

## Program Application for CPA Funds

Date of Application: May 16, 2018

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

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

**\$199,952 (\$170,000 rental assistance; \$29,952 management activities)—2 year period**

6. If CPA, note which use category the proposed program fits (see pgs. 1-2):

**“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 rental assistance to make housing affordable for income eligible Somerville residents and offers them supportive case management services to promote housing stability. The rental assistance is typically utilized as a two-year deep housing subsidy for each household.**

**In conjunction with receiving rental assistance, each participant meets with a case manager on a regular basis. During these meetings participants work on searching and applying for alternative affordable housing options in preparation for when PASS rental assistance concludes; budgeting; and, when appropriate,**

clients are referred to job training programs or other vocational rehabilitation services. Participants also craft an individual service plan outlining any other housing barriers and a plan to address those obstacles.

Financial support from the City of Somerville's CPA funds will allow us to provide rental assistance for two (2) years to a minimum of six (6) Somerville households (depending upon unit sizes and each household's own monthly rental contribution dollar amount) in order to make housing affordable.

8. Timeframe for performance:

**July 1, 2019-June 30, 2021 (2 year grant period)**

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

**This program was approved for funding for FY 2017 and FY 2018.**

**Note: To date, a contract has not been executed. A two-year grant agreement (combining FY 2017 and FY 2018 awards) is currently being drafted to cover the following period: July 1, 2018-June 30, 2020.**

**Within this current proposal, we are requesting a grant to begin July 1, 2019 and have this grant run concurrently (for a one year period of time) with the two-year grant (FY 17 and FY 18) scheduled for July 1, 2018-June 30, 2020. The reason for having two grants operate concurrently is to ensure that SHC can make two-year rental assistance commitments to eligible clients without there being a potential gap in funding.**

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 program in Somerville that provides two years of rental assistance to income eligible households as a way to keep housing affordable in our community.**

**The Somerville Housing Authority's (SHA) state and federal family housing waitlists are closed; over 10,000 households are on the SHA public housing waitlist—2,600 are Somerville residents; and, 5,500 people are on the SHA Section 8 waitlist—over 3,000 are Somerville residents. As a result, families facing displacement have very few options to secure 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.**

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, if CPA funds are awarded this would allow SHC to serve households up to 100% AMI. The higher AMI amount would allow SHC to serve participants in the 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 PASS 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 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 low/moderate income households that struggle to make ends meet and feel pressure to leave Somerville. By making housing affordable with two (2) years of rental assistance, our goal is to help people living in Somerville to stay in their community where they have established critical supports for themselves and their children.**

13. Estimated number of individuals or households served:

**Rental Assistance, over a two year period, in the amount of \$170,000 would be used in the form of a deep subsidy and allow SHC to serve a minimum of six (6) Somerville households. Based on experience, we would expect this rental assistance to benefit approximately three (3) families and three (3) individuals. Based on these projections, the breakdown of unit size is anticipated to be three multi-bedroom units and three one-bedroom and/or efficiencies. The average (not taking into account household/unit size) annual subsidy is anticipated to be \$14,166 or \$1,180 per month per household.**

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 affordable housing. 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.**

The two-year budget includes a request for \$170,000 (*approximately \$85,000 per year*) in rental assistance. The budget also includes a request for \$29,952 (*approximately \$15,000 per year*) to cover costs incurred to manage the rental assistance program over a two year period. The \$32,205 for program director time and administration is being funded by resources within SHC.

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 in mitigating the adverse effects of the affordable housing crisis in Somerville. While SHC relies on its strong partnership with the City of Somerville and its Affordable Housing Trust Fund (AHTF) to operate PASS, the agency is continuously making efforts to locate alternative streams of funding, including utilizing Emergency Solutions Grant (ESG) Rapid Rehousing/Prevention funds from the City of Somerville and the Commonwealth, to ensure sustainability of programs similar to PASS.**

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 Rapid Response Case Manager, Erin Reilly.**

**Lisa has been the Director of Programs for SHC for fourteen years and with the agency for over 18 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.**

**Erin Reilly is our Rapid Response Case Manager. Erin 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. Erin 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. Erin will perform outreach to Somerville renters by informing Somerville community-based agencies and government entities of the PASS Program’s resources.**

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 2017, the Tenant Stabilization Program (TSP) program benefited 53 people (25 households). The PASS Program (HOME funding) benefitted 6 households (20 people); and, the CPA-Leasing Differential Program benefitted 13 households.**

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](http://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.somervillema.gov](http://www.somervillema.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) Proposal**

**Prevention and Stabilization (PASS) PROGRAM**

**BUDGET PERIOD** 7/1/19 - 6/30/21 (2 Years)

**FY19 CPA PROJECTED BUDGET**  
 Amount requested **\$ 199,952**  
 Budget period 7/1/19-6/30/21

Management Activities	FTE (Salary and Fringe)	Program Budget	SHC Sources	CPA Request	Total Budget
Program Director	0.05	\$ 11,100	\$ 11,100	\$ 29,952	\$ 11,100
Case Manager	0.30	\$ 29,952			\$ 29,952
<b>Total</b>		<b>\$ 41,052</b>			<b>\$ 41,052</b>
Rental Assistance		\$ 170,000		\$ 170,000	\$ 170,000
Administration		\$ 21,105	\$ 21,105		\$ 21,105
<b>Total Budget</b>		<b>\$ 232,157</b>	<b>\$ 32,205</b>	<b>\$ 199,952</b>	<b>\$ 232,157</b>
		<b>Total Program Budget</b>		<b>CPA Request</b>	<b>Total Program Budget</b>