to be changed to address that need;
- 4.) Programs are not meeting performance goals (such as increasing income and reducing the length of stays) as outlined in the program rating form or other CoC-approved measurement tools;
- 5.) Programs are not effectively and efficiently using funding to serve Somerville and Arlington households;
- 6.) Programs are not compliant with all CoC reporting, including HMIS, APRs, etc.

The CoC recognizes that reallocation can provide an effective means to develop new permanent supported housing for vulnerable populations as well as coordinated entry, rapid re-housing and HMIS programs. Reallocation will only be used where it would meet HUD’s policies and priorities in the NOFA as well as additional HUD directives on addressing and ending homelessness.

The CoC will meet quarterly to review program performance monitoring and review participation with HMIS data quality, PIT, HIC, AHAR, APRs and the system performance measures report, as part of its monthly meetings.

In particular, the CoC will look at:

- Community Need
- Assessing severity of need and prioritizing households most in need for assistance
- Vulnerability of the populations served by program
- Long term housing stability
- A cost benefit analysis of utilizing HUD funds to address need
- Reducing length of stay
- Connections to mainstream resources
- Draw down rates
- Frequency or amount of funds recaptured by HUD





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## Revisions for Continuum of Care Application

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Revision of Jul 25, 2016:

### Continuum of Care Application

Update (7/25/2016)

#### SOMERVILLE-ARLINGTON CONTINUUM OF CARE

The U.S. Department of Housing and Urban Development (HUD) allocates funding to local programs working to prevent homelessness. The CoC Program is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among individuals and families experiencing homelessness. Agencies in Somerville and Arlington that received funding from HUD last year include the Somerville Homeless Coalition, Heading Home, CASPAR, Wayside, the Somerville Housing Authority, Catholic Charities, the Housing Corporation of Arlington, and Just-a-Start. [Click here](#) to view programs, funding amounts and program types funded from the HUD 2015 Competition.

The City of Somerville serves as the Continuum of Care (CoC) Lead for these agencies and for other local agencies that decide to apply to HUD for CoC competition funding to end homelessness in Somerville and Arlington. Currently, within our CoC, programs include Permanent Supportive Housing, Transitional Housing and Supportive Service Only. The CoC welcomes and encourages participation from programs and providers working to address homelessness in Somerville and Arlington. Please contact Heidi Burbridge, Housing Programs Coordinator, [hburbridge@somervillema.gov](mailto:hburbridge@somervillema.gov) if you would like information about how to apply for HUD funding and how to participate in Somerville-Arlington CoC.

The CoC holds monthly meetings the third Tuesday of each month from 2-3:30 at the Somerville Homeless Coalition at 1 Davis Sq, Somerville MA 02144. The CoC discusses homelessness, housing trends and issues, and works collaboratively to serve homeless needs within the community. Meetings are open to the public, and all are welcome and encouraged to attend. Agendas are set in advance and minutes are taken at the meeting and disseminated to all CoC members for review and approval. Agendas and minutes of all meetings are available to the public upon request.

On June 28, 2016, HUD released the 2016 Continuum of Care (CoC) competition Notice of Funding Availability. A copy is available [here](#). Instructions for renewal applications can be found [here](#), and instructions for new projects can be found [here](#). On Friday July 22, 2016, HUD released the 2016 Collaborative Application, and it can be viewed [here](#). The 2016 CoC Program Competition deadline is Wednesday, September 14, 2016 at 7:59:59 EDT.

At the July 19, 2016 CoC Meeting, members voted to approve the following internal deadlines:

#### Internal Deadlines for Somerville-Arlington CoC Program

- Aug. 9 – deadline for all project applications, including Permanent Supportive Housing Bonus Application and Reallocation Applications
- Aug. 23 – next full CoC meeting for ranking and discussion
- Aug. 29 – deadline for CoC Lead to notify agencies if the CoC board will accept/include applications as part of the Collaborative Application
- Sept. 14 – NOFA due date

HUD's website with information about the CoC program: <https://www.hudexchange.info/programs/coo/>

General information from HUD about homelessness: <https://www.hudexchange.info/homelessness-assistance/>



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## Revisions for *Continuum of Care Application*

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### Revision of Aug 15, 2016:

## Continuum of Care Application

Update (8/15/2016)

### SOMERVILLE-ARLINGTON CONTINUUM OF CARE

Helpful Documents

Edit

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- MA 517 Reallocation Process
- MA 517 Project Review, Scoring and Ranking

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- Sept. 14 -- NOFA due date

HUD's website with information about the CoC program:  
<https://www.hudexchange.info/programs/coc/>

General information from HUD about homelessness:  
<https://www.hudexchange.info/homelessness-assistance/>

## Heidi Burbidge

---

**From:** Kelly Donato  
**Sent:** Wednesday, July 27, 2016 5:26 PM  
**To:** Hegel, Susan; Alba Perez; Alex Pirie; Amanda; Anthony Joseph; Antoinette Delmonico; antwan steed; Barbara Rubel; Betsy Reid; Daniel LeBlanc; Danielle Volmar; David Gibbs; Doug Kress; Eileen Feldman; Elana Horwitz; Ellen Naughton; Emily Bullen; gina plata; Henry Goodhue; Jessica Brayden; John Spears; Karla Sordia; Kelly McEachirn; Kerrin Bowers; L Cundiff; Laura Wiener; Lisa Davidson; Lisa Lindman; M Weirlytle; Marc McGovern; Mark Alston-Follansbee; Mark Evans; Mike Libby; Nancy Bacci; Nancy Kavanagh; Odessa Deffenbaugh; Pam Hallett; Penny Snyder; Rita Shah; Ronit Barkai; Ronnie Springer; Sam Davidson-Weiss; Sam Margolius; Scott Hayman; Sean Terry; Stephanie Fox; Timothy Potsaid; Tom Bierbaum; Tom Lorello; Yaritza DeJesus; Heidi Burbidge; Michael Feloney; shirley.a.rodriguezacevedo@centene.com; mlara@headinghomeinc.org  
**Cc:** Heidi Burbidge; Michael Feloney; Kathryn McHugh  
**Subject:** Important Information on 2016 NOFA  
**Attachments:** 2016 Application.pdf; Cambridge + Somerville coordinated access meeting.pdf; new-project-application-detailed-instructions.pdf; renewal-project-application-detailed-instructions.pdf; Minutes 7.19.16.pdf

**Importance:** High

Good Afternoon Providers,

Attached please find:

- The Collaborative Application
- Minutes from a reallocation meeting the CoC had with Cambridge and CASPAR/Bay Cove July 18, 2016
- Renewal and new project app instructions

For those who did not attend our last CoC meeting on July 19<sup>th</sup>, please make sure that you have reviewed the minutes that Susan Hegel shared from that meeting. I am re-attaching them here as well and please pay close attention to page 1, topic 3, reallocation and the discussion and votes that took place. **The CoC is emphasizing and pursuing reallocation this year.**

The CoC voted on the following internal deadlines:

- Aug. 9 -- deadline for all project applications, including Permanent Supportive Housing Bonus Application and Reallocation Applications
- Aug. 23 -- next full CoC meeting for ranking and discussion – we will be updating the ranking tool, and will be sharing that in advance via email. (no meeting on August 16<sup>th</sup>)
- Aug. 29 -- deadline for CoC Lead to notify agencies if the CoC board will accept/include applications as part of the Collaborative Application
- Sept. 14 -- NOFA due date

For more information, please visit the City's website as well at:

<http://www.somervillema.gov/departments/ospcd/housing/continuum-of-care>

You will see question 2D-1 on pg. 23 of the attached application asks for data quality within the last 10 days of January. We will be looking at data quality on the night of the point-in-time count, January 27, 2016. We will also want to review program APRs as part of the ranking and review process. We are aware that eSNAPS has been down and agencies have been unable to submit APRs to HUD, however, we are still able to run an APR on HMIS.

**Important Notes:**

Kathryn our consultant is away Aug. 10-Aug. 31

Lisa our HMIS lead is away Aug. 22-Sept. 6

*Please make sure that if you have questions or need their assistance, that you contact them in advance.*

We will be assigning tasks on collaborative application via email, so please keep an eye out for our emails.

As always, please do not hesitate to contact us with any questions.

Best,  
Kelly

Kelly Donato  
Assistant Housing Director and Housing Counsel  
50 Evergreen Avenue  
Somerville, MA 02145  
Phone 617-625-6600 x2560  
Fax 617-666-8035  
kdonato@somervillema.gov

---

**From:** Hegel, Susan [mailto:shegel@gbls.org]

**Sent:** Thursday, July 21, 2016 11:05 AM

**To:** Kelly Donato; Alba Perez; Alex Pirie; Amanda; Anthony Joseph; Antoinette Delmonico; antwan steed; Barbara Rubel; Betsy Reid; Daniel LeBlanc; Danielle Volmar; David Gibbs; Doug Kress; Eileen Feldman; Elana Horwitz; Ellen Naughton; Emily Bullen; gina plata; Henry Goodhue; Jessica Brayden; John Spears; Karla Sordia; Kelly McEachirn; Kerrin Bowers; L Cundiff; Laura Wiener; Lisa Davidson; Lisa Lindman; M Weirlytle; Marc McGovern; Mark Alston-Follansbee; Mark Evans; Mike Libby; Nancy Bacci; Nancy Kavanagh; Odessa Deffenbaugh; Pam Hallett; Penny Snyder; Rita Shah; Ronit Barkai; Ronnie Springer; Sam Davidson-Weiss; Sam Margolius; Scott Hayman; Sean Terry; Stephanie Fox; Timothy Potsaid; Tom Bierbaum; Tom Lorello; Yaritza DeJesus; Heidi Burbidge; Michael Feloney; shirley.a.rodriguezacevedo@centene.com; mlara@headinghomeinc.org

**Subject:** Homeless Providers 7/19/16 meeting - Minutes, etc

See attached

- Minutes of the 7/19/16 meeting
- Agenda and Handouts at 7/19/16 Meeting
- Sign In Sheet for 7/19/16
- Attendance Sheet (Jan – June 2016)
- Kelly's calendar

Please note that the next meeting of the Homeless Providers Group is on Tuesday August 23 at 2:00 at SHC (and NOT on August 16). Note the deadlines in the minutes and calendar.

From Your New Co-Chairs

**Susan Hegel**

Cambridge and Somerville Legal Services  
*(an office of Greater Boston Legal Services)*

**Nancy Kavanagh**

Catholic Charities

# Somerville/Arlington Continuum of Care

## Governance Charter

### 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 (excluding ‘special meetings’), with published agendas, will be held at least ten (10) times annually. At present, and until changed, the meetings are generally held on the third Tuesday of each month at 2:00 PM at the Somerville Homeless Coalition, One Davis Square, Basement, Somerville, 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 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 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; attendance calculations are based on calendar year]; actively participating on at least one subcommittee; and for those agencies receiving federal McKinney-Vento grant funds, submitting timely and accurate data and reports in accordance with their grant agreements. 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 McKinney-Vento grant funds from HUD through the CoC. 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.

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 (non-Board) CoC meetings
- Make invitations for new members (encouraging homeless and formerly homeless individuals) 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 Board member 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: directly or indirectly 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 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 quality of the data currently available to the CoC 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 5 year 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 5 year 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 from the CoC: (i) for performance of his or her duties; or (ii) for influencing or appearing to influence such performance.

(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.

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.** Information in HMIS may be aggregated to: obtain information about the extent and nature of homelessness over time; produce an unduplicated count of homeless persons; 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 an HMIS governance charter, which at a minimum includes: (i) A requirement that the HMIS Lead enter into written HMIS Participation Agreements with each CHO requiring the CHO to comply with this part and imposing sanctions for failure to comply; (ii) Such additional requirements as 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 the Continuum's HMIS or a comparable database, as provided under this part.

(7) Within 60 days from the date a project grant concludes, each Recipient/Sub-recipient of HUD McKinney project funding must submit an Annual Performance Report (APR) to the Collaborative Applicant/CoC Lead (City of Somerville), the City of Somerville's McKinney consultant and the CoC's HMIS Lead Agency. Furthermore, within 90 days from the date a project grant concludes, each

recipient/sub-recipient must submit a final APR for each project to HUD as required in the project grant agreement.

(8) 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.

(9) 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 a Data Quality Plan, a Privacy Policy and a Security Plan.

#### (b) **Duties of the HMIS Lead Agency:**

(1) Ensure the operation of a 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;

(3) Execute a written *HMIS Participation Agreement with each CHO*, which includes the obligations and authority of the HMIS Lead and 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), and an agreement that the HMIS Lead and the CHO will process Protected Identifying Information consistent with the agreement. The HMIS Participation Agreement 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 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) Host and maintain HMIS software or data;

(2) Backup, recovery, and repair of the HMIS software or data;

(3) Upgrade, customize, and enhance the HMIS as needed;

(4) Integrate and warehouse data, including development of a data warehouse for use in aggregating data from sub recipients using multiple software systems;

(5) System administration;

(6) Report to providers, the Continuum, and HUD.

(7) Travel to conduct intake and to attend training;

(8) Implement and comply with HMIS requirements; and

(9) 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) 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 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.

(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) Travel to conduct intake and to attend training;

(5) Implement and comply with HMIS requirements; and

(6) 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 January 6, 2014. Edits made on 12/15/2014.

# **Somerville/Arlington CoC**

## **HMIS Policies and Procedures**

**Approved as amended 1/21/2014**



## Overview

The purpose of the Somerville Homeless Management Information System (Somerville HMIS) is to provide a robust and comprehensive system for collection and dissemination information about persons experiencing homelessness and the homelessness service system in the City of Somerville. The long-term vision of HMIS is to enhance Participating Agencies' collaboration, services delivery and data collection capabilities. Accurate information will put the City of Somerville Continuum of Care in a better position 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 Continuum of Care HMIS is to be an integrated network of homeless and other service providers that use a central database to collect, track and report uniform information on client needs and services. This system will meet Federal requirements and also enhance service planning and delivery.

The fundamental goal of HMIS is to record the demographics of homelessness in Somerville according to the HUD HMIS and Data Standards. The project aims 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 City.

Data that are gathered via intake interview and program participation will be used to complete HUD Annual Progress Reports. These data may also be analyzed to provide unduplicated counts and anonymous aggregate data to various stakeholders in the Continuum of Care. The project utilizes a web-enabled application residing on a central server to facilitate data collection by homeless services organizations across the City. *Access to the central server is limited to agencies formally participating in the project and then only to authorize staff members who meet the necessary training and security requirements.*

Somerville Homeless Coalition is the lead agency for HMIS. Somerville Homeless Coalition will be granted limited access to each participating agencies' data. Each participating agency will sign a release of information granting an employee from Somerville Homeless Coalition limited access to the data.

The Somerville Continuum of Care uses the HMIS system provided by the State of Massachusetts. The State is responsible for the administration of the web-based application and user access. The State will also provide technology, training, and technical assistance to users of the system throughout the City.

*The Somerville Continuum of Care will contract with a subcontract (SimTech) to assist in the monitoring of the data quality. The subcontractor will assist in the following; produce quarterly Data Score Cards, assist in preparation of the Super NOFA, the*

*Housing Inventory Chart (HIC) the Point in Time (PIT) report and the Annual Homeless Assessment Report (AHAR).*

Each participating agency will be responsible for entering and its own data into the HMIS system in a timely manner.

**Potential benefits of HMIS includes:**

Improved service coordination when information is shared among case management staff within one agency or with staff in other agencies (with written client consent) who are serving the same client;

Aggregated information that can be used to develop a more complete understanding of clients' needs and outcomes, and then used to advocate for resources, complete grant application, conduct evaluations of program services, and reports for funding agencies such as HUD;

Capacity to generate HUD Annual Performance Reports (APRs) for the SHP and HPRP grants, and eventually for ESP programs in the Continuum of Care, and other HUS reports such as the AHAR and HIC.

Aggregated information that will assist in identification of gaps in services, as well as the completion of other reports used to inform policy decisions aimed at addressing and ending homelessness at local, state and federal levels.

## **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 the Policies and Procedures do not provide specific direction.

### **Confidentiality**

The rights and privileges of clients are crucial to the success of Somerville'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 his/her 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**

The availability of a centralized data repository is necessary to achieve the ultimate citywide aggregation of unduplicated homeless statistic.

### **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.

## Roles and Responsibilities

### *City of Somerville Continuum of Care*

#### CoC HMIS Committee

- Project direction and guidance
- Approval of project forms and documentation
- Project participation and feedback

### *State of Massachusetts, DHCD*

As the provider of Somerville's HMIS system - *Social Solutions MAHMIS*

#### Training Coordinator

- Adherence to HUD Data Standards
- Curriculum development (using State provides)
- Training documentation
- Confidentiality training
- Application training for Agency Administrators and End Users
- Outreach/end user support
- Training timetable
- Helpdesk

#### Data Analyst

- Adherence to HUD Data Standards
- Application customization

### *Somerville Homeless Coalition*

- Lead agency for HMIS administration and overall responsibility for project
- Liaison with SimTech

#### Data Analyst

- Data monitoring
- Data validity
- Aggregate reporting and extraction (*Sub-Contract with SimTech*)
- Assist Participating Agencies with agency-specific data collection and reporting needs (within reason and within constraints of other duties)

## **Participating Agency**

Any agency, group, or other entity within the Somerville Continuum of Care that has completed an Agency Agreement with the State of Massachusetts is a Contributory HMIS Organization (CHO), or Participating Agency. All Participating Agencies must abide by all policies and procedures outlined in this manual, which are subject to change. Participating Agencies must complete an Agency Agreement with State of Massachusetts before gaining access to HMIS. Participating Agencies are responsible for the conduct of their End Users and the security of End User Accounts.

### **Participating Agency Executive Director**

- Authorizing agent for Participating Agency Agreement
- Designation of HMIS Agency Administrator
- Agency compliance with Policies & Procedures
- Each Participating Agency is responsible for ensuring they meet the Privacy and Security requirements detailed in the HUD HMIS Data and Technical Standards. Annually, Participating Agencies will conduct a thorough review of internal policies and procedures regarding HMIS.

### **Partner Agency Administrator**

Each Partner Agency will designate an HMIS Agency Administrator to serve as primary contact between State of Massachusetts and or the Somerville Homeless Coalition, the Lead Agency, and the Partner Agency, and send that person's name and contact information to the designated personal at Somerville Homeless Coalition. Changes to that information should be promptly reported to State of Massachusetts and the Somerville Homeless Coalition. HMIS Agency Administrators are responsible for:

- Program compliance with 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 application
- 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

**Partner Agency not Participating in the State of Massachusetts HMIS program**

Agencies using a comparable HMIS must either provide Somerville Homeless Coalition access to their HMIS system, or submit data to Somerville Homeless Coalition on at least a quarterly basis. Data should be submitted 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 primary point of contact with the Lead HMIS Agency, Somerville Homeless Coalition.

# Operating Procedures

## Security and ETO Access

The State of Massachusetts has contracted with Social Solutions, Inc. to host the State preferred HMIS, ETO Software. 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 ETO Software will be issued a user license (login ID and password) once the initial training is complete and the *ETO Participating Agency User Agreement Form* has been signed.

### (a) End User Accounts

The State of Massachusetts will provide an End User Account username and initial password to each authorized End User once the initial HMIS training has been completed and the *ETO Participating Agency User Agreement Form* has been signed. 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.

Licenses and access to ETO Software will be cancelled immediately for any staff that terminates employment or changes roles where ETO Software access is no longer required. The Participant's Agency Administrator will notify the State of Massachusetts of staff changes within seven (7) business days.

### (b) End User Inactivity

End Users who have not logged into the system in the previous 90 days will be flagged as inactive. Inactive End Users may have their ETO accounts locked or removed to maintain the security, confidentiality, and integrity of the system.

### (c) User Access Levels

The Partner Agency shall designate one User to be the Site Manager, identify and approve their respective users, and determine ETO Software user access level for their respective users. The level will be based on each user's job function as it

relates the ETO Software's data entry and retrieval schema. HMIS Project Staff will aid in the determination of HMIS User access level when requested.

**(d) Passwords**

End User Account passwords should never be written on any item left in their office, desk, or other workspace, and passwords should never be in view of any other person.

**(e) Connectivity and Computer Systems**

Partner Agencies will connect to ETO independently via the internet and are responsible for providing their own internet connectivity and computer systems sufficient for doing so. HMIS Lead Agency provides technical support to Participating Agency's solely for ETO.



**(f) Workstation Security**

At a minimum, the primary workstation used by each End User to log in to ETO should be configured to meet the following best practices:

- Password-protected log on for the workstation itself;
- Password-protected (aka locked) screensaver after five minutes or more of inactivity;
- Operating system updated with manufacturer's latest patches at least weekly;
- Ports firewalled;
- Using Internet Explorer to connect to ETO;
- Systems scanned at least weekly for viruses and malware.

Proper workstation configuration is the responsibility of each Participating Agency.

**(g) Local Data Storage and Transfer**

Participating Agency Users are responsible for maintaining the security and confidentiality of any client-level data extracted from the database and stored locally, including all data used in internal reporting. No identifiable client-level data is to be transmitted unless it is properly protected.

**(h) Remote System Access**

Participating Agencies and End Users must abide by these Policies and Procedures and ensure the security and confidentiality of client data regardless of the computer used to log in to the system. For this reason, End Users are strongly cautioned against extracting and storing personally identifiable client information on their personal computers and internet devices.

**(i) Client Access to Records**

Clients may not be denied access to their own records. Clients have the right to see their information contained in ETO Software. If a Client requests, the Participant/User must review the information with the client.

**(j) Training**

The State of Massachusetts and in some instances the Somerville Homeless Coalition will coordinate adequate and timely training for all End Users prior to issuing an End User Account. It will be the responsibility of Participating Agencies to looking finding training session provided by the State. If there is no upcoming training (within a four week period) then the Participating Agency may request that the Somerville Homeless Coalition provide training for new End Users.

# Data Collection and Entry

## (a) Standard Data Collection

It is the responsibility of 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 HMIS Data Standards, March 2010, for more information on data elements required by HUD. Other Local Data Elements (LDE) and data collection protocols will be set by the HMIS Lead Agency as-needed for adequate data analysis and meeting objectives of local plans.

**Table A: Universal Data Elements** (see HMIS DATA Standard manual Version 5 Released June 2016)

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.

Name	Living Situation
Social Security Number	Program Entry Date
Date of Birth	Program Exit Date
Ethnicity	Destination
Race	Household ID
Gender	Program Identification Number*
Veteran Status	Household Identification Number*
Disabling Condition	Relationship to Head of Household

### **Table B: Program Specific Data Elements for McKinney Funded Users**

The following Program-Specific Data Elements will be collected for programs that are required to report to HUD and other organizations. Other agencies without this reporting requirement may also collect these elements to facilitate a better understanding of the homeless population in the City of Somerville.

1	Income and Sources	12	Reasons for Leaving
2	Non-Cash Benefits	13	Date of Contact
3	Physical Disability	14	Date of Engagement
4	Developmental Disability	15	Financial Assistance Provided
5	Chronic Health Condition	16	Housing Relocation and Stabilization Services
6	HIV/AIDS	17	Employment
7	Mental Health	18	Education
8	Substance Abuse	19	General Health Status
9	Domestic Violence	20	Pregnancy Status
10	Services Received	21	Veteran's Information
11	Destination	22	Children's Education

**Service and Shelter Records** includes Bed Register and HPRP-specific service fields (if applicable).

**Extended Data** are optional and include Case Notes, Goals, Action Steps, Follow-Up Plans, Needs, Referrals and Self-Sufficiency Matrix measurements.

## **Quality Assurance**

To ensure high quality data and ease in the generation of reports and analysis, the following data integrity expectations and supports will be observed:

### **(b) Informed Client Consent**

Participating Agencies will collect and retain signed client consent forms before any client data will be entered into the ETO. Participating Agency staff will thoroughly explain the client consent to each client. ETO will provide a standard *ETO Informed Consent and Release of Information Authorization Form* to all Partner Agencies. If client consent is not obtained, the Participating 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.

### **(c) Appropriate Data Collection**

ETO 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 City of Somerville.

**(d) Data Element Customization**

Data element customization will be provided as needed, e.g. special projects such as preventive homeless projects in which the HMIS database is used for this data collection. Data customization will only be done after approval by the CoC HMIS Committee and under the direction of HMIS Project Staff.

**1. Timeliness –**

- Client-level data will be entered in a timely manner, ideally within 48 hours working days following client contact but at a minimum
  - Emergency Shelter (ES) – within 5 days of service start
  - Bed Registers should be updated daily
- Transitional Housing (TH) – within 1 week of program entry
- Permanent Housing (PH) – within 1 week of program entry
- Supportive Services Only (SSO) within 10 days of program entry or client contact

All programs must be entered and updated to allow for quarterly data quality monitoring. Date for each quarter must be entered, completed and currently by the 15<sup>th</sup> of the month following each quarter:

Q1 deadline January 15<sup>th</sup> (reporting months Oct – Dec)

Q2 deadline April 15<sup>th</sup> (reporting months Jan – Mar)

Q3 deadline July 15<sup>th</sup> (reporting months April – June)

Q4 deadline October 15<sup>th</sup> (reporting months July – September)

## Completeness –

A complete record is important for reporting and contributes to our HMIS providing the most exact reflection of reality possible, a crucial aspect of our ability to calculate unmet need and address homeless in the City of Somerville.

Additionally, complete records are important for HUD required processes and reports including the NOFA and AHAR, which can impact funding levels for the CoC and its providers.

Proposed standard:

All clients receiving homeless, prevention and outreach services have a record in HMIS

Goal less than 5% of clients are anonymous

Exception for providers who must enter all clients anonymous such as legal service providers

Exception for outreach clients, up to 10% of outreach clients may be entered anonymously

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.

For each type of data element, the following completion rates are expected for Entry and Exit assessment.

Data Element Type	Element Completion (overall completion per element)		
	Low	Minimum	Target
Universal Data Element (UDE)	<90%	90%	98%
Program Specific Data Element	<85%	85%	95%

## 2. Accuracy –

- Information entered into HMIS will be truthful, accurate and consistent so that HMIS can correctly describe the clients accessing services
- Date quality monitoring will include checks to ensure program start and exit dates are consistent with assessment dates (to avoid complication with Annual Performance Report); checks to ensure that assessment income indicating show sources of income; and other common consistency issues that are not filtered out by validations built into the software.
- The recent transition to a simplified, consistent assessment tool should significantly improve data accuracy and consistency. However, ongoing evaluation of common issues will inform continued improvements to the assessment tool, the built in validations and HMIS training topics.

# Data Quality Review Process

To ensure that the standards for timeliness, completeness and accuracy are met, and to ensure that data quality issues are identified and resolved, the HMIS Lead Agency will run regular data quality reports to review each project's data.

- The HMIS Lead Agency will begin by running quarterly data quality reports
- These reports will be sent to each Partner Agency Administrator, who will be responsible for overseeing the correction of the data quality issues.
- The HMIS Lead Agency will provide assistance and support to Partner Agencies as they work to improve data quality.

As Stated above, this basic monitoring plan will be piloted during Calendar Year and adjusted according to feedback from HMIS users and as needed due to upgrades and updates to the software system. If HMIS staff time and resources allow, data quality monitoring will occur on a monthly rather than a quarterly basis.

## Timeline

**January – February**– HMIS Lead Agency will run Data Quality report on Q4 to begin establishing baseline percentage for null/missing value and don't know/refused values.

**April** – Partner Agencies must complete all data entry for Jan–march by April 15<sup>th</sup>. The HMIS Lead Agency will run and distribute Data Quality report by April 30. Partner Agencies must correct data quality issues by the agreed upon deadline.

**May** – CoC HMIS Committee meets to review and discuss the process, and results, of the first quarter data quality monitoring.

**July** – partner Agencies must complete all data entry April –June by July 15<sup>th</sup>. The HMIS Lead Agency will run and distribute Data Quality report by July 31. Partner Agencies must correct data quality issues by the agreed upon deadline.

**September** – CoC HMIS Committee meets to review progress and update standards and the plan accordingly.

**October** – Partner Agencies must complete all data entry July – September by October 15<sup>th</sup>. The HMIS Lead Agency will run and distribute Data Quality reports by October 31. Partner Agencies must correct data quality issues by the agreed upon deadline. (AHAR reporting begins Oct – Sept and collection begins for Oct – Sept)

**January** – partner Agencies must complete all data entry for October – December by January 15<sup>th</sup>. The HMIS Lead Agency will run and distribute Data Quality reports by January 31. Partner Agencies must correct data quality issues by the agreed upon deadline. HMIS data will be used to validate and check data submitted for the HIC/PIT



## Frequency in which the CoC uses HMIS data for each of the following activities:

### **\* Measuring the performance of participating housing and service providers**

*Quarterly - Length of stay histograms, recidivism analysis, chronic homeless audits, impacts of weather on shelter utilization, and others are used in concert to determine the efficacy of each program within the region.*

### **\* Using data for program management**

*Monthly - we have "program evaluation scorecards" that are generated on a monthly basis. These are labeled in the data warehouse used by the CoC as "Data Quality Scorecards" but the system is capable of producing capacity utilization reports alongside these DQ scorecards to evaluate how a program is doing both in terms of the accuracy of the data being used for the measure as well as in terms of actual performance. On an annual basis the region is also evaluating program performance using scorecards that assign a grade to each program based on such factors as leverage, data quality, and the performance measures such as income change that are pulled from APRs.*

### **\* Integration of HMIS data with data from mainstream resources**

*Annually - if the point in time data is considered a mainstream resource that is. The same could be said for the hotel data from DHCD.*

*NOTE: The region could be able to state they perform this daily if they were to implement the Show the Way mobile resource guide. This directory of mainstream resources is made available from ShowTheWay.org and can be accessed via iPhone and Android compatible devices.*

### **\* Integration of HMIS data with other Federal programs (e.g., HHS, VA, etc.)**

*Never - HHS data for the PATH program is administered by Simtech however there has been no attempts to integrate the two data sets as of yet. The VA only supports a repository for Supportive Services for Vets Families (SSVF) currently and we have no such programs in the CoC.*

## Data Retrieval

**(a) 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 *ETO Informed Consent and Release of Information Authorization Form*.

**(b) HMIS Lead Agency**

The HMIS Lead Agency will have access to retrieve limited data in ETO. HMIS Lead Agency will not access individual client data for purposes other than maintenance, troubleshooting, providing reports, and checking for data integrity.

**(c) Social Solutions, Inc.**

Social Solutions will not access the system except for purposes of software maintenance, troubleshooting, and data conversion.

**(d) Client**

Any client will have access to view, or keep a printed copy of, his or her own records contained in the ETO within a reasonable period of time. No client shall have access to another client's records in the ETO.

**(e) Continuum of Care**

Somerville's data Sub-Contract (SimTech) will provide de-identified and aggregate reports to the Continuum of Care as-needed in support of its mission to prevent, reduce, and eliminate homelessness.

**(f) 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 based on data available in HMIS. At no time will published, publicly-available reports contain client-level or identifiable data.

**(g) Ethical Data Use**

Data contained in the ETO will only be used to support the delivery of homeless and housing services in Somerville. 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*.

**(h) Access to Core Database**

No one will have direct access to the ETO database. Access is provided solely through the Social Solutions ETO software.

## **Somerville-Arlington Continuum of Care (CoC) Permanent Supportive Housing Programs**

### **Standard**

Permanent Supportive Housing (PSH) Programs in the Somerville-Arlington CoC incorporate a Housing First approach for homeless and disabled individuals and families. The goal is to provide a safe and permanent housing solution to homeless and disabled individuals and families without any preconditions or limited conditions in particular cases.

To ensure that homeless individuals and families with the most severe service needs are prioritized within the community's Continuum of Care, the following criteria have been established for new and recently vacated beds. The criteria set forth are guided and supported by HUD Notice CPD-14-012 with limited adjustments based on our own community's specific needs. The following first four priorities are in reference to PSH programs with beds dedicated to serving Chronically Homeless persons. Priorities V-VIII are only utilized when there is a turnover of a bed within a PSH project and there are no eligible applicants on the waitlist at that point in time that fall into any of Priorities I-IV.

### **Eligibility Criteria for PSH Programs**

- Be homeless; and
- Be considered disabled; and
- Be 18 years old or older

### **Orders of Priority in CoC Program-funded Permanent Supportive Housing**

#### *Priority I:*

Chronically homeless individuals and families with the longest history of homelessness and the most severe service needs;

#### *Priority II:*

Chronically homeless individuals and families with the longest history of homelessness;

#### *Priority III:*

Chronically homeless individuals and families with the most severe service needs;

#### *Priority IV:*

All other chronically homeless individuals and families;

*Priority V:*

Homeless individuals and families with a disability with the most severe service needs;

*Priority VI:*

Homeless individuals and families with a disability with long period of continuous or episodic homelessness;

*Priority VII:*

Homeless individuals and families with a disability coming from places not meant for the human habitation, safe havens or emergency shelters;

*Priority VIII:*

Homeless individuals and families with a disability coming from transitional housing.

### **Coordinated Assessment**

The Continuum of Care has established a single centralized waiting list for PSH applicants. The priority of such a waiting list will under no circumstances be based on diagnosis or disability type, but instead on the priorities listed above as well as the severity of service needs of an individual or family.

The Continuum of Care will assess the severity of needs of individuals and families using the Vulnerability Assessment tool developed by The State of Massachusetts Department of Housing and Community Development's Division of Housing Stabilizations, Balance of State Continuum of Care.

In reference to record keeping, all participants of the Continuum of Care are required to document a program participant's homelessness status as well as evidence of disability in accordance with HUD 24 CFR 578.103.

### **Key Terms**

*Homeless*; means an individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable

organizations or by federal, state, or local government programs for low-income individuals);

- An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

*Disabling Condition (disabled)*; means a person has a condition that:

- Is expected to be long-continuing or of indefinite duration; and
- Substantially impedes the individual's ability to live independently; and
- Could be improved by the provision of more suitable housing conditions; and
- Can be diagnosed as one or more of the following conditions: substance abuse disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability. A person will also be considered to have a disability if he or she has acquired immunodeficiency syndrome (AIDS).

*Housing First* is an approach in which housing is offered to people experiencing homelessness without preconditions or service participation requirements and in which rapid placement and stabilization in permanent housing are primary goals.

*Chronically Homeless*; means an individual who:

- i. Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
- ii. Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years where the combined occasions total of length of time is at least 12 months; and
- iii. Has a disabling condition as defined above.

\*Families with an adult head of household who meet the definition of a chronically homeless individual are considered to be chronically homeless.

\*Every occasion of homelessness must be separated by at least seven days of living in a situation other than a place not meant for human habitation, in an emergency shelter or in a safe haven.

*Severity of Service Needs*; means the degree to which, for an individual, at least one of the following is present:

- i. History of high utilization of crisis services, which include but are not limited to, emergency rooms, jails, and psychiatric facilities; or
- ii. Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing.

The Somerville-Arlington Continuum of Care will utilize the Vulnerability Tool established by the State of Massachusetts Department of Housing and Community Development, Division of Housing Stabilization, Balance of State Continuum of Care to assess participants' Severity of Service Needs.

Approved by CoC MA-517 members on August 23, 2016.

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Susan Hegel

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Manikavanan

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Paula Farrell

David Gibbs Community Action Agency of Somerville, Inc.  
David Gibbs

# 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)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH		293		160			78	
1.2 Persons in ES, SH, and TH		324		194			106	

b. Due to changes in DS Element 3.17, metrics for measure (b) will not be reported in 2016.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer 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.

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Previous FY	Current FY	Previous FY	Current FY	Difference	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	-	-	-	-	-	-	-
1.2 Persons in ES, SH, and TH	-	-	-	-	-	-	-	-



# 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.

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months (0 - 180 days)		Returns to Homelessness from 6 to 12 Months (181 - 365 days)		Returns to Homelessness from 13 to 24 Months (366 - 730 days)		Number of Returns in 2 Years	
		# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns	# of Returns	% of Returns
Exit was from SO	35	2	6%	2	6%	3	9%	7	20%
Exit was from ES	50	2	4%	1	2%	0	0%	3	6%
Exit was from TH	13	0	0%	0	0%	0	0%	0	0%
Exit was from SH	0	0		0				0	
Exit was from PH	2	0	0%	0	0%	0	0%	0	0%
TOTAL Returns to Homelessness	100	4	4%	3	3%	3	3%	10	10%

# Performance Measurement Module (Sys PM)

## Measure 3: Number of Homeless Persons

### Metric 3.1 – Change in PIT Counts

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

	Previous FY PIT Count	2015 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	154	158	4
Emergency Shelter Total	94	94	0
Safe Haven Total	0	0	0
Transitional Housing Total	56	58	2
Total Sheltered Count	150	152	2
Unsheltered Count	4	6	2

### Metric 3.2 – Change in Annual Counts

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

	Previous FY	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons		324	
Emergency Shelter Total		293	
Safe Haven Total		0	
Transitional Housing Total		39	

## 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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		2	
Number of adults with increased earned income		0	
Percentage of adults who increased earned income		0%	

## Performance Measurement Module (Sys PM)

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		2	
Number of adults with increased non-employment cash income		0	
Percentage of adults who increased non-employment cash income		0%	

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

	Previous FY	Current FY	Difference
Universe: Number of adults (system stayers)		2	
Number of adults with increased total income		0	
Percentage of adults who increased total income		0%	

Metric 4.4 – Change in earned income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		7	
Number of adults who exited with increased earned income		4	
Percentage of adults who increased earned income		57%	

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

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		7	
Number of adults who exited with increased non-employment cash income		0	
Percentage of adults who increased non-employment cash income		0%	

Metric 4.6 – Change in total income for adult system leavers

	Previous FY	Current FY	Difference
Universe: Number of adults who exited (system leavers)		7	
Number of adults who exited with increased total income		4	
Percentage of adults who increased total income		57%	

## 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

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.		222	
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.		189	
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)		33	

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

	Previous FY	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.		224	
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.		189	
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.)		35	

### 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 2016.

## Performance Measurement Module (Sys PM)

### 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


	Previous FY	Current FY	Difference
Universe: Persons who exit Street Outreach		128	
Of persons above, those who exited to temporary & some institutional destinations		75	
Of the persons above, those who exited to permanent housing destinations		18	
% Successful exits		73%	

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

	Previous FY	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited		174	
Of the persons above, those who exited to permanent housing destinations		63	
% Successful exits		36%	

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


	Previous FY	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH		3	
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations		3	
% Successful exits/retention		100%	

 WEDNESDAY, AUGUST 15, 2016

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
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Performance Measurement Module (Sys PM)

[Reports](#)[Measure 1](#)[Measure 2](#)[Measure 3](#)[Measure 4](#)[Measure 5](#)[Measure 6](#)[Measure 7](#)[Reporting Status](#) [Import](#)

## Reporting Status for MA-517 - Somerville CoC

Reporting Period: 2016 (10/1/2014 - 9/30/2015) ▼

Current Status	Submitted
Reports	<ul style="list-style-type: none"> <li><a href="#">Sys PM Report</a>  </li> </ul>
Last Updated On	8/15/2016
Last Updated By	Lisa Davidson
Submitted On	8/15/2016
Submitted By	Lisa Davidson
Validation Warnings +	0 Validation Warnings
Messages +	No Messages

Developed under contract with the U.S. Department of Housing and Urban Development  
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## FOR MORE INFORMATION ABOUT SOMERVILLE PUBLIC SCHOOLS

- Regina Bertholdo 617-629-5671  
Director of Parent Information Center,  
Assignment Officer, Homeless Liaison  
and Multilingual Services Coordinator  
42 Prescott Street, Somerville, Ma.
- Dr. Sarah Davila 617-625-6600 X6097  
District Administrator of Programs, English  
Learner Education / Family and  
Community Partnerships
- Ms. Mary DiGuardia 617-625-6600 X6810  
Director of Special Education
- Ms. Janice Philpot 617-625-6600 X6941  
Director of SCALE (Adult Education)
- Ms. Jennifer McGoldrick 617-625-6600 X6975  
Director of Community Schools
- Ms. Pamela Holmes 617-625-6600 X3636  
Director of Early Childhood Education
- Mr. Richard Melillo 617-625-6600 x6028  
Director of Students Services
- Massachusetts Office for the Education of  
Homeless Children and Youth:  
Sarah Slutterback 781-338-6330  
State Coordinator  
Elizabeth Harris 781-338-6310  
Student Support



**Somerville Public Schools**  
Education • Inspiration • Excellence

42 Cross Street  
Somerville, MA 02145

Phone: 617-625-6600  
X 6030

## SOMERVILLE PUBLIC SCHOOLS



MCKINNEY-VENTO RESOURCE DIRECTORY  
For Homeless Families



## COMMUNITY RESOURCES

<b>Somerville Homeless Coalition</b>	617-623-6111
(Provides Shelter, Housing and Food Services)	
<b>Mass. Dept. of Transitional Assistance</b>	781-485-4225
(food, job, and cash assistance and emergency shelter)	
<b>Shelter for Battered Women and Their Children</b>	
Emergency Hotline 617-661-7203	
Information: 617-354-2676	
<b>Catholic Charities:</b>	
<b>Basic Needs</b>	617-625-1920
<b>St. Patrick's Shelter</b>	617-628-3015
(shelter for homeless women)	
<b>CASPAR Emergency Service Center</b>	617-661-0600
(Assistance to homeless men and women with addiction to drugs and/or alcohol)	
<b>Heading Home</b>	617-864-8140
(provides housing assistance to families and individuals)	
<b>RESPOND, Inc.</b>	617-625-5996
(provides emergency shelter, safe home, support, counseling, legal advocacy to women and children)	
<b>Respond Hotline (24 hours)</b>	1-617-623-5900
<b>Elizabeth Peabody House</b>	617-623-5510
(Preschool, after-school, food pantry)	
<b>On The Rise</b>	617-497-7968
(provides support to homeless women)	
<a href="http://www.ontherise.org/">http://www.ontherise.org/</a>	
<b>Cambridge/Somerville Legal services</b>	617-603-2700
<b>Community Action Agency of Somerville</b>	617-623-7370
(Head Start, eviction prevention)	
<b>Just-a-Start—(JAS Corporation)</b>	617-494-0444
(emergency shelter, transitional housing, affordable housing, tenant/landlord mediation and home ownership)	
<b>Massachusetts HEATLINE</b>	1-800-632-8175
(fuel assistance)	
<a href="http://www.mass.gov/hed/community/energy/cold-relief-information.html">http://www.mass.gov/hed/community/energy/cold-relief-information.html</a>	
<b>Mass Coalition for the Homeless</b>	781-595-7570
(furniture bank, families resource and advocacy)	
<b>Somerville Mental Health Association</b>	617-625-0710
(Adult Mental Health & Addiction Treatment Services; Child & Family Services and Early Head Start)	
<a href="http://www.riversidecc.org/adult-services/mental-health/">http://www.riversidecc.org/adult-services/mental-health/</a>	

<b>Somerville High School YouthHarbors</b>	(781) 697-0788
(Serves homeless, unaccompanied high school students who are attempting to graduating from high school and provides a variety of case management services.)	
	<a href="http://www.youthharbors.org">www.youthharbors.org</a>
<b>SafeLink</b>	1-877-785-2020
<b>SafeLink TTY</b>	1-877-521-2601
Massachusetts 24/7 toll-free domestic violence hotline	
<b>Somerville Hospital Emergency (CHA)</b>	617-591-4700
<b>Substance Abuse Helpline</b>	617-292-5065
<b>Council on Aging (Main Office)</b>	617-625-6600 x 2300
<b>Somerville Public Library</b>	617-623-5000
<b>YMCA</b>	617-625-5050
<b>Welcome Project</b>	617-623-6633
(Education and Advocacy with Somerville's immigrant community)	
<b>Somerville Early Childhood Hub - Family Resources, Birth-8</b>	
<a href="http://somervillehub.org/infants-toddlers/childcare-options">http://somervillehub.org/infants-toddlers/childcare-options</a>	



## MCKINNEY-VENTO DEFINITION OF HOMELESS

- Do not have a permanent home
- Live in motels, hotels, trailer parks or camping grounds
- Are in State care or custody
- Live in cars, parks, public places, abandoned buildings, sub-standard buildings, or similar settings
- Share housing of other persons due to the loss of housing, economic hardship, or a similar reason
- Are considered an unaccompanied youth (youth not in the physical custody of a parent or guardian)
- Are placed in a Starr Program

## WHAT HOMELESS FAMILIES NEED TO KNOW

- Children and youth experiencing homelessness have the right to attend school.
- A permanent address is not needed to enroll in school.
- Children in homeless situations have the right to stay in the school they attended before becoming homeless or where they last enrolled (school of origin) if the parent or guardian so chooses.
- Transportation must be provided if the homeless student moves to an area served by another district. If the homeless student continues to live in the area served by the district, transportation services are comparable to those received by other students.
- Schools must provide a written explanation if a placement dispute occurs; student continues attending school in which enrollment is sought, pending resolution of the dispute; parents/guardians may contact the school Homeless Liaison.
- A homeless child cannot be denied school enrollment just because school records or other enrollment documentation are not immediately available and must be enrolled immediately.
- A homeless child has the right to participate in extracurricular activities and all federal, state, or local programs for which he/she is eligible.
- A homeless child is entitled to free breakfast and lunch, transportation assistance and to receive Title 1 services.

