

Before Starting the Project Application

To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.

Things to Remember

- Additional training resources can be found on the HUD Exchange at <https://www.hudexchange.info/e-snaps/guides/coc-program-competition-resources/> - Program policy questions and problems related to completing the application in e-snaps may be directed to HUD via the HUD Exchange Ask A Question.
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under the Fiscal Year (FY) 2018 Continuum of Care (CoC) Program Competition. For more information see FY 2018 CoC Program Competition NOFA.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2018 CoC Program NOFA and the FY 2017 General Section NOFA.
- Detailed instructions can be found on the left menu within e-snaps. They contain more comprehensive instructions and so should be used in tandem with onscreen text and the hide/show instructions found on each individual screen.
- Before starting the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps.
- Carefully review each question in the Project Application. Questions from previous competitions may have been changed or removed, or new questions may have been added, and information previously submitted may or may not be relevant. Data from the FY 2017 Project Application will be imported into the FY 2018 Project Application; however, applicants will be required to review all fields for accuracy and to update information that may have been adjusted through the post award process or a grant agreement amendment. Data entered in the post award and amendment forms in e-snaps will not be imported into the project application.
- Expiring Shelter Plus Care projects requesting renewal funding for the first time under 24 CFR part 578, and rental assistance projects can only request the number of units and unit size as approved in the final HUD-approved Grant Inventory Worksheet (GIW).
- Expiring Supportive Housing Projects requesting renewal funding for the first time under 24 CFR part 578, transitional housing, permanent supportive housing with leasing, rapid re-housing, supportive services only, renewing safe havens, and HMIS can only request the Annual Renewal Amount (ARA) that appears on the CoC's HUD-approved GIW. If the ARA is reduced through the CoC's reallocation process, the final project funding request must reflect the reduced amount listed on the CoC's reallocation forms.
- HUD reserves the right to reduce or reject any renewal project that fails to adhere to 24 CFR part 578 and the application requirements set forth in the FY 2018 CoC Program Competition NOFA.

1A. SF-424 Application Type

1. Type of Submission: Application

2. Type of Application: Renewal Project Application

If "Revision", select appropriate letter(s):

If "Other", specify:

3. Date Received: 08/15/2018

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier: MA0584

This is the first 6 digits of the Grant Number, known as the PIN, that will also be indicated on Screen 3A Project Detail. This number must match the first 6 digits of the grant number on the HUD approved Grant Inventory Worksheet (GIW).

Check to confirm that the Federal Award Identifier has been updated to reflect the most recently awarded grant number

6. Date Received by State:

7. State Application Identifier:

1B. SF-424 Legal Applicant

8. Applicant

a. Legal Name: Somerville Homeless Coalition, Inc.

b. Employer/Taxpayer Identification Number (EIN/TIN): 04-2897447

	c. Organizational DUNS:	847408804	PLUS 4	
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d. Address

Street 1: One Davis Square

Street 2:

City: Somerville

County: 02144

State: Massachusetts

Country: United States

Zip / Postal Code: 02144

e. Organizational Unit (optional)

Department Name: Housing Services

Division Name:

f. Name and contact information of person to be contacted on matters involving this application

Prefix: Mr.

First Name: Michael

Middle Name:

Last Name: Libby

Suffix: LCSW

Title: Deputy Director

Organizational Affiliation: Somerville Homeless Coalition, Inc.

Telephone Number: (617) 623-6111

Applicant: Somerville Homeless Coalition, Inc.

847408804

Project: Coordinated Entry

166403

Extension: 232

Fax Number: (617) 776-7165

Email: mlibby@shcinc.org

1C. SF-424 Application Details

9. Type of Applicant: M. Nonprofit with 501C3 IRS Status

10. Name of Federal Agency: Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Title: CoC Program

CFDA Number: 14.267

12. Funding Opportunity Number: FR-6200-N-25

Title: Continuum of Care Homeless Assistance Competition

13. Competition Identification Number:

Title:

1D. SF-424 Congressional District(s)

14. Area(s) affected by the project (State(s) only): Massachusetts
(for multiple selections hold CTRL key)

15. Descriptive Title of Applicant's Project: Coordinated Entry

16. Congressional District(s):

a. Applicant: MA-007, MA-005
(for multiple selections hold CTRL key)

b. Project: MA-007, MA-005
(for multiple selections hold CTRL key)

17. Proposed Project

a. Start Date: 07/01/2019

b. End Date: 06/30/2020

18. Estimated Funding (\$)

a. Federal:

b. Applicant:

c. State:

d. Local:

e. Other:

f. Program Income:

g. Total:

1E. SF-424 Compliance

19. Is the Application Subject to Review By State Executive Order 12372 Process? b. Program is subject to E.O. 12372 but has not been selected by the State for review.

If "YES", enter the date this application was made available to the State for review:

20. Is the Applicant delinquent on any Federal debt? No

If "YES," provide an explanation:

1F. SF-424 Declaration

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

I AGREE:

21. Authorized Representative

Prefix: Ms.

First Name: Erin

Middle Name: G.

Last Name: Bradley

Suffix:

Title: Executive Director

Telephone Number: (617) 623-6111
(Format: 123-456-7890)

Fax Number: (617) 776-7165
(Format: 123-456-7890)

Email: ebradley@shcinc.org

Signature of Authorized Representative: Considered signed upon submission in e-snaps.

Date Signed: 08/15/2018

1G. HUD 2880

**Applicant/Recipient Disclosure/Update Report - Form 2880
U.S. Department of Housing and Urban Development
OMB Approval No. 2510-0011 (exp.11/30/2018)**

Applicant/Recipient Information

1. Applicant/Recipient Name, Address, and Phone

Agency Legal Name: Somerville Homeless Coalition, Inc.

Prefix: Ms.

First Name: Erin

Middle Name: G.

Last Name: Bradley

Suffix:

Title: Executive Director

Organizational Affiliation: Somerville Homeless Coalition, Inc.

Telephone Number: (617) 623-6111

Extension: 231

Email: ebradley@shcinc.org

City: Somerville

County: 02144

State: Massachusetts

Country: United States

Zip/Postal Code: 02144

2. Employer ID Number (EIN): 04-2897447

3. HUD Program: Continuum of Care Program

4. Amount of HUD Assistance Requested/Received: \$100,605.00

(Requested amounts will be automatically entered within applications)

5. State the name and location (street address, city and state) of the project or activity: Coordinated Entry One Davis Square Somerville Massachusetts

Refer to project name, addresses and CoC Project Identifying Number (PIN) entered into the attached project application.

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? Yes
(For further information, see 24 CFR Sec. 4.3).

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9. Yes

Part II Other Government Assistance Provided or Requested/Expected Sources and Use of Funds

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/Local Agency Name and Address	Type of Assistance	Amount Requested / Provided	Expected Uses of the Funds
Massachusetts Dept. Public Health	Grant	\$180,000.00	Supplemental Support (estimate)
NA			
NA			
NA			
NA			

Part III Interested Parties

You must disclose:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a	Social Security No.	Type of	Financial Interest	Financial Interest
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reportable financial interest in the project or activity (For individuals, give the last name first)	or Employee ID No.	Participation	in Project/Activity (\$)	in Project/Activity (%)
NA	NA	NA	\$0.00	0%
NA				
NA				
NA				
NA				

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

I AGREE:

Name / Title of Authorized Official: Erin Bradley, Executive Director

Signature of Authorized Official: Considered signed upon submission in e-snaps.

Date Signed: 08/03/2018

1H. HUD 50070

HUD 50070 Certification for a Drug Free Workplace

Applicant Name: Somerville Homeless Coalition, Inc.

Program/Activity Receiving Federal Grant Funding: CoC Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:	
a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.	e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
b. Establishing an on-going drug-free awareness program to inform employees --- (1) The dangers of drug abuse in the workplace (2) The Applicant's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.	f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted --- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;	g. Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs a. thru f.
d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will --- (1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;	

Sites for Work Performance.

The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Workplaces, including addresses, entered in the attached project application. Refer to addresses entered into the attached project application.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and

X

accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Authorized Representative

Prefix: Ms.

First Name: Erin

Middle Name: G.

Last Name: Bradley

Suffix:

Title: Executive Director

Telephone Number: (617) 623-6111
(Format: 123-456-7890)

Fax Number: (617) 776-7165
(Format: 123-456-7890)

Email: ebradley@shcinc.org

Signature of Authorized Representative: Considered signed upon submission in e-snaps.

Date Signed: 08/15/2018

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file

the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate:

X

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Applicant's Organization: Somerville Homeless Coalition, Inc.

Name / Title of Authorized Official: Erin Bradley, Executive Director

Signature of Authorized Official: Considered signed upon submission in e-snaps.

Date Signed: 08/15/2018

1J. SF-LLL

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.

Approved by OMB0348-0046

HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer the questions as they appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions states: "The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action."

Answer "No" if your organization is NOT engaged in lobbying.

Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program? No

Legal Name: Somerville Homeless Coalition, Inc.

Street 1: One Davis Square

Street 2:

City: Somerville

County: 02144

State: Massachusetts

Country: United States

Zip / Postal Code: 02144

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I certify that this information is true and complete.

X

Authorized Representative

Prefix: Ms.

First Name: Erin

Middle Name: G.

Last Name: Bradley

Suffix:

Title: Executive Director

Telephone Number: (617) 623-6111
(Format: 123-456-7890)

Fax Number: (617) 776-7165
(Format: 123-456-7890)

Email: ebradley@shcinc.org

Signature of Authorized Official: Considered signed upon submission in e-snaps.

Date Signed: 08/15/2018

Information About Submission without Changes

After Part 1 is completed; including this screen, Recipient Performance screen, and Renewal Grant Consolidation screen, then Parts 2-6, are available for review as "Read-Only;" except for 3A, 7A and 7B which are mandatory for all projects to update. After project applicants finish reviewing all screens, they will be guided to a "Submissions without Changes" Screen. At this screen, if applicants decide no edits or updates are required to any screens other than the mandatory questions, they can submit without changes. However, if changes to the application are required, e-snaps allows applicants to open individual screens for editing, rather than the entire application. After project applicants select the screens they intend to edit via checkboxes, click "Save" and those screens will be available for edit. Importantly, once an applicant makes those selections and clicks "Save" the applicant cannot uncheck those boxes.

If the project is a first-time renewal or selects "Fully Consolidated" on the Renewal Grants Consolidation screen, the "Submit Without Changes" function is not available, and applicants must input data into the application for all required fields relevant to the component type.

Recipient Performance

1. Has the recipient successfully submitted the APR on time for the most recently expired grant term related to this renewal project request? No

Explain why the APR for the most recently expired grant term related to this renewal project request has not been submitted.

First and most recent grant term for MA0584L1T171600 ended 6/30/18. APR will be due 90 days following expiration of grant period June 30, 2018: September 30, 2018.

2. Does the recipient have any unresolved HUD Monitoring and/or OIG Audit findings concerning any previous grant term related to this renewal project request? No

3. Has the recipient maintained consistent Quarterly Drawdowns for the most recent grant term related to this renewal project request? No

Explain why the recipient has not maintained consistent Quarterly Drawdowns for the most recent grant term related to this renewal project request.

This was a first time grant (MA0584L1T171600) beginning 7/1/17. The first drawdown was initiated 10/4/17 (3 days after first quarter ended). During this time frame there was turnover of Director of Finance position. Out of abundance of caution, SHC did not want to initiate a drawdown until the new Director became well versed in the process of generating CoC grant invoices and confident signing-off on those invoices. For the remainder of the grant we made drawdowns on a quarterly basis.

4. Have any Funds been recaptured by HUD for the most recently expired grant term related to this renewal project request? No

Renewal Grant Consolidation Screen

HUD encourages the consolidation of renewal grants. As part of the FY 2018 CoC Program project application process, project applicants can request their eligible renewal projects to be part of a Renewal Grant Consolidation. This process can consolidate up to 4 renewal grants into 1 consolidated grant. This means recipients no longer must wait for grant amendments to consolidate grants. All projects that are part of a renewal grant consolidation must expire in Calendar Year (CY) 2019, as confirmed on the FY 2018 Final GIW, must be to the same recipient, and must be for the same component and project type (i.e., PH-PSH, PH-RRH, Joint TH/PH-RRH, TH, SSO, SSO-CE or HMIS).

- 1. Is this project application requesting to be part of a renewal grant consolidation in the FY 2018 CoC Program Competition?** No
If “No” click on “Next” or “Save & Next” below to move to the next screen.

2A. Project Subrecipients

This screen is currently read only and only includes data from the previous grant. To make changes to this information, navigate to the Submission without Changes screen, select "Make Changes" in response to Question 2, and then check the box next each screen that requires a change to match the current grant agreement, as amended, or to account for a reallocation of funds.

This form lists the subrecipient organization(s) for the project. To add a subrecipient, select the  icon. To view or update subrecipient information already listed, select the view  option.

Total Expected Sub-Awards: \$0

Organization	Type	Type	Sub-Award Amount
This list contains no items			

3A. Project Detail

1. Project Identification Number (PIN) of expiring grant: MA0584

(e.g., the "Federal Award Identifier" indicated on form 1A. Application Type)

2a. CoC Number and Name: MA-517 - Somerville CoC

2b. CoC Collaborative Applicant Name: City of Somerville

3. Project Name: Coordinated Entry

4. Project Status: Standard

5. Component Type: SSO

6. Does this project use one or more properties that have been conveyed through the Title V process? No

7. Will this renewal project be part of a new application for a Renewal Expansion Grant? No

3B. Project Description

1. Provide a description that addresses the entire scope of the proposed project.

The CoC operates a coordinated entry system (CES) that covers our CoC’s entire geographic footprint and helps advance the goals outlined within Opening Doors. The system consists of a “no wrong door” approach in which an array of agencies within our CoC serve as accessible low-barrier entry points. Clients can enter any of these locations to receive assistance with getting targeted referrals to programs that address immediate resource and service needs. The CoC utilizes a By-Name List (BNL), which is generated via the CoC’s HMIS Assessment Tool (DV program is consulted separately to ensure confidentiality), in order to determine placement and prioritization for housing. By prioritizing clients with the longest histories of homelessness, the goal is to move them off the streets and out of shelters into housing as quickly as possible. If there is no housing available staff will provide housing search assistance until a housing opportunity arises. If there are other housing barriers staff will provide case management to help reduce those barriers. We want to take our existing coordinated entry system and strengthen its framework to create a robust and systematic response to homelessness that is increasingly more effective, well-managed, inclusive, transparent and oriented to housing outcomes.

The CES codified the processes via the Coordinated Entry Written Standards which were adopted on 01/23/18. We have a brief Coordinated Entry Form that is designed to collect only basic information necessary to determine the immediate needs of a client and efficiently facilitate connections to homeless and mainstream resources. The form screens for diversion and prevention services; assesses emergency needs; and determines what type of referrals are required to address a whole host of other benefit needs. The CoC utilizes the BNL to prioritize people based on longest period of homelessness and accompanying disabling condition. The prioritized person on the BNL will have all eligibility related criteria documented and verified. Based on an analysis of this data, those with the longest homelessness histories are prioritized for housing and service resources.

CoC Program support is helping to address the need for management of the system to target the persons that are homeless. This includes improvements to CE process that result in more exits to housing, reduced lengths of time homeless and better results on SPMs. The CE manager analyzes the data, manages the by-name lists, and helps oversee the strategies to reduce new entries, facilitate exits, etc. We conduct community outreach and education about the goals of our CES; incorporating stakeholder feedback; performing community needs assessments and service gaps analysis; improve written standards around the particular needs of homeless youth and those affected by domestic violence; provide training; and, formalizing the provision of referrals and tracking of their outcomes.

2. Does your project have a specific population focus? Yes

2a. Please identify the specific population focus. (Select ALL that apply)

Chronic Homeless	<input checked="" type="checkbox"/>	Domestic Violence	<input checked="" type="checkbox"/>
Veterans	<input checked="" type="checkbox"/>	Substance Abuse	<input checked="" type="checkbox"/>
Youth (under 25)	<input checked="" type="checkbox"/>	Mental Illness	<input checked="" type="checkbox"/>
Families with Children	<input checked="" type="checkbox"/>	HIV/AIDS	<input checked="" type="checkbox"/>
		Other (Click 'Save' to update)	<input type="checkbox"/>

Other:

3. Housing First

3a. Does the project quickly move participants into permanent housing? Yes

3b. Does the project ensure that participants are not screened out based on the following items? Select all that apply.

Having too little or little income	<input checked="" type="checkbox"/>
Active or history of substance use	<input checked="" type="checkbox"/>
Having a criminal record with exceptions for state-mandated restrictions	<input checked="" type="checkbox"/>
History of victimization (e.g. domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
None of the above	<input type="checkbox"/>

3c. Does the project ensure that participants are not terminated from the program for the following reasons? Select all that apply.

Failure to participate in supportive services	<input checked="" type="checkbox"/>
Failure to make progress on a service plan	<input checked="" type="checkbox"/>
Loss of income or failure to improve income	<input checked="" type="checkbox"/>

Any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area	<input checked="" type="checkbox"/>
None of the above	<input type="checkbox"/>

3d. Does the project follow a "Housing First" approach? Yes

4. Please select the type of SSO Project: Coordinated Entry

4a. Will the coordinated entry process funded in part by this grant cover the CoC's entire geographic area? Yes

4b. Will the coordinated entry process funded in part by this grant be easily accessible? Yes

4c. Describe the advertisement strategy for the coordinated entry process and how it is designed to reach those with the highest barriers to accessing assistance.

With the beginning of our CE Project on July 1, 2017, we are continuing to lower barriers as a way to engage the most vulnerable and make it easier for them to access housing, resources and services. Our Project is beginning to take the lead on advertising the program specifically to reach homeless persons most difficult to engage with and who have the highest barriers and most complex needs. CE staff, in conjunction with our partners, are beginning to engage in direct outreach to the most hard to serve homeless on the streets. The goal is to guide this hard to reach population to the "front door" of our CE system. We will work closely with the Somerville Police Jail Diversion (JD) Program, which engages vulnerable clients and those least likely to access systems of care. The JD Program has the police working in conjunction with other providers to divert the homeless away from the criminal justice system by facilitating and ensuring appropriate treatment linkages.

Our Project is providing direct service delivery to the target population. This includes on-site staff to facilitate walk-ins and/or take direct referrals from other agencies. We are branching out to visit other CE "access" locations to train staff; provide technical assistance with the processes, tools and HMIS; monitor referrals; resolve unsuccessful referrals; ensure that clients are not screened out unnecessarily; track outcomes; establish working relationships with providers; confirm that programs remain aligned with policies that prioritize the most vulnerable; and, be available to reach out to hard to serve clients that are presenting at one location, but apprehensive to travel to another location to be assessed. This flexible approach will help clients overcome barriers that are preventing clients from engaging with providers with whom they are unfamiliar.

Our attendance at community meetings will help us make connections and form new relationships within the community. It will enable us to advertise to the wider community about CE, how it works, and the benefits of the system.

Meetings would include our traditional partners, including attending other area CoC meetings, ESG recipients, and other meetings with non-traditional community-based networks.

4d. Does the coordinated entry process use a comprehensive, standardized assessment process? Yes

4e. Describe the referral process and how the coordinated entry process ensures that participants are directed to appropriate housing and/or services.

Our CoC has an established referral system. Our Coordinated Entry (CE) Form is concise, person-centered, encourages participant choice on services, and quickly gathers basic information needed to help the client be connected to the most applicable services. The Form covers areas such as shelter, DV resources, housing search and case management, homeless prevention, substance use services, utility arrears, food resources, health insurance and other cash and in-kind benefits. In addition to our CE Form, our CoC has created a comprehensive 50 page Resource Guide that lists all available resources for those in need of services. We also collaborate closely with our partners in Cambridge and utilize their resource manual and connect clients across CoC boundaries in order to maximize services for each client.

In addition to operating our traditional network of homeless service providers we have decades of experience navigating systems of care with a goal of providing clients with tools and support necessary to lower barriers to housing and services. Mainstream resources include workforce development; community colleges and vocational rehabilitation; local school systems and governmental departments; housing authorities; health care entities; child-care providers; credit counseling; legal aid; and many others.

The CoC utilizes a By-Name List (BNL), which is generated via the CoC’s HMIS Assessment Tool (DV program is consulted separately to ensure confidentiality), in order to determine placement and prioritization for housing. The CoC prioritizes people based on longest period of homelessness and accompanying disabling condition. The prioritized person on the BNL will have all eligibility related criteria documented and verified. Based on an analysis of this data, those with the longest homelessness histories are prioritized for housing and service resources.

4f. If the coordinated entry process includes differences in the access, entry, assessment, or referral for certain populations, are those differences limited only to the following four groups: Individuals, Families, DV, and Youth? Yes

6A. Funding Request

This screen is currently read only and only includes data from the previous grant. To make changes to this information, navigate to the Submission without Changes screen, select "Make Changes" in response to Question 2, and then check the box next each screen that requires a change to match the current grant agreement, as amended, or to account for a reallocation of funds.

1. Do any of the properties in this project have an active restrictive covenant? No

2. Was the original project awarded as either a Samaritan Bonus or Permanent Housing Bonus project? No

3. Does this project propose to allocate funds according to an indirect cost rate? No

4. Renewal Grant Term: 1 Year

5. Select the costs for which funding is being requested:

Leased Structures	<input type="checkbox"/>
Supportive Services	<input checked="" type="checkbox"/>
HMIS	<input type="checkbox"/>

6D. Sources of Match

The following list summarizes the funds that will be used as Match for the project. To add a Matching source to the list, select the icon. To view or update a Matching source already listed, select the icon.

Summary for Match

Total Value of Cash Commitments:	\$25,151
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$25,151

1. Does this project generate program income as described in 24 CFR 578.97 that will be used as Match for this grant? No

Match	Type	Source	Contributor	Date of Commitment	Value of Commitments
Yes	Cash	Private	SHC Private Fundr...	08/01/2018	\$25,151

Sources of Match Detail

1. Will this commitment be used towards Match? Yes

2. Type of Commitment: Cash

3. Type of Source: Private

4. Name the Source of the Commitment: SHC Private Fundraising
(Be as specific as possible and include the office or grant program as applicable)

5. Date of Written Commitment: 08/01/2018

6. Value of Written Commitment: \$25,151

6E. Summary Budget

This screen is currently read only and only includes data from the previous grant. To make changes to this information, navigate to the Submission without Changes screen, select "Make Changes" in response to Question 2, and then check the box next each screen that requires a change to match the current grant agreement, as amended, or to account for a reallocation of funds.

The following information summarizes the funding request for the total term of the project. Budget amounts from the Leased Units, Rental Assistance, and Match screens have been automatically imported and cannot be edited. However, applicants must confirm and correct, if necessary, the total budget amounts for Leased Structures, Supportive Services, Operating, HMIS, and Admin. Budget amounts must reflect the most accurate project information according to the most recent project grant agreement or project grant agreement amendment, the CoC's final HUD-approved FY 2017 GIW or the project budget as reduced due to CoC reallocation. Please note that, new for FY 2017, there are no detailed budget screens for Leased Structures, Supportive Services, Operating, or HMIS costs. HUD expects the original details of past approved budgets for these costs to be the basis for future expenses. However, any reasonable and eligible costs within each CoC cost category can be expended and will be verified during a HUD monitoring.

Eligible Costs	Total Assistance Requested for 1 year Grant Term (Applicant)
1a. Leased Units	\$0
1b. Leased Structures	\$0
2. Rental Assistance	\$0
3. Supportive Services	\$91,460
4. Operating	\$0
5. HMIS	\$0
6. Sub-total Costs Requested	\$91,460
7. Admin (Up to 10%)	\$9,145
8. Total Assistance plus Admin Requested	\$100,605
9. Cash Match	\$25,151
10. In-Kind Match	\$0
11. Total Match	\$25,151
12. Total Budget	\$125,756

7A. Attachment(s)

Document Type	Required?	Document Description	Date Attached
1) Subrecipient Nonprofit Documentation	No		
2) Other Attachmenbt	No	Sites for Work Pe...	08/03/2018
3) Other Attachment	No		

Attachment Details

Document Description:

Attachment Details

Document Description: Sites for Work Performance_HUD 50070

Attachment Details

Document Description:

7B. Certification

A. For all projects:

Fair Housing and Equal Opportunity

It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and regulations pursuant thereto (Title 24 CFR part I), which state that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance, and will immediately take any measures necessary to effectuate this agreement. With reference to the real property and structure(s) thereon which are provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer, transferee, for the period during which the real property and structure(s) are used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

It will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and with implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, disability, familial status or national origin.

It will comply with Executive Order 11063 on Equal Opportunity in Housing and with implementing regulations at 24 CFR Part 107 which prohibit discrimination because of race, color, creed, sex or national origin in housing and related facilities provided with Federal financial assistance.

It will comply with Executive Order 11246 and all regulations pursuant thereto (41 CFR Chapter 60-1), which state that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal contracts and shall take affirmative action to ensure equal employment opportunity. The applicant will incorporate, or cause to be incorporated, into any contract for construction work as defined in Section 130.5 of HUD regulations the equal opportunity clause required by Section 130.15(b) of the HUD regulations.

It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701(u)), and regulations pursuant thereto (24 CFR Part 135), which require that to the greatest extent feasible opportunities for training and employment be given to lower-income residents of the project and contracts for work in connection with the project be awarded in substantial part to persons residing in the area of the project.

It will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and with implementing regulations at 24 CFR Part 8, which prohibit discrimination based on disability in Federally-assisted and conducted programs and activities.

It will comply with the Age Discrimination Act of 1975 (42 U.S.C. 6101-07), as amended, and implementing regulations at 24 CFR Part 146, which prohibit discrimination because of age in projects and activities receiving Federal financial assistance.

It will comply with Executive Orders 11625, 12432, and 12138, which state that program participants shall take affirmative action to encourage participation by businesses owned and operated by members of minority groups and women.

If persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for assistance are unlikely to be reached, it will establish additional procedures to ensure that interested persons can obtain information concerning the assistance. It will comply with the reasonable modification and accommodation requirements and, as appropriate, the accessibility requirements of the Fair Housing Act and section 504 of the Rehabilitation Act of 1973, as amended.

Additional for Rental Assistance Projects:

If applicant has established a preference for targeted populations of disabled persons pursuant to 24 CFR 578.33(d) or 24 CFR 582.330(a), it will comply with this section's nondiscrimination requirements within the designated population.

B. For non-Rental Assistance Projects Only.

20-Year Operation Rule.

Applicants receiving assistance for acquisition, rehabilitation or new construction: The project will be operated for no less than 20 years from the date of initial occupancy or the date of initial service provision for the purpose specified in the application.

15-Year Operation Rule – 24 CFR part 578 only.

Applicants receiving assistance for acquisition, rehabilitation or new construction: The project will be operated for no less than 15 years from the date of initial occupancy or the date of initial service provision for the purpose specified in the application.

1-Year Operation Rule.

For applicants receiving assistance for supportive services, leasing, or operating costs but not receiving assistance for acquisition, rehabilitation, or new construction: The project will be operated for the purpose specified in the application for any year for which such assistance is provided.

C. Explanation.

Where the applicant is unable to certify to any of the statements in this certification, such applicant shall provide an explanation.

Name of Authorized Certifying Official Erin Bradley

Date: 08/15/2018

Title: Executive Director

Applicant Organization: Somerville Homeless Coalition, Inc.

PHA Number (For PHA Applicants Only):

I certify that I have been duly authorized by the applicant to submit this Applicant Certification and to ensure compliance. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties . (U.S. Code, Title 218, Section 1001).

X

Submission Without Changes

1. Are the requested renewal funds reduced from the previous award as a result of reallocation? No

2. Do you wish to submit this application without making changes? Please refer to the guidelines below to inform you of the requirements. Make changes

3. Specify which screens require changes by clicking the checkbox next to the name and then clicking the Save button.

Part 2 - Subrecipient Information	
2A. Subrecipients	<input type="checkbox"/>
Part 3 - Project Information	
3A. Project Detail	<input checked="" type="checkbox"/>
3B. Description	<input checked="" type="checkbox"/>
Part 4 - Housing Services and HMIS	
Part 5 - Participants and Outreach Information	
Part 6 - Budget Information	
6A. Funding Request	<input type="checkbox"/>
6D. Match	<input checked="" type="checkbox"/>
6E. Summary Budget	<input type="checkbox"/>
Part 7 - Attachment(s) & Certification	
7A. Attachment(s)	<input checked="" type="checkbox"/>
7B. Certification	<input checked="" type="checkbox"/>

The applicant has selected "Make Changes" to Question 2 above. Please provide a brief description of the changes that will be made to the project information screens (bullets are appropriate):

3A. Question # 7 is a new question

3B. 1. Updated narrative to reflect codified Coordinated Entry Written Standards

and process adopted 01.23.18.

3B. Error in esnaps to the question about "housing first".

3B. 4e. Updated narrative to reflect codified Coordinated Entry Written Standards and process adopted 01.23.18.

6D. Updating Match commitment letter to reflect current commitment.

The applicant has selected "Make Changes". Once this screen is saved, the applicant will be prohibited from "unchecking" any box that has been checked regardless of whether a change to data on the corresponding screen will be made.

8B Submission Summary

Page	Last Updated
1A. SF-424 Application Type	08/03/2018
1B. SF-424 Legal Applicant	No Input Required
1C. SF-424 Application Details	No Input Required
1D. SF-424 Congressional District(s)	08/03/2018
1E. SF-424 Compliance	08/03/2018
1F. SF-424 Declaration	08/03/2018
1G. HUD-2880	08/03/2018
1H. HUD-50070	08/03/2018
1I. Cert. Lobbying	08/03/2018
Renewal Project Application FY2018	Page 38
	09/14/2018

1J. SF-LLL	08/03/2018
Recipient Performance	08/06/2018
Renewal Grant Consolidation	08/03/2018
2A. Subrecipients	No Input Required
3A. Project Detail	08/03/2018
3B. Description	08/06/2018
6A. Funding Request	08/03/2018
6D. Match	08/03/2018
6E. Summary Budget	No Input Required
7A. Attachment(s)	08/03/2018
7B. Certification	08/15/2018
Submission Without Changes	08/06/2018

Somerville Homeless Coalition
1 Davis Square, Somerville, MA 02144

Better Homes 2: MA0264L1T171710

	Address					
	2 Meacham Street #7 Somerville, MA 02145 Middlesex					
	136 Highland Avenue #10 Somerville, MA 02145 Middlesex					
	136 Highland Avenue #23 Somerville, MA 02145 Middlesex					
	407 Somerville Avenue Somerville, MA 02143 Middlesex					
	138 Highland Avenue #16 Somerville, MA 02145 Middlesex					
	1160 Massachusetts Ave. # 17 Arlington, MA 02476 Middlesex					
	138 Highland Ave. #33 Somerville, MA 02143 Middlesex					
	138 Highland Ave. #3 Somerville, MA 02145 Middlesex					
	1160 Massachusetts Ave. #3 Arlington, MA 02476 Middlesex					
	21 Grove Street # 2 Arlington, MA 02476 Middlesex					
	1370 Broadway #R-10 J Somerville, MA 02144 Middlesex					
	1173 Massachusetts Ave. Arlington, MA 02476 Middlesex					
	31 Hudson Street #1 Somerville, MA 02143 Middlesex					
	25A Walnut Street Arlington, MA 02476 Middlesex					

	252 Mass. Ave. #7 Arlington, MA 02474 Middlesex					
	25 Pierce Street #2 Everett, MA Middlesex					
	109 Gilman Street #2 Somerville, MA 02145 Middlesex					
	109 Gilman Street # 6 Somerville, MA 02145 Middlesex					

Coordinated Entry: MA02584L1T171701

HMIS Dedicated: MA0614L1T171700

Better Homes 4: MA0615L1T171700

Somerville Homeless Coalition
1 Davis Square
Somerville, MA 02144
Middlesex

Somerville Homeless Coalition
1 Davis Square
Somerville, MA 02144

Better Homes: MA0263L1T171710

	Address					
	2 Meacham Street #2 Somerville, MA 02145 Middlesex					
	21 Grove Street #3 Arlington, MA 02476 Middlesex					
	8 Langmaid Ave. #32 Somerville, MA 02145 Middlesex					
	138 Highland Avenue #25 Somerville, MA 02145 Middlesex					
	111 Walnut Street #33 Somerville, MA 02145 Middlesex					
	25 Pierce Avenue #3 Everett, MA 02149 Middlesex					
	138 Highland Ave. #3 Somerville, MA 02145 Middlesex					
	258 Mass. Ave. #3 Arlington, MA 02474 Middlesex					
	109 Gilman Street #5 Somerville, MA 02145 Middlesex					

Somerville Homeless Coalition
1 Davis Square, Somerville, MA 02144
Sobriety and Stability 2: MA0259L1T171710

	Address			
	19 Walnut Street # 1 Arlington, MA 02476 Middlesex			
	19 Walnut Street # 2 Arlington, MA 02476 Middlesex			
	19 Walnut Street # 3 Arlington, MA 02476 Middlesex			
	19 Walnut Street # 4 Arlington, MA 02476 Middlesex			
	19 Walnut Street # 5 Arlington, MA 02476 Middlesex			
	19 Walnut Street # 6 Arlington, MA 02476 Middlesex			
	136 Highland Ave #3 Somerville, MA 02145 Middlesex			

Sobriety and Stability: MA0258L1T171710

	Address			
	19 Grove Street # 2 Arlington, MA 02476 Middlesex			
	19 Grove Street #4 Arlington, MA 02476 Middlesex			
	19 Grove Street #5 Arlington, MA 02476 Middlesex			
	19 Grove Street #6 Arlington, MA 02476 Middlesex			
	17 Grove Street #1 Arlington, MA 02476 Middlesex			
	21 Grove Street # 1 Arlington, MA 02476 Middlesex			

Somerville Homeless Coalition
1 Davis Square, Somerville, MA 02144

Shelter Plus Care: MA0274L1T171710

	Address	Zip Code					
	2 Meacham Street #1 Somerville, MA 02145 Middlesex						
	431 Broadway #22 Somerville, MA 02145 Middlesex						
	111 Walnut St. #11 Somerville, MA 02145 Middlesex						
	7 Maxwells Green #104 Somerville, MA 02145 Middlesex						
	2 Meacham Street #6 Somerville, MA 02145 Middlesex						
	133 West Selden St. #1 Mattapan, MA 02126 Suffolk						
	35-37 Sydney St. Somerville, MA 02143 Middlesex						