

Before Starting the CoC Application

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

The Collaborative Applicant is responsible for:

1. Reviewing the FY 2017 CoC Program Competition NOFA in its entirety for specific application and program requirements.
2. Ensuring all questions are answered completely.
3. Reviewing the FY 2017 CoC Consolidated Application Detailed Instructions, which gives additional information for each question.
4. Ensuring all imported responses in the application are fully reviewed and updated as needed.
5. The Collaborative Applicant must review and utilize responses provided by project applicants in their Project Applications.
6. Some questions require the Collaborative Applicant to attach documentation to receive credit for the question. This will be identified in the question.

- Note: For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses. These are noted in the application.

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

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

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 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 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1B-1. From the list below, select those organization(s) and/or person(s) that participate in CoC meetings. Using the drop-down boxes, indicate if the organization(s) and/or person(s): (1) participate in CoC meetings; and (2) vote, including selection of CoC Board members. Responses should be for the period from 5/1/16 to 4/30/17.

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing 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
EMT/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	No
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
Other:(limit 50 characters)		

Applicant must select Yes, No or Not Applicable for all of the listed organization/person categories in 1B-1.

1B-1a. Describe the specific strategy(s) the CoC uses to solicit and consider opinions from organizations and/or persons that have an interest in preventing or ending homelessness. (limit 1000 characters)

The CoC holds 11 full CoC meetings per year at which a diverse group of stakeholders share information about program services and strategies to prevent and end homelessness. The CoC also recruits participation by organizations that do not regularly attend, when their experience is relevant to a particular topic. CoC meeting topics are planned and prioritized according to their potential to improve CoC system performance toward ending homelessness. For example, to increase exits to permanent housing the CoC has planned meetings with the CDCs and other housing developers to discuss ways to improve access to affordable housing developments for homeless people. In response to a recent increase in the CoC's unsheltered PIT count, CoC meetings included a session with law enforcement representatives from the Community Police Division to address this issue. The Police Chief is also consulted and briefed annually.

1B-2. Describe the CoC's open invitation process for soliciting new members, including any special outreach. (limit 1000 characters)

The CoC invitation process to solicit new members occurs monthly. The CoC has an email list of 50+ members who it invites to the 11 CoC meetings per year; it encourages sharing this information with others in the community. CoC meeting dates, agendas and minutes are posted monthly on the CoC website, and the public is encouraged to participate. Social media posts at time of PIT, Youth Count and NOFA publicize the CoC's work and contact info. The Collaborative Applicant (CA), member agencies and committees, especially the planning committee, recruit new partners to participate in CoC work to prevent and end homelessness. The CoC uses the PIT Count and the Unaccompanied Youth Count to engage homeless and formerly homeless persons in identifying locations for the count and in participating in the CoC. Providers also invite participation by interested clients who are homeless/formerly homeless.

1B-3. Describe how the CoC notified the public that it will accept and consider proposals from organizations that have not previously received CoC Program funding in the FY 2017 CoC Program Competition, even if the CoC is not applying for new projects in FY 2017. The response must include the date(s) the CoC made publicly knowing they were open to proposals. (limit 1000 characters)

The CoC sent an email on August 8th to the 50+ member mailing list and posted this information on the CoC website, to announce the availability of new funding. To encourage new applicants and reduce barriers, the CoC: (1) hosted a technical assistance session with the CoC planning consultant, (2) requested a simple concept paper and provided a template, and (3) provided detailed feedback to assist applicants. The CA and CoC consultant reviewed concept papers for alignment with CoC priorities. One concept paper was from a prospective new applicant but the target population didn't meet the HUD homeless definition. The other two projects were invited to submit full applications. The CA and consultant also met with all renewal applicants to review project issues and CoC priorities prior to inviting resubmission. Renewal and new applications were then scored using the CoC rating tool and ranked for inclusion by the CoC project review committee based on the CoC-approved ranking plan.

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1C-1. Using the chart below, identify the Federal, State, Local, Private and Other organizations that serve homeless individuals, families, unaccompanied youth, persons who are fleeing domestic violence, or those at risk of homelessness that are included in the CoCs coordination; planning and operation of projects. Only select "Not Applicable" if the funding source(s) do not exist in the CoC's geographic area.

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)	No
Head Start Program	Yes
Housing and service programs funded through Department of Justice (DOJ) resources	No
Housing and service programs funded through Health and Human Services (HHS) resources	Yes
Housing and service programs funded through other Federal resources	Yes
Housing and service programs funded through state government resources	Yes
Housing and service programs funded through local government resources	Yes
Housing and service programs funded through private entities, including foundations	Yes
Other:(limit 50 characters)	

1C-2. Describe how the CoC actively consults with Emergency Solutions Grant (ESG) recipient's in the planning and allocation of ESG funds. Include in the response: (1) the interactions that occur between the CoC and the ESG Recipients in the planning and allocation of funds; (2) the CoCs participation in the local Consolidated Plan jurisdiction(s) process by providing Point-in-Time (PIT) and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions; and (3) how the CoC ensures local homelessness information is clearly communicated and addressed in Consolidated Plan updates. (limit 1000 characters)

The City of Somerville is the ESG recipient, CoC lead, and larger of the two Consolidated Plan jurisdictions in the CoC. City staff members in the planning and housing divisions who manage these three activities regularly

communicate, coordinate, and participate in joint planning and decision-making. The ESG recipient participates in CoC meetings to consult and gather input on allocation of funds. The town of Arlington, is the other CoC Con Plan jurisdiction. The CoC shares PIT and HIC data with both jurisdictions to inform Con Plan strategy and to assist with annual updates. Somerville and Arlington housing and planning staff who help lead CoC planning also work closely with Con Plan representatives to give input. Additionally, public hearings are held during the development of the Consolidated Plans, and CoC and ESG subrecipients regularly testify about the most pressing needs in order to inform the process.

**1C-3. CoCs must demonstrate the local efforts to address the unique needs of persons, and their families, fleeing domestic violence that includes access to housing and services that prioritizes safety and confidentiality of program participants.
(limit 1000 characters)**

DV survivors are provided housing, shelter, and services including using ESG and HHS programs to provide RRH, shelter, and support services. The CoC's DV shelter provider implements best practices for victim-centered and trauma-informed care, and trains the entire CoC in these practices, including understanding DV trauma, and accommodating victim needs for safety and stability in CoC shelter and housing. CoC programs take into consideration victims' lack of money, physical/mental health issues, etc. Safety is prioritized, and the DV shelter provider or the DV specialists based at all welfare offices ensure that immediate shelter or housing is provided. Client choice is encouraged when making shelter or housing placements. To ensure safety and confidentiality, shelter and housing locations are kept confidential, clients are given options outside the CoC, and clients must give informed consent for information to be shared.

**1C-3a. CoCs must describe the following: (1) how regular training is provided to CoC providers and operators of coordinated entry processes that addresses best practices in serving survivors of domestic violence; (2) how the CoC uses statistics and other available data about domestic violence, including aggregate data from comparable databases, as appropriate, to assess the scope of community needs related to domestic violence and homelessness; and (3) the CoC safety and planning protocols and how they are included in the coordinated assessment.
(limit 1,000 characters)**

As of 7/1/17, the CoC is rolling out Coordinated Entry (CE) with the new CoC-funded CE project. The CoC DV service agency offers annual training in best practices in serving DV survivors, to be incorporated into CE going forward. Topics include: assessment of DV survivors, trauma informed care, applying Housing First to DV survivors, making appropriate referrals. The CoC will work with its HMIS consultant to aggregate and share DV data for CE planning. This is not currently being done. Data will include: number of requests for shelter/housing, % and demographics on DV victims in CoC programs, and performance outcomes (housing placements/retention, reduced length of homelessness). CE safety planning protocols will build on current CoC practices that ensure confidential assessment, client choice, and offering shelter/housing

placement options outside the area. Training and safety planning currently occur, but are now being incorporated into CE process.

1C-4. Using the chart provided, for each of the Public Housing Agency's (PHA) in the CoC's geographic area: (1) identify the percentage of new admissions to the Public Housing or Housing Choice Voucher (HCV) Programs in the PHA's that were homeless at the time of admission; and (2) indicate whether the PHA has a homeless admission preference in its Public Housing and/or HCV program.

Attachment Required: If the CoC selected, "Yes-Public Housing", "Yes-HCV" or "Yes-Both", attach an excerpt from the PHA(s) written policies or a letter from the PHA(s) that addresses homeless preference.

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program during FY 2016 who were homeless at entry	PHA has General or Limited Homeless Preference
Boston Housing Authority	68.90%	Yes-HCV
MA Department of Housing & Community Development	36.00%	Yes-HCV
Cambridge Housing Authority	15.00%	No
Arlington Housing Authority	5.00%	No
Somerville Housing Authority	29.00%	Yes-Both

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-4a. For each PHA where there is not a homeless admission preference in their written policies, identify the steps the CoC has taken to encourage the PHA to adopt such a policy. (limit 1000 characters)

The current steps the CoC has taken to encourage PHAs to adopt a homeless admission preference in their written policies include working with the local HUD field office to engage the Somerville and Arlington PHAs on the homeless admission preference, as well as developing a moving on strategy for households well stabilized in CoC permanent supportive housing to gain other PHA permanent housing. The CoC is attempting to extend this outreach and dialogue to other nearby PHAs as well. A staff member of the Somerville Housing Authority attends CoC meetings to further coordination and collaboration efforts.

1C-5. Describe the actions the CoC has taken to: (1) address the needs of Lesbian, Gay, Bisexual, Transgender (LGBT) individuals and their families experiencing homelessness, (2) conduct regular 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, including Gender Identify Equal Access to Housing, Fina Rule; and (3) implementation of an anti-discrimination policy.

(limit 1000 characters)

The CoC addresses the needs of LGBT homeless individuals and families through training to ensure needs are met in shelter, housing and services. This year, the CoC lead presented to the CoC on the HUD Equal Access to Housing final rule based on information from the HUD webinar, and written materials about the rule have been posted on the CoC website. The CoC is ensuring that providers post the HUD Notice on Equal Access posting in their facilities. Annual training on the Equal Access Final Rule will be provided going forward, covering such issues as safety in emergency shelter, transitional and permanent housing; record-keeping and documentation; privacy etc. The CoC through the City of Somerville has implemented an anti-discrimination policy that includes LGBTQ status and it is enforced. The CoC works in partnership with the City's LGBTQ liaison. In addition to the City policy, the CoC will implement an anti-discrimination policy as of its November 21, 2017 meeting.

1C-6. Criminalization: Select the specific strategies implemented by the CoC to prevent the criminalization of homelessness in the CoC's geographic area. Select all that apply.

Engaged/educated local policymakers:	<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"/>

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1D-1. Discharge Planning-State and Local: Select from the list provided, the systems of care the CoC coordinates with and assists in state and local discharge planning efforts to ensure those who are discharged from that system of care are not released directly to the streets, emergency shelters, or other homeless assistance programs. Check all that apply.

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

1D-1a. If the applicant did not check all the boxes in 1D-1, provide: (1) an explanation of the reason(s) the CoC does not have a discharge policy in place for the system of care; and (2) provide the actions the CoC is taking or plans to take to coordinate with or assist the State and local discharge planning efforts to ensure persons are not discharged to the street, emergency shelters, or other homeless assistance programs. (limit 1000 characters)

There is no correctional facility within our CoC's geography. Any persons discharged from corrections in another geography but returning to our geography in need of assistance would contact our coordinated entry point of access for referral and for help with housing if needed. The CoC coordinated entry system includes outreach to local police and correctional institutions in the greater Boston metro area.

1D-2. Discharge Planning: Select the system(s) of care within the CoC's geographic area the CoC actively coordinates with to ensure persons who have resided in any of the institutions listed below longer than 90 days are not discharged directly to the streets, emergency shelters, or other

homeless assistance programs. Check all that apply.

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

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

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

1E-1. Using the drop-down menu, select the appropriate response(s) that demonstrate the process the CoC used to rank and select project applications in the FY 2017 CoC Program Competition which included (1) the use of objective criteria; (2) at least one factor related to achieving positive housing outcomes; and (3) included a specific method for evaluating projects submitted by victim service providers.

Attachment Required: Public posting of documentation that supports the process the CoC used to rank and select project application.

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	No

1E-2. Severity of Needs and Vulnerabilities

**CoCs must provide the extent the CoC considered the severity of needs and vulnerabilities experienced by program participants in their project ranking and selection process. Describe: (1) the specific vulnerabilities the CoC considered; and (2) how the CoC takes these vulnerabilities into account during the ranking and selection process. (See the CoC Application Detailed Instructions for examples of severity of needs and vulnerabilities.)
(limit 1000 characters)**

The CoC used 3 main criteria from the HUD model scorecard, as adapted to our local CoC, to score projects on the severity of needs and vulnerabilities of those served. Overall, agencies were allotted up to 125 total points.. Only projects serving a minimum of 50% of program participants with the following specific vulnerabilities received up to 30 of the 125 points (10 points for each vulnerable population): participants who had been unsheltered or coming from a place not meant for human habitation at the time of entry, participants with more than one disability type, and participants with zero income at the time of entry. The CoC then used the project scores to rank the projects in order of score, though with permanent housing and renewals prioritized above other projects. In this way, the vulnerabilities of homeless people serve as key factors in the ranking and selection process.

1E-3. Using the following checklist, select: (1) how the CoC made publicly available to potential project applicants an objective ranking and selection process that was used for all project (new and renewal) at least 2 days before the application submission deadline; and (2) all parts of the CoC Consolidated Application, the CoC Application attachments, Priority Listing that includes the reallocation forms and Project Listings that show all project applications submitted to the CoC were either accepted and ranked, or rejected and were made publicly available to project applicants, community members and key stakeholders.

Attachment Required: Documentation demonstrating the objective ranking 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. Attachments must clearly show the date the documents were publicly posted.

Public Posting	
CoC or other Website	<input checked="" type="checkbox"/>
Email	<input checked="" type="checkbox"/>
Mail	<input type="checkbox"/>
Advertising in Local Newspaper(s)	<input type="checkbox"/>
Advertising on Radio or Television	<input type="checkbox"/>
Social Media (Twitter, Facebook, etc.)	<input type="checkbox"/>

1E-4. Reallocation: Applicants must demonstrate the ability to reallocate lower performing projects to create new, higher performing projects. CoC's may choose from one of the following two options below to answer this question. You do not need to provide an answer for both.

Option 1: The CoC actively encourages new and existing providers to apply for new projects through reallocation.

Attachment Required - Option 1: Documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

Option 2: The CoC has cumulatively reallocated at least 20 percent of the CoC's ARD between FY 2013 and FY 2017 CoC Program Competitions.

No Attachment Required - HUD will calculate the cumulative amount based on the CoCs reallocation forms submitted with each fiscal years Priority Listing.

Reallocation: Option 1

Attachment Required - provide documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

1E-5. If the CoC rejected or reduced project application(s), enter the date the CoC and Collaborative Applicant notified project applicants their project application(s) were being rejected or reduced in writing outside of e-snaps. 08/08/2017

Attachment Required: Copies of the written notification to project applicant(s) that their project application(s) were rejected. Where a project application is being rejected or reduced, the CoC must indicate the reason(s) for the rejection or reduction.

1E-5a. Provide the date the CoC notified applicant(s) their application(s) were accepted and ranked on the Priority Listing, in writing, outside of e-snaps. 09/13/2017

Attachment Required: Copies of the written notification to project applicant(s) their project application(s) were accepted and ranked on the Priority listing.

Reallocation Supporting Documentation

Attachment Required - provide documentation that shows the CoC actively encouraged new and existing providers to apply for new projects through reallocation.

Document Type	Required?	Document Description	Date Attached
Reallocation Supporting Documentation	No	MA 517 1E-4 Reall...	09/25/2017

Attachment Details

Document Description: MA 517 1E-4 Reallocation Supporting Documentation

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2A-1. Does the 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? Yes

Attachment Required: If “Yes” is selected, a copy of the sections of the Governance Charter, or MOU/MOA addressing the roles and responsibilities of the CoC and HMIS Lead.

2A-1a. 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. In addition, indicate if the page number applies to the Governance Charter or MOU/MOA. 8-10 Governance Charter Plus MOU

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? Attachment Required: If the response was “Yes”, attach a copy of the HMIS Policies and Procedures Manual. Yes

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

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

2A-5. Per the 2017 HIC use the following chart to indicate the number of beds in the 2017 HIC and in HMIS for each project type within the CoC. If a particular project type does not exist in the CoC then enter "0" for all cells

in that project type.

Project Type	Total Beds in 2017 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter (ESG) 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	9	0	0	0.00%
Permanent Supportive Housing (PSH) beds	126	0	126	100.00%
Other Permanent Housing (OPH) beds	33	0	33	100.00%

2A-5a. To receive partial credit, if the bed coverage rate is below 85 percent for any of the project types, the CoC must provide clear steps on how it intends to increase this percentage for each project type over the next 12 months.

(limit 1000 characters)

N/A

2A-6. Annual Housing Assessment Report (AHAR) Submission: How many Annual Housing Assessment Report (AHAR) tables were accepted and used in the 2016 AHAR? 10

2A-7. Enter the date the CoC submitted the 2017 Housing Inventory Count (HIC) data into the Homelessness Data Exchange (HDX). 05/04/2017
(mm/dd/yyyy)

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

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2B-1. Indicate the date of the CoC's 2017 PIT count (mm/dd/yyyy). If the PIT count was conducted outside the last 10 days of January 2017, HUD will verify the CoC received a HUD-approved exception. 01/25/2017

2B-2. Enter the date the CoC submitted the PIT count data in HDX. (mm/dd/yyyy) 05/04/2017

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

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

2C-1. Describe any change in the CoC’s sheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specifically, how those changes impacted the CoCs sheltered PIT count results. (limit 1000 characters)

The CoC made two changes in sheltered count implementation that improved data quality and impacted the 2017 PIT count results. (1) It reclassified the Somerville Homeless Coalition’s PASS-scattered project from TH to OPH. This project provides HOME-funded transitional rental assistance (2 years). While the assistance is temporary, the tenancies are permanent, so these participants should not be classified as homeless. (2) The Just A Start Corporation’s Just A Start House emergency shelter closed in May 2016 and was removed from the count. This state-funded shelter was in recent years used for young parenting families exiting the foster care system, and would have been removed from the homeless count this year, even if it had remained open. The 2017 PIT count reflects 19 fewer people in ES and 20 fewer in TH, consistent with the changes in projects counted as noted above.

2C-2. Did your CoC change its provider coverage in the 2017 sheltered count? Yes

2C-2a. If “Yes” was selected in 2C-2, enter the change in provider coverage in the 2017 sheltered PIT count, including the number of beds added or removed due to the change.

Beds Added:	0
Beds Removed:	40
Total:	-40

2C-3. 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 2017 sheltered PIT count? No

2C-3a. If "Yes" was selected in 2C-3, enter the number of beds that were added or removed in 2017 because of a Presidentially declared disaster.

Beds Added:	0
Beds Removed:	0
Total:	0

2C-4. Did the CoC change its unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017? Yes
 CoCs that did not conduct an unsheltered count in 2016 or did not report unsheltered PIT count data to HUD in 2016 should compare their efforts in 2017 to their efforts in 2015.

2C-4a. Describe any change in the CoC’s unsheltered PIT count implementation, including methodology and data quality changes from 2016 to 2017. Specify how those changes impacted the CoC’s unsheltered PIT count results. See Detailed Instructions for more information. (limit 1000 characters)

The CoC improved data quality implementation that resulted in more unsheltered people being identified. In Arlington, volunteers accompanied the police to search in locations where homeless people have been reported to sleep, areas which had not been thoroughly canvassed in the past. This change led to 7 unsheltered homeless people being counted in Arlington compared to 0 in 2016.
 In Somerville, the Police Department gave input on new locations to include. The CoC recruited additional volunteers to canvass the new route where police reported they had been finding homeless people at night. Fifteen unsheltered homeless people were counted in Somerville, three of which were found in two of the new locations suggested by the police. In total 22 unsheltered people were counted in the CoC compared to 6 last year (that were all found in Somerville).

2C-5. Did the CoC implement specific measures to identify youth in their PIT count? Yes

2C-5a. If "Yes" was selected in 2C-5, describe the specific measures the CoC; (1) took to identify homeless youth in the PIT count; (2) during the planning process, how stakeholders that serve homeless youth were engaged; (3) how homeless youth were engaged/involved; and (4) how the CoC worked with stakeholders to select locations where homeless youth are most likely to be identified. (limit 1000 characters)

The CoC took new measures to identify homeless youth. Two CoC partners that serve homeless youth, Wayside Youth and Family Support Network and JRI

Health, were more involved in planning for this year's count. With the help from these partners, the CoC conducted focus groups with youth early in the planning, which helped identify areas where the youth population tend to gather. Additionally, there was more coordination with the McKinney Vento liaison in the school department to help identify youth. The CoC also worked with youth ambassadors in order to build relationships for planning and implementation of the count.

2C-6. Describe any actions the CoC implemented in its 2017 PIT count to better count individuals and families experiencing chronic homelessness, families with children, and Veterans experiencing homelessness. (limit 1000 characters)

Throughout the year the CoC continued to train partnering agencies, especially Volunteers of America, Heading Home, Wayside, Just a Start, Housing Corp of Arlington and Somerville Homeless Coalition and volunteers in the chronic homeless and veteran definitions and the best approaches to engaging these populations. It also continued to improve HMIS data quality through regular data review and discussion as well as training around data entry. The result was improved accuracy in the counts of these subpopulations in 2017.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

**3A-1. Performance Measure: Reduction in the Number of First-Time Homeless. Describe: (1) the numerical change the CoC experienced; (2) the process the CoC used to identify risk factors of becoming homeless for the first time; (3) the strategies in place to address individuals and families at risk of becoming homeless; and (4) the organization or position that is responsible for overseeing the CoC's strategy to reduce or end the number of individuals and families experiencing homelessness for the first time.
(limit 1000 characters)**

Metric 5.1 increased by 19, and metric 5.2, including those entering permanent housing, increased by 28. The CoC has developed a Coordinated Entry (CE) vulnerability tool, which assists with identifying risk factors that contribute to first time homelessness such as disability, history of DCF involvement, income, criminal history and health. As part of the CE process, the CE manager reviews the data on those experiencing homelessness for the first time and tries to identify patterns in homelessness. A report is run quarterly for review and discussion. Strategies to reduce and end homelessness for the first time include bringing together providers through a coordinated referral process to utilize ESG prevention and RRH funds, state HomeBASE RRH funds to divert imminently homeless families, as well as Emergency Food and Shelter Program funds through FEMA to assist with Rent, Mortgage and Utility Assistance. The CE Manager is responsible for overseeing this strategy.

**3A-2. Performance Measure: Length-of-Time Homeless. CoC 's must demonstrate how they reduce the length-of-time for individuals and families remaining homeless. Describe (1) the numerical change the CoC experienced; (2) the actions the CoC has implemented to reduce the length-of-time individuals and families remain homeless; (3) how the CoC identifies and houses individuals and families with the longest length-of-time homeless; and (4) identify the organization or position that is responsible for overseeing the CoC's strategy to reduce the length-of-time individuals and families remain homeless.
(limit 1000 characters)**

The average decrease in length of homelessness (metric 1.1) is -34 and the median is -23 nights. The average decrease, including TH (metric 1.2), is -31 and the median decrease is -25 nights. To reduce average length of time homeless, the CoC, using HMIS, has implemented for regular review a by-name list of individuals and families who are the longest stayers. The CoC is targeting

CoC PSH, mainstream affordable PH, and ESG RRH to get these households into housing as quickly as possible. CE assists with matching housing inventory, including mainstream affordable housing, with client needs and choice. To further build capacity to identify long stayers, the CoC has applied for an HMIS grant in this application. The CE Manager is responsible for overseeing the CoC's strategy to reduce the length of time homeless.

3A-3. Performance Measures: Successful Permanent Housing Placement and Retention

Describe: (1) the numerical change the CoC experienced; (2) the CoCs strategy to increase the rate of which individuals and families move to permanent housing destination or retain permanent housing; and (3) the organization or position responsible for overseeing the CoC's strategy for retention of, or placement in permanent housing. (limit 1000 characters)

There is a 4% increase in successful exits to permanent housing (metric 7b.1); for those in all permanent housing projects except PH-RRH; and there is a -3% change in exits to or retention of permanent housing (metric 7b.2). (Metric 7a.1 didn't have a difference calculated.) Key strategies include engaging clients using ESG RRH and CDBG funds for case management, housing search and rental assistance to support clients with their move to and retention of PH. Medicaid-funded case management through the Massachusetts CSPECH program also supports retention of PSH for participants who are formerly chronically homeless. The CoC has recently implemented the CE program in order to improve outcomes, increasing those retaining /exiting to PH. Using HMIS, data is monitored and addressed at the project level through case conferencing and matching client needs and choice with housing inventory. The CE Manager is responsible for overseeing the CoC's strategy for placement and retention of PH.

3A-4. Performance Measure: Returns to Homelessness.

Describe: (1) the numerical change the CoC experienced, (2) what strategies the CoC implemented to identify individuals and families who return to homelessness, (3) the strategies the CoC will use to reduce additional returns to homelessness, and (4) the organization or position responsible for overseeing the CoC's efforts to reduce the rate of individuals and families' returns to homelessness. (limit 1000 characters)

For measure 2, percentage of returns to homelessness in less than 6 months is 1%, between 6 to 12 months is 2%, between 13 to 24 months is 1% and returns in 2 years is 4%. Strategies the CoC has implemented include using HMIS to run quarterly reports and identify patterns, which has shown that we are seeing a population with more issues/needs. As a result, we have targeted Medicaid funded services for chronically homeless to move to/retain PSH. Over the next 12 months, the CoC will target ESG prevention through the City's Supplemental ESG award, and continue to use Medicaid funded services. The CoC also plans to renew efforts to negotiate and educate landlords on programs and services and will host provider TA sessions on using Housing First to increase retention. Lastly, the CoC will work with the State on youth homelessness initiatives to strengthen client connections. The CE Manager will oversee the CoC's strategy

to reduce rate of returns to homelessness.

3A-5. Performance Measures: Job and Income Growth

Describe: (1) the strategies that have been implemented to increase access to employment and mainstream benefits; (2) how the CoC program-funded projects have been assisted to implement the strategies; (3) how the CoC is working with mainstream employment organizations to help individuals and families increase their cash income; and (4) the organization or position that is responsible for overseeing the CoC's strategy to increase job and income growth from employment, non-employment including mainstream benefits. (limit 1000 characters)

Total income increased by 3% for stayers and 19% for leavers (metrics 4.3 & 4.6). Strategies to access employment and non-employment cash include provider staff training in SOAR to assist clients applying for SSI, and encouraging referrals to the One Stop and to Mass Rehab. Providers also work closely with Somerville Community Corporation's First Source Jobs Program, which connects job seekers with local employers and provides soft skills training, leadership development and one-on-one coaching (job search through post-placement). Strategies to access mainstream benefits for CoC-funded projects include bi-annual review of HMIS data on client income and benefits to analyze whether clients are getting all possible benefits. Staff assist with food stamp, Medicaid, and other applications, and Cambridge Somerville Legal Services assists with appeals of denials. HMIS data quality monitoring is another part of the strategy. The HMIS lead is responsible for overseeing the CoC's strategy.

3A-6. Did the CoC completely exclude a geographic area from the most recent PIT count (i.e. no one counted there, and for communities using samples in the area that was excluded from both the sample and extrapolation) where the CoC determined there were no unsheltered homeless people, including areas that are uninhabitable (deserts, forests). Yes

3A.6a. If the response to 3A-6 was "Yes", what was the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoCs unsheltered PIT count? (limit 1000 characters)

The CoC excluded certain streets and neighborhoods from the unsheltered count based on information from stakeholders involved in outreach that there is no basis for believing persons experiencing homelessness stay in those areas. An effort was made to use local knowledge to target known locations with known concentrations of unsheltered homeless people through meetings of the PIT Planning Committee. Key committee members who shared data included CASPAR's Street Outreach Program, Healthcare for the Homeless (which does some street outreach within the CoC), and Somerville and Arlington Police.

Reports of street homeless locations over the past year from these key member groups assisted the committee with developing the routes to canvass. The canvassed areas were thoroughly covered.

3A-7. Enter the date the CoC submitted the System Performance Measures data in HDX, which included the data quality section for FY 2016. 06/05/2017
(mm/dd/yyyy)

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

Instructions

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

3B-1. Compare the total number of PSH beds, CoC program and non CoC-program funded, that were identified as dedicated for use by chronically homeless persons in the 2017 HIC, as compared to those identified in the 2016 HIC.

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	23	40	17

3B-1.1. In the box below: (1) "total number of Dedicated PLUS Beds" provide the total number of beds in the Project Allocation(s) that are designated ad Dedicated PLUS beds; and (2) in the box below "total number of beds dedicated to the chronically homeless:, provide the total number of beds in the Project Application(s) that are designated for the chronically homeless. This does not include those that were identified in (1) above as Dedicated PLUS Beds.

Total number of beds dedicated as Dedicated Plus	0
Total number of beds dedicated to individuals and families experiencing chronic homelessness	100
Total	100

3B-1.2. Did the CoC adopt the Orders of Priority into their 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. Yes

3B-2.1. Using the following chart, check each box to indicate the factor(s) the CoC currently uses to prioritize households with children based on need during the FY 2017 Fiscal Year.

History of or Vulnerability to Victimization	<input checked="" type="checkbox"/>
Number of previous homeless episodes	<input checked="" type="checkbox"/>

Unsheltered homelessness	<input checked="" type="checkbox"/>
Criminal History	<input checked="" type="checkbox"/>
Bad credit or rental history (including not having been a leaseholder)	<input type="checkbox"/>
Head of Household with Mental/Physical Disability	<input checked="" type="checkbox"/>

3B-2.2. Describe: (1) the CoCs current strategy and timeframe for rapidly rehousing every household of families with children within 30 days of becoming homeless; and (2) the organization or position responsible for overseeing the CoC’s strategy to rapidly rehouse families with children within 30 days of becoming homeless. (limit 1000 characters)

The CoC coordinates closely with MA DHCD, which oversees access to statewide family shelter, trains providers in RRH strategies, and provides state-funded HomeBASE (“HB”) RRH. The CoC strategy involves accessing HB so sheltered families can rapidly move to housing. The CoC also uses a by-name list with chronic families with children targeted for movement to CoC PSH and mainstream PH as well as for housing placement using HB, ESG RRH funds, and CDBG case management and housing search funds. The vulnerability tool helps the CoC target services according to need. The current timeframe is 6 months, although our average length of stay for families with children is between 135-145 days. The strategy has been somewhat effective, but there is room for improvement. Obstacles include high housing costs within the CoC, which makes finding housing difficult and often families using RRH are placed outside the CoC. The CE manager is responsible for implementing the CoC’s strategy.

3B-2.3. Compare the number of RRH units available to serve families from the 2016 and 2017 HIC.

	2016	2017	Difference
Number of CoC Program and non-CoC Program funded PSH units dedicated for use by chronically homelessness persons identified on the HIC.	0	3	3

3B-2.4. Describe the actions the CoC is taking to ensure emergency shelters, transitional housing, and permanent supportive housing (PSH and RRH) providers within the CoC adhere to anti-discrimination 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. (limit 1000 characters)

The CoC has a written standard that families are not separated when they enter shelter or housing as part of its emphasis on low barrier housing. Similarly, state family shelter contracts prohibit involuntary family separation and prohibit discrimination. The CoC has conducted a technical assistance session for

providers on Equal Access and Gender Identity Rules, to help ensure that all CoC and ESG projects are in compliance and in general to ensure we are providing a safe space and inclusive housing for all. After the training session, providers have reviewed and updated their program admissions, occupancy, and operating policies and procedures (including policies and procedures to protect individuals' privacy and security), so that equal access is provided to individuals based on their gender, sex, LGBT status, age, marital status, or disability.

3B-2.5. From the list below, select each of the following the CoC has strategies to address the unique needs of unaccompanied homeless youth.

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-2.6. From the list below, select each of the following the CoC has a strategy for prioritization of unaccompanied youth based on need.

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 checked="" type="checkbox"/>
Bad Credit or Rental History	<input type="checkbox"/>

3B-2.7. Describe: (1) the strategies used by the CoC, including securing additional funding to increase the availability of housing and services for youth experiencing homelessness, especially those experiencing unsheltered homelessness; (2) provide evidence the strategies that have been implemented are effective at ending youth homelessness; (3) the measure(s) the CoC is using to calculate the effectiveness of the strategies; and (4) why the CoC believes the measure(s) used is an appropriate way to determine the effectiveness of the CoC's efforts. (limit 1500 characters)

The CoC used 2 strategies to increase housing and services for homeless youth. (1) Two CoC PSH projects for unaccompanied homeless youth have lowered barriers and are increasing housing placements through CE strategies; (2) The CoC coordinates with the state, which ensures homeless parenting youth are placed in family shelter and access state RRH. The CoC strategies have been effective as measured by PIT data. In 2016 there were 26 youth

households (9 UHY and 17 parenting youth households). In 2017 this dropped to 15 (10 UHY and 5 parenting youth households). The CoC participates in the annual statewide homeless youth count in May. While in the past the PIT count has been an appropriate measure to track the number of homeless youth, with the launch of CE in the future the CoC will use youth count findings and HMIS data to add housing placement rates and length of homelessness data to its measures of effectiveness.

3B-2.8. Describe: (1) How the CoC collaborates with youth education providers, including McKinney-Vento local educational authorities and school districts; (2) the formal partnerships the CoC has with these entities; and (3) the policies and procedures, if any, that have been adopted to inform individuals and families who become homeless of their eligibility for educational services. (limit 1000 characters)

1. Collaboration occurs through: the Mayor of Somerville’s Homeless Task Force, which focuses on homeless youth and includes school officials, the McKinney Vento liaison (MVL) and CoC members; conducting the annual statewide unaccompanied homeless youth count; attendance at statewide meetings convened by the MA Office for Education of Homeless Children and Youth; and coordinating education services for children in family shelter.
2. The CoC has a formal partnership and policy via its family shelter, which is mandated by state contract to have a point person who coordinates with MVLs to provide connections to educational resources and information about rights along with CoC members providing services to youth.
3. The CoC and educators receive guidance in established procedures for referrals that ensure homeless youth and their families are informed of their rights and connected with services. Related brochures/posters are provided at schools.

3B-2.9. Does the CoC have any written formal agreements, MOU/MOAs or partnerships with one or more providers of early childhood services and supports? Select “Yes” or “No”.

	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	No	No
Tribal Home Visiting Program	No	No
Other: (limit 50 characters)		
	No	No

**3B-3.1. Provide the actions the CoC has taken to identify, assess, and refer homeless Veterans who are eligible for Veterans Affairs services and housing to appropriate resources such as HUD-VASH and Supportive Services for Veterans Families (SSVF) program and Grant and Per Diem (GPD).
(limit 1000 characters)**

Using HMIS and the Coordinated Entry (CE) Program, the CoC identifies and assesses homeless veterans for eligibility, and refers them for services and housing operated through the VA. The CE Manager runs a quarterly report of homeless veterans for review and discussion. Among the CoC members involved in the review and discussion is Volunteers of America, a non-McKinney funded agency that operates multiples programs for veterans, including a GPD transitional housing program in the CoC. Volunteers of America plays a key role in connecting homeless veterans to VA resources, including the GPD program in Somerville and to SSVF and VASH.

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 is assisted to quickly move into permanent housing using a Housing First approach? No

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

Instructions:

For guidance on completing this application, please reference the FY 2017 CoC Application Detailed Instructions and the FY 2017 CoC Program Competition NOFA. Please submit technical questions to the HUD Exchange Ask A Question.

4A-1. Select from the drop-down (1) each type of healthcare organization the CoC assists program participants with enrolling in health insurance, and (2) if the CoC provides assistance with the effective utilization of Medicaid and other benefits.

Type of Health Care	Yes/No	Assist with Utilization of Benefits?
Public Health Care Benefits (State or Federal benefits, e.g. Medicaid, Indian Health Services)	Yes	Yes
Private Insurers:	Yes	Yes
Non-Profit, Philanthropic:	Yes	Yes
Other: (limit 50 characters)		

4A-1a. Mainstream Benefits

CoC program funded projects must be able to demonstrate they supplement CoC Program funds from other public and private resources, including: (1) how the CoC works with mainstream programs that assist homeless program participants in applying for and receiving mainstream benefits; (2) how the CoC systematically keeps program staff up-to-date regarding mainstream resources available for homeless program participants (e.g. Food Stamps, SSI, TANF, substance abuse programs); and (3) identify the organization or position that is responsible for overseeing the CoCs strategy for mainstream benefits. (limit 1000 characters)

CoC agencies actively work with homeless program participants to assist with applications for mainstream services and resources in order to increase participant incomes and to help supplement CoC-funded projects. Mainstream benefits include Medicaid/Medicare, SNAP, SSI/SSDI, TANF, WIC, and VA/other benefits.

The CoC systematically ensures program staff is updated about accessing mainstream benefits. The CoC recently updated the Resource Guide for People Homeless in Somerville and Arlington that lists local, state, federal and private resources and services. The Guide is distributed to CoC agencies and reviewed at CoC training meetings with front line staff. The MA SOAR Team Leader has spoken at a CoC meeting and there are staff within the CoC that are SOAR

trained, and they use these skills to expedite applications for SSA disability programs to help increase participant incomes.

The Coordinated Entry program manager is responsible for overseeing the CoC strategy.

4A-2. Low Barrier: Based on the CoCs FY 2017 new and renewal project applications, what percentage of Permanent Housing (PSH) and Rapid Rehousing (RRH), Transitional Housing (TH), Safe-Haven, and SSO (Supportive Services Only-non-coordinated entry) projects in the CoC are low-barrier?

Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO project applications in the FY 2017 competition (new and renewal)	9.00
Total number of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2017 competition.	9.00
Percentage of PH (PSH and RRH), TH, Safe-Haven and non-Coordinated Entry SSO renewal and new project applications in the FY 2017 competition that will be designated as "low barrier"	100.00%

4A-3. Housing First: What percentage of CoC Program Funded PSH, RRH, SSO (non-coordinated entry), safe-haven and Transitional Housing; FY 2017 projects have adopted the Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH project applications in the FY 2017 competition (new and renewal).	9.00
Total number of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications that selected Housing First in the FY 2017 competition.	9.00
Percentage of PSH, RRH, non-Coordinated Entry SSO, Safe Haven and TH renewal and new project applications in the FY 2017 competition that will be designated as Housing First.	100.00%

4A-4. Street Outreach: Describe (1) the CoC's outreach and if it covers 100 percent of the CoC's geographic area; (2) how often street outreach is conducted; and (3) how the CoC has tailored its street outreach to those that are least likely to request assistance. (limit 1000 characters)

CoC street outreach is being incorporated into the Coordinated Entry (CE) program that began on July 1, 2017 and covers 100% of the CoC geographic area.

Healthcare for the Homeless leads a street outreach presence every Wednesday morning, primarily around Davis and Porter Sq. in Somerville and CE is supplementing these efforts. Additional street outreach happens as needed or as requested by the police.

The CE program has bilingual staff and has enlisted the help of a multilingual provider of translation and interpretive services to be able to ensure for effective communication. All staff are being trained on low-barrier, trauma informed, harm reduction methodologies to help overcome barriers and increase effectiveness in engaging those that are least likely to request assistance. Street outreach

also involves working with the Somerville and Arlington Police Departments as part of their jail diversion programming to link hard to reach street homeless people to our CE system.

4A-5. Affirmative Outreach

Specific strategies the CoC has 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; who are least likely to apply in the absence of special outreach.

Describe: (1) the specific strategies that have been implemented that affirmatively further fair housing as detailed in 24 CFR 578.93(c); and (2) what measures have been taken to provide effective communication to persons with disabilities and those with limited English proficiency. (limit 1000 characters)

The CoC has reviewed program marketing plans to ensure they are accessible to all. The CoC has also provided guidance on marketing programs to those who are street homeless and is working with Healthcare for the Homeless and the Wednesday street outreach volunteer team, as this population is the most vulnerable and least likely to apply in the absence of special outreach. Providers also have handouts for clients on their rights and remedies available under federal, state and local fair housing and civil rights law.

To ensure that the communications are effective, providers within the CoC have large-print and translated handouts in other languages. Many of the providers have staff who can speak other languages, and the City, as CoC lead, has language liaisons for Spanish, Portuguese, and Haitian Creole (most spoken languages after English within the CoC). Additionally, the CE provider has enlisted the services of a multilingual provider of translation and interpretive services.

4A-6. Compare the number of RRH beds available to serve populations from the 2016 and 2017 HIC.

	2016	2017	Difference
RRH beds available to serve all populations in the HIC	0	9	9

4A-7. Are new proposed project applications requesting \$200,000 or more in funding for housing rehabilitation or new construction? No

4A-8. Is the CoC requesting to designate one or more SSO or TH projects to serve homeless households with children and youth defined as homeless under other Federal statues who are unstably housed (paragraph 3 of the definition of homeless found at 24 CFR 578.3). 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
01. 2016 CoC Consolidated Application: Evidence of the CoC's communication to rejected participants	Yes	MA 517 Evidence o...	09/26/2017
02. 2016 CoC Consolidated Application: Public Posting Evidence	Yes	MA 517 2017 CoC C...	09/27/2017
03. CoC Rating and Review Procedure (e.g. RFP)	Yes	MA 517 Rating and...	09/28/2017
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	MA 517 Rating and...	09/28/2017
05. CoCs Process for Reallocating	Yes	MA 517 CoC Proces...	09/25/2017
06. CoC's Governance Charter	Yes	MA 517 Governance...	09/25/2017
07. HMIS Policy and Procedures Manual	Yes	MA 517 HMIS Polic...	09/25/2017
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	MA 517 PHA Admini...	09/28/2017
10. CoC-HMIS MOU (if referenced in the CoC's Governance Charter)	No	MA 517 CoC-HMIS MOU	09/25/2017
11. CoC Written Standards for Order of Priority	No	MA 517 Written St...	09/25/2017
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes (if applicable)	No		
13. HDX-system Performance Measures	Yes	MA 517 HDX System...	09/25/2017
14. Other	No		
15. Other	No		

Attachment Details

Document Description: MA 517 Evidence of CoC's communication to rejected participants

Attachment Details

Document Description: MA 517 2017 CoC Consolidated Application: Public Posting Evidence

Attachment Details

Document Description: MA 517 Rating and Review Procedure

Attachment Details

Document Description: MA 517 Rating and Review Procedure: Public Posting Evidence

Attachment Details

Document Description: MA 517 CoC Process for Reallocating

Attachment Details

Document Description: MA 517 Governance Charter

Attachment Details

Document Description: MA 517 HMIS Policies and Procedures Manual

Attachment Details

Document Description:

Attachment Details

Document Description: MA 517 PHA Administrative Plan (Applicable Sections)

Attachment Details

Document Description: MA 517 CoC-HMIS MOU

Attachment Details

Document Description: MA 517 Written Standards for Order of Priority

Attachment Details

Document Description:

Attachment Details

Document Description: MA 517 HDX System Performance Measures

Attachment Details

Document Description:

Attachment Details

Document Description:

Submission Summary

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

Page	Last Updated
1A. Identification	09/14/2017
1B. Engagement	09/25/2017
1C. Coordination	09/28/2017
1D. Discharge Planning	09/28/2017
1E. Project Review	09/28/2017
1F. Reallocation Supporting Documentation	09/25/2017
2A. HMIS Implementation	09/28/2017
2B. PIT Count	09/28/2017
2C. Sheltered Data - Methods	09/27/2017
3A. System Performance	09/28/2017
3B. Performance and Strategic Planning	09/28/2017

4A. Mainstream Benefits and Additional Policies	09/28/2017
4B. Attachments	09/28/2017
Submission Summary	No Input Required

MA-517 Somerville Arlington CoC
1E-4: Reallocation Supporting Documentation

The Collaborative Applicant actively encouraged new and existing providers to apply for new projects through reallocation by doing the following:

- Sent the two attached emails with details on the reallocation opportunity and application process
 - August 8, 2017
 - August 16, 2017
- Hosted a Technical Assistance session for all prospective providers on August 15, 2017 with the CoC planning consultant so providers could get input on their project ideas and whether they would fit under HUD CoC requirements and priorities.
- Created a simple concept paper (also attached) for providers to complete to determine if their project ideas were eligible (prior to submission of the lengthier CoC project application).
- Provided technical assistance feedback in response to concept papers and then invited applications through esnaps.

NOTE: A concept paper for a new project through reallocation was submitted by a new provider who had never received CoC funding, however, the project was not for an eligible homeless population and the provider voluntarily withdrew their concept paper. The provider was encouraged to consider the one-time ESG supplemental application available through the CoC Lead as well as advised about possible partnerships with other CoC members.

Kelly Donato

From: Heidi Burbidge
Sent: Tuesday, August 08, 2017 11:30 AM
To: Alba Perez; Alex Pirie; Amanda; Anthony Joseph; antwan steed; Barbara Rubel; Beth M Howe; Betsy Reid; Claire Makrinikolas; Daniel LeBlanc; Danielle Ferrier; David Dorvilier; David Gibbs; Doug Kress; Eileen Feldman; Elana Horwitz; Elizabeth Winston; Emily Bullen; Gerry Zipser; Heather Hernandez; Henry Goodhue; Jason Ramirez; Jessica Brayden; Karla Sordia Lozano; Kelly McEachirn; Kerrin Bowers; Laura Wiener; Lisa Davidson; Lisa Lindman; Luciana Quintanilha; Lydie Ultimo; Marc McGovern; Mark Alston-Follansbee; Mark Evans; Mayte Antelo-Ovando; Megan Alfoni; Mike Libby; Nancy Bacci; Nancy Kavanagh; Netra Darai; Pam Hallett; Penny Snyder; Rita Shah; Sam Davidson-Weiss; Scott Hayman; Sean Terry; Shannon B; Stephanie Fox; Susan Hegel; Tom Bierbaum; Yaritza DeJesus
Cc: Kelly Donato; Joyce Tavon
Subject: 2017 NOFA application process -- reallocation and bonus funding
Attachments: Concept paper example-CoC2017.doc; USICH-CoC_-NOFA_-Webinar-2017.pdf

Dear Providers:

Please take note: funding for new Somerville-Arlington CoC projects will be available during the 2017 NOFA application process. We expect that there will be the following available for new projects:

- **Reallocation - up to \$158,881**
- Permanent Housing Bonus - \$106,470.

We very much encourage agencies to apply for this funding, especially the reallocation funds. New reallocation projects will only be awarded if the CoC has a competitive score, however the CoC scored high enough to receive such funds last year. Bonus funds, however are much more limited and require a very high CoC score. Our CoC will lose any reallocated funding that is not awarded to another project during this round, so please consider how your agency might apply for and use this funding to strengthen our CoC.

Here are some more details about priorities, schedule and instructions about submitting an application for reallocation and bonus funds.

The CoC especially encourages applications for the following project types:

- HMIS dedicated projects (new reallocation only)
- Permanent Supportive Housing (PSH) projects
- Rapid Re-Housing (RRH) programs
- Other allowable projects are the new Joint TH/RRH component, which is also welcome.
- Note: SSO-CE (allowable under new reallocation) was funded last year so is not being solicited

All new projects must participate in Coordinated Entry.

Attached to this email are instructions for agencies to submit a "concept paper," a brief summary (a few sentences) of the new project with a budget that includes just basic line items and match. These concept papers are **due August 18th**. By Aug 21st we will inform you if you may move forward with the full project application to be submitted in esnaps.

The deadline for all new applications to be entered into e-snaps for CoC review is **August 25th**. Please do not press submit. Export the application as a PDF and email it to Kelly Donato, Heidi Burbidge and Joyce Tavon. Your application will be reviewed in draft form by us first.

The deadline for all complete project applications (new and renewal) to be submitted to HUD in e-snaps is **August 29th** but please do not hit submit until you have heard back from either Kelly, Joyce or Heidi.

Please note that as mentioned in previous emails, Technical Assistance from Joyce Tavon for project applications will be available after the full CoC meeting this Tuesday, **August 15th** at the Massachusetts Bay Veteran's Center at 2 North Street.

Additional guidance is available from the following 2017 NOFA webinar resources. We encourage each agency to review these:

National Alliance to End Homelessness - <https://endhomelessness.org/resource/2017-continuum-of-care-nofa-resources/>, click on check out our webinar series, and it will bring you to a You Tube site with two webinars on the 2017 NOFA (direct link to the You Tube site - <https://www.youtube.com/playlist?list=PLd8XvEHwsy88aM6IWPYWZUNDInQRWJfRo>).

A USICH slideshow from recent 2017 NOFA webinar is the second attachment to this email.

Please let us know if you have questions or would like to discuss any of this information or applications that you are considering.

Heidi

Heidi Burbidge
Housing Programs Coordinator
Housing Division

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

Kelly Donato

From: Heidi Burbidge
Sent: Wednesday, August 16, 2017 12:14 PM
To: Joseph, Anthony; Alba Perez; Alex Pirie; Amanda; antwan steed; Barbara Rubel; Beth M Howe; Betsy Reid; Claire Makrinikolas; Daniel LeBlanc; David Dorvilier; David Gibbs; Doug Kress; Eileen Feldman; Elana Horwitz; Elizabeth Winston; Emily Bullen; Gerry Zipser; Heather Hernandez; Goodhue, Henry; Jason Ramirez; Jessica Brayden; Karla Sordia Lozano; Kelly McEachirn; Kerrin Bowers; Laura Wiener; Lisa Davidson; Lisa Lindman; Luciana Quintanilha; Marc McGovern; Mark Alston-Follansbee; Mark Evans; Mayte Antelo-Ovando; Megan Alfoni; Mike Libby; Nancy Bacci; Nancy Kavanagh; Netra Darai; Pam Hallett; Penny Snyder; Rita Shah; Ronnie Springer; Sam Davidson-Weiss; Scott Hayman; Sean Terry; Shannon B; Stephanie Fox; Susan Hegel; Bierbaum, Tom; Tom Lorello; Yaritza DeJesus; Makrinikolas, Claire (VET) (claire.makrinikolas@state.ma.us); Marrano, Matthew
Cc: Kelly Donato; Joyce Tavon; Heidi Gold
Subject: homeless definition and recordkeeping information + NOFA application schedule
Attachments: HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf; Determining-Homeless-Status-of-Youth.pdf; FY-2017-CoC-Program-Competition-NOFA.pdf

Dear Providers-

Attached please find documents that were referenced at yesterday's Homeless Providers meeting. The first attachment provides criteria for defining homeless (with 4 categories) and recordkeeping requirements for each, for individuals and families. The second attachment provides criteria and recordkeeping specific to the homeless status of youth.

Also attached is the FY2017 CoC Program Competition NOFA.

For providers submitting applications this year (including those considering new applications), here is a summary of the NOFA project application schedule:

RENEWAL APPLICATIONS

The deadline for all renewal application to be entered into e-snaps for CoC review is **August 22nd**. Once entered in draft form, export the application as a PDF and email it to Kelly Donato, Heidi Burbidge and Joyce Tavon. Do not press submit at that time. Your application will be reviewed in draft form by us first.

The deadline for all complete project applications to be submitted to HUD in e-snaps is **August 29th**. Please wait until you have heard back from either Kelly, Joyce or Heidi before you submit.

NEW APPLICATIONS

*Reminder: funding for new Somerville-Arlington CoC projects will be available during the 2017 NOFA application process. We expect that there will be the following available for new projects:

- Reallocation - up to \$158,881
- Permanent Housing Bonus - \$106,470.

We very much encourage agencies to apply for this funding, especially the reallocation funds. As discussed and voted on at the meeting yesterday, the ranking plan places new reallocation projects into Tier 2, which is subject to risk in receiving funding, however the CoC received reallocation awards last year. Our CoC will lose any reallocated funding that is not awarded to another project during this round, so please consider how your agency might apply for and use this funding to strengthen our CoC.

Bonus funds, however are much more limited and require a very high CoC score and in recent competitions the CoC has not scored high enough to receive a bonus award.

Here are some more details about priorities, schedule and instructions about submitting an application for reallocation and bonus funds.

The CoC especially encourages applications for the following project types:

- HMIS dedicated projects (new reallocation only)
- Permanent Supportive Housing (PSH) projects
- Rapid Re-Housing (RRH) programs
- Other allowable projects are the new Joint TH/RRH component, which is also welcome
- Note: SSO-CE (allowable under new reallocation) was funded last year so is not being solicited

All new projects must participate in Coordinated Entry. Please see pgs. 21-22 of the attached NOFA for more details on eligible reallocation projects.

The third attachment to this email provides instructions for agencies to submit a "concept paper," a brief summary (a few sentences) of the new project with a budget that includes just basic line items and match. These concept papers are **due August 18th**. Because there is a tight turnaround time for review and the City closes at 12:30 on Fridays, as discussed at the meeting yesterday, please try to have your concept papers submitted by noon. On Monday Aug 21st, we will inform you if you may move forward with the full project application to be drafted in esnaps by Friday August 25th at noon. As a reminder, on the 25th, please do not hit submit in esnaps, and instead click on export to pdf and send the draft to Kelly, Heidi and Joyce first. One of us will notify you on August 28th if there are any changes that need to be made prior to hitting submit on Tuesday August 29th.

Please do not hesitate to contact me if you have any questions.

Heidi

Heidi Burbidge
Housing Programs Coordinator
Housing Division

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

TO: Somerville-Arlington CoC Lead Agency

FROM: Applicant

DATE:

RE:

CONCEPT PAPER

Category

Reallocation _____

Bonus _____

Project Type

(allowable categories under Reallocation or Bonus)

PSH – 100% chronic dedicated _____

PSH – Dedicated PLUS` _____

RRH _____

TH/RRH _____

HMIS (reallocation only) _____

SSO-CE (reallocation only) – NA – already funded in the CoC

Project Summary

A few sentences:

- Type of project
- Number and target population to be served
- Any subpopulations If housing, details on type and where located
- Type of supportive services to be provided, if relevant
- Commitment to participate in Coordinated Entry and to be low barrier /Housing First (if PSH, RRH, or TH/RRH)

Program Budget – 12 Months EXAMPLE

The main line items to be included: for example: Leasing, Rental Assistance, Operations, Supportive Services, Admin, Total

Leasing	\$100,000
Supportive Services	20,000
Sub-total	\$120,000
Admin @ 7%	8,400
Total Request	128,400
Match (25% of program budget)	\$32,100

A few details on the budget:

Leasing or Rental Assistance:

Number of bedrooms, FMR, any subtotals if multiple bedroom sizes

2 (one bedrooms) x \$....

2 (two bedrooms x \$....

Supportive Services

What this would fund – ex. 0.35 FTE case management

Match

Source of match and what it would cover

MA-517 Somerville Arlington CoC

Attachment 1: Evidence of the CoC's communication to rejected participants

No applications were rejected or reduced by the CoC.

A concept paper for a new project through reallocation was submitted by a new provider who had never received CoC funding, however, the project was not for an eligible homeless population and the provider voluntarily withdrew their concept paper. The provider was encouraged to consider the one-time ESG supplemental application available through the CoC Lead as well as advised about possible partnerships with other CoC members.

Two agencies voluntarily did not apply for project renewal for two projects, Cross Street Housing (Somerville Homeless Coalition) and Next Step Transitional Housing (Just a Start). One agency (Somerville Homeless Coalition) also voluntarily reduced two project requests for Sobriety and Stability II and Better Homes 2.

Communications between CoC Lead and Agencies with eliminated and/or reduced projects:

- Just a Start – August 8, 2017
- Somerville Homeless Coalition – August 3, 2017

Communications from the CoC Lead to CoC Members noting all projects submitted by the deadline were accepted and ranked (no applications rejected or reduced by the CoC):

- September 11, 2017
- September 13, 2017

Kelly Donato

From: Heidi Burbidge
Sent: Tuesday, August 08, 2017 4:03 PM
To: Kelly Donato; Joyce Tavon
Subject: FW: Next Step - follow up to August 4th email

Hi Kelly and Joyce-

I spoke with Elizabeth Winston at Just a Start this afternoon. In short brush strokes, JAS is going to reallocate their Next Step funding. And they are not going to apply for a reallocation project.

Elizabeth mentioned what she sees as an opportunity for another CoC agency to take over the program (with 3 in-place SHA vouchers). She anticipates that the 3 existing households will be able to be moved on in the next 6 months and that new households could be found for PH with supportive services. She suggests that another agency wanting to do this would submit an application this round to do so. In her experience HUD allows flexibility during the first year of a project being funded in terms of meeting the proposed number of people being served annually. I do not know if this has been your experience.

She asked about updating the CoC about Just-a-Start's plans. I told her that I would get back to her about fitting this information into communications perhaps as part of one of Tuesday's meeting agenda items. Will you please let me know your feedback about this?

Thank you,
Heidi

From: Heidi Burbidge
Sent: Tuesday, August 08, 2017 12:38 PM
To: 'deborahruhe@justastart.org' <deborahruhe@justastart.org>; Gerry Zipser <gerryzipser@justastart.org>; Elizabeth Winston <elizabethwinston@justastart.org>
Cc: Kelly Donato <KElam@somervillema.gov>; Joyce Tavon <jtavonconsulting@gmail.com>
Subject: Next Step - follow up to August 4th email

Hello Gerry, Elizabeth and Deborah-

I am following up on the email I sent on August 4th (attached). That email lays out our understanding of our meeting on July 25th to discuss the status of the Next Step program, and options for Just-a-Start as a part of the 2017 CoC NOFA application. Minutes from that meeting can be found on the attached email.

During the meeting, three options were proposed for Just-a-Start to consider:

- 1) Keep Next Step as TH but with a rapid-rehousing approach: The expectation going forward is families would need to be moved rapidly to housing, with 24 months as the outer limit for stays. The units would then need to be filled by young families coming from a shelter, especially the family shelter in the CoC.

- 2) Use RRH funding to help current households out of the Next Step Program, and then reconfigure it as PSH. Just-a-Start would eliminate the TH project and submit an application for the reallocated funds to go to a Just-a-Start program, as PSH. See meeting minutes for more detail.
- 3) Just-a-Start is strongly encouraged to consider applying for a new reallocation project, even if it doesn't seek to convert this one to PSH. It was emphasized that having a variety of providers in the CoC is important.

If you plan to reapply as is, you can, as long as your internal policy is brought into alignment with HUD's expectation that the households move out with 24 months. In that case please see the email forwarded below, which was sent this morning to renewing agencies with timeline and instructions.

I will follow-up by phone later today to check in with you.

Thank you,
Heidi

Heidi Burbidge
Housing Programs Coordinator
Housing Division

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

Kelly Donato

From: Michael Libby <mllibby@shcinc.org>
Sent: Thursday, August 03, 2017 2:42 PM
To: Heidi Burbidge; Kelly Donato; Joyce Tavon
Cc: Mark Alston-Follansbee; Lisa Davidson
Subject: Re: SHC meet with Housing and CoC consultant Joyce Tavon

Hi all-

In advance of tomorrow's meeting, we wanted to provide you with what SHC is proposing for reallocation:

~~BH 2: \$70,000 (\$50K from Operations; \$20K from Supportive Services)~~

~~SAS 2: \$60,000 (\$50K from Operations; \$10K from Supportive Services)~~

~~Cross: \$5,341 (eliminating the project)~~

~~TOTAL: \$135,341~~

See you tomorrow

Michael Libby, LCSW
Deputy Director

Somerville Homeless Coalition
PO Box 440436
Somerville, MA 02144
(ph): 617-623-6111 x232
(f): 617-776-7165
www.shcinc.org

On Wed, Aug 2, 2017 at 4:50 PM, Heidi Burbidge <hburbridge@somervillema.gov> wrote:

Hi Mark, Mike and Lisa:

As I mentioned in the meeting invite, the agenda for the Friday August 4th 11am meeting will include the CoC's goals going forward, the 2017 NOFA application (including reallocation decisions, project scoring, spending on grants, utilization rates) and what challenges projects are facing from SHC's perspective.

In particular, we need to have a final decision at that meeting about the amounts of reallocation money that will become available from SHC projects. This is necessary so that we can proceed with applications for projects that will apply for the reallocation money.

Also, I want to provide you with a summary of expenditures for SHC projects for your reference (see attached).

See you on Friday at 11am. Let me know if there is anything you want to discuss before then.

Heidi

Heidi Burbidge

Housing Programs Coordinator

Housing Division

City of Somerville – Office of Strategic Planning and Community Development

50 Evergreen Avenue

Somerville, MA 02145

617-625-6600 x 2587

hburbridge@somervillema.gov

Kelly Donato

From: Heidi Burbidge
Sent: Monday, September 11, 2017 5:19 PM
To: Kelly Donato; Joyce Tavon; Heidi Gold (Heidi@simtechsolutions.com)
Subject: FW: Somerville-Arlington CoC 2017 NOFA Project Rating and Ranking Process results
Attachments: 2017 Somerville _Arlington (MA 517) Rating and Ranking Process FNL.pdf

Kelly, Heidi and Joyce:

Please see email below.

From: Heidi Burbidge
Sent: Monday, September 11, 2017 5:18 PM
To: 'antwan_stead@waysideyouth.org' <antwan_stead@waysideyouth.org>; 'betsy_reid@waysideyouth.org' <betsy_reid@waysideyouth.org>; 'ksordialozano@headinghomeinc.org' <ksordialozano@headinghomeinc.org>; 'ldavidson@shcinc.org' <ldavidson@shcinc.org>; 'maf@shcinc.org' <maf@shcinc.org>; 'mantelo-ovando@headinghomeinc.org' <mantelo-ovando@headinghomeinc.org>; 'mlibby@shcinc.org' <mlibby@shcinc.org>; 'dferrier@headinghomeinc.org' <dferrier@headinghomeinc.org>; 'lkaplan@headinghomeinc.org' <lkaplan@headinghomeinc.org>; 'Linda DeProfio' <lindad@sha-web.org>
Subject: Somerville-Arlington CoC 2017 NOFA Project Rating and Ranking Process results

Dear Providers:

Thank you for submitting your project applications for the Somerville-Arlington CoC NOFA by the August 29th deadline. All project applications have all been accepted and ranked.

Below please find the projects as ranked and assigned to Tier 1 and Tier 2. No renewal projects are at risk. All have been placed in Tier 1.

Attached is the ranking plan that was used by the ranking committee, with ranking criteria and thresholds. This plan was approved by the CoC at the August 15, 2017 meeting.

Individual project scores will be sent to each agency in a separate email.

CoC FY2017 NOFA: Scoring and Ranking

Requirement Tier 1 = 94% of Annual Renewal Demand (ARD). ARD = \$1,774,503; 94% of ARD = \$1,668,033
\$106,470 in Tier 2

Bonus = up to 6% of Final Pro Rata Need (FPRN).

Planning Grant = 3% of FPRN

<u>Agency and Project Name</u>	<u>Program Type</u> (PH, TH, SSO)	<u>Renewal Amount</u>	<u>Project</u>
--------------------------------	--------------------------------------	-----------------------	----------------

Kelly Donato

From: Heidi Burbidge
Sent: Wednesday, September 13, 2017 3:34 PM
To: Alba Perez; Alex Pirie; Amanda; Anthony Joseph; antwan steed; Barbara Rubel; Beth M Howe; Betsy Reid; Claire Makrinikolas; Daniel LeBlanc; Danielle Ferrier; David Dorvilier; David Gibbs; Doug Kress; Eileen Feldman; Elana Horwitz; Elizabeth Winston; Emily Bullen; Gerry Zipser; Heather Hernandez; Henry Goodhue; Jason Ramirez; Jessica Brayden; Kelly McEachirn; Kerrin Bowers; Laura Wiener; Lisa Davidson; Lisa Lindman; Luciana Quintanilha; Lydie Ultimo; Marc McGovern; Mark Alston-Follansbee; Mark Evans; Mayte Antelo-Ovando; Megan Alfoni; Mike Libby; Nancy Bacci; Nancy Kavanagh; Netra Darai; Pam Hallett; Penny Snyder; Rita Shah; Sam Davidson-Weiss; Scott Hayman; Sean Terry; Shannon B; Stephanie Fox; Susan Hegel; Tom Bierbaum; Yaritza DeJesus
Cc: Michael Feloney (mfeloney@somervillema.gov); Kelly Donato; Joyce Tavon; Heidi Gold (Heidi@simtechsolutions.com)
Subject: Somerville-Arlington CoC 2017 NOFA Project Rating and Ranking Process results
Attachments: 2017 Somerville_Arlington (MA 517) Rating and Ranking Process FNL.pdf

Dear Providers:

Please note that all project applications that were submitted by the August 29th deadline to the Somerville-Arlington CoC for inclusion on the FY 2017 CoC Priority Listing as part of the CoC Consolidated Application have been accepted and ranked.

Below please find the projects as ranked and assigned to Tier 1 and Tier 2. No renewal projects are at risk. All have been placed in Tier 1.

Attached is the ranking plan that was used by the ranking committee, with ranking criteria and thresholds. This plan was approved by the CoC at the August 15, 2017 meeting.

CoC FY2017 NOFA: Scoring and Ranking

Requirement Tier 1 = 94% of Annual Renewal Demand (ARD). ARD = \$1,774,503; 94% of ARD = \$1,668,033
\$106,470 in Tier 2

Bonus = up to 6% of Final Pro Rata Need (FPRN).

Planning Grant = 3% of FPRN

<u>Agency and Project Name</u>	<u>Program Type</u> (PH, TH, SSO)	<u>Renewal Amount</u>	<u>Project</u>
TIER 1			
Somerville Housing Authority -S + C	PH	\$151,219	rene
Somerville Homeless Coalition - Sobriety and Stability	PH	\$148,629	rene
Somerville Homeless Coalition - Better Homes 2	PH	\$387,800	rene
Somerville Homeless Coalition - Better Homes	PH	\$183,742	rene

Heading Home - Somerville Stepping Stones	PH	\$57,745	rene'
Heading Home - Better Homes 3	PH	\$149,196	rene'
Somerville Homeless Coalition - Sobriety and Stability II	PH	\$196,371	rene'
Wayside - ShortStop Transitional Housing Program	TH	\$240,315	rene'
Somerville Homeless Coalition - Coordinated Entry	SSO	\$100,605	rene'
Somerville Homeless Coalition - HMIS Dedicated	SSO	\$52,411	nev realloc
	subtotal Tier 1	\$1,668,033	
TIER 2			
Somerville Homeless Coalition - HMIS Dedicated	SSO	\$16,889	nev realloc
Somerville Homeless Coalition - Better Homes 4	PSH	\$89,581	nev realloc
	subtotal Tier 2	\$106,470	
TOTAL TIERS 1 & 2		\$1,774,503	
City of Somerville - CoC Planning Grant		\$59,747.00	

Note 1: City of Somerville CoC Planning Grant not required to be ranked in esnaps (NOFA pg. 15)
Note 2: No agency submitted a bonus application

Please feel free to contact me if you have any questions about the rating and ranking process and results.

The next Somerville-Arlington Homeless Providers Group meeting will be Tuesday, September 19th at 2pm at 2 North Street, Somerville, MA 02144 (the Massachusetts Bay Veterans Center). Co-chairs will be sending a meeting reminder for that as usual.

Thank you,
Heidi

Heidi Burbidge
Housing Programs Coordinator
Housing Division

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

MA-517 Somerville Arlington CoC

Attachment 2: CoC Consolidated Application: Public Posting Evidence

- Screenshot of City of Somerville, CoC Lead, website with draft application, priority listing, rating and ranking narrative and project applications posted, September 25, 2017
- Communication from the CoC Lead to CoC Members regarding draft application, priority listing, rating and ranking narrative and project applications, with attachments and links to website postings of these documents
 - September 25, 2017

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[Node export](#)

Revision	Title	Date	Revision actions	Moderation actions
51168	Somerville-Arlington Continuum of Care (CoC) Edited by danmoore. Revised by danmoore	09/25/2017 - 2:01pm	View New draft	From Published --> Published on 09/25/2017 - 2:01pm by danmoore

[Home](#) > [Programs & Initiatives](#) > [Somerville-Arlington Continuum of Care \(CoC\)](#)

 Like 0 

Somerville-Arlington Continuum of Care (CoC)

The Somerville-Arlington Continuum of Care (CoC) is the local organization that coordinates housing and services funding for homeless individuals and families. Meetings of the CoC are held on the third Tuesday of each month from 2:00 p.m. to 3:30 p.m. CoC meetings are open to the public. To receive email updates about CoC meetings including meeting agendas, or if you have questions about CoC agency services, please call or send email to:

CoC Lead Agency

City of Somerville
Contact: Heidi Burbidge
(617) 625-6600 x2587
hburbidge@somervillema.gov

CoC Homeless Management Information Services (HMIS) Lead Agency

Somerville Homeless Coalition
Contact: Lisa Davidson
(617) 623-6111
ldavidson@shcinc.org



[Resources for Homeless Individuals & Families](#)



[Local Agencies with HUD McKinney Funding](#)



[Funding Notices & Applications](#)



[CoC Policies and HUD Reports](#)



[CoC Meetings](#)

2017 Documents

- FY 2017 CoC Application Detailed Instructions
- FY 2017 CoC Application Instructional Guide
- FY 2017 CoC Program Competition NOFA
- [Rating Process and Proposed Ranking Plan, with Rating Tool](#) (Posted 6/12/2017, Updated 7/3/2017, CoC approved version posted 8/16/2017)
- [Ranking for Priority Listing](#)
- [Draft Project Applications](#)
- [Somerville-Arlington CoC's Draft 2017 NOFA Consolidated Application](#)
- [Somerville-Arlington CoC Priority Listing](#)
- [Final Project Applications](#)

2017 Updates

9/25/2017 Today we have added new CoC application documents to the list of 2017 documents that are posted above. The documents that you can link to, to read or download, now include: the Somerville-Arlington CoC's draft 2017 NOFA Consolidated Application, the Somerville-Arlington CoC Priority Listing, and each Final Project Application submitted by the Somerville-Arlington CoC's applicant agencies. The list of 2017 Documents above also includes a link to the CoC's Rating Process and Ranking Plan with the final, CoC approved version, which was posted on 8/16/2017.

9/20/2017 All project applications that were submitted by the August 29th deadline to the Somerville-Arlington CoC for inclusion on the FY 2017 CoC Priority Listing as part of the CoC Consolidated Application have been accepted and ranked.

Attached please find [Ranking for Priority Listing](#) with the projects as ranked and assigned to Tier 1 and Tier 2. All renewal projects have been placed in Tier 1.

Also included in the 2017 Documents listed above is the ranking plan that was used by the ranking committee, with ranking criteria and thresholds. This plan was approved by the CoC at the August 15, 2017 meeting and previously posted here. Draft project applications for all projects included in the priority listing can also be found in the list of 2017 Documents above.

8/16/2017 On 8/15/17, the Somerville-Arlington CoC voted to approve the CoC's 2017 Ranking Plan for projects applying for the 2017 HUD CoC NOFA. Please find the full Rating Process and Proposed Ranking Plan, with Rating Tool posted in the 2017 documents above.

8/8/2017 Funding for new Somerville-Arlington CoC projects will be available during the 2017 NOFA application process. We expect that there will be the following available for new projects:

- **Reallocation - up to \$158,881**
- Permanent Housing Bonus - \$106,470

We encourage agencies to apply for this funding, especially the reallocation funds. Please consider how your agency might apply for and use this funding to strengthen our CoC.

Here are some more details about priorities, schedule, and instructions about submitting an application for reallocation and bonus funds.

The CoC especially encourages applications for the following project types:

- HMIS dedicated projects (new reallocation only)
- Permanent Supportive Housing (PSH) projects
- Rapid Re-Housing (RRH) programs
- Other allowable projects are the new Joint TH/RRH component, which is also welcome
- Note: SSO-CE (allowable under new reallocation) was funded last year so is not being solicited

All new projects must participate in Coordinated Entry.

Here you will find instructions for agencies to submit a "concept paper," a brief summary (a few sentences) of the new project with a budget that includes just basic line items and match. These concept papers are **due August 18th, 2017**.

Technical Assistance for project applications will be available after the full CoC meeting this Tuesday, **August 15th** at the Massachusetts Bay Veteran's Center at 2 North Street. The full CoC meeting will begin at 2:00 p.m.

Additional guidance is available from the following 2017 NOFA webinar resources. We encourage each interested agency to review these:

- **National Alliance to End Homelessness** (click on 'check out our webinar series,' it will bring you to a You Tube playlist with two webinars on the 2017 NOFA
- A USICH slideshow from recent 2017 NOFA webinar is available [here](#)

Please contact Heidi Burbidge, Housing Programs Coordinator, City of Somerville Housing Division at (617) 625-6600 x2587 or hburbidge@somervillema.gov if you have questions or would like to discuss any of this information or applications that you are considering.

8/1/2017 The FY 2017 CoC Application Detailed Instructions are now posted on the HUD Exchange.

7/24/2017 The Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2017 Continuum of Care (CoC) Program Competition has been posted to the FY 2017 CoC Program Competition: Funding Availability page on the HUD Exchange.

Submission Deadline: Thursday, September 28, 2017 at 8:00 p.m. EDT

Agencies who provide permanent housing, transitional housing, rapid-rehousing, and supportive services in Somerville and Arlington to individuals and households who are experiencing homelessness are invited to participate in the application process for HUD funding. To receive information about the Somerville-Arlington CoC application process, please email Heidi Burbidge, Housing Programs Coordinator at the City of Somerville (hburbidge@somervillema.gov). If you are interested in receiving updates directly from HUD you can also register for the HUD Exchange mailing list at <https://www.hudexchange.info/maillinglist/>.

- **Announcement Information from HUD**

6/12/2017 A NOFA prep meeting will be held Thursday, June 15, 2017 from 9 a.m. to 11 a.m. at the Somerville Homeless Coalition, One Davis Square, Somerville. Please contact Heidi Burbidge, Housing Programs Coordinator, City of Somerville at (617) 625-6600 x2587, hburbidge@somervillema.gov for more information.

6/12/2017 The U.S. Housing and Urban Development 2017 Notice of Funding Availability (NOFA) will be released soon. Agencies who provide permanent housing, transitional housing, rapid-rehousing, and supportive services in Somerville and Arlington to individuals and households who are experiencing homelessness are invited to participate in the application process for HUD funding.

Heidi Burbidge

From: Heidi Burbidge
Sent: Monday, September 25, 2017 5:29 PM
To: 'Alba Perez'; 'Alex Pirie'; 'Amanda'; 'Anthony Joseph'; 'antwan steed'; 'Barbara Rubel'; 'Beth M Howe'; 'Betsy Reid'; 'Claire Makrinikolas'; 'Daniel LeBlanc'; 'Danielle Ferrier'; 'David Dorvilier'; 'David Gibbs'; 'Doug Kress'; 'Eileen Feldman'; 'Elana Horwitz'; 'Elizabeth Winston'; 'Emily Bullen'; 'Gerry Zipser'; 'Heather Hernandez'; 'Henry Goodhue'; 'Jason Ramirez'; 'Jessica Brayden'; 'Kelly McEachirn'; 'Kerrin Bowers'; 'Laura Wiener'; 'Lisa Davidson'; 'Lisa Lindman'; 'Luciana Quintanilha'; 'Lydie Ultimo'; 'Marc McGovern'; 'Mark Alston-Follansbee'; 'Mark Evans'; 'Mayte Antelo-Ovando'; 'Megan Alfoni'; 'Mike Libby'; 'Nancy Bacci'; 'Nancy Kavanagh'; 'Netra Darai'; 'Pam Hallett'; 'Penny Snyder'; 'Rita Shah'; 'Sam Davidson-Weiss'; 'Scott Hayman'; 'Sean Terry'; 'Shannon B'; 'Stephanie Fox'; 'Susan Hegel'; 'Tom Bierbaum'; 'Yaritza DeJesus'
Cc: Kelly Donato; Joyce Tavon; Heidi Gold (Heidi@simtechsolutions.com)
Subject: 2017 Somerville-Arlington (MA-517) draft consolidated application
Attachments: CoC-517 draft 2017 Consolidated Application.pdf; Priority Listing.pdf

Dear Providers:

The 2017 Somerville-Arlington (MA-517) draft Consolidated Application has been posted to the CoC webpages today. I am attaching it in PDF form to this email. The Priority Listing is attached as well. These documents and final project applications can also be found on our website.

- Direct link to the Consolidated Application <https://www.somervillema.gov/sites/default/files/coc-517-draft-2017-consolidated-application.pdf>
- Direct link to the Priority Listing <https://www.somervillema.gov/sites/default/files/somerville-arlington-coc-priority-listing.pdf>
- Direct link to Project Applications <https://www.somervillema.gov/coc/application-list/#tab/1>
- CoC homepage (includes links to all above under "Funding Notices and Applications") <https://www.somervillema.gov/coc>

We anticipate submitting the Consolidated Application with all related documents to HUD in advance of the deadline on Thursday Sept. 28th. Please let me know as soon as possible if you have any comments or questions.

Sincerely,
Heidi

Heidi Burbidge
Housing Programs Coordinator
Housing Division

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

MA-517 Somerville Arlington CoC

Attachment 3: CoC Rating and Review Procedure

- Communications from the CoC Lead to CoC Members regarding deadlines
 - August 8, 2017
 - August 16, 2017
- Communications from the CoC Lead to CoC Members regarding the rating and ranking narrative and tool
 - August 9, 2017
 - August 14, 2017
- Concept Paper
- Use of Objective Criteria for Review, Rating, Ranking and Selection:
The attached plan and ranking tool were shared by email with the CoC membership list and subsequently reviewed and voted upon at the CoC General Meeting of the Board (Aug. 15, 2017). The approved plan and ranking tool were then posted in final form and emailed to the membership list.
 - Process: *Somerville-Arlington (MA 517) - CoC 2017 Project Review, Rating and Ranking – Rating Process and Proposed Ranking Plan*
 - Project scoring tool: customized version of HUD rating and ranking tool, criteria and new and renewal thresholds
- Screenshot of Public Posting Evidence on the approved Rating and Ranking Plan, August 16, 2017
- Factor Related to Achieving Positive Housing Outcomes:
See attached performance measure excerpt: Exits to Permanent Housing
- Specific Method for Evaluating Projects Submitted to Victim Service Providers:
The CoC did not have an application from a victim service provider
- Communications from the CoC Lead to Project Applicants regarding the rating and ranking

Kelly Donato

From: Heidi Burbidge
Sent: Tuesday, August 08, 2017 11:30 AM
To: Alba Perez; Alex Pirie; Amanda; Anthony Joseph; antwan steed; Barbara Rubel; Beth M Howe; Betsy Reid; Claire Makrinikolas; Daniel LeBlanc; Danielle Ferrier; David Dorvilier; David Gibbs; Doug Kress; Eileen Feldman; Elana Horwitz; Elizabeth Winston; Emily Bullen; Gerry Zipser; Heather Hernandez; Henry Goodhue; Jason Ramirez; Jessica Brayden; Karla Sordia Lozano; Kelly McEachirn; Kerrin Bowers; Laura Wiener; Lisa Davidson; Lisa Lindman; Luciana Quintanilha; Lydie Ultimo; Marc McGovern; Mark Alston-Follansbee; Mark Evans; Mayte Antelo-Ovando; Megan Alfoni; Mike Libby; Nancy Bacci; Nancy Kavanagh; Netra Darai; Pam Hallett; Penny Snyder; Rita Shah; Sam Davidson-Weiss; Scott Hayman; Sean Terry; Shannon B; Stephanie Fox; Susan Hegel; Tom Bierbaum; Yaritza DeJesus
Cc: Kelly Donato; Joyce Tavon
Subject: 2017 NOFA application process -- reallocation and bonus funding
Attachments: Concept paper example-CoC2017.doc; USICH-CoC_-NOFA_-Webinar-2017.pdf

Dear Providers:

Please take note: funding for new Somerville-Arlington CoC projects will be available during the 2017 NOFA application process. We expect that there will be the following available for new projects:

- **Reallocation - up to \$158,881**
- Permanent Housing Bonus - \$106,470.

We very much encourage agencies to apply for this funding, especially the reallocation funds. New reallocation projects will only be awarded if the CoC has a competitive score, however the CoC scored high enough to receive such funds last year. Bonus funds, however are much more limited and require a very high CoC score. Our CoC will lose any reallocated funding that is not awarded to another project during this round, so please consider how your agency might apply for and use this funding to strengthen our CoC.

Here are some more details about priorities, schedule and instructions about submitting an application for reallocation and bonus funds.

The CoC especially encourages applications for the following project types:

- HMIS dedicated projects (new reallocation only)
- Permanent Supportive Housing (PSH) projects
- Rapid Re-Housing (RRH) programs
- Other allowable projects are the new Joint TH/RRH component, which is also welcome.
- Note: SSO-CE (allowable under new reallocation) was funded last year so is not being solicited

All new projects must participate in Coordinated Entry.

Attached to this email are instructions for agencies to submit a "concept paper," a brief summary (a few sentences) of the new project with a budget that includes just basic line items and match. These concept papers are **due August 18th**. By Aug 21st we will inform you if you may move forward with the full project application to be submitted in esnaps.

The deadline for all new applications to be entered into e-snaps for CoC review is **August 25th**. Please do not press submit. Export the application as a PDF and email it to Kelly Donato, Heidi Burbidge and Joyce Tavon. Your application will be reviewed in draft form by us first.

The deadline for all complete project applications (new and renewal) to be submitted to HUD in e-snaps is **August 29th** but please do not hit submit until you have heard back from either Kelly, Joyce or Heidi.

Please note that as mentioned in previous emails, Technical Assistance from Joyce Tavon for project applications will be available after the full CoC meeting this Tuesday, August 15th at the Massachusetts Bay Veteran's Center at 2 North Street.

Additional guidance is available from the following 2017 NOFA webinar resources. We encourage each agency to review these:

National Alliance to End Homelessness - <https://endhomelessness.org/resource/2017-continuum-of-care-nofa-resources/>, click on check out our webinar series, and it will bring you to a You Tube site with two webinars on the 2017 NOFA (direct link to the You Tube site - <https://www.youtube.com/playlist?list=PLd8XvEHwsy88aM6IWPYWZUNDInQRWJfRo>).

A USICH slideshow from recent 2017 NOFA webinar is the second attachment to this email.

Please let us know if you have questions or would like to discuss any of this information or applications that you are considering.

Heidi

Heidi Burbidge
Housing Programs Coordinator
Housing Division

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hburbridge@somervillema.gov

Kelly Donato

From: Heidi Burbidge
Sent: Wednesday, August 16, 2017 12:14 PM
To: Joseph, Anthony; Alba Perez; Alex Pirie; Amanda; antwan steed; Barbara Rubel; Beth M Howe; Betsy Reid; Claire Makrinikolas; Daniel LeBlanc; David Dorvilier; David Gibbs; Doug Kress; Eileen Feldman; Elana Horwitz; Elizabeth Winston; Emily Bullen; Gerry Zipser; Heather Hernandez; Goodhue, Henry; Jason Ramirez; Jessica Brayden; Karla Sordia Lozano; Kelly McEachirn; Kerrin Bowers; Laura Wiener; Lisa Davidson; Lisa Lindman; Luciana Quintanilha; Marc McGovern; Mark Alston-Follansbee; Mark Evans; Mayte Antelo-Ovando; Megan Alfoni; Mike Libby; Nancy Bacci; Nancy Kavanagh; Netra Darai; Pam Hallett; Penny Snyder; Rita Shah; Ronnie Springer; Sam Davidson-Weiss; Scott Hayman; Sean Terry; Shannon B; Stephanie Fox; Susan Hegel; Bierbaum, Tom; Tom Lorello; Yaritza DeJesus; Makrinikolas, Claire (VET) (claire.makrinikolas@state.ma.us); Marrano, Matthew
Cc: Kelly Donato; Joyce Tavon; Heidi Gold
Subject: homeless definition and recordkeeping information + NOFA application schedule
Attachments: HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf; Determining-Homeless-Status-of-Youth.pdf; FY-2017-CoC-Program-Competition-NOFA.pdf

Dear Providers-

Attached please find documents that were referenced at yesterday's Homeless Providers meeting. The first attachment provides criteria for defining homeless (with 4 categories) and recordkeeping requirements for each, for individuals and families. The second attachment provides criteria and recordkeeping specific to the homeless status of youth.

Also attached is the FY2017 CoC Program Competition NOFA.

For providers submitting applications this year (including those considering new applications), here is a summary of the NOFA project application schedule:

RENEWAL APPLICATIONS

The deadline for all renewal application to be entered into e-snaps for CoC review is **August 22nd**. Once entered in draft form, export the application as a PDF and email it to Kelly Donato, Heidi Burbidge and Joyce Tavon. Do not press submit at that time. Your application will be reviewed in draft form by us first.

The deadline for all complete project applications to be submitted to HUD in e-snaps is **August 29th**. Please wait until you have heard back from either Kelly, Joyce or Heidi before you submit.

NEW APPLICATIONS

*Reminder: funding for new Somerville-Arlington CoC projects will be available during the 2017 NOFA application process. We expect that there will be the following available for new projects:

- Reallocation - up to \$158,881
- Permanent Housing Bonus - \$106,470.

We very much encourage agencies to apply for this funding, especially the reallocation funds. As discussed and voted on at the meeting yesterday, the ranking plan places new reallocation projects into Tier 2, which is subject to risk in receiving funding, however the CoC received reallocation awards last year. Our CoC will lose any reallocated funding that is not awarded to another project during this round, so please consider how your agency might apply for and use this funding to strengthen our CoC.

Bonus funds, however are much more limited and require a very high CoC score and in recent competitions the CoC has not scored high enough to receive a bonus award.

Here are some more details about priorities, schedule and instructions about submitting an application for reallocation and bonus funds.

The CoC especially encourages applications for the following project types:

- HMIS dedicated projects (new reallocation only)
- Permanent Supportive Housing (PSH) projects
- Rapid Re-Housing (RRH) programs
- Other allowable projects are the new Joint TH/RRH component, which is also welcome
- Note: SSO-CE (allowable under new reallocation) was funded last year so is not being solicited

All new projects must participate in Coordinated Entry. Please see pgs. 21-22 of the attached NOFA for more details on eligible reallocation projects.

The third attachment to this email provides instructions for agencies to submit a "concept paper," a brief summary (a few sentences) of the new project with a budget that includes just basic line items and match. These concept papers are due August 18th. Because there is a tight turnaround time for review and the City closes at 12:30 on Fridays, as discussed at the meeting yesterday, please try to have your concept papers submitted by noon. On Monday Aug 21st, we will inform you if you may move forward with the full project application to be drafted in esnaps by Friday August 25th at noon. As a reminder, on the 25th, please do not hit submit in esnaps, and instead click on export to pdf and send the draft to Kelly, Heidi and Joyce first. One of us will notify you on August 28th if there are any changes that need to be made prior to hitting submit on Tuesday August 29th.

Please do not hesitate to contact me if you have any questions.

Heidi

Heidi Burbidge
Housing Programs Coordinator
Housing Division

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Somerville, MA 02145
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hburbridge@somervillema.gov

Kelly Donato

From: Heidi Burbidge
Sent: Wednesday, August 09, 2017 12:15 PM
To: 'Alba Perez'; 'Alex Pirie'; 'Amanda'; 'Anthony Joseph'; 'antwan steed'; 'Barbara Rubel'; 'Beth M Howe'; 'Betsy Reid'; 'Claire Makrinikolas'; 'Daniel LeBlanc'; 'Danielle Ferrier'; 'David Dorvilier'; 'David Gibbs'; Doug Kress; 'Eileen Feldman'; 'Elana Horwitz'; 'Elizabeth Winston'; 'Emily Bullen'; 'Gerry Zipser'; 'Heather Hernandez'; 'Henry Goodhue'; 'Jason Ramirez'; 'Jessica Brayden'; 'Karla Sordia Lozano'; 'Kelly McEachirn'; 'Kerrin Bowers'; 'Laura Wiener'; 'Lisa Davidson'; 'Lisa Lindman'; Luciana Quintanilha; 'Lydie Ultimo'; 'Marc McGovern'; 'Mark Alston-Follansbee'; 'Mark Evans'; 'Mayte Antelo-Ovando'; 'Megan Alfoni'; 'Mike Libby'; Nancy Bacci; 'Nancy Kavanagh'; 'Netra Darai'; 'Pam Hallett'; Penny Snyder; 'Rita Shah'; 'Sam Davidson-Weiss'; 'Scott Hayman'; 'Sean Terry'; 'Shannon B'; 'Stephanie Fox'; 'Susan Hegel'; 'Tom Bierbaum'; 'Yaritza DeJesus'
Cc: Kelly Donato; 'Heidi Gold'; Joyce Tavon
Subject: 2017 CoC NOFA project rating and ranking
Attachments: 2017 Somerville Arlington (MA 517) Project Review Scoring and Ranking.pdf; New Project Threshold Reqs.pdf; New Project Rating Tool.pdf; Renewal + Expansion Threshold Reqs.pdf; Renewal + Expansion Project Rating Tool.pdf

Dear Providers:

Attached please find:

- CoC Project Review, Scoring and Ranking process narrative for 2017,
- New Project Threshold Requirements,
- New Project Rating Tool,
- Renewal and Expansion Project Threshold Requirements,
- Renewal and Expansion Project Rating Tool.

These documents will be included on the agenda for Tuesday, August 15th CoC meeting. The CoC will vote to adopt final rating tools. If you have questions before then, please direct them to me.

Best wishes,
Heidi B.

Heidi Burbidge
Housing Programs Coordinator
Housing Division

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

Kelly Donato

From: Heidi Burbidge
Sent: Monday, August 14, 2017 8:47 AM
To: 'Alba Perez'; 'Alex Pirie'; 'Amanda'; 'Anthony Joseph'; 'antwan steed'; 'Barbara Rubel'; 'Beth M Howe'; 'Betsy Reid'; 'Claire Makrinikolas'; 'Daniel LeBlanc'; 'Danielle Ferrier'; 'David Dorvilier'; 'David Gibbs'; 'Doug Kress'; 'Eileen Feldman'; 'Elana Horwitz'; 'Elizabeth Winston'; 'Emily Bullen'; 'Gerry Zipser'; 'Heather Hernandez'; 'Henry Goodhue'; 'Jason Ramirez'; 'Jessica Brayden'; 'Karla Sordia Lozano'; 'Kelly McEachirn'; 'Kerrin Bowers'; 'Laura Wiener'; 'Lisa Davidson'; 'Lisa Lindman'; 'Luciana Quintanilha'; 'Lydie Ultimo'; 'Marc McGovern'; 'Mark Alston-Follansbee'; 'Mark Evans'; 'Mayte Antelo-Ovando'; 'Megan Alfoni'; 'Mike Libby'; 'Nancy Bacci'; 'Nancy Kavanagh'; 'Netra Darai'; 'Pam Hallett'; 'Penny Snyder'; 'Rita Shah'; 'Sam Davidson-Weiss'; 'Scott Hayman'; 'Sean Terry'; 'Shannon B'; 'Stephanie Fox'; 'Susan Hegel'; 'Tom Bierbaum'; 'Yaritza DeJesus'
Cc: Kelly Donato; 'Heidi Gold'; Joyce Tavon
Subject: 2017 CoC NOFA project rating and ranking plan
Attachments: 2017 Somerville Arlington (MA 517) Project Rating and Ranking complete plan.pdf

Dear Providers,

In advance of tomorrow afternoon's CoC providers meeting, I am attaching here a revised and complete 2017 CoC NOFA project rating and ranking plan, including the rating tool for renewal and new projects. This will be on the meeting agenda and requires a vote to approve.

The meeting tomorrow, Tuesday August 15th at 2pm will be held at Massachusetts Bay Veteran's Center at 2 North Street in Somerville.

See you then,
Heidi

Heidi Burbidge
Housing Programs Coordinator
Housing Division

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

TO: Somerville-Arlington CoC Lead Agency

FROM: Applicant

DATE:

RE:

CONCEPT PAPER

Category

Reallocation _____

Bonus _____

Project Type

(allowable categories under Reallocation or Bonus)

PSH – 100% chronic dedicated _____

PSH – Dedicated PLUS _____

RRH _____

TH/RRH _____

HMIS (reallocation only) _____

SSO-CE (reallocation only) – NA – already funded in the CoC

Project Summary

A few sentences:

- Type of project
- Number and target population to be served
- Any subpopulations If housing, details on type and where located
- Type of supportive services to be provided, if relevant
- Commitment to participate in Coordinated Entry and to be low barrier /Housing First (if PSH, RRH, or TH/RRH)

Program Budget – 12 Months EXAMPLE

The main line items to be included: for example: Leasing, Rental Assistance, Operations, Supportive Services, Admin, Total

Leasing	\$100,000
Supportive Services	20,000
Sub-total	\$120,000
Admin @ 7%	8,400
Total Request	128,400
Match (25% of program budget)	\$32,100

A few details on the budget:

Leasing or Rental Assistance:

Number of bedrooms, FMR, any subtotals if multiple bedroom sizes

2 (one bedrooms) x \$....

2 (two bedrooms x \$....

Supportive Services

What this would fund – ex. 0.35 FTE case management

Match

Source of match and what it would cover

Somerville-Arlington (MA 517)

CoC 2017 Project Review, Rating and Ranking Rating Process and Ranking Plan

Adopted by the CoC at the August 15, 2017 Meeting, 7-0.

Project Review and Rating

The Somerville-Arlington CoC is using the rating and ranking tool provided by HUD to rate and rank renewal and proposed new projects. HUD provided the tool as an optional CoC 2017 competition resource. The CoC included all of HUD's recommended threshold requirements and most of the HUD ranking criteria, with some fields customized based on local priorities. The tool is referred to below as the *CoC Rating Tool*.

Project Review

As the first step of project review, the CoC recommended the elimination and/or reduction of projects that didn't meet CoC and HUD priorities or had expenditure issues. The Collaborative Applicant and CoC consultant had formal review meetings with all project recipients to review issues, including deficits in meeting threshold requirements. CoC recipients have voluntarily eliminated or reduced their projects according to these recommendations. The review plan below is for the remaining and/or reduced projects.

For renewal projects, the CoC Rating Tool will be completed based on the following information:

- **Performance data** from the Annual Performance Reports (APRs) using a date range of 07/01/2016 - 06/30/2017. Projects were given an opportunity to review and update HMIS as part of the process up until July 25, 2017, with technical assistance on updating HMIS data provided by Simtech.
- **Financial and monitoring** information provided by the HUD field office program representative for the CoC for the last three project years: FY14, FY15, and FY16.
- **Information from project CoC 2016 applications.** HUD incorporates the entire project application into its CoC16 HUD grant agreement upon renewal.

Project Rating

Projects will be scored on the checked items in the CoC Rating Tool customized rating criteria worksheet and on meeting HUD threshold requirements (for renewals). The rating criteria are attached hereto.

For New or Increased Income and Earned Income, projects received 15 points per question where they achieve an 80% plus increase, 10 points where they achieve between 65% and 79% increase, and 5 points where they achieve between 55% and 64% increase. They receive no points if the increase is less than 55%.

Renewal Projects: The customized rating criteria worksheet includes both CoC threshold requirements and project rating tool criteria (e.g., performance measures, high need population, local criteria (TH programs only)). A copy of this is attached. Please note that the CoC agreed to use 90% for a threshold for data quality and bed/unit allocation rate as shown below. However, the rating tool displays these CoC thresholds at 95%, which are incorrect.

CUSTOMIZE NEW AND RENEWAL/EXPANSION PROJECT THRESHOLD		CoC THRESHOLD REQUIREMENTS
<p>CoC Threshold Requirements</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Coordinated Entry Participation <input checked="" type="checkbox"/> Housing First and/or Low Barrier Implementation <input checked="" type="checkbox"/> Documented, secured minimum match <input checked="" type="checkbox"/> Project has reasonable costs per permanent housing exit, as defined locally <input checked="" type="checkbox"/> Project is financially feasible <input checked="" type="checkbox"/> Applicant is active CoC participant <input checked="" type="checkbox"/> Application is complete and data are consistent <input checked="" type="checkbox"/> Data quality at or above 90% <input checked="" type="checkbox"/> Bed/unit utilization rate at or above 90% <input checked="" type="checkbox"/> Acceptable organizational audit/financial review <input checked="" type="checkbox"/> Documented organizational financial stability 		<p>For e excei</p> <p>Coordinated Entry Participation</p> <p>Housing First and/or Low Barrier Implementation</p> <p>Documented, secured minimum match</p> <p>Project has reasonable costs per permanent housing exit</p> <p>Project is financially feasible</p> <p>Applicant is active participant in CoC</p> <p>Application is complete and data are consistent</p> <p>Data quality at or above 95%</p> <p>Bed/unit utilization rate at or above 95%</p> <p>Acceptable organizational audit/financial review</p> <p>Documented financial stability of applicant</p>

Note on renewal projects that have not yet had one year of APR performance or APR performance measures are not applicable (the Supportive Services Only-Coordinated Entry Project): Projects will be given a score that is the average of all other renewal project scores.

Note on threshold requirements for renewal projects: Projects that currently meet HUD and CoC threshold requirements will receive additional points in the scoring. Projects that do not currently meet these requirements, but have a plan to address them (e.g., under-utilization, monitoring findings) as agreed to in the above-mentioned meetings will not be disqualified.

New projects: The customized rating criteria worksheet lists the checked categories to be used to review and score new projects.

Project Ranking

Once projects have been scored, the CoC Project Review Committee will meet to do final ranking. The committee is comprised of: The City of Somerville Housing Division (the Collaborative Applicant), a CoC Consultant through the planning grant project, and a CoC partner agency (that does not receive CoC project funds). The Committee will follow the ranking plan below to develop the proposed ranking list.

Ranking Plan

1. Prioritize renewals over new projects to preserve current CoC housing and program capacity. Projects that didn't meet CoC and HUD priorities have been reallocated or reduced in order to improve effectiveness.
2. Prioritize currently occupied Permanent Supportive Housing (PSH) projects, in order of score, over Transitional Housing or Supportive Services Only in order to preserve housing and prevent homelessness for vulnerable project participants.
3. Prioritize Transitional Housing (TH), in order of score, over renewal PSH that has not yet started in order to preserve programs occupied by vulnerable homeless persons.
4. Prioritize a renewal PSH that has not yet launched over the Supportive Services Only-Coordinated Entry (SSO-CE) project.
5. Prioritize new reallocation projects after renewals. If there are multiple new reallocation projects, order of priority will be decided by the CoC based on current CoC gaps to be filled. Consideration will be given to projects that would increase capacity.
6. Prioritize a new permanent housing bonus project last.
7. The Review Committee reserves the right to shift a project's ranking either to break scoring ties, or to maximize the number of CoC projects that can be fully funded if placed in Tier 1. When breaking scoring ties, projects that have expended a greater percentage of their CoC award will be scored higher.

Attachments:

1. Rating Criteria
2. HUD Tool – Renewal Threshold
3. HUD Tool – New Project Threshold

NAVIGATION

- GO Customize Threshold Requirements
- GO Customize Renewal/Expansion Rating Tool
- GO Customize New Rating Tool

CUSTOMIZE NEW AND RENEWAL/EXPANSION PROJECT THRESHOLD REQUIREMENTS

CoC Threshold Requirements

- Coordinated Entry Participation
- Housing First and/or Low Barrier Implementation
- Documented, secured minimum match
- Project has reasonable costs per permanent housing exit, as defined locally
- Project is financially feasible
- Applicant is active CoC participant
- Application is complete and data are consistent
- Data quality at or above 90%
- Bed/unit utilization rate at or above 90%

(Uncheck any requirements you

do not wish to include. If desired, adjust the factor/goal and point value for each measure. You can add additional locally-defined criteria below. See the Data Source Chart for information about where to obtain data to use in scoring.

CUSTOMIZE RENEWAL/EXPANSION PROJECT RATING TOOL

Uncheck any rating factor you do not wish to include. If desired, adjust the factor/goal and point value for each measure. You can add additional locally-defined criteria below. See the Data Source Chart for information about where to obtain data to use in scoring.

Performance Measures

Factor/Goal Max Point Value

Length of Stay

- RRH - On average, participants spend XX days from project entry to residential move-in
- TH - On average, participants stay in project XX days

Exits to Permanent Housing

- RRH - Minimum percent move to permanent housing
- PSH - Minimum percent remain in or move to permanent housing
- TH - Minimum percent move to permanent housing

90	%	15	points
90	%	15	points

Returns to Homelessness (if data is available for project)

- Maximum percent of participants return to homelessness within 12 months of exit to permanent housing

New or Increased Income and Earned Income

- Minimum new or increased earned income for project stayers
- Minimum new or increased non-employment income for project stayers
- Minimum new or increased earned income for project leavers
- Minimum new or increased non-employment income for project leavers

80	%	15	points
80	%	15	points
80	%	15	points
80	%	15	points

Serve High Need Populations

- APR data on ≥ 50% disability/zero income/unsheltered
- RRH - Minimum percent of participants with zero income at entry
- RRH - Minimum percent of participants with more than one disability type
- RRH - Minimum percent of participants entering project from place not meant for human habitation
- PSH - Minimum percent of participants with zero income at entry
- PSH - Minimum percent of participants with more than one disability type
- PSH - Minimum percent of participants entering project from place not meant for human habitation
- TH - Minimum percent of participants with zero income at entry
- TH - Minimum percent of participants with more than one disability type
- TH - Minimum percent of participants entering project from place not meant for human habitation

50	%	10	points
50	%	10	points
50	%	10	points
50	%	10	points
50	%	10	points
50	%	10	points

Project Effectiveness

- Project has reasonable costs per permanent housing exit as defined locally
- Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)
- Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures

Other and Local Criteria

Applicant Narrative that CoC Scores ▼ - Project is operating in conformance with CoC Standard

- New or increased earned income for stayers
- TH Programs LoS
- Project currently meets all HUD threshold requirements
- Project currently meets all CoC threshold requirements
- Currently meets HUD threshold
- Currently meets CoC threshold

10 points
10 points

Total Maximum Score

PSH projects: ████████ points
 TH projects: ████████ points
 RRH projects: ████████ points

CUSTOMIZE NEW PROJECT RATING TOOL

Experience

Factor/Goal Max Point Value

- A. Describe the experience of the applicant and sub-recipients (if any) in working with the proposed population and in providing housing 15 points
- B. Describe experience with utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients. Must demonstrate there are no preconditions to entry, allowing entry regardless of current or past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, actual or perceived sexual orientation, gender identity. Must demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases. 5 points
- C. Describe experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants. 5 points

Design of Housing & Supportive Services

- A. Extent to which the applicant 1) Demonstrates understanding of the needs of the clients to be served. 2) Demonstrates that type, scale, and location of the housing fit the needs of the clients to be served. 3) Demonstrates that type and scale of the all supportive services, regardless of funding source, meets the needs of clients to be served. 4) Demonstrates how clients will be assisted in obtaining mainstream benefits. 5) Establishes performance measures for housing and income that are objective, measurable, trackable and meet or exceed any established HUD or CoC benchmarks. 15 points
- B. Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs. 5 points
- C. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently. 5 points

Timeliness

- A. Describe plan for rapid implementation of the program, documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award.

Financial

- A. Project is cost-effective when projected cost per person served is compared to CoC average within project type. 5 points
- B. Organization's most recent audit:
 - 1. Found no exceptions to standard practices

CUSTOMIZE RATING CRITERIA

- 2. Identified agency as 'low risk'
- 3. Indicates no findings

- C. Documented match amount meets HUD requirements.
- D. Budgeted costs are reasonable, allocable, and allowable.

5 points
20 points

Project Effectiveness

- Coordinated Entry Participation- Minimum percent of entries projected to come from CE referrals

95 % 5 points

Other and Local Criteria

Total Maximum Score

All projects: points

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

Renewal/Expansion Projects
 Threshold Complete
 25%

THRESHOLD REQUIREMENTS

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

HUD THRESHOLD REQUIREMENTS

Yes to all

YES/NO

1. Applicant has Active SAMI registration with current information.
2. Applicant has Valid DUNS number in application.

3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:
 - (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent; or
 - (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.

4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.

5. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.

6. Submitted the required certifications as specified in the NOFA.

7. Demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants. This includes any additional eligibility criteria for certain types of projects contained in the NOFA.

8. Agreed to Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.

9. Met HUD Expectations - When considering renewal projects for award, HUD will review information in eLOCCS, Annual Performance Reports (APRS), and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants. HUD will also assess renewal projects using the following performance standards in relation to the project's prior grants:
 - (a) Whether the project applicant's performance met the plans and goals established in the initial application, as amended;
 - (b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;
 - (c) The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,
 - (d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a

10. Met HUD financial expectations - If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD's financial expectations.

If any of the following have occurred, the project applicant would NOT meet this threshold criteria:

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Project Name: _____

Organization Name: _____

Project Type: _____

Project Identifier: _____

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

Renewal/Expansion Projects Threshold Complete

THRESHOLD REQUIREMENTS

- (a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
 - (b) Audit finding(s) for which a response is overdue or unsatisfactory;
 - (c) History of inadequate financial management accounting practices;
 - (d) Evidence of untimely expenditures on prior award;
 - (e) History of other major capacity issues that have significantly affected the operation of the project and its performance;
 - (f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and
 - (g) History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.
11. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.

CoC THRESHOLD REQUIREMENTS

For each requirement, select "Yes" if the project has provided reasonable assurances that the project will meet the requirement or has been given an exception from the CoC or will request a waiver from HUD. Otherwise select "No".

Coordinated Entry Participation	<input type="checkbox"/>
Housing First and/or Low Barrier Implementation	<input type="checkbox"/>
Documented, secured minimum match	<input type="checkbox"/>
Project has reasonable costs per permanent housing exit	<input type="checkbox"/>
Project is financially feasible	<input type="checkbox"/>
Applicant is active participant in CoC	<input type="checkbox"/>
Application is complete and data are consistent	<input type="checkbox"/>
Data quality at or above 95%	<input type="checkbox"/>
Bed/unit utilization rate at or above 95%	<input type="checkbox"/>
Acceptable organizational audit/financial review	<input type="checkbox"/>
Documented financial stability of applicant	<input type="checkbox"/>

NEW PROJECTS THRESHOLD

NEW PROJECTS THRESHOLD REQUIREMENTS

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

New Projects
 Threshold Complete
 0%

THRESHOLD REQUIREMENTS

Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

HUD THRESHOLD REQUIREMENT

Yes to all

YES/NO

1. Applicant has active SAM registration with current information.
2. Applicant has valid DUNS number in application.
3. Applicant has no Outstanding Delinquent Federal Debts - It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:
 - (a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or
 - (b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.
4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 24.24, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.
5. Applicant has Accounting System - HUD will not award or disburse funds to applicants that do not have a financial management system that meets federal standards as described at 2 CFR 200.302. HUD may arrange for a survey of financial management systems for applicants selected for award who have not previously received federal financial assistance or where HUD Program officials have reason to question whether a financial management system meets federal standards, or for applicants considered high risk based on past performance or financial management findings.
6. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338. Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.
7. Demonstrated they are Eligible Project Applicants - Eligible project applicants for the CoC Program Competition are, under 24 CFR 578.15, nonprofit organizations, States, local governments, and instrumentalities of State and local governments, Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. Neither for-profit entities nor Indian tribes are eligible to apply for grants or to be subrecipients of grant funds.
8. Submitted the required certifications as specified in the NOFA.
9. Demonstrated the project is cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.
10. Demonstrated they Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.
11. Demonstrated Project Meets Minimum Project Standards - HUD will assess all new projects for the following minimum project eligibility, capacity, timeliness, and performance standards. Please note that these are minimum threshold criteria. CoCs and project applicants should carefully review each year's NOFA to ensure they understand and have accounted for all applicable standards. To be considered as meeting project quality threshold, all new projects must meet all of the following criteria:
 - (a) Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S-C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings:

NEW PROJECTS THRESHOLD REQUIREMENTS

Project Name: _____

Organization Name: _____

Project Type: _____

Project Identifier: _____

New Projects
Threshold Complete
0%

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

THRESHOLD REQUIREMENTS

(b) For expansion projects, project applicants must clearly articulate the part of the project that is being expanded. Additionally, the project applicants must clearly demonstrate that they are not replacing other funding sources; and,	YES/NO
(c) Project applicants must demonstrate they will be able to meet all timeliness standards per 24 CFR 578.85. Project applicants with existing projects must demonstrate that they have met all project renewal threshold requirements of this NOFA. HUD reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that HUD finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more existing grants, or does not routinely draw down funds from eLOCs at least once per quarter. Additionally, HUD reserves the right to withdraw funds if no APR is submitted on the prior grant.	YES/NO
12. Demonstrated project is consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant Jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.	YES/NO

CoC THRESHOLD REQUIREMENTS

For each requirement, select "Yes" if the project has provided reasonable assurances that the project will meet the requirement or has been given an exception from the CoC or will request a waiver from HUD. Otherwise select "No".

Coordinated Entry Participation	YES/NO
Housing First and/or Low Barrier Implementation	YES/NO
Documented, secured minimum match	YES/NO
Project has reasonable costs	YES/NO
Project is financially feasible	YES/NO
Applicant is active participant in CoC	YES/NO
Application is complete and data are consistent	YES/NO
Bed/unit utilization rate will be at or above 95%	YES/NO
Acceptable organizational audit/financial review	YES/NO
Documented financial stability of applicant	YES/NO

RENEWAL/EXPANSION PROJECT RATING TOOL

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

Renewal/Expansion Projects
 Rating Complete 0%

[Instructions on Awarding Points](#)

PERFORMANCE GOAL

MAX POINT VALUE

PERFORMANCE MEASURES

Length of Stay			
Exits to Permanent Housing			
Permanent Supportive Housing	≥ 90% remain in or move to PH	<input style="width: 50px; height: 20px;" type="text"/>	out of 15
Transitional housing	≥ 90% move to PH	<input style="width: 50px; height: 20px;" type="text"/>	out of 15
Returns to Homelessness			
New or Increased Income and Earned Income			
Earned Income for project stayers	50%+ increase	<input style="width: 50px; height: 20px;" type="text"/>	out of 15
Non-employment income for project stayers	50%+ increase	<input style="width: 50px; height: 20px;" type="text"/>	out of 15
Earned Income for project leavers	50%+ increase	<input style="width: 50px; height: 20px;" type="text"/>	out of 15
Non-employment income for project leavers	50%+ increase	<input style="width: 50px; height: 20px;" type="text"/>	out of 15
Performance Measures Subtotal		<input style="width: 50px; height: 20px; border: 2px solid black;" type="text" value="0"/>	90

SERVE HIGH NEED POPULATIONS

Permanent Supportive Housing	≥ 50% of participants with zero income at entry	<input style="width: 50px; height: 20px;" type="text"/>	out of 10
Permanent Supportive Housing	≥ 50% of participants with more than one disability type	<input style="width: 50px; height: 20px;" type="text"/>	out of 10
Permanent Supportive Housing	≥ 50% of participants entering project from place not meant for human habitation	<input style="width: 50px; height: 20px;" type="text"/>	out of 10
Transitional Housing	≥ 50% of participants with zero income at entry	<input style="width: 50px; height: 20px;" type="text"/>	out of 10
Transitional Housing	≥ 50% of participants with more than one disability type	<input style="width: 50px; height: 20px;" type="text"/>	out of 10
Transitional Housing	≥ 50% of participants entering project from place not meant for human habitation	<input style="width: 50px; height: 20px;" type="text"/>	out of 10
Serve High Need Populations Subtotal		<input style="width: 50px; height: 20px; border: 2px solid black;" type="text" value="0"/>	60

PROJECT EFFECTIVENESS

Project Effectiveness Subtotal	<input style="width: 50px; height: 20px; border: 2px solid black;" type="text" value="0"/>	out of	0
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OTHER AND LOCAL CRITERIA

TH Programs LOS	% of leavers whose stay was less than 730 days	<input style="width: 50px; height: 20px;" type="text"/>	out of 10
requirements	See Renew + Exp. Threshold Worksheet	<input style="width: 50px; height: 20px;" type="text"/>	out of 10
requirements	See Renew + Exp Threshold Worksheet	<input style="width: 50px; height: 20px;" type="text"/>	out of 10
Other and Local Criteria Subtotal		<input style="width: 50px; height: 20px; border: 2px solid black;" type="text" value="0"/>	30
TOTAL SCORE		<input style="width: 50px; height: 20px; border: 2px solid black;" type="text" value="0"/>	180

RENEWAL/EXPANSION PROJECT RATING TOOL

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

Renewal/Expansion Projects
 Rating Complete

[Instructions on Awarding Points](#)

RATING FACTOR	PERFORMANCE GOAL	MAX POINT VALUE
Weighted Rating Score	0	out of 100

PROJECT FINANCIAL INFORMATION

COC funding requested	-	
Amount of other public funding (federal, state, county, city)		
Amount of private funding		
TOTAL PROJECT COST		
COC Amount Awarded Last Operating Year	-	
COC Amount Expended Last Operating Year	-	
Percent of COC funding expended last operating year	0%	

NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab

NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab

NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab

NEW PROJECTS RATING TOOL

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

New Projects
 Rating Complete
 0%

[Instructions on Awarding Points](#)

RATING FACTOR	POINTS AWARDED	MAX POINT VALUE
---------------	----------------	-----------------

EXPERIENCE

- A. Describe the experience of the applicant and sub-recipients (if any) in working with the proposed population and in providing housing similar to that proposed in the application. out of 15
- C. Describe experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants. out of 5

Experience Subtotal	0	out of 20
---------------------	---	-----------

DESIGN OF HOUSING & SUPPORTIVE SERVICES

- A. Extent to which the applicant
1. Demonstrate understanding of the needs of the clients to be served.
 2. Demonstrate type, scale, and location of the housing fit the needs of the clients to be served
 3. Demonstrate type and scale of the all supportive services, regardless of funding source, meet the needs of the clients to be served.
 4. Demonstrate how clients will be assisted in obtaining and coordinating the provision of mainstream benefits
 5. Establish performance measures for housing and income that are objective, measurable, trackable, and meet or exceed any established HUD, HEARTH or CoC benchmarks.
- B. Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs. out of 5
- C. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently. out of 5

Design of Housing & Supportive Services Subtotal	0	out of 25
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TIMELINESS

Timeliness Subtotal	0	out of 0
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FINANCIAL

- A. Project is cost-effective - comparing projected cost per person served to CoC average within project type. out of 5
- B. Audit out of 5
- C. Documented match amount. out of 20
- D. Budgeted costs are reasonable, allocable, and allowable. out of 30

Financial Subtotal	0	out of 30
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PROJECT EFFECTIVENESS

Coordinated Entry Participation- 95% of entries to project from CE referrals out of 5

Section V Subtotal	0	out of 5
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NEW PROJECTS RATING TOOL

Project Name: _____

Organization Name: _____

Project Type: _____

Project Identifier: _____

New Projects
Rating Complete

0%

[Instructions on Awarding Points](#)

RATING FACTOR	POINTS AWARDED	MAX POINT VALUE
---------------	----------------	-----------------

OTHER AND LOCAL CRITERIA

Section VI Subtotal

0 out of 0

TOTAL SCORE

0 out of 80

Weighted Rating Score

0 out of 100

PROJECT FINANCIAL INFORMATION

NOTE: Edit on the LIST OF PROJECTS TO BE REVIEWED tab

COC funding requested \$ _____

Amount of other public funding (federal, state, county, city) \$ _____

Amount of private funding \$ _____

TOTAL PROJECT COST \$ _____

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Node export

Revision	Title	Date	Revision actions	Moderation actions
5/0472	Somerville-Arlington Continuum of Care (CoC) Edited by dmoore Revised by dmoore	08/16/2017 - 7:58pm	View Revert Delete	From Draft --> Published on 08/16/2017 - 7:58pm by dmoore

Home > Programs & Initiatives > Somerville-Arlington Continuum of Care (CoC)

Like 0

posting date

Somerville-Arlington Continuum of Care (CoC)

The Somerville-Arlington Continuum of Care (CoC) is the local organization that coordinates housing and services funding for homeless individuals and families. Meetings of the CoC are held on the third Tuesday of each month from 2:00 p.m. to 3:30 p.m. CoC meetings are open to the public. To receive email updates about CoC meetings including meeting agendas, or if you have questions about CoC agency services, please call or send email to:

CoC Lead Agency

City of Somerville
Contact: Heidi Burbidge
(617) 625-6600 x2587
hburbidge@somervillema.gov

CoC Homeless Management Information Services (HMIS) Lead Agency

Somerville Homeless Coalition
Contact: Lisa Davidson
(617) 623-6111
ldavidson@shcinc.org



Resources for Homeless Individuals & Families



Local Agencies with HUD McKinney Funding



Funding Notices & Applications



CoC Policies and HUD Reports



CoC Meetings

2017 Documents

- [FY 2017 CoC Application Detailed Instructions](#)
- [FY 2017 CoC Application Instructional Guide](#)
- [FY 2017 CoC Program Competition NOFA](#)
- [Rating Process and Proposed Ranking Plan, with Rating Tool \(Posted 6/12/2017\)](#)

2017 Updates

8/16/2017 On 8/15/17, the Somerville-Arlington CoC voted to approve the CoC's 2017 Ranking Plan for projects applying for the 2017 HUD CoC NOFA. Please find the full Rating Process and Proposed Ranking Plan, with Rating Tool posted in the 2017 documents above.

8/8/2017

Funding for new Somerville-Arlington CoC projects will be available during the 2017 NOFA application process. We expect that there will be the following available for new projects:

- **Reallocation - up to \$158,881**
- Permanent Housing Bonus - \$106,470

We encourage agencies to apply for this funding, especially the reallocation funds. Please consider how your agency might apply for and use this funding to strengthen our CoC.

Here are some more details about priorities, schedule, and instructions about submitting an application for reallocation and bonus funds.

The CoC especially encourages applications for the following project types:

- HMIS dedicated projects (new reallocation only)
- Permanent Supportive Housing (PSH) projects
- Rapid Re-Housing (RRH) programs
- Other allowable projects are the new Joint TH/RRH component, which is also welcome.
- Note: SSO-CE (allowable under new reallocation) was funded last year so is not being solicited

All new projects must participate in Coordinated Entry.

Here you will find instructions for agencies to submit a "concept paper," a brief summary (a few sentences) of the new project with a budget that includes just basic line items and match. These concept papers are **due August 18th, 2017**.

Technical Assistance for project applications will be available after the full CoC meeting this Tuesday, **August 15th** at the Massachusetts Bay Veteran's Center at 2 North Street. The full CoC meeting will begin at 2:00 p.m.

Additional guidance is available from the following 2017 NOFA webinar resources. We encourage each interested agency to review these:

- [National Alliance to End Homelessness](#) (click on "check out our webinar series," it will bring you to a YouTube playlist with two webinars on the 2017 NOFA)
- A USICH slideshow from recent 2017 NOFA webinar is available [here](#).

Please contact Heidi Burbidge, Housing Programs Coordinator, City of Somerville Housing Division at (617) 625-6600 x2587 or hburbidge@somervillema.gov if you have questions or would like to discuss any of this information or applications that you are considering.

8/1/2017

The FY 2017 CoC Application Detailed Instructions are now posted on the HUD Exchange.

7/24/2017

The Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2017 Continuum of Care (CoC) Program Competition has been posted to the FY 2017 CoC Program Competition: Funding Availability page on the HUD Exchange.

Submission Deadline: Thursday, September 28, 2017 at 8:00 p.m. EDT

Agencies who provide permanent housing, transitional housing, rapid-rehousing, and supportive services in Somerville and Arlington to individuals and households who are experiencing homelessness are invited to participate in the application process for HUD funding. To receive information about the Somerville-Arlington CoC application process, please email Heidi Burbidge, Housing Programs Coordinator at the City of Somerville (hburbidge@somervillema.gov). If you are interested in receiving updates directly from HUD you can also register for the HUD Exchange mailing list at <https://www.hudexchange.info/maillinglist/>.

- [Announcement information from HUD](#)

6/12/2017

A NOFA prep meeting will be held Thursday, June 15, 2017 from 9 a.m. to 11 a.m. at the Somerville Homeless Coalition, One Davis Square, Somerville. Please contact Heidi Burbidge, Housing Programs Coordinator, City of Somerville at (617) 625-6600 x2587, hburbidge@somervillema.gov for more information.

2016 Documents

- [Consolidated Applications](#)

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RENEWAL/EXPANSION PROJECT RATING TOOL

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

Renewal/Expansion Projects
 Rating Complete



[Instructions on Awarding Points](#)

RATING FACTOR **PERFORMANCE GOAL**

PERFORMANCE MEASURES

Length of Stay

Exits to Permanent Housing

Permanent Supportive Housing

Transitional housing

≥ 90% remain in or move to PH

≥ 90% move to PH

Returns to Homelessness

New or Increased Income and Earned Income

Earned Income for project stayers

Non-employment income for project stayers

Earned Income for project leavers

Non-employment income for project leavers

80%+ increase

80%+ increase

80%+ increase

80%+ increase

Performance Measures Subtotal **MAX POINT VALUE**

0		out of		90

SERVE HIGH NEED POPULATIONS

Permanent Supportive Housing

Permanent Supportive Housing

Permanent Supportive Housing

Transitional Housing

Transitional Housing

Transitional Housing

≥ 50% of participants with zero income at entry

≥ 50% of participants with more than one disability type

≥ 50% of participants entering project from place not meant for human habitation

≥ 50% of participants with zero income at entry

≥ 50% of participants with more than one disability type

≥ 50% of participants entering project from place not meant for human habitation

Serve High Need Populations Subtotal **MAX POINT VALUE**

0		out of		60

PROJECT EFFECTIVENESS

Project Effectiveness Subtotal **MAX POINT VALUE**

0		out of		0
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OTHER AND LOCAL CRITERIA

Currently meets HUD threshold

Currently meets CoC threshold

		out of		10
--	--	--------	--	----

		out of		10
--	--	--------	--	----

Other and Local Criteria Subtotal **MAX POINT VALUE**

0		out of		20
---	--	--------	--	-----------

TOTAL SCORE **MAX POINT VALUE**

0		out of		170
---	--	--------	--	------------

Weighted Rating Score **MAX POINT VALUE**

0		out of		100
---	--	--------	--	------------

Kelly Donato

From: Heidi Burbidge
Sent: Monday, September 11, 2017 5:53 PM
To: betsy_reid@waysideyouth.org; antwan_steed@waysideyouth.org
Cc: Kelly Donato; Heidi Gold (Heidi@simtechsolutions.com); Joyce Tavon
Subject: Wayside ShortStop completed project rating tool for CoC NOFA application
Attachments: Wayside ShortStop completed rating tool.pdf

Hello Antwan and Betsy:

As you will know from my previous email, all project applications that were submitted by the August 29th deadline to the Somerville-Arlington CoC for inclusion on the FY 2017 CoC Priority Listing as part of the CoC Consolidated Application have been accepted and ranked. Attached please find the completed CoC rating tool with scoring assigned to the Wayside ShortStop Transitional Housing Program.

The Rating and Ranking Process approved by the CoC and used by the ranking committee is attached to my previous email for your reference. If you have questions after reviewing both the completed project rating tool and the Rating and Ranking Process description, please do not hesitate to contact me.

Best wishes,
Heidi

Heidi Burbidge
Housing Programs Coordinator
Housing Division

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

Kelly Donato

From: Heidi Burbidge
Sent: Monday, September 11, 2017 6:04 PM
To: Mayté Antelo-Ovando (mantelo-ovando@headinghomeinc.org); Danielle Ferrier (dferrier@headinghomeinc.org); lkaplan@headinghomeinc.org
Cc: Kelly Donato; Heidi Gold (Heidi@simtechsolutions.com); Joyce Tavon
Subject: completed project rating tool for Heading Home's 2017 CoC NOFA project applications
Attachments: Heading Home Better Homes 3 completed rating tool.pdf; Heading Home Stepping Stones completed rating tool.pdf

Hello Mayté, Danielle and Lisa-

As you will know from my previous email, all project applications that were submitted by the August 29th deadline to the Somerville-Arlington CoC for inclusion on the FY 2017 CoC Priority Listing as part of the CoC Consolidated Application have been accepted and ranked. Attached please find the completed CoC rating tool with scoring assigned to Heading Homes's Somerville Better Homes 3 and Somerville Stepping Stones project applications.

The Rating and Ranking Process approved by the CoC and used by the ranking committee is attached to my previous email for your reference. If you have questions after reviewing both the completed project rating tool and the Rating and Ranking Process description, please do not hesitate to contact me.

Best wishes,
Heidi

Heidi Burbidge
Housing Programs Coordinator
Housing Division

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

Kelly Donato

From: Heidi Burbidge
Sent: Monday, September 11, 2017 6:10 PM
To: mlibby@shc.inc.org; Lisa Davidson; Mark Alston Follansbee (maf@shcinc.org)
Cc: Kelly Donato; Heidi Gold (Heidi@simtechsolutions.com); Joyce Tavon
Subject: completed project rating tool for SHC 2017 CoC NOFA project applications
Attachments: SHC Better Homes completed rating tool.pdf; SHC Better Homes 2 completed rating tool.pdf; SHC SAS completed rating tool.pdf; SHC SAS.2 completed rating tool.pdf

Hello Mike, Lisa and Mark:

As you will know from my previous email, all project applications that were submitted by the August 29th deadline to the Somerville-Arlington CoC for inclusion on the FY 2017 CoC Priority Listing as part of the CoC Consolidated Application have been accepted and ranked. Attached please find the completed CoC rating tool with scoring assigned to Somerville Homeless Coalition's Better Homes, Better Homes 2, Sobriety and Stability, and Sobriety and Stability 2 project applications.

The Rating and Ranking Process approved by the CoC and used by the ranking committee is attached to my previous email for your reference. If you have questions after reviewing both the completed project rating tool and the Rating and Ranking Process description, please do not hesitate to contact me.

Best wishes,
Heidi

Heidi Burbidge
Housing Programs Coordinator
Housing Division

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

Kelly Donato

From: Heidi Burbidge
Sent: Monday, September 11, 2017 6:16 PM
To: Linda DeProfio
Cc: Michael Libby; Lisa Davidson; Mark Alston Follansbee (maf@shcinc.org); Kelly Donato; Heidi Gold (Heidi@simtechsolutions.com); Joyce Tavon
Subject: completed project rating tool for SHA Shelter +Care 2017 CoC NOFA project application
Attachments: SHA Shelter Plus Care completed rating tool.pdf

Hello Linda:

As you will know from my previous email, all project applications that were submitted by the August 29th deadline to the Somerville-Arlington CoC for inclusion on the FY 2017 CoC Priority Listing as part of the CoC Consolidated Application have been accepted and ranked. Attached please find the completed CoC rating tool with scoring assigned to Somerville Housing Authority's Shelter + Care project application.

The Rating and Ranking Process approved by the CoC and used by the ranking committee is attached to my previous email for your reference. If you have questions after reviewing both the completed project rating tool and the Rating and Ranking Process description, please do not hesitate to contact me.

Best wishes,
Heidi

Heidi Burbidge
Housing Programs Coordinator
Housing Division

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

MA-517 Somerville Arlington CoC

Attachment 4: CoC Rating and Review Procedure, Public Posting Evidence

- Communications from the CoC Lead to CoC Members regarding rating and ranking results
 - September 11, 2017
 - September 13, 2017

- Screenshot of CoC Lead (City of Somerville) website with ranking results posted, and rating and review procedure posted, August 16, 2017

Kelly Donato

From: Heidi Burbidge
Sent: Monday, September 11, 2017 5:19 PM
To: Kelly Donato; Joyce Tavon; Heidi Gold (Heidi@simtechsolutions.com)
Subject: FW: Somerville-Arlington CoC 2017 NOFA Project Rating and Ranking Process results
Attachments: 2017 Somerville_Arlington (MA 517) Rating and Ranking Process FNL.pdf

Kelly, Heidi and Joyce:

Please see email below.

From: Heidi Burbidge
Sent: Monday, September 11, 2017 5:18 PM
To: 'antwan_stead@waysideyouth.org' <antwan_stead@waysideyouth.org>; 'betsy_reid@waysideyouth.org' <betsy_reid@waysideyouth.org>; 'ksordialozano@headinghomeinc.org' <ksordialozano@headinghomeinc.org>; 'ldavidson@shcinc.org' <ldavidson@shcinc.org>; 'maf@shcinc.org' <maf@shcinc.org>; 'mantelo-ovando@headinghomeinc.org' <mantelo-ovando@headinghomeinc.org>; 'mlibby@shcinc.org' <mlibby@shcinc.org>; 'dferrier@headinghomeinc.org' <dferrier@headinghomeinc.org>; 'lkaplan@headinghomeinc.org' <lkaplan@headinghomeinc.org>; 'Linda DeProfio' <lindad@sha-web.org>
Subject: Somerville-Arlington CoC 2017 NOFA Project Rating and Ranking Process results

Dear Providers:

Thank you for submitting your project applications for the Somerville-Arlington CoC NOFA by the August 29th deadline. All project applications have all been accepted and ranked.

Below please find the projects as ranked and assigned to Tier 1 and Tier 2. No renewal projects are at risk. All have been placed in Tier 1.

Attached is the ranking plan that was used by the ranking committee, with ranking criteria and thresholds. This plan was approved by the CoC at the August 15, 2017 meeting.

Individual project scores will be sent to each agency in a separate email.

CoC FY2017 NOFA: Scoring and Ranking

Requirement Tier 1 = 94% of Annual Renewal Demand (ARD). ARD = \$1,774,503; 94% of ARD = \$1,668,033
\$106,470 in Tier 2

Bonus = up to 6% of Final Pro Rata Need (FPRN).

Planning Grant = 3% of FPRN

<u>Agency and Project Name</u>	<u>Program Type</u> (PH, TH, SSO)	<u>Renewal Amount</u>	<u>Project</u>
--------------------------------	--------------------------------------	-----------------------	----------------

Kelly Donato

From: Heidi Burbidge
Sent: Wednesday, September 13, 2017 3:34 PM
To: Alba Perez; Alex Pirie; Amanda; Anthony Joseph; antwan steed; Barbara Rubel; Beth M Howe; Betsy Reid; Claire Makrinikolas; Daniel LeBlanc; Danielle Ferrier; David Dorvilier; David Gibbs; Doug Kress; Eileen Feldman; Elana Horwitz; Elizabeth Winston; Emily Bullen; Gerry Zipser; Heather Hernandez; Henry Goodhue; Jason Ramirez; Jessica Brayden; Kelly McEachirn; Kerrin Bowers; Laura Wiener; Lisa Davidson; Lisa Lindman; Luciana Quintanilha; Lydie Ultimo; Marc McGovern; Mark Alston-Follansbee; Mark Evans; Mayte Antelo-Ovando; Megan Alfoni; Mike Libby; Nancy Bacci; Nancy Kavanagh; Netra Darai; Pam Hallett; Penny Snyder; Rita Shah; Sam Davidson-Weiss; Scott Hayman; Sean Terry; Shannon B; Stephanie Fox; Susan Hegel; Tom Bierbaum; Yaritza DeJesus Michael Feloney (mfeloney@somervillema.gov); Kelly Donato; Joyce Tavon; Heidi Gold (Heidi@simtechsolutions.com)
Cc:
Subject: Somerville-Arlington CoC 2017 NOFA Project Rating and Ranking Process results
Attachments: 2017 Somerville _Arlington (MA 517) Rating and Ranking Process FNL.pdf

Dear Providers:

Please note that all project applications that were submitted by the August 29th deadline to the Somerville-Arlington CoC for inclusion on the FY 2017 CoC Priority Listing as part of the CoC Consolidated Application have been accepted and ranked.

Below please find the projects as ranked and assigned to Tier 1 and Tier 2. No renewal projects are at risk. All have been placed in Tier 1.

Attached is the ranking plan that was used by the ranking committee, with ranking criteria and thresholds. This plan was approved by the CoC at the August 15, 2017 meeting.

CoC FY2017 NOFA: Scoring and Ranking

Requirement Tier 1 = 94% of Annual Renewal Demand (ARD). ARD = \$1,774,503; 94% of ARD = \$1,668,033
\$106,470 in Tier 2

Bonus = up to 6% of Final Pro Rata Need (FPRN).

Planning Grant = 3% of FPRN

<u>Agency and Project Name</u>	<u>Program Type</u> (PH, TH, SSO)	<u>Renewal Amount</u>	<u>Project</u>
TIER 1			
Somerville Housing Authority -S + C	PH	\$151,219	rene'
Somerville Homeless Coalition - Sobriety and Stability	PH	\$148,629	rene'
Somerville Homeless Coalition - Better Homes 2	PH	\$387,800	rene'
Somerville Homeless Coalition - Better Homes	PH	\$183,742	rene'

Heading Home - Somerville Stepping Stones	PH	\$57,745	rene'
Heading Home - Better Homes 3	PH	\$149,196	rene'
Somerville Homeless Coalition - Sobriety and Stability II	PH	\$196,371	rene'
Wayside - ShortStop Transitional Housing Program	TH	\$240,315	rene'
Somerville Homeless Coalition - Coordinated Entry	SSO	\$100,605	rene'
Somerville Homeless Coalition - HMIS Dedicated	SSO	\$52,411	nev realloc
	subtotal Tier 1	\$1,668,033	
TIER 2			
Somerville Homeless Coalition - HMIS Dedicated	SSO	\$16,889	nev realloc
Somerville Homeless Coalition - Better Homes 4	PSH	\$89,581	nev realloc
	subtotal Tier 2	\$106,470	
TOTAL TIERS 1 & 2		\$1,774,503	
City of Somerville - CoC Planning Grant		\$59,747.00	

Note 1: City of Somerville CoC Planning Grant not required to be ranked in esnaps (NOFA pg. 15)

Note 2: No agency submitted a bonus application

Please feel free to contact me if you have any questions about the rating and ranking process and results.

The next Somerville-Arlington Homeless Providers Group meeting will be Tuesday, September 19th at 2pm at 2 North Street, Somerville, MA 02144 (the Massachusetts Bay Veterans Center). Co-chairs will be sending a meeting reminder for that as usual.

Thank you,
Heidi

Heidi Burbidge
Housing Programs Coordinator
Housing Division

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

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Revision	Title	Date	Revision actions	Moderation actions
5/0472	Somerville-Arlington Continuum of Care (CoC) Edited by dmoore Revised by dmoore	08/16/2017 - 7:58pm	View Revert Delete	From Draft --> Published on 08/16/2017 - 7:58pm by dmoore

Home > Programs & Initiatives > Somerville-Arlington Continuum of Care (CoC)

Like 0

posting date

Somerville-Arlington Continuum of Care (CoC)

The Somerville-Arlington Continuum of Care (CoC) is the local organization that coordinates housing and services funding for homeless individuals and families. Meetings of the CoC are held on the third Tuesday of each month from 2:00 p.m. to 3:30 p.m. CoC meetings are open to the public. To receive email updates about CoC meetings including meeting agendas, or if you have questions about CoC agency services, please call or send email to:

CoC Lead Agency

City of Somerville
Contact: Heidi Burbidge
(617) 625-6600 x2587
hburbidge@somervillema.gov

CoC Homeless Management Information Services (HMIS) Lead Agency

Somerville Homeless Coalition
Contact: Lisa Davidson
(617) 623-6111
ldavidson@shcinc.org

Resources for Homeless Individuals & Families

Local Agencies with HUD McKinney Funding

Funding Notices & Applications

CoC Policies and HUD Reports

CoC Meetings

2017 Documents

- [FY 2017 CoC Application Detailed Instructions](#)
- [FY 2017 CoC Application Instructional Guide](#)
- [FY 2017 CoC Program Competition NOFA](#)
- [Rating Process and Proposed Ranking Plan, with Rating Tool \(Posted 6/12/2017\)](#)

2017 Updates

8/16/2017 On 8/15/17, the Somerville-Arlington CoC voted to approve the CoC's 2017 Ranking Plan for projects applying for the 2017 HUD CoC NOFA. Please find the full Rating Process and Proposed Ranking Plan, with Rating Tool posted in the 2017 documents above.

8/8/2017

Funding for new Somerville-Arlington CoC projects will be available during the 2017 NOFA application process. We expect that there will be the following available for new projects:

- **Reallocation - up to \$158,881**
- Permanent Housing Bonus - \$106,470

We encourage agencies to apply for this funding, especially the reallocation funds. Please consider how your agency might apply for and use this funding to strengthen our CoC.

Here are some more details about priorities, schedule, and instructions about submitting an application for reallocation and bonus funds.

The CoC especially encourages applications for the following project types:

- HMIS dedicated projects (new reallocation only)
- Permanent Supportive Housing (PSH) projects
- Rapid Re-Housing (RRH) programs
- Other allowable projects are the new Joint TH/RRH component, which is also welcome.
- Note: SSO-CE (allowable under new reallocation) was funded last year so is not being solicited

All new projects must participate in Coordinated Entry.

Here you will find instructions for agencies to submit a "concept paper," a brief summary (a few sentences) of the new project with a budget that includes just basic line items and match. These concept papers are **due August 18th, 2017**.

Technical Assistance for project applications will be available after the full CoC meeting this Tuesday, **August 15th** at the Massachusetts Bay Veteran's Center at 2 North Street. The full CoC meeting will begin at 2:00 p.m.

Additional guidance is available from the following 2017 NOFA webinar resources. We encourage each interested agency to review these:

- [National Alliance to End Homelessness](#) (click on "check out our webinar series," it will bring you to a YouTube playlist with two webinars on the 2017 NOFA)
- A USICH slideshow from recent 2017 NOFA webinar is available [here](#).

Please contact Heidi Burbidge, Housing Programs Coordinator, City of Somerville Housing Division at (617) 625-6600 x2587 or hburbidge@somervillema.gov if you have questions or would like to discuss any of this information or applications that you are considering.

8/1/2017

The FY 2017 CoC Application Detailed Instructions are now posted on the HUD Exchange.

7/24/2017

The Notice of Funding Availability (NOFA) for the Fiscal Year (FY) 2017 Continuum of Care (CoC) Program Competition has been posted to the FY 2017 CoC Program Competition: Funding Availability page on the HUD Exchange.

Submission Deadline: Thursday, September 28, 2017 at 8:00 p.m. EDT

Agencies who provide permanent housing, transitional housing, rapid-rehousing, and supportive services in Somerville and Arlington to individuals and households who are experiencing homelessness are invited to participate in the application process for HUD funding. To receive information about the Somerville-Arlington CoC application process, please email Heidi Burbidge, Housing Programs Coordinator at the City of Somerville (hburbidge@somervillema.gov). If you are interested in receiving updates directly from HUD you can also register for the HUD Exchange mailing list at <https://www.hudexchange.info/maillinglist/>.

- [Announcement information from HUD](#)

6/12/2017

A NOFA prep meeting will be held Thursday, June 15, 2017 from 9 a.m. to 11 a.m. at the Somerville Homeless Coalition, One Davis Square, Somerville. Please contact Heidi Burbidge, Housing Programs Coordinator, City of Somerville at (617) 625-6600 x2587, hburbidge@somervillema.gov for more information.

2016 Documents

- [Consolidated Applications](#)

[About Somerville](#)

[Old Website](#)

[Careers](#)

[Contact Us](#)

[Department Directory](#)

[Accessibility](#)

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2017 Documents

- [FY 2017 CoC Application Detailed Instructions](#)
- [FY 2017 CoC Application Instructional Guide](#)
- [FY 2017 CoC Program Competition NOFA](#)
- [Rating Process and Proposed Ranking Plan, with Rating Tool](#) (Posted 6/12/2017, Updated 7/3/2017, CoC approved version posted 8/16/2017)
- [Ranking for Priority Listing](#)
- [Draft Project Applications](#)

2017 Updates

- 9/20/2017** All project applications that were submitted by the August 29th deadline to the Somerville-Arlington CoC for inclusion on the FY 2017 CoC Priority Listing as part of the CoC Consolidated Application have been accepted and ranked.
- Attached please find [Ranking for Priority Listing](#) with the projects as ranked and assigned to Tier 1 and Tier 2. All renewal projects have been placed in Tier 1.
- Also included in the 2017 Documents listed above is the ranking plan that was used by the ranking committee, with ranking criteria and thresholds. This plan was approved by the CoC at the August 15, 2017 meeting and previously posted here. Draft project applications for all projects included in the priority listing can also be found in the list of 2017 Documents above.
- 8/16/2017** On 8/15/17, the Somerville-Arlington CoC voted to approve the CoC's 2017 Ranking Plan for projects applying for the 2017 HUD CoC NOFA. Please find the full [Rating Process and Proposed Ranking Plan, with Rating Tool](#) posted in the 2017 documents above.
- 8/8/2017** Funding for new Somerville-Arlington CoC projects will be available during the 2017 NOFA application process. We expect that there will be the following available for new projects:
- **Reallocation - up to \$158,881**

Feedback

**MA-517 Somerville Arlington CoC
Attachment 5: CoC Process for Reallocating**

- Attached Somerville Arlington CoC Reallocation Process

MA-517 Somerville Arlington Continuum of Care
Reallocation Process

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

Reallocation will take place when:

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

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

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

In particular, the CoC will look at:

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

**MA-517 Somerville Arlington CoC
Attachment 6: CoC Governance Charter**

- Attached Governance Charter, Adopted 9/19/17

Somerville/Arlington Continuum of Care Governance Charter

Current version: ADOPTED on September 19th, 2017.

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 in-stream 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, with published agendas, will be held at least eleven (11) times annually. Meetings are generally held on the third Tuesday of each month at 2:00 PM at locations available to accommodate the CoC within Somerville or Arlington, 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 Sub-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 such a homeless or formerly homeless person, or other member of the community, 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 in the previous 12 months. 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 HUD CoC and ESG funds. 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. Each agency is expected to have a representative serve as a co-chair on a rotating basis.

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 CoC meetings
- Make invitations for new members 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 organization 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: 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 implement and oversee the HMIS Policies and Procedures as approved. The committee will work 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 project level performance, 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 5year 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 5year 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: (i) for performance of his or her duties; (ii) for influencing or appearing to influence such performance; or (iii) be compensated from the CoC. Most, if not all attendees are paid by their agency or organization for the time spent at the CoC meetings

(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. HMIS also stores information about projects in the region including project type, capacity and other details that are required for reporting and coordinated entry.

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.** HMIS data is aggregated from all data sources to generate all regional reports as required by HUD including the System Performance Measures, the Annual Homeless Assessment Report, the Housing Inventory Chart and the Point in Time Count. These reports provide information about the extent and nature of homelessness over time; produce an unduplicated count of homeless persons; help 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 comprehensive policies and procedures, an MOU between the HMIS Lead Agency and the Collaborative Applicant, and HMIS agreements that allows the HMIS lead to have access to client level data that is stored in HMIS for each CHO requiring the CHO to comply with this part and imposing sanctions for failure to comply; additional requirements 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 HMIS or a comparable database, as provided under this part.

(7) 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.

(8) 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 comprehensive policies and procedures.

(b) Duties of the HMIS Lead Agency:

(1) Ensure the operation of an 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 with HUD requirements;

(3) Execute a written agreement with each of the HMIS vendors that are used by each CHO. Each CHO has an agreement with the vendor providing HMIS services and hosting client data. These agreements include the obligations and authority of the HMIS vendor, the HMIS Lead, and the 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) are included in the agreement between the CHO and their HMIS solution provider. The HMIS Lead and the CHO will process Protected Identifying Information consistent with the agreements and 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 the details outlined in the HMIS Policies and Procedures document, 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) Integrate and warehouse data, including development of a data warehouse for use in aggregating data from sub recipients using multiple software systems;

- (2) System administration;
- (3) Report to providers, the Continuum, and HUD.
- (4) Travel to conduct intake and to attend training;
- (5) Implement and comply with HMIS requirements; and
- (6) 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) Enter into agreements with the entity that provides the HMIS software (such as the MA Department of Housing and Community Development, the City of Cambridge, or other private organizations), that covers all requirements for hosting of data, and the backup, recovery and repair of data in a manner that meets all Federal, State and local privacy requirements.
- (2) 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.
- (3) 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.
- (4) 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.
- (5) Travel to conduct intake and to attend training;
- (6) Implement and comply with HMIS requirements; and
- (7) 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 September 19th, 2017.

The CoC Board approves and adopts the current version of the Somerville/Arlington Continuum of Care Governance Charter as of September 19, 2017:

Kelly F Donato
City of Somerville

ELIZABETH WINSTON JUST-A-START CORP.

Suzanne Hegel
Cambridge & Somerville Legal Svcs

~~Dana Mendel~~

Heading Home Inc.
Antwan Stuel

Wayzole - Short Stop
Michael Kelly
Somerville Homeless Coalition
Rita Shah

Housing Corporation of Arlington
Laura Wiener
Town of Arlington
Nancy Kavanagh

Catholic Charities
Jennifer Wolter
RESPOND, Inc

MA-517 Somerville Arlington CoC
Attachment 7: HMIS Policies and Procedures Manual

- Attached HMIS Policies and Procedures Manual, approved as amended
7/21/2017

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.

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.

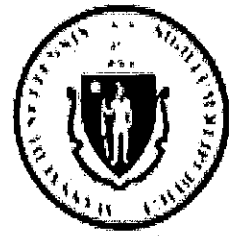
To qualify for the Rent Burden preference, the applicant must pay rent directly to the landlord or agent.

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:

1 Applicants 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

bedroom size when the site is at 98% occupancy. See Chapter 6.

BHA PRIORITY CATEGORIES

**Federal Housing Programs
Administrative Transfers
Supported Housing Programs**

**State Housing Programs
Administrative Transfers
Supported Housing Programs**

Priority One:

- Displaced Due to Disaster
- Displaced Due to Domestic Violence/Dating Violence/Sexual Assault/or Stalking
- Victim of Hate Crime
- Avoidance of Reprisal/Witness Protection
- Court Ordered no Fault Eviction
- Condemnation
- Urban Renewal
- Other Government Action
- Inaccessibility of Dwelling Unit
- Homelessness

Priority One:

- Displaced Due to Natural Disaster

**Priority Two:
(Elderly/Disabled Program Only)**

- Excessive Rent Burden
- Imminent Landlord Displacement

Priority Two:

- Urban Renewal
- Condemnation

Priority Three:

- Displaced Due to Domestic Violence/Dating Violence/
Sexual Assault/or Stalking
- Victim of Hate Crime
- Avoidance of Reprisal/Witness Protection
- Court Ordered No Fault Eviction
- Inaccessibility of Dwelling Unit
- Homelessness
- BHA Resident in Federal Program
- “Termination of Assistance” due to Lack
any household member with eligible
immigration status.

Priority Five:

- AHVP (Alternative Housing Voucher Program)

Priority Six: (Elderly/Disabled Program Only)

Excessive Rent Burden

Imminent Landlord Displacement

Standard Applicants

4.4.3 Priority and/or Preference System

The following system of Priorities and/or Preferences will be used for new admissions to and transfers within BHA housing:

All requests for Priority Status must be verified by a third party. 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 Personal Interview and/or as part of the final screening process.

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 entitled "**Priority Status Request – Insufficient Documentation Notice**" detailing the information still needed to complete the review for Priority status.

Applicants who do not qualify for Priority status based on a review of the documents submitted are sent (or given) a notice entitled "**Notice to Applicants Denied Priority Status**" 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's Grievance and Appeals Department.

Applicants will be sorted on each waiting list in accordance with their Priority and/or Preference(s). The BHA considers residents seeking transfers as Applicants and as such they will be provided the opportunity to select the development/AMP waiting lists to which they choose to apply. The ranking categories utilized by the BHA are outlined below.

1. Emergency Transfers

For a complete listing of definitions of each Emergency Transfer Category and the verification required for each category, please refer to Section 7.2 of Chapter 7, "Transfer Policy."

Approved emergency transfers shall be offered every other fourth unit by waiting list by bedroom size and appropriate unit type. See Chapter 6.

2. Supported Housing Programs - See Chapter 10.

3. Priority Applicants

Priority status for admission shall be granted to Applicant Households whose verified circumstances at the time of an offer of an apartment (prior to execution of the lease) fall within one of the following categories:

- A. ***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:

1. a copy of the incident report from the local Fire Department, and
2. 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

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

result of action by that agency, **and**

- b. the precise reason(s) for such displacement.

H. Other Government action (Federal Only): A Household 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:

- 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.

I. For disabled individuals only, inaccessibility of a critical element of their current dwelling: A member of the Household 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 Household Member with the disability.

Verification Requirements:

- a. The name of the household member who is unable to use the critical element;
- b. a written statement from a Qualified Healthcare Provider verifying that the household 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
- c. a statement from the landlord or official of a government or other agency providing service to such Disabled Persons 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.

J. Homelessness due to Applicant was displaced from his or her last permanent residence: A Household lacks a fixed, regular and adequate nighttime place of habitation and 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); or

A public or private place not designed for human habitation.

Persons living with existing BHA residents or other subsidized housing, or living with residents in private housing even if only temporarily DO NOT qualify as homeless. Persons who temporarily move to a shelter for the sole purpose of qualifying for this priority shall be determined ineligible.

Verification Requirements:

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.

**MA-517 Somerville Arlington CoC
Attachment 10: CoC-HMIS MOU**

- Attached CoC-HMIS MOU, approved and adopted 9/19/2017

Somerville- Arlington CoC Memorandum of Understanding

*Between The Somerville Homeless Coalition as the HMIS Lead, and the City of Somerville,
as the CoC lead on behalf of the Somerville Arlington Continuum of Care*

And approved by the Continuum of Care

Updated 09/19/2017

Duties of Somerville Homeless Coalition as the HMIS Lead shall include the following:

- (1) Ensure the operation of an 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 for all CoCs;
- (3) Monitor and enforce the HMIS Policies and Procedures as approved by the Continuum of Care, including adherence to confidentiality, data security, data integrity, and compliance. The policies also detail the various roles and responsibilities to ensure effective use of HMIS and ongoing data quality and compliance of all of the Contributing HMIS Organizations (CHOs).
- (4) Serve as the applicant 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 Continuum of Care for approval within [the date that is 6 months after the effective date of the final rule to be inserted at final rule stage] and within 6 months after the date that any change is made to the local HMIS. The HMIS Lead will review and update the plans and policy at least annually. During this process, the HMIS Lead will seek and incorporate feedback from the Continuum of Care and each CHO. The HMIS Lead must implement the plans and policy within 6 months of the date of approval by the Continuum of Care.
- (7) The HMIS Lead is responsible for ensuring that HMIS is consistent with the privacy obligations of its users.
- (8) The HMIS Lead will, at least once annually, or upon request from HUD, submit the Annual Homeless Assessment Report (AHAR) which provides an unduplicated count of people served within the Continuum of Care.
- (9) Ensure compliance with the technical standards applicable to HMIS, as provided in HUD's most recently issued Technical Standards.
- (10) Follow HUD standards for maintaining data.
- (11) 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.

As the HMIS lead agency, the SHC further agrees to:

- (1) Enter in and maintain contracts with entities related to obtaining HMIS data throughout the Continuum

of Care for the purposes of:

- a. Hosting and maintaining HMIS software and data;
 - b. Backup, recovery, and repair of the HMIS software and data;
 - c. Upgrade, customize, and enhance the HMIS;
 - d. Meet current HUD standards and reporting requirements
 - e. Integrate and warehouse data, from sub recipients using multiple software systems;
- (5) System administration including data quality, performance, and timeliness monitoring;
 - (6) Report to providers, the Continuum of Care, and HUD.
 - (7) Travel to conduct intake and to attend training; and
 - (8) Implement and comply with HMIS requirements.

Duties of the Somerville and Arlington CoC HMIS (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 all of the HMIS Policy and Procedures. Additionally, each organization is expected to maintain detailed privacy policies that adhere to all laws pertaining to the security of Protected Personal Information (PPI), 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) Implement and comply with HMIS requirements; and
- (5) If using an HMIS solution, other than the primary HMIS, then require the HMIS vendor and the software to comply with HMIS standards issued by HUD.

Ensuring Complete and Accurate Data: 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 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:

- (1) Maintains this HMIS policies and procedures manual and assures that policies are reflected in agency's practice
- (2) Maintains the contract with Simtech Solutions, Inc. which provides tools and services for data integration and reporting (see below).

- (3) Monitors data for quality and completeness.
- (4) Produces regional HUD reports drawing from all data sources in the region. This functionality is supported by a separate contract with Simtech Solutions, Inc.
- (5) 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:

- (1) Designation of HMIS Administrator, including when there is staff turnover
- (2) Agency compliance with these Policies & Procedures including data quality and outcome management.
- (3) Compliance with Privacy and Security requirements detailed in the HUD HMIS Data and Technical Standards.
- (4) Annual review of internal policies and procedures regarding HMIS.
- (5) 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:

- (1) Program compliance with these Policies & Procedures
- (2) Authorizing agent for Partner Agency User Agreements
- (3) Keeper of Executed Client Informed Consent forms
- (4) Authorizing Agent for User ID requests
- (5) Staff workstations
- (6) Internet connectivity
- (7) End user adherence to workstation security policies
- (8) Detecting and responding to violations of the Policies & Procedures
- (9) First level end user support
- (10) Maintain agency/program data in HMIS
- (11) Authorizing agent for Data Quality Monitoring

Agency Staff

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

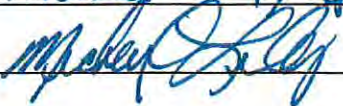
Participation in HMIS

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).

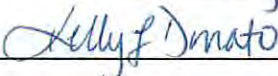
Domestic Violence Exception

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.

On behalf of the HMIS Lead:

Somerville Homeless Coalition
Michael Libby, Deputy Director


On behalf of the Collaborative Applicant:

City of Somerville
Kelly Donato, Assistant Housing
Director & Housing Counsel


MA-517 Somerville Arlington CoC
Attachment 11: CoC Written Standards for Order of Priority

- Attached CoC Written Standards for Order of Priority, approved and adopted August 23, 2016

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

Standard

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

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

Eligibility Criteria for PSH Programs

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

Orders of Priority in CoC Program-funded Permanent Supportive Housing

Priority I:

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

Priority II:

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

Priority III:

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

Priority IV:

All other chronically homeless individuals and families;

Priority V:

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

Priority VI:

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

Priority VII:

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

Priority VIII:

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

Coordinated Assessment

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

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

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

Key Terms

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

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

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

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

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

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

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

Chronically Homeless; means an individual who:

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

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

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

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

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

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

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

Walter Daniels City of Somerville
Walter Daniels

Susan Hegel Cambridge & Somerville Legal Services
Susan Hegel

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

Tom Thresher Heading Home

Azucena Just A Start Corp.

Michael J. S.H.C. - Somerville Homeless Coalition

Laura Wheeler, Town of Arlington

Manikavanan Catholic Charities

President Housing Corporation of Arlington

David Gibbs Community Action Agency of Somerville, Inc.

Adessa Deffenbaugh CASPAR Inc. of Bay Cove.

Approved by Somerville-Arlington CoC
August 23, 2016

MA-517 Somerville Arlington CoC
Attachment 13: HDX System Performance Measures

- **Attached HDX System Performance Measures**

2017 HDX Competition Report

PIT Count Data for MA-517 - Somerville CoC

Total Population PIT Count Data

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

Chronically Homeless PIT Counts

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

Homeless Households with Children PIT Counts

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

Homeless Veteran PIT Counts

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

2017 HDX Competition Report

HIC Data for MA-517 - Somerville CoC

HMIS Bed Coverage Rate

Project Type	Total Beds in 2017 HIC	Total Beds in 2017 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	9	0	0	0.00%
Permanent Supportive Housing (PSH) Beds	126	0	126	100.00%
Other Permanent Housing (OPH) Beds	33	0	33	100.00%
Total Beds	293	17	267	96.74%

PSH Beds Dedicated to Persons Experiencing Chronic Homelessness

Chronically Homeless Bed Counts	2016 HIC	2017 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

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

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

2017 HDX Competition Report
HIC Data for MA-517 - Somerville CoC

Rapid Rehousing Beds Dedicated to All Persons

All Household Types	2016 HIC	2017 HIC
---------------------	----------	----------

RRH beds available to serve all populations on the HIC

9

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

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Summary Report for MA-517 - Somerville CoC

For each measure enter results in each table from the System Performance Measures report generated out of your CoCs HMIS System. There are seven performance measures. Each measure may have one or more "metrics" used to measure the system performance. Click through each tab above to enter FY2016 data for each measure and associated metrics.

RESUBMITTING FY2015 DATA: If you provided revised FY 2015 data, the original FY2015 submissions will be displayed for reference on each of the following screens, but will not be retained for analysis or review by HUD
ERRORS AND WARNINGS: If data are uploaded that creates selected fatal errors, the HDX will prevent the CoC from submitting the System Performance Measures report. The CoC will need to review and correct the original HMIS data and generate a new HMIS report for submission.

Some validation checks will result in warnings that require explanation, but will not prevent submission. Users should enter a note of explanation for each validation warning received. To enter a note of explanation, move the cursor over the data entry field and click on the note box. Enter a note of explanation and "save" before closing.

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.

2017 HDX Competition Report FY2016 - Performance Measurement Module (Sys PM)

	Universe (Persons)			Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)				
	Submitted FY2015	Revised FY2015	Current FY	Submitted FY2015	Revised FY2015	Current FY	Difference	Submitted FY2015	Revised FY2015	Current FY	Difference
1.1 Persons in ES and SH	293	270	282	160	135	101	-34	78	71	48	-23
1.2 Persons in ES, SH, and TH	324	363	369	194	172	141	-31	106	98	73	-25

b.

This measure includes data from each client's "Length of Time on Street, in an Emergency Shelter, or Safe Haven" (Data Standards element 3.17) response and prepends this answer to the client's entry date effectively extending the client's entry date backward in time. This "adjusted entry date" is then used in the calculations just as if it were the client's actual entry date.

NOTE: Due to the data collection period for this year's submission, the calculations for this metric are based on the data element 3.17 that was active in HMIS from 10/1/2015 to 9/30/2016. This measure and the calculation in the SPM specifications will be updated to reflect data element 3.917 in time for next year's submission.

	Universe (Persons)			Average LOT Homeless (bed nights)			Median LOT Homeless (bed nights)				
	Previous FY	Current FY	Previous FY	Current FY	Previous FY	Current FY	Previous FY	Current FY	Previous FY	Current FY	Difference
1.1 Persons in ES and SH	-	282	-	221	-	-	108	-	-	-	-
1.2 Persons in ES, SH, and TH	-	369	-	251	-	-	122	-	-	-	-

2017 HDX Competition Report
 FY2016 - Performance Measurement Module (Sys PM)

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

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

	Total # of Persons who Exited to a Permanent Housing Destination (2 Years Prior)		Returns to Homelessness in Less than 6 Months		Returns to Homelessness from 6 to 12 Months		Returns to Homelessness from 13 to 24 Months		Number of Returns in 2 Years	
	Revised FY2015	# of Returns	Revised FY2015	% of Returns	Revised FY2015	% of Returns	Revised FY2015	% of Returns	# of Returns	% of Returns
Exit was from SO	0	0	0	0%	0	0%	0	0%	0	0%
Exit was from ES	45	85	1	1%	3	4%	1	2%	6	7%
Exit was from TH	13	36	0	0%	0	0%	0	0%	0	0%
Exit was from SH	0	0	0	0%	0	0%	0	0%	0	0%
Exit was from PH	19	18	1	0%	0	0%	0	0%	0	0%
TOTAL Returns to Homelessness	77	139	2	1%	3	2%	1	1%	6	4%

Measure 3: Number of Homeless Persons

Metric 3.1 – Change in PIT Counts

2017 HDX Competition Report

FY2016 - Performance Measurement Module (Sys PM)

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

	2015 PIT Count	Most Recent PIT Count	Difference
Universe: Total PIT Count of sheltered and unsheltered persons	158	165	7
Emergency Shelter Total	94	94	0
Safe Haven Total	0	0	0
Transitional Housing Total	58	65	7
Total Sheltered Count	152	159	7
Unsheltered Count	6	6	0

Metric 3.2 – Change in Annual Counts

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Unduplicated Total sheltered homeless persons	324	366	369	3
Emergency Shelter Total	293	271	284	13
Safe Haven Total	0	0	0	0
Transitional Housing Total	39	103	94	-9

2017 HDX Competition Report
FY2016 - 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 FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	2	59	53	-6
Number of adults with increased earned income	0	7	7	0
Percentage of adults who increased earned income	0%	12%	13%	1%

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	2	59	53	-6
Number of adults with increased non-employment cash income	0	9	7	-2
Percentage of adults who increased non-employment cash income	0%	15%	13%	-2%

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults (system stayers)	2	59	53	-6
Number of adults with increased total income	0	14	14	0
Percentage of adults who increased total income	0%	24%	26%	3%

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FY2016 - Performance Measurement Module (Sys PM)

Metric 4.4 – Change in earned income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	7	27	15	-12
Number of adults who exited with increased earned income	4	7	7	0
Percentage of adults who increased earned income	57%	26%	47%	21%

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

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	7	27	15	-12
Number of adults who exited with increased non-employment cash income	0	6	3	-3
Percentage of adults who increased non-employment cash income	0%	22%	20%	-2%

Metric 4.6 – Change in total income for adult system leavers

	Submitted FY2015	Revised FY2015	Current FY	Difference
Universe: Number of adults who exited (system leavers)	7	27	15	-12
Number of adults who exited with increased total income	4	11	9	-2
Percentage of adults who increased total income	57%	41%	60%	19%

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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 2015	Revised FY2015	Current FY	Difference
Universe: Person with entries into ES, SH or TH during the reporting period.	222	263	289	26
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	189	39	46	7
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time)	33	224	243	19

- WOPH

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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Person with entries into ES, SH, TH or PH during the reporting period.	224	307	337	30
Of persons above, count those who were in ES, SH, TH or any PH within 24 months prior to their entry during the reporting year.	189	49	51	2
Of persons above, count those who did not have entries in ES, SH, TH or PH in the previous 24 months. (i.e. Number of persons experiencing homelessness for the first time.)	35	258	286	28

- pulls in PH

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FY2016 - Performance Measurement Module (Sys PM)**

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 the FY2016 Resubmission 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 2015	Revised FY2015	Current FY	Difference
Universe: Persons who exit Street Outreach	128		101	
Of persons above, those who exited to temporary & some institutional destinations	75		4	
Of the persons above, those who exited to permanent housing destinations	18		5	
% Successful exits	73%		9%	

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

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FY2016 - Performance Measurement Module (Sys PM)**

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons in ES, SH, TH and PH-RRH who exited	174	254	268	14
Of the persons above, those who exited to permanent housing destinations	63	82	97	15
% Successful exits	36%	32%	36%	4%

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

	Submitted FY 2015	Revised FY2015	Current FY	Difference
Universe: Persons in all PH projects except PH-RRH	3	168	180	12
Of persons above, those who remained in applicable PH projects and those who exited to permanent housing destinations	3	152	158	6
% Successful exits/retention	100%	90%	88%	-3%

**2017 HDX Competition Report
FY2016 - 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 HIMS 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.

2017 HDX Competition Report FY2016 - SysPM Data Quality

	AJIES, SH						All TH						All PSH, OPH						All RRH						All Street Outreach							
	2012-2013		2013-2014		2014-2015		2015-2016		2012-2013		2013-2014		2014-2015		2015-2016		2012-2013		2013-2014		2014-2015		2015-2016		2012-2013		2013-2014		2014-2015		2015-2016	
	2012	2013	2013	2014	2014	2015	2015	2016	2012	2013	2013	2014	2014	2015	2015	2016	2012	2013	2013	2014	2014	2015	2015	2016	2012	2013	2013	2014	2014	2015	2015	2016
1. Number of non-DV Beds on HIC	94	90	90	92	92	89	89	41	63	72	60	136	130	130	135	128																
2. Number of HMIS Beds	94	90	90	92	92	89	89	41	63	72	60	130	124	134	127																	
3. HMIS Participation Rate from HIC (%)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	95.59	95.38	99.26	99.22																	
4. Unduplicated Persons Served (HMIS)	289	327	271	286	197	18	45	89	103	94	174	171	173	183	0	0	0	0	0	0	0	0	0	0	6	6	8	8	18			
5. Total Leavers (HMIS)	175	240	190	197	18	45	62	50	44	41	54	45	54	0	0	0	0	0	0	0	0	0	0	0	1	4	4	8				
6. Destination of Don't Know, Refused, or Missing (HMIS)	89	106	103	83	3	5	7	9	6	6	11	5	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	8			
7. Destination Error Rate (%)	50.86	44.17	54.21	42.13	16.67	11.11	11.29	18.00	13.64	14.63	11.11	20.37	0.00	0.00	50.00	100.00																

2017 HDX Competition Report

Submission and Count Dates for MA-517 - Somerville CoC

Date of PIT Count

	Date	Received HUD Waiver
Date CoC Conducted 2017 PIT Count	1/25/2017	

Report Submission Date in HDX

	Submitted On	Met Deadline
2017 PIT Count Submittal Date	5/4/2017	Yes
2017 HIC Count Submittal Date	5/4/2017	Yes
2016 System PM Submittal Date	6/5/2017	Yes