

Program Application for CPA Funds

1. Agency Name and Address:

**Somerville Homeless Coalition, Inc.
PO Box 440436
Somerville, MA 02144**

2. Non-profit designation (if applicable):

501 (c) (3)

3. Contact name, phone number and email address for program manager:

**Michael Libby, Deputy Director
(617) 623-6111 x 232
mlibby@shcinc.org**

4. Name of proposed Program:

**PASS 3: Prevention-and-Stabilization-Services (PASS) Housing Program
(EXPANSION)**

5. Amount of request and source of request (CPA):

\$93,728 (\$85,000 client rental subsidies; \$8,728 in administrative costs)

6. If CPA, note which use category the proposed program fits (see pgs. 1-3):

“Support-provide . . . rental assistance . . . for the purpose of making housing affordable.”

7. Describe proposed activity (please attach additional pages as needed):

The Prevention and Stabilization Services (PASS) Program provides housing rental assistance coupled with supportive case management services to promote housing stability for at-risk Somerville residents. The program is designed to prevent Somerville residents from falling into homelessness by providing a one-year housing subsidy and potentially up to a two-year housing subsidy (depending upon funding and other circumstance). We are also able to help some households with move-in costs in situations where the only obstacle keeping them from securing housing are upfront housing expenses. From time to time, the program also assists homeless households to transition out of the emergency shelter system into apartments.

In conjunction with the rental subsidy, each participant meets with a case manager on a regular basis. During these meetings participants work on budgeting, searching and applying for alternative housing options, and when appropriate, they are referred to job training programs or other vocational rehabilitation services. Participants also craft an individual service plan addressing any other housing barriers.

Financial support from the City of Somerville's CPA fund will allow us to serve up to approximately six (6) Somerville households (depending upon unit sizes and each household's own monthly rental contribution dollar amount).

8. Timeframe for performance:

July 1, 2017-June 30, 2018

9. If it is a new program, estimated time to set up program:

This program was approved for funding for FY 2016 and FY 2017. *(Note: A contract has not been executed for either fiscal year).*

10. Describe the need within the community for the type of program proposed and note any other agencies that may be addressing it (to the extent applicant is aware) and how this program is different:

SHC's PASS program is the only homeless prevention program in Somerville that provides up to two years of a rental housing subsidy to households at-risk of becoming homeless.

SHC is maintaining a waitlist since the PASS program is at capacity. To make matters worse, the Somerville Housing Authority's State and Federal Family housing waitlists are closed and have been for a few years. Therefore, these families nearing the brink of homelessness have very few options of obtaining stable affordable housing in the near future. This is where the PASS program is able to immediately step in, keep a family in their home and in their community, and allow that family time to explore a variety of other housing options and other opportunities to increase their incomes. Increases in income are accomplished by having participants engage in job training that results in a better paying job and/or a someone being elevated from a part-time to a full-time employment position.

11. Provide the income level of targeted beneficiary/beneficiaries:

Traditionally, the PASS program has served households within Somerville that are at or below 60% of the AMI. We anticipate that the most of households served in this project will also have incomes below 60%. However, SHC is requesting flexibility to serve households up to 100% with CPA funds. The higher amount would allow SHC to serve participants up to this moderate income range should they apply and meet all other eligibility criteria.

12. Description of who the program will benefit (veteran population, homeless, etc. and please note the extent to which beneficiaries are Somerville residents):

The program is designed to work with Somerville residents experiencing a housing crisis. These households have limited incomes and do not have the resources to maintain or secure safe and affordable housing. The population that has most benefited from the PASS Program are those who became in danger of losing their housing due to burdensome rental increases and/or losses in income. CPA funds will allow this program to target moderate income households that struggle to make ends meet and feel pressure to leave their city. By making housing affordable with a time-limited housing subsidy, our goal is to help people living in Somerville to stay in a community where they have established critical supports for themselves and their children.

13. Estimated number of individuals or households served:

A grant of \$85,000 worth of housing rental assistance would be used if the form of deep subsidies and allow SHC to serve up to an estimated six (6) Somerville households. Based on experience, we would expect this time-limited rental assistance to benefit approximately three (3) families and three (3) individuals. Based on these projections, the breakdown of unit size would be three multi-bedroom units and three one-bedroom and/or efficiencies. The average (not taking into account household/unit size) annual subsidy would be \$14,166 or \$1,180 per month.

14. Describe how program outcomes will be measured and tracked:

Outcomes for the PASS program are measured by our success in preventing households from falling into homelessness, moving them out of homelessness, and/or our ability to assist participants in maintaining stable housing situations over time. We utilize the ETO (Efforts to Outcomes) HMIS (Homeless Management Information System) system, an information management database system provided through Social Solutions, to track all of our participants' progress in meeting milestones and achieving outcomes.

15. Please attach a complete program Budget and include the status of all funding source (note any funds pending or already received) and all sources and uses by amount.

Please see attached budget.

16. Describe whether the proposed activity will be carried out with or without future funding from the Trust:

We are committed to operating the PASS program because we recognize that homeless prevention is integral to mitigating the adverse effects of the affordable housing crisis in Somerville. While SHC relies on the strong partnership with the City of Somerville and its Affordable Housing Trust funding to operate PASS, the agency is continuously making strides to locate alternative streams of funding, including a strong partnership with the United Way, to ensure the long-term sustainability of this program.

17. Experience and capacity of the agency and staff – please describe staff available to work on the project (and note if staff need to be hired) and describe any similar successful programs and how they relate to other programmatic activities:

The key staff involved in achieving the goals and outcomes set out in this proposal are our Director of Programs, Lisa Davidson and Homeless Prevention Case Manager, Andres Bueno.

Lisa has been the Director of Programs for SHC for fourteen years and with the agency for over 17 years. SHC, under Lisa’s direction, now directly leases over 40 apartments scattered throughout the community—overall, she is accountable for overseeing the provision of housing and other related services to hundreds of households. Lisa’s training includes a Certificate in Mediation, Certified Professional of Occupancy (CPO), Public Housing Manager (PHM), and a Certificate within the Program for Alcoholism and Chemical Dependency Treatment at UMass-Boston. This training background and her depth of experience within the area of housing enables her to provide tangible housing resources and effective services that generate consistently strong outcomes.

Andres Bueno is our Rapid Response Case Manager. Andres serves as the gateway into our prevention and re-housing division and engages with households to perform an expedited intake process, quickly processing financial requests, and provides comprehensive case management services to make sure that eligible applicants are stabilized in their housing situation. Andres also offers the opportunity for participants to continue receiving follow-up services as a way to increase the likelihood of longer term stability for our clients. Andres will perform outreach to Somerville renters by informing Somerville community-based agencies and government entities of the PASS Program’s resources. Additionally, Andres is bilingual and speaks Spanish.

18. Note if applicant has previously been funded by the Trust and if so, a concise summary of the number of residents served in the prior fiscal year and the impact of the program:

During FY 2016, the Tenant Stabilization Program (TSP) program benefited 101 people (45 households). The PASS Program (HOME Investment Partnership funding) benefitted 6 households and the Leasing Differential Program benefitted 17 households.

PASS FY ‘16 (July 1, 2015-June 30, 2016)

Six (6) households were served with PASS subsidies last fiscal year. Of those six (6) households, three (3) households completed the program. The following is a brief snapshot of some of the households in the PASS program.

One (1) household received a PASS subsidy due to loss of income because of health related reasons. The household is an individual living in a market rate unit. The PASS subsidy assisted in maintaining the household's housing while addressing their health. The household has completed the program. The program assisted the household with maintaining housing until the individual was offered a subsidized unit.

One (1) household is a single mother residing with her adult children and her grandchild. This household received two years of assistance. At the end of the assistance the household was still residing in their apartment.

One (1) current participant is in her second year of the PASS Program. She continues to work on her housing search with SHC. However, there is a lack of available housing for her due to her non-emergency status and the waitlists for family public housing being so long.

One (1) household consisting of three members is about to end their second year of the PASS Program. The head of household is employed full-time and is meeting with her case manager. However, there is a lack of available housing for her due to her non-emergency status and the waitlists for family public housing being so long. SHC is working with the head of household in an effort to maximize her income before the program ends in a year; an offer of affordable (subsidized) housing is likely a few years away.

19. Explain how the proposed activities/project addresses a need and/or strategy in City of Somerville's 5 Year Consolidated Plan (Can be viewed online at www.somervillema.gov).

The *PASS* project addresses the list of housing needs outlined in the Consolidated Plan's "Housing Needs Assessment". By helping to keep Somerville residents in their homes, this project is confronting the cost burden and affordability mismatch that exists in our community. The Housing Assessment has determined that there are not enough units in the city that are affordable to limited income households; this project keeps housing affordable for Somerville residents. As the study confirms, the few affordable rental units that exist in Somerville are in poor condition and not up to housing quality standards. If those experiencing housing instability begin to lose their units it will be extremely difficult for them to locate suitable housing that has lower asking rents; they also run the risk of becoming doubled up in housing environments that are overcrowded and unsafe. Or, worse yet, those affected may become in danger of falling into homelessness.

20. Explain how the proposed activities/project addresses a Goal or Action Step in the SomerVision Comprehensive Plan (Can be viewed at www.somerville.ma.gov).

The *PASS* project advances several Housing Goals outlined in the SomerVision Comprehensive Plan. The project *Preserves* and keeps affordable a balanced mix of rental housing for households of all types and economic status—including moderate income households that do not reside in subsidized housing; it *Mitigates* displacement of moderate income Somerville residents by allowing them to remain in their homes; and, the *PASS* project is a program that *Prevents* homelessness and addresses the housing needs of the homeless and those always at risk of homelessness.

SOMERVILLE HOMELESS COALITION, INC

Somerville Community Preservation Act (CPA)

Prevention and Stabilization (PASS) PROGRAM

BUDGET PERIOD 7/1/17 - 6/30/18

FY18 CPA PROJECTED BUDGET

Amount requested \$ 93,728

Budget period 7/1/17-6/30/18

Line Item	FTE	Program Budget	HOME Funds	Other Resources	Request for CPA Funds
Program Director	0.12	\$ 10,910		\$ 10,910	\$ -
Case Manager	1.00	\$ 36,000		\$ 36,000	\$ -
Assistant Case Manager	0.10	\$ 3,016		\$ 3,016	\$ -
Total	1.22	\$ 49,926		\$ 49,926	\$ -
Taxes and Fringe		\$ 11,733		\$ 11,733	\$ -
Subsidies		\$ 170,000	\$ 85,000		\$ 85,000
Administration		\$ 19,685		\$ 10,957	\$ 8,728
Total Budget		\$ 251,344	85,000	\$ 72,616	\$ 93,728
		Total Program Budget			Request for CPA Funds

Status of Projected Funding Sources	
HOME FUNDS	Funded \$85,000
OTHER RESOURCES	Ongoing \$ 72,616
Total Status of All Other Sources	\$157,616