

Before Starting the CoC Application

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

The Collaborative Applicant is responsible for reviewing the following:

1. The FY 2018 CoC Program Competition Notice of Funding Available (NOFA) for specific application and program requirements.
2. The FY 2018 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.
6. Questions marked with an asterisk (*), which are mandatory and require a response.

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 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 application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. CoC Meeting Participants. For the period from May 1, 2017 to April 30, 2018, using the list below, applicant must: (1) select organizations and persons that participate in CoC meetings; and (2) indicate whether the organizations and persons vote, including selecting CoC Board members.

Organization/Person Categories	Participates in CoC Meetings	Votes, including selecting CoC Board Members
Local Government Staff/Officials	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes
Law Enforcement	Yes	No
Local Jail(s)	Not Applicable	No
Hospital(s)	Yes	No
EMS/Crisis Response Team(s)	Yes	No
Mental Health Service Organizations	Yes	No
Substance Abuse Service Organizations	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes
Disability Service Organizations	Yes	No
Disability Advocates	Yes	Yes
Public Housing Authorities	Yes	No
CoC Funded Youth Homeless Organizations	Yes	Yes
Non-CoC Funded Youth Homeless Organizations	Yes	No
Youth Advocates	Yes	Yes
School Administrators/Homeless Liaisons	Yes	No
CoC Funded Victim Service Providers	Not Applicable	No
Non-CoC Funded Victim Service Providers	Yes	Yes
Domestic Violence Advocates	Yes	Yes
Street Outreach Team(s)	Yes	Yes
Lesbian, Gay, Bisexual, Transgender (LGBT) Advocates	Yes	Yes
LGBT Service Organizations	Yes	No
Agencies that serve survivors of human trafficking	Yes	Yes
Other homeless subpopulation advocates	Yes	Yes
Homeless or Formerly Homeless Persons	Yes	No
Mental Illness Advocates	Yes	Yes
Substance Abuse Advocates	Yes	Yes

Other:(limit 50 characters)		
None	Not Applicable	No

1B-1a. Applicants must describe the specific strategy the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness. (limit 2,000 characters)

The Somerville Arlington CoC holds 11 meetings each year. All meetings are open to the public. Date, time, location, and agenda are posted in advance on the City's website. The Town of Arlington website links directly to that same page and also posts the CoC meeting information on their own Town website calendar. In addition, the City of Somerville sends meeting announcements to an email list that includes representatives from every organization known to serve or represent low income and homeless people in Arlington and Somerville. This includes staff associated with 26 nonprofit organizations, along with city, state, and housing authority representatives. Two CoC co-chairs, both from nonprofit organizations, facilitate open discussion at each meeting. New co-chairs are chosen every two years, by vote, and CoC decisions are made by vote. The CoC has a democratic process. Anybody present can suggest a new idea or improvement, and the opinions of all are considered, because decisions are made by vote. The CoC requires that voting members attend 75% of the previous year's CoC meetings. This insures that voting members are well informed about HUD requirements and have a long term commitment to working within the group. All ESG and CoC recipients are required to participate in CoC meetings so their views are always incorporated. A diverse array of opinions is included, because CoC members represent homeless and at-risk families, individuals, youth, veterans, victims of violence, and people with mental illness and substance abuse. A previously homeless individual attends monthly meetings. A legal service agency, housing authorities, community development corporations, and a community health center also participate.

**1B-2.Open Invitation for New Members. Applicants must describe:
(1) the invitation process;
(2) how the CoC communicates the invitation process to solicit new members;
(3) how often the CoC solicits new members; and
(4) any special outreach the CoC conducted to ensure persons experiencing homelessness or formerly homeless persons are encouraged to join the CoC.
(limit 2,000 characters)**

(1) The Somerville Arlington CoC has three mechanisms for inviting new members. a. The Continuum of Care page on the City of Somerville's website has the date, time, and place of all CoC meetings and states that all meetings are open to the public. Posting of public meeting is also on Town of Arlington

website. b. The CoC has an email list, which it uses to send notices of monthly meetings. Any interested individual can sign up for the list on the City of Somerville's website or by contacting Somerville's Housing Programs Manager. c. Once each year, the CoC extends a personal invitation, via phone calls from staff in Somerville's Housing Department, to potential new members. Currently active organizations suggest people and groups to be contacted each year. (2) Invitations are communicated via website posting, email, and phone calls. (3) The CoC sends a monthly meeting invitation to all organizations working with low income people and calls prospective new members annually. Notice that meetings are public is always posted on Somerville and Arlington's websites. (4) The CoC has an Advisory Council coordinated by a formerly homeless woman. This Council solicits input from homeless and formerly homeless people about CoC programs. Case managers at CoC programs distribute flyers and encourage clients to participate in Council. The Council meets at least twice each year to solicit feedback about CoC programs and identify areas for improvement. In the year ahead, the CoC will secure stipends so that the coordinator and participants are reimbursed for their time on the Council.

1B-3. Public Notification for Proposals from Organizations Not Previously Funded. Applicants must describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding, even if the CoC is not applying for new projects in FY 2018, and the response must include the date(s) the CoC publicly announced it was open to proposals. (limit 2,000 characters)

On July 23, 2018, the CoC let the public know it was accepting proposals for the HUD CoC competition. The CoC posted an announcement on the City of Somerville's website and sent a notice to the CoC email list. Both the website posting and the email included information about the competition, with deadlines for submission of letters of intent and full applications. In advance of this notice, Somerville posted on its website three times in May and June to describe the upcoming funding opportunity and to encourage any interested parties to contact the CoC, sign up for the email list, and/or submit a request for funding. To make the application process easier for those who have not previously applied for CoC funds, the city let applicants know that CoC consultants were available to provide technical assistance. Each of the notices stated that the CoC welcomed new project proposals from any interested party, including groups that had not previously received HUD CoC funding. All information posted on the Somerville website was also emailed to all members of the CoC email list.

The CoC Project Review Committee reads letters of intent for new projects to ensure that all proposed projects meet threshold requirements for HUD eligibility and, if so, encourages applicants to submit full proposal into esnaps. The Review Committee decides to include projects in application based on past performance (for renewal projects) and continuing need. The Review Committee includes new projects that meet a CoC need, has a strong program design, and are proposed by a provider with strong record of providing quality services to the identified subpopulation.

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. CoCs Coordination, Planning, and Operation of Projects. Applicants must use the chart below to identify the federal, state, local, private, and other organizations that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness that are included in the CoCs coordination, planning, and operation of projects.

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

1C-2. CoC Consultation with ESG Program Recipients. Applicants must describe how the CoC:
(1) consulted with ESG Program recipients in planning and allocating ESG funds; and
(2) participated in the evaluating and reporting performance of ESG Program recipients and subrecipients.
(limit 2,000 characters)

(1) The City of Somerville is the ESG Program recipient as well as Lead Agency for the Somerville CoC. The City of Somerville’s ESG Administrator attends all CoC monthly meetings and gathers input to inform the City’s decisions about ESG fund allocation. The City of Somerville makes decisions about ESG

funding allocation via a Committee of City staff, which includes the ESG Administrator, two City staff who coordinate the CoC, and personnel from Administration and Finance. This structure ensures CoC input and strong alignment of ESG and CoC planning.

(2) The City reviews and evaluates performance of ESG recipients through a process that includes consulting with the CoC to identify how ESG programs worked with CoC projects to meet the needs of homeless people and prevent homelessness. These consultations occur at least two times per year, when ESG program outcomes are reviewed at CoC meetings. To inform the City's decision-making, the CoC discusses whether ESG programs met targets and whether any were under-utilized. At least once each year, the CoC discusses use of ESG funds for prevention, rapid rehousing and shelter activities, making suggestions about possible allocation of funds in the upcoming year.

1C-2a. Providing PIT and HIC Data to Consolidated Plan Jurisdictions. Did the CoC provide Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area? Yes to both

1C-2b. Providing Other Data to Consolidated Plan Jurisdictions. Did the CoC provide local homelessness information other than PIT and HIC data to the jurisdiction(s) Consolidated Plan(s)? Yes

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

(1) the CoC's protocols, including the existence of the CoC's emergency transfer plan, that prioritizes safety and trauma-informed, victim-centered services to prioritize safety; and

(2) how the CoC maximizes client choice for housing and services while ensuring safety and confidentiality.

(limit 2,000 characters)

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

household's primary language and a verbal explanation from the placing case manager or supervisor.

(2) Victims of violence have the option of working with providers in the domestic violence shelter or mainstream shelter systems. CE staff explain shelter options to families, allowing them to make choice if family is eligible for more than one shelter option. No information about households may be released without the head of household's consent. In most cases, each household makes its own decisions about housing and services, with case managers providing information and options. In situations where a client does not believe herself or others around her to be at serious risk, but service personnel believe the client or others may be at risk of imminent harm, the CoC may facilitate transfer to a more secure site.

1C-3a. Applicants must describe how the CoC coordinates with victim services providers to provide annual training to CoC area projects and Coordinated Entry staff that addresses best practices in serving survivors of domestic violence, dating violence, sexual assault, and stalking. (limit 2,000 characters)

Respond, the CoC's domestic violence provider, conducts an annual training on domestic violence. This training is required for mainstream providers that serve victims of violence and all agencies that serve as coordinated entry access points. The training covers principles of trauma-informed care, requirements of Violence Against Women Act and CoC protocols for arranging emergency transfers.

1C-3b. Applicants must describe the data the CoC uses to assess the scope of community needs related to domestic violence, dating violence, sexual assault, and stalking, including data from a comparable database. (limit 2,000 characters)

Data to assess the scope of community needs related to domestic violence comes from Respond, Inc, and the Somerville CoC HMIS. Respond is a Somerville-based nonprofit, providing a 24-hour hotline, shelter, rapid rehousing, safety planning, legal assistance, counseling and education to victims of domestic violence in ten towns northwest of Boston including Somerville and Arlington.

Respond Inc. tracks its service data in two different ways.
Shelter and services: Respond uses the Apricot database to enter demographic data, service provided and outcomes for people who access Respond services, including shelter. Apricot is a database developed by Social Solutions and is the standard information database used by domestic violence providers in many states, including Massachusetts. Apricot allows providers to gather the ten HMIS data points required by ESG and CoC.

Hotline: Respond's 24-hour hotline does not require callers to provide any identifying information. Respond counts the number of calls received, primary request, and whether Respond was able to meet caller's request. Because individuals may call more than once, and often do, the number of calls exceeds the numbers of households facing domestic violence. People may call Respond from anywhere in the state or nation, although Respond believes that most

callers live in or near Somerville, Massachusetts and have learned about Respond from the police, friends, or Respond's outreach.

In addition: The Somerville CoC used HMIS to identify the number of people in mainstream family and individual shelter who had lost their housing due to domestic violence and added this number to the total served by Respond. According to HMIS data for the past 12 months, 134 individuals and 22 people in families have a history of domestic violence. Eighteen individuals and 7 people in family units entered the CoC programs because they were fleeing domestic violence.

**1C-4. DV Bonus Projects. Is your CoC Yes
applying for DV Bonus Projects?**

1C-4a. From the list, applicants must indicate the type(s) of DV Bonus project(s) that project applicants are applying for which the CoC is including in its Priority Listing.

SSO Coordinated Entry	<input type="checkbox"/>
RRH	<input checked="" type="checkbox"/>
Joint TH/RRH	<input type="checkbox"/>

1C-4b. Applicants must describe:

- (1) how many domestic violence survivors the CoC is currently serving in the CoC's geographic area;**
- (2) the data source the CoC used for the calculations; and**
- (3) how the CoC collected the data.
(limit 2,000 characters)**

(1) The Somerville CoC is currently serving 632 domestic violence survivors. Of these, 476 receive services from Respond, the CoC's domestic violence agency, and 156 are served by other homeless providers. Of the 156, just 25 are currently fleeing domestic violence--while the rest are people who have experienced domestic violence in their past. Respond provides shelter to 73 people and serves an additional 403 in its Community program, which provides services, which may include counseling, safety planning, legal assistance, and housing placement, but not shelter.

In addition, Respond managed a 24-hour emergency hotline. Over the past year, Respond handled 3,025 hotline calls from people requesting advice, counseling, shelter, and emergency services. Calls for assistance do not necessarily come from within the CoC, and one household may call multiple times.

(2) The data sources were the Somerville CoC HMIS, Respond's Apricot database, and Respond's annual hotline report.

(3) The Somerville CoC gathered data by asking the CoC HMIS Lead and Respond for data on people served over the past 12 months. The HMIS Lead, Somerville Homeless Coalition, queried the HMIS to obtain data on the number of domestic violence survivors served in all programs that enter data into HMIS.

Respond produced a report from its Apricot database, showing the number of people served, by program, during the same time period. Separately, Respond produced a report on the number of callers to its hotline.

1C-4c. Applicants must describe:

- (1) how many domestic violence survivors need housing or services in the CoC's geographic area;**
- (2) data source the CoC used for the calculations; and**
- (3) how the CoC collected the data.**
(limit 2,000 characters)

(1) Six hundred and thirty two domestic violence survivors obtained services within the CoC over the past year. In addition, Respond handled 3025 hotline calls. Of these calls, 1250 calls were requests for emergency shelter that Respond could not meet because its shelter was full.

When Respond cannot meet a direct request for shelter, the agency refers callers to Safelink, Massachusetts' state-wide hotline, which aggregates information on shelter openings from around the state.

People calling the Respond hotline may come from anywhere in the state--or indeed anywhere in the nation. Respond counts calls not callers, and one individual may call the hotline multiple times. While the Somerville CoC does not know how many of the calls came from homeless victims of violence within the CoC, it is safe to say that there is a documented unmet need for emergency shelter, even though the exact percentage of that need which comes from local residents versus people in other communities, cannot be precisely identified.

(2) The data source used for calculations is Respond's internal database of calls to its 24-hour hotline, which are sorted according to main service requested and whether Respond could or could not provide the services requested by the caller.

(3) The CoC collected the data by asking Respond to provide service data on met and unmet needs over the past year. Respond identified hotline calls as the best indicator of unmet need in the CoC.

1C-4d. Based on questions 1C-4b. and 1C-4c., applicant must:

- (1) describe the unmet need for housing and services for DV survivors, or if the CoC is applying for an SSO-CE project, describe how the current Coordinated Entry is inadequate to address the needs of DV survivors;**
- (2) quantify the unmet need for housing and services for DV survivors;**
- (3) describe the data source the CoC used to quantify the unmet need for housing and services for DV survivors; and**
- (4) describe how the CoC determined the unmet need for housing and services for DV survivors.**
(limit 3,000 characters)

(1) Shelter access and lack of affordable housing are the two biggest challenges facing domestic violence survivors in the CoC. Over the past year, Respond has been unable to meet 1250 requests for emergency shelter, made by people calling the agency's 24-hour hotline. People may call the hotline more than once, and callers may be from anywhere in the state, or even out of state, but the inability to meet need for shelter is an ongoing concern. Separately, the high cost of rental housing in Massachusetts, one of the most expensive in the country, makes it difficult for families fleeing violence to find secure housing

alternatives.

(2) Respond does not require hotline callers to identify themselves or their community of origin. Currently, 67% of Respond's Shelter and Community Program participants who identify town of origin are people who originally resided in Arlington and Somerville. Applying that same percentage to the hotline calls, Respond estimates that 837 denied requests for DV shelter were made by CoC residents.

(3) The CoC is using Respond's record of denied hotline calls as an indicator of unmet need in the CoC.

(4) The CoC asked Respond for its service data, including hotline calls, and for information on people that Respond served and was unable to serve over the past 12 months. The CoC also asked Respond about the greatest barriers to housing placement.

1C-4e. Applicants must describe how the DV Bonus project(s) being applied for will address the unmet needs of domestic violence survivors. (limit 2,000 characters)

The DV bonus project will increase Respond's capacity to place homeless people in housing by 50%. Respond will use rapid rehousing funds to house families unable to access emergency shelter and to more quickly place shelter families in housing. Both strategies will result in an increased number of households moving to safety.

1C-4f. Applicants must address the capacity of each project applicant applying for DV bonus projects to implement a DV Bonus project by describing:

- (1) rate of housing placement of DV survivors;**
 - (2) rate of housing retention of DV survivors;**
 - (3) improvements in safety of DV survivors; and**
 - (4) how the project applicant addresses multiple barriers faced by DV survivors.**
- (limit 4,000 characters)**

(1) In the past year, Respond served 73 people in 37 households, with 30 moving to permanent housing, 3 to others shelters, and 4 to transitional housing upon program exit. This is an 81% placement rate in permanent housing and 100% positive exit rate, as DV survivors transitioning to other shelter/TH were continuing their path towards PH but were transitioned for their safety (in case of ES) and need for more time and services to facilitate placement (TH).

A pioneer in the domestic violence field, Respond is New England's first domestic violence agency and the second oldest in the nation, providing emergency shelter for close to 40 years. Respond began offering rapid rehousing, supported by ESG funds from the City of Somerville, last year.

(2) Of the 33 households placed in housing (30 shelter households and 3 rapid rehousing), all were still housed at last contact, a retention rate of 100%.

(3) All Respond clients have increases in education surrounding domestic violence and are therefore safer after working with the agency. In the Housing realm, Respond works closely with clients, and, if needed, landlords in order to assure there are safety measures in place. Respond works with survivors to addressing safety planning in their commute and daily living especially in

situations where families must return to schools or neighborhood where abusers have connections. This is a continual part of conversation in the housing search and application process.

(4) Respond provides individualized case management, advocacy, legal assistance, and counseling supports to address emotional, financial, and legal barriers faced by DV survivors. This work typically includes assistance accessing benefits such as SNAP, health insurance, and TANF; legal assistance to address child support, custody, and immigration status (U-visa); housing search and advocacy to obtain new housing; emotional supports and psychological counseling to address impact of trauma on family; and linkage to education and employment services.

1C-5. PHAs within CoC. Applicants must use the chart to provide information about each Public Housing Agency (PHA) in the CoC’s geographic areas:

- (1) Identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA who were experiencing homelessness at the time of admission;**
- (2) Indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV Program; and**
- (3) Indicate whether the CoC has a move on strategy. The information should be for Federal Fiscal Year 2017.**

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2017 who were experiencing homelessness at entry	PHA has General or Limited Homeless Preference	PHA has a Preference for current PSH program participants no longer needing intensive supportive services, e.g. move on?
Somerville Housing Authority	53.00%	Yes-Both	Yes
Arlington Housing Authority	7.00%		No
Boston Housing Authority	65.50%	Yes-Both	No
Cambridge Housing Authority	12.00%	No	No
MA Department of Housing & Community Development	36.00%	Yes-HCV	No

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-5a. For each PHA where there is not a homeless admission preference in their written policy, applicants must identify the steps the CoC has taken to encourage the PHA to adopt such a policy. (limit 2,000 characters)

The CoC has reached out to Arlington Housing Authority to initiate discussion about homeless preferences. The CoC has met with Somerville Housing Authority to encourage a move-on policy but, despite several discussions, has not been able to convince SHA to adopt a move on strategy. SHA representatives participate in CoC meetings.

1C-5b. Move On Strategy with Affordable Housing Providers. Does the CoC have a Move On strategy with affordable housing providers in its jurisdiction (e.g., multifamily assisted housing owners, PHAs, Low Income Tax Credit (LIHTC) developments, or local low-income housing programs)? No

1C-6. Addressing the Needs of Lesbian, Gay, Bisexual, Transgender (LGBT). Applicants must describe the actions the CoC has taken to address the needs of Lesbian, Gay, Bisexual, and Transgender individuals and their families experiencing homelessness. (limit 2,000 characters)

The CoC Governance Charter prohibits all forms of discrimination. In October 2017, CoC Lead Agency participated in the Region 1 Monthly Call and Webinar on Equal Access Rule and provided all materials to the full CoC. TThe CoC requires all CoC-funded agencies--and the City of Somerville requires all ESG-funded agencies==to post the Notice on Equal Access Regardless of Sexual Orientation, Gender Identity, or Marital Status in common areas. The CoC prohibits all forms of discrimination. Providers have discussed strategies and approaches, as part of open discussion at monthly CoC meetings. Each of the funded agencies completes their own in-house trainings on cultural competence and inclusion. Organizations have posted information about the Equal Access Rule and often display additional materials, such as “safe space” stickers, to let all guests know that they will be welcomed. Intake staff ask new guests to identify the pronouns they prefer and shelters respect the right of guests to identify their own gender. To supplement agency-level training, the CoC will provide annual CoC-wide training to ensure all shelter , service, and housing providers fully understand the Equal Access Rule and how to serve LGBT people appropriately.

1C-6a. Anti-Discrimination Policy and Training. Applicants must indicate if the CoC implemented a CoC-wide anti-discrimination policy and conducted CoC-wide anti-discrimination training on the Equal Access Final Rule and the Gender Identity Final Rule.

1. Did the CoC implement a CoC-wide anti-discrimination policy that applies to all projects regardless of funding source?	Yes
2. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	Yes
3. Did the CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access to Housing in HUD Programs in Accordance with an Individual’s Gender Identity (Gender Identity Final Rule)?	Yes

1C-7. Criminalization of Homelessness. Applicants must select the specific strategies the CoC implemented to prevent the criminalization of homelessness in the CoC’s geographic area. Select all that apply.

Engaged/educated local policymakers:	
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	<input checked="" type="checkbox"/>
Engaged/educated law enforcement:	<input checked="" type="checkbox"/>
Engaged/educated local business leaders:	<input checked="" type="checkbox"/>
Implemented communitywide plans:	<input type="checkbox"/>
No strategies have been implemented:	<input type="checkbox"/>
Other:(limit 50 characters)	
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

1C-8. Centralized or Coordinated Assessment System. Applicants must:
(1) demonstrate the coordinated entry system covers the entire CoC geographic area;
(2) demonstrate the coordinated entry system reaches people who are least likely to apply homelessness assistance in the absence of special outreach;
(3) demonstrate the assessment process prioritizes people most in need of assistance and ensures they receive assistance in a timely manner; and
(4) attach CoC’s standard assessment tool.
(limit 2,000 characters)

(1) The Coordinated Entry system covers Arlington and Somerville. The City of Somerville requires all CoC and ESG recipients, with the exception of domestic violence providers, to participate in Coordinated Entry. CE policies cover all homeless and at risk people. The Somerville Homeless Coalition, as recipient of the CoC’s CE grant, manages CE case conferencing, oversees compliance with CE policies, and conducts street outreach to unsheltered individuals.
 There are 13 Coordinated Entry Access Points. Staff at each Access Point use a standardized Coordinated Entry Referral Form to assess for immediate needs. After obtaining permission to release information, staff connect households to the most appropriate service provider and enter basic household information into an HMIS list, which is shared to track progress and coordinate housing and services.

(2) The CoC advertises access points to partners at hospitals, health centers, and schools, with particular attention to reach groups serving immigrants and people with Limited English Proficiency. The CoC reaches unsheltered people by doing weekly street outreach. Somerville Homeless Coalition’s coordinated entry staff work with specialists from four Cambridge and Boston-based street outreach teams. Once every week, SHC and 7 outreach specialists meet in Somerville. They divide into four 2-person teams. Each team visits people they have encountered in previous weeks and tries to find any newly unsheltered people. They hand out water, food, and toiletries with a goal of building

relationships and encouraging engagement in CoC shelter and services.
3) The CE prioritizes disabled people for permanent supported housing based on length of homelessness. When a PSH unit becomes available, the HMIS Lead uses the CoC's HMIS "By Name" list to identify disabled individuals (or heads of households) who have been homeless longest, checking with Respond to identify people in the Respond database.
(4) Attached.

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning–State and Local. Applicants must indicate whether the CoC has a discharge policy to ensure persons discharged from the systems of care listed are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	<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-2. Discharge Planning Coordination. Applicants must indicate whether the CoC actively coordinates with the systems of care listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply (note that when "None:" is selected no other system of care should be selected).

Foster Care:	<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"/>

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

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Project Ranking and Selection. Applicants must indicate whether the CoC used the following to rank and select project applications for the FY 2018 CoC Program Competition:

- (1) objective criteria;**
- (2) at least one factor related to achieving positive housing outcomes;**
- (3) a specific method for evaluating projects submitted by victim services providers; and**
- (4) attach evidence that supports the process selected.**

Used Objective Criteria for Review, Rating, Ranking and Section	Yes
Included at least one factor related to achieving positive housing outcomes	Yes
Included a specific method for evaluating projects submitted by victim service providers	Yes

1E-2. Severity of Needs and Vulnerabilities. Applicants must describe:

- (1) the specific severity of needs and vulnerabilities the CoC considered when reviewing, ranking, and rating projects; and**
- (2) how the CoC takes severity of needs and vulnerabilities into account during the review, rating, and ranking process.**

(limit 2,000 characters)

(1) The CoC used 4 criteria to score projects on severity of needs and vulnerabilities of participants. Since the CoC is not using a Coordinated Entry assessment tool that scores severity of need, instead the scoring tool considered if projects served participants who at entry were: 1) chronically homeless (CH), 2) DV survivors, 3) unsheltered, and/or 4) transgender/gender non-conforming.

(2) The CoC took these criteria into account through the rating and ranking process by how projects were scored. For CH persons served, 100% dedicated projects that were at 100% CH occupancy received 5 points, 100% dedicated projects not yet at 100% CH occupancy – 4 points, serving any CH – 2 points, and no CH served – 0. For any entries from places not meant for human habitation – 2 points. For DV – 1 point for any entries with DV history and 2 points for any entries by participants fleeing DV. And, for transgender or gender non-conforming – 2 points for any participants served who identified as such. This last criterion was included because the CoC has three projects targeting young adults, and these are particularly vulnerable young adult subpopulations.

1E-3. Public Postings. Applicants must indicate how the CoC made public:

- (1) objective ranking and selection process the CoC used for all projects (new and renewal);**
- (2) CoC Consolidated Application—including the CoC Application, Priority Listings, and all projects accepted and ranked or rejected, which HUD required CoCs to post to their websites, or partners websites, at least 2 days before the CoC Program Competition application submission deadline; and**
- (3) attach documentation demonstrating the objective ranking, rating, and selections process and the final version of the completed CoC Consolidated Application, including the CoC Application with attachments, Priority Listing with reallocation forms and all project applications that were accepted and ranked, or rejected (new and renewal) was made publicly available, that legibly displays the date the CoC publicly posted the documents.**

Public Posting of Objective Ranking and Selection Process		Public Posting of CoC Consolidated Application including: CoC Application, Priority Listings, Project Listings	
CoC or other Website	<input type="checkbox"/>	CoC or other Website	<input type="checkbox"/>
Email	<input type="checkbox"/>	Email	<input type="checkbox"/>
Mail	<input type="checkbox"/>	Mail	<input type="checkbox"/>
Advertising in Local Newspaper(s)	<input type="checkbox"/>	Advertising in Local Newspaper(s)	<input type="checkbox"/>
Advertising on Radio or Television	<input type="checkbox"/>	Advertising on Radio or Television	<input type="checkbox"/>
Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>	Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>

1E-4. Reallocation. Applicants must indicate whether the CoC has cumulatively reallocated at least 20 percent of the CoC’s ARD between the FY 2014 and FY 2018 CoC Program Competitions.

Reallocation: Yes

1E-5. Local CoC Competition. Applicants must indicate whether the CoC:

- (1) established a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline—attachment required;**
- (2) rejected or reduced project application(s)—attachment required; and**
- (3) notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline—attachment required. :**

(1) Did the CoC establish a deadline for project applications that was no later than 30 days before the FY 2018 CoC Program Competition Application deadline? Attachment required.	Yes
(2) If the CoC rejected or reduced project application(s), did the CoC notify applicants that their project application(s) were being rejected or reduced, in writing, outside of e-snaps, at least 15 days before FY 2018 CoC Program Competition Application deadline? Attachment required.	Did not reject or reduce any project

Applicant: Somerville CoC

MA-517

Project: MA-517 CoC Registration FY2018

COC_REG_2018_159886

(3) Did the CoC notify applicants that their applications were accepted and ranked on the Priority Listing in writing outside of e-snaps, at least 15 before days of the FY 2018 CoC Program Competition Application deadline?

Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Roles and Responsibilities of the CoC and HMIS Lead. Does your CoC have in place a Governance Charter or other written documentation (e.g., MOU/MOA) that outlines the roles and responsibilities of the CoC and HMIS Lead? Attachment Required. Yes

2A-1a. Applicants must: Governance Charter pp. 6-10
(1) provide the page number(s) where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document(s) referenced in 2A-1, and
(2) indicate the document type attached for question 2A-1 that includes roles and responsibilities of the CoC and HMIS Lead (e.g., Governance Charter, MOU/MOA).

2A-2. HMIS Policy and Procedures Manual. Does your CoC have a HMIS Policy and Procedures Manual? Attachment Required. Yes

2A-3. HMIS Vender. What is the name of the HMIS software vendor? Social Solutions

2A-4. HMIS Implementation Coverage Area. Using the drop-down boxes, applicants must select the HMIS implementation Coverage area. Regional (multiple CoC)

2A-5. Bed Coverage Rate. Using 2018 HIC and HMIS data, applicants must report by project type:
(1) total number of beds in 2018 HIC;
(2) total beds dedicated for DV in the 2018 HIC; and

(3) total number of beds in HMIS.

Project Type	Total Beds in 2018 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) beds	78	17	61	100.00%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	47	0	47	100.00%
Rapid Re-Housing (RRH) beds	6	0	0	0.00%
Permanent Supportive Housing (PSH) beds	128	0	128	100.00%
Other Permanent Housing (OPH) beds	34	0	31	91.18%

2A-5a. To receive partial credit, if the bed coverage rate is 84.99 percent or lower for any of the project types in question 2A-5., applicants must provide clear steps on how the CoC intends to increase this percentage for each project type over the next 12 months. (limit 2,000 characters)

The bed coverage rate is not below 84.99% for any project type.

2A-6. AHAR Shells Submission: How many 2017 Annual Housing Assessment Report (AHAR) tables shells did HUD accept? 12

2A-7. CoC Data Submission in HDX. Applicants must enter the date the CoC submitted the 2018 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). (mm/dd/yyyy) 04/30/2018

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

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. PIT Count Date. Applicants must enter the date the CoC conducted its 2018 PIT count (mm/dd/yyyy). 01/31/2018

2B-2. HDX Submission Date. Applicants must enter the date the CoC submitted its PIT count data in HDX (mm/dd/yyyy). 04/30/2018

2C. Continuum of Care (CoC) Point-in-Time (PIT) Count: Methodologies

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**2C-1. Change in Sheltered PIT Count Implementation. Applicants must describe any change in the CoC’s sheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018. Specifically, how those changes impacted the CoC’s sheltered PIT count results.
 (limit 2,000 characters)**

Not Applicable--no changes.

2C-2. Did your CoC change its provider coverage in the 2018 sheltered count? No

2C-2a. If “Yes” was selected in 2C-2, applicants must enter the number of beds that were added or removed in the 2018 sheltered PIT count.

Beds Added:	0
Beds Removed:	0
Total:	0

2C-3. Presidentially Declared Disaster Changes to Sheltered PIT Count. Did your CoC add or remove emergency shelter, transitional housing, or Safe Haven inventory because of funding specific to a Presidentially declared disaster, resulting in a change to the CoC’s 2018 sheltered PIT count? No

2C-3a. If “Yes” was selected for question 2C-3, applicants must enter the number of beds that were added or removed in 2018 because of a Presidentially declared disaster.

Beds Added:	0
Beds Removed:	0
Total:	0

2C-4. Changes in Unsheltered PIT Count Implementation. Did your CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2017 to 2018? If your CoC did not conduct an unsheltered PIT count in 2018, select Not Applicable. No

2C-5. Identifying Youth Experiencing Homelessness in 2018 PIT Count. Did your CoC implement specific measures to identify youth experiencing homelessness in its 2018 PIT count? Yes

2C-5a. If “Yes” was selected for question 2C-5., applicants must describe:
(1) how stakeholders serving youth experiencing homelessness were engaged during the planning process;
(2) how the CoC worked with stakeholders to select locations where youth experiencing homelessness are most likely to be identified; and
(3) how the CoC involved youth experiencing homelessness in counting during the 2018 PIT count.
(limit 2,000 characters)

(1) Three youth-serving CoC agencies served on the planning committee and participated in planning the route, carrying out the actual count, and providing data confirmation after the count. Participation of these agencies during the count itself was essential to successful engagement of homeless youth who were encountered. These stakeholders also worked on a second youth count, sponsored by the Massachusetts Special Commission on Homeless and Unaccompanied Youth, in the spring of 2018.

(2) Planning Group reached out to other youth-serving organizations in Cambridge, Somerville and Arlington, and to school personnel, LGBTQ liaisons, health centers, media access centers, and youth currently served in TH and PSH programs to identify places where homeless youth were most likely to be. The Planning Group also worked with staff at Cambridge youth shelters.

(3) Because the PIT occurs from 1 AM to 6 AM, the CoC did not involve youth in the overnight count but worked with youth in advance, and utilized the expertise of youth living in CoC TH and PSH, to identify places where youth might be sleeping on the night of the count. Separately, sixteen youth, ten of whom had experienced homelessness, participated in the state-sponsored count of unstably housed youth. These youth acted as Youth Ambassadors, with each providing at least 5 hours of service to identify places where homeless youth might be and to complete surveys with youth.

2C-6. 2018 PIT Implementation. Applicants must describe actions the CoC implemented in its 2018 PIT count to better count:
(1) individuals and families experiencing chronic homelessness;
(2) families with children experiencing homelessness; and

**(3) Veterans experiencing homelessness.
(limit 2,000 characters)**

(1) Somerville Arlington CoC collaborates with Cambridge to conduct the unsheltered PITC. For the sheltered count, the HMIS Lead checks with all providers in advance of the count to ensure that they fully update their HMIS data for the night of the count. She runs an HMIS report to identify total sheltered people and a report to identify disability and length of stay. Cambridge and Somerville providers work with Cambridge outreach personnel to conduct an unsheltered count from 1 AM until 6 AM. All volunteers attend a training in advance of the PITC and a refresher during the night of the count. As part of PITC planning, Cambridge and Somerville/Arlington CoC providers develop maps based on where unsheltered persons experiencing chronic homelessness are likely to be identified. Using these maps, teams of volunteers work with experienced outreach workers to travel these routes and attempt to identify and document people. (2) Accuracy in counting families requires updated HMIS data from all providers serving families. The HMIS Lead works with all providers in advance of the PITC to ensure that data is complete and reviews PITC data after the count. Families are rarely encountered in unsheltered count given the MA mandate to provide shelter to families, but on rare occasion may stay temporarily in hospital lobbies, which are part of the unsheltered PITC route map.

(3) The Mass Bay Veterans Center in Somerville is the primary CoC organization serving homeless veterans and operates a TH program. Although not CoC-funded, MBVC records its clientele in HMIS, ensuring an accurate count of sheltered veterans served by the center. MBVC personnel help develop the map for the unsheltered count, identifying places where unsheltered homeless veterans might be staying. As part of the sheltered count, the HMIS report identifies veterans in mainstream shelters as well as targeted resources.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3A-1. First Time Homeless as Reported in HDX. In the box below, applicants must report the number of first-time homeless as reported in HDX.

Number of First Time Homeless as Reported in HDX.	262
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3A-1a. Applicants must:

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

(1) CoC produces a quarterly report of people who have become homeless for the first time and reviews the report to identify risk factors. People becoming homeless for the first time have extremely low incomes and are often paying more than 50% of their income towards rent. Change in household composition (divorce/death) and loss of a job are risk factors as are low level of educational attainment, disability, low wages, and reliance on a fixed income source.

(2) The CoC has prioritized prevention. Many homeless service providers also provide services and emergency financial assistance to very low income households with a goal of preventing homelessness. To support this effort, the City of Somerville has increased funds for prevention, with a \$382,930 investment of Somerville Affordable Housing Trust funds in PASS, a rental assistance program which provides up to 2-years of housing assistance for households whose rents are more than 50% of income. The City established an Office of Housing Stability, and is in the process of designing a new rent stabilization fund. The prevention strategy is to provide timely financial assistance, mediation, legal advocacy, and services to stabilize existing tenancies. The CoC reaches out to tenants at the Courthouse to offer services, including access to emergency financial assistance, mediation, and legal services. The new Office of Housing Stability provides an additional venue for seeking assistance to prevent displacement.

(3) Assistant Director of Housing, City of Somerville

3A-2. Length-of-Time Homeless as Reported in HDX. Applicants must:

(1) provide the average length of time individuals and persons in families remained homeless (i.e., the number);

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

(1)The average length of homelessness is 160 days for ES and TH. The average length of homelessness is 117 days for ES alone. (2) The CoC has two strategies to reduce length of homelessness. First, as part of Coordinated Entry, the CoC has expanded its housing search capacity this year by funding 2 FTE housing navigators to help homeless people find permanent housing. These navigators work with people in Somerville Homeless Coalition and St. Patrick's Shelter and with unsheltered people. The City of Somerville has significantly increased RRH resources over the past year, with \$142,000 available via city ESG and HOME funds, providing these navigators with additional tools to facilitate housing placement. In addition, the CoC uses longest periods of homelessness coupled with disabling conditions to prioritize people for permanent supported housing.

(3) Somerville Homeless Coalition, as HMIS Lead, uses HMIS to regularly produce a "By Name" list which identifies the individuals and families who have been homeless for the longest period of time, identifying individuals only by name, length of homelessness, and whether or not they have one or more disabilities. RESPOND produces a parallel list of longest staying DV households working with this DV services/shelter provider. RESPOND coordinates closely with the HMIS lead.

(4) HMIS Lead, Somerville Homeless Coalition

3A-3. Successful Permanent Housing Placement and Retention as Reported in HDX. Applicants must:

- (1) provide the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid rehousing that exit to permanent housing destinations; and**
- (2) provide the percentage of individuals and persons in families in permanent housing projects, other than rapid rehousing, that retain their permanent housing or exit to permanent housing destinations.**

	Percentage
Report the percentage of individuals and persons in families in emergency shelter, safe havens, transitional housing, and rapid re-housing that exit to permanent housing destinations as reported in HDX.	37%
Report the percentage of individuals and persons in families in permanent housing projects, other than rapid re-housing, that retain their permanent housing or exit to permanent housing destinations as reported in HDX.	96%

3A-3a. Applicants must:

- (1) describe the CoC’s strategy to increase the rate at which individuals and persons in families in emergency shelter, safe havens, transitional housing and rapid rehousing exit to permanent housing destinations; and**
- (2) describe the CoC’s strategy to increase the rate at which individuals and persons in families in permanent housing projects, other than rapid rehousing, retain their permanent housing or exit to permanent housing**

**destinations.
(limit 2,000 characters)**

(1) The CoC increases the rate at which people exit to permanent housing by providing strong housing search supports to homeless people, expanding rapid rehousing funds, and seeking opportunities to develop new permanent housing set-asides for homeless and extremely low income people in Somerville and Arlington. This year, the CoC has worked with Somerville Community Corporation to secure five affordable housing units for homeless Somerville families. These units were developed with city and state rehabilitation funding and have state housing subsidies to ensure affordability. The units come with \$1500/household for stabilization services for previously homeless families. Through its Coordinated Entry grant, the CoC has expanded its housing search capacity.

(2) The CoC continues to have high rates of stabilization in PSH. The CoC will maintain its success by continuing to allocate CoC supportive service funds and Medicaid funds for intensive case management supports to formerly homeless individuals in PSH. Case managers will continue to work with people in PSH to develop and implement individualized service plans, coaching residents to maximize their income and improve health (e.g., mental health, substance abuse treatment, medical care), housing stability, and community connections. This approach has proven successful with a variety of formerly homeless people including youth in recovery from substance abuse, people who have been chronically homeless, and dually diagnosed individuals.

3A-4. Returns to Homelessness as Reported in HDX. Applicants must report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX.

	Percentage
Report the percentage of individuals and persons in families returning to homelessness over a 6- and 12-month period as reported in HDX	0%

3A-4a. Applicants must:

- (1) describe how the CoC identifies common factors of individuals and persons in families who return to homelessness;**
 - (2) describe the CoC’s strategy to reduce the rate of additional returns to homelessness; and**
 - (3) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy to reduce the rate individuals and persons in families returns to homelessness.**
- (limit 2,000 characters)**

(1) (1) The CoC identifies factors that caused people to return to homelessness by interviewing people via coordinated entry and case management to identify common issues. Just one person returned to homelessness this year. Over the past 2 years, 106 people have exited to permanent housing and 3 have returned. One person returned because she was placed in a shared housing situation with a room-mate who left the apartment. The other two returned to homelessness due to substance abuse relapse.

(2) CoC providers are responsible for providing ongoing stabilization services for people in PSH, and one year of supports for people placed with RRH. This stabilization includes providing linkages to mainstream resources that support

continued stability. To reduce the rate of returns to homelessness, the CoC's strategy is to place homeless people in housing that they can afford and maintain, with ongoing services for those who need them. (3) HMIS Lead, Somerville Homeless Coalition

Just one person returned to homelessness this year. Over the past 2 years, 106 people have exited to permanent housing and 3 have returned. One person returned because she was placed in a shared housing situation with a room-mate who left the apartment. The other two returned to homelessness due to substance abuse relapse.

(2) CoC providers are responsible for providing ongoing stabilization services for people in PSH, and one year of supports for people placed with RRH. This including linkages to mainstream resources that support continued stability. To reduce the rate of returns to homelessness, the CoC's strategy is to place homeless people in housing that they can afford and maintain, with ongoing services for those who need them.

(3) HMIS Lead, Somerville Homeless Coalition

3A-5. Job and Income Growth. Applicants must:

(1) describe the CoC's strategy to increase access to employment and non-employment cash sources;

(2) describe how the CoC works with mainstream employment organizations to help individuals and families increase their cash income; and

(3) provide the organization name or position title that is responsible for overseeing the CoC's strategy to increase job and income growth from employment.

(limit 2,000 characters)

1) This year, 21 adults in CoC programs increased their income. Of these, 17 increased their income from earnings and 9 increased their unearned income. Strategies to increase access to employment and benefits are: a.) Training of case management staff to ensure that they are up to date with benefits regulations and education/employment resources; b.) Education of CoC providers on employment programs and entry protocols; c.) Support for partnerships between housing and employment service providers; and d.) Biannual review of HMIS data to ensure that clients receive all mainstream benefits for which they are likely eligible.

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

(2) CoC providers help clients access employment resources, both by referring clients to mainstream employment programs and by forming partnerships to facilitate access. The CoC refers people to the One Stop Career Centers and the Massachusetts Rehabilitation Commission. Case managers connect clients to ABE, GED, ESOL, and entry level college classes. They help individuals access employment programs which provide job search, resume preparation, interview preparation, job leads, work clothing, soft skills or job training. Project Hope, Project Place, Community Work Services, and Massachusetts General Hospital are frequently used training resources. Just a Start, the nonprofit housing developer that currently co-facilitates CoC meetings, offers job training

programs as does Somerville Community Corporation.
(3) CoC Co-Facilitator, Just a Start

3A-6. System Performance Measures Data Submission in HDX. Applicants must enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2017 (mm/dd/yyyy) 04/30/2018

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

Instructions

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

- 3B-1. DedicatedPLUS and Chronically Homeless Beds. In the boxes below, applicants must enter:**
- (1) total number of beds in the Project Application(s) that are designated as DedicatedPLUS beds; and**
 - (2) total number of beds in the Project Application(s) that are designated for the chronically homeless, which does not include those that were identified in (1) above as DedicatedPLUS Beds.**

Total number of beds dedicated as DedicatedPLUS	0
Total number of beds dedicated to individuals and families experiencing chronic homelessness	96
Total	96

3B-2. Orders of Priority. Did the CoC adopt the Orders of Priority into their written standards for all CoC Program-funded PSH projects as described in Notice CPD-16-11: Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing? Attachment Required. Yes

3B-2.1. Prioritizing Households with Children. Using the following chart, applicants must check all that apply to indicate the factor(s) the CoC currently uses to prioritize households with children during FY 2018.

History of or Vulnerability to Victimization (e.g. domestic violence, sexual assault, childhood abuse)	<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	<input type="checkbox"/>
Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

3B-2.2. Applicants must:

- (1) describe the CoC’s current strategy to rapidly rehouse every household of families with children within 30 days of becoming homeless;**
- (2) describe how the CoC addresses both housing and service needs to ensure families successfully maintain their housing once assistance ends; and**
- (3) provide the organization name or position title responsible for overseeing the CoCs strategy to rapidly rehouse families with children within 30 days of becoming homeless.**
(limit 2,000 characters)

(1) The CoC has, with the support of the City of Somerville, significantly increased funding available for rapid rehousing. Somerville had dedicated \$142,110 in ESG and HOME funds to rapid rehousing and has made a \$382,930, 3-year investment from the Somerville Affordable Housing Trust to the PASS program. PASS provides a time-limited 24-month housing subsidy, plus case management supports, to previously homeless households. These city resources are in addition to Massachusetts Homebase funding, which provides up to \$12,000/year to rapidly rehouse homeless families in the CoC family shelters. The CoC Coordinated Entry, along with CoC family shelter, is working to engage families immediately upon shelter entry. Strategies included intensive housing search and RRH resources to achieve faster exits to housing, including consideration of shared housing possibilities, reuniting with family, etc. High rental costs in the Greater Boston housing market continue to pose barriers to rapid exit.

(2) Households that receive rapid rehousing funds must either be able to show sustainability after short term financial assistance or be willing to work with a case manager during RRH and a post RRH stability program; staff are trained in Housing First approaches around encouraging engagement and willingness of families to accept RRH services once in housing. Case managers work with households to increase income and strengthen financial management and budgeting skills.

(3) Coordinated Entry Manager, Somerville Homeless Coalition

3B-2.3. Antidiscrimination Policies. Applicants must check all that apply that describe actions the CoC is taking to ensure providers (including emergency shelter, transitional housing, and permanent supportive housing (PSH and RRH) within the CoC adhere to antidiscrimination policies by not denying admission to or separating any family members from other members of their family or caregivers based on age, sex, gender, LGBT status, marital status, or disability when entering a shelter or housing.

CoC conducts mandatory training for all CoC and ESG funded service providers on these topics.	<input type="checkbox"/>
CoC conducts optional training for all CoC and ESG funded service providers on these topics.	<input type="checkbox"/>
CoC has worked with ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients.	<input type="checkbox"/>
CoC has worked with ESG recipient(s) to identify both CoC and ESG funded facilities within the CoC geographic area that may be out of compliance, and taken steps to work directly with those facilities to come into compliance.	<input type="checkbox"/>
CoC has sought assistance from HUD through submitting AAQs or requesting TA to resolve non-compliance of service providers.	<input type="checkbox"/>

3B-2.4. Strategy for Addressing Needs of Unaccompanied Youth

Experiencing Homelessness. Applicants must indicate whether the CoC's strategy to address the unique needs of unaccompanied homeless youth includes the following:

Human trafficking and other forms of exploitation	Yes
LGBT 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

3B-2.5. Prioritizing Unaccompanied Youth Experiencing Homelessness Based on Needs. Applicants must check all that apply from the list below that describes the CoC's current strategy to prioritize unaccompanied youth based on their needs.

History or Vulnerability to Victimization (e.g., domestic violence, sexual assault, childhood abuse)	<input checked="" type="checkbox"/>
Number of Previous Homeless Episodes	<input checked="" type="checkbox"/>
Unsheltered Homelessness	<input checked="" type="checkbox"/>
Criminal History	<input type="checkbox"/>
Bad Credit or Rental History	<input type="checkbox"/>

**3B-2.6. Applicants must describe the CoC's strategy to increase:
 (1) housing and services for all youth experiencing homelessness by providing new resources or more effectively using existing resources, including securing additional funding; and
 (2) availability of housing and services for youth experiencing unsheltered homelessness by providing new resources or more effectively using existing resources.
 (limit 3,000 characters)**

(1) The CoC increases housing and services for all youth experiencing homelessness by (a) Maximizing access to the CoC's TH project for youth by prioritizing placement of youth from TH to PH within 6 months, enabling the project to serve four times as many youth in need. (b) Shifting to a Housing First approach for the two CoC young adult PSH, (c) Coordinating with the adjacent Cambridge CoC to ensure Somerville Arlington homeless youth have access to emergency shelter available in that CoC. In return, the Somerville Arlington CoC makes TH and PSH available to Cambridge and Boston area youth (d) Seeking state and private funds to expand resources for homeless youth. This includes working with local and regional coalitions to develop new funding resources for homeless youth. Wayside and Somerville Homeless Coalition have been part of Massachusetts Coalition for the Homeless' successful efforts to obtain a line item in the Massachusetts budget specifically for shelter and services for homeless youth. CoC providers Heading Home, Somerville Homeless Coalition, and Wayside are working with providers in Boston and

Cambridge to develop expanded winter response for at-risk and homeless youth, and new on-campus housing resources for homeless individuals. The CoC has also worked with educators and service personnel within Somerville to form a new coalition, in coordination with the CoC, focused on developing responses to the needs of unstably housed youth who do not meet HUD's definition of homelessness. (2) The strategy for unsheltered youth is the same as for all homeless youth. One additional strategy has been expanded outreach and engagement of unsheltered persons including youth, in collaboration with the neighboring Cambridge CoC.

3B-2.6a. Applicants must:

- (1) provide evidence the CoC uses to measure both strategies in question 3B-2.6. to increase the availability of housing and services for youth experiencing homelessness;**
 - (2) describe the measure(s) the CoC uses to calculate the effectiveness of the strategies; and**
 - (3) describe why the CoC believes the measure it uses is an appropriate way to determine the effectiveness of the CoC's strategies.**
- (limit 3,000 characters)**

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

The CoC recently increased outreach to unsheltered persons in partnership with the Cambridge CoC, and intends to track data on the unsheltered youth to see if strategies to engage them and move them to better options are effective when measured over the next year.

(2) Measures used to assess effectiveness of these youth strategies are: number of youth moved from unsheltered to shelter, TH or housing; number of youth served in TH and lengths of stays; number of chronic/highly vulnerable youth placed in PSH; and overall number of youth placed in housing and maintaining housing. The Somerville CoC also works with adjacent CoCs to measure the number of youth provided emergency shelter in youth-specific settings versus the number of youth/young adults presenting at adult shelters, the number of youth that report remaining unsheltered for any period of time. For new funding, the CoC looks at outcomes of successfully funded proposals and initiatives, and whether newly developed projects result in an increased number of youth being sheltered (separately from adults) and an increased number of youth and young adults moved from homelessness to permanent housing and maintaining permanent housing. The CoC looks at numbers of homeless youth within Somerville Arlington and the adjacent community of Cambridge, looking at the number of sheltered and unsheltered youth and young adults.

(3) These measures are appropriate for tracking effectiveness of the TH and PSH project. Additionally, the measures that involve coordination with the Cambridge CoC and tracking of youth served are appropriate because the Somerville CoC has strong TH and housing resources for homeless youth but does not have emergency shelter. Youth, more than other populations, must cross CoCs in order to meet their needs. Focusing only on youth within Somerville and Arlington provides an incomplete picture of system gaps and effectiveness of responses.

3B-2.7. Collaboration–Education Services. Applicants must describe how the CoC collaborates with:

- (1) youth education providers;**
 - (2) McKinney-Vento State Education Agency (SEA) and Local Education Agency (LEA);**
 - (3) school districts; and**
 - (4) the formal partnerships with (1) through (3) above.**
- (limit 2,000 characters)**

(1) The CoC works with the Arlington and Somerville Public Schools, SCALE (an alternative education provider), Just a Start (a CoC provider that offers job training for at-risk youth), and Bunker Hill Community College to ensure that homeless children and youth receive supports needed to minimize the personal and academic impact of homelessness.

(2) The CoC works with Local Education Agency liaisons to facilitate transfer to Somerville/Arlington schools or to arrange transportation to schools of origin. Families and youth go to the Parent Information Center in Arlington or Somerville and are able to quickly enroll in local schools. When transportation is needed to school of origin, case managers reach out to LEA liaisons in other towns. The State Education Agency oversees the process but CoC providers have been able to manage arrangements by working solely with the LEA liaisons.

(3) School districts support the education of homeless children and youth by providing access to guidance, academic enrichment and other resources. The Somerville School District sponsors Youth Harbors, a program of Justice Resources Institute that places youth advocates in area high schools to support unstably housed youth. CoC providers coordinate with Youth Harbors staff to help unstably housed and homeless youth get needed resources. Case managers may also support parents and students by attending meetings with school administration, guidance, or individual teachers.

(4) According to Massachusetts state policy, all family shelters, including those in Somerville CoC, are mandated by state contract to have a point person who must coordinate with the local McKinney-Vento liaisons. The state requires shelter staff to inform families of their rights under McKinney-Vento and to ensure that children are enrolled in school or early childcare services. The CoC has good working relations with the LEAs and McKinney-Vento liaisons, so enrollment happens smoothly.

3B-2.7a. Applicants must describe the policies and procedures the CoC adopted to inform individuals and families who become homeless of their eligibility for education services.
(limit 2,000 characters)

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

3B-2.8. Does the CoC have written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select “Yes” or “No”. Applicants must select “Yes” or “No”, from the list below, if the CoC has written formal agreements, MOU/MOA’s or partnerships with providers of early childhood services and support.

	MOU/MOA	Other Formal Agreement
Early Childhood Providers	No	No
Head Start	No	No
Early Head Start	No	No
Child Care and Development Fund	No	No
Federal Home Visiting Program	No	No
Healthy Start	No	No
Public Pre-K	No	No
Birth to 3 years	No	Yes
Tribal Home Visting Program	No	No
Other: (limit 50 characters)		

3B-3.1. Veterans Experiencing Homelessness. Applicants must describe the actions the CoC has taken to identify, assess, and refer Veterans experiencing homelessness, who are eligible for U.S. Department of Veterans Affairs (VA) housing and services, to appropriate resources such as HUD-VASH, Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD). (limit 2,000 characters)

The CoC identifies, assesses and refers homeless veterans to services in large part through the work of the Mass Bay Veterans Center. MBVC does not receive CoC funds but is a core member of the CoC; it operates the SSVF program that does outreach, assessment and referral to services for all

homeless veterans in the CoC. Opened in 2013, MBVC also provides 22 units of GPD transitional housing, 7 units of permanent housing and service space for case management, employment services, substance abuse and mental health counseling, and linkage to VA services. As part of the SSVF program, it assists homeless veterans to access VASH, GPD, its PH program as well as CoC and ESG resources for those who are eligible. Staff within mainstream homeless agencies receive training on VA and Veterans Services (state-funded) resources and may work directly with the VA or via MBVC to access these resources for clients. The CoC reviews the number of homeless veterans quarterly by producing an HMIS report that identifies veterans in the HMIS. At quarterly meetings, the CoC reviews status of homeless veterans and, consistent with the directive to end veteran homelessness, identifies actions that can be taken to place veterans quickly, using CoC, ESG, and VA resources.

3B-3.2. Does the CoC use an active list or by name list to identify all Veterans experiencing homelessness in the CoC? Yes

3B-3.3. Is the CoC actively working with the VA and VA-funded programs to achieve the benchmarks and criteria for ending Veteran homelessness? Yes

3B-3.4. Does the CoC have sufficient resources to ensure each Veteran experiencing homelessness is assisted to quickly move into permanent housing using a Housing First approach? Yes

3B-5. Racial Disparity. Applicants must: Yes
(1) indicate whether the CoC assessed whether there are racial disparities in the provision or outcome of homeless assistance;
(2) if the CoC conducted an assessment, attach a copy of the summary.

3B-5a. Applicants must select from the options below the results of the CoC's assessment.

People of different races or ethnicities are more or less likely to receive homeless assistance.	<input type="checkbox"/>
People of different races or ethnicities are more or less likely to receive a positive outcome from homeless assistance.	<input type="checkbox"/>
There are no racial disparities in the provision or outcome of homeless assistance.	<input type="checkbox"/>
The results are inconclusive for racial disparities in the provision or outcome of homeless assistance.	<input checked="" type="checkbox"/>

3B-5b. Applicants must select from the options below the strategies the CoC is using to address any racial disparities.

The CoC's board and decisionmaking bodies are representative of the population served in the CoC.	<input type="checkbox"/>
The CoC has identified steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC.	<input type="checkbox"/>
The CoC is expanding outreach in geographic areas with higher concentrations of underrepresented groups.	<input type="checkbox"/>
The CoC has communication, such as flyers, websites, or other materials, inclusive of underrepresented groups	<input type="checkbox"/>
The CoC is training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness.	<input type="checkbox"/>
The CoC is establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector.	<input type="checkbox"/>
The CoC has staff, committees or other resources charged with analyzing and addressing racial disparities related to homelessness.	<input type="checkbox"/>
The CoC is educating organizations, stakeholders, boards of directors for local and national non-profit organizations working on homelessness on the topic of creating greater racial and ethnic diversity.	<input type="checkbox"/>
The CoC reviewed coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness.	<input type="checkbox"/>
The CoC is collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system.	<input type="checkbox"/>
The CoC is conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness.	<input type="checkbox"/>
Other:	<input type="checkbox"/>

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

Instructions:

For guidance on completing this application, please reference the FY 2018 CoC Application Detailed Instructions and the FY 2018 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

- 4A-1. Healthcare. Applicants must indicate, for each type of healthcare listed below, whether the CoC:**
- (1) assists persons experiencing homelessness with enrolling in health insurance; and**
 - (2) assists persons experiencing homelessness with effectively utilizing Medicaid and other benefits.**

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

- 4A-1a. Mainstream Benefits. Applicants must:**
- (1) describe how the CoC works with mainstream programs that assist persons experiencing homelessness to apply for and receive mainstream benefits;**
 - (2) describe how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for persons experiencing homelessness (e.g., Food Stamps, SSI, TANF, substance abuse programs); and**
 - (3) provide the name of the organization or position title that is responsible for overseeing the CoC’s strategy for mainstream benefits. (limit 2,000 characters)**

(1) Each CoC-funded nonprofit serving homeless people employs case managers whose job is to ensure that families and individuals apply for and receive mainstream benefits for which they may be eligible. CoC program directors and case managers have participated in SOAR training, which has successfully accelerated the timeline and acceptance rate for SSI applicants. Case managers discuss mainstream benefits and help families and individuals obtain resources by working with them to fill out forms, gather documentation, and submit applications. Case managers follow up to make sure that clients obtain benefits and are able to use them to meet their basic needs. Case managers educate families and individuals about re-certification requirements. When people lose benefits due to administrative problems, CoC case managers

work with State or federal agencies, including ombudsmen, to resolve issues that may have led to loss of benefits. Local legal services agencies provide support and back-up on complex benefits cases.

- (2) Somerville CoC staff attend annual Massachusetts Law Reform Institute (MLRI) trainings. MLRI is a state-wide, anti-poverty law center that offers an annual Basic Benefits Training, covering all state and federal mainstream benefits. Developed specifically for advocates working with low income and homeless populations, the training covers SNAP, Medicaid, Medicare, SSI/SSDI/Social Security, TANF, veterans benefits, elder services, EAEDC (state disability benefit) and resources for working individuals. MLRI coordinates a website, masslegalhelp.org, which provides continually updated information, including links to comprehensive reference guides. Program Directors at each CoC agency are expected to remain current on benefits regulations, ensure that case managers attend relevant trainings, and review individual cases to ensure that homeless people are successfully connected to benefits and resources.
- (3) HMIS Lead, Somerville Homeless Coalition

4A-2.Housing First: Applicants must report:

- (1) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition; and**
- (2) total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements.**

Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition.	10
Total number of new and renewal CoC Program Funded PSH, RRH, SSO non-coordinated entry, Safe-Haven, and Transitional Housing projects the CoC is applying for in FY 2018 CoC Program Competition that have adopted the Housing First approach—meaning that the project quickly houses clients without preconditions or service participation requirements.	10
Percentage of new and renewal PSH, RRH, Safe-Haven, SSO non-Coordinated Entry projects in the FY 2018 CoC Program Competition that will be designated as Housing First.	100%

4A-3. Street Outreach. Applicants must:

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

(1) The Somerville Homeless Coalition, through its Coordinated Entry grant, convenes a weekly Multi-Disciplinary Outreach Team to conduct street outreach. The team includes crisis management staff from the Somerville and Arlington police departments along with outreach personnel from Boston (Health Care for the Homeless, Roxbury Youthworks, Massachusetts Department of Mental Health BEST Team, Bay Cove Human Services) and Cambridge (Eliot Community Human Services PATH, On the Rise, CASPAR).

While these outreach staff are primarily responsible for service to Boston and Cambridge, they are able to expand their services once a week to cover Somerville and Arlington. This allows the CoC to access a highly experienced outreach team, with strong connections to area health, mental health, and substance abuse resources. Each Wednesday, the team meets, discusses who is unsheltered and what they might need, then breaks into four groups to check on people, using a map of encampments and known locations. After several hours of outreach, the team reconvenes, shares updates, and plans next steps. Team members build relationships with people, providing food and other basic resources, completing assessments and offering options. (2) The Street outreach covers 100% of the CoC's geographic area. (3) The CoC conducts street outreach once every week. (4) The street outreach team includes health care professionals and clinicians with expertise working with people with serious mental illness, substance abuse, and criminal history. The team has the capacity to link people to physical and mental health services and to work with people who are not ready to engage. Team members build relationships, provide resources, and, as individuals are ready, begin to discuss housing and services without requiring that unsheltered individuals provide names, personal information, or agree to participate in services.

4A-4. Affirmative Outreach. Applicants must describe:

(1) the specific strategy the CoC implemented that furthers fair housing as detailed in 24 CFR 578.93(c) used to market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, gender identify, sexual orientation, age, familial status or disability; and

(2) how the CoC communicated effectively with persons with disabilities and limited English proficiency fair housing strategy in (1) above.

(limit 2,000 characters)

(1) The CoC requires ESG and CoC program-funded providers to market their housing and services to all, with fair housing logo and written statements on applications and marketing materials stating that resources and services are available to all regardless of race, color, national origin, religion, sex, gender identity, sexual orientation, age, familial status, or disability. The CoC is also planning to provide additional affirmative outreach and anti-discrimination training for 2018-2019. The CoC requires providers to translate marketing materials into languages commonly spoken in Somerville and Arlington and to provide flyers on rights and remedies afforded under federal, state, and local fair housing law, posting multi-lingual information on electronic platforms and disseminating multi-lingual materials to sites frequented by limited English proficient people (schools, churches, immigrant rights organizations).

(2). CoC providers communicate the CoC's commitment to serve all and its prohibition against discrimination through written statements on marketing materials and through hand-outs describing rights and remedies. In addition, CoC agencies hire diverse, multi-lingual staff and all agencies have access to 3-way phone interpreter services when needed. CoC agencies use TDD/TTY and arrange for ASL interpreters when communicating with people who are deaf. Agencies make reasonable accommodations to accommodate communication disabilities.

4A-5. RRH Beds as Reported in the HIC. Applicants must report the total number of rapid rehousing beds available to serve all household types as reported in the Housing Inventory Count (HIC) for 2017 and 2018.

	2017	2018	Difference
RRH beds available to serve all populations in the HIC	9	6	-3

4A-6. Rehabilitation or New Construction Costs. Are new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? No

4A-7. Homeless under Other Federal Statutes. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children or youth defined as homeless under other Federal statutes? No

4B. Attachments

Instructions:

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

Document Type	Required?	Document Description	Date Attached
1C-5. PHA Administration Plan–Homeless Preference	No	MA517 Homeless Pr...	09/13/2018
1C-5. PHA Administration Plan–Move-on Multifamily Assisted Housing Owners' Preference	No		
1C-8. Centralized or Coordinated Assessment Tool	Yes	Coordinated Entry...	09/02/2018
1E-1. Objective Criteria–Rate, Rank, Review, and Selection Criteria (e.g., scoring tool, matrix)	Yes	MA-517 Ranking an...	09/13/2018
1E-3. Public Posting CoC-Approved Consolidated Application	Yes		
1E-3. Public Posting–Local Competition Rate, Rank, Review, and Selection Criteria (e.g., RFP)	Yes	MA-517 1E-3 Publi...	09/14/2018
1E-4. CoC's Reallocation Process	Yes	MA-517 Reallocati...	09/12/2018
1E-5. Notifications Outside e-snaps–Projects Accepted	Yes	MA-517 1E-5 Email...	09/14/2018
1E-5. Notifications Outside e-snaps–Projects Rejected or Reduced	Yes	MA-517 Rejected R...	09/14/2018
1E-5. Public Posting–Local Competition Deadline	Yes	MA-517 1E-5 Local...	09/14/2018
2A-1. CoC and HMIS Lead Governance (e.g., section of Governance Charter, MOU, MOA)	Yes	MA-517 Somerville...	08/05/2018
2A-2. HMIS–Policies and Procedures Manual	Yes	MA-517 Somerville...	08/05/2018
3A-6. HDX–2018 Competition Report	Yes	MA-517 Somerville...	08/07/2018
3B-2. Order of Priority–Written Standards	No	MA-517 Excerpt fr...	09/03/2018

3B-5. Racial Disparities Summary	No	MA-517 Racial Dis...	09/12/2018
4A-7.a. Project List–Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
Other	No		
Other	No		
Other	No		

Attachment Details

Document Description: MA517 Homeless Preferences

Attachment Details

Document Description:

Attachment Details

Document Description: Coordinated Entry First Contact Assessment and Referral Tool

Attachment Details

Document Description: MA-517 Ranking and Rating Process

Attachment Details

Document Description:

Attachment Details

Document Description: MA-517 1E-3 Public Posting Attachments

Attachment Details

Document Description: MA-517 Reallocation Process

Attachment Details

Document Description: MA-517 1E-5 Email Notification of Project Ranking

Attachment Details

Document Description: MA-517 Rejected Reduced Projects

Attachment Details

Document Description: MA-517 1E-5 Local Competition

Attachment Details

Document Description: MA-517 Somerville Arlington Governance Charter

Attachment Details

Document Description: MA-517 Somerville Arlington HMIS Policies and Procedures Manual

Attachment Details

Document Description: MA-517 Somerville HDX 2018 Competition Report

Attachment Details

Document Description: MA-517 Excerpt from Coordinated Entry Orders of Priority

Attachment Details

Document Description: MA-517 Racial Disparities Summary

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

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Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/11/2018
1B. Engagement	09/14/2018
1C. Coordination	09/13/2018
1D. Discharge Planning	09/11/2018
1E. Project Review	09/11/2018
2A. HMIS Implementation	09/11/2018
2B. PIT Count	09/11/2018
2C. Sheltered Data - Methods	09/13/2018
3A. System Performance	09/13/2018
3B. Performance and Strategic Planning	09/13/2018
4A. Mainstream Benefits and Additional Policies	09/13/2018
4B. Attachments	Please Complete

FY2018 CoC Application	Page 49	09/14/2018
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Submission Summary

No Input Required

MA-517 Somerville Arlington CoC

Attachment 9: PHA Administration Plan

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

- DHCD excerpt
 - Section 8 HCV Administrative Plan

- Boston Housing Authority excerpt
 - Section 8 Administrative Plan



SOMERVILLE HOUSING AUTHORITY

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

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

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

- b. Participation of the applicant or member of the applicant's household in social service or other counseling service programs.
- c. Any information which indicates that the applicant is more likely to meet future rent obligations, such as alleviation of the problem which caused the rent arrearage, new employment, or third party assurances.
- d. Evidence of successful rehabilitation satisfactory to the SHA.
- e. Evidence of modification of previously disqualifying behavior.

IV. SELECTION FROM THE WAITING LIST

A. Preferences for Federally Funded Public Housing

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

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

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

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

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

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

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

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

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

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

SOMERVILLE HOUSING AUTHORITY
EMERGENCY CASE PLAN
(September 1992)

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

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

I. STATEMENT OF GOALS AND POLICIES.

- (A) Through this Plan, the Authority seeks to establish a fair and uniform standard to be applied to all applicants for Emergency Case Status, to the end that similarly situated applicants will receive similar treatment.
- (B) Emergency Case Status is a priority category for placement to units and is intended to consider the needs of persons who are homeless, in abusive situations or encountering severe medical emergencies as further described in this plan. The SHA may reconsider and revise this plan from time to time after an open process of discussion with all interested members of the community and in accordance with the waiver provisions of the Executive Office of Communities and Development (EOCD) Regulations Prescribing Standards and Procedures for Tenant Selection and Transfer at 760 CMR 5.00 et seq.
- (C) Requirements employed by the SHA in making determinations of Emergency Case Status as to evidence, documentation and verification, and efforts by the applicant to

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

II. DEFINITION OF EMERGENCY CASE APPLICANT.

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

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

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

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

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

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

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

III. EMERGENCY CASE STATUS

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

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

- ~~(1) fire not due to the negligence or intentional act of an adult member of the applicant household,~~
- ~~(2) earthquake, flood or other natural cause, or~~
- ~~(3) a disaster declared or otherwise formally recognized under disaster relief laws.~~

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

- ~~(1) who is being displaced within the next ninety (90) days, or has been displaced within the three (3) years prior to application, by:~~
 - ~~(a) any low rent housing project as defined in M.G.L. c. 121B, S. 1, or~~
 - ~~(b) by a public slum clearance or urban renewal project initiated after January 1, 1947, or~~
 - ~~(c) by other public improvement.~~
- ~~(2) who is being displaced, or has been displaced within ninety (90) days prior to application, by~~

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

- (a) a member of the applicant household has not caused or substantially contributed to the cause of enforcement proceedings, and
- (b) the applicant has pursued available ways to remedy the situation by seeking assistance through the courts or appropriate administrative or enforcement agencies.

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

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

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

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

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

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

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

***SOMERVILLE HOUSING
AUTHORITY***

***SECTION 8
ADMINISTRATIVE
PLAN***

ADOPTED: DECEMBER 13, 2006

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

C. LOCAL PREFERENCES 24CFR 982.207

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

The SHA uses the following local preference system:

- **Date and time of receipt of a completed application**
- **RESIDENCY PREFERENCE** for families who live in Somerville, work in Somerville, have been hired to work in Somerville or who have been displaced from their dwelling unit in Somerville and have not obtained permanent replacement housing at the time of application and at the time of verification of eligibility. In order to verify that an applicant is a resident, the SHA may require third party verification such as:
 - Leases/utility bills
 - Employer or agency records
 - School records
 - Drivers licenses
 - Voter registration records
 - Any other documentation deemed relevant by the SHA
- **VETERAN PREFERENCE.** Veteran preference: to qualify for this preference the applicant must be a veteran, a member of the armed services of The United States or a dependent family member of a veteran or a service person.

"Veteran" means any person honorably discharged from the armed services of the United States after serving for 181 consecutive days or more.

Primary verification for veteran preference is verification by the Department of Defense through the use of form DD-214.

Third party verification of relationship to the veteran

D. Priorities

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

Priority 1

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

Priority 2

• INVOLUNTARY DISPLACEMENT

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

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

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

Verification must include:

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

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

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

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

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

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

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

Verification must include:

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

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

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

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

Standard Replacement Housing

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

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

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

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

• **SUBSTANDARD HOUSING**

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

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

Verification Requirements:

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

The precise reason(s) for such displacement.

• **HOMELESS FAMILY**

A homeless individual or homeless person includes:

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

Or

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

Verification Requirements:

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

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

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

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

• **RENT BURDEN**

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

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

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

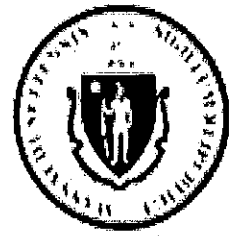
To qualify for the Rent Burden preference, the applicant must pay rent directly to the landlord or agent.

Verification Requirements:

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

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

**MASSACHUSETTS
DEPARTMENT OF
HOUSING & COMMUNITY
DEVELOPMENT**



**HOUSING CHOICE VOUCHER
PROGRAM
ADMINISTRATIVE PLAN**

**Approved:
September
2014**

19.5 HOUSING OPTIONS PROGRAM

19.5.1 Overview

The Housing Options Program (HOP) provides rental assistance and supportive services to disabled persons primarily in the greater Boston area who are homeless or at risk of homelessness. HOP is a collaborative effort of the DHCD and various Departments and offices under the Executive Office of Health and Human Services (EOHHS).³ Participating EOHHS agencies commit funds to support the lead service agency, JRI Health, which provides all applicant referrals and coordination of services for program participants.

HOP is an integral part of a continuum of care that provides permanent housing for homeless persons with disabilities who are ready to live independently. HOP is targeted to homeless persons moving out of transitional housing in order to make beds available within the homeless service system. This unique program combines 345 Section 8 vouchers with supportive services.

- Priority 1: Homeless disabled persons in transitional housing programs
- Priority 2: Homeless disabled persons in shelters, streets, or places not meant for human habitation
- Priority 3: Otherwise homeless disabled persons

For the purposes of the HOP Administrative Plan, an agency that is directly responsible for the provision of supportive services to a HOP participant is referred to as a "vendor." The vendors involved in HOP currently include: DMH, DDSDS, DPH-BSAS, MRC, HomeStart, EOEA, MassHealth and JRI.

Interagency Advisory Team

The Interagency Advisory Team (IAT) meets as needed and consists of representatives of DHCD, participating EOHHS agencies, HomeStart, JRI Health (JRI), the Metropolitan Boston Housing Partnership (MBHP), MassHousing, and representatives of non-profit housing and service agencies working with homeless people with disabilities. The IAT is responsible for the management of support services funding, the development of HOP policies and procedures, and the general oversight of the program.

DMH, on behalf of all participating funding agencies, serves as the key agency responsible for the procurement and contracting with the Lead Service Agency (LSA). The LSA is responsible for the day-to-day HOP management.

³ Departments and offices under EOHHS include the Department of Developmental Services (DDS), the Department of Mental Health (DMH), the Department of Public Health (DPH), the Executive Office of Elder Affairs (EOEA), the Department of Veteran's Services (DVS), the Massachusetts Rehabilitation Commission (MRC), and the Department of Children and Families (DCF).

Participants cannot save unused support funds, so staff are urged to encourage participants to use these funds for the above purposes and unforeseen expenses. The support accounts are intended to facilitate savings, and allow for participants access to as much of the escrow funds as possible. Under certain circumstances, support funds may be accessed under the hardship policy to offset loss of earned income. See Hardship Policy section of this plan. Support funds cannot be used to pay rent arrearages.

DHCD has established the following guidance for the appropriate use of the supports budget. Appropriate uses for the supports budget include but are not limited to:

- Transportation (public transportation, private auto expenses, for working participant(s) and/or children);
- Work wardrobe or uniforms;
- English as a Second Language classes /Adult Basic Education/GED programs or testing;
- Training programs or expenses;
- College tuition or expenses;
- Expenses for professional credentials (licenses, certification, professional insurance, etc.); or
- Continuing education expenses.

For participants with children, support funds may also be used for child care, before or after-school care, summer camp, or other appropriate supports for their children, if these supports are needed to help the participant meet their program requirements.

19.17.3 Moving To Work Demonstration Project Authority, Contracts, and Termination

DHCD's MTW program is operated through the terms and conditions established in its Moving To Work Demonstration Agreement, and any amendments which may be added. DHCD, its subcontracted administering agencies, and MTW participants are bound by all MTW statutory and regulatory requirements regarding operation, modification, and/or termination/transition of this project. Funding for this program is subject to annual review, and dependent upon adequate federal funding for DHCD's entire HCVP portfolio. In addition, DHCD will monitor the program's effectiveness in its primary purpose -- helping participants meet their economic self-sufficiency goals.

19.17.4 Eligibility:

All participants must meet the following eligibility requirements in order to be enrolled in the program. Documentation of compliance with all eligibility requirements must be included in each participant file.

Employment:

- Working at least part-time;
- Imminently employed (offer has been made) and/or with recent work history (within the last 6 months); or
- Enrolled in a full-time job training program with placement and on-going employment assistance.

Demonstrated Commitment to Goals of Program:

- Commitment to work with a variety of service agencies to obtain the supports they identify as needing in order to move forward (One Family Scholars, Career Center Services, vocational counseling etc.) Participants will be required to complete a pre-program workshop prior to joining the program.

Live in Non-subsidized Housing:

RAAs must make a good faith effort to determine if participants are living in subsidized housing of any kind. RAA staff are expected to have a strong knowledge base of subsidized housing programs in their service area.

Income Eligible

75 percent of all participants must earn less than 30% of AMI. All other eligibility requirements of DHCD's HCV program apply to pilot participants as well. All participants must meet the "but for this assistance" threshold – i.e., all participants must require the rental assistance in order to move from "at –risk" and unstably housed to stable and able to actively address education/training deficits to improve their long term economic stability.

Regional Priorities

In Boston, priority is given to families living in homeless shelters. Participants leaving shelter to enroll in the FES program will lose their homeless status.

19.17.5 Outreach and Referrals

Each program site will be required to submit an outreach and referral plan to DHCD prior to enrolling participants in the program. This plan will document how the agency will reach as broad a base as possible to ensure open and available access to the program.

In addition to identifying participants who meet their respective geographic priorities, DHCD expects RAAs to reach out to community colleges, job training programs, community based organizations, faith-based institutions, immigrant services agencies, childcare providers, community health centers, and other widely accessed service providers.

19.17.6 Portability

Within MA

This program is a Moving to Work initiative of DHCD and thus has limited in-state mobility only. A participant who wishes to move to a different community within the service area of the RAA must be able to continue to meet the requirements of their Stability Plan, and the move must be approved by RAA staff prior to changing residences. Participants who move to the other MTW site, will join the new area's program, and be subject to all aspects of that program design, including different rent subsidy payments, support budget and service providers.

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

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

3.3 Priority and Preference Admissions

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

Process Overview:

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

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

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

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

3.3.1 Definition of Priority

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

3.3.2 Definition of Preference

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

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

3.3.3 Verification of Priority or Preference Status

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

3.3.4 Granting of Priorities and/or Preferences

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

3.3.5 Priority Categories

- a) **Special Purpose Vouchers:** The BHA will admit an Applicant who qualifies for a particular category of Special Purpose Vouchers to the Section 8 program before all other Applicants on the waiting list if the BHA is not currently assisting the required number of special purpose vouchers families.
- (b) **Super Priority.** The BHA will admit an Applicant to the Section 8 program before all other Applicants on the waiting list if:
 - (1) The Applicant resides in BHA public housing, AND;
 - (i) The Applicant Family is being temporarily displaced due to BHA rehabilitation and modernization programs; or
 - (ii) The Applicant or a member of the Applicant Household is in imminent danger of life threatening injuries due to providing testimony or information regarding criminal activity to a local law enforcement agency; or

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

- (iii) The Applicant or a member of the Applicant Household is a victim of physical harassment, extreme or repeated vandalism to personal property and/or extreme and/or repeated verbal harassment, intimidation or coercion which places them in imminent danger and that cannot be expeditiously remedied in any other way; or
 - (iv) The Applicant or a member of the Applicant Household has been or is currently a victim of Domestic Violence, Dating Violence, Stalking, or Sexual Assault, and has a reasonable belief of risk of imminent harm if he or she remains in the current Unit and no other BHA public housing sites are an appropriate alternative, or
 - (v) The BHA cannot approve the Applicant's request for Reasonable Accommodation at any of the BHA's public housing sites because the request would be unreasonable, an undue financial burden, or a fundamental alteration of the program and the Applicant's Request for Reasonable Accommodation could be resolved by being assisted under the HCVP.
- (2) The Applicant is a Participant in the BHA's Section 8 Moderate Rehabilitation Program, or the Project Based Voucher Program AND;
- (i) The Applicant or a member of the Applicant Household is in imminent danger of life threatening injuries due to providing testimony or information regarding criminal activity to a local law enforcement agency; or
 - (ii) The Applicant or a member of the Applicant Household is a victim of physical harassment, extreme or repeated vandalism to personal property and/or extreme and/or repeated verbal harassment, intimidation or coercion which places them in imminent danger; or
 - (iii) The Applicant or a member of the Applicant Household has been or is currently a victim of Domestic Violence, Dating Violence, Stalking, or Sexual Assault, and has a reasonable belief of risk of imminent harm if he or she remains in the current Unit : or
 - (iv) The Owner and/or the BHA cannot approve the Applicant's request for Reasonable Accommodation at any of the BHA's Section 8 Moderate Rehabilitation sites

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

(3) Verification Requirements:

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

- (i) A letter(s) from a Qualified Healthcare Provider describing an Applicant's physical or mental condition and specifying housing conditions required because of the condition;
- (ii) For Reasonable Accommodation requests, reliable documentation from a Qualified Healthcare Provider or professional non-medical service agency, whose function it is to provide services to the disabled. Documentation should verify that the Applicant or a member of his/her Household is disabled under the applicable definitions in Federal and State law and describe the limitations attributable to the disability. Documentation must also describe how the accommodation being requested will overcome or alleviate those limitations;
- (iii) Police reports;
- (iv) Civil Rights incident reports;
- (v) Copies of restraining orders;
- (vi) Any other documentation that provides the BHA with evidence of Super Priority criteria.

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

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

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

(2) The Social Innovation Financing (SIF) Program

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

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

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

(3) Leading the Way Home

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

for those participating households that are willing to participate in stabilization and economic self-sufficiency activities.

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

(e) Priority 1

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

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

Verification must include:

- (i) A copy of the incident report from the local Fire Department or other appropriate agency who deals with disasters; **and**
- (ii) A copy of his/her Lease, or a statement from the property Owner, verifying that s/he is/was the tenant of record at the affected address; **and**
- (iii) Verification from the Fire department, the Inspectional Services Department, the Health Department or other appropriate agency that the dwelling Unit is now uninhabitable; **and**
- (iv) The cause of the disaster if known (**Note**: If the Applicant or a Household Member or guest was the cause of the disaster, approval for Priority status will be denied unless Mitigating Circumstances are established to the satisfaction of the BHA).

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

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

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

- (i) Submission of a fully completed "Certificate of Involuntary Displacement Due to Domestic Violence/Dating Violence/ Stalking/ Sexual Assault"
OR
- (ii) A third-party, written verification from the local police department, a social service agency, a court of competent jurisdiction, a clergy member, a physician, or a public or private facility that provides shelter or counseling to the victims of domestic violence.
- (iii) Verification *will not* be considered valid unless it:
 - Supplies the name of the threatening or abusive Household Member or other legal occupant of the dwelling Unit,
 - Describes how the situation came to verifier's attention, **and**
 - Indicates that the threats and/or violence are of a recent (within the past six [6] months) or continuing nature if the Applicant is still residing in the dwelling where the violence has occurred or is occurring, **or**
 - Indicates that the Applicant was displaced because of the threats and/or violence and that the Applicant is in imminent danger where he/she now resides.
- (iv) The Applicant must supply the name and address of the abuser **AND** provide documentation that the Applicant is/was a tenant of record
- (3) **Victim of hate crime.** The Applicant or a member of the Household has been a victim of one or more hate crimes **AND** the Applicant Family has vacated a dwelling Unit because of this crime **OR** the fear associated with the

crime has destroyed the peaceful enjoyment of the dwelling Unit.

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

Verification must include:

- (i) Submission of a fully completed "Certificate of Involuntary Displacement by Hate Crimes" or documentation from a law enforcement agency that the Applicant or a Household Member was a victim of such crime(s); **AND**
- (ii) Has vacated the dwelling because of such crime(s); or experienced fear associated with such crime(s) and the fear has destroyed the peaceful enjoyment of their current dwelling Unit.

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

Verification requirements:

- (i) Submission of a fully completed "Certificate of Involuntary Displacement to Avoid Reprisal" or documentation from a law enforcement agency that the Applicant and/or a household member provided information on criminal activity; **and**
- (ii) Documentation that, following a threat assessment conducted by the law enforcement agency, the agency recommends the relocation/re-housing of the household to avoid or minimize the threat of violence or reprisal to or against the household member(s) for providing such information.

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

- (5) **Court-ordered no-fault eviction:** An eviction pursuant to an Order for Judgment (or Agreement for Judgment) issued by a court because of:
- Landlord action beyond the Applicant's ability to control to prevent; **and**
 - The action occurred despite the Applicant having met all lawfully imposed Lease conditions; **and**
 - Displacement was not the result of failure to comply with United States Department of Housing and Urban Development ("HUD") and State policies in its housing programs with respect to occupancy of under-occupied and Overcrowded units or failure to accept a transfer to another Unit in accordance with a court order or policies or procedures under a HUD-approved desegregation plan.

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

- (i) Submission of a fully completed "certificate of Involuntary Displacement by Landlord Action"; **and**
- (ii) A copy of the Notice to Quit issued by the landlord or property manager; **and**
- (iii) A copy of the Summons and Complaint available from the court; **and**
- (iv) A copy of the Answer or other response(s) filed by the Applicant in court in response to the Complaint, if any; **and**
- (v) A copy of the Judgment of the Court (or an Agreement for Judgment, Order for Judgment and Findings of Fact, or Default Judgment); **and**
- (vi) If applicable, a copy of the execution issued by the court.
- (vii) The information contained in the above-referenced documents must clearly establish to the satisfaction of the BHA that:

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

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

Verification Requirements:

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

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

Verification Requirements:

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

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

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

Verification Requirements:

- (i) The name of the Family member who is unable to use the critical element;
- (ii) A written statement from a Qualified Healthcare Provider verifying that a Family member has a Disability (but not necessarily the nature of the Disability) and identifying the critical element of the dwelling which is not accessible and the reasons why it is not accessible; and
- (iii) A statement from the landlord or official of a government or other agency providing service to such Disabled Person explaining the reason(s) that the landlord is not required to make changes which would render the dwelling accessible to the individual as a Reasonable Accommodation.

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

- A supervised public or private shelter designed to provide temporary living accommodations (includes welfare hotels, congregate shelters and transitional housing);
- A public or private place not designed for, or ordinarily used as, a regular sleeping place for human beings.

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

Verification Requirements:

- (i) Submission of a "Certificate of Homelessness" fully completed by an appropriate source and the Applicant's signed statement that he/she lacks a fixed, regular and adequate nighttime residence; or his/her primary nighttime residence is:
 - (A) A supervised public or private shelter designed to provide temporary housing

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

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

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

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

- (1) The person has been a tenant in such a program for not less than twelve (12) months; and
- (2) The person no longer requires the or completed the program's services (as determined by the program service provider); and
- (3) As a result must relocate from such housing.

3.3.6 Admission Preference

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

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

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

The Preference categories are described below:

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

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

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

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

(b) ***Veterans Preference***

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

Verification Requirement:

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

(c) ***Working Families Preference***

(1) Definition of a Working Family:

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

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

4.2 Priorities and Preferences

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

4.2.1 Definitions

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

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

4.2.2 Verification

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

4.2.3 Matching of the Applicant and the Apartment Characteristics

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

4.2.4 Ranking by Priority and/or Preference Points

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

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

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

Priority Six: (Elderly/Disabled Program Only)

Excessive Rent Burden

Imminent Landlord Displacement

Standard Applicants

the tenant of record at the affected address, and

3. verification from the Fire Department, the Inspectional Services Department, the Health Department or other appropriate agency that the dwelling unit is now uninhabitable.
4. the cause of the disaster if known. If the Applicant or a Household Member or guest was the cause of the disaster, approval for Priority status will be denied unless Mitigating Circumstances are established to the satisfaction of Occupancy Department Staff.

B. *Displacement due to domestic violence/Dating Violence/Sexual Assault or Stalking*, which is defined as displacement from an address where the Applicant is/was the tenant of record due to sexual assault, continuing actual or threatened physical violence (including sexual abuse) directed against one or more of the household members.

Verification must include submission of a fully completed "Certificate of Involuntary Displacement Due to Domestic Violence/Dating Violence/Sexual Assault or Stalking " or third-party, written verification from the local police department, a social service agency, a court of competent jurisdiction, a clergy member, a physician, or a public or private facility that provides shelter or counseling to the victims of sexual assault or domestic violence. Such verification will not be considered valid unless it:

- a. Supplies the name of the abuser
- b. Describes how the situation came to verifier's attention; and
- c. Indicates that the threats and/or violence are of a recent (within the past six-(6) months) or continuing nature if the Applicant is still residing in the dwelling where the violence has occurred or is occurring.
- d. Indicates that the Applicant has been displaced because of the threats and/or violence or that the Applicant is in imminent danger where he/she now resides.

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

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

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

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

- a. has vacated the dwelling unit because of such crime(s); **or**
- b. has experienced fear associated with such crime(s) and the fear has destroyed the peaceful enjoyment of their current dwelling unit.

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

Verification requirements:

- a. Submission of a fully completed "Certificate of Involuntary Displacement to Avoid Reprisal" or documentation from a law enforcement agency that the Applicant and/or a Household Member provided information on criminal activity; **AND**
- b. Documentation that, following a threat assessment conducted by the agency, the agency recommends the relocation/re-housing of the household to avoid or minimize the threat of violence or reprisal to or against the Household Member(s) for providing such information.

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

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

Verification Requirements (ALL documents are required):

- a. submission of a fully completed "Certificate of Involuntary Displacement by Landlord Action"; **and**
- b. a copy of the Notice to Quit issued by the landlord or property manager; **and**
- c. a copy of the Summons and Complaint available from the court; **and**
- d. a copy of the Answer or other response(s) filed by the Applicant in court in response to the Complaint, if any; **and**
- e. a copy of the Judgment of the Court (Agreement for Judgment, Order for Judgment and Findings of Fact, or Default Judgment); **and**
- f. if applicable, a copy of the execution issued by the court.

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

the BHA that:

1. the action taken by the landlord or property manager was beyond the Applicant's ability to control or prevent;
2. the action by the landlord or property manager occurred despite the Applicant Household having met all previously imposed conditions of occupancy;
3. displacement was not the result of failure to comply with HUD and State policies in its housing programs with respect to occupancy of under-occupied and over-crowded Apartments or failure to accept a Transfer to another Apartment in accordance with a court order or policies or procedures under a HUD-approved desegregation plan.
4. displacement was not as a result of non-payment of rent when there were no extenuating circumstance such as a rent increase or loss of income, therefore, the non-payment of rent is beyond the Applicant's ability to control or prevent the court-ordered eviction due to non-payment of rent. The following is a list of some of the additional required verification:
 - a. Verification of the gross income for ALL household members at the time the unit was rented and when the non-payment of rent started.
 - b. Copies of bills and proof of payment history for all utilities listed in the Applicant's or Applicant's household members' name. The payment history must show when services connected and disconnected (when applicable) and the monthly charges and payment history.
 - c. Copies of the mortgage payment history, if applicable.
 - d. Other applicable documentation to demonstrate that the non-payment eviction was due to unforeseen circumstances beyond the Applicant's ability to control or prevent the non-payment eviction.

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

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

Verification Requirements:

- a. third-party, written verification from the appropriate unit or agency of government certifying that the applicant has been displaced or will be displaced in the next ninety days, as a result of action by that agency; **and**
- b. the precise reason(s) for such displacement.

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

Verification Requirements:

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

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

1. a supervised public or private shelter designed to provide temporary housing accommodations (i.e., welfare hotels, congregate shelters and transitional housing);
2. a public or private place not designed for human habitation; and

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

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

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

Verification Requirements:

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

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

Verification requirements:

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

N. Imminent Landlord Displacement From a Unit Within the City of Boston

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

Verification requirements:

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

Coordinated Entry Form
Somerville/Arlington

DATE: ___/___/___ STAFF: _____ AGENCY: _____ Phone/Email: _____

NAME(s): _____ DOB: _____ Age(s): _____

Contact number(s): _____ Email: _____

Mailing Address: _____ City: _____ State: ___ Zip: _____

of Adults: 1 2 3 ___ # of Children 1 2 3 4 5 ___ **TOTAL # in Household:** 1 2 3 4 5 6 7 ___

Does client need **TRANSLATION** assistance? Yes No If **YES**, what **LANGUAGE**? _____

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

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

I. Shelter

Family Shelter

-DHCD, 80 Everett Ave., Chelsea (617)-551-1700 and Ask to Apply for EA Shelter Benefits

Domestic Violence Shelter (*Families and Individuals*)

- Respond: (617)-776-8353; Shelter Location Unknown
- SafeLink Hotline: 1-877-785-2020

Individual Shelter

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

II. Domestic Violence Resources

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

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

III. Housing Search and Case Management

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

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

IV. Homeless Prevention: Rental Arrears

Are you behind in your RENT? Yes No
If **YES**, what city are you currently residing in? _____
-If **Somerville** refer to: SHC
1 Davis Sq. (617)-623-6111

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

<p><u>V. Homeless Prevention: Court Assistance</u> -Community Action Agency of Somerville (CAAS) For Somerville residents only: (617)-623-7370</p>	<p>-Cambridge & Somerville Legal Services (CASLS) For Somerville & Arlington residents: (617)-603-2700</p>
<p><u>VI. Substance Abuse Services</u> CASPAR 617-661-0600</p>	<p>Cambridge Health Alliance Outpatient Addiction Services (OAS) (617)-591-6051</p>
<p><u>VII. Utility Assistance</u> -Are you behind in your GAS/ELECTRIC? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, what city are you residing in? _____ -If Somerville or Arlington refer to: SHC, One Davis Square (617)-623-6111 Catholic Charities, (617)</p>	<p>Arlington Residents may also referred to: Housing Corporation of Arlington (781)-316-3606 -If OTHER CITY, Refer to <i>Local City Human Services</i> -If CHILDREN in household, refer to <i>MBHP</i> (617)-859-0400</p>
<p><u>VIII. Fuel Assistance</u> Somerville residents – (617)-349-6252</p>	<p>Arlington residents – (978)-453-6161</p>
<p><u>IX. Food Resources</u> Food Pantries (pg. 17 of Resource Guide for details) -Project SOUP 617-776-7687 15 Franklin Street -Catholic Charities 617-625-1920 270 Washington St. -Elizabeth Peabody Food Pantry 617-623-5510 -SHC 617-623-6111 One Davis Sq. -Arlington Food Pantry 781-316-3400, 21 Marathon Street, Arlington</p>	<p>Somerville Council on Aging (Seniors, photo ID) <i>All lunch meals start at 11:30am</i> Holland St. Center 167 Holland M-F Cross Street Center 165 Broadway M, T, Th Ralph & Jenny Center 9 New Washington St M-Th Community Meals -Project Soup Monday Night 5-6 except holidays 89 College Ave, Somerville -Somerville Community Baptist Church – 2nd Friday of each month 6:30pm</p>
<p><u>X. Food Stamps (SNAP)</u> -Department of Transitional Assistance 80 Everett Ave, Chelsea MA (617)-551-1700</p>	<p>-CAAS 66-70 Union Square, Somerville 617-623-7370</p>
<p><u>XI. MassHealth</u> -Mass Health Enrollment Center 45 Spruce St, Chelsea 1-800-841-2900</p>	
<p><u>XII. Cash Benefits (TAFDC/EADC)</u></p>	
<p><u>XII. SSI/SSDI</u> -SSI/SSDI - Social Security Administration 10 Fawcett St, Cambridge</p>	

SUMMARY of Referral:

Authorization for Release of Information

Client Identification

Client Name: _____ Date of Birth: _____

Address: _____

Social Security #: _____ Telephone: _____

Authority to Release Protected Health Information

I hereby authorize _____ and its staff to release and / or receive the information identified in this authorization form from my records and provide such information to _____. *Possible referral agencies include at least those agencies within Somerville and Arlington that participate in the Continuum of Care.*

Information To Be Released

Covering the Periods of participation in the _____ Program

Please check type of information to be released:

- Complete record
- Case notes
- Service plan
- Referral record
- Photographs, videotapes
- Medical records
- Mental Health Records
- Information related to Substance Abuse Treatment
- Other, (specify) _____

Purpose of the Requested Disclosure of Information

I am authorizing the release of my Information for the following purposes (e.g. a purpose may be “at the request of the individual”):

Right to Revoke Authorization

Except to the extent that action has already been taken in reliance on this authorization, the authorization may be revoked at any time by submitting a written notice. Unless revoked, this authorization will expire on the following date, or after the following time period or event. _____

Re-disclosure

I understand the information disclosed by this authorization may be subject to re-disclosure by the recipient and no longer be protected by the Health Insurance Portability and Accountability Act of 1996.

Signature of Client or Personal Representative Who May Request Disclosure

I understand that I do not have to sign this authorization, and services will not be denied if I do not sign this form. I can inspect or copy the protected information to be used or disclosed. I understand that if I do not sign this form, Agency staff cannot refer me to, nor discuss my situation with the above named provider.

A photocopy of this Authorization shall have the same force and effect as the original.

I hereby release and discharge of any liability and the undersigned will hold harmless for complying with this Authorization.

Signature: _____ Date: _____

Witnessed by: _____ Date: _____

From: Heidi Burbidge hburbridge@somervillema.gov  

Subject: CoC 2018 Project Rank Order

Date: August 31, 2018 at 1:10 PM

HB

To: Jennifer Wolter Jennifer@respondinc.org, Alba Perez aperez@caasomerville.org, Amanda Reichmuth Amanda@respondinc.org, Anthony Joseph ajoseph@voamass.org, Antwan Steed antwan_steed@waysideyouth.org, Beth Monroe-Howe bethm@sha-web.org, Betsy Reid betsy_reid@waysideyouth.org, Colleen Leger cleger@town.arlington.ma.us, Danielle Ferrier dferrier@headinghomeinc.org, Danny LeBlanc dleblanc@somervillecdc.org, Dave Dorvilier ddorvilier@jri.org, David Gibbs dgibbs@caasomerville.org, David Parilla dparilla@headinghomeinc.org, Donna Cabral dcabral@caasomerville.org, Doug Kress dkress@somervillema.gov, Eileen Merisola emerisola@voamass.org, Elana Horwitz ehowitz@jri.org, Elizabeth Winston elizabethwinston@justastart.org, Emily Bullen ebullen@gmail.com, Erin Bradley ebradley@shcinc.org, Erin Zwirko ezwirko@town.arlington.ma.us, Gerry Zipser gerryzipser@justastart.org, Heidi Gold heidi@simtechsolutions.com, Henry Goodhue hgoodhue@voamass.org, Jason Ramirez jramirez@baycove.org, Jassie Senwah Jassie@respondinc.org, Jenny Cantalupa jcantalupa@k12.somerville.ma.us, Jessica Brayden jessica@respondinc.org, Jossora Moreno jrodrigues@voamass.org, Joyce Tavon jtavonconsulting@gmail.com, Julie Wayman jwayman@town.arlington.ma.us, Kelly McEachirn kmceachirn@veteranbenefits.us, Kerrin Bowers kbowers@headinghomeinc.org, Laura Spark lauragspark@gmail.com, Lisa Davidson ldavidson@shcinc.org, Lisa Lindman llindman@baycove.org, Luciana Quintanilha lquintanilha@somervillema.gov, M Weirlytle mweirlytle@liftcommunities.org, Marc McGovern mmcgobern@challiance.org, Mark Dennis dennism@vinfen.org, Matthew Marrano mmarrano@voamass.org, Mayte Antelo-Ovando mantelo-ovando@headinghomeinc.org, Meg Alfoni megalfoni@justastart.org, Michael Feloney mfeloney@somervillema.gov, Mike Libby mlibby@shcinc.org, Nancy Bacci NBacci@somervillema.gov, Nancy Kavanagh nancy_kavanagh@ccab.org, Netra Darai Netra_darai@ccab.org, Pam Hallett phallett@housingcorporarlington.org, Penny Snyder PSnyder@somervillema.gov, Regina Bertholdo rbertholdo@k12.somerville.ma.us, Rita Shah rshah@housingcorporarlington.org, Sarah Berson sberson@town.arlington.ma.us, Scott Hayman shayman@somervillecdc.org, Sean Terry sean.terry@nechv.org, Shannon Benet shannonb@sha-web.org, Stephanie Fox stephaniefox@justastart.org, Susan Hegel shegel@gbls.org, Thomas Potsaid tpotsaid@liftcommunities.org, Tom Bierbaum tbierbaum@voamass.org, apirie@somervillecdc.org, cmakrinikolas@massmail.state.ma.us, lultimoprophil@baycove.org

Cc: Kelly Donato KEIam@somervillema.gov

Dear Providers:

The FY2018 Somerville-Arlington CoC NOFA competition project ranking list is attached here. It is also posted on the Somerville-Arlington CoC webpages at the link below. All of the projects that appear on this ranking list have been accepted by the CoC for submission as a part of the CoC Consolidated Application and Priority Listing. Also attached is a spreadsheet showing results of the project rating and scoring process conducted by the project review committee to determine this ranking order to be used in the Priority Listing. The full CoC Application and Priority Listing will be sent out by email and posted to the website in September.

As always if you know of people who would like to be added to this email notification list please have them contact us.

Thank you,
Heidi Burbidge

<https://www.somervillema.gov/coc>

Heidi Burbidge
Housing Programs Coordinator
Housing Division

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

MA-S17 SOMERVILLE-ARLINGTON CoC (2018)		
Total ARD =		1,861,279
Tier 1 = 94% of Annual Renewal Demand (ARD) =		1,749,602
Tier 2		111,677
Allowable NEW DV Bonus		212,942
Planning Grant = 3% of FPRN		63,883
All of the projects listed below have been accepted for the 2018 CoC NOFA Priority Listing:		
Agency and Project Name	Program	Renewal Amount
TIER 1 - 94% of ARD		
1 Somerville Homeless Coalition - Better Homes	PH	\$194,904
1 Somerville Homeless Coalition - Turn the Key* (consolidation project)	PH	\$971,095
2 Somerville Homeless Coalition - Better Homes 2	PH	\$411,798
3 Somerville Homeless Coalition - Sobriety and Stability	PH	\$158,142
4 Wayside - ShortStop Transitional Housing Program	TH	\$240,315
5 Somerville Homeless Coalition - Coordinated Entry	SSO	\$100,605
6 Somerville Homeless Coalition - Sobriety and Stability II	PH	\$206,251
7 Somerville Homeless Coalition - Better Homes 4	PH	\$94,764
8 Somerville Homeless Coalition (former SHA project) - Shelter Plus Care	PH	\$163,315
9 Somerville Homeless Coalition - HHS Dedicated	HHS	\$69,300
10 Heading Home - Better Homes 3	PH	\$110,208
subtotal Tier 1		\$1,749,602
TIER 2		
10 Heading Home - Better Homes 3	PH	\$50,225
11 Heading Home - Somerville Stepping Stones	PH	\$61,452
12 RESPOND	RRH	\$181,504
subtotal Tier 2		\$293,181
TOTAL TIERS 1 & 2		\$2,042,783
City of Somerville - CoC Planning Grant (does not get ranked)		\$63,883
FINAL TOTAL		\$2,106,666
*Four SHC projects are consolidated into this one; as per HUD guidance the individual projects are listed in the ranking. The four projects are numbered 1, 2, 3 and 6 above.		

PROJECT RATING AND SCORING

MA-S17 SOMERVILLE-ARLINGTON CoC (2018)	Sub-score	Max Score	BH1	BH2	SAS1	W-SS	CE	SAS2	BH4	S+C	H4-BH4	H4-SS	HHS	RESPOND	TH
			1	2	3	4	5	6	7	8	9	10	11	12	See table
I. Bed Util (last on (see note))	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40
90% or higher	40	40	90%	100%	90%	90%		90%							
80.0-90%	30	30			80%			80%							
70.0-80%	20	20													
less than 70%	5	5								60%	54%	33%			
J. Beds to PH (PSH = eat or remain, TH = eat)	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25
90% or more achieve	25	25	100%	100%	100%		80%	100%	98%		100%	100%	100%		
85% or more achieve	20	20													
anything lower	5	5													
K. New or Increased Income	10	10	7.5	5	5	5	5	7.5	5	5	2.5	0	0	0	0
Gained for project stayers (8% achieve this)	2.5	2.5	27%	26%	90%	100%	14%	20%	0%	0%	0%	0%	0%	0%	0%
Non-employment for project stayers (10% achieve this)	2.5	2.5	67%	58%	0%	0%	14%	18%	67%	42%	0%	0%	0%	0%	0%
Gained for project leavers (8% achieve this)	2.5	2.5	0%	0%	33%	80%	6%	67%	0%	0%	0%	0%	0%	0%	0%
Non-employment for project leavers (10% achieve this)	2.5	2.5	90%	0%	0%	0%	2%	0%	67%	0%	0%	0%	0%	0%	0%
L. Serve High Need Population	12	12	7	9	5	7	9	5	7	7	7	5	5	5	5
Project 100% dedicated CH and is serving 100% CH	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0
Project 100% dedicated CH and serving less than 100% CH	4	4	4	4	4	0	0	4	4	0	0	0	0	0	0
Serving any CH	2	2	0	0	0	2	2	0	0	0	0	0	0	0	0
No CH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Entry from place not meant for human habitation (any)	2	2	2	2	0	2	2	0	0	2	0	0	0	0	0
DV history (any)	1	1	1	1	1	1	1	1	1	1	0	0	0	0	0
Renting DV (any)	2	2	0	2	0	2	2	0	0	2	0	0	0	0	0
Transgender or gender nonconforming (any)	2	2	0	0	0	0	2	0	0	0	0	0	0	0	0
M. Project cost effectiveness (if renewal is being scored)	11	11	9	9	11	5	9	5	9	11	11	5	5	5	5
Top 4 projects ranked from lowest per capita cost first	11	11													
next 3 projects	9	9													
last 2 projects	5	5													
TOTAL	100	100	86.5	88	86	77	73	72.5	66.4	86	82.5	40	Not scored	Not scored	Not scored
Note: Project rank order for the CoC NOFA 2018 priority listing uses rating scores adjusted according to the CoC 2018 Ranking Plan.															

PROJECT	RAW SCORE
Better Homes 1	86.5
Better Homes 2	88.0
Stability and Sobriety 1	38.0
ShortStop	77.0
Coordinated Entry	38.0
Stability and Sobriety 2	72.5
Better Homes 4	66.4

Shelter in Care	50.0
Better Homes &	52.5
Somebody's Stopping Stories	40.0
MMS	-
RESPECTED V Bonus (new)	-
Turn the Key	-

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 7/21/2017

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Overview

The **purpose** of the Somerville-Arlington Continuum of Care Homeless Management Information System (Somerville-Arlington HMIS) is to provide a robust and comprehensive system for collection and dissemination of information about persons experiencing homelessness and the homelessness service system in the City of Somerville and the Town of Arlington. HMIS enhances Participating Agencies' collaboration, services delivery and data collection capabilities. Accurate information is necessary for the Somerville-Arlington Continuum of Care to plan for future needs and meet the reporting requirements of the U.S. Department of Housing Urban Development (HUD).

The **mission** of the Somerville-Arlington Continuum of Care HMIS is to be an integrated network of homeless and other service providers that use a centralized data management system to collect, track and report uniform information on client needs and services. This system meets Federal requirements and also enhances service planning and delivery.

The fundamental **goal** of HMIS is to be able to use data to produce accurate reports to HUD and to provide more effective services. In order to accomplish this, data on the demographics of people experiencing homelessness in Somerville and Arlington must be entered according to the HUD HMIS and Data Standards. HMIS allows the region to identify patterns in the utilization of assistance, and document the effectiveness of services for clients. This will be accomplished through analysis of data that are gathered from individuals and families experiencing homelessness, and from the service providers who assist them in shelter and homeless assistance program throughout the region.

Data that is gathered via intake interview and program participation will be used to meet the wide range of reporting requirements to HUD and inform both project and system level performance. This data may also be analyzed to provide unduplicated counts and anonymous aggregate data to various stakeholders in the Continuum of Care.

The Somerville Homeless Coalition (SHC) is the lead agency for HMIS. In this role, the SHC will work directly with participating agencies and their data, as described in the roles and responsibilities section of this document. These policies and procedures applies to all projects that are funded by the Continuum of Care and through the City of Somerville's Emergency Solution Grant (ESG).

Governing Principles

The overall governing principles upon which all decisions pertaining to HMIS are based are described below. Participants are expected to read, understand and adhere to the spirit of the principles, even when the Policies and Procedures do not provide specific direction.

This section may be periodically updated to reflect emerging HUD guidance and regulations.

Confidentiality

The rights and privileges of clients are crucial to the success of the Somerville-Arlington's HMIS. These policies will ensure clients' privacy without impacting the delivery of services, which is the primary focus of agencies and program participating in this project.

Policies regarding client data are founded on the premise that the client owns their own personal information and provide the necessary safeguard to protect client, agency and policy level interests. Collection, access and disclosure of client data through HMIS will only be permitted by the procedures described in this document.

Data Integrity

Client data is the most valuable and sensitive asset of HMIS. These policies will ensure integrity and protect this asset from accidental or intentional unauthorized modification, destruction or disclosure.

System Availability and Current Data

The availability of a centralized data repository is necessary to achieve the ultimate CoC-wide aggregation of unduplicated homeless statistic. HMIS and the reporting platform are all available 24/7 with the exception of periodic maintenance. Projects are expected to submit and review their data based on the procedures described in this document. Regular review of data ensures that the Continuum is working with current knowledge of homelessness in the region.

Compliance

Violation of the policies and procedures described in this document will have serious consequences. Any deliberate or unintentional action resulting in a breach of confidentiality or loss of data integrity will result in the withdrawal of system access for the offending entity and additional disciplinary action.

Roles and Responsibilities

The following roles and responsibilities across the CoC will ensure accountability in the quality and completeness of client and project data:

CoC HMIS Lead Agency: Somerville Homeless Coalition (SHC)

Although providers may have direct contracts with HUD, as the HMIS lead agency for the Somerville-Arlington CoC, the SHC is responsible for the overall quality of the data and submissions to HUD. The SHC is the lead agency for HMIS administration and maintains general oversight, guidance, direction and support of HMIS. The SHC assists partner agencies with agency-specific workflow, data collection and reporting needs.

The SHC maintains an agreement with the Somerville-Arlington Continuum of Care that outlines the commitment and responsibility of the agency in this role.

The SHC provides the following functions:

- Maintains this HMIS policies and procedures manual and assures that policies are reflected in agency's practice
- Maintains the contract with Simtech Solutions, Inc. which provides tools and services for data integration and reporting (see below).
- Monitors data for quality and completeness.
- Produces regional HUD reports drawing from all data sources in the region. This functionality is supported by a separate contract with Simtech Solutions, Inc.
- Provides limited assistance to participating agencies with agency-specific data collection and reporting needs.

In addition, the SHC has direct access to project data for the purposes of planning and reporting. The SHC may review this data at any time.

CoC Planning / CoC HMIS Committee

The CoC itself is the liaison with HUD and is responsible for all policies and procedures, project forms and documentation and overall responsibility for the projects. The CoC can include an HMIS committee to provide oversight to the HMIS activities of the CoC and the Somerville Arlington CoC will do so as needed.

HMIS Vendors and Data Integration for Reporting and Analytics

The Somerville-Arlington CoC uses data from several HMIS systems and partners with Simtech Solutions, Inc. to provide data warehousing and a platform for integrating data across systems for reporting and analytics.

The CoC has an agreement with the MA Department of Housing and Community Development (MA DHCD) to use the HMIS system that is licensed by the State - MAHMIS, an implementation of Efforts to Outcomes (ETO) software produced by Social Solutions, Inc. The agreement outlines the responsibilities of both parties regarding use of HMIS.

The Somerville- Arlington CoC partners with Simtech Solutions to integrate data across HMIS systems in order to produce regional reports for HUD. Simtech Solutions also provides ongoing support on all matters related to HMIS and compliance with HUD.

Participating Partner Agency

Agencies that manage homeless-dedicated projects that are either funded by the CoC, or are within its geographic boundaries are expected to contribute data and participate in the CoC. Projects. Agencies that receive funds from the Emergency Solutions Grant (ESG) are also required to participate in HMIS and adhere to these policies. Agencies may use any HMIS system of their choice that is fully compliant with the HUD CSV 5.1 data standards.

Organizations that use the MA HMIS system are expected to complete an Agency Agreement with the State of Massachusetts as a Contributory HMIS Organization (CHO), or Participating Agency. Agencies that use an HMIS that is not hosted by DHCD such as Heading Home and Volunteers of America are responsible for all aspects of this software including maintaining all required agreements and producing all required reports.

All Participating Agencies must abide by all policies and procedures outlined in this manual, which are subject to change. Participating Agencies are responsible for the conduct of their End Users and the security of End User Accounts.

Participating Agency Executive Director. The Executive Director of each Participating Agency is ultimately responsible for ensuring that all the policies and procedures related to data collection and reporting and adhered to by the organization.

The Executive Director is responsible for the following:

- Designation of HMIS Administrator, including when there is staff turnover
- Agency compliance with these Policies & Procedures including data quality and outcome management.
- Compliance with Privacy and Security requirements detailed in the HUD HMIS Data and Technical Standards.
- Annual review of internal policies and procedures regarding HMIS.
- Payment of the agency's pro-rata cost of the Simtech contract

Partner Agency HMIS Administrator. The Partner Agency HMIS Administrator serves as the primary contact between the Partner Agency and the HMIS Lead Agency (Somerville Homeless Coalition).

Partner Agency HMIS Administrators are responsible for the following:

- Program compliance with these Policies & Procedures
- Authorizing agent for Partner Agency User Agreements
- Keeper of Executed Client Informed Consent forms
- Authorizing Agent for User ID requests
- Staff workstations
- Internet connectivity
- End user adherence to workstation security policies

- Detecting and responding to violations of the Policies & Procedures
- First level end user support
- Maintain agency/program data in HMIS
- Authorizing agent for Data Quality Monitoring

Agency Staff

- Safeguard client privacy through compliance with confidentiality policies
- Data collection as specified by training and other documentation

Participation in HMIS

Agencies must either provide Somerville Homeless Coalition access to their HMIS system directly or upload data to HomelessData.com on at least a monthly basis. Data should be submitted/ uploaded in the .csv format specified by HUD (see [HUD HMIS Comma-Separated Value Format Documentation](#)). These Partner Agencies must assign a staff member to be the Partner Agency HMIS Administrator (see above).

Domestic Violence Exception

If the sub-recipient is a victim services provider, it is prohibited from entering client-level data into a HMIS and must use a comparable database that collects client-level data over time and generates unduplicated aggregate reports based on the data. Legal services providers, who can document that entering client-level data would violate client-attorney privilege, may be permitted to use a comparable database. It is up to the CoC to work with the HMIS lead to determine if a system is a comparable database.

Data Collection and Entry

Standard Data Collection

It is the responsibility of Partner Agencies and respective users to ask for all required data elements (Universal Data Elements and Program-Specific Data Elements) from each client entered into the HMIS. Complete and accurate data is essential to the system's success; however it is important to note exceptions:

- Clients may refuse to provide information without being denied services.
- In the case where there is a conflict with collecting data and the provision of quality services and/or client safety, providers should not enter personal identifying information.

Although each participant will use the HMIS in various capacities, the minimum data fields required for all providers regardless of funding source are detailed in Table A below. HUD has mandated these universal data elements for all clients entered into a HMIS. For providers receiving HUD McKinney funding (SHP, SPC, ESG) there are additional program specific data elements which are detailed in Table B.

Please refer to the [2017 HMIS DATA Standards Data Dictionary, released June 2017](#) for more information on HUD data compliance.

Universal Data Elements

The following HUD-mandated Universal Data Elements will be collected for the purposes of unduplicated estimates of the number of homeless people accessing services from homeless providers, basic demographic characteristics of people who are homeless, and their patterns of service use.

TABLE A

First Name	Veteran Status (adults)
Last Name	Disabling Condition (adults)
SSN	Residence Prior to Entry (Adults and HoH)
Date of Birth	Relationship to HoH
Race	Destination (all leavers)
Ethnicity	Client Location for Project Entry
Gender	Length of time on Street, in ES or SH (HoH and Adults)

Program Specific Data Elements for McKinney, PATH and RHY Funded Projects

The following Program-Specific Data Elements will be collected for programs that are required to report to HUD and other organizations. Agencies that do not have this reporting requirement may also collect these elements to facilitate a better understanding of the homeless population in the Somerville- Arlington region. RHY and PATH providers have additional data obligations but these are the common data elements for all programs:

TABLE B

Income and Sources	Mental Health
Non-Cash Benefits	Substance Abuse
Health Insurance	Domestic Violence
Physical Disability	Contact
Developmental Disability	Date of Engagement
Chronic Health Condition	Bed - Night Date
HIV/AIDS	Housing Assessment Disposition

Project Descriptor Elements

Participating agencies are responsible for maintaining the Project Descriptor Elements in HMIS including:

TABLE C

Organization Identifiers	Federal Partner Funding Sources
Project Identifiers	Bed and Unit Inventory Information
Continuum of Care Code	Addition Information: Target Population
Project Type	Additional Information: Housing Type
Method for Tracking ES Utilization	

Data Integrity and Accurateness

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

Informed Client Consent

Participating Partner Agencies will collect and retain signed client consent forms before any client data will be entered into HMIS. Participating Agency staff will thoroughly explain the client consent to each client and will use an approved form. If client consent is not obtained, the agency will enter the de-identified data into an anonymous client record that is minimally necessary for the purposes of tracking of units of service. Clients cannot be denied services if consent to data collection is not given.

Appropriate Data Collection

HMIS End Users will only collect, enter or access clients in the HMIS that exist as clients under the User's area of service. End Users will only collect data relevant to the delivery of services to people experiencing a housing crisis in the Somerville-Arlington region.

Data Timeliness:

Programs are expected to collect and enter client information into HMIS according to the following stages:

Project enrollment: When an individual, and any member of a household, enters a program, a complete HMIS intake (enrollment form) is completed. Ideally HMIS is updated within two business days following client contact but at a minimum:

- Emergency Shelter (ES): within 3 days of service start date/
bed registers updated daily.
- Transitional Housing (TH): within 6 days of program entry
- Permanent Housing (PH): within 6 days of program entry
- Supportive Services Only (SSO): within 10 days of pgm entry or client contact

Updates: These data elements represent information that is either collected at multiple points during project enrollment in order to track changes over time (e.g., Income and Sources) or is entered to record project activities as they occur (e.g., Services Provided). These elements are transactional and historical records must be maintained, along with the dates associated with their collection. The Information Date must reflect the date on which the information is collected and/or the date for which the information is relevant for reporting purposes. Information must be accurate as of the Information Date, regardless of when it is actually collected or entered into HMIS.

Annual Assessments: The annual assessment must be recorded no more than 30 days before or after the anniversary of the client's Project Entry Date, regardless of the date of the most recent 'update' or 'annual assessment', if any [annually]. Information must be accurate as of the Information Date.

Project Exit: As clients leave projects, exit information must be collected and recorded one time. Regardless of the exact date that it is collected or entered into HMIS, the data must accurately reflect the client's response or circumstance as of the date of project exit; the information date must correspond to the project exit date. Edits made to correct errors or improve data quality will not change the data collection stage or the information date. Elements collected at project exit must have an Information Date that matches the client's Project Exit Date and a Data Collection Stage of 'project exit.' Information must be accurate as of the Project Exit Date.

Accuracy and Completeness

Complete and accurate HMIS records are critical for reporting and also to inform policy by providing an accurate picture of people experiencing homelessness in the region and the projects' ability to meet the needs in the region. The Partner Agency Administrator is responsible for maintaining data. The HMIS Administrator is expected to run data quality reports in HomelessData.com.

Client choice in signing the consent form takes precedent and staff should not pressure clients into agreeing to have their information identifiable if the client does not want it so. However, high percentages of anonymous clients may indicate staff or agency understanding of the consent from process may need review and/or clarification.

Proposed Standard:

All clients receiving homeless prevention and outreach services have a record in HMIS Goal and there is less than a 5% Error Rate for the Personable Identifiable Information with the following exceptions:

- *Providers who are bound to exclude personal information from HMIS (i.e. legal service providers)*
- *People that are served through Street Outreach (up to 10% of clients may be entered anonymously)*

HUD calculates and Error Rate based on Don't Know/ Refused and Missing for Personally Identifiable Information including name, SSN, DOB, Race, Ethnicity, and Gender.

Training and Support

Agencies are responsible for training on HMIS data entry and collection tools. The HMIS lead is available to train on the MAHMIS, as the primary CoC HMIS system. Simtech Solutions will provide training and materials to support reporting and outcome management using HomelessData.com as a data platform.

Data Quality (DQ) Monitoring and Reporting

The HMIS lead agency (SHC) will run monthly DQ reports to check for the following:

- All required fields are completed and accurate
- The standards for timeliness, completeness and accuracy are met
- That data quality issues are identified and resolved,

Annual Performance Report (APR) and ESG Consolidated Annual Performance and Evaluation (CAPER) Report

Each project is responsible for data in the Annual Performance Report (APR) for CoC-funded projects, and the Consolidated Annual Performance and Evaluation CAPER report for ESG-funded projects according to the following schedule:

- Immediately after the reporting period ends, the Partner Agency HMIS Administrator project should export data and run the HUD Data Quality Report in HomelessData.com to identify issues with the data.
- Issues should be addressed within HMIS and a fresh report should be run. This should continue until the data meets the standards outlined in this document
- Within 60 days of the end of the reporting period, the Partner Agency HMIS Administrator submits a pdf of an APR generated from HomelessData.com to the HMIS Lead Agency (SHC) and the CoC Lead for review
- Effective April 1st, 2017, Sage Homeless Management Information System (HMIS) Repository, will now be the portal for all CoC Program recipients to submit their APR to HUD. The final APR is to be submitted in HUD's SAGE repository within 90 days of the end of the reporting period.

System Reporting to HUD

In addition to the reporting period for each Annual Performance Report, the CoC is responsible for reporting to HUD across the entire region based on this general annual cycle:

- April: Point in Time and Housing Inventory Chart (from January)
- May / June: System Performance Measures
- September: Annual Housing Assessment Report

Measuring Performance & Utilization

HMIS provides an opportunity to measure performance and understand how each project contributes to the overall goals of the CoC to reduce and end homelessness in the region.

- Length of homelessness (ES, SH, and TH programs)
- Leaving destination (to permanent destinations)
- Maintain and increase income
- Returns to homelessness

Projects can run Annual Performance Reports monthly to understand how a project is performing in these key areas that contribute to the overall goals of the CoC

The CoC will run monthly System Performance Measure Reports to measure progress towards benchmarks and goals as defined by the CoC.

Operating Procedures

Data Retrieval

Partner Agencies

Participating Agencies will have access to retrieve any client-level data entered by their programs, other data as defined by the data sharing policies and procedures in this manual, and by the HMIS Informed Consent and Release of Information Authorization Form.

HMIS Lead Agency

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

HMIS Vendors

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

Client

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

Continuum of Care

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

Public

The HMIS Committee will address all requests for data from entities other than Partner Agencies or clients. No client-level data will be provided to any party, even a client requesting their own data, unless the Partner Agency who entered the data is unable to satisfy the client's request. All requests from the public for HMIS reports must be made in writing. The HMIS Committee will compile and publish certain periodic reports for public consumption regarding homelessness and housing issues in the City of Somerville and Town of Arlington based on data available in HMIS. At no time will published, publicly-available reports contain client-level or identifiable data.

Ethical Data Use

Data contained in HMIS will only be used to support the delivery of homeless and housing services in Somerville and Arlington. Each HMIS End User will affirm the principles of ethical data use and client confidentiality contained in this Policies and Procedures Manual and the *HMIS End User Agreement*.

Access to Core Database

No one will have direct access to HMIS. Access is provided solely through the vendors.

Security and HMIS Access

Each Agency is responsible for providing and maintaining computer hardware and Internet service. Each administrative staff or end user that a participating agency determines will have access to HMIS and will be issued a user license (login ID and password).

End User Accounts

Each authorized user will be provided with an End User Account and will be expected to adhere to agreements with the HMIS vendors according to contracts. End User Accounts are assigned on a per-person basis, rather than to a particular position or role. End User Accounts are not to be exchanged, shared, or transferred between personnel at any time. Sharing of End User Accounts is a breach of these Policies and Procedures and a violation of the *Participating Agency Agreement* and the *Participating Agency User Agreement Form*.

Under no circumstances shall a Participating Agency demand that an End User hand over his or her username and password. Participating Agency's shall inform the State of Massachusetts of any changes in personnel or other requests to revoke or transfer accounts.

2018 HDX Competition Report

PIT Count Data for MA-517 - Somerville CoC

Total Population PIT Count Data

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

Chronically Homeless PIT Counts

	2016 PIT	2017 PIT	2018 PIT
Total Sheltered and Unsheltered Count of Chronically Homeless Persons	22	13	11
Sheltered Count of Chronically Homeless Persons	16	13	11
Unsheltered Count of Chronically Homeless Persons	6	0	0

2018 HDX Competition Report

PIT Count Data for MA-517 - Somerville CoC

Homeless Households with Children PIT Counts

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

Homeless Veteran PIT Counts

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

2018 HDX Competition Report
HIC Data for MA-517 - Somerville CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2018 HIC	Total Beds in 2018 HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ES) Beds	78	17	61	100.00%
Safe Haven (SH) Beds	0	0	0	NA
Transitional Housing (TH) Beds	47	0	47	100.00%
Rapid Re-Housing (RRH) Beds	6	0	0	0.00%
Permanent Supportive Housing (PSH) Beds	128	0	128	100.00%
Other Permanent Housing (OPH) Beds	34	0	31	91.18%
Total Beds	293	17	267	96.74%

2018 HDX Competition Report
HIC Data for MA-517 - Somerville CoC

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

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

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

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

Rapid Rehousing Beds Dedicated to All Persons

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

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Summary Report for MA-517 - Somerville CoC

Measure 1: Length of Time Persons Remain Homeless

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

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

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

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

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES and SH	282	266	101	117	16	48	70	22
1.2 Persons in ES, SH, and TH	369	359	141	160	19	73	94	21

b. This measure is based on data element 3.17.

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

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

2018 HDX Competition Report
FY2017 - Performance Measurement Module (Sys PM)

	Universe (Persons)		Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)		
	Submitted FY 2016	FY 2017	Submitted FY 2016	FY 2017	Difference	Submitted FY 2016	FY 2017	Difference
1.1 Persons in ES, SH, and PH (prior to "housing move in")	282	272	221	260	39	108	170	62
1.2 Persons in ES, SH, TH, and PH (prior to "housing move in")	369	310	251	310	59	122	188	66

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

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

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

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)	Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
		FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns	FY 2017	% of Returns
Exit was from SO	0	0		0		0		0	
Exit was from ES	52	1	2%	0	0%	2	4%	3	6%
Exit was from TH	15	0	0%	0	0%	0	0%	0	0%
Exit was from SH	0	0		0		0		0	
Exit was from PH	35	0	0%	0	0%	0	0%	0	0%
TOTAL Returns to Homelessness	102	1	1%	0	0%	2	2%	3	3%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

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

	January 2016 PIT Count	January 2017 PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	165	142	-23
Emergency Shelter Total	94	75	-19
Safe Haven Total	0	0	0
Transitional Housing Total	65	45	-20
Total Sheltered Count	159	120	-39
Unsheltered Count	6	22	16

Metric 3.2 – Change in Annual Counts

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

	Submitted FY 2016	FY 2017	Difference
Universe: Unduplicated Total sheltered homeless persons	369	360	-9
Emergency Shelter Total	284	266	-18
Safe Haven Total	0	0	0
Transitional Housing Total	94	99	5

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	53	36	-17
Number of adults with increased earned income	7	4	-3
Percentage of adults who increased earned income	13%	11%	-2%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	53	36	-17
Number of adults with increased non-employment cash income	7	3	-4
Percentage of adults who increased non-employment cash income	13%	8%	-5%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults (system stayers)	53	36	-17
Number of adults with increased total income	14	6	-8
Percentage of adults who increased total income	26%	17%	-9%

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	15	46	31
Number of adults who exited with increased earned income	7	13	6
Percentage of adults who increased earned income	47%	28%	-19%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	15	46	31
Number of adults who exited with increased non-employment cash income	3	6	3
Percentage of adults who increased non-employment cash income	20%	13%	-7%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY 2016	FY 2017	Difference
Universe: Number of adults who exited (system leavers)	15	46	31
Number of adults who exited with increased total income	9	15	6
Percentage of adults who increased total income	60%	33%	-27%

2018 HDX Competition Report

FY2017 - Performance Measurement Module (Sys PM)

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

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

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	289	276	-13
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.	46	58	12
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)	243	218	-25

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

	Submitted FY 2016	FY 2017	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	337	330	-7
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.	51	68	17
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.)	286	262	-24

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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 FY2017 (Oct 1, 2016 - Sept 30, 2017) reporting period.

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

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

	Submitted FY 2016	FY 2017	Difference
Universe: Persons who exit Street Outreach	101	82	-19
Of persons above, those who exited to temporary & some institutional destinations	4	9	5
Of the persons above, those who exited to permanent housing destinations	5	18	13
% Successful exits	9%	33%	24%

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

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FY2017 - Performance Measurement Module (Sys PM)

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited, plus persons in other PH projects who exited without moving into housing	268	300	32
Of the persons above, those who exited to permanent housing destinations	97	111	14
% Successful exits	36%	37%	1%

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

	Submitted FY 2016	FY 2017	Difference
Universe: Persons in all PH projects except PH-RRH	180	179	-1
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	158	172	14
% Successful exits/retention	88%	96%	8%

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FY2017 - SysPM Data Quality

MA-517 - Somerville CoC

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

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

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

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	All ES, SH				All TH				All PSH, OPH				All RRH				All Street Outreach			
	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017	2013-2014	2014-2015	2015-2016	2016-2017
1. Number of non-DV Beds on HIC	90	92	89	61	63	72	60	47	130	135	128	159				9				
2. Number of HMIS Beds	90	92	89	61	63	72	60	47	124	134	127	159				0				
3. HMIS Participation Rate from HIC (%)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	95.38	99.26	99.22	100.00				0.00				
4. Unduplicated Persons Served (HMIS)	327	271	286	269	89	103	94	99	171	173	183	180	0	0	0	0	6	8	18	12
5. Total Leavers (HMIS)	240	190	197	135	45	62	50	54	41	45	54	35	0	0	0	0	4	4	8	2
6. Destination of Don't Know, Refused, or Missing (HMIS)	106	103	83	53	5	7	9	0	6	5	11	4	0	0	0	0	0	2	8	0
7. Destination Error Rate (%)	44.17	54.21	42.13	39.26	11.11	11.29	18.00	0.00	14.63	11.11	20.37	11.43					0.00	50.00	100.00	0.00

2018 HDX Competition Report

Submission and Count Dates for MA-517 - Somerville CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2018 PIT Count	1/31/2018	

Report Submission Date in HDX

	Submitted On	Met Deadline
2018 PIT Count Submittal Date	4/30/2018	Yes
2018 HIC Count Submittal Date	4/30/2018	Yes
2017 System PM Submittal Date	5/25/2018	Yes